

**EMRP Call 2010 – Industry & Environment
Guidance for Researcher Excellence Grants**

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Guidance for Researcher Excellence Grants (REGs)

EMRP Call 2010 - Industry & Environment



CONTENTS

1	Scope.....	3
2	Introduction & Overview	4
2.1	What is the EMRP?.....	4
2.2	What are the 3 EMRP Researcher Grant schemes?	4
	2.2.1 Researcher Excellence Grant (REG).....	4
	2.2.2 Researcher Mobility Grant (RMG)	4
	2.2.3 Early-Stage Researcher Mobility Grant (ESRMG).....	4
3	About The EMRP Researcher Excellence Grant (REG)	5
3.1	The Aim of REGs.....	5
3.2	Benefits of a REG to EMRP Researcher Grant Beneficiaries	5
3.3	Benefits to the JRP-Consortium of having a REG	5
3.4	Duration of a REG	5
	3.4.1 Part-Time Researchers.....	5
3.5	Location of a REG	6
3.6	Allowances for a REG.....	6
	3.6.1 Monthly Gross Salary Allowance	6
	3.6.2 Research and Training Allowance	7
	3.6.3 Management Activities and Contributions to Overheads (Home Organisation)	7
	3.6.4 REG Transnational Guestworking Allowances (Optional)	7
4	Applying for a REG.....	9
4.1	Who can apply for a REG?	9
4.2	When are applications for REGs open?.....	9
4.3	Information for REG-Applicants	9
4.4	Information for JRP-Coordinators	10
4.5	What sort of work can a REG contain?	10
	4.5.1 Note about Stage 2 and Stage 3 REG Applications	10
5	The Selection Process for REGs.....	11
5.1	Eligibility	11
5.2	Evaluation Process	11
	5.2.1 Evaluation Criteria.....	11
	5.2.2 Appointment of Independent Referees (for Stage 2)	11
	5.2.3 Evaluation of Stage 2 REGs	11
	5.2.4 Evaluation of Stage 3 REGs	11
5.3	Appeals	12
	5.3.1 Grounds for Appeal.....	12
	5.3.2 How to Appeal.....	12
6	Contractual Matters Relating to EMRP Researcher Grants	12
6.1	Contract Negotiation	12
6.2	Intellectual Property (IP)	12
6.3	Reporting Responsibilities Associated with an EMRP Researcher Grant	13
6.4	Schedule of Payments.....	13
6.5	Schedule of Audits.....	13
7	Annex 1: Completing the REG Application Form	14
7.1	Format of Applications and Deadline.....	14
7.2	Overview of the REG Application Form	14
8	Annex 2: Role and Responsibilities Relating to REGs	15
8.1	Programme Owners	15
	8.1.1 EMRP Committee Members	15
	8.1.2 Referees	15
	8.1.3 EURAMET e.V.	15
	8.1.4 The EMRP Management Support Unit (EMRP-MSU)	15
8.2	Proposers.....	15
	8.2.1 The JRP-Coordinator (on behalf of the JRP-Consortium)	15
	8.2.2 The REG-Researcher	16
	8.2.3 The Home Organisation.....	16
	8.2.4 The Guestworking Organisation	17
9	Annex 3: Case Studies for REG Funding Packages.....	18
9.1	REG Case Study One – an experienced researcher	18
9.2	REG Case Study Two – a very experienced researcher	18
9.3	REG Case Study Three - a very experienced researcher undertaking guestworking	18
10	Annex 4: Correction coefficients for EU-27 Member States and FP7 associated countries	19

Abbreviations used:

EMRP = European Metrology Research Programme,	JRP = Joint Research Project,	REG = Researcher Excellence Grant
EMRP-MSU = EMRP Management Support Unit	FP7 = 7 th Framework Programme	NMI = National Measurement Institutes,
DI = Designated Institutes,	JRC = Joint Research Centre.	WP = Work Package

Need more help? Contact the EMRP-MSU helpline: emrpA169@npl.co.uk or ☎ +44 20 8943 6666

1 **Scope**

This document summarises:

- The 3 EMRP Researcher Grant schemes (Researcher Excellence Grants, Researcher Mobility Grants, Early-Stage Researcher Mobility Grants)

This document details the EMRP Researcher Excellence Grant (REG) scheme including:

- The aim of the REG
- The allowances available
- The eligibility criteria
- The evaluation and selection process
- How to apply for a REG
- How to appeal if your application is not funded
- An overview of the contractual and reporting requirements for funded REGs

It does not include information about:

- How to evaluate the EMRP Researcher Grant applications given in the separate document 'Guidance for Evaluation of JRPs and EMRP Researcher Grants'.
- How to write a JRP (Joint Research Project)
- The eligibility criteria for JRP Participants, this can be found in the document 'Eligibility Criteria for EMRP Calls'
- 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.
- How to evaluate the JRP or EMRP Researcher Grant applications (for Referees)
- Researcher Mobility Grants and Early-Stage Researcher Mobility Grants which are addressed in separate guidance documents

2 Introduction & Overview

2.1 What is the EMRP?

The European Metrology Research Programme (EMRP) is an applied research programme. It seeks to accelerate the development, validation and exploitation of new measurement techniques, standards, processes, instruments, reference materials and knowledge.

