

25 June 2007

EMRP Call 2007
Frequently Asked Questions

This FAQ will be updated throughout the Call.

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The Expression of Interest asks about 'Key Outcomes'. Is this the outcomes of our own research, or the outcomes of a possible collaborative project?

Under 'Key Outcomes' you should describe in broad terms the outcomes you desire, and could envisage as being possible and realistic through collaboration.

In Section 2.4 of the Expression of Interest, what difference is there between 'secondments' and 'guest workers'?

For the purposes of the Expression of Interest, there is no difference between the two terms.

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If I submit an EoI do I have the right to participate in the JRPs?

Submitting an EoI is a statement of capability and interest. It does not guarantee that the organisation will be included in any eventual JRPs.

Will the EoIs be publicly available?

No. The EoIs will be made available to the nominated NMI-experts from other eligible institutions that have submitted EoIs on a per TP basis. The EoIs will also be made available to the independent referees on a confidential basis.

Does the JRP coordinator have to be drawn from the NMI-experts?

No. Whilst there is some merit in the coordinators for the JRPs being drawn from the pool of NMI experts (in terms of understanding the process), it is not an obligation. A suitable scientist who is not an NMI-expert, but is from one of the institutions participating in a particular project, may be nominated as JRP coordinator.

How do I know which costs will be eligible?

We will provide guidance on financial costing as part of the JRP document package.

In 2.1 and 3.1 of the EoI we have to provide details of resource. Is this the existing capability, or should we include additional resources that we may engage if we receive funding?

This is existing capability only. In all places in the EoI resources described should be existing resources and should NOT include possible additional resources that could become available should your institute receive funding.

Can we nominate the same person as our NMI-expert for more than one TP?

Yes, though our recommendation of different NMI-experts for each TP remains as the workload and logistics may be very demanding for one person to act as the NMI-expert in more than one TP. However it may not be practical for smaller institutes to nominate separate NMI-experts.

In my country responsibility for topics falling within one TP is split between two different organisations. Can we ask the NMI-expert from one of our organisations to act on behalf of both organisations?

Yes, though obviously both organisations must agree to this and the NMI-expert must be given the appropriate authority to act on behalf of both organisations. The arrangement should be indicated on the Eol from each submitting organisations.

A one-day facilitation meeting will be held for each TP in July 2007 to help the NMI-experts begin the process of developing JRPs from the Eols. If our nominated NMI-expert is unable to make the date can we send some one to act on their behalf?

Yes, though obviously for continuity it is better for your nominated NMI-expert to be directly involved throughout the process as far as is possible. If you have to send a substitute to a particular meeting your nominated NMI-expert will be required to formally notify the EMRP Chairman of the name and e-mail of the substitute prior to the meeting.

Are the costs for the NMI-experts attending the facilitation meeting recoverable?

No. This meeting is for those considering submitting JRPs and as such is not a funded activity, thus you will not be to claim any costs associated with attending the meeting, such as T&S (even for those NMI-experts from institutions that are partners in the iMERA project).

Can the costs for the NMI-experts attending the facilitation meeting be considered as part of the national contribution?

No. Costs associated with developing either Eols or JRPs cannot be considered as part of the national contribution. That contribution is for the actual execution of the JRPs.

When calculating the person-month rate for the Expression of Interest, how many days are there in a month?

You should use 21 working days per month when calculating the person-month rate. Each day should be a full working day, and remember that all the costs covered by the person-month rate must be known and auditable.

My institute does not have an analytical accounting system (we have traditionally used the EC Additional Cost model) and therefore we cannot identify the overhead sufficiently accurately to satisfy audit requirements. How do I calculate the person-month rate?

In these circumstances you will not be able to claim any overhead. However, unlike the EC AC model, salary and social costs (that can be identified and are auditable) will be eligible for permanent staff.

When I use the Eol form, I type in Areas of Interest in the 1.1 Summary List, but these are not duplicated automatically in the Details tables (3.1-3.25).

The most likely explanation is that you do not have macros switched on. When you opened the form in Word, were you asked to enable macros? If you were, then you need to say 'Yes' or 'Enable macros'.

