

Guide to EMRP Early-Stage Researcher Mobility Grants

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Abbreviations used:

EMRP = European Metrology Research Programme,	JRP = Joint Research Project,	WP = Work Package,
EMRP-MSU = EMRP Management Support Unit	FP7 = 7 th Framework Programme,	
NMI = National Measurement Institutes	DI = Designated Institutes,	JRC = Joint Research Centre,
ESRMG = Early-Stage Researcher Mobility Grant.		

Need more help? Contact the EMRP-MSU helpline: emrpA169@npl.co.uk or ☎ +44 20 8943 6666

1 **Scope**

This document summarises:

- The 3 EMRP Researcher Grant schemes (Researcher Excellence Grants, Researcher Mobility Grants, Early-Stage Researcher Mobility Grants)

This document details the EMRP Early-Stage Researcher Mobility Grant (ESRMG) scheme including:

- The aim of the ESRMG
- The allowances available
- The eligibility criteria
- The evaluation and selection process
- How to apply for a ESRMG
- How to appeal if your application is not funded
- An overview of the contractual and reporting requirements for funded ESRMGs

It does not include:

- How to write a JRP (Joint Research Project) proposal
- How to evaluate the EMRP Researcher Grant applications (for Referees)
- Detailed guidance for Researcher Excellence Grants and Researcher Mobility Grants which are addressed in separate guidance documents

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 supported by the EMRP aim to drive innovative developments in industry and commerce; improve the quality of data for science, industry and policy-making; and support development and implementation of directives and regulations. The JRPs are supplemented by the EMRP Researcher Grant schemes.

2.2 What are the 3 EMRP Researcher Grant schemes?

2.2.1 Researcher Excellence Grant (REG)

The aim of the Researcher Excellence Grant scheme is:

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

A REG provides financial support for an experienced researcher to carry out research activities related to a JRP, in organisations that are not part of the National Metrology Systems (non NMI/DI organisations). This enables the involvement of high quality researchers, opening the JRPs to the best science. The work undertaken by the REG-Researcher must be relevant to the JRP objectives.

2.2.2 Researcher Mobility Grant (RMG)

The aim of the Researcher Mobility Grant scheme is

“To develop the capacity of individuals in Metrology”¹

The EMRP provides Researcher Mobility Grants (RMGs) to increase the capability of the European metrology researcher community, thereby supporting countries as they are building and furthering their capacity in Metrology. RMGs offer allowances that support a researcher, and are mainly aimed at organisations in EURAMET member countries that are not participating in the EMRP².

The work undertaken by the RMG-Researcher must be relevant to the JRP objectives, and undertaken at a funded JRP-Partner's premises located in a different country to the RMG-Researcher's employer.

2.2.3 Early-Stage Researcher Mobility Grant (ESRMG)

The aims of the Early-Stage Researcher Mobility Grant scheme are

“To ensure sustainability of cooperation between the NMI and DI”¹ of the EMRP, and
“To prepare next generation of experienced metrology researchers.”¹

The EMRP provides Early-Stage Researcher Mobility Grants (ESRMGs) to support researchers building experience of metrology collaborations. The ESRMG offers allowances to support a researcher with fewer than 4 years experience, from a participating NMI or DI.

The work undertaken by the ESRMG-Researcher must be relevant to the JRP objectives, and undertaken at a JRP-Partner's premises located in a different country to the ESRMG-Researcher's employer.

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

3 About The EMRP Early-Stage Researcher Mobility Grant (ESRMG)

3.1 The Aim of ESRMGs

“To ensure sustainability of cooperation between the NMI and DI”¹ of the EMRP, and

“To prepare next generation of experienced metrology researchers.”¹

The EMRP provides Early-Stage Researcher Excellence Grants (ESRMGs) to support early-stage researchers build experience of metrology collaborations. The ESRMG offers allowances that support a guestworking researcher, and are open to researchers with fewer than 4 years experience, from a participating NMI or DI.