The EMRP supports research collaboration between the National Measurement Institutes (NMI) and Designated Institutes (DI) from 22 European States together with the European Commission's Joint Research Centre. These collaborations run as Joint Research Projects (JRPs) co-funded by the national measurement system programmes of the EMRP Member countries and the European Union.

The JRPs supported by the EMRP aim to drive innovative developments in industry and commerce; improve the quality of data for science, industry and policy-making; and support development and implementation of directives and regulations. The JRPs are supplemented by the EMRP Researcher Grant schemes.

2.2 What are the 3 EMRP Researcher Grant schemes?

2.2.1 Researcher Excellence Grant (REG)

The aim of the Researcher Excellence Grant scheme is "To enlarge the number of organisations with capacities closely relating to metrology"¹ within the EU Member States and FP7 associated countries.

A REG provides financial support for an experienced researcher to carry out research activities related to a JRP, in organisations that are not part of the national metrology systems (non NMI/DI organisations). This enables the involvement of high quality researchers, opening the JRPs to the best science.

The work undertaken by the REG-Researcher must be relevant to the JRP objectives, and for stage 2 applications, the work must be *integral* to the JRP objectives.

2.2.2 Researcher Mobility Grant (RMG)

The aim of the Researcher Mobility Grant scheme is "To develop the capacity of individuals in Metrology"¹

The EMRP provides Researcher Mobility Grants (RMGs) to increase the capability of the European metrology researcher community, thereby supporting countries as they are building and furthering their capacity in metrology. RMGs offer allowances that support a researcher, and are mainly aimed at organisations in EURAMET member countries that are not participating in the EMRP².

The work undertaken by the RMG-Researcher must be relevant to the JRP objectives, and undertaken at a funded JRP-Partner's premises located in a different country to the RMG-Researcher's employer.

2.2.3 Early-Stage Researcher Mobility Grant (ESRMG)

The aims of the Early-Stage Researcher Mobility Grant scheme are "To ensure sustainability of cooperation between the NMI and DI"¹ of the EMRP, and, "To prepare next generation of experienced metrology researchers."¹

The EMRP provides Early-Stage Researcher Mobility Grants (ESRMGs) to support researchers building experience of metrology collaborations. The ESRMG offers allowances to support a researcher with fewer than 4 years experience, from a participating NMI or DI. The work undertaken by the ESRMG-Researcher must be relevant to the JRP objectives, and undertaken at a JRP-Partner's premises located in a different country to the ESRMG-Researcher's employer.

¹ Decision No 912/2009/E, Official Journal of the European Union, 30 September 2009, L257, p12 available from: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:257:0012:0025:EN:PDF>

² RMGs are also available to NMIs, DI, the JRC and REG Home Organisations (but preference is given to organisations developing their metrology capability)

3 About The EMRP Researcher Excellence Grant (REG)

3.1 The Aim of REGs

The aim of the Researcher Excellence Grant scheme is:

“To enlarge the number of organisations with capacities closely relating to metrology”¹ within the EU Member States and FP7 associated countries.

A REG provides financial support for an experienced researcher to carry out research activities related to a JRP, in organisations that are not part of the national metrology systems (non NMI/DI organisations). This enables the involvement of high quality researchers, opening the JRPs to the best science.

3.2 Benefits of a REG to EMRP Researcher Grant Beneficiaries

“EMRP Researcher Grant Beneficiaries” are the REG-Researcher, Home Organisation and Guestworking Organisation (where applicable) associated with successful EMRP Researcher Grant applications. The REG supports them by offering:

- An opportunity to work on a world leading metrology project with high social and economic impact
- An opportunity to build links to key metrology organisations and individuals
- An opportunity to build metrology experience
- Potential to publish joint papers with world leading metrological scientists
- A generous salary allowance for the REG-Researcher

3.3 Benefits to the JRP-Consortium of having a REG

Researcher Excellence Grants (REGs) offer the opportunity to access expert researchers from beyond the national metrology systems. The JRP-Consortium can benefit from the REG-Researcher’s expertise, and the researcher can develop his/her knowledge of metrology.

The REG provides financial support to cover the appointment of individual researchers to carry out research activities related to the JRP objectives at a “Home Organisation” that is not part of the national metrology systems (non NMI/DI organisations).

REGs applied for at Stage 2 must form an integral part of the JRP. Applications that are not connected with JRP proposals will not be considered.

3.4 Duration of a REG

The total duration of a REG must be between 12 and 36 months, and must end before the associated JRP. For the EMRP Call 2010 Industry & Environment the earliest start date for a Stage 2 REG is likely to be 01 June 2010. Applicants should note that coincident start dates for the JRP and the REG are contractually challenging (although not impossible) and a REG beginning 2-3 months after the JRP is easier for EURAMET to contract with.

If transnational guestworking is included in the REG, this must not exceed 30% of the total REG duration.

A JRP may have more than one REG associated with it, but the cumulative duration of all REGs associated with a JRP would not usually exceed 36 months.

The duration of the EMRP Researcher Grant must reflect the planned activities. A robust estimate of the time required to undertake the tasks should be agreed between the EMRP Researcher Grant Beneficiaries, and the JRP-Coordinator (or Work Package leader).

3.4.1 Part-Time Researchers

Equal consideration is given to a REG-Researcher who wishes to work part-time, or on reduced hours.

