

EMRP Contracts

Guide to Financial Aspects for EMRP Researcher Grants

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If you require further help or guidance after reading this document, please contact the helpline

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Introduction

The purpose of this Guide is to help EMRP Researcher Grant Beneficiaries to understand the financial aspects of the EMRP Researcher Grant. In terms of financial matters the EMRP Researcher Grants differ considerably from the Joint Research Projects (JRPs) and from similar funding schemes such as Marie Curie.

This Guide complements the EMRP Researcher Grant Contract, and should therefore be considered in conjunction with it. Model contracts are available at <http://www.emrponline.eu/downloads.html>.

General

Q1 What is the EMRP Grant Award?

The EMRP Grant Award is the financial contribution from EURAMET to the EMRP Researcher Grant. It is determined by categories for each type of EMRP Researcher Grant and takes the form of grants, comprising of predetermined fixed amounts according to rates for certain allowances (for the benefit of the EMRP Grant Researcher) and contributions (for the benefit of the organisation).

The EMRP Grant Award is calculated on the basis of specific conditions given in the description of each EMRP Researcher Grant type. Reference Rates are given in the Annex to this Guide.

The EMRP Grant Award consists of:

Organisation Researcher Excellence Grant (REG)

- Monthly Allowance

Individual Researcher Excellence Grant (REG)

- monthly Salary Allowance for the REG-Researcher
- Research and Training Allowance
- Contribution to Overheads and Management of the Home Organisation

Individual Researcher Excellence Grant (REG) with Transnational Guestworking

- monthly Salary Allowance for the REG-Researcher
- Research and Training Allowance
- Contribution to Overheads and Management of the Home Organisation
- Transnational Guestworking Allowances, which include:
 - Living Allowance
 - Family Allowance
 - Travel Allowance
 - Contribution to Overheads and Management of the Guestworking Organisation

Researcher Mobility Grant (RMG) & Early-Stage Researcher Mobility Grant (ESRMG)

- Living Allowance
- Family Allowance
- Travel Allowance
- Training and Development Allowance
- Contribution to Overheads and Management of the Guestworking Organisation

Q2 How much is EMRP Grant Award and how is it calculated?

The EMRP Grant Award can only be estimated in advance. The allowances and contributions follow a fixed amount scheme and are based on the Reference Rates set out in the Annex to this Guide. The rates for the monthly Salary, Living, and Family Allowance, and the Contribution to the Overheads and Management are adjusted according to the country correction coefficient applicable to the country in which the EMRP Grant Researcher will be appointed to.

EMRP Researcher Grant Beneficiaries are not required to calculate the amount of the estimated EMRP Grant Award. This will be automatically calculated by EURAMET from the information contained in the EMRP Researcher Grant application, using the rates, correction factor, level of experience, duration, and if applicable family status.

The maximum amount of the EMRP Grant Award is defined by the EMRP Researcher Grant Contract and details of the EMRP Grant Award to the EMRP Researcher Grant are contained in the Payment Schedule (Annex 2 to the EMRP Researcher Grant Contract), which includes a table of the estimated breakdown of the EMRP Grant Award to this EMRP Researcher Grant.

Q3 What is the Country Correction Coefficient? What happens if it changes during the EMRP Researcher Grant?

A correction factor (country correction coefficient) will be applied to the monthly Allowance, Salary, Living, and Family Allowance, and the Contribution to the Overheads and Management in order to take into account the cost of living and the national salary structure in the country/ies where the EMRP Grant Researcher is carrying out the Research Activities.

The country correction coefficients are those applied in the People Specific Programme of the Seventh Framework Programme published and updated by the European Commission. At the moment of the signature of an EMRP Researcher Grant Contract the current country correction coefficient is applied to the allowances and contributions.

If the coefficient rises by more than 10 %, EURAMET reserves the right to adjust the EMRP Grant Award accordingly. Note that this is a possibility, not an obligation, for EURAMET to increase the allowances accordingly.

Q4 Who receives the funds (EMRP Grant Award)?

The EMRP Grant Award is paid to the Home/Employing Organisation (and where applicable to the Guestworking Organisation) in charge of managing the EMRP Grant Award.

