

EMRP Call Process Guide 7: Applying for EMRP Researcher Grants

Document: P-CAL-GUI-007
Approved: EMRP Programme Manager

Version: 2.1
2011-06-17



Guide 7: Applying for EMRP Researcher Grants



CONTENTS

1	Scope	3
2	Introduction & Overview	3
2.1	What is the EMRP?	3
2.2	What are the 3 Types of EMRP Researcher Grant?	4
2.3	Benefits of an EMRP Researcher Grant.....	5
3	About the EMRP Researcher Grants.....	5
3.1	Finding a JRP-Consortium	5
3.2	What are typical research activities?	5
3.3	EMRP Grant Researchers, duration and locations	6
3.4	What are the Financial Allowances for an EMRP Researcher Grant?	7
4	Applying for an EMRP Researcher Grant.....	9
4.1	When are Calls for EMRP Researcher Grants open?	9
4.2	Template 7a: EMRP Researcher Grant - Datasheet.....	9
4.3	Template 7b: EMRP Researcher Grant - Research Schedule.....	10
4.4	Covering Letter	10
4.5	Curriculum Vitae (CV).....	10
5	Following Successful Evaluation	11
5.1	Contract Negotiation	11
5.2	Additional information for Successful EMRP Researcher Grant Beneficiaries	11
6	Roles and Responsibilities Related to EMRP Researcher Grants	12
6.1	The JRP-Coordinator (on behalf of the JRP-Consortium).....	12
6.2	The EMRP Grant Researcher	12
6.3	The Home Organisation.....	13
6.4	The Employing Organisation	13
6.5	The Guestworking Organisation	14

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

Email: emrpA169@npl.co.uk

Telephone: +44 20 8943 6666.

1 Scope

This guide details:

- The 3 types of EMRP Researcher Grants;
 - Researcher Excellence Grant
 - Researcher Mobility Grant
 - Early-Stage Researcher Mobility Grant
- The aims of each EMRP Researcher Grant and the benefits of participation
- The allowances available
- How to apply for an EMRP Researcher Grant
- An overview of the contractual and reporting requirements for funded EMRP Researcher Grants

It does not include full information about:

- The eligibility criteria, this is found in Guide 1: Eligibility Criteria for EMRP Calls
- The evaluation process, this can be found in Guide 6: Evaluating JRP and EMRP Researcher Grants
- The appeals process is described in Guide 4: Writing a JRP
- The full reporting requirements for successful EMRP Researcher Grants, they can be found in the “JRP Reporting Guidelines”

2 Introduction & Overview

2.1 *What is the EMRP?*

The European Metrology Research Programme (EMRP) 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 22 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.

The JRPs are supplemented by the EMRP Researcher Grants.

2.2 What are the 3 Types of EMRP Researcher Grant?

2.2.1 Researcher Excellence Grant (REG)

The aim of the Researcher Excellence Grant is “To enlarge the number of organisations with capacities closely relating to metrology”¹ within the EU Member States and FP7 associated countries.

A Researcher Excellence Grant provides financial support for an experienced researcher who is capable of making a substantial contribution through research activities relevant to the JRP objectives. The research must be mainly undertaken at a Home Organisation that is not part of the national metrology systems (i.e. a non NMI/DI organisation). This aims to “open the JRPs to the best science”¹.

Additionally, there is the opportunity to undertake a period of Research based at a Guestworking Organisation (a funded JRP-Partner, or REG Home Organisation) located in a different country to the Home Organisation. This transnational Guestworking can be between 1 month and 30 % of the total REG duration.

REG allowances include: a salary allowance, research & training allowance, and contribution to the Home organisation’s overhead. For REGs including transnational Guestworking further allowances include: contribution to the Guestworking Organisation’s overhead, living allowance, travel allowance and family allowance (where applicable)

2.2.2 Researcher Mobility Grant (RMG)

The aim of the Researcher Mobility Grant is “to increase the capability of the European metrology researcher community”¹.

A Researcher Mobility Grant provides financial support for a researcher at any stage of their career, to undertake research activities relevant to the JRP objectives. This aims to “to develop the capacity of individuals in Metrology”¹.

