



HELLENIC REPUBLIC
MINISTRY OF DEVELOPMENT AND INVESTMENT
GENERAL SECRETARIAT FOR RESEARCH AND TECHNOLOGY



General Information and Guidelines for H.F.R.I. Experts

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1 Introduction

The purpose of this document is to provide general information regarding Hellenic Foundation's for Research and Innovation (H.F.R.I.) evaluation and monitoring procedures as well as brief guidelines to individuals interested to participate in these procedures.

H.F.R.I.'s Experts are included in the Certified Experts Registry of H.F.R.I. and may be selected to exert the following roles/tasks:

- ✓ Participate in the evaluation procedure of proposals submitted under a specific H.F.R.I. Call, as members of an evaluation committee,
- ✓ Participate in the evaluation procedure of proposals submitted under a specific H.F.R.I. Call, as independent experts,
- ✓ Participate in the assessment of objections submitted against the evaluation results, as members of an objection committee,
- ✓ Participate in the review and certification of the state and progress of the implementation as well as the financial progress of funded projects procedure (hereinafter called "monitoring").

2 General

The proposals' evaluation procedure has been established in accordance with Article 5 (5) of [Law 4429/2016](#), and the "[Rules of Procedure of H.F.R.I. Evaluation Committees](#)". The evaluation of Applications/Proposals is carried out by Evaluation Committees ("E.C."), consisting of five (5) to twenty (20) members, and, when deemed necessary, independent evaluators, in accordance with article 5 (5 to 8) of [Law 4429/2016](#), as in force, and the respective Call.

Depending on the evaluation needs and the fields of expertise of each respective Call, one or more E.C. are established and formed by decision of the Foundation's Scientific Council ("S.C."), following the suggestion of the respective Advisory Committees ("A.C.") in accordance with articles 5 (6) and 8 (13) of [Law 4429/2016](#). Each E.C. includes distinguished scientists with expertise in the scientific fields of submitted Applications/Proposals. Provided it is deemed necessary, owing to the specialized object of Applications/Proposals and depending on E.C.'s judgment, a non-binding preliminary evaluation of one or more independent experts, designated by decision of the S.C., may be required. The decision on the evaluation of each Application/Proposal is made by the E.C. The proceedings of each E.C. are surveyed by the S.C., in accordance with article 9 (8) 'c' of [Law 4429/2016](#), and is governed by abovementioned Rules of Procedure, [Law 4429/2016](#) and, in addition, the Code of Administrative Procedure (Law 2690/1999, as in force) and the respective Call.

Monitoring of funded projects will be carried out in accordance with art. 41 – 53 of the “[Internal Rules of Operation of H.F.R.I \(Ministerial Decision No 195245/2018\)](#)” and the respected Implementation Guide of the Call.

These Experts shall be drawn from the Certified Experts Registry of art. 5 (11) of [Law 4429/2016](#) and are expected to have advanced skills and knowledge required for the respective Call. Having a PhD diploma is a mandatory qualification. The qualifications corresponding to each rank also include previous rank qualifications.

The condition of having a PhD diploma does not apply in the case of a knowledge field of exceptional and/or 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.

The experts for the monitoring of the financial progress of funded projects have to be graduates of Higher Education Institutes of Greece or abroad, with documented experience of at least three years in positions with financial responsibilities within organizations of the public or private sector.

The terms and conditions for the certification of H.F.R.I.’s. Experts are included in the “[Call for expression of interest for participation in the Certified Experts Registry of the Hellenic Foundation for Research and Innovation \(H.F.R.I.\) - Ref. No.: 24391](#)”.

If an Expert has a Greek Tax Identification Number, it is obligatory to submit an Electronic Form of Wealth Assets Statement and Financial Interests Statement, in accordance with Greek Law 3213/2003, as in force. Expert’s 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 in accordance with Law 3213/2003 and an initial statement within ninety (90) days from the date of his/her designation is required, in accordance with art. 1 (2) and 2 (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).

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 Joint Ministerial Decision No. 16052/30.08.2019 "Determination of compensation for the evaluators and experts of the Hellenic Foundation for Research and Innovation" (Government Gazette Issue ΥΟΔΔ 433), or following a respective decision of the Foundation.

3 Experts' Roles

H.F.R.I. Experts may perform a variety of roles and/or task:

- i. **Evaluators:** These Experts are appointed by H.F.R.I. to assist in the evaluation of proposals in the framework of Foundation's Calls, either as members of the Evaluation Committees, or as Independent Evaluators, as analytically referred to in the "[Rules of Procedure of H.F.R.I. Evaluation Committees](#)" and based on the specific terms of the respective Call. Please note that in most cases (specified in each Call), the Independent Expert's evaluation is preliminary/consultative and the applications'/proposals' final evaluation and scores are decided by the Evaluation Committee.
- ii. **Members of the Objection Committees:** These Experts participate in the assessment of objections submitted against the evaluation results. The Objection Committees consist of three members and they operate in accordance with art. 5 (8) of [Law 4629/2016](#) and the Code of Administrative Procedure (Law 2690/1999).
- iii. **Monitoring Experts:** These Experts assist in the monitoring of the implementation and financial progress of funded projects, taking into account work descriptions, reports and deliverables.