Payments are made based on written requests issued by the respective organisation, which should base their request on the Payment Schedule (Annex 2 to the EMRP Researcher Contract). The Payment Request Form will be sent by EURAMET to the respective organisation to be filled in and returned to EURAMET (EMRP-MSU), by email to emrpA169@npl.co.uk.

For Individual REGs, RMGs and ESRMGs, the Home/Employing Organisation is responsible for passing on the allocated allowances of the EMRP Grant Award to the EMRP Grant Researchers.

Note:

EURAMET concludes an EMRP Researcher Grant Contract with the Home/Employing Organisation, and if applicable with the Guestworking Organisation. The EMRP Grant Researcher signs the EMRP Researcher Grant Contract as witness.

For Individual REGs, the Home Organisation must conclude an Employment Contract with a REG-Researcher laying down the arrangements for the legal and financial administration of the EMRP Researcher Grant.

For RMGs and ESRMGs, the Employing Organisation together with the RMG-/ESRMG-Researcher might want to conclude a secondment agreement with the Guestworking Organisation.

Q5 Timing and types of payments? Who is it paid to?

Payments will be made in Euro once the EMRP Researcher Grant Contract has been concluded (i.e. signed and entered into force). Details of the EMRP Grant Award are contained in Annex 2 of the EMRP Researcher Grant Contract (Payment Schedule), which includes a table of estimated breakdown of the allowances and contribution calculated at the time of contracting.

Payments are made every six months, in advance, on the basis of written requests by the relevant organisation (Payment Request Form). Provided the contract is concluded, EURAMET will send a payment request form to the contact before a payment is due.

For Organisation REGs the single allowance is paid to the Home Organisation*. For Individual REGs, RMGs and ESRMGs payments are made to the appropriate organisation distributing the money to the EMRP Grant Researcher.

For Individual REGs:

• monthly Salary Allowance for the REG-Researcher*	
From EURAMET	To the Home Organisation ↳ To the REG-Researcher (subject to all compulsory deductions under national legislation)
• Research and Training Allowance*	
From EURAMET	To the Home Organisation for distribution at the direction of the REG-Researcher
• Contribution to Overheads and Management of the Home Organisation*	
From EURAMET	To the Home Organisation

* Please note that 10 % of the total EMRP Grant Award for both Individual and Organisation REGs will be withheld until the end of the EMRP Researcher Grant (until the final report has been approved).

In the case of an Individual REG with Transnational Guestworking, the Transnational Guestworking Allowances (i.e. Living, Family, and Travel Allowance) will be transferred to the Home Organisation, who will distribute the allowances at the direction of the REG-Researcher to pay for expenses arising from the Transnational Guestworking.

For RMGs/ESRMGs

• Living Allowance	
From EURAMET	To the Employing Organisation ↳ To the RMG-/ESRMG-Researcher
• Family Allowance	
From EURAMET	To the Employing Organisation ↳ To the RMG-/ESRMG-Researcher
• Travel Allowance	
From EURAMET	To the Employing Organisation ↳ To the RMG-/ESRMG-Researcher
• Training and Development Allowance	
From EURAMET	To the Employing Organisation for distribution at the direction of the RMG-/ESRMG-Researcher
• Contribution to Overheads and Management of the Guestworking Organisation	
From EURAMET	To the Guestworking Organisation

It is a contractual obligation that the full amount due to the EMRP Grant Researcher(s) has been paid to the EMRP Grant Researcher(s) by the end of the EMRP Researcher Grant(s).

Q6 Are the allowances subject to tax?

As a general rule, taxation is subject to national laws which are in force and these may differ from country to country. Therefore, the rate of taxation applied to the allowances depends on local taxation rules.

The allowances for a RMG/ESRMG/Transnational Guestworking have been conceived as flat rate amounts, which are separate from the EMRP Grant Researcher's salary, and where national taxation permits, it is the intention that these amounts should not be subject to personal taxation or employer's deductions. Therefore, EURAMET would prefer not to have any deductions made on the living, family, travel, and training and development allowances. However, it is recommended to consult the Employing Organisation in order to obtain an estimation of the actual net allowances for the EMRP Grant Researchers.

