



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. 15663

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

Start of Submissions: 26/06/2019, 12:00 (Greek time)

End of Submissions: 10/07/2019, 17:00 (Greek time)

(1st amendment)

CONTENTS

1	AIMS AND GENERAL INFORMATION OF ACTION	6
2	ELIGIBILITY CONDITIONS	6
	2.1 Host Operator (HO) – Funding Beneficiary	6
	2.2 Project Research Team (RT)	6
3	PROJECT DURATION, BUDGET AND EXPENSE CATEGORIES	7
	3.1 Direct Expenses	7
	3.1.1 Remuneration of Research Team Members	7
	3.1.2 Consumables Expenses	8
	3.1.3 Travel Expenses	8
	3.1.4 Promotion Expenses	8
	3.1.5 Expenses for Use of or Access to Equipment, Infrastructure and Other Resources	8
	3.1.6 Expenses for Equipment Purchase	9
	3.1.7 Expenses for Entering into Contracts for the Supply of Products and Services	9
	3.1.8 Other Expenses	9
	3.2 Indirect Expenses	9
4	SUBMISSION OF PROPOSALS	10
	4.1 Part A:General Information	10
	4.2 Part B:Research Proposal	10
5	CHECK AND EVALUATION	12
	5.1 Proposal Completeness and Eligibility Examination	12
	5.2 Evaluation	12
	5.3 Confidentiality	14
	5.4 Evaluation Procedure and Criteria	15
6	EVALUATION RESULTS	16
7	POSTING	16
8	COMMUNICATION / INFORMATION	16

DOCUMENT BACKGROUND

Ref. No.	Issue Date		Page
14309	20/06/2019	Initial version	
15663	09/08/2019	Preamble	4
		Section 7 Posting	16

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

1. Law 4429/2016 (199/A) on “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);
2. Decision no. 29898/07.03.2019 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 2019” (809/B);
3. Decision no. 195245 issued by the Ministers of Education, Research and Religious Affairs, Economy and Administrative Reform on “Internal Regulation of the Hellenic Foundation for Research and Innovation (H.F.R.I.)” (5252/B);
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 (173/YODD), 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 (138/YODD) and its 2nd amendment by decision no. 123829/25.7.2018 issued by the Alternate Minister of Education, Research and Religious Affairs (427/YODD);
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 (436/YODD);
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. Xenofon Verykios as Scientific Council Chairman;
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 the Action entitled “Fieldwork for the collection of data in Greece in the context of Wave 9 of the European Social Survey” and authorising the Director to specialise and publish the aforementioned Action;
10. 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);
11. 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;
12. the fact that the budget of the Action is funded by the H.F.R.I. budget, and is specifically covered by funds from Capital Returns;
13. 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;
14. Decision with Ref. No. 15600/06.08.2019 on decision to undertake commitment for 2019.

CALLS

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

1 AIM AND GENERAL INFORMATION OF ACTION

This Action aims to fund research projects with the object of conducting Wave 9 of the European Social Survey (ESS), distributing and disseminating scientific findings that arise within the scientific community for secondary data analysis, as well as carrying out all required preparatory actions to commence 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 Operator) may be the National Coordinator for Social Surveys in Greece. The Principal Investigator of the research project shall be a member of the Host Operator’s scientific staff. 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 Operator with a public law employment agreement or with an open-ended private law employment agreement / fixed-term private law employment agreement or with a project contract (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 Host Operator exclusively for the purposes of implementing the research project.

2 ELIGIBILITY CONDITIONS

The terms and conditions for being eligible to participate in the Call are outlined below.

2.1 Host Operator (HO) – Funding Beneficiary

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

The eligible funding for this Action may not support other beneficiary activities and a separate account must be kept for the project pertaining to this proposal.

Upon submitting the Proposal, the project Acceptance Certificate from the HO must also be attached. The Acceptance Certificate must carry the HO logo, and the signature and seal of the competent HO representative.

