



## Contest rules

Ref. SJU/LC/0116-CNT

*SJU Prize for SESAR Young Scientist Award 2015*

04 August 2015

founding members



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[www.sesarju.eu](http://www.sesarju.eu)

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## 1 Introduction

The SESAR Young Scientist Award aims to recognise young scientists with high potential contributing to any SESAR activity by supporting the scientific development of “Air Traffic Management and Enabling Technologies”. In addition, the award also provides a mechanism for further personal development.

The SESAR Young Scientist Award is a financial reward of the scientific achievements performed by an individual within the framework of a Bachelor or Master Thesis or on-going PhD of a young scientist. This financial contribution or “Prize” will be awarded following a public contest (as per Article 138 of the Financial Regulation applicable to the General Budget of the European Union).

The SESAR Young Scientist Award 2015 is published and managed by the SESAR Joint Undertaking and announced each year at its SESAR Innovation Days event, which is the main forum for dissemination of SESAR Innovative Research results and for interaction with the wider ATM research community and industry representatives.

Under this contest, “Application” means a submission of an application of a contestant for the SESAR Young Scientist Award 2015 and “Contestant” means a young scientist competing for the prize under the terms of this contest.

## 2 What do I need to know?

### 2.1 The Prize

The winner receives a trophy, a prize of EUR 5 000, and the opportunity to present his/her research at the certain high profile SESAR events.

Milestone	Indicative timeline
Launch of the contest	04 August 2015
Deadline 1 - Submission of application	7 October 2015
Notification of shortlisted applicants	20 October 2015
Deadline 2 – Submission of further evidence for award	26 October 2015
Notification of shortlisted candidates for award	Beginning November 2015
Invitation to participate in the SESAR Innovation days	
Announcement of the Winner SESAR Innovation days	1 - 3 December 2015

The winner will be publicly announced at the “SESAR Innovation Days” that will take place in Bologna, Italy 1<sup>st</sup>-3<sup>rd</sup> of December 2015, with shortlisted contestants being advised in advance to ensure their participation at the event.

## 3 Can I apply?

Any Young Scientist who has contributed to scientific achievements within a Bachelor or Master Thesis (which must have been completed not more than 2 years ago) or part of an on-going PhD, and who are resident of an EU Member State or an Associated Country to the 7th Research and

Development Framework Programme (FP7). The Young Scientist applying must be able to show scientific achievement that is clearly relevant under Single European Sky (SES) and in particular SESAR, covering ATM, related Airport and Air Vehicle areas of research.

Information on the exact requirements (exclusion, selection and award criteria) and the evidence to be submitted is detailed in section 5 below.

## 4 How do I apply?

If you would like to participate in this contest please note that:

- There is no fee to apply to the contest.
- Applications, request for clarification and withdrawals of application shall be submitted by email to [youngscientist@sesarju.eu](mailto:youngscientist@sesarju.eu).
- You will need to submit a set of documents in different steps, a timeline is provided in the section below. First step - Application

Prepare your application file containing the following documentation:

1. Declaration on honour with respect to the exclusion criteria and absence of conflict of interest attached hereto as Appendix B, a copy will suffice at this stage. See point 1.1 of the summary table in section 5.1 below.
2. Application Form attached hereto as Appendix A including a description of the scientific achievements and the necessary references and details of the supervisor of the Bachelor, Master or on-going PhD Thesis (the "Supporter"). See point 2.3 of the summary table in point 5.2 below.
3. Copy of Diplomas. See point 2.1 of the summary table in point 5.2 below.
4. Copy of Identification document: Official identification document (passport, driving licence etc.) for EU citizens, or Document proving your residence in the EU or an Associated Country (e.g. a copy of your visa, or work permit) for Non-EU citizens. See point 2.2 of the summary table in point 5.2 below.

**Deadline for submission of applications is 7 October 2015.**

### 4.1 Second step – Further evidence for award

The shortlisted candidates will be required to provide additional information.

5. Extracts or complete versions of publications/papers, commendations and if available the Thesis containing the scientific achievements covered either under the Bachelor or Master Thesis referenced in the Application Form or as part of an on-going PhD. See point 2.2 of the summary table in point 5.2 below.

