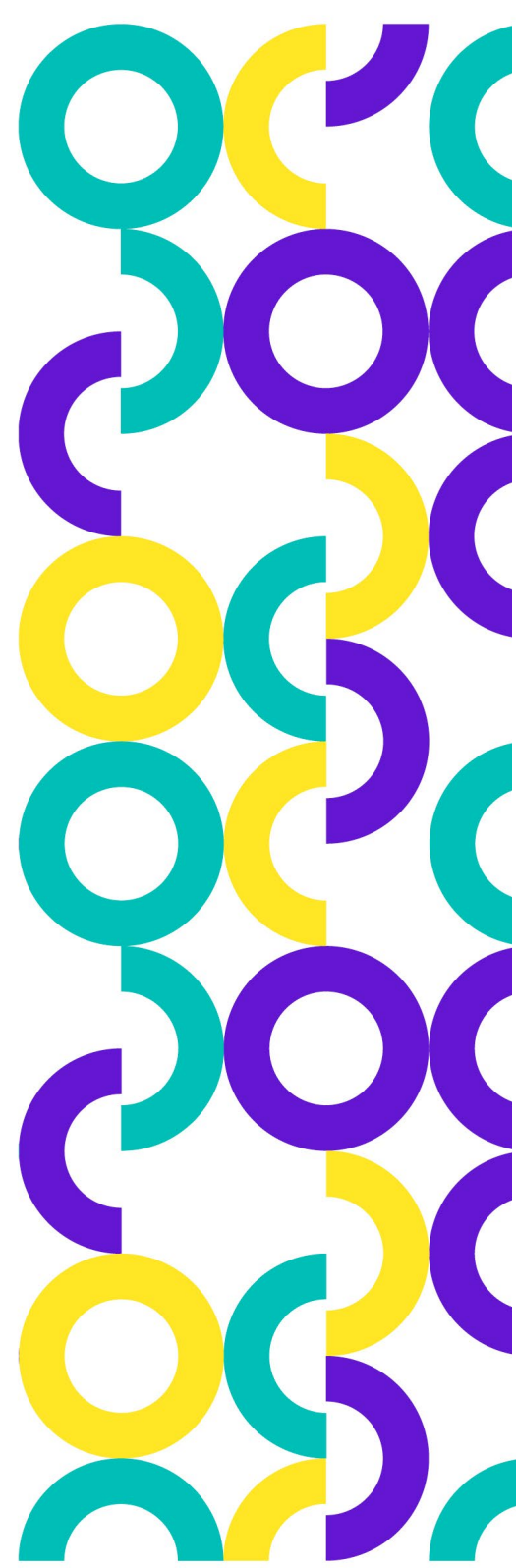




National fund for open science

Call for projects Open scientific and scholarly publishing

Third edition

Published November 16, 2022

For further information:
<https://www.ouvirlascience.fr/open-science/>

*For any questions or difficulties, please write to the following email address:
fns0.aap@cnsr.fr*

Indicative timetable

(Date format is DD/MM/YYYY)

16/11/2022 at 2:00 p.m. CET (UTC+1)

Opening of the SIGAP application platform

(<https://sigap.cnrs.fr>)

22/02/2023 at 2:00 p.m. CET (UTC+1)

Closing of the call for projects

October 2023

Publication of the results

October-December 2023

Contracting phase

(English translated version)

NB:

*This document has been translated into English to make it easier to understand.
However, the only authentic version of this document is the French one.*

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A. Background information

Open science means the unimpeded dissemination of publications and research data. It builds on the opportunity of digital transformation to develop open access to publications and, - as far as possible - to research data, research methodology and source codes.

After a first plan in 2018, the Ministry of Higher Education and Research announced a second **National Plan for Open Science** in July 2021, structured around four axis: generalising open access to publications; structuring, sharing and opening up research data; opening up and promoting source code produced by research; transforming practices to make open science the default principle.

Created in 2019, the **French National Fund for Open Science** is the financial instrument of the French Plan for Open Science. Its purpose is to bring a financial support for projects and initiatives leaning towards the development of open science.

The FNSO launched two calls for projects in 2019 and 2021 for scientific and academic publishing and open scholarly publishing, allowing the support of 49 projects with 4,9 million euros. FNSO-backed projects and initiatives are listed and summarised on [ouvri-lascience.fr](https://www.ouvri-lascience.fr/)¹. All data related to experts, deliberation committee members and backed projects are accessible on [#dataESR](https://data.esr.fr/)² website.

With a view to continue its design of structuring open access publications ecosystem, the FNSO launches today its **third call for projects covering open scientific and scholarly publishing**.

