

Annex 2: Guidance Notes for the Expression of Interest

Guidance to Applicants
26 May 2007



ANNEX 2: GUIDANCE NOTES FOR THE EXPRESSION OF INTEREST

When you open the Expression of Interest form you may be asked to enable macros. You must agree to this for the form work correctly. You can only enter text in the form boxes.

The numbers below in square brackets are referenced from the form.

Cover Page

- [1] The Targeted Programme name from the Call text.
- [2] The institute submitting the EoI must be an eligible institute as defined in the Call. Please provide the legal name of your institute.
- [3] Provide your institute's short form name (if one exists).
- [4] Name of your institute's expert responsible for the EoI. 'NMI-Expert' means the expert from an NMI, DI, or other eligible institute.
- [5] Contact details for your institute's expert, including postal address, country, e-mail address, phone and fax number.
- [6] NOTE: By naming and giving the position of the person submitting the EoI you are declaring that they have the approval and authority of your institute to make this submission. You must also tick the two boxes to confirm that your institute is part of a publicly funded national metrology system, as either an NMI, DI or other body defined as eligible in the call, and to confirm that your institute is willing and able to accept the duties and obligations associated with participation in the EMRP. If you are unable to tick one or both of these boxes, your Expression of Interest will be ineligible.

1. Relevance of your EoI to the objectives of The Targeted Programme

- [7] Provide a brief summary (up to one page) describing the areas of interest covered by your EoI, linking them to the Call, the EMRP and the objectives of the Targeted Programme.

1.1 Summary List of the Areas of Interest

- [8] Summarise all the Areas of Interest within the Targeted Programme that are addressed by your EoI (within the scope described in the EMRP as referenced in the ERA-NET PLUS Call).

The Areas of Interest for your institute should relate to, and be a sub set of, the EMRP, (ideally using EMRP descriptors, but you are free to use other ways of describing your Areas of Interest if you think it is more appropriate or clearer). These may be top level or lower level objectives. Smaller or more specialised institutes might address fewer objectives than a larger or more general institute. However they may prefer to indicate a limited involvement in a wide area (see the final example of Section 3 in Annex 3).

The Area Reference will be generated later. The 'Areas of Interest' listed here are automatically added to the 'Details' tables below.

2. Resource Information

2.1 Relevant and available labour resource

- [9] Give an indication of the number of research staff in your institution working on activities that are relevant to this Targeted Programme. Where staff work part time, or are shared across other non-relevant activities, please give an approximate indication the full time equivalent (FTE). Indicate the fraction of the labour resource that could be dedicated to the collaborative activities.

This Section is intended to give a clear indication of your institute's overall research labour resource relevant to the Targeted Programme, and the fraction available for collaboration. As Section 3 below may cover a wider scope than the eventual JRPs, it is possible for a number of reasons that the sum of the labour resource in Section 3 exceeds that quoted under this section, for example: where the same staff could be dedicated to, Area of Interest 1, or alternatively Area of Interest 2, double counting could occur.

2.2 Person-month rate

- [10] An estimated average person-month rate should be calculated for your laboratory for the Targeted Programme. This rate should include overheads and should a) comply with your institute's accounting system and b) be consistent with FP7 accounting rules. The rate should be quoted in Euros.
NOTE: This notional rate is for estimating purposes only. Final funding will depend on actual costs, and will be subject to audit. The NMI experts will use however the rate quoted as they develop the overall funding envelope for any eventual JRPs.

2.3 Special facilities

- [11] Indicate any special facilities that would be used. If the special facility is not included in your institute's overheads used to calculate the person-month rate above, then please also include the estimated cost in Euros as a separate item.

2.4 Secondments and guest workers

- [12] Indicate whether your institute has a secondment or guest worker scheme, whether it is both inward and outward, and provide information on the support available.

3. Details for each Area of Interest

- [13] In this section you should provide details for each Area of Interest within your EoI. You should write no more than 1 page per Area. The reference numbers will be generated later. Do not enter details in tables where Area of Interest is blank.
- [14] The **Area of Interest** is copied automatically from the summary table in Section 1.1 above.
- [15] For **Scientific and Technical Quality**, briefly give a flavour of the scientific and technical excellence so others will understand your institute's capabilities.
- [16] **Expert Groups** (including TCs and Focus Groups) list the external and EUROMET/EURAMET Technical Committees and Focus Groups that your institute participates in related to this Objective.
- [17] For **staff availability**, the number of person-years for these objectives should be calculated as the full time equivalent (FTE) number of current staff who could work on these objectives (i.e. do not include any additional resource that might be secured through this action). You can quote this figure in person-years per year, or in person-years over the lifetime of the project, but state clearly which you are using.

Please also note the total number of staff who will spend time on this Area, irrespective of the proportion of their time they will spend.

As you may have interests in a wide number of areas, not all of which may lead to eventual projects, you may propose, when summated across all the areas of the EoI, a greater resource than indicated in Section 2.1. If this is the case you should add a qualifying note in Section 2.1

- [18] **Specialised scientists** are key personnel with good international reputations who would contribute significantly to the key objectives. Naming them and indicating their area of expertise here raises the expectation that they would work on future projects but does not commit them.
- [19] **Specialist equipment and facilities** covers unique or substantial non-staff resources that your institute could bring to a JRP. You do not need to list resources that are routinely associated with general metrology work in the Area.
- [20] Detail any **constraints** placed on your organisation by your funding body (such as time, budget etc) related to this work. Constraints should be kept to an absolute minimum. You should not be proposing participation in Areas of activity if the constraints are such that you are unlikely to take part in any eventual JRP.
- [21] Where it is practical to do so at this stage, use meaningful and quantifiable **key outcomes** in your descriptions rather than statements such as “an improved standard”. It is important that the NMI experts are quickly able to assess the degree of convergence of the potential collaborators in terms of ambition. However at the EoI stage it may not be possible to be as specific as in the example in Annex 3. Note: Only include outcomes where you wish to collaborate.