



NATIONAL RESEARCH, DEVELOPMENT AND INNOVATION OFFICE

CALL FOR PROPOSALS

**FRONTLINE – RESEARCH EXCELLENCE
PROGRAMME**

CODE: KKP_20

OCTOBER 15, 2019



Contents

SUMMARY TABLE	4
A. AIM OF SUPPORT	5
A.1. PURPOSE OF THE CALL FOR PROPOSALS	5
A.2. AVAILABLE FUNDING.....	6
A.3. EXPECTED NUMBER OF SUPPORTED PROPOSALS.....	6
A.4. LANGUAGE OF PROPOSALS	6
B. ELIGIBLE APPLICANTS	7
B.1. LEGAL FORM, SEAT AND OTHER CONDITIONS	7
B.1.1. <i>Legal form and seat</i>	7
B.1.2. <i>Further conditions regarding the principal investigator</i>	7
B.2. GROUNDS FOR EXCLUSION AND OTHER ADMINISTRATIVE CONDITIONS.....	8
B.2.1. <i>Entities excluded from participation</i>	8
B.2.2. <i>Further information on grounds for exclusion</i>	9
B.3. TERRITORIAL LIMITS OF THE PROJECT.....	9
C. CONTENT OF THE PROPOSAL.....	9
C.1. SCOPE OF SUPPORTED ACTIVITIES.....	9
C.2. RESEARCH PLAN AND BUDGET.....	9
C.3. DURATION OF THE PROJECT.....	10
C.4. START OF THE PROJECT.....	10
C.5. ACTUAL CONCLUSION OF THE PROJECT, FINAL DEADLINE AND CLOSING OF THE FINANCIAL REPORT	10
C.5.1. <i>Actual conclusion of the project</i>	10
C.5.2. <i>Final deadline of the financial report</i>	10
C.5.3. <i>Conclusion of the project</i>	10
D. FINANCIAL CONDITIONS.....	11
D.1. FORM OF SUPPORT.....	11
D.2. AMOUNT AND EXTENT OF SUPPORT.....	11
D.3. SCOPE OF SECURITIES	11
D.4. TIMING OF SUPPORT, ADVANCE PAYMENT.....	11
E. HANDLING OF PROPOSALS	12
E.1. METHOD, DEADLINE, AND PLACE OF PROPOSAL SUBMISSION	12
E.1.1. <i>Method and deadline of proposal submission</i>	12
E.1.2. <i>Place of submission</i>	13
E.2. NRDI OFFICE CUSTOMER SERVICE AND CONTACT INFORMATION.....	13
E.3. PROCESS OF SELECTION OF PROJECTS	13
E.3.1. <i>Check of eligibility criteria, submission, completion of documents</i>	13
E.3.2. <i>Eligibility check</i>	14
E.3.3. <i>Process of substantive evaluation</i>	14
E.3.4. <i>Decision</i>	15
E.4. HANDLING OF COMPLAINTS	15
E.5. SUPPORT CONTRACT.....	16
E.5.1. <i>Conditions of the support contract</i>	16
E.5.2. <i>Revision of the support contract</i>	17

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F. MONITORING.....	17
F.1. RULES OF SCIENTIFIC REPORTING	17
F.2. PROCESS OF FINANCIAL REPORTING AND FINANCING	17
F.3. ON-SITE AUDITS	18
F.4. SANCTIONS OF VIOLATION OF CONTRACT	18
F.5. DISCLOSURE, CONTROL AND PUBLICITY OF DATA.....	18
G. MATTERS NOT REGULATED IN THE CALL FOR PROPOSALS.....	19
H. LIST OF DOCUMENTS TO BE ATTACHED IN PDF FORMAT TO THE ELECTRONIC PROPOSAL, AND DOCUMENTS TO BE SENT BY MAIL OR WITH E- SIGNATURE BY THE APPLICANT	20
I. APPENDICES TO THE CALL FOR PROPOSALS.....	21

