

**EMRP Call 2010 – Industry & Environment
Guidance for Writing a JRP**

Version 1.0

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**Guidance for Writing a JRP
in EMRP Call 2010 - Industry & Environment**



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Abbreviations used:

EMRP = European Metrology Research Programme,
EMRP-MSU = EMRP Management Support Unit
NMI = National Measurement Institutes,

JRP = Joint Research Project,
FP7 = 7th Framework Programme
DI = Designated Institutes,

REG = Researcher Excellence Grant
SRT = Selected Research Topic (of the Call)
JRC = Joint Research Centre.

Need more help?

If you require further help or guidance after reading this document please contact the EMRP-MSU helpline. empA169@npl.co.uk or telephone: +44 20 8943 6666.

1 Scope

This document explains how to write a proposal for a Joint Research Project (JRP) for the EMRP Call 2010 - Industry & Environment. It describes:

- advice on forming your JRP-Consortium and agreeing the workpackages,
- the type of activities to include in your JRP,
- how to complete the application forms and submit your proposal
- the responsibilities of the people involved,
- details on how to appeal if your JRP is not funded

It does not include information about:

- the eligibility criteria of participants, this is given in a separate document
- costing a JRP, as this can be found in the 'Guidance for costing a JRP'.
- how to deliver a JRP, or the reporting obligations for each Consortium.

2 Writing a JRP Proposal

2.1 *Submission Deadline and Requirements*

Your JRP proposal must be submitted by 23:59 hours CET on 11th October 2010.

Your JRP proposal should be emailed to emrpA169@npl.co.uk. Please include the JRP number as the first part of the title of your email eg "JRP10i .." Please send a single email and include the following documents as email attachments:

1. JRP-Protocol (required). Blank template available at www.emrponline.eu/call2010/stage2.html
2. JRP-Participants contact details. Excel spreadsheet (required)
3. JRP Costing Spreadsheet (required).
4. Researcher Excellence Grant (REG) application form(s) (if a REG is included in this JRP)
5. Letters of support (Guidance in section 3.4.1)

2.2 *Typical Cost of a JRP*

The indicative budget for the total eligible costs of all the JRPs selected at Stage 2 is:

	Industry	Environment
Indicative budget (for total eligible costs)	44.2 M€	38.4 M€
From Commission (likely to be just under 46%)	20.3 M€	17.7 M€
Matching funds from EMRP participants	23.9 M€	20.7 M€
Likely number of JRPs	16	12
Indicative budget for each JRP	2.7 M€	3.2 M€
Maximum JRP cost	4.5 M€	4.5 M€
Minimum JRP cost	Due to the transnational nature of JRPs very small JRPs are unlikely to be cost effective.	

Table 1: Indicative budgets for Call 2010 - Industry & Environment

2.3 *Costing of the JRP*

The cost of your proposed JRP must be estimated using the 'JRP Costing Spreadsheet'. There is a separate guidance document 'Guidance for Costing a JRP' which is available on the website www.emrponline.eu.

Your JRP cost estimate allocates budgets to each organisation; you should ensure this is accurate, because;

- If organisations over-estimate their costs then fewer JRPs will be funded, and the total available budget may not be spent.
- If you underestimate your costs you may not be able to reclaim everything you have spent. This is because Commission funding is only reimbursed against your actual costs (which must be eligible, and audited). Where you exceed your allocated budget, you cannot automatically claim more funds unless other organisations within your JRP under-spend and your additional costs are eligible and justifiable.

3 Participants in the JRP

You can identify and select your JRP-Participants in any way you chose, however EURAMET have created an online tool "EMRP-Connections" www.emrponline.eu/connections to help potential partners to find one another.

If you want to join a JRP or form your own JRP-Consortium, we encourage you to add details of your capabilities on the EMRP-Connections website.

The JRP may include five types of participants:

- Funded JRP-Partner
- Unfunded JRP-Partner
- Researcher Excellence Grant Recipient (REG-Recipient)
- Collaborators
- And rarely, Linked Third Parties

Each participant type has different eligibility criteria described in "Eligibility Criteria for EMRP Calls" available at www.emrponline.eu

Collectively these groups are referred to as JRP-Participants

Your JRP should make the best use of the available capabilities, avoid unnecessary duplication, and clearly demonstrate that it is a collaborative project. The EMRP Call 2010 - Industry & Environment aims to create critical mass in cutting edge metrology R&D and one of the evaluation criteria is "The quality and efficiency of implementation and management".

3.1 Funded JRP-Partners

Your JRP-Consortium must include a minimum of 3 funded organisations from at least 3 EMRP A169 participating States (Note: the Joint Research Centre of the European Commission counts as an additional EMRP participating State).

Researchers from funded JRP-Partners can chose to undertake period of guestworking; either transferring to another JRP Partner, or a REG Home Organisation. A series of EMRP Researcher Grants will be available at stage 3 of this Call to support mobile working. All EMRP Researcher Grants are competitive, and are evaluated in conjunction with independent Referees. Full details of the EMRP Researcher Grant schemes are found at www.emrponline.eu

It is possible for an organisation to offer to take part in a JRP as an unfunded JRP-Partner, even if they are eligible for funding (e.g. to increase their involvement in the EMRP). However within each JRP the JRP-Partner chose to be either funded (at approx 46%), or unfunded; it is not acceptable for a funded JRP-Partner to plan to deliver some tasks unfunded.

3.1.1 Linked Third Parties

A Linked Third Party means a legal entity which is not a funded JRP-Partner of the JRP-Contract, and is not a signatory to it.

As the implementation of the JRP is the responsibility of the funded JRP-Partners (who do sign the JRP-Contract), funded JRP-Partners should have the capacity to carry out the work themselves. Therefore the rule is that the costs eligible in a JRP must be incurred by the funded JRP-Partners (the signatories to the JRP-Contract).

However, in some exceptional circumstances a Third Party, which is linked to a funded JRP-Partner, may be accepted.

The full eligibility criteria for linked Third Parties are given in "Eligibility Criteria for EMRP Calls" available at www.emrponline.eu

If you think you will need to include a Linked Third Party, please contact the EMRP-MSU for advice.

3.2 Unfunded JRP-Partners

Participation in a JRP is open to organisations from any country worldwide to participate on an unfunded contractual basis when such participation is considered beneficial by the JRP-Consortium, provided that the

organisation meets the relevant eligibility criteria, described in "Eligibility Criteria for EMRP Calls" available at www.emrponline.eu

Unfunded JRP-Partners undertake work and deliver part of the JRP and may add value to your research by:

- offering experienced researchers or capabilities
- offering you access to specialised equipment

Unfunded JRP-Partners may also be eligible for some Researcher Grants at Stage 3. Full details of the EMRP Researcher Grant schemes are found at www.emrponline.eu

Where an organisation is providing access to their facility, but is not providing any labour resource, they are ideally included as an unfunded JRP-Partner; however in certain circumstances it may be possible to include them as a Collaborator, if a risk assessment has identified suitable alternative facilities, should those of the Collaborator become unavailable.

