



European
Commission

Horizon 2020
European Union funding
for Research & Innovation

Survey of HR departments

This document contains the survey questionnaire for the survey of HR departments at ERC host institutions that was carried out in the framework of the '*Study on career impacts of ERC funding*'.



European Research Council

Established by the European Commission

Contract number: ERCEA/A1/2016/07
Contracting authority: European Research Council Executive Agency (ERCEA)
Contractor: ICF Consulting Services Limited, London, UK
Contact: Dagmar Meyer, ERCEA
Contact email: erc-monitoring@ec.europa.eu
DOI: <https://doi.org/10.5281/zenodo.1432578>

LEGAL NOTICE

This survey questionnaire has been prepared for the European Research Council Executive Agency (ERCEA) by ICF Consulting Services Limited. The ERCEA does not guarantee the accuracy of the material included in this document. Neither the European Commission nor the ERCEA nor any person acting on their behalf may be held responsible for the use which may be made of this material.

© European Union, 2017

Reuse is authorised provided the source is acknowledged. The applicable reuse policy is implemented by the [Decision of 12 December 2011 - reuse of Commission documents \[PDF, 728 KB\]](#).

The general principle of reuse can be subject to conditions, including limitation according to intellectual property rights of third parties, which may be specified in this document.

Survey of HR departments of ERC project host institutions

About you and your institution

1. What is your name?

2. What is your role within your department/institution?

- Director or deputy director
- Head of unit, chief
- Manager, supervisor
- Officer
- Support staff / administration
- Other - Please specify

3. What is the name of your institution? *

4. What is the name of your specific faculty or department?

- Same as above
- If different, please write the name in the box:

5. What type of institution/organisation do you work for? Please select one *

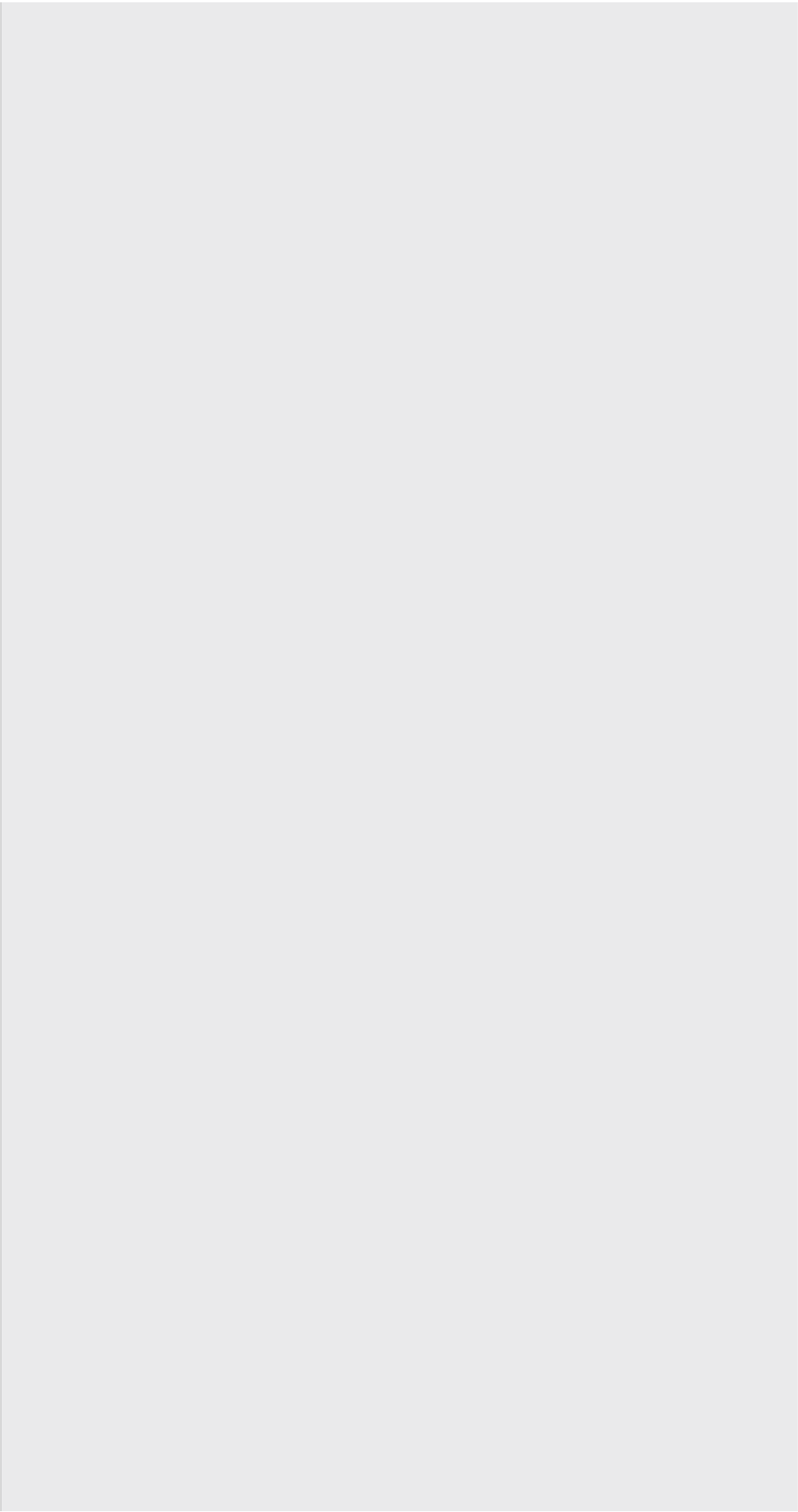
- University or other higher education institution
- Public research institute/organisation
- Private research institute/organisation
- Business
- Other (please specify)

