



**HELLENIC REPUBLIC**  
**MINISTRY OF EDUCATION, RESEARCH AND RELIGIOUS AFFAIRS**

**HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION**  
**Department of Research Projects**

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**Athens, 20.06.2019**

**Ref. No. 14309**

**Fieldwork for the collection of data in Greece  
under “Wave 9”  
of the European Social Survey**

**Submission Start-date:** 26.06.2019, 12:00 (GMT +2)

**Submission Deadline:** 10.07.2019, 17:00 (GMT +2)

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**The Director of the Hellenic Foundation for Research and Innovation, having regard to:**

1. Law 4429/2016 (Is. A' 199) on the “Hellenic Foundation for Research and Innovation and other provisions” as in force, and especially Articles 2(1), 5(2-9), 8(9-10) and 9(7) therein,
2. Decision no. 29898/07.03.2019 issued by the Alternate Minister of Education, Research and Religious Affairs on the “Annual planning of actions and resource allocation of the Hellenic Foundation for Research and Innovation (H.F.R.I.) for 2019” (Is. B' 809),
3. Decision no. 195245 issued by the Ministers of Education, Research and Religious Affairs, Economy and Administrative Reform on the “Internal Regulation of the Hellenic Foundation for Research and Innovation (H.F.R.I.)” (Is. B' 5252),
4. Decision with Ref. No. 288/03.04.2017 issued by the Alternate Minister of Education, Research and Religious Affairs on the establishment of the H.F.R.I. Scientific Council (YODD 173), as in force after its 1st amendment by decision no. 29705/22.2.2018 issued by the Alternate Minister of Education, Research and Religious Affairs (YODD 138) and its 2nd amendment by decision no. 123829/25.7.2018 issued by the Alternate Minister of Education, Research and Religious Affairs (YODD 427),
5. Decision with Ref. No. 301/04.08.2017 issued by the 6th Meeting of the H.F.R.I. Scientific Council, appointing Dr. Nektarios Nasikas as H.F.R.I. Director (YODD 436),
6. Decision with Ref. No. 565/16.01.2018 issued by the 14th Meeting of the H.F.R.I. Scientific Council, assigning duties to the H.F.R.I. Director,
7. Decision with Ref. No. 3336/05.09.2018 issued by the 25th Meeting of the H.F.R.I. Scientific Council, appointing Prof. Xenophon Verykios as Scientific Council Chair,
8. Decision with Ref. No. 8946/28.01.2019 issued by the 41st Meeting of the H.F.R.I. Scientific Council, amending Decision with Ref. No. 7887/21.12.2018 by the Scientific Council on “Planning of 2019 Actions – Amendment of proposal to the Minister”,
9. Decision with Ref. No. 13594/29.05.2019 issued by the 54th Meeting of the H.F.R.I. Scientific Council, approving Action entitled “Fieldwork for the collection of data in Greece under Wave 9 of the European Social Survey” and authorizing the Director to specialize and issue above stated Action.

**CALLS**

Researchers Interested to submit their proposals for Action “Fieldwork for the collection of data in Greece under ‘Wave 9’ of the European Social Survey”, in line with the terms and conditions listed below.

## 1 ACTION OBJECTIVE AND GENERAL INFORMATION

This Action aims to fund research projects with the object of conducting ‘Wave 9’ of the European Social Survey (ESS), distributing and disseminating the arising scientific findings within the scientific community for secondary data analysis, as well as carrying out all required preparatory actions to initiate and conclude said European Social Survey.

The proposed research project (the “**Proposal**”) must comply with high scientific quality standards and have a significant scientific impact.

The beneficiary of this Action (Host Institution) may be the National Coordinator of Greece for Social Surveys. The Principal Investigator for the research project shall be a research staff member of the Host Institution. Others who may participate in the project Research Team include: Academic and Research staff; post-doctoral researchers; PhD candidates; postgraduate students; other staff working for the Host Institution under a public law employment contract or an open-term private law employment contract/ fixed-term private law employment contract or a project lease contract (e.g. special educational staff, lab teaching staff member, technical scientists, specialized scientific associates, technicians, auxiliary staff etc.); or other staff who to be contracted to the Host Institution exclusively for the purposes of research project implementation.

## 2 ELIGIBILITY CONDITIONS

Terms and conditions for being eligible to participate in the Call are as follows:

### 2.1 Host Institution (HI) – Funding Beneficiary

The National Coordinator of Greece for Social Surveys may be the Host Institution (HI) and the funding beneficiary for the research project.

