

# *ÁNYOS JEDLIK* PROGRAMME

**Guide for Proposers**

**Budapest, 2005**

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## Introduction

The National Office for Research and Technology announces a call for proposals titled *Ányos Jedlik Programme* (earlier: National Research and Development Programme - NRDP).

This *Guide for Proposers* contains the following chapters:

- I. **Chapter I: Information about the Call for Proposals**  
This chapter contains information about the sub-programmes of the call, the eligible applicants, the intensity of support and eligible costs.
- II. **Chapter II: Guide to Writing the Proposals**  
This chapter contains detailed information, data and requirements which are essential for producing eligible proposals.
- III. **Chapter III: General Information about the Procedures of *Ányos Jedlik Programme***  
This chapter provides general information about how to submit proposals, how the evaluation and decision-making process works and how contracted funding is disbursed to successful applicants.
- IV. **Chapter IV: Appendices**

## I. Information about the Call for Proposals

### 1. Objectives

The integrated programme strives to promote long-term economic and national development in Hungary. The direct objective of the programme is to provide funding for projects falling in line with the thematic priorities and aiming to:

- improve the competitiveness of the Hungarian economy,
- achieve scientific and technological breakthrough of the given field,
- concentrate material and intellectual resources,
- implement task- and exploitation-oriented, as well as focused research and development schemes by meeting the appropriate staff requirements,
- establish coherence among basic and applied research, as well as technological development,
- strengthen the co-operation of Hungarian research and development workshops, and improve economic relations,
- engage young graduates to research (PhD students and postdocs) at new, knowledge-intensive workplaces and encourage them to pursue careers in science; to promote the mobility of researchers; as well as encourage the return of successful Hungarian researchers living abroad.

## 1.1. Implementation of the Objectives

Those projects will receive funding which promise international scientific results, aim at elaborating and demonstrating innovative materials, products, devices, procedures, technologies and services with significant intellectual added value, and which are implemented through the co-operation of enterprises and public research units.

## 1.2. Sub-programmes

**Ányos Jedlik Programme** will provide funding for R&D projects in the following thematic and horizontal sub-programmes:

### **Sub-programme 1: Life Sciences**

Bio-medical research; in particular the application of state-of-the-art and highly efficient molecular biology methods. Genomic and pathogenomic research, molecular pharmaceutical research. Elaborating biotechnological processes for pharmaceutical application and producing high value-added products. Up-to-date research in pharmacology, pharmacotechnology. Elaborating and developing new methods, processes and instruments for detecting, preventing and treating diseases.

### **Sub-programme 2: Information and Communication Technologies**

Information and communication technology research of utmost importance and highly innovative development; particularly concerning imbedded systems, ad-hoc and sensor-networks, man-machine interfaces, broadband data-transmission, software technology, semantic web and ontologies, analogue calculating methods and devices, medical technology applications and information security.

### **Sub-programme 3: Environmental Protection**

Development-oriented environmental research; particularly concerning minimizing waste of production technologies and products, developing new methods for waste utilization in production and power-production, elimination of pollution, new sewage treatment procedures, environmental safety research, renewable energy exploitation, especially thermal water energy exploitation, combined heat and power-production based on geothermy and biogas, as well as producing, storing and power-production utilisation of hydrogen.

### **Sub-programme 4: Agro-food Business and Biotechnology**

Molecular biology based animal and plant breeding: functional genomics, research and development increasing the effectiveness of agriculture, forestry and game-stock management, research and development in animal health and plant protection, agro-food business research concerning competitiveness and EU integration, bioconversion processes, research and development concerning food production technologies and food safety.

### **Sub-programme 5: Materials Science**

High-quality materials science research; particularly concerning the development of new materials, environment friendly materials-technology research, research carried out for the utilization of multifunctional and intelligent materials, nano- and microtechnologies, development of composites, application-driven integration of nanotechnologies, new materials and new technologies, as well as research in the forming and qualifying of materials at molecular level.

### **Sub-programme 6: Social Challenges of Technological Development; Studies, Analyses, Concepts**

Research activities, analyses, studies and concepts related to technology, economy and social sciences providing base for scientific research and technology innovation policy.

Basic research providing base for scientific research and technology innovation policy, particularly concerning the following:

- protection, management and reconstruction of animate and inanimate values of nature, research providing base for introducing environment friendly management systems, stability, resistance and biodiversity preserving strategies of ecosystems, evaluation of biological processes in surface water and founding of biological disaster response strategies,
- risk factors of climate change, adaptation possibilities, development of response-strategies to changes, long-term forecast of processes describing changes, consequences of the changes on agriculture and the necessary steps, the dynamics and estimated regional impact of global changes.

Analyses, studies and concepts related to technology, economy and social sciences in order to examine the competitiveness of Hungarian society and the social environment and impact of research, development and innovation; especially:

- research on healthcare, health policy and health management, new potentials for preserving health and prevention of diseases, improving rehabilitation and increasing the quality of life of the disabled,
- exploring the relationship between man and his environment, environment evaluation (soil-, water- and air-quality, sound level, effect of chemicals), studies of environmental impact on human health, possibilities to raise environmental awareness, assessment of environment protection technologies, protection and preservation strategies of the built environment,
- research of the impact of technological changes on society, links between technological innovation and economic competitiveness, social and economic exploitation of the results of research, development and innovation, as well as their impact on improving living conditions,
- Hungary's competitiveness in the EU, examining the social, regional and ethnic impact of integration, the economic and social aspects of sustainable development.

## 2. Source and Budget of Project Funding

To achieve the objectives of the programme, the National Office for Research and Technology allocates HUF 11 billion from the Research and Technology Innovation Fund.

## 3. Expected Number of Funded Projects

The expected number of projects receiving funding is: 30-50

## 4. Eligible Applicants

Under *Sub-programmes 1-5* of this call, research consortia established to carry out R&D projects (hereinafter referred to as “consortium” or “consortia”) shall be eligible for funding. Any enterprise registered in Hungary, with or without legal personality, any public body or institution, or any non-profit organization with legal personality may become consortium-members.

A **maximum** of **8** members may participate in a consortium. During evaluation, **priority** shall be given to proposals submitted by **enterprise-led consortia**.

Under *Sub-programme 6* of this call, the same organizations shall be eligible. However, forming a consortium or involving enterprises shall not be compulsory.

Though organizations registered abroad may become consortium-members, they, however, shall not be eligible for funding under the programme, neither can they become the leaders of eligible projects.

Under *sub-programmes 1-5* at least one of the members of the consortium must be public or public interest research organization (university, college, research unit of the Hungarian Academy of Sciences, specialized or foundation-run research institute) and one of the members must be an enterprise.

## 5. Form of Project Funding and Duration of Projects

**Form of funding:** final grant disbursed to the beneficiary with no repayment obligation (hereinafter referred to as “grant”).

