



NATIONAL RESEARCH, DEVELOPMENT AND INNOVATION OFFICE

GUIDELINES FOR APPLICANTS

to the

**FOREFRONT – RESEARCH EXCELLENCE
PROGRAMME (KKP_22)**

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1. Overview

1. Both the Call for Proposals and the present Guidelines form part of the call documentation, so it is strongly recommended to carefully read them in order to correctly submit the proposals on the Electronic Portal of Proposals (EPR).
2. The proposals are submitted electronically, only the following documents should be sent by standard or time-guaranteed regular mail:
 - a. *Declaration* by the Host Institution and the Principal Investigator;
 - b. *Declaration of Transparency* by the Host Institution (if not a transparent organisation by operation of the law).

Pursuant to Act CCXXII of 2015 on the general rules of electronic administration and trust services, the NRDI Office makes it possible for applicants to submit their proposals exclusively electronically. In this case, the documents specified in points a)-b) above also have to be electronically signed (in the way set out in section H of the Call for Proposals) and submitted in the EPR system by the deadline for electronic submission.

Please note that all documents required to be submitted by regular mail/with electronic signature must be submitted in the same way; that is, either all documents in hard copies or all documents electronically with electronic signatures.

3. The proposals must be written in English in all fields of science. However, some documents (summaries, work plans, budget plan justifications) are also required in Hungarian.

2. Preparation and submission of proposals

2.1. Creating a proposal

The proposals have to be prepared in the EPR system (see *Annex 1*). Each proposal comprises three parts:

- data of the institution and the research site (provided by the institution);
- data of the researchers (provided by the researchers), to be updated before submission;
- scientific and financial details (provided by the Principal Investigator).

The EPR will automatically merge the three parts into a single proposal.

Proposals are initiated by the Principal Investigator. When creating a proposal, first select

- the type of the proposal;
- the start and end dates of the project¹;
- the language of the proposal; and
- the research site hosting the project.

2.2. The relationship between the institution and the research site

The Principal Investigator (project leader) and the Host Institution providing research conditions apply jointly for the funding, and assume **joint liability** for the implementation of the research project. The institution is responsible for the proper financial implementation of the project.

The institution defines the administrative relationship between the researcher, the research site and the institution.

- For researchers working at a university, institution is the university and research site is usually the department.

¹ Project: the implementation of the research plan specified in the proposal.



- For research centres, institution is the centre and research site is the institute.
- For smaller, financially independent research sites, research site can be the institution itself without organizational breakdown (e.g. research institute, public collection).
- An organizational unit comprising several research sites, such as a faculty or a university institute incorporating several departments, shall not qualify as a research site. An exception may be made for university institutes whose departments do not have administrative and financial independence.

The EPR system can only manage two levels of hierarchy (institution and research site), so multi-level hierarchies cannot be indicated. **Institutional administrators**² (see *Annex 2*) are entitled to assign researchers to a research site.

Foreign national researchers and Hungarian researchers living abroad may only participate if they first register with a Hungarian research site (see *Annex 2*).

2.3. Research site

The NRDI Office may check the capability of the research site to implement the research project and the institution to manage the funds. If the required conditions are not met, no funds may be provided to the research site/institution. (For details see *Annex 2*.)

Throughout the entire project implementation period the Principal Investigator must be employed by the Host Institution under an employment contract, service contract, civil service contract or must be in any other legal status aimed at performing work³.

Non-public sector research sites: The NRDI Office may check the suitability of the institution's research site using a dedicated questionnaire.

2.4. Researchers

Email address is highly important for researchers. The NRDI Office primarily communicates through email and EPR messages. Principal Investigators are not entitled to sign the funding agreement if they (or their assistants) do not have a regularly used, personal email account. In the EPR, provide an email address that is checked regularly and where notifications will be received by the researcher or his/her assistant. **The primary email addresses of researchers will be recorded and may only be modified by the institutional administrator.** Researchers, however, can add a secondary email address to their personal data, and can modify it anytime. In this case, the EPR will send all notifications to both email addresses.

Participating researchers must be informed in advance about their position (senior or non-senior researcher), specific tasks and associated full-time equivalent (FTE; see chapter 4.5 and *Annex 4*) in the planned research project. The Principal Investigator may assign a **senior** role to key researchers. The Principal Investigator will automatically be ranked first on the list of researchers and will qualify as a senior researcher. The proposal is based on the senior researchers involved, whose names will be a hallmark of the proposal as well as the project, if funded. The number of senior researchers may depend on the topic and the scale of the project. Senior researchers are selected by the Principal Investigator at his or her discretion.

² For the contacts of institutional administrators visit: <https://www.otka-palyazat.hu/?menuid=251>

³ Other employment-related relationships shall mean, in particular, executive public servant status; public servant status under an existing government service contract (government servant status under an existing public service contract); public employee status; judicial servant status; justice servant or employee status; professional (contracted) prosecutor status; scholarship employee status; remote worker status; cooperative membership status involving work obligations; professional group membership status; legal status aimed at performing activity under a works or service contract, activity as an active member of a business association, civil-law partnership or single-member company, activity of lawyers or sole proprietors, or scientific, educational, artistic, revising, editing or patented intellectual activity; foster parent employee status; and a legal status aimed at public interest volunteering. Service contract meets the relationship requirements between the Host Institution and the Principal Investigator as laid down in the calls for proposal.



Participating researchers have to join (in the EPR) the proposal created by the Principal Investigator (see *Annex 1*). The personal information, professional performance data, and list of publications and citations will only be attached to the proposal automatically for senior researchers who have joined the project. For non-senior researchers, publication and citation data will not be displayed in the proposal but can be added as an attachment.

Please note that only persons who have **updated their personal data in the past one year**, including publication statistics and bibliometrics, can be added to a project as senior researchers. Updating the list of publications can be time-consuming, so it is recommended to do it well before the submission deadline. Once the proposal is submitted, its data can no longer be changed.

A senior researcher may only quit the project (or have his or her FTE modified) in justified cases, subject to the prior approval of the NRDI Office. If a senior researcher quits or FTE values are modified significantly, the NRDI Office will consider whether the project is still eligible for funding. (For more information about FTE calculations see *Annex 4*)

To assign an unknown researcher to the project (e.g. if the position would be announced after signing the funding agreement), select “*Participants and Tasks, FTE*” in the menu and click “*Add researcher to be employed*”. **If the person of the researcher becomes known, the Principal Investigator must inform the NRDI Office accordingly.** The tasks and FTE of researchers to be employed later must be specified the same way as for known **participating researchers** (except for students), in line with the rules of personnel costs.

2.5. Scientific categorization

Applicants have to specify the scientific field that is closest to their research topic. If the topic belongs to multiple scientific fields, specify how the project topic is distributed among such fields (as a percentage).

2.6. Peer reviewers

On the electronic form (menu item: “*Reviewer recommendations*”), name at least 3 Hungarian and 3 foreign experts who are competent in your research topic. You can even name a person – with justification – who cannot be expected to provide an objective opinion in the assessment of the proposal. Provide accurate data about the experts so that they can be identified, including name, institution, email address and thematic keywords.

Such data will be processed as confidential information and only for the purpose of selecting the peer reviewers. This part of the proposal is not visible to the reviewers or the panel members (except for the chairperson).

Information about proposed and unwanted persons will be considered, but will not be binding on the NRDI Office when selecting the peer reviewers. **The personal data of the peer reviewers proposed by the applicants and/or the review panel as well as the personal data of the invited peer reviewers will be processed anonymously without disclosing them to the applicants or third parties.**

2.7. Parallel research

The Principal Investigator and the participating senior researchers have to make a declaration on all research and development (R&D) funds they are currently benefiting from or have applied for. Data about senior researchers’ parallel projects can only be recorded by the Principal Investigator.

Thematically overlapping proposals/projects will be examined by the review panel to identify parallel proposals/projects. Only new or not significantly overlapping research topics are eligible. **Applicants must provide information in the proposal about any overlaps with other proposals/projects.**



Principal Investigators are eligible even if they will lead a project already funded by NRDI Office in part of the envisaged research period. The rules on schedule overlaps, as set out in the documentation of this call and the relevant other call, must be observed in all times. In case of multiple proposals, the review panel will check the submitted proposals and the running projects for potential overlaps, FTE justification and efficiency.

The parallel research check **extends to senior participants** as well.

The review panel will also examine the amount and justification of funding from various sources for each individual researcher.

Full time equivalents (FTE) in the present and other proposals are important in the assessment.

