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GENERAL SECRETARIAT FOR RESEARCH AND TECHNOLOGY
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**1st Call for H.F.R.I. Research Projects to Support Faculty Members & Researchers
and Procure High-Value Research Equipment**

(5th amendment)

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

1. Law 4429/2016 on “Hellenic Foundation for Research and Innovation and other provisions” (199/A) as amended and in force;
2. Article 90 on “Legislative Code for the Government and State Bodies”, ratified by Article 1 of Presidential Decree 63/2005 (98/A);
3. Presidential Decree 70/2015 (114/A) on “Reshuffle of the Ministries of Culture and Sports, Transport and Networks, and Rural Development to the Ministry of Environment and Energy, Transfer of General Secretariat of Industry to the Ministry of Economy, Development and Tourism”;
4. Decision No. Y8 issued by the Prime Minister on “Delegation of duties to Alternate Minister of Education, Research and Religious Affairs Konstantinos Fotakis” (2109/B);
5. Decision No. 245/23.03.2017 issued by the Alternate Minister of Education, Research and Religious Affairs on “Annual planning of actions and resource allocation of the Hellenic Foundation for Research and Innovation (H.F.R.I.) for 2017” (1066/B), as amended and in force;
6. Law N.4485 2017 on “Organisation and operation of higher education, regulations on research and other provisions” (114/A);
7. Law 4310/2014 (258/A) on “Research, technological development and innovation and other provisions”, as amended and in force by Law 4386/2016 (83/A) on “Regulations on research and other provisions”, as in force;
8. the Agreement dated 15 July 2016 between the Hellenic Republic and the European Investment Bank;
9. Decision with Ref. No. 301/04.08.2017 issued by the Scientific Council of the H.F.R.I. (436/YODD) on “Appointment of Director of the Hellenic Foundation for Research and Innovation;
10. Decisions dated 28.11.2017, 30.11.2017, 01.12.2017, 13.12.2017 and 15.12.2017 issued by the Scientific Council of the H.F.R.I.;
11. Decision with Ref. No. 452/01.12.2019 issued by the Director for the “1st Call for H.F.R.I. Research Projects to Support Faculty Members & Researchers and Procure High-Value Research Equipment” (Online Posting No.: 631046M77Γ-3IY), as in force after its 3rd amendment with Ref. No. 11251/27.03.2019 (Online Posting No.: Ψ48A6M77Γ-ΩAI);
12. Decision with Ref. No. 1099/23.03.2018 issued by the Director of the H.F.R.I. on approving the Evaluation Guide for the “1st Call for H.F.R.I. Research Projects to Support Faculty Members & Researchers and Procure High-Value Research Equipment” (Online Posting No.: 6P8Δ46M77Γ-6M2), as in force after its 1st amendment with Decision with Ref. No. 6210/07.11.2018 issued by the Director of the H.F.R.I. (Online Posting No.: 6T4A46M77Γ-TΛX);
13. Decision with Ref. No. 6189/07.11.2018 issued by the 34th Meeting and Decision with Ref. No. 7903/21.12.2018 issued by the 39th Meeting of the Scientific Council of the H.F.R.I. on the commencement of Phase B for submission of Proposals in the context of the “1st Call for H.F.R.I. Research Projects to Support Faculty Members & Researchers and Procure High-Value Research Equipment”;
14. Decisions with Ref. No. 8947/28.01.2019, Ref. No. 12086/23.04.2019 and Ref. No. 14227/19.06.2019 issued by the 34th Meeting, the 52nd Meeting and the 55th Meeting of the Scientific Council of the H.F.R.I. on increasing the budget for the “1st Call for H.F.R.I. Research Projects to Support Faculty Members & Researchers and Procure High-Value Research Equipment”;

15. Presidential Decree 81/08.07.2019 on “Formation, merger, renaming and abolishment of Ministries and determination of their duties – Transfer of services and duties between Ministries” (119/A);
16. Decision with Ref. No. 15227/24.07.2019 issued by the 59th Meeting of the H.F.R.I. Scientific Council, amending Calls for Action issued by the Foundation;
17. the fact that the budget of the Action is funded by the H.F.R.I. budget, and is specifically covered by funds from the Public Investment Programme on the one hand and the Agreement dated 15.07.2016 between the Hellenic Republic and the European Investment Bank on the other;
18. Decision with Ref. No. 7886/21.12.2019 issued by the 39th Meeting of the H.F.R.I. Scientific Council on “Approval for undertaking long-term commitment”, as amended by Decision with Ref. No. 15224/24.07.2019 issued by the 59th Meeting of the H.F.R.I. Scientific Council;
19. Decision with Ref. No. 15597/06.08.2019 on decision to undertake commitment for 2019.

CALLS

Interested Faculty Members and Researchers to submit their proposals for the 1st Call for H.F.R.I. Research Projects to Support Faculty Members & Researchers and Procure High-Value Research Equipment, in line with the terms and conditions listed below and further specified in the Research Project Management Guide for this Call.

1 AIMS & GENERAL INFORMATION OF ACTION

The aim of this Call is two-fold: on the one hand **to support the implementation of selected research projects of high scientific calibre and on the other hand to procure research equipment of high value and strategic importance**, as part of the effort to support research activities in the country.

The research projects of this Call will be carried out in universities, technological educational institutes, university research institutes and research centres/institutes in Greece known as Host Operators (HO), **enriching research activities conducted within these, and empowering or expanding their existing research structures**. This action complements recent H.F.R.I. calls for supporting PhD Candidates and Post-Doctoral Researchers, in the context of actively reinforcing research conducted in the country. This action also **forms part of the initiative to capitalise on the scientific potential in the country**, aiming to **keep new scientists in Greece and attract others working abroad**.

Principal Investigators (PI) may be faculty members (Article 2[k] of Law 4485/017) at Higher Education Institutes, and researchers at Research Centres (Article 8 of Law 4310/2014), University Research Institutes and Higher Education Military Institutes in Greece, who are staff members of Operators held as main beneficiaries of H.F.R.I. funding (Article 2[2a] of Law 4429/2016), as specified below for the needs of this Call.

The action has been adjusted to the particular features of the research effort in each of the scientific areas it covers, without any restrictions on topic or geographical location.