The EMRP Grant Researcher must receive the full amount indicated in Annex 2 to the contract, after deduction of any taxes.

The Salary Allowance is subject to tax (See Q14 & Q15).

Q7 What about different currencies? What about exchange rates?

EURAMET makes payments in Euro.

For Individual REGs, if the employment contract is based on a currency other than Euro, an EMRP Grant Researcher might be paid in the national currency. The amount allocated to the EMRP Grant Researcher should be converted into the national currency equivalent of the value in Euro. The exchange rate might be reviewed and subject to change if necessary.

If the EMRP Grant Researcher has actually been paid an amount which, after conversion to Euros, is lower than the flat rate allowance defined in the EMRP Researcher Grant Contract, a corrective payment is to be done by the Home/Employing Organisation at the end of the reporting period in order to compensate for the previous underpayment. Underpayments are not allowed.

If the amount actually paid to the EMRP Grant Researcher by the Home/Employing Organisation is higher than the one defined in the contract and its annexes, the Home/Employing Organisation will have to pay the extra costs with its own budget: the allowances reimbursed by EURAMET will not exceed those defined in the EMRP Researcher Grant Contract and its Annexes.

Q8 What records/evidence need to be kept?

EURAMET does not require any detailed records to be kept of what the EMRP Grant Award is used for.

However, please ensure you keep sufficient records to comply with the accounting rules of your organisation as they will normally require more records than that required by the EMRP Researcher Grant Contract (e.g. evidence that the EMRP Grant Researcher worked on the EMRP Researcher Grant, employment contracts, proof of payment, timesheets, lab book, conference abstract, library records, procurement/purchase orders, travel tickets etc.).

Q9 Does EURAMET pay overheads?

EURAMET pays a contribution to overheads and management.

This contribution refers to a fixed amount contribution that will be paid towards the management activities costs of the EMRP Researcher Grant (see Annex 1 for reference rates). It is adjusted by applying a country correction coefficient (published by the European Commission) related to the country of the Home Organisation, and Guestworking Organisation respectively, to account for the variation in the cost of living in each country in which the EMRP Grant Researcher will be appointed.

The Decision¹ governing the EMRP states:

“Researcher excellence grants, researcher mobility grants and early-stage researcher mobility grants shall be fixed grants awarded following predefined scales. Detailed underlying expenditures shall not

¹ DECISION No 912/2009/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 16 September 2009 on the participation by the Community in a European metrology research and development programme undertaken by several Member States

be subject to audit. The categories of costs covered by any such grant shall not be eligible as costs of an EMRP project. Only the actual full payment of the defined amount to the final beneficiary has to be supported by formal evidence. Payments in cash are not considered properly evidenced and are not eligible. EURAMET e.V. shall have the option of requesting matching funds from recipients of research excellence grants which are legal entities rather than individuals.”

In paying a “contribution” to overheads and management rather than the full costs of any organisation, EURAMET is effectively requiring the organisation to supply the matching funds to cover the difference between the EMRP contribution and the full overheads.

Q10 Can funds be transferred between categories?

Transfer of funds between the different cost categories is not possible. However, the Organisation REG has only one cost category.

Q11 Can the allowances awarded produce a profit?

The funds awarded by EURAMET shall not under any circumstances produce a profit. They shall be used by the EMRP Researcher Grant Beneficiary(ies) only for the purposes of the EMRP Researcher Grant Contract concluded between EURAMET and the EMRP Researcher Grant Beneficiary(ies), i.e. for funding EMRP Grant Researchers under the awarded EMRP Researcher Grant.

The EMRP Grant Researcher must receive the full amount they are entitled to.

For an Individual REG, underpayment of the EMRP Grant Researcher, in particular under the cost category “monthly Salary Allowance” is not acceptable, and would be considered as a breach of the conditions of the EMRP Researcher Grant Contract. EURAMET will insist on additional payments being made to the EMRP Grant Researcher concerned in order to correct for any underpayments.