If Word did not ask, it may be that for security reasons your copy of Word is set-up to ignore all macros. In which case, you need to:

- 1) Open Word
- 2) Select Tools/Macro/Security/Security level
- 3) Change the level to Medium
- 4) Now open the form and say Yes to enable macros

Note that Word remains at this security level until it is changed again. These instructions are for Word 2000.

In the Eol form, I am unable to enter formatting or symbols in the form fields.

Microsoft Word does not allow formatting inside form fields. This includes bold, italics, and changing the font. As Word's 'Insert Symbol...' command works by changing the font this will fail as well. In order to ensure data is in a suitable format for entry into a database, we decided to accept these limitations.

However there are some work-arounds:

- To enter a tab, press **Ctrl+Enter**.
- To enter a symbol directly, try using 'Character map', a utility to be found under **Start/All Programs/Accessories/System tools**. Choose the font **Times New Roman**. You can now select a character from this Unicode font and paste it in into the Word form field.

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Is my institute eligible?

The 'Eligibility criteria' document on www.emrponline.eu will help you decide if your institute is eligible or not to submit an Expression of Interest. For further help, contact the EMRP Helpline (See 'How can I get further help?' below). If eligibility is unclear, the EMRP Committee will make a final binding decision in individual cases.

Can I collaborate with non-eligible institutes?

You can collaborate with non-eligible institutes. However, non-eligible institutes cannot normally receive funding through the EMRP, and must be entirely funded from another source.

Note that the purpose of the EMRP is primarily to increase the impact of metrology R&D through collaboration between the European NMIs (and other institutes such as Designated Institutes that are eligible). Thus collaboration with non-eligible institutes should be the exception and not the rule.

What is the purpose of the "Intention to Submit" document?

The "Intention to Submit" document (Annex 4) has two important functions:

- It provides you with the opportunity to name your institute's NMI-Experts early in the process. This enables additional information to be circulated directly to the relevant people before Expressions of Interest are submitted, if it should prove necessary.
Note that the nominated expert must have the appropriate approval from your institute's senior management
- It enables us to plan effectively for the Review Conference

We therefore strongly encourage you to return the ITS, and to do so early as possible.

Can I submit an Expression of Interest jointly with another institute?

No, an Expression of Interest must normally be submitted on behalf of a single institute only.

In the exceptional case of those countries launching metrology R&D programmes for the first time and who are participating in the ERA-NET Plus action and whose NMIs do not currently have an in-house R&D capability, we would accept Expressions of Interest submitted by the NMI in partnership with the publicly funded R&D institute with metrology expertise who are assisting their NMI to develop specific R&D capabilities. However each institute must submit a separate Expression of Interest, clearly cross-referencing each other in Section 2.1.

How will I know if my institute has been considered ineligible?

The iMERA Coordination Team will notify you if your institute has been considered ineligible. If eligibility is unclear, the EMRP Committee will make a final binding decision in individual cases.

How do I submit my Expression of Interest?

Expressions of Interest must be submitted as a Word document by email to emrp@npl.co.uk. Expressions of Interest must use the template which can be downloaded from the Call website. No other forms of submission will be accepted for Expressions of Interest.

When is my Expression of Interest due?

The deadline for submitting Expressions of Interest is Friday, 6 July 2007. Late submissions will not be accepted. Send the Expression of Interest to emrp@npl.co.uk, no earlier than Friday, 1 June 2007.

How do I know whether my Expression of Interest has been successfully submitted?

Once the iMERA-Plus Coordination Team has received your Expression of Interest, you will receive an acknowledgement by e-mail. This e-mail will only acknowledge receipt of your Expression of Interest and does not imply that your Expression of Interest is eligible.

How can DIs nominate an NMI-Expert? Should DIs not nominate DI-Experts?

In this context, 'NMI-Expert' meaning the expert from an NMI, DI, or other eligible institute.

If I have already submitted an Expression of Interest, can I make corrections to it?

Where necessary, corrected Expressions of Interest can be submitted up until the deadline for submission of Expressions of Interest. Corrected Expressions of Interest must be submitted by e-mail to emrp@npl.co.uk in the same way as the original Expression of Interest. Your email should make it clear that your submission is for a corrected Expression of Interest and include a new version number (see "Guidance to applicants" regarding the file naming convention).

How many NMI-Experts can I nominate?

For each Expression of Interest you must name one person to be your NMI-Expert for the Expression of Interest. Therefore up to 4 NMI-Experts in total may be nominated if your institute submits an Expression of Interest for each of the four Targeted Programmes that are open in the Call.

Can I nominate more than one NMI-Expert from my institute for a TP?

No (see 'How many NMI-Experts can I nominate?' above).

Who should I nominate as an NMI-Expert from my institute?

The choice of person is up to the institute, however an appropriate person should:

- Be scientifically competent
- Have the ability to range across the breadth of your expressed interests for the Targeted Programme
- Be able to represent your institute in the discussions that will lead to the proposed Joint Research Projects
- Be available and able to devote sufficient time to the process

How do I get to see all the submitted Expressions of Interest?

All the Expressions of Interest will be made available to all submitters after the 6 July deadline. You will be informed when they are ready.

How do I submit a Joint Research Project?

At this stage only Expressions of Interest should be submitted, following the 'Guidelines for Applicants' and using the template provided in Annex 1. These Expressions of Interest will be considered by the NMI-Experts (see 'Glossary' below), who will be responsible for developing the Joint Research Projects.

When will I hear about outcome of the Joint Research Project evaluation?

We anticipate that the results of the Joint Research Projects evaluation will be available in November or December 2007.

Will my institute be able to subcontract work to another institute?

No, but with some possible minor exceptions, for example a venue for a workshop.

Can the Helpline assist me in writing my Expression of Interest?

No, help will be limited to advice on the various processes

Who are the TP-guardians and what is their role?

For each Targeted Programme one member of the EMRP Committee will be appointed as the TP-Guardian. The role of the Guardians will be to facilitate the successful development of the four Targeted Programmes on behalf of the EMRP.

Who are the TP-coordinators and what is their role?

The NMI-Experts will, for each Targeted Programme, have the responsibility to elect and appoint a one member of their group as TP-coordinator to:

- act as the spokesperson for that Targeted Programme
- take responsibility for developing the overview/summary of the Joint Research Projects that make up the Targeted Programme and that will be presented as part of the Review Conference

Getting help

Who is my national EMRP Committee Member?

The national EMRP Committee Members are:

Country	Name	Organisation & position	Email
Austria	Robert Edelmaier	BEV, Head of physico-technical testing service	robert.edelmeier@bev.gv.at
Belgium	Jacques Nicolas	SMD, Advisor	jacques.nicolas@economie.fgov.be
Czech Republic	Jirí Tesar	CMI, Director of Fundamental Technology	jtesar@cmi.cz
Denmark	Kim Carneiro	DFM, Director	kc@dfm.dtu.dk
Estonia	Toomas Kübarsepp	Metrosert, Manager of R&D	tkubarsepp@metrosert.ee
European Commission	Alejandro Herrero	IRMM, Director	alejandro.herrero@ec.europa.eu
Finland	Erkki Ikonen	MIKES, Research Professor	erkki.ikonen@mikes.fi
France	Luc Erard	LNE, R&D Director	luc.erard@lne.fr
Germany	Ernst Otto Göbel	PTB, President	ernst.o.gobel@ptb.de
Italy	Elio Bava	INRIM, President	pres@inrim.it
The Netherlands	Ed W.B. de Leer	NMI, Director of Science	edeleer@nmi.nl
Norway	Hans Arne Frøystein	JV, Director, Head of Department	haf@justervesenet.no
Portugal	António Cruz	IPQ, Metrology Service Director	acruz@mail.ipq.pt
Romania	Ion Sandu	INM, Head of Mass	ion.sandu@inm.ro
Slovakia	Stanislav Musil	SMU, Deputy Director General	musil@smu.gov.sk
Slovenia	Janko Drnovsek	MIRS, Head of Metrology Board	janko.drnovsek@fe.uni-lj.si
Spain	Jose Robles	CEM	JAROBLES@cem.mityc.es
Sweden	Leslie Pendrill	SP, Research Director Metrology	leslie.pendrill@sp.se
Switzerland	Beat Jeckelmann	METAS, Head of Section	beat.jeckelmann@metas.ch
Turkey	S. Temel Yalcin	TÜBİTAK ÜME, Assistant Director	temel.yalcin@ume.tubitak.gov.tr
United Kingdom	Kamal Hossain	NPL, Director of Science	kamal.hossain@npl.co.uk

How can I get further help?

Contact the EMRP Helpline by e-mail at emrp@npl.co.uk or by phone on +44 20 8943 6666. We recommend e-mail for most communications.

Alternatively, contact your national EMRP Committee Member (see 'Who is my national EMRP Committee Member' above).

Glossary

Article 169	Article 169 of the European Treaty that enables the Community to participate in research programmes undertaken jointly by several Member States.
Designated Institute (DI)	Designated Institute (who undertakes some publicly funded metrology research in this context) but are not the "lead" NMI laboratory in a given country.

EMRP	European Metrology Research Programme (developed in the iMERA project), a joint programme to be executed initially under ERA-NET Plus and then under Article 169
EMRP Committee	Decides on the Joint Research Projects to be funded, based on the recommendation of the independent referees. There are currently 19 members from the NMIs of participating countries, plus a permanent observer from JRC IRMM
EoI	See 'Expression of Interest'
ERA-NET	European Research Area - Network. An EC funding scheme under the 6 th Framework Programme promoting collaboration between national activities
ERA-NET Plus	European Research Area - Network Plus. An EC funding scheme under the 7 th Framework Programme providing "top up" support to joint calls, that follow-on from an ERA-NET action,
EURAMET e.V.	"Not for profit" European Metrology legal entity (which can hold EC funds) established 2007
EUROMET	European Metrology: An informal group of NMIs, established 1986. Not a legal entity.
Expression of Interest	Submitted by eligible institutes in response to the Call identifying possible areas for collaboration
iMERA	Implementing Metrology in the European Research Area: an ERA-NET project to implement the recommendations of the MERA project
iMERA-Plus	The project that manages and organises this Call
iMERA-Plus Coordination Team	The team at NPL who will be responsible for managing the Call and selection process, and the reporting of the resultant programme on behalf of EURAMET e.V.
Joint Research Project (JRP)	Collaborative metrology R&D project developed from the Expressions of Interest
JRP-coordinator	One of the NMI-experts or other technical expert selected to oversee the elaboration and costing of a JRP within a TP (<i>amended 15 June 2007</i>)
MERA	Metrology in the European Research Area: a study that looked at future requirements of metrology research in Europe
NMI	National Metrology Institute
NMI-expert	The person selected by an eligible institute to represent the institute's interests for a single TP. There is a maximum of one NMI-expert per TP per institute (though the same expert can represent more than one TP). In this context 'NMI' refers to an NMI, DI or other eligible institute.
Referee	Independent evaluator who makes a 'go/no go' recommendation for funding and provides an evaluation mark allowing the ranking of proposed JRPs to the EMRP Committee
Research Council (RC)	High level external advisory body, giving advice regarding strategic direction to the EMRP Committee. The RC is composed of personal members, appointed for their independent strategic expertise, and institutional members, drawn from BIPM, the European Commission, ERC, European Parliament, EUROLAB, CEN and WELMEC.
Review Conference	Meeting of the referees, TP-coordinators, JRP-coordinators and the EMRP Committee led by the TP "guardians" in which the JRPs are presented for discussion and evaluation
Targeted Programme (TP)	A technical or socio-economic area drawn from the EMRP
TP-coordinator	One of the NMI-experts selected to oversee the entire TP, and the formation of the JRPs within that TP
TP-guardian	A member of the EMRP Committee selected to offer help and guidance to the team of NMI-experts working in a TP