The research must be undertaken at a Guestworking Organisation (a funded JRP-Partner, or REG Home Organisation) located in a different country to the researcher’s employer.

RMGs are open to many countries, but EURAMET particularly encourages applications from researchers in EURAMET countries which are not yet participating in the EMRP: **Albania, Bosnia & Herzegovina, Bulgaria, Croatia, Cyprus, FYR Macedonia, Greece, Iceland, Ireland, Latvia, Lithuania, Luxembourg, Malta, Montenegro and Serbia**. This aims to support EURAMET member countries building and furthering their capacity in metrology.

RMG allowances include research & development allowance, contribution to the Guestworking Organisation’s overhead, living allowance, travel allowance and family allowance (where applicable)

2.2.3 Early-Stage Researcher Mobility Grant (ESRMG)

In addition to the aim of the Researcher Mobility Grant, the Early-Stage Researcher Mobility Grant aims to “ensure sustainability of cooperation between the NMI and DI”¹ of the EMRP.

An Early-Stage Researcher Mobility Grant provides financial support for a researcher with fewer than 4 years experience, employed by an NMI or DI from an EU Member State or FP7 associated countries, to undertake research activities relevant to the JRP objectives. This aims to “prepare the next generation of experienced metrology researchers”¹ by building experience of metrology collaborations.

The research must be undertaken at a Guestworking Organisation (a funded JRP-Partner, or REG Home Organisation) located in a different country to the researcher’s employer.

ESRMG allowances include research & development allowance, contribution to the Guestworking Organisation’s overhead, living allowance, travel allowance and family allowance (where applicable)

¹ Decision No 912/2009/E, Official Journal of the European Union, 30 September 2009, L257, p12
available from: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:257:0012:0025:EN:PDF>

2.3 Benefits of an EMRP Researcher Grant

The EMRP Researcher Grant supports the researcher by offering:

- An opportunity to work on a world leading metrology project with high social and economic impact
- An opportunity to build links to key metrology organisations and individuals
- An opportunity to build metrology experience
- Potential to publish joint papers with world leading metrological scientists on groundbreaking JRPs
- An opportunity to learn about research in other countries and apply this to their own research
- A range of financial allowances (including a generous salary allowance for REG-Researchers, and a generous living allowance for RMG-Researchers and ESRMG-Researchers)

The EMRP Researcher Grants enable the JRP-Consortium an opportunity to access researchers from within and beyond the national metrology systems, at little or no cost to the JRP-Consortium. The benefits are:

- Access to expert researchers to undertake specialist research activities relating to your JRP
- Measurement of extra parameters that are additional to those in the JRP-Protocol
- Increase the impact of your JRP, for example through additional publications
- Improve networking among European metrologists, by linking the JRP to other countries

3 About the EMRP Researcher Grants

3.1 Finding a JRP-Consortium

Applications are usually made collaboratively between the EMRP Grant Researcher, Home/Employing Organisation and Guestworking Organisation (where applicable). If you are an individual or a research organisation able to make a substantial contribution to a JRP then the metrology community would like to hear from you. You may already have contacts within the metrology community in which case you should contact them directly, at any point in the EMRP call cycle. However, there may be cases where contacting the JRP-Consortium prior to your application is unnecessary.

At Stage 2 of an EMRP Call the Selected Research Topics (SRT) are published on www.emrponline.eu. The SRT describe the areas of a Call where proposals are invited. The website www.emrponline.eu/connections can be used to identify potential JRP-Consortia. This provides a way for you to promote the capabilities that you can bring to the metrology community that are in scope of this SRT including: details of your expertise, facilities, your proposed contribution, and contact details.

At Stage 3 details of the funded JRPs, and JRPs under negotiation are published on the EURAMET website www.euramet.org. This includes contact details for the JRP-Coordinator.

3.2 What are typical research activities?

The eligibility criteria of the proposed research are given in Guide 1: Eligibility Criteria for EMRP Calls.