At the end of the EMRP Researcher Grant there may be cases where the total EMRP Grant Award from EURAMET paid to the EMRP Grant Researcher does not equal the amount allocated in the Payment Schedule (Annex 2 of the EMRP Researcher Grant Contract), e.g. due to exchange rate fluctuations, payment in salary bands, or irregular payments following the normal practice of the Home/Employing Organisation. In this case, any funds remaining from the amount allocated to the EMRP Grant Researcher under the EMRP Researcher Grant Contract at the end of the EMRP Researcher Grant must be paid to the EMRP Grant Researcher as a final payment.

Overpayment is possible if the Home/Employing Organisation chooses to pay the EMRP Grant Researcher a higher amount than that covered by EURAMET. However the overpayment must be funded by the Home/Employing Organisation.

As stated in the extract from the Decision above, the grants are fixed following predefined scales and the detailed underlying expenditures are not subject to audit. Allowances to be paid directly to the EMRP Grant Researcher must be paid in full. For the allowances distributed at the direction of the Researcher (Research and Training Allowance, Training and Development Allowance), if any allowance remains at the end of the contract where the Researcher has failed to indicate how it should be used, then it may be retained by the Home/Employing Organisation as an additional contribution to overheads.

Organisation Researcher Excellence Grant (REG) specific

Q12 Who is the REG-Researcher?

The original form of Researcher Excellence Grants were awarded to an individual researcher who was employed by the Home Organisation on a separate employment contract. The application for the grant was based on the experience of that researcher and what they could contribute to the JRP.

In 2012 a new form of REG was introduced to allow applications based on the experience and potential contribution of an organisation rather than an individual. The main advantage of the Organisational REG to a Home organisation is that they can use existing staff to deliver the work. However that organisation must still nominate a REG-Researcher to be the main technical contact between themselves and the JRP.

In an Organisation REG the REG-Researcher has all the same obligations as in the Individual REG towards the JRP and EURAMET but he does not have a separate employment contract. He can work on other activities for the Home Organisation (not funded by EURAMET) and other staff from the Home Organisation may contribute to the REG (funded by EURAMET).

Q13 Can Guestworking be included in an Organisation REG

No. Because the Organisation REG is based on the expertise of the organisation rather than an individual there is no opportunity for Guestworking in an Organisation REG. However members of staff at the Home Organisation are eligible to apply for a RMG.

Individual Researcher Excellence Grant (REG) specific

Q14 What happens if an EMRP Grant Researcher resigns during his/her EMRP Researcher Grant?

The Home/Employing Organisation must inform EURAMET, and provide a final report and a statement for the period which the EMRP Grant Researcher worked in accordance with Annex 1 of the EMRP Researcher Grant Contract (Research Schedule) up to the date on which the resignation of the EMRP Grant Researcher takes effect. Unless an alternative EMRP Grant Researcher is found that is acceptable to EURAMET and able to continue the original work, EURAMET will then terminate the EMRP Researcher Grant Contract prematurely.

Q15 Can an EMRP Grant Researcher take maternity or parental leave?

This is examined on a case-by-case basis and is not decided until the end of the EMRP Researcher Grant.

For **maternity/parental leave benefits** EURAMET can decide at the request of the EMRP Researcher Grant Beneficiary(ies), to increase the sum of the total grant to cover for the additional mandatory (under national law or any other rule imposed on the EMRP Researcher Grant Beneficiary(ies) and thus not at its discretion) and non-refundable (from social security schemes or private insurances) charges.

Q16 What does the monthly Salary Allowance for the REG-Researcher include?

The Salary Allowance refers to the basic amount to be paid each month to the REG-Researcher according to the table in the Annex to this Guide. This is then adjusted, applying a correction factor for the cost of living according to the country in which the REG-Researcher will be recruited. The allowance takes into account the level of experience of the REG-Researcher and the cost of living in the country of the Home Organisation.

The Salary Allowance is a flat rate set out on the basis of a full-time appointment of the REG-Researcher under the EMRP Researcher Grant. In the case of a part-time appointment, the monthly Salary Allowance shall be adapted pro-rata to the time actually spent on the EMRP Researcher Grant.

