



**NEW OSH ERA joint call for research
proposals
on psychosocial risks at work**

Guide for applicants

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1 Introduction

NEW OSH ERA “New and Emerging Risks in Occupational Safety and Health - Anticipating and dealing with change in the workplace through coordination of OSH risk research” is a project funded under the ERA-NET scheme in the 6th framework programme in the context of EU’s ‘Integrating and strengthening the European Research Area’.

NEW OSH ERA aims to increase the overall scale, effectiveness and quality of research into new and emerging risks through coordination of OSH research in Europe, in particular by developing a joint research programme involving common priorities, coordinated implementation and joint evaluation.

The NEW OSH ERA network is launching a joint call for European research projects in the field of psychosocial risks at work (see table of countries and organisations in chapter 6 of this guide). The eligibility rules for participation and funding conditions will follow the regulations of the national funding organisations. Consortium partners are advised to contact the national funding organisation for further information.

2 Call objective

Globalization, increasing competition, introduction of new technologies, restructuring and changing work organisation are changing the world of work at an increased pace. The changes also affect the psychosocial work environment producing new psychosocial risks which can result in increased stress levels.

Work-related stress has the potential to negatively affect an individual's mental and physical health, as well as an organisation's effectiveness. Mental health problems and other stress-related disorders are recognized to be among the leading causes of early retirement from work, absenteeism, overall health impairment, and low organizational productivity.

Psychosocial risks at work have been defined by the NEW OSH ERA Consortium as one of the thematic priorities for its joint activities.

The objective of this joint call for proposals for research projects on psychosocial risks at work is to promote European research in this field taking a proactive and innovative approach to developing solutions for a sustainable working life.

3 Call themes

The first NEW OSH ERA joint call will focus on psychosocial risks at work. Proposals should address one or more of the following issues:

1. Leadership and company culture in relation to employees’ wellbeing/health
2. Restructuring and changes in the world of work in relation to employees’ wellbeing/ health
3. Work-related psychosocial factors and health disorders

For more information, please see the description of research themes.

4 Eligibility

A minimum of **three NEW OSH ERA partner countries for application** are required. Applicants from other European countries and from outside Europe are welcome to participate on the basis of self-financing.

The eligibility rules and funding principles follow the regulations of the national funding organisation to which the application for funding is submitted. The applicants are advised to contact the national funding organisation for further information on eligibility.

Applicants participating on the basis of self-financing are advised to contact the Call Secretariat for further information.

5 Call Management Structure

The **Call Steering Committee** (CSC) consists of representatives of all funding organisations and research institutes, contributing to the Call.

To avoid a conflict of interest, only those members of Call Steering Committee will participate in the selection of the First Stage Proposals who fulfil the following criteria:

1. they represent a funding organisation which is not involved in any application (itself or via associated research institute)
2. they represent a potential national funding organisation of an applicant

The **Evaluation Panel** (EP) consists of independent evaluators outside of NEW OSH ERA. The EP evaluates the submitted proposals at the Second Stage.

The **Call Secretariat** coordinates the Call process and takes care of the project procedure.

6 Funding

Funding will be provided for a period of twenty-four to thirty-six months. Each consortium partner is requested to apply individually for national funding.

Funding contracts will be concluded directly between the Consortium Partner and the funding organisations based on the rules of the national funding organisations.

The eligibility rules and funding conditions will follow the regulations of the funding organisations.

The funding decisions will be made and the funding will be managed and administered at the national level by the national funding organisations.

It will be ensured that IPR will be respected and conflicts of interest will be avoided.

The funding organisations contribute to the call by providing funding, whereas the research institutes contribute in terms of person-months.

The following table gives an overview about the funding organisations and the respective funding sums.