Regarding this, please observe the following:

- i) This documentation shall be directly relevant for the purpose of this contest.
- ii) Shall be strictly sent by email to the application address, or exceptionally by reference to a download site with specific reference made in the application form to the information being provided for consideration.
- iii) The SJU will not make use of the content or results of the above referred documentation other than for the purpose of assessment the applications with a view to award.

**Deadline for submission of further evidence for award is 26 October 2015.**

The evaluation board will present a list of **shortlisted candidates for award** who will be invited to participate in the SESAR Innovation days event during 1<sup>st</sup> to 3<sup>rd</sup> December.

The name of the **winner will be announced** in **during the SESAR Innovation days**.

## 4.2 Third step – Administrative post award

The winner will be requested to submit within 15 calendar days following the announcement and preceding the signature of the award letter:

6. Legal Entity and Financial Identification Forms attached hereto as Appendix C. See point 5.3 below.
7. Original Declaration on honour (if provided in copy at the submission stage). See point 5.3 below.
8. Documentary proofs (originals and recent) to confirm the declaration referred to above:
  - a. Extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.
  - b. Certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Contestant is liable, including for example, VAT, income tax and social security contributions.<sup>1</sup>

Please refer to the following web page for additional information regarding the relevant requirements and model documents under national laws of the EU Member States:

[http://ec.europa.eu/internal\\_market/publicprocurement/e-procurement/e-certis/index\\_en.htm](http://ec.europa.eu/internal_market/publicprocurement/e-procurement/e-certis/index_en.htm).

## 5 How will my application be evaluated?

The evaluation of applications will be carried out in consecutive phases, each of them on the basis of criteria assessing different evidence and with a precise aim. The aim of the:

1. **Eligibility phase** is to ensure on the basis of the **exclusion criteria**, see point 1 in summary table below, that the Contestant can take part in the contest; **and** on the basis of the **selection criteria**, see point 2 in summary table below, whether the Contestant is eligible for award;
2. **Award phase** is to assess on the basis of the **award criteria**, see description and point 3 in summary table below, to rank the applications of contestants who have passed the previous two stages for award.
3. **Post award phase**, see point 5.3 below, is to gather the original and supporting evidence of the exclusion phase and the necessary administrative documentation for the payment.

Further details on the definition of the criteria, the type of evaluation performed and the evidence (documentation) to be evaluated in each of the phases is provided in the summary tables below.

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<sup>1</sup> Contestants are strongly advised to explore the sources in their respective national legal systems for acquiring the required supporting documentation and the related deadlines, already at the stage of the preparation and submission of their offers, in order to avoid any delays in providing the documents in case selected for award of the Prize.

## 5.1 Eligibility phase

In this phase, applications will be evaluated, strictly on the basis of the exclusion and selection criteria. Those applicants who are deemed not to be in any of the exclusion situations will be assessed against the selection criteria as detailed in the summary table below:

CRITERIA		Type of evaluation	Evidence
<b>1</b>	<b>EXCLUSION criteria</b>	<b>Exclusion</b>	<b>See section 4.1 above</b>
1.1	Not to fall under any of the exclusion situations listed in points 1,2 and 3 of Appendix B	YES/NO	Copy of <b>Declaration of Honour</b> dully filled in and signed (or original if ready at this stage)
<b>2</b>	<b>SELECTION criteria</b>	<b>Eligibility</b>	<b>See section 4.1 above</b>
2.1	Be a <b>young scientist</b> who has contributed scientific achievements within: a) a Bachelor or Master Thesis (which must have been completed not more 2 years earlier than the closure (deadline for submissions) date of this contest-), or b) part of an on-going PhD	YES/NO	Copy of <b>diploma's, certificates</b> providing evidence of being a student, etc
2.2	<b>Resident of a:</b> a) <b>European Union</b> or b) <b>Associated country</b> <sup>2</sup> to the Research Framework Programme	YES/NO	Copy of any: a) For EU citizens - <b>Official identification document;</b> b) Non an EU citizen - Document <b>proving your residence</b> in the EU or an Associated Country
2.3	<b>Have performed the work</b> being considered under this award <b>within the scope of the SESAR Programme</b> , i.e. covering Air Traffic Management, related Airport and Air Vehicle areas of research within one of the following <b>thematic areas</b> : 1. Automation; 2. Complex systems; 3. System Architecture & System Design; 4. Information Management, Uncertainty & Optimisation; 5. Enabling Change.	YES/NO	Dully filled in <b>Application form</b> (to be found in Appendix A)

**Table 1 - Exclusion and Selection Criteria**

An application which does not fulfil the exclusion and selection criteria will not be retained for the second stage of the evaluation.