The work undertaken by the ESRMG-Researcher must be relevant to the JRP objectives, and undertaken at a JRP-Partner’s premises located in a different country to the ESRMG-Researcher’s employer.

3.2 Benefits to the Applicant(s) of Applying for an ESRMG

The ESRMG supports researchers who are building experience of collaborative projects, to help develop the next generation of collaborative metrology researchers. The ESRMG gives researchers the opportunity to:

- Contribute to a world leading metrology project (or closely related national project)
- Build links to key metrology organisations
- Build links to key metrology researchers
- Learn about research in other countries
- Gain experience of collaborative projects
- Potential to publish joint papers with world leading scientists
- A travel and subsistence allowance

3.3 Benefits to the JRP-Consortium of having an ESRMG

Early-Stage Researcher Mobility Grants (ESRMG) support researchers in the first 4 years of their career to undertake research related to a JRP. ESRMG-Researchers must come from an NMI, DI or the JRC, and can undertake guestworking at any of a JRP-Partner for periods between 3 and 12 months (typically 6 months).

The ESRMG provides financial support to enable a researcher to undertake additional research to complement the existing JRP objectives.

The ESRMG also enables the JRP-Consortium to build closer links through communication with the mobile researcher and therefore better understand the capabilities of each JRP-Partner.

3.4 Who can apply for an ESRMG

Full eligibility criteria are given in section 5.1 of this document.

An ESRMG must be jointly applied for by:

- A Researcher (together with his/her employing organisation) in the first 4 years of his/her career who holds the nationality of a Member State of the European Union; or a country associated with the Seventh Framework Programme (Note: there are exceptions to the nationality criteria, see section 5.1 of this document)
- A “Guestworking Organisation”; an NMI or DI from an EMRP participating state, which is a member of any JRP-Consortium.

3.5 Duration of an ESRMG

A single ESRMG can be between 3 and 12 months duration, though they will typically last for 6 months.

All ESRMG must end before the JRP with which they are associated.

A JRP may have more than one ESRMG associated with it, but the total duration of all ESRMGs associated with a JRP would not usually exceed 12 months (unless budget is unspent by other JRPs).

The duration of the EMRP Researcher Grant must reflect the planned activities (noting that the activities must be additional to the JRP, but relevant to the JRP objectives). Having agreed the research activities, a robust estimate of the time required should be agreed between the applicant, and JRP-Coordinator (or workpackage leader). Please ensure that any required facilities are available at the time required, for every organisation involved.

3.5.1 Special Case: Part-Time Researchers

Equal consideration will be given to an ESRMG-Researcher who wishes to work part-time, or on reduced hours on this project.

Note that the “durations” always refer to “full time equivalent” hours, and for researchers working 50 % of a standard working week, the minimum durations would double.

3.6 **Location of an ESRMG**

The research undertaken by the ESRMG must occur at the Guestworking Organisation. This organisation must be located in a different country to the ESRMG’s employing organisation.

3.7 **Allowances for an ESRMG**

This section of the document details the funds available through the ESRMG scheme. A spreadsheet is available from www.emrponline.eu that will calculate the likely allowances that you can claim for your exact circumstances. Annex 2 gives some worked examples.

Note that the Guestworking Organisation may not take profit from these allowances.

3.7.1 Guestworker Living Allowance

There is a fixed scale of 1800 € / month for accommodation, subsistence and local travel. Note that when ESRMG-Researcher’s accommodation is provided for free, (or at a very subsidised rate) the ‘Guestworker Living Allowance’ will be reduced.

This allowance is adjusted by a correction coefficient³ related to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

3.7.2 Guestworker Family Allowance

An additional 300 € / month can be claimed if the ESRMG-Researcher relocates with his/her family (see section 5.3 for definition of “family”) and can only be claimed where the ESRMG-Researcher is relocating with his/her family to the Guestworking Organisation (the family must also be relocating transnationally to claim this allowance).

