

## EMRP Call Process Guide 1: Eligibility Criteria for EMRP Calls

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# Guide 1: Eligibility Criteria for EMRP Calls



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## 1 Scope

This document details Eligibility Criteria for submissions to EMRP Calls, in particular:

- proposals for Potential Research Topics (PRTs)
- proposals for Joint Research Projects (JRPs)
- applications for Researcher Excellence Grants (REGs), Researcher Mobility Grants (RMGs) and Early-Stage Researcher Mobility Grants (ESRMG).

The Eligibility Criteria are the minimum conditions which a proposal/application must fulfil if it is to be evaluated. These include submission before the deadline, minimum participation, completeness and scope.

If it becomes clear before, during or after the evaluation phase that one or more of the Eligibility Criteria have not been fulfilled, the proposal is declared ineligible by EURAMET, and is withdrawn from any further evaluation. Where there is a doubt on the eligibility of a proposal/application, EURAMET reserves the right to proceed with the evaluation, pending a final decision on eligibility. The fact that a proposal is evaluated in such circumstances does not constitute proof of its eligibility.

## 2 Eligibility Criteria

The European Metrology Research Programme (EMRP)<sup>1</sup> 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 23 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.

### 2.1 General Eligibility Criteria

The following Eligibility Criteria apply to all submissions under an EMRP Call.

- All required documents must be received by EURAMET before the Call deadline.
- JRP proposals and EMRP Researcher Grant applications must be submitted on the official forms and be complete.
- All requested administrative forms and proposal documents must be included.
- (Note the completeness of the information contained in the proposal will be for the Referees to evaluate; the eligibility checks only apply to the presence of the appropriate parts of the proposal/application).
- Any JRP proposal or EMRP Researcher Grant application that contravenes fundamental ethical principles will not be funded.
- The submission must be in English.
- All JRP-Participants and EMRP Researcher Grant Beneficiaries must be eligible in accordance with the tables below (see Section 2.3).
- Each JRP-Consortium must contain a minimum of three (3) funded organisations from at least three (3) EMRP participating States. (Note: the Joint Research Centre of the European Commission counts as an additional EMRP participating State).

<sup>1</sup> Approved by Decision No 912/2009/EC, OJ L 257, 30.9.2009, p.12.

## **2.2 Eligibility Criteria at Stage 1**

### **– Submission of a Potential Research Topic**

The submission of a Potential Research Topic (PRT) is open to all organisations and individuals from any country worldwide. It provides the opportunity for the user community and other stakeholders to directly suggest topics that the metrology community should address with its resources.

## **2.3 Eligibility Criteria at Stage 2 & 3**

### **– Submission of a JRP proposal or an EMRP Researcher Grant application**

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, which bring wider European expertise into the research projects. There is also the opportunity for appropriate organisations to participate in the research projects with their own resources where it is mutually beneficial to do so.

### 2.3.1 Eligibility Criteria for Participants

Type of funding	Organisations/People	Eligibility Criteria
<b>JRP</b>	funded JRP-Partner(s): (criteria 1 or 2 or 3, plus 4 must be fulfilled)	<ol style="list-style-type: none"> <li>1. A National Metrology Institute (NMI)<sup>2</sup> from an EMRP participating State</li> <li>2. A Designated Institute (DI)<sup>3</sup> from an EMRP participating State, whose participation in the JRP falls within a technical area for which the organisation is designated under the CIPM MRA or by EURAMET</li> <li>3. An Institute of the European Commission's Joint Research Centre (JRC), which possess research capabilities relevant to the EMRP</li> <li>4. Is willing and able to accept the duties and obligations associated with participation, including being a legal entity validated by the European Commission's Unique Registration Facility</li> </ol>
	Proposed Research (both criteria must be fulfilled)	<ol style="list-style-type: none"> <li>1. The content of the JRP proposal must relate to the topic(s) and funding scheme(s) set out in that part of the EMRP Outline 2008 open in the Call. (A JRP proposal will only be deemed ineligible on grounds of 'scope' in clear-cut cases)</li> <li>2. Proposed duration: up to 36 months</li> </ol>
	unfunded JRP-Partner(s): (all criteria must be fulfilled)	<ol style="list-style-type: none"> <li>1. Organisation is a legal entity (any country worldwide)</li> <li>2. Can demonstrate to the satisfaction of the JRP-Consortium that participation adds value to the JRP</li> <li>3. Can and will provide the resources needed for participation within the JRP</li> <li>4. Is willing and able to accept the duties and obligations associated with participation, including being a legal entity validated by the European Commission's Unique Registration Facility</li> </ol>
	Linked Third Party(ies)	See Section 3.2.3
	Collaborator(s) (all criteria must be fulfilled)	<ol style="list-style-type: none"> <li>1. Organisation is a legal entity (any country worldwide)</li> <li>2. Is not delivering any content of the JRP</li> <li>3. Is willing and able to sign an "exchange of letters" defining the areas of interest, regulating the exchange of information (including IP)</li> </ol>
	REG-Researcher (Stage 2)	See below

<sup>2</sup> See Section 3.2.1 for definition.

