

EMPIR Call Process
Guide 9: Applying for a Researcher Mobility Grant

Document: P-CLL-GUI-109
Approved: EMPIR Programme Manager

Version: 1.2
2019-04-17



Guide 9: Applying for a Researcher Mobility Grant

CONTENTS

1 Summary	3
2 Scope	4
3 About Researcher Mobility Grants	4
3.1 Eligibility criteria.....	4
3.2 Finding a host.....	5
3.3 Typical research activities	5
3.4 RMG limitations	5
3.5 Financial Allowances.....	5
4 Applying for an RMG	6
4.1 Applications	6
4.2 RMG Calls	7
5 Evaluating RMG applications	7
5.1 Appointment of Referees & Evaluators	7
5.2 Evaluation Criteria	7
6 Further information	8

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

Email: msu@npl.co.uk

Telephone: +44 20 8943 6666.

1 Summary

Scope	Researcher Mobility Grants enable researchers employed by EURAMET NMIs and DIs to spend between one and eighteen months working alongside a Joint Research Project (JRP) in a different country to their employer.
--------------	--

Allowances	Living	For researchers undertaking an RMG there is an allowance of 1800 € per month to cover <ul style="list-style-type: none"> • accommodation, • subsistence and • local travel
	Family	An additional 300 € per month can be claimed if the RMG researcher relocates to the Guestworking Organisation with his/her family.
	Development	RMG researchers are eligible for an allowance of up to 1500 € once every 6 months (FTE) to cover the costs of <ul style="list-style-type: none"> • attending JRP meetings • conference attendance • participation in training
	Travel	A fixed allowance of 500 € is paid every 3 months FTE to cover researcher's return travel from the Employing Organisation to the Guestworking Organisation(s)

Eligibility criteria	Researcher	<ol style="list-style-type: none"> 1. Holding the nationality of; A member state of the European Union; or Any other country, if the researcher can establish the right to work in the country of the guestworking organisation for the lifetime of the grant 2. Fluency in English is required (knowledge of the language of the guestworking organisation is an advantage) 3. Employed by their current "employing organisation" for the grant's duration
	Proposed research	<ol style="list-style-type: none"> 1. Proposed work must be relevant to the associated JRP's objectives and must be additional to the JRP project 2. Proposed duration: 1-18 months (typically 6 months); and must end before, or at the same time as, the associated JRP 3. Proposed work must be undertaken entirely at the guestworking organisation(s)
	Employing Organisation	NMI or a DI from an EU Member State and countries associated to Horizon 2020 (see list Ib)
	Guestworking Organisation(s)	<ol style="list-style-type: none"> 1. NMIs or DIs that are or have been participating in JRPs 2. Located in a different country to the current Employing Organisation

Apply	Documents	<ol style="list-style-type: none"> 1. RMG Administrative Data (Template 9a: RMG – Administrative Data) 2. RMG Research Schedule (Template 9b: RMG – Research Schedule) 3. Covering letter 4. Researcher's Curriculum Vitae (CV)
	Declaration	Employing Organisation will administer the funds (EMPIR Grant Award) OR If, in rare circumstances, the Employing Organisation cannot administer the funds the Guestworking Organisation can administer the funds. In this case a prior written approval is required before submitting the application. The Guestworking organisation is under no obligation to administer the funds and can decline without giving a reason.

2 Scope

Researcher Mobility Grants enable researchers employed by EURAMET NMIs and DIs to spend between one and eighteen months working alongside a Joint Research Project (JRP) in a different country to their employer. The grant funds travel, subsistence and other allowances, but not the salary. The salary must continue to be paid by the employing organisation.

This guide details:

- The eligibility criteria
- The allowances available
- How to apply
- The evaluation process

and gives an overview of the contractual and reporting requirements.

This guide does not include:

- The full reporting requirements for successful Researcher Mobility Grants (RMG); they can be found in the EMPIR Reporting Guidelines – Part 8

3 About Researcher Mobility Grants

3.1 Eligibility criteria

The admissibility and eligibility criteria are the minimum conditions that an application must fulfil if it is to be evaluated. EURAMET will check the eligibility of each application and only eligible applications will be evaluated. Where eligibility is not met, the application will be rejected and the proposers informed. If ineligibility is discovered later during the evaluation process, the application will be rejected.

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

3.1.1 Admissibility

To be considered admissible, a submission must be:

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

Incomplete applications may be considered inadmissible. A complete application includes the requested RMG administrative data, the RMG research schedule, the researcher's curriculum vitae and a cover letter.