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

In the context of implementing the research project, it is possible to cooperate with research and educational institutes and all types of public or private sector agencies in Greece or abroad. Working with these Agencies (“Cooperating Agencies”) consists of supporting the Action and refers to (indicatively) carrying out surveys, providing access to files, etc., while it requires a relevant letter of expression of interests by said Agency.

2.2 Project Research Team (RT)

The project Principal Investigators (PI) may be researchers working as research staff for the HO.

Apart from the PI, the following may participate in the Research Team (RT) 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 / fixed-term private law employment agreement or with a project contract (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.

It is possible for some Research Team members not to be named (apart from the PI) upon Proposal submission. In this case, required qualifications for each position must be listed within the Proposal, so that corresponding RT members may be chosen based on these qualifications, following a call for expression of interest by the HO, in accordance with the provisions of the relevant articles in Law 4386/2016 and Law 4485/2017.

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

3 PROJECT DURATION, BUDGET AND EXPENSE CATEGORIES

The start date of the proposed research project implementation is defined as the date on which the HO accepts project management and this is included in the budget of the HO (Law 4485/2017). The end date of the project shall be **31/12/2020**.

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

Public expenditure for the Call amounts to **€220,000** in total.

The proposed research project funding will take place in two stages: i) an 80% advance over the total budget for the proposed research project when the funding decision is issued or the pertinent funding agreement is signed and ii) 20% over the total project budget after the interim inspection has been concluded.

The budget for the proposed research project shall be analysed into the following eligible expense categories:

3.1 Direct Expenses

Direct expenses for the proposed research project include remuneration for the PI and RT members, consumables, travel and promotion expenses, expenses for use of or access to equipment, infrastructure and other resources, expenses for equipment purchase, expenses for entering into contracts for the supply of products and services, and other expenses.

3.1.1 Remuneration of Research Team Members

This category includes the remuneration for RT members employed as part of the proposed research project implementation. Remuneration pertains to: i) regular staff of the HO who work on the project and are linked to the HO through a dependent employment relationship (permanent staff, open-ended part-time or full-time employment agreement) and ii) any temporary staff required for the implementation of the project and who are employed either through a fixed-term

employment agreement (part-time or full-time) or through a project lease agreement.

Expenses for regular staff of the HO pertain to the provision of additional payment and additional work, in compliance with the legislation in force.

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

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

3.1.2 Consumables Expenses

Expenses for consumables are eligible when pertaining exclusively to project implementation and are recorded separately. For example, they may involve the purchase of direct consumption materials (e.g. lab consumables, etc.) that are necessary to implement the project. This category does not include general office supply expenses, such as paper, stationery, PC consumables, etc., as these are included in the general operating expenses and may be eligible only when particular project features require an unusual amount of relevant expenses for its implementation. In this case, sufficient relevant documentation is required in the project budget.

3.1.3 Travel Expenses

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

3.1.4 Promotion Expenses

Indicatively these may include expenses for scientific journal publications, conference registration fees with speech/announcement or poster, expenses for organising and carrying out one-day events and/or conferences, expenses for the publication of monographs and books, expenses for the production of audiovisual material, the development of websites and promotions through social media. In addition, this category includes expenses for registering patents to Greek or foreign agencies, as well as expenses for any type of registration of research findings, etc. These expenses are eligible, provided they are linked to project implementation.

3.1.5 Expenses for Use of or Access to Equipment, Infrastructure and Other Resources

This category includes expenses that must be paid in order to use or have access to lab research equipment, research infrastructure or other resources necessary for project implementation, either at the HO or at the CAs. For example, apart from expenses linked to using or accessing lab research equipment or infrastructure, this category may include eligible expenses for accessing resources necessary to implement the project, such as: access to databases, subscriptions to libraries, files and

collections, or any type of joint ventures of agencies in Greece and abroad, procurement of software for research purposes, costs for software updates, conversion of physical paper and audiovisual files to digital files and their further development, expenses for acquiring satellite data, etc.

3.1.6 Expenses for Equipment Purchase

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

3.1.7 Expenses for Entering into Contracts for the Supply of Products and Services

Expenses for entering into contracts for the supply of products and services are eligible, provided that the procedure for entering into public contracts specified in the legislation in force, has been followed when outsourcing the contract.

3.1.8 Other Expenses

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

These expenses are considered eligible provided they are mentioned in the Proposal or its amendment during project implementation and there is justified correlation to project implementation.

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

3.2 Indirect Expenses

Indirect expenses are expenses for project management as well as operating costs of the HO. These expenses are paid to the Special Account for Research Funds (SARF) or the relevant HO departments. They include expenses for supporting the financial management, expenses for office supplies (stationery, PC consumables, etc.) and main utilities (telecommunications, power, internet access, etc.). **Indirect expenses shall amount to 10% of total expenses of all other categories and shall be included in the project budget.**

4 SUBMISSION OF PROPOSALS

Upon Proposal submission, the following two Parts shall be completed:

4.1 Part A: General Information

Part A includes general information on the Proposal, such as title, acronym, (brief) summary of the Proposal, as well as PI details. The summary must clearly present proposal aims and how they are to be achieved. In the case of project funding, the 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 Part A:

- **General Information on the Proposal**
 - Title of Proposal
 - Acronym of Proposal
 - Summary of Proposal (up to 2,000 characters, in Greek and in English)
 - Keywords
 - Project budget (in €)
- **PI details** (Full name, contact details, tax no., etc.)
- **Host Operator** (School, Department, Institute, etc.)
- **Cooperating Agency** (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 completed in this Part. This table must be completed even if there are no issues.

Part 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 Part A is submitted in **Greek** (apart from the summary of the proposal, which shall be submitted in Greek and English).

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

4.2 Part B: Research Proposal

Part B is an autonomous and independent transcript containing all key information on the proposed research project, focusing on the innovative nature of the research, its potential impact and its research methodology. This Part shall include a full estimate of the real cost of the project, as well as the role of RT members in its implementation.

Specifically, the research Proposal must include the following:

• **Scientific Innovation and Objectives**

In this section, Proposal objectives in terms of 'current state-of-the-art' are clearly defined. There must be mention of how and why the proposed research project 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 and/or social impact
- Support/Development/Prospects of scientific fields in Social Sciences.

▪ **Methodology and Implementation**

The Proposed methodology, including, as the case may be, key interim objectives, shall be described in detail in this section. Proposed methodology must be described and justified in terms of the current state-of-the-art level. 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.

Some examples of the sections that may be included are:

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

▪ **Budget**

The project budget shall include:

- Direct expenses
 - Man-effort and salaries
 - Consumables
 - Travel (for conferences, meetings, research collaborations, etc.)
 - Access to or purchase of equipment
 - Other expenses
- Indirect Expenses

The Proposal cover page must include: i) the HO, ii) the title, iii) the acronym and iv) the budget of the project (in €).

Part B shall be submitted in **Greek** and may be up to 10 pages long, including the cover page and the bibliography index. Part B shall be submitted exclusively as a PDF file.

The proposed technical specifications to be followed for documents being submitted are listed in [Table 1](#). Page limits for each part must be strictly followed.

Text outside these limits shall not be taken into account during the evaluation.

Table 1. Technical specifications for documents

Page size	Font	Font size	Line spacing	Page margins
A4	Times New Roman, Arial, Calibri or similar	11 pt (at the least)	Single (at the least)	Top-Bottom: 1.5 cm Left-Right: 2 cm

Proposals are submitted by the project PI exclusively through the H.F.R.I. Portal

Submission start date: 26 June 2019, 12:00 (Greek time)

Submission end date: 10 July 2019, 17:00 (Greek time)

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

Note that proposals submitted outside aforementioned deadlines will not be accepted for any reason (other than inability to submit it for technical reasons related to the H.F.R.I.).