In the case of enterprises the funding is considered as **research and development** funding. The funding shall be transferred directly to consortium members according to the provisions of the funding contract.

The **duration of projects** under the call shall fall between a minimum of 1 and a maximum of 3 years.

## 6. Rates of Support

The total amount of state aid provided for enterprises participating in the project must not exceed the rate laid down in Annex 1. of 133/2004 (IV. 29.) Government Decree. This limit should be explicit in the funding contract.

Maximum Rate of Support under the Programme (Standard rates)

- in the case of public bodies and non-profit organizations with legal personality  
100% of total eligible costs,
- in the case of enterprises
  - basic research: 100%,
  - applied research: 60%,
  - experimental development: 35% of total eligible costs.

Possible increases of standard rates:

1. +15% for projects linked to EU R&D Framework Programme,
2. +10% for small and medium enterprises (meeting the definition of an SME),
3. +10%<sup>1</sup> for projects involving international co-operation.

More than one possible increase may apply cumulatively. However, the total, cumulative funding intensity must not exceed 75% for applied research and 50% for experimental development.

Under *Sub-programmes 1-5* the minimum amount of requested grant is **HUF 300 million** per project for the total duration of the given project. The grant is a “matching fund”, so applicants are expected to contribute their own financial resources to the project – this amount depends on the project activities and the applicants’ organization form.

The **minimum rate of funding requested by enterprises should be 35% of the total** requested support.

Under *Sub-programme 6* state funding may cover all eligible costs of the project. The **minimum** amount of requested grant in this sub-programme is **HUF 20 million**.

## 7. Eligible Activities

Ányos Jedlik Programme provides support for a wide range of R&D research projects. Eligible activities are: basic research, applied research and experimental development. However, it must be noted that basic research activities shall only receive funding together with related applied research activities.

The **cost-rate for each type of activity** should fall within the percentage-limits of the total project cost indicated below:

basic research	max. 30 %
applied research	min. 50 %, max. 100 %
experimental development	max. 50 %.

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<sup>1</sup> The increase of standard rates of support (t%) by x% means that the maximum rate of support will change to t+x%. E.g.: in the case of basic research projects which are carried out in international co-operation (where t=60% and x=10%) the maximum rate of support will be 70%.

Under sub-programme 6 the rate of basic research may reach 100%. In this case providing own resources is not necessary, thus support for the total costs of the project may be requested.

R&D funding shall only be provided for enterprises if the funding promotes research and development beyond the regular activities of the enterprises.

Only those enterprises should apply with basic research activities which have competent research teams. Further criteria are: members of the research-team must include qualified researchers (PhD), who have international basic-research publications covering the same field as the proposed project (publications must not be older than five years old).

## 8. Exclusion

Any participant who

- a)* is subject to bankruptcy or liquidation proceedings, or dissolution procedure;
- b)* has been guilty of making false declarations during earlier calls under the Fund or under the targeted allocations provided by (2) of §(16) of the Act XC of 2003 on the Research and Technology Innovation Fund, or has breached its obligations arising from an earlier funding contract;
- c)* has had expired public dues for more than 60 days;
- d)* has had expired liabilities to the Fund or to the targeted allocations provided by (2) of §(16) of the Act XC of 2003 on the Research and Technology Innovation Fund for more than 60 days;
- e)* intends to carry out activities or projects not complying with environmental requirements;
- f)* has not got the necessary permits issued by the competent authority for the proposed activities;

shall be ineligible, shall be excluded from the evaluation procedure and shall not receive financial contribution under the programme.

## 9. Eligible Costs

- Only actual personnel costs (researchers, technicians, project leader, other supplementary staff etc.) directly involved in the given research project shall be eligible. Personnel costs should be calculated in compliance with (1)-(3) of § 79. of Act C. of 2000 on Accounting (hereinafter referred to as Act on Accounting).
- Wage related charges (taxes and contributions) – calculated pursuant to (4) of §79. of the Act on Accounting – shall be eligible.
- Only the actual costs of materials, services (e.g. consultation, communication, technical, research services) and other services (service procedure fee, auditing) directly used for the implementation of the project shall be eligible. These costs should be calculated in accordance with (2)-(4) of §78. of the Act on Accounting.
- Cost-items that form a part of the book value – calculated pursuant to § 47.-48. and 51. of the Act on Accounting – of equipment (devices, equipments) used exclusively and regularly for research activities shall be eligible.

- Cost-items that form a part of the book value – calculated pursuant to § 47.-48. and 51. of the Act on Accounting – of intangible assets (e.g. intellectual property) used exclusively and regularly for research activities shall be eligible. According to (7) of § 25. of the Act on Accounting, costs of intellectual property can be taken into consideration – under the programme – only if the beneficiary has purchased them from another organization.

Actual overheads incurred under the project are eligible. However, it must be noted that the total overheads per consortium-member must not exceed 5% of the total of the grant and the own resources of each member.

A maximum of 5% of the grant can be used to cover the costs of co-ordination activities. The distribution of this 5% among participants should be specified by the consortium agreement. Only personnel costs, charges directly related to personnel costs and material costs shall qualify as overheads and co-ordination costs.

Costs incurred under project activities preceding the submission of proposals shall not be eligible.

## 10. Evaluation and Selection Criteria

- Conformity of the project proposal with the objectives of the call and the priorities of the given sub-programme
- Professional, scientific and technological content and novelty of the proposal
- Feasibility of the project proposal, coherence, scheduling and monitoring of work-packages
- Financial plan of the project proposal and validity of costs
- Competence of participants (including the mobility of human resources necessary for implementation), number of newly created workplaces for researchers (PhD students, postdocs, returning researchers – only under Sub-programmes 1-5.)
- Management structure, during evaluation priority shall be provided for consortia led by enterprises
- Prospective economic and social exploitation of results in Hungarian and international environment
- The impact of the project proposal on the given field in Hungarian and international environment

## 11. Indicators

Impact indicators serve monitoring, strategic planning and ex-post evaluation aims.

Exploitable results of project

- Number of newly developed products, services, technologies
- Number of submitted and issued patents (Hungarian, PCT, international)
- Number of other protected industrial property

Scientific results

- Number of publications (including lectures) in Hungary and abroad
- Number of dissertations; PhD
- Number of new international projects as a result

Human resources

- Number of PhD students involved in the project
- Number of new postdocs involved in the project

- Number of researchers who returned from abroad to carry out the project
  - Number of workplaces created by the project
  - Number of results exploited in education / training
- Economic exploitation
- Number of companies exploiting the results
  - Amount of extra turnover (HUF) and/or cost reduction (HUF) as a result of the project
- Social exploitation
- Implementation of horizontal approaches (sustainable development, environmental protection, equal opportunities, security, reducing regional disparities)
  - Dissemination of project results
- Other special monitoring indicators applying specifically to the project provided by the applicants

The consortium provides the funder with the planned and actual values of indicators at the beginning of the project, in the periodic reports and at the end of the project.

## II. Guide to Writing the Proposals

### 1. Detailed Description of the Project

#### 1.1 Application Form

An Excel file titled 2005InnovAlapKitoltesiUtmutato... contains a guide for the Application Form. The Application Form can be found in another Excel file titled 2005InnovAlapPalyUrlap... The form and its guide are available for download from: [www.kutatas.hu](http://www.kutatas.hu) and [www.nkth.gov.hu](http://www.nkth.gov.hu). (The links are located right next to the Call for Proposals). Please read the instructions of the guide carefully and fill in the form accordingly.

The Application Form has a twofold function. On the one hand, it contains the details of the project, on the other hand, that of the consortium members, as well as the financial plan breakdown for different reporting periods in both cases. Thus **it is strongly recommended that the financial plan in the Application form should be filled in after the work-plan (including the work packages and the corresponding activity periods) has been compiled.**

In the case of **consortia**, start with filling in the first three worksheets (details of the project) of the excel file. These are the following:

- worksheet titled “11. Details of the Project/Proposal”, KfPalyazat#2-1\_11
- worksheet titled “11a Details of the Project/Proposal-Continued”, KfPalyazat#2-1a\_11a
- worksheet titled “Budget of the Proposal”, KfPalyazat#2-2\_12.

Then each consortium member must fill in 2 worksheets in the following way:

The first consortium member (co-ordinator) fills in 2 worksheets:

- worksheet titled “21. Details of the Applicant”, KfPalyazat#2-3\_21-1,
- and worksheet titled “22. Budget of the Applicant”, KfPalyazat#2-4\_22-1.

The second consortium member fills in 2 worksheets:

- worksheet titled “21. Details of the Applicant”, KfPalyazat#2-3\_21-2,
- and worksheet titled “22. Budget of the Applicant”, KfPalyazat#2-4\_22-2.

And so on for each consortium member. Please make sure that the **co-ordinator institute is the first** among the members.

**Attention!** Cost-boxes on worksheet titled “Budget of the Project/Proposal”, KfPalyazat#2-2\_12, cannot be filled in directly. These boxes are filled in automatically based on the data supplied on worksheets “22. Budget of the Applicant”, KfPalyazat#2-4\_22-1, KfPalyazat#2-4\_22-2, etc.

In the Application Form **only the yellow and green fields (the latter for authorized signature) can be filled in directly, all the other fields are write protected.** Orange fields are filled in either automatically based on data in other fields, or by selecting an item from a pop-up list. Thus **it is impossible to modify white fields or directly type in orange fields.**

Guidelines for filling in the budget fields

- **The total budget of an activity period should be indicated in the year when the given activity period ends, i.e. when the financial report is submitted.** In the case of a project starting at the end of 2005, the first activity period will definitely end in 2006, thus no costs should be indicated for 2005.
- **The amount of advance payment may be 100% for public institutions, and maximum 90% for other institutions (enterprises, foundations etc.).**
- **Advance payment should be indicated in the column of the reporting period when the advance payment shall be used.**
- **All costs indicated in the charts – excluding 12at, 12au, 22at and 22au – must include non-deductable VAT.**
- **VAT can only be deducted from costs planned to be covered by own resources, as VAT of costs covered by state support is non-refundable.**
- The lines: “Included overheads, co-ordination” of the chart are not extra costs, these costs are already included in the costs in the lines above. These fields must be filled in.

In the case of consortia, the printed Application Form makes 3 pages, and further 2 pages for each consortium member. The first three pages contain data about the project, while further worksheets contain the details of consortium members. On top of the 3 + 2 pages (the latter per consortium member) there is no need for printing out additional, empty worksheets.

## 1.2. Work plan

Prepare the **detailed description of the proposed project in maximum 15 pages.** Content requirements:

- Describe the objective(s) of the project. Describe the innovative nature of the objectives in Hungarian and international context.
- Give a summary of the applicants’ activities preceding the project and providing grounds for it. Present the results already achieved by the applying R&D organizations.

- Describe the activities of the proposed project. Coherence and justification of planned work packages, basic research, applied research and experimental development activities. Professional and scientific content, implementation steps, scheduling and expected results of tasks. Sum up the planned tasks according to Table 1.
- Describe the **exploitation** possibilities, expected economic results and other direct or indirect impacts of the project. Expected results of marketing new products, processes or services as results of development activities at international and Hungarian level (amount, lifecycle period, economic result over investment etc). Prepare professional economic analysis, feasibility study or business plan if necessary.

**Table 1:** Task description

Number	Name of Task	Consortium members involved	Leader of the task (person)	Start date (year, month, day)	End date (year, month, day)	Cost of task* (1000 HUF)	Type of task**	Deliverables
1		1.						
		2.						
		.....						
						0		
2		1.						
		2.						
		.....						
						0		
3		1.						
		2.						
		.....						
						0		
4		1.						
		2.						
		.....						
						0		

\* The sum must contain non-deductable VAT

\*\* Basic research, applied research, experimental development

### 1.3 Financial plan

Describe in detail and justify the following costs in the Financial plan:

- the amount and scheduling of advance payment (for all relevant activity periods), if requested;
- if you want to receive reimbursement on overheads, its expected amount;
- other material expenses which exceed net HUF 5 million;
- purchase plan (including the amount and estimated price) of R&D equipments and intangible assets exceeding net HUF 5 million (with identifiable name, however, there is no need for the exact type)

- if the planned total cost of subcontracting exceeds 10% of the total project budget or HUF 20 million, describe the tasks to be carried out by subcontractors and their expected costs. If, during implementation, the actual subcontracting fees deviate from the planned figures by more than 10%, describe the reasons for the deviation in the activity report.

Consortium members registered abroad have to fill in the Application Form (pages 21. and 22.) with 0 expenses. These members have to sign these pages and the Declaration of Intent about joining the consortium

*The Budget plan must be realistic, as proposals containing unjustified costs will be refused.*

#### 1.4. Activity Periods of the Project

Design the activity periods, the end date and deadlines for activities and financial reports of the project according to the work plan. Each reporting period should be closed by an activity and a financial report. Plan 1 (or in exceptional cases 2) reporting period(s) annually.

Then, **in Table 2**, list which work packages (of the tasks described in **Table 1**) are going to be carried out by which consortium member for each period. Also put down the estimated costs of the consortium member per period.

Costs must include non-deductable VAT.

There is no limit on the number of planned work packages per period.

Each reporting period must end with an activity report and a financial report. If you schedule the end of the reporting period after 31<sup>st</sup> of October, expect the corresponding reimbursement to be transferred in the following year.

**Table 2:** Work package and financial plan for each activity period per consortium member

Report No <x.>	Time of Report:	
Name: consortium member		
Title of work packages	Content of workpackages in the reporting period	Work package cost (HUF 1000)
Task y. Workpackage z.		
....		
...		
...		
	Total:	<b>0</b>

**Make sure that dates and costs provided in Table 2 correspond to the data in the Application Form.**

#### 1.5. Link to the projects of the European Community

If a programme is linked to the RTD Framework Programme of the European Community, it should be described how the programme is related to the international project, what are the similarities and differences between them, which organizations participate and carry out what tasks and what are the deliverables. A summary should be provided of the tasks of the applicant in the two projects, especially with regards to funding resources.

If the funded enterprise takes part in an EU project and:

- it receives contribution (from the sub-systems of public finances as well as from international sources, on the basis of intergovernmental agreements, including the European Union), the use of the double funding falls under the restrictions concerning the maximum funding intensity<sup>2</sup>,
- it does not receive contribution (see above), the funding obtained by this proposal can be used (as own resources) for financing its tasks undertaken in the international project.

## 1.6. Description of the professional activities of applicants

- a) Describe the professional activities of applicant **organizations** and **persons** having a key role in the project (single applicant; each consortium member).

The professional activities of applicant organizations and persons should be described specifically, with respect to the topic of the project proposal. Provide brief professional biographies and reference lists of the co-ordinator, the work package leaders and any other persons having a key role in the project, as well as their relationship to the applicant organizations and their tasks within the project, in accordance with the guidelines of **Table 3**.

**Table 3:** Description of the persons involved in research and development activities

Key person (name, qualification)	Consortium member (applicant number)	Tasks (numbered as in work plan)	Work time (days)
<b>All other persons taking part in the research:</b>			
		Other scientists or engineers:	
		Postdocs	
		PhD students	
		Technicians	
		Total:	0

The Full Time Equivalent (FTE) of staff working on the project should be calculated on the basis of 262 days/year. With a view to the concentration of intellectual resources and focussed research and development, the aim is to achieve that **the work time of staff participating in the project should be at least as much as the Full Time Equivalent calculated for 10 staff members**.

- b) National and international research and development **projects** (of a single applicant or each consortium member) which have been carried out in **the same** or a similar topic and either

<sup>2</sup> See Chapter 6: "Rates of Support"

received funding in the last 3 years or are still under evaluation should be presented according to the format of **Table 4**.

The applicant should provide the following: the title of the project or project proposal, a summary of the objectives, the name of partners participating in the project, a description of its own role, the name of the national or international funding organizations, the amount of funding requested for successful project proposals or proposals still under evaluation, the actual or planned dates of the beginning and the end of the project, and the status of the project or project proposal (e.g. submitted, successful, contracted) as well as a brief description of the results if there are any.

**Table 4:** *Description of projects and project proposals of similar topics*

<i>Title</i>		
<i>Objective (max. 250 characters)</i>		
<i>Partners</i>		
<i>Own role</i>		
<i>Funder</i>		
<i>Funding received or required</i>		
<i>Beginning:</i>	<i>End:</i>	<i>Status:</i>
<i>Results (max. 250 characters)</i>		

### 1.7. Description of project management

Describe project management structures, with a special emphasis on the various decision-making mechanisms to be used during the project, how the flow of information will be assured and what measures will be taken to guarantee quality of work. The description should not be longer than 1 page. The name of the financial director designated by the institution responsible for the project should also be indicated.

### 1.8. Description of the management of applicants

In the case of enterprises, the applicant should enclose the following for the description of the management of the 2 previous years (single applicant or each consortium member):

- for self-employed entrepreneurs, a copy of the entrepreneur's licence and a copy of the tax returns of the 2 previous years,
- for other types of enterprises and non-profit organizations with legal personality, a copy of the annual reports of the 2 previous years submitted to the court or to the registry court.

If the organization has been operating for less than a year, the data should be projected for the period of a year. The authenticity of documents should be certified by a declaration containing the authorized signature of the competent leader.

Public organizations and consortium members registered abroad do not have to describe their financial management.

## 2. Drawing up a proposal

The project proposal should be written in Hungarian and in English (except for sub-programme 6.) on A4-size sheets, and compiled from the parts mentioned below in the appropriate order (see description). Each copy should be bound. Each page should have the following heading: **Ányos Jedlik Programme, sub-programme X: acronym** (as on application form). The pages (including enclosed documents) should be numbered consecutively:

- Title page
- Contents page
- A detailed description of the project (including the application form, according to II.1)
- Declarations (in accordance with Government Decree No. 217/1998)
- Declaration of intent concerning the establishment of a consortium
- For enterprises and non-profit organizations with legal personality: description of the management of the 2 previous years
- Declaration about meeting staff requirements
- For proposals under sub-programme 6., the declaration of the competent ministry or authority should be enclosed – if necessary – certifying that the objectives of the project match the strategic objectives of the sector and in what ways the results are expected to be exploited.

Consortium members registered abroad have to fill in only the application form (pages marked 21 and 22) with 0 expenses and sign the declaration of intent concerning the establishment of the consortium.

Please find enclosed a *Checklist* which should facilitate the drawing up of proposals.

## III. General information on the implementation of Ányos Jedlik Programme

### 1. Submission and formal assessment of proposals

Applicants should submit the project proposals – completed following the guidelines of the *Guide for Proposers* – under **sub-programmes 1-5** in Hungarian and English languages. 1 original document and 2 copies (bound in separate volumes) should be submitted in both languages. Under **sub-programme 6** project proposals (1 original document and 4 copies) should be submitted in Hungarian only. Proposals should be submitted in closed parcels personally or by courier service to the following address:

**Kutatás-fejlesztési Pályázati és Kutatáshasznosítási Iroda**  
**(Agency for Research Fund Management and Research Exploitation)**  
**1052 Budapest, Szervita tér 8.**

All pages of the original copies must be signed by the co-ordinator of the consortium.

The **Hungarian** copy must include the following documents in the order below:

- Title page,
- Contents page,
- A detailed description of the project (including the application form, according to II.1)
- Declarations (in accordance with the Government Decree n. 217/1998)
- Declaration of intent concerning the establishment of a consortium
- Description of the management of the 2 previous years in the case of enterprises and non-profit organizations with legal personality
- Declaration about meeting staff requirements
- The evaluation of the proposals of sub-programme 6 can be enhanced by the declaration of the competent ministry or authority certifying that the objectives of the project match the strategic objectives of the sector and in what ways the results are expected to be exploited.