3.3 Researcher Excellence Grant (REG) Applicants

You are encouraged to include proposals for a Researcher Excellence Grant (REG) within your JRP proposal. The benefits of this are:

- You can use an experienced researcher in the field to work on specific activities in your JRP.
- The REG-Researcher will receive funding from the EMRP.
- The REG-Researcher will work at a non NMI/DI organisation, which enables you to build links with a related research community.

Full information about the REG scheme can be found in the document "Guidance for Researcher Excellence Grants".

The website "EMRP-Connections" www.emrponline.eu/connections will help you identify eligible researchers who are active in your area, or you may use researchers with whom you already have contact.

Once you have found a suitable REG-Researcher or REG Home Organisation that can provide expertise in an area with synergy to your JRP you can:

- agree the specific research activities you wish them to undertake.
- agree the number of months they need to complete these activities.
- ask them to complete the REG application form, and return it to you with sufficient time to allow for checking.

The activities of the REG-Researcher must be included in your JRP-Protocol, however no cost would be associated with, because their time is funded by the REG. Further details about REGs can be found in the document "Guidance for Researcher Excellence Grants (REG)".

The REG is funded and contracted directly by EURAMET, however the REG-Recipient will report to the JRP-Coordinator about the progress of tasks.

3.4 Collaborators

Some organisations such as end users or policy makers, may participate in some of the activities of the JRP, but do not deliver the JRP's content. These organisations may provide advice or input, they may be working on projects linked to the JRP, or they may enable you to transfer knowledge from the JRP to a wider audience.

Such organisation can be identified as "Collaborators" and would have no contractual obligations. They may be linked to the JRP through an Exchange of Letters. Collaborators do not necessarily need to be identified in the JRP-Protocol at the proposal stage, and can be added later.

Where an organisation is providing access to their facility, but is not providing any labour resource, they are ideally included as an unfunded JRP-Partner; however in certain circumstances it may be possible to include them as a Collaborator, if a risk assessment has identified suitable alternative facilities, should those of the Collaborator become unavailable.

3.4.1 Letters of Support

Please submit any letters of support collated together as a single unsecured pdf file. This should be separate to the JRP-Protocol (i.e. not as an annex), but submitted in the same email as the JRP-Protocol.

4 Completing the JRP-Protocol

4.1 Section A: Key Data (Naming your JRP)

A1 The JRP number/name must be identical to the Selected Research Topic (SRT) on which it is based. So, a JRP submitted in response to SRT03i should have a JRP number of JRP03i and the same title as SRT03i. You can create your own short name for your JRP

A2-A4 Self explanatory

4.2 Section B1: Scientific and/or Technical Excellence.

4.2.1 Section B1a: The Need for the Project

A clear need for the JRP must be identified and described. State why it is appropriate for the European Commission to fund the research. If commercial organisations stand to benefit from your research, it is of particular importance to clearly state why they cannot fund this research.

The needs for the proposed JRP may include:

1. Identifying the area of the EMRP Outline 2008 and SRT Supporting Documents that call for this work.
2. Identifying any European Legislation (Directives and / or Regulations) that state a need for this work: Please specifically reference and quote the relevant paragraphs of the Directive identifying the need for the JRP. (It is not sufficient to quote the entire Directive as the rationale for the metrology need). Proposals must also clearly link the identified need in the European Directive with the expected output of your JRP.
3. Demonstrating a need for this metrology research from the “end user” community and / or stakeholders. This may be demonstrated by:
 - the inclusion of unfunded JRP-Partners or Collaborators,
 - including links to industrial/policy advisory committees, standards committees or other bodies.
 - including evidence of support from the “end user” community (e.g. letters of support section 3.4.1)
 - referencing and quoting specific paragraphs of published documents that identify the metrology need in this area.

4.2.2 Section B1b: How the Proposed Work Goes Beyond the State of the Art

Describe clearly the current state-of-the-art in this technical area. State clearly what can be done now and with what levels of uncertainty, scope or range. Be clear if there are deficiencies or improvements needed to the current capability. Indicate whether parameters cannot currently be measured, or whether it is not possible to measure the parameters in a timely, robust or efficient manner. State clearly why progress is required beyond this, to meet the needs described above, and state the proposed JRPs target uncertainties, scope or range.

Describe how your JRP progresses beyond the state-of-the-art in numerical terms, explain why this is necessary. State why critical mass must be assembled in this technical area to enable progress beyond state-of-the-art.

4.2.3 Section B1c: Summary of Proposed JRP

This section of the JRP-Protocol should give an overview of the scientific and technical work that you plan to do. You must clearly explain what you will do, the scientific and/or technological methodology to be used, and why this concept is sound.

4.2.4 Section B1c: Summary of Scientific and Technical Objectives

Clearly explain the scientific and technological objectives of your proposed JRP (a bulleted list is probably the best format)

4.3 B2: Relevance to the Objectives of the EMRP

4.3.1 Section B2a: Conformity with the SRT Supporting Documents

Please state the degree of conformity of your proposed JRP with the SRT supporting documents, specifically identifying any omissions or additions and the rationale for any prioritisation of objectives.

4.3.2 Section B2b: How does the proposed JRP address the overall objectives of the EMRP?

How will the JRP develop the metrological capacities of the participating states coherently and align with stakeholder needs?

How will the JRP develop the European metrology landscape through integration of the national metrology research programmes?

How will the JRP stimulate innovation by metrological developments?

How will the JRP enable the metrology capacity to be increased in EU Member States and Countries associated with the 7th Framework Programme whose metrology is at an early stage of development?

How will the JRP enable outside researchers other than NMIs, DIs and the JRC to be involved?

Explain how the JRP will address the above points whilst improving the efficiency of available resources to better meet metrological needs (both during the JRP lifetime and in the longer term)?

4.4 Section B3: Potential Impact Through the Development, Dissemination and Use of the Project Results

Section B3 should help the Referees understand why your JRP is important. A good impact statement will increase support for your JRP, and increase your chance of receiving funding; it can also be a valuable tool in motivating and focussing the JRP-Participants. If your JRP is selected you will have to report the impact of your JRP throughout its lifetime, so preparation now will save time later.

In addition to this section that relates to the entire JRP, your JRP proposal must include a 'Creating Impact' workpackage. The workpackage should contain activities to exploit and share the scientific results, to make sure that the projected impact is achieved. Specific guidance to writing the impact workpackage is given in Section 4.6.3.

4.4.1 B.3.a Projected Impact of the JRP

Remember "impact" is **not** a statement of what your JRP will do, it is a statement of what difference the completed research will make to the wider world. Your impact statement does not need to go into lots of technical details. It just needs to say why your JRP will create impact.

A core evaluation criterion for JRPs is "Impact through the development, dissemination and use of project results". This section (B3) of the JRP-Protocol requires an overview of the potential impact (benefits) of your proposed JRP (examples are given below).

You should be confident that the impact you describe could realistically be achieved by your JRP (rather than by the implementation of any technology your JRP supports). The JRP-Participants are expected to ensure this projected impact does occur, through the delivery of the "Creating Impact" workpackage activities.

One way of beginning your impact assessment is to consider the "so what?" question: Suppose your JRP plans to do X, Y, or Z, try to explain the difference that this achievement makes to the wider world. Start by answering the following questions:

- Why is this research important to Europe?
- What would happen if this research were not funded?
- Detail who will benefit from this research, and how you are ensuring the maximum benefits are realised, both within and beyond Europe.

You must also address the environmental, social and financial impact that your JRP will make across Europe (and internationally). Please try to quantify each of the impacts in financial terms wherever possible (though in most cases this is difficult, so a qualitative assessment may be the best you can achieve).

- Environmental impact.

- Social impact.
- Financial impact.

You may also wish to summarise the activities of the Creating Impact Workpackage here.

4.4.2 Examples of Impact Statements

Note these 4 examples are not “real” and contain data that has been fabricated for the purpose of illustration.

<u>Weak example</u>	<u>Improved example</u>	<u>Full Example in 3 areas (note numbers are made up)</u>
<p>Problem: Measurement of small structures such as fuel injectors of combustion engines with a diameter <0.1 mm</p> <p>Solution: Development of an opto-tactile micro-sensor – spherical feeler element located at the end of a glass fibre – position is recorded by a CCD camera</p>	<p>Currently coordinate measurement machines cannot accurately measure small structures such as fuel injectors of combustion engines with diameters of less than 0.1 mm. This leads to variation in the nozzle size and therefore the fuel burning efficiency cannot be optimised. The development of a novel micro-sensor using optical fibre will facilitate more accurate machining of fuel injectors. Currently the fuel efficiency of two nominally identical engines can vary by over 10 % due largely to the random variation in fuel injector nozzle sizes, by optimising this process the average engine fuel efficiency will increase by 5 %</p>	<p>Environmental impact: Currently the fuel efficiency of two nominally identical engines can vary by over 10 % due largely to the random variation in fuel injector nozzle sizes, by optimising this process the average engine fuel efficiency will increase by 5 %. If all European cars were fitted with optimised injector nozzles, carbon emissions would be reduced by 2 %</p> <p>Social impact: Asthma affects 2 % of the European population and has been linked to vehicle emissions. A new technique to optimise the nozzle shape used in fuel-injection engines claims to reduce vehicle fuel consumption by 5 %, which, if successful could reduce city pollution by 5 %. Projections suggest this would reduce serious asthma attacks by around 50 000 per year, saving health services around 50 M€ a year.</p> <p>Financial Impact: A new technique to optimise the nozzle shape used in fuel-injection engines claims to reduce vehicle fuel consumption by 5 %. If all vehicles across Europe were fitted with optimised nozzles the saving would reach around 8 B€</p>
<p>This does not describe why this research is needed</p>	<p><i>This describes exactly why the research is needed & the benefit it brings (improved fuel burning efficiency). However this still doesn't explain the impact on the general population. This would be suitable for a specialist reader</i></p>	<p><i>The impact of the single scientific project has been assessed for 3 areas (environmental social and financial) there are clearly further impact statements that could be used here too.</i></p>

<u>Weak example</u>	<u>Improved example</u>	<u>Full Example in 3 areas (note numbers are made up)</u>
<p>Problem: Automotive industry requires large quantities of LEDs selected for colour and luminous intensity</p> <p>Solution: Development of measurement procedures and instrumentation for automated characterisation of LEDs</p>	<p>The automotive industry uses large quantities of LEDs, which must meet strict specifications regarding colour, colour variation and luminous intensity. Current measurements for LEDs are time consuming therefore an automated system for characterisation of LEDs will be developed. The ability to quickly and accurately group LED samples by colour and intensity ensure that a uniform colour finish is achieved that meets the legal requirements. This enables incandescent bulbs to be replaced by more energy efficient LEDs</p>	<p>Environmental impact: A new automated measurement system for LEDs ensures that LEDs meet legal standards for automotive lighting. LEDs are 30 times more energy efficient than incandescent bulbs, with a lifetime of around 8 times longer. This decreases the waste going to landfill, and the energy consumed during operation.</p> <p>Social impact: The use of LEDs in interior car lighting is subject to strict colour and luminance criteria, the automated selection of LEDs by colour will facilitate a more uniform finish, and give a wider range of colour availability to designers. This could lead to selection of personal interior lighting colour schemes on new vehicles.</p> <p>Financial impact: The development of an automated sorting system for coloured LEDs in the automotive industry, offers significant savings from previous manual sorting. The new system sorts 10 000 LEDs per hour and, with no associated staff costs, halves the cost of each automotive LED, saving a typical manufacturer around 100 000 € a year.</p>
<p>Doesn't explain why the system is needed, or the benefits it brings</p>	<p><i>This describes why this advance is desirable</i></p>	<p><i>The impact has been assessed in 3 areas; note that the environmental impact could be improved by the inclusion of financial information. Social impact could have concentrated on how a manual procedure is now automated.</i></p>

<u>Weak example</u>	<u>Improved example</u>	<u>Full Example in 3 areas (note numbers are made up)</u>
<p>A technique to assess the efficiency of Thermal Barrier Coatings (TBCs) will be developed</p>	<p>Improving aircraft engine efficiency: A measurement techniques to assess the efficiency of Thermal Barrier Coatings (TBCs) used on aircraft turbine blades will be developed. These very thin coatings will</p>	<p>Environmental impact: A new measurement technique to assess the efficiency of Thermal Barrier will be developed. These very thin coatings are applied to aircraft turbine blades and rapidly dissipate heat stopping the turbine blade itself from melting. The coating allows the engine to work at a higher temperature potentially increasing the engine efficiency by around 10 %. The identification of the most effective TBCs will lead to more efficient engines and therefore reduce air pollution.</p> <p>Social impact: Air pollution has been linked to human respiratory diseases such as asthma. Currently</p>

	rapidly dissipate heat stopping the turbine blade itself from melting. The TBCs enable the engine to work at a higher temperature increasing the engine efficiency and reducing pollution.	around 30 million people in Europe have asthma, six million of whom have severe symptoms and around 1.5 million live in fear of dying from an attack. The total cost of asthma in Europe, as reported in 2003, was almost 18 B€ per year. Aircraft are responsible for 3.5 % of greenhouse gas emissions worldwide, which contributes to the creation of ground-level ozone a key trigger in asthma attacks. Just a 5 % cut in fuel consumption could lead to a Y % reduction in ground level air pollution, and the reduction of up to ZZ ZZZ new cases of asthma each year. This could equate to a saving of ABC M€ per year. Financial impact: Thermal Barrier Coatings applied to aircraft turbine blades enable the engine to work at a higher temperature increasing the engine efficiency. A new measurement technique has been developed to assess the efficiency of Thermal Barrier Coatings, just a 1 % increase in the TBC efficiency would lead to a 5 % fuel saving, or a saving of around 1 B€ per annum
<i>This does not contain enough information, or any numbers</i>	<i>This provides a brief overview of why the development is of benefit, but it contains too few details</i>	<i>This would be improved by the inclusion of referenced numerical values</i>

