



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

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3rd Call for Action “Science and Society”

“Research, Innovation and Dissemination Hubs”

1st amendment

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DOCUMENT HISTORY

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The Director of the Hellenic Foundation for Research and Innovation, in accordance with:

1. Law 4429/2016 on “Hellenic Foundation for Research and Innovation and other provisions” (199/A) as amended and in force, and particularly Articles 2(1), 5(2-9), 8(9), 10, 9(7) thereof;
2. Decision no. 195245/15.11.2018 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), as in force;
3. Decision with Ref. No. 69615/03.05.2018 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 2018” (1907/B);
4. Decision with Ref. No. 288/03.04.2017 issued by the Alternate Minister of Education, Research and Religious Affairs on establishing the H.F.R.I. Scientific Council, (YODD 173), as in force following the 1st amendment by decision with Ref. No. 29705/22.2.2018 issued by the Alternate Minister of Education, Research and Religious Affairs (YODD 138), the 2nd amendment by decision with Ref. No. 123829/25.7.2018 issued by the Alternate Minister of Education, Research and Religious Affairs (YODD 427) and the 3rd amendment by decision with Ref. No. 217130/28.12.2018 issued by the Alternate Minister of Education, Research and Religious Affairs (YODD 777);
5. Decision with Ref. No. 3336/05.09.2018 issued by the 25th Meeting of the H.F.R.I. Scientific Council, by which Prof. Xenofon Verykios was elected President to the SC;
6. Decision with Ref. No. 301/04.08.2017 issued by the 6th meeting of the H.F.R.I. SC, by which Dr. Nektarios Nasikas was appointed H.F.R.I. Director (436/YODD);
7. Decision with Ref. No. 12105/23.04.2019 issued by the 52nd Meeting of the H.F.R.I. Scientific Council on assigning duties to the Director of the Foundation;
8. Decision with Ref. No. 17369/08.10.2019 reached by the H.F.R.I. S.C. in its 65th Meeting regarding the approval of the 3rd Call of Action “Science and Society” entitled “Hubs of Research, Innovation and Dissemination” and the authorization of the Director in issuing said Action;
9. the fact that the Action budget is funded by the H.F.R.I. budget, and is specifically covered by funds from the Agreement dated 15.07.2016 between the Hellenic Republic and the European Investment Bank;
10. 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;

CALLS

Faculty Members (DEP) of Higher Education Institutions (AEI) and Higher Military Education Institutions (ASEI), the research staff of Research Centres and Institutes (RC-I), as well as natural persons, under the condition a Letter of Intent to cooperate has been secured from the respective AEI or RC-I department, interested to submit proposals under the new Call, “Research, Innovation and Dissemination Hubs”, in line with the terms and conditions featured below.

1. OBJECTIVE AND GENERAL INFORMATION OF THE ACTION

The emblematic Action “Science and Society” aims to popularize science and more specifically disseminate scientific knowledge into the broader society, as well as develop a wider research culture.

The Call includes the following **3 Thematic Areas**:

Thematic Area 1: Research & Innovation Hubs in Education. The objective of Thematic Area 1 is to cultivate a mentality of transforming scientific knowledge into innovation and disseminating it to young people, specifically school students of Primary and Secondary Education and young scientists (e.g. university students).

Thematic Area 2: Research Dissemination Hubs. The objective of Thematic Area 2 is to disseminate and promote scientific work, produced or ongoing, in Greek research institutes, to the broader community or young scientists, or/and remote geographical areas, through innovative and original approaches.

Thematic Area 3: Circular & Social Economy Hubs. The objective of Thematic Area 3 is to disseminate/promote research projects/actions relating to either circular or social economy to the wider community or specific social groups (e.g. school students of Primary and Secondary Education, young scientists, vulnerable/susceptible social groups) or/and remote geographical areas, through innovative and original approaches.

The Call is part of the H.F.R.I. Action Plan, according to the Decision of 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 2018” (1907/B/29.05.2018).

Proposals to be funded shall be selected following the evaluation by an Evaluation Committee (EC), comprised of acclaimed scientists and assisted, if deemed necessary, by independent experts, in accordance with the provisions of Article 5(6) of Law 4429/2016, as amended and in force. The entire process is governed by strict confidentiality rules that bind all participating parties.

Thematic Area 1: Research & Innovation Hubs in Education

Objective: To transfer knowledge and scientific practice from Tertiary education and Research Centres, to Primary and Secondary education, to cultivate a mentality of transforming knowledge into innovation and promoting research activities in schools.

The main funding requirement for the Proposals to be submitted under this Thematic Area, is the cooperation between Academic and Research institutions with Primary and Secondary Education schools, as well as local government organizations and entrepreneurship organizations, and as a result the creation of Research & Innovation Hubs within them.

The scientific areas to which the Research & Innovation Hubs are referred to, shall be determined by the availability of expert scientists or by Primary and Secondary Education school students’ demand. Examples of scientific areas are the following: Science & Technology (e.g. Robotics and Electromobility), Engineering, Art and Mathematics (**STEAM: Science, Technology, Engineering, Art, Mathematics**), as well as Social Sciences and Humanities (**SoHu**).

Research & Innovation Hubs must physically exist, that is they must be actual facilities within a University/Research Centre, School/s or Local Government venues, and must address a specific

geographical region or multiple geographical regions at once, with emphasis on geographically remote regions. It is noted that existing structures/facilities within the aforementioned institutions, may be also used to host Research & Innovation Hubs.

Impact: To inform and familiarise students, teachers and local communities, with the use of the techniques of said scientific areas through experiential crafting workshops, as well as to produce reusable ‘open’ educational content.

Deliverables: A mandatory deliverable of this Thematic Area is the establishment of hubs in a University/Research Centre, School/s or Local Government venues. It is noted that this deliverable must remain available to the aforementioned institutions after the project has been completed. Other indicative deliverables may be the following: production of audiovisual material, creation of original technological constructions, participation of school students in research projects, school trips to international research centres, etc.

Thematic Area 2: Research Dissemination Hubs

Objective: To disseminate and promote scientific work, produced or ongoing, in Greek research institutes, to the broader community or young scientists, or/and remote geographical areas, through innovative and original approaches.

Impact: To inform and raise awareness among the broader society and young scientists regarding accomplished research findings produced or/and projects being implemented by research institutions in cutting-edge scientific fields.

Deliverables: Indicative deliverables in this thematic area are the following: production of audiovisual material for the broad dissemination of research findings, creation of original technological constructions and media, contact of/interaction with the wider society and young scientists with the research project findings of high scientific standard, etc.

Thematic Area 3: Circular & Social Economy Hubs

Objective: To disseminate/promote research projects/actions relating to either circular or social economy to the wider community or specific social groups (e.g. school students of Primary and Secondary Education, young scientists, vulnerable/susceptible social groups) or/and remote geographical areas, through innovative and original approaches.

Impact: To inform and raise awareness among the local community or/and school students / teachers or/and special population groups on circular or social economy applications and their benefits, in respect to issues of sustainable development, vocational integration, cooperative practices, collective governance of businesses; to entrepreneurship ethics and responsibility in all economic sectors, such as agri-food, education, construction, energy, recycling, etc. Indicatively, benefits of circular or social economy may include:

- familiarizing citizens with the principles of circular economy at the level of behavior, whether this pertains to recycling or consumer habits;
- informing population target groups on the potential of establishing SCEs (Social Cooperative Enterprises);

- the potential of creating new job positions/new business activities as measures for curbing the brain drain of young scientists abroad or providing vocational integration to vulnerable/susceptible social groups, e.g. refugees/migrants;

It is noted that for the proposals to be submitted in the field of circular economy, emphasis should be given exclusively on their social feasibility/usefulness, so that their positive impact on a community or on society is highlighted.

It is also noted that for the specific thematic area, proposals may be either submitted in the form of a feasibility study alone, or combined with the pilot implementation of the feasibility study conclusions.

Deliverables: A compulsory deliverable of this Thematic Area is the feasibility study report. Other deliverables of Thematic Area 3, are the development of activities/actions that aim to update/inform the local community or/and school students/teachers or/and special population groups etc. on the benefits of circular or social economy, the pilot implementation of feasibility study conclusions, etc.

2. BUDGET / DURATION

The total expenditure for the Call amounts to **€3.000.000**.

