HRS4R – Online application

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Academic R&I and Research Organisations

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HR EXCELLENCE IN RESEARCH

Where to start

How to access the e-tool

Register EURAXESS account

| 🏠 | JOBS & FUNDING | PARTNERING | INFORMATION & ASSISTANCE | EURAXESS WORLDWIDE | LOGIN / REGISTER | 🔍 | 🌐 |

Create new account

E-mail *

☐ I agree with the Privacy Statement and Specific Conditions. *

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

CREATE NEW ACCOUNT

⟹
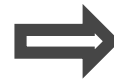
Set account credentials

Click on the URL provided by email to set your password

⬇

Register an organization profile
or
Join as a member an existing organization

⬇

Get the role of HRS4R Admin

! **EURAXESS account e-mail address will be used for all communication flow with EC.**

Check if the organization has already an account

After the registration of the individual account

1. Use the PARTNERING TOOL

2. In MY EURAXESS dashboard

What organization account to use for HRS4R

HRS4R E-TOOL – ACCESS ELEMENTS

In order to access the HRS4R E-Tool, interested institution need an organisation account on EURAXESS. Registration and membership are free of charge.

Organisation has to assign a contact person to be granted the role of HRS4R Organisation Administrator (Admin). Only this designated person will have access to the HRS4R E-tool to upload data and to be the interface with the European Commission, on behalf of the institution, regarding the HRS4R process.

+ How to register an organisation account on EURAXESS

− How to be granted the role of the HRS4R Organisation Administrator
Request the role of HRS4R Organisation Administrator using the button below:

HRS4R ORGANISATION ADMIN

Granting the 'HRS4R Organisation Administrator' role to hr_admin@umed.wroc.pl

The following rules apply for granting the role to a user for a specific organisation:

- The domain of your email (umed.wroc.pl) must be in the URL of the organisation.
- The organisation must be a top level one without department.
- Only one user per organisation can be granted the role.

Please choose the organisation for which you will be granted the HRS4R Organisation Administrator role. *

○ Uniwersytet Medyczny we Wrocławiu, Dziekanat Wydziału Lekarsko-Stomatologicznego (http://www.stomatologia.umed.wroc.pl)

○ Wrocław Medical University (http://www.umed.wroc.pl/)

If none of the above suits you, please register your own top level organisation and come back to be granted the role. Alternatively, you can also contact the support team to grant you the role.

Please check the above before confirming.

CONFIRM Cancel

Enrol in the HRS4R process

Endorsement of the C&C

Endorsement & Commitment Letter

- **Endorsement Letter**: The endorsement letter is an official document signed off by the 1st level of management in your organisation, including the signature of the person responsible and the stamp of the organisation.
  - The letter should be written in English
  - The letter should be signed by the current highest management representative within the organisation.
  - The letter should be recently dated (not older than 12 months before submission)
  - The letter should clearly state both the endorsement of the 40 principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, as well as the commitment to start the procedure and to undergo all subsequent cycles of the implementation of the Human Resources Strategy for Researchers (HRS4R).
- **Contact Person for the HRS4R**: HR Director or any employee within the organisation, responsible for the organisation's application and implementation process of the HRS4R on EURAXESS. This person will be the HRS4R Organisation Administrator on EURAXESS.
- **Management mandated to engage the organisation**: Rector/President/General Manager, or any other 1st level management lines within your institution, who signs off the official letter for the endorsement of the 40 principles of the Charter & Code and commits on behalf of the institution to implement the Human Resources Strategy for Researchers (HRS4R) in the next 12 months

Endorsement Letter *

| Browse... No file selected. | UPLOAD |

More information

Contact Person for the HRS4R	Management mandated to engage the organisation
Name *	Name *
Position *	Position *
Email *	Email *
Office Telephone *	Office Telephone *

SAVE

🏛 C&C Endorsement: Commitment Letter

Date updated: Fri, 13/04/2018 - 15:45 by   Pending

Endorsement Letter

test_endorsement_letter.pdf 📄 (79.78 KB)

