

FUNDING PROGRAM: ORGANIZATION OF SCIENTIFIC AND OUTREACH EVENTS

Objective: This program is designed to contribute to the funding of technical and scientific activities such as talks and meetings, as well as outreach and science dissemination activities with public engagement, including *The Brain Awareness Week* (BAW), and *Science Week*, which contribute to increase the public visibility of Neuroscience and SENC members. The range of activities funded includes local activities on specific topics to multidisciplinary activities with a strong international participation.

Funding:

- Eligible expenses: speaker travel and housing, equipment renting, etc.
- Non-eligible expenses: catering, allowances, or gifts.

Requisites:

1. *The principal applicant must be active SENC member prior to the application (up to date payment of the annual membership fee).
2. The main topic must be Neuroscience.
3. SENC members can only request funding as principal applicants once per year.
(*The requirement must be met until the activity is finished and all payments settled).

Evaluation criteria:

1. Scientific/technologic excellence: the scientific experience of the applicant/s, proposed speaker/s, and members of the Scientific Committee (if any) of the proposal will be evaluated. Prior experience in organizing events will be considered but is not a requisite.
2. Scientific program: the focus of the activity will be evaluated based on the topic, its timeliness, and the multidisciplinary nature of the proposal. A well-defined scientific program is required. Confirmation of speakers' participation will be especially considered.
3. Education and outreach: proposals including educational activities for PhD students and postdocs will be highly considered. Similarly, outreach efforts are strongly encouraged.
4. Territorial scope: activities with a wide range of impact will be positively evaluated.
5. Time scope: activities taking place in a well-defined period will be positively evaluated. In case of activities regularly scheduled, the excellence, prestige, and outcome of prior editions and future perspectives will be considered.
6. Budget and administration: the availability of co-financing by other sources and a good administrative structure will be positively evaluated. In addition, proposals including travel awards for PhD Students and postdocs will be prioritized.
7. Gender balance: Eligibility of proposals is depending on the inclusion of both genders in the list of speakers. The single-gender activity will not be considered unless the proposer can give convincing arguments.

Procedure:

1. Submission: the proposals will be submitted through the Private Members Area of the SENC website (<https://www.senc.es/private-area/>), including the following data:
 - a. Activity title.
 - b. Date and place.
 - c. Summary of the activity, stating scientific, educational, and outreach goals, as well as the target audience. Describe the international relevance of the proposal.
 - d. Scientific program.
 - e. List of members of the Organizing Committee. Scientific committee (if any).

- f. Short CV of members of the Organizing Committee (1-page maximum), including the 10 activities or publications which are most relevant for the proposal.
- g. Summary of speaker/s accomplishments.
- h. Educational impact on PhD students and postdocs, including travel awards.
- i. Outreach strategies proposed to increase the visibility of the activity on society and the media.
- j. Budget: detailed full budget of the activity as well as those to be financed by SENC. Co-finance sources that ensure the financial viability of the proposal should also be described

2. Evaluation: the scientific quality of proposals will be evaluated by the SENC board of directors, and the funding approved by the Treasurer. All the applicants will be notified by email one month after the application deadline.

Acceptation of the funding implies that the awardees agree to:

- Include the SENC logo in all merchandising, advertising, and media communication.
- Compile a report of the activity that includes pictures, to be uploaded on the SENC website.

3. Payment: a single payment by bank transfer will be done in the account indicated by the principal solicitant to the Technical Secretary (secretaria.tecnica@senc.es).

4. Justification: the activity report should be send to the SENC Secretary (secretariasenc@senc.es) one month after the completion of the activity. In addition, the corresponding invoices should be sent to the Technical Secretary (secretaria.tecnica@senc.es).

Deadlines: The program is open year-round and evaluated every four months. The submission deadlines are April, August, and December 15th.