

Guidelines AM5b - Public Data Access for Research

The aim of this measure is the improvement of public data for research purposes, for example collaboration between researchers and public administrations in view of improving available public data, regulating their access for researchers, improving the documentation of data and promoting international standards in data collection.

Maximum amount of the financial contribution

25.000 EUR

Potential beneficiaries and conditions for eligibility

- Researchers in public institutions and public bodies with a research mission¹ (see art. 3, 2nd paragraph of the Fund's law dating May 31, 1999), in collaboration with public institutions or public bodies that hold data which are of interest for researchers.
- The proposal must be developed in common, taking into account the needs of the public data holders and the needs of the researchers.
- In order to ensure data access during and after the activity, the coordinator and public data holder are requested to sign in advance a collaboration agreement that should pay due attention to data access conditions and to the relevant international data documentation standards.
- The FNR recommends applying the *OECD principals and guidelines for access to research data from public funding* published on the FNR webpage.

Eligible costs

- Costs for personnel or fees for consultancy (including legal advice for data access/ property, consultancy in data standardisation issues).
- Meeting costs (room rent and equipment, travel and accommodation costs for international experts).
- IT costs.
- Other expenses directly linked to the activity.

Selection criteria

- Importance of the data access for Luxembourg R&D (objectives, results, indicators).
- Improvement of data quality, data documentation or access through the intended activity, based on international standards.
- Envisaged collaboration with other institutions/researchers.
- Quality of the work plan/organisation.

Application procedure

- Deadline for submission: 3 months before the beginning of the activity.

The applications have to be submitted before the relevant submission deadline in electronic format to the FNR. The signed paper version must be sent by regular mail to the Fonds National de la Recherche, 6, rue Antoine de Saint-Exupéry, P.O. Box 1777, L-1017 Luxembourg, within 5 working days after the deadline of the electronic version at the latest. The signed application form has to be submitted together with all the documents listed below.

¹ Public research bodies with a research mission either stated in their legal statutes or explicitly stated by the responsible Minister.

Selection procedures and payment

- Based on the abovementioned selection criteria, the FNR takes the funding decision, if necessary by consulting external experts to judge the quality of the activity.
- Applicants are informed about the acceptance or refusal of their applications 6 weeks after the submission at the latest.
- The payment is made after the activity on the basis of a final report. In duly justified cases and upon request the FNR may pay an advance up to 80 % of the support.
- In case of a profit, the FNR grant will be reduced accordingly

Documents to be joined to the completed application form

- Detailed description of the envisaged activities (3 pages maximum)
- Detailed work plan and time table.
- Signed collaboration agreement.
- Any other documents illustrating the scientific quality of the activity.

Documents to be handed in at the end of the activity

- A final report providing a detailed description of the activity and indicating the real expenses and revenues.
- Final time table of the activities.
- Any additional elements which could illustrate the activity.

The final documents have to be sent to the FNR six months after the end of the activity at the latest, otherwise the FNR reserves the right to cancel the financial contribution. In case there is a considerable difference between the real expenses and the expected expenses, an explanation must be given in the final financial report. In case of a profit, the FNR grant will be reduced accordingly. The applicant has to sign a non-profit declaration after the activity. The FNR reserves the right to control the invoices and accounts on site.

Please note that it is mandatory to use our Logo in every publication, presentation or publicity related to the activity. The Guidelines explaining the correct use of the Logo are to be found on:

www.fnr.lu/en/Publications/Logos-and-Pictures