Contact Person for the HRS4R

✉ **Contact Person**
Jane Doe HR Consultant
Email: hrconsultant@uni.lux, **Office Telephone: 0032 485 403 555**

Show more ∨

| EDIT | SUBMIT |

🏛 C&C Endorsement: Commitment Letter

Date of Submission: Fri, 13/04/2018 - 16:05 by B   Submitted

Endorsement Letter

test_endorsement_letter.pdf 📄 (79.78 KB)

Contact Person for the HRS4R

✉ **Contact Person**
Jane Doe HR Consultant
Email: hrconsultant@uni.lux, **Office Telephone: 0032 485 403 555**

Show more ∨

Confirmation of endorsement letter – Case number pending

Case Number: Pending   ✖ Close the case   ʰⁱ HRS4R Procedure ⬇

| ① INITIAL PHASE | ② IMPLEMENTATION PHASE | ③ RENEWAL PHASE |

Current Task: **C&C Endorsement: Confirmation of Endorsement Letter**   Deadline: **17/06/2019**

Commitment Letter

Gap Analysis, OTMR & Action Plan

Confirmation of Endorsement Letter

Initial Assessment

hr
HR EXCELLENCE IN RESEARCH
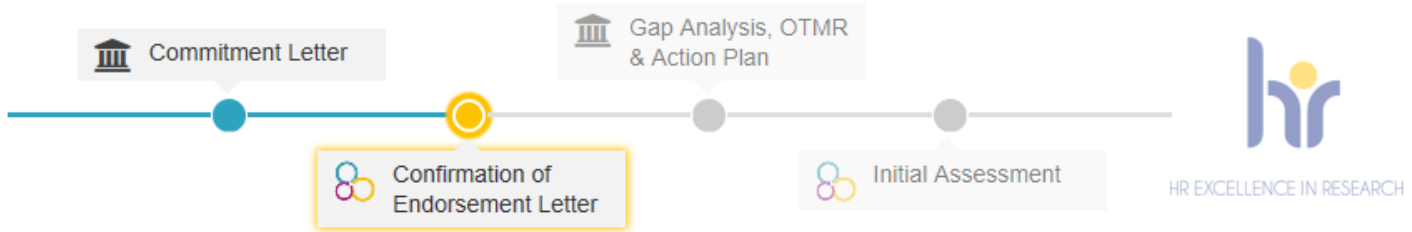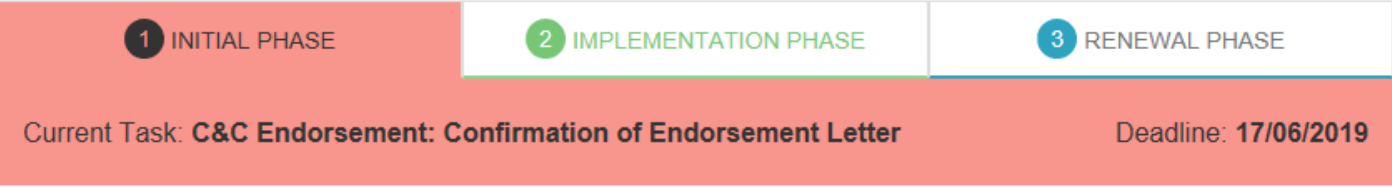
!   **Within 10 working days from submission to confirmation**

Confirmation of endorsement letter – Case number assigned

European Commission

Case Number: **2019ES389960**   ✖ Close the case   hr HRS4R Procedure ⬇

① INITIAL PHASE	② IMPLEMENTATION PHASE	③ RENEWAL PHASE

Current Task: **Gap Analysis, OTMR & Action Plan: Design**   Deadline: **15/04/2019**

