

HERA

Humanities in the European Research Area

HERA Joint Research Programme Glossary

Associated Partner (AP)

Non-academic partners (e.g. applicants from industry) can be associated with a CRP whenever their participation has demonstrable added value. Their participation as Associated Partners in a CRP will not be financially supported by the HERA JRP. Non-academic Associated Partners (APs) are considered part of a CRP and will be assessed as such at both the Outline and Full Proposal stage. A formal letter of commitment on the part of the AP(s) should be delivered with the application.

Researchers from countries NOT participating in the HERA JRP are NOT eligible to be part of HERA JRP applications. If they wish to collaborate in CRPs they can only do so at their own cost and with the agreement of the CRP consortium. Their projects/contributions to CRPs will NOT be taken into consideration during the evaluation, and proposals should NOT include any information (project descriptions, CVs) of ineligible researchers. However, researchers from non-HERA JRP countries will be allowed to participate in ways as yet to be determined in the future HERA JRP networking activities.

Collaborative Research Project (CRP)

Each HERA Collaborative Research Project (CRP) consortium must be composed of research teams consisting of at least one Principal Investigator based at universities or research institutes **in three or more different HERA JRP countries**. Each participating researcher must be considered eligible for funding by the funding organisations of the HERA JRP country he/she works.

Each project team should strive to include researchers at different stages in their careers, including postdoctoral and PhD students, as Project Members. To stimulate knowledge transfer outside the academic community the inclusion of non-academic Associated Partners is also encouraged.

All HERA JRP CRP consortia must be balanced in terms of contributions from the three or more partners based in three or more different countries but distribution of funding over countries may be uneven.

Common pot funding mechanism

Thirteen HERA JRP Consortium members fund the HERA JRP through a real common pot funding mechanism [*no juste retour*] and the expected top-up from the European Commission's Era-net Plus call. The total budget for the two thematic calls is 12,4 – 16,4 M€ (pending financial contribution from the EC).

A common-pot funding mechanism implies that CRPs will be funded on the basis of their scholarly excellence - as established by the international, independent expert Review Panel - not on the geographical origin of the application. The final funding decision rests with the JRP Board. The proposals under both themes are to be financed from one common pot, with the highest ranked proposals under both themes to be funded.

“Declaration of Interest”

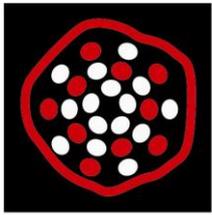
Each person acting for the HERA JRP as a Review Panel member or as external referee will sign a “declaration of interest”. To ensure the high standards of integrity in all processes, detailed conflict of interest guidelines are in place, in order to avoid possible conflicts of interest in the assessment of proposals and final reports.

A conflict of interest may be defined as a situation in which a person might benefit either financially, professionally or personally by the success, or failure, of a proposal. At each stage of the assessment process the Handling Agency and the Quality Assurance Committee examine whether a conflict of interest may exist.

Eligibility Criteria

The Outline and Full Proposals will be subjected to an eligibility check according to commonly agreed HERA JRP criteria and national eligibility criteria (applicable in the country where the applicants intend to receive their grants). Proposals are only eligible, if they fulfil the following **common HERA JRP criteria**:

- Outline Proposals must be submitted in time. i.e. via the online submission system accessible via the HERA website before the deadline: 7 April, 14:00 CET.
- Outline Proposals must be submitted by an **eligible research team.**
- Outline proposals must be complete and follow the prescribed format (details available in the Call).



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Eligible research teams of a Collaborative Research Project (CRP) must involve at least three partners (Principal Investigators), each leading their Individual Project (IP) based at a university or research institute in one of the **HERA JRP countries**.

Each participating researcher must be considered eligible for funding by the funding organisations of the HERA JRP country he/she works. Prior to submitting Outline Proposals, all applicants must contact the contact persons of their respective national funding organisations in order to verify eligibility and to ensure compliance with their relevant organisations' granting rules and regulations defining national eligibility with regards to such matters as qualifications of applicants or accuracy of budget items (see contact persons listed on page 15). General information on national eligibility requirements is also available via the Programme website.

