

Research Mobility Support (RMS)

Applicants Guide

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1. Glossary

CB	Capacity Building
CaBuCo	Acronym of JRP project
CBO	Capacity Building Officer
CMI	Czech metrology institute
CV	Curriculum Vitae
DI	Designated Institutes
EC	European Commission
EPM	European Partnership on Metrology
EURAMET	European Association of National Metrology Institutes
FSTP	Financial Support for Third Parties
GA	Grant Agreement
GDPR	General Data Protection Regulation
HE AGA	Horizon Europe Grant Agreement
IPR	Intellectual Property Rights
JRP	Joint Research Project
NMI	National Metrology Institutes
RMS	Researcher Mobility Support
SC	Stakeholder Committee

2. Summary

Researcher Mobility Support (RMS) is one of EURAMET capacity building support instruments. These instruments are designed to facilitate knowledge transfer, and allow more or less experienced National Metrology Institutes and Designated Institutes (NMIs and DIs) to collaborate in building capabilities and to support the development of research capacity in the emerging NMIs and DIs. This instrument supports researchers from EURAMET NMIs and DIs in joining an organisation in a country different from their employer's (a EURAMET NMI or DI or other institution that can host a suitable research). RMS supports researchers for periods ranging from one to nine months to conduct research in their chosen metrology field. RMS covers travel, subsistence and development costs, but does not fund the salary of the researcher. The salary of the researcher must continue to be paid by their employing organisation.

3. Scope

Researcher Mobility Support enables researchers employed by EURAMET NMIs and DIs to join an organisation in a country different from their employer's (a EURAMET NMI or DI or other institution that can host a suitable research). RMS supports researchers for periods ranging from one to nine months to conduct research in their chosen metrology field. RMS covers travel, subsistence and development costs, but does not fund the salary of the researcher. The salary of the researcher must continue to be paid by their employing organisation.

This guide details:

- Eligibility criteria;
- Allowances available;
- How to apply;
- Evaluation process;
- Reporting requirements for successful RMS;
- Contractual requirements.

4. About Researcher Mobility Support

4.1 Eligibility criteria

The admissibility and eligibility criteria are the minimum conditions that an application must meet to be evaluated. The project coordinator will verify the eligibility of each application and only those deemed eligible will be evaluated. Where eligibility is not met, the application will be rejected and the proposers will be informed. Should ineligibility be discovered later during the evaluation process, the application will still be rejected.

4.1.1 Admissibility

To be considered admissible, a submission must be:

- Submitted following the instructions given at the project web platform, before the deadline specified;
- Readable, accessible and printable.

Incomplete applications will be considered inadmissible.

4.1.2 Eligibility criteria for RMS participants

Applicants (employing organisation) are:

- EURAMET NMIs and DIs
- NMIs and DIs from EU member states and countries associated to Horizon Europe

A list of eligible countries is given on the project web platform.

Hosts (guestworking organisation):

Hosts are EURAMET NMIs or DIs and other institutions (e.g., universities, public research organisations), that are or have been participating in partnership JRPs, and which are located in a different country to the researcher's employing organisation.

Researchers:

Researchers are staff members of employing organisations. Researchers should hold the nationality of a member state of the European Union or any other country, provided that the researcher establishes the right to work in the country of the guestworking organisation for the lifetime of the RMS. Fluency in English is required. The researchers must be employed by their current employing organisation for the grant's duration. Should an RMS be attached to a partnership JRP, the researcher will have the option to attend at least one JRP project meeting (as long as it is within the RMS duration).

The employing organisation, the guestworking organisation, and the researcher form the grant beneficiaries.

4.2 Finding a host

Researchers interested in applying for an RMS can see the Advertising part at the project web platform, contact the CaBuCo coordinator, and/or contact the JRP consortia or the CBO at any time of year. The contact details for each JRP can be found on the EURAMET web page www.euramet.org.

4.3 Typical research activities

The RMS will support research activities that:

- Include research and/or development;
- Build the metrology expertise of individuals;
- Comprise an additional package of research to an associated European Partnership on Metrology (EPM) Joint Research Project (JRP). The work of the RMS must be both relevant and contribute to the associated JRP's objectives;
- Add value to an associated JRP; ensuring it is suitably scientifically and/or technologically challenging;
- Include scientific training and facilitate transfer of knowledge;
- Implement new or improved measurement/calibration services;
- Implement new or improved measurement tools/artefacts;
- Support comparisons in new technologies.

