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Abbreviations used:

EMRP = European Metrology Research Programme,	JRP = Joint Research Project,	REG = Researcher Excellence Grant
EMRP-MSU = EMRP Management Support Unit	FP7 = 7 th Framework Programme	SRT = Selected Research Topic (of the Call)
NMI = National Measurement Institutes,	DI = Designated Institutes,	JRC = Joint Research Centre.
WP = Work Package		

Need more help?

Researcher Excellence Grants can be used in a fairly flexible way, if you require further help or guidance after reading this document please contact the EMRP-MSU helpline.

emrpA169@npl.co.uk

telephone: +44 20 8943 6666.

1 Scope

This document explains how to take part in a Joint Research Project (JRP) as an experienced researcher with funding from a Researcher Excellence Grant (REG) for the EMRP Call 2009-Energy. It describes:

- The responsibilities of the people involved.
- Background information about REGs.
- How to become involved in a JRP.
- Breakdown of allowances available
- A summary of the eligibility criteria for REGs.
- Guidance on how to complete the REG application form.
- Information on the selection process and how to appeal if your application is not funded.

It does not include:

- How to write the JRP proposal.
- How to evaluate the REG application.

2 Role and Responsibilities

2.1 *Programme Owners*

2.1.1 EMRP Committee Members

The EMRP Committee members are responsible for:

- implementing the EMRP,
- decisions relating to the selection of JRP proposals and REG applications (considering advice from the Referees),
- all decisions relating to the appeals process.

The EMRP Committee will not assist you in writing your REG application or JRP proposal.

2.1.2 Referees

The Referees evaluate all REG applications received at Stage 2 of the EMRP Call 2009-Energy. The Referees are independent and are forbidden from advising REG-Applicants on their REG applications, or JRP-Coordinators on their JRP proposals. If Referees have any links to a particular JRP-Consortium, or REG-Applicant they would not be able to assess that proposal.

The Referees have no responsibilities associated with writing the REG applications or JRP proposals.

2.1.3 The EMRP Management Support Unit (EMRP-MSU)

The EMRP-MSU operates under the guidance of the EMRP Committee. They:

- provide support to REG-Applicants and the EMRP Committee during the Call,
- ensure that the process runs smoothly and fairly,
- ensure that access to the information is strictly controlled,
- ensure that the most efficient use possible is made of the time of all concerned.

The EMRP-MSU is responsible for:

- ensuring relevant guidance and forms are available,
- managing the call process, enquiries and appeals,
- providing advice on the process,
- negotiating applications that have been accepted.

2.2 Proposers

2.2.1 The JRP-Coordinator

The JRP-Coordinator's responsibilities include:

- Writing the programme of work for the JRP, ensuring that:
 - All participants are eligible.
 - The proposed project is agreeable and affordable to each participant.
 - The JRP meets the needs of the EMRP and the Call.
 - The JRP Protocol, JRP Costing Spreadsheet and REG application form(s) are complete and submitted on time.
 - **Submitting** the JRP Protocol, JRP Costing Spreadsheet and **REG application form(s)** as a single electronic package.
- Coordinating with the REG-Applicant(s) to agree:
 - The technical content of the work.
 - The timings of the project, and deliverables.
- Agreeing how communications will be handled between the REG-Applicant and the JRP-Consortium.

Full details of the of the JRP-Coordinator's responsibilities can be found in the document 'Guidance for writing a JRP'.

2.2.2 The REG-Researcher

The REG-Researcher is responsible for agreeing their participation in the projects. This includes:

- Registering on the website "EMRP-Connections" www.emrponline.eu/connections.
- Agreeing the research they are able to undertake with the JRP-Coordinator.
- Agreeing that the facilities required are available for use..
- Confirming that they are available for the time committed to this project.
- Completing the REG application form.
- Submitting the REG application form to the JRP-Coordinator in good time (see Section 2.2.1).
- Enter into a contract with EURAMET regarding the REG.

REG-Researchers will have both contractual and reporting responsibilities in delivering the project, which they must accept.

2.2.3 The Home Organisation

The "home organisation" is an eligible research organisation from the wider community where the REG-Researcher will work; see Section 4.1 for a summary of eligibility.

At the application stage, REG applications may be received from home organisations and/or individual researchers. An individual researcher may apply for a REG with or without an assured position in a home organisation. The home organisation may apply for a REG and later seek to employ a suitably qualified researcher, or their home organisation may already have a suitable researcher in mind. Please note that EURAMET reserves the right to withdraw the award of a REG if a suitable candidate or home organisation is not identified and/or appointed within an acceptable time frame.

The home organisation is responsible for:

- Registering on the website "EMRP-Connections" www.emrponline.eu/connections.
- Where the REG-Researcher is not known at the time of application the home organisation are responsible for:
 - Agreeing the research they are able to undertake with the JRP-Coordinator and Work Package leader.
 - Confirming that the facilities required are available for use.
 - Completing the REG application form.

- Submitting the REG application form to the JRP-Coordinator in good time (see Section 2.2.1).
- Employing a suitable researcher.
- Arranging any required training for the REG-Researcher.
- Ensuring that the required facilities would be made available at the home organisation, to enable the REG-Researcher to deliver the agreed research activities.
- Administration of the REG finances, which includes:
 - Paying any direct taxes, and compulsory social security contributions (whether on behalf of the organisation or researcher).
 - Paying the REG-Researcher their salary allowances, less the deductions above.
 - Paying the host organisation their required allowances for mobility.
- Although there is no obligation to do so, it is usual for home organisations to assist REG-Researchers in settling into a new location. This may involve finding accommodation, arranging local language classes and so on.
- Enter into a contract with EURAMET regarding the REG.

Home organisations will have both contractual and reporting responsibilities in delivering the project, which they must accept.