The research project proposed has to be original, related to cutting-edge research fields and with significant scientific impact internationally; it must also **meet high scientific quality and excellence standards**. Proposals to be funded will be chosen through an evaluation process, where acclaimed scientists specialising in the scientific areas of research covered by this Call will be participating. The entire process is governed by strict confidentiality rules, binding for all participating parties.

This Call forms part of the H.F.R.I. program of actions, in accordance with YA 245/23.03.2017 on “Annual planning of actions and resource allocation of the Hellenic Foundation for Research and Innovation (H.F.R.I.) for 2017” (GG 1066/B/2017).

2 SCIENTIFIC AREAS

Every research proposal shall be submitted in a scientific field of one of the following broader scientific areas:

A. Natural Sciences

B. Engineering & Technology Sciences

C. Life Sciences (Medicine & Health Sciences)

D. Agricultural Sciences / Food

E. Mathematics & IT

F. Social Sciences

G. Humanities & Arts

H. Environment & Energy

I. Management & Innovation Economics

The scientific fields of each scientific area shall be available through a drop-down menu on the online submission platform, allowing for only one selection.

3 CALL BUDGET & PROJECT FUNDING LIMITS

Due to the intrinsic funding needs of the academic and research staff of Greece, actions A.3 and A.4 of the aforementioned YA (No. 245/23.03.2017, as amended and in force) shall be implemented based on three project categories:

Category I: Research projects by academic and research staff that hold a position as Faculty Members or Researchers in the first two entry levels in universities (AEI), research centres (EK), university research institutes (EPI) and higher education military institutes (ASEI) respectively.

Category II: Research projects by academic and research staff that hold a position as Faculty Members or Researchers in the two highest levels in universities (AEI), research centres (EK), university research institutes (EPI) and higher education military institutes (ASEI) respectively.

Category III: The proposals in this category may be included in one of the following sub-categories:

III.a Research projects by academic and research staff holding a position in any of the four levels in universities (AEI), research centres (EK), university research institutes (EPI) and higher education military institutes (ASEI), which can be combined with the procurement of high-value research equipment or access to other resources (libraries, archives, collections, etc.).

III.b Independent projects by academic and research staff holding a position in any of the four levels in universities (AEI), research centres (EK), university research institutes (EPI) and higher education military institutes (ASEI) for the procurement of research equipment or access to other resources (libraries, archives, collections, etc.) to support their current research activities.

The public expenditure for the Call amounts to €65,000,000.00 in total. Table 1 below lists the indicative allocation for each category as well as the maximum funding limit per proposal.

Table 1. Allocation and Maximum Funding Limits

	Total Amount (€)		Maximum Funding Limit per Proposal (€)
Categories I & II	45,000,000.00		up to 200,000.00
	Category I 18,000,000.00	Category II 27,000,000.00	
Category III	20,000,000.00		up to 1,500,000.00

It is noted that in Categories I & II, a budget deviation of up to 10% of the total budget for these categories, may be automatically transferred from one category to the other.

For proposals under subcategory III.a of Category III, the maximum funding limit is split among the two parts of the proposal as follows: i) the research project has a €200,000.00 maximum funding limit per proposal and ii) the procurement of high-value research equipment or access to other resources (libraries, archives, collections, etc.) has a €1,300,000.00 maximum funding limit per proposal.

For proposals under subcategory III.b of Category III, the maximum funding limit per proposal is €1,500,000.00 and pertains to the total expenses necessary to implement the proposal.

Eligible expenses for the proposals of all categories (I, II, III.a and III.b) are specified in section 7.

The distribution of the available budget per Scientific Area shall be specified by a relevant decision issued by the Scientific Council of the H.F.R.I.

Prevention of Double Funding

Cooperation with other research projects is permitted on the basis of complementarity roles clearly defined and distinguished, both in terms of the object as well as the funding from other Agencies, aiming to ensure **complete prevention of double funding**. In the event of collaboration with another funded research project, complete and documented justification must be provided in the submitted proposal.

4 HOST OPERATORS

The following may be Host Operators (HO) for the research projects:

- Greek Higher Education Institutes as specified in Article 1 of Law 4485/2017 (Government Gazette [GG] 114/A/2017);
- Research Centres/Institutes under Article 13a of Law N.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 Law 2083/1992 (GG 159/A/1992) and Law 3685/2008 (GG 148/A/2008), (Article 2[18] of Law 4386/2016);
- Higher Education Military Institutes (ASEI) under Law 3187/2003 (GG 233/A/2003).

All potential HOs shall be available through a drop-down menu on the online submission platform, allowing for only one selection.

5 DURATION OF THE PROJECTS

The proposed research project may run from 24 to 36 months. The starting date for research project implementation shall be the date whereupon the HO accepts project management and includes the project in the budget (Law 4485/2017). The procedure and terms for amending the duration of the project are described in the Research Project Management Guide.

6 ELIGIBILITY CONDITIONS

6.1 Principal Investigator (PI)

Each proposal must have one (1) Principal Investigator (PI), who is part of HO staff. The duties and obligations of the PI are described in detail in the Research Project Management Guide.

In specific, for research project proposals under **Category I**, the PI must hold one of the following positions:

- Assistant Professor
- Lecturer
- 3rd Level Researcher, Special Operational Scientist C
- 4th Level Researcher, Special Operational Scientist D

For research project proposals under **Category II**, the PI must hold one of the following positions:

- 1st Level Professor
- Associate Professor
- 1st Level Researcher, Special Operational Scientist A
- 2nd Level Researcher, Special Operational Scientist B

For research project proposals under both sub-categories (III.a and III.b) of **Category III**, the PI may hold any of the positions listed above.

Eligible to participate is anyone elected to a relevant position at the HO, until Phase A proposal submission date, irrespective of whether their decision of appointment has been issued until that date. Upon submitting their proposal during Phase A, they must submit the pertinent election decision to the HO and submit their appointment decision by project start date. Inability to fulfil said condition will result in non-compliance and, consequently, in non-eligibility of the proposal.