Prior to the appointment of Experts either as members of Evaluation or Objection Committees, independent evaluators, or monitoring experts, they have to sign a confidentiality and non-conflict of interest declaration, as analytically referred to in Sections 4 and 5 hereof.

4 Conflict of Interest

Independently of the expert's role and in accordance with [Law 4429/2016](#), art. 37 and 43 of the "[Internal Rules of Operation of H.F.R.I \(Decision Number 195245/2018\)](#)" and art. 5 of the "[Rules of Procedure of H.F.R.I. Evaluation Committees](#)", when appointing an expert, the H.F.R.I. takes all necessary measures to avoid any conflict of interest in relation to the proposals/projects the Expert is going to evaluate/monitor. To this end, H.F.R.I. Experts are obliged, prior to their appointment, to sign a declaration form stating that no such conflict of interest exists and that they undertake to inform H.F.R.I. if one should arise in the course of their duties.

5 Confidentiality

In order to ensure the confidentiality of the evaluation/monitoring process, H.F.R.I. Experts are obliged to maintain complete and strict confidentiality of any information contained within the proposals/projects they evaluate/monitor, of the evaluation/monitoring process and its outcomes, and to act with strict impartiality. As mentioned in Section 3 hereof, a conflict of interest and confidentiality declaration shall be signed by experts (Figure 1) prior to their appointment.

Figure 1. Solemn Declaration Form Template (adjusted based on the Role of the Expert and the Call)



Solemn Declaration Form
(article 8 par. 4 of Greek Law 1599/1986)
Declaration of confidentiality, non-conflict of interest and acceptance of personal information publication

The accuracy of the information provided by this solemn declaration may be confirmed with data held by other authorities (article 6 par. 4 of Greek Law 1599/1986)

To:		Hellenic Foundation for Research and Innovation (H.F.R.I.)			
First name:				Surname:	
Father's Name and Surname					
Mother's Name and Surname					
Date of Birth:					
Place of Birth:					
ID or Passport number:		Telephone:			
Greek VAT number (if applicable):					
Residence:		Street:		Number:	PC:
(Fax):		(E-mail):			

On my own responsibility and being fully aware of the sanction stipulated by article 22 par. 6 of Greek Law 1599/1986, I hereby declare that:

- I accept my appointment as **Member of the Thematic Evaluation Committee / Independent Expert** that will evaluate the proposals submitted under the " ... Call ", (hereafter referred as "The Call" and "The Proposals") in the Scientific Area ".....".
- I am aware that I cannot:
 - Be myself or my spouse or any of my relatives by blood or relatives in law up to a forth degree, Principal Investigator or member of the Research team of any proposal submitted under this call in the same Scientific Area,
 - Perform the evaluation and/or participate in the evaluation of proposals that pertain Host Institutions and other Collaborating Institutions (hereafter referred as «the Institutions»), as mentioned in the Call, with whom I am or I retain any association that can be characterized as conflict of interest, meaning these proposals that originate from the same National Higher Educational Institutes or from the same Research Institution that I am or I used to be assigned,

- Be a member of the Host Institution's or any other Collaborating Institution's administration that the Principal Investigator or any other member of the research team of the proposal is assigned,
- Participate in the preparation or writing of the proposal,
- Have publications or have been involved in the same research team with the Principal Investigator of the proposal for the last three (3) years.

3. As a member of the Thematic Evaluation Committee I am aware that:

- In case I have a Greek Tax Identification Number, it is necessary to submit an Electronic Form of Wealth Assets Statement and Financial Interests Statement, according to the Greek Law 3213/2003. In this case, an initial statement within ninety (90) days from the date of my designation is required, in accordance with Art. 2 par. 1 par. C of Law 3213/2003, as in force. For more instructions on the above statement, the competent authority is the C Control Unit (www.pothen.gr).

- I will be impartial and if, during the execution of my duties as Member of the Thematic Evaluation Committee/Independent Expert, I notice any conflict of interest that might compromise the objectivity of my decisions, I will immediately notify in writing the Chairman or the Vice-Chairman of the Committee/H.F.R.I., and I will abstain from the evaluation process.
- I will keep full confidentiality before, during and after the whole evaluation procedure.
- I will not use for my own benefit and I will not disclose any confidential information and/or documents related to the proposal or applicants and will not disclose any details on the evaluation process to any third party or non-member of the Thematic Evaluation Committee or the H.F.R.I. Scientific Council.
- I am aware that in case I do not comply with all of the above, the H.F.R.I. has the right to exclude me from the evaluation procedure or take any legal action needed to secure the objectivity, impartiality and transparency of the evaluation procedure.
- I consent to the publication of my personal data (name, surname and affiliation) after the end of the evaluation procedure.

[Place:, Date:]

 The Declarer

 [Signature]

6 Proposals' Evaluation Procedure

6.1 Evaluation Procedure

The evaluation procedure of proposals submitted under an open Call is described in the respective Call and depends on the terms and conditions of the Call. Experts selected to evaluate a proposal or monitor a project receive call/project-specific instructions from H.F.R.I. after their appointment.

In general, the proposals' evaluation procedure is carried out as follows (adjusted to the terms and conditions of each call):

(a) Eligibility check: Proposals are checked to ensure the completeness of the necessary information and documents, and for compliance with the terms and conditions of the Call. The eligibility is checked partly automatically (through the submission Portal).

If it becomes clear before, during or after the peer review evaluation phase, that one or more of the eligibility criteria has not been met (for example, due to incorrect or misleading information), the proposal will be declared ineligible and will not be considered for evaluation any further.

(b) Evaluation: Proposals are assessed by the corresponding E.C. If necessary, Independent Evaluators may also participate in the procedure by assessing specific proposals.

The **Evaluation Criteria** and the type of the **Score** (i.e. A or B, 0 – 100) are adjusted accordingly to the Call.

6.2 Scores

The score reflects the degree to which the proposal addresses adequately the criteria of evaluation.

For example, if scoring is A and B then:

A	The proposal addresses sufficiently the evaluation criteria
B	The proposal is not addressing sufficiently the evaluation criteria

Accordingly, if scoring is from 0 to 100, then the following indicative appraisal scale should be taken into account by the evaluators:

0-19	The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
20-39	Poor. The criterion is inadequately addressed or there are inherent weaknesses.

40-59	Fair. Proposal broadly addresses the criterion, but there are significant weaknesses.
60-79	Good. Proposal addresses the criterion well, but a number of shortcomings are present.
80-89	Very Good. Proposal addresses the criterion very well, but a small number of shortcomings are present.
90-100	Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

6.3 General guidelines

Once writing the evaluation report Experts must follow the suggestions below:

✓ **Ensure meaningful comments to each criterion**

Please answer why you believe the criterion has been addressed or not.

Please do not use short generic comments or repeat the text of the criterion.

Please do not copy/paste the same comments from one proposal to the other.

✓ **Ensure consistency between scores and comments**

Comments must provide a clear and complete justification of the scores given. A clear coherence between the score granted and the corresponding comments is essential.

For example, if the score of a criterion is low, the comments should justify this score by outlining the weaknesses. Vice-versa, if the score is very high, the comments must substantiate accordingly the score.

The coherence between scores and comments is very important as it justifies the scores.

7 Projects' Monitoring

The projects' monitoring process is laid out in art. 41 – 53 of the "[Internal Rules of Operation of H.F.R.I \(Decision Number 195245/2018\)](#)", the H.F.R.I. Funding Decision and the Implementation Guide of the respected Call.

Projects are monitored by Experts who assess the work carried out over a given period of time and submit a monitoring report that may include recommendations to the beneficiaries and/or the H.F.R.I.

Expert(s) appointed by H.F.R.I. for the monitoring of funded projects are divided in those assessing the scientific/technological progress and those assessing the financial aspects of the implementation of the project. The terms and conditions of each monitoring procedure highly depend on the specific Call and H.F.R.I. provides all the available information to the Experts.

Experts monitoring the scientific/technological progress of the project, examine the state and progress of the project implementation with regard to the initial work plan (on the basis notably of the work description(s), the deliverable(s) and the submitted periodic and final report(s), if any).

Experts monitoring the financial progress examine if the resources are used as described in the proposal and for the purpose of the successful implementation of the project and in accordance with the current legislation.

According to art. 42 of H.F.R.I.'s [Internal Rules of Operation of H.F.R.I \(Decision Number 195245/2018\)](#), monitoring may include remote administrative and/or on-site technical reviews at the beneficiary's premises.

The reviews may be periodic (generally linked to a payment) and/or ad-hoc, which H.F.R.I. can request at any time, where necessary, and may involve reviewing both financial and scientific/technical aspects of the project.

Monitoring Experts may be asked to give their opinion regarding possible amendment of a project as requested by the responsible party(ies).

8 Application to participate in the H.F.R.I.'s Certified Experts Registry

In order to submit your application and express your interest to become an H.F.R.I. expert, please visit the H.F.R.I. Portal (<https://hfri.grnet.gr>) and submit your application. You can find more information about applying via the H.F.R.I. portal in the [“How to apply as an expert” manual](#).

9 Contact

For more information, you may contact us via email to researchdepartment@elidek.gr or call at +30-210-6412410, +310-210-6412420.

For any inquire regarding technical issues, please contact the Helpdesk team, through the tab “Help” of the portal.