



**HELLENIC REPUBLIC
MINISTRY OF EDUCATION, LIFELONG LEARNING
AND RELIGIOUS AFFAIRS
GENERAL SECRETARIAT FOR RESEARCH AND
TECHNOLOGY**



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“EDUCATION AND LIFELONG LEARNING”

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Technology)**

MODIFICATION OF THE IMPLEMENTATION GUIDE

“SUPPORTING POSTDOCTORAL RESEARCHERS”



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1. INTRODUCTION – OBJECTIVES

It is hereby announced that the Greek Ministry of Education, Lifelong Learning and Religious Affairs / Greek General Secretariat for Research and Technology invites interested Researchers to submit their proposals in the context of the Action 'Support of Postdoctoral Researchers'.

The Action 'Support of Postdoctoral Researchers' falls under the Fourth Strategic Objective of the Operational Programme (OP) 'Education and Lifelong Learning (EdLL)', and is entitled 'Supporting the human capital in order to promote research and innovation', which is the main instrument of EdLL for the support of the domestic research tank and the enhancement of extroversion and the attraction of researchers from abroad, through the implementation of programmes of basic and applied research.

The main purpose is the support of Postdoctoral Researchers (PR) toward promotion of research and acquisition of new research skills, which will enhance the prospects for their career development in any field and/or help to restart their careers after a leave of absence. Emphasis will be placed on the support of young scientists in the early career stages.

Within this framework, another aim is to attract Postdoctoral Researchers from abroad, who will join the research system of the country for a specified period, thus transferring technology and research experience, as well as expertise from the international field.

Regarding those having acquired their doctorate degree in Greece, priority will be given to those who have selected to conduct two thirds (2/3) of their postdoctoral research in a University/Research Institution outside Greece and the final one third (1/3) in a University/ Research Institution within Greece.

The improvement of research skills and broadening of the horizons of the Postdoctoral Researchers will in turn contribute to the scientific progress as well as the social and economic development of the country.

At the same time, co-operation links with researchers and institutions from abroad will be established and the conditions for the participation of Greek researchers in international research networks and projects/programmes with high added value for the country will be improved.

The Action is also expected to contribute to:

- a) the support of the personnel of domestic Research and Education Institutions/Organizations toward the upgrading of their capabilities with respect to the development of high quality research work, and the enhancement of the international competitiveness of the country's research system and infrastructure;
- b) the qualitative and quantitative improvement of human resources for the research and the labor market in general.



2. GENERAL ASPECTS

2.1 Eligible Activities

Within the context of the Action 'Supporting Postdoctoral Researchers', Postdoctoral Researchers from Greece or abroad will be funded for the implementation of research projects, which may pertain to any area of contemporary research and have a duration of 24 - 36 months.

The projects will be implemented at Universities, Technological Education Institutions, the School of Pedagogical and Technological Education (ASPETE), Research Institutions in Greece, as well as Universities or Research Institutions abroad (hereinafter referred as Host Institutions).

The Host Institution will be able to assign laboratory or teaching tasks to the Postdoctoral Researchers that are related to their field of study and research interests, provided that the Postdoctoral Researchers have stated during their proposal submission that they are willing to undertake teaching/laboratory duties.

The total public expenditure of the present call amounts to € 30,000,000 and is co-financed by the European Social Fund (ESF) and National Resources under the Operational Programme 'Education and Lifelong Learning (EdLL)'.

The proposed research project should refer to a field of frontier, mainly interdisciplinary, research. It must meet the criteria of scientific quality and integrity and must evidently contribute to the realization of the future goals of the Researcher.

The Deliverables of each research project will be (indicatively):

- relevant publications in international referred journals, publications in conference proceedings, presentation of papers in international conferences or monographs;
- the dissemination of results to public and private organizations and entities;
- patents, ISO, new experimental devices, product standards derived from research results, plans and proposals for the improvement of provided services, innovative suggestions - proposals on resolving problems of industry, instruments or protocols for monitoring or measuring variables in natural or man-made systems, pilot plants, etc.;
- technical reports and debriefings, etc.;

Proposals for research projects that are partly funded by another source are eligible for additional funding under this Action, provided that the total amount does not exceed the estimated upper limit of funding per proposal, as defined in the present document.



2.2 Legislative and Regulatory Framework

The basic legislative framework of the Action's implementation is:

- Law 1514/85 (Government's Gazette, Issue 13/A/8-2-85) on 'Development of Scientific and Technological Research', as amended and in force;
- Law 1783/1987 (Government's Gazette, Issue A171/1987) on 'Transfer of technology, inventions, technological innovation and establishment of an Atomic Energy Committee';
- Law 3614/07 on 'Management, monitoring and implementation of development interventions for the programming period 2007-2013' (Government's Gazette, Issue 267/A/3-12-07), as amended and in force;
- The Ministerial Decision numbered 14053/EΥΣ1749/27.03.2008, entitled 'Ministerial Decision on Management System' (Government's Gazette, Issue 540/V/27.03.2008), as amended and in force;
- The manuals on Operational Programmes Management and Control Procedures 2007-13;
- Regulation (EC) No 1081/2006 of the European Parliament and of the Council of 5 July 2006 on the European Social Fund and repealing Regulation (EC) No 1784/1999, as in force following its amendment by Regulation (EC) No 396/2009 of the European Parliament and of the Council of 6 May 2009;
- Regulation (EC) No 1083/2006 of the European Parliament and of the Council of 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999, as in force following its amendment by Regulation (EC) No 539/2010 of the European Parliament and of the Council of 16 June 2010;
- The Commission Regulation (EC) No 1828/2006 of 8 December 2006 setting out rules for the implementation of Council Regulation (EC) No 1083/2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and of Regulation (EC) No 1080/2006 of the European Parliament and of the Council on the European Regional Development Fund.

Regarding publicity/dissemination requirements, the requirements set forth by the EU Commission Framework Regulation (EC) No 1828/2006 of 8 December 2006 must be observed. Particular attention should be given to the presentation of the results of the funded projects (publications, etc.), which must indicate the source of funding as the European Social Fund (ESF) - European Union and National Resources.



3. SCIENTIFIC RESEARCH FIELDS

No field of modern research is excluded from this invitation.

Proposals will be ranked, on the discretion of the person submitting the proposal, in the following broad scientific fields:

- A. Physical Sciences, Space and Engineering Sciences;
- B. Life Sciences;
- C. Information & Communication Sciences and Technologies;
- D. Humanities and Social Sciences;
- E. Energy-Environment-Transport.

In the context of this call, proposals whose research subjects fall within the ethical and deontological restrictions imposed by Decision No. 1982/2006/EC of the European Parliament and of the Council of 18 December 2006 concerning the Seventh Framework Programme of the European Community (2007-2013) (Article 6-Ethical Principles) will not be funded.

In addition, for the submission of research proposals the manual entitled 'Ethics for Researchers', of the European Commission, issued for the 7th Framework Programme (FP7), which is attached to this Invitation (details available on the dedicated website of FP7: http://cordis.europa.eu/fp7/ethics_en.html), will be taken into consideration.