3. Researchers' data

The researchers and the Host Institution assume liability that the data, information and documents provided by them are complete, true and accurate. No funding agreement may be concluded with a party credibly proven to have provided false or misleading information or made a declaration with false or misleading content that substantially influenced the funding decision.

All researchers who join the proposal must provide the following information:

- personal data;
- CV.

Senior researchers must also provide the following:

- list of selected publications;
- list of publications and citations as an uploaded file or by reference to the Hungarian National Scientific Bibliography (MTMT);
- publication statistics;
- researcher training;
- parallel research.

Data about senior researchers' parallel projects can only be recorded by the Principal Investigator.

Non-senior researchers may provide their lists of publications and scientometrics in a separate document ("*Proposal details/ attachments*").

When completing the application form (at "*Personal details*"), the researchers can list their completed studies, scientific degrees and titles, jobs, international experience, acknowledgements and memberships in scientific associations. List those items here that are relevant to the project proposal (no need to be exhaustive). **However, the scientific degree⁴, highest education and job(s) (at least the last/current one) are mandatory fields.** The proposal must include **CVs of all participating researchers** but **scientific performance information is required only from senior researchers.** (For non-senior researchers, the latter information can be added as attachments).

3.1. Selected publications

The participating researchers can indicate any number of scientific publications and works among their own data ("*Personal details/ selected publications*"), but **no more than 10 of these can be assigned to a given**

⁴ Upload here a copy of the PhD/DLA degree certificate (or certificate of the Doctor of Hungarian Academy of Sciences/Doctor of Sciences title).



project as selected publication by the researcher: five from the past five years (publication year: 2017 or later), and **five from the past 10 years** (“*Proposal details/link publication to proposal*”). Publications can be listed manually (“*Publication data input*” tab on the top of the “*Selected publications*” page) or imported from the MTMT (for a technical description see *Annex 3*).

When joining a project proposal, please consider carefully which publications or works are the most relevant to the research topic that you want to show to the reviewers. In several scientific fields, it is particularly important to present first and last/corresponding authorships (but this is not relevant in social sciences and humanities). One publication can be assigned to multiple proposals.

When evaluating the selected publications, the reviewers will take into consideration the ranking of the journals in which they were published based on the SCImago Journal & Country Rank website (<http://www.scimagojr.com/journalrank.php>). When publications are imported from the MTMT, the SCImago ranks will be added to the list items. The number of citations is also important, so it will also be indicated next to the selected publications imported from the MTMT.

Publications must be presented in the MTMT format. A list and description of MTMT publication types can be found at <https://www.mtmt.hu/dokumentumok>, as well as detailed technical guidance on the use of the MTMT.

The applicants will be assessed based on the quality, not the quantity of their publications. **The most important aspect is the quality of their research results/publications in the past 10 years.**

3.2. List of publications and citations

Do not provide the list of publications and citations, only a link to it, **if** you record and regularly update your data **in the MTMT** (“*Personal details/publications and citations*”).

Although it is not mandatory, the applicants can manually record the impact factor (IF) of their selected publications, and the cumulative impact factor of the last five years as well as the entire research career (see *Annex 3*).

If your publications are not listed in the MTMT, upload the full list of publications, as well as the citation list of the top five publications of the last five years and another five publications of the last 10 years on page “*Personal details/publications and citations*”. The lists must be provided in PDF. (Alternatively, you can go to “*Proposal details/upload publ. list*” in the menu.)

Only scientific publications and books will be considered for the assessment of academic achievements, so educational and popular science publications will be disregarded. Only documented publications are accepted.

Citations are only accepted if they are **independent**, that is, the citing and the cited publications do not share any authors. Citations must be in Web of Science or MTMT format. The citation is dependent if the same person appears among the authors of the citing and the cited publication. Listing a **dependent** citation as an independent one will be regarded as false information and may result the rejection of the proposal. If all citations are included in the uploaded list, dependent citations (self-citations) must be marked with an asterisk (*) before or after the number of the list item.

On the “*Curriculum vitae*” page, select the “*Miscellaneous*” tab to list no more than five citations that you consider the most significant (anytime) including context.

3.3. Publication statistics, scientometrics

Please indicate the number of Science Citation Index/Web of Science (SCI/WoS) publications, including the number of first and last authorships (not required for social sciences and humanities). Within the total number of books, indicate the total number of monographs, critical editions and source editions.



Researchers creating their publication statistics in the MTMT can import it into the EPR system. For further details see *Annex 3*. **It is a common mistake that the data given here do not correspond to the scientometrics provided elsewhere in the proposal, so please double-check your data.**

If the publication statistics was not imported from the MTMT to the EPR, please follow the following instructions:

- **record only scientific publications;**
- **journal article** means the following types of publications: research article, summary article, short communication, multi-authored publication, source edition;
- **book** means the following types of publications: textbook, monograph, study volume, source edition, handbook, atlas, critical edition;
- **book chapter** means the following types of publications: research paper, source edition, map;
- conference paper published in a journal, book or conference proceedings (if published in the supplement to a journal, it is considered as a **conference publication**);
- patents should be indicated as **patents**;
- list the following as “other”:
artwork; PhD, DLA, CSc (candidate), habilitation, Doctor of Science and Doctor of the Hungarian Academy of Sciences dissertations; databases and catalogues.

3.4. Researcher training

Only PhD/DLA/CSc dissertations must be indicated in the list of dissertations supervised by the researcher, in line with the instructions on the website of Hungarian Doctoral Council (ODT) (www.doktori.hu). The data can be imported from the ODT database (if the researcher is an accredited member of a doctoral school) as described in *Annex 3*.

4. Data of the proposal

Write the proposal in a way that the purpose, importance, explanations and background information of the project are not only understood and appreciated by professionals specialising in the given field of research but also by peer reviewers who work in other, not necessarily closely related areas.

4.1. Summary

The short summaries written for the proposal are of fundamental importance. A brief and clear outline of the **basic questions, objectives and international significance** of the research project greatly facilitates the work of the peer reviewers and the panel. The summaries should be understandable in themselves.

The summaries should comprise the following four subdivisions (described in detail below):

1. **Summary of the research and its aims for experts** (max. 1700 characters, including spaces): Outline the main objectives of the project for experts who are competent in the field. Explain the international significance and expected results of the project, as well as the expected benefits for scientific researcher training.
2. **What is the major research question?** (max. 1700 characters, including spaces): Briefly outline the addressed research problem, the initial hypothesis, and the questions sought to be answered by the experiments.
3. **What is the significance of the research?** (max. 2250 characters, including spaces): Briefly explain how the basic research results will open new perspectives and lay the scientific foundations of social utilisation. Describe the unique features and strengths of the project compared to Hungarian and international competitors in the given research area.



4. **Summary and aims of the research for the public** (max. 1700 characters, including spaces): Outline the main objectives of the research project for readers with general knowledge. This summary is particularly important as it enables the NRDI Office to inform decision-makers, media and the general public.

The summaries must be written in both **Hungarian and English**.

4.2. Detailed research plan

The detailed research plan should be no more than 6 pages long, including references (A4 page size, Times New Roman font, 11 point font size, 1.5 line spacing, 2.5 cm margin), uploaded in PDF (file size may not exceed 5 MB).

Referring to relevant literature, briefly outline in the plan the domestic and international precedents of the topic, the basic research nature and originality of the project, methodological merits, expected theoretical and practical impact, the novelty of the experiments to be performed, the role of participating researchers and assistants, the envisaged dissemination of project results, and the required infrastructure and research background.

The detailed research plan should be structured as follows:

1. Background, international precedents, problems to be solved. What are the in-house precedents of the project?
2. Hypothesis, key issues, and objectives of the project: Describe the specific goals of the research, number each question and outline them in a separate section.
3. The used experimental/research methods; the existence of the necessary conditions for implementation.
4. Presumptive results and their envisaged dissemination.
5. Research infrastructure (equipment, staff etc.).

The research plan may include preliminary results and charts as well, but they need to fit in the given page limit. For new lines of research or technology, it is recommended to present the preliminary results to confirm feasibility.

Only a single PDF can be uploaded as the research plan, any additional file will overwrite the previous one.

4.3. Work plan

The research plan and the work plan form an integral unit; they mutually complement each other in terms of information. In the work plan, list the research tasks/experiments to be performed, expected results, milestones and planned dissemination in each research phase (by year). If the project includes experiments, briefly **describe the specific experiments to be carried out**, the hypotheses to be tested, and indicate if mainly descriptive information is provided in your work. **Describe the risks of the experiments and the opportunities for further actions in case the results do not support the basic hypothesis.**

Make sure the research plan (max. 12,000 characters, including spaces) and the work plan are aligned, and avoid unnecessary repetition.

Indicate the planned form and number of scientific publications (e.g. peer reviewed journal articles, book chapters, conference proceedings, patents, monographs, databases, source publications) by project phase.



If the work plan is not acceptable, the proposal is not eligible for funding. **If the proposal is selected for funding, the approved work plan will be annexed to the funding agreement.**

The work plan must be written in both **Hungarian and English** with identical content.

4.4. The tasks of the participants

Describe the role of the participants in the project in a few sentences. List everyone who takes part in the implementation. You can also name the students and technicians (assistants) involved in the project, if already known, but this is optional. It is sufficient to list students and technicians receiving payment only in the financial report, but in this case provide reasons for the payment. The travel costs of students not named in the proposal are only eligible if they are at least co-authors of the publication resulting from the project. For the purpose of this obligation, posters are accepted as publications.

Besides defining the tasks, the planned research capacity will have to be indicated for each participant on a separate page in the EPR. **FTE can only be specified for researchers and not for students and technical staff.** Specify the status of participants (researcher/non-researcher/student) based on their work-related legal status with the Host Institution. Researcher status includes in particular the following positions: assistant professor (university), associate professor (university), professor (university), assistant lecturer (university), assistant professor (college), associate professor (college), professor (college), assistant lecturer (college), private instructor, guest lecturer, department engineer, senior research fellow, research fellow, research assistant, scientific adviser, and staff members with professor emerita/emeritus title awarded by the employer university. Students are those participants who have university/college student status, doctoral student status or doctoral candidate status. Non-researcher status means assistants, technicians and staff member performing work that does not require a higher education degree (e.g. data collection, data recording, photography, coding, surveying, typing, spreadsheet editing, programming, questionnaire editing, graphic work, restoration work, administrative work).

Specify the tasks of the participants **in English**.

4.5. Full-time equivalent (FTE)

Workload on project participants are measured with the so-called full-time equivalent (FTE), which provides important information to reviewers about the extent to which participants are involved and about the total volume of human resources assigned to the project.

The calculation method and technical details of FTE are included in *Annex 4*, but note that **FTE may not exceed 1 for one researcher in one year for all research activities, or 1.3 for a Principal Investigator** (as per section B.1.2 of the Call for Proposals). Actual FTE will be usually lower than this if the researcher also performs other, non-research activities (education, general management, administration, counselling etc.). **In the proposals submitted to the present call, FTE should be at least 0.3/year for the Principal Investigator, and 0.1/year for all other participants.**

Consistency and proportionality between the planned activity and the estimated costs, as well as between the **FTE values** of the participants, including the Principal Investigator, are important evaluation criteria. The aggregate FTE of participating researchers is the total FTE of the project (FTE/project, or number of researcher years assigned to the project). It should be proportionate to the labour-intensiveness of the project and the amount of requested funding. The EPR calculates the amount of funding/FTE and presents it to those involved in the evaluation of proposals. If the aggregate FTE is disproportionately small for the planned research tasks and costs, the proposal will not be eligible for funding. Research funding for 1 FTE/year may vary by scientific field.

Research capacity information should be checked by the Host Institution. By approving the proposal and



the funding agreement, the Host Institution confirms that it will provide the necessary research capacity for the successful implementation of the project. The proposal is not eligible, if its principal investigator fails to dedicate substantial research time to the project.

4.6. Budget plan and justification

For a detailed description of preparing the budget plan see *Annex 5* of the Guidelines. It is important that the requested amount should be realistic and consistent with the planned research tasks, supported by the justification of cost items.

Expenditures are only eligible if closely linked to the research project. Each planned cost item should be justified separately in the relevant textbox. For detailed information about the compulsory elements of the justifications see *Annex 5*.

The justification of the budget plan should be written in both English and Hungarian.

Participants may be employed for specific project tasks in part-time or full-time.

The FTE-proportionate values of project cost elements will be automatically calculated and displayed under the budget plan table. These figures will be important in the evaluation.

The accepted work plan and budget plan with justifications will be annexed to the funding agreement.

4.7. Official permits

If the planned research project is subject to permission for any reason (based on legislative requirements), it is the joint responsibility of the Principal Investigator and the Host Institution to obtain all necessary permits before commencing the relevant research phase. In the proposal, the Principal Investigator and the Host Institution declare that they will obtain necessary permits prior to commencing the relevant research phase and send them to the NRDI Office at latest at the same time as the report of the project phase (Declaration of the Applicants).

For further information about official permits visit the NRDI Office's website (<http://nkfih.gov.hu/palyazatok/palyazati-archivum/otka/hatosagi-engedelyek/hatosagi-engedelyek>).

If official permits or ethical approvals are required for research, indicate so by selecting “*Miscellaneous*” in the “*Front page*” menu. If the research project is subject to permissions, select the relevant permits/approvals from the list and also upload them in the “*Licences, permissions*” menu, if already available.

Official permits include in particular: excavation permit, veterinary authority permit for animal experiments (ÁTET and MÁB), ETT ethical approval for human clinical trials, NKK approval for biobanking, permit for application of radioactive materials, permit for research in a protected natural area, permit for trials under the Gene Technology Act, permit for installation of monitoring stations, permit for aerial photography, permit for cave exploration, and permit for operation of isotope laboratory, other permits necessary to perform the research project.

4.8. Parallel research and project proposals

The Principal Investigator has to provide the data of parallel projects and submitted/pending project proposals for himself/herself as well as for all senior researchers. These data should also be provided for projects/proposals funded from the NRDI Fund or other sources.



1. If a senior researcher **receives research funding from the NRDI Fund as a Principal Investigator or participant after the start date of the proposed project** (including awarded but not yet signed funding agreements) and/or **participates in a pending proposal submitted for funding from the NRDI Fund**, he or she has to share the data of such projects/proposals, as well as the indication of any overlaps, with the Principal Investigator, who will upload them to the EPR.
2. If a senior researcher **receives research funding from the sources other than the NRDI Fund as a Principal Investigator or participant and/or participates in a pending proposal**, all information must be uploaded by the Principal Investigator about such projects/proposals as well.
3. The main data and final reports of basic research projects funded from the NRDI Fund or from the Hungarian Scientific Research Fund (OTKA) in the last five years will be added to the proposal automatically for each senior researcher.

In case of parallel projects or submitted/pending proposals, in addition to the overlaps, please explain the thematic and financial differences as well. If this information is missing, the proposal is not eligible for the funding.

All fields must be filled out in English.

Information about funding received from other sources and proposals submitted to other funding agencies can be added to the editable data of NRDI Fund projects and proposals in the “*Parallel research*” menu.

Data of submitted and running basic research projects funded from the NRDI Fund will be displayed automatically in the “*Ongoing other NKFI supported research, or proposal*” menu. Click on the project/proposal code to specify similarities and differences. Information about parallel research projects/proposals will be considered by the reviewers.

If the Principal Investigator or a senior researcher receives additional research funding from any (domestic or foreign) funding agency after submission of the present project proposal, the Principal Investigator has to inform the NRDI Office accordingly, providing information about the awarded project, within 8 days of receipt of the awards notification of such other project. Subsequently, the applicant must consult with the NRDI Office on how to arrange certain elements of the project proposal or the budget plan.

4.9. International cooperation

If the project involves international cooperation, describe the nature and history of the partnership and provide other relevant information (foreign researcher, institution, country, topic title, previous results, existing or planned foreign funding agency, tasks undertaken by the foreign partner etc.).

For international cooperation projects, a copy of the ***Declaration on International Cooperation signed by the foreign partner*** must be uploaded in PDF (“*Proposal details/International cooperation/Description of international cooperation*”). This is mandatory, the electronic proposal cannot be finalised without it. The declaration form is part of the call documentation and can be downloaded from the NRDI Office’s website. It is not necessary to list the researchers involved in the international collaboration among the participants of the proposal, their data should be provided in an attachment. The project FTE will only be affected by their involvement if they are received by the Hungarian host institution and a significant period of work in Hungary is envisaged.

4.10. Research data and research infrastructure

Research data: data necessary to access and verify research results or available for further research, including measurements, processed, translated, excerpted, tagged texts, surveys, modelling results etc., in digital form. If research results are expected from the project, please go to “*Front page*”, “*Research Data and*



Infrastructure” and make a statement to this effect, briefly summarising the nature and quantity of such data, the planned management of associated risks, (e.g. related to ethical issues or personal data), if any, and the plans for long-term preservation, accessibility, further usability of the data, and also upload the completed Research Data Management Plan to the proposal. If the proposal is selected for funding, the research plan annexed to the funding agreement will have to be completed with a data management plan related to the research data generated by the project.