The French National Research Agency will co-fund this third call for projects, focusing on projects fostering diamond open access.

¹ <https://www.ouvri-lascience.fr/category/nfos/projects-initiatives-nfos/>

² <https://data.enseignementsup-recherche.gouv.fr/explore/dataset/fr-esr-porteur-jury-expert-aap-fonds-national-pour-la-science-ouverte/information/>

B. Objectives and principles of the call for projects

The call for projects aims the scope of scientific publishing, whose content presents the results of a work of research, and underwent peer review. For technical terms used in this call, you can refer to the open science glossary available on [ouvrirlascience.fr](https://www.ouvrirlascience.fr)³

The purpose of the call is the **consolidation of bibliodiversity**, meaning the diversity of actors in scientific editing, financing models, forms of publication and communication languages. The call aims to:

- Foster the **conversion** of editorial content towards an **open access digital dissemination**;
- **Reinforce and structure** open access publishing resources, foster the trend towards editorial **quality standards**;
- Foster **financing models diversity** of open access publishing and restore a **balance in favour of the diamond OA model**, free of charge for readers and authors. Projects depending on **transparent and reasonable publication fees** can also be supported in the scope of this call;
- Foster a **continuum between publication, data and codes**;
- Foster **reproducibility** or **traceability** of the scientific method, **integrity**, and fight against publication bias;
- Support **innovating editorial processes**, e.g. in regards to peer reviewing, collaborative writing, etc.

The diversification of the financing models of open access editing

As of today, **the financing of open access editing relies to a great extent on publication fees** (APC or BPC) paid by authors, the cost being most often borne by their institution or agencies financing their research.

Other models exist for the editing of open access books or journals, and are not mutually exclusive:

- Conversion models of subscriptions to full open access, e.g. the *subscribe to open* model, which allows the opening of content when a subscription renewal threshold is hit;
- Subscription models: institutional or individual crowdfunding before the publication, subscription;
- Institutional financing models: patronage or financing by one or more establishments, become editors;
- Financing services models: commercialisation of services linked to the dissemination of open access content (format conversion, reading functionality, etc.) (*freemium*).

³ <https://www.ouvrirlascience.fr/category/open-science/glossary/>

The call aims to support the **mutualisation** across all fields: mutualisation of tools, editorial flows, skills, content etc. **Large partnerships** in support of projects are encouraged. Principles of **transparency of cost and of evaluation processes** are highlighted.

The call is **open to both public and private actors** of scientific editing and publishing.

Projects can be borne by **French actors** or **international actors** that have a significant impact on French scientific publishing landscape, and whose governance relies on a notable part of a French contribution. Partnerships with **international actors** and the integration in a **European and international context** are strongly encouraged.

C. Components of the FNSO 3 « Publications » call for projects

The FNSO 3 « Publications » call for projects includes **three components**:

- Research infrastructures included in the national roadmap for research infrastructures;
- Platforms, services hubs and publishing entities;
- Editorial contents.

1. Infrastructures included in the national roadmap for research infrastructures

The call for projects is part of the ambition of the National Plan for Open Science and the [2021 national roadmap for research infrastructures](#), that is, using the leverages of said infrastructures to transform practices and generalise open science. Infrastructures targeted by the call are those in the field of scientific and technical information, but also those in other fields that wish to launch projects in relation to scientific publishing.

For infrastructures, the call will finance the following types of actions (non-exhaustive list):

- Carrying out **renewing** operations, **load increasing**, making editing data FAIR;
- Foster the **articulation between repositories dedicated to data opening or data sharing, and software forges and archives**, in order to increase the availability of data, codes and software linked to publications;
- Foster the **articulations with the international open science landscape** (Crossref, ORCID, DOAJ, DOAB, Initiative for Open Citation, OpenAbstract, OpenAlex, Retraction Watch, etc.);
- Etc.

2. Publishing entities, services hubs and platforms

This component targets actors that play a structuring role in editing and disseminating scientific publications, mainly:

- **Publishing entities:** university presses, public or private publishers, scholarly or learned societies that are editors of one or more journals or collected works, etc.;
- **Services hubs** for editorial activities, offering local or regional mutualised services for science journals edited by an institution of research and higher education;
- **Platforms ensuring digital dissemination** of open access publications. They can be national platforms, existing platforms at the local or regional scale and articulated with the national ecosystem, journals incubators.

This component also targets other actors or groups of actors, so long as they provide **services for open access editing and publishing**.

The call will allow the emergence of actors able to **collect, manage and redistribute financial contributions** coming from a variety of actors working for open access editorial contents (journals, books, etc.), free of processing charge for authors.