In cases where the REG-Researcher has an existing part time employment arrangement and wishes to apply for the REG for the remainder of his/her time, accurate information will need to be provided to EURAMET about the on-going employment arrangements. In general terms, EURAMET will seek assurance

that the REG-Researcher is not being paid multiply for the same research activities, since this would contravene the Financial Regulations of the European Union.

Note that the “durations” always refer to “full time equivalent” hours, and for researchers working 50 % of a standard working week, the minimum durations would double.

3.5 Location of a REG

The majority of the research undertaken by the REG-Researcher must occur at the Home Organisation ["Eligibility Criteria for EMRP Calls" gives eligibility criteria of the Home Organisation].

The REG-Researcher may also chose to spend time up to 30 % of the total REG duration at one of the JRP-Partners premises. If this JRP-Partner is an NMI or DI and located in a different country to the Home Organisation, they will qualify as a “Guestworking Organisation” and additional allowances can be claimed to support this period of mobility.

Any guestworking that occurs nationally is not eligible for the guestworking allowances.

3.6 Allowances for a REG

REGs provide financial support to cover the appointment of experienced researchers to carry out research related to the JRP objectives in organisations that are not part of the national metrology systems (non NMI/DI organisations). The funding package includes a salary allowance and a contribution towards other research-related costs. The following section of this document details the allowances available through the REG scheme.

Allowances are given for full time employment, and will be reduced pro-rata for any part-time working or and part months worked (unless a minimum amount is given).

Allowances shall not give rise to profit for the Home Organisation.

A spreadsheet called the REG Calculator is available at <http://www.emrponline.eu/call2010/stage2.html>. It calculates the likely allowances that can be claimed for your exact circumstances.

Annex 2 gives worked examples of REG allowances.

3.6.1 Monthly Gross Salary Allowance

A fixed monthly gross salary allowance is funded by the REG, therefore the net salary will be less than the allowances given below.

The gross monthly allowance is dependent on the REG-Researcher’s level of relevant research experience and is:

- 4,525 € (before national adjustment³) for experienced researchers (see "Eligibility Criteria for EMRP Calls").
- 6,783 € (before national adjustment⁴) for very experienced researchers (see "Eligibility Criteria for EMRP Calls").

This allowance provides the gross salary, and is administered by the Home Organisation. The monthly gross salary allowance includes compulsory deductions both in terms of taxation and in terms of social security coverage according to national legislation. In all Member States, an employment contract must guarantee a “package” of social security coverage made of several items (e.g. sickness & maternity benefits, age benefits, unemployment benefits, benefits in respect of accidents at work etc).

The monthly gross salary allowance is paid for the entire REG duration, even when the REG-Researcher spends time at a Guestworking Organisation.

This monthly gross salary is adjusted by a correction coefficient³ related to the country of the Home Organisation, to account for the variation in the cost of living in each country.

If the REG-Researcher is located outside of the “Euro zone” they should expect that his/her monthly gross salary would fluctuate in line with the exchange rate, since the allowances will be paid in Euros.

³ See Annex 4: Correction coefficients for EU-27 Member States and FP7 associated countries

This allowance shall NOT give rise to any profit to the Home Organisation.

3.6.2 Research and Training Allowance

A fixed allowance of 800 € per researcher per month for Research and Training costs is funded by the REG. This allowance is administered by the Home Organisation but should be made available to the REG-Researcher whether they are located at the Home Organisation or the Guestworking Organisation. The allowance covers:

- Costs incurred at the Home Organisation (e.g. research costs, consumables, equipment usage) associated with the REG-Researcher's activities.
- Meeting and conference attendance, participation in training, attendance at project meetings, and so on, by the REG-Researcher.

This allowance is not adjusted by a correction coefficient³.

3.6.3 Management Activities and Contributions to Overheads (Home Organisation)

A fixed allowance of 700 € per month forms a contribution to the Home Organisation's management activities and overheads. Note that "Management Activities and Contributions to Overheads" can be claimed for the total REG duration (i.e. the duration spent at the Home Organisation, and the time spent at the Guestworking Organisation).

This allowance is adjusted by a correction coefficient³ related to the country of the Home Organisation, to account for the variation in the cost of living in each country.

3.6.4 REG Transnational Guestworking Allowances (Optional)

The majority of the REG-Researcher's work must be undertaken at the Home Organisation, but there is an option to undertake transnational guestworking at one or more of the JRP-Partners premises (the "Guestworking Organisation") for periods of at least one month, and up to 30 % of the total REG duration. If transnational guestworking is undertaken as part of the REG then additional mobility allowances can be claimed, they are:

3.6.4.1 *Guestworker Living Allowance*

There is a fixed scale of 1800 € / month for accommodation, subsistence and local travel. Note that when REG-Researcher's accommodation is provided for free, (or at a very subsidised rate) the 'Guestworker Living Allowance' will be reduced.

This allowance is adjusted by a correction coefficient³ related to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

3.6.4.2 *Guestworker Family Allowance*

An additional 300 € / month can be claimed if the REG-Researcher relocates with his/her family (see section document 'Eligibility Criteria for EMRP Calls' available on www.emrponline.eu) and can only be claimed where the REG-Researcher is relocating with his/her family to the Guestworking Organisation (the family must also be relocating transnational to claim this allowance).

This allowance is adjusted by a correction coefficient³ related to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

3.6.4.3 *Travel Allowance*

A fixed allowance of 500 € is paid to Guestworkers at the beginning of the EMRP Researcher Grant, and then every 3 months. This is a contribution to the RGE-Researcher's return travel from the Home Organisation to the Guestworking Organisation, and can be used for extra trips home if they so wish.

This allowance is not adjusted by a correction coefficient³.

3.6.4.4 *Management Activities and Contributions to Overheads (Guestworking Organisation)*

The REG funds a contribution to the Guestworking Organisation's management activities and overheads of 200 € a month. Note that "Management Activities and Contributions to Overheads" can only be claimed for the time the REG-Researcher is at the Guestworking Organisation.

This allowance is adjusted by a correction coefficient³ related to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

4 Applying for a REG

4.1 Who can apply for a REG?

Eligibility criteria are given in the document 'Eligibility Criteria for EMRP Calls' which can be found on www.emrponline.eu

In summary a REG may be jointly applied for by either of these potential REG-Beneficiaries, or jointly when both REG-Beneficiaries are known:

- A Researcher with at least 4 years of relevant research experience; without an on-going salaried contract; and who has (or is able to establish) the right to work in the countries of the Home Organisation and Guestworking Organisation.
- A "Home Organisation" where the REG-Researcher will undertake the majority of the research activities. They must be a legal entity located in a Member State or countries associated to the Seventh Framework Programme, which is not an NMI or DI (Note: there are exceptions to the DI criteria, see the document "Eligibility Criteria for EMRP Calls" which can be found on www.emrponline.eu)

4.2 When are applications for REGs open?

REGs can be included when the JRP-Proposal is submitted (Stage 2 of a Call). For the EMRP Call 2010-Industry & Environment, the Stage 2 Call is open between 21 June 2010 and 11th October 2010. At Stage 2 the REG activities must form a fully integrated part of the JRP.

After the JRPs are approved for funding the JRP-Consortium may chose to advertise positions for additional REGs (up to the 36 month maximum allowance), this is Stage 3 of a Call. Adverts will be published for a REG-Researcher to work on additional activities associated with a specific JRP though the exact work may or may not be defined in the advert. All adverts will be shown on www.emrponline.eu.

4.3 Information for REG-Applicants

The list of Selected Research Topics (SRTs) for the EMRP Call 2010-Industry & Environment is available on our website www.emrponline.eu.

If you are an individual or a research organisation able to make a substantial contribution to a SRT then the metrology community would like to hear from you. You may already have contacts within the metrology community in which case you should contact them directly. Alternatively, you may wish to promote your capabilities to the wider audience within the metrology community via the website "EMRP-Connections" www.emrponline.eu/connections. The website provides a way for you to promote the capabilities that you can bring to the metrology community that are in scope of this SRT including: details of your expertise and facilities; what you propose contributing to this topic; and your contact details.

We recommend that you:

- Check your eligibility for a REG in 'Eligibility Criteria for EMRP Calls' which can be found on www.emrponline.eu
- Register interest on the website "EMRP-Connections" <http://www.emrponline.eu/connections/>

Once you have made contact with the metrology community, any JRP-Consortium who feels that your contribution will add value to their JRP can get in touch with you.

Together you can work to agree your research activities in their proposed JRP, at which point you should complete the REG application form, and return it to the JRP-Coordinator allowing sufficient time for checking. The form is available on www.emrponline.eu. Instructions on how to complete the form are given in Section 7 below.

At Stage 2 of a Call the research activities must form an integral part of the JRP. Applications that are not connected with JRP proposals will not be considered.

At Stage 3 of a Call the research activities must be relevant to the JRP objectives, and must be additionally to the activities of the JRP

4.4 Information for JRP-Coordinators

You are encouraged to include an application for a REG within your JRP at Stage 2. The completed REG application form must be submitted with the final version of the JRP-Proposal (for Stage 2 Applications)

It is possible to apply for more than one REG-Researcher within a single JRP. Each REG application should be on a separate form, and each must fulfil the relevant 'Eligibility Criteria for EMRP Calls' which can be found on www.emrponline.eu

The website "EMRP-Connections" www.emrponline.eu/connections will assist you in identifying eligible researchers who have scientific expertise in the SRT. You may also already have scientific contacts outside of the NMI/DI/JRC community that you would know could make a substantial contribution to your JRP.

Once you have identified potential REG-Researchers and/or Home Organisations, you should contact them directly to establish if:

- The potential Home Organisation is eligible, see 'Eligibility Criteria for EMRP Calls'
- There is a potential REG-Researcher who is eligible, see 'Eligibility Criteria for EMRP Calls', or if the potential Home Organisation believes they can recruit a suitable candidate.
- The potential Home Organisation and/or potential REG-Researcher are willing and able to undertake research for the JRP within the scope of the SRT.

After you have agreed some specific research with the Home Organisation and/or REG-Researcher you can then:

- Include details of the REG-Researcher, Home Organisation and the activities in your JRP-Protocol.
- Include the REG details in the JRP Costing Spreadsheet (zero time costs are associated with the REG-Researcher, since their time is funded by the REG).
- Ask the REG-Applicant to complete the REG application forms, and return it to you with sufficient time to allow for checking.

4.5 What sort of work can a REG contain?

The research supported by the REG (at stage 2) must:

- Form an integral part of the JRP
- Add scientific value to the JRP
- Deliver scientific and/or technological excellence and be suitably challenging
- Involve a high quality researcher
- Include scientific training and transfer of knowledge.

The REG **cannot** be used to support other activities within the Home Organisation, e.g. other research, teaching activities, exam invigilation, marking etc. If the REG-Researcher wishes to undertake other activities then the REG-Researcher should apply for the REG on a part-time basis.

The core evaluation criteria are given in section 5.2.

The research must be fully described in the REG application form, it should be planned through discussions between the EMRP Researcher Grant Beneficiaries and the JRP-Coordinator to ensure that the proposed research is suitable. Once the scientific workpackage(s) and deliverable(s) are confirmed, a robust estimate of the time required to undertake the tasks should be agreed between the EMRP Researcher Grant Beneficiaries and JRP-Coordinator (or Work Package leader).

4.5.1 Note about Stage 2 and Stage 3 REG Applications

REGs applied for at Stage 2 must form an integral part of the JRP; therefore the work must be defined in the JRP-Protocol and deliver outputs that form part of the contractual obligations of the JRP. In the case of a Stage 2 REGs, the research activities of the REG-Researcher must be described in both the JRP-Protocol and the REG application form.

JRP-Coordinators are strongly encouraged to place adverts for REG positions at Stage 3. Stage 3 REGs support additional activities to supplement the JRP and add value to JRP-objectives. The research must be relevant to the JRP objectives and must go beyond the existing contractual obligations of the JRP.

5 The Selection Process for REGs

5.1 Eligibility

Eligibility criteria are given in the document “EMRP Call2010 Eligibility Criteria” which can be found on <http://www.emrponline.eu/call2010/stage2.html>

5.2 Evaluation Process

5.2.1 Evaluation Criteria

The core evaluation criteria for all three EMRP Researcher Grant schemes are defined in the Decision of the European Parliament and the Council. The applications forms address each of these criteria in turn.

The core evaluation criteria are:

1. Scientific and/or technological excellence
2. Relevance to the objectives of the JRP
3. Quality and implementation capacity of the applicant and his/her potential for further progress
4. Quality of the proposed activity in scientific training and/or transfer of knowledge

5.2.2 Appointment of Independent Referees (for Stage 2)

Independent Referees are appointed on the basis of criteria set out in the Rules for Participation in the Seventh Framework Programme⁵.

The independent Referees who evaluate the EMRP Researcher grants will also evaluate the JRP-Proposals

At least 3 Referees evaluate each Stage 2 REG

5.2.3 Evaluation of Stage 2 REGs

Full details of the Evaluation of REGs at stage 2 is given in the document ‘Guidance for Evaluation of JRPs and EMRP Researcher Grants’, but in summary;

- Independent Referees mark each REG application against the evaluation criteria for REGs given in section 5.2.
- REGs meeting the evaluation criteria will either be funded as proposed (Note that REGs are only funded if the associated JRP is funded), amended, or , not funded.
- The EMRP-MSU checks the eligibility criteria of successful applications, award the EMRP Researcher Grant and negotiate contracts.

5.2.4 Evaluation of Stage 3 REGs

Full details of the Evaluation of REGs at stage 3 is given in the document “Guidance for Evaluation of JRPs and EMRP Researcher Grants’, but in summary;

- All stage 3 REG positions are openly advertised
- The independent Referees write formal comments about each application to assist the JRP-Coordinator.
- The JRP-Coordinator on behalf of the JRP-Consortium will evaluate proposals, supported by the independent Referees, and will propose a recipient for each REG.
- The EMRP-MSU checks the eligibility criteria of successful applications, award the EMRP Researcher Grant and negotiate contracts.

⁵ Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013), OJ L391, 30.12.2006, p1, available from: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:391:0001:0018:EN:PDF>

5.3 Appeals

5.3.1 Grounds for Appeal

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

Appeals related to the views of the Referees, or JRP-Coordinator, are not grounds for appeal.

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

5.3.2 How to Appeal

- 1) Once informed that an EMRP Researcher Grant Beneficiary is ineligible, parties have 7 days to lodge an appeal after which no appeals will be accepted.
- 2) If an EMRP Researcher Grant Beneficiary believes the evaluation criteria have been unfairly applied, the appeal must begin within 7 days of the selection list being published.
- 3) The Researcher or the Home Organisation may lodge an appeal related to the EMRP Researcher Grant application. BUT only one appeal can be lodged for each case. If the appeal is rejected there is no further right of appeal.
- 4) Any decisions made are binding to all parties.
- 5) All appeals should be submitted to the EMRP-MSU. The appeal should contain:
 - o Grounds of appeal: "Incorrect eligibility categorisation" or "unfair proposal of evaluation criteria".
 - o Unambiguous details about the reasons for appealing.
- 6) Submit the appeal to the EMRP-MSU at emrpA169@npl.co.uk.

6 Contractual Matters Relating to EMRP Researcher Grants

"EMRP Researcher Grant Beneficiaries" are the REG-Researcher, Home Organisation and Guestworking Organisation (where applicable) associated with successful EMRP Researcher Grant applications.

6.1 Contract Negotiation

EMRP Researcher Grant Beneficiaries will be invited to negotiate in preparation for contract. Negotiations may cover any scientific, legal or financial aspects of the application, and will seek to resolve issues identified by the Referees, JRP-Coordinator or other means. If negotiations are successful (that is once the contractual details have been finalised and all the necessary checks carried out) EURAMET may then enter into the contract with the EMRP Researcher Grant Beneficiaries.

You may wish to note that EURAMET has the right to cancel negotiations and contracts for EMRP Researcher Grants where the associated JRP negotiations or contract fail, or if for any reason the funding earmarked for the EMRP Researcher Grant is unavailable to EURAMET.

6.2 Intellectual Property (IP)

In general IP (Foreground) generated by research supported by an EMRP Researcher Excellence Grant will be owned by the REG-Researcher / Home Organisation.

Usually the JRP-Consortium with which the REG is associated will have the right to exploit Foreground IP that was generated under the EMRP Researcher Grant, because the research was funded under the EMRP Researcher Grant scheme.

The REG-Researcher and Home Organisation (and where applicable the Guestworking Organisation) should ensure that satisfactory IP and confidentiality arrangements are agreed with the JRP-Consortium prior to beginning work.

6.3 Reporting Responsibilities Associated with an EMRP Researcher Grant

EMRP Researcher Grant Beneficiaries are responsible for reporting to EURAMET and also to the JRP-Coordinator. This is because the EMRP Researcher Grant is contracted directly by EURAMET, but the work is related to the objectives JRP.

The specific reporting requirements and expected reporting cycles will be defined within the contract, but these usually include:

- EURAMET will require a report from the REG-Researcher describing the research progress, and progress of training and knowledge transfer activities.
- The JRP-Coordinator will also require the REG-Researcher to provide information on the progress of his/her research activities. This information will ensure that the JRP-Coordinator can meet his/her obligations to EURAMET to report on the overall progress of the JRP.
- EMRP Researcher Grant Beneficiaries must comply with reporting deadlines set out in guidance documents and/or JRP schedules.

6.4 Schedule of Payments

The particular schedule of payments relating to your specific EMRP Researcher Grant will be agreed during your contract negotiations.

We plan to make payments to the Home Organisation in advance of the work. The Home Organisation is responsible for making payments to the REG-Researcher and this would usually be in line with normal practices of the Home Organisations.

EURAMET plans to make the following payments (subject to the availability of funds from the European Union):

- First payment before the planned start date of EMRP Researcher Grant.
- Further payments will be made in advance approximately every 6 months.
- Final Payment: A retainer of 10% of the total EMRP Researcher Grant amount will be held by EURAMET until satisfactory completion of all deliverables and reports, at which time the final payment will be made.

6.5 Schedule of Audits

Whilst the EMRP Researcher Grants are not routinely subject to financial auditing, EURAMET may, for its governance purposes, choose to audit a random sample of EMRP Researcher Grant Beneficiaries, and/or investigate if EURAMET identifies or becomes aware of concerns warranting such intervention regarding the execution of the EMRP Researcher Grants.

7 Annex 1: Completing the REG Application Form

7.1 *Format of Applications and Deadline*

Usually the REG-Researcher completes the application form in collaboration with the Home Organisation. If either the REG-Researcher or Home Organisation is not yet known then the form should be completed as fully as possible.

All REG applications must be submitted on a standard form that can be downloaded from <http://www.emrponline.eu/call2010/stage2.html>

The deadline for applications is 11th October 2010 23:59 CET

7.2 *Overview of the REG Application Form*

The REG application form is divided into four parts:

Part A captures standard details of the REG-Researcher, Home and Guestworking Organisations, data here will be used to check eligibility criteria related to countries and eligible institutions. Part A is divided into 3 sections:

- Section A1 gives details of the REG-Researcher;
- Section A2 gives details of the Home Organisation;
- Section A3 gives details of the Guestworking Organisation.

The organisation types are categorised as follows:

Research organisation	Research organisation means a legal entity established as a non-profit organisation, which carries out research or technological development as one of its main objectives. Non-profit organisation is a legal entity qualified as such when it is recognised by national, or international law.
Higher education establishment	A higher education establishment means organisations only or mainly established for higher education/training (e.g. universities, colleges, etc.).
Small and Medium-sized companies SMEs	SMEs are micro, small and medium-sized enterprises. To find out if your organisation corresponds to the EC definition of an SME you can use the on-line tool http://ec.europa.eu/research/sme-techweb/index_en.cfm
Commercial Enterprise –non SME	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.
Other	Type X if your organisation does not fall into one of the categories above.

Table 1: Eligibility Criteria for Organisational Status

Part B forms the body of your REG application and details the research you plan to carry out and how this will benefit the JRP. You will also have the opportunity to explain the Researcher's experience and why they are suitable for the post. This section is used to evaluate the REG application against the evaluation criteria given in section 5.2.

Part C captures details that will be used to determine the amount of the EMRP Researcher Grant. It also captures details that are used to check the eligibility of the REG-Researcher.

Part D is a series of declarations that ensure the research is eligible for funding and that you are aware of the responsibilities that you will fall to successful EMRP Researcher Grant Beneficiaries. The relevant section should be completed by each of the EMRP Researcher Grant Beneficiaries.

The REG application form is designed to be self-explanatory.

8 Annex 2: Role and Responsibilities Relating to REGs

8.1 Programme Owners

8.1.1 EMRP Committee Members

The EMRP Committee members are responsible for:

- Implementing the EMRP including the EMRP Researcher Grant schemes.
- All decisions relating to the appeals process.

8.1.2 Referees

Independent Referees help evaluate all EMRP Researcher Grant applications, and are selected from the European Commission's FP7 expert database. Referees will have relevant experience of the technical area and metrology/measurement issues.