<u>Weak example</u>	<u>Improved example</u>	<u>Full Example in 3 areas (note numbers are made up)</u>
A technique has been developed to measure the power output from wind turbines	Improving efficiency of renewable sources: Constant changes in wind speed make it difficult to accurately measure the power generated from a wind turbine. Current uncertainties in the power measurements of wind turbines are around 1 % by working to reduce this error by a factor of ten we will gain a better understanding of European wind power capacity, ensuring that all countries can measure whether they are meeting EU 2020 targets for renewable energy supply.	Environmental impact Constant changes in wind speed make it difficult to accurately measure the power generated from a wind turbine. Current uncertainties in the power measurements of wind turbines are around 1%, by working to reduce this error by a factor of ten it is possible to ensure that the most efficient wind turbines are developed, to support European renewable power requirements. Social impact: New techniques to reduce the uncertainties in the power measurements of wind turbines by a factor of ten, will enable impartial comparison of various wind turbine designs, and ensure that all countries can measure whether they are meeting EU 2020 targets for renewable energy supply. Financial impact: The cost of energy generated from wind turbines can be accurately assessed thanks to a new technique that reduces the uncertainties in the power measurements of wind turbines by a factor of ten. This will enable comparison between the cost of wind power and other power generation techniques in various environments.
<i>The original example does not have enough information</i>	<i>This addresses the reason why this is required</i>	<i>This would be improved by the inclusion of referenced numerical values The social impact is a legislative requirement in this example. (The environmental impact could have concentrated on reducing noise of designs whilst maintaining efficiency)</i>

4.4.3 B.3.b How will the JRP impact EC Directives, and other relevant standards

Specifically highlight the impact your JRP will have on any relevant EC Directives, regulations or legislation or other relevant standards. Some SRTs highlight the relevant standards or directives; in some cases you may be aware of other standards.

Explain exactly how the proposed JRP will influence these standards/Directives, be clear about whether the JRP-Participants have existing links to the organisations/standards bodies/committees or whether you are proposing to build new links. Be sure to clarify the difference that your proposed work is going to make to these particular standards (rather than any general development that would happen in any case)

4.5 Section B4: The Quality and Efficiency of the Implementation and Management.

4.5.1 Section B4a: Rationale for the JRP-Consortium (approx ½ a page)

Explain how the JRP-Consortium brings critical mass, a balance of skills and high quality to the JRP.

Note that a key evaluation criterion for each JRP is “the quality and efficiency of the implementation and management”, therefore you in developing the content of your JRP you should clearly rationalise any duplicated skills or facilities between your JRP-Consortium.

4.5.2 Section B4b: Description of Every JRP-Participant (except Collaborators), Including Key Roles and Contributions

For every JRP-Participant (except Collaborators):

- Clearly indicate whether they are a funded JRP-Partner, an unfunded JRP-Partner, REG-Recipient, or Linked Third Party.
- Explain how they bring scientific excellence, high quality and relevant experience to the JRP.
- Explain why the tasks are assigned to them, and how this exploits complementarity, balance and expertise.
- List relevant **key** publications (not a very long list please)

For the proposed project manager (who is usually the JRP-Coordinator), include evidence of their experience in managing similarly complex and large projects.

4.5.3 Section B4c: Risk and Risk Mitigation

You must complete this section. Thinking about how problems would be overcome can be very useful in planning a JRP, and helping it run smoothly. Some examples and guidance is given to help you develop a useful risk management and mitigation plan. The risk analysis can be undertaken and presented in any format you chose, however a tabular template is provided for your convenience.

Risk should be addressed both within individual workpackages, and for the overall JRP

We suggest you separate risk into different categories:

- technical/scientific risks (when some of the science doesn't work).
- management/delivery risks (problems with staff, finances, IP, arguments...).

Scientific / Technical Risks should first be assessed at workpackage/task level and then at JRP level, since problems with certain workpackages/tasks may have a much greater impact on the overall JRP. The identification of a number of options, and a structured approach to go/no-go decisions may help mitigate risk. In some circumstances it may be appropriate to plan parallel activities / tasks using different approaches.

For each risk, identify clearly:

- What is the risk
- What is the likelihood/probability of the risk event occurring; and what impact would this have on the JRP (impact can be considered on timing, people, quality of the results etc).
- What could you do to decrease the likelihood of the risk occurring (mitigation) [*sometimes your mitigation can eliminate the risk entirely*].
- What you would do if (despite your mitigation) the risk still occurred (contingency) [*note that where your mitigation eliminates the risk entirely, then you may chose to not have a contingency action*].

Where a REG or 'Linked Third Party' is included in your JRP you should specifically address the particular risks associate with their involvement (Given that they will not sign the JRP-Contract). The same applies for a Collaborator where they are providing access to their facilities.

4.5.3.1 Scientific / Technical Risks Examples

Risk (description)	Likelihood and impact of occurrence	Mitigation	Contingency
WP1: Technique A: Gas pressure deforms the capacitor, increasing the measurement uncertainty of capacitance in an unknown way.	<u>Likelihood without mitigation: high</u> Capacitor deformation is very likely <u>Impact:</u> Incorrect measurement of the capacitance, will affect the uncertainty of the main result, potentially beyond 10^6 <u>Likelihood after mitigation: low</u> Spending time on the capacitor design will significantly reduce this risk.	Capacitor design: Detailed investigations of the material properties, and comparison of different capacitor designs will be carried out in parallel with theoretical simulations. A "go/no-go" review will assess the feasibility of overcoming the risks relating to the capacitor design and use.	Should the resulting capacitor design be ambiguous, an independent laboratory can offer additional independent checking purposes. This checking would take an additional 8 weeks, and cost €.
WP2: Technique B The molar mass and the ideal gas heat capacity ratio of the gas samples need to be determined with uncertainty < xxx%	<u>Likelihood without mitigation: low</u> Published data values are available, and should be suitable for use. <u>Impact:</u> Uncertainty due to molar mass and heat capacity will affect to the uncertainty of the EMRP constant, potentially beyond 10^6 <u>Likelihood after mitigation: low</u>	Determine more accurate values: If the published values have too high an uncertainty, the lead JRP-Participant can determine values anchored to an absolute calibration within the budget of the project.	None required as risk low and mitigation should avoid the need for action

