

## Requirements and Expectations for Collaborative Teams:

1. Please read the SSH CENTRE Collaborative Book Chapters FAQs and Book Specific Webpage prior to beginning your proposal and complete all sections within the given word limits.
2. The maximum that will be awarded per collaborative team is €7,500. This is intended to enable collaborative working through e.g. author meetings. Travel, subsistence, catering and consumables are eligible costs, but salaries and equipment are not. Only expenses deemed eligible for reimbursement under the European Commission's Horizon Europe funding regulations will be considered.
3. Applicants should not incur expenditure before approval. Planned expenditure must be in line with the host institution's financial regulations and the European Commission's Horizon Europe funding requirements. Best value must be ensured with any expenditure awarded as part of any successful award. The host institution will be responsible for any expenditure beyond the agreed value of any award.
4. Monies will only be paid to the lead applicant's institution (and will be reimbursed, not paid upfront - as such please keep receipts associated with all eligible costs); the lead applicant's institution must arrange for distribution amongst other team members, as needed. 75% of the payment will be paid upon the submission of the first draft of the chapter in January 2024 and the final 25% will be paid upon finalisation of the chapter manuscript in May 2024.
5. All project expenditure must be tracked and in line with the original proposal. Any proposed changes to spend or milestones must be discussed and approved by the editorial team leads for each book (Energy: Anglia Ruskin University; Climate: Basque Centre for Climate Change; Mobility: Vrije Universiteit Brussel). The editorial teams will request scanned copies of receipts, or other confirmation of payment made, and may withhold payment where these cannot be produced. Lead applicants must submit scanned copies of all original receipts for expenses incurred to the relevant editorial team by 31st January 2024 at the latest (when the first draft of the book chapter will be submitted). Anglia Ruskin University, Basque Centre for Climate Change and Vrije Universiteit Brussel reserve the right to withhold reimbursements for expense claims deemed ineligible and/or beyond the scope of what was included in the application budget.
6. Proposals must be led by an academic researcher with a current contract of employment (which extends to at least September 2024) at an institution within the EU or Horizon-associated countries (including the UK)<sup>1</sup>.
7. Each collaborative team will be composed of at least four researchers, with at least 2 researchers coming from SSH disciplines and 2 from STEM disciplines, all of whom will be based at an institution within the EU or Horizon-associated countries (including the UK).
8. Each of the collaborative teams will be a new collaboration between SSH and STEM researchers, meaning that these individuals have never published together before.

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<sup>1</sup> Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden, Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Georgia, Iceland, Israel, Kosovo, Moldova, Montenegro, North Macedonia, Norway, Serbia, Tunisia, Turkey, Ukraine, Morocco, UK

Individuals from the same field (e.g. the 2+ SSH researchers) may have published together before.

9. Lead applicants should have the prior support of their Department/School/Institute/Centre in delivering the proposal, and associated work, and the proposal should be signed by the Head of Department (or equivalent) to indicate this.
10. Each collaborative team is responsible for obtaining ethical approval from their own institution for the collaborative work undertaken (if required) - any required ethical approval must be granted before the collaborative work commences.
11. As part of the SSH CENTRE's commitment to Open Science, appropriate data from the collaborative projects will be made available on the SSH CENTRE's open data repository, and as such needs to be included within each collaborative team's ethics applications. Appropriate permissions will need to be obtained from any participants for their data to be shared on this open data repository. The editors will identify the data deemed appropriate and inform the collaborative teams. The data will need to be submitted to the book editors by the final manuscript deadline (31st May 2024).
12. Applications can be submitted at any time until the final deadline, which is Sunday 4th June 2023, 23:59 (BST).
13. The editors will arrange a virtual meeting with each successful team to discuss their proposed collaborative work and policy recommendation upon notification of their successful application. These meetings will likely occur in July 2023, but there is flexibility based upon the commitments of collaborative team members. The meeting must occur before the online symposium on 10th October 2023.
14. Collaborative teams must commit to periodic check-ins (e.g. around every 2-3 months) with the editorial team of the book they are contributing towards. These check-ins may be through an online call, an email or completing a short possible online survey.
15. All successful groups are to participate in an online symposium on 10th October 2023, the receipt of funding requires at least one member of the collaborative team to attend symposium. The purpose of the symposium is to provide formative feedback on the policy recommendation developed, and support the process of writing-up the chapter.
16. All successful groups may be asked to participate in 2 group interviews (one before and one after the collaborative intervention) to support the ongoing internal evaluation of the SSH CENTRE project. Anonymised data from these interviews will be uploaded onto the SSH CENTRE's online open data repository.
17. All successfully awarded collaborative teams will be invited to produce a 1-3 minute video discussing their recommendation, for use on the SSH CENTRE website. These videos will be recorded when collaborative teams are finalising their manuscript (i.e. March-May 2024) to support the dissemination activities related to the open access books. As such, these videos may be used in SSH CENTRE publicity and reporting materials.