

# Guide to EMRP Researcher Mobility Grants

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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 <sup>th</sup> Framework Programme | NMI = National Measurement Institutes, |
| DI = Designated Institutes,                   | JRC = Joint Research Centre.              | WP = Work Package                      |

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

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## 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 Mobility Grant (RMG) scheme including:

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

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 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”<sup>1</sup> 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 RMG-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”<sup>1</sup>

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 EMRP<sup>2</sup>.

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”<sup>1</sup> of the EMRP, and  
“To prepare next generation of experienced metrology researchers.”<sup>1</sup>

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.

<sup>1</sup> 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>

<sup>2</sup> 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 Mobility Grant (RMG)**

#### **3.1 The Aim of RMGs**

“To develop the capacity of individuals in Metrology”<sup>1</sup>

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 guestworking researcher, and are mainly aimed at organisations in EURAMET countries who are not participating in the EMRP<sup>2</sup>.

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.

#### **3.2 Benefits of a RMG to EMRP Researcher Grant Beneficiaries**

EMRP Researcher Grant Beneficiaries” are the RMG-Researcher and Guestworking Organisation associated with successful EMRP Researcher Grant applications; the RMG would benefit them in the following ways, since they are able 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, and apply this to your own research on your return
- Potentially publish joint papers with world leading scientists
- Potentially to develop metrology capabilities for your country during this time
- Benefit from a travel and subsistence allowance.

#### **3.3 Benefits to the JRP-Consortium of having a RMG**

Researcher Mobility Grants (RMG) support a researcher to work on research related to the JRP. These researchers may come from an NMI, DI or other organisation, and they may or may not have experience.

The EMRP Researcher Mobility Grant aims to build Europe’s capacity in metrology, and through the RMG the JRP-Consortium will achieve some extra research goals in additional to the existing JRP objectives.

On occasions a highly skilled researcher may wish to use the RMG scheme to access excellent facilities at one of the JRP-Partner’s premises. In these situations the RMG-Researcher can undertake highly skilled research on facilities to which they would not usually have access, and the JRP-Consortium can learn from the RMG-Researcher.

The JRP-Consortium may also benefit from developing the metrology skills of the researcher who will return to his/her employer with a far deeper understanding of your JRP.

#### **3.4 Who can apply for a RMG?**

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

A RMG must be jointly applied for by:

- A Researcher at any stage in his/her career 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 “Guestworking Organisation”; a legal entity located in Member States and countries associated to the Seventh Framework Programme, which is located in a different country to the RMG-Researcher’s employer and is:
  - A EURAMET member country not participating in the EMRP (which have limited or no metrology research capability) or,
  - An NMI & DI, or
  - An organisation benefiting from an EMRP Researcher Excellence Grant

### **3.5 Duration of a RMG**

A single RMG can be between 1 and 18 months duration, though they will typically last for 6 months.

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

A JRP may have more than one RMG associated with it, but the total duration of all RMGs associated with a JRP would not usually exceed 18 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 the 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 a RMG-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 a RMG**

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

### **3.7 Allowances for a RMG**

This section of the document details the funds available through the RMG scheme. A spreadsheet is available from [www.emrponline.eu](http://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 RMG-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 coefficient<sup>3</sup> 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 RMG-Researcher relocates with his/her family (see section 5.2) and can only be claimed where the RMG-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 coefficient<sup>3</sup> 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 RMG-Researchers at the beginning of the EMRP Researcher Grant, and then every 3 months (or part of 3 months). This is a contribution to the RMG-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<sup>3</sup>

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<sup>3</sup> See Annex 4- National Correction Coefficients

### **3.7.4 Management Activities and Contributions to Overheads (Guestworking Organisation)**

The RMG 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 RMG-Researcher is at the Guestworking Organisation.

This allowance is adjusted by a correction coefficient<sup>3</sup> 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 a RMG**

### ***4.1 When are applications for RMGs open?***

Stage 3: RMGs are advertised at Stage 3 of a Call. These adverts will be for a RMG-Researcher to work on a specific JRP. However the exact work is not usually clearly defined.

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

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

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

### ***4.2 What sort of work can a RMG contain?***

The research supported by the RMG must:

- Develop the capacity of individuals in Metrology
- 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 RMG is given in section 3.1

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 workpackage leader).