The RMS can not be used to support routine activities within the employing or guestworking organisations, such as other research, management, teaching activities, exam invigilation, marking, applying for other grants, etc., which are not specified in the RMS Grant Agreement.

4.4 RMS limitations

4.4.1 Employment

RMS researchers must remain employed by their current employing organisation for the duration of the RMS. If the researcher does not meet this condition, they can not apply for an RMS. RMS researchers can be at any stage of their career including being a PhD student.

4.4.2 Duration and location

The duration of the RMS must align with the planned activities and should be agreed upon among the RMS beneficiaries (i.e. the RMS researcher, employing organisation and guestworking organisation). The researcher must spend between one and nine months working at the guestworking organisation (the stay does not necessarily have to be completed as one continuous period).

RMS research must be undertaken entirely at a guestworking organisation, which must be located in a different country to the employing organisation.

4.5 Allowances

The RMS comprises the fixed allowances described below. Please note:

- The salary of the RMS researcher must continue to be paid by their respective employing organisation for the duration of the RMS;
- Neither the employing organisation, guestworking organisation, nor the RMS researcher shall make profit from the grant;
- The project coordinator reserves the right to review the costs claimed.

RMS allowances are calculated according to the instructions below. Supplements will be calculated based on the time the researcher spends at the host organization performing the tasks specified in the RMS work plan - no supplements are provided when the researcher is at the employing organization.

Employing organisation will administer the funds. In rare circumstances where the employing organisation is unable to do so, the guestworking organisation may administer the funds instead. In such 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 to do so without providing a reason.

4.5.1 Allowance - Living

For researchers undertaking an RMS, there is an allowance of 2400 € per month to cover

- Accommodation;
- Subsistence;
- 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. RMS will use the country correction factors for Marie Skłodowska-Curie Actions for adjustment of the living allowance (see https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2023-2024/wp-2-msca-actions_horizon-2023-2024_en.pdf).

4.5.2 Allowance - Travel

A fixed allowance of 500 € is paid every 3 months (or for any part of 3 months, i.e. twice in 4 months). This allowance contributes to the RMS researcher's return travel between the

employing organisation to the guestworking organisation. Any excess funds can be used for additional trips home.

This allowance is not adjusted by a correction coefficient.

4.5.3 Allowance - Development

RMS researchers are eligible for an allowance of up to 1000 €. This allowance is intended to support the development of the RMS researcher (i.e. development activities must be in a technical area closely related to the work being funded by the RMS) and, for the duration of the RMS, could cover the costs of

- attending JRP meetings;
- conference attendance;
- participation in training.

This allowance is not adjusted by a correction coefficient.

5. Applying for an RMS

Applications are usually made collaboratively by the RMS researcher, employing organisation and guestworking organisation.

An RMS application must include the following information:

- RMS application details – to be submitted online;
- RMS proposal – as attachment to the online application;
- Budget proposal – to be submitted online;
- Cover letter (Including information on how the researcher is suitable for the position by detailing specific requirements outlined in the advertisement, with references to relevant experience listed in the researcher's CV) – as attachment to the online application;
- Researcher's CV – as attachment to the online application.

The Grant Agreement will require the employing organisation to manage the funds for which it is responsible, and ensure that all the appropriate payments are made to the RMS researcher without unjustified delay and in accordance with the payment schedule.

In rare circumstances where the employing organisation is unable to administer the funds, the guestworking organisation can administer the funds. In such case, a prior written approval is required before submitting the application. The guestworking organisation is under no obligation to administer the funds and may decline without providing a reason.

5.1 Submitting the application

RMS applications must be submitted via the project web platform. Applications that do not pass the eligibility checks will be rejected and will not be evaluated. The applicant will be informed by email about the status of the application.

5.2 RMS Calls

The RMS call will be a one stage Open Call with 3 cutoff and 3 evaluation dates per 12 months. The last cutoff date is planned for Q3 2027. The cutoff dates for the RMS applications can be found on the project web platform.

6. Evaluation of RMS applications

Evaluation of RMS applications will be evaluated by independent Stakeholder Committee, see Guide SC-G01- Evaluation of Capacity Building activities, EC requirements will be followed and will consist of these steps:

- Eligibility checks conduction;
- Review and mark the applications against the excellence, impact and efficiency of the implementation criteria;
- Prioritise applications and decide which of them will be selected for funding.

The project coordinator will inform the applicants of the outcome of the evaluation.