2.2.4 The Host Organisation

The concept of the “host organisation” will only exist in REG applications where “mobility” is requested.

The host organisation is the research facility where the REG-Researcher will perform additional research. It must be located trans-nationally to the home organisation, and they must be a participant of the JRP-Consortium.

The host organisation is responsible for:

- At the time of application:
 - Agreeing the research will be undertaken by the REG-Researcher on their premises with the REG-Applicant;
 - Providing information to allow the REG-Applicant to complete the application form in good time;
 - Confirming that the facilities required will be available for use.
- Ensuring that the required facilities would be made available at the host organisation, to enable the REG-Researcher to deliver the agreed research activities.
- Arranging any required training for the REG-Researcher.
- Although there is no obligation to do so, it is usual for host organisations to assist REG-Researchers in settling into a new location. This may involve finding accommodation, arranging language classes and so on.
- Aspects of the relationship between the home organisation and host organisation (if relevant) and the REG-Researcher will be defined at an appropriate stage in an agreement.

3 Background

3.1 What is the EMRP?

The European Metrology Research Programme (EMRP) is an applied research programme that seeks to accelerate the development, validation and exploitation of new measuring techniques, standards, processes, instruments, reference materials and knowledge.

The EMRP primarily enables 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 will be run as Joint Research Projects (JRPs) co-funded by the National Measurement System programmes of the EMRP Member countries and the European Commission.

The EMRP, through the delivery of JRPs, aims 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.

3.2 What is a Researcher Excellence Grant (REG)?

The EMRP provides Researcher Excellence Grants (REGs) to promote the involvement of high quality researchers in its JRPs. These REGs open the European National Metrology Systems to the best science within the EU Member States and FP7 associated countries.

Taking part in the JRP with the European metrology community provides the opportunity to work on research that will have high social and economic impact.

REGs support excellent research relevant to the JRPs in organisations that are not part of the National Metrology Systems. These researcher grants are a funding package so that a European research organisation can appoint an experienced researcher to carry out research work of relevance to a JRP, typically for 12-30 months duration. The funding package includes a salary allowance for the researcher and a contribution towards research-related costs.

4 The Researcher Excellence Grant Scheme

4.1 *REG Eligibility Criteria (Summary)*

Full eligibility criteria are published at www.emrponline.eu, however in summary:

We will accept applications for a REG from:

- Research organisations in the EU Member States or FP7 associated countries seeking funding for the appointment of an experienced researcher into their organisation.
- Individuals who are in a position to accept a funded appointment, for example researchers looking for their next contract.

As the REG is principally made up of a salary allowance, **it cannot be awarded to an individual that has an on-going salaried contract**. This is because it would have the net effect of producing a profit for the research organisation and/or individual REG-Researcher, which is not allowed under the Financial Regulations of the European Communities*. However, consideration will be given to REG-Researchers who hold part-time positions and are applying to carry out activities in the remaining portion their work time see Section 5.5.1.

If you are applying on behalf of a research organisation, applications will be considered whether or not you have identified a specific researcher. EURAMET can only award the researcher grant once the REG-Researcher has been selected, since the funding allocated is dependent on the level of experience of the researcher.

If you are applying as an individual you will need to find a home organisation where you could perform the majority of your research. This is essential, as the REG finances must be administered by a legal entity (e.g. a research organisation, or company). In your REG application form, you must indicate how you intend to secure a home organisation.

REG-Researchers must be experienced¹ researchers of PhD level (or with equivalent relevant research experience), there are two categories of experience given in Table 1

	Not Eligible	Experienced¹ Researcher	Very Experienced¹ Researcher
Non-graduate	Non-graduate with less than 4 experience ¹	Non-graduate typically with 4 to 10 years experience ¹	Non-graduate with more than 10 years experience ¹
Graduate Degree	Graduate with less than 4 years experience ¹	Graduate with 4 to 10 years experience ¹	Graduate with more than 10 years experience ¹
Doctorate Degree	N/A	Doctorate with up to 6 years experience ¹	Doctorate with more than 6 years experience ¹

Table 1: Researcher Experience¹

REG-Researchers must be a national of one of the Member States of the European Union or a country associated with the Seventh Framework Programme². However, applications not meeting the nationality requirement will be considered when the researcher is already based in an EU Member State or a country associated with the Seventh Framework Programme and has established the right to work in the applicable country of the host organisation at the time of the application and for the lifetime of the researcher grant.

REG applications from National Measurement Institutes (NMI) or the Joint Research Centre of the European Commission are not eligible. REG applications from a Designated Institute (DI) are only eligible if they are for research activities in a technical area for which the DI is **NOT** designated under the CIPM MRA.

REG applications are only eligible if they are made on the standard application form (available at www.emrponline.eu).

¹ Only time spent on research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. This should be measured in full-time equivalent years. If an applicant has been engaged in professional activities other than research, this time will not count as 'research experience'.

² See for information: [Hftp://ftp.cordis.europa.eu/pub/ftp7/docs/third_country_agreements_en.pdfH](http://ftp.cordis.europa.eu/pub/ftp7/docs/third_country_agreements_en.pdfH).

4.2 REG Evaluation Criteria

The core evaluation criteria for the REGs are defined in the Co-Decision of the European Parliament and of the Council. They are:

1. Scientific and/or technological excellence.
2. Relevance to the objectives of the JRP.
3. Quality and implementation capacity of the applicant and his/her potential for further progress.
4. Quality of the proposed activity in scientific training and/or transfer of knowledge.

4.3 Information for REG-Applicants

The list of Selected Research Topics (SRTs) for the EMRP Call 2009-Energy is available on our website www.emrponline.eu. JRPs can be proposed by any eligible research team (JRP-Consortium) led by an NMI or DI of the EMRP A169 participating States.