Referees are forbidden from advising you about your applications and hold no responsibilities associated with writing the EMRP Researcher Grant applications.

If Referees have any links to an EMRP Researcher Grant Beneficiaries they would not be able to assess that proposal.

8.1.3 EURAMET e.V.

EURAMET enters into a contract with the Home Organisation (and with the Guestworking Organisation as appropriate) and is responsible for making payments to the EMRP Grant Beneficiaries.

8.1.4 The EMRP Management Support Unit (EMRP-MSU)

The EMRP-MSU operates under the guidance of the EMRP Committee.

The EMRP-MSU is responsible for:

- creating relevant guidance documents and forms,
- managing the call process, enquiries and appeals,
- providing advice on the process via the helpline,
- negotiating contracts for successful applications,
- providing EURAMET with the relevant details and dates to enable bank payments.

8.2 Proposers

8.2.1 The JRP-Coordinator (on behalf of the JRP-Consortium)

The JRP-Coordinator's responsibilities include:

- Liaising with the potential EMRP Researcher Grant Beneficiaries to:
 - Help them propose work that is integral to the JRP.
 - Agree the technical content of the proposed work.
 - The timings of the project, and deliverables.
- Agreeing how communications will be handled between the EMRP Researcher Grant Beneficiaries and the JRP-Consortium.
- Ensuring that the JRP-Consortium enters into an appropriate arrangement for intellectual property rights and confidentiality with the REG-Researcher and the Home Organisation (and Guestworking Organisation if applicable). In particular, access to background IP, the use of foreground IP, and publication. These arrangement must be compatible with the provisions foreseen in the JRP-Contract

For stage 3 REG applications the JRP-Coordinator is responsible for evaluating the EMRP Researcher Grants, taking into account the Referees comments.

8.2.2 The REG-Researcher

The REG-Researcher is responsible for jointly making the application with the Home Organisation:

The REG-Researcher must:

- Plan the proposed research, in discussion with the JRP-Coordinator and the Home Organisation.
- Agree that the facilities required are available for use.
- Confirm that they are available for the time committed to this project.
- Complete the EMRP Researcher Grant application form & submit it in good time.

If successful the REG-Researcher must:

- Enter into a contract with the Home Organisation.
- Witness the contract between the Home Organisation and EURAMET.
- Accept both contractual and reporting responsibilities in delivering the work.
- Enter into an appropriate arrangement for intellectual property rights and confidentiality with the JRP-Consortium and the Home Organisation. In particular, access to background IP, the use of foreground IP, and publication. These arrangement must be compatible with the provisions foreseen in the JRP-Contract

8.2.3 The Home Organisation

The “Home Organisation” is the research organisation where a REG-Researcher will undertake the majority of his/her work.

The Home Organisation is responsible for jointly making the application with the REG-Researcher:

During the application phase the Home Organisation must:

- Plan the proposed research, in discussion with the JRP-Coordinator and the REG-Researcher.
- Agree that the required facilities would be made available at the Home Organisation, to enable the REG-Researcher to deliver the agreed research activities.
- Complete the EMRP Researcher Grant application form & submit it in good time.

If successful the Home Organisation must:

- Enter into an appropriate arrangement for intellectual property rights and confidentiality with the JRP-Consortium and the REG-Researcher. In particular, access to background IP, the use of foreground IP, and publication. These arrangement must be compatible with the provisions foreseen in the JRP-Contract
- Entering into a contract with EURAMET regarding the REG
- Entering into a contract of employment with the REG-Researcher for the duration of the REG.
- Accept both contractual and reporting responsibilities in delivering the work.
- Although there is no obligation to do so, it is usual for Home Organisations to assist REG-Researchers in settling into a new location. This may involve finding accommodation, arranging local language classes and so on.

During the REG the Home Organisation is responsible for:

- Ensuring delivery of the contracted research by the REG-Researcher
 - Ensuring that the required facilities are made available at the Home Organisation, to enable the REG-Researcher to deliver the agreed research activities.
 - Arranging any required training for the REG-Researcher.
- Administration of the REG finances, which includes:
 - Administering allowances including compulsory deductions both in terms of taxation and in terms of social security coverage according to national legislation. In all Member States, an employment contract must guarantee a “package” of social security coverage.
 - Paying the REG-Researcher his/her salary allowance, less the compulsory deductions above.
- Ensuring that the REG-Researcher is covered by suitable insurance policies for the duration of his/her stay(s) at any Guestworking Organisation(s) (e.g. Health insurance, travel insurance etc).

8.2.4 The Guestworking Organisation

The Guestworking Organisation is the research facility where REG-Researcher may chose to undertake a period of additional research. It must be located transnationally to the Home Organisation.

During the application phase the Guestworking Organisation must:

- Agree any research to be undertaken at their organisations.
- Agree that the required facilities would be made available at the Guestworking Organisation, to enable the REG-Researcher to deliver the agreed research activities.
- Complete any required parts of the EMRP Researcher Grant application form.

If successful the Guestworking Organisation must:

- Enter together with the Home Organisation into a contract with EURAMET regarding the REG
- Accept both contractual and reporting responsibilities in delivering the work.
- Enter into an appropriate arrangement for intellectual property rights and confidentiality with the JRP-Consortium, the Home Organisation and the REG-Researcher. In particular, access to background IP, the use of foreground IP, and publication. These arrangement must be compatible with the provisions foreseen in the JRP-Contract
- Although there is no obligation to do so, it is usual for Guestworking Organisations to assist REG-Researchers in settling into a new location. This may involve finding accommodation, arranging local language classes and so on.