HERA ERA-NET

Humanities in the European Research Area (HERA) is a partnership of a growing number of (inter)national Humanities funding agencies across Europe. The main objective of HERA is to firmly establish the Humanities in the European Research Area and to seriously engage the Humanities in the Framework Programmes of the European Commission. HERA has been designed to deliver new levels of co-operative research policy and practice in the Humanities by embarking on an ambitious programme of communication, enquiry and sharing of expertise. All HERA partners are dedicated to the establishment of best practice in funding mechanisms, the establishment of quality and impact assessment methods for Humanities research, the coordination of national research programmes, the joint planning and lobbying for important Humanities infrastructure initiatives and the joint selection of important humanities research priorities. HERA's final and most ambitious goal is the development of a new type of trans-national joint research funding programmes. More information about these HERA activities can be found on the HERA website: www.heranet.info.

HERA ERANET consist of 13 national research funding organisations and the pan-European organisation: European Science Foundation. Additionally, there are six associated organisations. The full list of the HERA partners is available on the HERA website www.heranet.info.

HERA JRP (HERA Joint Research Programme)

HERA Joint Research Programme is the outcome of networking and preparation by funding agencies participating in the HERA ERA-NET (see above). Please note that not all HERA ERA-NET partners participate in the HERA JRP. The full list of the HERA JRP partners is available in the Call and on the HERA website www.heranet.info. HERA JRP Partners have launched a joint call for trans-national Collaborative Research Projects (CRPs) in two humanities research areas: "Cultural Dynamics: Inheritance and Identity" and "Humanities as a Source of Creativity and Innovation". By launching the HERA JRP call for proposals, 13 national funding partners want to create collaborative, trans-national research opportunities that will derive new insights from humanities research in order to address major social, cultural, and political challenges facing Europe. In consultation with their national research communities, they have jointly defined and developed common research priorities, and created a new trans-national common pot funding mechanism. HERA JRP theme specifications and application guidelines are given in the Call.

HERA JRP Board

The highest authority in the HERA JRP governance lies with the HERA JRP Board, whose membership is formed by one representative from each participating funding organisation. The JRP Board has the final decision about funding matters. Next to its responsibility for HERA JRP funding decisions (based on the recommendations contained in the joint ranking list produced by the two independent expert Review Panels), the JRP Board takes decisions on JRP internal operations, and approves documents and procedures related to HERA JRP. The HERA JRP Board ensures quality control by appointing the Quality Assurance Committee (QAC) and aims to deliver the programmes Knowledge Transfer, Networking and Dissemination strategy by appointing the Knowledge Transfer Advisory Committee (KTAC).

HERA JRP Partners

These are the funding organisations participating in the HERA JRP. HERA JRP partners have committed to a real common pot funding mechanism and have agreed on the HERA JRP rules and procedures. The list of HERA JRP funding agencies and their contacts can be found in the Call. Every HERA JRP funding agency has a national contact person who will assist applicants in identifying eligibility issues, as required for the application. HERA JRP partners determine eligibility of researchers and host institutions, as well as the eligibility of the budget items, in their respective countries.



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HERA JRP Handling Agency (H.A.)

The European Science Foundation (ESF) has been commissioned by the HERA JRP Partners to act as HERA JRP Handling Agency (H.A.). The H.A. is entrusted with the tasks related to the implementation of the HERA JRP, notably

- preparation for / launch and management of the JRP Call;
- management of the evaluation procedures;
- management of the networking and dissemination activities;
- contracting and financial management of CRPs;
- management of monitoring of CRPs.

The H.A. provides the secretariat to the JRP's bodies and committees, the Review Panels and Research Steering Committees, and thereby ensures continuous communication between these.