The maximum funding limit for each Project amounts to €100,000. The Proposal’s duration may range from 12 to 24 months. The starting date for the project’s implementation shall be the date whereupon the HI includes the project into its budget.

The funding of the selected projects will take place in two stages: i) 80% of the total project budget will be given in advance when the funding agreement with H.F.R.I. is signed and ii) the remaining 20% of total project budget will be paid once all deliverables have been submitted.

The allocation of the available budget per Thematic Area shall be issued by the H.F.R.I. Scientific Council.

3. ELIGIBILITY CONDITIONS

Eligibility conditions for participating in this Call are the following:

3.1 Principal Investigator, Project Coordinator and Project Team

Proposals may be submitted by faculty members (DEP)/ scientific faculty of Higher Education Institutions (AEI) (Article 2, component xi of Law 4485/2017) and Higher Military Education Institutions (ASEI) (Article 8 of Law 3187/2003), and the research faculty of Research Centres and Institutes (RC-I) (Article 18 of Law 4310/2014). Natural persons are also eligible to participate, provided that a Letter of Intent to cooperate has been secured from the respective AEI or RC-I Department. For the selected Projects to be funded, the HI must provide a Letter of commitment and be contracted to H.F.R.I for the management of the project. For the Proposal implementation, it shall be possible to collaborate with Research or Academic Institutes located abroad, Primary and Secondary Education schools, local government Organizations, entrepreneurship and social Organizations.

The Project Principal Investigator (PI) who is an HI member is also the person solely responsible for the proposal submission.

Each **Project Coordinator (PC)** and **Principal Investigator (PI)** may submit **only one (1) Proposal** in one of the three Thematic Areas. Also, they are eligible to **participate as a member in one (1) other Proposal, by maximum.**

Apart from the PI and PC, the Proposal **Project Team (PT)** may consist of Academic and Research faculty, Post-Doctorate Researchers; PhD Candidates, Postgraduate Students; other HI employed staff holding a public law employment agreement or an open-term private law employment contract (e.g. Special educational staff, lab teaching staff, Technical Scientists, specialized scientific associates, technicians, auxiliary staff etc.); or/and other staff or natural persons who shall be contracted to the HI exclusively for the Proposal implementation.

Each PT member (remunerated and non-remunerated), can only participate in a maximum of two (2) Proposals to be submitted under this Action.

The PI or/and the PC as well as the remunerated members of the Project Team cannot be retired.

It is noted that staff working in Organizations abroad under any type of employment contract, may only participate in the PT as non-salaried staff.

It is possible for some PT members not to be named upon proposal submission. In this case, the required qualifications for each position must be defined in the submitted proposal. Corresponding PT members shall be selected based on these qualifications, following a Call for expression of interest issued by the HI, as provisioned in the law.

It is noted that in case the Project is funded, remunerated Project Team members, may receive payment for participating in only one Thematic Area and generally, cannot be receiving payments in the context of their participation in any other H.F.R.I. action for the duration of their salaried employment in one of the three Thematic Areas under this Call.

3.2 Host Institution – Funding Beneficiary

The following are specified as Host Institutions (HIs) of the proposed Project:

- Higher Education Institutions (AEI) in the country, as specified in Article 1 of Law 4485/2017 (Government Gazette [GG] 114/A/2017);
- Research Centres – Institutes (R.C.-I.) of article 13a, of Law 4310/2014 (GG 258/A/2014), as amended and in force.
- University Research Institutes (EPI), i.e. private law legal entities that have been formed pursuant to the provisions of Laws 2083/1992 (GG 159/A/1992) and 3685/2008 (GG 148/A/2008).
- Higher Military Education Institutions (ASEI) of Law 3187/2003 (GG 233/A/2003).

All potential HIs will be available for selection in the online submission platform, in the form of a drop-down menu allowing for only one to be selected.

When submitting the Proposal, the PI or PC must attach a Letter of Intent from the HI, whereby it is stated the intention of the HI to collaborate with him/her for the Proposal implementation.

3.3 Collaborating Organizations (COs)

For the implementation of the Proposal it is possible to collaborate with Academic and Research Institutes, as well as any type of Organizations, public or private, in Greece and/or abroad. This collaboration must contribute to the Proposal implementation and refers to, indicatively, conducting experiments, accessing archives, using equipment, etc. During the proposal submission, the PI/PC must submit a Letter of Intent describing their intention to cooperate with the respective Collaborating organization (CO) for the Proposal.

For **Thematic Area 1** in particular, the following eligibility conditions apply:

- There must be a cooperation/joint venture between two (2) Organizations by minimum, of which one shall be the Host Institution (see [Section 3.2](#)) and the other one or more schools, or/and a (Peripheral) Primary or Secondary Education Administration.
- During the Proposal submission, there should be also attached a certificate/Letter of Intent for collaboration by the school(s) or/and the (Peripheral) Primary or Secondary Education Administration.

3.4 Double funding prevention

The Proposal (or part thereof) should not receive funding by any other source. Cooperation/synergy with other projects is only permitted on the basis of complementarity, clearly defined and distinguished roles, both in terms of the objective and the funding received from other Organizations, aiming to ensure the complete prevention of double funding.

4. PROJECT DURATION

- The duration of the proposal shall be from **12 to 24 months**.
- The start-date of Proposal implementation shall be the date it is included in the HI budget, according to the provisions of Article 62 under Law 4485/2017.
- Registering costs for each Proposal begins on its start-date.

5. BUDGET AND COST CATEGORIES

5.1 Direct Costs

Direct costs for the Proposal may include salary costs, consumables, travel allowances, dissemination costs, use of or access to equipment, infrastructure or other resources, equipment, costs for securing contracts for the supply of products and services, as well as other costs.

5.1.1 Salary costs

Remunerated Project Team Members may be Academic and Research staff, Post-Doctorate Researchers, PhD Candidates, Postgraduate Students, and other scientific and technical/support staff,

as well as natural persons to be contracted with the HI for the project implementation. Remunerated members of the project (Principal Investigator, Project Coordinator, other Project Team members of any category) who are State employees or employed under an open-term private law employment contract in the Public or the broader Public Sector [article 14(1a) of Law 4270/2014] or in the private sector, by full employment, may receive earnings to the maximum sum of €400.00 per month, based on legislative terms and conditions, as they apply, when in force.

5.1.1.1 Principal Investigator remuneration

The maximum salary for the PI who is a permanent staff member to the Host Institution, is set at €400.00 per month.

Keeping of timesheets is compulsory, in order to confirm salary costs.

5.1.1.2 Project Coordinator remuneration

The salary of the PC, in case (s)he is the same person as the PI, follows the limitations of [Section 5.1.1.1](#). In the case where the PC is a natural person, then his/her gross monthly earnings are calculated for full employment as follows:

1. In case of a fixed-term private law employment contract, the gross monthly earnings of the PC shall be equal to those provisioned in Chapter B of Law 4354/2015, as in force, gross earnings for full employment.
2. In case of a project lease contract, gross monthly earnings may be equal to the gross monthly earnings that the PC would have received on the basis of a fixed-term private law employment contract as specified (under 1) above, (plus the corresponding VAT).
3. Earnings for the PC, in case where he/she and the PI are the same individual, follow the limitations of [Section 5.1.1.1](#).

5.1.1.3 Project Team member's remuneration

The additional salary for Project Team members who are **faculty members (DEP) of AEI and ASEI or RC-I Researchers** cannot exceed €400.00 per month and is subject to the maximum payment and additional fee 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 (Articles 13 and 28).

The gross monthly earnings for the remaining Project Team members are calculated as follows:

For **Post-Doctoral Researchers** participating in the project, gross monthly earnings for full-time employment, are calculated as follows:

1. In the event of fixed-term private law employment contract, the gross monthly earnings must be equal to the minimum limits specified in article 18(12a) of Law 4310/2014.
2. In case of a project lease contract, gross monthly income must be equal to the gross monthly earnings the Post-Doctoral Researcher would have received on the basis of a fixed-term private law employment contract as noted (under 1) above, (plus the corresponding VAT).

For **PhD Candidates** and **Postgraduate Students**, gross monthly earnings for full-time employment are calculated as follows:

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

For **other members**, gross monthly earnings for full-time employment are calculated as follows:

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

For **other members** (other scientific, technical, support staff), gross monthly earnings for full-time employment are calculated as follows:

1. In the event of a fixed-term private law employment contract, the gross monthly earnings are equal to those provisioned in Chapter B of Law 4354/2015, as in force, gross monthly earnings for full employment.
2. In case of a project lease contract, gross monthly earnings may be equal to the gross monthly earnings that the Project Team member in question would have received, on the basis of a fixed-term private law employment contract as specified (under 1) above, (plus the corresponding VAT).
3. Other members who belong to HI permanent staff and work on the project, may receive an additional fee of up to €400.00 per month for additional work, in excess of their work schedule, according to the legislation in force.

All Salaried Project Team members are obligated keep timesheets, regardless to the type of contract they hold with the HI.

It is noted that the eligible cost of Cost Category “Staff Salary” constitutes the total employer cost, as this is derived from gross earnings incremented a) employer contributions and b) the corresponding Value added Tax (VAT), in case of a project lease contract.

Salaried Project Team members who have not been specified by name during Proposal submission, will be selected by the HI following a call for the expression of interest for the corresponding positions and in accordance to the legislation in force.

PT members belonging to the faculty of Collaborating Organizations abroad, are non-salaried.

In regard to Proposal needs, non-salaried Project Team members may receive daily compensation and travel allowances for transit directly linked to its scope.

5.1.2 Consumables

Costs for consumables are eligible when pertaining exclusively to Proposal implementation and are stated separately. These apply indicatively to the purchase of direct consumption materials (e.g. lab consumables, reagents, etc.), deemed necessary for the Project’s implementation. This category does not include costs for general office supplies, such as paper, stationery, PC consumables, etc., as these are included in the general overhead costs and may be eligible only when the Project features require an unusual amount of relevant costs for its implementation. In this case, sufficient relevant documentation is required in the Project budget.

5.1.3 Travel allowances

These pertain to travel (that is travel allowances, overnight lodging and daily compensation) of the PI/PC and PT members within the country and abroad, regarding activities directly linked to project implementation. It is noted that non-salaried PT members may also receive travel expenses.

5.1.4 Dissemination costs

Indicatively, these costs include publication fees in scientific journals, registration fees in conferences for oral or poster presentations, costs for organizing and hosting single-day scientific meetings and/or conferences, costs for publication of monographs and books, costs for audiovisual productions, website development and the communication of research findings through social media networking. In addition, this category includes costs for patenting in Greek or corresponding foreign organizations, as well as costs for any type of copyright for Project findings, etc. In order for all of these to be eligible, they must be linked to the Project’s implementation.

A necessary condition for the eligibility of dissemination costs, is the acknowledgement that the proposal is funded by the Hellenic Foundation for Research and Innovation (H.F.R.I.), by use of appropriate wording and pertinent logos.

5.1.5 Use or access to equipment, infrastructures 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 of Organizations in Greece and abroad, procurement of software for research purposes, costs for software updates, for digitalization of document and audio-visual archives and their further capitalization, expenses for acquiring satellite data, etc.

5.1.6 Equipment

It is possible to purchase equipment (new or used) that is necessary to implement the Proposal. For this cost to be considered eligible it is compulsory to supply documentation as to the usefulness of said equipment in the Project’s implementation.

5.1.7 Contract agreement costs for the provision of products and services

Contract costs for the supply of products and services are eligible, provided that the procedure for entering into public contracts specified by the legislation in force, has been abided to when outsourcing the contract.

5.1.8 Other costs

This category includes costs that cannot be included in other categories and which are directly linked to the Proposal’s implementation. Indicatively, these may include special telecommunication costs (such as the use of satellite communications), costs for repairing important equipment, costs for property leasing and concession of intellectual rights, etc.

Particularly in cases of inspection and repair costs for research equipment, the costs for acquiring necessary parts and components, labour and possible shipping costs are considered eligible.

5.2 Indirect Costs

Indirect costs include the Project’s management costs and overhead for the HI. These costs may amount up to 8% of the total Project budget and are remunerated to the Special Account for Research Funds (SARF) or the respective HI financial services. These costs include financial management support, office supplies (stationery, PC consumables, etc.) and main utilities (telecommunications, electricity, internet access, etc.). The amount is calculated over the total expense sum of all other categories and is included in the Project budget.

6. PROPOSAL SUBMISSION

All Proposal information is submitted online, through the [H.F.R.I. Portal](#).

During the Proposal submission, the two following Sections are completed:

6.1 Section A: General information

Section A contains general information on the Proposal, including the title, the acronym, a (brief) summary of the Proposal, as well as the PI personal details. The summary must clearly present the Proposal objectives and the way of achieving them. In case of Project funding, this summary may be published (a term that the PI and other PT members expressly and unconditionally accept by submitting the Proposal), which therefore must be brief and precise, not containing any confidential information. Specifically, the following information is filled out in Part A:

▪ Proposal’s General Information

- Proposal Title
- Proposal Acronym
- Proposal Summary (up to 2.000 characters, in Greek and in English)
- Keywords (up to 10)
- Project Duration (in months)
- Project Budget (in €)

- **PI Information** (Full name, contact details, VAT no., etc.)
- **PC Information** (Full name, contact details, VAT no., etc.)
- **Host Institution** (School, Department, Institute, etc.)
- **Collaborating Organizations** (School, Department, Institute, Country, Primary/Secondary Education Organizations, Social Organizations, etc.)
- **Project 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 Part. This table must be filled out even if no such issues have been identified.

Section A information is submitted in **Greek** (apart from the Proposal summary, which is also submitted in English).

The summary must clearly present the Proposal objectives and the way they are to be accomplished.

6.2 Section B: Detailed presentation

Section B consists of two (2) individual parts, Section B1 and Section B2. Both Sections are submitted in **Greek**.

Each page of the Proposal must include a header with the full name of the PI and PC, the proposal acronym and the corresponding Section of the Proposal (Section B1, Section B2), as well as a footer listing the respective Subject Area and the total number of pages.

Table 1 lists the technical specifications that all submitted documents are suggested to follow. Page margin limits of each section must be strictly respected. Information and text in excess of page limits will not be taken into consideration by the evaluators.

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

Section B1. Proposal (maximum: 16 pages, bibliography index and front-page included)

Section B1 is a stand-alone text, containing all key information about the Proposal, submitted exclusively as one unified PDF file.

The Project detailed presentation must also describe the following:

- **Project Objectives, Feasibility and Viability**

The objectives/object of the proposal are outlined, in relation to the Thematic Area the proposal is submitted to. Furthermore, proposed feasibility, viability and originality (if applicable), must also be substantiated.

- **Project Impact**

Here is presented the expected impact of the Proposal, at a scientific or/and social level, as a result of the outlined dissemination and publicizing plan.

▪ **Methodology and Implementation**

This section features the detailed presentation of the proposed methodology/approach, including, as per case, the basic interim objectives. The participation of all PT members must be substantiated, focusing on the added scientific value they are bringing to the project and the way they complement each other.

Indicative sections that could be included here are:

- Methodology / approach
- Working plan: Work Packages, Gantt Chart, Deliverables and Milestones Table, Table of Risks and Contingency plan, etc.
- Project Team structure: Roles and responsibilities of the PI or/and the PC and PT members.

▪ **Budget**

The project budget shall include:

- Direct costs
 - Staff salary
 - Consumables
 - Travel allowances
 - Dissemination costs
 - Cost for use or access to equipment, infrastructure or other resources
 - Equipment
 - Costs for securing contracts for products and services
 - Other costs
- Indirect costs

Section B2. CVs of the PI/PC and Project Team members (max. limit: 2 pages/member)

Short CVs for the PI and/or the PC and all Project Team members mentioned by name, are submitted in Part B2.

Files submitted in this section can be no more than two (2) pages long for each member. Part B2 shall be submitted exclusively as one unified PDF file.

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

Submission start-date: October 23rd 2019, 12:00 (GMT +2)

Submission end-date: December 23rd 2019, 17:00 (GMT +2)

The PI is holds exclusive responsibility for the validity of the information submitted in the H.F.R.I. Portal.

It is noted that proposals submitted outside the aforementioned deadlines will not be accepted for any reason (other than technical reasons on the side of H.F.R.I.)

