



Information

on the submission of grant applications

**For the use of the Hungarian national
budgetary support to be allocated to the
model-changing higher education
institutions excluded from direct EU
funding by Council Implementing Decision
(EU) 2022/2506**



2023

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1. INTRODUCTION

Under the Council Implementing Decision (EU) 2022/2506 of 15 December 2022, no legal commitment shall be entered into with any public interest trust or any entity maintained by such a public interest trust under Horizon Europe or other EU-funded RDI-relevant programmes. However, the Government of Hungary has decided to provide national budgetary support for the research costs of the model-changing higher education institutions participating in the consortia.

The Government shall provide higher education institutions maintained by public interest trusts established under Act IX of 2021 (hereinafter: “model-changing higher education institutions”) with the opportunity to participate as consortium partners in the implementation of projects awarded under Horizon Europe research and innovation framework programme or another RDI-relevant funding programme directly funded by the EU by providing **grant** in lieu of the EU contributions.

2. WHO CAN APPLY?

Applications may **only** be submitted by model-changing higher education institutions which:

- have submitted a winning application in a consortium as a beneficiary under Horizon Europe or another RDI-relevant funding programme directly funded by the EU and are an associate partner in the implementation; or
- have applied in a consortium as a beneficiary under Horizon Europe or another RDI-relevant funding programme directly funded by the EU.

A model-changing higher education institution is eligible if the project it participates in is awarded a grant by Horizon Europe or another RDI-relevant funding programme directly managed by the EU and the institution participates in the implementation as an associated partner.

Model-changing higher education institutions can participate as associate members and be given a role in the project, according to the European Commission’s information.

The model-changing institution which is an associate member of the winning project is eligible for support from the Hungarian NRDI Fund.

Please note that the Council Implementing Decision (EU) 2022/2506 of 15 December 2022 does not affect in any way [the composition of the original consortia under grant agreements](#) that entered into force before 15 December 2022 in Horizon Europe or another RDI-relevant funding programme directly managed by the EU, but a model-changing university cannot join such grant contracts as a beneficiary after such date;

Please note that if the restrictive measure set out in Council Implementing Decision (EU) 2022/2506 of 15 December 2022 is lifted and the model-changing higher education institution

participating in the EU consortium receives EU funding as a result, it will be obliged to repay the domestic grant to the NRDI Fund.

3. FUNDING PER PROJECT

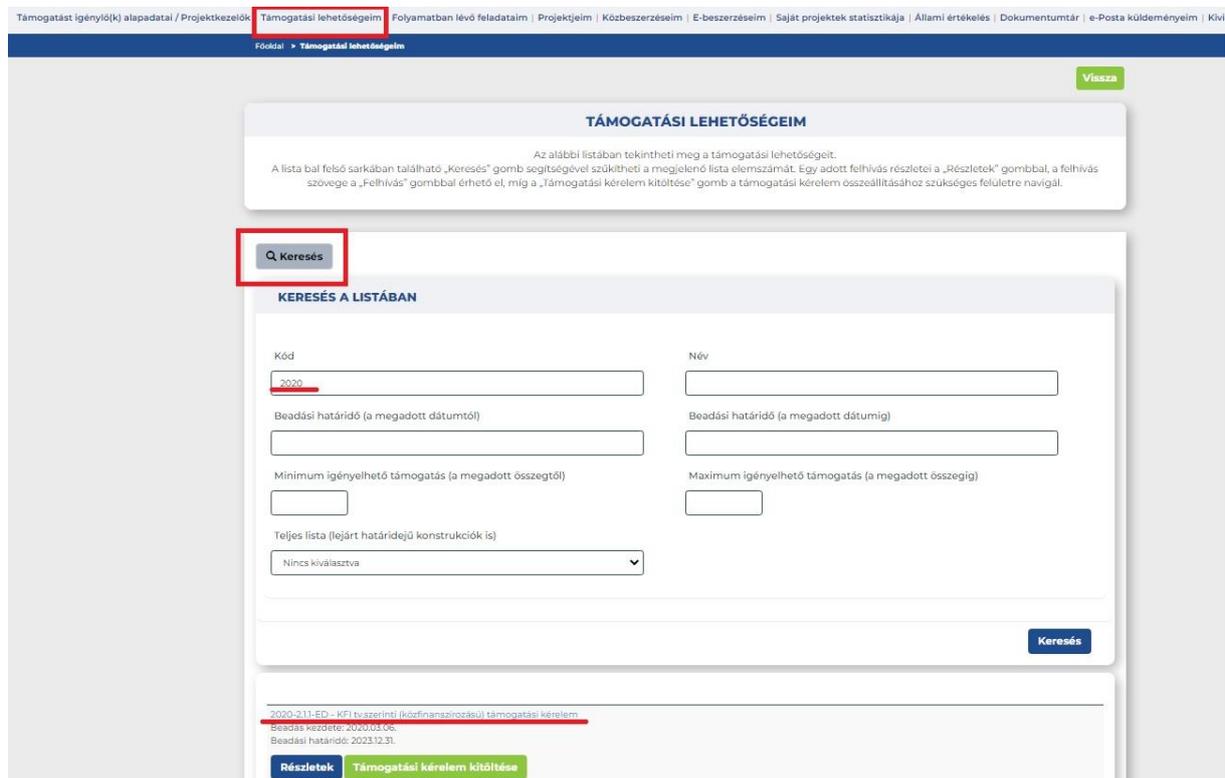
The maximum grant amount that can be requested is the amount planned by the Hungarian applicant in the winning EU application submitted to Horizon Europe or another RDI-relevant funding programme directly managed by the EU. If, at the preparation stage of the EU grant agreement, the Hungarian partner's workload is reduced compared to the planned one, the grant amount that can be requested will be reduced proportionally.

