



INCOMERA CALL FOR EXPERTS

Call for expression of interest for the setting-up of a list of individuals experts to assist in the evaluation of INCOMERA proposals

FREQUENTLY ASKED QUESTIONS

1. General

- **How to apply?**

Experts who wish to be considered for assignments for the evaluation of Incomera proposals have to register in the expert database. Experts will access the Registration Service connecting to the [Expert Area \(http://experts.incomera.eu/\)](http://experts.incomera.eu/).

From here, you will first have to **create an account**. To do so, click on '**Register as new expert**' at the bottom of the page. Follow the instructions on the registration screen. Upon successful registration, you will receive a confirmation email from Incomera Secretariat. Once this is done, go back to the Expert Area in the Participant Portal, click on the button '**Sign In**'. This leads you to the introductory page of the expert registration service.

- **As an organisation, how can I recommend experts?**

If your organisation is interested in recommending experts for the Incomera experts database, you can send an email to: secretariat@incomera.eu.

- **Who can be an expert?**

You have a chance of being selected as an expert if you:

- have a high level expertise in the relevant fields of research and innovation and / or business background in Incomera NMP fields (Nanosciences and nanotechnologies, Materials, New production, Integration of technologies for industrial applications);
- have an business background and/or previous experience linked to the innovation cycle.

- **What are the language skills required of an expert?**

Experts are expected to have language skills appropriate for reading and understanding the proposals in english. This means that a good knowledge of English is absolutely essential.

2. Completing the application form

- **What happens if I do not fill in all the fields? Can I complete the application later?**

You do not have to complete your profile in one go. Your record remains available at all times for completion. The application system save automatically all changes.

You should note that your application form will **only** be considered for selection by Incomera Call Secretariat after **submitting your proposal by clicking " Submit"**.

Once your profile is submitted, a pop-up message on the screen will confirm this. In addition, you will receive an email confirming that your application form is submitted.

- **Which fields do I need to complete?**

Personal details: You should enter your title, first and last name, gender, date of birth and nationality as well as your address, email and phone number (mandatory fields).

Linguistic skills: You should enter your level in reading, writing and conversation for english, common language for assignments (mandatory fields).

You have to choose almost one of area of expertise/background between two areas:

a. Research background:

- **Education:** describe your degree of Academic Qualification in Scientific field and/or in NMP field.

- **Identify almost one specialist field(s)** linked with Incomera NMP fields: Nanosciences and nanotechnologies, Materials, New production, Integration of technologies for industrial applications (mandatory fields).

- **Identify almost one scientific field(s)** linked with Incomera NMP fields (mandatory fields).

- **Research experience and activity:** describe fields of your former and current research activities excluding university time of studying.

- **Publications:** Please mention your most recent publications, if any.

- **Previous experience as expert:** describe previous experience as evaluator participating in the evaluation of RTD proposals at european level and regional level (mandatory fields).

- **Previous experience in administration or management of research and innovation projects**

b. Business background:

- **Working experience:** describe your current work situation here.

- **Identify almost one specialist field(s)** linked with Incomera NMP fields: Nanosciences and nanotechnologies, Materials, New production , Integration of technologies for industrial applications (mandatory fields).

- **Activities keywords:** choose almost one keyword that describe your activities and expertise field (mandatory fields).

- **Innovation experience:** you should indicate the number of years that you have worked in your specialist and/or related innovations activities.

- **Previous experience as expert:** describe previous experience as evaluator participating in the evaluation of RTD proposals at european level and regional level (mandatory fields).

- **Previous experience in administration or management of research and innovation projects.**

You have to attach your CV specifying your Education, Professional Experience, Experience

in NMP Field, Publications and Achievements. Using the CV europass model will be appreciated (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>).

- **How can I print all the data I have entered?**
After submitting your proposal, click on the "**Print**" button.

3. Process

- **When do I receive an acknowledgement of my registration?**
You will receive an initial acknowledgement by email once you start creating your profile that you have to confirm. You have to complete your registration by following a link to Incomera Expert Area.
- **I have completed my application form. What happens next?**
Once completed, click on the button "Submit" on the top of the screen to submit the contents of the form. After validated fields and values confirmed, the contents of the application shall not be modified
Once your profile is submitted, a pop-up message on the screen will confirm this. In addition, you will receive an email confirming that your profile is valid.
You will be contacted directly if you are selected to take part in evaluation activity. The selection of experts depends on Incomera Call Secretariat.
- **Can I update my profile?**
You can update your profile at any time by adding or changing any information before submitting your profile. Note that changes are automatically saved.
- **How can I contact the helpdesk?**
For technical assistance, you may send an email message to: helpdesk@incomera.eu. For any information about the Call for experts, you can send an email message to Incomera Call Secretariat by secretariat@incomera.eu.

4. Technical information

- **How long do I have before a session times out?**
If you are logged into the Expert Area in the Participant Portal and do not press any buttons for 20 minutes, your session will expire and you will be asked to log-in again. Note that changes are automatically saved.
- **Which web browser can I use?**
You can use Firefox and Internet Explorer (versions 6 to 8) on Windows. Other browsers and operating systems may also work with the application.
- **I have forgotten my password: what can I do?**
At the login screen " Sign In", click on the link "Forget your password". You will have to insert your email in order to receive your password.

5. Assignment

- **Who is the contracting authority?**

Incomera Call Secretariat, co-chaired by the Valencian Institute of Business Competitiveness (IVACE) and by the Nord-Pas de Calais Regional Council, is in charge for the selection of experts and establish contract that defines the rights, obligations, terms and conditions for the evaluation service.

- **When shall I know if I have been selected to assist the Incomera Call Secretariat as an expert?**

If you have fully completed your registration as an expert, the Incomera Call Secretariat will inform you if you have been selected. This will be on the condition that there are proposals for evaluation requiring your particular expertise. Experts will also receive the guidelines for evaluation to help them in assessing proposals in a transparent and homogeneous way. Assignments may be carried out at home, place of work.

- **Is there any remuneration provided for experts?**

Appointed experts by the Incomera Call Secretariat will receive a contract that defines the rights, obligations, terms and conditions for the service. Experts are entitled to a fee of EUR 150 for each evaluated proposal. The contract defines all the rights and obligations and terms and conditions that apply. The payment will be carried out by Nord Pas de Calais Region and will intervene within 60 days after the whole process. Any payment received as an expert is not exempted from national taxes and experts are obliged to ensure compliance with national legislation on taxes and social security law.

- **If I register in the database, does it mean that I will be appointed as an expert?**

Registration is therefore no guarantee for being appointed an expert. Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts. Registration as an expert in the experts database does not guarantee automatic selection. All applicants who complete their application are entered into the database, but this does not mean that they will necessarily be used. Experts are appointed by the Call Secretariat and selected on the basis of their profiles. The main focus is on the experts CVs and fields of research/business expertise in order to make the best match with the specific topics in INCOMERA proposals.

- **I have applied in order to be selected as an expert. Do I have the right at the same time to submit a proposal? Is it possible to be an evaluator under a call topic in which my company has submitted a proposal?**

No, according to the rules under Incomera project, evaluators will not be assigned with the evaluation of their own proposal or any proposals competing with it, for obvious conflict of interest-reasons.

When contracted as an expert, you are asked to sign a declaration stating exactly which proposals you have a link with and which may create a conflict of interest. You also undertake to inform the Call Secretariat you should you have a conflict of interest with any proposal you are asked to examine. While you could not be an evaluator of your own proposal or of proposals competing with it, you could be an evaluator of other proposals not competing with yours.