5 CHECK AND EVALUATION

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

The main evaluation criteria for Proposals are the extent of scientific quality, originality and implementation possibility of the proposed research project.

5.1 Proposal Completeness and Eligibility Check

Proposals are examined as to whether required and necessary information and documents are complete, whether conditions and admissibility limitations as well as all other provisions in this Call are fulfilled, as described in detail in Section 2. Should it be proven that a Proposal does not fulfil any of the relevant criteria at any stage of the evaluation process, it shall be excluded from the evaluation process.

The Evaluation Committee is responsible for examining the completeness and eligibility of each proposal. To this end, the Evaluation Committee shall work closely with the scientific staff of the H.F.R.I. Department of Research Projects.

5.2 Evaluation

Candidate beneficiary proposals are evaluated by an Evaluation Committee, comprised of 5-20 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 specialised 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 the H.F.R.I. Scientific Council. The evaluation

decision for each proposal is made by the Evaluation Committee.

Said experts and Evaluation Committee members shall be registered in the Certified Evaluator Register of Paragraph 11 of Law 4429/2016 – or the Certified Evaluator Register of Article 27 of Law 4310/2014 (258/A) until the former is created – and shall have 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 Thematic 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 the needs of the specific evaluation, expert scientists from Greece or abroad not included in the Certified Evaluator Register may be appointed as members, pursuant to a decision by the Scientific Council, provided that all other provisions of Article 5(6 & 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 Procedure and Criteria

The proposed research project shall be evaluated by the Evaluation Committee (as specified in Law 4429/2019), based on the following criteria ([Table 2](#)):

Table 2. Evaluation Criteria

Evaluation of Research Proposal
<p>Scientific Quality and Objectives</p> <ul style="list-style-type: none"> ▪ Coherence and cohesion of objectives, of the proposed research project. ▪ Extent to which research findings will support the development/progress/prospects of Social Sciences in relevant fields and will produce significant benefits for society. ▪ Extent to which new methods/approaches shall be adopted/integrated/developed to address significant challenges. ▪ Innovative nature and potential impact of the proposed research project. ▪ Extent to which project findings will be capitalised upon, disseminated, and arising data be managed. <p>Methodology and Implementation</p> <ul style="list-style-type: none"> ▪ Feasibility degree of proposed scientific approach ▪ 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. ▪ Extent to which proposed research methodology is suitable for achieving project objectives. ▪ Extent to which project implementation plan, deadlines and budget, are necessary and justified. ▪ Skillset, degree of specialisation and complementarity of Research Team members, in proposed project terms.

Proposals will be scored based on the degree to which individual criteria are met, as described below.

The scoring scale is from 0 to 100.

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

20-39 Weak. The proposal meets some criteria, but 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 at a satisfactory level, but there are certain shortfalls.

80-89 Very Good. The proposal does meet the criteria at a very satisfactory level, but there is a small number of shortfalls.

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

The minimum acceptable total score for a Proposal to be approved for funding is 80.
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6 EVALUATION RESULTS

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

The 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, of the objection submitting deadline. The objections committee decision is forwarded to the H.F.R.I. Director and communicated to the person who submitted the objection.

The funding decision is issued by the Director of the H.F.R.I. upon conclusion of the evaluation of the research Proposals, 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 beneficiary PI receives a letter via email, whereby they are invited to submit the necessary supporting documents to the 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 POSTING

The Call and the Management Guide for this Call shall 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.

8 COMMUNICATION / INFORMATION

Detailed information and updates on this Call are available through the H.F.R.I. Department of Research Projects via email

at: researchdepartment@elidek.gr

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

Technical support for online submission of proposals shall be exclusively available via email:
helpdesk@elidek.gr

The H.F.R.I. Director

Dr. Nektarios Nasikas