If you are an individual or a research organisation able to make a substantial contribution to a SRT 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. Alternatively, you may wish to promote your capabilities to the wider audience within the metrology community via the website “EMRP-Connections” www.emrponline.eu/connections. The website 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 and facilities; what you propose contributing to this topic; and your contact details.

We recommend that you:

- Check your eligibility for a REG (see Section 4.1).
- Register interest on the website “EMRP-Connections” www.emrponline.eu/connections soon after the call opens (late registration is likely to result in your interest being over-looked).

Once you have made contact with the metrology community, and they agree that your contribution will add value to their JRP, you can work with them to agree your research activities in their proposed JRP.

After the research content and duration is agreed. You should complete the REG application form, and return it to the JRP-Coordinator allowing sufficient time for checking. The form is available on www.emrponline.eu. Instructions on how to complete the form are given in Section 6 below.

Please note that research activities covered within the REG applications must form an integral part of the JRP. Applications that are not connected with JRP proposals will not be considered. To be eligible for selection, the completed REG application form must be submitted by the JRP-Coordinator with the final version of the JRP proposal.

4.4 Information for JRP-Coordinators

You are encouraged to include an application for a REG within your JRP, typically one full time equivalent per JRP. Broadly, REGs provide financial support to cover the appointment of individual researchers to carry out JRP research activities in organisations that are not part of the National Metrology Systems (non NMI/DI organisations).

It is possible to apply for more than one REG-Researcher within a single JRP, however rules regarding duration of the REG will still apply. Therefore, each REG application must be for a minimum of 12 researcher months and the total of all REG-Researcher time must be less than 30 months. In this case, each REG application should be on a separate form.

The website “EMRP-Connections” www.emrponline.eu/connections will assist you in identifying eligible researchers who have scientific expertise in the SRT. You may also already have scientific contacts outside of the NMI/DI/JRC community that you would know could make a substantial contribution to your JRP.

Once you have identified potential researchers and/or research organisations, you should contact them directly to establish if:

- The organisation is eligible, see Section 4.1.
- There is a potential researcher who is eligible, see Section 4.1, or if the organisation believe they can recruit a suitable candidate.
- This organisation and/or individual are in a position to undertake research for the JRP that is in scope of the SRT.

Then, you can work to discuss the specific research with the organisation and/or individual see Section 4.5 you can then:

- Include the details of the REG-Applicant and their activities in your JRP Protocol template.
- Include the REG details in the JRP Costing Spreadsheet (zero time costs are associated with the REG-Researcher, since their time is funded by the REG).
- Ask the REG-Applicant to complete the REG application forms, and return it to you with sufficient time to allow for checking.

Please note that to be eligible for selection the completed REG application form must be submitted with the final version of the JRP proposal.

4.5 Planning Research Activities

4.5.1 Agreeing the Research Goals

Plan the research goals and activities through discussions with the potential JRP-Coordinator, Work Package leader(s) and the REG-Applicant. The research supported by the REG award must:

- form an integral part of the JRP.
- add necessary scientific value to the JRP.
- be suitably challenging and deliver scientific and/or technological excellence.
- deliver scientific training and/or transfer of knowledge.
- be within scope of the SRT.

Usually the JRP-Coordinator, Work Package (WP) Leader or REG-Applicant would suggest the science and technological goals, and agree these in discussion. It is the decision of the JRP-Coordinator whether or not to include any activities in the proposed JRP.

The outcome of these discussions should be an agreement of the scientific workpackage(s) and deliverable(s) that the REG-Researcher must deliver. This can then be captured both in the JRP Protocol and in the REG application form.

4.5.2 Duration of Research

Having agreed the research activities, the REG-Applicant should make a robust estimate of the time that will be given to each research activity, agreeing the estimate with the JRP-Coordinator and WP Leader(s). This estimated research time per research activity is essential for completing the JRP Protocol and REG application form.

In total a REG must have a minimum duration of 12 months and a maximum duration of 30 months, and it must be completed within the lifetime of the JRP.

The REG-Applicant must ensure that the required facilities are available at the time required, both at the home and, if relevant, the host organisation(s).

It should be noted that the actual number of REG-Researcher months that can be funded will be subject to evaluation by the Referees, and to overall budget availability following selection.

4.5.3 Location of Research

The majority of the research must occur at the home organisation. As you plan the research activities, you may find that it would be valuable to the JRP for REG-Researcher to undertake additional research at one or more of the JRP-Consortium's premises (the "host organisation") in a different country to the home organisation. In this case the REG-Applicant can apply for the mobility allowances available at Stage 2.

The limits of the trans-national mobility allowance are:

- Minimum duration 1 month per host organisation.
- Maximum duration 30 % of the total REG duration (for the sum of all host organisations visits).

5 What is funded by a REG?

A spreadsheet is available from www.emrponline.eu that will calculate the likely allowances that you can claim for your exact circumstances.

This section of the document details the funds available through the REG scheme. Annex 2 gives some worked examples.

5.1 *Monthly Salary Allowance*

A gross monthly salary allowance is funded by the REG. The fixed monthly salary allowance is the gross value and provides for: the net salary, direct taxes and all compulsory social security contributions. Therefore the net monthly wage that the REG-Researcher will receive is dependent on local taxes and social security requirements.

This allowance is a fixed scale dependent on the REG-Researcher's level of research experience, and is adjusted³ for the country of the home organisation.

- 4,525 € per month³ for experienced researchers (see Section 4.1).
- 6,783 € per month³ for very experienced researchers (see Section 4.1).

The national correction coefficient³ aligns the allowance with the cost of living in each of the EU Member States and FP7 associated countries. The salary allowance is fixed by the home organisation's country and remains the same regardless of whether the researcher spends time at a host organisation or not.

