

Guide to

EMRP Researcher Excellence Grants (At Stage 3)

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Abbreviations used:

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

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 Researcher Excellence Grant (REG) scheme including:

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

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 Mobility Grants and Early-Stage 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 Researcher Excellence Grant (REG)

3.1 The Aim of REGs

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.

3.2 Benefits of a REG to EMRP Researcher Grant Beneficiaries

“EMRP Researcher Grant Beneficiaries” are the REG-Researcher, Home Organisation and Guestworking Organisation (where applicable) associated with successful EMRP Researcher Grant applications.

- An opportunity to work on a world leading metrology project with high social and economic impact
- An opportunity to build links to key metrology organisations and individuals
- An opportunity to build metrology experience
- Potential to publish joint papers with world leading metrological scientists
- A generous salary allowance for the REG-Researcher

3.3 Benefits to the JRP-Consortium of having a REG

Researcher Excellence Grants (REGs) offer the opportunity to access expert researchers from beyond the National Metrology System. The JRP-Consortium can benefit from the REG-Researcher’s expertise, and the researcher can develop his/her knowledge of metrology.

The REG provides financial support to cover the appointment of individual researchers to carry out research activities related to the JRP objectives at a “Home Organisation” that is not part of the National Metrology Systems (non NMI/DI organisations).

3.4 Who can apply for a REG?

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

A REG must be jointly applied for by:

- A Researcher with at least 4 years of relevant research experience; without an on-going salaried contract; and who hold 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 “Home Organisation”; a legal entity located in Member States and countries associated to the Seventh Framework Programme, which is not an NMI or DI (Note: there are exceptions to the DI criteria, see section 5.1 of this document). The Home Organisation is where the REG-Researcher will undertake the majority of the research activities.

3.5 Duration of a REG

The total duration of a REG must be between 12 and 36 months, and must end before the associated JRP. For the EMRP Call 2009-Energy the earliest start date for Stage 3 REG is likely to be 01 September 2010.

If transnational guestworking is included in the REG, this must not exceed 30% of the total REG duration.

A JRP may have more than one REG associated with it, but the cumulative duration of all REGs associated with a JRP would not usually exceed 36 months.

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). A robust estimate of the time required to

undertake the tasks should be agreed between the EMRP Researcher Grant Beneficiaries, and the JRP-Coordinator (or Work Package leader).

3.5.1 Special Case- Part-Time Researchers

Equal consideration will be given to a REG-Researcher who wishes to work part-time, or on reduced hours on this project. In such cases accurate information will need to be provided to EURAMET about the 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 the Financial Regulations of the European Union.

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 a REG**

The majority of the research undertaken by the REG-Researcher must occur at the Home Organisation [who must be a legal entity located in Member States in the European Union or countries associated to the Seventh Framework Programme, and not an NMI or DI (Note: there are exceptions to the DI criteria)] See section 5.1 for full eligibility criteria of the Home Organisation.

The REG-Researcher may also chose to spend time up to 30 % of the total REG duration at one of the JRP-Partners premises. If this JRP-Partner is and NMI or DI and located in a different country to the Home Organisation, they will qualify as a “Guestworking Organisation” and additional allowances can be claimed to support this period of mobility.

Any guestworking that occurs nationally is not eligible for the guestworking allowances.

3.7 **Allowances for a REG**

REGs provide financial support to cover the appointment of experienced researchers to carry out research related to the JRP objectives in organisations that are not part of the National Metrology Systems (non NMI/DI organisations). The funding package includes a salary allowance and a contribution towards other research-related costs. The following section of this document details the allowances available through the REG scheme.

Allowances are given for full time employment, and will be reduced pro-rata for any part-time working or and part months worked (unless a minimum amount is given).

Allowances shall not give rise to profit for the home organisation.

A spreadsheet is available from <http://www.emrponline.eu/energycall/stage3/GrantCalculator.xls> that will calculate the likely allowances that can be claimed for your exact circumstances.

Annex 2 gives worked examples of REG allowances.

3.7.1 Monthly Gross Salary Allowance

A fixed monthly gross salary allowance is funded by the REG, therefore the net salary will be less than the allowances given below.

The gross monthly allowance is dependent on the REG-Researcher’s level of relevant research experience and is:

- 4,525 € (before national adjustment³) for experienced researchers (see section 5.1 for eligibility).
- 6,783 € (before national adjustment⁴) for very experienced researchers (see section 5.1 for eligibility).

This allowance provides the gross salary, and is administered by the Home Organisation. The monthly gross salary allowance includes compulsory deductions both in terms of taxation and in terms of social security coverage according to national legislation. In all Member States, an employment contract must guarantee a

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

“package” of social security coverage made of several items (e.g. sickness & maternity benefits, age benefits, unemployment benefits, benefits in respect of accidents at work etc).

