



NATIONAL RESEARCH, DEVELOPMENT AND INNOVATION OFFICE

CALL FOR PROPOSALS

**VISIT TO RESEARCH GROUPS SUPPORTED BY
ERC**

CODE: ERC_16_MOBIL

AUGUST 31, 2016



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A. PURPOSE OF SUPPORT

In accordance with Law LXXVI of 2014 on scientific research, development, and innovation, the National Research, Development and Innovation Office (henceforth: NRDI Office) launches a call for proposals for researchers affiliated with a research institution in Hungary during the period 2016–2017 from the National Research, Development and Innovation Fund (henceforth: NRDI Fund), connected to the support programs launched by the European Research Council (ERC) .

A.1. Purpose of the call for proposals

The call intends to contribute to the development of researchers affiliated with a research institution in Hungary and to the improvement of their applications in the support programs launched by ERC (Starting Grant (StG), Consolidator Grant (CoG), and Advanced Grant (AdG)), increasing the volume of ERC support as well as the international recognition of researchers and research institutions in Hungary.

The present call for proposals provides the opportunity for researchers affiliated with a research institution in Hungary to spend three to four months in order to conduct research and gain experience at a research group where the principal investigator is supported by a StG, a CoG, or an AdG. Researchers can gain direct experience on how to compose a successful ERC application, how to lead a research group supported by ERC, and how to submit a successful ERC application upon their return.

Researchers already eligible to apply for AdG can only visit AdG grantees; those intending to apply for CoG can only visit CoG or AdG grantees; those applying for StG can visit StG, CoG, or AdG grantees.

A.2. Available funding

The source of support is Chapter LXVII of Law C of 2015 on the central budget of Hungary in 2016: NRDI Fund – article 2: Support of innovation in international cooperation.

Pretense of support: Law LXXVI of 2014 on scientific research, development, and innovation (henceforth: KFI law) 24. § paragraph (1), points a) and h).

In order to reach the goals of the call, the NRDI Office **intends to secure a total amount of HUF 200 million for the period 2016–2017 from the NRDI Fund according to the law on the central budget and with reference to the program strategy of the NRDI Fund**; the amount available for the disbursements in 2016 is HUF 100 million.

A.3. Expected number of supported proposals

The expected number of supported proposals is 48–60.



A.4. Language of proposals

Regardless of the discipline, the proposals have to be submitted in English.

B. ELIGIBLE APPLICANTS

B.1. Legal form, seat, and other conditions

Eligible host institutions **with a seat and legal personality in Hungary** include the following:

- institutions of higher education, research centers, research institutions, budgetary organizations, institutions of budgetary organizations with a legal personality if they qualify as research institutions according to the KFI law;

Eligible applicants include **researchers working in any field of science and affiliated with a research institution in Hungary** (henceforth: principal investigator) if they fulfill the criteria below.

At the time of submitting the proposal and, upon the funding decision, during the period of the project, the legal relation between the institution and the principal investigator has to meet the following criteria:

- during the period of the project, a researcher has to be employed full-time, as a public servant or in other employee status by the host institution;

Other requirements for the principal investigator:

At the time of submitting the proposal, the principal investigator has to have a PhD degree (with nostrification in case of non-EU countries) and to be affiliated with a host institution in Hungary according to the criteria defined in B.1.

In addition, the principal investigator has to declare that he/she returns to Hungary after the stay at the ERC research group and submits a proposal to the next ERC call launched within a maximum of 12 months after his/her return.

The research program, the budget, the outline of the expected results, and the description of the activity of the participating researcher to date have to be attached to the proposal. In their proposal, the applying researcher has to declare all current funding and other ongoing grants. **The declaration of the principal investigator of the ERC research group on the willingness to host the researcher for 3 to 4 months, to include him/her in the research project, and to assist him/her in gaining experience has to be attached to the proposal as well.**

B.2. Grounds for exclusion and administrative conditions

B.2.1. *Legal subjects excluded from the call*

The following legal subjects cannot submit a proposal and cannot receive support:

- a) without appropriate employment status according to 82. § of Gov. decree 368/2011. (XII. 31.) on the execution of the law on the central budget of Hungary;