5.2 *Research and Training Allowance (Home Organisation)*

Research and training are funded by the REG. This allowance covers costs incurred at your home organisation (e.g. research costs, meeting and conference attendance, participation in training etc).

Two fixed scales are provided (and will not be adjusted by the national correction coefficient):

- 500 € per researcher per month for non-laboratory based research projects.
- 800 € per researcher per month for laboratory based research projects.

Note that the "Research and Training Allowance" can only be claimed by the home organisation for the months when the REG-Researcher is there (i.e. NOT when they are at the host organisation).

5.3 *Management Activities and Contributions to Overheads (Home Organisation)*

The REG funds a contribution to the home organisation's management activities and overheads of 700 € per month, and is adjusted by the national correction coefficient³.

Note that "Management Activities and Contributions to Overheads" can be claimed for the total REG duration (i.e. the duration spent at the home organisation, and the time spent at the host organisation).

5.4 *Mobility Allowance (Optional)*

The majority of the research will occur at the home organisation, but the REG-Applicant may agree additional research that needs to be carried out at one of the JRP-Consortium's premises (the "host organisation") in a different country to the home organisation. In this case the REG-Applicant can apply for the mobility allowances available at Stage 2. These mobility allowances are made available when the host organisation is:

- either an NMI or DI, or the JRC, participating in the JRP,
- another organisation participating in the JRP.

There can be more than one host organisation per REG. In this case the total duration spent at all host organisations must not exceed 30 % of the total REG duration.

The limits of the trans-national mobility allowance are:

- Minimum duration 1 month per host organisation,

³ see Annex 1- National Correction Coefficients

- Maximum duration 30 % of the total REG duration (for the sum of all host organisations visits).

5.4.1 Monthly Personal Mobility Allowance

The monthly personal mobility allowance has two fixed scales:

- 500€ for researchers relocating without a family⁴.
- 800€ for researchers relocating with a family⁴.

The “with family” allowance can only be claimed where the REG-Researcher is relocating with his/her family to the host organisation. If the family are staying near the home organisation (or somewhere else) this allowance cannot be claimed.

These figures will be adjusted by a correction coefficient³, related to the country of the home organisation. The correction coefficients accounts for the variation in the cost of living in each of the EU Member States and FP7 associated countries.

5.4.2 Research and Training Allowance (Host Organisation)

Research and training are funded by the REG. This allowance covers costs incurred at the host organisation (e.g. research costs, meeting and conference attendance, participation in training etc).

Two fixed scales are provided (and are not subject to a national correction coefficient):

- 500€ per researcher per month for non-laboratory based research projects.
- 800€ per researcher per month for laboratory based research projects.

Note that the “Research And Training Allowance” can only be claimed when the REG-Researcher is at the host organisation.

5.4.3 Management Activities and Contributions to Overheads (Host Organisation)

The REG funds a contribution to the host organisation’s management activities and overheads of 200 € a month, and is subject the national correction coefficient³.

Note that “Management Activities and Contributions to Overheads” can only be claimed for the time the REG-Researcher is at the host organisation.

5.4.4 Travel Allowance

The REG will fund a travel allowance to cover the REG-Researcher’s return travel from the home organisation to the host organisation. The allowance is based on the direct distance (in a straight line) between the towns of the home and host organisations. Only one travel allowance will be paid per 12 months period. Therefore the travel allowance will usually only be paid once. There may be occasions when this travel allowance is payable more than once, for example if the REG-Researcher spends 3 months at the host in year 1 of the project and 3 months in year 3 of the project – however there would need to be good reason for such an arrangement.

The travel allowance is given in Table 2 below:

Distance (km)	Fixed-amount contribution (€)
<500	250
500-1000	500
1000-1500	750
1500-2500	1000
2500-5000	1500
>5000	2000

Table 2: Travel Allowance for Trans-national Mobility

To find out the distance between two locations you can use the online tool at www.distancefromto.net.

⁴ Family = the family is defined as persons linked to the researcher by:

- marriage, or
- relationship with equivalent status to marriage recognised by the national legislation of the country of the home organisation or of the nationality of the researcher, or
- dependent children who are actually being maintained by the researcher.

5.5 Special Case

5.5.1 Part-Time Researchers

Equal consideration will be given to REG-Researchers who wish to work part-time, or on reduced hours on this project. Accurate information will need to be provided to EURAMET about on-going employment arrangements. In general terms, EURAMET will seek assurance that the REG-Researcher is not being paid multiply for the same research activities, since this would contravene European Commission Financial Regulations.

The REG must have a minimum duration of 12 months (full time equivalent) and must be completed within the lifetime of the JRP. For example 24 months minimum, if the REG-Researcher is working 50 % of a standard working week (where “standard working week” refers to the normal practice within the home organisation).

6 Completing the REG Application Form

6.1 Format of Applications and Deadline

All REG applications must be submitted on a standard form that can be downloaded from www.emrponline.eu.

The REG-Applicant completes the REG application form and forwards it to the JRP-Coordinator.

The JRP-Coordinator submits the completed REG application form, with the JRP proposal, JRP Protocol and JRP Costing Spreadsheet on or before 2nd November 2009 to emrpA169@npl.co.uk.

6.2 Overview of the REG Application Form

The REG application form is divided into two parts:

Part A captures standard details of the REG-Applicant, home and host organisations, along with a summary of the researcher grant allowances requested. These details will be used to check if you are eligible to receive a REG and the value of the REG you would receive. Part A is divided into 4 sections:

- Section A1 gives details of the REG-Researcher;
- Section A2 gives details of the home organisation;
- Section A3 gives details of the host organisation;
- Section A4 deals with the funding request and the requests for mobility and travel allowances.

Part B forms the body of your REG application and details the research you carry out. This will be used to evaluate the REG application against the evaluation criteria given in Section 4.2. Part B should detail the research you plan to undertake and how this will benefit the JRP. You will also have the opportunity to elaborate on your research experience.