This allowance is adjusted by a correction coefficient³ related to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

3.7.3 Travel Allowance

A fixed allowance of 500 € is paid to the ESRMG-Researcher at the beginning of the EMRP Researcher Grant, and then every 3 months (or part of 3 months). This is a contribution to the ESRMG-Researcher’s return travel from home to the Guestworking Organisation, and can be used for extra trips home if they so wish.

This allowance is not adjusted by a correction coefficient.³

3.7.4 Management Activities and Contributions to Overheads (Guestworking Organisation)

The ESRMG funds a contribution to the Guestworking Organisation’s management activities and overheads of 200 € a month. Note that “Management Activities and Contributions to Overheads” can only be claimed for the time the ESRMG-Researcher is at the Guestworking Organisation.

³ See Annex 4: Correction coefficients for EU-27 Member States and FP7 associated countries

This allowance is adjusted by a correction coefficient³ related to the country of the Guestworking Organisation, to account for the variation in the cost of living in each country.

3.7.5 Training & Development Allowance

An allowance of up to 1500 € can be applied for once every 6 months (or part of 6 months, i.e. twice in 9 months). 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.

A simple application form must be completed to request the required funding, which is awarded on a discretionary basis. A short report on the activity is required before the allowance is released to you.

4 Applying for an ESRMG

4.1 When are ESRMG Applications Open?

ESRMG are subject to an open Call.

All EMRP Researcher Grant positions can be found here: <http://www.emrponline.eu/energycall/adverts.html>

Applications will be evaluated at fixed points every 6 months.

The first deadline for applications is 07 May 2010.

The earliest start date for ESRMG is likely to be September 2010.

4.2 What sort of work can an ESRMG contain?

The research supported by the ESRMG must:

- Enable the ESRMG-Researcher to gain experience of metrology collaborations
- Ensure sustainability of cooperation between the NMI and DI
- Prepare next generation of experienced metrology researchers
- Be relevant to the objectives of the JRP
- Add scientific value to the JRP
- Deliver scientific and/or technological excellence and be suitably challenging
- Include scientific training and transfer of knowledge.

The core evaluation criteria are given in section 5.4 and the aim of the ESRMG is given in section 3.1

The research should be planned through discussions between the ESRMG-Researcher, his/her employing organisation, the Guestworking Organisation, and the JRP-Coordinator to ensure that the proposed research is suitable. Once the scientific workpackage(s) and deliverable(s) are confirmed, a robust estimate of the time required to undertake the tasks should be agreed between the ESRMG-Researcher and JRP-Coordinator (or workpackage leader).

The research must be fully described in the ESRMG application form.

The work of the ESRMG-Researcher must be additional to the JRP objectives.

4.3 Who decides which ESRMGs get funded?

ESRMGs are evaluated by independent Referees against the criteria given in section 5.4 forming a ranked list of all ESRMG applications.

The EMRP-MSU will ensure that the proposed EMRP Researcher Grant Beneficiaries are eligible to receive funding, and that the proposed work is eligible.

The funding is allocated based on the ranked score, and subject to the eligibility checks and availability of the budget.

Once the list of ESRMGs to be funded is agreed contracts will be negotiated.

5 The Selection Process for ESRMG

5.1 *Eligibility Criteria for ESRMGs*

Eligibility for ESRMG Researcher	Eligibility for Current Employing Organisation	Eligibility for Guestworking Organisation	Duration of the EMRP Researcher Grant	Eligible research
i) Researchers in the 1 st four years of their career; and ii) Holding the nationality of; a. A Member State of the European Union; or b. A country associated with the Seventh Framework Programme ³ ; or c. Any other country, if the researcher has established the right to work in the applicable country of the Guestworking Organisation at the time of the application and for the lifetime of the EMRP Researcher Grant and; iii) Fluency in English is usually required, and knowledge of the language of the Guestworking Organisation is an advantage.	NMI and DI in EMRP participating state	i) A member of any JRP-Consortium within the EMRP, (this includes funded or unfunded partners). plus, ii) located in a different country to the current employing organisation	i) 3 - 12 months (typically 6 months); and ii) Must end before the JRP	Work must be relevant to the JRP objectives

Table 1: Eligibility Criteria for ESRMGs

5.2 *Categories of Relevant Experience*

Only Early-Stage Researchers are eligible for the ESRMG. The correct category of relevant experience⁴ must be given in the application form.

	Early-Stage Researcher	Experienced Researcher	Very Experienced Researcher
Non-graduate	Non-graduate with less than 4 relevant experience	Non-graduate typically with 4 to 10 years relevant experience	Non-graduate with more than 10 years relevant experience
Graduate Degree	Graduate with less than 4 years relevant experience	Graduate with 4 to 10 years relevant experience	Graduate with more than 10 years relevant experience
Doctorate Degree	Non-eligible	Doctorate with up to 6 years relevant experience	Doctorate with more than 6 years relevant experience

Table 2: Categories of Researcher Experience

5.3 *Eligibility Criteria for Family Allowances*

The family is defined as persons linked to the researcher by

- a. Marriage, or
- b. Relationship with equivalent status to marriage recognised by the national legislation of the country of the Guestworking Organisation or of the nationality of the researcher, or
- c. Dependent children who are actually being maintained by the ESRMG-Researcher.

5.4 *Evaluation Process*

5.4.1 Evaluation Criteria

The core evaluation criteria for all three EMRP Researcher Grant schemes are defined in the Decision of the European Parliament and the Council. The applications forms address each of these criteria in turn.

⁴ "Experience" means time (in full time equivalent years) spent on relevant research activities (whether paid or unpaid) and includes any periods of relevant research training (e.g. PhD period if in a relevant subject)

The core evaluation criteria 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

5.4.2 Appointment of Independent Referees

Independent Referees are appointed on the basis of criteria set out in the rules for participation in the Seventh Framework Programme⁵.

To simplify the evaluation process of the EMRP Researcher Grants, the independent Referees will be selected from those Referees who evaluated the JRP proposals at Stage 2.

The EMRP-MSU will appoint the Referees on behalf of EURAMET, dependent on availability.

5.4.3 Evaluation of ESRMGs

The independent Referees:

- Read each application
- Evaluate and mark each application against the evaluation criteria
- Email the marks, and a ranked list of the applications to the EMRP-MSU

The EMRP-MSU:

- Check the eligibility criteria
- Award the EMRP-Researcher Grant according to the ranked list until the funding runs out.

5.5 Appeals

5.5.1 Grounds for Appeal

The only grounds for appeal are where organisation 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, or JRP-Coordinator, are not grounds for appeal.

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

5.5.2 How to Appeal

- 1) Once informed that an EMRP Researcher Grant Beneficiary is ineligible, parties have 7 days to lodge an appeal after which no appeals will be accepted.
- 2) If an EMRP Researcher Grant Beneficiary believes the evaluation criteria have been unfairly applied, the appeal must begin within 7 days of the selection list being published.
- 3) The Researcher or the Guestworking Organisation may lodge an appeal related to the EMRP Researcher Grant application. BUT only one appeal can be lodged for each case. 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:
 - Grounds of appeal: "Incorrect eligibility categorisation" or "unfair proposal of evaluation criteria".
 - Unambiguous details about the reasons for appealing.
- 6) Submit the appeal to the EMRP-MSU at emrpA169@npl.co.uk.

⁵ Decision No 912/2009/EC of the European Parliament and of the Council, 16 Sept 2009. Annex 1, section III, Part B

6 Contractual Matters Relating to EMRP Researcher Grants

“EMRP Researcher Grant Beneficiaries” are the ESRMG-Researcher and Guestworking Organisation associated with successful EMRP Researcher Grant applications.

6.1 Contract Negotiation

EMRP Researcher Grant Beneficiaries will be invited to negotiate in preparation for a contract. Negotiations may cover any scientific, legal or financial aspects of the application, and will seek to resolve issues identified by the Referees, JRP-Coordinator or other means. If negotiations are successful (that is once the contractual details have been finalised and all the necessary checks carried out) EURAMET may then enter into the contract with the EMRP Researcher Grant Beneficiaries.

You may wish to note that EURAMET has the right to cancel negotiations and contracts for EMRP Researcher Grants where the associated JRP negotiations or contract fail, or if for any reason the funding earmarked for the EMRP Researcher Grant is unavailable to EURAMET.

6.2 Intellectual Property (IP)

In general the foreground IP generated by research supported by an EMRP Researcher Grant will be owned by the ESRMG-Researcher or his/her employing organisation.

Usually the JRP-Consortium with which the ESRMG is associated will have the right to exploit the foreground IP that was generated under the EMRP Researcher Grant, because the research was funded under the EMRP Researcher Grant scheme.

The ESRMG-Researcher, his/her employing organisation and Guestworking Organisation should ensure that satisfactory IP and confidentiality arrangements are agreed with the JRP-Consortium prior to beginning work.

6.3 Reporting Responsibilities Associated with an EMRP Researcher Grants

EMRP Researcher Grant Beneficiaries are responsible for reporting to EURAMET and also to the JRP-Coordinator. This is because the EMRP Researcher Grant is contracted directly by EURAMET, but the work is related to the objectives of the JRP.

The specific reporting requirements and expected reporting cycles will be defined within the contract, but these usually include:

- EURAMET will require a report from the ESRMG-Researcher describing the research progress, and progress of training and knowledge transfer activities.
- The JRP-Coordinator will also require the ESRMG-Researcher to provide information on the progress of his/her research activities. This information will ensure that the JRP-Coordinator can meet his/her obligations to EURAMET to report on the overall progress of the JRP.
- EMRP Researcher Grant Beneficiaries must comply with reporting deadlines set out in guidance documents and / or JRP schedules.

6.4 Schedule of Payments

The particular schedule of payments relating to your specific EMRP Researcher Grant will be agreed during contract negotiations.

EURAMET plan to make payments to the Guestworking Organisation in advance of the work. The Guestworking Organisation is responsible for making payments to the ESRMG-Researcher and this would usually be in line with normal practices of the Guestworking Organisation.

EURAMET plans to make the following payments (subject to the availability of funds from the European Union):

- First payment before the planned start date of EMRP Researcher Grant.
- Further payments will be made in advance approximately every 6 months.

- Final Payment: A retainer of 10% of the total EMRP Researcher Grant amount will be held by EURAMET until satisfactory completion of all deliverables and reports, at which time the final payment will be made.

6.5 Schedule of Audits

Whilst the EMRP Researcher Grants are not routinely subject to financial auditing, EURAMET may, for its governance purposes, choose to audit a random sample of EMRP Researcher Grant Beneficiaries, and/or investigate if EURAMET identifies or becomes aware of concerns warranting such intervention regarding the execution of the EMRP Researcher Grants.

7 Annex 1: Completing the ESRMG Application Form

7.1 Format of Applications and Deadline

Usually the ESRMG-Researcher completes the application form in collaboration with the Guestworking Organisation.

All ESRMG applications must be submitted on a standard form that can be downloaded from <http://www.emrponline.eu/energycall/esrmg.html>

The completed application form must be submitted using the electronic application system found here: <http://www.emrponline.eu/energycall/apply.html>

The first closing date for applications is 7th May 2010 23:59 CET

7.2 Overview of the ESRMG Application Form

The ESRMG application form is divided into four parts:

Part A captures standard details of the ESRMG-Researcher and Guestworking Organisations, data here will be used to check eligibility criteria related to countries and eligible institutions. Part A is divided into 3 sections:

- Section A1 gives details of the ESRMG-Researcher;
- Section A2 gives details of the ESRMG-Researcher's Employing Organisation;
- Section A3 gives details of the Guestworking Organisation;

Part B forms the body of your ESRMG application and details the research you plan to carry out and how this will benefit the JRP. You will also have the opportunity to explain the researcher's experience and why they are suitable for the post. This section is used to evaluate the ESRMG application against the evaluation criteria given in section 5.4.

Part C captures details that will be used to determine the amount of the EMRP Researcher Grant. It also captures details that are used to check the eligibility of the ESRMG-Researcher.

Part D is a series of declarations that ensure the research is eligible for funding and that you are aware of the responsibilities that will fall to successful EMRP Researcher Grant Beneficiaries. The relevant section should be completed by each of the EMRP Researcher Grant Beneficiaries.

The ESRMG application form is designed to be self-explanatory.

8 Annex 2: Case Studies of ESRMG Funding Packages

The examples below illustrate how ESRMG funding allowances are calculated. A spreadsheet is available to calculate the allowances for you, however you should be aware that a number of factors may affect the actual EMRP Researcher Grant awarded. The calculator can be found here:

<http://www.emrponline.eu/energycall/esrmg/GrantCalculator.xls>

8.1 *ESRMG Case Study One: A researcher guestworking transnationally, without a family*

A researcher is based in the UK will undertake 4 months of guestworking with a JRP-Partner in Italy (correction coefficient = 110.6). The researcher has no family.

Correction Coefficient (Guestworking Org.)	100	110.6
Monthly expenses €	actual	corrected
Mobility allowance (no family)	1800	1991
Contribution to mgmt & overheads (Guest working Org.)	200	221
Total € (duration at Guestworking Org. = 4 months)	2000	2212
Travel allowance 500 € every 3 months =	1000 € (for 4 months at Guest Org.)	
Conference/training allowance 1500 € every 6 months =	1500 € (for 4 months at Guest Org.)	

<i>Month of research</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>Total ESRMG award € (cumulative totals)</i>	<i>2212</i>	<i>4424</i>	<i>6636</i>	<i>8848</i>
<i>Travel allowance € (cumulative totals)</i>	<i>500</i>			<i>1000</i>
<i>Discretionary allowance for conferences/ training</i>	<i>1500</i>			

8.2 *ESRMG Case Study Two: A researcher guestworking transnationally, relocating with a family*

A researcher is based in Slovenia will undertake 10 months of guestworking with a JRP-Partner in Denmark (correction coefficient = 138.7). The researcher plans to relocate his/her family to Denmark for the duration of the guestworking.

Correction Coefficient (Guestworking Org.)	100	138.7
Monthly expenses €	actual	corrected
Mobility allowance (with family)	2100	2913
Contribution to mgmt & overheads (Guestworking Org.)	200	277
Total € (duration at Guestworking Org. = 10 months)	2300	3190
Travel allowance 500 € every 3 months =	2000 € (for 10 months at Guest Org.)	
Conference/training allowance 1500 € every 6 months =	3000 € (for 10 months at Guest Org.)	

<i>Month of research</i>	<i>3</i>	<i>6</i>	<i>9</i>	<i>10</i>
<i>Total ESRMG award € (cumulative totals)</i>	<i>9570</i>	<i>19140</i>	<i>28710</i>	<i>31900</i>
<i>Travel allowance € (cumulative totals)</i>	<i>500</i>	<i>1000</i>	<i>1500</i>	<i>2000</i>
<i>Discretionary allowance for conferences/ training (cumulative totals)</i>	<i>1500</i>		<i>3000</i>	

9 Annex 3: Role and Responsibilities

9.1 *Programme Owners*

9.1.1 EMRP Committee Members

The EMRP Committee members are responsible for:

- Implementing the EMRP including the EMRP Researcher Grant schemes.
- All decisions relating to the appeals process.

9.1.2 Referees

The independent Referees are responsible for:

- Reading each application
- Evaluate and mark each application against the evaluation criteria
- Emailing their marks, and a ranked list of the applications to the EMRP-MSU

Referees are selected from those used to review the related JRP (and thus are from the European Commission's FP7 expert database, and will have relevant experience of the technical area and metrology/measurement issues). They will also have previously evaluated the linked JRP.

Referees are forbidden from advising you about your applications and hold no responsibilities associated with writing the EMRP Researcher Grant applications.

If Referees have any links to a particular JRP-Consortium, or EMRP Researcher Grant Beneficiaries they would not be able to assess that proposal.