A 30% of the available budget will be allocated to the funding of the 'excellent' proposals, i.e. the proposals that will achieve the highest score at the second (II) Stage of the evaluation. Another 30% of the available budget will be allocated according to the recommendation report that will be prepared by a special scientific committee. Regarding the remaining 40% of the available budget, there will be an indicative allocation to the 5 scientific fields, which will be published in the website of the General Secretariat for Research and Technology prior to the commencement of the evaluation of the full proposals (see Section 8.2).

4. CONDITIONS OF PARTICIPATION

4.1 Postdoctoral Researchers

Proposals may be submitted by Postdoctoral Researchers (PR) of any nationality under the following conditions:



A) Implementation of research project at a Host Institution in Greece

- 1) Proposals may be submitted by Greek or foreign researchers who have been awarded their doctorate degree from an accredited Tertiary Education Institution abroad.
- 2) Proposals may be submitted by Greek or foreign researcher who have been awarded their doctorate degree from a domestic (Greek) institution on the following conditions:
 - a) The Institution where the research will be carried out should differ from the Institution where the candidate PR obtained his/her doctorate degree, b) The PR should collaborate with a scientist other than his/her PhD supervisor.

B) Implementation of research project at a Host Institution abroad

Proposals may be submitted solely by Greek researchers who obtained their doctorate degree in Greece, on the sole condition that the last stage of the research, equal to 1/3 of the total duration of the project, will be conducted at an institution within the Greek territory.

In addition to the above, the following conditions must also be met:

i) Possession of a doctorate degree - Academic age

From the year the PR candidate was awarded his/her doctorate title until the date of his/her proposal submission there must not be a lapse of more than 7 years.

Eligible for participation are also those who have successfully defended their doctoral thesis, or those who have set a date for the defense of their doctoral thesis by the date of the proposal submission, on the condition that they will submit an attestation issued by the respective institution and that they shall have been awarded their doctorate degree until the commencement date of the project.

ii) Completion of military service or legal exemption (for male PR candidates of Greek origin)

PR candidates who are enlisted in the military forces are also entitled to participate provided that they shall have fulfilled their military obligations by the commencement date of the project. The aforementioned condition does not apply to PR candidates from countries without mandatory military service.

The compliance with the above condition must be ascertained by relevant documents following the approval of the proposal and prior to the issuance of the funding decision by the General Secretariat for Research and Technology.

iii) Each Postdoctoral Researcher may submit only one (1) project proposal

iv) Non-employment/Non-bestowal of scholarships

As from the commencement date of the project and during the implementation thereof, the researcher must be fully engaged in the research activity and not otherwise employed, under any employment contracts (including the exercise of unpaid leave), by any organization(s) whatsoever, nor shall he or



she be allowed to receive any scholarships by any other international or national bodies (e.g., State Scholarships Foundation).

4.2 Participating institutions - Scientific Advisor(s)

The Host Institution of the Postdoctoral Researcher is defined as the institution where the research project is to be implemented and may be, provided that the conditions set forth in paragraph 4.1 are met, a Tertiary Education Institution (Universities/Technological Education Institutions), the School of Pedagogical and Technological Education (ASPETE) or a Research Institution in Greece, or a Higher Education or Research Institution abroad.

In the context of this Action there are two (2) categories of Host Institutions:

A) The domestic Host Institution, which constitutes the Contractor Institution (CI).

This applies to the case of research projects that will be implemented entirely in Greece, and also in the case of projects that will be implemented by two thirds (2/3) abroad and by one third (1/3) in Greece.

The (CI) signs a Programme Agreement with the General Secretariat for Research and Technology (see Section 9) and, where appropriate, it secures the residence/work permit for the Postdoctoral Researcher, at least for the duration of the project (depending on the country of origin).

It should be noted herein that the Postdoctoral Researcher should have obtained the residence/work permit for the country where his/her research will be carried out prior to the issuance of the Funding Decision of the project.

The following entities may act as Contractor Institutions:

- Domestic (Greek) Higher Education Institutions (Universities and Technological Education Institutions) and the School of Pedagogical and Technological Education (ASPETE),
- Domestic Research Entities/Institutions¹ and the entities which, under Article 12 of Law 3297/2004² (Government Gazette, Issue 259/A/23- 1912-2004), can be financed also through the

¹ Research entity/institution is the entity which, regardless of its legal status (entity under public or private law) or the manner of its financing, has a primary purpose of conducting basic research, industrial research or experimental research, and disseminate the results through teaching, publication or technology. All profits are reinvested in these activities, the dissemination of results or teaching. Businesses that can affect such entities, (e.g., in the capacity of shareholders or members) does not have privileged access to their research resources or results.

Funding for the research entities amounts to 100% of eligible costs and expenses, provided that the supported activity falls within the normal primary activities of the research institution, which cannot constitute an economic activity, and that the results of the research project can be disseminated widely.



programs of the General Secretariat for Research and Technology under the same terms and conditions of funding of the Higher Education Institutions and the research centers that are supervised by the General Secretariat for Research and Technology. The (CI) is responsible for the management of funding and the control of the expenses eligibility prior to their materialization, in accordance with the approved budget and the financial management regulations set forth in this Implementation Guide.

B) The Host Institution situated abroad (a Higher Education or Research Institution), which constitutes the **Associated Institution**, is stated in the proposal and the approved Technical Annex attached to the Funding Decision.

Postdoctoral Researcher

The Postdoctoral Researcher is responsible, together with the Contractor Institution, for:

- the unimpeded implementation of the project in accordance with the Technical Annex (TA), which constitutes an integral part of the Funding Decision;
- the submission of the required scientific and financial progress reports of the project, the modification requests, as well as any other data and information that may be requested during the project implementation.

Scientific Advisor (SA)

The Scientific Advisor shall be a member of the scientific staff of the Host Institution and must be a member of the University Teaching and Research Staff (TRS) or the Teaching Staff of the Technological Education Institution (TEI) and a holder of a doctorate degree, or a Researcher or a Research Scientist of a public research institution and a holder of a doctorate degree. In the case of Research Centers, the collaborating members of the Teaching and Research Staff (TRS) may serve as Scientific Advisors.

In the case of foreign Host Institutions, the Scientific Advisor must be a member of the Teaching Staff of the Higher Education Institution or a Researcher of a Research Institution.

Any intellectual property arising from the activities of the research institution is solely owned by such institution; even if the results are provided to the partner company, their utilization does not produce directly any commercial products or benefits to such company.

The same applies if the income from economic activities of the research institution, such as income from licensing, spin-offs and other forms of exploitation of generated knowledge, is reinvested in the primary activities of the institution.

² Under Article 12 of Law 3297/2004, “The scientific research conducted by the Institutes of the Academy of Athens, the Goulandris Natural History Museum, the Eugenides Foundation, The Sacred Convent of the Annunciation (I.K.E.TH.), the Institute of Geology and Mineral Exploration, the Foundation of the Hellenic World and the Hellenic Institute of Metrology is part of the overall research effort in the country and these institutions can be financed through the programmes of the General Secretariat for Research and Technology (GSRT), under the same terms and conditions of funding of Universities and research centers supervised by the GSRT”.



In the event of the partial implementation of research in an Institution abroad (by two thirds (2/3)), two (2) Scientific Advisors shall be appointed, one from each Host Institution.

Each Scientific Advisor is allowed to participate in a maximum of two (2) post-doctoral research projects.