The REG application form is designed to be fairly self explanatory. However, the following sections provide additional but not exhaustive assistance for completing the REG application form accurately.

Please ensure that the JRP Acronym and the REG-Applicant's JRP-Participant number are entered in the REG application form's header (at the top of the form). Data is entered by double clicking on the header.

6.3 Section A1 – Information about the REG-Researcher

All REG-Applicants should complete the COMPULSORY CHECK box at the top Section A1.

This section should be completed where the potential REG-Researcher is known. Please note that the REG-Researcher may be asked to produce evidence of experience / qualifications at any stage.

INFORMATION ON THE RESEARCHER	
Nationality	Insert the name of the country as commonly used, include both nationalities for dual citizenship.
Contact address	Use the address where you will be residing up to the Call deadline. If your address does not include a street name and number, please provide the appropriate information for any paper correspondence to reach you.
Email address	Please make sure that the email address given will be valid for at least a year after 2 nd November 2009
QUALIFICATIONS	
University degree	Provide the specific details as they appear on award certificate, the title of the subject of your degree should be given in English If you hold more than one university degree give the date of your first, or most relevant university degree
Doctorate	Provide the details as they appear on award certificate, the title of the subject of your degree should be given in English If you do not yet have a doctoral degree and expect to have it before 2 nd November 2009, please indicate the expected date of award.
Other relevant research qualifications or professional awards	Provide any additional research qualifications awarded by a higher education establishment or professional body for example 'Chartered Engineer'
EXPERIENCE	
Research experience	The information provided in this sub-section should reflect the researcher's full-time (or equivalent) research experience on 2 nd November 2009. Insert additional blocks of information so that to provide an account of all the relevant research experience. Only time spent on research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included in this section. Please indicate in the period of experience field whether any of the research activities has been under part-time arrangements. In assessing the level of experience this will need to activity in research should be converted into full-time experience (e.g. 3 years half time = 1.5 years full-time). Additional information you wish to make known to the evaluators, can be included in Part B of this form
Other Experience and/or career breaks	Use this section to provide information to account for other periods of experience not already accounted for in the sub-sections on Qualifications and Research Experience, in order to provide a complete career history. Account for extended career breaks >3 months: for example maternity or paternity leave; accompanying spouse on overseas posting; community or national service
ON-GOING EMPLOYMENT ARRANGEMENTS	
Employment arrangements	Typically, the REG-Researcher to have no other on-going employment arrangements during the duration of the REG. However this section is provided for confirmation that this is the case, by answering YES. It also provides for space for those applicants who answer NO to provide further clarity of the on-going arrangements. For example, the planned on-going part-time employment arrangements.

6.4 Section A2 – Information about the Home Organisation

All REG-Applicants should complete the COMPULSORY CHECK box at the top Section A2.

This section should be completed where the potential home organisation is known.

INFORMATION ABOUT THE HOME ORGANISATION	
Participant identification code (PIC)	The EC allocates Participant Identification Code (PIC) to give a Unique Registration Facility for FP7. If you have a PIC enter it here, if not apply for one via this link http://cordis.europa.eu/fp7/pp-pic_en.html . You may wish to ask the organisations finance department to find out the PIC code. <i>It will cause complications in placing contracts if you do not have a PIC code, therefore you should apply for one as soon as possible as they take some time to validate.</i>
Legal name	This the official name of the organisation. Preferably this should be identical to the PIC registered name. For a Public Law Body, it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body. For a Private Law Body, it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register.
Organisation short name	Choose an abbreviation of the Legal Name. This is only for use in this application and related documents. This short name should not be more <u>than 20 characters</u> exclusive of special characters e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. NPL and not Nat.Phys.Lab.
LEGAL ADDRESS	
Legal address	<i>For Public and Private Law Bodies, it is the address of the entity's Head Office.</i> If your address does not include a street name and number, please provide the appropriate information for any paper correspondence to reach the organisation.
MAIN CONTACT FOR THIS PROPOSAL	
Main Contact	This will be the person that EURAMET will contact concerning this application. This is usually the main researcher or team leader in charge of the REG application at the home organisation.
AUTHORISED CONTACT	
Authorised Contact Name	Please indicate the name and contact details of the person in the home organisation who is authorised to sign the grant agreement with EURAMET, and to commit the organisation to the REG application
STATUS OF THE ORGANISATION	
Research organisation	Research organisation means a legal entity established as a non-profit organisation, which carries out research or technological development as one of its main objectives. Non-profit organisation is a legal entity qualified as such when it is recognised by national, or international law.
Higher education establishment	A higher education establishment means organisations only or mainly established for higher education/training (e.g. universities, colleges, etc.).
Small and Medium-sized companies SMEs	SMEs are micro, small and medium-sized enterprises. To find out if your organisation corresponds to the EC definition of an SME you can use the on-line tool http://ec.europa.eu/research/sme-techweb/index_en.cfm
Commercial Enterprise –non SME	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.
Other	Type X if your organisation does not fall into one of the categories above.

6.5 Section A3 – Information about the Host Organisation

All REG-Applicants should complete the COMPULSORY CHECK box at the top Section A3.

The rest of this section should be completed where periods of mobility have been planned.