<p>WP3: Technique c: Is a new technique and it is difficult to forecast the main factors limiting the achievable accuracy.</p>	<p><u>Likelihood without mitigation:</u> high <u>Impact</u> The new technique gives an uncertainty of the EMRP constant beyond 10^{-6} <u>Likelihood after mitigation:</u> medium</p>	<p>Brainstorm likely issues: Early meeting of the project team to identify likely challenging areas, and agree alternative methods.</p>	<p>10% extra man-hours allowed to give time for finding alternative solutions, and undertaking them should problems occur.</p>
<p>JRP level risk: Determination of the "EMRP constant" is highly scientifically challenging. To achieve results at the 10^{-6} range of uncertainty, two independent methods must each have uncertainty $<10^{-6}$ or the project will fail</p>	<p><u>Likelihood without mitigation:</u> high Given the scientifically challenging nature of the project it is highly probable that one of the methods would fail to gather results at the 10^{-6} range of uncertainty. <u>Impact:</u> The project would fail to yield any useable results. <u>Likelihood after mitigation:</u> medium The risk cannot be eliminated</p>	<p><u>Redundancy is the main mitigation</u> Three methods are being pursued to increase the likelihood of two of these yielding results at 10^{-6} range of uncertainty. Only two of the three methods are required to achieve results at the 10^{-6} range of uncertainty, the third method can have larger uncertainty as long as the results agree with the other methods within uncertainties. The risks of each of the 3 methods are assessed below and will each have go/no-go review</p>	<p>Repeating some of the experimentation with improved design. Should none (or only one) of the 3 methods achieve the required uncertainty, there may be an opportunity to revisit the methodology used. But this would cost more and take longer.</p>

4.5.3.2 Management Risks Examples

Risk (description)	Likelihood and impact of occurrence	Mitigation	Contingency
Title: Key personnel are lost to the project The key personnel are identified in this JRP proposal. The loss of any team members would create difficulties in delivering the project.	<u>Likelihood without mitigation:</u> medium We understand that none of the team members are planning to leave or retire within the project duration <u>Impact</u> Each team member has valuable experience which is generally not replicated by other team members <u>Likelihood after mitigation:</u> low	The bringing together of many European experts for this project should minimise the technical areas where knowledge is held by a single person. Each team member will identify an "understudy" able to step in at short notice. Project plans will be emailed to the team and agreed prior to work. Progress and methodology will be written in lab books, & email summaries circulated to the team monthly.	If a Key member leaves we hope that the "understudy" can pick up the work, however this may delay in project delivery
There are problems dealing with Intellectual Property ownership and/or exploitation Where new techniques are developed there may be disagreements about where the IP originated.	<u>Likelihood without mitigation:</u> low Due to the research nature of this work it is unlikely to yield patentable activities. <u>Impact</u> Disagreement of this kind could delay publication of results.	All JRP-Participants will sign the collaboration agreements, which include IP clauses.	independent arbitrators will be used in the event of disagreements between JRP-Participants.
The JRP starts later than planned. If the Commission or EURAMET delay contracts we may not be able to start when planned	<u>Likelihood without mitigation:</u> high The EMRP is new and funding from the Commission is likely to incur some delays. <u>Impact</u> The project would be delayed <u>Likelihood after mitigation:</u> low	Working ahead of contract JRP-Participants have agreed to begin some preparatory actions ahead of contract, at their own risk.	none

4.5.4 Section B4d: Labour Resources per Workpackage (in person months)

The labour resources detailed in the JRP Costing Spreadsheet should be divided by workpackages and JRP-Participants and reported in a table.

Example table

	1-ABC	2-ENC	3-HB	4-ANY	5-WW	6 QT	7-PCP	8-UNI	TOTAL
WP1	3			4	1				8
WP2		2	3						5
WP3	2					5	1		8
WP4									0
WP5								30	30
WP6									0
WP7	2	1	1	1	1	1	1		8
TOTAL	7	3	4	5	2	6	2	30	59

4.5.5 Section B4e: Rationale for Non-Labour Resources

Provide an explanation and justification for the non-labour resources listed in the JRP Costing Spreadsheet and summarised in the table in section G3.

- Travel and Subsistence: Provide details of T&S for JRP-Participants to attend workshops, other JRP-Participant organisations and meetings, including the project management meetings, together with the number of attendees expected. Indicate the costing basis for these workshops/meeting (usually a maximum of 950 € per person per meeting).
- Equipment: Provide information about any significant equipment that it is planned to purchase, or any existing equipment for which depreciation or lease fees will be specifically charged, identifying the owner organisation.
- Use of Major Facilities: Provide details of the major facilities used or required (irrespective of whether or not any costs will be charged to the JRP), identifying the organisation that owns the facilities. Indicate whether any costs will be incurred for using the facilities and include these under 'other costs' on the JRP Costing Spreadsheet.
- Consumables: Provide information about consumables e.g. liquid helium, specifically identifying any items where there will be significant expenditure.
- Other costs: Provide information about other costs. "Other costs" might include the reimbursement of travel and subsistence costs for invited speakers at a JRP workshop or invited experts from outside the JRP to whom it is important to disseminate outputs from the JRP or from whom input is actively sought (these might for example include organisations who do not currently have the capability to participate in the JRP as a participant but who need to implement the JRP outputs). Other examples include the costs for in-house catering for a meeting, in-house printing of material, in-house engineering workshop costs, registration fees for workshops or conferences.
- Subcontracting: Explain what if any subcontracting is planned and why the subcontracting is necessary. Detail the estimated cost of each subcontract. Confirm that tender rules will be respected. Some instances where subcontracts might be necessary/appropriate are; specialist manufacture or processing of samples venue hire, logistics costs and associated catering costs associated with a workshop/conference held at a non-participant venue e.g. a hotel, conference centre, printing of material, leaflets etc, financial auditing and the supply of the associated certificate (referred to as "certificate on the financial statements" under FP7).
- Third Party Resources: Provide information about any pre-existing third party resources that will be charged to the JRP.

4.5.6 Section B4f: Total Budget Breakdown from JRP Costing Spreadsheet

Paste the 3rd table from the "summary" sheet in the JR Costing Spreadsheet.