If, by the date of proposal submission in Phase B, the PI is appointed/promoted to or holds a position that falls under Category II, while in Phase A they held a position that fell under Category I, during Phase B, the PI shall submit their proposal in the category it had been originally submitted. Note that in this case only, and provided the PI has been appointed or holds a position at an Operator different to the one initially named during Phase A, it is possible to name a different HO in Phase B than the one that had originally been named in Phase A. Upon submitting the proposal, they shall also submit the published Government Gazette containing the decision for their appointment/promotion/election to the new Operator.

Each Faculty Member or Researcher may submit only one proposal as a PI. They are also permitted to be named as a research team member in one other research project proposal, in any one of the three categories.

If the two restrictions above are not met, all proposals in which said person participates are considered non-eligible and, consequently, will not qualify for the evaluation process.

The procedure and terms for amending the project as to the PI during its implementation, are described in the Research Project Management Guide.

6.2 Research Team Composition

Apart from the Faculty Member or Researcher who serves as PI for the proposal, the following may participate in the Research Team for the implementation of the project: academic and research staff; post-doctoral researchers; PhD candidates; postgraduate students; other staff working for the HO with a public law employment agreement or with an open-ended private law employment agreement (e.g. special educational staff, lab teaching staff member, technical scientists, specialised scientific associates, technicians, auxiliary staff etc.); or other staff who shall be contracted to the HO exclusively for the purposes of implementing the project.

Each person belonging to the categories above (apart from the PI) may participate as a Research Team member in two research project proposals at most, under any category.

The Research Team must in the least consist of the Principal Investigator and one other member, who must belong in one of the following categories: post-doctoral researcher, PhD candidate, postgraduate student.

There is no restriction as to the maximum number of members who may comprise the Research Team of a proposal.

It is possible for some Research Team members not to have been named upon proposal submission. In this case, the submitted proposal must list the required qualifications for each position. Said qualifications shall be used to select the people for the corresponding positions, following a call for expression of interest by the HO, in accordance with provisions of relevant articles in Law 4386/2016 and Law 4485/2017.

It is noted that academic and research staff working under any employment agreement in **accredited academic and research institutes abroad** may participate in the Research Team, but only as non-salaried staff.

Emeritus Professors and Researchers may participate in the Research Team only as non-salaried members.

6.3 Host Operator (HO) – Research Project Implementation Area – Collaborations

The research project is implemented at the HO where the PI is employed. The HO shall provide a certificate of project commitment and in the case of project funding, it shall be contracted to the H.F.R.I. for project management. It is noted that the commitment certificate constitutes a 'letter of intent', for all individual instrumental departments of the HO mentioned in the proposal. Submitting a project commitment certificate by the Host Operator (HO) is mandatory during proposal submission Phase B, where failure to do so renders the proposal non-eligible for evaluation.

In the context of implementing the research project, it is possible to cooperate with academic or research institutes in Greece and/or abroad, apart from individual instrumental departments of the HO alone. This collaboration may take various forms, depending on the scientific area and particular features of the proposal research project. Indicatively, collaboration may involve the use of equipment for conducting experiments, equipment training, access to archives, collections and libraries, etc. Irrespective of the manner and singular characteristics of the collaboration, the relevant **commitment of each Agency to cooperate with the PI and the HO can only be proven by providing a pertinent Letter of Intent on the part of the cooperating Agency**, submitted upon proposal submission during Phase A. In the letter, the legal representative of the cooperating Agency shall confirm their intention to cooperate with the PI as part of the proposed research project, as well as sufficiently describe the type of collaboration, i.e. the staff involved, the equipment, the infrastructure or the special resources that will be used, as well as the estimated duration of the collaboration. Corresponding expenses for the implementation of all above, must be reflected in the budget submitted during Phase B of the proposal submission procedure.

In the research project proposal, the PI shall justify the reasons for which the specific Agency was selected, based on objective information. In example, high-level technical know-how in methods relevant to the implementation of the proposed research project, extensive experience in the use of

exclusive research equipment or other resources (library, archives, collections, etc.), international acceptance and recognition of the Agency, as demonstrated by the accomplishments of the scientific staff they will be cooperating with, etc.

It is noted that a different HO may be named in Phase B, other than the one named in Phase A, only in the event where the project PI has been appointed or holds position at a different HO to the one originally named. In this case, a project commitment certificate must be submitted by the new HO, along with the Government Gazette published decision for their appointment/promotion/election, as PI, to the new Operator.

Permissible amendments to all sections above, as well as relevant conditions, terms and procedure, are described in detail in the relevant section of the Research Project Management Guide.

6.4 Examples of deliverables

Examples of deliverables for the research project proposals that will be submitted under **Categories I, II and III.a** include:

- articles in internationally-acclaimed scientific journals and conference minutes, posters (oral and posted) in international conferences, monographs, books
- dissemination of research project findings, including doctoral dissertations, articles in printed or online media, as well as audiovisual material
- patent awards, national standards, ISO, new experimental provisions, models of products from research findings, designs and proposals to improve rendered services, tools/protocols for observing or measuring variables in man-made or natural environments, studies of a social nature, pilot units, etc.
- technical reports
- development / management / support of innovative activities.

For proposals under both sub-categories (III.a and III.b) of **Category III**, a **mandatory deliverable** is equipment installation and commissioning, within the duration of the implementation.

Additionally, indicative deliverables in both sub-categories (III.a and III.b) of **Category III**, are the following:

- access policy for equipment (e.g. labs for provision of services, etc.) or other resources by scientists within and outside the HO as well as by third parties (e.g. other state agencies, companies, citizens)
- regulations and procedures for third party access to equipment or other resources and relevant findings of their implementation
- study and implementation scheme for continuing operation of research equipment or other resources after research project completion
- study and implementation design for including the equipment in international equipment networks

7 BUDGET & ELIGIBLE EXPENSES CATEGORIES

For proposals under all **Categories (I, II and III)**, the research project budget shall be analysed into the following categories of eligible expenses:

- Staff remuneration
- Consumables
- Expenses for use of or access to equipment, infrastructure & other resources
- Expenses for equipment purchase
- Travel expenses
- Expenses for promotion & dissemination of research findings
- Other expenses
- Administrative expenses & Overhead – Indirect expenses

In particular for proposals under sub-category III.a, noted are the following:

The budget is comprised of two parts: Part 7a pertains to the budget for the research project and Part 7b pertains to the budget for the procurement of the high-value research equipment. Both these parts make up the total budget and are submitted during Phase B (see section 8.2.7).

The maximum budget limit for the research project (Part 7a) that forms part of the proposal is €200,000.00. Specifications for proposals under Categories I and II for this part, apply.

The maximum budget limit for the procurement of high-value research equipment (Part 7b) that forms part of the proposal is €1,300,000.00.

Eligible expenses in this part include expenses for all aforementioned categories. When allocating expenses, it is compulsory to honour the provision that the amount of equipment purchase (section 7.4) constitutes at least 80% of the total project budget, based on the maximum limit restrictions for proposals under sub-categories III.a and III.b (section 3).

The same applies for the budget of proposals under sub-category III.b.

It is emphatically noted that the two parts (Part 7a and Part 7b) of the total budget for proposals under sub-category III.a must be compiled with due diligence and attention to detail, so as to ensure **complete prevention of double funding** between them.

For any expense to be considered eligible, it must fall within specifications in this section and must be provisioned in the submitted proposal, or it must have been proposed as an amendment based on the specifications in the relevant Research Project Management Guide section, and it must have been accepted by the H.F.R.I. Forwarding of eligible expenses for each funded proposal may begin from its start date.

Detailed information on the context and particular eligibility conditions of individual expense categories, as well as necessary supporting documents, shall be included in the Research Project Management Guide.

7.1 Staff Remuneration

It includes remuneration for the PI and the Research Team members. Specifically, the following apply:

7.1.1 Remuneration of PI, Faculty Members & Researchers

Additional remuneration for the PI and the Research Team members who are Faculty Members at AEI and ASEI or Researchers, cannot exceed €800.00 monthly/proposal, and is also subject to the maximum income and additional remuneration limit under Article 2 of Law 3833/2010, as amended and in force, through the provisions of Law 4472/2017 (Articles 130-135, 156) and Law 4354/2015 (Article 13 and 28).

7.1.2 Remuneration of Research Team Members

Remuneration limits for remaining Research Team members, are specified in the table below.

Table 2. Remuneration of Other Research Team Members

Category of Salaried Research Team Members	Monthly Pay
1. Post-Doctoral Researchers i) <5 years from being awarded their PhD ii) 5-10 years from being awarded their PhD iii) >10 years from being awarded their PhD	Up to € 1,600.00 Up to € 1,700.00 Up to € 1,800.00 and in all events, it must be at least equal to 90% of the income of a 3rd level Researcher (Article 16[12] of Law 4310/2016)
2. PhD Candidates	Up to € 900.00
3. Postgraduate Students (in the context of conducting their postgraduate thesis)	Up to € 600.00
4. Other staff working for the HO with a public law employment agreement or with an open-ended private law employment agreement	In accordance with the legislation in force.
5. Scientific associates, Technicians, Auxiliary staff for administrative/financial matters, etc. who may be recruited solely for the purposes of the project	In line with the uniform payroll or the project lease agreements.

These are gross amounts, over which all legal duties, as these apply on a case per case basis, are calculated. To calculate the total amount of staff remuneration charges for the project, also added to aforementioned amounts are legal employer contributions, which constitute eligible project expenses. In project lease agreements, VAT is also added to aforementioned amounts, provided it is provisioned in the legislation, and also constitutes an eligible project expense.

Post-Doctoral Researchers employed in the Research Team, shall be contracted to the HO either with a fixed-term dependent employment agreement or with a project lease agreement (by keeping timesheets).

In the event that a Postgraduate Student of a Research Team concludes their postgraduate studies and is enrolled as a PhD Candidate during the duration of the project, they may be included in the PhD Candidate category, with a corresponding increase in the remuneration, provided there is a relevant provision in the project budget. The same applies for PhD Candidates who are awarded their PhD and wish to continue being members of the Research Team, as well as Post-Doctoral Researchers. Specific procedure and terms for amending the project as to Research Team composition during implementation, are described in the Research Project Management Guide.

The salary of Research Team members working abroad is not an eligible expense, under any employment relationship.

It is noted that all non-salaried Research Team members may receive travel expenses (e.g. expenses for transit, overnight lodging and daily allowance) in the context of project needs.

Remuneration expenses of the Research Team (PI and members), must make up at least 50% of the total project budget for proposals under Categories I, II and III.a (only for the part of the research project, i.e. Part 7a of the budget, see section 8.2.7).

There is no corresponding budget restriction for proposals under categories III.a and III.b (for the part concerning the procurement of high-value research equipment, i.e. Part 7b of the budget, see section 8.2.7) provided that restriction in section 7.4 is met.

It is noted that remuneration expenses through fixed-term dependent employment agreements or project lease agreements (by keeping timesheets) for auxiliary staff working on administrative/financial matters (categories 4 and 5 of Table 2) are an eligible expense for the research project. This staff does not have to be named when the proposal is submitted, but relevant costs must have been budgeted and their qualifications recorded. Above qualifications shall be used in selecting people for corresponding positions, following a call for expression of interest by the HO, in accordance with provisions of relevant articles in Law 4386/2016 and Law 4485/2017. This staff is limited to one (1) person/proposal, apart from the case of very large projects under **Category III**, where the number may be increased to two (2) following relevant documentation and justification.

It is noted that proposals under **Category III** include the staff that is necessary for ensuring the installation of the high-value research equipment and its full commissioning, as well as the production of deliverables as described briefly in Part 1 (Phase A) and in detail in Part 6 (Phase B). Therefore, staff consists of scientific, technical and auxiliary personnel for administrative and financial matters, as well as specialised personnel for deliverables, as described indicatively in section 6.4 of the Call.

7.2 Consumables

Expenses for consumables are eligible when pertaining exclusively to project implementation and recorded separately. These apply indicatively to the purchase of direct consumption materials (e.g. lab consumables and reagents, etc.) that are necessary to implement the project. This category does not include expenses for general office supplies, such as paper, stationery, PC consumables, etc., as in general these are included in the overhead. Expenses for the above may be eligible only if research project features require an unusual amount of said expenses for implementation. In this case, sufficient relevant documentation is required.

