

Frequently Asked Questions to the ESERO Germany Call for Interest

(a) The call for interest for an ESERO office in Germany asks for a national contribution by the interested organization. Is there a possibility that the national contribution can come from the DLR?

The DLR (Research & Technology and Space Administration) cannot contribute to the cost of an ESERO office in Germany – neither in cash nor in-kind.

(b) In some ESERO countries there is a regional basis to hold events. Can the DLR_School_Lab rooms be used for events as in-kind contributions?

As the DLR cannot contribute to the costs associated to ESERO – cash or in-kind – the DLR_School_Lab rooms cannot be used. Neither can the DLR_School_Lab rooms be rented.

(c) In what way can the interested organization verify their in-kind contributions?

In-kind contribution has to be calculated in terms of facilities and manpower costs. For example, if the ESERO Manager and other possible ESERO personnel (Educational specialist, teacher) are already working in the organization, the salary of the employee(s) related to time dedicated to the ESERO project is in-kind contribution. Also the costs of rooms, hardware etc. can also be valued as in-kind contribution as long as they relate directly to ESERO activities.

(d) Given there are other projects, similar in purpose to ESERO, can funds such as manpower costs and facilities be valued as in-kind contributions (if they are also serving for these projects)? Or should only funds which are exclusively used for ESERO be mentioned in the Proposal Template?

The in-kind contribution to the project is the contribution exclusively for ESERO. If manpower and facilities are used for other projects the respective contribution has to be identified and quantified. For example a person can work for different projects. The percentage of time dedicated only to ESERO is the one that can be counted as in-kind contribution.

(e) Can previous investments and achievements (such as Curriculum analysis, teaching material preparation and translation, investments in teaching infrastructure) be valued as in-kind contribution?

No, previous investments and achievements are very good basis and count a lot for the selection but cannot be counted as in-kind contribution.

(f) According to the Proposal Template, the ESERO project should start 1 January 2018. Is this correct? If so, when will be decided who hosts the ESERO office?

The ESERO should start as soon as the contractual procedures with the organization that will be selected via this call are concluded. This will take a few months. 1 January 2018 is a good indicative date but is not fixed.

(g) The advertised period of time of 1+1 years is relatively short (in comparison to other countries). Is there a possibility of contract renewal?

ESA can only commit to ESERO contracts until 31 December 2019. All current ESERO contracts have the same end date. It is ESA Education intention to propose the extension of the ESERO project after 2019.

(h) What does “1+1 consecutive years” imply? Will there be a confirmation for the first year and during this year for the second one?

ESA can only commit to ESERO contracts until 31 December 2019. All current ESERO contracts have the same end date. It is ESA Education intention to propose the extension of the ESERO project after 2019. This first contract will be for a maximum of 24 months.

(i) Is it possible for a consortium to put in a proposal?

An organization may identify other national partners to form a consortium and put in a joint proposal. The contract with ESA will however be with one lead organization only and the other partners should not be seen as subcontractors. It can be clear in the proposal the role of the different partners in terms of expertise and contributions.

(j) Who is named as ESERO Manager and who as ESERO Contractor? Is the Contractor the head of the organization (e.g. director of the university) and the manager the head of the department, who wants to run the ESERO office?

ESERO Manager is the name appointed by the “Contractor” (Organization which will have a contract with ESA) to be the main contact person with ESA for this project. He/she will be responsible for participating in the biannual meetings with ESA, manage the project on a daily basis, produce the biannual reports and activity plans etc.

So “Contractor” is an organization not a person.

The ESERO project Manager is an employee of that organization.

(k) Is it pertinent to name the ESERO Manager in the proposal or is it possible to advertise the position later on?

The ESERO Manager is the person that coordinates the activities at national level and the main contact person for ESA. If the organization can identify a possible suggested ESERO Manager it is advisable to include this information in the proposal and include the Curriculum Vitae. It is possible to advertise the position later on BUT the organization has to demonstrate to have personnel with relevant and suitable experience to perform the job. ESA’s experience is that is recommended that a person is identified within the organization – also taking into account that the ESERO will be embedded also in the organization itself.

(l) The national contributions can be in cash and also in-kind (such as manpower, facilities, etc.), in the amount of minimum 100.000 € per year. Is there an upper limit to the national contribution?

No, there is no upper limit. ESA will contribute up to 50% of the total budget, with 100.000 Euros /year.

(m) Is there any limitation of the budget contributed by ESA?

Yes, the contribution of ESA will be a maximum of 100.000 Euros /year until end of 2019.



(n) Can the proposal template be send as Excel table?

The proposal should be sent in a Word or PDF document. It can contain an excel table with budget figures but the text covering the requested items should be elaborated in Word.

(o) Is it reason for exclusion in the applications process, if a contributing partner (i.e. a ministry) cannot at that moment make a commitment for a concrete financial contribution but can only provide a letter of intent?

No, at this point we can accept letters of intent. It is important however that the contributing organization assures at the time of contractual procedures with ESA that the money is available for the referred period.

(p) Is it required that financial partners/contributors are not commercial institutions or can they be commercial, too?

Partners that contribute can be commercial as long as the project ESERO is non-profit. This means they cannot make profit with ESERO.

(q) The Description of tasks is based on the "ESERO corporate identity guidelines provided by ESA (AD1)" – is there a possibility to get a copy of these as they could be relevant in relation to visibility of partner logos?

Yes. Please contact us for a copy.