HERA JRP Knowledge Transfer Advisory Committee (KTAC)

The HERA JRP Board aims to deliver the programmes Knowledge Transfer, Networking and Dissemination strategy by appointing the Knowledge Transfer Advisory Committee (KTAC). KTAC will be chaired by AHRC and will consist of some members of the HERA JRP Board, two non-academic stakeholders and two senior science administrators. The KTAC will

- develop a comprehensive overall Knowledge Transfer, Networking and Dissemination Strategy for the HERA JRP;
- monitor the progress and prepare the final assessment of the implementation of this strategy.

During the running programme, the committee will advise on

- knowledge transfer activities in keeping with the policy guidelines developed for the HERA JRP;
- the annual plans for networking, dissemination and knowledge transfer activities.

A member of the committee may be present at the meetings of the Research Steering Committee. KTAC will be mandated by the HERA JRP Board to approve the proposal of Research Steering Committee for annual networking, dissemination and knowledge transfer plans.

HERA JRP Networking

Networking activities are designed to strengthen the research objectives of HERA JRP by promoting coherence in the activities of the research community involved. This will stimulate the European added-value which is one of the central objectives of this Programme. Networking and collaboration within HERA JRP takes place at two levels:

1. between the various Individual Projects within each Collaborative Research Project (CRP) and
2. between the funded CRPs within the programme as a whole.

The intra-CRP networking activities must be paid from the HERA JRP research grants and can be included in the budgets of the Individual Projects in the CRP.

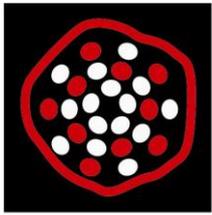
Cross-CRP activities are funded additionally through the HERA JRP. However, applicants are required to include in the budget of their Individual Projects the costs for travel/accommodation when attending the Kick-off and Final HERA JRP Conferences (an estimate of 850 EUR per person may be used). In addition to Principal Investigators, Project Members are also eligible for intra- and cross-CRP networking.

The cross-CRP networking and collaboration is stirred by the aims and the nature of the HERA JRP. The two themes which were the basis of this Programme have been selected for their clear need of collaboration in the proposed field. The funded CRPs will collectively set up and further streamline this new collaboration. To this end, the CRPs will engage the programme participants and, when of clear benefit, colleagues from outside the programme in joint activities such as conferences, workshops or seminars.

HERA JRP Quality Assurance Committee (QAC)

The JRP Board ensures quality control by appointing the Quality Assurance Committee (QAC). QAC will be chaired by NWO and will consist of some members of the HERA JRP Board and two senior science administrators. The QAC will oversee:

- the composition of the Review Panels as proposed by the H.A. on the basis of a list of experts suggested by the HERA JRP Board members;
- the enforcement of procedures during the Review Panel meetings;
- the enforcement of the conflict of interest guidelines;
- the monitoring and reporting process and procedures for CRPs.



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The QAC may send an observer to all meetings of the Review Panels.

HERA JRP Review Panels (RP)

Proposal assessment and recommendations for funding of the proposals under the two themes are prepared by two international, independent Review Panels (RPs)¹. The members of the RPs are leading researchers, appointed by the HERA JRP Board. The RPs are also expected to monitor the overall research progress of the programme by contributing to two evaluation reports: after the first year of CRPs and at their final stage (final assessment).

The RPs are established when the Call for Proposals has been published. Each of the RPs is composed of 12 international experts recommended and appointed by the HERA JRP Board. All RP members are chosen on the basis of their expertise and scholarly excellence and may originate from HERA JRP countries and non HERA JRP countries. The Review Panel members are appointed personally. Their names will be published on the HERA website as soon as the membership is finalised (before the completion of the Review Process) as a measure of transparency. To ensure the high standards of integrity in all processes, "conflict of interest" guidelines will be followed.

As outcome of the review process, the two Review Panel Chairs produce a joint list of ranked projects recommended for funding. The final funding decision of trans-national research projects lies with the JRP Board. The JRP Board will allocate funding to each of the two themes on the basis of excellence criteria as ensured by the multi-stage peer review procedure, also aiming at a similar success rate over the two themes.