For all these actors, the call leans towards the financing of structuring and mutualised actions allowing **open access transition**, generalisation of **open access practices** and **improvement of editorial chain quality**. This can include, but not limited to, the following:

- **Consulting services for journals transitioning to an open access model** (legal, economic, technical issues etc.);
- Develop or consolidate services that facilitate the **transition of publications to new open access business models**, free of publication fees;
- Establishment or support for the establishment of **natively digital open access editorial channels**;
- Defining the establishment of a **data policy and codes linked to publications**;
- **Mutualise and rationalise editorial features** within an institution, a site, a region, or a disciplinary field;
- Generalise the use of **identifier** (DOI, ORCID...) and improve SEO (Mir@bel, DOAJ, DOAB, Sherpa Romeo, etc.) and metadata flow quality;
- Establishment of a global **contracting** policy with contributors (authors, journals, collection supervisors, etc.);
- Establishment of **structuring and mutualised training programmes** to strengthen skills;
- Development of services implementing innovative **editorial processes** (collaborative writing, open peer reviews, etc.);
- Etc.

3. Editorial contents

This component focuses on editorial contents:

- **Collection of books or monographies** whose contents present the results of a work of science research;
- **Science journals or collection of journals**, periodically publishing articles written by researchers;
- Other **editorial forms following open science practices** (which may be specific for a given field): registered reports, data papers, methodology protocols and measures, executable articles or books (*Jupyter Notebooks*), publication of the results of tests or clinical trials, etc.

These contents must be subject to peer review. Projects supervisors are encouraged to **mutualise their actions** at the scale of several journals, book collections or other editorial content packages.

The call targets the following types of actions (non-exhaustive list):

- The **transition of content towards an open access dissemination**, using the diamond OA model or transparent and reasonable publication fees (article processing charges – APC, or book processing charges – BPC);
- Develop editorial forms that **foster the continuum between publications, data and codes**;
- Develop editorial forms that allow **reproducibility** or **traceability** of the scientific method, and foster scientific integrity;
- Allow the publication of **negative results** to avoid publication bias;
- Etc.

Operations of **retrospective digitalisation** of journals or collections can be financed in the scope of the call, provided they come in support of a transition towards **open access dissemination**.

For **book collections**, the transition towards open access dissemination can come with a **moving wall of a reasonable timeframe**. For journals, immediate open access dissemination from publication date is the rule.

In the case of an **economic model switch**, the FNSO aid is not designed to sustainably substitute incomes from sales, subscriptions or APCs. Projects can use this **aid to kick-start** such economic model switch. The aid can cover, among other things, spending linked to internal **reorganisation** or external **communication**.

Boundaries of the call

Not within the scope of this call:

- Projects solely focused on managing, sharing, opening or fostering **research data** editing;
- Projects centred around **software service offer**;
- Projects centred around the **translation** of scientific contents;
- Projects of **patrimonial digitalization** of journals or book collections that are do not come with open access dissemination⁴.

Projects can include feasibility studies, granted they are followed by concrete operational implementation that must be at least initiated in the scope of the project.

D. Submitting an application

1. Glossary

Project

This is an application submitted by a project Coordinator, which has been selected for funding under the FNSO 3 call for projects.

Project Coordinators

Project Coordinators are natural persons responsible for submitting an application and, if successful, for carrying out a Project.

In the case of collaborative projects, project Coordinators centralise the submission of an application. They ensure that they have obtained all the necessary information from the project Beneficiary managers and Partner managers.

If their project is funded, they will coordinate it within the Beneficiary or Partner institution(s). Coordinators are the main interlocutor with the FNSO for their projects.

Project Beneficiary manager or Partner manager

A project Beneficiary Manager or Partner Manager is the natural person responsible for carrying out part of a project within a beneficiary or partner institution.

⁴ Project managers can opt for other financing mechanisms dedicated for such actions, in particular [CollEx Persée](#).

In the case of collaborative projects, the Beneficiary or Partner managers implement their part of the project within the beneficiary or partner institution they represent.

Beneficiary

The Beneficiary is the legal entity receiving funding for a Project selected following the FNSO 3 call for projects.

Partners

Partners are legal entities that do not receive funding for a Project selected following the FNSO 3 call for projects. They may intervene on the Project, without FNSO funding, by providing funding or carrying out part of the Project.

2. Eligibility and submission process

Research organisations, companies or any institution with legal status whose main mission is research and/or the dissemination of knowledge⁵ are eligible for the call for projects. All project applications must fill in the table of Open science principles and good practices (see D.2.b).