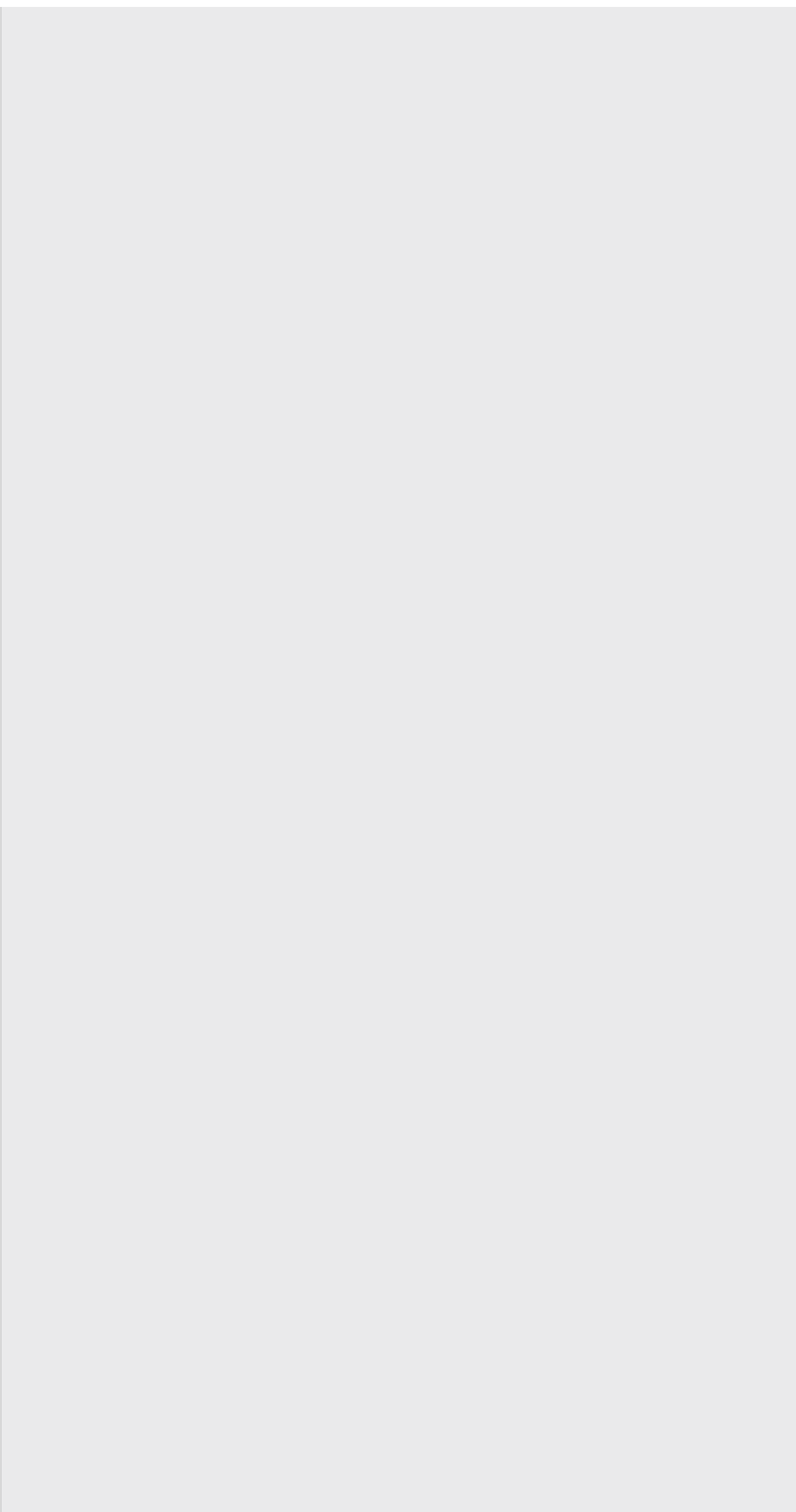
LOGIC Show/hide trigger exists.

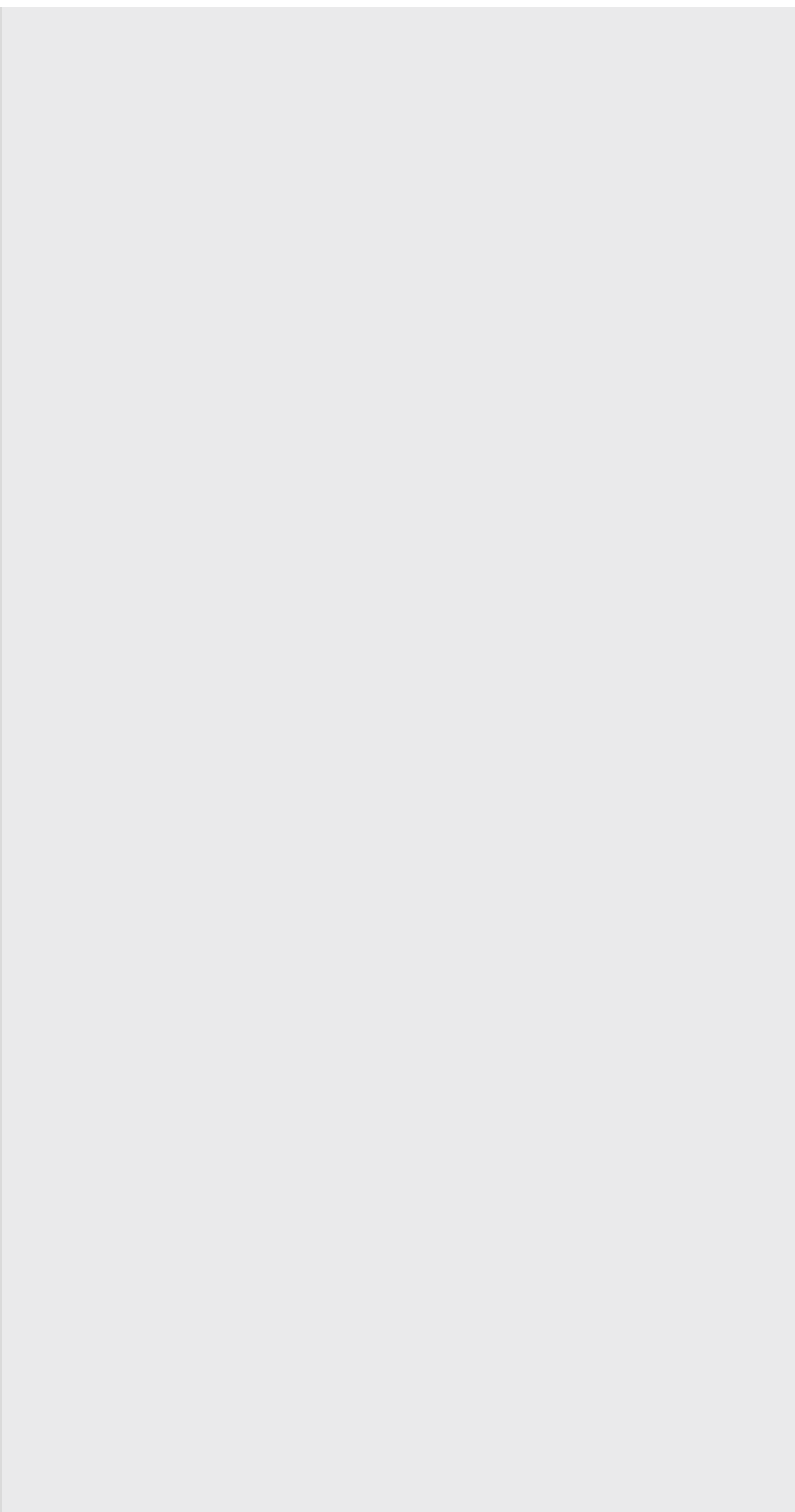
6. In which country is your institution/organisation located? *

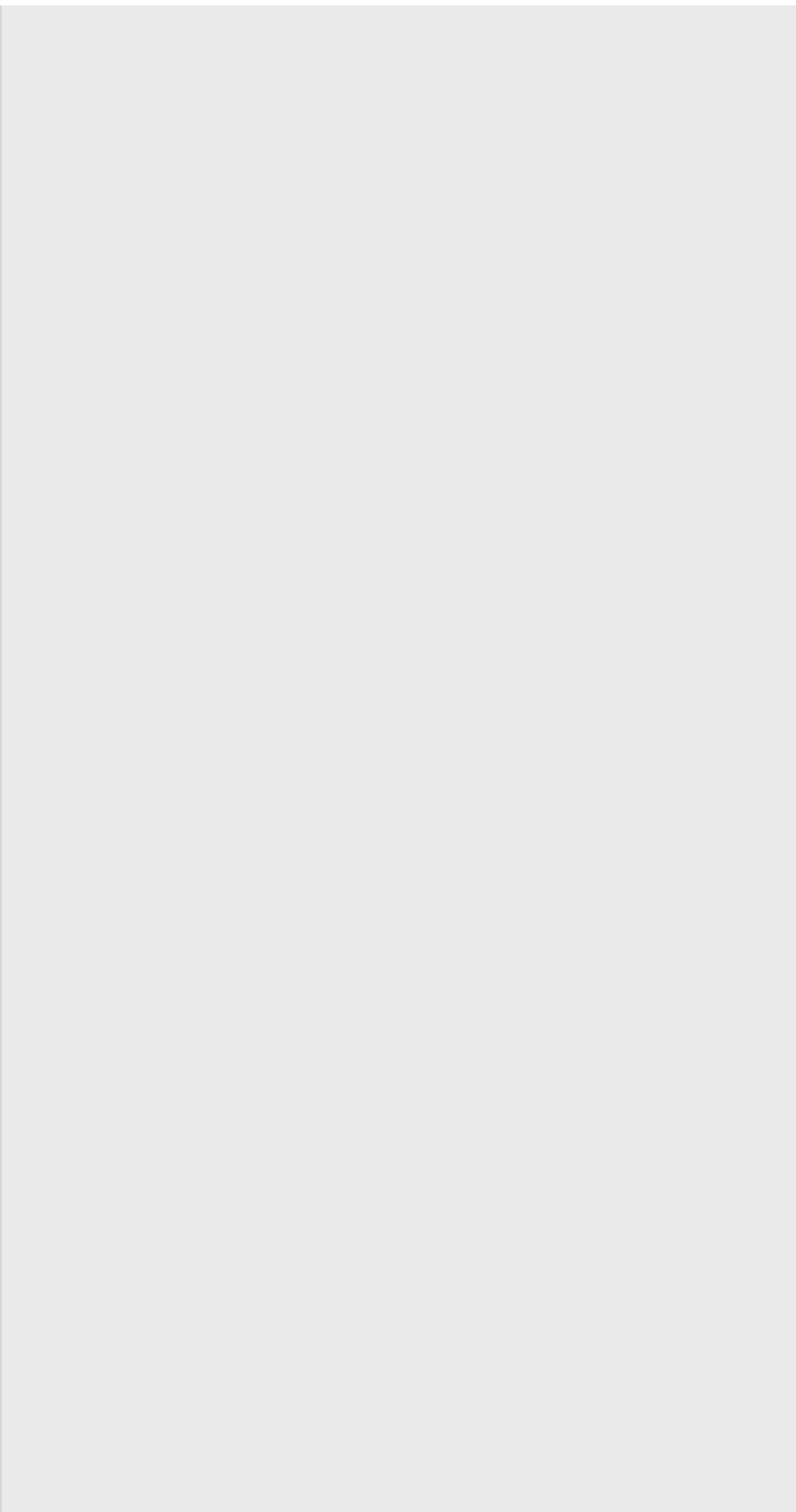
Austria
Belgium
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Ireland
Italy
Latvia
Lithuania
Luxembourg
Malta
Netherlands
Poland
Portugal
Romania
Slovakia
Slovenia
Spain