The **English** copy must contain the following documents in the order below:

- Title page,
- Contents page,
- A detailed description of the project (including the application form<sup>3</sup>, according to II.1)
- Declarations (in accordance with the Government Decree n. 217/1998)
- Declaration of intent concerning the establishment of a consortium
- Declaration about meeting staff requirements

Apart from the address, the following should also be indicated on the parcel:

**Jedlik Ányos pályázat .... alprogram (Ányos Jedlik programme, Sub-programme No ...)**, as well as the year in which the call was announced, the Hungarian short-code for the programme together with the sub-programme number (NKFP1, 2, ..., 6) and the Acronym of the proposal (8 characters) as indicated in the Application Form (field [11a]) displayed in the following format:

**2005-NKFPa-xxxxxxxx**

Under all sub-programmes, **apart from the printed copy** of the proposal, the parcel should also include a **CD** compiled according to the following:

#### **Contents of the CD:**

The CD should include 2 compressed (.ZIP) files, both of which should include 3 files and neither of them must be over **2 MB**. (Files are to be compressed by WinZIP program, which is available by clicking the link on KPI's website, or by different versions or programs using equivalent compression format e.g. Windows Commander, Total Commander etc.)

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<sup>3</sup> The application form does not have to be translated into English, the Hungarian version should be enclosed.

Two “ZIP” files are needed, the first one should contain the Hungarian, the second the English language version of the project proposal (except under sub-programme 6 where only the Hungarian proposal is needed).

The following 3 files (under sub-programme 6 only 2 files) must be included both in the Hungarian and the English “ZIP” files:

1. A document containing the detailed description of the project proposal in the given language (in Adobe Portable Document “.pdf” format). The document should contain the title page, the contents page and a detailed description of the project without the Application Form (the image of the Application Form, different declarations, and copies of the documents describing the financial management of the applicants may be enclosed in this file only if these are available electronically and are included in one document and the size of the “ZIP” file will not exceed **2MB** with these extras).
2. A file containing saved data from the filled-in electronic Application Form, as saved in a re-loadable format (.XML) by the function button of the last version of the form. Regardless of the language of the ZIP file, both of them must enclose the same XML file.
3. The third file should include the Declaration about Meeting Staff Requirements in “.PDF” format (except under sub-programme 6).

#### **Filename Conventions to be used on CDs:**

For the two zip files:

NKFPa-xxxxxxx-zz.ZIP,

where

- „a” stands for the sub-programme number (1, 2, ..., 6),
- „xxxxxxx” stands for the 8-character acronym of the proposal (Application **Form, field [11a]**),
- „zz” stands for the language code: „hu” for Hungarian, „en” for English.

Certain parts of the filename are separated by hyphens, “-“. “NKFP” is the fixed part of the filename, it identifies the programme. “.ZIP” (extension) indicates the type of the file. (Thus the two filenames of an environmental protection proposal might be the following: *NKFP3-2korny89-hu.zip*, and *NKFP3-2korny89-en.zip*)

#### **Filename conventions for files to be compressed:**

1. The name of the first file should be the same as that of the “zip” file (NKFPa-xxxxxxx-zz, see above), except for the extension which should be “.pdf” in the case of Adobe Portable Document format.
2. The second file is the XML file containing re-loadable data of the Application Form. After the Form has been filled in, this file should be created by function button “Teljes őrlap kimentése fájlbá” (Save All to File) or “Beküldendő ZIP fájl előállításá” (Generate ZIP file for Submission). The XML file must be compressed under the name it has been automatically generated by the Form (according to the *Guide to the Application Form*). The content of this file must correspond to both the submitted printed copy and the content of the attachment to the e-mail submitted for the Programme-database (filename example: *NKFP3-2korny89-0-0505171030.xml*). Other files generated earlier during the work with the Application Form should not be submitted.

3. The third file should be named by inserting “-SZNY” in the name of the first file after the language code. This file should also have “.pdf” extension. (e.g. NKFPa-xxxxxxx-zz-SZNY. PDF)

So in the example above the compressed Hungarian file (NKFP3-2korny89-hu.zip) may contain the following files:

1. NKFP3-2korny89-hu.pdf,
2. NKFP3-2korny89-0-0505171030.xml and
3. NKFP3-2korny89-hu-szny.pdf

**The same should be displayed on both the CD and the CD-case as on the parcel.**

Deadline for submission:

**20<sup>th</sup> May 2005 at 16.00**

The Application Form should be filled in according to the *Guide to the Application Form* and it must also be submitted via e-mail to the following address: [alap2005@kutatas.hu](mailto:alap2005@kutatas.hu) .

The *Call for Proposals*, the *Guide for Proposers* and the *Guide to the Application Form* will be available for download from 20<sup>th</sup> April 2005 from the following websites:

the **National Office for Research and Technology** ([www.nkth.gov.hu](http://www.nkth.gov.hu)),  
or the **Agency for Research Fund Management and Research Exploitation**  
([www.kutatas.hu](http://www.kutatas.hu))

For more information about the call for proposals and the elaboration of the project proposal, contact the help desk of the **Agency for Research Fund Management and Research Exploitation** (hereinafter KPI):

- The help desk is available at the (+36-1)-484-2800, (+36-1)-484-2922 numbers. Staff members are available from 9:00 to 12:00 and from 13:00 to 16:00 from Monday to Thursday, and from 9:00 to 13:00 on Friday.
- Questions can also be sent by e-mail to: [info@kutatas.hu](mailto:info@kutatas.hu). The acronym of the proposal should be indicated in the subject field. Questions are answered within 5 work days.
- Applicants may also come and talk to our staff members in person at our headquarters in Budapest, 5<sup>th</sup> district, Szervita tér 8., by making an appointment via the help desk.

Before turning to the help desk, applicants are kindly asked to read through carefully the call for proposals and the guide for proposers as well as the list of Frequently Asked Questions available at [www.kutatas.hu](http://www.kutatas.hu), as their questions might be answered immediately without the 5-work-day delay.

**The Guide for Proposers and the Guide to the Application Form are integral parts of the Call for Proposals, these documents together contain all necessary requirements for proposals.**

The incoming proposals are registered by the Agency. Applicants are notified about the fact of registry and about the registration number of their proposal. Later on, this number shall be the point of reference in all matters concerning the proposal.

The KPI can only forward a project proposal for evaluation if it meets the formal requirements. The KPI checks the formal eligibility of the incoming project proposals, and in case of the absence of some minor details, it invites the applicant to submit the missing documents within a few days. In case of major reasons for ineligibility, the proposal is excluded from the further stages of evaluation.

**The proposal is rejected for formal reasons if:**

1. the applicant submitted the proposal after the deadline or did not send the electronic application form to the [alap2005@kutatas.hu](mailto:alap2005@kutatas.hu) e-mail address,
2. the total funding of the enterprises does not reach 35 % in the project,
3. there is no public or public utility research institution and enterprise in the consortium (except for sub-programme 6.)
4. any of the consortium members are not eligible for support (do not fit in with the applicants or they are excluded on a legal basis or on the basis of reasons determined in this call for proposals),
5. the requested funding (application form line 22f) is smaller than the minimum amount of grant,
6. own resources (matching fund) are insufficient (according to Chapter I. points 6.-7.),
7. the applicant did not use the authorized signature on the *Application Form* and the official documents,
8. one or more of the following documents are missing: application form, a detailed description of the proposal, declaration in accordance with Government Decree No. 217/1998, declaration of intent concerning the establishment of the consortium,
9. the applicant did not draw up the proposal according to the guide (II.2. and checklist),
10. the proposal contains false data.