A Project Coordinator submits an online application, which details the overall implementation of the project and explains its financial requirements.

In the case of collaborative projects, project Coordinators centralise the submission of an application. They describe the project submitted in the online form, including the different parts of the project (Partners and Beneficiaries).

When a project has been selected for funding, CNRS, on behalf of the FNSO, will sign a contract with each of the Project Beneficiaries.

The project Coordinator and Beneficiary and Partner managers must ensure the commitment of their home Beneficiary and Partner institutions before submitting the candidate project via the online application.

a) Composition of the application file

The application file includes a form to be completed online at the following address <https://sigap.cnrs.fr> and the submission of supporting documents.

French is the preferred language for these applications. You may, however, apply in English.

⁵ And have fulfilled their legal, administrative, social, tax and accounting obligations.

The project Coordinator must complete the online application form, which includes the following information:

- Selection of the type of initiative (Infrastructure included in the national roadmap for research infrastructures/Platform, services hub or publishing entity/Editorial content or Content combining several editorial projects);
- Identification of the Project and the project Coordinator;
- A short summary (280 characters) and a long summary (2000 characters);
- State of the art, description of the overall project and identification of project stakeholders;
- Request for financing;
- The open science principles and good practices (see D.2.b);
- Affirmation by the project Coordinator that they have requested and obtained the agreement of their superiors to participate in the project and that they have obtained the agreement of any project Beneficiaries and Partners.

The Project Coordinator submits the following documents in the "Attachments" section of the online application:

- The CVs of the Project Coordinator and all project leaders (Project beneficiary managers and Project partner managers);
- The financial request table for the project;
- Any additional documents to support the application (financial summaries, graphical representations, presentations or explanatory annexes).

The application will be considered complete, and therefore eligible, if all these elements have been completed and submitted via the online application by the closing date indicated on page 2 of this document.

It is strongly recommended:

- that the project Coordinator prepare the answers to be filled on-line beforehand by consulting the "Preparatory template for the online form" (which can be downloaded from <https://sigap.cnrs.fr>);
- to start entering information on the online form at the latest one week before the closing date of the call for projects;
- to regularly save any information entered on the online form, especially before leaving each page;
- to not wait until the closing date of the call to finalise the procedure for submitting your application.

b) Filling in the open science principles and good practices

Depending on the type of initiative, the Project Coordinator is required to fill in one or other of the two open science principles and good practices tables, which are detailed in Part H (for infrastructures, publishing entities, services hubs and platforms: table A; for editorial content: table B):

- **In the case of a "infrastructure" or "services hub, platform or publishing entity" type: only table A must be filled in;**
- **In the case of an initiative of the "editorial content" type: only table B must be filled in;**

The project Coordinator must detail each of the principle and good practice. These details must cover the situation at the time of submission of the project, and the situation aimed at the end of the funding period. The possible values are: irrelevant criterion, criterion not met, criterion partially met, criterion fully met.

In addition, a few lines of comments should show and justify the dynamics, even if it means referring to a more complete part within the text presenting the project. **These criteria can be considered as objectives. The fact that they have not been reached at the beginning of the project does not prevent the project from being submitted. If you cannot meet certain criteria, please explain why.**

E. Evaluation of candidates

Eligibility will be verified based on the information available at the closing date of the call. In the event that any information is missing or inconsistent, the application will be considered ineligible. Proposals considered as ineligible will neither be processed nor funded.

The selection process of the call for projects involves different actors whose respective roles are as follows:

- On a proposal from the FNSO, the chairperson of the Open science steering committee⁶ appoints the members of the evaluation committee;
- The deliberating committee is responsible for assessing the applications and ranking them. It is made up of French and foreign members. The deliberating committee can consult external experts. It can contact project leaders and ask them for more details;
- The Open science steering committee selects the final list of projects to be funded based on the conclusions of the evaluation committee.

⁶ <https://www.ouvrirelascience.fr/the-committee-for-open-science/>

After publication of the list of funded Projects, the composition of the evaluation committee will be posted on the open data platform [#dataESR](#).

The people involved in selecting projects undertake to respect with the principles laid down in the ANR's⁷ Charter of Ethics and Scientific Integrity, in particular those relating to confidentiality and conflicts of interest. Under these rules, any participant in a project may not be a member of the evaluation committee.