It should be noted that when submitting their proposals summaries (see Section 7.1), the PR candidates must indicate the Institution, at which they wish to conduct the proposed research project, and the scientists they intend to cooperate with. If their proposal is approved during the evaluation of the proposals summaries, they will be subsequently asked to provide evidence that ensures their collaboration with the respective Institution(s).

5. DURATION

The commencement date of the research project's implementation may be set within the period starting from the date of notification of the proposal's approval and ending 6 months thereafter.

The project duration may range from 24-36 months, with a possibility of extensions (see Section 11.1) without further increasing the approved budget.

The eligibility of expenses for any project begins from the commencement date thereof.

6. FINANCIAL DATA - ELIGIBLE EXPENSES

The total public expenditure allocated for the funding of the Postdoctoral Researchers in the context of this call is equal to €30,000,000.

The categories and amount of the eligible expenses per expenditure category are specified below.

It should be noted that the categories of expenditure listed in the proposal and the amounts for each expenditure category constitute an element that is evaluated under the criterion of 'Research Proposal Excellence'. Therefore, the expenses should be clearly distinct, while both the manner in which they contribute to the implementation of the proposed project and the need for such expenses occurrence must be documented with the utmost detail and clarity.

Budgets for individual expenses categories that are not adequately documented and/or exceed the predefined limits set forth herein shall be curtailed or even entirely rejected.



Details regarding the timing of expenses occurrence, the monitoring of expenditure on an accounting basis, the specific conditions of eligibility and the documents required for each category of expenditure are provided in detail in Section 12.

Each research proposal shall be funded up to the amount of **€150,000**, which is divided as follows:

IA) Expenditures for activities conducted by the Postdoctoral Researcher

Expenses in this category must be at least 60% of the total budget of the research project.

IA.1 Remuneration of the Postdoctoral Researcher:

During the implementation of the research project, the Postdoctoral Researcher shall be recruited by the Contractor Institution under an employment contract (limited duration employment contract) or task contract.

The monthly remuneration (amount payable) of the Postdoctoral Researcher will amount to € 1,600. On this amount all the legal deductions will be calculated, and the total wage cost (gross salary plus employer's contribution to Social Security) shall constitute the eligible expenditure of the subcategory IA.1.

In the event of implementing part of the research project in an Institution outside Greece, the minimum monthly remuneration of the researcher for this period will be calculated by multiplying the amount of € 1,600 by the correction factor corresponding to each foreign country, in accordance with the relevant table attached hereto. During the period of return to Greece, the monthly remuneration shall again be adjusted to € 1,600.

IA.2 Travel Expenses

These expenses are related to domestic travel or travel abroad as part of the implementation of the project and only for the Postdoctoral Researcher. Indicatively, they include:

- a) presentations of papers in conferences;
- b) attendance of short-term seminars directly related to the implemented research;
- c) collaboration with research team and/or Research Institution in Greece or abroad for issues directly related to the research topic;
- d) field research, measurements, field data collection, etc., when necessary for the implementation of the project.

In the event that the Postdoctoral Researcher was residing permanently abroad and is to settle in Greece, or in the event that the PR was living in Greece and is to perform part of the research work abroad, one (1) additional round trip (per year) to the country of origin may also be included. In this case, solely the transportation expenses are eligible.



This category of expenses also includes the travel expenses of the Scientific Advisor for his/her collaboration with the General Secretariat for Research and Technology, when necessary for the implementation of the project.

IB) Expenses of the Host Institution directly related to the implementation of the research project by the Postdoctoral Researcher

The expenses of this category shall not exceed 40% of the total budget of the research project.

IB.1 Staff remuneration for the support of the research project's implementation

This category includes the remuneration of technical or other auxiliary staff for supporting the implementation of the project. Such expenses will be realized with the responsibility of the Postdoctoral Researcher and the Contractor Institution.

IB.2 Travel Expenses

These are related to travelling of the Scientific Advisor in Greece or abroad and for his/her participation in one (1) conference per year where the results of the research project will be presented.

IB.3 Expenses for publicity and dissemination of research results

These include publications of the Postdoctoral Researcher in peer-reviewed scientific journals, presentation of papers at conferences, posters, preparation costs of publications, expenses for organization and hosting of workshops, websites creation, etc.

The dissemination of results constitutes a mandatory activity.

IB4. Amortizations and Depreciations (solely in the case of domestic Host Institutions)

This category refers to 'Depreciation of Furniture and Other Equipment' and 'Amortization of intangible assets and capitalized expenses' associated with the completion of the existing laboratory infrastructure and equipment/software in order to enable the implementation of the proposed research activities.

Depreciations and amortizations may be considered eligible only for the period of project funding, provided that said fixed assets have not been subject to any national or EU grants.



The costs of specialized software used exclusively for the implementation (and not the management) of the project are also deemed as eligible expenses.

IB.5 Consumables

These are related to the supply of laboratory consumables and reagents.

IB.6 Forms, Stationery

These cover the supply of printed material, stationery, PC consumables, as well as photocopiers consumables that are proved to be necessary for the implementation of the project.

IB.7 Other expenses (only for domestic Host Institutions)

These are expenses related to the support of the implementation of the proposed project and are not included in the abovementioned categories.

Operating costs (such as rent, electricity, telephone, water bills, etc., landscaping, cleaning services, management expenses, etc.) are not eligible expenses for this programme.

7. SUBMISSION OF PROPOSALS

The procedure for submission and evaluation of proposals consists of two (2) stages.

At the first stage, the proposals are submitted in a summary form (extended summary) and the preliminary evaluation of summaries will subsequently take place. At this stage, the international evaluators shall determine which proposals should be retained for full evaluation and grading.

Thereafter, the PR candidates, whose proposals pass successfully from the preliminary stage, will be invited to submit a full proposal in order to participate to the evaluation procedure of the second stage, following which there will be a decision on the proposals that will be funded, and the conditions of funding.

For both stages the following shall apply:

- 1) The proposals are submitted in English, via electronic submission forms and are subject to limitations regarding the extent of each field. These limitations should be fully respected since only the information contained within the set boundaries of the fields shall be considered during the evaluation.
- 2) Late and/or incomplete proposals, that is to say, proposals that are submitted without completion of all forms, shall be considered ineligible and shall not be retained for evaluation.

It should be noted that any false information provided during submission shall result in rejection of the proposal at any stage of the evaluation (First (I) or Second (II) Stage of submission/evaluation). Even in the event that false information is detected and discovered following the evaluation and approval of the proposal, the General Secretariat for Research and Technology may terminate the funding and reclaim the part thereof that may have been granted by that time.



7.1 Submission of Proposal Summary

The proposal summaries may be submitted as of the date that follows the issuance of this call and until **20/11/2010**.

The submission takes place **electronically** in the English language, by completing the pertinent on-line form and providing information such as a description of the basic aspects of the proposal, the curriculum vitae of the PR candidate and active links leading to the official websites of the proposed Host Institutions and the web pages of the scientists proposed for collaboration.

It should be pointed out that in cases of projects to be implemented partially abroad, a domestic Host Institution must also be proposed for the implementation of the project's final phase, which corresponds to the period of return to Greece.

All interested beneficiaries should register at the following link:

<http://postdoc-yppeph.opengov.gr/register>

and submit their summaries at:

<http://postdoc-yppeph.opengov.gr/>

Instructions for the proposals electronic submission are attached to this invitation. The submitted proposals receive a protocol (registration) number, which is unique and will be used by the General Secretariat for Research and Technology for the announcement of the results.