Applicants selected for the RMS will be asked to confirm their acceptance and then proceed to the contractual documentation stage. Rejected applicants will receive feedback to assist with future submissions.

The project coordinator will publish the final list of successful RMS recipients from each evaluation cycle on the project web platform and will send notification letters to all applicants.

7. Grant Agreement (GA)

- Applicants will sign the Declaration of Absence of Double Financing;
- The project will only enter into Grant Agreements with organisations, not individual persons.

Only organisations capable of receiving and managing awarded funds will be contracted. In order to receive funding, organisations must be from countries eligible for funding under Horizon Europe in order to receive funding.

RMS Grant agreement will follow Financial Support for Third Parties (FSTP) requirements (Article 6.2.D.1 of the HE AGA). Penalties will be enforced for failing to meet contractual obligations.

The project shall have the right to suspend, refuse, or reclaim any payment at any time, in whole or in part if:

- A RMS beneficiary is found or presumed to have infringed the provisions of the GA;
- Non-performance or delay of the RMS Beneficiary's obligations under the GA occur, in particular:
 - o If one or more of the reports or appropriate deliverables are not supplied, or are inadequate, or are not complete, or
 - o If a RMS beneficiary does not respond to instructions and requests from the project coordinator in a timely manner.

The project will ensure that any requests for amendments by the beneficiaries follow the Horizon Europe guidelines and include at least:

- The reasons for amendments;
- The appropriate supporting documents.

7.1 Payment

CMI will distribute the allowances to the employing organisation (or, in rare circumstances, the guestworking organisation). The project will use the country correction factors for Marie

Skłodowska-Curie Actions for adjustment of the living allowance. The RMS grant agreement between the project coordinator and the grant beneficiary will also list rules for the partial or total return of the funds received to the project coordinator in case that the beneficiary does not deliver the grant objectives' results, or the grant is terminated, or the duration of a researcher's stay is shortened. A payment schedule will be included in the RMS GA.

Payment conditions:

- Pre-financing payment (80%) – no sooner than 30 days before the activity starts;
- Final payment (20%) – within 60 days after confirmation / approval of the final report;
- The employing or, in rare circumstances, the guestworking organisation must be able to manage the funds and must be from a country eligible to receive funding under Horizon Europe.

8. RMS reporting

The final report is the reporting required at the end of each Researcher Mobility Support. The report should provide information for each section of the RMS Research Schedule, clearly outlining what was planned, what was achieved, and the impact. The RMS Report Template (RMS-T-02) must be used for the completion of this report. RMS reports will first need to be confirmed/approved by the guestworking organisation. The researchers will then submit the confirmed RMS reports to the project coordinator for final review.

RMS Beneficiaries are only required to provide the final report: Only when the final report has been received and approved by the project coordinator.

The following are the obligatory parts of the report:

Summary

The report will include a summary (max. 1000 characters) of the research progress, highlighting the achievements made and any issues encountered during the project. Include a statement of whether the Researcher Mobility Support met its targets, along with a mention of the outputs, impact, and any uptake of the results.

Progress

This part of the report should summarise the highlights and progress made towards completing each task (max. 400 words per task). This part should include the contribution of each partner and a description of any challenges encountered in completing each task. If it was not possible to complete a task (or part of a task), provide an explanation. Ensure that the progress description covers the full duration of the RMS.

Output and Impact

This part of the project should describe all activities related to the output and impact in the form of case studies or success stories.

9. Further information

The project coordinator reserves the right to cancel negotiations and Grant Agreements for RMSs if the associated project negotiations or Grant Agreements fail, or if the funding allocated for the RMS is no longer available to the project coordinator.

10. Personal data and confidentiality

The project collects and store personal data of applicants, that is essential for the project database.

All submissions are kept securely and confidential, are not accessible to anyone else in CMI (except specific people working on the 23CBC01 project) or to anyone outside of CMI, unless specifically required to be provided to EURAMET as part of their monitoring process.

Submissions will not be made available to the SC, except for the purpose of evaluation only. The SC members will be required to maintain confidentiality of all information contained within the submissions they will receive and evaluate, and of the evaluation outcomes. Submissions will only be sent to SC members who have completed, signed and returned a Declaration of Confidentiality and Conflict of Interest.

SC members will be required to delete or destroy their versions of the submission and evaluation documents once the evaluation is complete.

Relevant documents :

RMS Proposal Template RMS-T-01

RMS Report Template RMS-T-02

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