7.3 Expenses for Use of or Access to Equipment, Infrastructure & Other Resources

This category includes expenses that must be paid to use or have access to, lab research equipment, research infrastructure or other resources that are necessary to implement the research project. The pertinent need must be adequately documented in the submitted proposal and accompanied by a letter of intent from the associated Agency. Apart from equipment, infrastructure or resources of other Agencies in Greece or abroad, this category may include relevant resources belonging to the HO. In this case, a relevant letter of intent is not necessary, as the HO's certificate of project commitment is constituted as such.

Indicatively, apart from expenses for using or accessing the lab research equipment or infrastructure, this category may include further eligible expenses for accessing resources that are necessary to implement the research project, such as: access to databases, subscriptions to libraries, files and collections of agencies in Greece and abroad, procurement of software for research purposes, costs for existing software updates at the HO, conversion of physical paper and audiovisual files to digital files and their further development, expenses for acquiring satellite data, etc.

7.4 Expenses for Equipment Purchase

In the case of research projects under **Categories I, II and III.a (only for the part of the research project, i.e. Part 7a of the budget, see part 8.2.7)**, the procurement of small lab equipment is included in the expense category. The total eligible amount **must not exceed 20%** of the total research project proposal budget. For this expense to be considered eligible, it requires that the submitted proposal includes documentation as to the usefulness of this equipment to project implementation, and that the equipment is purchased within the first half of the project duration at the latest.

For project proposals under both sub-categories (III.a and III.b) of Category III, this expense category includes the procurement of high-value research equipment where the following apply.

Considered as high-value research equipment is either a complete instrument, including all its **appendages** that are absolutely necessary for the equipment to operate, or a configuration of instruments and their appendages that are necessary to achieve the target of the proposal. The total cost of this high-value research equipment must exceed **€200,000.00**.

The main restriction as to the amount of this expense category is that it must account for at least 80% of the project budget, in the context of the restrictions for the maximum limit for the proposals under sub-categories III.a and III.b (in section 3).

Eligible expenses include the research equipment maintenance contract, as well as any expenses (including staff training expenses) required to ensure the proper and safe operation of the equipment during the project.

7.5 Travel Expenses

These involve expenses incurred by the PI and Research Team members for travelling in Greece or abroad to participate in conferences so as to present research project findings and conduct fieldwork; partake in research cooperatives with Research Team members belonging to other agencies, universities or research centres in Greece or abroad. In the case of research cooperation, a compulsory condition for expenses to be eligible is submitting a pertinent letter of intent from the cooperating Agency as part of the submitted proposal.

This category also includes eligible expenses for covering travel and accommodation costs, for cooperating Researchers from Agencies/Institutes in Greece and abroad, participating in the Research Team as non-salaried members. This category forms part of research cooperation, and a compulsory condition for these expenses to be eligible is submitting a pertinent letter of intent from the cooperating Agency as part of the proposal. **The total amount spent for this case must not exceed 10% of the total budget.**

It is noted that with proposals falling under both sub-categories (III.a and III.b) of Category III, the transit of Research Team members deemed necessary for producing deliverables, and mainly the mandatory deliverable (part 6.4) are considered eligible expenses on condition that transit movements are documented and have been included in the initial budget (or in subsequent approved amendments thereof).

For calculating travel expenses, provisions in the relevant institutional framework as described in the Research Project Management Guide, apply.

7.6 Expenses for Promotion & Dissemination of Research Findings

For all Research Team members, these expenses include publication fees in accredited scientific journals, registration fees in conferences for speeches / posters, expenses for organising and hosting one-day events, expenses for publishing monographs and books, as well as expenses for producing audiovisual material and developing websites. In addition, this category includes expenses for registering patents with the Industrial Property Organisation (IPO) and/or corresponding foreign agencies, as well as expenses for any type of registration of research findings, etc.

In order for all of above to be considered eligible, they must result of the research project and abide by all posting rules described in the Research Project Management Guide.

It is noted that a website developed as part of the research project must be maintained online for at

least five (5) years following project completion.

7.7 Other Expenses

This category includes expenses that cannot be included in other categories. Indicatively, expenses included in this category may be: special telecommunication expenses (such as use of satellite communications), expenses to repair important equipment, etc.

These expenses are considered eligible provided they are mentioned in the submitted proposal or its subsequent amendment during project implementation (in accordance with the procedure described in the Research Project Management Guide) and there is sufficient relevant justification as to the successful implementation of the research project.

Especially in the case of repair expenses for research equipment and in addition to the above, the application must be documented with a simple cost/benefit analysis and pertain to equipment significant to research project implementation. Expenses for necessary components and replacement parts, labour costs and possible transport expenses, are eligible.

For proposals under both sub-categories (III.a and III.b) of Category III, other expenses may include expenses incurred for key changes (e.g. electrical) to building infrastructure where the high-value research equipment is to be installed, provided that they are necessary for its proper and safe operation and use. These expenses should not exceed the amount of €50,000.00 in total or 5% of total budget (the larger amount applies).

7.8 Project Administrative Expenses & Overhead (Indirect Expenses)

Project administrative expenses and overhead for the HO, may amount up to 10% of project total cost for Categories I and II. For projects under Category III.a, as pertains to research project cost, indirect expenses may amount up to 10% of corresponding cost, while, as pertains to high-value research equipment cost, indirect expenses may amount up to 5% of that cost. For projects under Category III.b, the indirect expenses may amount up to 5% of total project cost.

Project administrative expenses and overhead for the HO are paid into the Special Account for Research Funds (SARF) or respective HO departments. These include expenses for supporting financial management, expenses for office supplies (stationery, PC consumables, etc.) and main utilities (telecommunications, power, internet access, etc.). The amount is calculated over the total of expenses for all other categories and is included in the research project budget.

8 SUBMISSION & CONTENT OF PROPOSALS

8.1 Submission Procedure

Each proposal shall be submitted by the PI through the H.F.R.I. online platform dedicated for this Call, in two phases.

The indicative dates for all stages of the Call procedure are listed in Table 3.

