Directorate-General for Internal Policies of the Union

Directorate for Economic and Scientific Policies

Policy Department for Economic, Scientific and Quality of Life Policies

**Annex I**

**Call for Expression of Interest**

**IP/A/ALL/CEI/2019-050**

**APPLICATION FORM**

1. **INFORMATION ABOUT THE APPLICANT**

|  |
| --- |
| **1.1. Official First Name(s):** **Official FAMILY NAME:** |
| **1.2. Official Address:** **Tel.:** **Fax:** **E-Mail:** |
| **1.3. Nationality:** |
| **1.4. Current Office Address:** **Tel.:** **Fax:** **E-Mail:** |
| **1.5. Bank Account Number:** **IBAN:** **BIC/SWIFT:** **Name of the Bank:** **Address of the Bank:** |

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IP/A/ALL/CEI/2019-050

1. **STRUCTURE OF THE APPLICATION**

The application must be structured as follows:

|  |  |  |
| --- | --- | --- |
|  | **Required documents and information** | **Checklist** |
| 1 | A **cover letter** of no more than one page (max. 500 words), in which the applicant is asked to elaborate on his/her personal incentive(s) for applying, and to clearly indicate in which of the main fields mentioned in Paragraph 1 he/she would consider himself/herself able to provide the requested forms of expertise (multiple entries possible); | YES NO |
| 2 | A full **curriculum vitae** specifying knowledge of languages, academic qualifications and background, as well as expertise and experience relevant to this call for expression of interest. The curriculum vitae should follow the basic structure of the Europass template, and should be set out as follows:1. Personal information; 2. Work experience (in the scientific/academic field); 3. Education and training; 4. Level(s) of (foreign) language competence; 5. Personal skills and competences (with scientific/academic relevance); 6. Additional information pertinent to this call for expression of interest (ongoing or planned research projects, awards received, etc.). | YES NO |
| 3 | A full **record of their publications** (starting with the most recent) on research subjects relevant to this call for expression of interest, in particular contributions to peer-reviewed journals and monographs accepted for publication after a similar review process by the publishing house in question. The applicant is also asked to name the five publications he/she deems most important, should the publication records contain more than five entries. *For doctoral students and postdocs who have not authored any peer-reviewed publications: confirmation of having pertinent academic teaching experience (minimum two academic terms with one course taught per term).* | YES NO |
| 4 | A **list of remunerated projects/services** carried out in the past five years which are relevant to this call for expression of interest (if any), clearly indicating the recipients and their contact details, sums involved, dates and place of work. | YES NO |
| 5 | A description of the expert’s **scientific/academic network** in connection with his/her research, for example in the form of a list of conference presentations, consultancy projects, collaborations, membership of research networks, think tanks or advisory groups, etc.; | YES NO |
| 6 | ***Doctoral students and postdocs working in the field who have less than six years proven professional experience******must also provide the following****:** + ***attestation*** *proving their enrolment in a structured full-time doctoral programme of at least three years (minimum requirement: second year of doctoral studies) or their pursuit of a remunerated full-time postdoctoral project;*
	+ *an* ***outline*** *(max. 1 000 words) of their doctoral thesis or postdoctoral research project, which must explicitly deal with one of the areas specified in Paragraph 1.1. and have a relevant focus;*
	+ *at least two academic* ***reference letters****, at least one of which must be provided by a tenured/full professor.*
 | YESNO |
| 7 | The **Financial Identification Form (Annex II)**, duly completed and bearing the **stamp of the relevant bank** and the **signature of the bank’s representative**. | YESNO  |

**3. Declaration regarding the exclusion criteria**

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The undersigned declares that:

He/she is not is in one of the situations regarding the exclusion criteria as defined in Articles 136 to 141 of the Financial Regulation. The full texts of Articles 136 to 141 FR on exclusion criteria and their application are available in the Official Journal of the European Union, N° L-193 published on 30 July 2018, pages 1-222.

**4. Declaration of financial capacity, professional**

 **independence and absence of conflicts of interest**

The undersigned declares that:

* the prospective contractor has the economic and financial capacity to provide the services;
* the prospective contractor will execute his/her responsibilities in full independence of other professional and academic commitments;
* the prospective contractor is not affected by any conflict of interest within the context of this negotiated procedure arising in particular from any economic interests, from political or national associations, from family or other personal links, or from any other relationships or common interests;
* there are no professional or financial constraints on the prospective contractor's availability to carry out the required assignments or that would compromise the impartiality of the advice given;
* the prospective contractor will notify the European Parliament without delay if the above situation changes, particularly in such a way as to compromise the independent nature of the advice.

**5. Declaration of acceptance**

The undersigned declares that he/she accepts all terms and conditions of all the documents received in relation to this call for expression of interest, including those of the draft order form.

Signed in (Place) on (Date): ...........................................

...........................................

Signature of the Applicant