



# HRS4R – Online application



HR EXCELLENCE IN RESEARCH

**Mihaela Costache**  
**Policy Officer**

**DG RTD, G2 |**  
**Academic R&I and Research**  
**Organisations**

**14 June 2019**

# Where to start



## HRS4R New Application Modalities

Please note that as of 15 May 2018, ALL institutions interested to initiate the application for the "HR Excellence in Research Award" shall use the **HR4R E-tool** - the European Commission's official platform, facilitating the management of the HRS4R process.

Enrolment in the HRS4R is **voluntary and non-binding**.

HRS4R implies a long-term commitment throughout many years, including joint efforts and coordination with various internal and external stakeholders. It is nevertheless a rewarding process as it ensures institution's transition from progress to quality, in terms of the implementation of the 40 principles of the [Charter and Code](#).

For detailed information regarding the application process, please consult the technical guidelines below. Further questions should be addressed to the functional mailbox [RTD-CHARTER@ec.europa.eu](mailto:RTD-CHARTER@ec.europa.eu)

[Download the Technical Guidelines for the Initial Phase](#) (1.95 MB)

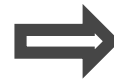
HRS4R E-TOOL – ACCESS ELEMENTS	+
HOW TO CREATE AN APPLICATION FOR THE HR AWARD IN THE HRS4R E-TOOL	+
INITIAL PHASES – TASKS, RESPONSIBILITIES AND TIMELINES	+
ENDORSEMENT OF THE CHARTER & CODE AND SUBMISSION OF THE ENDORSEMENT LETTER	+
GAP-ANALYSIS, OTM-R AND ACTION PLAN DESIGN	+
INITIAL ASSESSMENT	+
GRANTING OF THE "HR AWARD"	+

# How to access the e-tool



## Register EURAXESS account

The screenshot shows the EURAXESS registration page. At the top, there is a navigation bar with links: HOME, JOBS & FUNDING, PARTNERING, INFORMATION & ASSISTANCE, EURAXESS WORLDWIDE, and LOGIN / REGISTER. Below the navigation bar, the main heading is "Create new account". There is a text input field for "E-mail \*". Below the input field, there are two checkboxes: "I agree with the Privacy Statement and Specific Conditions. \*" and "I'm not a robot" (with a reCAPTCHA logo). At the bottom of the form, there is a yellow button labeled "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



European  
Commission

## After the registration of the individual account

### 1. Use the PARTNERING TOOL

A screenshot of the EURAXESS website's 'PARTNERING' section. The top navigation bar includes 'JOBS &amp; FUNDING', 'PARTNERING' (highlighted), 'INFORMATION &amp; ASSISTANCE', 'EURAXESS WORLDWIDE', 'MY EURAXESS', and 'EXTRANET'. Below the navigation, there are three links: 'FIND MEMBERS', 'FIND ORGANISATIONS', and 'UPDATE YOUR PROFILE'. To the right, there is a large graphic showing a globe with icons of people and a network, representing the partnering tool.

### 2. In MY EURAXESS dashboard

A screenshot of the 'MY EURAXESS' dashboard. The top left shows the European Commission logo and the text 'EUROPEAN COMMISSION &gt; EURAXESS &gt; MY EURAXESS &gt; MY ORGANISATION'. Below this is the 'EURAXESS' logo. The bottom navigation bar includes 'JOBS &amp; FUNDING', 'CAREER DEVELOPMENT', 'PARTNERING', 'INFORMATION &amp; ASSISTANCE', 'EURAXESS WORLDWIDE', and 'MY EURAXESS' (highlighted). There are also search and globe icons.

#### Join an organisation

Based on your email (grenoble-univ.fr) you cannot auto join any existing organisation.

#### Search/Register

Please search for an existing organisation. You can also register a new organisation if you cannot find the organisation you are looking for.

SEARCH/REGISTER

# 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



European  
Commission




 Dashboard

 Content

 User Profile


 HRS4R

 Organisation

 Job Offers

 Funding Offers

 Hosting Offers

 Favorites

 Saved searches

 Account settings

 Notifications

 Need Help?

 Logout



JOB &  
FUNDING

PARTNERING

INFORMATION  
& ASSISTANCE

EURAXESS  
WORLDWIDE

MY  
EURAXESS



## My HRS4R Case

 HRS4R Procedure 

### Name of organisation

CREATE A CASE & APPLY FOR THE HR AWARD

# Endorsement of the C&C



European  
Commission

## 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 \*

No file selected.