<sup>3</sup> See Section 3.2.2 for definition.

Type of funding	Organisations/People	Eligibility Criteria
REG	REG-Researcher - Individual REG (all 4 criteria must be fulfilled) - Organisation REG (only criteria 3 & 4 must be fulfilled)	<ol style="list-style-type: none"> <li>At least 4 years of relevant research experience<sup>4</sup></li> <li>Must be able to accept a separate employment contract for the duration of the REG</li> <li>Hold the nationality of: <ol style="list-style-type: none"> <li>A Member State of the European Union; or</li> <li>Any other country, if the researcher can establish the right to work in the applicable country of the Home Organisation for the lifetime of the EMRP Researcher Grant (including Associated Countries to the Seventh Framework Programme, Candidate Countries to the EU, Third Countries)</li> </ol> </li> <li>Fluency in English is usually required, and knowledge of the language of the Home Organisation is an advantage</li> </ol>
	Proposed Research - Individual REG (all 3 criteria must be fulfilled) - Organisation REG (only criteria 1 & 2 must be fulfilled)	<ol style="list-style-type: none"> <li>Proposed work must be relevant to the JRP objectives; and <ol style="list-style-type: none"> <li>at Stage 2 work must be integral to the JRP, or</li> <li>at Stage 3 work must be additional to the JRP</li> </ol> </li> <li>Proposed duration: minimum 12 months of researcher effort, and must end before the associated JRP</li> <li>Proposed duration of REG Transnational Guestworking: Up to 30 % of total REG duration; and must end before the JRP</li> </ol>
	Home Organisation (all 4 criteria must be fulfilled)	<ol style="list-style-type: none"> <li>Not a NMI<sup>2</sup> or the JRC</li> <li>Not a DI<sup>3</sup> from an EMRP participating State, whose participation in the JRP falls within a technical area for which the organisation is designated under the CIPM MRA or by EURAMET</li> <li>Located in a EU Member State and countries associated to the Seventh Framework Programme</li> <li>Is willing and able to accept the duties and obligations associated with participation, including being a legal entity validated by the European Commission's Unique Registration Facility</li> </ol>
	Guestworking Organisation (all 3 criteria must be fulfilled)	<ol style="list-style-type: none"> <li>A NMI<sup>2</sup>, the JRC or a DI<sup>3</sup> participating in a JRP within the EMRP</li> <li>Is willing and able to accept the duties and obligations associated with participation, including being a legal entity validated by the European Commission's Unique Registration Facility</li> <li>Located in a different country to the Home Organisation</li> </ol>

<sup>4</sup> "Experience" means the duration (in full time equivalent years) spent on relevant research activities (whether paid or unpaid). This may include periods of relevant research training (e.g. PhD if in a relevant subject), but would not include the duration of a first degree.

Type of funding	Organisations/People	Eligibility Criteria
<b>RMG</b>	RMG-Researcher (all 3 criteria must be fulfilled)	<ol style="list-style-type: none"> <li>1. Researchers at any stage of his/her career</li> <li>2. Holding the nationality of;               <ol style="list-style-type: none"> <li>a) A Member State of the European Union; or</li> <li>b) Any other country, if the Researcher can establish the right to work in the country of the Guestworking Organisation for the lifetime of the EMRP Researcher Grant (including Associated Countries to the Seventh Framework Programme, Candidate Countries to the EU, Third Countries)</li> </ol> </li> <li>3. Fluency in English is usually required, and knowledge of the language of the Guestworking Organisation is an advantage.</li> </ol>
	Proposed Research (both criteria must be fulfilled)	<ol style="list-style-type: none"> <li>1. Proposed work must be relevant to the JRP objectives and must be additional to the JRP</li> <li>2. Proposed duration: 1-18 months (typically 6 months); and must end before the associated JRP</li> </ol>
	Employing Organisation (criteria 1 or 2 or 3 must be fulfilled)	<ol style="list-style-type: none"> <li>1. Organisations located in EURAMET member countries not participating in the EMRP</li> <li>2. NMI<sup>2</sup>, JRC or DI<sup>3</sup> from EU Member State and countries associated to the Seventh Framework Programme<sup>5</sup></li> <li>3. A REG Home Organisation</li> </ol>
	Guestworking Organisation (criteria 1 or 2, plus 3 must be fulfilled)	<ol style="list-style-type: none"> <li>1. NMI<sup>2</sup>, JRC or DI<sup>3</sup> participating in a JRP within the EMRP</li> <li>2. A REG Home Organisation</li> <li>3. Located in a different country to the current Employing Organisation</li> </ol>

<sup>5</sup> RMGs are also available to NMIs, DI, the JRC and REG Home Organisations (but preference is given to organisations developing their metrology capability).

Type of funding	Organisations/People	Eligibility Criteria
<b>ESRMG</b>	ESRMG-Researcher (all 3 criteria must be fulfilled)	<ol style="list-style-type: none"> <li>1. Researchers in the 1<sup>st</sup> four years of their career; and</li> <li>2. Holding the nationality of;               <ol style="list-style-type: none"> <li>a) A Member State of the European Union; or</li> <li>b) Any other country, if the Researcher can establish the right to work in the country of the Guestworking Organisation for the lifetime of the EMRP Researcher Grant (including Associated Countries to the Seventh Framework Programme, Candidate Countries to the EU, Third Countries)</li> </ol> </li> <li>3. Fluency in English is usually required, and knowledge of the language of the Guestworking Organisation is an advantage</li> </ol>
	Proposed Research (both criteria must be fulfilled)	<ol style="list-style-type: none"> <li>1. Proposed work must be relevant to the JRP objectives and must be additional to the JRP</li> <li>2. Proposed duration: 3 - 12 months (typically 6 months); and must end before the associated JRP</li> </ol>
	Employing Organisation	1. NMI <sup>2</sup> , JRC or DI <sup>3</sup> from EU Member State and countries associated to the Seventh Framework Programme <sup>6</sup>
	Guestworking Organisation (both criteria must be fulfilled)	<ol style="list-style-type: none"> <li>1. A member of any JRP-Consortium within the EMRP (this includes funded or unfunded JRP-Partners)</li> <li>2. Located in a different country to the current employing organisation</li> </ol>

<sup>6</sup> ESRMGs are also available to the JRC.



### 2.3.2 Level of Experience (only applicable for Individual REG)

The duration of the REG-Researcher's relevant research experience<sup>7</sup> establishes the salary allowance they will receive.

They must qualify as either an 'Experienced Researcher' or a 'Very Experienced Researcher'.

The eligibility criteria must be fulfilled at the application deadline.

	<b>Early-Stage Researcher</b>	<b>Experienced Researcher</b>	<b>Very Experienced Researcher</b>
<b>Without relevant Doctorate Degree</b>	Less than 4 years experience	4 to 10 years relevant experience	More than 10 years relevant experience
<b>Relevant Doctorate Degree</b>	Not Eligible	Relevant Doctorate with up to 6 years additional relevant experience	Relevant Doctorate with more than 6 years additional relevant experience

### 2.3.3 Eligibility Criteria for Family Allowance (only applicable for Guestworking)

An additional family allowance can be claimed if the EMRP Grant Researcher (being REG-Researcher, RMG-Researcher, ESRMG-Researcher) relocates transnationally to the Guestworking Organisation with his/her family. It can only be claimed where the family also move.

The family is defined as persons linked to the researcher on the first day of Guestworking by

- 1) Marriage, or
- 2) Relationship with equivalent status to marriage recognised by the national legislation of the country of the Home/Employing Organisation or of the nationality of the researcher, or
- 3) Dependent children who are actually being maintained by the EMRP Grant Researcher.

<sup>7</sup> "Experience" means the duration (in full time equivalent years) spent on relevant research activities (whether paid or unpaid). This may include periods of relevant research training (e.g. PhD if in a relevant subject), but would not include the duration of a first degree.

### 3 Additional Information

#### 3.1 Country Information

Countries	EMRP participating States	EURAMET Member countries	EURAMET Associate countries	FP7 associated countries <sup>8</sup>
Albania	-	yes	-	yes
Austria	yes	yes	-	
Belgium	yes	yes	-	
Bosnia and Herzegovina	yes	yes	-	yes
Bulgaria	-	yes	-	
Croatia	-	yes	-	yes
Cyprus	-	yes	-	
Czech Republic	yes	yes	-	
Denmark	yes	yes	-	
Estonia	yes	yes	-	
European Commission <sup>9</sup>	-	-	yes	
Faroe Islands	-	-	-	yes
Finland	yes	yes	-	
France	yes	yes	-	
FYR Macedonia	-	yes	-	yes
Germany	yes	yes	-	
Greece	-	yes	-	
Hungary	yes	yes	-	
Iceland	-	yes	-	yes
Ireland	-	yes	-	
Israel	-	-	-	yes
Italy	yes	yes	-	
Latvia	-	yes	-	
Liechtenstein	-	-	-	yes
Lithuania	-	yes	-	
Luxembourg	-	yes	-	
Malta	-	yes	-	
Montenegro	-	yes	-	yes
Moldova (Republic of)	-	-	-	yes
Netherlands	yes	yes	-	
Norway	yes	yes	-	yes
Poland	yes	yes	-	
Portugal	yes	yes	-	
Romania	yes	yes	-	
Serbia	-	yes	-	yes
Slovakia	yes	yes	-	
Slovenia	yes	yes	-	
Spain	yes	yes	-	
Sweden	yes	yes	-	
Switzerland	yes	yes	-	yes
Turkey	yes	yes	-	yes
United Kingdom	yes	yes	-	