Table 3. Dates for Call procedure stages

Call issue date	01 December 2017
Phase A proposal submission deadline	16 January 2018
Estimated release date of Phase A results	December 2018
Phase B proposal submission deadline	January-February 2019
Estimated release date of final results	May 2019

In detail, for Phase A, proposal submission will be possible within ten working days from the Call issue date, until 23:59 on 16 January 2018 (Greek time).

During this Phase, the PI shall submit Parts 1, 2, 3, 4 and 5 of the proposals, which are described in section 8.2 “Content of Proposals” below.

In addition, during the first stage of proposal submission (Phase A), the PI shall complete the following fields in the online platform.

- Title of proposal
- Acronym of proposal
- Category of proposal
- Scientific Area and Scientific Field
- Host Operator
- Full name of Principal Investigator
- Title/Level of Principal Investigator
- Operator (School, Department, Institute) of Principal Investigator
- Cooperating Agencies
- Summary of proposal (up to 300 words) in Greek
- Summary of proposal (up to 300 words) in English
- Keywords
- Duration
- Budget (indicative)

They must also complete a Solemn Statement regarding compliance to Call conditions and restrictions. Phase A evaluation results of proposals, are sent to PIs via personal email at the address they supplied upon proposal submission.

PIs whose proposals were qualified to Phase B, will be notified of submission start and end dates via personal email and asked to submit the remaining parts of the proposals, so that it can be possible to evaluate the whole proposal during Phase B. A relevant announcement shall be posted on the H.F.R.I. website. Apart from the information submitted during Phase A (Parts 1-5), the complete proposal shall include Parts 6 and 7, submitted during Phase B.

The PIs whose proposals were rejected have the right to lodge an objection before the competent committee, formed for this purpose by decision of the H.F.R.I. Scientific Council, within ten (10) days from being notified of the evaluation results. The Objections Committee decides to an exclusive due date of ten (10) days of objection lodge. The decision of the committee is forwarded to the Director of the Foundation and communicated to the interested party. The PIs whose objections are accepted, shall have as much time to submit Phase B parts of the proposal on the online platform, as the PIs whose proposals were accepted.

It is noted that all information mentioned and described in Parts 6 and 7 must be consistent and compatible, and in any event not have essential differences to information described in Parts 1-5, which are submitted during Phase A and are the object of the evaluation process.

During Phase B submission, PIs have the opportunity to submit an updated version of the following Parts submitted in Phase A: Part 2 (PI CV), Part 3 (PI Achievements Track Record), Part 4 (Certificate of HO Commitment) – in case not submitted during Phase A – and Part 5 (Letters of Intent from the CAs), adhering to text length and content provisions for each Part, as well as terms and conditions specified in paragraph 8.2 of the Call. If no updated versions of Parts 2, 3 and 5 are submitted, the proposals shall be evaluated based on the Parts that had been submitted during Phase A. Submitting the Certificate of HO Commitment (Part 4) is mandatory during Phase B.

It is noted that during Phase B submission, the addition of Faculty Members or Researchers that had not been accounted for in submission Phase A, is not allowed, and shall result to proposal rejection; as is the replacement of a Research Team member by another belonging to a different category for reasons other than force majeure. In any event, Research Team changes (due to force majeure or replacement of a Research Team member by another of the same category) require sufficient justification, which will be taken into account when evaluating the proposal.

Once the deadlines for both phases have expired, online platform access will be denied.

8.2 Content of Proposals

The complete proposal consists of seven (7) parts. All parts of the proposal shall be completed in English, apart from Parts 1 and 7, which are also submitted in Greek.

The information that must be included in each Part is described below.

8.2.1 Part 1: Proposal Extended Synopsis

Submitted in Greek and English.

In this Part, proposal title, acronym, scientific area and field, category, HO and PI details must be included in the beginning of the document.

For proposals under Categories I, II and III.a, the extended synopsis must contain and describe the aims and the object of the proposed research project. Also briefly documented should be its scientific originality, its implementation plan, as well as its scientific, economic and social impact. It must also mention an estimate of the total amount of funding requested, and project duration. In addition, the selection of Cooperating Agencies must be supported by objective evidence. Diagrams and images are included in text length restrictions; the bibliography index is not included.

Part 1 of proposals under Categories I and II, may be up to six (6) pages long for each language.

For proposals under both sub-categories (III.a and III.b) of **Category III**, the text must also describe and support the necessity to procure high-value research equipment or ensure access to other resources (libraries, archives, collections, etc.). The current situation must be described, further analysed, supported, and the procurement constituted as part of a strategic plan that aims to support, enrich, complete and/or expand current research activity. The estimated added value to be generated in broad, must be described and specified.

Especially for proposals under sub-category III.a, also described should be the link between high-value research equipment purchase and proposed research project, **as a primary supportive element due to its particular value as well as the potential it can create and cause.**

Part 1 for the **proposals under Category III may be up to nine (9) pages long for each language.**

8.2.2 Part 2: Principal Investigator CV and Short CVs of Research Team Main Members

They may be up to six (6) pages long for the PI and up to two (2) pages long / member for Research Team main members.

8.2.3 Part 3: Principal Investigator Achievements Track Record

Mentioned herein are Principal Investigator achievements, related to the project proposed. This Part may be three (3) pages long at the most.

8.2.4 Part 4: Certification of Host Operator Commitment

The Commitment Certificate must carry the HO logo, along with the signature and seal of the competent HO representative. It constitutes acceptance of the project submitted by the PI and commitment on the part of the HO to be contracted to H.F.R.I. for project implementation, in the event that it is funded.

If during Phase A, a Solemn Statement by the PI had been submitted instead of Part 4, the relevant project HO Commitment Certificate must be submitted during Phase B submission. Failure to submit this, renders the proposal non-eligible for evaluation during Phase B.

Note that a different HO may be named during Phase B submission, other than the one named during Phase A submission, only in the event that the project PI has been appointed or holds a position at a different HO to the one named during the Phase A submission. In this case, a project commitment certificate must be submitted by the new HO, along with the published Government Gazette containing the decision for their appointment/promotion/election as PI to the new Operator.