7. CHECK AND EVALUATION

Proposals are evaluated by an Evaluation Committee (EC) and independent experts, if deemed necessary, in accordance with provisions of Article 5(6) of Law 4429/2016, as amended and in force.

7.1 Admissibility and eligibility check

Proposals are screened as to the inclusiveness of all required information and documents, the observance of the terms and of the participation limitations along with others described in detail in [Section 3](#). Irrespective of the fact that all proposals have been screened for admissibility and eligibility before being evaluated as to their content, the Proposal will be excluded from the evaluation process at any stage if it is verified that any of the requirements is not being met.

The Evaluation Committee is responsible for the admissibility and eligibility of each Proposal, in partnership with the H.F.R.I. Research department.

7.2 Evaluation

The proposals are evaluated by one or more Evaluation Committees, consisting of five (5) to twenty (20) members. The Evaluation Committee(s) may be assisted in their task by one or more independent experts, depending on the type and number of scientific fields covered by an action or programme. If deemed necessary, owing to subject particularity of proposals, according to judgement 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(s).

Said experts and Evaluation Committee members shall be registered in the Certified Evaluator Register of Paragraph 11 of Law 4429/2016, or in the Certified Evaluator Register of Article 27 of Law 4310/2014 (258/A) until the former has been established, and will 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 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 evaluation in question, 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.

7.3 Confidentiality

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

7.4 Evaluation Process

The Proposal shall be evaluated in a single phase by the Evaluation Committee(s) and experts, if deemed necessary (as specified in Law 4429/2019), based on the following criteria (Table 2):

Table 2. Evaluation Criteria

Evaluation criteria	Weighting factor
1. Quality ▪ Coherence and cohesion of Proposal objectives ▪ Innovation and credibility of proposed approach/methodology ▪ Proposal feasibility and viability	20%
2. Impact • Impact (on a scientific and/or social level [schools/wider community etc.]) based on the conditions of the corresponding Thematic Area (geographical and social range and type of project impact, if applicable) • Effectiveness of proposed measures for the dissemination and promotion of proposal findings	50%
3. Implementation • Cohesion/coherence and effectiveness of Proposal work plan (appropriateness of the allocation of tasks and resources) • Role and commitment of the PI and/or PC to the proposal • Ability, expertise and complementarity of Project Team members in terms of the proposal • Appropriateness of structures and procedures (risks and contingencies plan) [if applicable] • Appropriateness of the proposed organization collaboration/synergies (and means for it to be achieved) [in case a collaboration of organizations exists] • Rationality of proposed budget	30%

Proposals shall be graded according to the degree they satisfy the individual 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 at a good level, but there are certain shortfalls.

80-89 Very Good. The Proposal does meet the criteria at 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 a Proposal to be funding approved is 70 units

In the event of two or more proposals have the same total score, the one receiving the higher score on Criterion 2 “Impact”, ranks highest.

8. EVALUATION RESULTS

After the evaluation has been concluded, results are communicated to the PI or/and the PC through a personalised report, which includes the Proposal’s grading marks and the Evaluation Committee report.

PIs and/or PCs are entitled to lodge a **substantiated objection to the decision on legality grounds**, within ten (10) days from being notified of evaluation results.

Objections are judged by a three-member objection committee, which shall issue a decision within a strict deadline of ten (10) days (Article 5[8] of Law 4429/2016). The objections committee decision is forwarded to the H.F.R.I. Director and communicated to the person who lodged the objection.

Following the evaluation of the Proposals, the H.F.R.I. Director issues the funding decision (list of projects to be funded) 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 Projects to be funded are released, potential beneficiary PIs or/and PCs receive 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 PI or/and PC of the project accept(s) that messages sent via email to the email address they supplied when submitting the Proposal online, are considered formal notices and signal the initiation of all legal processes and deadlines.

9. PUBLICITY

The Call and the Management Guide of this Call shall be posted on the H.F.R.I. website (www.elidek.gr).

The Call shall also be posted on the following websites: www.gsrt.gr, www.minedu.gov.gr.

10. COMMUNICATION INFORMATION

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

through email address: researchdepartment@elidek.gr

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

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

The H.F.R.I. Director

Dr. Nektarios Nasikas