



HELLENIC REPUBLIC  
MINISTRY OF DEVELOPMENT AND INVESTMENTS  
GENERAL SECRETARIAT FOR RESEARCH AND TECHNOLOGY  
**HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION**

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Ref. No. 19612

## **LIST OF FREQUENTLY ASKED QUESTIONS**

regarding the

3rd Call of Action

**“Science and Society”**

**“Research, Innovation & Dissemination Hubs”**

(Ref. No. 17504/14.10.2019, as in force)

Edition 1.0

(Decision with Ref. No. 19611/29.11.2019 of the Hellenic Foundation for Research and Innovation  
Director)

## FREQUENTLY ASKED QUESTIONS – ANSWERS

### Group A. Eligibility Terms and Conditions

#### **Question 1: What is the difference between Project Principal Investigators (PIs) and Project Coordinators (PCs)?**

The project's PI is exclusively responsible for Proposal submission and may be a faculty member (DEP)/ academic staff of Higher Educational Institutions (AEI) (Article 2, comp. xi of Law 4485/2017) and Higher Military Educational Institutions (ASEI) (Article 8 of Law 3187/2003) or belong to the research staff of Research Centres and Institutes (RC-I) (Article 18 of Law 4310/2014) or to any staff category of the Organizations in question, according to the provisions of article 13a(9) of Law 4310/2014, as in force.

The PC of the project may be a natural person not belonging to the Host Institution. As provisioned above, staff belonging to the Host Institution is also eligible to participate as a PC. The functions and duties of the PI and PC are defined in the Call. It is noted that the PI and the PC may be the same person or different persons.

#### **Question 2: Who is eligible to submit a proposal as a project PI?**

Proposals may be submitted by faculty members (DEP)/ academic staff of Higher Educational Institutions (AEI) (Article 2, comp. xi of Law 4485/2017) and Higher Military Educational Institutions (ASEI) (Article 8 of Law 3187/2003), and the research staff of Research Centres and Institutes (RC-I) (Article 18 of Law 4310/2014), as well as every staff category of the Organizations in question, according to the provisions of article 13a(9) of Law 4310/2014, as in force.

#### **Question 3: What applies in regard to Letters of Intent?**

Letters of Intent to collaborate confirm that the Host Institution (HI) or/and the Collaborating Organizations (COs) hold intent to collaborate with the PI in the framework of the proposal. Submitting a Letter of Intent to collaborate on behalf of the HI is compulsory and failure to present one renders the Proposal non-eligible, while Letters of Intent on behalf of the COs are only submitted when pertinent collaboration relations are described in the proposal. In order for a Letter of Intent to be considered complete, the formal correspondence stationery (with the logo) of the Organization has to be used, bearing the signature of the Organization's competent representative and the Organization's stamp (if one exists), and the clear statement of the Organization's intent to collaborate within the framework of the proposal in question (mentioning the title, the proposal acronym and the PI's full name) submitted in the framework of the H.F.R.I. Call. It is noted that Letters of Intent to collaborate are drafted in Greek, while in cases where Letters of Intent to collaborate cannot be drafted in Greek, Letters of Intent drafted in English are also considered eligible. (The title of the Call in English is: "Research, Innovation and Dissemination Hubs".)

#### **Question 4: Who is the person competent for signing the Letter of Intent to collaborate on behalf of the Host Institution (HI) and the Collaborating Organization (CO)?**

Competent for signing the HI's and CO's Letter of Intent to collaborate is the legal representative of the Organization.

**Question 5: Who is the person competent for signing the certificate/letter of intent to collaborate on behalf of the school?**

Competent for signing the certificate/letter of intent to collaborate on behalf of the school is the school head.

**Question 6: In case where letters of intent to collaborate on behalf of COs already exist, can they be submitted or should they be updated?**

Yes, in case where letters of intent to collaborate on behalf of COs already exist, they should be updated and pertain to the action in question.

**Question 7: Which organizations can operate as HIs in the framework of this action?**

The Call (Section 3.2) explicitly defines that the organizations listed below may operate as HIs:

- Higher Educational Institutions (AEI) in the country, as specified Law 4485/2017 (Government Gazette (GG 114/A/2017) and 4610/2016 (GG 70/A'/2019);
- Research Centres – Institutes (R.C.-I.) of article 13a of Law 4310/2014 (GG 258/A/2014), as amended and in force.
- University Research Institutes (EPI), i.e. private law legal entities that have been formed pursuant to the provisions of Laws 2083/1992 (GG 159/A/1992) and 3685/2008 (GG 148/A/2008).
- Higher Military Educational Institutions (ASEI) of Law 3187/2003 (GG 233/A/2003).

