

redress procedure and request form

Materials International Postdoctoral Programme in Materials Science and Engineering

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# Redress Procedure

## 1. Purpose

This procedure outlines the process by which applicants can seek redress regarding how their application was handled during the evaluation and eligibility-checking process. It ensures transparency, fairness, and a clear mechanism for resolving disputes.

## 2. Scope

This redress procedure applies to all candidates who have submitted an application and wish to challenge aspects of the evaluation process, specifically at Levels 1–3, including:

* Eligibility checking
* Evaluation outcomes
* Procedural fairness



Figure 1. Evaluation criteria, scoring and threshold per category during external scientific evaluation.

## 3. Right to Redress

All candidates will have the right to a redress procedure on how the application was handled in the evaluation and eligibility-checking process (Level 1–3).

Applicants may initiate the redress procedure at any stage of the evaluation process but must do so **within 7 calendar days** of receiving the notification of the result they wish to appeal.

## 4. Submission Process

To request a redress:

1. The applicant must complete the redress request using the official redress template (available upon request or via the project website).
2. The request must be submitted via email to the **ATENEA Project Manager** at **info@atenea-cofund.eu**
3. The Project Manager will forward the request to the **Steering Board**, which acts as the Redress Committee.

## 5. Review and Response

* The **Steering Board** will review the request and issue a response **within 2 weeks** of receipt.
* If the redress request is accepted and the application is reassessed:
	+ If the revised evaluation places the proposal within the funding range,
	+ The applicant **will be offered a fellowship**.

## 6. Confidentiality and Integrity

All redress requests will be handled confidentially. Only personnel directly involved in the redress process will have access to relevant documents and correspondence.

## 7. Contact Information

For inquiries or to request the redress form, please contact: **ATENEA Project Manager (**info@atenea-cofund.eu).

# Redress Request Form

Please complete the following form and submit it to **info@atenea-cofund.eu** within 7 calendar days of receiving your evaluation results.

## Applicant Information

* **Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Application ID (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Details of the Complaint

* **Date of Notification Received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Level of Evaluation Challenged (1–3):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Summary of Complaint:**
*(Please describe the issue you are contesting, including any specific concerns about the evaluation or eligibility-checking process.)*

**Supporting Evidence (if any):**
*(Please list any documents or evidence you are attaching to support your redress request.)*

**Requested Outcome:**
*(State the resolution you are seeking as a result of this redress request.)*

## **Declaration:**

I confirm that the information provided in this form is accurate to the best of my knowledge. I understand that this request will be reviewed by the ATENEA Steering Board and that I may be contacted for further clarification.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_