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

This monthly gross salary is adjusted by a correction coefficient³ related to the country of the Home Organisation, to account for the variation in the cost of living in each country.

If the REG-Researcher is located outside of the “Euro zone” they should expect that his/her monthly gross salary would fluctuate in line with the exchange rate, since the allowances will be paid in Euros.

This allowance shall NOT give rise to any profit to the Home Organisation.

3.7.2 Research and Training Allowance

A fixed allowance of 800 € per researcher per month for Research and Training costs is funded by the REG. This allowance is administered by the Home Organisation but should be made available to the REG-Researcher whether they are located at the Home Organisation or the Guestworking Organisation. The allowance covers:

- Costs incurred at the Home Organisation (e.g. research costs, consumables, equipment usage) associated with the REG-Researcher’s activities.
- Meeting and conference attendance, participation in training, attendance at project meetings, and so on, by the REG-Researcher.

This allowance is not adjusted by a correction coefficient³.

3.7.3 Management Activities and Contributions to Overheads (Home Organisation)

A fixed allowance of 700 € per month forms a contribution to the Home Organisation’s management activities and overheads. 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 Guestworking Organisation).

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

3.7.4 REG Transnational Guestworking Allowances (Optional)

The majority of the REG-Researcher’s work must be undertaken at the Home Organisation, but there is an option to undertake transnational guestworking at one or more of the JRP-Partners premises (the “Guestworking Organisation”) for periods of at least one month, and up to 30 % of the total REG duration. If transnational guestworking is undertaken as part of the REG then additional mobility allowances can be claimed, they are:

3.7.4.1 *Guestworker Living Allowance*

There is a fixed scale of 1800 € / month for accommodation, subsistence and local travel. Note that when REG-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.

3.7.4.2 *Guestworker Family Allowance*

An additional 300 € / month can be claimed if the REG-Researcher relocates with his/her family (see section 5.3) and can only be claimed where the REG-Researcher is relocating with his/her family to the Guestworking Organisation (the family must also be relocating transnational 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.

3.7.4.3 *Travel Allowance*

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

This allowance is not adjusted by a correction coefficient³.

3.7.4.4 *Management Activities and Contributions to Overheads (Guestworking Organisation)*

The REG 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 REG-Researcher is at the Guestworking Organisation.

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.

4 Applying for a REG

4.1 *When are applications for REGs open?*

REGs can be included when the JRP-Proposal is submitted (Stage 2 of a Call) this usually occurs between September and November each year. At Stage 2 the REG activities must form a fully integrated part of the JRP.

After the JRPs are approved for funding the JRP-Consortium may chose to advertise positions for a further REG, this is Stage 3 of a Call. These adverts will be for a REG-Researcher to work on additional activities associated with a specific JRP though the exact work may or may not be defined in the advert.

For the EMRP Call 2009-Energy, the Stage 3 Call is open between 01 April 2010, and 07 May 2010.

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

4.2 *What sort of work can a REG contain?*

The research supported by the REG must:

- Be relevant to the objectives of the JRP
- Add scientific value to the JRP
- Deliver scientific and/or technological excellence and be suitably challenging
- Involve a high quality researcher
- Include scientific training and transfer of knowledge.

The REG **cannot** be used to support other activities within the Home Organisation, e.g. other research, teaching activities, exam invigilation, marking etc. If the REG-Researcher wishes to undertake other activities then the REG-Researcher should apply for the REG on a part-time basis.

The core evaluation criteria are given in section 5.5.

The research should be planned through discussions between the EMRP Researcher Grant Beneficiaries 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 EMRP Researcher Grant Beneficiaries and JRP-Coordinator (or Work Package leader).

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

4.2.1 Note about Stage 2 and Stage 3 REG Applications

REGs applied for at Stage 2 must form an integral part of the JRP; therefore the work must be defined in the JRP-Protocol and deliver outputs that form part of the contractual obligations of the JRP. In the case of a Stage 2 REGs, the research activities of the REG-Researcher must be described in both the JRP-Protocol and the REG application form.

REGs applied for at Stage 3 will be for activities that supplement the JRP and add value to JRP-objectives. The REG Researcher will be delivering research over and above the contractual obligations of the JRP.