7.2 Submission of full proposal

At this stage, the **proposal is submitted in full format**, electronically, in the English language via the completion of the appropriate online form within the deadlines set and announced by the Ministry of Education, Lifelong Learning and Religious Affairs/General Secretariat for Research and Technology, following the publication of the results of the preliminary evaluation stage.

8. EVALUATION PROCEDURE AND CRITERIA

The evaluation process involves, in brief, the following stages:

1) STAGE I - Preliminary Evaluation of the Proposal Summary

1a) Evaluation of the proposal summary by international reviewers in accordance with the procedure described in Section 8.1.

1b) Announcement of the results of Stage I and the deadline for the submission of full proposals.



2) STAGE II - Evaluation of Full Proposal

Evaluation of full proposals by international reviewers in accordance with the procedure described in Section 8.2.

3) Elaboration of the final report by the Co-ordination Committee, which is appointed by the Ministry of Education

At this stage the final ranking list of the proposals that were submitted for evaluation is compiled, and the ones that shall ultimately be funded under this Action are determined. This is followed by the announcement of the final results for the proposals approved for funding.

The above stages are described in detail below in the following sections.

Both during the First (I) and the Second (II) Stage, the evaluation will be performed by international independent reviewers with experience in international procedures of research proposals evaluation, who are in no way involved in the proposals. They shall be selected based on their level of recognition in the international academic and research community aiming at ensuring impartiality of the evaluation process.

The evaluation of the proposals will take place remotely, via a dedicated secure web platform, to which the selected evaluators will have access from their own place in order to review the assigned proposal. Each evaluator will have access through a personal password only to those proposals that have been assigned to them. In addition, there will be a time limit for the evaluation of the assigned proposals.

Each evaluator/expert shall declare in advance that:

- a) shall maintain confidentiality with regard to the content of the proposals;
- b) is not associated in any way, through any active scientific collaborations or family relationships or any other special relationships or ties, with the researchers that have submitted the proposals he/she is undertaking to evaluate;
- c) is not a member of the organizations stated as the Host Institution.

In the event that the evaluator/expert becomes aware that either of the above stands true, he/she shall return the respective proposal without evaluating it.

Any violation of these rules shall relieve the Ministry of Education, Lifelong Learning and Religious Affairs from any obligations regarding remuneration to the experts, and shall result in their exemption from any future evaluations on behalf of the Ministry.

The names of evaluators/experts are confidential and their disclosure is not mandatory for the Ministry of Education, Lifelong Learning and Religious Affairs. In the event that disclosure does take place, no reference shall be made to the proposals evaluated by those experts.



There shall be no appeal and/or reevaluation procedures for the proposals at any stage whatsoever.

8.1 STAGE I - PRELIMINARY EVALUATION

The summaries of the proposals submitted via the electronic platform shall be evaluated by independent international evaluators/experts, who will judge which proposals should be considered for funding on the basis of the following criteria:

i) Excellence of the “Post Doctoral Researcher” Candidate

It is assessed whether the “Post Doctoral Researcher” candidate has a proven excellence and prospects for successful implementation of the proposed project. The factors that will be taken into consideration are: the research experience of the PR candidate and his/her relevance with the proposed research project, research results (authoring activity, publications, etc.), the ability to acquire new knowledge and skills as demonstrated by the successful engagement of the PR candidate with different research topics, other additional experience (e.g., teaching experience) etc.

ii) Excellence of Research Proposal

It is assessed whether the proposal meets the criteria of scientific quality and completeness. The wider social and economic benefits and impacts are also assessed.

In this context, the novelty of the proposal, the methodology, the importance of the encountered problems and the impact on academic, research and social level are taken into account.

The evaluation of the proposal summary takes place in the form of a YES / NO. For each of the **above two (2) criteria, there shall be a reason of exclusion if the evaluation thereof is a NO, in which case the proposal is excluded from further evaluation.**

For those proposals that shall qualify for the Second Stage, the PR candidates will be invited to submit their full proposals in accordance with the procedure described in Section 7.2.

8.2 STAGE II - EVALUATION OF FULL PROPOSAL

At this stage only those proposals that were approved at the preliminary evaluation, and thereafter submitted according to the procedure described in Section 7.2, will be evaluated.

The proposals will be evaluated in accordance with the criteria set forth in Section 8.3 by two (2) international and independent evaluators/experts.

The evaluators will rate each criterion of Stage II (Section 8.3), providing detailed justification/reasoning regarding the score as well as general comments on the proposal. They will also prepare a proposition on the budget required for the rational implementation of the project.



During this stage, and if it is deemed necessary, the evaluators may even recommend curtailment of expenses.

The rating of the proposals takes place on a scale of 0-5 points.

The final score of each of the criteria A, B, C, D and E of Section 8.3 shall be the average score, as derived from the grades given by both evaluators in this criterion. The proposal will be excluded from further processing if the average score of the two evaluators, for any criterion, is lower than the minimum acceptable score that has been defined for this criterion (see Table 1).

The total score results from the sum of the individually weighted final scores of the five (5) criteria (see Table 1 for the weighting factors).

In the case of Greek researchers who have obtained their doctorate degree in Greece and have chosen to conduct 2/3 of their postdoctoral research at an institution abroad and the final 1/3 at a domestic institution, the total score of their proposal will be further increased by 10%.

- Maximum total score of proposal: 5 points.
- Minimum acceptable total score: 3.5 points (70% of the maximum total score of the proposal).

Minimum acceptable score for each of the five criteria (A, B, C, D and E): 4 points for criterion A, 3 points for criterion B, 2.5 points for criterion C, 3 points for criterion D and 3.5 points for criterion E. Therefore, in order for a proposal to be approved for funding, it must attain the minimum acceptable score not only in each of the above five (5) individual criteria but also on the total score.

After the completion of the evaluation procedure, the proposals will be classified according to their final scores and per scientific field, based on the electronic evaluation sheets of the experts.

The proposals that have a total score below 3.5 are excluded from further processing.

If there are significant differences between the scores of the two evaluators, a third evaluator may be invited to evaluate the proposal and the two closest scores will be taken into account for the calculation of the total score of the proposal.

8.3 EVALUATION CRITERIA FOR STAGE II

A) Excellence of Post Doctoral Researcher candidate

(minimum acceptable score: 4 points - maximum score: 5 points)

It is assessed whether the “Post Doctoral Researcher” candidate has a proven excellence and prospects for successfully implementing the proposed project. To this end, the research experience of the PR candidate as well as its relevance to the proposed research project, other supplementary experience



e.g., teaching experience, research results (authoring activity, publications, etc.), the ability to acquire new knowledge and skills as demonstrated by the successful involvement of the PR candidate with different research topics etc. will be taken into account.

B) Excellence of the research proposal

(minimum acceptable score: 3 points - maximum score: 5 points)

It is assessed whether the proposal meets the criteria of scientific quality and completeness.

In this context, the innovativeness, the methodology, the research plan, the importance of the problems addressed, the interdisciplinarity and the correlation of the proposed research with the latest developments in the respective scientific field will be considered. Finally, the feasibility of the time schedule and the proposed budget will be taken into account, in view of the project's completion risk related to the innovativeness of the project.