**SUMMARY TABLE**

	FRONTLINE – RESEARCH EXCELLENCE PROGRAMME PROPOSAL
Code	KKP_20
Deadline of electronic submission of proposals	December 17th 2019. 16:00 CET
Deadline of mailing the proposal	December 20th 2019.
Financial support	HUF 150 - 300 million (annual average HUF 30 - 60 M)
Costs to be accounted	Personnel costs + material costs + investment costs
Overhead	20%
Research type	Fundamental research
Duration	5 years (cannot be expanded)
Start of supported projects	Between February 1, 2020 and September 1, 2020
Total amount (estimated number of supported proposals)	HUF 3 billion (10–15 proposals)
Conditions of proposal submission	PhD/DLA degree + conditions detailed in Call's item B.1.2.
Project completion	To be completed at a host institution in Hungary
Language of proposal	English
Repetition	KKP type proposal can be awarded at multiple occasions but a researcher can participate only in one KKP project as a principal investigator
Restrictions on the number of proposals submitted by the same principal investigator	One KKP proposal
	A principal investigator of a KKP_20 proposal cannot be principal investigator of a supported KKP_17, KKP_19, K_19, FK_19 project or ANN/SNN_19 project. A principal investigator of a supported KKP project cannot submit a thematic research proposal during the first 36 months of the support.
Further condition regarding the principal investigator	The principal investigator is expected to prepare a research proposal capable of reaching the second round of the ERC evaluation
Selection procedure	Two steps; principal investigators of the 15-20 best submitted proposals exhibit their projects in a personal presentation
Monitoring	Annual scientific reports are requested; the second scientific report has to be presented orally; approval of the third scientific report depends on a mandatory submission of an ERC proposal



A. AIM OF SUPPORT

In accordance with Act LXXVI of 2014 on scientific research, development, and innovation (hereinafter: RDI Act), the National Research, Development and Innovation Office (Nemzeti Kutatási, Fejlesztési és Innovációs Hivatal – hereinafter: NRDIO) launches a call for proposals to support excellent, dynamic, and productive researchers within the frontline of the international scientific community during the period 2020-2024 from the National Research, Development and Innovation Fund (Nemzeti Kutatási, Fejlesztési és Innovációs Alap – hereinafter: NRDIF) in connection with support programs launched by the European Research Council (hereinafter: ERC) to realize their projects at Hungarian institutions, contributing to the efforts of Hungary to become a regional center of research, development and innovation.

A.1. Purpose of the call for proposals¹

Frontline – Research Excellence Programme Proposal is a research support proposal model designed to offer substantial support for a duration of at most 5 years, for researchers who are ranked among the best in their disciplines in the world and are in the most dynamic stage of their research career and aim to realize their research at a Hungarian research institution.

The aim of this call for proposal is to offer opportunities for researchers, who have proven that they are among the frontline of the international scientific community, **to prepare them for successful participation in funding programs launched by the ERC.**

Most important, but not exclusive conditions of participation for researchers:

- After January 1, 2017, successfully completed a project of the following types that were funded by the ERC: Starting Grant (StG), Consolidator Grant (CoG), Advanced Grant or Synergy Grant (SyG), or;
- Following January 1, 2017, their StG, CoG, AdG, SyG proposals, after the evaluation by the international jury, had reached the second round of selection, but, due to a lack of available financial resources, have not been funded.

In the national system of funding **discovery research** the NRDIO Office has established a cascading system of calls ranging from the promotion of researchers just about to start their career to the support of existing independent research groups. Scientists starting their research career are supported under the post-doc programme, and later under the thematic research programme for young scientists. The thematic research programme provides the research background for the implementation of specific research projects for researchers with a stable general research background. These programmes are complemented by calls for thematic applications implemented in international cooperation, calls for research teams with significant achievements of internationally outstanding impact, and the Frontline – Research Excellence Programme.

¹ The Call Notice and the Guidelines for Applicants together constitute the call for proposals.



The programme aims to **facilitate researcher-initiated, promising research projects** that are expected to provide a better understanding of various natural and social phenomena and expand the general knowledge of humanity. This particularly includes achievements bearing the greatest international impact, lay the foundations and set the directions of the future of research and development based on international excellence and competitiveness, as they inspire new methods and procedures.