### Contact Person for the HRS4R

Name \*

Position \*

Email \*

Office Telephone \*

### Management mandated to engage the organisation

Name \*

Position \*

Email \*

Office Telephone \*

## C&C Endorsement: Commitment Letter

Date updated: Fri, 13/04/2016 - 15:43 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 ▾

## C&C Endorsement: Commitment Letter

Date of Submission: Fri, 13/04/2016 - 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 ▾

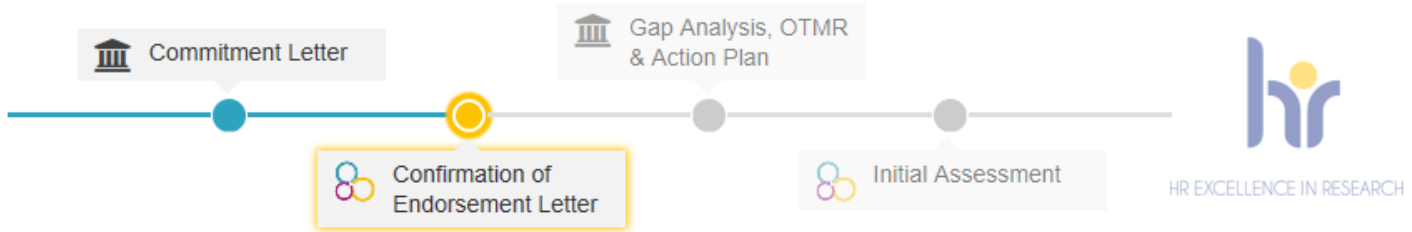
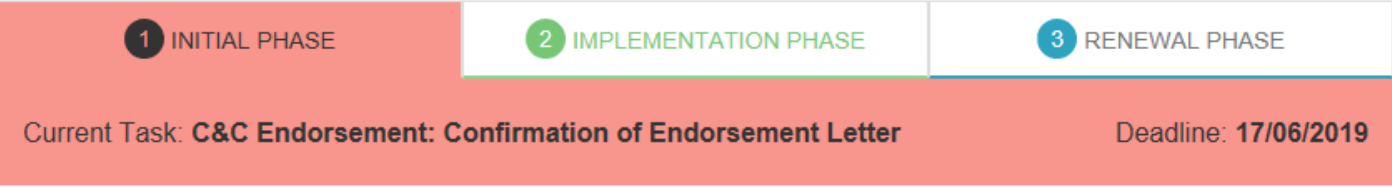
# Confirmation of endorsement letter – Case number pending



Case Number: Pending

[Close the case](#)

[HRS4R Procedure](#)



**Within 10 working days from submission to confirmation**



# Confirmation of endorsement letter – Case number assigned

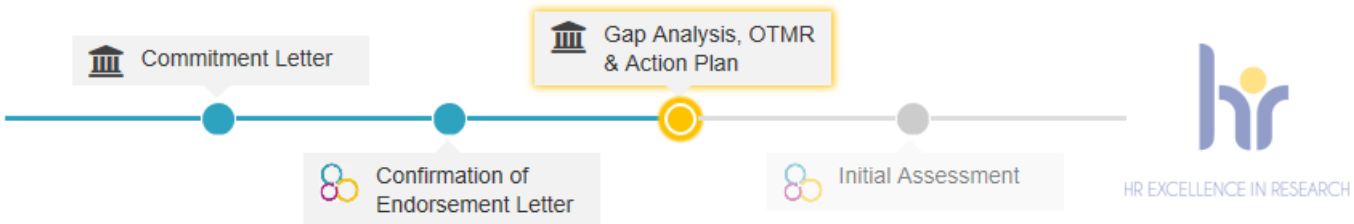


Case Number: 2019ES389960

[✕ Close the case](#)

HRS4R Procedure

<b>1</b> INITIAL PHASE	<b>2</b> IMPLEMENTATION PHASE	<b>3</b> RENEWAL PHASE
Current Task: <b>Gap Analysis, OTMR &amp; Action Plan: Design</b>		Deadline: <b>15/04/2019</b>



## 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 ^

# Gap Analysis – Process Description



## 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
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<a href="#">Add another row +</a>				

**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
<input type="text"/>	<input type="text"/>
<a href="#">Add another row +</a>	

**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.):

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Paragraphs: 0, Words: 0

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

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, text color, background color, source, and help.