Sweden
Switzerland
United Kingdom
Other









10. Do your organisation's HR policies and practices differ between ERC researchers and non-ERC researchers in the following areas? *

Recruitment and selection

	HR policies/practices are the same	HR policies/practices are different	Don't know
Transparency and openness of recruitment processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Composition and capability of selection panels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judging the merit and experience of applicants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Career advancement

	HR policies are the same	HR policies are different	Don't know
Career development support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support for researcher mobility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluation and appraisal systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

LOGIC Hidden unless: (((((Question "Transparency and openness of recruitment processes " is one of the following answers ("HR policies/practices are different") OR Question "Composition and capability of selection panels" is one of the following answers ("HR policies/practices are different")) OR Question "Judging the merit and experience of applicants" is one of the following answers ("HR policies/practices are different")) OR Question "Career development support" is one of the following answers ("HR policies are different")) OR Question "Support for researcher mobility" is one of the following answers ("HR policies are different")) OR Question "Evaluation and appraisal systems" is one of the following answers ("HR policies are different"))

11. In which of the following areas are there differences between HR policies and practices for ERC and non-ERC researchers? Tick all that apply. *

Transparency and openness of recruitment processes

- Publication of a clear and detailed job description
- Publication of selection criteria
- Publication of the job vacancy both internally and externally
- Publication of the job description in non-native language(s)
- Publication of the job vacancy on EURAXESS
- Providing feedback to successful and unsuccessful applicants
- Providing a mechanism for dealing with complaints by applicants
- Other (please specify):

- Don't know

Composition and capability of selection panels

- Adequate gender balance on panels
- Panel members from another sector (e.g. non-academia, academia)
- Panel members from a variety of disciplines/research areas
- Training for panel members in recruitment and selection
- Other (please specify):

- Don't know

Judging the merit and experience of applicants

- Non-discrimination (e.g. on the basis of gender)
- Judging merit using quantitative measures (number of publications, citations, patents etc.)

...ations, patents etc.)

- Judging merit using qualitative measures (teaching, teamwork, knowledge transfer)
- Non-penalisation of career breaks
- Recognition of mobility experience (geographic, cross-discipline, intersectoral)
- Recognition of a diverse range of qualifications (including non-formal qualifications)
- Other (please specify) :
- Don't know

Career development support

- Working with researchers to produce career development plans
- Provision of training opportunities
- Access to career advice
- Access to mentors
- Other (please specify)
- Don't know

Support for researcher mobility

- Support for placements abroad
- Support for placements in another sector (e.g. non-academia, academia)
- Support for working across disciplines/research areas
- Other (please specify):
- Don't know

Evaluation and appraisal system

- Regular performance assessments
- Transparent and open evaluation and appraisal systems
- Independent performance assessment committees
- Routes for fast-track promotion / tenure
- Other (please specify) :
- Don't know

LOGIC Hidden unless: ((((((((((Question "Transparency and openness of recruitment processes " is one of the following answers ("HR policies/practices are different") OR Question "Composition and capability of selection panels" is one of the following answers ("HR policies/practices are different")) OR Question "Judging the merit and experience of applicants" is one of the following answers ("HR policies/practices are different")) OR Question "Support for researcher mobility" is one of the following answers ("HR policies are different")) OR Question "Evaluation and appraisal systems" is one of the following answers ("HR policies are different")) OR Question "Career development support" is one of the following answers ("HR policies are different")) OR Question "**Transparency and openness of recruitment processes**" is one of the following answers ("Publication of a clear and detailed job description", "Publication of selection criteria", "Publication of the job vacancy both internally and externally", "Publication of the job description in non-native language(s)", "Publication of the job vacancy on EURAXESS", "Providing feedback to successful and unsuccessful applicants", "Providing a mechanism for dealing with complaints by applicants", "Other (please specify):")) OR Question "**Composition and capability of selection panels**" is one of the following answers ("Adequate gender balance on panels", "Panel members from another sector (e.g. non-academia, academia)", "Panel members from a variety of disciplines/research areas", "Training for panel members in recruitment and selection", "Other (please specify):")) OR Question "**Judging the merit and experience of applicants**" is one of the following answers ("Non-discrimination (e.g. on the basis of gender)", "Judging merit using quantitative measures (number of publications, citations, patents etc.)", "Judging merit using qualitative measures (teaching, teamwork, knowledge transfer)", "Non-penalisation of career breaks", "Recognition of mobility experience (geographic, cross-discipline, intersectoral)", "Recognition of a diverse range of qualifications (including non-formal qualifications)", "Other (please specify) :")) OR Question "**Career**

development support" is one of the following answers ("Working with researchers to produce career development plans", "Provision of training opportunities", "Access to career advice", "Access to mentors", "Other (please specify)") OR Question "**Support for researcher mobility**" is one of the following answers ("Support for placements abroad", "Support for placements in another sector (e.g. non-academia, academia)", "Support for working across disciplines/research areas", "Other (please specify):") OR Question "**Evaluation and appraisal system**" is one of the following answers ("Regular performance assessments", "Transparent and open evaluation and appraisal systems", "Independent performance assessment committees", "Routes for fast-track promotion / tenure", "Other (please specify) :")

12. Why are there differences between HR policies and practices for ERC and non-ERC researchers? Tick all that apply.

Transparency and openness of recruitment processes

- It was necessary to introduce special HR policies and practices to meet the requirements of the ERC grant agreement
- Special HR policies and practices were needed to attract researchers to work on ERC projects
- Special HR policies and practices were requested by the ERC Principal Investigator (PI)
- Another reason (please specify):
- Don't know

Composition and capability of selection panels

- It was necessary to introduce special HR policies and practices to meet the requirements of the ERC grant agreement
- Special HR policies and practices were needed to attract researchers to work on ERC projects
- Special HR policies and practices were requested by the ERC Principal Investigator (PI)
- Another reason (please specify) :
- Don't know

Judging the merit and experience of applicants

- It was necessary to introduce special HR policies and practices to meet the requirements of the ERC grant agreement
- Special HR policies and practices were needed to attract researchers to work on ERC projects
- Special HR policies and practices were requested by the ERC Principal Investigator (PI)
- Another reason (please specify):
- Don't know

Career development support

- It was necessary to introduce special HR policies and practices to meet the requirements of the ERC grant agreement
- Special HR policies and practices were needed to attract researchers to work on ERC projects
- Special HR policies and practices were requested by the ERC Principal Investigator (PI)
- Another reason (please specify):
- Don't know

Support for researcher mobility

- It was necessary to introduce special HR policies and practices to meet the requirements of the ERC grant agreement
- Special HR policies and practices were needed to attract researchers to work on ERC projects
- Special HR policies and practices were requested by the ERC Principal Investigator (PI)
- Another reason (please specify):
- Don't know

Evaluation and appraisal systems

- It was necessary to introduce special HR policies and practices to meet the requirements of the ERC grant agreement
- Special HR policies and practices were needed to attract researchers to work on ERC projects
- Special HR policies and practices were requested by the ERC Principal Investigator (PI)
- Another reason (please specify):
- Don't know

The impact of ERC funding on HR policies and practices at your institution

13. To what extent has hosting an ERC project resulted in permanent changes to your department/institution's HR policies and practices in the following areas? *

Recruitment and selection

	There has been no change to HR policies or practices	There have been changes, but they are not attributable to the ERC project	There have been changes that are partially attributable to the ERC project	There have been changes that are wholly attributable to the ERC project	Don't know
Transparency and openness of recruitment processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Composition and capability of selection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

selection panels					
Judging the merit and experience of applicants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Career advancement					
	There has been no change to HR policies or practices	There have been changes, but they are not attributable to the ERC project	There have been changes that are partially attributable to the ERC project	There have been changes that are wholly attributable to the ERC project	Don't know
Career development support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support for researcher mobility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluation and appraisal systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

LOGIC Hidden unless: (((((Question "Transparency and openness of recruitment processes " is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project") OR Question "Composition and capability of selection panels" is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project")) OR Question "Judging the merit and experience of applicants" is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project")) OR Question "Career development support" is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project")) OR Question "Support for researcher mobility" is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are

wholly attributable to the ERC project")) OR Question "Evaluation and appraisal systems" is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project"))

14. Which of the following changes did you introduce as a result of hosting an ERC project? Tick all that apply. *

Transparency and openness of recruitment processes

- Publication of a clear and detailed job description
- Publication of selection criteria
- Publication of the job vacancy both internally and externally
- Publication of the job description in non-native language(s)
- Publication of the job vacancy on EURAXESS
- Providing feedback to successful and unsuccessful applicants
- Providing a mechanism for dealing with complaints by applicants
- Other (please specify):
- Don't know

Composition and capability of selection panels

- Adequate gender balance on panels
- Panel members from another sector (e.g. non-academia, academia)
- Panel members from a variety of academic disciplines/research areas
- Training for panel members in recruitment and selection
- Other (please specify):
- Don't know

Judging the merit and experience of applicants

- Non-discrimination (e.g. on the basis of gender)
- Judging merit using quantitative measures (number of publications, citations, patents etc.)
- Judging merit using qualitative measures (teaching, teamwork, knowledge transfer)
- Non-penalisation of career breaks
- Recognition of mobility experience (geographic, cross-discipline, intersectoral)
- Recognition of a diverse range of qualifications (including non-formal qualifications)
- Other (please specify):
- Don't know

Career development support

- Working with researchers to produce career development plans
- Provision of training opportunities
- Access to career advice
- Access to mentors
- Other (please specify):
- Don't know

Support for researcher mobility

- Support for placements abroad
- Support for placements in another sector (e.g. non-academia, academia)
- Support for placements in another country (e.g. non-academia, academia)

Support for working across disciplines/research areas

Other (please specify):

Don't know

Evaluation and appraisal systems

Regular performance assessments

Transparent and open evaluation and appraisal systems

Independent performance assessment committees

Other (please specify):

Don't know

LOGIC Hidden unless: (((((Question "Transparency and openness of recruitment processes " is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project") OR Question "Composition and capability of selection panels" is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project")) OR Question "Judging the merit and experience of applicants" is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project")) OR Question "Career development support" is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project")) OR Question "Support for researcher mobility" is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project")) OR Question "Evaluation and appraisal systems" is one of the following answers ("There have been changes that are partially attributable to the ERC project", "There have been changes that are wholly attributable to the ERC project"))

15. You said that your department/institution made changes that were either partially or wholly attributable to hosting an ERC project. Which of the following explains why you made these changes? Tick all that apply.

Transparency and openness of recruitment processes

- Your department/institution wanted to replicate good practice in HR policies and practices from ERC projects
- Your department/institution wanted to ensure consistency in HR policies and practices across research teams, regardless of whether or not they were ERC projects
- Another reason (please specify):
- Don't know

Composition and capability of selection panels

- Your department/institution wanted to replicate good practice in HR policies and practices from ERC projects
- Your department/institution wanted to ensure consistency in HR policies and practices across research teams, regardless of whether or not they were ERC projects
- Another reason (please specify):
- Don't know

Judging the merit and experience of applicants

- Your department/institution wanted to replicate good practice in HR policies and practices from ERC projects
- Your department/institution wanted to ensure consistency in HR policies and practices across research teams, regardless of whether or not they were ERC projects
- Another reason (please specify):
- Don't know

Career development support

- Your department/institution wanted to replicate good practice in HR

policies and practices from ERC projects

- Your department/institution wanted to ensure consistency in HR policies and practices across research teams, regardless of whether or not they were ERC projects
- Another reason (please specify):
- Don't know

Support for researcher mobility

- Your department/institution wanted to replicate good practice in HR policies and practices from ERC projects
- Your department/institution wanted to ensure consistency in HR policies and practices across research teams, regardless of whether or not they were ERC projects
- Another reason (please specify):
- Don't know

Evaluation and appraisal systems

- Your department/institution wanted to replicate good practice in HR policies and practices from ERC projects
- Your department/institution wanted to ensure consistency in HR policies and practices across research teams, regardless of whether or not they were ERC projects
- Another reason (please specify):
- Don't know

LOGIC Show/hide trigger exists.

16. Does your department/institution have a policy in place for cases where the maternity / paternity / parental leave of an ERC project PI and/or team member funded by the grant goes beyond the duration of the ERC grant? *

- Yes
- No
- Don't know

LOGIC Hidden unless: #16 Question "Does your department/institution have a policy in place for cases where the maternity / paternity / parental leave of an ERC project PI and/or team member funded by the grant goes beyond the duration of the ERC grant?" is one of the following answers ("Yes")

17. Which of the following features are included within this policy? Tick all that apply.

- The team member's contract is prolonged for the period of maternity / paternity / parental leave
- Funds to pay the researcher's salary for the contract prolongation period are made available by your department/institution
- Another feature (please specify, including any differences between maternity / paternity / paternal leave):
- Don't know

LOGIC Hidden unless: #16 Question "Does your department/institution have a policy in place for cases where the maternity / paternity / parental leave of an ERC project PI and/or team member funded by the grant goes beyond the duration of the ERC grant?" is one of the following answers ("Yes")

18. Why does your department/institution have this policy regarding maternity / paternity / parental leave? Please tick one.

- It was created specially by your department/institution because you hosted an ERC project
- It was created specially by your department/institution for another reason
- It is required by national law
- Another reason (please specify):
- Don't know

LOGIC Hidden unless: #16 Question "Does your department/institution have a policy in place for cases where the maternity / paternity / parental leave of an ERC project PI and/or team member funded by the grant goes beyond the duration of the ERC grant?" is one of the following answers ("Yes")

19. Is the policy regarding maternity / paternity / parental leave the same for ERC PIs and research team members and for other researchers in your department/institution?

- Yes
- No
- Don't know

LOGIC Show/hide trigger exists.

20. Does your organisation have a policy in place for ERC funded PhD candidates who do not finish their thesis within the duration of the ERC project? Tick one. *

- Yes
- No
- Don't know

LOGIC Hidden unless: #20 Question "Does your organisation have a policy in place for ERC funded PhD candidates who do not finish their thesis within the duration of the ERC project? Tick one." is one of the following answers ("Yes")

21. Which of the following features are included within this policy? Tick all that apply.

- Additional funding is made available for the completion of the PhD
- PhD candidates are allowed to extend the deadline for completing their PhD
- Another feature (please specify):
- Don't know

LOGIC Hidden unless: #20 Question "Does your organisation have a policy in place for ERC funded PhD candidates who do not finish their thesis within the duration of the ERC project? Tick one." is one of the following answers ("Yes")

22. Is the policy regarding PhD candidates the same for ERC research team members and for other researchers in your department/institution?

- Yes
- No
- Don't know

23. Has an ERC project at your institution ever been transferred to another institution after it had started? Tick all that apply.

- Yes, only the principal investigator (PI) transferred
- Yes, the PI and some or all of the other team members transferred
- No
- Don't know

LOGIC Show/hide trigger exists.

24. Does your department/institution have a policy or procedure to support/assist the PI and/or research team members working on an ERC project that is transferred to another organisation? *

- Yes
- No
- Don't know

LOGIC Hidden unless: #24 Question "Does your department/institution have a policy or procedure to support/assist the PI and/or research team members working on an ERC project that is transferred to another organisation?" is one of the following answers ("Yes")

25. Which of the following features are included within this policy or procedure? Tick all that apply.

- The PI is given support to relocate
- Team members are given support to relocate
- Team members who do not transfer are given access to alternative job opportunities at your institution
- Team members who do not transfer are given support to continue collaborating with the PI (including PhD candidates supervised by the PI)
- Another feature (please specify):

26. Has an ERC project at your institution ever been terminated early?

- Yes
- No
- Don't know

LOGIC Show/hide trigger exists.

27. Does your organisation have a policy or procedure to support/assist the PI and/or research team members whose ERC project is terminated early? *

- Yes
- No
- Don't know

Logic Hidden unless: #27 Question "Does your organisation have a policy or procedure to support/assist the PI and/or research team members whose ERC project is terminated early?" is one of the following answers ("Yes")

28. Which of the following features are included within this policy or procedure? Tick all that apply.

- The PI is given access to alternative job opportunities at your institution if the termination of the project is not their fault
- Team member(s) are given access to alternative job opportunities at your institution
- The research project is phased out over time to allow team members to finish off ongoing work and reorient themselves
- Another feature (please specify):

Closing remarks

29. Is there anything else you would like to say about HR policies and practices as regards ERC projects, and the impact on HR of hosting one or several ERC project(s)?