The applicant higher education institution must submit a declaration, signed by the coordinator of the EU project, as an annex to the present grant application, specifying the tasks to be performed in the project and their timing, The NRDI Office provides a form for the declaration.

The amounts in the grant application must be converted into HUF. The exchange rate is HUF 408.8 / EUR 1.

4. WHERE TO APPLY?

Go to <https://www.palyazat.gov.hu/> and click on “EGYSÉGES BELÉPTETŐ FELÜLET BEJELENTKEZÉS (Access to SSO Login system)” to access the SSO Login system (registration required). Go to the “Pályázók (EPTK) Pályázati ügyintézés funkciói pályázók részére (Applicants (EPTK) Application management functions for applicants)” and click on “Keresés (Search)” in the “Támogatási lehetőségeim (My application opportunities)” menu. Enter “2020” in the code field and start filling in the resulting “2020-2.1.1-ED - KFI tv.szerinti (közfinanszírozású) támogatási kérelem (2020-2.1.1-ED - Application for (public) funding under the RDA Act)” form.



The screenshot shows the NRDI website's search interface. At the top, there is a navigation bar with links: "Támogatást igénylő(k) alapadatai / Projektkezelők", "Támogatási lehetőségeim" (highlighted with a red box), "Folyamatban lévő feladataim", "Projektjeim", "Közbeszerzéseim", "E-beszerzéseim", "Saját projektek statisztikája", "Állami értékelés", "Dokumentumtár", "e-Posta küldeményeim", and "Kiv". Below the navigation bar, there is a search bar with a magnifying glass icon and the text "Keresés" (highlighted with a red box). The main content area is titled "TÁMOGATÁSI LEHETŐSÉGEIM" and contains a search form. The form has several input fields: "Kód" (with "2020" entered), "Név", "Beadási határidő (a megadott dátumtól)", "Beadási határidő (a megadott dátumig)", "Minimum igényelhető támogatás (a megadott összegtől)", and "Maximum igényelhető támogatás (a megadott összegig)". There is also a dropdown menu for "Teljes lista (lejárt határidejű konstrukciók is)" with "Nincs kiválasztva" selected. At the bottom of the form, there is a "Keresés" button. Below the search form, there is a red box highlighting the text: "2020-2.1.1-ED - KFI tv.szerinti (közfinanszírozású) támogatási kérelem", "Beadás kezdete: 2020.11.02.", and "Beadási határidő: 2023.12.31.". At the bottom of the page, there are two buttons: "Részletek" and "Támogatási kérelem kitöltése".



5. HOW TO FILL IN THE FORM?

The form (except for the English summary) must be completed in Hungarian!

Applicant's data

In the main menu “Támogatást igénylő adatai (Applicant’s data)” only the Hungarian applicant’s details are required. This grant is technically not implemented in a consortium on the Hungarian side, so the related fields are not relevant.

In the drop-down menu under “Nyilatkozatok (Declarations)” in point 2 of the “A támogatás igénylő alapadatai (Applicant’s basic data)” menu, each applicant should select the option “**kutató-tudásközvetítő szervezetnek minősülünk (we are a research and knowledge-dissemination organisation)**”.