🏛 Commitment Letter   🏛 Gap Analysis, OTMR & Action Plan

Confirmation of Endorsement Letter   Initial Assessment

hr HR EXCELLENCE IN RESEARCH
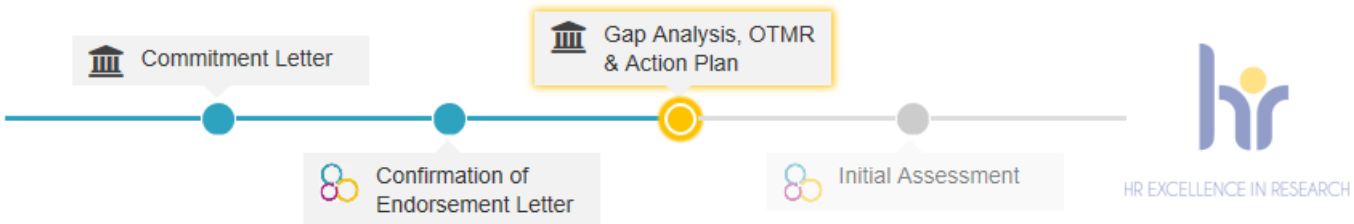
🔵 C&C Endorsement: Confirmation of Endorsement Letter

*Date: Fri, 15/03/2019 - 13:08 by **Mihaela Elena COSTACHE***   Accepted

NOTIFICATION OF COMMITMENT 📄

Gap Analysis, OTM-R, Action Plan Design

🏛 Gap Analysis, OTMR & Action Plan: Design

Date: Fri, 15/03/2019 - 13:08   Pending

◼ GAP Analysis

Process Description	Pending
GAP Analysis (Charter and Code Checklist)	Pending
OTM-R Checklist	Pending

◼ Action Plan

| Action Plan | Pending |

Document Status Explanation ❓

Show less ⌃

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 , as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
		☐	☐	

Add another row +

Note: Use "Add another row" button to add a new management department.

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format

Add another row +

Note: Use "Add another row" button to add a new stakeholders group.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

Paragraphs: 0, Words: 0

Please describe how the Working Group doing the Gap Analysis was appointed:

Paragraphs: 0, Words: 0

CANCEL   SAVE

Gap Analysis – Charter & Code

OTM-R Checklist

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes completely	eb link
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	
Do we have a quality control system for OTM-R in place?	x	x	x	Select an option	
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Select an option	
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Select an option	
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Select an option	
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Select an option	
Do we have means to monitor whether the most suitable researchers apply?				Select an option	
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Select an option	
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		Select an option	
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Select an option	
Do we make use of other job advertising tools?	x	x		Select an option	
Do we keep the administrative burden to a minimum for the candidate?	x			Select an option	
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection		x	x		

Action plan – Organisation information

1. Organisational Information

*Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.*

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	
Of whom are international (i.e. foreign nationality) *	
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	
Of whom are women *	
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	
Of whom are stage R1 = in most organisations corresponding with doctoral level *	
Total number of students (if relevant) *	
Total number of staff (including management, administrative, teaching and research staff) *	

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	
Annual organisational direct government funding (designated for research)	
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	
Annual funding from private, non-government sources, designated for research	

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

Paragraphs: 0, Words: 0

! **Mandatory fields, blocking the submission.**

! **Free text – number of words are only indicative, not blocking elements.**

● **The information will be automatically retrieved for the next phase.**

Action plan – Strengths and weaknesses

2. Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Note: Click on the name of each of the four thematic headings of the Charter and Code to open the editor and provide your answer.

Ethical and professional aspects*

Strengths and Weaknesses (max. 800 words)

Paragraphs: 0, Words: 0

Recruitment and selection*

Working conditions*

Training and development*

Mandatory fields, blocking the submission.

Free text – number of words are only indicative, not blocking elements.

The information will be automatically retrieved for the next phase.

Actions (1)

Proposed ACTIONS

Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)
	Select principle ▼	
	Responsible Unit Indicator(s) / Target(s)	

Add another row +

!

> **The institution can customize the action plan based on priorities and interests.**

> **An action can address individual or multiple gaps.**

> **Gaps with implementation ratings are automatically retrieved.**

> **The timeline should cover at least two years up to the first internal review.**

Actions (2)

European

Action 21	GAP Principle(s)	Timing (at least by year's quarter/semester)
Increase the number of postdoctoral bridging contracts, as well as their term, enabling an open call throughout the year.	(–) 21. Postdoctoral appointments (Code)	1st semester 2019

Responsible Unit	Indicator(s) / Target(s)
Deputy Vice-chancellor Office for Research	The budget assigned to this item has been already increased and outcomes will be visible by next year.