**The KPI requests the applicant to submit missing data within 5 days if:**

1. the applicant submitted an insufficient number of copies of the project proposal,
2. the co-ordinator did not sign one or more pages,
3. the applicant did not submit the CD, the CD is unreadable, or there are differences between the CD, the application form sent by e-mail and the printed version; some data have not been provided in any of the above,
4. the financial management figures (balance sheet data) – of enterprises or non-profit organizations within the consortium – referring to the two previous years are missing.

The notice of request of missing data is sent to the co-ordinator's official e-mail address indicated on the application form. If missing data are not submitted within 5 days, the proposal shall be ineligible.

The applicant is informed by the KPI about the rejection of the proposal or its submission for evaluation.

## **2. Priorities, evaluation of proposals, decision-making**

### **2.1. Priorities**

**During evaluation, priority shall be given to proposals which are expected to contribute to:**

1. increasing competitiveness,
2. the promotion of the innovative development of enterprises, especially *small and medium enterprises*,
3. the enhancement of cooperation between public research units (research institutes, university research units) and the economy (enterprises, business sphere), the implementation of focused research and development activities,
4. the reinforcement of the regional bases of innovation,
5. the enhancement of international cooperation,
6. the promotion of the mobility of researchers via the creation of knowledge intensive workplaces, the motivation of PhD. students and postdocs to pursue careers in research,
7. the supporting of the return of successful Hungarian researchers living abroad and their professional reintegration.

### **2.2 Evaluation criteria, decision-making**

Project proposals are evaluated by independent external experts of the given field by scoring, on the basis of which the Governing Boards of each programme prepare their priority list. The final decision is made by the **President of the National Office for Research and Technology** (hereinafter **Office**).

The evaluation criteria and the scores are included in **Tables 5.a and 5.b:**

Table 5.a

Evaluation criteria for sub-programmes 1-5	<i>Maximum score</i>	<i>Actual score</i>
<b>1. Correspondence of the project proposal to the objectives and priorities of the programme (maximum 5 points)</b>		
1.1. To what extent does the project proposal match the objectives of the programme and the priorities of the sub-programme?	0-5	
<b>2. Professional, scientific, technology and innovation content of the project (maximum 20 points in total)</b>		
2.1. Professional content, significance and novelty of the project	0-15	
2.2. The applicant's research results concerning the topic, prior to the project	0-5	
<b>3. Feasibility of the project proposal (maximum 10 points)</b>		
3.1. Feasibility of the project proposal, justification and coherence of work packages, implementation plan, monitoring of the implementation	0-10	
<b>4. Financial plan of the project proposal, distribution of costs (maximum 10 points)</b>		
4.1. Validity of costs, share of enterprises. Correspondence of costs to work packages, correspondence of the duration to the size of tasks, justification of purchases, proportionateness of cost distribution between tasks and consortium members	0-10	
<b>5. Competence of organizations and persons involved in the project (maximum 40 points in total)</b>		
5.1. To what extent does the competence of participating organizations and persons guarantee the implementation of the given task, including the mobility of the necessary human resources?	0-10	
5.2. Number of newly created workplaces for researchers, the employment of at least 3 PhD. students and 1 postdoc	0-10 (3x2+1x4)	
5.3. Employment of at least 1 renowned researcher returning to Hungary for the duration of the project	0-10	
5.4. Overall project management and methods applied	0-5	
5.5. Is the co-ordinator organization an enterprise?	0 or 5	
<b>6. Economic and social exploitation of the results (maximum 15 points in total)</b>		
6.1. Is it likely that knowledge intensive workplaces will be created in the economy, that results will be applied and exploited in the national or international market?	0-10	
6.2. Anticipated effect of the project proposal on the national and international development of the given field, on the completion of top-priority national tasks	0-5	
<b>TOTAL:</b>	<b>0-100</b>	

Table 5.b

Evaluation criteria for sub-programme 6	Maximum score	Score given
<b>1. Correspondence of project proposal to the objectives and priorities of the programme</b> (maximum 5 points)		
1.1. To what extent does the project proposal correspond to the objectives of the programme and the priorities of the sub-programme?	5	
<b>2. Professional and scientific evaluation of project</b> (maximum 30 points in total)		
2.1. Professional and scientific content, significance and novelty of the project	0-20	
2.2. The applicant's results concerning the topic, prior to the project	0-5	
2.3. Place and relevance of the project proposal in the international arena	0-5	
<b>3. Feasibility of the project proposal</b> (maximum 10 points in total)		
3.1. Feasibility of the project proposal, justification and coherence of the work packages, implementation plan	0-5	
3.2. Monitoring of the implementation of work packages	0-5	
<b>4. Financial plan of the project proposal, the distribution of costs</b> (maximum 15 points)		
4.1. Validity of costs, correspondence of costs to work packages, appropriateness of calculated staff number (FTE) to the size of tasks, correspondence of cost distribution between tasks (and consortium members)	0-15	
<b>5. Competence of organizations and persons involved in the project</b> (maximum 15 points in total)		
5.1. To what extent does the competence of participating organizations and persons guarantee the implementation of the given task?	0-10	
5.2. Overall project management and methods applied	0-5	
<b>6. Social exploitation of the results</b> (maximum 25 points in total)		
6.1. Social necessity and justification of the project, social exploitation and anticipated impact of the results	0-15	
6.2. Anticipated effect of the project proposal on the national and international development of the given field, on the completion of top-priority national tasks	0-10	
<b>TOTAL:</b>	<b>0-100</b>	

The independent national and foreign external experts of the given fields evaluate the project proposals on the basis of the criteria and **scoring** presented in **Tables 5.a and 5.b**. The minimum requirement for an oral presentation is to obtain at least 30% of the maximum score for each main evaluation criterion and 60% of the total score. Taking the experts' opinion into consideration, the Governing Board decides on which co-ordinators to invite to hold an **oral presentation** about their proposal. If the co-ordinator is unable to attend, he or she may appoint a deputy who has a general overview of the entire project. This person may be a key expert in the project or a manager who is familiar with the topic and works with the co-ordinator.

The international Governing Boards evaluate the English language presentations on a **scale from 0 to 20**, then they establish the overall ranking of the project proposals. **The maximum score is 120 points**. On the basis of the ranking, the Governing Boards of the programmes propose project proposals for funding and the amount of support, and they put forward recommendations for the contractual negotiations. They also prepare a reserve list, in case of additional resources.

The applicant receives a written notification about the funding or rejection of the proposal within 10 days after the decision of the President of the Office.

### **3. Entering into contract and financing procedures**

**Based on the decision of the President of the Office, the Agency initiates a contractual negotiations** with the professional leaders of successful proposals (in the case of consortia, with the co-ordinator) in order to define the conditions of the funding contract.

The contract proposal is valid for 60 days after the receipt of the notification on the decision (invitation to the contractual negotiation) (Government Decree n. 133/2004. (IV. 29.)). Till that deadline, the rules of proposal commitment apply to the decision. If the contract is not signed until the deadline of the beneficiary's fault, the funding decision becomes automatically null and void.

**For consortia**, first, organizations involved in it sign a multi-lateral consortium agreement (rights and obligations of the members, regulation of mutual relations, joining and leaving, intellectual property rights), which becomes valid with the authorized signature of each participant. This document is a prerequisite of the funding contract. Following the receipt of the consortium agreement, the KPI signs the funding contract. The work plan and the financial plan of successful applicants constitute the basis for the contract.

#### **The following must be enclosed with the contract:**

- depending on the legal status of the beneficiaries
  1. for business partnerships, a genuine copy of a valid certificate of incorporation not older than a month or a copy thereof certified by a notary public not earlier than 30 days before (instead of a certificate of incorporation, an official certificate issued by Company Registration and Company Information Service working beside the Ministry of Justice is equally acceptable).
  2. for self-employed entrepreneurs, a genuine copy of the business license issued by the competent municipality no earlier than 30 days before, or a copy thereof certified by a notary public.
  3. for public bodies, a certified copy of the deed of foundation or the statutes, not older than 30 days; for bodies created by law, a copy of the law with the indication of the place and date of publication (title of official review/journal, year of publication, issue number; e.g. Magyar Közlöny 52/2004).
  4. for organizations obliged to be registered by court, a genuine copy of a court certificate not older than 30 days or a copy thereof certified by a notary public, which clearly shows who is entitled to represent the organization and in what ways (joint/independent representation).
- a valid specimen official signature (document attesting the right of signature) or a certified copy thereof;
- declaration about the VAT reduction right;

- certificates required by Government Decree n. 217/1998;
- for beneficiaries, a prompt collection order for all bank accounts of the beneficiaries open to transactions during the duration of the contract.

**The public funding can be appropriated according to the financial plan laid out in the contract.** The Agency makes the funding available after the implementation of the tasks checked and approved and remits it to the beneficiary on the basis of the latter's request, proportionately to the funding.

Under certain justifiable circumstances, **an advance payment can be made from the funding as many times as the number of reporting periods planned by the applicants during the project, to the extent of the costs of the reporting period and in accordance with Government Decree n. 133/2004. (IV. 29.) if the sum and justification of the advance payment has been described in the project proposal and approved by the decision-maker.**

A second or further advance payment can only be made if the beneficiary has completely used up the advance payment earlier received as well as the share of its own resources planned for the given activity period, has accounted for it, and the relevant professional and financial report has been approved.

The advance payment must be accounted for within 12 months.

**Except for public bodies, the final 10% of total funding can only be transferred after the approval of the final activity and financial reports.**

#### **4. Monitoring the use of funding**

With the help of independent experts, the Agency evaluates the implementation of the research and development project on the basis of the work plan following every activity period. Each activity period must be closed by the submission of an activity report and financial report to the KPI on the closing date.

A report is considered complete if it contains the activity report and the financial report of each consortium member involved as well as a summary by the co-ordinator.

##### **4.1 Activity report**

Activity reports must include a detailed description of the activities of the research and development activities in the given period set out in the work and financial plans of the project as well as the results. The activity report should follow the work plan of the given activity period on the basis of the work and financial plans, and it should contain the following parts:

title page: on the title page display the title and the registration number of the project, the number of the funding contract (for consortia and several parallel contracts: funding contracts), the number of the activity period, the actual start and end date of the reporting period, the name of the beneficiary (for consortia: beneficiaries), the co-ordinator's name and the website of the project co-ordinator if there is one;

contents page;

a brief summary of the results of previous reporting periods;

the list and status of work packages undertaken for the given reporting period or rescheduled from a previous/later period (finished, partly finished, postponed, advanced, cancelled, etc.) *with a justification of the differences;*

the description of the tasks accomplished and results achieved in the given reporting period in maximum 25 pages;

the list of the publications, published or approved, in the given activity period (articles, presentations), print or electronic publications, patents, etc.;

a comprehensive table of the costs planned and actually incurred during the activity period (with justification);

the list of intangible assets and tangible assets purchased and their principal parameters;

If there is a difference between the work packages planned and those actually accomplished, justification is necessary. The activity report must be signed by the co-ordinator. Reports must be compiled according to the specific properties of each proposal.

## 4.2 Financial report

Beneficiaries must keep separate accounting of the costs of the project.

The costs of the project must be accounted for in accordance with the financial plan included in the approved project proposal, which is the appendix of the funding contract.

The costs of the project may be charged to the beneficiary's own resources from the *submission deadline of the project proposal (20 May 2005)*, and to the funding, *from the date of the funding decision*.

The financial report will only be approved upon approval of the activity report.

Financial reporting is governed by the funding contract. The person entitled to represent the beneficiary, assuming all responsibilities, makes a statement about the costs incurred in the reporting period and documented by invoices or other conclusive receipts, stating their exact sums arranged by category of costs and resources. The declaration must also be signed by the financial director/auditor of the beneficiary. The procedure of accounting for advance payments is identical to that of accounting for partial performances; they may entirely coincide, but the use of advance payments must be declared within 12 months.

A cost report and a summary invoice statement must be enclosed with the declaration.

The acronym of the project and the sum charged to the project must be indicated by the consortium member concerned on each item of the documentation to be accounted for.

The overheads actually incurred during the implementation of the project must be accounted for in accordance with the proportions established on the basis of the principles determined in the Cost Accounting Standards for Subsidized Costs, promptly supported by calculations. Overheads include a proportionate part of the following with regards to the project: public utilities fees documented by an invoice, telephone, mobile phone subscription (pre-paid phone cards are not eligible), internet subscription fee, fuel costs, postage, rents, etc.

Costs eligible as overheads can **only** be accounted for as overheads among material expenses.

### 4.3 Closing the project

At the end of the project, a final evaluation form and a **final report** must be prepared in addition to the periodical activity and financial reports. Following the structure of activity reports, the professional part of the final report should provide a compact and comprehensive overview of the project as a whole and should contain *self-evaluation* concerning the work carried out.

Upon the approval of the reports, the contracting parties prepare final minutes, which contains the possible changes in the composition of the consortium, the decision of the professional approval of the project, any possible professional and financial changes having occurred during the implementation.

With regard to financial changes, the final minutes must be considered a modification of the contract.

The remainder of the funding can only be transferred after the signing of the final minutes.