Paragraphs: 0, Words: 0

# Gap Analysis – Charter & Code



## Status

### Ethical and Professional Aspects

#### 1. Research freedom

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
<div style="border: 2px solid orange; border-radius: 15px; padding: 5px;"><p>++ fully implemented</p><p>+/- almost but not fully implemented</p><p>-/+ partially implemented</p><p>-- insufficiently implemented</p></div>		//
Select an option ▼		//

#### 3. Professional responsibility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
Select an option ▼		//

#### 4. Professional attitude

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
Select an option ▼		//

#### 5. Contractual and legal obligations

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
Select an option ▼		//

# OTM-R Checklist



	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes completely	web 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	▼
<b>Advertising and application phase</b>					
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	▼
<b>Selection and evaluation phase</b>					
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)

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, source, and help. Below the toolbar is a large empty text area for the profile description.

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)

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, source, and other formatting options.

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)



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)

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, link, unlink, source, and a status bar at the bottom right showing "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.

Checklist titled "Actions (2)" with six expandable questions:

- 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?\*

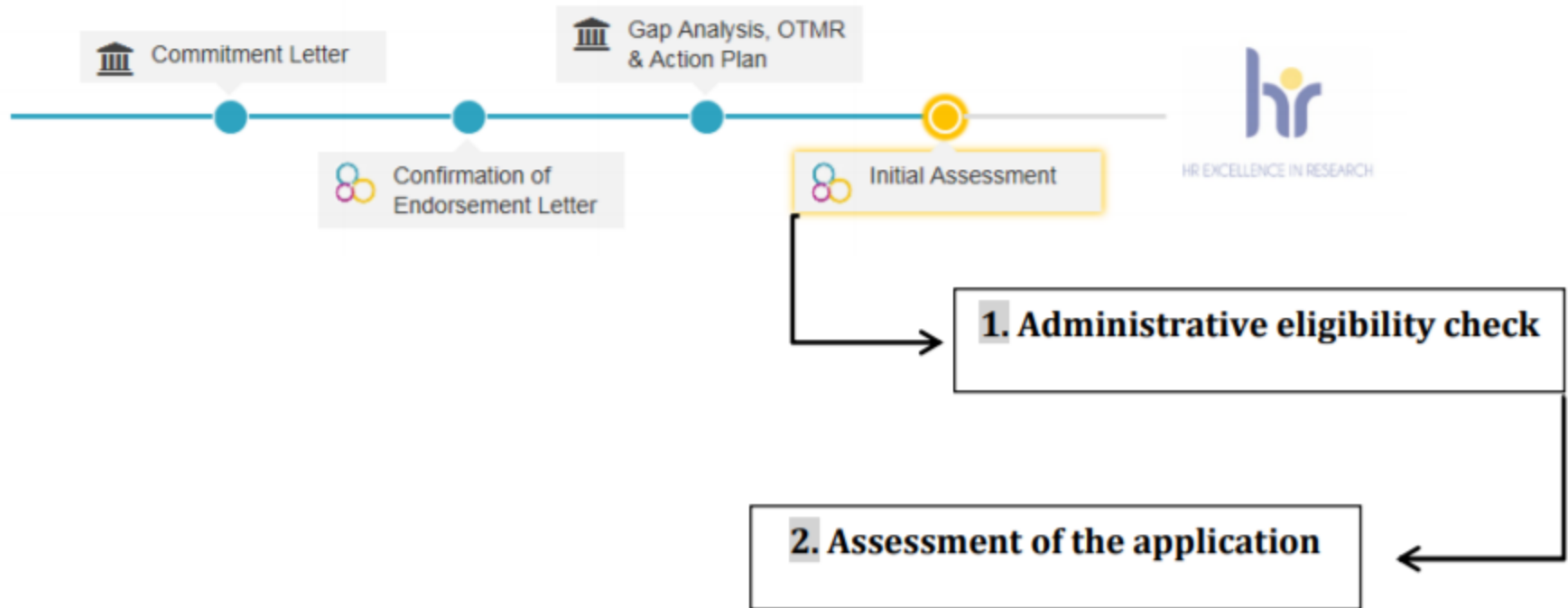
Additional remarks/comments about the proposed implementation process: (max. 1000 words)

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, link, unlink, source, and a status bar at the bottom right showing "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 plan, accessible from the
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**.

working groups but at the moment it is mostly made up of managerial staff. The number of working groups is partially defined by how many researchers are currently employed (R4) and how they've been identified. Please ensure that there is an adequate number of working groups in the future to obtain the award.

and target) data and indicators would be provided over the years

publish it

ambitious and guarantee proper implementation of the Charter and the Code. and target) data and indicators would be provided over the years



**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

**Help Desk: [support@euraxess.org](mailto:support@euraxess.org)**

**[RTD-CHARTER@ec.europa.eu](mailto:RTD-CHARTER@ec.europa.eu)**