

EMPIR Call Process
Guide 1: Admissibility and Eligibility for EMPIR Calls

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

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1 Scope

This document details admissibility and eligibility for submissions to EMPIR Calls. The admissibility and eligibility are the minimum conditions which a proposal must fulfil if it is to be evaluated. EURAMET will check the eligibility of each proposal and only eligible proposals will be evaluated. Where eligibility is not met the proposal will be withdrawn and the proposers informed. If ineligibility is discovered at a later time during the evaluation process, the proposal will be withdrawn.

Where there is a doubt on the eligibility of a proposal, EURAMET reserves the right to proceed with the evaluation, pending a final decision on eligibility. The fact that a proposal is evaluated in such circumstances does not constitute proof of its eligibility.

2 Background to the Calls

The European Metrology Programme for Innovation and Research (EMPIR) aims, through European integration, to develop new measurement capabilities that have strategic impact for Europe, with the overall goal of accelerating innovation and competitiveness, generating data and knowledge necessary to improve quality of life, and providing better tools for the scientific community.

2.1 Project types

EURAMET currently issues calls for three types of EMPIR project – Joint Research Projects (JRPs), Joint Network Projects (JNPs) and Support for Impact Projects (SIPs).

JRPs are “Research and Innovation Actions” in Horizon 2020 terms, which are defined as:

“Actions primarily consisting of activities aiming to establish new knowledge and/or to explore the feasibility of a new or improved technology, product, process, service or solution. For this purpose they may include basic and applied research, technology development and integration, testing and validation on a small-scale prototype in a laboratory or simulated environment. Projects may contain closely connected but limited demonstration or pilot activities aiming to show technical feasibility in a near to operational environment.”

JNPs and SIPs are “Coordination and Support Actions” in Horizon 2020 terms, which are defined as:

“Actions consisting primarily of accompanying measures such as standardisation, dissemination, awareness-raising and communication, networking, coordination or support services, policy dialogues and mutual learning exercises and studies, including design studies for new infrastructure and may also include complementary activities of strategic planning, networking and coordination between programmes in different countries.”

3 Admissibility

To be considered admissible, a submission to the programme must be:

- submitted following the instructions given on <http://msu.euramet.org/> before the deadline specified;
- readable, accessible and printable;

Incomplete proposals may be considered inadmissible. A complete proposal includes the requested administrative data, the proposal description, and any supporting documents specified in the call.

The instructions given on <http://msu.euramet.org/> will include page or character limits for some sections. Evaluators will be instructed to disregard any excess text.

4 Eligibility to submit at Stage 1 of a two stage call

In EMPIR a two stage call is not a call for pre-proposals followed by a call for full proposals. Instead the first stage is a call for the submission of needs for metrology research or networks. The submissions should come from those that would benefit from a particular research or network activity rather than those proposing to form a consortium to carry out the activity. EURAMET combines different submissions at Stage 1 into the specification documents they issue at Stage 2. Consortia then form to develop and submit a proposal against those specifications.

For a Stage 1 Call, submissions are welcome from any person or organisation worldwide. There are no eligibility requirements; merely the admissibility requirements given above.

5 Participation in EMPIR Projects

5.1 Internal Funded Partners

The EURAMET National Metrology Institutes (NMIs) and Designated Institutes (DIs), from countries that have made a financial commitment to the Programme, can participate in projects as "Internal Funded Partners"¹.

Legal entities of the Designated Institutes will be treated as internal funded partners when they participate in the project fully or partly in the area of designation of the DI.

Internal Funded Partners will receive a flat rate for indirect costs of 5 %, rather than the 25 % for External Funded Partners.

5.2 External Funded Partners

All other legal entities established in:

- The Member States of the European Union, including their overseas departments
- The Overseas Countries and Territories (OCT) linked to Member States
- The countries automatically eligible for Horizon 2020 funding
- The countries associated to Horizon 2020

can be External Funded Partners. These countries are identified in List 1b.

The legal entities of EURAMET DIs from countries that have made a financial commitment to the Programme, will be treated as external funded partners (eligible to the 25 % flat rate for indirect costs) when they participate in the project outside of the area of designation of the DI. In case the legal entity participates both within the area of designation and outside this area within the same project, it will be treated as an "internal funded partner" and will only be eligible to the 5 % flat rate for indirect costs.

International European interest organisations can also be External Funded Partners.