**Question 8: Is there a limitation as to the number of proposals that can be submitted under the same HI?**

There is no limitation as to the number of proposals that can be submitted under the same HI in each Thematic Area.

**Question 9: Is there a limitation as to the number of COs that can participate in a proposal?**

There is no limitation as to the maximum number of COs that can participate in a proposal.

**Question 10: Can HI's permanent staff members (e.g. Lab teaching Staff, Special educational staff) be nominated as PIs?**

Permanent staff members to the HI may be nominated as PIs, under the condition of having secured a Letter of Intent to cooperate from the HI, in line with the provisions of article 13a (9) of Law 4310/2014, as in force.

**Question 11: Can a Professor Emeritus participate as a PI?**

According to the Call, the PI or/and the PC and Salaried Project Team (PT) members cannot be retirees (to applies in the case of professors/researchers emeriti).

**Question 12: Can a proposal have more than one HIs?**

No, the proposal can only be submitted by one Host Institution. Any other Organization will be participating in the project as a Collaborating Organization.

**Question 13: What has been provisioned in the event that the PI, PC or a PT member retires during project's evaluation or implementation?**

In the event that the PI or PC retires during project's evaluation or implementation, his/her replacement should be designated, while the retiree can continue to participate in the project as a non-salaried PT member. If a PT member retires during project's evaluation or implementation, he/she can continue to participate in the project as a non-salaried member.

**Question 14: How many Thematic Areas can a proposal be submitted under?**

A proposal can only be submitted under a single Thematic Area of the Action.

**Question 15: (Thematic Area 1) Is it compulsory that a teaching faculty member of the school hosting the Research and Innovation Hub participates in the Project Team?**

No, it is not compulsory that a teaching faculty member of the school hosting the Research and Innovation Hub participates in the Project Team.

**Group B. Budget and Cost Categories**

**Question 16: Is it possible for a PT member be salaried when he/she is a freelancer and lives abroad?**

A PT member who lives abroad and is a freelancer can be salaried under the condition that he/she is contracted with the Host Institution in the framework of the present Call.

**Question 17: How are PT members not employed at the HI salaried?**

PT members not employed at the HI are contracted with the HI for proposal's implementation.

**Question 18: What has been provisioned for the salary of PhD Candidates?**

According to the Call, gross monthly earnings for full-time employment of PhD Candidates are calculated as follows:

1. In the event of a fixed-term private law employment contract, the gross monthly earnings are equal to those provisioned in Chapter B of Law 4354/2015, as in force, gross monthly earnings for full-time employment.
2. In case of a project lease contract, gross monthly earnings may be equal to the gross monthly earnings that the PhD Candidate or Postgraduate Student would have received, on the basis of a fixed-term private law employment contract as specified (under 1) above, (plus the corresponding VAT).

**Question 19: Can PhD Candidates who are receiving a scholarship by the H.F.R.I. or another Organization, participate in the PT as salaried members?**

PhD Candidates who are receiving a scholarship/funding by another Organization for carrying out their doctoral thesis may participate in the PT as salaried members, under the strict condition of observing double funding restrictions, abiding to any relevant limitations of the other funding agreement and of course by abiding to the terms and conditions of this Call. It is noted that especially in the case of PhD Candidates who are receiving a scholarship in the framework of the 1st and 2nd Call for H.F.R.I. Scholarships to support PhD Candidates, the corresponding income limitation must be observed.

**Question 20: Following project completion, are Hub maintenance costs considered eligible?**

No, following project completion, Hub maintenance costs are not considered eligible.

**Question 21: What has been provisioned for the salary of a PT member who is part-time employed in the private sector under a private law open-term contract?**

The salary of a PT member who is part-time employed in the private sector under a private law open-term contract, may amount to a sum equal to the one that would have been received under a full-time employment contract, in line with the legislation in force.

**Question 22: (Thematic Area 3) Are costs incurred for drafting the feasibility study considered eligible? If yes, which cost category are they to be included in?**

Yes, costs incurred for drafting the feasibility study are considered eligible and are included in the category of contract agreement costs for the provision of products and services (Section 5.1.7)

**Question 23: Can Collaborating Organizations receive funding directly?**

No, COs cannot receive funding directly. H.F.R.I. is only contracted to the HI that receives the full funding amount, through which COs can be reimbursed for any services being offered in the framework of project's implementation (e.g. Costs for use or access to equipment, infrastructures or other resources. Costs for securing contact agreements for the provision of services etc.).

