EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION

Directorate H - Common Implementation Centre
H.3 - Common Service for Business Processes

Guidance note — Methodology for expert fees for remote evaluation and ethics review

1. Methodology

The EU expert model contracts use a simplified methodology to determine the **amounts and working days for the remote work** of expert evaluators.

The fees for remote work are composed of different **unit costs per task and proposal/prize application**, in accordance with the tables set out below.

The unit costs were determined on the basis of the cost per working day used previously (and also used for experts under Decision C(2007)5858[1]). Those costs were broken down into a rate per work unit *(i.e. EUR 45 per work unit; 10 work units are equivalent to EUR 450; 10 work units are equivalent to 1 working day)* and each task was given the number of work units that correspond to the working time normally required for it.

The resulting breakdown of fees allows for a simple and straightforward remuneration of the different tasks to be performed remotely during evaluations.

The tasks and fees will be **fixed in advance for each expert** in their contract and will apply automatically, depending on the number of tasks assigned.

The contract will moreover set out the additional conditions that must be fulfilled (together with the call for expression of interest, the code of conduct and the terms of reference).

The unit costs cover remote evaluation for both **grants and prizes** and **ethics review**. They do not apply to observers.

2. Unit cost tables

Table 1 — Unit costs and methodology for evaluation

Task		Work unit(s)	Working days	Fee	
				amount (in EUR)	per
Preparation and briefing	Reading and assimilating briefing documents (including webcast briefings)	*[5][*10*]*	*[0.5][*1*]*	*[225][*450*]*	per evaluation session

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[1] Commission Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity (Decision C(2007)5858).

Individual evaluation — Drafting of individual evaluation report	Standard Type* 1 Type 2 Type 3 Type 4	1 2 3 4	0.1 0.2 0.3 0.4	45 90 135 180	per proposal/prize application
	Complex Type 5 Type 6 Type 7 Type 8	5 6 7 8	0.5 0.6 0.7 0.8	225 270 315 360	per proposal/prize application
	Very complex Type 9 Type 10 Type 11 Type 12	9 10 12 15	0.9 1 1.2 1.5	405 450 540 675	per proposal/prize application
	Exceptionally complex Type 13 Type 14 Type 15 Type 16	17 20 30 40	1.7 2 3 4	765 900 1350 1800	per proposal/prize application
Consensus group — Participation in remote discussion — Evaluator or rapporteur	Standard –Types 1, 2, 3 & 4	1	0.1	45	per proposal/prize application
	Complex –Types 5, 6, 7 & 8	2	0.2	90	per proposal/prize application
	Very complex –Types 9, 10, 11 & 12 –	3	0.3	135	per proposal/prize application
	Exceptionally complex – Types 13, 14, 15 & 16 –	4	0.4	180	per proposal/prize application
Consensus group — Full remote consensus — Evaluator or rapporteur	Standard– Types 1, 2, 3 & 4	1	0.1	45	per proposal/prize application
	Complex –Types 5, 6, 7 & 8	2	0.2	90	per proposal/prize application
	Very complex –Types 9, 10, 11 & 12	3	0.3	135	per proposal/prize application

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	Exceptionally complex – Types 13, 14, 15 & 16	4	0.4	180	per proposal/prize application
Consensus group — Drafting of consensus report — Rapporteur (if they also participate as individual evaluator)	Standard –Types 1, 2, 3 & 4 –	1	0.1	45	per proposal/prize application
	Complex –Types 5, 6, 7 & 8 –	2	0.2	90	per proposal/prize application
	Very complex –Types 9, 10, 11 & 12	3	0.3	135	per proposal/prize application
	Exceptionally complex – Types 13, 14, 15 & 16	4	0.4	180	per proposal/prize application
Consensus group — Drafting of consensus report — Rapporteur (if they do NOT also participate as individual evaluator)	Standard Types 1 & 2 Types 3 & 4	 1 2	 0.1 0.2	 45 90	per proposal/prize application
	Complex Types 5 & 6 Types 7 & 8	 3 4	 0.3 0.4	 135 180	per proposal/prize application
	Very complex Types 9 & 10 Types 11 & 12	 5 6	 0.5 0.6	 225 270	per proposal/prize application
	Exceptionally complex – Types 13, 14, 15 & 16	10	1	450	per proposal/prize application
Panel review — Preparation	Panel review — preparation — panel member	10	1	450	per evaluation session
	Panel review — preparation — panel chair	*[20][30]*	*[2][3]*	*[900][1350]*	per evaluation session
Other tasks	Other — [insert free text (e.g. remote review and quality checks of reports (IERs, CRs and ESRs), cross-reading of proposals/prize applications, assistance in evaluating the gender dimension, (on-site) testing of proposed solutions for inducement prizes, etc)]	*[1][2][3] ….[10]*	*[0.1][0.2] [0.3] ….[1]*	*[45][90] [135] ….[450]*	per [X] proposal(s)/ prize application(s)

	Assistance with the evaluation by chair and vice-chair.	*[10][20][30] ….[100]*	*[1][2][3] ….[10]*	*[450][900][1350] ….[4500]*	Per evaluation session

* Type of proposal/prize application. The type of proposal/prize application will be classified according to the complexity linked to parameters such as budget, number of participants, number of pages etc.

Table 2 — Unit costs and methodology for ethics review

Task		Work unit(s)	Working day(s)	Fee	
				amount (in EUR)	per
Preparation and briefing	Reading and assimilating briefing documents (including webcast briefings)	*[5][10]*	*[0.5][1]*	*[225][450]*	per evaluation session
Ethics pre-screening — Filling out ethics pre-screening form	Standard –Types* 1, 2, 3 and 4	1	0.1	45	per 2 proposals/ prize applications
	Complex, very complex & exceptionally complex – Types 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16	2	0.2	90	per 2 proposals/ prize applications
Ethics screening — Individual evaluation — Drafting of individual report	All types	2	0.2	90	per proposal/prize application
Ethics screening — Participation in remote discussion — Evaluator or rapporteur	All types	1	0.1	45	per proposal/prize application
Ethics screening — Full remote consensus — Evaluator or rapporteur	All types	1	0.1	45	per proposal/prize application
Ethics Screening — Drafting of consensus report — Rapporteur	All types	2	0.2	90	per proposal/prize application
Ethics screening — Panel review — Preparation — Panel member	All types	10	1	450	per evaluation session
Ethics Assessment — Individual evaluation — Drafting of	All types	4	0.4	180	per proposal/prize application

individual evaluation report					
Ethics Assessment — Participation in remote discussion — Evaluator or rapporteur	All types	1	0.1	45	per proposal/prize application
Ethics Assessment — Moderate remote consensus — Chair	All types	5	0.5	225	per proposal/prize application
Ethics Assessment — Full remote consensus — Evaluator or rapporteur or chair	All types	1	0.1	45	per proposal/prize application
Ethics Assessment — Drafting of consensus report — Rapporteur	All types	4	0.4	180	per proposal/prize application
Ethics assessment — Panel review — Preparation — Panel member	All types	10	1	450	per evaluation session
Other tasks	Other — [insert free text (e.g. remote advice on ethics , etc)]	*[1][2][3] …[10]*	*[0.1][0.2][0.3] …[1]*	*[45][90][135] …[450]*	per [X] proposal(s)/ prize application(s)

* Type of proposal/prize application.

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.06.2022	▪ Initial version (new MFF).
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