HERA JRP Research Steering Committees (RSC)

Two theme-specific Research Steering Committees (RSC) are established once CRPs have started their funded research. RSCs mainly include Project Leaders of funded projects but can also co-opt external research experts. The Chairs will be selected from amongst the committees' membership.

The main task of RSCs is providing research guidance and coordination and initiating research networking, dissemination and knowledge transfer activities for the HERA JRP and implementing the Knowledge Transfer, Networking and Dissemination Strategy in cooperation with KTAC.

HERA JRP Themes

HERA JRP themes, as specified in the Call, have been selected through a structured process involving surveys of researchers and research councils that participated in the FP6 project HERA. The HERA JRP Call for proposals is based on expert reports developing these themes and on discussions at dedicated workshops. The expert reports are available on the HERA website www.heranet.info. The themes selected are expected to feed into central concerns of the FP7 Work Programmes.

Individual Project (IP)

A research project led by a Principal Investigator (PI), based at a given host institution in a HERA JRP participating country and funded as part of a Collaborative Research Project. A minimum number of three Individual Projects make up a Collaborative Research Project.

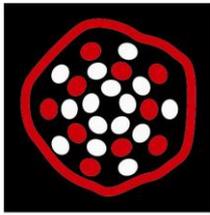
Principal Investigator (PI)

Principal Investigator (PI): Each Principal Investigator (PI) is responsible for leading project activities of his/her Individual Project (IP) at his/her institution. PI status is not limited to researchers at any specific career stage after completing PhD. There may be more than one PI per eligible country per CRP, but only one per university/institute. PIs are responsible for providing the PL with the required information and financial data in order for the PL to be able to fulfil his/her reporting obligations.

A PI is only allowed to be involved in more than one HERA JRP proposal provided the following conditions for multiple participation are met:

- *the PI needs to inform his/her PLs about which CRP proposals (s)he is involved in;*
- *the total number of hours the PI participates in the submitted CRP proposal(s) must be lower than the number of hours (s)he is employed by his/her university/institute.*

¹ At the Full Proposal stage, in addition to RP assessments, each proposal will also be assessed by three autonomous referees.



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Project Leader (PL)

Project Leader (PL): The Project Leader (PL) must be a senior researcher responsible for carrying out the CRP. S/he will be the contact point for the HERA JRP handling agency and is responsible for communication with the other Principal Investigators of his/her CRP. In addition, the PL is responsible for leading project activities of his/her Individual Project (IP) at his/her own institute and for representing the Collaborative Research Project as a whole. The PL is also responsible for the administrative and financial management of the complete CRP, i.e. if a CRP is granted, the HERA JRP Handling Agency will transfer the full CRP budget to the PL, who will be responsible for distributing funding to the CRP consortium partners. Finally, the PL is responsible for the intellectual agenda and coherence as well as all reporting duties pertaining to the CRP funded within the context of the HERA JRP.

The PL can participate as a PL in one HERA JRP proposal only.

Project Member (PM)

A Project Member is a researcher (PhD student, post-doc researcher, senior researcher, technician etc.) working as part of a funded Individual Project. Project Members are eligible to take part in the HERA JRP intra- and cross-CRP networking activities. Special care should be taken that "junior" Project Members are included in the HERA JRP networking activities.

Referee (external)

A referee is an internationally recognised expert in one of the research fields relevant to a given theme under the HERA JRP who is asked to give a written assessment of a CRP proposal. Referees are selected from the list of suggestions by the HERA JRP partner agencies. Referee reports will be made available (anonymously) to the applicants for their information and for commenting (optional). The HERA JRP Review Panels will rank all Full Proposals based on the assessment of the Full Proposal, the referee reports and the applicant's responses to these. A list of all referees replying in a HERA JRP will be published, unassigned to projects, once the international Peer Review has been completed.