C) Quality of research infrastructure

(minimum acceptable score: 2.5 points - maximum score: 5 points)

The adequacy and quality of the Host Institution research infrastructure are assessed. In addition, the international collaborations and the practical arrangements of the Host Institution regarding the project management and the Researcher's support will be considered.

D) Postdoctoral Researcher's additional scientific training

(minimum acceptable score: 3 points - maximum score: 5 points)

The contribution of the proposed research to the fulfillment of the Researcher's objectives for additional scientific training will be examined, as well as the Host's expertise in training young researchers and its capacity to provide mentoring/tutoring.

E) Added value and benefits

(minimum acceptable score: 3.5 points - maximum score: 5 points)



The contribution of the proposed research project to the professional advancement of the Postdoctoral Researcher will be examined, with an ultimate goal of improving the future prospects of the Postdoctoral Researcher in the field of research. The future plans of the Researcher, the contribution of the proposal to the objectives of this call, the expected results and benefits from the research implementation, as well as the broader social and economic benefits and impacts will be taken into account.

The significance of the above five criteria is summarized in Table 1

Criterion	Weighting Factor	Exclusion Grade
A	25%	4
B	25%	3
C	15%	25
D	15%	3
E	20%	3.5

TABLE 1 Criteria Weighting Factors and Exclusion Grades

Furthermore, the evaluators will be asked to give their opinion (-without assigning a grade) with respect to the inclusion of the proposal in the appropriate subject area, the violation of ethical principals limitations (see Section 3) and the existence of negative effects and/or risks on the environment associated with the proposed activities or results/products of the proposed research project.

8.4 CONFIGURATION OF THE FINAL REPORT OF THE CO-ORDINATION COMMITTEE

Proposals that have been assigned at least the minimum acceptable score, both to the individual criteria as well as to the total score **and following an increase of the total grade (by 10%)** for those proposals submitted by Greek researchers, who have obtained their doctorate degree in Greece and have chosen to conduct 2/3 of their postdoctoral research in an institution abroad and 1/3 (the final stage) in a domestic institution, **will be ranked, in each one of the Broad Scientific Fields, in descending order based on the total score of each proposal.**

A Coordination Committee consisting of experts and officials of the General Secretariat for Research and Technology shall be established. The Committee convenes following an invitation by the coordinator and, following an in-depth information on the procedures of the programme, it forms the funding distribution, taking into account the ranking of the proposals in descending score order (based



on the scores assigned by the independent evaluators) and the indicative allocation of the available public expenditure to the broad scientific areas (see Section 3).

8.5 CONFIDENTIALITY - ANNOUNCEMENT OF RESULTS

During the various stages of the above evaluation process, the General Secretariat for Research and Technology maintains confidentiality in order to ensure secrecy both with respect to the content of the proposal as well as regarding the rest data and information related to the applicants/participants.

In particular:

- a) The research proposal shall be disclosed to the experts, who have been committed from the start to treat the content of the proposals as confidential;
- b) At the end of the evaluation, shall be published only the proposals that were approved and, in particular, the project title, the registration number of the proposal and the amount of the approved budget;
- c) In case of rejection of a research proposal, this will be disclosed only to the PR candidate who submits it.

It should be noted herein that, under the provision of Article 7 of Regulation (EC) 1828/2006, as amended and in force, the names of the participants in Actions co-financed by the European Social Fund are not made public.

Furthermore, within the framework of the complete transparency procedures followed by the Greek Ministry, the evaluation forms, with detailed comments, and the evaluators' scores shall be notified in writing to the Postdoctoral Researchers who submitted research proposals.

9. APPROVAL - NEGOTIATION - ISSUANCE OF FUNDING DECISION

Following the completion of the evaluation procedure, and the approval of the list of projects to be funded by the Secretary General, the Table with the approved research projects of the Postdoctoral Researchers shall be posted on the official website of the General Secretariat for Research and Technology.

The PR candidates, whose proposals have been approved, shall be called to submit, within a six (6) months deadline from the notification of the approval letter, the following:

- 1) The Technical Annex of the project, appropriately formed, in accordance with the recommendations of the evaluators (if any), bearing the signatures of the legal representative of the Contractor Institution and the Postdoctoral Researcher;
- 2) Certificate of Cooperation, signed by the legal representative of the Contractor Institution and the Postdoctoral Researcher;
- 3) A copy of the Doctorate Degree (a certificate of equivalence issued by the competent Greek authority is not required) or an equivalent Certification from the competent department of the



Institution regarding the successful defense of the doctoral thesis, which should also indicate the thesis subject;

- 4) Declaration in Honor of Law 1599/1986 by the Postdoctoral Researcher regarding not receiving any other funding for the research topic of the proposal from other sources, either national or international. If the project is partly funded by another source, the sum of two budgets should not exceed the stipulated funding amount (€ 150,000.00).
- 5) Declaration in Honor of Law 1599/1986, where shall be stated that the Postdoctoral Researcher does not hold any employment positions and that he or she does not receive any scholarships from other international or national entities.
- 6) In the case of male PR candidates of Greek origin, a certificate issued by the competent Recruiting Office confirming that they have fulfilled their military obligations or that they have been legally exempted there from.

Thereafter follows the negotiation between the officials of the General Secretariat for Research and Technology and the Postdoctoral Researcher in order to finalize the Technical Annex of the research project, on the basis of the initially submitted proposal, the recommendations of the evaluators on the technical and economic aspects of the proposal, as well as the recommendations of the relevant department of the General Secretariat for Research and Technology in cases where clarification is needed so as the project to comply with the requirements of the regulatory framework of the funding.

Where applicable, prior to the issuance of the Funding Decision, the work/residence permit of the Postdoctoral Researcher shall be submitted.

In the event that the Postdoctoral Researcher does not accept the inclusion of his/her proposal, after the potential modifications requested by the General Secretariat for Research and Technology, based on the comments from the evaluators, the right of inclusion shall be granted to the following proposal with the next highest final score, according to the list of prioritized proposals, etc.

In the Technical Annex, which is attached as an integral part of the Funding Decision, the physical aspects, the scientific methodology, the technologies to be used, the project modules, with the corresponding deliverables, the costs and expenses tables, etc are described in detail.

The aforementioned procedure, including the issuance of the Funding Decision, should be completed within six (6) months from the date of notification of the approval letter to the Postdoctoral Researcher.

The responsibility of collecting and submitting to the General Secretariat for Research and Technology all the required documents shall be borne jointly by the Contractor Institution and the Postdoctoral Researcher.

Apart from the Funding Decision, every Contractor Institution in Greece shall execute a **Programme Agreement with the General Secretariat for Research and Technology** for the respective project that will be implemented in its facilities, whereby the manner of funding as well as the monitoring and implementation of project in general shall be determined.



Following the issuance of the Funding Decision, the Contractor Institution in Greece shall conclude an employment contract or a task contract with the Postdoctoral Researcher, whereby the general collaboration framework, the remuneration and the insurance status of the researcher shall be defined. The contract should explicitly state, among others, the consequences of the unilateral termination of collaboration either by the researcher or the Host Institution. In the event of the contract termination, the State is under no obligation of indemnification.