3.1.2 Eligibility criteria for RMG participants

Researcher	4. Holding the nationality of; A member state of the European Union; or Any other country, if the researcher can establish the right to work in the country of the guestworking organisation for the lifetime of the grant 5. Fluency in English is required (knowledge of the language of the guestworking organisation is an advantage) 6. Employed by their current "employing organisation" for the grant's duration
Proposed research	4. Proposed work must be relevant to the associated JRP's objectives and must be additional to the JRP project 5. Proposed duration: 1-18 months (typically 6 months); and must end before, or at the same time as, the associated JRP 6. Proposed work must be undertaken entirely at the guestworking organisation(s)
Employing Organisation	NMI or a DI from an EU Member State and countries associated to Horizon 2020 (see list Ib)
Guestworking Organisation(s)	3. NMIs or DIs that are or have been participating in JRPs 4. Located in a different country to the current Employing Organisation

3.2 Finding a host

The EURAMET Capacity Building Officer acts as a facilitator for all RMG Calls. The Capacity Building Officer identifies EMPIR projects willing to host a researcher, identifies employing organisations willing to provide a researcher and negotiates a set of adverts that the MSU can use to launch the RMG Call. Applicants for an RMG must also confirm that their employer has agreed to support the application.

3.3 Typical research activities

The RMG should support research activities that:

- Form an additional package of research to the associated JRP. The work of the RMG must be both relevant and additional to the associated JRP's objectives
- Add value to the associated JRP; and are suitably scientifically and/or technologically challenging
- Include scientific training and transfer of knowledge
- Create impact
- Build links between key metrology organisations and individuals
- Build the metrology expertise of individuals

The RMG cannot be used to support other activities within the Employing or Guestworking Organisations, e.g. other research, management, teaching activities, exam invigilation, marking, applying for other grants, etc.

3.4 RMG limitations

3.4.1 Employment

RMG researchers must remain employed by their current "Employing Organisation" for the RMG's duration. If you are not employed you cannot apply for an RMG. RMG researchers can be at any stage of their career including being a PhD student.

3.4.2 Duration and location

The duration of the RMG must reflect the planned activities, and should be agreed between the RMG Beneficiaries (i.e. the RMG researcher, Employing Organisation and Guestworking Organisation) and the coordinator / work package leader of the associated JRP.

RMGs must be between 1 and 18 months (typically 6 months); and must end before, or at the same time as, the associated JRP.

The RMG research must be undertaken entirely at a Guestworking Organisation(s), this/these must be located in a different country to the Employing Organisation.

3.4.3 Part-Time Researchers

Equal consideration is given to RMG researchers who wish to work part-time, or reduced hours. The "duration" given above always refers to "full time equivalent" hours, and so for RMG researchers working 50 % of a standard working week the minimum duration would double to 2 months.

3.5 Financial Allowances

The RMG comprises the fixed allowances described below:

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

The Researcher Grant Calculator (Form 9b), found at <http://msu.euramet.org/downloads>, will calculate the likely allowances that can be claimed for your circumstances. The RMG Administrative Data Template (Template 9a) will also do this calculation at submission.

3.5.1 Allowance 1: Living

For researchers undertaking an RMG there is an allowance of 1800 € per month to cover

- accommodation,
- subsistence and
- local travel

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

3.5.2 Allowance 2: Family

An additional 300 € per month can be claimed if the RMG researcher relocates to the Guestworking Organisation with his/her family. It can only be claimed where the family also move with the RMG researcher.

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

3.5.3 Allowance 3: Development

RMG researchers are eligible for an allowance of up to 1500 € once every 6 months (FTE) or part of 6 months (i.e. twice in 9 months FTE). This allowance is designed to develop the RMG researcher (i.e. development activities must be in a technical area closely related to the work being funded by the RMG) and could cover the costs of

- attending JRP meetings
- conference attendance
- participation in training

This allowance is not adjusted by a correction coefficient.

3.5.4 Allowance 4: Travel

A fixed allowance of 500 € is paid every 3 months FTE (or part of 3 months i.e. twice in 4 months FTE). This is a contribution to the RMG researcher's return travel from the Employing Organisation to the Guestworking Organisation(s); any excess can be used for extra trips home.

This allowance is not adjusted by a correction coefficient.

4 Applying for an RMG

Applications are usually made collaboratively between the RMG Researcher, Employing Organisation and Guestworking Organisation.

Before applying the Capacity Building Officer, who acts as a facilitator for all RMG Calls, should have liaised with all these relevant parties.

4.1 Applications

An RMG application should consist of 4 documents and 1 declaration:

Documents:

1. RMG Administrative Data (Template 9a: RMG – Administrative Data)
2. RMG Research Schedule (Template 9b: RMG – Research Schedule)
3. Covering letter - EURAMET does not provide a template for this document. It should explain how the researcher is suitable for this position detailing how they meet any specific requirements given in the advert by referring to experience listed on their CV.
4. Researcher's Curriculum Vitae (CV) - EURAMET does not provide a template for this document. The CV must detail all relevant employment and education.