Other organisations whose participation is essential to particular projects may be funded at the discretion of EURAMET. EURAMET consider the International Bureau of Weights and Measures (BIPM), the World Meteorological Organisation (WMO), and the International Atomic Energy Agency (IAEA) to be likely candidates for this discretion.

External Funded Partners will be funded at the same rate that they would receive in Horizon 2020 research projects. This includes the EURAMET NMIs and DIs that participate as External Funded Partners because their country has not made a financial commitment to the EMPIR programme.

5.3 Linked Third Party

A Linked Third Party:

- Is an organisation which is not considered as an Internal Funded Partner or an External Funded Partner (i.e. those who sign the Grant Agreement), but makes some contributions to the JRP.
- Is an organisation "linked" to a funded partner. The term "linked" refers to an established formal relationship between a Third Party and the funded partner, defined by the following characteristics:
 - The relationship to the funded partner by nature is broad and is not limited to the Grant Agreement.
 - Accordingly, its duration goes beyond the duration of the JRP and usually pre-dates and outlasts the JRP.
- It has a formal external recognition, sometimes in the framework of a legal structure.

¹ List 1a gives the legal entity details for the EURAMET NMIs and DIs. List 1b indicates the countries that have made a financial commitment to EMPIR.

- Can charge costs under certain conditions, otherwise resources provided 'free of charge' may be viewed as a 'receipt'.
- Can contribute to the project in two possible ways:
 - making resources available to a funded partner in order for the funded partner to be able to carry out part of the work (does not perform work), or
 - by carrying out part of the work itself.

In all cases, the funded partner retains sole responsibility for the work of the Linked Third Party and has to make sure that the Linked Third Party complies with the provisions of the Grant Agreement.

If you think you will need to include a Linked Third Party, please email msu@npl.co.uk or call the MSU for advice.

5.4 Unfunded Partner

Legal entities that are not eligible to be Internal Funded Partners or External Funded Partners may participate in EMPIR Projects as Unfunded Partners. Unfunded Partners deliver work necessary for the completion of the project, they submit their estimated costs as part of the proposal, and sign the Grant Agreement, but receive no funding from EURAMET.

Legal entities that are eligible to be Internal Funded Partners or External Funded Partners may choose to participate in EMPIR Projects as Unfunded Partners and EURAMET would consider this as particularly appropriate where an industrial partner would receive a significant benefit from its participation.

6 Eligibility requirements for consortia

A consortia proposing and delivering a JRP must consist of at least 3 Internal Funded Partners from different countries, one of which acts as the project coordinator.

A consortia proposing and delivering a JNP or SIP must consist of at least 1 Internal Funded Partner which acts as the project coordinator.

7 Related issues

7.1 Collaborators

Legal entities that do not sign the Grant Agreement or deliver any work necessary for the completion of the project, but have a formal relationship with the consortia (e.g. a non-disclosure agreement) are regarded as Collaborators. They are not regarded as partners or participants in the project.

7.2 The position of the JRC

In previous European Research Programmes implemented by EURAMET the Joint Research Centre of the European Commission (JRC) has been eligible to participate on the same terms as an NMI of an EU Member State. That position is reversed in EMPIR and the JRC would join a project as an External Funded Partner or an Unfunded Partner.

7.3 Legal entity validation

All partners in an EMPIR project must be a legal entity to be able to sign a Grant Agreement with EURAMET. While EURAMET is responsible for validating the legal status of organisations, it also requires them to register in the European Commission's Beneficiary Register² (previously known as the Unique Registration Facility (URF)). Any organisation can register on the European Commission's Beneficiary Register, which immediately allocates a PIC (Participant Identification Code) number. The PIC does not have to be "validated" by the European Commission Services, but if it is then EURAMET will take this into account in its own validation process.

² <http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

7.4 Financial capacity checks

EURAMET will carry out Financial Capacity Checks on the organisations receiving funding in EMPIR projects as it is responsible to the Commission for any European funding that it fails to recover when necessary. Financial Guarantees may be required from some External Funded Partners.

7.5 Operational capacity

EURAMET is required by the Horizon 2020 Rules for Participation to assess the Operational Capacity of all partners in a proposal to deliver EMPIR projects. This will be part of the evaluation process and carried out by the referees. A section of the proposal template will ask for information on each partner that will allow the referees to make a judgement on the operational capacity of each partner to do the work proposed.