

Glossary for NEW OSH ERA Call on psychosocial risks at work

Applicant

The term used generally in this guide for a person or entity applying for funding in the call for proposals. Partners participating in terms of person–months are not included.

Call for proposals (or "Call")

The Call is an announcement, inviting proposals for research activities in a certain theme.

Call Steering Committee (CSC)

The Call Steering Committee 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

Consortium

A consortium has to include at least three applicants from at least three different NEW OSH ERA countries contributing to the Call.

Consortium Partner

A consortium partner is an applicant, who is part of a consortium during the submission phase, whether it applies for money or not. In the Electronic Proposal Submission System, “consortium partner” is sometimes replaced by “partner” for technical reasons.

Data handling and data protection aspects

The term refers to data protection issues. The members of the consortium have to comply with the principles of the European legislation on Data Protection.

Deadline

The moment after which proposals cannot be submitted and the Electronic Proposal Submission System closes. **Call deadlines are absolutely final and are strictly enforced.**

Deliverable

Deliverables represent a verifiable output of the project (e.g. written reports).

Electronic Proposal Submission System (EPSS)

The EPSS is a web-based service, which must be used to submit proposals. The direct link is <https://proposals.etf.ee/newoshera>.

Electronic Proposal Submission System (EPSS) Helpdesk

The helpdesk is an email service to assist applicants who have difficulty in submitting their proposal via the Electronic Proposal Submission System.

Email: newoshera@etf.ee.

Ethical issues

If there are ethical issues to be considered in the project, applicants are asked to describe how they will be taken care of within their consortium.

Research activities should respect fundamental ethical principles including those reflected in the [Charter of Fundamental Rights of the European Union](#).

Evaluation criteria

During the first stage, the proposals will undergo an eligibility check and a relevance check by the individual funding organisations. This is done to ensure that

- the applicants are eligible,
- 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 Second Stage Proposals will be evaluated by the Evaluation Panel against the following criteria:

- Scientific excellence
- Implementation
- Impact
- European added value

Evaluation Panel (EP)

The EP is composed of external experts (outside of NEW OSH ERA), appointed by the Call Steering Committee. They evaluate and rank the Second Stage Proposals according to the evaluation criteria.

Exploitation rights

The consortium has to find an agreement on how to use the project results and who will be entitled to use the project results.

First Stage Proposal

The First Stage Proposal includes administrative information of all participating consortium partners and a short research plan by the Project Coordinator which has to be submitted electronically.

Funding organisations

NEW OSH ERA partners who provide funding for the joint call.

Intellectual Property Rights

This term refers to the legal issues of the use of the results of the project. The consortium has to find an agreement how the intellectual property rights will be taken care of.

NEW OSH ERA Partners participating in terms of person-months



Research institutes (NEW OSH ERA partners), which do not fund other applicants but are contributing to the joint call by providing own personnel resources.

Principal Researcher

The Principal Researcher is appointed by each 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 consortium partner and to the national funding organisation.

Project Coordinator

A person representing the consortium, who has overall responsibility for the consortium in relation to the project management towards applicants and towards the overall management of the CSC. He/she will be the contact person on behalf of the consortium.

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

Research institute

A legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.

Second Stage Proposal

The second stage proposal includes administrative information of all participating consortium partners and a full research plan by the Project Coordinator which has to be submitted electronically.

Thresholds

For a proposal to be considered for funding, the evaluation scores for individual criteria must exceed certain thresholds. There is also an overall threshold for the sum of the scores.

Two-stage procedure

Applicants initially present their project in a brief outline proposal ("first stage proposal"). Applicants successful in the first stage will be invited to submit a full proposal at the second stage ("second stage proposal").