8.2.5 Part 5: Letters of Intent from all Cooperating Agencies

These are submitted only if relevant collaborations are described in the proposed research project. The letter (bearing the Agency's logo) must carry the signature and seal of the competent Agency representative, for the type of the particular collaboration. The intention of the cooperating Agency or Institute (in Greece or abroad) to cooperate with the PI and the HO in the context of the proposed research project, must be confirmed in the letter. It must describe the type and nature of the collaboration, the staff involved, the equipment, the infrastructure or other resources to be used, and the estimated duration.

If the PI had submitted a Solemn Statement during submission Phase A, instead of Part 5, the relevant letters of intent by the Cooperating Agencies (CA) must be submitted during Phase B.

8.2.6 Part 6: Full Research Proposal

For proposals under **Categories I, II and III**, the content for parts 6.A and 6.B is described below.

Part 6.A - Proposal

It can be twenty (20) pages long at most and is submitted in English. The permissible length of Part 6.A may be increased by six (6) pages at most for proposals under Category III.

The bibliography index is included in the text length.

Full research proposals must include the following:

- Title of proposal
- Acronym of proposal
- Category of proposal
- Scientific area and scientific field
- Objectives of the proposed work
- Scientific, economic and social impacts
- State-of-the-art
- Scientific methodology and novel aspects
- Work plan, milestones and deliverables
- Degree of risk and contingency plan
- Promotion and dissemination plan
- Project Research Team: Role and responsibilities of the Research Team.

Part 6.B – Research Team Members

The full list of named Research Team members, as well as positions that have not been filled. Short CVs, numbering two (2) pages / member at most, shall be submitted for named members, to which selected scientific articles in scientific journals and/or conferences, primarily focusing on those related to the research project object, will be included. For every Research Team position that has not been filled, the qualification requirements for the person to be contracted by the HO, will be listed. Part 6.B is submitted as a single file for all Research Team members.

Proposals under both sub-categories (III.a and III.b) of **Category III**, Part 6.A must describe the current situation of the sector in detail, also supporting and documenting the necessity of procuring high-value research equipment or securing access to other resources (libraries, archives, collections, etc.). The procurement must be described, supported and justified as part of a strategic plan that aims to support, enrich, complete and/or expand current research activities for the PI and the HO. In particular, further analysed, supported and evaluated, would be issues such as: added value, direct synergies, potential of collaborations resulting for the Research Team, the HO upon installation, and the scientific community of Greece in general.

Especially for proposals under sub-category III.a, also described and documented, should be the essential significance of procuring this high-value equipment for the proposed research project, as a primary supportive element due to its particular value as well as the potential it can create and cause.

Furthermore Part 6.B shall include, in addition, corresponding necessary elements.

8.2.7 Part 7: Research Proposal Budget

The proposal budget is submitted in English and Greek, and includes:

- Analytical Budget
- Man-effort and Salaries
- Consumables
- Access costs to equipment or other resources
- Purchase of equipment costs
- Travel costs
- Publication & dissemination costs
- Other costs
- Overhead – Indirect costs

Especially for proposals under sub-category III.a, it is noted that the budget consists of two parts: Part 7a pertains to the research project budget and Part 7b pertains to the procurement of the high-value research equipment budget. Both these parts comprise the total budget and are submitted during Phase B.

The maximum budget limit for the research project (Part 7a) that forms part of the proposal is €200,000.00. The specifications for proposals under Categories I and II apply for this part. The budget upper limit for the procurement of high-value research equipment (Part 7b) that forms part of the

proposal is €1,300,000.00.

It is emphatically noted that the two parts (Part 7a and Part 7b) of the total budget for proposals under sub-category III.a must be compiled with due diligence and attention to detail, so as to ensure complete prevention of double funding between them.

For proposals under Categories I, II and III.a (Part 7a), all expenses must be sufficiently justified and linked clearly to the proposed research project.

For proposals under Category III.a (Part 7b) and Category III.b, the items recorded in the budget must be the items necessary to achieve the mandatory deliverable, as well as the rest of the project deliverables (see Part 6.4).

Technical specifications for documents

Each page of the proposal must have a header with the full name of the PI, the acronym and the category of the proposals, and the corresponding Part of the proposal (Part 1, Part 2, etc.).

To monitor whether text length restrictions have been observed, refer to Table 4 below, which lists technical specifications that must be followed for all submitted documents.

Table 4. Technical specifications for documents

Page size	Font	Font size	Line spacing	Page margins (at least)
A4	Times New Roman or Calibri	11 pt (at least)	Single (at least)	Top-Bottom: 1.5 cm Left-Right: 1.5 cm

Page limits for each Part must be strictly followed. Only information presented within these limits shall be evaluated.

Templates for Proposal Parts, that applicants will be called upon to submit, will be available through the online platform.

9 EVALUATION & SELECTION OF PROPOSALS

The evaluation and selection of the proposals will take place after the end of the submission deadline for each Phase, in accordance with provisions in Article 5(5-8) of Law 4429/2016.

9.1 Evaluators

During **Phase A** the proposals will be evaluated by Thematic Committees (TC). In particular, by decision of the H.F.R.I. Scientific Council, a TC is formed for each Scientific Area (see Part 2), consisting of acclaimed scientists qualified in said Scientific Area. TC members shall be appointed by the H.F.R.I. Scientific Council, shall be registered in the Certified Evaluator Register of the General Secretariat of Research and Technology (GSRT) under Article 27 of Law 4310/2014 and shall have the qualifications related to the object of the proposal to be evaluated. If expert scientists required for a specific

evaluation are not available or existing ones do not meet the needs of the specific evaluation, expert scientists from Greece or abroad not included in the Certified Evaluator Register may be appointed as TC members, pursuant to a decision by the Scientific Council, provided all the other provisions under Article 5(6 & 7) of Law 4429/2016 apply.

During **Phase B** the proposals will be evaluated by Thematic Committees (TC), one for each Scientific Area, as well as an Inter-thematic Committee (IC) and independent experts, whenever deemed necessary. Committee members and experts are appointed by the H.F.R.I. Scientific Council and are accomplished scientists from all Scientific Areas. Committee members and independent experts shall be registered in the Certified Evaluator Register of General Secretariat of Research and Technology (GSRT) under Article 27 of Law 4310/2014 and shall have the qualifications related to the objects of the proposals to be evaluated. If expert scientists required for a specific evaluation are not available or existing ones do not meet the needs of the specific evaluation, expert scientists from Greece or abroad not included in the Certified Evaluator Register may be appointed as Committee members or independent experts, pursuant to a decision by the Scientific Council, provided all the other provisions under Article 5(6 & 7) of Law 4429/2016, as in force, apply.