Research infrastructures are the tools, resources and services used by different research communities to conduct research and promote innovation. If you plan to use any international research infrastructure for the project, you can indicate this in “*Front page*”, “*Research Data and Infrastructure*”. Pick the relevant research infrastructures from the list or, if not listed, specify them in the “*Other research infrastructure*” box. Briefly describe the nature of the connection/partnership with the research infrastructure, and for what purpose you want to use the services in the project. Subsequently, you will have to state whether you want to procure (expand/develop) research infrastructure (instrumentation) or develop instruments within the research site or institution within the framework of the project.

4.11. Other scientific achievements

The scientific results of the applicants achieved from the NRDIFund or OTKA funding in 2017-2021 will also be considered. The score of completed OTKA/NRDIFund projects of the participating senior researchers in the last five years will be automatically linked to the proposal. In addition, if you consider it necessary, you can upload a list of other relevant achievements related to the present proposal that cannot be provided elsewhere (e.g. completed projects funded from domestic or EU sources in the last five years, and their impact) in a PDF.

5. Assessment of proposals

The received and formally compliant proposals are assessed against the following **main criteria** (based on the information provided in the proposal): basic research nature, scientific importance, novelty of the project; anticipated results and their scientific and social utilization; personal conditions and guarantees of the project; institutional, material and methodological conditions of the project; the added value of international cooperation (if applicable); whether the requested funding is justified and realistic; planned FTE; previous scientific achievements (the number of Q1(D1) and first/last authored publications, the number of independent citations, Hirsch-index); results of research projects funded from the NRDIFund (or OTKA) still running or closed in the last five years. Importantly, the submitted work plan, budget plan, expected results and FTE should be realistic and proportional.

In the scientific evaluation stage, a review panel invited by the NRDIFund Office will assess and rank the project proposals against the selection criteria set out in the call, and will select the ones whose applicants can present their project idea in a personal interview. After the presentation, the panel considers the results of the evaluation and submits a list of project proposals recommended for funding to the minister responsible for science policy coordination, who will adopt the funding decisions.

The applicants are notified of the funding decision as soon as it is adopted. **The main data of funded projects (as specified in the Call for Proposals) are published on the NRDIFund Office’s website.** By logging in to the EPR with user name and password, the applicants can view the detailed evaluation report of their proposals (open the proposal, and click “*Events with proposal, project*”). The applicants are only entitled to view the evaluation reports, and may not disclose them to third parties.



Annexes

1. *Annex: Technical Guides*

Step-by-step tutorial to creating a new proposal

<http://nkfih.gov.hu/> – “English” – “For the Applicants” – “SIGN IN TO E-SYSTEMS” – “NRDI Office Electronic Portal of Proposals (EPR)” – type your Username/Password – Main menu – “Research projects” – „Start a new proposal” – fill in the proposal form and the pages corresponding to the menu items on the left – Finalisation – Submission by institution

Please note that after the submission deadline the proposals cannot be changed anymore.

For security reasons, the EPR system logs out users after 60 minutes of inactivity. Typing does not, but saving and menu clicking count as activity. It is, therefore, recommended to save your work session frequently and prewrite longer texts in a word-processor and then copy them into the relevant boxes in the EPR. Time until logout is displayed in the horizontal bar under the “NKFI-EPR” caption in the top left corner, which will turn red when only 10 minutes are left, together with a pop-up message and a warning tone.

Short technical guide

Only registered institutions and the researchers of registered research sites can submit proposals in the EPR system of the NRDI Office (see *Annex 2*). Participating researchers should also be registered first. University and doctoral students and technical assistants can be added to proposals without registration.

If an institution is not registered in the NRDI Office’s system, the head of the institution may request registration in a letter. In this case, please contact the NRDI Office.

Registration of new researchers may be requested from the institutional administrator.

Login

The EPR system can be accessed from the NRDI Office’s website as follows:

- go to the NRDI Office’s website (<http://nkfih.gov.hu/>), click the tab “For the Applicants” in the top left corner, click “SIGN IN TO E-SYSTEMS”) in the top right corner, then click “SIGN IN” in the „ NRDI Office Electronic Portal of Proposals (EPR)” box;
- direct login: <https://www.otka-palyazat.hu/>

For convenience, add the URL to Favourites/Bookmarks in your browser.

Enter your user name and password to log in. If you have forgotten your password, click “Forgotten password” to request a new activation link in email, or if you have not received your password yet, click „In case you do not yet have access to EPR, here you can find the person who can help you” to view the contacts of your institutional administrator who will help with the registration (see *Annex 2*).

When logging in with the activation link received upon registration or by requesting a new password, it is recommended to change your password to one that is both secure and easy to remember. Passwords should comprise at least seven but no more than 12 characters, contain at least 1 lowercase letter, 1 uppercase letter and 2 numeric characters, but no accented characters. The system checks if the password complies with these rules.



Log in to the EPR (a, b) and create a new proposal (c)

a)

b)

c)

After logging in, you can view useful information, current calls for proposals, guidelines, submission deadlines, as well as your tasks and messages in the “Starting page”. In the left-hand menu, in your “Mailbox”, you can check your incoming and outgoing EPR messages.

Files should be uploaded in PDF (with embedded fonts) so that they can be displayed on other computers the same way.

Record your data

In “Personal details”, record your personal and scientific data in English and Hungarian. It is mandatory to upload a copy of your PhD/DLA degree certificate (or certificate of Doctor of Hungarian Academy of Sciences/Doctor of Sciences title), no new proposals may be created without this. Proposals written in English will be printed by the EPR with English notes.

Primary contact information (phone number, mailing address) is required personal data. In addition to the email address, these are also important for communication, so please pay particular attention to accuracy.



The primary email address may only be changed by the institutional administrator; all other personal data should be updated by you. If you have provided a secondary email address, the EPR will send all letters to both addresses. If you have more than one research sites, and one of them is not registered, you have to contact the administrator of the given institution for this purpose.

Create a new proposal

To create a new proposal click “*Research projects / Start a new proposal*”. The system automatically assigns a unique code to each proposal. As certain initial data (type of proposal, start and end dates, language, host institution) determine the main technical features of the proposal, they cannot be changed later (except for the start and end dates).

This is where **participants** can join the proposal (“*Participate (join) proposal*”), and they will be notified about acceptance or rejection in email and an EPR message in “*Mailbox*”.

To provide additional information about required research permissions and equipment requirements go to “*Proposal details*”, “*Front page*”, “*Miscellaneous*”. You can also indicate here whether your proposal involves international cooperation. If the answer is “*Yes*”, specify the form of cooperation and give a brief description in “*International cooperation*”. You will also have to upload here the document describing the partnership in PDF.

To display certain administrative details and important information of your proposal in the top information bar, click the arrow button next to the title of the proposal. From the scrollable green information box, you can send messages directly from the system by clicking on the envelope icon next to the recipients’ name.

Required data

(In the EPR required fields are in bold.)

1. Personal and scientific data;
2. Front page;
3. Summaries (in Hungarian and English);
4. Work plan (in Hungarian and English);
5. Participant details, FTEs;
6. Researchers’ CVs, publications (“*Upload publ. list, Statistics of publications*”). Researchers have to record their own data in the EPR.
7. Parallel research (NRDI Office-funded or other research projects/proposals running in parallel, if any);
8. Budget plan;
9. Budget plan justification (in Hungarian and English).

Data (PDF files) to be uploaded – in the case of proposals submitted exclusively electronically, the electronically signed versions of the documents listed in section H of the Call for Proposals

1. Proof that one of the conditions in paragraphs a), b) c) and d) of section B.1.2. of the Call for Proposals is met („*Proposal details / Attachments*”);
2. For the purposes of paragraphs a) or d) of section B.1.2. of the Call for Proposals, a 3-to-5-page long summary of the major achievements of the ERC/international project closed or to be closed; for the purposes of paragraphs b) or c) of section B.1.2. of the Call for Proposals, brief summary of the ERC project and full text of the official evaluation report (“*Proposal details / Attachments*”);
3. Data sheet for scientific achievements 1 to 7 of the Principal Investigator in the last 10 years, listed in section B.1.2 of the Call for Proposals (“*Proposal details / Attachments*”);
4. List of publications and citations (only for Principal Investigator and senior researchers, if not imported from the MTMT) (“*Proposal details / Upload publ. list*”);
5. Research plan (“*Proposal details / Research plan*”);
6. Other scientific achievements (where relevant) (“*Proposal details / Other achievements*”);
7. Permissions required for the research project (where relevant) (“*Proposal details / Licences, permissions*”);



8. Description of international cooperation (where relevant) (“*Proposal details / International cooperation*”);
9. Declaration on International Cooperation (where relevant) (“*Proposal details / International cooperation*”);
10. Copy of PhD/DLA diploma or certificate of the Doctor of Hungarian Academy of Sciences/Doctor of Sciences title of the Principal Investigator (“*Personal details / Curriculum vitae / Degree*”);
11. Declaration of the Applicants (“*Proposal details / Attachments*”);
12. Transparency declaration – except for organisations deemed to be transparent by operation of law (“*Proposal details / Attachments*”);
13. Research data management plan, if the project is expected to produce research data.