## 5.2 Can I win? - Award phase

Once the applications have been considered eligible (satisfy the exclusion and selection criteria, see Table 1 - Exclusion and Selection Criteria ) and candidates have been notified that they are shortlisted, the SJU proceeds with the award phase.

The SJU will convene a jury of high-level independent experts from the SJU and its Scientific Committee as an "Award Board" to perform the evaluation. These experts will sign an appointment letter, including a declaration of confidentiality and absence of conflict of interest before starting their evaluation work. Confidentiality rules will be adhered to at all times, before, during and after the evaluation. The "Award Board" will evaluate and propose a list of **shortlisted applicants** who will be requested to submit further evidence for award.

<sup>2</sup> The Associated Countries are Albania, Bosnia and Herzegovina, Faroe Islands, FYR Macedonia, Iceland, Israel, Liechtenstein, Moldova, Montenegro, Norway, Serbia, Switzerland and Turkey

The Award Board will assess and mark the applications exactly as they were submitted and may seek further evidence from the applicants' nominated supporter or in exceptional cases the SJU may decide to organise hearings with shortlisted Contestants. The Award Board will not make any assumptions or interpretations in addition to what is in the Application.

The evaluation will be performed in accordance with the following scoring:

Type of Criteria		Qualitative evaluation	Evidence
3	AWARD Criteria	Score per criterion	See sections 4.1 and 4.2 above
3.1	Relevance to the thematic areas, referenced in selection criterion 2.3	10	<b>Application form</b> <i>(If relevant: Extracts or complete versions of publications/papers, commendations and if available the Thesis ....[..]refer to section 4.2)</i>
3.2	Level of innovation: Scientific Depth & Progress beyond the State of the Art	35	
3.3	Scientific excellence and soundness of the selected approach	15	
3.4	Engagement of the Contestant through European and/or international exchanges or cooperation and impact through the related publications	25	
3.5	Structure, clarity and appropriateness of the written thesis	15	
<b>Total maximum score</b>		<b>100</b>	

**Table 2 - Award Criteria**

The Award Board will provide the SJU Executive Director or his representative with a recommended and ranked shortlist of the most promising Contestants in its Young Scientist Award 2014 Evaluation Report. On this basis, the SJU Executive Director, or his representative, shall then determine the final ranked shortlist and the name of a proposed winner of the SESAR Young Scientist Award 2014.

The SJU will communicate with all candidates on the short-list to ensure they intend to be present at the SESAR Innovation Days event. **Funding of attendance will not be provided by the SJU.**

The SJU **reserves the right not to select a winner if no suitable applications** are received or proposed by the Award Board.

### 5.3 What happens if I win? – Post award phase

The winner will be requested to submit the Administrative and post award documentation aimed at confirming the legality check of the third step of the application, as defined in section 4.3 above,

Subject to the presentation at the SESAR Innovation Days and the verification of the post award documentation (in the table above), and within thirty (30) calendar days from the date of public award of the Prize, the SJU shall make the payment to the selected Contestant bank account denominated in Euros, identified in through a duly filled in bank account form

## 6 Processing of personal data

All personal data contained in the application shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Such data shall be processed by the SJU data controller solely in connection with the implementation and follow-up of the Application of the winner, without prejudice to a possible

transmission to the bodies in charge of a monitoring or inspection task in application of European Union legislation.

Applicants may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the SJU data controller, via e-mail to [sju.dpc@sesarju.eu](mailto:sju.dpc@sesarju.eu).

Applicants may, at any time, lodge a complaint against the processing of their personal data with the European Data Protection Supervisor.