9.2 Process

During Phase A the evaluation consists of two stages:

i) Proposal completeness and eligibility review stage: The proposals are examined as to whether all required information and documents have been submitted, whether conditions and admissibility restrictions, as well as all other provisions in this Call, have been fulfilled. This check is performed automatically by the online submission platform. Then, proposals fulfilling above criteria shall be evaluated during the second stage. The Thematic Committee of the corresponding Scientific Area, in partnership with the scientific staff of the H.F.R.I. – Department of Research Projects, are responsible for inspecting the completeness and eligibility of the Proposals.

ii) Evaluation and selection stage: Parts 1, 2, 3, 4 and 5 are evaluated by the TC of the Scientific Area where the proposal has been incorporated, based on the declaration of the submitting PI. The evaluation is based on the criteria described in the “Evaluation Criteria” section below. It is possible to transfer a proposal from one Scientific Area to another, following the consensus of the Chairmen of both the TCs of the corresponding Scientific Areas. **A proposal may be transferred only during Phase A.** The only reason to transfer a proposal to another Scientific Area is to ensure the credible evaluation of the proposal.

For all proposals that qualify to Phase B of the evaluation, corresponding PIs will be asked to submit Parts 6 and 7, as well as update remaining Parts of the proposal, within a specific deadline, as described below, in Section 8.1.

It is noted that irrespective of whether all proposals have been examined as to their completeness and eligibility during the first stage of each Phase, if at any subsequent stage of the evaluation and selection process it is proven that a proposal does not fulfil one of relevant criteria, it shall be excluded from the process.

During Phase B the evaluation consists of two stages:

i) Proposal completeness and eligibility review stage: Similar to the first stage of Phase A.

ii) Evaluation stage by the Thematic Committee of the Scientific Area where the proposal was incorporated during Phase A and/or by the Inter-thematic Committee: During this stage, each Thematic Committee (TC) and/or the Inter-thematic Committee (IC) evaluates each proposal and draws a final evaluation and score. Provided it is deemed necessary due to the specialised object, a non-binding evaluation of one or more proposals may be requested from one or more independent experts. The decision for the evaluation of the proposals under Categories I and II is taken by the TCs. For proposals under Category III, each TC shall submit the IC with a non-binding evaluation of proposals belonging to the corresponding Scientific Area. The evaluation decision for each proposal under Category III shall be taken by the IC. With the end of this stage, proposals under Categories I and II are ranked in tables from highest to lowest per Scientific Area. The proposals under Category III (III.a and III.b) are ranked in a single table from highest to lowest.

During Phase B the evaluation is carried out based on the criteria described below, explained further in the Research Project Management Guide.

The evaluation process shall not exceed six (6) months. Evaluation results are immediately communicated (via email) to candidates, with a personalised report and justification of the evaluation decision, pursuant to all other provisions under Article 5(5-10) of Law 4429/2016, as in force.

9.3 Confidentiality

The whole process is governed by the rules of confidentiality. All Committee members and independent experts sign a confidentiality and non-conflict of interest declaration. Committee members and independent experts are bound by strict confidentiality before, during and after the evaluation, in terms of the entire evaluation process.

9.4 Evaluation Criteria & Scoring

The main criterion during proposal evaluation is the extent of their scientific calibre. For proposals under **Categories I and II**, during both phases, evaluation shall be based on two axes:

- 1. Evaluation of the PI** (scientific accomplishments of the PI, maturity in terms of guidance, commitment as to implementing the research project).
- 2. Evaluation of the proposed research project** (scientific calibre, originality, balanced budget, possibility of implementation).

For proposals under **Category III**, in both phases, evaluation is differentiated from above as follows:

- 9.4.1 Sub-category III.a proposals:** Evaluation is based on the first criterion (Evaluation of the PI) and the second criterion (Evaluation of the proposed research project) above. Then the “Evaluation of the necessity and added-value of the high-value research equipment” is added and taken into account in the latter part.

9.4.2 **Sub-category III.b proposals:** The evaluation is based on the first criterion (Evaluation of the PI), while the second criterion is exclusively based on the “Evaluation of the necessity and added-value of the high-value research equipment”.

Evaluation criteria and score marks for the four **project Categories (I, II, III.a and III.b)**, are further specified in the Evaluation Guide.

10 EVALUATION RESULTS

Results are forwarded to the PI with a personalised report and justification of each evaluation decision. The PI is entitled to submit a justified objection within ten (10) days from being notified of the results. Objections shall be judged by independent three-member committees, whose decision shall be final.

Once objections have been reviewed, the Ranking Table with the proposals per Scientific Area (Categories I and II) is finalised. The proposals under Category III (sub-categories III.a and III.b) are ranked in a single table.

The Foundation Director issues the funding decision by which final Ranking Tables are approved, and a list containing proposals to be funded according to the available budget is issued. This decision is an enforceable administrative act and is subject to petitions for annulment filed with the Administrative Court of Appeals.

The final Ranking Tables (with the submission numbers) of the proposals to be funded are posted on the H.F.R.I. website.

Once the proposals to be funded are posted, PIs receive a letter of approval 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.

Candidates accept that messages sent via email to the email address they supplied when submitting the proposal online, are considered notifications and signal the initiation of all legal processes and deadlines.

11 POSTING

The Research Project Management Guide for this Call and detailed instructions for submitting the proposals online, will be posted on the H.F.R.I website: www.elidek.gr.

The call shall also be posted on the following website: www.gsrt.gr.

12 COMMUNICATION & INFORMATION

Detailed information and updates for this call are available through the H.F.R.I. (127 Vasilissis Sofias Avenue, 11521 Athens, Greece):

at: askelidekdep@elidek.gr

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

Technical support for online submission of applications shall be available via email:

helpelidekdep@elidek.gr

The H.F.R.I. Director

Dr. Nektarios Nasikas