5 The Selection Process for REGs

5.1 Eligibility Criteria for REGs

Type of EMRP Researcher Grant	Eligibility for REG-Researcher	Eligibility for Home Organisation	Eligibility for Guestworking Organisation	Duration of the EMRP Researcher Grant	Eligible research
REG	i) At least 4 years of <u>relevant</u> experience ⁵ ; and ii) Without an on-going salaried contract ⁶ ; and iii) Hold the nationality of; a) A Member State of the European Union; or b) A country associated with the Seventh Framework Programme ¹ ; or c) Any other country, if the researcher has established the right to work in the applicable country of the Home Organisation at the time of the application and for the lifetime of the EMRP Researcher Grant iv) Fluency in English is usually required, and knowledge of the language of the Home Organisation is an advantage.	i) Not open to NMIs or JRC ii) Not open to DIs for research in technical areas where: a) the DI is designated under the CIPM MRA; b) is formally recognised by EURAMET as part of the national measurement system within the participating State. iii) Open to organisations located in Member States and countries associated to the Seventh Framework Programme ¹ plus; iv) Organisation must be a legal entity		i) 12- 36 months; and ii) Must end before the JRP; and iii) The total number of REG months cannot exceed 36 months per JRP	Work must be relevant to the JRP objectives
Trans-national REG Guest-working	i) Must be a REG-Researcher ii) Knowledge of the language of the Guestworking Organisation is an advantage.		i) NMI and DI participating in a JRP within the EMRP; Plus; ii) Located in a different country to the Home Organisation	i) Up to 30% of the total REG duration; and ii) Must end before the JRP	Work must be relevant to the JRP objectives

Table 1: Eligibility Criteria for REGs

5.2 Categories of Relevant Experience

The REG salary allowance is dependent on the Researcher's level of *relevant* research experience. The correct category of relevant experience must be given in the application form.

The eligibility for the two allowance categories is given in the table:

	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 "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)

⁶ As the REG includes a salary allowance, it cannot be awarded to an individual that has an on-going salaried contract, because this would produce a profit for the Home Organisation and/or REG-Researcher, which is not allowed under the Financial Regulations of the European Union. However, consideration will be given to REG-Researchers who hold part-time positions and are applying to carry out activities in the remaining portion his/her work time see Section 3.5.1

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 Home Organisation or of the nationality of the researcher, or
- (c) Dependent children who are actually being maintained by the REG-Researcher.

5.4 Eligibility Criteria for Organisational Status

Research organisation	<p>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.</p> <p>Non-profit organisation is a legal entity qualified as such when it is recognised by national, or international law.</p>
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	<p>SMEs are micro, small and medium-sized enterprises.</p> <p>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</p>
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.

5.5 Evaluation Process

5.5.1 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.

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

5.5.2 Appointment of Independent Referees (for Stage 3)

Independent Referees are appointed on the basis of criteria set out in the rules for participation in the Seventh Framework Programme⁷. To simplify the evaluation process for EMRP Researcher Grants, the independent Referees will be selected from those Referees who evaluated the JRP proposals at Stage 2 at the Review Conference.

1. EMRP-MSU provides the JRP-Coordinator with Referees' names from those used at the Review Conference for this Call. (The "Review Conference" is the main evaluation meeting for the JRPs.). An "expertise table" containing information collected from the Referees prior to the 2009-Energy Call Review Conference.
2. JRP-Coordinator (on behalf of the JRP-Consortium) select preferred Referees in order of most relevant experience.
3. EMRP-MSU assigns 2 Referees per JRP as selected and appointed by JRP-Consortium, dependent on availability and preferences of the JRP-Consortium.

5.5.3 Evaluation of Stage 2 REGs

An independent panel of Referees evaluates the eligible REG applications at the Review Conference. Note that Stage 2 REGs are considered as an integral part of the JRP proposal; therefore a REG is only funded if it passes evaluation and the associated JRP is funded.

- 1) At the Review Conference the independent Referees mark each REG application against the evaluation criteria for REGs given in section 5.5.
- 2) REGs meeting the evaluation criteria will either be:
 - Fully funded as requested in the REG application.
 - Funded but with some amendments to the REG application (this could be reducing the duration, or content of the REG application).

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 so that appropriate amendments can be made.

Where a Stage 2 REG requires any amendments (including completion such as identification of the REG-Researcher) the REG will be re-evaluated against the evaluation criteria by a subset of the independent Referees used in the Review Conference.

- 3) The EMRP-MSU:
 - Check the eligibility criteria
 - Award the EMRP Researcher Grants to those which were successfully evaluated
 - Negotiate contracts with the EMRP Researcher Grant Beneficiaries

⁷ Decision No 912/2009/EC of the European Parliament and of the Council, 16 Sept 2009. Annex I, Section III, Part B

5.5.4 Evaluation of Stage 3 REGs

Your application will be in competition with other applications as all stage 3 REG positions are openly advertised.

The JRP-Coordinator on behalf of the JRP-Consortium will evaluate proposals, supported by the independent Referees, and will propose a recipient for each REG.

The independent Referees:

- Read each application bearing in mind the evaluation criteria, given in section 5.5
- Write formal comments about each application to assist the JRP-Coordinator.

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

- Read each application and the independent Referees comments
- Evaluate and mark each application against the evaluation criteria (given in section 5.5) bearing in mind the comments of the independent Referees
- Write formal comments, that state explicitly how the Referees' comments were taking into account
- Email the marks, formal comments, 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
- Negotiate contracts with the EMRP Researcher Grant Beneficiaries

5.6 **Appeals**

5.6.1 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.

5.6.2 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 Home 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.

6 Contractual Matters Relating to EMRP Researcher Grants

“EMRP Researcher Grant Beneficiaries” are the REG-Researcher, Home Organisation and Guestworking Organisation (where applicable) associated with successful EMRP Researcher Grant applications.

6.1 Contract Negotiation

EMRP Researcher Grant Beneficiaries will be invited to negotiate in preparation for 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 IP (Foreground) generated by research supported by an EMRP Researcher Excellence Grant will be owned by the REG-Researcher / Home Organisation.

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

The REG-Researcher and Home Organisation (and where applicable the 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 a 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 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 REG-Researcher describing the research progress, and progress of training and knowledge transfer activities.
- The JRP-Coordinator will also require the REG-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 your contract negotiations.

We plan to make payments to the Home Organisation in advance of the work. The Home Organisation is responsible for making payments to the REG-Researcher and this would usually be in line with normal practices of the Home Organisations.

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 REG Application Form

7.1 Format of Applications and Deadline

Usually the REG-Researcher completes the application form in collaboration with the Home Organisation.

All REG applications must be submitted on a standard form that can be downloaded from <http://www.emrponline.eu/energycall/stage3.html>

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

The deadline for applications is 7th May 2010 23:59 CET

7.2 Overview of the REG Application Form

The REG application form is divided into four parts:

Part A captures standard details of the REG-Researcher, Home 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 REG-Researcher;
- Section A2 gives details of the Home Organisation;
- Section A3 gives details of the Guestworking Organisation.

Part B forms the body of your REG 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 REG application against the evaluation criteria given in section 5.5.

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 REG-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 you will fall to successful EMRP Researcher Grant Beneficiaries. The relevant section should be completed by each of the EMRP Researcher Grant Beneficiaries.

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

8 Annex 2: Case Studies for REG Funding Packages

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

8.1 *REG Case Study One – an experienced researcher*

An experienced researcher will work at a Home Organisation in Belgium (correction coefficient = 100) for 30 months. No guestworking is required.

Monthly expenses	€
Monthly gross 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 REG award €</i>	18075	36150	54225	72300	90375	108450	126525	144600	162675	180750

8.2 *REG Case Study Two – a very experienced researcher*

A very experienced researcher will work at a Home Organisation in Estonia (correction coefficient = 82.1) for 30 months. No guestworking is required.

Correction Coefficient	100	82.1
Monthly expenses €	actual	corrected
Monthly gross salary allowance	6783	5569
Research & training allowance	800	800
Contribution to mgmt & overheads	700	575
Total €	8283	6944

<i>months of research</i>	3	6	9	12	15	18	21	24	27	30
<i>total REG award €</i>	20832	41664	62496	83328	104160	124992	145824	166656	187488	208320

8.3 *REG Case Study Three - a very experienced researcher undertaking guestworking.*

A very experienced researcher will work at a Home Organisation in Spain (Correction coefficient 99.4) for 20 months. In addition to the main research, a further 5 months will be spent guestworking at a JRP-Partner in Sweden (correction coefficient = 102.8). The researcher plans to relocate his/her family to Sweden for duration of the guestworking.

Correction Coefficient (Home)	100	99.4
Monthly expenses €	actual	corrected
Monthly salary allowance	6783	6742
Contribution to mgmt & overheads (Home)	700	696
Research & training allowance (Home)	800	800
Total € (duration of REG = 25 months)	8283	8238

Correction Coefficient (Guestworking)	100	102.8
Additional monthly expenses €	actual	corrected
Mobility allowance	1800	1850
Family allowance	300	308
Contribution to mgmt & overhead (Guest Org)	200	206
Total € (duration at Guest Org. = 5 months)	2300	2365

Travel allowance 500 € every 3 months of Guestworking = 1000 € (for 5 months at Guest Org.)