Technical content of the grant application

In the main menu “Támogatási kérelem szakmai tartalma (Technical content of the grant application)”, under “**Projekt adatok (Project data)**” and “**Projekt részletes bemutatása (Detailed project description)**”, you must provide information for the entire EU application as follows:



Project data:

- The fields “A projekt címe (Project title)”, “A projekt címe angolul (Project title in English)” must be the same as the information recorded in the project awarded in the EU call for applications
- “A projekt megvalósításának tervezett kezdete, fizikai befejezése (Planned start and physical completion of the project)”: start date of the project is the start date of the EU collaborative project and the end date is the date when the national partner finishes its activities in the EU project..
- Under “A projekt konzorciumban valósul meg (The project will be implemented in a consortium)” select “Nem (No)”.

Detailed project description:

Description of the technical content of the project

1. From the ALPROGRAMOK (Subprogrammes) drop-down menu select “Kormányzati önerő Alap (Government Guarantee Fund)”

The information provided for the following sections should be in line with the relevant information provided in the application submitted in the EU consortium, with redactions where necessary due to character limit.

2. SUMMARY OF PROJECT CONTENT THAT CAN BE MADE PUBLIC
3. OBJECTIVE AND MAIN TASKS OF THE PROJECT (a list or summary of the work packages and their tasks is sufficient)
4. EXPECTED OUTCOMES AND IMPACTS OF THE PROJECT (Section 2.3 Summary: Expected results, Outcomes & Impacts of the EU proposal can be used)
5. OTHER PROJECT-RELATED COMMUNICATIONS

In addition to the Hungarian applicant and the Hungarian researchers involved in the application, the following section should also list the members of the EU consortium.

6. DESCRIPTION OF THE APPLICANT ORGANISATION AND THE KEY PERSON(S) INVOLVED IN THE PROJECT

Field of science:

Enter the field of science of the EU project implemented by the consortium

Mandatory commitments

This section is only required if the EU project originally included commitments for the Hungarian party (e.g.: industrial property rights protection, publication activities, conference participation, product, technology, service to be developed, etc..)

In the remaining sections, only information relating to the Hungarian participant in the project is required as follows:

Places of implementation:

The project can be implemented in the Hungarian applicant’s seat, business premise or branch office registered in Hungary.



Milestones (not to be confused with the milestones part of the EU proposal):

- The timing of the milestone (planned date of achievement) should be consistent with the reporting periods of the EU project, i.e. milestone should be planned in the same number and length as the reporting periods in the EU project.
- The description of the intended result must relate exclusively to the activity to be carried out by the Hungarian applicant in the project.
- The amount of grant planned to be used until the milestone is reached should be the amount of EU contribution in HUF applicable to the Hungarian partner for the given milestone.

De Minimis declaration: not relevant in view of the range of applicants as the grant does not constitute State aid within the meaning of EU competition law.

Activity to be developed: data must be provided for the Hungarian participant.

Technical result: a description of the results to be achieved for the Hungarian participant is required. For each milestone, 1 technical result must be recorded.

Technical tasks of the project:

Only the tasks of the Hungarian participant need to be entered here, with the proviso that the task number is not the same as in the EU project, but must be numbered consecutively and the associated milestone must be specified so that a task does not extend beyond the associated milestone. If necessary, the original task can be broken down, but no more than 60 pieces can be recorded.

De minimis aid: not relevant in view of the range of applicants as the grant does not constitute State aid within the meaning of EU competition law.

Disciplinary classification: data must be provided for the Hungarian participant.

Schedule of funding: to be completed as set out in the “Milestones” section.

Financial data

Resources:

- I. Own resources need only be filled in if the Hungarian applicant has also committed own resources in the EU application originally submitted.
- III. The funding requested under the scheme is the total amount of grant requested in the present application.

Data on financial management:

Not relevant in view of the range of applicants as the grant does not constitute State aid within the meaning of EU competition law.

Bank account:

The bank account designated for the payment of the grant must be provided.

Costs:

Only costs that are eligible under the relevant EU call for applications and included in the winning EU project are eligible.

The detailed rules on eligible costs, which **have been developed in accordance with the legislation on national budgetary support**, are set out in the Accounting and Technical Guidelines.

Costs can be planned in the following cost types and cost lines:

- 11 Intangible assets
- 13 Technical equipment, machinery, vehicles: include here the costs related to the purchase of other equipment, machinery, vehicles
- 51 Raw materials and consumables:
- 52 Cost of services used - research-related services in relation to the tasks
- 52 Cost of services used - services supplementing the tasks
- 52 Cost of services used - travel-related costs
- 52 Cost of services used - Flat rate cost
Flat rates may be applied in accordance with the rules of the EU call for proposals for the project, to the extent specified therein.