The members of the evaluation committee are called upon to examine the applications according to the following evaluation criteria:

- Scientific relevance and suitability of the proposal in relation to the guidelines of the call for projects
- Potential impact of the project on open science
- Involvement rate and overall financial balance of the project
- Feasibility of the proposal, adequacy of resources to meet the objectives
- Compliance with Open science principles and good practices (see D.2.b)
- Strategy for pooling between actors

The co-financing of each project is an evaluation criterion that will be examined by the jury. Selected projects for funding from the FNSO will be contacted for the contract procedure.

F. Financing arrangements for funded Projects

For each Project supported for one, two or three years, the contribution of the FNSO will be between:

- A minimum of 50K€ and a maximum of 300K€ for infrastructures included in the national roadmap for research infrastructures (see C.1.);
- A minimum of 40K€ and a maximum of 200K€ for publishing entities, services hubs and platforms (see C.2.);
- A minimum of 10K€ and a maximum of 90K€ for editorial content projects (see C.3.).

The details of the rate of staff involvement in the Project as well as the balance of additional costs will be examined. FNSO funding is provided within the limits of the funds available to it.

A Beneficiary may not transfer in any form whatsoever, whether for a fee or free of charge, the rights and obligations arising from the financing (in particular transfer/pledge) without a prior express agreement from the FNSO.

⁷ <https://anr.fr/en/anrs-role-in-research/values-and-commitments/scientific-integrity/>

1. **General financing rules**

a) Marginal cost financing

The marginal cost excludes the remuneration of permanent staff and environmental costs of these staff. It includes other costs related to the implementation of the Project.

The Beneficiaries financed at marginal cost are as follows:

- Public research institutes, local authorities, public or institutions or those considered as such: Public Scientific and Technological Institutions (EPST), Public Cultural and Professional Scientific Institutions (EPSCP/EPCSCP), Public Administrative Institutions (EPA), Public Economic Institutions (EPE) or consular chambers, Public Interest Groups (GIP), Public Industrial and Commercial Institutions (EPIC) except in the case of a Project carried out in collaboration with at least one commercial company.
- Most of the public charitable foundations that carry out research;
- Private Health Institutions of Collective Interest (ESPIC).

b) Full cost financing

The full cost includes all costs related to the Project.

Companies and associations are funded at full cost.

In the context of research conducted in partnership with at least one commercial company, EPICs are financed at full cost.

2. **Specific financing rules for *de minimis* aid**

The financing granted to companies under this call for projects will be granted on the basis of European Commission Regulation no. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid published in OJ L 352 of 24.12.2013.

To determine whether an entity should be qualified as a single company, applicants who have submitted proposals that are then selected for funding, which are neither public institutions nor companies, will, in the case of funding, have to complete a calculation form to be provided during the funding validation period and return it to the FNSO. The form can be provided at the time of submission and *at least* within 15 days of the funding decision. The procedure for signing the agreement and financing may not begin until the completed form has been received by FNSO.

The criteria for *de minimis* aid are as follows:

- *De minimis* aid is granted to a single company;
- The total *de minimis* aid granted from national public funds to any one company must not exceed €200,000 over 3 fiscal years;
- It is possible to cumulate *de minimis* aid with other categories of aid for the same eligible costs up to the maximum aid intensity or the highest aid amount granted for these categories of aid;
- Aid granted in the cases set out in Article 1 of the aforementioned Regulation (EU) no. 1407/2013 shall be excluded from *de minimis* aid.

The aid rates applicable to the call for projects are as follows:

- Maximum aid rate for SMEs at full cost: 45%
- Maximum aid rate for large companies at full cost: 30%

The other entities are 100% funded.

The qualification of single company does not depend on the legal status (public or private law) or the objective pursued (profit or non-profit). The decisive element is the exercise of an economic activity, i.e. any activity consisting in offering goods and/or services on a given market.

The FNSO will verify compliance with the *de minimis* aid rules before the agreement is signed, in particular with regard to cumulation and single company issues. In the event of non-compliance, the FNSO reserves the right to refuse funding, even if the project has been selected. In any case, the non-financing of a company may jeopardize the financing of the entire project if it is considered that the consortium's ability to achieve its objectives is compromised.

The participation of a company type Beneficiary in a Project implies the transmission of a consortium agreement (as indicated in the section G.1.).

3. Terms and timing of payments

Funding will be transferred within two months of the publication of the results of the FNSO 3 call for projects and subject to receipt:

- of the document(s) of the project Coordinator (and, where applicable, of the project Beneficiary manager(s)), affirming that they have requested and obtained the agreement of their superiors to participate in the project.
- of the calculation form for single companies.

4. Taxation of aid

The financing granted by the FNSO is not subject to VAT because there is no direct link between the service provided and its value counterpart, pursuant to the provisions of Tax Instruction 3A-4-08 of 13 June 2008 and no. BOI-TVA-CHAMP-30-20120912 of 12 September 2012 of the Directorate General for Public Finance.