4.6 Section C1: Detailed Project Description (By Workpackage)

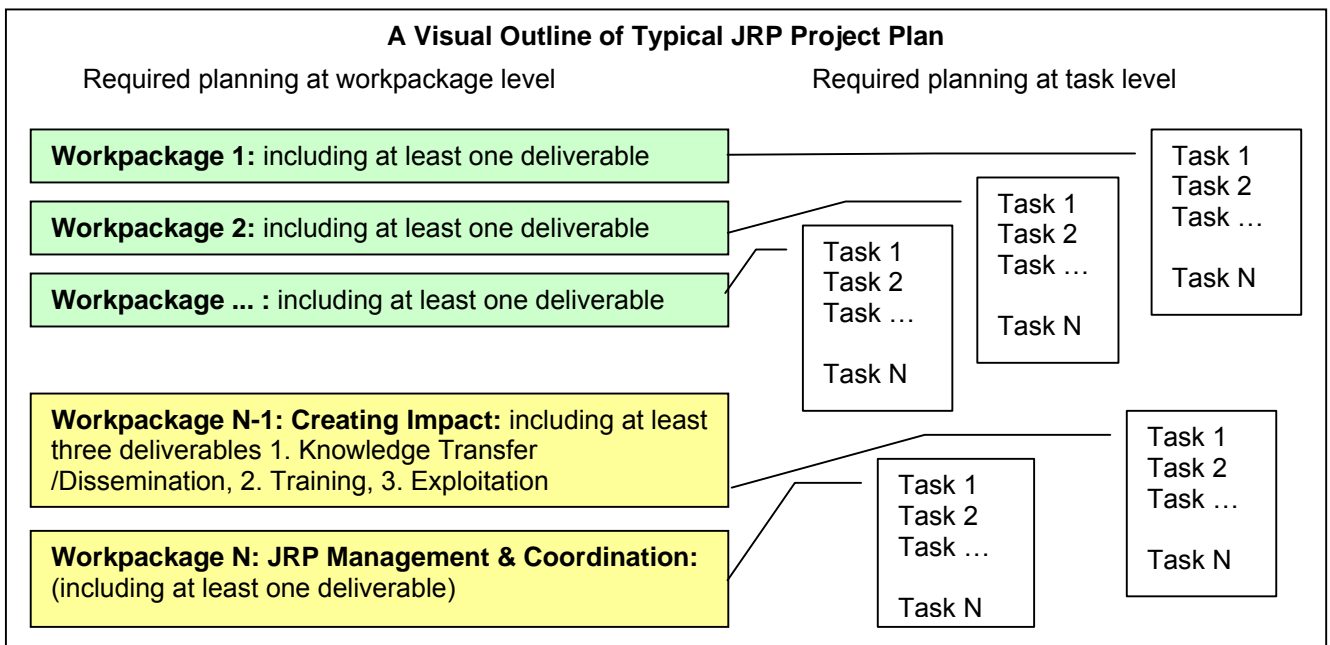
Write an overview of the proposed JRP, about 1 page long. Describe the workpackages and deliverables of the JRP, and the work that your JRP-Participants plans to do.

Because ‘Scientific and/ or Technical Excellence’ is a core evaluation criterion, your workpackages should be suitably challenging, and you should clearly explain how they progress current research beyond the current state-of-the-art.

Your JRP must be described as a series of workpackages and deliverables. Your JRP proposal must contain several workpackages:

- 3 to 8 technical workpackages (approximate numbers for guidance only).
- One “Creating Impact” workpackage (required workpackage).
- One “Coordination And Management” workpackage (required workpackage).

A visual outline of a JRP is given below:



Detailed plans give confidence that your JRP will be competently managed, and that JRP issues will be identified early and overcome. Too little detail in project plans can imply that the JRP is not well developed, or managed, and that major issues or risks have not yet been understood.

4.6.1 Section C1a: Writing a Scientific / Technical Workpackage

Write a detailed description of the workpackage (WP) activities, including;

- WP name. (**Responsible partner**, partner 1, partner 2...)
- Start and End dates (project month).
- What the workpackage aims to achieve overall:

Detail each task of the WP

Task number: E.g. T1.2 (for WP1, task 2), task title, (**responsible partner**, partner 1, partner 2)

Project months when the task is active (Start - End)

- Describe the aim of the task; including target uncertainties and so on, clearly identifying what the current state of the art can achieve and how you are going beyond that.
- Describe the work activities that will be undertaken in the task and provide a bulleted summary of activities.
- Detail the deliverables associated with this task. They should be numbered 1.2.3 (where the 1st two numbers are the task, and the 3rd number is the deliverable associated with this task). Alternatively deliverables may be numbered using two digits eg 2.5 where the first digit is the workpackage number and the second the deliverable associated with the workpackage eg the 5th deliverable in the WP.
- All deliverables must be C-SMART (see Section 4.6.2) and expressed as a “thing” rather than an activity. E.g. “characterised voltmeter, and test report” NOT “characterisation of voltmeter” This is to enable the JRP to be effectively monitored throughout it’s lifetime.
- Details of any *major* facilities/equipment to be used in this task (minor equipment need not be detailed). Identify if the equipment already exists within a JRP-Participant laboratory, or whether the specific equipment vital to the JRP must be purchased and how this would be funded.
- A summary of the JRP-Participants involved in each workpackage/task/deliverable: The usual format is to use the organisations’ “short names”, with the responsible JRP-Partner in **bold typeface**, and the other JRP-Participants in regular font.
- The total number of person-months (per JRP-Participant) to complete the workpackage.

4.6.2 Section C1a. Writing a Scientific / Technical Deliverable

Every workpackage must contain at least one deliverable. Deliverables must:

- Identify the JRP-month when the deliverable will be completed. (e.g.M7)
- Occur throughout the duration of the JRP – i.e. not all in the final month.
- Identify the JRP-Partner who has responsibility for the deliverable.
- Reflect the level of progress and impact the JRP is working towards.
- Be “C-SMART”, that is: Challenging, Specific, Measurable, Attainable, Relevant, and Time-bound.

Not C-SMART	C-SMART
Testing complete	Testing of Master-system executed. All planned tests either passed, or for failures, bug reports submitted. By January 2012.
Meeting held	Stakeholder meeting on ‘new technology X technique’ held by March 2010. Achieve attendance of at least 30 attendees (from at least 6 countries) by sending a promotional email to at least 300 scientists working in this area, at least 3 months prior to the event.
Publish Scientific Papers	2 scientific research papers submitted to Refereed journals (A, B or C) by March 2010, and 2 additional conference papers written and presented by April 2011 (likely conferences, X, Y, Z)

Table 2: Examples of C-SMART Deliverables

4.6.3 Section C1d: Writing the ‘Creating Impact’ Workpackage & Deliverable/s

You will have written an Impact Statement that describes the potential of your JRP to create impact on the European Community.

This workpackage is mandatory because a core evaluation criterion for JRPs is “Impact through the development, dissemination and use of project results”, therefore this workpackage must ensure that the projected impact (in your Impact Statement) is achieved.

Your ‘Creating Impact’ workpackage must address the three areas given below, and include at least one deliverable. You should aim to include adequate and appropriate linkage to the “end-user” community and stakeholders such as industrial/policy advisory committees, standards committees or other bodies.

Knowledge Transfer/ Dissemination: These are activities that aim to share your research findings with the wider community. They may include writing a journal / conference paper, holding a workshop / meeting, and/or developing promotional material relating to this research (such as web pages, brochures and so on), input into the standardisation process, links with user or policy groups.

Name the standards organisations (committees, working groups etc) that your JRP-Consortia has pre-existing links to. Identify which additional bodies will be targeted. Identify any standards that you aim to target for inclusion of your researcher, or who have requested the outputs.

Training: Detail activities that you will undertake to enable your JRP results to be used by potential beneficiaries. These could include running a training course, providing or accepting guest workers, developing on-line training material. The entire EMRP will be judged by the European Commission on its ability to deliver training; therefore your JRP must contribute something in this area. Training can be at any appropriate level to any appropriate audience.