**Question 24: May potential contractors of a contract for the provision of services be designated upon proposal submission?**

The award of a provision of services contract must follow the procedure laid down by the legislation in force.

**Question 25: Does the Proposal budget have to be detailed?**

The Proposal budget should cover the total of project needs, in accordance to the Eligible Cost Categories and conditions of this Call.

**Group C. Proposal submission**

**Question 26: Is there a template available for submitting proposals under each Thematic Area?**

There is no template supplied for submitting proposals under any of the Thematic Area.

**Question 27: (Thematic Area 3) Are there any technical standards for drafting the feasibility study?**

There are no technical standards for drafting the feasibility study. The technical standards for documents listed in Table 1 on page 15 of the Call should be observed, while the basic axes mentioned on page 16 of the Call should also be described.

**Question 28: How will schools /directorates of education be listed during the proposal submission through the H.F.R.I. Portal?**

During proposal submission through the H.F.R.I. Portal, the school or Primary/Secondary Directorates of Education details are filled-out within field “Collaborating Organization”, and specifically within fields “Other Organization” and “Type of Organization”.

**Question 29: Who submits the proposal through the H.F.R.I. Portal?**

According to the provisions set out in the Call, the project’s PI is competent, in exclusive, to submit the proposal through the H.F.R.I. Portal.

**Question 30: Is it possible for the PC not to be specified by name at the time of proposal submission?**

No, the PC must be specified by name at the time of proposal submission, irrespective of the organization of origin, otherwise the PC and proposal’s PI will be the same person.

It is possible for PT members not to have been specified by name at the time of proposal submission. In this case, the required qualifications for each position must be defined in the submitted proposal. Corresponding PT members shall be selected based on these qualifications, following a Call for the expression of interest issued by the HI, in accordance with legislation in force provisions.

**Question 31: Can the proposal summary only be drafted in Greek?**

No, the proposal summary must be submitted in Greek and English. In either of cases, its length cannot exceed 2.000 characters.

**Question 32: Where can the table on ethics issues be filled-out?**

The table on ethics issues is filled-out at the time of proposal submission through the H.F.R.I. Portal (Section A, field “Table on Ethics Issues”).

**Group D. Other Issues**

**Question 33: Is a proposal considered eligible when pertaining to the re-operation of a Hub that had been operational in the past but is no longer?**

Yes, a proposal pertaining to the re-operation of a Hub that had been operational in the past but is no longer can be eligible, in the framework of the Hub being upgraded, on condition that the terms and conditions of the present Call are observed.

**Question 34: (Thematic Area 1) For how long is the deliverable to remain available to the Organization it is established in?**

There is no limitation as to how long the deliverable should remain available to the Organization it is established in. In any case, it is noted that the viability of the proposal is a basic criterion of its evaluation.

**Question 35: (Thematic Area 1) May the dissemination of the action pertain to pupils of greek schools in the Diaspora?**

Yes, the dissemination of the action may pertain to pupils of greek schools in the Diaspora. It is noted that the Research and Innovation Hub must be situated in an organization located in Greece.

**Question 36: Thematic Area 1) Can a Research and Innovation Hub not exist physically?**

Yes, it is possible for a Research and Innovation Hub not to exist physically in the formal sense of the term. In example it could be a digital platform, although in any case, the broad access of pupils to this Hub must be ensured.

**Question 37: Is it possible for a Research and Innovation Hub in Education to host/include other educational actions?**

Yes, a Research and Innovation Hub in Education may expand its activities in future, by hosting other educational actions and in line with the goals and objectives of the Action and the project.

**Question 38: How is the start-date of Proposal implementation defined?**

The Proposal start-date is set as the date that it is included in the HI's budget. It is noted that the Proposal can only be initiated after the funding approval decision to the Proposal has been issued.

**Question 39: Are educational actions required to be approved by the Institute of Educational Policy (IEP) for their implementation?**

The IEP approval is required for implementing educational actions. However, it is not a pre-requisite at the time of proposal submission and evaluation. When final results have been announced and the list of proposals to be funded has been issued, the PIs of proposals who are included in said list and which pertain to implementing educational actions in schools, should submit a pertinent request to the IEP.