



Contest rules

Ref. SJU/LC/0136-CNT

SJU Prize for SESAR Young Scientist Award 2017

03 August 2017

founding members



Avenue de Cortenbergh 100 | B-1000 Bruxelles
www.sesarju.eu

Table of Contents

1	INTRODUCTION	1
2	WHAT DO I NEED TO KNOW?	1
2.1	THE PRIZE	1
3	CAN I APPLY?	2
4	HOW DO I APPLY?	2
4.1	FIRST STEP – APPLICATION	2
4.2	SECOND STEP – FURTHER EVIDENCE FOR AWARD	2
4.3	THIRD STEP – ADMINISTRATIVE POST AWARD.....	3
5	HOW WILL MY APPLICATION BE EVALUATED?	3
5.1	EXCLUSION, ELIGIBILITY AND SELECTION PHASE.....	4
5.2	AWARD PHASE	5
5.3	WHAT HAPPENS IF I WIN? – POST AWARD PHASE	5
6	PROCESSING OF PERSONAL DATA	6
7	CONDITIONS FOR PARTICIPATION	6
	APPENDIX A APPLICATION FORM	8
	APPENDIX B DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST	9
	I – SITUATION OF EXCLUSION CONCERNING THE PERSON	9
	II – GROUNDS FOR REJECTION FROM THIS PROCEDURE	10
	III - REMEDIAL MEASURES	11
	IV – SELECTION CRITERIA	12
	VII – EVIDENCE FOR SELECTION AND AWARD CRITERIA	12
	APPENDIX C LEGAL AND FINANCIAL ENTITY FORMS	13

1 Introduction

The Single European Sky Air Traffic Management Research and Development (“SESAR”) project aims to modernise the air traffic management (ATM) in Europe and represents the technological pillar of the Single European Sky (SES). It aims to provide the European Union with a high performance air traffic control infrastructure which will enable the safe and environmentally friendly development of air transport.

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 2017 is published and managed by the SESAR Joint Undertaking and announced regularly 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 participant for the SESAR Young Scientist Award 2017 and “Participant” 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.

The timeline

Milestone	Indicative timeline
Launch of the contest	03 August 2017
Deadline 1 - Submission of application	01 October 2017
Notification of participants complying with exclusion, eligibility and selection criteria	By 14 October 2017
Deadline 2 – Submission of further evidence for award	Within 5 working days following the notification
Notification of shortlisted participants for award	End of October / Beginning
Invitation to participate in the SESAR Innovation days	November 2017
Announcement of the Winner SESAR Innovation days	28-30 November 2017

The winner will be publicly announced at the “SESAR Innovation Days” that will take place in Belgrade on 28-30 November 2017, with shortlisted participants 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 Horizon2020 Research and Development Framework Programme (H2020). 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, eligibility, 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.
- You will need to submit a set of documents in different steps, a timeline is provided in the section below.

4.1 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 5.1 below.
3. Copy of Diplomas. See point 2.1 of the summary table in point 5.1 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 5.1 below.

Please note that emails sent to the youngscientist@sesarju.eu functional mailbox shall not exceed 10 MB.

Deadline for submission of applications is **01 October 2017**.

4.2 Second step – Further evidence for award

The shortlisted participants will be required to provide further evidence for award:

5. Extracts or complete versions of publications/papers, recommendations 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.

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.

Please note that emails sent to the youngscientist@sesarju.eu functional mailbox shall not exceed 10 MB.

Deadline for submission of further evidence for award will be announced in the notification letters which will be addressed to the participants **by 14 October 2017.**

Based on the evaluation of the applications and the provided further evidence, the Evaluation panel will select shortlisted participants who will **be invited to participate in the SESAR Innovation days event during 28-30 November 2017.** Funding of attendance of the SESAR Innovation Days by the shortlisted participants will **not** be provided by the SJU.

The Evaluation panel will decide on the exact number of shortlisted participants depending on their appraisal of the entries.

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

4.3 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 which are specified in detail in the Declaration (see Appendix B)¹

5 How will my application be evaluated?

This section presents the evaluation procedure of the applications described above in more detail.

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 and eligibility criteria**, see point 1 in summary table below, that the Participant can take part in the contest; **and** on the basis of the **selection criteria**, see point 2 in summary table below, whether the Participant 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 participants 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, eligibility and selection phase and the necessary administrative documentation for the payment.

¹ Please refer to the following web page for additional information and guidance 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.

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.