The Salary Allowance specified in the Payment Schedule (Annex 2 of the EMRP Researcher Grant Contract) refers to the gross contribution to the salary costs of the REG-Researcher (i.e. before any deductions). Consequently, the net salary the REG-Researcher receives results from deducting all compulsory direct taxes as well as social security contributions from the gross amounts (both employers and employees contributions to social security, pension, taxation etc.).

Note:

The social security contributions and taxation vary from country to country. In order to obtain an estimation of the actual net allowances for the REG-Researchers, it is recommended to consult the Home Organisation.

The Home Organisation may choose to pay the REG-Researcher a higher amount than that covered by EURAMET. However the overpayment must be funded by the Home Organisation.

The Salary Allowance is intended to cover all direct costs of employing the REG-Researcher but it does not include any costs of providing the infrastructure and workspace for the REG-Researcher. These are included in the Contribution to Overheads and Management of the Home Organisation.

Transfer between the EMRP Grant Award categories is not possible, and underpayment of the REG-Researcher is considered as a breach of the conditions of the EMRP Researcher Grant Contract.

At the end of the EMRP Researcher Grant there may be cases where the total Salary Allowance from EURAMET paid to the REG-Researcher does not equal the amount allocated in the Payment Schedule (Annex 2 of the EMRP Researcher Grant Contract), e.g. due to exchange rate fluctuations, payment in salary bands, or irregular payments following the normal practice of the Home Organisation. In this case, any

funds remaining from the amount allocated to the REG-Researcher under the EMRP Researcher Grant Contract at the end of the EMRP Researcher Grant must be paid to the REG-Researcher as a final payment.

The REG-Researcher should be paid in the local currency.

Q17 What about the Employment Contract for the REG-Researcher?

As a general rule, REG-Researchers must be appointed under an employment contract that is compatible with the national legislation of the Home Organisation and provides adequate social security. The start date of the employment contract must be the same as the EMRP Researcher Grant Contract start date.

A REG-Researcher is considered an employee of the Home Organisation, meaning that terms and conditions of employment (national employment, tax and social security law) for the Home Organisation are applicable.

It is the Home Organisation's responsibility to put in place an employment contract with the REG-Researcher, subject to the country's employment laws (including tax and social security matters, holiday pay, pension contribution, unemployment insurance contribution, health insurance). The choice of employment should be made in accordance with the best interests of the REG-Researcher. In all cases, the Home Organisation must ensure that the employment contract includes an appropriate social security scheme applicable to the country the Home Organisation is located in.

EURAMET does not provide a template/model for an employment contract.

Q18 What does the Research and Training Allowance include?

This allowance consists of a fixed amount for costs arising from the REG-Researcher's research and training activities described in the Research Schedule (Annex 1 of the EMRP Researcher Grant Contract).

This allowance is managed by the Home Organisation and is distributed as required by the REG-Researcher, up to the amount awarded.

This money is intended to cover costs of e.g. purchase of consumables, participation in conferences and training courses, fees for scientific journals, memberships in scientific associations, input to standard committees.

Researcher Mobility Grant (RMG) & Early-Stage Researcher Mobility Grant (ESRMG) specific

Q19 What does the Living Allowance include?

The Living Allowance is a fixed amount that is provided in order to help compensate for additional expenses incurred when the RMG-Researcher/ESRMG-Researcher² is working abroad, e.g. for accommodation, subsistence and local travel. The Living Allowance is adjusted with the country correction coefficient applicable to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

However, if the accommodation is planned to be provided for free (or at a very subsidised rate), the allowance will be reduced accordingly.

The Living Allowance is not a salary allowance, and should not be used as such.

Q20 What does the Family Allowance include?

The Family Allowance depends on the family status of the RMG-Researcher/ESRMG-Researcher². Thus, the Family Allowance can only be claimed if the RMG-Researcher/ESRMG-Researcher² relocates transnationally to the Guestworking Organisation with his/her family. This allowance is adjusted by a country correction coefficient related to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

The reference date for the family situation of the RMG-Researcher/ESRMG-Researcher² is the start date of the EMRP Researcher Grant.

EURAMET defines a family as:

- marriage or equivalent status recognised by national legislation of the country of the Guestworking Organisation or of the nationality of the Researcher, and/or
- dependent children who are being maintained by the Researcher.