6.6 Section A4 – Funding Request

FUNDING REQUEST																	
Research classified as laboratory based	<p>Please indicate if the project will be laboratory based.</p> <p>A project is laboratory based if there are costs associated with the application beyond those of a purely theoretical study, which is executed with office-based equipment. Activities such as field trips, expensive computer run-time, supply of chemicals or costs associated with working in a laboratory can be considered as such costs.</p> <p>Part B of the application form provides space for further details</p>																
Research experience of the REG-Researcher	<p>Please choose between the two categories based on the amount of full-time (or equivalent) research experience of the REG-Researcher on 2nd November 2009</p> <table border="1"> <thead> <tr> <th></th> <th>Not Eligible</th> <th>Experienced Researcher</th> <th>Very Experienced Researcher</th> </tr> </thead> <tbody> <tr> <td>Non-graduate</td> <td>Non-graduate with less than 4 years experience</td> <td>Non-graduate with 4 to 10 years experience</td> <td>Non-graduate with more than 10 years experience</td> </tr> <tr> <td>Graduate Degree</td> <td>Graduate with less than 4 years experience</td> <td>Graduate with 4 to 10 years experience</td> <td>Graduate with more than 10 years experience</td> </tr> <tr> <td>Doctorate Degree</td> <td>N/a</td> <td>Doctorate with up to 6 years experience</td> <td>Doctorate with more than 6 years experience</td> </tr> </tbody> </table> <p>Experience = Only time spent on research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. If an applicant has been engaged in other professional activities than research, the time will not count as 'research experience'.</p>		Not Eligible	Experienced Researcher	Very Experienced Researcher	Non-graduate	Non-graduate with less than 4 years experience	Non-graduate with 4 to 10 years experience	Non-graduate with more than 10 years experience	Graduate Degree	Graduate with less than 4 years experience	Graduate with 4 to 10 years experience	Graduate with more than 10 years experience	Doctorate Degree	N/a	Doctorate with up to 6 years experience	Doctorate with more than 6 years experience
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Graduate Degree	Graduate with less than 4 years experience	Graduate with 4 to 10 years experience	Graduate with more than 10 years experience														
Doctorate Degree	N/a	Doctorate with up to 6 years experience	Doctorate with more than 6 years experience														
OVERVIEW																	
JRP Year number	The year number corresponds with the years the JRP This must be agreed in discussion with the JRP-Coordinator.																
Total REG duration	The total REG duration must not exceed 30 months In the case where two REG applications are included in a single JRP, the duration of both REGs must not exceed 30 months.																
MOBILITY ALLOWANCE																	
Mobility Allowance	We will provide a mobility allowance, when you perform planned research activities at another JRP-Participant's premises (trans-nationally). Claims are only valid for durations of work between 1 month and 30% of the total REG duration.																
Relocating with a family	We will provide a different rate of the mobility allowance for REG-Researchers who relocate to the host organisation with their family. See Section 5.4.1 for "family" definition. The reference date for your current family situation is 2 nd November 2009.																
Travel Allowance	Please indicate the straight-line direct distance between the home organisation and the host organisation, where the REG-Researcher will be located. To find out the distance between you can use the online tool http://www.distancefromto.net																

6.7 Section B1 – About The Planned Research Activities

6.7.1 Section B1a - Scientific and Technological Excellence

Note that this is forms part of a core evaluation criterion.

Table of Deliverables: For each relevant JRP workpackage, list all the deliverables that you are participating in or responsible for delivering. These will have been agreed with the JRP-Consortium. Use the column provided to list which deliverables are dependent on research activities that you have planned to be supported by a mobility allowance. The delivery date is usually given as the month of the JRP rather than an absolute date (though an absolute date may be given if known).

Describe your Research Activities and Research Methodology. For each research objective give a summary of the tasks. Briefly detail the research methods that you plan to use and where novel methods or techniques, are proposed explain their advantages and disadvantages. How does your proposed research demonstrate scientific and technological excellence; quality, originality and innovation?

Describe the current state of the art, and explain how your work goes beyond this. Explain the contribution that the research activities are expected to make to advance the state-of-the-art within the field.

Describe who will most benefit from the REG-Researcher's proposed research (e.g. measuring instrument manufacturers, policy makers and regulators, end users in a particular market sector).

6.7.2 Section B1b - Relevance to the Objectives of the JRP

Note that this is another core evaluation criterion.

You need to describe how the proposed REG-Researcher activities form an integral part of the JRP, and help the JRP achieve its goals. Please describe:

- How is the planned research relevant to the objectives of the JRP?
- How is the research integral to the JRP?
- How does the planned research add value to the JRP?

Describe the effect if this REG application were turned down. E.g. would the JRP fail, would the impact be reduced etc.

6.7.3 Section B1c - Training and Knowledge Transfer

A core evaluation criterion is: "Quality of the proposed activity in scientific training and/or transfer of knowledge".

Describe the training activities that will form part of the proposed REG-Researchers activities this may include:

- Training that the REG-Researcher receives.
- Training given by the REG-Researcher (e.g. to other JRP-Participant, to the wider researcher community).
- Holding (or presenting at) a workshop or meeting.
- Developing training course or material for training courses or seminars.

Describe any Knowledge Transfer/dissemination activities that you plan? E.g.:

- journal publications, press publications.
- website updates.
- promotional material such as case studies, leaflets, etc.
- Conference attendance / posters / conference papers.

6.7.4 Section B1d - Mobility

Mobility is optional and not a required element of the REG. See Section 5.4. Use this section to provide information on the periods of mobility to another country presented within the REG application.

If you are planning mobility, how does this add value to the JRP? Use this section to describe the wider benefits that this period of mobility can bring to the JRP. For example, you could describe how this activity will support transfer of know-how or establishing a new metrology capability into another country.

6.8 Section B2 – About The REG-Researcher

6.8.1 Section B2a - Known REG-Researcher

If the REG-Applicant is the REG-Researcher, they should complete this section.

If the REG-Applicant is the home organisation: where a potential REG-Researcher has been identified please complete this section, otherwise leave it blank and go to 6.8.2.

A core evaluation criterion is: “Quality and implementation capacity of the applicant and his/her potential for further progress”.

Therefore use this section to provide information to enable the independent referees to assess whether REG-Researcher is capable of performing the planned research activities.