<i>months of research</i>	3	6	9	12	15	18	20	25
<i>REG at Home €</i>	24714	49428	74142	98856	123570	148284	164760	205950
<i>REG at Guestworking €</i>	0	0	0	0	0	0	0	11825 + 1000

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

Independent Referees help evaluate all EMRP Researcher Grant applications. 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 Home Organisation (and with the Guestworking Organisation as appropriate) 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.
- Evaluating the EMRP Researcher Grants, taking into account the Referees comments.
- 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 REG-Researcher and the Home Organisation (and Guestworking

Organisation if applicable). 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 REG-Researcher

The REG-Researcher is responsible for jointly making the application with the Home Organisation:

The REG-Researcher must:

- Plan the proposed research, in discussion with the JRP-Coordinator and the Home 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 REG-Researcher must:

- Enter into a contract with the Home Organisation.
- Witness the contract between the Home Organisation and EURAMET.
- Accept both contractual and reporting responsibilities in delivering the work.
- Enter into an appropriate arrangement for intellectual property rights and confidentiality with the JRP-Consortium and the Home 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 Home Organisation

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

The Home Organisation is responsible for jointly making the application with the REG-Researcher:

During the application phase the Home Organisation must:

- Plan the proposed research, in discussion with the JRP-Coordinator and the REG-Researcher.
- Agree that the required facilities would be made available at the Home Organisation, to enable the REG-Researcher to deliver the agreed research activities.
- Complete the EMRP Researcher Grant application form & submit it in good time.

If successful the Home Organisation must:

- Enter into an appropriate arrangement for intellectual property rights and confidentiality with the JRP-Consortium and the REG-Researcher. 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
- Entering into a contract with EURAMET regarding the REG
- Entering into a contract of employment with the REG-Researcher for the duration of the REG.
- Accept both contractual and reporting responsibilities in delivering the work.
- 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.

During the REG the Home Organisation is responsible for:

- Ensuring delivery of the contracted research by the REG-Researcher
 - Ensuring that the required facilities are made available at the Home Organisation, to enable the REG-Researcher to deliver the agreed research activities.
 - Arranging any required training for the REG-Researcher.
- Administration of the REG finances, which includes:
 - Administering allowances including compulsory deductions both in terms of taxation and in terms of social security coverage according to national legislation. In all Member States, an employment contract must guarantee a “package” of social security coverage made of several items (E.g. sickness & maternity benefits, age benefits, unemployment benefits, benefits in respect of accidents at work etc)
 - Paying the REG-Researcher his/her salary allowance, less the compulsory deductions above.

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

9.2.4 The Guestworking Organisation

The Guestworking Organisation is the research facility where REG-Researcher may chose to undertake a period of additional research. It must be located transnationally to the Home Organisation.

During the application phase the Guestworking Organisation must:

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

If successful the Guestworking Organisation must:

- Entering together with the Home Organisation into a contract with EURAMET regarding the REG
- Accept both contractual and reporting responsibilities in delivering the work.
- Enter into an appropriate arrangement for intellectual property rights and confidentiality with the JRP-Consortium, the Home Organisation and the REG-Researcher. 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
- Although there is no obligation to do so, it is usual for Guestworking Organisations to assist REG-Researchers in settling into a new location. This may involve finding accommodation, arranging local language classes and so on.

During the REG the Guestworking Organisation is responsible for:

- Ensuring that the required facilities are made available at the Guestworking Organisation, to enable the REG-Researcher to deliver the agreed research activities.
- Arranging any required training for the REG-Researcher.
- Ensuring that the REG-Researcher enjoys the same standards of safety and occupational heath as local researchers holding similar positions
- Communicating with the Home Organisation (if relevant)

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

The country correction coefficients⁸ 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 Coefficients⁸	EMRP A169 participating States	EURAMET Member countries	EURAMET Associate countries	FP7 associated countries⁹
Albania	78.5	-	-	yes	yes
Austria	106.9	yes	yes	-	
Belgium ¹⁰	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 ¹¹	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 ¹²	125.6	-	yes	-	yes
Ireland	114.7	-	yes	-	
Israel	107.0	-	-	-	yes
Italy	110.6	yes	yes	-	
Latvia	84.5	-	yes	-	
Liechtenstein ¹³	111.9	-	-	-	yes
Lithuania	76.5	-	yes	-	
Luxembourg ¹⁰	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	-	

⁸ 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

⁹ http://cordis.europa.eu/fp7/who_en.html#countries

¹⁰ Belgium and Luxembourg are always 100 %

¹¹ Institutes of the European Commission's Joint Research Centre possessing research capabilities relevant to the EMRP are eligible

¹² For Iceland the Norwegian coefficient applies

¹³ For Liechtenstein the Swiss coefficient applies