It should be also noted that, the terms of the contract should help to protect the best interests of the Postdoctoral Researcher in accordance with the reference framework provided by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

10. MONITORING OF IMPLEMENTATION

The monitoring of projects' implementation, as far as it concerns both the scientific progress and the financial management, is accomplished through progress reports, as described hereinafter, on the basis of the contents of the Funding Decision of the project and the attached to the Funding Decision Technical Annex.

All monitoring forms and reports shall be submitted via a specially built platform.

The responsibility for the collection of all the required data, the coordination of the project, the completion of forms and their transmission to the General Secretariat for Research and Technology shall be borne by the Postdoctoral Researcher in cooperation with the Contractor Institution.

The forms to be used for monitoring the progress of the project are the following:

A. Annual Progress Report

The Annual Progress Report is submitted **no later than one (1) month following the end of each year**, from the commencement date of the project, in electronic format and via a specially built platform. This Report pertains to aggregated data related to the scientific aspects and financial management of the project. Based on these reports the scientific and financial aspects of the project shall be certified and in accordance with the findings, it will be decided the payment or not of the Second Installment.

The Annual Progress Report includes:

- a) A detailed technical description of the implemented project within the reporting period (e.g., methodology, tests planning, presentation of results, measurements, process and conclusions). The progress of the project should conform to the time schedule prepared and included in the Funding Decision;
- b) The prospects for the next stages;



- c) The problems encountered by the Postdoctoral Researcher regarding the implementation of the project and the solutions found or proposed;
- d) The financial data for each expenditure category and for the entire project.

Along with the Annual Progress Report it should be also submitted:

- In electronic format, all the scientific deliverables that correspond to the reference year;
- The Contractor Institution shall maintain the expenses documents per expenditure category, which shall be accompanied by the necessary payment receipts and accounting entries of such documents, preferably in the form of a general ledger of the project's separate account.

B. Final Project Completion Report

Within a period of **two months, at the latest**, from the end date of the project, the Final Project Completion Report should be submitted, which shall include the final statement for the scientific and financial aspect of the project, both in hard copy and in electronic format.

The final report regarding the scientific aspects of the project shall contain all those elements included in the interim progress report, but for the entire project. It shall also contain information regarding the level of success in achieving the objectives of the project and shall describe the project's results dissemination actions.

The data regarding the financial aspects of the project shall include only those expenses that were not reported and reviewed, or repaid, in the context of the annual report.

Based on this report, the final certification of the scientific and financial aspects of the project will be accomplished, and its finding findings will be taken into account for deciding the payment or not, as well as the amount of repayment/refund.

Emphasis should be given to the deliverables and the clear description of the final results that were achieved. If the deliverables of the project include a study, this should be submitted together with the final report.

In case the deliverable is a software, then all of the followings that are technically feasible to be delivered must be submitted: indicative results for specific usage scenarios, display of user's monitor, set-up files of the software on a workstation platform, source code and any so-called libraries (which may be also executable files if they have not been developed within the context of the research program).

Along with the Final Project Completion Report it should be also submitted by the Contractor Institution:

- In electronic format, all the deliverables of the project that correspond to the reviewing period and have not yet been submitted.

Finally, a summary of the full report must also be submitted (both in the Greek and English language), in a form suitable for publication, which should outline the objectives and conclusions of the project.



In the event that the research could not produce a result with specific Deliverables, for scientific, research or academic purposes, a Scientific Report shall be prepared by the Postdoctoral Researcher and submitted, through the competent department of the Contractor Institution, to the General Secretariat for Research and Technology, in order for the research effort and the interim deliverables to be evaluated and assessed and for the expenses already made to be reviewed and approved.

It should be noted that the submission of the progress reports and of the final project completion report is mandatory. Non-submission of the above within the specified deadlines may result in suspension of funding and return of the already granted funding amount.

11. IMPLEMENTATION ISSUES - MODIFICATIONS AND CHANGES

Changes to the data contained in the Funding Decision (including those of the Technical Annex) **may be requested by the Postdoctoral Researcher through the Contractor Institution**, provided that such changes help to attain or improve the project objectives and that the restrictions set out below are observed.

All modifications require the transmission, through the Host Institution, of a documented request in writing, signed by the Postdoctoral Researcher.

Modification requests, other than those submitted due to force majeure, may be submitted **at least 60 (sixty) calendar days prior to the end date of the project**. (The submission date shall be determined by the file registration number that will be assigned to the relevant incoming document).

Requests submitted after the aforementioned deadline shall not be considered.

All changes and modifications are subject to the approval by the General Secretariat for Research and Technology.

Requests should be accompanied by a detailed justification related to the needs of the scientific aspects of the project that create the need for each modification. Requests for modification shall not be examined until all necessary supporting information and documents provided for by this section or by the Funding Decision are submitted. Once all necessary information has been submitted, the General Secretariat for Research and Technology shall elaborate the modification requests and shall send the relevant replies and/or amending decisions, where needed.

In cases where the modification refers to changes related to elements of the Technical Annex of the Funding Decision, the updated Technical Annex must be submitted in an electronic format, with the changes occurring with respect to the applicable Technical Annex clearly marked.

The responsibility for the correct wording of requests and the correct update of the Technical Annex is equally shared by the Postdoctoral Researcher and the Contractor Institution.



11.1 Suspension/Duration Extension/Termination

The Postdoctoral Researcher and the Scientific Advisor must inform the General Secretariat for Research and Technology for any event that might affect or delay the project implementation.

SUSPENSION

During the implementation of the research project, and only for reasons related to force majeure or exceptional circumstances, pertaining exclusively either to the Postdoctoral Researcher (e.g., illness) or to the respective research unit of the Host Institution (e.g., serious defect of research equipment), the Postdoctoral Researcher may propose a temporary suspension of the project, for a time period which should not exceed the 2 months.

The suspension of the project, following approval by the General Secretariat for Research and Technology, will be deemed to be an extension of the project's duration. For the aforementioned suspension period, no expenditure can be attributed to this particular project.

TERMINATION

In the event of project termination for any reason whatsoever, the Deliverables that have been completed by the time of termination should be submitted to the General Secretariat for Research and Technology and, following their evaluation and assessment, the co-funding shall be limited to the expenses that have already been made and deemed to be eligible under the aforementioned evaluation and assessment.

EXTENSION THE PROJECT DURATION

If there are compelling reasons, outside the direct control of the Postdoctoral Researcher, for which reasons the project implementation delays according to the time schedule, it is possible to extend the implementation of the project, without a corresponding increase in the budget.

The relevant request should be accompanied by a brief progress report on the physical and financial aspects of the project (along the lines of interim progress reports), where the reasons for the requested time extension should be justified.

It should be noted that a time extension may be granted **only once** and in no case should be greater than one-sixth (1/6) of the initial duration of the project, subject to the additional condition that the new expiry date of the project shall not be set later than 30/06/2015.



During the extension period of the project, no further changes, of any kind, are allowed.

11.2 Other changes

1) Employment Status of the Postdoctoral Researcher during the project implementation

If the Postdoctoral Researcher is employed during the project implementation, and on the condition that at least one third (1/3) of the project has been completed, the Postdoctoral Researcher is allowed to continue his/her research without the monthly remuneration payment.

The eligibility of expenditure regarding the payment of the monthly remuneration, until the commencement of employment, shall be certified following the relevant audit by the General Secretariat for Research and Technology.

In all other cases, the project is terminated following the procedure provided in Section 11.1.

