

Mentoring Scheme Award (MSA)

Applicants Guide

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1. Glossary

CB	Capacity Building
CaBuCo	Acronym of JRP project
CBO	Capacity Building Officer
CIPM MRA	Mutual Recognition Arrangement
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
GA	Grant Agreement
GDPR	General Data Protection Regulation
MSA	Mentoring Scheme Award
NMI	National Metrology Institutes
SC	Stakeholder Committee

2. Summary

The Mentoring Scheme Award provides a platform for staff from two different metrological institutes (EURAMET NMI or DI, in different countries), to form a partnership and work together on a relevant topic, such as technical, managerial, comparisons or traceability. MSA participants will spend between 2 and 6 **person** weeks, not necessarily consecutively, at the partner organisation which is in a different country to their employing organisation.

3. Scope

The Mentoring Scheme Award provides a platform for people (a maximum of 6 participants) from two different metrological organisations (in different countries), to form a partnership and work on a relevant topic. The scheme will provide funding for travel, accommodation and subsistence, enabling people from NMI or a DI, from a EURAMET member or associate country, to spend between 2 and 6 **person** weeks in a country different from their employer's.

This guide details:

- The eligibility criteria;
- The allowances available;
- How to apply for MSA;
- The evaluation process;
- Reporting requirements.

4. About Mentoring Scheme Award (MSA)

4.1 Eligibility criteria

Eligibility for the mentoring scheme for both the sending / hosting organisation are that the organisations are EURAMET NMIs and DIs and NMIs and/or DIs from countries associated to Horizon Europe.

The eligibility criteria are the fundamental conditions that an application must meet to be considered for evaluation. The project team will first review each application to ensure it meets the eligibility criteria. Only those applications that meet these criteria will advance to the evaluation stage. If an application does not meet the eligibility criteria, it will be rejected at this stage, and the proposers (applicants) will be notified of this decision.

If, during the evaluation process, an application is found ineligible, it will be rejected at that point, regardless of its progress. In instances where there is uncertainty regarding the eligibility of an application, the project team reserves the right to continue with the evaluation process. However, this is done with the understanding that a final decision on eligibility will be made later, which may still result in rejection if the application is ultimately deemed ineligible.

This procedure ensures that only applications that fulfil the minimum required conditions are evaluated, thereby maintaining the integrity and efficiency of the selection process.

4.1.1 Admissibility

To be considered admissible, a submission must be:

- Submitted following the instructions given on www.cabuco.cmi.gov.cz before the deadline specified;
- Readable, accessible and printable.

Incomplete applications will be considered inadmissible.

4.1.2 Eligibility criteria for MSA participants

Applicants should:

- Be staff members of EURAMET NMIs and DIs that are eligible to participate;
- Either hold the nationality of a European Union member state, or hold the nationality of another country, provided they can demonstrate the right to work in the destination country for the entire duration of the grant;
- Be fluent in English (knowledge of the language of the destination country is an advantage but not a requirement);
- Be employed by their current employing organisation for the MSA's duration.

4.2 Typical research activities

- Support exchange of expertise on technical topics;
- Support exchange of expertise on managerial topics;
- Support exchange of expertise on CIPM MRA related topics;
- Support the preparation of EURAMET activities (e.g. capacity building).

4.3 MSA limitations

Employment

MSA participants must remain employed by their current employing organisations for the scheme's duration.

Duration and location

The duration of the MSA must be appropriate for the planned activities. The duration must be between 2 and 6 person weeks for a maximum of 6 MSA participants. MSA participants must come from two different partner organisations (EURAMET NMI or DI) located in different countries.

MSA budget

An annual budget is allocated for the Mentoring Scheme. Applications for the MSA will be processed each calendar year until the budget allocated for MSA for that year is fully spent.

4.4 Reimbursement of the costs

The project coordinator will reimburse the costs to all participating parties upon receiving an invoice from their respective employing organisations, in accordance with the budget agreed upon in the Grant Agreement.

Eligible costs include:

- Travel,
- Accommodation;
- Subsistence for MSA recipients for their visit(s) to the counterpart organisation according to the accounting rules of their employing organisation.

Please note:

- *The salaries of the MSA recipients must continue to be paid by their respective employing organisations throughout the MSA duration;*
- *Recipients of the travel costs reimbursements shall take responsibility for the taxation of reimbursements in their countries (if applicable);*
- *Neither the institution nor the MSA participant shall make a profit from the reimbursement;*
- *The CaBuCo project reserves the right to review the costs claimed.*

5. Applying for an MSA

Persons interested in applying for an MSA can visit the Advertising part at the project web platform, search for a potential host (or potential hosts) themselves, and contact the project coordinator or the CBO.

Applications are usually made collaboratively between the candidates involved.

Candidates and organisations interested in applying for an MSA might contact the project coordinator before they apply.

The MSA application must include the following information:

- MSA Application details – to be submitted in the online application;
- MSA Proposal - as attachment to the online application;
- Cover letter (describing the projected benefits for the participating organisations) - as attachment to the online application;
- Budget data – to be submitted in the online application,
- CV - as attachment to the online application.

5.1 Submitting the application

MSA 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 MSA Calls

The MSA 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 at www.cabuco.cmi.gov.cz.

6. Evaluation of MSA applications

Evaluation of RMS applications will be evaluated by independent Stakeholder Committee, see Guide SC-G-01 Evaluation of Capacity Building activities, EC requirements will be followed and will consist of these steps:

- Perform eligibility checks;
- Review and mark applications against the excellence and benefit (to both organisations) criteria;
- Prioritise applications and decide which ones will be selected for funding.

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

Successful applicants will be asked to confirm acceptance of the MSA award and will then proceed into the contractual documents stage. Rejected applications will receive feedback to assist with future applications.

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

7. Reporting

The outcome of each MSA will be documented in a simple report summarising the work, outcome and impact achieved (as case studies or success stories) within the MSA. Once all parties agree, the beneficiaries will submit the report to the Capacity Building Coordinator through email.

The MSA Report Template (MSA-T-02) must be used. The following are the obligatory parts of the report.

Summary:

The report will include a summary of the research progress, highlighting the achievements made and any issues encountered during the project. Include a statement of whether the Mentoring Scheme Award 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 MSA.

Output and Impact:

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

8. 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:

MSA Proposal Template MSA-T-01

MSA Report Template MSA -T-02

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Co-funded by
the European Union

The project has received funding from the European Partnership on Metrology, co-financed from the European Union's Horizon Europe Research and Innovation Programme and by the Participating States.

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