<sup>8</sup> [http://cordis.europa.eu/fp7/who\\_en.html#countries](http://cordis.europa.eu/fp7/who_en.html#countries)

<sup>9</sup> Institutes of the European Commission's Joint Research Centre possessing research capabilities relevant to the EMRP are eligible.

## 3.2 Definitions

### 3.2.1 National Metrology Institute (NMI)

A National Metrology Institute (NMI) is an institute

- which by national decision is responsible for national measurement standards and associated services, and
- is publicly funded for metrology as a recognised part of a national measurement system, and
- for the purposes of the EMRP<sup>10</sup> is already formally recognised and registered as an NMI by the BIPM or EURAMET at the date of publication of Stage 2 of this Call.

A list of legal entities of the NMIs and DIs known to EURAMET, from the countries participating in the EMRP, can be found in 'List 1: NMIs and DIs in the EMRP participating countries'.

### 3.2.2 Designated Institute (DI)

A Designated Institute (DI) is a specialist institute

- which by national decision is responsible for certain national standards and associated services, as part of a national measurement system, that are not covered by the activities of the National Metrology Institutes, and
- for the purposes of the EMRP<sup>10</sup> is already formally recognised and registered as a DI by the BIPM or EURAMET at the date of publication of Stage 2 of this Call.

A list of legal entities of the NMIs and DIs known to EURAMET, from the countries participating in the EMRP, can be found in 'List 1: NMIs and DIs in the EMRP participating countries'.

### 3.2.3 Linked Third Party

A Linked Third Party:

- Is an organisation which is not considered as a funded JRP-Partner (i.e. those who sign the JRP-Contract), but makes some contributions to the JRP.
- Is an organisation "linked" to a funded JRP-Partner. The term "linked" refers to an established formal relationship between a Third Party and the funded JRP-Partner, defined by the following characteristics:
  - The relationship to the funded JRP-Partner by nature is broad and is not limited to the JRP-Contract, or specifically created for the work in the JRP-Contract.
  - Accordingly, its duration goes beyond the duration of the JRP and usually pre-dates and outlasts the JRP-Contract.
  - It has a formal external recognition, sometimes in the framework of a legal structure.

Evidence of the pre-existing agreement with the funded JRP-Partner in this JRP must be presented together with the JRP proposal.

- Must be identified at proposal stage, meaning in the JRP-Protocol and JRP-Budget.
- Can charge costs under certain conditions, otherwise resources provided 'free of charge' may be viewed as a 'receipt'.

<sup>10</sup> Approved by Decision No 912/2009/EC, OJ L 257, 30.9.2009, p.12.

- Can contribute to the JRP in two possible ways:
  - making resources available to a funded JRP-Partner in order for the funded JRP-Partner to be able to carry out part of the work (does not perform work), or
  - by carrying out part of the work itself.

In all cases, the funded JRP-Partner retains sole responsibility for the work of the Linked Third Party and has to make sure that the Linked Third Party complies with the provisions of the JRP-Contract.

At contract stage, a Special Clause will be included in any JRP-Contract referring to a Third Party linked to the funded JRP-Partner. "Ad hoc" collaboration agreements between legal entities to carry out work in the JRP are not covered by these criteria. In these cases both legal entities should be JRP-Partners (either funded or unfunded according to their eligibility).

### **3.3 Verifying Legal Entity Status**

All partners in the JRP and parties in the EMRP Researcher Grant must be a legal entity to be able to sign a contract with EURAMET.

EURAMET verifies the legal status of organisations by using the European Commission's Unique Registration Facility (URF). This validation will only be done once for each entity.

Any organisation can register on the URF, which immediately allocates a PIC (Participant Identification Code) number, but only when certain documents are provided can your legal entity be "validated" by the European Commission Services.

***Validation could take several months, so please apply early.***

Further information on the validation process can be found at <http://www.emrponline.eu/downloads.html>.

It is the responsibility of the JRP-Coordinator to ensure that all JRP-Participants are validated by the URF. Every organisation must be validated before EURAMET will enter into a contract with the JRP-Consortium.

**Note** that the URF is run by the European Commission (EC) and not EURAMET. EURAMET cannot help with the application process and cannot speed it up.