- 54 Salary costs - other: the salary costs of the participants in the project and the social security contribution must be entered on a single line, with a breakdown of the planned costs in the breakdown field.

It is not necessary to include quotations for the planned costs when submitting the grant application.

Only costs incurred after the start of the project can be charged to the grant application.

The detailed rules for reimbursement of costs are set out in the Accounting and Technical Guidelines.

A pre-financing of 100% of the project costs can be requested.

Other operations



The most important menu items are described in detail in sections 6 and 7.



6. LIST OF DOCUMENTS TO BE ATTACHED

The application must be accompanied by:

- a valid, original copy of the applicant's articles of association, statutes or statutory registration document, or a certified copy of the original, not older than 90 days (if the date of issue of the document submitted is older than 30 days from the date of submission of the grant application, the applicant must declare that there has been no change in the information given in the document. The date of signature of the declaration must be no later than 30 days after the date of submission of the grant application) or
- a declaration by the applicant that its articles of association, statutes or statutory registration document has been attached to a grant application from the NRDI Fund within a period of not more than 3 years and that there have been no changes to the information contained therein.
- invitation to start the grant agreement preparation (GAP invitation letter) in an RDI-relevant scheme involving the model-changing higher education institution
- a declaration signed by the project coordinator on the tasks to be performed by the Hungarian partner participating in the project. The NRDI Office provides a form for the declaration.

If the above documents are not attached to the grant application, the NRDI Office will send a notice for missing information.

7. DEADLINE AND MANNER OF SUBMISSION:

The grant application must be completed using the on-line application form as described in **section 4**.

Before submitting your grant application, please generate a completed (error-free) grant application in PDF format and send it to the following email address for a preliminary review:

reka.csoke@nkfih.gov.hu

The submitted application will be reviewed and, if necessary, the NRDI Office will notify you of any changes proposed, or if the application is ready for submission. Following the feedback, a duly signed (authenticated) declaration certifying the electronic submission of the application must be attached to the grant application finalised in the application form.

The declaration must be signed (authenticated) as follows:

- a) provided with the authorised signatory's qualified electronic signature or advanced electronic signature based on a qualified certificate, or
- b) provided with the authorised signatory's signature through the AVDH online document authentication service. The AVDH service is available free of charge, but requires Client Gateway registration. (The AVDH service is available here: https://magyarorszag.hu/szuf_avdh_feltoltes.)



Proposals can only be submitted via the online application portal (Pályázati e-ügyintézés felület), and neither the application form nor the declaration need to be submitted on paper to the NRDI Office.

Grant applications can be submitted on an ongoing basis.

8. INFORMATION RELATED TO GRANT APPLICATIONS

Information on how to apply can be found on the official website of the NRDI Office (<http://nkfih.gov.hu/>). For further information, please contact the NRDI Office's Customer Service by email or telephone:

Email: nkfialap@nkfih.gov.hu

Phone: +36 (1) 795 9500

Opening hours: Mon–Thu 09:00-16:00; Fri 09:00–12:00

9. ISSUANCE OF A COMMITMENT LETTER

If a model-changing higher education institution wishes to participate in the formation of an EU project consortium, in order to foster participation, it can request from NRDI Office the issuance of a commitment letter to it. The model-changing higher education institution may also request a commitment letter as a party of the consortium agreement if deems it necessary in order to remain in the consortium. The NRDI Office, in the English-language commitment letter, sets out that the model-changing higher education institutions are entitled to participate in research consortia as associate partners until the council implementing decision (EU) 2022/2506 is repealed, and they can perform the tasks dedicated to them as associate partners.

The NRDI Office, in this commitment letter, undertakes that in case an EU project, where the Hungarian model-changing higher education institution participates as associated partner in the implementation, is awarded a grant under the Horizon Europe research and innovation framework programme or from any other funding programme with RDI relevance managed directly by the EU, the Hungarian State provides a grant in lieu of the EU contributions. The technical content of the application in terms of RDI relevance will be evaluated by external, independent experts invited by the NRDI Office.

The request for a commitment letter can be submitted on <https://kfivelemenynkfih.gov.hu> together with the declaration signed by the project coordinator on the tasks to be performed by the Hungarian partner participating in the project. The NRDI Office provides a form for the declaration (which defers from the declaration signed by the project coordinator in case of a winning proposal and mentioned under Section 6 of this Information leaflet), but this form is not a compulsory element of the application.

If the above conditions are met, the grant application may be rejected only in the event of a lack of funds.

Please note that if a proposal with the participation of a model-changing higher education institution has already been invited to start grant preparation, there is no option for issuing a commitment letter; instead, you may apply for a grant specified under Sections 1-8.