Checking, finalisation, submission, printing

When in editing mode, the Principal Investigator can mark each page for approval, and then review them or approve them in a single action in “*Approve page*”. Certain fields are unnecessary in certain cases (e.g. when the employment of students is not envisaged or there are no other running projects); in this case you can actually discard the blank page by approving it.

By clicking “*Approve page*” the system automatically checks and offers to correct formal errors and missing information, but note that **this checking feature is no substitute for checks by the applicant**. Click “*Proposal details / Reviewer’s view*” to see how the reviewers will see the proposal.

The proposal is **finalised by the Principal Investigator (“finalised” status)**, then electronically approved by the head of the institution (or his/her representative) on recommendation of the CFO of the institution (“**submitted” status**). Technically, the electronic submission (“submitted” status) of the proposal only needs approval from the Principal Investigator and the head of the institution. If this is done, the applicants who have opted for submission by regular mail will have to submit the original, signed hard copies of the documents **listed in section H of the Call for Proposals as required by regular mail**.

If you notice any deficiency or error in the closed, finalised proposal **before the submission deadline**, you can ask the institutional administrator or the NRDI Office’s staff to reopen the proposal for editing. After the improvements, the proposal has to be submitted electronically again.

Click “*Print*” in the main menu, then select “*Project’s print view*” to preview the print image in a pop-up window, which will have black-and-yellow stripes if the proposal is unfinished. The stripes will disappear after electronic submission.

Acceptance of participants / joining of participants

Participating researchers have to electronically join the proposal created by the Principal Investigator. The personal data, professional performance data, and list of publications and citations will only be attached to the proposal automatically for senior researchers who have joined the project. For non-senior researchers, publication and citation data will not be displayed in the proposal but can be added as an attachment.

Step-by-step tutorial for Principal Investigators:

1. Send the code of the proposal to the invited participants so that they can join the proposal.
2. After joining, the participants will receive an email notification. Then, log in the EPR and click “*Mailbox*” on the top of the light green area on the left.
3. Here, in the list of incoming messages, click “*Request to join proposal*” in the subject column of the person you want to/do not want to add to the proposal.
4. In the green pop-up window click the blue “*Jump to task*” text.
5. Here, you can accept or reject the researchers’ pending requests to join your proposal. If you accept or reject a request, the given researcher will be notified.

You can now click “*Participants and Tasks, FTE*” to specify the type of employment, scientific tasks in the project, FTE, senior or non-senior status, start and end dates of involvement for the accepted researchers.



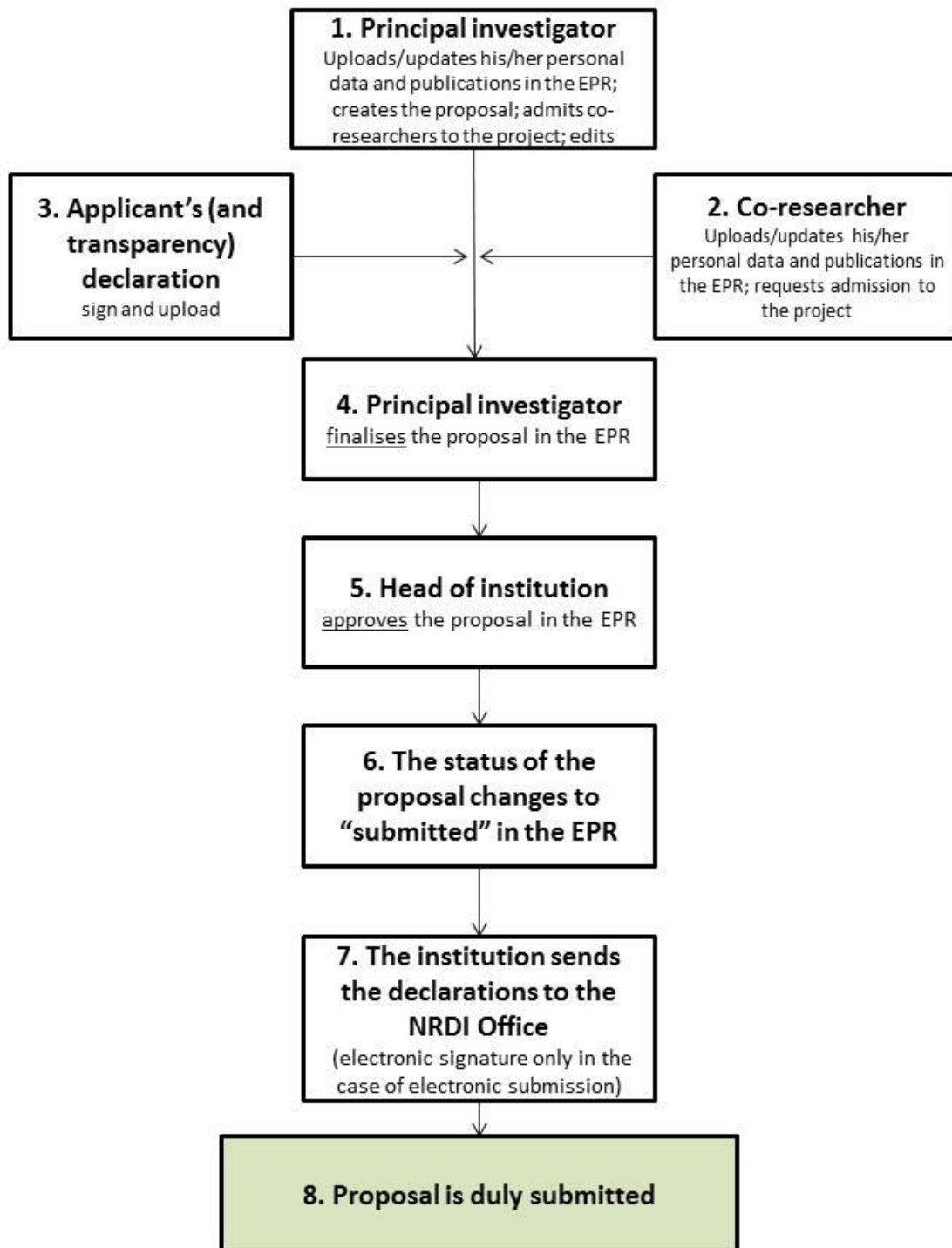
Step-by-step tutorial for participants joining a proposal:

1. You will receive a personal notification from the Principal Investigator with the code of the proposal you are invited to join.
2. Log in to the EPR with your user name and password, and click “*Research projects / Participate (join) proposal*” in the left menu.
3. On page “*Join proposal 1/3*”, select your research site from the dropdown list.
4. In the “*ID of proposal to be joined*” field, enter the code of the proposal you wish to join.
5. Then, click the green “*Proposal identification*” button.
6. You will see the title of the project and the name of the Principal Investigator.
7. On the same page, click the green “*Next*” button.
8. On page “*Join proposal 2/3*”: select the publications you wish to add to the new project proposal. You can do so by checking the boxes in front of the publications.
Scientometrics and publication lists will only be shown in the proposal for researchers who received “senior” status from the Principal Investigator⁵. You can join without providing publications, but then your list of publications will not be displayed in the proposal. This can be made up for before the finalisation of the proposal.
9. Then click the green “*Save and link publications to the proposal*” button.
10. On page “*Join proposal 3/3*”, click “yes” to the question “*Are you sure you want to join this proposal?*”
11. Your request to join the proposal will be confirmed by the “*Data input OK*” message.
12. If the Principal Investigator accepts your request, you will receive a notification in the EPR. Click “*Mailbox*” in the left menu to view the proposal you have joined as participant. For this, click “*NKFI-EPR message*” in the “*subject*” column of the list.

⁵ Only persons who have updated their personal data in the past one year, including publication statistics and bibliometrics, can be added to a project as senior researchers.



Submission of project proposals to the NRDl Office





2. Annex: Registration to the EPR

Researchers are registered in the EPR by their institutional administrators (see: <http://nkfih.gov.hu/palyazoknak/palyazatkezekelo-ertekelo/elektronikus-rendszer>). For the contacts of institutional administrators visit: <https://www.otka-palyazat.hu/?menuid=251>

If your institution is not yet connected to the NRDI Office's electronic system (the name of the institution is not in the list), contact the head of the institution who will contact the NRDI Office staff. The head of the institution has to register the institution and the institutional administrators with the NRDI Office and will also have to submit his or her specimen signature. Registration usually takes two working days.

If neither the researcher nor the institution are registered, follow these steps for registration:

1. Fill in the data sheet for institutions and send it together with the specimen signatures of the authorised signatories to the NRDI Office.
2. The NRDI Office registers the institution, provides the necessary institutional access rights, and sends the access credentials to the entitled parties within two working days. The institutional administrator needs to provide the following data for the registration: name, place and date of birth, email address.
3. Using his/her credentials, the institutional administrator lists the research sites operating in the institution and assigns to them the researcher who wishes to create a project proposal. After verification, the researcher will receive an email with activation link from the NRDI Office.

The researcher provides his/her personal data in the electronic interface. The data of newly registered researchers are in all cases verified by the NRDI Office staff to avoid duplicate entries in the database. The registered person can log in to the EPR after approval by the NRDI Office staff (usually within 1-2 working days from registration) by clicking on an activation link received in email.

Only registered researchers can create new proposals or join proposals created by others (as participating researchers).

Applicants are encouraged to contact their institution's unit supporting participation in calls, if any, to receive support for creating a successful proposal.



3. Annex: Import data from the MTMT and the ODT databases

In the case of publications and publication statistics, the NRDI Office considers the data in the MTMT as authentic, so it recommends researchers to use this repository. The EPR system is compatible with MTMT data in terms of publication lists and publication statistics. You can transfer your publications from the MTMT and attach the list to your project proposals or the scientific report of your funded projects. Follow the steps below to **import publication lists**:

1. Click “*Personal details*” in the left menu.
2. Then click “*Publications and citations*”.
3. In the opening page enter your MTMT identifier in the “*MTMT ID*” field (the “*public body ID*” cannot be used for the process).
4. Then click “*Selected publications*” in the left menu, and select the “*Import publications*” option.
5. In the page that appears you can import your list compiled in the external database into the EPR system (using the magnifying glass icon).
6. In the MTMT system, select your publications, then click “*Lis*” in the top menu to add them to the list of selected publications (“*Add to selected publications*”). You can now import the list of selected publications to the EPR on the “*Selected publications / Import publications*” page. **Importing data may take some time.**
7. Click the “*Import*” button on the bottom of the page to import your publication list to the EPR. The list, however, will not be included in the proposal.

Add imported publications to the proposal: Open the proposal in edit mode, then select “*Link publication to proposal*” from the “*Proposal details*” drop-down menu. The list of publications imported on the “*Selected publications*” page will be displayed. Select up to 10 publications to be added to the proposal by marking the text boxes in the first column of the table. The last column shows the rank numbers of the selected publications according to the Scopus Journal Ranking. The given journal ranks are based on SCImago Journal Rank indicators which are automatically assigned to the publications. More information: <http://www.scimagojr.com/index.php>. If a publication can be assigned to several Scopus categories (“*Subject Category*”), the system will display the highest rank by default. It is not possible to change this. Click “*Save and link publications to proposal*” at the bottom of the page to add the list of selected publications to the proposal. In the box under the list (“*Author Contributions*”), you can describe your contribution to the 10 selected publications, provide information about shared (first/last) authorship, and explain how the publications are related to the project proposal. You can also record the aggregate impact factor of your entire research career. (3,000 characters in total.) This text will be attached to the proposal together with the selected publications.

Importing publication statistics from the MTMT:

Please always check the accuracy of the imported data. If you notice any deviations, you can correct the records manually.

Instead of the old public body public body identifier (KPA), please use your new MTMT identifier to be able to import publication statistics.

1. Click “*Personal details*” in the left menu.
2. Then click “*Statistics of publications*”.
3. In the opening page select the “*Import publication statistics*” option from the top menu.
4. First enter the MTMT identifier (see above).
5. Then click the “*Query*” button to view and check the data.
6. Click “*Import*” to transfer the data to the EPR and the proposal. It is recommended to first always use the “*Query*” option and check the data before importing.

As regards **researcher training data**, the database of the Hungarian Doctoral Council (ODT) available at



<http://www.doktori.hu> is considered as the authoritative source. Data from the ODT database can be directly imported to the EPR system. Follow the steps below to **import data**:

1. Click “*Personal details*” in the left menu.
2. Then click “*Graduate training*”.
3. Select option “*Import from www.doktori.hu*”.
4. When the page opens, the first name, last name and date of birth will already be filled in.
5. Click “*Query*” to check or modify the data queried from the ODT database, then click “*Import*” to finalise the import. Since other researchers may have the same name, automatic selection may result in irrelevant results. To avoid this, always use the “*Query*” function first to check the data before importing.



4. Annex: Additional information on full-time equivalents (FTE)

Entering FTE values

The most important information about FTEs are included in section 4.5, so only technical details will be presented here. FTEs can be entered directly in the relevant fields on the form or can be calculated with a calculator from the percentages of “Working time spent on research” and “Research time spent on this project”. The FTE entered in the cell should not be time-proportioned (e.g. if a person participates in a 4-year project only for three and a half years, then the FTE for the fourth year should be the same as for the first three years.) The system will add the entered FTE values in a proportionate form, so the summary cells will show the time-proportionate values.

The FTE table summarises the FTE values by participant (**FTE may not be entered for students and non-researchers**). Click “*FTE-diagram*” next to a participant’s name to view his/her FTE calculated from pending and submitted proposals and running projects. Column “*act.*” shows the FTE values of the current proposal, column “*max.*” shows the aggregate, non-proportionate FTE values, and column “*average*” shows the sum of FTE values in the given research period. If the FTE of a given participant exceeds 1 for a given year, it will be highlighted in red as a warning.

Calculation of FTE

The annual FTE of a researcher can be calculated from two values. One is “Working time spent on research”. This percentage expresses how much time the researcher spends on research activities (and not on administration, management, education etc.) from his/her total working time. The other one is “Research time spent on this project”. This percentage shows how much time the researcher spends on the current research project from his/her general (total) research time. To calculate the FTE of the researcher in the given proposal, multiply the first and the second values and convert the result to a decimal.

Example: if a researcher, who works in a research institute, spends 6 hours of her 8-hour working time on research (75%), and spends 50%, that is 3 hours, of this 6-hour research time on the proposed research project (as she also participates in another research), then her FTE for the given year will be 0,375 ($0,75 \cdot 0,5$). Another way to calculate this is to divide the time dedicated to the project by the total working time in hours ($3/8=0,375$).

The maximum research capacity of a full-time researcher who is not involved in any other work is 1 FTE. Researchers performing educational, non-scientific professional or management work can spend the remainder of their working time on research, but even in their case the total capacity assigned to education and research cannot exceed 1. (As regards the Principal Investigator of a KKP₂₁ project, see section B.1.2. of the Call for Proposals).

Aggregate research time across multiple projects may not exceed 100% for any participating researcher in any year, except for the Principal Investigator (<1 FTE/researcher/year).

The EPR sums up the FTE values for each individual researcher as well as for all researchers in the project (including senior and non-senior) in a table. FTEs are recorded continuously over years, including all types of projects and proposals managed through the EPR.



5. Annex: Guide for preparing the budget plan

General rules

Apart from the general (overhead) costs reported in line 3A, the funding provided by the NRDI Office from the NRDI Fund **may only be used for the direct costs of the research project specified in the funding agreement**, and may not be spent on construction works, renovation activities or real estate purchase. Funds from the NRDI Fund may not be used to generate profits.

Eligible costs are those costs of the project that are related to the eligible activities of the project, are listed as eligible costs in the Guidelines, and comply with the general eligibility criteria.

The budget plan submitted with the proposal has to include all planned project costs.

According to the provisions of Act C of 2000 on accounting, only those costs are eligible under the Forefront – Research Excellence Programme that were incurred in relation to the implementation of the project.

If the applicant host institution is not entitled to deduct VAT in relation to the funded project, the total cost for the applicant is calculated inclusive of VAT (gross). If the applicant is entitled to deduct VAT, the total cost for the applicant is calculated exclusive of VAT (net). The Host Institution is required to make a declaration on VAT deduction as part of the declarations attached to the proposal.

The cost of those services and fixed assets are eligible as project costs that were procured in line with the market conditions and between unaffiliated parties. The supplier of the service or the fixed assets, the Host Institution and the researchers participating in the project (for the purposes of this list the host institution and the researchers are collectively referred to as buyers) cannot be regarded as unaffiliated parties if at the time of, or within three years prior to, the contract or purchase order related to the procurement of the service or the fixed asset, or during the contractual relationship,

- a) either buyer and the supplier are/were related by ownership or membership;
- b) a member, owner, executive officer or supervisory board member of the Host Institution or a participating researcher of the project is/was also a member, owner, executive officer or supervisory board member of the supplier;
- c) a member, owner, executive officer or supervisory board member of the supplier is/was also a member, owner, executive officer or supervisory board member of the Host Institution or a participating researcher of the project;
- d) a close relative of a member, owner, executive officer or supervisory board member of the Host Institution or a participating researcher of the project is/was a member, owner, executive officer or supervisory board member of the supplier, or a close relative of a member, owner, executive officer or supervisory board member of the supplier is/was a member, owner, executive officer or supervisory board member of the Host Institution or is/was the participating researcher of the project.

The above principles for unaffiliated relations shall not apply to procurements of operational or organisational activities, by which legal transaction was established between the Host Institution and the organisation owned by the Host Institution. In case of this procurement, compliance with market prices should be confirmed by three valid, submitted competitive quotes from an organization capable of performing the activity subject to procurement.

The minimum (gross) amount of eligible costs is HUF 1000 per invoice; no costs are eligible under this limit.

If an invoice or accounting document is issued in a currency other than HUF, its total amount and the amount of eligible costs must be converted to HUF at the average exchange rate published by the Hungarian National Bank for the date of performance of the invoice/accounting document, or, for currencies not listed by the Hungarian National Bank, at the average exchange rate published by the European Central Bank. If the actually paid amount is less than the amount budgeted based on the above exchange rates, then the actually paid, smaller amount can be charged against the project.



The procurement of tangible and intangible assets and services to be charged against the project should be carried out by the internal regulations of the Host Institution, taking the provisions of the Act CXLIII of 2015 on public procurement (Public Procurement Act, PPA) into account.

The costs of a procurement charged against this funded project may not be charged against another funded project (including EU co-financed projects), as that would qualify as double funding.

The budget plan must be broken down to (12-month) **project phases**. The cost of a project phase must be entered in the column which includes the start date of the phase. Enter exactly 12 months' costs in each column.

When scheduling the annual costs, $\pm 10\%$ deviation is allowed from the average annual amount of funding (for a 5-year project, 20% of the total funding amount).

The estimated costs must be entered **in thousand HUF** without decimal places in the columns corresponding to the project duration. After saving the budget plan, the program will sum up the requested amount of funding for the entire period. The program can also check the cost limits applicable to the type of proposal, but the check is not complete. It remains the applicant's responsibility to pay attention to the cost limits, the program can only support this task.

Each planned cost item should be **justified** separately in English and Hungarian in the relevant textbox. The figures of the budget plan should be aligned with the textual justification and with the work plan. The name of suppliers providing services planned to be used and charged against the project budget (e.g. sequencing, surveying, data collection), the fee of planned memberships in scientific and professional organizations, and the title of Hungarian or international conferences, if already known, should be listed in the justification of the budget plan.

Please note that after submission of the proposal, before the funding decision, the eligible costs of the project may not be changed and any request to this end will be rejected.

The following costs are eligible in this call.

Eligible costs

Staff costs (line 1)

Researchers whose full-time employment is charged against the project budget, including the Principal Investigator of the KKP_21 proposal, may not receive any grant under the Bolyai+ Call for Research Scholarship Applications for Young Teachers and Researchers or the "Power Up Science!" Call for Research Scholarship Applications for Doctoral Candidates and Postdoctors within the New National Excellence Programme (ÚNKP), or premium postdoctoral research grant under the MTA Premium Postdoctoral Programme, and may not take employment charged against a Momentum (Lendület) project.

The staff costs of researchers, developers, technicians, students and other staff members (wages, service fees, daily allowances and contributions) may only be charged against the project up to the extent of their actual activities in the funded project. If the Principal Investigator initiates the establishment of employment or other work-related legal relationship with a researcher or research assistant to perform a work, he/she should comply with the Host Institution's relevant rules and the applicable legal provisions.

The budgeted staff costs can include the wages and statutory wage supplements of the persons employed in the project. No other staff-related expenses and allowances (bonus, premium, food allowance, local travel allowances etc.) are eligible. Commuting related travel costs are eligible as per Government Decree 39/2010 (II. 26.) on commuting related travel costs.

After the expiry of the contract, or the failure of the funded project or the termination of the project due to breach of contract, the Managing body (NRDI Office) will not cover the costs of further employment and services of the project participants. All claims on such grounds are excluded against the Managing body.



Staff costs

Only the staff payments (wages, service fees, daily allowances, wage supplements) of the researcher and his/her research team (including administrative personnel) and the contributions paid by the employer are eligible.

Please note that

- the maximum eligible wage for a Principal Investigator employed in the project in full time with 1 FTE is HUF 1,500,000/month plus employer contributions;
- the maximum eligible wage for a researcher-developer employed in the project in full time with 1 FTE is HUF 800,000/month plus employer contributions;
- the maximum eligible wage cost for a technician or assistant employed in the project in full time (40 hours/week) is up to HUF 400,000/month plus employer contributions ;
- the maximum eligible wage of researchers employed in the project with less than 1 FTE is proportionate to their FTE, calculated from the upper wage limits provided for 1 FTE above (example: the maximum eligible wage without employer contributions is HUF 750,000/month for a Principal Investigator dedicating 0.5 FTE, that is, 20 hours/week to the project, and HUF 240,000/month for a researcher-developer with 0.3 FTE);
- up to HUF 200,000/month can be charged to the project budget as wages beyond basic salary (income supplement, wage supplement or wage paid under an agreement determining additional task) plus employer contribution for participants undertaking at least 0.2 FTE (if FTE is lower, the amount of wages beyond basic salary should be reduced proportionately);
- up to HUF 200,000/month can be charged to the project budget as wages beyond basic salary (income supplement, wage supplement or wage paid under an agreement determining additional task) plus employer contribution for technicians or assistants participating in the project;
- wage cost can be charged to the project for project-related activities based on an agency contract with a private individual . Up to HUF 200,000/month and its contribution can be charged on the basis of an agency contract with a private individual being an employee of the beneficiary Host Institution. In case of an agency contract for research activities, the commissioned is required to join the project and conditions of research employment are applicable.

Accommodation, domestic travel expenses and daily allowances can be paid to foreign researchers in case of a shorter stay in Hungary (up to one month). If the invitation was not specified in the draft contract, justifications and supporting documents must be attached to the relevant reports to prove that the invitation was of direct benefit to the project.

The costs of participation in conferences or project-related events are only eligible without justification for participants who have joined the project. The costs incurred by unregistered researchers and university students in relation to the above are only eligible if directly related to the research project (e.g. the student contributes to the project publication as a co-author, or his/her TDK topic is directly related to the research project). In such cases their participation in events must be justified in the report.

Staff payments are only eligible to participants added to the project as researchers in the EPR. This does not apply to foreign partners who need not be listed among the participants; their data should be recorded in the description of international cooperation and the justification of the budget plan. Further exceptions are staff payment to persons exclusively performing proofreading/technical revision or translation, but such payments should also be highlighted in the justification of the budget plan.

Personal changes

If participants are added to or removed from the project after conclusion of the funding agreement, the Managing body should be notified accordingly. The beneficiary does not have an obligation to report and request permission in advance in relation to the eligibility of costs related to service contracts concluded for technical, research-support (non-research) activities, but they do have the obligation to report such payments in the next interim or final report together with justification.



The relationship between staff payments and FTE

Based on 40 hours of working time/week, researchers and assistants employed in full or part-time in the project or receiving payment have to dedicate the relevant proportion of their FTE undertaken to the project in which they are employed. (Example: in case of 0.2 FTE, at least 8 hours of working time should be dedicated to the project charged with personal payment).

Employer contributions

Employer contributions on staff costs are eligible to the extent determined by the effective laws.

Travel and consumable costs (line 2)

Costs of foreign travel and participation in international conferences

Costs of foreign missions directly related to the implementation of the project: travel expenses, travel insurance (accident and sickness insurance, luggage insurance), accommodation expenses, registration fee of conferences held at home or abroad.

The costs of domestic and foreign missions (institution staff) and official trips (non-staff) related to the project are only eligible if posting orders, instructions and cost accounting are applied making it possible to justify the costs and expenses incurred during the travel.

Inventory acquisition and other material costs (other operating expenses)

The costs actually incurred during the project must be accounted for in accordance with the rates determined in compliance with the beneficiary's accounting policy and costing rules, supported by calculations. Such costs should be accounted for as a proportional part of the material costs.

Direct costs incurred in connection with the implementation of the funded project:

- **Raw materials and consumables:** the costs of materials, equipment used for research, small aids, textbooks, stationery, stock purchase. (Stock purchase should be interpreted in line with the internal regulations and accounting rules of the given organisation/institution.)
- **Cost of representation:** catering costs related to participation in conferences and workshops related to the implementation of the project or representation costs closely related to the implementation of the project (as well as the relevant tax and contribution) are eligible up to HUF 300,000 per 12-month project phase (or in proportion to the number of months if the project phase is less than 12 months).
- **Other operating expenses:** rental of equipment, lab rental, core facility operating costs, animal and greenhouse expenditure, sequencing costs, questionnaire survey, data collection, costs of using data processing, publication costs (including open access publishing costs); other costs directly incurred for the information activity (printing, publishing and other material costs of publishing the research results, printing and publishing costs of posters, materials related to presentations); revision fee (proofreading and professional revision of research articles, books); translation costs (excluding translation fees specified in the printing contract); membership fees for scientific and professional organisations; PhD students' tuitions, PhD procedural fee; the costs of attending events related to the implementation of the project (travel expenses for domestic missions, accommodation costs, conference participation fees, local transport costs); the cost of further training of persons participating in the project; journal subscription fee; transport costs, cost of fuel incurred in relation to the project, supported by mileage records; VAT and customs costs; the maintenance cost of assets directly related to the professional implementation of the project (directly purchased or previously purchased and used directly in the project); the cost of accommodation and travel expenses of invited guest researchers; public procurement fee; the material cost of the remuneration of participants entitled to reimbursement, trial subjects or survey respondents; cost of the telephone



and mobile internet used by the Principal Investigator (if the internal regulations of the Host Institution provide telephone and mobile internet for official use).

Core facility, phytotron, sequencing and similar profession-specific internal service costs can be accounted for up to 60% of the price determined and disclosed by the institution as an external service.

Research and scientific activities may not be outsourced to any business companies. Author, translation and editorial fees specified in printing contracts may not be charged to the project budget.

The beneficiary does not have an obligation to report and request permission in advance in relation to the eligibility of costs related to service contracts concluded for technical, research-support (non-research) activities, but they do have the obligation to report such payments in the next interim or final report together with justification.

In the case of research carried out in international cooperation, the costs of access to research sites, large measuring equipment, databases and other services, which are essential for research, may be planned and, if the funding is awarded and the budget plan is approved, can be charged against the project budget.

Overhead (indirect) costs (line 3A)

The Host Institution may account for 10% of the amount of the research funding spent on direct project costs for general costs (overheads) incurred during the implementation of the project. Direct costs may be accounted by simplified accounting methods, on a flat-rate basis as set out in section 19/A of the Act LXXVI of 2014 on Scientific Research, Development and Innovation (flat rate percentage). Thus, the Host Institution does not account in detail to the NRDI Office for expenses properly booked and covered by general costs.

Open Access costs, acquisition of scientific information (line 3B)

The Host Institution may use 10% of the amount of the research funding spent on direct costs for acquisition of scientific information (library, database, contribution to subscription fee for Electronic Information Service, Open Access costs). In budget planning, this line compulsorily includes 10% of the amount of the research funding spent on direct costs, which amount cannot be regrouped to another cost line of the project. Half of the expenses accounted in this cost line must be spent by the Host Institution on Open Access (without embargo) costs of research data, results and their scientific publications (e.g. Open Access publication of a research article, presentation of research results in an Open Access database or establishing and operating such a database). It is expected that in this cost line priority shall be given to Open Access costs for the implementation of the project supported by the present call.

If Open Access costs are not used in a given project phase, the surplus can be transferred to the next project phase. If the Open Access cost is not fully used by the end of the funding period (project), the remaining funding cannot be transferred to another purpose, it must be returned.

Cost of tangible assets and intangible assets (line 4)

The cost of tangible and intangible assets acquired to implement the project are eligible.

The costs of intangible assets include the cost of technical knowledge and patents purchased or leased from external sources at market prices where the transaction was carried out in accordance with market conditions and between unaffiliated parties and there are no signs of collusion.

In the justification of the planned investment, tangible and intangible assets with a net individual value in excess of HUF 3 million must be listed item by item together with their approximate costs. Research assets below this acquisition value per item may be obtained without special authorisation.

The funding may not be spent on the acquisition of tangible and intangible assets during the last quarter of the project.



Conditions relating to the settlement of the accumulation of costs:

- a) Companies (with the exception of non-profit companies) may account for the costs of tangible and intangible assets to the extent and for the period used for the research project. If such tangible and intangible assets are not used for their full life-cycle for the research project, depreciation expense (depreciation costs) may only be accounted for in proportion to the project duration. The financial report of the given project phase must be accompanied with the documents confirming the actual and expected depreciation description of the asset (asset data sheet, excerpt from the depreciation policy etc.). Of the costs already paid in a given project phase, the amount of depreciation calculated from the commissioning of the asset until the end date as per the funding agreement can be charged as a single amount.
- b) For beneficiaries not covered by paragraph a), the purchase of tangible and intangible assets can also be considered eligible costs. If the acquisition costs of a particular asset were accounted for to the extent used in the project, then depreciation may not be charged for the same asset.

Ineligible costs

Costs that were not related to the implementation of the project or that were necessary for the implementation but were not reported among the eligible costs.

General restrictions

Generally ineligible costs:

- a) guarantee related costs;
- b) fines;
- c) interest expense, exchange rate difference;
- d) real estate purchase or renovation, construction works, purchase of office furniture or vehicles;
- e) costs of testing and possible quarantine in connection with COVID-19 pandemic
- f) deductible VAT.

The basic research and scientific activities of the project may not be outsourced to any business companies.

Non-budgeted/Ineligible costs related to employment

- a) non-regular wage and related contributions (13th month's pay, bonus, premium, annual leave redemption, severance pay, sick pay);
- b) fee of the MTA doctoral procedure and habilitation procedure;
- c) other staff payments (particularly food allowance, insurance premium, clothing allowance, cafeteria-style benefits);
- d) taxes paid on benefits for which no funding was disbursed;
- e) the part of vocational training contributions for which the Host Institution received tax relief and therefore was not paid to the tax authority.



6. Annex: Questions of the review form

1. **Evaluation of the research project:** Please consider how the successful completion of the program contributes to the development of the given discipline or technical field. Can the program be carried out in the given timeframe?
2. **Competence of the Principal Investigator:** Evaluation of the professional results of the Principal Investigator based on publication activity (mainly the most important 5 achievements in the last 5 years and 5 more in the last 10 years) and number of citations. (Note that international reputation refers to direct scientific impact. Other achievements [e.g. prizes, editorial duties, conference organization, committee membership] can also be considered.)
3. **Competence of the senior participants (if applicable):** Evaluation of the professional results of the participants based on publication activity (mainly the most important 5 achievements in the last 5 years and 5 more in the last 10 years) and number of citations. (Note that international reputation refers to direct scientific impact. Other achievements [e.g. prizes, editorial duties, conference organization, committee membership] can also be considered.)
4. **Parallel research:** If the applicant leads or participates in parallel research projects, please assess if the proposal under review contains significantly new research.
5. **Feasibility of the research:** Evaluation of the suitability, infrastructural conditions, and staff of the host institution with respect to the successful completion of the program.
Is the research project realistic?
6. **Potential risks and ethical concerns:** Does the research present any risk?
Is it ethically acceptable?
Does the launching of the project require the consent of the Committee on Research Ethics or permission from other authorities?
7. **Feasibility of the requested budget:** The feasibility of the work plan, researcher capacity committed to the project, the budget, and the expected results altogether. The evaluation should describe if all the items of the requested budget are justified.
- 8/A. **Overall evaluation:** The reviewer's overall evaluation: novelty and expected scientific impact of the research, feasibility of the research with respect to work plan, research capacity, and budget.
Regarding international collaboration: Does the proposal have transnational added value? Is the collaboration necessary to achieve the aims, to complete the proposed project?
Please include here your opinion on the broader influence of the proposed project.
Recommendation and remarks on whether the proposal should be funded.
- 8/B. Give a list (maximum 5 items) of strengths of the proposal
- 8/C. Give a list (maximum 5 items) of weaknesses of the proposal