Eligible funding for this Action may not support other beneficiary activities and a separate account for the project pertaining to this Proposal shall be kept.

**Upon Proposal submission, the HI project Acceptance Certificate must also be attached.** The Acceptance Certificate must carry the HI logo, as well as the signature and seal of the competent HI representative.

*Failure to submit the pertinent HI project Acceptance Certificate renders the proposal non-eligible for evaluation.*

In the context of implementing the research Project, it is possible to collaborate with research and educational institutes and all types of public or private sector Organizations in Greece or abroad. Working with these Organizations (“Collaborating Organizations”) lies in Action support and refers to (indicatively) carrying out surveys, accessing files, etc., while it requires a relevant letter for the expression of interest by said Organization.

## **2.2 Project Research Team (RT)**

Principal Investigators (PIs) for the project may be researchers employed as HI research staff.

Other than the PI for the Proposal, the Research Team (RT) for project implementation may include: Academic and Research staff, post-doctoral researchers; PhD candidates; postgraduate students; other staff working for the Host Institution under a public law employment contract or an open-term private law employment contract/ fixed-term private law employment contract or a project lease contract (e.g. special educational staff, lab teaching staff member, technical scientists, specialized scientific associates, technicians, auxiliary staff etc.); or other staff who to be contracted to the Host Institution exclusively for the purposes of research project implementation.

It is possible for some Research Team members (other than the PI) not to be denominated upon Proposal submission. In this case, required qualifications for each position must be specified within the Proposal, so that corresponding RT members may be selected based on these qualifications, following a call for expression of interest by the HI, in line with the provisions of relevant articles in Laws 4386/2016 and 4485/2017.

There is no limitation as to the number of RT members.

## **3 PROJECT DURATION, BUDGET AND COST CATEGORIES**

The research Proposal start-date is set as the date on which the HI accepts project management and the project is included in the HI budget (Law 4485/2017). The project end-date shall be **31/12/2020**.

Projects that have been completed as to their physical scope or have been fully concluded are not eligible, irrespective of whether relevant payments have been settled or not.

Total public expenditure for the Call amounts to **€220,000**.

Funding for the research Proposal will take place in two stages as follows: i) a pre-financing payment of 80% over the total budget for the research Proposal when the funding decision is issued or the pertinent funding agreement is signed and ii) a final balance payment of 20% over the total project budget after the interim inspection has been concluded.

The research Proposal budget shall be analyzed into the following eligible cost categories:

### **3.1 Direct Costs**

Direct costs for the research Proposal include remuneration for the PI and RT members, costs for consumables, travel, dissemination, equipment usage or access, infrastructure or other resources, expenses for equipment purchase, entering into contracts for the provision of products and services, as well as other costs.

#### **3.1.1 Research Team member remuneration**

This category includes remuneration for RT members employed under research Proposal implementation. Remuneration relating to: i) HI ordinary staff working on the project and linked to the HI through a dependent employment relationship (permanent staff, open-term or part-time or full-time employment contract) and ii) any extraordinary staff required for research Proposal implementation, employed either through a fixed-term employment contract (part-time or full-time) or a project lease contract.

Costs for HI ordinary staff pertain to the provision of additional fees for additional work, in line with the legislation in force.

Remuneration for RT members shall be in line with the legislation in force as per case. Specifically, in the case of fixed-term private-law employment contracts remuneration shall be in line with the provisions of Law 4354/2015, as in force, while in the case of project lease contracts, the amount shall be in line with what is specified in Law 4354/2015 regarding private law fixed-term employment contracts.

The remuneration/salary of RT members working abroad is not an eligible cost, under any employment relationship.

#### **3.1.2 Consumables**

Costs for consumables are eligible when pertaining exclusively to project implementation and are recorded separately. Indicatively, these may involve the purchase of direct consumption materials (e.g. lab consumables, etc.) necessary to implement the project. This category does not include general office supply costs such as paper, stationery, PC consumables, etc., as these are included in the overhead and may only be eligible when Project particularities require an unusual amount of related costs for implementation. In this case, sufficient relevant documentation is required in the Project budget.

#### **3.1.3 Travel allowances**

These involve costs incurred by RT members for travelling in Greece or abroad, to participate in conferences so as to present research project findings, conduct fieldwork or collaborate in research partnerships with other Organizations in Greece or abroad.