- b) without fulfilling the obligations to disclosure according to the law on the economic activity of companies of public property;
- c) not qualifying as a transparent organization;
- d) with an ongoing legal process ordered by a legally binding warrant of liquidation, insolvency, or any other process of dissolution;
- e) with a conflict of interest according to 48/B. § (1) paragraph of Law CXCV of 2011 on the central budget of Hungary (henceforth: Áht.);
- f) with a ruling from the NRDI Office on the improper use of support from the NRDI Fund and with an unpaid debt due to the obligation of recompensation at the time of submitting the proposal;
- g) with a dismissing court judgment, legally binding within three years of submitting the proposal, regarding the use of support from the NRDI Fund;
- h) without a declaration of the principal investigator of the ERC research group on the willingness to host the researcher.

B.2.2. Further information on grounds for exclusion

If changes take place regarding the data, the circumstances concerning grounds for exclusion, and the legal status of the applicant after the submission of the proposal (e.g., liquidation, insolvency, dissolution, or other legal process take place) and if any event inhibits the completion of the project, the administrator of the call has to be notified immediately.

B.3. Territorial limits of the project

The research tasks of the project have to be carried out in a host institution with a seat in the European Union or in countries specified in the document on H2020 associated countries:

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

C. CONTENT OF THE PROPOSAL

C.1. Scope of supported activities

Full completion of the activities included in the research and work plan of the thematic basic research proposal submitted to the NRDI Office.

C.2. Scope of expenses to be accounted

Only expenses incurring during the completion of the projects supported in the call for proposals can be accounted according to the regulations in Law C of 2000 on public accountancy.

Expenses to be accounted: one roundtrip to and from the ERC research group, accommodation, local travel, per diem. In addition, the institution is entitled to an overhead of 3%. The total of the accountable expenses cannot exceed EUR 10,000 (HUF 3,150,000) for a three-month stay or EUR 13,000 (HUF 4,095,000) for a four-month stay.



C.2.1. *Costs to be accounted as operation costs of the project*

a) Personnel costs

Direct (per diem) and **indirect personnel costs** can be accounted that are spent on the researcher.

b) Material costs

Actual costs incurring during the completion of the project have to be accounted according to the proportions and calculations defined in line with the principles based on the regulations in the accountancy and first cost policy of the beneficiary:

other operation costs: costs related to the completion of the project (travel, accommodation, local transportation).

C.3. Scope of expenses not to be accounted

Only expenses defined in point C.2.1. can be accounted for the project.

C.4. Duration of the project

In the present call for proposals, the duration of the project is minimum 3 months and maximum 4 months.

C.5. Start of the project

Start of the project and accounting of the incurring costs is possible from the day following the decision of the NRDI Office the earliest.

C.6. Actual conclusion of the project, final deadline and closing of the financial report

C.6.1. *Actual conclusion of the project*

The project can be considered concluded if the supported activity is completed according to the terms of the support contract and settlement of the invoices received during the completion takes place. Actual conclusion of the project has to take place at the end of the 3rd or 4th month from its start.

C.6.2. *Final deadline of the financial report*

The final deadline of submitting the financial report on the project (closing disbursement request) and the final scientific report is the 30th day from the day of project conclusion specified in the contract.



C.6.3. Conclusion of the project

The project can be considered concluded if its actual conclusion takes place, the scientific and financial reports submitted by the beneficiary are approved by the NRDI Office, disbursement of the support takes place in proportion to the documented use of the support, and if the beneficiary has no further outstanding liability for the period after the conclusion.

C.7. Obligation of public procurement

If the conditions in Law CXLIII of 2015 on public procurements (henceforth: Kbt.) exist, the beneficiary has to carry out public procurement in order to use the support reasonably and effectively according to the Kbt. If the law prescribes, the beneficiary has to join a central public procurement process according to Kbt. 31. § (1).

C.8. Research plan and budget

The applicant has to submit a brief (maximum 1 page) research plan and a budget with justification. The research plan and the budget have to present the type of research to be conducted and expenses to be accounted in the duration of the present project with the support requested from the NRDI Fund in the ERC-funded research group. Please provide a detailed justification of the steps and stages of the research and the use of the expenses necessary to complete the project.

Please also describe the professional background and the infrastructure of the host institution with regards to the project.

In addition, the applicant has to describe briefly in 2 pages the scientific content of the ERC proposal to be submitted after his/her return, as defined in point B.1.

D. FINANCIAL CONDITIONS

D.1. Form of support

The form of support: definite allowance with no return obligation (henceforth: support not to be returned).

D.2. Amount and extent of support

In the present call for proposals, **a maximum of HUF 3,150,000 can be requested for 3 months and a maximum of HUF 4,095,000 for 4 months per project.**

The maximal intensity of the support is 100%, that is, completion of the projects does not require own sources.

D.3. Scope of securities

The beneficiary does not have to provide securities within the project submitted in this call.



D.4. Timing of support, advance payment

Completion of the project can be planned for a period of 3 months. **The support amounts planned are processed as advance payments in 100% in the case of host institutions within the scope of the law on the central budget; the first 75% of the support amount is processed as advance payment, the last 25% is processed as follow-up payment in the case of host institutions outside the scope of the law on the central budget.**

The NRDI Office transfers the support amount as advance payment to the bank account specified in the support contract after the issue of the contract and before the deadline defined in the contract.

Transfer of the support takes place in HUF exclusively.

If the project costs exceed the amount defined in the support contract, the beneficiary is obliged to provide the extra costs from own sources.

E. HANDLING OF PROPOSALS

E.1. Method, place, and deadline of proposal submission

E.1.1. *Method of proposal submission*

Proposals have to be submitted through the Electronic Proposal Review (EPR) System of the NRDI Office. Its description constitutes an appendix to the call for proposals. Submitted proposals also have to be sent in printed hard copy with signatures and seal to the NRDI Office.

Proposal review takes place on the basis of the electronic proposal documents.

The electronic version can be submitted in line with the procedure published on the homepage of the NRDI Office, with user name and password received from the NRDI Office.

Proposals that are submitted electronically without finalization by the researcher or approval by the host institution, mailed after the deadline, or formally ineligible are not evaluated. A proposal without a printed version received cannot be evaluated.

A proposal can be considered submitted if:

- the electronic proposal is finalized by the researcher and approved by the person in charge of the institution;
- the printed proposal is received by the NRDI Office.

E.1.2. *Place of proposal submission*

Proposals have to reach the customer service of the NRDI Office:

**National Research, Development and Innovation Office
1077 Budapest, Kéthly Anna tér 1. 2nd floor**

The mailed material has to bear the code of the proposal found on the front page of the call (ERC_16_MOBIL) and the six-digit number assigned by the EPR system.

*ERC_16_MOBIL-**<proposal number>***



E.1.3. *Deadline of proposal submission*

Submission of the proposals is possible until the indicated resources are available, by December 30, 2017, the latest. The NRDI Office evaluates the submitted proposals at the end of every quarter (March 31, June 30, September 30, and December 31). Proposals submitted electronically by 16:00 on September 30, 2016, will be evaluated in the first round. A proposal submitted until this submission deadline can be considered submitted if it is electronically finalized by the researcher and approved by the host institution, and if the printed version also reaches the customer service address of the NRDI Office. The postmark has to show a date before 24:00 on the 7th calendar day following the electronic submission.

E.2. NRDI Office proposal customer service and contact information

Information on the calls of the NRDI Fund, proposal submission, support contracts and their revision is available through the proposal customer service of the NRDI Office.

E-mail address of the proposal customer service of the NRDI Office: nkfialap@nkfih.gov.hu

NRDI Office proposal customer service by phone and in person:

It is possible to request assistance from the customer service by phone or, in certain cases upon prior registration, in person at the following contact information.

Phone number of the NRDI Office proposal customer service:

+36 (1) 795 9500

Personal customer service (only upon prior registration):

1077 Budapest, Kéthly Anna tér 1. 2nd floor

Office hours of the personal and phone customer service:

M-Th 09:00–16:00

F 09:00–13:00

Address of correspondence of the NRDI Office:

Any official communication with the NRDI Fund, submission on documentation regarding proposals, contracts, revision of contracts, financial reports (requests for disbursement, scientific reports) is possible at the address of correspondence of the NRDI Office.

