



Aim Higher

EUROSTARS

Funding excellence
in innovation

Guidelines for Redress
Procedure



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This document provides applicants with guidelines on the redress procedure for Eurostars-2.

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Definitions

'**Rejected applicants**' refers to applicants involved in applications that have been declared as:

- > 'incomplete',
- > 'ineligible',
- > 'Below the quality threshold'.

'**Procedural Grounds**' refers to only a deficiency in the way the eligibility check and/or evaluation processes were conducted. The assessment performed by remote experts or the Independent Evaluation Panel (IEP) cannot be appealed.

What to do?

When?

Applicants are informed by the EUREKA Secretariat of the result of the eligibility check and the evaluation of their application in an official letter. Information for a possible redress procedure is explained in these letters.

Within **one month** from the receipt of this letter, applicants may submit a request for redress if they feel that there has been a shortcoming in the way their application was evaluated that may affect the final result of the evaluation, or if they believe the result of the eligibility check is incorrect.

How?

Requests for redress can only be based on **procedural grounds**, with clear evidence of the reasons for complaint.

Requests have to comply with the following requirements:

- > The request for redress can only be related to the evaluation process and/or eligibility check.
- > It shall clearly state the project number and acronym of the application and a clear description of the grounds for complaint;
- > It shall be sent to the EUREKA Secretariat in Brussels
 - Within **one month** from the initial information letter applicants have received on the status of their application.
 - By the **main participant** of the application.

- By **registered mail** to:

Eurostars-2 Redress Committee

Eureka Association

Avenue de Tervuren 2

1040 Brussels

BELGIUM

- > Only **one request** for redress per application will be considered.

Requests for redress will not be considered if they do not comply with the above requirements.

Review by the Redress Committee

All requests for redress will be treated confidentially.

A Redress Committee will review the case and will recommend an appropriate course of action.

- > The Redress Committee's role is to ensure a coherent legal interpretation of such requests, and equal treatment of applicants.
- > The Redress Committee will not evaluate the application. If the committee considers that there has been a shortcoming during the eligibility check or evaluation processes that is likely to have jeopardized the outcome of the evaluation of the application, it may suggest a further evaluation of the application by the Independent Experts Panel (IEP).
- > The Redress Committee will not call into question the scientific or technical judgement of the qualified remote experts or the Independent Evaluation Panel (IEP).

Communication of conclusions

Possible conclusions of the Redress Committee:

- > Inadequate evidence to support the complaint,
- > Evidence to support the complaint but no further action required ,
- > Evidence to support the complaint, with a follow-up recommended such as the (re)evaluation of the application directly performed by the Independent Experts Panel (IEP) but with no prior assessment by the three remote experts.

A response will be sent by the EUREKA Secretariat within **one month of the deadline for receiving the request for redress**. If a definitive response cannot be given at that stage, this reply will indicate when a definitive response will be provided.

Data protection act

The EUREKA Secretariat is situated in the Kingdom of Belgium and as such is governed by Belgian data protection law. More information can be found (in English, Dutch and French) at <http://www.privacycommission.be>.

The information that project participants provide will be used in the monitoring of all aspects of the relevant project. This will include recording on the in-house and the Eurostars-contracted Programme Manager's processing computer and management information systems.

The information will be shared with the relevant EUREKA National Project Coordinator Offices, as well as with the relevant National Funding Agencies.

In addition, information may be used in the generation and collation of output and performance indicators and other management statistics. It may also be used in policy and strategy studies to inform management in carrying out the business of the EUREKA Secretariat and in improving business processes.

Any queries on issues relating to data protection should be addressed to the Eureka Association, Avenue de Tervuren 2, 1040 Brussels, Belgium.