Action 22	GAP Principle(s)	Timing (at least by year's quarter/semester)
Design a research path within University and disseminate their professional career guidelines.	(–) 21. Postdoctoral appointments (Code)	2nd semester 2019

Responsible Unit	Indicator(s) / Target(s)
Deputy Vice-chancellor Office for Research	Include design of research career into the Guide of Good Practices

Unselected principles:

(++) 1. Research freedom (++) 2. Ethical principles (+/-) 6. Accountability (++) 7. Good practice in research (+/-) 8. Dissemination, exploitation of results (+/-) 9. Public engagement (+/-) 10. Non discrimination (++) 11. Evaluation/ appraisal systems

(++) 14. Selection (Code) (++) 15. Transparency (Code) (++) 16. Judging merit (Code) (++) 18. Recognition of mobility experience (Code) (++) 19. Recognition of qualifications (Code) (++) 20. Seniority (Code) (–) 22. Recognition of the profession

(–) 23. Research environment (++) 24. Working conditions (++) 25. Stability and permanence of employment (++) 26. Funding and salaries (++) 27. Gender balance (–) 28. Career development (++) 29. Value of mobility (–) 30. Access to career advice

(++) 31. Intellectual Property Rights (-/+) 32. Co-authorship (++) 33. Teaching (++) 34. Complains/ appeals (++) 35. Participation in decision-making bodies (–) 36. Relation with supervisors (++) 37. Supervision and managerial duties

(++) 38. Continuing Professional Development (–) 39. Access to research training and continuous development (–) 40. Supervision

! The gaps not addressed in the plan are listed for reference.

Implementation of action plan

4. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

[Text editor toolbar]

Paragraphs: 0, Words: 0

Make sure you also cover all the aspects highlighted in the checklist below, which you will need to describe in detail:

Note: Click on each question of the checklist to open the editor.

- How will the implementation committee and/or steering group regularly oversee progress?* ⌄
- How do you intend to involve the research community, your main stakeholders, in the implementation process?* ⌄
- How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy. * ⌄
- How will you ensure that the proposed actions are implemented?* ⌄
- How will you monitor progress (timeline)?* ⌄
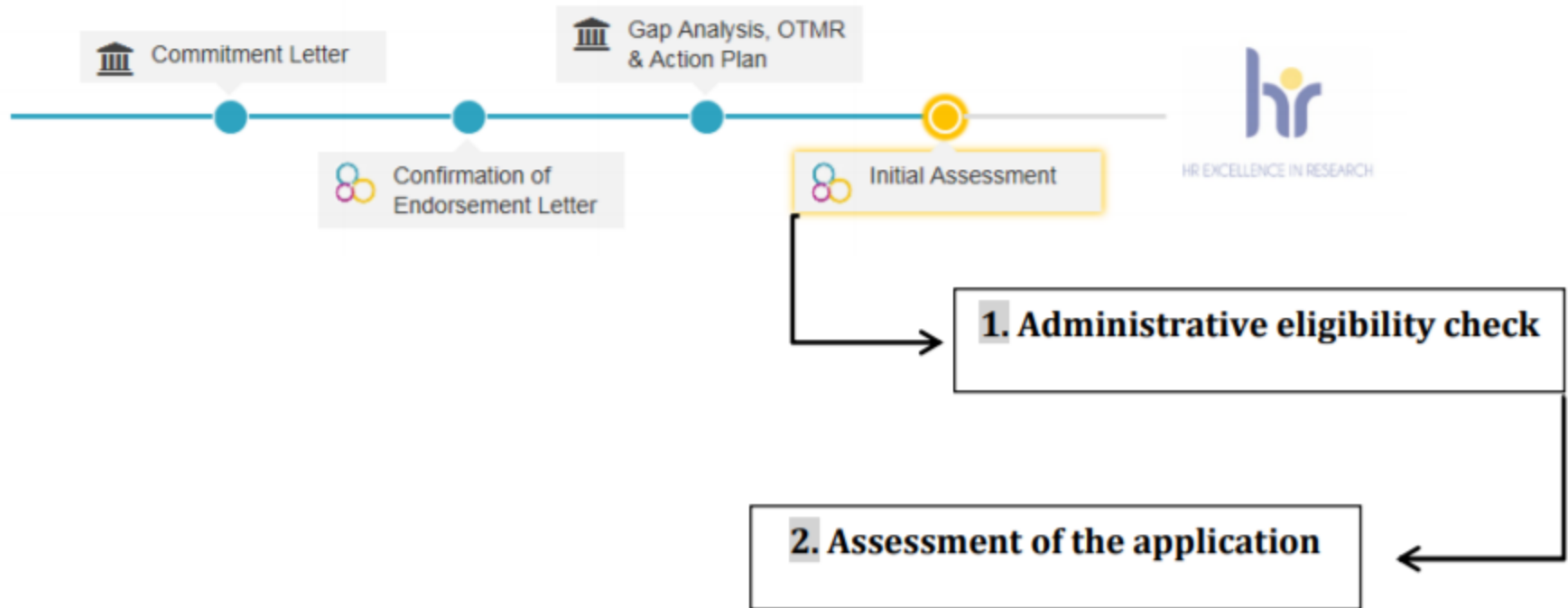- How will you measure progress (indicators) in view of the next assessment?* ⌄