## IV. Appendices

### Declarations

On behalf of .....<name of applicant / consortium member>....., as an annex to the funding contract of the successful .....<name and registration number of project proposal> ..... we make the following declarations:

1. We certify that data, information and documents communicated in the project proposal are complete and true.
2. We declare that we *have not submitted any proposal for evaluation with the given topic / we have submitted the following proposal<sup>4</sup>*: .....< date of funding, name of funder, amount of support >.....
3. We declare that we have not started the implementation of the project before submitting the proposal.
4. We declare that at the time of proposal submission we are not subject to bankruptcy or liquidation proceedings, or dissolution procedure.
5. We declare that the proposal we submit complies with the relevant legislation.
6. We declare that *our organization has the permits issued by the competent authorities necessary for pursuing activities described in the proposal / we have applied for the permits of competent authorities necessary for pursuing activities described in the proposal / there is no need for special permits to pursue activities described in the proposal<sup>2</sup>*.
7. We take note that our organization is not entitled to the financial contribution if the payment deadline for its public debts has been expired for more than 60 days. According to (5) of §92 of Government Decree 217/1998. (XII. 30.), the funding authority may suspend its payments until public dues are settled, or, according to (6) of §13/A of the Act on Public Finances, it may withhold the financial contribution to counterbalance the public dues of the corresponding organization.
8. In order to make the monitoring of public dues – described in (4) of §13/A of the Act on Public Finances and in (4) of §92 of Government Decree 217/1998. (XII. 30.) – possible, we authorize the funding authority and the Hungarian State Treasury to acquire information about possible expired public debts, their settlement and their amount, with the aid of our *tax number / tax ID, social security number / social security account number<sup>4</sup>*.
9. We authorize the National Support Monitoring System (OTMR) – which is fundamentally a financial monitoring system operated by the Hungarian State Treasury – to provide access to the financial database for those who are eligible under the law (decision-makers, appropriation-managers, monitoring committees).
10. We are aware that, in the case of successful proposals – according to Government Decree 217/1998. (XII. 30.) – the funder shall publish the name of the beneficiary, the title, subject and location of the funded project, as well as the amount of support and the total cost of the project.
11. We declare that in case of entering into contract, we shall authorize our bank to execute the justifiable prompt collection orders of the funder. (Prompt collection order and this declaration are unnecessary in the case of projects which receive the total amount of financial contribution after the approval of the final report.)

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<sup>4</sup> Delete where appropriate.

<sup>2</sup> Underline where appropriate.

12. We declare that we have no expired debts arising from any financial support provided by the subsystems of public finances.
13. We authorize organizations eligible under the law to check the project proposal from a legal perspective and to monitor the use of funds.
14. We take on the obligation to inform the funder without delay if, (1) during the evaluation procedure or before the funding contract expires, our organization becomes subject to bankruptcy or liquidation proceedings, or dissolution procedure, (2) we fail to settle public dues for longer than 60 days, (3) our tax-deduction right changes, (4) our bank account is closed or its number is changed.
15. We declare that we *have / do not have*<sup>1</sup> the right to tax-deduction concerning product- and service-costs incurred under the project and covered by the support.
16. We undertake to cover the remaining costs of the project (not covered by the programme) from own resources even if they had been planned to be covered by other financial support(s) originally.
17. We authorize the funder to register and handle the data submitted to it within the project proposal. We declare that person(s) whose personal data is communicated in the project proposal explicitly authorized the funder to register and handle that information according to the application procedures. Furthermore, we declare that the persons concerned explicitly authorized the funder to send their personal data abroad (if necessary) for the professional evaluation of the project and its implementation.
18. We take on the obligation to submit data referred to in §2 of Government Decree 160/2001 (IX.12.) in Hungarian and English to the funder when signing or modifying the funding contract, as well as at the end of the project.

Done at:

Date:

*authorized signature*

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<sup>1</sup> Delete where appropriate.

## Declaration of intent concerning the establishment of a consortium

### Contracting parties:

1. *consortium member (co-ordinator of the consortium)*
2. *consortium member*
3. *consortium member*
4. *consortium member*

The Parties agree on establishing a consortium with a view to participating in the **Ányos Jedlik** call for proposals as follows.

1. The Parties authorize ..... (application form line 11) to become the co-ordinator of the project. The task of the co-ordinator is to ensure the administrative and professional management of the proposed project.
2. The Parties accept to sign an agreement, until the drawing up of the funding contract, about their shares in the intellectual and other properties created during the implementation of research and development tasks (rights and obligations of members, regulation of mutual relations, joining and leaving, regulation of intellectual property rights, common property or property proportions).

By signing this agreement, the Parties declare to have read and understood the content of the project proposal to be submitted to the ..... call for proposals, they agree with its work and financial plan and are willing to accomplish the tasks assigned to them and provide their share of own contribution.

*Place, date and official (authorized) signatures from all participants!*

### Declaration about meeting staff requirements<sup>5</sup>

Having understood my civil liability, I declare that for the implementation of the project entitled ....., submitted by ..... consortium co-ordinator in the framework of the Ányos Jedlik Programme issued on 20 April 2005, the consortium members shall employ at least three Ph.D students and one postdoc student if the proposal is successful. Moreover, I guarantee that ..... consortium member shall employ a researcher having lived abroad for at least 4 consecutive years prior to the funding contract, but returning to Hungary for the duration of the project (..... years) and participating in the implementation of the project. I shall genuinely certify at the signing of the contract that the researcher returning lived abroad for at least 4 years prior to the beginning of the project and that the researcher is a permanent resident in Hungary during the implementation of the project. The personal data regarding ..... can be found in the part presenting the most important researchers involved in the project.

.....2005.

On behalf of consortium leading institution  
(authorized signature + stamp)

Co-ordinator

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<sup>5</sup> The completion of this declaration is not compulsory. If it is completed, delete where appropriate.

## Title page

Registration Number of Proposal given by KPI: NKFP- 

/				/	2	0	0	5
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<i>Acronym of the proposal</i>	The <acronym of the proposal> should be indicated here
<i>Consortium leading enterprise or institution</i>	
<i>Co-ordinator's name (person representing the consortium)</i>	
<i>Title of the project</i>	

### Checklist for the submission of the application

1. Application form (for members and consortium)
2. Electronic submission of application form
3. A detailed description of the project according to points II.1.-II.2 in Hungarian and in English (only for sub-programmes 1-5.)
4. Declaration (for each consortium member) in accordance with Government Decree n. 217/1998
5. Declaration of intent concerning the establishment of a consortium (containing the authorized signature of each member)
6. Declaration about meeting staff requirements (optional)
7. Declaration of the competent ministry or authority (for sub-programme 6.) (optional)
8. For enterprises and non-profit organizations of a legal entity, a description of the management of the 2 previous years
9. CD included in the application (the following must be written on the CD-case and the CD itself: *Ányos Jedlik Call for Proposals, sub-programme .....*, acronym, short title of the

Date:

.....  
co-ordinator