Exploitation: Give an indication of your plans for managing intellectual property relating to this research, both between JRP-Participants and with the wider researcher community. You may wish to include plans/activities for commercialisation of results such as licensing a product, patenting results or ideas, or selling a product/service relating your research, or exploiting the knowledge through standardisation.

4.6.4 Section C1e: Writing the ‘JRP Management and Coordination’ Workpackage & Deliverable/s

This workpackage is mandatory, because a core evaluation criterion of each JRP is “the quality and efficiency of the implementation and management”. You must include details of how the JRP will be managed and structured; usually management and coordination costs do not usually exceed 7 % of the overall JRP budget.

You should include some resource for every JRP-Participant, since everyone has to contribute to the reports, and most people will need to attend some project meetings. You should also consider how the REG-Researchers will be managed, and what reporting you will require from them, how you will interact with the Collaborators, and how you will exchange information with them.

The reporting requirements are given in the table below.

Date/ period	Report	Content	Deadline
Month 1	Publishable JRP summary	Short abstract	+30 days after “entry into force” of JRP-Contract
Month 1-6, Month 7-12	Interim	Overview of progress and expected progress	+45 days
Months 1 -18	Periodic	Updated publishable JRP summary, progress report, collated JRP-Partner activity report, financial report	+ 60 days
Months 19-24 months 25-30	Interim	Overview of progress and expected progress	+45 days
Months 19-36	Periodic	Updated publishable JRP summary, progress report, collated JRP-Partner activity report, financial report	+ 60 days
Months 1-36	Final	Final results, conclusions, impact, plan for use and dissemination of foreground	+60 days

Table 3: Report Requirements of a 36-month JRP

We recommend proposers include separate deliverables for: interim reports, first periodic report and financial reporting, final periodic report and financial reporting, and the final publishable report.

Project meetings: (You may wish to detail: location, who to attend, purpose, duration...). Consortia sometimes chose to hold project meetings a month before the report is due to enable you to discuss the actions and activities that you will be reporting on.

4.6.5 Special Case of Similar Workpackage in Two Proposed JRPs

In previous Calls there have been occasions where JRPs addressing different SRTs require a similar workpackage. If you become aware of such cases, you should treat the workpackage as your own but also identify in the work package that there is synergy with another proposal. Should both proposals succeed the overlapping work packages in each of the JRPs will be examined and an appropriate resolution will be reached to avoid double funding.

It simplifies contract negotiations if you design workpackages in such a way that the duplicate work could be removed easily with minimum changes to other parts of the JRP-Protocol.

4.7 Section C2: List of All Deliverables in the JRP

A table containing all deliverables detailed in the individual workpackages in section C should be added here at contract stage. (Leave blank for now)

4.8 Section C3: The Project Timescale: Gantt Chart etc.

You must create a project plan:

- This must include a Gantt Chart showing when each workpackage and deliverable will occur, and who will undertake the work (by JRP month rather than calendar date).
- Deliverables should usually be spread throughout the duration of the JRP.
- You are encouraged to include detailed plans at task level, but this is not compulsory.
- Your JRP must not take longer than 3 years, and must end before September 2014.
- Your JRP need not start immediately, although in most cases we would expect JRPs to begin as soon as possible unless there was good reason for a delay. The earliest realistic start date is 1st May 2011.

4.9 Section D Collaborators

Add details of any collaborators

5 The Selection Process for JRPs

5.1 Eligibility Criteria

The JRP-Participants will be checked for eligibility by the EMRP-MSU. The full eligibility criteria can be found on www.emrponline.eu

5.2 Evaluation Criteria

The core evaluation criteria for the JRPs and EMRP Researcher Grants are defined in the Co-Decision of the European Parliament and of the Council. They are:

1. Scientific and/or technical excellence.
2. Relevance to the objectives of the EMRP.
3. Potential impact through the development, dissemination and use of the project results.
4. The quality and efficiency of the implementation and management.

The evaluation criteria are equally weighted and JRP proposals are marked against each criteria between 0 and 5. JRPs that receive a mark of less than 3 against any criteria will be considered of insufficient quality to be funded.

5.3 The Review Conference

A representative of each eligible JRP will meet the independent Referees at the Review Conference. This is likely to be held on the 22nd - 23rd November (for Industry) and 24th - 25th November (for Environment), in Budapest, but the date and location are not yet confirmed (will be posted on www.emrponline.eu)

- At the Review Conference a poster is presented and the Referees question the JRP representative.
- The independent Referees then meet in closed session to agree consensus marks for each JRP proposal and REG application, where applicable.
- All the JRP proposals are then ordered into a ranked list dependent on the marks given.
- After the Review Conference the EMRP Committee approves the ranked list and identifies the JRPs to be funded.

Full details of the Review Conference are given in the document “Guidance for Evaluation of JRPs and EMRP Researcher Grants, in EMRP Call 2010 - Industry & Environment” found on www.emrponline.eu

5.4 Preparing a JRP Poster

Every JRP-Consortium must prepare a poster for the Review Conference. One member of the JRP-Consortium (usually the JRP-Coordinator) must attend the Review Conference, present this poster and answer the Referee’s questions.

The poster should:

- Present the key aspects of your proposal in a clear and concise manner.
- Enable the Referees to evaluate your proposal.
- Have a maximum size of A0 (841 mm × 1189 mm).
- Your poster should have a portrait orientation.

The Referees will be seeking to identify:

- The objectives of the JRP, and how these progress science beyond the state-of-the-art.
- The deliverables of this JRP.
- The participants in the JRP and how your JRP-Consortium creates critical mass in this area.
- The resources committed to this JRP.
- The expected impact of this JRP, and its related knowledge transfer and training activities.

An optional template is given in Annex 1: An Optional Template for a JRP Poster.

6 The Appeals Process

6.1 Grounds for Appeal

The only grounds for appeal are where an organisation's eligibility is in question or where the selection criteria have been unfairly or incorrectly applied.

Appeals related to the views of the Referees, Research Council or EMRP Committee are not grounds for appeal.

When an appeal is lodged the EMRP-MSU will examine the claim and will aim to reply to the submitting party within 7 days.

Complex cases will be escalated to the EMRP Chair and may take longer to decide.

6.2 How to Appeal

- 1) Once informed that their organisation is ineligible, parties have 7 days to lodge an appeal after which no appeals will be accepted.
- 2) If a proposer believes the selection criteria have been unfairly applied they should appeal within 7 days of the selection being published.
- 3) Only the organisation in question can lodge an appeal if they believe they have been wrongly categorised as ineligible.
- 4) Only one appeal can be lodged for each case. Usually the JRP-Coordinator would lodge appeals related to JRP. If the appeal is rejected there is no further right of appeal.
- 5) Any decisions made are binding to all parties.
- 6) All appeals should be submitted to the EMRP-MSU. The appeal should contain:
 - o Grounds of appeal: "Incorrect eligibility categorisation" or "unfair application of selection criteria".
 - o Clear unambiguous details about appeal.
- 7) Submit the appeal to the EMRP-MSU at emrpA169@npl.co.uk.