### **3.1.4 Dissemination costs**

Indicatively these may include costs for publications in scientific journal, conference registration fees for speeches/communications or posters, costs for organizing and hosting workshops and/or conferences, costs for the publication of monographs and books, costs for the production of audiovisual material, website development and communication of research findings through social media networking. In addition, this category includes costs for patenting in Greek or foreign institutions, as well as costs for any type of copyright for Project findings, etc. These costs are eligible, provided they are linked to Project implementation.

### **3.1.5 Costs for usage or access to equipment, infrastructure or other resources**

This category includes costs that must be incurred to use or access lab research equipment, research infrastructure or other resources deemed necessary to implement the Proposal, either at the HI or the COs. For example, apart from the costs of using or accessing lab research equipment or infrastructure, this category may include eligible costs of accessing resources necessary for Project implementation, such as: access to databases, subscriptions to libraries, files and collections or collaborations with any type of Organization in domestic or abroad, procurement of software for specialized research purposes, costs for existing software updates, digitalization of document and audio-visual archives and their further capitalization, costs for acquiring satellite data, etc.

### **3.1.6 Equipment**

It is possible to purchase new or used small equipment that is necessary to implement the Project. For these costs to be considered eligible, documentation as to the usefulness of the equipment to project implementation is required.

### **3.1.7 Costs for entering into contracts for the provision of products and services**

Costs for entering into contracts for the provision of products and services are eligible, provided that the process for awarding public contracts specified in the legislation in force, has been followed when awarding the contract.

### **3.1.8 Other costs**

This category includes costs that cannot be included in other categories. Indicative costs in this category may include: special telecommunications costs (such as use of satellite communications), costs to repair significant equipment, etc.

These costs are considered eligible provided they are mentioned in the Proposal or its amendment during Project implementation, as well as justifiably correlated to project implementation.

Especially in the case of research equipment inspection and repair costs, in addition to the above, they shall be documented with a simple cost/benefit analysis and pertain to equipment considered significant for project implementation. Costs for essential components and replacement parts, labor costs and possible transport costs, are eligible.

### **3.2 Indirect Costs**

Specified as indirect costs, are Project management costs and overhead for the HI. These costs are paid out to the Special Account for Research Grants (SARG) or relevant HI departments. They include costs for supporting financial management, costs for office supplies (stationery, PC consumables, etc.) and main utilities (telecommunications, power, internet access, etc.). **Indirect costs shall amount to 10% of total costs for all other categories and shall be included in the project budget.**

## **4 PROPOSAL SUBMISSION**

Upon Proposal submission, the following two Sections shall be filled-out:

### **4.1 Section A: General information**

Section A includes general information on the Proposal, including the title, acronym and (brief) summary of the Proposal, as well as PI details. The summary must clearly present Proposal aims and the way they are to be achieved. In the case of Project funding, this summary may be published (a fact that the PI and other RT members accept expressly and unconditionally by submitting the Proposal) and therefore, it must be brief and precise, not containing any confidential information. Specifically, the following information is filled-out in Section A.:

- **Proposal General Information**
  - Proposal Title
  - Proposal Acronym
  - Proposal Summary (up to 2,000 characters, in Greek and English)
  - Key-words
  - Project Budget (in €)
- **PI Details** (Full name, contact details, VAT, etc.)
- **Host Institution** (School, Department, Institute, etc.)
- **Collaborating Organizations** (School, Department, Institute, Country, etc.)
- **Research Team Members**

The ‘table on ethics issues’, which is useful for identifying any possible ethical aspects of the Project, is also filled-out in this Section. This table must be completed even if there are no issues.

Section A may (optionally) include mention of up to two (2) names of scientists, so that they may be excluded from Proposal evaluation.

The information in Section A is submitted in **Greek** (apart from the Proposal summary, which shall be submitted in Greek and English).

All information in Section A is submitted online through the [H.F.R.I. Web Portal](#).

## 4.2 Section B: Research Proposal

Section B is an autonomous and independent text containing all key information on the research Proposal, focusing on the innovative nature of the research, its potential impact and research methodology. This Section shall include a full estimate of the Project’s real cost, as well as the role of RT members in its implementation.

Specifically, the research Proposal shall include the following:

### ▪ **Scientific originality and objectives**

In this part, Proposal objectives in terms of ‘current state-of-the-art’ are clearly defined. There shall be mention of how and why the research Proposal is important for the scientific sector to which it applies, as well as its broader impact on science and society.

Indicative sections that may be included in this part, are:

- Objectives and necessity of research Proposal
- State-of-the-art and innovation
- Scientific or/ and social impact
- Support/Development/Prospects of scientific fields in Social Sciences

### ▪ **Methodology and Implementation**

This part shall list a detailed description of methodology proposed, as per case including key interim objectives. Proposed methodology must be described and justified in current state-of-the-art terms. The participation of all RT members must be warranted, focusing on the scientific added value they bring to the Project and how they complement one another.

Indicative sections included in this part are:

- Research methodology
- Work Schedule: Work Packages, Gantt Chart, Deliverables and Milestones Table
- Structure of Project Research Team: Role and responsibilities of RT members.

▪ **Budget**

The project budget shall include:

- Direct costs
  - Human-effort and salary/ fees
  - Consumables
  - Travel (for conferences, meetings, research collaboration, etc.)
  - Equipment access or purchase
  - Other costs
- Indirect costs

The Proposal cover page shall list: i) the HI, ii) the title, iii) the acronym and iv) the Project budget (in €).

Section B shall be submitted in **Greek** and may be up to 10 pages in length, the cover page and bibliography index being included. Section B shall be submitted exclusively as a PDF file.

**Table 1** lists the technical specifications that all submitted documents are suggested to follow. Page margin limits for each section must be strictly implemented.

**Text in excess of these limits will not be taken into consideration during evaluation.**

**Table 1. Document technical specifications**

Page Size	Fonts	Font Size	Line Spacing	Page Margins
A4	Times New Roman, Arial, Calibri or similar	11 pt (at minimum)	Single (at minimum)	Top-Bottom: 1,5 cm Left-Right: 2 cm

**Proposals are submitted by the Project PI**

**Submission start-date:** June 26th 2019, 12:00 (GMT +2)

**Submission end-date:** July 10th 2019, 17:00 (GMT +2)

*The PI is exclusively responsible for the validity of the information submitted in the H.F.R.I. Web Portal.*

*It is noted that proposals submitted outside aforementioned deadlines (other than submission inability owing to technical reasons linked to H.F.R.I.) will not be accepted for any reason.*

## 5 CHECK AND EVALUATION

The evaluation shall be conducted by an Evaluation Committee, in line with provisions of Article 5(5-8) of Law 4429/2016, as in force.

**Main evaluation criteria for Proposals are the extent of scientific quality, originality and implementation possibility of the research Proposal.**

### 5.1 Proposal admissibility and eligibility checking

Proposals are screened as to their admissibility and eligibility as well as whether other provisions in this Call, described in detail in Section 2, are being observed. If at any stage of the screening and evaluation process it is proven that a Proposal does not fulfil any of relevant criteria, it shall be excluded from the evaluation process.

The Evaluation Committee is responsible for the admissibility and eligibility of each Proposal. To this end, the Evaluation Committee collaborates with the scientific staff of the H.F.R.I. Department of Research Projects.

### 5.2 Evaluation

The evaluation of candidate beneficiary proposals is conducted by an Evaluation Committee, comprised of five (5) to twenty (20) members. The Evaluation Committee may be assisted in its task by one or more independent experts, depending on the type and number of scientific fields covered by an action or programme. Provided it is deemed necessary due to the specialized object of proposals, at the discretion of each Committee, a non-binding evaluation of one or more Proposals may be requested from one or more independent experts, who shall be appointed by an H.F.R.I. Scientific Council decision. The evaluation decision for each proposal is made by the Evaluation Committee.

Said experts and evaluation committee members shall be drawn from the Certified Evaluator Register of Paragraph 11 of Law 4429/2016 – or the Certified Evaluator Register of Article 27 of Law 4310/2014 (Is. A’ 258) until the former is created – and shall hold the qualifications related to the object of the project to be evaluated. Experts and committee are appointed by the Scientific Council, following a recommendation by the Advisory Committee under article 8 of Law 4429/2016. If expert scientists required for a specific evaluation are not available or existing ones do not meet specific evaluation needs, expert scientists from Greece or abroad not included in the Certified Evaluator Register shall be appointed as members, pursuant to a decision by the Scientific Council, provided that all other provisions of Article 5(6 and 7) of Law 4429/2016 apply.

### 5.3 Confidentiality

The whole process is governed by the rule of confidentiality. Evaluation Committee members and independent experts shall sign a declaration of confidentiality, non-conflict of interest and acceptance of data disclosure.