5. Eligibility of expenses for funded projects

The following expenditure shall be considered eligible:

a) Personnel expenses

Salaries with employees and employer's social contributions, taxes on salaries, contributions payable by the beneficiary (old-age pension, family grants contribution, solidarity), unemployment insurance scheme including self-insurance system or based on agreements with *pole emploi* (national employment agency) CSG-CRDS, taxes on salaries; Bonuses and allowances (e. g. internship); Allowance for loss of employment (at the end of the fixed term contract (CDD)) when it is covered by the Beneficiary (unemployment self-insurance system or equivalent) for the period running until the end of the Project within the limit of the employer rate of the general unemployment insurance scheme, for researchers, engineers, technicians and other staff responsible for implementing all or part of the Project, provided that their share of assignment on the Project can be identified and justified.

Expenditure relating to the permanent staff of Beneficiaries at marginal cost is not eligible.

b) Cost of equipment and consumables

This is the cost of acquiring or renting the equipment and of the consumables used specifically for implementation of the Project.

Case of Beneficiaries with marginal cost:

- Purchase: the purchase price of the equipment acquired for implementation of the Project is eligible
- Rental: the rental price covering the period of the Project is eligible

Case of Beneficiaries with full cost:

- Purchase: only depreciation costs corresponding to the duration of the Project are eligible
- Rental: the rental price covering the period of the Project is eligible.

The costs of transportation, installation, revision/maintenance, repair, adaptation or evolution of existing equipment and consumables are eligible.

c) Costs of using service providers (and intellectual property rights)

- Costs of intellectual property:

These are costs that are necessary for carrying out the Project and related to the purchase of: Licenses, assignments, patents, trademarks, software, databases, copyright etc. and during its term;

- Costs of services provided:

The Beneficiaries may have certain services related to the Project performed by third parties. The amount of this category of costs is limited to 50 % of the amount of funding granted to each Beneficiary unless an exemption is granted in advance at the Beneficiary's justified request.

The objective is to ensure that a Beneficiary does not substantially transfer the tasks it was originally intended to perform. The FNSO does not make any commitments to service providers. The services are carried out on behalf of and under the control of the Beneficiary alone, who must pay the services in full once they have been provided and without making this payment subject to the payment of funding.

d) Overhead (additional and other operating expenses)

- **This category includes:**

Non-flat-rate overheads (to be justified at actual costs):

- Mission expenses, travel of permanent or temporary staff assigned to the Project, reception expenses and organisation of seminars/conferences related to the Project.

For Beneficiaries at marginal cost:

- The working environment fixed at 8% of all eligible costs excluding working environment costs (a+b+c+d non-flat-rate overheads).

As this is a lump sum, beneficiaries at marginal cost do not have to justify these costs.

For Beneficiaries at full cost:

- maximum 68% of eligible personnel costs (see a)
- maximum 7% of other eligible costs excluding working environment costs

As this is a ceiling, full-cost Beneficiaries may be required to justify these expenses on request.

- **To be eligible for funding, expenses:**

- must comply with the Beneficiary's internal rules;
- must be linked to the Project;
- must be carried out between the date of notification of funding by the FNSO and the end of the Project (i.e. 12, 24 or 36 months after the notification of funding);
- must be proportional to their actual use for the purposes of the Project;
- must correspond to services that have given rise to pricing and can be traced in accounting;
- must not conflict with other provisions applicable to the eligibility of costs.

G. Monitoring and assessment of the funded projects

The Beneficiaries undertake to comply with the instructions given to them by the FNSO for the supply, presentation and distribution of the documents to be provided.

1. Consortium agreement

Consortia with at least one company type Beneficiary or Partner must sign a consortium agreement and send it to the FNSO.

The FNSO verifies that there is no indirect support through the Consortium Agreements, which must specify for each Project:

- the contributions of the Beneficiaries and any other Partners,
- the distribution of tasks,
- the rules for sharing intellectual property rights relating to prior knowledge and results obtained under the Project,
- their exploitation and dissemination.

The agreement must come into effect no later than the date of commencement of the Project. The FNSO recommends that the Beneficiary which coordinates the Project submit the Consortium Agreement, if possible before the start of the project or within a maximum period of six months after the start of the project for an annual project and twelve months after the start of the project for a multi-year project.

Any modification to a Consortium Agreement relating to the aforementioned elements must have been brought to the attention of the FNSO. The Beneficiary project coordinator is required to forward to the FNSO any amendment to the Consortium Agreement as soon as it has been signed.