9.1.3 EURAMET e.V.

EURAMET enters into a contract with the Guestworking Organisation and is responsible for making payments to the EMRP Grant Beneficiaries.

9.1.4 The EMRP Management Support Unit (EMRP-MSU)

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

- provide support to EMRP Researcher Grant Beneficiaries 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:

- creating relevant guidance documents and forms,
- managing the call process, enquiries and appeals,
- providing advice on the process via the helpline,
- negotiating contracts for successful applications,
- providing EURAMET with the relevant details and dates to enable bank payments.

9.2 *Proposers*

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

The JRP-Coordinator's responsibilities include:

- Liaising with the potential EMRP Researcher Grant Beneficiaries to:
 - Help them propose work that is related to the objectives of the JRP.
 - Agree the technical content of the proposed work.
 - The 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 arrangement for intellectual property rights and confidentiality with the ESRMG-Researcher, his/her employing organisation and the Guestworking Organisation. In particular, access to background IP, the use of foreground IP, and publication. These arrangement must be compatible with the provisions foreseen in the JRP-Contract.

9.2.2 The ESRMG-Researcher

The ESRMG-Researcher is responsible for jointly making the application with the Guestworking Organisation:

The ESRMG-Researcher must:

- Plan the proposed research, in discussion with the JRP-Coordinator, his/her employing organisation and the Guestworking Organisation.
- Agree that the facilities required are available for use.
- Confirm that they are available for the time committed to this project.
- Complete the EMRP Researcher Grant application form & submit it in good time.

If successful the ESRMG-Researcher must:

- Enter into a “secondment agreement” with the Guestworking Organisation.
- Witness the contract between the Guestworking Organisation and EURAMET.
- Accept both contractual and reporting responsibilities in delivering the work.
- Enter together with his/her employing organisation into an appropriate arrangement for intellectual property rights and confidentiality with the JRP-Consortium and the Guestworking Organisation. In particular, access to background IP, the use of foreground IP, and publication. These arrangement must be compatible with the provisions foreseen in the JRP-Contract.

9.2.3 The Guestworking Organisation

The “Guestworking Organisation” is the research facility where ESRMG-Researcher will undertake his/her research, it must be located transnationally to the ESRMG’s Employing Organisation.

During the application phase the Guestworking Organisation must:

- Plan the research in conjunction with the ESRMG-Researcher.
- Agree that the required facilities would be made available at the Guestworking Organisation, to enable the ESRMG-Researcher to deliver the agreed research activities.
- Complete any required parts of the EMRP Researcher Grant application form.

If successful the Guestworking Organisation must:

- Enter into a “secondment agreement” with the ESRMG-Researcher and his/her Employing Organisation.
- Entering into a contract with EURAMET regarding the ESRMG
- Enter into an appropriate arrangement for intellectual property rights and confidentiality with the JRP-Consortium and the ESRMG-Researcher and his/her employing organisation. In particular, access to background IP, the use of foreground IP, and publication. These arrangement must be compatible with the provisions foreseen in the JRP-Contract
- Accept both contractual and reporting responsibilities in delivering the work.
- Although there is no obligation to do so, it is usual for Guestworking Organisation to assist ESRMG-Researchers in settling into a new location. This may involve finding accommodation, arranging local language classes and so on.

During the ESRMG the Guestworking Organisation is responsible for:

- Ensuring delivery of the contracted research by the ESRMG-Researcher
 - Ensuring that the required facilities are made available at the Guestworking Organisation, to enable the ESRMG-Researcher to deliver the agreed research activities.
 - Arranging any required training for the ESRMG-Researcher.
- Administration of the ESRMG finances, which includes:

- Providing the ESRMG-Researcher with the living allowance, travel allowance and family allowance where applicable without unreasonable delay.
- Administering the training and development allowance to support the ESRMG-Researchers development.
- Note that the Guestworking Organisation may not take profit from these allowances.
- Ensuring that the ESRMG-Researcher enjoys the same standards of safety and occupational health as local researchers holding similar positions.