**National Research, Development and Innovation Office
1077 Budapest, Kéthly Anna tér 1.**

The homepage of the NRDI Office: <http://nkfih.gov.hu/>

E.3. Process of selection of projects

The process of selection of projects includes the steps of handling the proposals from their submission to notification on the final decision.

E.3.1. *Check of eligibility criteria, submission, completion of documents*

The funder provides an acknowledgment of the proposal submission to the applicant before the 7th day after the electronic submission of the proposal or rejects the proposal with no substantive



evaluation. Notification on rejection with no substantive evaluation contains the reason for rejection and the options of filing a complaint.

If the applicant submits an inaccurate or defective proposal, the present call for proposals provides the opportunity to one round of completion of documents in 8 days within the notice of the NRDI Office. If the applicant provides an inaccurate or defective completion of documents or the defects are not improved before the deadline defined in the notice, the inaccurate or defective proposal is evaluated.

Please be advised that, if the necessary information to comprehensively evaluate the feasibility of the proposal is not available after the completion of documents, the expert can suggest the rejection of the proposal.

Completion of documents is not possible and the proposal is automatically rejected in the following cases:

- The proposal is not submitted by the deadline defined in the call for proposals.
- The amount of the requested budget support exceeds the maximum amount defined in the call for proposals.
- The applicant is outside the scope of the potential beneficiaries defined in the call for proposals.
- The applicant does not attach the declaration of the principal investigator of the ERC research group.

E.3.2. *Eligibility check*

The NRDI Office conducts a formal eligibility check on the submitted proposals. **The proposal is rejected on formal grounds without further scientific evaluation in the following cases:**

- The applicant submits more than one thematic research proposals as principal investigator in the given call.
- Finalization by the researcher and approval by the host institution are not performed by the submission deadline.
- The language of the proposal is not English.
- The proposal contains false information that substantially influences the evaluation.

E.3.3. *Process of substantive evaluation*

Only submitted and formally checked proposals are evaluated substantively; evaluation is carried out by the scientific councils (henceforth: Councils) appointed by the NRDI Office. Based on the recommendations by the Councils, the review panels appointed by the NRDI Office and the anonymous external experts invited by the review panels evaluate each proposal against the selection criteria of the call. Based on the evaluation results and the rankings by the review panels, the Councils recommend proposals to be funded to the president of the NRDI Office. Funding decision is made by the president of the NRDI Office.

Evaluation of the submitted proposals is carried out against the following major criteria:

- scientific significance of the proposed project, justification, novelty, expected results of the project, scientific and social impact of the results;



- likelihood of submitting a successful ERC application;
- excellence of the research group supported by ERC;
- scientific quality of the applicant, scientific and research achievements to date, results of national and/or EU-funded research projects concluded in the last 5 years.

E.3.4. *Decision*

Based on the recommendations of the Councils, the funding decision is made by the president of the NRDI Office within 60 days after submission.

In case of a funding decision, the administrator of the call publishes the name of the beneficiary host institution, the name of the principal investigator, the number and the subject of the project, the amount of support, the date of the decision, and the summary of the project in the proposal form on the homepage of the NRDI Office.

The NRDI Office notifies the applicant and the person in charge of the host institution about the funding decision in writing within a maximum of 10 days. Notification about the decision contains the deadline established for issuing the support contract (maximum 30 days), the reasons for budget cut or rejection, as well as the ways of filing a complaint.

The applicants have access to the evaluation of the anonymous external reviewers in the EPR system.

E.4. Handling of complaints

The applicant and, in the case of a supported project, the beneficiary can file a complaint with the NRDI Office according to 102/D. § of Gov. decree 368/2011. (XII. 31.) on the execution of the law on the central budget of Hungary (henceforth: *Ávr.*) if the procedures regarding the proposal submission, the decision-making process, the issue of the contract, and the transfer or refund of the budget support appear to contradict the law, the call for proposals, or the support contract. Regarding the scientific evaluation of the proposal, no complaint can be filed.

A complaint can be submitted in writing to the address of correspondence of the NRDI Office within the deadline indicated in the notification; if no such deadline is given, within 10 days of becoming aware of the objected measure or omission. Beyond 30 days of the objected measure or omission, submission of a complaint is not possible.

A complaint has to include the following:

- a) the name, seat or address of the complainant, the name of the representative of a non-natural person;
- b) the data necessary to identify the proposal or support contract concerned in the complaint;
- c) description of the objected measure or omission;
- d) exact specification of the facts providing the basis of the complaint and the legal provisions violated by the objected measure and omission;
- e) in case of non-electronic communication, the signature of the complainant.

The NRDI Office considers substantively the submitted complaint within 30 days of receipt or, in the cases defined in 102/D. § (5) of the *Ávr.*, rejects the complaint without substantive



consideration. The deadline of the consideration can be extended once for a maximum of 30 days with advance notification sent to the complainant. The NRDI Office notifies in writing the complainant about the decision made regarding the subject of the complaint.

Proposing a remedy or further legal redress against the decision made regarding the subject of the complaint is not possible.

E.5. Support contract

E.5.1. *Conditions of the support contract*

In case of a supported proposal, notification about the decision is accompanied by a **contract offer**.

The NRDI Office establishes a deadline of maximum 30 days within the notification about the decision to issue the contract. If the beneficiary misses the deadline, the NRDI Office acts according to 74. § (2) of the Ávr.

If the research activity to be carried out during the project is bound to permission, the permission has to be attached to the contract. If a permission can be obtained after the completion of a given stage of the supported activity, the beneficiary only has to declare the availability of permissions necessary to start the supported activity; the funder controls the availability of further permissions within the context of the report on the completion of the supported activity.

E.5.2. *Revision of the support contract*

The beneficiary or the NRDI Office can initiate a revision of the support contract in writing; the support contract contains the relevant regulations.

Please be advised that the support contract can only be revised if the supported activity would be eligible to be funded in the revised conditions. Revision of the contract cannot aim at diverting the original purpose of the supported activity.

The beneficiary has to submit a request to revise the contract with appropriate justification to the address of correspondence of the NRDI Office.

F. MONITORING

Monitoring and evaluation of the supported project take place on the basis of the submitted report, with the contribution of the Councils and the review panels.

F.1. Scientific report

The beneficiary has to submit a detailed scientific and financial report at the completion of the project through the EPR system to the NRDI Office. The principal investigator and the host institution are jointly responsible for submitting the scientific and financial reports on the project on time and according to protocol. A report is complete if the scientific report designed according to protocol and provided with the appropriate supplementary documents and appendices as well as



the financial report forms and their additional documents are completed, submitted, and approved by the NRDI Office according to the regulations defined in the support contract.

The scientific report has to give a detailed description on the progress and the achieved results of the research and development activity proposed in the research plan and budget of the project.

F.2. Process of financial reporting and financing

The beneficiary has to keep a record of public accountancy separately from the project costs according to the relevant regulations (e.g., law on public accountancy). The expenses of the project have to be accounted according to the budget, constituting an appendix to the support contract.

Only the costs defined in the present call for proposals can be charged to the support.

Financial reports have to be in accordance with the progress recorded in the scientific reports.

If the evaluation of the scientific report concludes that a task was not accomplished or only partially accomplished in a given work stage, the costs related to the given task cannot be accepted or only reduced costs can be accepted, in proportion to the actual performance.

In the case of an invoice or a voucher issued in a currency other than HUF, their total amount and the amount to be accounted in their regard have to be converted on the basis of the average currency valid at the date of performance indicated on the invoice or voucher, published by the Hungarian National Bank; in the case of an invoice or a voucher issued in a currency not quoted by the Hungarian National Bank, they have to be converted into EUR on the basis of the average currency published by the European Central Bank.