All Evaluation Committee members and independent experts are bound by complete confidentiality; before, during and after the evaluation, in terms of the entire evaluation process.

### 5.4 Evaluation Process and Criteria

Evaluation for the research Proposal shall be conducted by the Evaluation Committee (as specified in Law 4429/2019), based on the following criteria (Table 2):

Table 2. Evaluation criteria

Research Proposal Evaluation
<p><b>Scientific quality and objectives</b></p> <ul style="list-style-type: none"><li>▪ Coherence and cohesion of research proposal objectives.</li><li>▪ Extent to which research findings shall support the development/progress/prospects of Social Sciences in relevant fields and produce significant benefits for society.</li><li>▪ Extent to which new methods/approaches shall be adopted/integrated/developed in addressing significant challenges.</li><li>▪ Innovative nature and potential impact of research proposal.</li><li>▪ Extent to which project findings will be capitalized upon, disseminated and arising data managed.</li></ul> <p><b>Methodology and Implementation</b></p> <ul style="list-style-type: none"><li>▪ Extent to which the proposed scientific approach is feasible.</li><li>▪ Extent to which the proposal entails the development of new methodologies or existing methodology implementation, advancing progress beyond the current scientific/technological state-of-the-art.</li><li>▪ Extent to which proposed research methodology is suitable for achieving project objectives.</li><li>▪ Extent to which the project implementation plan, deadlines and budget, are necessary and justified.</li><li>▪ Skillset, degree of specialization and complementarity of Research Team members in relation to the proposed project.</li></ul>

Proposals shall be graded according to the extent by which they fulfil separate criteria, as described above.

Grading takes place on a scale from 0 – 100.

**0-19.** The Proposal cannot be evaluated due to inadequate or incomplete information.

**20-39 Weak.** The Proposal only meets the criteria in part or there are serious inherent difficulties.

**40-59 Moderate.** While the Proposal does meet the criteria in general, there are significant weaknesses.

**60-79 Good.** The Proposal does meet the criteria on a good level, but there are certain shortfalls.

**80-89 Very Good.** The Proposal does meet the criteria on a very good level, although there is a limited number of shortfalls.

**90-100 Excellent.** The Proposal meets all relevant aspects of the criteria successfully. Any shortfalls are minor and are described as of secondary importance.

**The minimum acceptable total score for Proposal funding approval is 80 units**

## 6 EVALUATION RESULTS

After proposal evaluation has been concluded, results are communicated to the project PI through a personalized report, which includes Proposal grading results and the evaluation report by the Evaluation Committee.

PIs are entitled to submit a **justified objection to the decision on legality grounds** within ten (10) days from being notified of the evaluation decision. Objections are assessed by a three-member objections committee, which shall issue a decision within a strict deadline of ten (10) days from the objection submitting deadline having expired. The objections committee decision is forwarded to the H.F.R.I. Director and communicated to the objecting party.

Upon the evaluation of the research Proposals being concluded, the funding decision is issued by the Director of the H.F.R.I., in line with the available budget. This decision is an enforceable administrative act and is subject to petitions for annulment filed with the Administrative Court of Appeals.

Once the funding decision is issued, the potential PI beneficiary receives a letter via email, whereby they are invited to submit necessary supporting documents to H.F.R.I. so that the Funding Approval Decision may be issued.

**The project PI accepts that messages sent via email, and specifically to the email address supplied when submitting the proposal online, are considered notifications and signal the initiation of all legal processes and deadlines.**

## **7 PUBLICITY**

The Call as well as the Management and Implementation Guide for this Call shall be posted on the H.F.R.I. website: [www.elidek.gr](http://www.elidek.gr)

The Call shall also be posted on the following websites: [www.gsrt.gr](http://www.gsrt.gr) και [erevna.minedu.gov.gr](http://erevna.minedu.gov.gr)

## **8 COMMUNICATION - INFORMATION**

Detailed information and briefings for this Call are available through the H.F.R.I. Department of Research Projects via email, at: [researchdepartment@elidek.gr](mailto:researchdepartment@elidek.gr)

and by phone on +30 210 6412410, +30 210 6412420.

Technical support for the online submission of proposals shall be exclusively available via email, at: [helpdesk@elidek.gr](mailto:helpdesk@elidek.gr)

The H.F.R.I. Director

**Dr. Nektarios Nasikas**