9.2.4 ESRMG Employing Organisation

The ESRMG Employing Organisation is the organisation where the ESRMG-Researcher is currently employed. They are responsible for:

- Arranging a suitable “secondment agreement” with the Guestworking Organisation for the ESRMG-Researcher.
- Continuing to pay the ESRMG-Researcher his/her usual salary for the duration of the ESRMG including the normal social security package.
- Ensuring that the ESRMG-Researcher is covered by suitable insurance policies for the duration of his/her stay at the Guestworking Organisation (e.g. Health insurance, travel insurance etc).
- Enter together with the ESRMG-Researcher into an appropriate arrangement for intellectual property rights and confidentiality with the JRP-Consortium and the Guestworking Organisation. In particular, access to background IP, the use of foreground IP, and publication. These arrangement must be compatible with the provisions foreseen in the JRP-Contract.

10 Annex 4: Correction coefficients for EU-27 Member States and FP7 associated countries

The country correction coefficients⁶ shown in the table are the most up to date values quoted in the Official Journal of the European Union (OJ) on the 29 March 2010. EURAMET will update this table every six months in line to reflect the latest European Commission data. Any revised rates will become effective from the next scheduled payment date

Countries	Correction Coefficients⁶	EMRP A169 participating States	EURAMET Member countries	EURAMET Associate countries	FP7 associated countries⁷
Albania	78.5	-	-	yes	yes
Austria	106.9	yes	yes	-	
Belgium ⁸	100.0	yes	yes	-	
Bosnia-Herzegovina	73.5	-	-	yes	yes
Bulgaria	69.2	-	yes	-	
Croatia	93.3	-	yes	-	yes
Cyprus	88.7	-	yes	-	
Czech Republic	88.3	yes	yes	-	
Denmark	138.7	yes	yes	-	
Estonia	82.1	yes	yes	-	
European Commission ⁹	n/a	-	-	yes	yes
Faroe Islands	TBD	-	-	-	yes
Finland	121.3	yes	yes	-	
France	115.8	yes	yes	-	
FYR Macedonia	71.1	-	-	yes	yes
Germany	98.4	yes	yes	-	
Greece	94.2	-	yes	-	
Hungary	81.8	yes	yes	-	
Iceland ¹⁰	125.6	-	yes	-	yes
Ireland	114.7	-	yes	-	
Israel	107.0	-	-	-	yes
Italy	110.6	yes	yes	-	
Latvia	84.5	-	yes	-	
Liechtenstein ¹¹	111.9	-	-	-	yes
Lithuania	76.5	-	yes	-	
Luxembourg ⁸	100.0	-	yes	-	
Malta	85.5	-	yes	-	
Montenegro	68.9	-	-	yes	yes
Netherlands	109.3	yes	yes	-	
Norway	125.6	yes	yes	-	yes
Poland	72.2	yes	yes	-	
Portugal	87.8	yes	yes	-	
Romania	69.3	yes	yes	-	
Serbia	65.3	-	yes	-	yes
Slovakia	84.3	yes	yes	-	
Slovenia	90.8	yes	yes	-	
Spain	99.4	yes	yes	-	
Sweden	102.8	yes	yes	-	
Switzerland	111.9	yes	yes	-	yes
Turkey	76.0	yes	yes	-	yes
United Kingdom	120.3	yes	yes	-	

⁶ The country correction coefficients are these most recent values quoted in the OJ on 29 March 2010. Found in the following publications: L 49 EN Official Journal of the European Union 26.02.2010, L 348 EN Official Journal of the European Union 29.12.2009, L 181 EN Official Journal of the European Union 14.7.2009

⁷ http://cordis.europa.eu/fp7/who_en.html#countries

⁸ Belgium and Luxembourg are always 100 %

⁹ Institutes of the European Commission's Joint Research Centre possessing research capabilities relevant to the EMRP are eligible

¹⁰ For Iceland the Norwegian coefficient applies

¹¹ For Liechtenstein the Swiss coefficient applies