2. Communication

The ministry in charge of research and the FNSO may communicate on the general objectives of the Projects selected for funding, their scope and results; a non-confidential summary will be provided by the successful candidates for this purpose.

The FNSO must be informed of any communication or publication relating to a Project.

The Beneficiary undertakes to mention the financial support provided by the FNSO with a specific notice ("project financed with the support of the National Fund for Open Science"), and by including the communication elements that will be provided by the FNSO (logos, FNSO identifier) in its own communication actions on the Project, its results and publications.

The Beneficiary coordinator undertakes to participate actively in communication and programme follow-up operations such as seminars and conferences.

3. Interim report for multi-year projects

For multi-year Projects, an interim report on the progress of the Project is sent by the project Coordinator to the FNSO on each anniversary date of the notification of Project funding, structured to match the template provided by the FNSO.

When a Project is carried out by several parties, the project Coordinator draws up a report based on the information provided to them by all the other project Beneficiary managers or Partner managers. In the event of default by one of the project Beneficiary managers or Partner managers, a partial intermediate report (containing only the part of the work carried out by the non-defaulting project Beneficiary managers or Partner managers) may be sent by the project Coordinator with the prior agreement of the FNSO.

4. Project completion report

For each Project, single or multi-year, a Project completion report summarizing all the tasks carried out is sent by the project Coordinator to the FNSO, structured to match the template provided by the FNSO.

Information relating to staff is to be included in the final statement of expenditure except for information relating to the permanent staff of Beneficiaries and Partners at marginal cost, which is to be indicated in the Project completion report (number of staff involved in the project, number of technical staff, in corresponding person-months).

When a Project is carried out by several parties, the project Coordinator draws up a report based on the information provided to him by all the other project Beneficiary managers or Partner managers. In the event of default by one of the project Beneficiary managers or Partner managers, a partial intermediate report (containing only the part of the work carried out by the non-defaulting project Beneficiary managers or Partner managers) may be sent by the project Coordinator with the prior agreement of the FNSO.

5. Final statement of expenses

A final statement of expenditure summarising all the Beneficiary's eligible costs/expenses incurred for the Project over its total duration shall be sent by the project Coordinator and each Beneficiary project manager to the FNSO structured to match the template provided by the FNSO.

The statement must include:

- for category a), the list of permanent (for full-cost Beneficiaries only) and non-permanent staff assigned to the Project, specifying their seniority/category, the working time on the Project in corresponding number of person-months, the monthly and total costs;
- for cost categories (b), the list detailing the assets, their amounts, acquisition/lease date and, where applicable, the rate and share of depreciation attributable to the Project;
- for category (c), the list of services, names of suppliers/providers and amounts.

The final statement of expenditure must be drawn up on the Beneficiary's letterhead paper, signed by its legal representative and sent to the FNSO within 3 months of the end date of the Project. It must have been certified as accurate by the accountant.

Certification by the auditor, a chartered accountant if the Beneficiary has one or any other inspection body if necessary, may be required at the request of the FNSO.

The final statement shall be based on invoices that have been paid.

The services to which they relate must have been carried out before the end date of the Project (service rendered).

Additional documents may be requested by the FNSO.

Supporting documents must be kept for five years after the end of the Project. These elements are checked by the FNSO.

The winning projects must cite that they have been funded by the National Open Science Fund and may be required to provide a report that will be made public.

6. **Return of funded money**

The Beneficiaries undertake to return all or part of the funding to the FNSO within 30 days of receipt of the request for restitution from the FNSO in the following cases:

- the non-receipt of the consortium agreement;
- the amount of the expenditure statement validated by the FNSO is less than the amount paid.
 - o either because the Beneficiary has not consumed all the credits paid;
 - o or because the FNSO has decided that the expenses are not eligible.

H. Open science principles and good practices

1. Table A: principles and good practices for the operation of infrastructures, publishing entities, services hubs and dissemination platforms

Warning: publishing entities only provide information on the criteria relevant to them.