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

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

## 5 The Selection Process for RMG

### 5.1 Eligibility Criteria for RMGs

| Eligibility for RMG Researcher  | Eligibility for Current Employing Organisation   | Eligibility for Guestworking Organisation   | Duration of the EMRP Researcher Grant                                   | Eligible research                           |
|---|--|---|---|---|
| i) Researchers at any stage of his/her career; and<br>ii) Holding the nationality of;<br>a. A Member State of the European Union; or<br>b. A country associated with the Seventh Framework Programme; or<br>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<br>and;<br>iii) Fluency in English is usually required, and knowledge of the language of the Guestworking Organisation is an advantage. | i) Organisations located in EURAMET member countries not participating in the EMRP (which have limited or no metrology research capability; or<br>ii) NMI & DI <sup>2</sup> ; or<br>iii) Any organisation benefiting from a REG <sup>2</sup> | i) NMI and DI participating in a JRP within the EMRP; <b>or</b><br>ii) REG Home Organisation; <b>plus,</b><br>iii) located in a different country to the current employing Organisation | i) 1-18 months (typically 6 months); and<br>ii) Must end before the JRP | Work must be relevant to the JRP objectives |

**Table 1: Eligibility Criteria for RMGs**

### 5.2 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 RMG-Researcher.

### 5.3 Eligibility Criteria for Organisational Status

|                                       |   |
|---------------------------------------|---|
| 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.<br><br>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.<br><br>To find out if your organisation corresponds to the EC definition of an SME you can use the on-line tool <a href="http://ec.europa.eu/research/sme-techweb/index_en.cfm">http://ec.europa.eu/research/sme-techweb/index_en.cfm</a>           |
| 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.   |

**Table 2: Eligibility Criteria for Organisational Status**

## 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.

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 Programme<sup>4</sup>. 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.

### 5.4.3 Evaluation of RMGs

Your application will be in competition with other applications as all RMG 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 RMG.

The independent Referees:

- Read each application bearing in mind the evaluation criteria,
- Write formal comments about each application to assist the JRP-Coordinators

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, 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

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<sup>4</sup> Decision No 912/2009/EC of the European Parliament and of the Council, 16 Sept 2009. Annex I, section III, Part B

## **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](mailto:emrpA169@npl.co.uk).

## **6 Contractual Matters Relating to EMRP Researcher Grants**

“EMRP Researcher Grant Beneficiaries” are the RMG-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 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 RMG-Researcher and/or his/her employing organisation.

Usually the JRP-Consortium with which the RMG 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 RMG-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 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 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 RMG-Researcher describing the research progress, and progress of training and knowledge transfer activities.
- The JRP-Coordinator will also require the RMG-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 RMG-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, under 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 RMG Application Form

### 7.1 *Format of Applications and Deadline*

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

All RMG 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 7<sup>th</sup> May 2010 23:59 CET

### 7.2 *Overview of the RMG Application Form*

The RMG application form is divided into four parts:

**Part A** captures standard details of the RMG-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 RMG-Researcher;
- Section A2 gives details of the RMG-Researcher's Employing Organisation;
- Section A3 gives details of the Guestworking Organisation;

**Part B** forms the body of your RMG 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 RMG 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 RMG-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 RMG application form is designed to be self-explanatory.**

## 8 Annex 2: Case Studies of RMG Funding Packages

The examples below illustrate how RMG 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 **RMG Case Study One – a researcher planning to work trans-nationally, relocating without a family**

A researcher based in Germany will undertake 9 months of guestworking with a JRP-Partner in France (correction coefficient = 115.8). The researcher has no family.

|   |               |                  |
|---|---------------|------------------|
| <b>Correction Coefficient (Guestworking org.)</b>         | <b>100</b>    | <b>115.8</b>     |
| <b>Monthly expenses €</b>                                 | <b>actual</b> | <b>corrected</b> |
| Mobility allowance (no family)                            | 1800          | 2084             |
| Contribution to mgmt & overheads (Guestworking org.)      | 200           | 232              |
| <b>Total € (duration at Guestworking org. = 9 months)</b> | <b>2000</b>   | <b>2316</b>      |

**Travel allowance** 500 € every 3 months = **1500 €** (for 9 months at Guest Org.)  
**Conference/training allowance** 1500 € every 6 months = **3000 €** (for 9 months at Guest Org.)

| <i>Month of research</i>                                 | <i>3</i>    | <i>6</i>     | <i>9</i>     |
|--|-------------|--------------|--------------|
| <i>Total RMG award € (cumulative totals)</i>             | <i>6948</i> | <i>13896</i> | <i>20844</i> |
| <i>Travel allowance € (cumulative totals)</i>            | <i>500</i>  | <i>1000</i>  | <i>1500</i>  |
| <i>Discretionary allowance for conferences/ training</i> | <i>1500</i> |              | <i>3000</i>  |

### 8.2 **RMG Case Study Two – a researcher planning to work trans-nationally, relocating with a family**

A researcher based in Finland will undertake 15 months of guestworking with a JRP-Partner in The Netherlands (correction coefficient = 109.3). The researcher plans to relocate his/her family to The Netherlands for the duration of the guestworking

|   |               |                  |
|---|---------------|------------------|
| <b>Correction Coefficient (Guestworking org.)</b>           | <b>100</b>    | <b>109.3</b>     |
| <b>Monthly expenses €</b>                                   | <b>actual</b> | <b>corrected</b> |
| Mobility allowance (with family)                            | 2100          | 2295             |
| Contribution to mgmt & overheads (Guestworking org.)        | 200           | 219              |
| <b>Total € (duration at Guest working org. = 15 months)</b> | <b>2300</b>   | <b>2514</b>      |

