

**GUIDE FOR APPLICANTS  
when writing an  
EXPRESSION OF INTEREST**

**European Metrology Research Programme  
ERA-NET PLUS**

**iMERA-PLUS**

*This guide is specific to the 2007 Call for Expressions of Interest published by EURAMET e.V.*

*Further copies of this Guide, together with all information related to the Call for proposals, can be downloaded from the following web-site:*

[www.emrponline.eu](http://www.emrponline.eu)

# **GUIDE FOR APPLICANTS when writing an EXPRESSION OF INTEREST**

## **European Metrology Research Programme ERA-NET PLUS**

### **iMERA-PLUS**

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#### **CONTENTS**

1	PREPARING AN “INTENTION TO SUBMIT” FOR THE IMERA-PLUS PROJECT
2	WRITING AN “EXPRESSION OF INTEREST” FOR THE IMERA-PLUS PROJECT
	ANNEX 1: EXPRESSION OF INTEREST TEMPLATE
	ANNEX 2: GUIDANCE NOTES FOR THE EXPRESSION OF INTEREST
	ANNEX 3: AN EXAMPLE EXPRESSION OF INTEREST
	ANNEX 4: INTENTION TO SUBMIT

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#### **1. Preparing an “Intention to Submit” for the iMERA-PLUS Project**

As soon as your institution has decided that it will be submitting an Expression of Interest (Eol) please email an “Intention to Submit” (ITS) indicating your intentions. Note that the ITS does not bind you to submitting an Eol, nor do you have to first submit an ITS before submitting an Eol, although it is recommended. The purpose of the ITS is to enable proper management and resource planning of the Eol and Call process.

The ITS template can be found in Annex 4. Please save the completed ITS as a Word document with the filename *ITS\_countrycode\_institute\_Vversionnumber.doc* (for example, version 2 of the ITS from NPL would be named “ITS\_GB\_NPL\_V2.doc”), and submit it to [emrp@npl.co.uk](mailto:emrp@npl.co.uk).

#### **2. Writing an “Expression of Interest” for the iMERA-PLUS Project**

The Eol enables eligible institutions to indicate the areas where they potentially wish to collaborate in metrology R&D within the scope of the EURAMET e.V. 2007 by submitting a single Eol for each Targeted Programme of interest. Submission of an Eol indicates that your institute satisfies and complies with all of the following criteria:

- Appropriate and relevant capabilities
- The necessary national “in kind” matching funds (or can reasonably assume will have by the likely start date of any resultant joint research project - JRP)
- A willingness to enter discussions regarding potential R&D collaborations.
- Appropriate resources and authorities to engage in the joint research project elaboration process
- Accept the practices and processes associated with the Call and Selection process
- EURAMET e. V. will make no payment and no reimbursement of expenses related to the preparation of any Expression of Interest or the preparation of any subsequent Joint Research Projects
- Submission of an Eol does not bind the submitter nor EURAMET e.V. to further negotiations, and EURAMET e.V reserves the right to cancel all or part of the Call.

The Eol requires that your institute:

- Nominate a single representative – the “expert” (per Targeted Programme) to represent your institution in the steps that follow on from the Eol process
- Indicate a single consolidated labour rate per person month for budget estimating purposes

The Eols collectively provide the input for discussions regarding potential JRPs and as such will be made available to the experts from each of the institutions submitting an Eol for that Targeted Programme.

**A blank Eol Template** is shown in **Annex 1**

**Explanatory notes** on how to complete each part of the Eol can be found in **Annex 2**

**An example Eol** is shown in **Annex 3**

**Key points in preparing an Eol are:**

1. Careful attention should be given to any specific notes, warnings, clarifications or limits published in the Call. In all such instances, the Call text has primacy in terms of the scope definition over any other documents.
2. Only eligible institutions as defined in the Call can submit an Eol.
3. Prepare one Eol for each Targeted Programme that your institute wishes to participate in (for example, if your institute wishes to participate in two TPs it should submit two Eols).
4. Only Eols addressing areas of the EMRP opened in the Call will be considered.
5. The Eol must detail:
  1. Areas within the EMRP that are open in the Call where your institute wishes to collaborate,
  2. Your institute’s existing capabilities and, where appropriate, special facilities,
  3. The estimated amount of national resources in terms of personnel available for commitment
  4. Any guest working arrangement you are able to support.
6. An Eol is **not** a draft joint research project (JRP), and therefore should **not** identify:
  1. Potential partners for collaboration
  2. Resource splits between partners
7. Where resource information is requested unless specified otherwise quote the resources available from the national perspective, **do not** include additional resources that may become available through the EC additional funding under this action.
8. Do not exceed maximum page lengths where these are specified. Where no page limits are given it is in your own interest to keep your text concise.
9. For each Eol you must name one person from your institute who will be your NMI<sup>1</sup> expert for the Eol.
10. For each Eol you must state a single notional person-month rate for the Targeted Programme. The rate should include any overheads, but not equipment expenditure. This notional rate is for estimating purposes only. Final funding will depend on actual costs, and will be subject to audit, but this level of detail is not needed at the Eol stage. The rate quoted will however be used to develop the overall funding envelope for any eventual JRPs.
11. The Eol must be written in English using the Microsoft Word form in Annex 1. You may be asked to agree to the use of macros: these are necessary for the form to work correctly.
12. Save the completed Eol as a Word document with the this filename structure:  
EOI\_countrycode\_institute\_TPnumber\_Versionnumber.doc (for example, version 2 of the Eol from NPL addressing Targeted Programme 3 would be named “EOI\_GB\_NPL\_TP3\_V2.doc”)

**Submit the completed Eol by e-mail to [emrp@npl.co.uk](mailto:emrp@npl.co.uk). before the deadline published in the Call text. Eols may be revised by submitting new versions up until the deadline.**

**Ensure you receive an acknowledgment of receipt e-mail.**

<sup>1</sup> Note: NMI is used as a generic term and is intended to include any institution deemed eligible by the Call