The method of the financial reporting is defined in the support contract. Reporting takes place through a declaration: the representative of the beneficiary declares with full responsibility the costs documented by invoices and or similar vouchers of evidentiary force issued during the reporting period in total, also declaring that the support was used according to the terms of the support contract in order to achieve the proposed goals. The financial report has to be submitted in the EPR system. The invoices of above HUF 100.000 have to be uploaded along the report in the system. The invoices have to carry the contract number of the project and the amount to be accounted on the project. The table of the report has to be signed by the principal investigator and the person in charge of the finances of the institution, and subsequently mailed to the NRDI Office.

In case of failure to submit the report by the deadline defined in the contract or improper submission of the report, the NRDI Office suspends the transfer of the support until the beneficiary fulfill this obligation.

If the total cost of the project decreases in comparison to the original plan, the support amount is reduced in proportion to the decrease of the total support cost.

F.3. Site audits

The completion of the project, the legitimacy of the request of support, and the use of the support provided from the budget can be controlled by the authorities defined in the law and the support contract from the submission of the proposal until 5 years after the approval of the closing report



by the NRDI Office. During a site audit, site audit minutes are kept. Site audit minutes are signed by the site auditors and the official representative of the beneficiary or by a proxy.

The beneficiary has to keep the documents on the use of the support separately. **The beneficiary has to keep the records and documents regarding the support until 10 years after the approval of the closing report by the NRDI Office.**

F.4. Sanctions of violation of contract

Violation of the support contract can be sanctioned with the following:

- a) suspension of the support transfer;
- b) partial refund of the support in proportion to the use of the support against the rules or in violation of the contract;
- c) termination of the support contract;
- d) abrogation of the support contract.

The cases and rules of the suspension of the support, the partial refund of the support (including the interests of the amount to be refunded and their method of calculation), the termination of the support contract, and the abrogation of the support contract are defined in the support contract, the Áht., and the Ávr.

F.5. Supplying of data, publicity

The NRDI Office forwards the data related to the proposal and the support contract to the monitoring system of the Hungarian State Treasury in order to be published on the appropriate homepage according to 56/C. § (1) paragraph of the Áht.

Order 2/2016. of the president of the NRDI Office contains the rules of handling the documents submitted by the applicant or the beneficiary during the application and contracting process and the documents produced at the NRDI Office in terms of the freedom of information and fair procedure.

G. MATTERS NOT REGULATED IN THE CALL FOR PROPOSALS

Other matters not regulated in the call for proposals are covered by the following measures:

- e) Law LXXVI of 2014 on scientific research, development, and innovation;
- f) Law CXCIV of 2011 on the central budget of Hungary;
- g) Law CLXXXI of 2007 on transparency of support provided from public funding;
- h) Law C of 2000 on public accountancy;
- i) Gov. decree 380/2014. (XII. 31.) on the rules of operation and use of the National Research, Development and Innovation Fund;
- j) Gov. decree 368/2011. (XII. 31.) on the execution of the law on the central budget of Hungary;
- k) Law CXII of 2011 on information autonomy and freedom of information.



H. LIST OF DOCUMENTS TO BE ATTACHED IN PDF FORMAT BY THE APPLICANT TO THE ELECTRONIC PROPOSAL

Name of document to be attached
Detailed research plan („EPR: <i>Open proposal details / research plan</i> ”)
Publication and citation list of the applicant (if not presented from database [MTMT]) („EPR: <i>Open proposal details / upload publ. list</i> ”)
Other scientific achievements of the researcher („EPR: <i>Open proposal details / other achievements</i> ”)
Declaration of the principal investigator of the ERC research group on the willingness to host the researcher („EPR: <i>Open proposal details / attachments</i> ”)
Declarations of the applying (host) institution („EPR: <i>Open proposal details / attachments</i> ”)
Declaration on transparency of the applying (host) institution („EPR: <i>Open proposal details / attachments</i> ”)
Permissions necessary for the research (if relevant) („EPR: <i>Open proposal details / licenses, permissions</i> ”)

I. APPENDICES TO THE CALL FOR PROPOSALS

The documents and the attachments to the call for proposals are available at the homepages: <http://nkfi.gov.hu/> and <http://nkfia.kormany.hu>

- I. Declarations (declarations of the applying institution and the principal investigator)
- II. Declaration on transparency (and guide)
- III. Guide