7 Contractual Requirements After Selection

If your JRP proposal is selected for funding you will be invited for negotiations. Negotiation may cover any scientific, legal or financial aspects of the proposal, based on the comments of the Referees or any other issue that was raised.

The EMRP-MSU have an obligation to the European Commission to ensure that the funded JRPs are scientifically excellent, represent good value for money, and comply with the funding rules. Therefore the EMRP-MSU may also require amendments to selected JRPs to ensure JRPs are optimised and that consistency exists between JRPs.

Once the contractual details have been finalised and all the necessary checks carried out, EURAMET may then enter into the contract with the JRP-Coordinator and the other JRP-Participants. This will include a JRP Contract (grant agreement) with the JRP-Consortium and a grant agreement with the REG-Recipients.

8 Annex 1: An Optional Template for a JRP Poster

<p>JRP Title:</p>	<p>Participants in the JRP:</p> <p>JRP-Coordinator: 1.</p> <p>Funded JRP-Partners: 2. 3. 4. ... n</p> <p>Unfunded JRP-Partners: n+1 n+2...</p> <p>REG-Researcher: Home Organisation: Collaborators: X Y Z</p>
<p>JRP Objectives:</p>	
<p>Workpackages and deliverables with dates and resources:</p> <p>WP1 WP2 WP3 etc</p>	
<p>Scientific and/or Technical Excellence:</p>	<p>IMAGES</p>
<p>Relevance to the Objectives of the EMRP:</p>	
<p>Potential Impact through the Development, Dissemination and use of the Project Results:</p>	
<p>The Quality and Efficiency of the Implementation and Management:</p>	

9 Annex 2: Role and Responsibilities

9.1 Programme Owners

9.1.1 EMRP Committee Members

The EMRP Committee members are responsible for:

- implementing the EMRP,
- decisions relating to the selection of JRPs (considering advice from the Referees),
- all decisions relating to the appeals process.

The EMRP Committee will not assist you in writing your JRP proposal.

9.1.2 Referees

The Referees evaluate all JRP proposals (and the related REG applications). They are independent and are forbidden from advising proposers on their JRP proposal submissions, if they have any links to a particular JRP or a JRP-Participant they would not be able to assess that proposal. The Referees have no responsibilities associated with writing the JRP proposals.

9.1.3 EMRP Management Support Unit (EMRP-MSU)

The EMRP-MSU operates under the guidance of the EMRP Committee and manages the EMRP. They:

- provide support to applicants and the EMRP Committee during the Call,
- ensure that the process runs smoothly and fairly,
- ensure that access to the information is strictly controlled,
- ensure that the most efficient use possible is made of the time of all concerned.

The EMRP-MSU is responsible for:

- ensuring relevant guidance and forms are available,
- managing the call process, enquiries and appeals,
- providing advice on the process,
- negotiating proposals that are selected.

9.2 Proposers

9.2.1 The TP-Facilitators

The EMRP Committee have requested the support of experts from the metrology community, known as the TP-Facilitators, to support the proposers and facilitate the process of forming JRP-Consortia.

The TP-Facilitators work with the JRP-Coordinators and as the proposals are developed, collate information across all JRP proposals regarding the degree of engagement of the various participating countries in the Call. The information collated by the TP-Facilitators will enable the EMRP Committee to ensure that the engagement per country is appropriate for the degree of commitment made by that country to the EMRP.

For the EMRP Call 2010 - Industry & Environment the TP-Facilitators are:

- Industry: Dr Schwartz of PTB (Germany).
- Environment: Dr Charlet of LNE (France)

9.2.2 The Writer of the JRP Proposal

Anyone from the JRP-Consortium can write the JRP proposal. Usually the JRP-Coordinator writes the JRP proposal jointly in consultation with other members of the JRP-Consortium, but this is not a requirement. The writer should ensure that they represent the views of the JRP-Consortium and that the JRP-Coordinator is clearly identified. The JRP-Coordinator has overall responsibility for the content of the JRP.

9.2.3 The JRP-Coordinator

The JRP-Coordinator must be appointed by a consensus decision of the JRP-Consortium. They must come from a funded organisation within the JRP.

The JRP-Coordinator is responsible for:

- creating a team of eligible JRP-Participants
- coordinating with the technical experts in the participating organisations to agree
 - the technical content of the work
 - how this work is divided between the JRP-Participants
 - the timings of the JRP and the deliverables
- ensuring that the programme of work for the JRP is written and that
 - all JRP-Participants are eligible
 - the proposed JRP is agreeable and affordable to each JRP-Participant
 - the JRP meets the needs of the EMRP and the Call
 - the JRP proposal and JRP Costing Spreadsheet is submitted on time
- developing the costing the JRP, following the “Guidance for Costing a JRP”
- preparing a poster detailing the JRP, and selecting, in consultation with the JRP-Participants, a member of the team to present this poster to the Referees at the Review Conference (usually the representative is the JRP-Coordinator).
- project managing the JRP.
- agreeing how communications will be handled between the JRP-Participants.
- ensuring that all contractual JRP-Partners are validated by the European Commission’s Unique Registration Facility (URF)
- undertaking negotiations with EURAMET on behalf of the JRP-Consortium if the JRP is selected
- providing scientific and financial reporting to EURAMET for the life of the JRP

9.2.4 JRP-Partners (funded and unfunded)

JRP-Partners (funded and unfunded) are responsible for agreeing participation in the JRPs (on behalf of their organisation). This includes:

- agreeing the research they are able to undertake
- agreeing facilities available for use on this JRP
- confirming the resources available for participation in the proposed JRP e.g.
 - matching national funding
 - number of staff available to work on the JRP
- and for funded JRP-Partners, ensuring that financial information for their organisation is available and correct; e.g.
 - the organisation’s person-month rate
 - the cost of facilities being used
 - the organisation’s overhead rate
- ensuring that their organisation is validated by the European Commission’s Unique Registration Facility (URF)
- has a validate PIC code (to confirm that they are a Legal Entity)

JRP-Partners will have both reporting and contractual responsibilities in delivering the JRP, which they must accept.

9.2.5 Researcher Excellence Grant (REG) Applicants

REG-Applicants are responsible for agreeing their participation in the JRPs. This includes:

- agreeing the research they are able to undertake,
- agreeing facilities available for use on this JRP,
- confirming that they are available for the time committed to this JRP.
- ensuring that the Home Organisation is validated by the European Commission’s Unique Registration Facility (URF)

Successful REG-Applicants along with all the REG-Recipients (comprising of the REG-Researcher, the Home and the Guestworking Organisations) will have both reporting and contractual responsibilities in delivering the JRP, which they all must accept.