6.8.2 Section B2b - REG-Researcher not yet known

If the REG-Applicant is the home organisation and the potential REG-Researcher has not been identified please complete this section, otherwise leave it blank.

A core evaluation criterion is: “Quality and implementation capacity of the applicant and his/her potential for further progress”.

Use this section to outline how a suitable candidate will be appointed. REG-Researcher candidates are expected to have the capacity to perform the planned research activities. The information that you provide in this section will enable the independent referees to make an assessment against the core criteria in the absence of specific information about a known researcher.

6.9 Section B3 – About The Home Organisation

6.9.1 Section B3a - Known Home Organisation

Where a home organisation has been established and agreed please complete this section. Otherwise leave it blank and go to Section 6.8.2.

The Research organisation plays a pivotal role in providing a suitable environment for the REG-Researcher to deliver the planned research activities.

Use this section to provide evidence to support your application. You should take into consideration all the core evaluation criteria which will be assessed by the referees, see Section 4.2.

- Quality of the infrastructure/facilities. Outline the infrastructure that is required to carry out the planned research tasks. Detail any special facilities to be used on the project. Provide confirmation that these resources will be made available to the REG-Researcher at the agreed timetable.
- Quality of the group/department. Where there is particular relevant scientific expertise held within the group/department, you may wish to give details here.
- Detail any relevant research results/papers/publications/presentations/patents etc. of the group.
- International collaborations. Detail current or recent international collaborations at the home organisation (particularly in the relevant technical area).
- Detail the practical, administrative and support arrangements for the REG-Researcher. E.g. if they are from another country, what support will be given to him/her. For example: help with local administration, obtaining permits, accommodation, schools, childcare, local language teaching etc.

6.9.2 Section B3b - Unknown Home Organisation

Where a home organisation is not yet established, the REG-Researcher must:

- List suitable research organisations where the research could be undertaken, including the name of the leader of the group (if known).

- Describe the steps that you plan to take to secure an appointment within one of these research organisations. For example: attach any correspondence from these organisations that indicate their willingness to offer an appointment.

Be sure to use this section to provide evidence to support your application. You should take into consideration all of the core evaluation criteria which will be assessed by the referees, see Section 4.2.

6.10 Section B4 – About The Host Organisation & Mobility

Where trans-national mobility to a JRP-Consortium member is requested, please provide the following information:

- Detail the JRP workpackages/deliverables that the host organisation is active in / responsible for.
- Explain how these link to the tasks of the REG-Researcher.
- Outline the infrastructure / special facilities that will be required for the planned research tasks.
- Provide confirmation that the facilities will be made available to the REG-Researcher at the agreed timetable.
- Detail the practical, administrative and support arrangements for the transnational REG-Researcher. For example: help with local administration, obtaining permits, accommodation, schools, childcare, local language teaching etc.

7 The Selection Process for REGs

7.1 Eligibility

The REGs are checked for eligibility by the EMRP-MSU. The eligibility criteria are described in Section 4.1.

7.2 Evaluation

The eligible REG applications are evaluated in parallel with the JRP proposals by an independent panel of Referees at the Review Conference on the 25th -26th November 2009 in Berlin.

Note that a REG can only be funded if the associated JRP is also funded, but a JRP receiving funding will not automatically have an associate REG funded.

- 1) At the Review Conference the independent Referees mark each REG application against the evaluation criteria for REGs which are given in Section 4.2.
- 2) REGs meeting the evaluation criteria will either be:
 - Fully funded as requested in their REG application.
 - Funded but with some amendments to the REG application (this could be reducing the duration, or content of the REG application).
- 3) REGs not meeting the evaluation criteria will be rejected, but the principle of having a REG associated with the JRP may be approved. The funding will be ring-fenced and the JRP-Coordinator will have to advertise for a suitable REG-Researcher at Stage 3 of the Call, possibly with amendments to the REG content.

7.3 Grounds for Appeal

The only grounds for appeal are where an organisation's or individual's eligibility is in question or where the evaluation criteria have been unfairly or incorrectly applied.

Appeals related to the views of the Referees, Research Council or EMRP Committee are not grounds for appeal.

When an appeal is lodged the EMRP-MSU and the EMRP Committee will examine the claim and will aim to reply to the submitting party within 7 days.

7.4 How to Appeal

- 1) Once informed that the REG-Researcher or organisation is ineligible, parties have 7 days to lodge an appeal after which no appeals will be accepted.
- 2) If a REG-Applicant believes the evaluation criteria have been unfairly applied, the appeal must begin within 7 days of the selection list being published.
- 3) Only one appeal can be lodged for each case. Usually the JRP-Coordinator would lodge appeals related to the REG application. If the appeal is rejected there is no further right of appeal.
- 4) Any decisions made are binding to all parties.
- 5) All appeals should be submitted to the EMRP-MSU. The appeal should contain:
 - o Grounds of appeal: "Incorrect eligibility categorisation" or "unfair proposal of evaluation criteria".
 - o Clear unambiguous details about appeal.
- 6) Submit the appeal to the EMRP-MSU at emrpA169@npl.co.uk.

8 Reporting

“REG-Recipients” are the REG-Researcher, home and host organisation(s) associated with successful REG applications.

8.1 *Reporting Responsibilities Associated with a REG*

REG-Recipients responsibilities for reporting to both EURAMET and the JRP-Coordinator. This reflects the fact that the REG is contracted directly by EURAMET and is also an integral part of the JRP.

The specific reporting requirements and expected reporting cycles will be defined within the contract. However, broadly, EURAMET will require direct reports from the REG-Researcher, via the home organisation, describing the progress of the REG. The JRP-Coordinator will also require the REG-Researcher to provide information on the progress of their research activities, as they are integral to the JRP. This information will ensure that the JRP-Coordinator can meet his/her obligations to EURAMET to report on the overall progress of the JRP.

