

FREQUENTLY ASKED QUESTIONS (FAQ)

Q.1. What is the H.F.R.I. Certified Experts Registry?

A.1. The H.F.R.I. Certified Experts Registry (hereinafter “the Registry”) is a database of prospective Experts to participate in the evaluation and monitoring procedures in the framework of H.F.R.I.’s funding schemes. Experts shall be certified by a respective H.F.R.I. committee on the basis of skills, experience and knowledge appropriate to carry out the tasks assigned to them.

Q.2: Who is considered eligible to apply for the Registry?

A.2: Eligible to apply for the Registry are:

- ✓ Faculty members (Full Professors, Associate Professors, Permanent Assistant Professors) and Researchers (Ranks A and B) of Greek and foreign Higher Educational Institutions and Research Centers/Institutions,
- ✓ Faculty members (Appointed Assistant Professors, Lectures) and Researchers (Rank C) of Greek and foreign Higher Educational Institutions and Research Centers/Institutions,
- ✓ Scientists holding qualifications of Professors or Researchers of any rank, or corresponding experience in R&D departments of any Greek or foreign organization,
- ✓ Emeritus Professors and retired faculty members and researchers of any of the above ranks.
- ✓ Artists and/or professionals of any other field of exceptional and undisputed exclusivity, for which authoring a doctorate thesis in accordance to the rules of a familiar art or science (de lege artis) is not typical. The eligibility condition, in this case is a body of work acclaimed through awards in national and international competitions, the participation in national and international exhibitions and generally, the national and international work recognition according to the institutional framework in force.
- ✓ Exclusively for the monitoring of the financial progress of the projects, eligible to apply are graduates of Higher Educational Institutes (domestic or foreign), with documented experience of at least three years, in positions with financial responsibilities within organizations of the public or private sector.

Q.3: Which are the tasks and/or roles that an H.F.R.I. Expert might be assigned with?

A.3: An H.F.R.I. Expert might be selected for the following tasks and/or roles:

- ✓ To participate in the evaluation procedure of proposals submitted under a specific H.F.R.I. Call, as a member of an evaluation committee,
- ✓ To participate in the evaluation procedure of proposals submitted under a specific H.F.R.I. Call, as an independent expert,
- ✓ To participate in the assessment of objections submitted against the evaluation results, as a member of an objection committee,

- ✓ To participate in the monitoring and review of the state and progress of the implementation as well as the financial progress of funded projects.

Q.4: When do I receive an acknowledgement of my registration as an Expert?

A.4: Upon submitting your application for the Registry you will receive an initial confirmation by email. This email will include your user ID and application number. Please note this email does not imply that you are a member of the Registry. Your application will be assessed by the corresponding H.F.R.I. committee and following your certification, you will receive an email confirming that you are a member of the Registry.

Q.5: Why is my application not 100% complete? How can I complete my application?

A.5: To have a 100% complete application, in order to be assessed by the respective Committee and be certified as an H.F.R.I. Expert, it is mandatory to upload your CV, fill in your current working position information, select at least one scientific area field and subfield of expertise and agree with the declarations.

To complete your application fill in the required information, save and submit.

For further details, please consult the [“How to apply as an expert” manual](#).

Q.6: If I am selected for an assignment as an Expert, how will I be informed?

A.6: If selected for an assignment, the H.F.R.I. Services will contact you via email to check your availability. You will also receive an email invitation along with a solemn declaration form of confidentiality and non-conflict of interest.

Q.7: Is there any remuneration provided for HFRI Experts?

A.7: Depending on their role/task in H.F.R.I.'s procedures, H.F.R.I. Experts may be remunerated either in accordance with the 16052/30.08.2019 Common Decision of the Deputy Ministers of Education, Research and Religions and Finance "Determination of compensation for the evaluators and experts of the Hellenic Foundation for Research and Innovation" (ΥΟΔΔ 433), or following a respective decision of the Foundation.

Q.8: May I submit a proposal if I have applied to be certified as an Expert?

A.8: Yes, you may submit a proposal, but if you are selected to participate as an H.F.R.I. Expert in any procedure for the same Call, for which you have submitted a proposal, you must be aware to report any conflict of interest. H.F.R.I. takes all necessary measures in order to avoid any conflict of interest. While you shall not evaluate your own proposal or proposals competing with it, you may evaluate proposals not competing with yours.

Before their appointment, H.F.R.I. Experts shall be asked to sign a solemn declaration form of confidentiality and non-conflict of interest, stating exactly if they have submitted a proposal under the specific Call or they have a link with a proposal/project that may create a conflict of interest. H.F.R.I. Experts are obliged to inform the H.F.R.I. Services if they think that they may have a conflict of interest with any proposal/project they are asked to examine as evaluators and/or monitoring experts.

Q.9: How secure are personal data entered in the H.F.R.I. Portal?

A.9. The protection of personal data is governed by the [H.F.R.I. Personal Data Protection Policy](#). It explains how H.F.R.I. collects, handles, and ensures protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block, etc.).

Q.10. Do I have to complete my expert application all at once?

A.10. It is not necessary to complete your expert application all at once. Your application remains available for you to complete at any time until the end of the submission's deadline (31.12.2020). If you are working on your application, please remember to save all changes before you exit the application. You should note that your application will only be assessed by the Committee when it is completed and submitted. Once you submit your application you will receive an email confirming the successful submission.

Q.11. When completing personal info, which fields are mandatory?

A.11. The following fields have to be completed in the personal info:

First & Last name, Title, ID number, VAT number, Email, Phone number.

For further details, please consult the [“How to apply as an expert” manual](#).

Q.12. If I am selected as an Expert for a specific Call, can I subsequently decline the offer of assignment?

A.12. It is always possible to decline an invitation to act as an Expert for a Call. Please inform the relevant services of your decision as early as possible.

Q.13. What language skills are required of an Expert?

A.13. Experts are expected to have language skills appropriate for reading and understanding the proposals and/or project reports in the language in which they are submitted (Greek or English). As in most of HFRI Calls the proposals are submitted in English, a good knowledge of English is absolutely essential.

Q.14. When will I be contacted for an assignment following my certification?

A.14. Following their certification, Experts are included in the database, but this does not indicate that they will necessarily be contacted for an assignment.

You will be contacted directly via email if you are selected to take part in any particular activity. It is therefore important that the email address indicated in your expert profile is current. The selection of experts depends on the needs of the H.F.R.I. in relation to the subjects covered by proposals and projects.

Q. 15. What applies regarding the submission of Electronic Form of Wealth Assets Statement and Financial Interests Statement

A. 15. If you accept to participate either in the evaluation or the monitoring procedures of H.F.R.I. as an Expert, in case you have a Greek Tax Identification Number, it is obligatory to submit an Electronic Form of Wealth Assets Statement and Financial Interests Statement, according to the Greek Law 3213/2003, as in force. Your personal data, which are necessary (i.e. name, ID number, tax identification number etc.), will be included in the H.F.R.I.'s list submitted to the respective authority according to the Greek Law 3213/2003 and an initial statement within ninety (90) days from the date of your designation is required, in accordance with Art. 1 para. 2 and Art. 2 para. 1 of Law 3213/2003, as in force. For more information on the above statement, the competent authority is the C Control Unit of the Greek AML-CFT Authority (www.pothen.gr).