During the REG the Guestworking Organisation is responsible for:

- Ensuring that the required facilities are made available at the Guestworking Organisation, to enable the REG-Researcher to deliver the agreed research activities.
- Arranging any required training for the REG-Researcher.
- Ensuring that the REG-Researcher enjoys the same standards of safety and occupational health as local researchers holding similar positions
- Communicating with the Home Organisation (if relevant)

9 Annex 3: Case Studies for REG Funding Packages

The examples below illustrate how REG funding allowances are calculated. The spreadsheet “EMRP Researcher Grant calculator” will calculate the allowances for you, however you should be aware that a number of factors may affect the actual EMRP Researcher Grant awarded.

9.1 *REG Case Study One – an experienced researcher*

An experienced researcher will work at a Home Organisation in Belgium (correction coefficient = 100) for 30 months. No guestworking is required.

Monthly expenses	€
Monthly gross salary allowance	4525
Research & training allowance	800
Contribution to mgmt & overheads	700
Total €	6025

<i>months of research</i>	3	6	9	12	15	18	21	24	27	30
<i>total REG award €</i>	18075	36150	54225	72300	90375	108450	126525	144600	162675	180750

9.2 *REG Case Study Two – a very experienced researcher*

A very experienced researcher will work at a Home Organisation in Estonia (correction coefficient = 82.1) for 30 months. No guestworking is required.

Correction Coefficient	100	82.1
Monthly expenses €	actual	corrected
Monthly gross salary allowance	6783	5569
Research & training allowance	800	800
Contribution to mgmt & overheads	700	575
Total €	8283	6944

<i>months of research</i>	3	6	9	12	15	18	21	24	27	30
<i>total REG award €</i>	20832	41664	62496	83328	104160	124992	145824	166656	187488	208320

9.3 *REG Case Study Three - a very experienced researcher undertaking guestworking.*

A very experienced researcher will work at a Home Organisation in Spain (Correction coefficient 99.4) for 20 months. In addition to the main research, a further 5 months will be spent guestworking at a JRP-Partner in Sweden (correction coefficient = 102.8). The researcher plans to relocate his/her family to Sweden for duration of the guestworking.

Correction Coefficient (Home)	100	99.4
Monthly expenses €	actual	corrected
Monthly salary allowance	6783	6742
Contribution to mgmt & overheads (Home)	700	696
Research & training allowance (Home)	800	800
Total €(duration of REG = 25 months)	8283	8238

Correction Coefficient (Guestworking)	100	102.8
Additional monthly expenses €	actual	corrected
Mobility allowance	1800	1850
Family allowance	300	308
Contribution to mgmt & overhead (Guest Org)	200	206
Total €(duration at Guest Org. = 5 months)	2300	2365

Travel allowance 500 € every 3 months of Guestworking = 1000 €(for 5 months at Guest Org.)

<i>months of research</i>	3	6	9	12	15	18	20	25
<i>REG at Home €</i>	24714	49428	74142	98856	123570	148284	164760	205950
<i>REG at Guestworking €</i>	0	0	0	0	0	0	0	11825 + 1000

10 Annex 4: Correction coefficients for EU-27 Member States and FP7 associated countries

The country correction coefficients⁶ shown in the table are the most up to date values quoted in the Official Journal of the European Union (OJ) on the 29 March 2010. EURAMET will update this table every six months in line to reflect the latest European Commission data. Any revised rates will become effective from the next scheduled payment date

Countries	Correction Coefficients⁶
Albania	78.5
Austria	106.9
Belgium ⁷	100.0
Bosnia-Herzegovina	73.5
Bulgaria	69.2
Croatia	93.3
Cyprus	88.7
Czech Republic	88.3
Denmark	138.7
Estonia	82.1
European Commission ⁸	n/a
Faroe Islands	TBD
Finland	121.3
France	115.8
FYR Macedonia	71.1
Germany	98.4
Greece	94.2
Hungary	81.8
Iceland ⁹	125.6
Ireland	114.7
Israel	107.0
Italy	110.6
Latvia	84.5
Liechtenstein ¹⁰	111.9
Lithuania	76.5
Luxembourg ⁷	100.0
Malta	85.5
Montenegro	68.9
Netherlands	109.3
Norway	125.6
Poland	72.2
Portugal	87.8
Romania	69.3
Serbia	65.3
Slovakia	84.3
Slovenia	90.8
Spain	99.4
Sweden	102.8
Switzerland	111.9
Turkey	76.0
United Kingdom	120.3

⁶ The country correction coefficients are these most recent values quoted in the OJ on 29 March 2010. Found in the following publications: L 49 EN Official Journal of the European Union 26.02.2010, L 348 EN Official Journal of the European Union 29.12.2009, L 181 EN Official Journal of the European Union 14.7.2009

⁷ Belgium and Luxembourg are always 100 %

⁸ Institutes of the European Commission's Joint Research Centre possessing research capabilities relevant to the EMRP are eligible

⁹ For Iceland the Norwegian coefficient applies

¹⁰ For Liechtenstein the Swiss coefficient applies