

Statute of the MERIT Project Redress Committee

Preamble

The MERIT Project Redress Committee (MPRC) is established for the purposes of assessing individual requests for review made against the outcome of the eligibility check of applications submitted to the “Central Bohemia Mobility Programme for Excellence in Research, Innovation and Technology” (MERIT), which is implemented by the Central Bohemian Innovation Centre (SIC) and supported by the Central Bohemia Region and the European Union through the Marie Curie-Sklodowska Action COFUND call. The Redress process concerns solely procedural issues or the perceived incorrect application of the eligibility criteria, and not the scientific judgments of the evaluators and members of the Interview Panel.

Article 1

Establishment and membership

1. The MPRC is composed of the Ombudsperson of MERIT, the Head of Back Office team of SIC and the Head of Research, Transfer and Cooperation team of SIC.
2. The membership is honorary without provision of any financial reward or reimbursement of related costs.
3. The MPRC is established for the period April 2023 to December 2027.
4. Membership in the MPRC is associated with the appointed person. However, a member can appoint a substitute to represent him/her at the commission meetings.
5. A member who wants to cancel the membership will send a written resignation to the Chairman. The membership ends by a written acceptance by the Chairman.
6. The membership can be cancelled unilaterally by the Chairman based on an unsatisfactory performance of the member or repetitive absence (three subsequent absences of the member/substitute) at the meetings. In this case, the Chairman will send a written cancellation to the member stating a date when the membership ends. The Chairman then appoints a new member.

Article 2

Responsibilities of the Steering Committee

1. Assessment of redress requests sent by the candidates:
 - a. All candidates to MERIT will have recourse to redress solely with regard to procedural issues or the perceived incorrect application of eligibility criteria, and not with regard to the scientific judgments of the evaluators and members of the Interview Panel.
2. The eligibility criteria applied to applicants and their applications is the following:
 - a. Applicants must be in possession of a doctoral degree at the date of MERIT’s call deadline. Researchers who have successfully defended their doctoral thesis but who have not yet formally been awarded the doctoral degree will also be considered as postdoctoral researchers and will be considered eligible to apply.
 - b. A mobility rule will be applied to all categories of researchers. Fellows must relocate to the Czech Republic. Researchers must not have resided or carried out their main activity (work, studies, etc.) in the Czech Republic for more than 12 months in the 3 years immediately before the call deadline.
 - c. Permanent employees (employees having a contract for an indefinite period) of one of the Hosting organisations are not eligible to apply for a MERIT fellowship to this Hosting organisation.
 - d. The applications must be complete and must consist of the Research proposal (using the mandatory Technical proposal template) written in English and uploaded to the MERIT online application system, CV of the candidate written in English and uploaded to the MERIT online application system, and all the online forms filled in: Eligibility form, Ethics Issues Table and Ethics self-assessment, if applicable, and Secondment form.

- e. The research proposal must match to the chosen research group's focus and be feasible within the chosen research group (in case the applicant did not consult feasibility of his/her proposal with the supervisor before applying, the Management Board will confirm the match as part of the eligibility check following a consultation with the prospective supervisor).
- f. The applicants need to complete a compulsory online Ethics Issues Table in order to declare whether their proposed research activity deals with the research areas focusing on: human embryos/foetuses, humans, human cells/tissues, personal data, animals, third countries, environment & health and safety, artificial intelligence, other ethics issues. If the research proposal raises one or more of the issues listed in the ethics issues table, an Ethics self-assessment must be completed. This ethics self-assessment must include a description of the issue, the way the applicant intends to deal with them in order to ensure ethics compliance and any relevant documents (such as authorisation or necessary permissions) with the expected timing of obtaining them. All successful proposals, including those on the reserve list, will be subject to an Ethics screening or to an Ethics Review by the European Commission.

Article 3

General Rules of Procedure

1. Applicants will have 10 calendar days to apply for a redress procedure after being notified of their eligibility check results by the MERIT Management Board.
2. Applicants will apply for a redress procedure via MERIT website and using the redress template available on the MERIT website.
3. The committee must inform the applicant about the final result of the redress process within 15 working days from the date the applicant received the notification of the redress being accepted. Applicants will be informed by email by the Chairperson of the Redress committee.
4. The decisions of the MPRC are final and this procedure cannot be reappeal.
5. The MPRC is called by the Chairperson immediately after receiving any redress request. Any documents related to or necessary for the meeting must be provided to the members at least one week before the meeting.
6. The meetings can be held in person, on-line through a software communication platform, or as a combination of the two.
7. At least 2 members of the MPRC must be present as a quorum for taking decisions.
8. The Chairperson conducts the meetings of the MPRC. In case of the Chairperson's absence, he appoints his substitute to conduct the meeting.
9. The result of each redress procedure shall be a resolution of YES/NO, accompanied by an explanation of such decision.
10. The MPRC takes decisions by voting where a majority of present members must vote in favor for a proposal to be accepted. Each member has one vote. In case of equality of votes, the Chairperson's vote is decisive. Per-rollam voting is possible, if necessary. In this case, majority of those participating in the per-rollam voting must vote in favor for a proposal to be accepted. Each member has one vote. In case of equality of votes, the Chairperson's vote is decisive.

Final Provisions

1. This Statute is issued unilaterally by SIC as the organization responsible for the project's implementation and is valid on the date stated in the Statute.
2. SIC can unilaterally change the content of the statutes when necessary for improvement of the project's implementation.

Valid from: April 21st, 2024



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