8.2 *Contract Requirements*

If the JRP proposal and the REG application is selected for funding, REG-Recipients will be invited to negotiate in preparation for contract. Negotiation may cover any scientific, legal or financial aspects of the application, based on the comments of the Referees or any other issue that was taken into consideration. If negotiations are successful, that is once the contractual details have been finalised with you and all the necessary checks carried out, EURAMET may then enter into the contract with the REG-Recipients. EURAMET retains the right to cancel negotiations and REG contracts if the associated JRP negotiations or contract fail.

This will include a grant agreement with the JRP-Consortium and a grant agreement with the REG-Recipients.

Annex 1: Correction coefficients for EU-27 Member States and FP7 associated countries

(taken from WORK PROGRAMME 2009 PEOPLE European Commission C (2008) 4483 of 22 August 2008, Annex 3 Table 3.2) http://cordis.europa.eu/fp7/who_en.html#countries

Countries	Correction Coefficients	EMRP A169 participating States	EURAMET Member countries	EURAMET Associate countries	FP7 associated countries
Albania	80.2	-	-	yes	yes
Austria	102.2	yes	yes	-	
Belgium	100	yes	yes	-	
Bosnia-Herzegovina	78.7	-	-	yes	yes
Bulgaria	80.4	-	yes	-	
Croatia	106.8	-	yes	-	yes
Cyprus	99	-	yes	-	
Czech Republic	77.2	yes	yes	-	
Denmark	133.5	yes	yes	-	
Estonia	76.5	yes	yes	-	
European Commission*	TBD	-	-	yes	yes
Finland	112	yes	yes	-	
France	104.4	yes	yes	-	
FYR Macedonia	71.7	-	-	yes	yes
Germany	101.5	yes	yes	-	
Greece	90.1	-	yes	-	
Hungary	66.5	yes	yes	-	
Iceland	132	-	yes	-	yes
Ireland	113.3	-	yes	-	
Israel	109.5	-	-	-	yes
Italy	103.9	yes	yes	-	
Latvia	71.1	-	yes	-	
Liechtenstein	TBD	-	-	-	yes
Lithuania	71.2	-	yes	-	
Luxembourg	100	-	yes	-	
Malta	97.5	-	yes	-	
Montenegro	TBD	-	-	yes	yes
Netherlands	101.2	yes	yes	-	
Norway	132	yes	yes	-	yes
Poland	71.6	yes	yes	-	
Portugal	91.4	yes	yes	-	
Romania	73.9	yes	yes	-	
Serbia	66.1	-	yes	-	yes
Slovakia	82.2	yes	yes	-	
Slovenia	80.8	yes	yes	-	
Spain	95.5	yes	yes	-	
Sweden	108.9	yes	yes	-	
Switzerland	109.8	yes	yes	-	yes
Turkey	85.9	yes	yes	-	yes
United Kingdom	109.2	yes	yes	-	

* Note: Institutes of the European Commission's Joint Research Centre, which possess research capabilities relevant to the EMRP are also eligible.

Annex 2: Case Studies of REG Funding Packages

The examples below illustrate how REG funding allowances are calculated. The spreadsheet “Stage 2 REG calculator” will calculate the allowances for you, however you should be aware that a number of factors may affect the actual Grant awarded.

1. REG Case Study One – an experienced researcher

An experienced researcher is based in Belgium (correction coefficient = 100). The researcher will be carrying out laboratory research for a period of 30 months. No period of mobility is required.

Monthly expenses	€
Monthly salary allowance	4525
Research & training allowance	800
Contribution to Mgmt & overheads	700
Total €	6025

<i>months of research</i>	3	6	9	12	15	18	21	24	27	30
<i>total grant award €</i>	18075	36150	54225	72300	90375	108450	126525	144600	162675	180750

2. REG Case Study Two – a very experienced researcher

A very experienced researcher is base in Estonia (correction coefficient = 76.5). The researcher will carry out laboratory research for a period of 30 months. No period of mobility is required.

Correction Coefficient	100	76.5
Monthly expenses €	actual	corrected
Monthly salary allowance	6783	5189
Research & training allowance	800	800
Contribution to Mgmt & overheads	700	535.5
Total €	8283	6524.5

<i>months of research</i>	3	6	9	12	15	18	21	24	27	30
<i>total grant award €</i>	19575	39147	58721	78293	97868	117441	137015	156588	176162	195735

3. REG Case Study Three - a very experienced researcher, planning to work trans-nationally, relocating with a family.

A very experienced researcher is based in Spain (Correction coefficient 95.5) and plans to carry out laboratory research for a period of 20 months. In addition to the main research, the researcher plans to spend 5 months undertaking laboratory-based research on the premises of a JRP consortium partner in Sweden (correction coefficient = 108.9) 2000 km from the home organisation. The researcher plans to relocate their family to Sweden for the time they spend there.

Correction Coefficient (Home)	100	95.5
Monthly expenses €	actual	corrected
Monthly salary allowance	6783	6477.77
Contribution to Mgmt & overheads (Home)	700	668.50
Research & training allowance (Home + Host)	800	800.00
Total €(duration of REG = months)	8283	7946.27

Correction Coefficient (Host)	100	108.9
Additional monthly expenses €	actual	corrected
Mobility allowance (with family)	800	871.20
Contribution to Mgmt & overheads (host)	200	217.80
Total €(duration at host org. = 5 months)	1000	1089.00

<i>months of research</i>	3	6	9	12	15	18	20	25	<i>Travel allowance</i>
<i>total grant award €</i>	23839	47677	71516	95355	119194	143032	158925	198657	0
<i>mobility costs €</i>	0	0	0	0	0	0	0	5445	1000