**Travel allowance** 500 € every 3 months = **2500 €** (for 15 months at Guest Org.)  
**Conference/training allowance** 1500 € every 6 months = **4500 €** (for 15 months at Guest Org.)

| <i>Month of research</i>                                 | <i>3</i>    | <i>6</i>     | <i>9</i>     | <i>12</i>    | <i>15</i>    |
|--|-------------|--------------|--------------|--------------|--------------|
| <i>Total RMG award € (cumulative totals)</i>             | <i>7542</i> | <i>15084</i> | <i>22626</i> | <i>30168</i> | <i>37710</i> |
| <i>Travel allowance € (cumulative totals)</i>            | <i>500</i>  | <i>1000</i>  | <i>1500</i>  | <i>2000</i>  | <i>2500</i>  |
| <i>Discretionary allowance for conferences/ training</i> | <i>1500</i> |              | <i>3000</i>  |              | <i>4500</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**

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 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.
- 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 RMG-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 RMG-Researcher

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

The RMG-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 RMG-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 RMG-Researcher will undertake his/her research, it must be located transnationally to the RMG’s Employing Organisation.

During the application phase the Guestworking Organisation must:

- Plan the research in conjunction with the RMG-Researcher.
- Agree that the required facilities would be made available at the Guestworking Organisation, to enable the RMG-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 RMG-Researcher and his/her Employing Organisation.
- Entering into a contract with EURAMET regarding the RMG
- Enter into an appropriate arrangement for intellectual property rights and confidentiality with the JRP-Consortium, the RMG-Researcher, and the RMG-Researcher’s 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 RMG-Researcher in settling into a new location. This may involve finding accommodation, arranging local language classes and so on.

During the RMG the Guestworking Organisation is responsible for:

- Ensuring delivery of the contracted research by the RMG-Researcher
  - Ensuring that the required facilities are made available at the Guestworking Organisation, to enable the RMG-Researcher to deliver the agreed research activities.
  - Arranging any required training for the RMG-Researcher.
- Administration of the RMG finances, which includes:
  - Providing the RMG-Researcher with the living allowance, travel allowance and family allowance where applicable without unreasonable delay.
  - Administering the training and development allowance to support the RMG-Researchers development.
  - Note that the Guestworking Organisation may not take profit from these allowances.
- Ensuring that the RMG-Researcher enjoys the same standards of safety and occupational health as local researchers holding similar positions

#### 9.2.4 RMG Employing Organisation

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

- Arranging a suitable “secondment agreement” with the Guestworking Organisation for the RMG Researcher.
- Continuing to pay the RMG-Researcher his/her usual salary for the duration of the RMG including the normal social security package.
- Ensuring that the RMG-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 RMG-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 coefficients<sup>5</sup> 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

| <b>Countries</b>                 | <b>Correction Coefficients<sup>5</sup></b> | <b>EMRP A169 participating States</b> | <b>EURAMET Member countries</b> | <b>EURAMET Associate countries</b> | <b>FP7 associated countries<sup>6</sup></b> |
|----------------------------------|--|---------------------------------------|---------------------------------|------------------------------------|---|
| Albania                          | 78.5                                       | -                                     | -                               | yes                                | yes   |
| Austria                          | 106.9                                      | yes                                   | yes                             | -                                  |   |
| Belgium <sup>7</sup>             | 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 <sup>8</sup> | 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 <sup>9</sup>             | 125.6                                      | -                                     | yes                             | -                                  | yes   |
| Ireland                          | 114.7                                      | -                                     | yes                             | -                                  |   |
| Israel                           | 107.0                                      | -                                     | -                               | -                                  | yes   |
| Italy                            | 110.6                                      | yes                                   | yes                             | -                                  |   |
| Latvia                           | 84.5                                       | -                                     | yes                             | -                                  |   |
| Liechtenstein <sup>10</sup>      | 111.9                                      | -                                     | -                               | -                                  | yes   |
| Lithuania                        | 76.5                                       | -                                     | yes                             | -                                  |   |
| Luxembourg <sup>7</sup>          | 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                             | -                                  |   |

<sup>5</sup> 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

<sup>6</sup> [http://cordis.europa.eu/fp7/who\\_en.html#countries](http://cordis.europa.eu/fp7/who_en.html#countries)

<sup>7</sup> Belgium and Luxembourg are always 100 %

<sup>8</sup> Institutes of the European Commission's Joint Research Centre possessing research capabilities relevant to the EMRP are eligible

<sup>9</sup> For Iceland the Norwegian coefficient applies

<sup>10</sup> For Liechtenstein the Swiss coefficient applies