



Guide 14: Applying for a Mentoring Scheme Award (MSA)

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If you require further help or guidance after reading this document, please contact the helpdesk

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1 Summary

Scope	<p>The Mentoring Scheme Award provides a platform for people (max 6) from two different metrological organisations, in different countries, to form a partnership and work on a relevant topic, such as technical, managerial, comparisons and traceability.</p> <p>The scheme will provide funding for travel, accommodation and subsistence, enabling people from NMI or a DI, from a EURAMET member or associate country, to spend between 2 and 6 weeks (not necessarily consecutive) in a different country to their employer.</p>
Eligibility	<p>Potential candidates should:</p> <ol style="list-style-type: none"> 1. Hold the nationality of <ol style="list-style-type: none"> a. A member state of the European Union, or b. Any other country, if the researcher can establish the right to work in the country of the partner organisation for the lifetime of the MSA 2. Be fluent in English (knowledge of the language of the participating countries is an advantage) 3. Employed by their current “employing organisation” for the MSA duration
Funds	<p>EURAMET will reimburse actual costs incurred for travel, accommodation and subsistence for MSA recipients for their visit(s) to the counterpart organisation according to the business trip rules of their organisation (an organisation sending participants on a business trip within the approved MSA), and on receipt of an invoice from that organisation*.</p> <p>* If, in rare circumstances, the above is not possible, EURAMET will reimburse actual costs according to the Procedure for Reimbursement of T&S within EURAMET (Document: G-OPS-PRC-009 and German rules on reimbursement of business trip costs)</p>
Approval	<p>Applications are approved in two stages by:</p> <ol style="list-style-type: none"> 1. EURAMET BOD-WGCB (steering committee) and 2. EURAMET Management Board
Apply	<p>Documents Template 14: Mentoring Scheme Award proposal (P-CLL-TMP 113)</p>

2 Scope

The Mentoring Scheme Award provides a platform for people (max 6) from two different metrological organisations, in different countries, to form a partnership and work on a relevant topic, such as technical, managerial, comparisons and traceability. The scheme will provide funding for travel, accommodation and subsistence, enabling people from NMI or a DI, from a EURAMET member or associate country, to spend between 2 and 6 weeks (not necessarily consecutive) in a different country to their employer.

This guide details:

- The eligibility criteria
- The allowances available
- How to apply
- The evaluation process

and gives an overview of the reporting requirements.

3 Mentoring Scheme

3.1 Eligibility criteria

The admissibility and eligibility criteria are the minimum conditions that an application must fulfil if it is to be evaluated. EURAMET will check the eligibility of each application and only eligible applications will be evaluated. Where eligibility is not met, the application will be rejected, and the proposers informed. If ineligibility is discovered later during the evaluation process, the application will be rejected.

Where there is a doubt on the eligibility of an application, EURAMET reserves the right to proceed with the evaluation, pending a final decision on eligibility.

Eligibility criteria for MSA participants are given in Summary above.

3.1.1 Admissibility

To be considered admissible, a submission must be:

- submitted following the instructions given in this guide;
- readable, accessible and printable.

Incomplete applications may be considered inadmissible.

3.2 Finding participants for the scheme

The EURAMET Capacity Building Officer, who acts as the facilitator for the MSAs, will be the liaison person throughout the application period (mentoring@euramet.org). Two ways to find participants:

- At least two people from two EURAMET NMIs and Dis, in different countries, form a partnership beforehand and together apply for an MSA
- People, who identified a topic, contact the EURAMET Capacity Building Officer, who will act as a bridge between them and interested parties

3.3 Typical activities

The MSA activities can be performed at both partner organisations, by maximum of 6 people to complete the task, within the same award. Typical activities:

- Support exchange of expertise on technical topics
- Support exchange of expertise on managerial topics
- Support exchange of expertise on CIPM MRA related topics
- Support the preparation of EURAMET activities (e.g. capacity building)
- Support the development of concepts for a Researcher Mobility Grant

3.4 MSA limitations

3.4.1 Employment

MSA participants must remain employed by their current employing organisations for the scheme's duration.

3.4.2 Duration and location

The duration of the MSA must be appropriate for the planned activities.

The MSA participants must be from different partner organisations, in different countries.

3.4.3 MSA budget

An annual budget is allocated for the Mentoring Scheme. The applications for the MSA will be processed in a given calendar year until the MSA budget allocated for that year has been spent.

4 Reimbursement of the costs

EURAMET will reimburse the costs after the action. There are two ways in which this may occur:

1. The MSA participant's employing institution approves and reimburses costs incurred by the MSA participant according to the institution's usual rules for business trips and subsequently invoices EURAMET the required amount.
2. In rare cases, when the MSA participant cannot seek reimbursement from their institution, the cost can be claimed directly from EURAMET using the Travel Cost Claims (Document: G-OPS-FRM-202) according to the Procedure for Reimbursement of T&S within EURAMET (Document: G-OPS-PRC-009). In such cases, the MSA participant will claim German tax-free costs (note: because of that, subsistence allowances may be less than actual costs incurred). A rough estimate of the subsistence allowance can be provided in advance by the EURAMET Secretariat on request.

Please note:

- Recipients of the travel costs reimbursements shall take responsibility for the taxation of reimbursements in their countries (if applicable).
- The salaries of the MSA recipients must continue to be paid by their respective employing organisations for the MSA duration.
- Neither the institution nor the MSA participant shall make a profit on reimbursement.
- EURAMET reserves the right to audit costs claimed.

5 Applying for an MSA

Applications are usually made collaboratively between the organisations involved.

Before applying, the EURAMET Capacity Building Officer, who act as facilitators for MSA, should have liaised with both relevant parties.

Candidates and organisations interested in applying for an MSA can contact the facilitator at any time during the year. The enquiries should be sent to mentoring@euramet.org.

5.1 Applications

An MSA application consists of 1 document: A completed "Mentoring Scheme Award - Proposal" (P-CLL-TMP 113).

How to submit your application:

All MSA applications must be emailed to mentoring@euramet.org.

6 Reporting

The outcome of MSA shall be documented in a simple report (1-2 pages) – to describe the progress against objective(s) of the MSA described in the template.

The report shall be submitted to EURAMET Capacity Building Officer via email at mentoring@euramet.org.

7 Evaluating MSA applications

MSA applications are evaluated in two stages by

- 1) BOD-WGCB steering committee (usually 10 working days)

followed by

- 2) EURAMET Management Board (EMG) (usually 10 working days).

The outcome of the application (i.e. whether the MSA application will be funded or not) will be confirmed by an e-mail. In the event of high demand, EURAMET reserves the right to evaluate the applications in batches, in order to prioritise the highest quality and most relevant applications.

7.1 Evaluation Criteria

MSA applications are evaluated against the work described in the template. They are evaluated as presented, on their own merit. All applications are treated equally.

Relevant documents:

- Mentoring Scheme Award proposal template (P-CLL-TMP 113)
- Mentoring Scheme Award Evaluation Form (P-CLL-FRM 011)
- Mentoring Scheme Award Report template (P-CON-TMP-135)
- Reimbursement of T&S within EURAMET (G-OPS-PRC-009)
- Travel Cost Claims (G-OPS-FRM-202)