Additional remarks/comments about the proposed implementation process: (max. 1000 words)

[Text editor toolbar]

Paragraphs: 0, Words: 0

!

You can use charts, graphs, tables to display the information not just free text.

What happens after submission

The institution cannot update the file any longer.

Within one month you receive email notification on the administrative check.

Gap Analysis, OTMR & Action Plan: Administrative Eligibility

Date: Fri, 03/05/2019 - 16:41 by *Anca TIBA*

Accepted

Consensus report – Award Granting

Eligibility assessment

Please rate the state of achievement ("yes", "no" or "partly"). If any statements have prompted a "no" or "partly" in the evaluation, please provide recommendations:

	YES / NO / PARTLY	Recommendations
Have the Strategy and Action Plan been published on the organisation's website?	Yes	
Have the Strategy and Action Plan been published in English?	Yes	
Have the Strategy and Action Plan been published in a visible place?	Partly	The Strategy and Action place, accessible from th
Have the following elements of the templates for the Gap Analysis and the HR Strategy and Action Plan been completed with sufficient details and quality?		

- Gap Analysis
- HR Strategy and Action plan
  - ○ Organisational information
  - ○ Strengths and weaknesses of the current practice
  - ○ Actions
  - ○ Implementation

Quality assessment

The quality assessment evaluates the level of ambition and the quality of progress intended by the organisation.
Rate the state of achievement ("yes", "no" or "partly"). If any statements have prompted a "no" or "partly" in the evaluation, please provide recommendations:

	YES / NO / PARTLY	Recommendations
Is the organisational information provided sufficient to understand the context in which the HR Strategy is designed?	Yes	
Is the Action Plan coherent with the Gap Analysis?	Yes	
Have a steering committee and working group been established to guarantee the implementation of the HRS4R-process?	Yes	

General Assessment

Accepted

Pending minor modifications

Declined pending (major) revisions

Explanation

- **Accepted: This application meets the criteria and the HR award is granted.**
  The assessors might have commented on your file asking for future focus on a particular aspect/criterion, so please refer to the comments given above.

- **Pending** minor modifications: This application **broadly meets the criteria**, but the assessors have some concerns/questions about specific areas/criteria. Please reflect about the feedback given above and update your file before **re-submitting within 2 months.**

- **Declined** pending (major) revisions: This application does not meet the criteria; please make the appropriate changes taking into account the comments of the assessors before **re-submitting within 12 months.**

! Within 3 months after submission, the institution may receive the report.

The file can be updated in case of modifications/revisions required.

The same workflow applies for resubmissions.

Q&A

Thank You