The EMRP Researcher Grant should support research activities that:

- Form an **integral** part of the JRP for Stage 2 applications, i.e. the JRP could not deliver a key objective without this work.
- Form an additional package of research, for Stage 3 and Open Call applications. The work must be both relevant and additional to the JRP objectives.
- Add value to the JRP; and are suitably scientifically and/or technological challenging
- Include scientific training and transfer of knowledge
- Create impact
- Build links between key metrology organisations and individuals
- Build the metrology expertise of individuals

The EMRP Researcher Grant cannot be used to support other activities within the Home/Employing or Guestworking Organisations, e.g. other research, management, teaching activities, exam invigilation, marking, applying for other grants, etc. If the EMRP Grant Researcher wishes to undertake any activities (other than those described in the Research Schedule) the EMRP Researcher should apply for the EMRP Research Grant on a part-time basis.

3.3 EMRP Grant Researchers, duration and locations

Full details of eligible researchers, employers, locations and durations are given in Guide 1: Eligibility Criteria for EMRP Calls

3.3.1 REG-Researchers, duration and location

EURAMET agree a contract with the REG “Home Organisation”, the Home Organisation then agree an employment contract with the REG-Researcher, in line with the Home Organisation’s usual terms and conditions. You can therefore be employed or unemployed and apply for a REG, but the REG-Researcher must be able to accept an entirely separate employment contract for the work supported by the REG.

The duration of the EMRP Researcher Grant must reflect the planned activities, and should be agreed between the EMRP Researcher Grant Beneficiaries, and the JRP-Coordinator / Work Package leader.

REGs must be between 12 and 36 months, and must end before the associated JRP. The total number of REG months per JRP is limited² but this limit varies per Call, and information will be published with the Call. Applicants should note that coincident start dates for a JRP and REG can be contractually challenging, potentially delaying the JRP start date. REG start dates of at least 2 months after the JRP start date are recommended.

The majority of the REG-Researcher’s work must be undertaken at the Home Organisation. Some of the REG-Researchers’ work can be undertaken at a “Guestworking Organisation”; this must be located in a different country (transnationally) to the Home Organisation, and must not exceed 30 % of the total duration; the minimum duration is 1 month.

3.3.2 RMG-Researchers, duration and location

RMG-Researchers must remain employed by their current “Employing Organisation” for the Grant duration. If you are not employed you cannot apply for an RMG. RMG-Researcher’s can be at any stage of their career including being a PhD student.

The duration of the EMRP Researcher Grant must reflect the planned activities, and should be agreed between the EMRP Researcher Grant Beneficiaries, and the JRP-Coordinator / Work Package leader.

RMGs must be between 1 and 18 months (typically 6 months); and must end before the JRP. The total number of RMG months cannot usually³ exceed 18 months per JRP.

The RMG Research must be undertaken entirely at a Guestworking Organisation, this must be located in a different country (transnationally) to the Employing Organisation. The eligibility criteria for Guestworking Organisations are given in Guide 1: Eligibility Criteria for EMRP Calls.

3.3.3 ESRMG-Researchers, duration and location

ESRMG-Researchers must remain employed by their current “Employing Organisation” for the Grant duration. If you are not employed you cannot apply for an ESRMG. An ESRMG-Researcher must be within the first 4 years of their career.

The duration of the EMRP Researcher Grant must reflect the planned activities, and should be agreed between the EMRP Researcher Grant Beneficiaries, and the JRP-Coordinator / Work Package leader.

ESRMGs must be between 3 and 12 months (typically 6 months); and must end before the JRP.

The ESRMG-Research must be undertaken entirely at the Guestworking Organisation, this must be located in a different country (transnationally) to the Employing Organisation.

² The Stage 2 Call for REGs is usually limited to 42 months per JRP (for the Open Excellence Call this is expected to double) The cap of REG months per JRP will be published with the Call. At Stage 3 of an EMRP Call EURAMET may release additional REG months to JRPs on a discretionary basis; this is not guaranteed and only occurs where budget remains.

³ The first Stage 3 call is usually limited to 18 RMG months per JRP. At Stage 3 of future Calls EURAMET may release additional RMG months to JRPs on a discretionary basis; this is not guaranteed and only occurs where budget remains.

3.3.4 Part-Time Researchers

Equal consideration is given to researchers who wish to work part-time, or reduced hours. The “duration” given above always refers to “full time equivalent” hours, and so for researchers working 50 % of a standard working week the minimum durations would double.

If a researcher has an existing part-time employment arrangement and wishes to apply for an EMRP Researcher Grant for the remainder of his/her time, this is acceptable.

Note: REG-Researcher’s must be able to accept an entirely separate employment contract for the work supported by the REG.

3.4 What are the Financial Allowances for an EMRP Researcher Grant?

The EMRP Researcher Grant comprises of fixed allowances described below. Allowances are given for full time employment, and will be reduced pro-rata for any part-time working or and part months worked (unless a minimum amount is given).

Allowances shall not give rise to profit for the Organisation who administers them, either for their administration or fluctuations in the exchange rates of non-Euro currencies. Researchers located outside of the Euro-zone may see fluctuations in the allowances due to the exchange rates. Allowances are paid in Euros, but the Researcher may receive them in the local currency.

The EMRP Researcher Grant Calculator found at www.emrponline.eu/edocs/grantcalculator.xls will calculate the likely allowances that can be claimed for your exact circumstances.

3.4.1 Monthly Gross Salary Allowance (REG-Researchers only)

A fixed monthly gross salary allowance is funded for REG-Researchers.

The gross monthly allowance is dependent on the REG-Researcher’s level of research experience. It is adjusted by a correction coefficient⁴ related to the country of the Home Organisation, to account for the variation in the cost of living in each country. The two allowance rates are:

- 4,525 € (before national adjustment⁴) for an experienced researcher⁵
- 6,783 € (before national adjustment⁴) for very experienced researchers⁵

The monthly gross salary allowance is subject to compulsory deductions both in terms of taxation, and in terms of social security coverage according to national legislation. In all Member States, an employment contract must guarantee a “package” of social security coverage made of several items (e.g. sickness & maternity benefits, age benefits, unemployment benefits, benefits in respect of accidents at work etc).

The monthly gross salary allowance is paid for the entire REG duration, even when the REG-Researcher spends time at a Guestworking Organisation.

For part-time researchers this allowance is reduced pro-rata.

3.4.2 Research & Training Allowance (REG)

A REG includes a fixed allowance of 800 € per month (FTE) for research and training. This allowance is administered by the Home Organisation but should be made available to the REG-Researcher whether they are located at the Home Organisation or the Guestworking Organisation. The allowance covers:

- Costs incurred at the Home Organisation, e.g. research costs, consumables, and equipment usage, that are associated with the REG-Researcher’s activities. Care should be taken that costs described here are not included on the Home Organisation’s overhead
- Meeting and conference attendance, participation in training, attendance at JRP meetings, and so on, by the REG-Researcher.

This allowance is not adjusted by a correction coefficient⁴ (such coefficients account for the variation in the cost of living in each country).

⁴ Country correction coefficients are agreed by EU member states (and FP7 associated countries) with the Commission. These are publicly available in the Commissions “Official Journal”. The EMRP Researcher Grant Calculator incorporates the most recent country correction coefficients.

⁵ See “Eligibility Criteria for EMRP Calls” for the definitions of experience. www.emrponline.eu/edocs/eligibility.pdf

3.4.3 Training & Development Allowance (RMG and ESRMG)

The RMG and ESRMG are eligible for an allowance of up to 1500 € once every 6 months (FTE) or part of 6 months (i.e. twice in 9 months FTE). This allowance is designed to develop the researcher, and could cover meeting or conference attendance, or participation in training. The development activities must be in a technical area closely related to the work being funded by the EMRP Researcher Grant.

3.4.4 Management Activities and Contributions to Overheads (Home Organisation)

A fixed allowance of 700 € per month forms a contribution to the Home Organisation's management activities and overheads. This can be claimed for the total REG duration (i.e. the duration spent at the Home Organisation, and the time spent at the Guestworking Organisation).

This allowance is adjusted by a correction coefficient⁴ related to the country of the Home Organisation, to account for the variation in the cost of living in each country.

For part-time researchers this allowance is reduced pro-rata.

3.4.5 Management Activities and Contributions to Overheads (Guestworking Organisation)

The EMRP Researcher Grants fund a contribution to the Guestworking Organisation's management activities and overheads of 200 € a month. This allowance is only paid for the duration that the researcher is at the Guestworking Organisation.

This allowance is adjusted by a correction coefficient⁴ related to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

For part-time researchers this allowance is reduced pro-rata.

3.4.6 Living Allowance (RMG and ESRMG, plus REG transnational Guestworking)

For researchers undertaking transnational Guestworking there is a fixed scale of 1800 € / month for accommodation, subsistence and local travel. Note that when the researcher's accommodation is provided for free, (or at a very subsidised rate) the Living Allowance will be reduced.

This allowance is adjusted by a correction coefficient⁴ related to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

For part-time researchers this allowance is reduced pro-rata.

3.4.7 Family Allowance (RMG and ESRMG, plus REG transnational Guestworking)

An additional 300 € / month can be claimed if the researcher relocates transnationally to the Guestworking Organisation with his/her family⁶. It can only be claimed where the family also move.

This allowance is adjusted by a correction coefficient⁴ related to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

For part time researchers this allowance is reduced pro-rata.

3.4.8 Travel Allowance (RMG and ESRMG, plus REG transnational Guestworking)

A fixed allowance of 500 € is paid at the beginning of EMRP Researcher Grant, and then every 3 months FTE (or part of 3 months i.e. twice in 4 months FTE). This is a contribution to the Researcher's return travel from the Home/Employing Organisation to the Guestworking Organisation; any excess can be used for extra trips home.

This allowance is not adjusted by a correction coefficient⁴.

⁶ See "Eligibility Criteria for EMRP Calls" for the definitions of family. www.emrponline.eu/edocs/eligibility.pdf

4 Applying for an EMRP Researcher Grant

Prior to application EURAMET recommend that you:

1. Check your eligibility for an EMRP Researcher Grant in Guide 1 Eligibility Criteria for EMRP Calls which can be found on www.emrponline.eu/edocs.eu/eligibility.pdf
2. Make contact with the JRP-Consortium to discuss your research ideas:
 - At “Stage 2” of an EMRP Call you can register interest on the website “EMRP-Connections” <http://www.emrponline.eu/connections/> the website lets you state the capabilities that you can bring to each of the published “selected metrology Research topics” (SRTs); and your contact details.
 - At “Stage 3” of an EMRP Call the advert contains the contact details of the relevant person.

An application consists of 4 documents:

- Datasheet (Template 7a: EMRP Researcher Grant – Datasheet)
- Research Schedule (Template 7b: EMRP Researcher Grant - Research Schedule))
- Covering letter
- Researcher’s Curriculum Vitae (CV)

How to submit your application:

- At Stage 2 applications are submitted with the JRP
- At Stage 3, and Open Call applications must be made using the online application system, which can be found at www.emrponline.eu/apply.html

4.1 **When are Calls for EMRP Researcher Grants open?**

EMRP call dates are given on www.emrponline.eu. Researchers interested in applying for EMRP Researcher grants can contact JRP-Consortia at any time of year. Contact details for each JRP can be found at <http://www.euramet.org/index.php?id=emrp>.

Stage 2 of a Call is only open for REG applications where the proposed work is **integral** to the JRP. Stage 2 usually opens from mid June until early October.

Stage 3 of a Call is open for REG and RMG. Stage 3 usually opens in early April until early May. Applications can only be made in response to specific adverts, which can be found at www.emrponline.eu/adverts.

The Open Call for ESRMG has two cut off dates per year; usually in early May (coincident with the Stage 3 Call deadline) and additionally in October.

4.2 **Template 7a: EMRP Researcher Grant - Datasheet**

(Required for all EMRP Researcher Grant applications. For Stage 2 REG applications where the researcher is not yet identified, there may be some fields that you are unable to complete please leave these blank).

You must use the EURAMET Template7a available from www.emrponline.eu/apply.html. This contains embedded comments to assist you.

The organisation types are categorised as follows:

SME	Micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003 . Has fewer than 250 employees, an annual turnover not exceeding 50 million EUR, and/or an annual balance-sheet total not exceeding 43 million EUR
Secondary and higher education establishment	For example, universities whether or not public/or for profit
Non-profit public body	Any legal entity established as such by national law; OR; an international organisation, which is an intergovernmental organisation (for instance, the UN), other than the European Union /Euratom, which has legal personality under international public law, as well as any specialised agency set up by such an international organisation

Research organisation	A legal entity, which is established as a non-profit organisation (legal entity is qualified as "non-profit" when considered as such by national or international law). Associations or explicit non-profit making legal entities would fit here. The Organisation must carry out research or technological development as one of its main objectives
RTD performer	A legal entity carrying out research and technological development activities for the benefit of specific groups in research projects for the benefit of those groups
International European interest organisation	An international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe;

Table 1: Classification of Organisational Status⁷

4.3 Template 7b: EMRP Researcher Grant - Research Schedule

(Required for all EMRP Researcher Grant applications)

All applicants must use "Template 7b: EMRP Researcher Grant - Research Schedule" from www.emrponline.eu/apply.html. This contains embedded comments to help you complete it.

The Research Schedule will form an Annex to the EMRP Researcher Grant Contract. It must fully describe all planned activities including; the work the researcher will do, when it will be done, and who is responsible for each activity. You will use it throughout the duration of the EMRP Researcher Grant to stay on track, and to report your progress.

The Research Schedule should be agreed in discussions between the EMRP Researcher Grant Beneficiaries⁸ and the JRP-Coordinator and/or work package leaders to ensure that the proposed research is suitable and meets the needs of the JRP. The estimated duration of each task should be jointly agreed.

Section 3.2 of this guide describes the type of research an EMRP Researcher Grant can support.

4.4 Covering Letter

(Not required for Stage 2 REG applications if the researcher is not yet identified)

EURAMET does not provide a template for this document. The format should be in Microsoft Word, plain text or a pdf and we recommend it does not exceed one page of A4.

This letter should come from the researcher. State which EMRP Researcher Grant the application relates to, and why you are interested. Explain how you are suitable for this position detailing how you meet any specific requirements given in the advert by referring to experience listed on your CV. Summarise your key strengths and describe how your skills will benefit the JRP.

Please mention any dates that you won't be available for interview.

4.5 Curriculum Vitae (CV)

(Not required for Stage 2 REG applications if the researcher is not yet identified)

EURAMET does not provide a template for this document. The format should be in Microsoft Word, plain text or a pdf and we recommend it does not exceed two pages of A4.

Please detail all relevant employment (paid and unpaid) and career gaps. Summarise the scientific/technical work involved in each role, highlighting how it is relevant to the advertised EMRP Researcher Grant.

Please detail all relevant educational qualifications including thesis title for PhD. Ensure you explain the relevance of your qualifications to the advertised EMRP Researcher Grant.

There is no need to list every scientific publication; please only list the most relevant.

⁷ Definitions are from the [FP7 Rules for Participation](#) with some being further explained in the [Guide to Financial Issues relating to FP7 Indirect Actions](#)

⁸ **Note:** "EMRP Researcher Grant Beneficiaries" are the EMRP Grant Researcher (REG, RMG, or ESRMG), Home/Employing Organisation and Guestworking Organisation associated with a successful EMRP Researcher Grant application.

5 Following Successful Evaluation

Following successful evaluation, EMRP Researcher Grant Beneficiaries will be invited to negotiate in preparation for contract.

“EMRP Researcher Grant Beneficiaries” are the EMRP Grant Researcher (REG, RMG, ESRMG), Home/Employing Organisation and Guestworking Organisation associated with a successful EMRP Researcher Grant application.

5.1 **Contract Negotiation**

The purpose of the contract negotiations is to conclude an EMRP Researcher Grant Contract i.e. turning the application into a suitable contract document. Negotiations will mainly cover the scientific aspects of the application, agreeing the activities of the EMRP Researcher, and will seek to resolve any issues identified by the referees, JRP-Coordinator or others.

EURAMET has the right to cancel negotiations and contracts for EMRP Researcher Grants where the associated JRP negotiations or contract fail, or the funding earmarked for the EMRP Researcher Grant is unavailable to EURAMET.

Model contracts are available on www.emrponline.eu.

5.2 **Additional information for Successful EMRP Researcher Grant Beneficiaries**

5.2.1 EMRP Research Cooperation Agreement and Intellectual Property (IP)

The EMRP Research Cooperation Agreement covers IP, confidentiality, liability, publication, dispute resolution and provides details of the internal management and working practices between the EMRP Researcher Grant Beneficiaries and the JRP-Consortium.

The EMRP Researcher Grant Beneficiaries should ensure that satisfactory arrangements in respect of ownership, transfer, protection, use and dissemination of Foreground IP, as well as confidentiality and publication arrangements are included in their agreement prior to beginning work. (In general IP (Foreground IP) generated by research supported by an EMRP Researcher Grant will be owned by the EMRP Grant Researcher / Home/Employing Organisation.)

A model EMRP Research Cooperation Agreement is available on www.emrponline.eu. Please note that an EMRP Research Cooperation Agreement cannot contradict the provisions of the JRP-Contract or the EMRP Researcher Grant Contract.

5.2.2 Reporting Responsibilities

Each EMRP Researcher Grant is associated with a JRP; full reporting requirements are given in the document “JRP Reporting Guidelines”, available on www.emrponline.eu

In summary EMRP Researcher Grant Beneficiaries are required to provide two types of reporting:

EMRP Researcher Grant Short-Term Reports: These reports are aligned to the JRP reporting requirements (see JRP Reporting Guidelines). Each cumulative report includes updates on:

- The EMRP Researcher Grant overall and task progress and achievements during the last six months;
- A deliverable status report and changes requested;
- The Impact achieved;
- Expected EMRP Researcher Grant progress in the next six month period;

An ‘EMRP Grant Researcher’s declaration’ and ‘publications report spreadsheet’ will also be required.

EMRP Researcher Grant Final Report: This report is to be provided at the end of the EMRP Researcher Grant. Only when this has been received and approved by EURAMET will the final 10 % payment be released.

The Home Organisation (for a REG) and the Employing Organisation / Guestworking Organisation (for a RMG/ESRMG) are also required to report directly to EURAMET.

5.2.3 Payments

The financial contribution is made in accordance with a Payment Schedule that forms an Annex to the EMRP Researcher Grant Contract.

EURAMET will distribute the allowances and/or contributions to the EMRP Researcher Grant Beneficiaries based on written requests.

5.2.4 Audits

Whilst the EMRP Researcher Grants are not routinely subject to financial auditing, EURAMET may, for its governance purposes, choose to audit EMRP Researcher Grant Beneficiaries, regarding the execution of the EMRP Researcher Grants.

6 Roles and Responsibilities Related to EMRP Researcher Grants

6.1 The JRP-Coordinator (on behalf of the JRP-Consortium)

The JRP-Coordinator's responsibilities include:

- Liaising with potential EMRP Researcher Grant Beneficiaries to:
 - Help them propose work that is relevant to the JRP
 - Agree the technical content of the proposed work
 - Agree timings of the project and deliverables
- Agreeing how communications will be handled between the EMRP Researcher Grant Beneficiaries and the JRP-Consortium.
- Ensuring that the JRP-Consortium enters into an appropriate EMRP Researcher Cooperation Agreement to cover IP as described in section 5.2.1
- For stage 3 REG and RMG applications the JRP-Coordinator is responsible for evaluating applications see Guide 6 Evaluating JRP and EMRP Researcher Grants

6.2 The EMRP Grant Researcher

The EMRP Grant Researcher is responsible for jointly making the application with the Home/Employing Organisation:

The EMRP Grant Researcher must:

- Plan the proposed research, in discussion with the JRP-Coordinator and the Home/Employing Organisation.
- Agree that the facilities required are available for use, for the duration of the proposed research

If successful the EMRP Grant Researcher must:

- (REG only) Enter into an employment Contract with the Home Organisation.
- Witness the EMRP Researcher Grant Contract.
- Accept both contractual and reporting responsibilities in delivering the work described in the Research Schedule
- Enter into an appropriate EMRP Researcher Cooperation Agreement to cover IP as described in section 5.2.1

6.3 The Home Organisation

The “Home Organisation” is the research organisation where a REG-Researcher will undertake the majority of his/her work.

The Home Organisation is responsible for jointly making the application with the EMRP Grant Researcher:

During the application phase the Home Organisation must:

- Plan the proposed research, in discussion with the JRP-Coordinator and the EMRP Grant Researcher.
- Agree that the required facilities would be made available at the Home Organisation, to enable the EMRP Grant Researcher to deliver the agreed research activities.

If successful the Home Organisation must:

- Enter into a contract of employment with the EMRP Grant Researcher for the duration of the EMRP Researcher Grant.
- Enter into a contract with EURAMET Regarding the EMRP Researcher Grant
- Enter into an appropriate EMRP Researcher Cooperation Agreement to cover IP as described in section 5.2.1
- Accept both contractual and reporting responsibilities in delivering the work described in the Research Schedule
- Although there is no obligation to do so, it is usual for Home Organisations to assist Researchers in settling into a new location. This may involve finding accommodation, arranging local language classes and so on.

During the EMRP Researcher Grant the Home Organisation is responsible for:

- Ensuring delivery of the contracted research by the EMRP Grant Researcher
 - Ensuring that the required facilities are made available at the Home Organisation, to enable the EMRP Grant Researcher to deliver the agreed research activities.
 - Arranging any required training for the EMRP Grant Researcher.
- Administration of the EMRP Researcher Grant finances, which includes:
 - Administering allowances including compulsory deductions both in terms of taxation and in terms of social security coverage according to national legislation.
 - Paying the EMRP Grant Researcher his/her salary allowance, less the compulsory deductions above.
- Ensuring that the EMRP Grant Researcher is covered by suitable insurance policies for the duration of his/her stay(s) at any Guestworking Organisation(s) (e.g. Health insurance, travel insurance etc).

6.4 The Employing Organisation

The “Employing Organisation” is the research organisation where an RMG-Researcher or ESRMG-Researcher is employed.

The Employing Organisation is responsible for jointly making the application with the EMRP Grant Researcher:

During the application phase the Employing Organisation must:

- Agree that the researcher may relocate to the Guestworking Organisation for the duration of the EMRP Researcher Grant

If successful the Employing Organisation must:

- Enter into an appropriate EMRP Researcher Cooperation Agreement to cover IP as described in section 5.2.1
- Enter into a contract with EURAMET Regarding the EMRP Researcher Grant
- Accept both contractual and reporting responsibilities in delivering the work described in the Research Schedule

During the EMRP Researcher Grant the Employing Organisation is responsible for:

- Continuing to pay the Researchers normal salary
- Administration of the EMRP Researcher Grant finances

- Ensuring that the EMRP Grant Researcher is covered by suitable insurance policies for the duration of his/her stay(s) at any Guestworking Organisation(s) (e.g. Health insurance, travel insurance etc).

6.5 The Guestworking Organisation

The Guestworking Organisation is a research facility, located transnationally to the Home/Employing Organisation, where an EMRP Grant Researcher undertakes a period of research,.

During the application phase the Guestworking Organisation must:

- Agree any research to be undertaken at their organisations.
- Agree that the required facilities would be made available at the Guestworking Organisation, to enable the EMRP Grant Researcher to deliver the agreed research activities.

If successful the Guestworking Organisation must:

- Enter together with the Home Organisation into a contract with EURAMET Regarding the EMRP Researcher Grant
- Accept both contractual and reporting responsibilities in delivering the work described in the Research Schedule
- Enter into an appropriate EMRP Researcher Cooperation Agreement to cover IP as described in section 5.2.1
- Although there is no obligation to do so, it is usual for Guestworking Organisations to assist EMRP Grant Researchers in settling into a new location. This may involve finding accommodation, arranging local language classes and so on.

During the EMRP Researcher Grant the Guestworking Organisation is responsible for:

- Ensuring that the required facilities are made available at the Guestworking Organisation, to enable the EMRP Grant Researcher to deliver the agreed research activities.
- Arranging any required training for the EMRP Grant Researcher.
- Ensuring that the EMRP Grant Researcher enjoys the same standards of safety and occupational health as local researchers holding similar positions
- Communicating with the Home/Employing Organisation