The SJU shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the winner
- the general purpose of the activities of the winner in relation to the award of the Prize in the form of the summary provided by the winner;
- the amount of the Prize awarded;
- the geographic location of the activities carried out.

The shortlisted Contestants will be invited to the SESAR Innovation days and to the award ceremony in Bologna, Italy 1st-3<sup>rd</sup> of December 2015. The SJU may produce videos or other promotional material about the winners. Photos and videos taken by the SJU either in preparation of the award ceremony or during the award ceremony are the sole property of the SJU.

## 7 Conditions for participation

The contest is governed by the applicable Union law complemented, where necessary, by the law of Belgium. The General Court or, on appeal, the Court of Justice of the European Union, shall have sole jurisdiction to hear any dispute between the SJU and any participant concerning the interpretation, application or validity of the rules of this contest, if such dispute cannot be settled amicably.

The Contestants accept that, if they are awarded a Prize, the SJU, OLAF and the Court of Auditors may carry out checks and audits in relation to the contest and the received Prize.

By virtue of Article 212 of Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and with due regard to the principle of proportionality, a participant which has committed irregularities or fraud, has made false declarations shall be liable to administrative penalties consisting of exclusion from all contracts, grants and contests financed by the Union budget for a maximum of five years from the date on which the infringement is established and confirmed following a contradictory procedure with the beneficiary; and/or financial penalties of 2% to 10% of the value of the Prize.

In the event of another infringement within five years following the establishment of the first infringement, the period of exclusion under point (a) may be extended to 10 years and the range of the rate referred to in point (b) may be increased to 4% to 20%.



## APPENDIX A APPLICATION FORM

### PART 1 – Contestant / Candidate / Applicant

<b>Contestant Name</b> <i>(Last Name, First Name)</i>	
<b>Organisation</b>	
<b>Tutor Name</b> <i>(Last Name, First Name)</i>	
<b>SESAR activity relationship</b> <i>(max. 40 words)</i>	

<b>Thesis/PhD Title</b> <i>(relevant access to complete material to be provided)</i>	
<b>Thesis/PhD Domain</b>	
<b>URL</b> <i>(if available)</i>	
<b>Executive Summary</b> <i>(max. 300 words)</i>	

<p><b>Rationale – why</b> <i>(max. 300 words)</i>  <i>In terms of (refer to <b>section 5.2</b> above):</i></p> <ol style="list-style-type: none"> <li>1. <i>Relevance to the thematic areas,</i></li> <li>2. <i>Level of innovation, scientific Depth &amp; Progress beyond the State of the Art;</i></li> <li>3. <i>Scientific excellence and soundness of the selected approach;</i></li> <li>4. <i>Engagement of the Contestant through European and/or international exchanges or cooperation and impact through the related publications;</i></li> <li>5. <i>Structure, clarity and appropriateness of the written thesis</i></li> </ol>	
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### PART 2 – Supporter / Supervisor

<b>Supporter Name</b> <i>(A suitable supervising person)</i> <i>(Last Name, First Name)</i>	
<b>Supporter Contact Details</b> <i>(Organisation, Postal Address, Email, Telephone)</i>	
<b>Supporter Relationship</b> <i>(Link to candidate, max 40 words)</i>	
<b>Supporter Recommendation</b> <i>(max. 100 words)</i>	

# APPENDIX B DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

*(Complete or delete the parts in grey italics in parentheses)*

[Choose options for parts in grey between square brackets]

The undersigned *(insert name of the signatory of this form)*:

in [his][her] own name *(for a natural person)*

1. declares that [the above-mentioned legal person][he][she] is not in one of the following situations:
  - a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
  - c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
  - d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
  - e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
  - f) is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.
2. declares that [the above-mentioned legal person][he][she]:
  - g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
  - h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
  - i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
  - j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;
3. acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties<sup>3</sup> if any of the declarations or information provided prove to be false.
4. In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

<sup>3</sup> As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

- For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.
- For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.
- For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.
- If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name

Date

Signature

## APPENDIX C      LEGAL AND FINANCIAL ENTITY FORMS

Please use the forms available at:

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/legal\\_entities/legEnt\\_indiv\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_indiv_en.pdf)

And

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/financial\\_id/fich\\_sign\\_ba\\_gb\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf)