



NEMZETI KUTATÁSI, FEJLESZTÉSI
ÉS INNOVÁCIÓS HIVATAL

CALL FOR PROPOSALS
for the Ministry of Culture and Innovation's
RESEARCH GRANT HUNGARY
PROGRAMME

CODE:
RGH_24

23 May 2024

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SUMMARY TABLE

Title of the programme	Research Grant Hungary	
Title of the sub-programme	<i>Sub-programme 1:</i> Short-term Research Grant Hungary	<i>Sub-programme 2:</i> Long-term Research Grant Hungary
Code	RGH_S_24	RGH_L_24
Source of funding	NRDI Fund – Research Sub-fund	
Deadline for electronic submission of proposals	On a rolling basis, but no later than 30 September 2024 at 16:00	
Deadline for sending proposal documents by post	7 calendar days after electronic submission	
Funding per project	HUF 50 to 400 million	HUF 100 to 1000 million
Eligible costs (itemised accounting)	Personnel costs + material costs + costs of fixed assets (on aggregate, 60% of the total cost)	
Eligible costs (flat-rate accounting)	40% of the total cost	
Research type	Basic and applied research	
Duration	5 to 24 months	3 to 5 years
Start date of implementation	The project must be started within 9 months of the funding decision, as set out in the Funding Declaration.	
Total budget	HUF 6 billion	
The selection process	A policy recommendation issued by the Funder is a prerequisite for the proposal to be considered for evaluation	
Project implementation	Implementation must take place in a Hungarian host institution with a compulsory university affiliation	
Language	English	
Maximum number of proposals submitted by the same principal investigator	Only one proposal can be submitted to this Call.	

A. THE CONTENT OF THE FUNDING

In accordance with Act LXXVI of 2014 on Scientific Research, Development and Innovation (hereinafter: RDI Act), the Ministry of Culture and Innovation (hereinafter the “Funder”), from the National Research, Development and Innovation Fund (hereinafter the “NRDI Fund”), through the National Research, Development and Innovation Office (hereinafter the “technical coordinator” or “NRDI Office”), hereby announces an open Call for Proposals for the period 2024-2029 to support the attraction of internationally leading researchers to Hungary and their organic integration into the Hungarian innovation ecosystem in the innovation focal areas defined in the John von Neumann Programme, and to facilitate the implementation of their research projects in a Hungarian host institution.

A.1. Purpose of the Call¹

The programme aims to provide exceptional support for up to five years to outstanding researchers in the most dynamic creative phase, at the forefront of international science, who are foreign nationals or live and work abroad, and who, as leaders in their field, contribute to Hungary’s development as a regional hub of research, development and innovation by implementing promising research projects. A further aim is to attract researchers from the leading international scientific communities in the innovation focal areas defined in the John von Neumann Programme to Hungary, and to integrate them into the Hungarian innovation ecosystem, by carrying out measurably world-class research over the period of the Call for Proposals.

The Call includes two sub-programmes:

Sub-programme	Name	Code
Sub-programme 1:	Short-term Research Grant Hungary	RGH_S_24
Sub-programme 2:	Long-term Research Grant Hungary	RGH_L_24

Under the programme, basic and/or applied research can be carried out in the innovation focal areas defined in the John von Neumann Programme (digital economy and society, healthy living, green transition and circular economy, security and safety), provided that the project proposal complies with the call terms.

A.2. The policy coordinator and the technical coordinator of the Call

The announcer and policy coordinator of the programme is the Ministry of Culture and Innovation. The technical coordinator of the programme is the National Research, Development and Innovation Office. The Call is published on the NRDI Office’s website.

A.3. Available budget

The call is financed from Title 1 “Research Sub-Fund” of Chapter LXII “National Research, Development and Innovation Fund” of Annex 1 of Act LV of 2023 on the Central Budget of Hungary for 2024.

Eligible activities and legal grounds for funding: Section 24 (1) a), b), e), f), g), h) and j) of the RDI Act.

¹ This Call for Proposals is accompanied by the Technical Guide.

The total budget² available for the period 2024-2029 is HUF 6 billion, of which HUF 500 million is available for disbursements in 2024 and HUF 2.4 billion for disbursements in 2025.

A.4. Expected number of funded projects

The expected number of funded projects is 6 to 18.

A.5. Form of funding

The funding takes the form of a non-refundable definitive grant (hereinafter the “grant”), which does not constitute State aid within the meaning of EU competition law, given that the principal investigator is not an undertaking within the meaning of EU competition law in respect of the funding.

The funding granted under the Call does not constitute State aid within the meaning of EU competition law in respect of the Host Institution if the Host Institution qualifies as a research and knowledge-dissemination organisations within the meaning of Article 2(83) of Commission Regulation (EU) No 651/2014, and:

- a) it does not engage in an economic activity within the meaning of EU competition law, i.e. such organisation does not engage in an economic activity involving the production of goods and/or the provision of services in a given market; or the nature, cost and financing of the non-economic activity pursued within the project can be clearly distinguished from the economic activity of the organisation; or
- b) where it also engages in an economic activity, it is directly related and strictly necessary to its core activity, it uses exactly the same inputs as its non-economic activity, and the capacity allocated annually to such economic activity does not exceed 20 per cent of the total annual effective capacity of the infrastructure concerned.

A.6. The amount and intensity of funding:

Based on this Call for Proposals:

Sub-programme	Name	Funding per project	Duration
Sub-programme 1:	Short-term Research Grant Hungary (RGH_S_24)	HUF 50 to 400 million	5 to 24 months
Sub-programme 2:	Long-term Research Grant Hungary (RGH_L_24)	HUF 100 to 1000 million	3 to 5 years

Funding intensity is 100%.

B. SUBMISSION OF PROJECT PROPOSALS

B.1. Deadline and manner of submission

Proposals must be prepared and submitted in English via the NRDI Office’s Electronic Portal of Proposals (hereinafter “EPR”) (<https://www.otka-palyazat.hu/>). For technical details on how to apply, see the Technical Guide.

² Taking into account the NRDI Fund’s 2024 programme strategy.

The scientific content of the proposals will be assessed on the basis of the proposal documents recorded in the EPR.

The EPR form can be filled in using the procedure published on the NRDI Office's website, with the user name and password provided by the NRDI Office.

The possibility to prepare proposals on the EPR will open on 27 May 2024.

The electronic submission of proposals will be possible from the opening of the EPR form until 30 September 2024 at 16:00 (CET).

Applications are accepted as long as available funds last.

The documents to be sent by post are set out in Chapter K of this Call for Proposals and must be submitted within 7 calendar days of electronic submission, in a single copy, with original signatures and stamp, separately from all other proposal documents and other materials, in a sealed package, by registered mail or by time-guaranteed postal services as defined in Act CLIX of 2012 on postal services (express postal service; courier service) in such a way that, upon delivery, the NRDI Office can clearly establish, on the basis of the information on the package, that the applicant has handed over the package to the delivery service provider within the time limit specified in this Call.

Pursuant to Act CCXXII of 2015 on the general rules of electronic administration and trust services, it is possible for applicants to **submit their proposals exclusively electronically**. In this case, the documents required by section K of this Call to be submitted by post/with an electronic signature must be attached to the proposal in the EPR with an electronic signature as indicated in this section by the electronic submission deadline.

Please note that all documents required to be submitted by regular mail/with an electronic signature must be submitted in the same way; that is, all documents must be submitted to the NRDI Office either only by regular mail or only electronically provided with electronic signature.

In the case of submission by post, a proposal is considered to have been submitted if it has been finalised electronically by the professional leader of the research (hereinafter the "Principal Investigator"), approved by the head of the host institution (hereinafter the "Host Institution") by the electronic submission deadline and the documents required by section K of this Call to be submitted by post have been sent to the address of the NRDI Office Customer Service within the deadline.

In the case of electronic submission, a proposal is considered to have been submitted if it has been finalised electronically by the Principal Investigator and approved by the head of the Host Institution by the electronic submission deadline and the electronically signed versions of the documents required by section K of this Call to be submitted by post/ have been submitted through the EPR system with an electronic signature.

Please note that proposals that are in "*draft*" or "*finalised*" status at the electronic deadline **will not be considered as submitted without institutional approval** and will be rejected without evaluation on the merits.

B.2. Language of the proposals

The proposals must be written **in English** in all fields of science.

B.3. Place of submission

Any document required to be submitted by post must be sent to the postal address of the NRDI Office Customer Service:

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

Please note that submission in person is not possible.

Please indicate clearly on the package to be submitted the alphabetic code of the Call, which can be found in section A.1 (Purpose of the Call) and the 6-digit EPR-generated code of the proposal:

RGH_S_24-<proposal code> or RGH_L_24-<proposal code>

Annexes to the Call for Proposals

1. Technical Guide for the submission of RGH_S_24 and RGH_L_24 proposals;
2. Declarations (by the applicant Host Institution and the Principal Investigator)
3. Transparency declaration and form filling instructions for Host Institutions not subject to Act CXCIV of 2011 on Public Finances (hereinafter “Áht.”);
4. Research Plan template;
5. Research Data Management Plan form;
6. Sample Funding Declaration.

B.4. NRDI Office Customer Service

Information on the terms and conditions of the Call, the Call documents, including annexes, can be found on the official website of the NRDI Office (<https://nkfih.gov.hu/palyazoknak/palyazatok/aktualis-felhivasok>). 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

B.5. Matters not covered by the Call for Proposals

Other matters not covered in the Call are governed in particular by the following laws:

- a) Act LXXVI of 2014 on scientific research, development and innovation;
- b) Act CXCIV of 2011 on public finances;
- c) Act C of 2000 on accounting;
- d) Act CXLIII of 2015 on public procurement;
- e) Government Decree 380/2014 (XII. 31.) on the rules of operation and use of the National Research, Development and Innovation Fund;
- f) Government Decree 433/2016 (XII. 15.) on the detailed rules for the evaluation of research, development and innovation programmes and projects financed by the National Research, Development and Innovation Office from the National Research, Development and Innovation Fund;

- g) Government Decree 344/2019 (XII. 23.) on the National Research, Development and Innovation Office and on the designation of the technical coordinator of the National Research, Development and Innovation Fund.
- h) Government Decree 368/2011 (XII. 31.) on the implementation of the Public Finance Act;

C. ELIGIBLE APPLICANTS

C.1. Requirements

The **Host Institution and the Principal Investigator (hereinafter jointly “Applicants”)** may **apply jointly** under this Call, provided that they fulfil the following conditions. It is **not possible** to submit proposals **in the form of consortia**.

C.1.1. Conditions applicable to the Host Institution

For the purposes of this Call for Proposals, the Host Institution may be a **higher education institution, research centre, research institute, budgetary organ, an institution with legal personality of a budgetary organ, recognised by the state, having its seat in Hungary and having legal personality**, provided that it qualifies as a research and knowledge-dissemination organisations as defined in Article 2(83) of Commission Regulation (EU) No 651/2014.

C.1.2. Requirements for Principal Investigators

One Principal Investigator may submit only one proposal to this Call.

Applicants must have a preliminary recommendation that the collaboration between the Principal Investigator, who is at the forefront of international science, and the Host Institution can contribute to the objectives of the Call and to Hungary’s development as a regional RDI hub.

The procedure for requesting a preliminary recommendation is initiated by the Host Institution and the **policy recommendation** is provided to the Applicant by the Funder.

In the proposal, the Principal Investigator **must also declare all their current grants and other ongoing project proposals**, particularly noting any thematic overlap.

The **Principal Investigator** must not have been employed as a researcher in Hungary during the 5 years preceding the submission of the proposal.

After the grant has been awarded, the Principal Investigator must have an employee status, public employee status or other status directed at performing work³ at the Host Institution (at least 0.4 FTE) and must undertake to stay in Hungary during the project implementation period.

³ Other status directed at performing work 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); 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 agency 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. The agency contract will comply with the requirements for the contract between the Host Institution and the Principal Investigator set out in the Call for Proposals.

C.1.3. Additional personal conditions

Participating researchers, technical assistants and students can also be involved in the project.

C.2. Grounds for exclusion and administrative requirements

C.2.1. Entities excluded from participation

An entity may not apply for or receive a grant, if it

- a) does not comply with the requirements for orderly employment relations set out in Section 20 of Government Decree 115/2021 (III. 10.) on the activities of the employment supervisory authority;
- b) has not complied with the disclosure requirements of the Act on the more economical operation of public companies;
- c) is not a transparent organisation;
- d) is the subject of a final order for winding up, liquidation, bankruptcy or other legal proceedings for termination, as provided for by law;
- e) is subject to a conflict of interest pursuant to Section 48/B (1) of Act CXCV of 2011 on public finances (hereinafter: Áht.);
- f) has been found by the NRD Office, its legal predecessor or an organisation authorised by law to monitor the use of the funding to have irregularly used any funding granted from the NRD Fund, from the Research and Technological Innovation Fund or under Act CXXXVI of 1997 on National Scientific Research Fund Programmes, and has an outstanding debt due to the resulting repayment obligation at the time of submission of the proposal;
- g) has been convicted by a court of law in connection with any funding granted from the NRD Fund, from the Research and Technological Innovation Fund or under Act CXXXVI of 1997 on National Scientific Research Fund Programmes, and such conviction has become final within three years prior to the submission of the proposal
- h) its activity is restricted by final and absolute court order pursuant to Section 5(2)e) of Act CIV of 2001 on measures applicable to legal entities under criminal law, for the term of prohibition;
- i) is applying for funding from the NRD Fund for research activities to be carried out exclusively outside Hungary (the use of foreign infrastructure as part of the research project and any study or fieldwork abroad are not grounds for exclusion).

C.2.2. Administrative tasks in the event of grounds for exclusion

If, after the submission of the proposal, there is a change in the applicant's data, circumstances affecting the grounds for exclusion, legal status (e.g. bankruptcy, liquidation, winding-up or other legal proceedings for the termination of the applicant's business), or any event that prevents the achievement of the objectives of the proposal, the applicant must notify the Technical Coordinator of the call immediately, but no later than 8 days after the event or change occurs.

D. THE PROJECT PLAN

Applicants must also submit a **research plan**, including a **work plan** (preferably in the form of a Gantt chart) setting out the schedule of tasks to be carried out in annual work packages, the expected results, a publication plan, a description of the activities of the researchers involved, a justification of the **costs** and a **research data management plan**.

D.1. Technical data

In the case of public funding, grants are provided by issuing a Funding Declaration or concluding a Funding Agreement which does not constitute an administrative contract. The grant awarded under this Call for Proposals will be disbursed by the NRDI Office in accordance with the Funding Declaration issued by the NRDI Office. The Beneficiary or the NRDI Office may initiate the amendment to the Funding Declaration in writing, the rules for which are set out therein.

The cases and provisions of suspension of the funding, partial or full repayment of the funding, withdrawal of the Funding Declaration (including interest on the amount to be repaid and the method of calculating it) are governed by the Funding Declaration, the Áht. and the Ávr.

D.1.1. Start date of the project

The implementation of the funded project must start within 9 months after the decision to funding support, as set out in the Funding Declaration. Project costs can only be charged from the start date specified in the project's Funding Declaration.

D.1.2. Duration of the project

Depending on the sub-programme, the following project durations can be envisaged under this Call for Proposals.

Sub-programme	Name and code	Duration
Sub-programme 1:	Short-term Research Grant Hungary (RGH_S_24)	5 to 24 months
Sub-programme 2:	Long-term Research Grant Hungary (RGH_L_24)	3 to 5 years

The implementation period set out in the Funding Declaration may be extended, on the basis of scientifically substantiated justification, by a maximum of one time for RGH_S_24, for a period corresponding to half of the duration, and by a maximum of 12 months for RGH_L_24, with the agreement of the Host Institution. The extension of the project will not affect the amount of grant awarded.

D.1.3. Actual completion of the project

The project is considered actually completed when all the funded activities have been carried out in accordance with the terms of the Funding Declaration and the conditions set out in this Call. Actual completion of the project is defined as the date of physical completion of the last funded project activity.

D.1.4. Final date for the financial report

The final deadline for the submission of the final financial report and the final scientific report for the project is the 60th day following the date of actual completion of the project, as specified in the Funding Declaration.

D.1.5. Project closure

The project is considered to be completed and closed when the funded activity has been carried out as defined in the Funding Declaration, the invoices generated during implementation have been

settled, the assets created or acquired from the funding have been capitalised, the final scientific and financial reports of the Beneficiaries have been approved by the NRDI Office, the funding has been paid in the amount corresponding to the certified use of the funding and the project closure letter has been issued.

D.1.6. Payment schedule

If the duration of the project is **longer than 12 months**, the grant will be paid in advance and in instalments, according to an annual schedule of work phases. For projects with a duration of **less than 12 months**, the grant will be paid in one lump sum as an advance. In both cases, the Technical Coordinator shall transfer the amount of the planned advance payment to the payment account of the Host Institution within the time limit set out in the Funding Declaration.

For projects with a duration of **more than 12 months**, the Beneficiary is obliged to submit to the Technical Coordinator the scientific and financial reports for each annual work phase and after the actual completion of the project (interim and final report), while for projects with a duration of **less than 12 months**, the Beneficiary is obliged to submit to the Technical Coordinator the scientific and financial reports only after the actual completion of the project (final report).

Payments are made exclusively in HUF.

In case of non-compliance or inadequate fulfilment of the obligation to submit an interim or final report linked to the reporting periods, the Technical Coordinator may suspend the further disbursement of the grant until the Beneficiary has fulfilled its obligations. In the event of non-compliance or inadequate compliance with the reporting obligation, the Technical Coordinator may impose additional legal sanctions.

If the costs of the project exceed the amount stipulated in the legal relationship under the Funding Declaration, the Beneficiary is obliged to cover the additional costs from its own resources.

D.2. Research plan

In the research plan, applicants must describe the research they intend to carry out with the grant from the NRDI Fund during the period available, the time schedule and costs, and the way and form in which they intend to make the results of the project public. Please provide a detailed justification of the steps and processes of the research, in addition to the scientific background of the Host Institution and the infrastructure that can be provided for the project, as well as the structure of the research team, its members and their role in the project.

At the end of the research plan, **a separate chapter should convincingly demonstrate the expected social, economic and scientific impact of the proposed project.**

The research plan should be **at least 10 and no more than 20 pages for RGH_L and at least 5 and no more than 8 pages for RGH_S** (*Times New Roman font, minimum font size 11 point, single-spaced*), which should be uploaded as a PDF file (file size no larger than 10 MB), using a template available on the NRDI Office's website.

If the planned research is **subject to authorisation** by law, it is the joint responsibility of the Principal Investigator and the Host Institution to obtain the necessary authorisation. The Principal Investigator and the Host Institution declare in the project proposal to be submitted in response to this Call that, if the implementation of the proposed activity is subject to an administrative authorisation, such authorisations will be sent to the Technical Coordinator together with the report.

A separate section of the research plan should indicate the **planned schedule of the research tasks** to be undertaken, broken down by annual work stages (preferably in the form of a Gantt chart), and the planned conferences and research trips abroad and within Hungary.

At the end of the research plan document, the **commitments** under point G and the **expected number and form of publications to be published in the course of the research** should be presented.

D.3. Research Data Management Plan

The *Research Data Management Plan* form, which can be downloaded as an annex to the Call for Proposals, must be completed and attached to the proposal.

D.4. Budget Plan

The Budget Plan shall be prepared **in accordance with the annual work phases**, broken down according to the headings of the table in the EPR, **rounded to thousands of forints (HUF thousand)**, without decimal places.

Each planned cost item should be **justified** both in Hungarian and English choosing the relevant option from the menu. The name of suppliers providing services planned to be used and charged against the project budget, 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.

E. RULES ON ELIGIBLE COSTS

E.1. General rules

Support from the NRDI Fund may only be used to cover expenditure relating to research carried out under the Funding Declaration. Eligible costs are those costs that relate to the eligible activities of the project, are included in the eligible costs and meet the general eligibility criteria.

In accordance with the provisions of Act C of 2000 on Accounting, only costs incurred for the implementation of the funded project may be accounted for.

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 participating researchers (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 Buyers 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 the participating researcher 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;
- d) a close relative of a member, owner, executive officer or supervisory board member of the Host Institution or a participating researcher 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 a participating researcher.

The above requirement of independence does not apply to the procurement of operational or organisational activities where the legal transaction is between the Host Institution and the organisation it owns. In the case of such procurement, three valid quotations received from organisations qualified to carry out the activity for which the procurement is being made must be submitted to demonstrate conformity with the market price.

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 smaller amount can be charged against the project.

The internal rules of the Host Institution shall prevail on matters not covered by this Call.

E.2. Eligible costs

Under this Call, the costs listed below can be planned and charged to the relevant budget lines.

E.2.1. Personnel costs (personnel allowances + employer's contributions)

The project can be used to plan/account for the following personnel payments and the related employer's contributions:

- full-time or part-time employment or a salary above the basic salary,
- other assignments,
- daily allowance.

Full-time or part-time employment or a salary above the basic salary

For participating researchers (including the Principal Investigator), technicians or other support staff (assistants, technicians, laboratory technicians or other staff employed by the Host Institution to perform tasks not classified as scientific research), students, doctoral students or doctoral candidates at higher education institutions for the months of active employment at the Host Institution (except for e.g. unpaid leave, sabbatical leave)

- full-time or part-time employment and the related employer's contribution can be planned, or
- a salary above the basic pay (income supplement or wage supplement under an agreement to work overtime or other wage) and the related employer's contribution can be planned.

Other assignments

Wage cost can be charged to the project for project-related activities based on an agency contract with a private individual.

Daily allowance

The daily allowance for Principal Investigators, domestic researchers visiting a foreign country, PhD students is reimbursed up to the amount of their activity in the funded project. For shorter stays (up to one month) in Hungary, a daily allowance may be paid for visiting researchers from abroad.

Employer's contributions

Employer's contributions on personnel costs are eligible to the extent determined by the effective laws.

E.2.2. Material costs

Costs of foreign travel and participation in conferences

Costs of foreign travel directly related to the implementation of the project: travel expenses; accommodation costs for lodgings rated up to four stars⁴; travel insurance fees (accident and health insurance, baggage insurance); registration fee for international conferences held domestically; registration fee for foreign conferences.

Inventory acquisition and other material costs (other operating expenses)

Direct costs incurred in the implementation of the project:

- **Material costs:** costs of materials and equipment used for research, minor auxiliary equipment, textbooks, office supplies, printer cartridges, costs considered as purchase of supplies (according to the internal rules of the beneficiary and the Accounting Act).
- Other operating expenditure (in-kind expenditure: costs of external experts and other services directly necessary for the implementation of the project: costs of external experts and other services directly related to the scientific content and purpose of the project.

Core facility, phytotron, sequencing and similar profession-specific internal service costs may be charged at cost price, up to a maximum of 60% of the net price determined and published by the institution as external services.

There is no annual cap for inventory and other operating expenditure.

E.2.3. General (indirect) costs

General costs cover the indirect costs incurred for the implementation of the project, which can be charged on a flat-rate basis in accordance with the simplified accounting method provided for in Section 19/A of the KFI tv.

General costs include the costs of the Principal Investigator's travel to Hungary and the living expenses strictly necessary for the stay in Hungary for a period not exceeding the duration of the project.

⁴ The cost of higher class accommodation is subject to prior request and approval by the Technical Coordinator.

The amount of the lump sum is exactly **40%** of the eligible costs. The Host Institution does not have to justify the costs of the project on a lump sum basis by proofs of payment, and the supporting documents relating to the costs and the grants received as income compensation, the supporting documents justifying their payment and other related records do not have to be attached to the financial statements. The supporting documents justifying the costs incurred are not examined during an on-the-spot inspection.

Even if the accounting method described above is used, the possibility of double financing should be excluded.