Q21 What does the Travel Allowance include?

The Travel Allowance is a fixed amount used for return travel from the RMG-Researcher's/ESRMG-Researcher's² home to the Guestworking Organisation. The first instalment of the allowance is paid at the beginning of the EMRP Researcher Grant, and then every six months (FTE). This allowance is not adjusted by a country correction coefficient.

Q22 What does the Training and Development Allowance include?

This allowance consists of a fixed amount for costs arising from the RMG-Researcher's/ESRMG-Researcher's training and development activities described in the Research Schedule (Annex 1 of the EMRP Researcher Grant Contract). This allowance is not adjusted by a country correction coefficient.

This money is intended to cover costs of e.g. meeting or conference attendance, or participation in training. The development activities must be in a technical area directly related to the work being funded by the EMRP Researcher Grant.

Q23 If the Mobility Grant Researcher attends a conference to present results of the grant work and also to promote the JRP in general, could any additional cost be considered as eligible costs of the JRP?

Yes. If the JRP-Coordinator agrees that the activity will contribute to the knowledge transfer of the JRP then any cost over and above those already covered by the grant allowances can be considered as eligible (if a

² Refers also to REG-Researcher when undertaking Transnational Guestworking.

funded JRP-Partner is willing to pay these costs). The employer must be able to clearly demonstrate that there is no double funding.

e.g. the Mobility grant allowance included 1,000 Euro for training activity and the total costs for the training activities (including this conference) were 1,450 Euro then 450 Euro of this would be eligible as a cost to the JRP.

Q24 In the specific case of a RMG where the employer is also a funded JRP-Partner, can the time costs of the Researcher be considered as an eligible cost for the JRP?

No. Even though EURAMET do not contribute toward the labour costs of the Researcher, their time in delivering the Grant is not eligible as a JRP cost because the Mobility Grant is by definition an activity that is additional to the JRP, and therefore cannot be considered as required for the delivery of the JRP.

However if, as in Q23, the Researcher presents the results of the grant at a conference taking place after the end date of the grant, and the JRP Coordinator agrees that the presentation will contribute to the knowledge transfer of the JRP, then the time costs of the Researcher would be eligible for this specific activity.

Further, it is possible for a Researcher to be part time working on the Grant and part time delivering the JRP (while Guest working). E.g. A Researcher may undertake a mobility grant over a period of 8 months at 75%. While at the Guest working organisation they may spend 6 months working on the activities of the Grant and 2 months working with JRP colleagues in delivering an aspect of the JRP. In this scenario 2 months of the time guest working are eligible as JRP costs and 6 months are not.

Annex: Reference Rates for the EMRP Researcher Grant Scheme:

Categories	€/month
Researcher Excellence Grants (REG)	
Allowance*per month of researcher effort for an organisation REG:	
	6025 €/month
monthly Salary Allowance* for the Individual REG-Researcher:	
REG-Researcher (experienced)	4525 € (gross monthly)
REG-Researcher (very experienced)	6783 € (gross monthly)
Research and Training Allowance:	
REG-Researcher	up to 800 €/month
Contribution to Overheads and Management of the Home Organisation*:	
REG	700 €/month
Researcher Excellence Grants (REG) Transnational Guestworking Allowances	
Living Allowance*:	1800 €/month
Family Allowance*:	300 €/month
Travel Allowance:	500 €
Contribution to Overheads and Management of the Guestworking Organisation*:	200 €/month
Researcher Mobility Grants (RMG) / Early-Stage Researcher Mobility Grants (ESRMG)	
Living Allowance*:	
RMG-Researcher / ESRMG-Researcher	1800 €/month
Family Allowance*:	
RMG-Researcher / ESRMG-Researcher	300 €/month
Travel Allowance:	
RMG-Researcher / ESRMG-Researcher	500 €
Training and Development Allowance:	
RMG-Researcher	up to 1500 € every 6 months
Contribution to Overheads and Management of the Guestworking Organisation*:	
RMG/ESRMG	200 €/month

* To these amounts the Country Correction Coefficient is applied.