2) Modification of the project content

The modification of the project content is allowed only in exceptional cases, following the submission of a justified request to the General Secretariat for Research and Technology, the review of such request by an expert and the granting of the relevant approval.

Changes in implementation techniques/methodologies regarding the research object, which are caused by the usual technological or other developments in the relevant research field, do not constitute a modification to the scientific aspects (scope) of the project, provided that they are adopted in order to improve appropriateness against the state of the art and/or technology level.

3) Replacing the Scientific Advisor

The Scientific Advisor may be replaced following a documented request by the Postdoctoral Researcher.

The following modifications are not allowed:

- amending the project's commencement date or the expenditure eligibility date;
- replacement/substitution of the Host Institution;



- fund transfers resulting in increase of the project's budget or change in the original budget allocation among the expenditure categories IA and IB or increase of the expenses in the category 'Other Expenses' by more than 5% of the total research project's budget. When considering requests regarding modification of the physical aspects, and in all cases where it deems to be appropriate, the General Secretariat for Research and Technology will consult external experts.

12. FINANCIAL MANAGEMENT

12.1 Time of expenses occurrence

The total expenses of the research project should take place within the time frame specified in the Funding Decision (start and end dates).

Proofs regarding the actual occurrence of the expenses are deemed to be the relevant documents (e.g., invoices), as defined below in Section 11.3.

Expenses incurred prior to the commencement or following the end of the project are not eligible.

Payment of the monthly remuneration to the Postdoctoral Researcher shall take place at the end of each month. Otherwise, the General Secretariat for Research and Technology may terminate the funding of the Contractor Institution, in accordance with Section 15.

Expenses that have not been paid as of the conclusion of the audit will be deemed ineligible during the respective audit. If this happens during the interim audit, such expenses may be submitted together with the next progress report, provided that they have been paid. Any unpaid expenses as of the final audit date shall be deemed permanently ineligible.

12.2 Accounting

With regard to project the management, it should be noted that is imperative to **keep and maintain a separate account** in the accounting books and reports regarding the expenses and revenues of the research project in accordance with the Greek General Chart of Accounts.

Hence, the project requires accounts of the last category, which will depict in detail the revenues and expenses per category. The accounting entries in the books and records of the entities should provide a full, accurate and clear image of the accounting data of the research project.

It should be pointed out that failure to keep and maintain a separate account for some (or all) categories of expenses will result in such expenses being declared ineligible.

All documents, original invoices and other documents regarding the project's expenses shall be kept by the Contractor Institution and shall be made available, whenever requested, to the General Secretariat for Research and Technology and other relevant auditing bodies provided for by the national and EU legislation.



The expenses documents must be accompanied by paid invoices or accounting documents of equivalent probative value, in accordance with national legislation. The original documents of expenses must be stamped with the following words:

“ - (Project Code) - (Project Acronym)”.

The documents that justify the expenses occurrence are kept in the financial management file of the project for at least three years following the Operational Programme for 'Education and Lifelong Learning' expiration and in any event for a period not less than the time-limit defined for the prescription of State claims regarding the return of non-due payments.

Non-keeping of the aforementioned documents and information will result in the inability of the competent national or EU bodies to perform the necessary audits of the performed acts and actions, and in the withdrawal of the relevant funding decisions and the return of all public expenditure.

Finally, in accordance with EU Directives and national law, the split up of competitions is prohibited.

12.3 Eligibility criteria of expenses - Necessary documents

The expenses eligibility rules of co-funded actions are defined in Regulation (EC) 1081/2006 of the European Parliament and of the Council on the European Social Fund and in Chapter E 'Rules for eligibility of expenditure of operations of the Operational Programmes of the National Strategic Reference Framework 2007-2013, in accordance with Article 2 of Law 3614/2007', the Ministerial Decision on Management System numbered 14053/EΥΣ1749/ΦΕΚ 540/B/27.03.08, as amended by the Ministerial Decisions numbered 43804/EΥΘΥ 2041/07.09.2009 (Government's Gazette, Issue1957/B/09-09-2009) and 28020/EΥΘΥ1212/30.06.2010 (Government's Gazette, Issue1088/B/19-07-2009) (hereinafter the 'Ministerial Decisions on Management System'), attached in the present call.

“Staff remuneration”

- a) the regular salaries of the permanent staff of Universities, Technological Education Institutions, research institutions, public services and agencies of the broader public sector, etc are not eligible;
- b) the salaries of the regular employees of public agencies, which are financed by the State budget are not eligible;
- c) it is a prerequisite for the eligibility of remunerations their matching to actual Deliverables and the existence of employment or project agreements, whereby the content of the offered work should be specified in accordance with the physical aspects of the project.



Required documents:

In the case of employment agreements

- the **remuneration statements** must be signed by the competent accountant of the respective entity and bear the seal of the entity. The statements should indicate the amount of gross monthly salaries and employers' contributions.
- **proof of salary payments** to the employees;
 - the rendering of insurance contributions (where appropriate) and
 - the payment of income tax.

This category's expenses shall be deemed paid provided that the employee has been remunerated and the income tax and the relevant insurance contributions have also been paid (where applicable).

In the case of project agreements

- the project contracts and the services rendered receipts/bills or expenses receipts or any other document of equivalent probative value.

The aforementioned expenses are deemed paid up if the amount has been paid to the Postdoctoral Researcher and the income tax has been also paid (where applicable).

In the event of rendered services of less than €1,500 annually, it is possible not to sign a contract agreement, unless the institutional status of the entity or the counterparty sets a lower bound or there is an obligation to sign a contract. In any case, the expenses documents must state the type of services in such a way that adequately describes the rendered services or, in cases where the services are provided under a contract agreement, to refer to the relevant contract.

“Expenses of publicity and dissemination of research results”

It is a prerequisite for their eligibility to refer to the project's funding by national and Community funds (European Social Fund), through this Action, with the right wording and the use of the appropriate logos wherever possible.

This requirement also applies to potential scientific conferences, journals, etc. In general, the provisions of Regulation (EC) No 1828/2006 on information and publicity must be observed.

“Travel Expenses”

This category covers the travel costs, the accommodation and the daily allowance, which is determined based on the provisions set forth in the internal bylaws of the Contractor Institutions.



In order for the relevant expenses to be justified, in addition to the paid up invoices (e.g., tickets, hotel invoices, etc.), a brief report outlining the purpose and the outcome of the journey made, as well as its correlation with specific Work Packages and Deliverables is required.

Participants at conferences are required, in order to justify the travel costs, to submit the conference program from which the relevance of the conference with the implemented project should be demonstrated.

“Depreciations and Amortizations”

They pertain to 'Depreciation of Furniture and Other Equipment' and 'Amortization of intangible assets and capitalized expenses' associated with the supplementation of the existing laboratory infrastructure and equipment/software in order to enable the implementation of the proposed research project.

The cost of specialized software that is used exclusively for the implementation (and not for the management) of the project may be considered to be an eligible expense.

It should be noted that, according to the Ministerial Decision on Management System (Article 27), the expenses for depreciation of assets, which are available solely for the duration of an Action, are eligible for co-funding by the ESF provided that all the following conditions are met:

- a) no national or Community grants have contributed to their purchase;
- b) they are calculated based on the appropriate accounting rules;
- c) they relate exclusively to the implementation period of the co-funded action/operation.

“Direct Consumption Materials - Forms, Stationery”

Required documents: paid up invoices, issued by the suppliers. Such documentation should state the name of the supplier and should describe in detail the item or the service supplied to the recipient.

“Other expenses”

Indicatively, this category may pertain to insurance premia, expenses related to the transport of material goods by third parties' transportation means, development, modification or repair of micro instruments, etc.

This category also includes costs of the Contractor Institution that are deemed necessary for supporting the project's implementation, **up to 5% of the research project's total budget.**

It should be noted that

- expenses pertaining to repairs/maintenance are eligible only if they relate to fixed assets that are used for the project and only if they are accompanied by a Contract concluded with the



respective services provider in which the works, the cost of each work, and the total cost are described in detail and an Invoice - Proof of payment.

- expenses related to courier services are eligible when these are related to the project.

Value Added Tax

Regarding the Value Added Tax (VAT), the provisions of the Ministerial Decision on Management System and the document numbered 4119 / 06.22.2009 of the Special Paying Authority of the Ministry of Economy and Finance apply, which is attached in the present call.

In any case, the VAT is eligible only if it is genuinely and definitively borne by the relevant entity, in which case this must be proven by virtue of a relevant certification by the competent Tax Office.

The VAT, which can be recovered or offset in any way, cannot be considered eligible, even if it is not recovered by the entity.

13. SUPERVISION - AUDIT – FINAL CERTIFICATION

The General Secretariat for Research and Technology, the Management Authority of the Operational Programme 'Education and Lifelong Learning', as well as other authorized audit services retain the right to review, whenever necessary, the progress of the project (both scientific and financial), either through conducting on-site visits to the implementation site of the project (at the facilities of the Contractor Institution) or through the examination of data/deliverables/documents and other evidence submitted within the context of the Semi-annual Report Notes, the Annual Progress Report and the Final Project Completion Report.

The assessment of the scientific aspects of the project - certifications of expenditure will be made by:

- Individual experts
- Officials and/or collaborators of the General Secretariat for Research and Technology.

In particular, following the submission of the Annual Progress Report and the Final Project Completion Report, an audit shall be conducted in order to:

- verify the progress made in implementing the scientific aspects of the project as per the provisions of the Funding Decision;
- determine the eligibility of the expenses incurred on the basis of their relevance with the implemented project, their legitimacy and their compliance with the provisions of the Funding Decision, this Guide, and the degree of implementation of the scientific aspects of the project.



OBJECTIONS

In case there is a disagreement with the results of the certification report, the Contractor Institution or the Postdoctoral Researcher may submit their objections to the General Secretariat for Research and Technology no later than thirty (30) calendar days after the notification of the audit's findings to the Contractor Institution.

After this deadline, the interested parties are deemed to have accepted the findings and the submission of objections will not be allowed. The objections will be examined by the audit committee or an objections committee on a case-by-case basis.

In cases when it is established in the audit that the project is not implemented in accordance with the specifications, or that the available results as of the time of the audit do not guarantee the success of the project, the relevant department of the General Secretariat for Research and Technology may recommend the suspension of the project and/or the return of the amount of the funding already paid.

14. PAYMENT OF FUNDING

The funding will be provided in stages (installments) during the project implementation.

The first two installments constitute advance payments. The last installment (final payment) shall be paid following the final audit of the project, and the amount thereof shall not be fixed but it depends on the total certified costs/expenses of the project.

The payment of each funding installment by the General Secretariat for Research and Technology is accomplished through the deposit of the respective amount to the bank account notified by the Contractor Institution to the General Secretariat for Research and Technology.

Furthermore, it is carried out according to the flow of funding of the Public Investment Programme (PIP).

14.1 Payment of the First Installment of Funding

The first installment is paid after the issuance of the Funding Decision and amounts to 40% of the approved funding.

In order to collect the First installment, the Contractor Institution is required to submit an uncertified invoice of Article 12 paragraph 3 of the Code of Books and Records for the corresponding amount.

The above document should be submitted no later than two (2) months following the issuance of the relevant notice by the General Secretariat for Research and Technology. Otherwise, or if the General Secretariat for Research and Technology considers that the implementation has not started within two month period from the commencement date of the project, the General Secretariat for Research and Technology may consider to suspend the project funding.



The assignment of the project, as well as the assignment of a funding claim, deriving from the Funding Decision is prohibited, with the exception of debts to the State and Social Security Funds.

14.2 Payment of Second Installment of Funding

The Second Installment, equal to 50% of the approved funding, is being paid following the submission to the General Secretariat for Research and Technology of the Annual Progress Report, provided that the absorption of 80% of the amount corresponding to the advance payment will be certified.

In order to collect the First installment, the Contractor Institution is required to submit an uncertified invoice of Article 12 paragraph 3 of the Code of Books and Records for the corresponding amount.

14.3 Payment of Third Installment of Funding (Final Payment)

The final payment of the project, equal to 10% of the approved funding, is being paid following the completion of the project, the submission of the Final Project Completion Report, the certification of the financial and scientific aspects of the project and the issuance of the decision regarding the acceptance of the results/delivery.

In order to collect this Installment, the Contractor Institution is required to submit an uncertified invoice of Article 12 paragraph 3 of the Code of Books and Records for the corresponding amount.

15.SUSPENSION OF FUNDING – RECOVERY

In the event that it has been ascertained that:

- the Postdoctoral Researcher is not paid his or her remuneration regularly (at the end of each month), or
- the deadlines for the submission of monitoring reports are exceeded by more than 30 days, or
- the provisions of the Funding Decision and/or the Programme Agreement are not met,

the General Secretariat for Research and Technology is entitled to initially proceed to the temporary suspension of the funding and, thereafter, to the permanent termination thereof, and claim back part or the whole of the paid funding amount as unduly paid, in accordance with the applicable provisions.

If the Postdoctoral Researcher concludes 2/3 of his or her research at an institution abroad and does not return to Greece for completing the remaining 1/3 at domestic Institution, the amount already paid to him or her as remuneration shall be recovered as unduly paid.

16.CONTACT – INFORMATION



For more detailed information on proposals submission, the completion of the required forms and any further details, the interested parties may contact the Independent Department of Structural Programmes Management of the General Secretariat for Research and Technology and speak to the following persons:

- a) Ms Polytimi Sakellariou, phone: +30 210-7458125, e-mail: psak@gsrt.gr
 - b) Ms Vassiliki Karavangelis, telephone number: +30 210-7458181, e-mail: vkarak@gsrt.gr
 - c) Mr. Angelos Kostopoulos, telephone number: +30 210-7458128, e-mail: akos@gsrt.gr
 - d) Ms Kyriaki Nikopoulos, telephone number: +30 210-7458129, e-mail: kiki@gsrt.gr
- or they may write to: postdoc_support@ypepth.gr

A summary of this Invitation shall be published in the newspapers 'Eleftherotypia', 'To Vima' and 'AGGELIOFOROS' (Thessaloniki), and shall be also posted on the official website of the General Secretariat for Research and Technology (WWW.GSRT.GR) and on foreign websites, in the English language.

THE MINISTER FOR EDUCATION, LIFELONG LEARNING AND RELIGIOUS
AFFAIRS

ANNA DIAMANTOPOULOU

