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*The Direction of the Ecole polytechnique fédérale de Lausanne*

*based on Article 3 par. 3 of the Ordonnance du Conseil des EPF sur les écoles polytechniques fédérales de Zurich et de Lausanne*

*hereby adopts the following:*

## **Chapter 1 General provisions**

### **Article 1 Mission**

The EPFL Research Awards Commission (hereinafter "the Commission") is an official body of the Vice Presidency for Academic Affairs. It is responsible for evaluating and selecting applications for calls for internal and external research awards, including those which provide funding for scientific projects.

## **Chapter 2 Organisation of the Commission**

### **Article 2 Members**

- <sup>1</sup> The Commission is composed of seven members, including the Associate Vice President for Research who acts as Chair.
- <sup>2</sup> The members of the Commission are full professors, associate professors, tenure track assistant professors, or adjunct professors, whose competencies cover the range of research fields practised at EPFL.
- <sup>3</sup> Members of the Commission shall act in their individual capacity and not as representatives of the faculty or institute to which they are affiliated.
- <sup>4</sup> Members of the Commission are bound by official secrecy. If a notification or decision issued by the Commission directly concerns them or a member of their family or their laboratory, or in any other situation of potential conflict of interest, the members of the Commission shall recuse themselves.
- <sup>5</sup> All members of the Commission have equal voting rights. In the event of a tie, the Commission Chair has the casting vote.
- <sup>6</sup> Depending on the subject matter, the Commission Chair may invite experts to participate in their meetings. These experts shall not have the right to vote.

### **Article 3 Appointments**

- <sup>1</sup> The members of the Commission are, on the proposal of its Chair, appointed by the EPFL Direction.
- <sup>2</sup> They are appointed for a period of four years, renewable once.
- <sup>3</sup> The Commission Chair shall appoint a Vice Chair from among the members of the Commission.

### **Article 4 Organisation of work**

- <sup>1</sup> The Research Office of the Associate Vice Presidency for Research (hereinafter "the ReO") acts as secretariat for the Commission. The ReO also provides the Commission with the human resources necessary to support its activities.
- <sup>2</sup> The Commission shall organise itself according to the tasks it has to carry out. It shall meet according to a timetable drawn up by its Chair in collaboration with its secretariat.
- <sup>3</sup> The decisions of the Commission shall be taken by a majority of its members provided that at least four members (including the Chair or Vice Chair) are present. In urgent cases, decisions may be taken electronically by circular proceedings.

- <sup>4</sup> The Commission Chair may appoint specific juries competent for particular research programmes and prizes. These specific juries shall be composed of members of the Commission, supplemented by experts from outside the Commission competent in the scientific fields concerned. The decisions of the subsidiary juries shall be subject to final approval by the Commission
- <sup>5</sup> Minutes shall be taken of each meeting of the Commission or of the subsidiary juries. The minutes shall be drawn up by the Commission secretariat and approved by its members. A copy of each of the Commission's minutes shall be sent to the Vice President for Academic Affairs.
- <sup>6</sup> The ReO is responsible for the Commission's website and for drafting the Commission's annual activity report.

## **Chapter 3 Tasks of the Commission**

### **Article 5 Evaluation and selection process for research programmes and prizes**

- <sup>1</sup> On behalf of the Vice Presidency for Academic Affairs, the Commission is responsible for the evaluation and selection of applications for scientific projects and internal or external research prizes.
- <sup>2</sup> It shall be organised in accordance with the specific regulations of each programme and prize. The Commission shall not consider applications that do not meet the formal requirements of the research programme or prize concerned and, without having scientifically evaluated the application, shall notify the unsuccessful applicants of its rejection.
- <sup>3</sup> Requests are managed by the ReO, which forwards eligible requests to the Commission Chair and makes available to its members and/or specific juries the documents needed to assess the file and take a decision.
- <sup>4</sup> In agreement with the Commission Chair, applications may be submitted more specifically to members of the Commission or of a specific jury for evaluation, taking into account their respective areas of expertise.
- <sup>5</sup> The members of the Commission and of the specific juries must declare, for each of the requests entrusted to them, any potential risk of conflict of interest, in accordance with the provisions of Article 2, paragraph 4, above.
- <sup>6</sup> Provided that they are not required to recuse themselves in accordance with Article 2, paragraph 4 above, the members of the Commission and of a specific jury are responsible for evaluating each application submitted to them on the basis of the evaluation criteria and grading scales of the programme or award concerned. Academic integrity must be fully respected in each evaluation and within each approved application.
- <sup>7</sup> These evaluations are then discussed at meetings of the Commission or of the specific jury, according to the agenda established by the ReO, in collaboration with the Commission Chair.
- <sup>8</sup> All decisions of the Commission must be formally notified to the applicant by means of a decision letter or email.

## **Chapter 4 Final provisions**

### **Article 6 Promulgation**

These Regulations shall enter into force on 1<sup>st</sup> October 2021

On behalf of the EPFL Direction:

President  
Martin Vetterli

Director of Legal Affairs  
Françoise Chardonnens