Organisation	Country	Eligible applicants	Funding	Special conditions
Finnish Work Environment Fund, FWEF	Finland	All if relevant for the Finnish working life	The funding amount depends on how many applications FWEF will receive, how they are rated in the evaluation process	
Federal Institute for Occupational Safety and Health, BAuA	Germany	All, but application has also to be submitted in German	Theme 1 can be funded by a maximum of 100,000 € per year for a maximum of 3 years.	Is only funding theme 1
German Social Accident Insurance, DGUV	Germany		Each theme (1 and 3) can be funded by a maximum of 70,000 € per year for a maximum of 3 years	Is only funding themes 1 and 3
Swedish Council for Working Life and Social Research, FAS	Sweden	Applicants must have a PhD and be affiliated to a Swedish university	Max 4 million SEK (about 400,000 €) per project, max two projects	
Ministry of Social Affairs and Employment, MINSZW	Netherlands		Annual funding of 100.000 € up to 150.000 € for 2 or 3 years	
Italian National Institute for Prevention and Safety at Work, ISPESL	Italy		Funding of up to 40,000 € for the first year provided the content of the call/s is/are compatible with the aims of ISPESL	Further funding for the second and third year will be provided in relation to the proposed projects

The research institutes participating in the call will be contributing to the funding in terms of person-months (pm), i.e. they commit themselves to fund their own researchers in case that they are part of a winning consortium:

Organisation	Country	Contribution
Central Institute for Labour Protection - National Research Institute, CIOP-PIB	Poland	21 pm for three years, which corresponds to ca. 360,000 PLN
National Research Centre for the Working Environment, NRCWE	Denmark	1 pm per year
Hellenic Institute for Occupational Health & Safety, ELINYAE	Greece	Contributing in terms of person-months, ca. 33,000 € per year, corresponding to the work of two researchers for 12 months (1/3 of their time)
Hungarian Institute of Occupational Health, OMFH	Hungary	2 pm per year

IMPORTANT:

Applicants are advised to contact the national funding organisation for further information on their eligibility and costs for which funding is requested.

To be considered:

- Applicants have to check their eligibility according to national regulations of their funding organisation.
- A consortium has to consist of at least three applicants from three different NEW OSH ERA countries.
- Applicants from non NEW OSH ERA partner countries and international parties are welcome to participate on the basis of self-financing.
- The final funding decision will be taken at national level. However, the scientific evaluation process will take place at European level by a panel of experts external to the funding organisations involved in the call.
- Each consortium must nominate a Project Coordinator to represent the consortium externally and to be responsible for its internal management, and be the contact person between the consortium and the NEW OSH ERA Call Steering Committee.
- A Principal Researcher has to be appointed by each participating consortium partner. He/She is in charge of the project in his/her institute and has the responsibility over his/her task(s) in relation to the participating institutes in the consortium and to the national funding agency.
- The winning consortium agrees to abide by the rules and agreements made within the framework of the NEW OSH ERA Call. Specific agreements provided by the national funding organisations will be signed by the Consortium Partner regarding reporting, data policy, rules for acknowledgement etc. They are advised to enter into an agreement to specify the mode of operation of the collaboration and the handling of Intellectual Property Rights, ethical issues, data handling and data protection aspects.

7 Submission of proposals

The proposals must be completed in English.

The submission will follow a two-stage procedure. The proposals, both First Stage and Second Stage, **must be submitted through the Electronic Proposal Submission System (EPSS), available on the NEW OSH ERA Call website www.newoshera.eu**.

The Project Coordinators as well as the Principal Researchers are responsible for filling in the requested information.

The **Project Coordinator** is a person representing the consortium who has overall responsibility for and authority over a project in relation to the project management towards the Consortium Partner and towards the overall management of the Call Steering Committee. He/she will be the contact person on behalf of the consortium.

Each applicant appoints a **Principal Researcher** for its institute. He/She is in charge of the project in his/her institute and has the responsibility over his/her task(s) in relation to the participating institutes in the consortium and to the national funding organisation.

Each Project Coordinator is a Principal Researcher for his/her (the Project Coordinator's) institute.

The First Stage Proposal Submission is open between 18/05/2009 and 30/06/2009. The evaluation will be completed by 31/07/2009. The selected proposals will be invited to submit a full proposal.

7.1 Submission of First Stage Proposal

The Project Coordinator has to initialise the electronic submission process. Directly after the Project Coordinator's first login and identification of the Principal Researchers, they will have access to the proposal submission site and are able to fill in electronic forms.

Only the Project Coordinator will have access to upload the research plan, but all Principal Researchers are able to read it.

The First Stage Proposal consists of one **Form A** and several **Form Bs** (one per each Principal Researcher).

Form A is submitted by the Project Coordinator and consists of

- General information about the proposed project (title of the project, duration, summary, keywords, list of Consortium Partners, calculated overall budget of the proposed project, etc.)
- Short research plan (max. 3 pages) of **the consortium**, uploaded as a PDF file

Form B is submitted by each Principal Researcher including the Project Coordinator. Form B includes administrative information including Consortium Partner details, budget, Principal Researcher's CV and a list of recent publications.

The **short research plan** must be created / converted into a PDF document and then uploaded. It should include the following:

Cover page:

Project acronym and title

Project Coordinator (name, institute, country)

List of all Principal Researchers (name, institute, country)

Pages 1–3:

1. General aim, approach and expected outcome of the project
2. Relevance to the topic of the Call
3. Progress beyond the State of the art (new approach and innovation)
4. European added value
5. Expected impact on OSH
6. Management of the project: division of work between tentative partner/ research organisations

The minimal font size is 12pt. One page equals in average 3000 characters including spaces. Applications containing a too long Short Research Plan will be automatically rejected.

How to submit the First Stage Proposal via EPSS:

Project Coordinator's steps:

1. Go to the Electronic Proposal Submission System (EPSS), through a link that can be found on the NEW OSH ERA Call website www.newoshera.eu.
2. Register by entering your e-mail address and choosing a password.
3. Create new project proposal by specifying acronym for you proposal.
4. Open the proposal from your list of First Stage Proposals.
5. Invite other Consortium Partners by entering their names and e-mail addresses using the proposal page "A4. Consortium Partners" (invitation letters with the passwords are sent automatically by the EPSS).
6. Fill in all the details of your proposal forms A and B.
7. Upload the Research Plan document in PDF format.
8. Validate entire proposal using the page "C2. Validate proposal" (this step can be done at any time to see if automatic validation checks are satisfied).
9. If there are no validation errors, submit your proposal using the page C2. Click on the "Submit proposal" button at the very end of the page. Please note that all other partners need to submit their Form B before the entire proposal can be submitted.

Principal Researcher' steps:

1. Receive an e-mail with an invitation to participate in the project proposal. Go to the Electronic Proposal Submission System (EPSS), through a link that can be found on the NEW OSH ERA Call website www.newoshera.eu.
2. Log in using the e-mail address and password specified in the invitation letter.
3. Open your Form B from the list of your First Stage Proposals and fill in all the details of your Form B.
4. Validate your Form B using the page "C2. Validate Form B" (this step can be done at any time to see if automatic validation checks are satisfied).

5. If there are no validation errors, submit your Form B using the page C2. Click on the "Submit Form B" button at the very end of the page. Please note that you need to submit your Form B before the entire proposal can be submitted by the Project Coordinator.

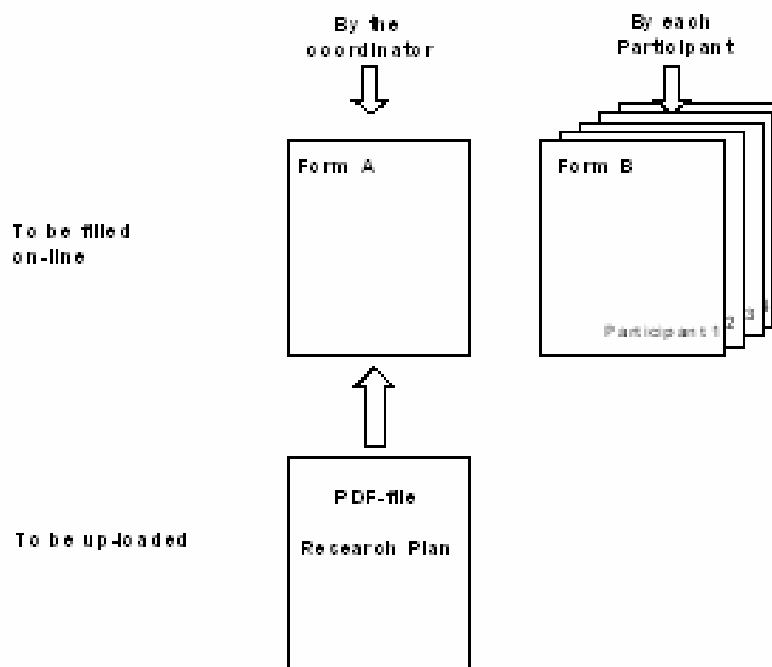
IMPORTANT:

It is possible to save incomplete forms and go back and continue later.

DEADLINE

The First Stage Proposals are expected to arrive **no later than 17:00 CET on 30/06/2009**. Submissions received after this date will automatically be rejected. In case of technical problems when submitting the proposal, please contact the NEW OSH ERA helpdesk newoshera@etf.ee.

The following picture demonstrates the process with the help of a graphic.



7.2 Assessment of First Stage Proposal

The First Stage Proposals will undergo an eligibility check and a relevance check by the individual funding organisations. This will be done to ensure that:

- the applicants are eligible,
- the proposals are complete,
- the proposals have been submitted by a sound research consortium and

- the proposals are relevant to the themes of the call and match the national priorities.

The Call Steering Committee will select the proposals to be invited to submit the second stage proposal.

The assessment will be completed by 31/07/2009.

Information on the outcome of the selection will be available via e-mail to Project Coordinators in August 2009.

7.3 Submission of Second Stage Proposal

This section is only available in the EPSS during Second Stage. The selected consortia will be invited to submit a **Second Stage Proposal** via EPSS.

The Second Stage Proposal consists of two forms:

Form A, should be complemented and, if necessary, modified by the Project Coordinator. The full research plan has to be uploaded as PDF.

Form B, should be complemented and, if necessary, modified by each Principal Researcher, including the Project Coordinator.

The **full research plan** must be created / converted into a PDF document and then uploaded. It should include the following:

Cover page:

Project acronym and title

Project Coordinator (name, institute, country)

List of all Principal Researchers (name, institute, country)

Inner Cover page:

Table of contents

Pages 1-30:

1. Concept, objectives and expected outcome of the project
2. Progress beyond the State of the art, theory and methodology (new approaches and innovation)
3. European added value of planned cooperation
4. Expected impact on OSH
5. Detailed work plan divided into Work packages and Tasks indicating responsibilities of each consortium partner as well as a time schedule for the project
6. Project management structures
7. Gantt chart or similar to show the timing of different Work packages and Tasks
8. Dissemination plan including plan of submitting project data to some common database, planned exploitation of results achieved in the project including data management and joint utilisation of data
9. Reference list (publications relevant to your project)

No annexes or additional materials should be submitted other than requested.

The minimal font size is 12pt. One page equals in average 3000 characters including spaces. Applications containing a too long Full Research Plan will be automatically rejected.

How to submit the Second Stage Proposal via EPSS

Project Coordinator's steps:

1. Go to the Electronic Proposal Submission System (EPSS), through a link that can be found on the NEW OSH ERA Call website www.newoshera.eu.
2. Log in using your e-mail address and password you used in the First Stage Proposal phase.
3. Optional: If you are not sure about the password, please use the page "Lost your password?" to get a new password sent automatically to your mailbox.
4. Open your proposal from your list of proposals that are invited to submit a Second Stage Proposal.
5. Update the information you provided during the First Proposal phase.
6. Upload the Full Research Plan document in PDF format.
7. Validate entire proposal using the page "C2. Validate proposal" (this step can be done at any time to see if automatic validation checks are satisfied).
8. If there are no validation errors, submit your proposal using the page C2. Click on the "Submit proposal" button at the very end of the page. Please note that all Consortium Partners need to submit their Form B before the entire proposal can be submitted.

Principal Researchers' steps:

1. Go to the Electronic Proposal Submission System (EPSS), through a link that can be found on the NEW OSH ERA Call website www.newoshera.eu.
2. Log in using your e-mail address and password you used in the First Stage Proposal phase.
3. Optional: If you are not sure about the password, please use the page "Lost your password?" to get a new password sent automatically to your mailbox.
4. Open your Form B from your list of proposals that are invited to submit a Second Stage Proposal.
5. Update the information you provided during the First Proposal phase.
6. Validate your Form B using the page "C2. Validate Form B" (this step can be done at any time to see if automatic validation checks are satisfied).
7. If there are no validation errors, submit your Form B using the page C2. Click on the "Submit Form B" button at the very end of the page. Please note that you need to submit your Form B before the entire proposal can be submitted by the Project Coordinator.

IMPORTANT:

It is possible to save incomplete forms and go back and continue later.

IMPORTANT:

Only electronic forms should be used. The Second Stage Proposals are expected to arrive no later than 17:00 CET 30/09/2009. Submissions received after this date will automatically be rejected. In case of technical problems when submitting the proposal, please contact the NEW OSH ERA helpdesk newoshera@etf.ee.