ESSENTIAL (13 criteria)	HIGHLY RECOMMENDED (5 criteria)	DESIRED (3 criteria)
AA Governance		
1 Clear definition of governance institutions, their objectives, relationships and ways of functioning	3 Establishment of science bodies (e. g. a scientific council) that are regularly renewed (with a limited mandate)	6 Governance with the widest possible national, European and international geographical, linguistic and disciplinary diversity depending on the vocation of the structure
2 Participation in the governance of user and scientific communities represented in their diversity	4 Dynamics of dialogue and cooperation with initiatives and actors in the field	
	5 Regular review of the infrastructure or platform roadmap	
AB Openness		
1 Display of the General Terms and Conditions of Use of the infrastructure or platform		
2 Readability and display of the structure's methods and sources of financing and how they are adequate for the mission involved		
3 If necessary, definition of the criteria and way of functioning for membership (for example, a journal wishing to be hosted by a platform) and guarantee of their transparency		
4 A procedure must exist for the declaration of links and conflicts of interest		
5 Openness in procedures for the selection of members of governance bodies		

AC Viability / Durability		
1 Presentation of the financing model which enables the infrastructure or platform's viability: balanced accounts, scalability of uses, service innovations, maintenance and evolution of technical aspects		5 The general operation of the infrastructure or platform is not based on the financing of one-off projects
2 Revenues based on services associated with content and not on the commodification of content itself		6 For privately managed infrastructures or platforms, sufficient financial margin has to exist to ensure it can function during a transition period in the event of cessation of activity
3 Transparency, proportionality and reasonableness of the prices charged for services where applicable taking into account the reality of the cost and service provided		
4 A public document should set out the possible disappearance of the service in the form of a progressive process or by merging, thus guaranteeing the sustainability of data and missions		
AD Replicability/portability		
1 Use of open standards in the spirit of the FAIR principles, including the use of open, standardized, structured, documented, valid, easily available and interoperable data and metadata	3 Open source availability of the entire infrastructure or platform source code	
2 Availability of automated access to all metadata and content (e. g. via an API or regular dumps)	4 Infrastructure or platform built from existing open source software building bricks with a good level of technical maturity and possibly a large community of contributors and/or users	

Clarification of some of the criteria for infrastructures and platforms (table A):

- AA4: List infrastructure or platform partnerships at the national and international levels.
- AC2: provide infrastructure or platform rates with justification and breakdown of the costs.

2. Table B: Principles and good practices for editorial content

ESSENTIAL (12 criteria)	HIGHLY RECOMMENDED (7 criteria)	DESIRED (4 criteria)
BA Governance, integrity and editorial policy		
1 Definition and public dissemination of the composition and method of setting up editorial bodies (editorial committee, etc.)	5 Open, diversified and regularly renewed editorial bodies (limited mandates which may be renewed)	
2 Selection and evaluation of scientific content by peers according to clearly stated procedures		
3 Public dissemination of a priori or a posteriori procedures taken for the purpose of scientific integrity (data fabrication, plagiarism, etc.)		
4 The editorial line (of the journal or series) and editorial procedures (including evaluation processes) must be clearly displayed		
BB Legal framework		
1 Description and public display of the contractual framework established with the authors and the licensing policy	3 Use of the most open license possible (preferably the Creative Commons Attribution CC-BY)	
2 Authors should retain all their rights, in compliance with the license (no exclusive transfer to the publisher or a third party)		
BC Business model – general points		
1 The business model shall be explicitly made available for public consultation		4 The submission and publication of articles do not depend on the payment of unit publication costs (such as "APC" or "BPC")
2 Publication in immediate and full open access, now or after a transition process programme		
3 There must be a strategy for the medium-term economic viability of the journal or collection		

BD Business model – The special case of journals and collections with unit payment of publication costs (type "APC" or "BPC")		
1 Transparency, proportionality and reasonable nature of the price for the services invoiced, where applicable, taking into account the reality of the cost and service provided	3 Possibilities of exemption from possible publication costs depending on the author's affiliation institution (middle- and low-income countries, institution supporting the journal or collection, etc.)	
2 Evolution of possible publication costs in the framework of a contractual commitment		
BE Accessibility, interoperability and sustainability of contents		
1 Free access to all content without identification and DRMs	2 Unique identifier and referencing mechanism (e. g. DOI) for each editorial unit (article or book chapter)	6 Open dissemination of research data associated with a publication where the legal framework allows this to be the case.
	3 Open, standardized, structured, documented, valid, easily accessible and interoperable data and metadata	7 Separatable formats (pdf, epub, xml, etc.) for each editorial unit
	4 Content and end-user interface accessibility policy for public groups with difficulty of access and areas with limited Internet speed	8 Use of ORCID for author identification
	5 Conditions for the long-term storage and accessibility of content	

Clarification of some of the criteria for editorial content (table B):

- BD1: provide the publication cost rates with justification and breakdown of the costs.
- BE4: for those who are prevented from reading, whether readers or contributors, clarification is expected on the accessibility of editorial content (e. g. Epub 3 Accessibility 1.0, CSS 3 formats), digital dissemination platforms (WCAG 2.1) and software tools (CMS).