Declaration:

The contract will require the Employing Organisation to administer the funds (EMPIR Grant Award) for which it is responsible and require that all the appropriate payments are made to the RMG-Researcher without unjustified delay and in accordance with the payment schedule.

OR

If, in rare circumstances, the Employing Organisation cannot administer the funds the Guestworking Organisation can administer the funds. In this case a prior written approval is required before submitting the

application. The Guestworking organisation is under no obligation to administer the funds and can decline without giving a reason.

How to submit your application:

- All RMG applications must be made using the online application system, which will be published at <http://msu.euramet.org>

4.2 RMG Calls

Researchers interested in applying for an RMG can contact the Capacity Building Officer and JRP consortia at any time of year. The contact details of the Capacity Building Officer and for each JRP can be found at <http://www.euramet.org/>.

The RMG Call usually opens in early July until early September. Applications can only be made in response to specific adverts, which can be found at <http://msu.euramet.org/>.

5 Evaluating RMG applications

EURAMET appoints independent expert referees to assist with the evaluation of proposals for EMPIR calls. "Guide 8: Registering as a referee for EMPIR" explains how to register as a referee.

EURAMET takes all reasonable steps to ensure that referees are not faced with a conflict of interest between their own research/business interests, and their evaluation activities for EURAMET. All referees must abide by a Code of Conduct and sign "Form 6a: Code of Conduct and Declaration" prior to beginning any evaluation.

5.1 Appointment of Referees & Evaluators

RMG applications are evaluated by a representative from the consortium of the associated JRP (an "evaluator"), with the assistance of at least 2 independent referees.

The independent referees are usually selected from the referees who evaluated the associated JRP proposal at the review conference. In the event of a sufficient number of those referees not being available, EURAMET may ask the coordinator to select preferred referees from a list of similarly qualified referees.

The "evaluator" is usually the coordinator, but it can be another nominated representative from the consortium of the associated JRP e.g. a work package leader.

5.2 Evaluation Criteria

All RMG applications are evaluated against the published evaluation criteria. They are evaluated as presented, on their own merit. All applications are treated equally.

All opportunities are openly advertised; therefore applications may be in competition with one another. The evaluator(s) are the representative(s) from the associated JRP who consider the RMG applications on behalf of the consortium. They mark applications supported by formal comments from the independent referees.

EURAMET takes all reasonable steps to ensure confidentiality of applications, before, during and after the evaluation. The referees and evaluators are required to maintain the confidentiality of all information contained within the applications they evaluate, and of the evaluation outcomes. Applications can only be sent to referees / evaluators who have completed, signed and returned Form 6a: Code of Conduct and Declaration.

5.2.1 Marking guidance

One completed Form 9a: RMG Evaluation is required per RMG application. This is completed by the evaluator(s) although the form is also used for the independent referees to provide their comments to the evaluator.

- There are three evaluation criteria for applications
- Each evaluation criterion will be marked out of 5; half marks may be given
- The threshold for individual evaluation criteria will be 3 and the overall threshold, applying to the sum of the three individual marks will be 10. If an application has scored less than this, it cannot be funded.

- The marks and comments of the evaluator(s) should take into account the individual comments of the independent referees
- The marking scale is:

0	Fail: the proposal fails to address the criterion or cannot be assessed due to missing or incomplete information (unless the result of an 'obvious clerical error')
1	Poor: the criterion is inadequately addressed or there are serious inherent weaknesses
2	Fair: the proposal broadly addresses the criterion but there are significant weaknesses
3	Good: the proposal addresses the criterion well but with a number of shortcomings
4	Very Good: the proposal addresses the criterion very well but with a small number of shortcomings
5	Excellent: the proposal successfully addresses all relevant aspects of the criterion; any shortcomings are minor

6 Further information

EURAMET has the right to cancel negotiations and contracts for RMGs where the associated project negotiations or contracts fail, or the funding earmarked for the RMG is unavailable to EURAMET.

- **IP arrangement:** The EMPIR Researcher Grant Beneficiaries will comply with the provisions of the Consortium Agreement for the Associated JRP.
- **Reporting:** Each RMG is associated with a JRP; full reporting requirements are given in the document "EMPIR Reporting Guidelines Part 8 - Writing a Final RMG Report", available on <http://msu.euramet.org/downloads.html>. RMG Beneficiaries are only required to provide a **final report**: This report is to be provided at the end of the RMG. Only when this has been received and approved by EURAMET will the final 15 % payment be released.
- **Payment:** EURAMET will distribute the allowances to the Employing Organisation (or, in rare circumstances, Guestworking Organisation) based on written requests.
 - A payment schedule will be included as an annex to the RMG Contract. Financial contributions will be scheduled at least every 6 months in advance. 15 % will be retained by EURAMET until the Final Report is approved by them.