7.4 Evaluation of Second Stage Proposal

The Second Stage Proposals will be evaluated by an external Evaluation Panel (EP), which consists of independent evaluators outside of NEW OSH ERA.

The evaluation criteria are:

Scientific excellence

- Sound concept and quality of objectives
- Quality and effectiveness of the scientific methodology and associated work plan
- Novelty and originality

Implementation

- Appropriateness of the management structure and procedures
- Quality and relevant experience of the individual partners
- Quality of the consortium as a whole (including complementarity, balance)
- Appropriate allocation and justification of the resources to be committed (staff, equipment)
- Likelihood of success, and presence of weaknesses in any part of the proposal

Impact

- Relevance of the proposal in relation to the Theme of the Call
- Sustainability
- Transferability, impact and benefits for the workplaces and/or on national and European policy levels
- Appropriateness of measures for the dissemination of the results of the project

European added value

- European added value of the project, meaning that actions addressing common problems occurring throughout Europe that cannot be sufficiently undertaken at Member State level, by reason of scale or effects, are better undertaken through a European cooperation
- The 'European dimension' of the project - its relevance for the EU, its institutions and policies. This means that the project's methodology, aims, effects, prospects and aspirations should apply not only to a specific local or regional context, but the European area as a whole
- Synergies between the partners, and the degree of transnationality of the outputs
-

Information on the outcome of the evaluation will be available via EPSS to Project Coordinators in December 2009.

IMPORTANT DEADLINES:

18/05/2009: Opening the Call

30/06/2009: Deadline for submission of the First Stage Proposal

30/09/2009: Deadline for submission of the Second Stage Proposal

8 Call Timetable

Launching the call	18 May 2009
Deadline for submission of the First Stage Proposals	30 June 2009
Evaluation of the First Stage Proposals	31 July 2009
Inviting highest rated proposals to submit Full Proposals	31 July 2009
Deadline for submission of the Second Stage Proposals	30 September 2009
Evaluation of the Full Proposals	October-November 2009
Evaluation Panel meeting	End of November 2009
Steering Committee Meeting and recommendation for funding by Call Steering Committee	End of November 2009
National funding decisions	November 2009-February 2010
Estimated starting time of the projects	1 March 2010

9 Reporting requirements

Once a funded project has started, the NEW OSH ERA Call Steering Committee requires annual reports on the project progress.

The reporting requirements of the respective national funding organisations will be included in the funding contract.

10 Annexes / supporting documents:

Description of research themes

Glossary

11 List of national funding organisations/research institutes contributing to the Call and contact persons

The following list shows the participating national **funding organisations** with their contact persons:

Finnish Work Environment Fund, FWEF, Finland
Ilkka Tahvanainen, ilkka.tahvanainen@tsr.fi

Federal Institute for Occupational Safety and Health, BAuA, Germany
Henrietta Orban, orban.henrietta@baua.bund.de

German Social Accident Insurance, DGUV, Germany
Joachim Herrmann, DGUV.Forschungsfoerderung@dguv.de

Italian National Institute for Prevention and Safety at Work, ISPESL, Italy
Maria Castriotta, maria.castriotta@ispesl.it
Paolo Montanari, paolo.montanari@ispesl.it

Ministry of Social Affairs and Employment, MINSZW, Netherlands
Eric van Luijk, EvLuijk@MINSZW.NL

Swedish Council for Working Life and Social Research, FAS, Sweden
Carin Håkansta, carin.hakansta@fas.se

The following list shows the participating **research institutes** with their contact persons:

Central Institute for Labour Protection - National Research Institute, CIOP-PIB, Poland
Beata Oleszek, beole@ciop.pl

National Research Centre for the Working Environment, NRCWE, Denmark
Søren Thor Larsen, stl@arbejdsmiljoforskning.dk

Hellenic Institute for Occupational Health & Safety, ELINYAE, Greece
Theoni Koukoulaki, koukoulaki@elinyae.gr

Hungarian Institute of Occupational Health, OMFI, Hungary
Zsófia Mozsolits-Balog, mozsolits@omfi.hu

12 Helpdesk

Any queries related to the Call should be addressed to the Call Secretariat:
sas@osha.europa.eu, orban.henrietta@baua.bund.de

Assistance for applicants who have difficulty in submitting their proposal via the Electronic Proposal Submission System can be found at:
newoshera@etf.ee