5.1 Exclusion, Eligibility and Selection phase

In this phase, applications will be evaluated, strictly on the basis of the exclusion and selection criteria. Those participants 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
1.A	EXCLUSION criteria	Exclusion	See section 4.1 above
1.1	Not to fall under any of the exclusion situations listed in Section I of Appendix B	YES/NO	Copy of Declaration of Honour dully filled in and signed (or original if ready at this stage)
2.B	ELIGIBILITY criteria	Eligibility	See section 4.1 above
2.1	Be a young scientist 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 diploma's, certificates providing evidence of being a student, etc
2.2	Resident² of a: a) European Union or b) Associated country³ to the Horizon2020 Research Framework Programme	YES/NO	Copy of any: a) For EU citizens - Official identification document; b) Non-EU citizen - Document proving your residence in the EU or an Associated Country
2	SELECTION criteria	Selection	See section 4.1 above
2.3	Have performed the work being considered under this award within the scope of the SESAR Programme , i.e. covering Air Traffic Management, related Airport and Air Vehicle areas of research within one of the following thematic areas : 1. Automation; 2. Complex systems; 3. System Architecture & System Design; 4. Information Management, Uncertainty & Optimisation; 5. Enabling Change.	YES/NO	Dully filled in Application form (to be found in Appendix A)

Table 1 – Exclusion, Eligibility and Selection Criteria

² An applicant must be a resident of a European Union or an Associated country to the Horizon2020 Research Framework Programme at the moment of the official announcement of the award of the prize during the SESAR Innovation days 2017, held on 28-30 November 2017.

³ For the list of Associated countries, please check the latest information on the International Agreements concluded under Article 7 of the Horizon 2020 Regulation. [As of 01 January 2017](#), the following countries are associated to Horizon 2020: Iceland, Norway, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia and Armenia.

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

The participants who are deemed not to be in any of the exclusion situations and who are deemed to comply with the eligibility and selection criteria will be requested to submit further evidence for award.

5.2 Award phase

The SJU will convene a panel of high-level experts from the SJU and independent experts from its Scientific Committee as an Evaluation Panel 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 Evaluation Panel will assess and mark the applications exactly as they were submitted and may seek further evidence from the participants' nominated supporter or in exceptional cases the SJU may decide to organise hearings with shortlisted participants. The Evaluation Panel 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 3	10	Application form (If relevant: Extracts or complete versions of publications/papers, commendations and if available the Thesis[..]refer to section 4.2)
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 Participant 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	
Total maximum score		100	

Table 2 Award Criteria

The Evaluation Panel will provide the SJU Executive Director or his representative with a recommended and ranked shortlist of the most promising Participants in its Young Scientist Award 2017 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 2017.

The SJU will communicate with all participants on the short-list to ensure they intend to be present at the SESAR Innovation Days event. **Funding of attendance of the SESAR Innovation Days by the shortlisted participants 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 Participant 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.

Participants 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.

Participants 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 Participants will be invited to the SESAR Innovation days and to the award ceremony in Belgrade 28-30 November 2017. 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 Participants 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 ("Rules of Application") 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%.

According to Article 212 Art. 1 (iv) of the Rules of Application, the Participants shall have the sole liability in case of claim relating to the activities carried out in the framework of the contest.

APPENDIX A APPLICATION FORM

Application Form – SJU/LC/0136-CNT Prize for SESAR Young Scientist Award 2017

PART 1 – Participant

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

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

Rationale – why <i>(max. 300 words)</i> <i>In terms of:</i> <ol style="list-style-type: none"><i>1. Relevance to the thematic areas,</i><i>2. Level of innovation;</i><i>3. Scientific excellence and soundness of the selected approach;</i><i>4. Originality of the work;</i><i>5. Impact through the publications derived from the thesis (peer reviewed) and/or patents;</i><i>6. Engagement of the Participant through European and/or international exchanges or cooperation.</i>	
--	--

PART 2 – Supporter / Supervisor

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

EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;		
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the participant is subject to: <ul style="list-style-type: none"> i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations; iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body. 	<input type="checkbox"/>	<input type="checkbox"/>

II – GROUNDS FOR REJECTION FROM THIS PROCEDURE

h) declares that the above-mentioned person has distorted competition by being previously involved in the preparation of contest documents for this contest	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	---------------------------------	--------------------------------

III - REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

- declares that [[he][she]:
 - i) has no conflict of interest in connection with the contest; 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;
 - j) will inform the the SJU, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
 - k) 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 prize;
 - l) provided accurate, sincere and complete information to the contracting authority within the context of this contest;
- acknowledges that [[he][she] may be subject to administrative and financial penalties⁴ if any of the declarations or information provided prove to be false.
- In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the SJU:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates 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 person is liable, including for example, VAT, income tax and social security contributions.

Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a

⁴ 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

solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

IV – SELECTION CRITERIA

➤ declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the contest rules:	YES	NO	N/A
(a) It fulfills the applicable selection criteria as specified in Section 5.1 of the Contest Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VII – EVIDENCE FOR SELECTION AND AWARD CRITERIA

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the Contest Rules upon request, without delay and within the time limits specified in the Contest Rules.

The signatory declares that all the information stated in the Application form SJU/LC/0136-CNT ‘Prize for SESAR Young Scientist Award’ is true and correct.

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

And

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf