



# Procedure for the submission and evaluation of proposals for Training and Capacity Building for E&I countries

## 1. Submission of proposals

A dedicated public portal at the Joint Research Centre (JRC) Science Hub has been set-up to manage the access to JRC Research Infrastructures (RI) for the purposes of Training and Capacity Building (T&CB) for Enlargement and Integration (E&I) countries. Each JRC RI will issue calls for proposals announced through this dedicated portal on a yearly basis, at six month intervals, or depending on the availability of the RI. The call for proposals will include the following information:

- Eligibility criteria
- Estimated total number of Access Units<sup>1</sup> allocated to the call
- Average number of Access Units allocated to each proposal
- List of T&CB topics

The portal will also provide the following documents:

- Framework of access to the Joint Research Centre physical Research Infrastructures for the purposes of Training and Capacity Building for Enlargement and Integration Countries ("Framework")
- Access Form as User to JRC Research Infrastructure for the purposes of Training and Capacity Building ("Access Form")

Prospective users can submit a proposal following the publication of a call for proposals. Proposals must be submitted using the **Proposal Submission Form**. The Lead User<sup>2</sup> must sign and submit a PDF file of the Proposal Submission Form to the functional mailbox listed in the call for proposals for the RI to which access for the purposes of Training and Capacity Building is asked for.

The Lead User is encouraged to contact the RI during preparation of the proposals, in order to assess feasibility aspects related to the capacity of the RI.

The Lead User is notified by e-mail for the receipt of the proposal. The Lead User may re-edit or withdraw a proposal until the deadline for submission. Withdrawn proposals are subsequently not be considered for evaluation or for selection, nor count against possible reapplication restrictions. Once the deadline has passed, no further corrections or resubmissions are possible.

## 2. Eligibility check of proposals

Submitted proposals are first checked for eligibility by Directorate A of the JRC. Eligibility consists of the following criteria:

- The User Institution(s) must be from a country associated to the EU Research Programme Horizon 2020<sup>3</sup>.
- The User Institution must be from a university, research or public institution, or from a Small-Medium-Enterprise (SME).
- The proposal submission form is complete and complies with the instructions.

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<sup>1</sup> The Access Unit is defined as one day of stay of a User at the JRC Research Infrastructure for the purposes of Training and Capacity Building.

<sup>2</sup> The 'Lead User' is a User from the User Institution responsible for the preparation and submission of the proposal for access. The Lead User acts as main point of contact with the JRC.

<sup>3</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/3cpart/h2020-hi-list-ac\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf)



The JRC will communicate the Lead User of its decision on non-eligible proposals within two (2) weeks after closure of the call for proposals.

### 3. Selection Committee

The submitted proposals are evaluated by the JRC by a Selection Committee. The Selection Committee is composed by three members: two from the RI and one from the Directorate to which the RI belongs to.

The Selection Committee will meet to evaluate the proposals within four (4) weeks after the deadline for submission.

### 4. Evaluation of proposals – Selection criteria

Proposals are evaluated by each member of the Selection Committee according to the grades and selection criteria listed in Table 1.

**Table 1**

Criterion for selection	Relevant sections of proposal form	Max. points (Threshold)
<u>Quality of the consortium</u>		
CVs of the Users	4	10 (6)
Number of countries	1	6 (*)
Number of User Institutions	1	4 (*)
User Institutions with RIs complementary or similar to those of the JRC <sup>4</sup>	1	10 (*)
<u>Rationale</u>		
Justification	3b	20 (12)
Synergies w/ongoing research and future plans	3c	10 (6)
Added value	3d	10 (6)
	Total:	70

\* No threshold

Proposals that do not meet the minimum thresholds indicated in Table 1 are rejected. The final grade is calculated as the sum of the grades of each of the seven criteria.

In addition, the feasibility of the proposal is evaluated by the concerned RI, based on the information contained in Section 3a. Proposals that are "not" feasible are rejected.

A proposal evaluation form is released by the Selection Committee. The evaluation forms are kept at the JRC and are accessible, upon request, to the Lead User. The Selection Committee establishes a shortlist, composed of the selected proposals, ranked according to their final grade.

Lead Users will be notified of the outcome of the selection process within 6 weeks of the deadline for submission of proposals.

<sup>4</sup> User Institutions with Research Infrastructures being planned for upgrading or under construction are also considered



## 5. Shortlisted proposals

Starting with the highest ranking, the JRC RI will contact the Lead User Institution having submitted the ranked proposal to delineate the details of the User Access Project. The discussions will take into account the schedule of the RI, the available resources and the technical feasibility of the project.

A final list of the Users and corresponding User Institutions participating in the User Access Project will be agreed between the JRC and the Lead User Institution, together with the topics and the preliminary schedule of the User Access Project. For this purpose the Lead User should complete the **User Access Project Description and Schedule** in agreement with the relevant JRC RI.

The Lead User Institution whose proposal was rejected or was not selected following the discussions may resubmit the proposal in the next call for proposals. A list of the successful proposals will be published at the JRC Science Hub.

## 6. Successful proposals

Users visiting the JRC will need to sign the User Training and Capacity Building Access Agreement, covering the entire duration of the User Access Project.

Significant changes affecting the schedule and scope of the User Access Project will be communicated by the JRC RI to the Lead User, and by the Lead User to the JRC RI, within six (6) weeks prior to the agreed date for commencing the User Access project.

## 7. Travel and Subsistence

The costs of travel and subsistence related to the stay of Users at the JRC Research Infrastructure will be fully covered by the JRC.

The JRC will arrange to pay travel and subsistence eligible costs of the Users directly to a supplier (e.g., to issue the tickets or settle a hotel bill) up to a certain ceiling set out in the call, depending on the number of days spent at the JRC.

For eligible costs that cannot be covered directly in accordance with the first paragraph, the JRC will reimburse to the Users the travel and subsistence costs concerned in accordance with the rules in place at the JRC, up to the ceiling set out in the call.

In both cases, only one return travel ticket will be covered by the JRC for each User for the duration of each project.

## 8. Contact Point

A member of the JRC staff from the concerned RI is designated as the local scientific contact with the Lead User of the successful user team. He/she is the first contact point during the assessment of the project technical details and is in charge of the user team during their stay at the RI. The local contact functions as a liaison with the RI operators and with the JRC administration.