E.2.4. Cost of tangible and intangible assets

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

The costs of intangible assets include the cost of technical knowledge and patents purchased from external sources at market prices where the transaction was carried out in accordance with market conditions and between unaffiliated parties.

During the **last tenth of the project's lifetime** and during the extension period in the event of a deadline adjustment, no grant amount may be spent on the purchase of assets and intangible assets.

For beneficiaries, 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.

E.3. Ineligible costs

Costs that are not related to the implementation of the project and costs that are necessary for the implementation of the project but are not included in the eligible costs are not eligible.

General restrictions

The following costs cannot be planned or charged to the grant:

- a) the general operational and salary costs of the Host Institution and utility service fees;
- b) costs related to providing guarantees;
- c) fines; penalties and legal costs;
- d) interest costs and exchange rate differences;
- e) real estate purchases/renovations or construction investments, office furniture, and vehicle purchases;
- f) deductible VAT.

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

Non-eligible costs related to employment:

- a) non-regular wage and its contributions (in particular, 13th month's pay, bonus, premium, annual leave redemption, severance pay, downtime, sick pay);
- b) other personnel costs (in particular, meal allowances, insurance premiums, clothing allowances, other cafeteria-type allowances);
- c) taxes paid on benefits for which no funding was disbursed;
- d) fee of the MTA doctoral procedure and habilitation procedure.

F. PROJECT SELECTION

Project selection includes all proposal management steps from the receipt of the proposal to the notification of the decision.

F.1. Admission criteria

The Technical Coordinator must inform the Applicant of the acceptance or rejection of the proposal without examination of the merits by the seventh calendar day following the date of receipt of the proposal. The notification of a rejection will include the reason for the rejection and the possibility and method of filing an objection.

Grounds for rejection without examination of the merits (inadmissibility):

- the proposal package is not submitted by the electronic and postal **submission deadline** specified in this Call for Proposals,
- the amount of public funding requested exceeds the **maximum amount** of funding indicated in this Call for Proposals,
- the Applicant is not an eligible applicant as defined in this Call for Proposals.

F.2. Assessment against the formal criteria

Proposals received will be checked against the formal criteria by the NRDI Office. **The proposal will be rejected without a deficiency notice on the grounds of formal non-compliance in the following cases:**

- The Applicant has not obtained the prior **Policy Recommendation**.
- The Principal Investigator does not fulfil the conditions applicable to them as detailed in this Call for Proposals.
- The proposal is not in English.
- No detailed research plan has been uploaded to the EPR system.
- The proposal contains false information substantially affecting the assessment.
- The electronically signed declaration (in the case of electronic submission) or the signed paper declaration (in the case of submission by mail) of the Principal Investigator and the Host Institution is missing.
- In the case of submission by post, the documents submitted by post, as specified in section K of this Call for Proposals, are not the same as the electronic documents submitted through the EPR.
- The Applicant is excluded on any of the grounds specified by law or in the Call at the time the proposal is submitted.

F.3. Evaluation of the scientific content of the proposal

F.3.1. General aspects

Only proposals that pass the admission (*point F.1*) and formal (*point F.2*) checks will be forwarded for evaluation of the scientific content.

Only proposals that are accepted and that meet the formal criteria will be evaluated for content. The Research Council of Hungary (hereinafter “KKT”) will evaluate the proposals on a rolling basis, in the order in which they are received. The KKT evaluates the proposals for compliance

with the selection criteria of the Call and makes a proposal to the minister responsible for science policy coordination for the funding of each proposal.

Proposals will be assessed on the basis of the following main criteria:

- the scientific relevance of the proposal, justification, novelty and expected results, and the social, economic and intellectual impact of the project;
- the professional quality of the Principal Investigator, their scientific and research achievements in terms of number and quality of scientific publications and their international impact; their registered patents related to the research topic of the proposal; their research projects with significant funding and their effectiveness; the realism and consistency of the submitted research plan, budget, expected results and time commitment.

F.4. The decision

The funding decision is expected to be taken by the minister responsible for science policy coordination on a rolling basis but no later than 31 October 2024.

If the grant is awarded, the NRDI Office will publish on its website the name of the beneficiary Host Institution, the name of the Principal Investigator, the project code, the project subject, the grant amount, the place of implementation and the date of the decision.

The decision on the grant does not constitute a commitment; to formalise a commitment, the issuance of a Funding Declaration is required.

The NRDI Office will inform the Applicant of the decision in writing within a maximum of 10 calendar days. In the event of a reduced or rejected project proposal, the information on the decision will include the reasons for the decision and the possibility of submitting an objection and the procedure for doing so.

G. PROFESSIONAL REQUIREMENTS FOR PROJECT IMPLEMENTATION

The **Host institution** shall

- provide the Principal Investigator and the participating researchers with the institutional conditions necessary for the implementation of the project,
- set out in the agreement governing the employment or other work-related legal relationship with the Principal Investigator and the participating researchers the terms and conditions for the exploitation of the intellectual property arising from the research, without any ambiguity.

For both sub-programmes (RGH_L_24 and RGH_S_24), the **Principal Investigator** shall

- obtain and maintain an affiliation with the Host Institution and, if it is not an institution of higher education, with a state-recognised institution of higher education established in Hungary (if it does not currently have such an affiliation), which affiliation must be indicated in the publications resulting from the project,
- work on joint projects and research with the Host Institution, and
- be actively involved in science popularisation and communication in the form of events, short films, presentations, or
- participate in teaching (lectures, practices, seminars).

For the sub-programme **Long-term Research Grant Hungary (RGH_L_24)**, the **Principal Investigator** shall

- involve in the project at least 5 PhD students from Hungary (studying for a PhD at a Hungarian higher education institution),
- undertake to keep a project website and update it regularly.

For the sub-programme **Short-term Research Grant Hungary (RGH_S_24)**, the **Principal Investigator** shall

- involve in the project at least 2 PhD students from Hungary (studying for a PhD at a Hungarian higher education institution).

H. OBJECTIONS

The Applicant or, in the case of a successful project, the Beneficiary may lodge an objection with the NRDI Office pursuant to Section 102/D (1) of the Ávt., if the procedure for the submission of the proposal or the funding decision, the issuance of the Funding Declaration, the payment or recovery of the public funding is in violation of the law or the call for proposals or the Funding Declaration. On the basis of the above, **the NRDI Office will not examine on the merits any objections related to the evaluation of the scientific content of the proposal.**

Objections may be submitted in writing within 10 days of the receipt of the objected decision or action of the NRDI Office, taking into account the formal and substantive requirements of Section 102/D (4) of the Ávt. No excuse shall be allowed for missing the deadline for objections.

How to lodge an objection:

Objections may be submitted by regular mail to

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

or **in person**, in a sealed envelope, quoting the proposal code and the word “*objection*”, at the 2nd floor Customer Service of the National Research, Development and Innovation Office at the above address, during office hours only.

The objection can also be submitted via the **e-paper** service (<https://epapir.gov.hu/>).

No objection may be lodged after 30 days from the objected action or omission.

Objections must include the following:

- a) name, seat/residence of the objector; name of the representative if the objector is not a private individual;
- b) identification data of the proposal affected by the objection;
- c) description of the objected action or omission;
- d) facts supporting the objection, and exact reference to the legislative provision breached by the objected action or omission; and
- e) in the case of non-electronic communication, the signature of the objector.

The NRDI Office, if it agrees with the objection, will take the necessary measures to remedy the situation complained of in the objection or forward the objection to the Ministry of Culture and Innovation.

The Ministry of Culture and Innovation will adopt a decision on the merits of the objection within 30 days of receipt. The time limit for the examination may be extended once by a maximum of 30

days, subject to prior information of the objector. If the objection is well-founded, the Ministry of Culture and Innovation shall take action to remedy the objected situation; otherwise it shall reject the objection. In either case, it shall notify the objector about the decision in writing, and shall provide reasons for rejection (if the objection was rejected).

No further objections may be filed or other legal remedies be sought against the decision made in the matter of the objection.

For any queries, please contact the NRDI Office's Customer Service at the contact details described in Point B.4.

I. MONITORING

The Beneficiary is required to submit to the NRDI Office a scientific and financial report on the implementation of the project after the project has been completed or, in case of projects lasting longer than 12 months, annually. In the event of an extension of the project, or if the Beneficiary initiates an amendment to the Funding Declaration, the NRDI Office may impose additional reporting obligations on the Beneficiary.

The Principal Investigator and the Host Institution are jointly responsible for the timely submission of the project's scientific and financial reports as required. **The scientific report should cover the commitments made in the relevant sections of the research plan submitted with the proposal, as well as the publications published/accepted for publication with the support of the project.** A report is complete when the scientific report and the cost statement forms, structured as required, and the detailed annexes thereto are completed and submitted in the manner and with the content specified in the Funding Declaration and accepted by the NRDI Office.

The scientific content of the reports will be assessed according to the criteria set out in Annex 2 of Government Decree 433/2016 (XII. 15.) on the detailed rules of evaluation of the research, development and innovation programs and projects funded by the National Research, Development and Innovation Office from the National Research, Development and Innovation Fund.

The implementation of the project, the legitimacy of the proposal and the use made of the public funding may be checked by the bodies provided for by law and the Funding Declaration. The professional feasibility of the project as set out in the proposal, the implementation of the professional tasks of the funded project, as well as the professional progress of the project may also be inspected on site. On-site inspections and visits may take place from the date of submission of the proposal until 5 years after the final report has been accepted by the NRDI Office. The Beneficiary shall provide the auditors and other participants involved in the on-site inspection with all information and assistance required for the inspection.

The Beneficiary shall keep and use the funding paid by the technical coordinator separately in its financial and accounting records, and shall keep separate records of the proposal documents. **The Beneficiary is obliged to keep the documents and records related to the funding for 10 years from the date of approval of the final report of the project by the NRDI Office.**

The detailed rules for the use of the grant are set out in the Sample Funding Declaration published on the NRDI Office's website.

J. DATA PROVISION, DATA MANAGEMENT, PUBLICITY AND COMMUNICATION REQUIREMENTS

The NRDI Office shall transfer to the monitoring system of the Hungarian State Treasury the data related to the proposal and funding agreement pursuant to Section 56/C (1) of the Áht. for publication on the website established for this purpose.

In accordance with Section 52 of Government Decree No. 380/2014 (XII. 31.) on the rules for the operation and use of the National Research, Development and Innovation Fund and the Cooperation Agreement between the NRDI Office and the Central Statistical Office, the NRDI Office shall provide the Central Statistical Office with data on the organisations to which payments from the NRDI Fund have been made in the given year.

The NRDI Office shall process personal data stated in the proposals and learned during the assessment process and in relation to funded projects in compliance with the provisions of the relevant regulations, including in particular Act CXII of 2011 on informational self-determination and the freedom of information, and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: General Data Protection Regulation or GDPR). All relevant information can be found on the NRDI Office's website and attached to the "Statements" annex to be submitted with the proposal. The rules of processing the documents and data submitted by the application or the beneficiary during the application and contracting procedure or generated by the NRDI Office in this respect, in compliance with the freedom of information and the principle of due process, are set out in Instruction No. 11/2019 of the President of the NRDI Office (<https://nkfih.gov.hu/kereses-180603-1?searchStr=11%2F2019>).

During the implementation of the project, the Beneficiary is obliged to comply with the information and publicity obligations, and to provide information about the project and the grant. The communication and image requirements for information and publicity are set out in the *Image Manual* (<https://nkfih.gov.hu/hivatalrol/hivatal-hirei/nkfi-alap-tajekoztatasi>), which can be downloaded from the Technical Coordinator's website.

During the implementation of the project, the Technical Coordinator may request data on the implementation.

K. GUIDELINES FOR DOCUMENTS TO BE ATTACHED TO ELECTRONIC PROPOSALS

List of documents to be attached to the electronic proposal by the Applicant in PDF format or submitted by post or with an electronic signature:

List of the document to be attached to the electronic proposal	By post/with an electronic signature	Method of electronic signature
Detailed research plan (EPR: <i>"proposal details / research plan"</i>);	No	
Policy recommendation (EPR: <i>"proposal details / attachments"</i>)	Yes	Qualified electronic signature and time stamp

Declaration on International Cooperation (where relevant) (EPR: “ <i>proposal details / international cooperation</i> ”)	No	
Declaration of the Applicants (EPR: “ <i>proposal details / attachments</i> ”)	Yes	Host institution: qualified electronic signature ⁵ and time stamp; Principal investigator: at least enhanced security electronic signature and time stamp
Transparency declaration of the Host Institution – exception: organisations that are transparent by law (EPR: “ <i>proposal details / attachments</i> ”)	Yes	Qualified electronic signature and time stamp
Permissions required for commencing the research project (where relevant) (EPR: “ <i>proposal details / licenses, permissions</i> ”)	No	
Research Data Management Plan (EPR: “ <i>proposal details / front page / Research Data and Infrastructure</i> ”)	No	

List of the document to be attached to the electronic proposal	By post/with an electronic signature	Method of electronic signature
<p>Specimen signature:⁶ Specimen signature of the person(s) authorised to sign on behalf of the applicant Host Institution, issued not earlier than 90 days,</p> <ul style="list-style-type: none"> - countersigned by a lawyer or - countersigned by a legal counsel or - certified by a notary <p>or a certified copy of the specimen signature or a declaration by the Host Institution stating which of these document(s) is (are) attached to a proposal submitted no more than 3 years ago.</p>	Yes	
<p>Deed of Foundation: With the exception of budgetary organs and state-recognised universities with GFO codes 563 and 599:</p> <ul style="list-style-type: none"> - the original or - a certified copy of the original of the deed of foundation, the articles of association or the deed of registration, as defined by law, issued not earlier than 90 days, or - a declaration by the applicant Host Institution that its deed of foundation, articles of association or other deed of registration, as defined by law, has been attached to a proposal submitted not more than 3 years before and that there have been no changes to the information contained therein. <p>(EPR: “<i>proposal details / attachments</i>”)</p>	Yes, in view of the exceptions	

⁵ Or advanced security e-signature based on qualified certificate.

⁶ The specimen signatures of the representatives of the Host Institution who are authorised to sign are recorded in the EPR and assigned to the Host Institution. In the case of multiple proposals under this Call for Proposals submitted by the same Host Institution with the same authorised signatory, it is sufficient to submit one copy of the specimen signature, listing the proposal codes.