Outstanding, globally recognized research results that have a scientific, social or economic impact not only provide the basis for future development and innovation, but they also determine the ranking of universities and research institutes. A university's ranking also depends on how much funding it received from national and international sources. Access to proper domestic funding for top researchers also increase their chance of winning international funds. This improves both the quality of education and the international ranking of universities, which in turn translates to actual social and economic benefits.

The KKP_20 call is open exclusively to basic research topics with no thematic restrictions or priorities. Applicants are eligible if both their academic results and research plan meet the requirements set out in the call. In addition to meeting the requirements set out in the call, applicants have the highest chance if they have achieved internationally outstanding scientific results in the past ten years and can be reasonably expected to continue this level of performance on the basis of their research plan.

A.2. Available funding

Based on Government Decree 1185/2017 (IV.10.) on Frontline – Research Excellence Programme (hereinafter: Gov. decree), the source of support is the National Research, Development and Innovation Fund.

Legal title of support: RDI Act Section 24, Subsection (1), Points a), e), f), g), h), and j).

Pursuant to the Gov. decree, the NRDI Office provides **HUF 3 billion for KKP_20 type calls in 2020–2024**, including HUF 600 million for the year 2020 alone.

A.3. Expected number of supported proposals

The expected number of funded KKP_20 projects is 10 to 15.

A.4. Language of proposals

Regardless of the discipline, the proposals have to be submitted in **English**. Certain parts of the proposal, such as summaries, work plans and budget plan justification are to be submitted in Hungarian as well.



B. ELIGIBLE APPLICANTS

B.1. Legal form, seat and other conditions

B.1.1. *Legal form and seat*

In the present call for proposals, eligible host institutions with a seat and legal personality in Hungary include the following:

- higher education institution, research center, research institution, budgetary organization, institution of budgetary organization with a legal personality if it qualifies as research institution according to the RDI Act;
- non-profit organization if its main activity is related to research and development

(hereinafter, collectively: **host institution**). Host institutions can **jointly apply** with **researchers with Hungarian or foreign citizenship** with PhD/DLA degrees (hereinafter: **principal investigator**) if they fulfill the criteria seen in item B.1.2.

Throughout the entire project implementation period the principal investigator must be a full-time employee of the host institution under an employment contract, civil service contract or other contract aimed at performing work.

Projects cannot be implemented in consortium.

B.1.2. *Further conditions regarding the principal investigator*

PhD/DLA degree should be evidenced by a copy of the diploma, submitted electronically together with the proposal². The principal investigator shall also prove upon application that he/she meets one of the following criteria:

- a) After January 1, 2017 the principal investigator has successfully completed an ERC-supported Starting Grant, Consolidator Grant, Advanced Grant or Synergy Grant project; or is still leading an ERC-supported project that is to be completed before September 1, 2020;
- b) After January 1, 2017 the principal investigator submitted a proposal in one of the categories of ERC Starting Grant, Consolidator Grant, Advanced Grant or Synergy Grant, the proposal reached the second round of evaluation, but, due to lack of resources has been denied funding;
- c) After January 1, 2018 the principal investigator completed a successful individual basic research project (as PI) funded by an internationally relevant research fund (e.g. Wellcome Trust, Howard Hughes Medical Institute, NIH) with a support equivalent to at least HUF 100 million.

In addition to the above basic requirements, the applicant shall also outline its professional achievements showing the international embeddedness in the past 10 years, as requested by the European Research Council for ERC calls.

² Instead of a copy of the PhD/DLA diploma, a copy of the document proving the existence of the doctor of the Hungarian Academy of Sciences/doctor of science title can be submitted.



- 1) a list of ten selected publications including at least five scientific publications published in the past five years;
- 2) conference presentations as invited speaker (including conference details and presentation abstract);
- 3) conference organizing activities (including conference details and description of activity);
- 4) scientific awards and acknowledgements; list of (elected) academic memberships;
- 5) list of registered patents;
- 6) list of research grants received;
- 7) list of PhD students who obtained their doctoral degrees under the principal investigator's supervision or co-supervision.

The proposal shall be accompanied by a detailed research plan, an implementation plan broken down by one-year work sections, a publication plan, expected results, cost estimates, and a description of the participating researchers' past activity. The participating researchers shall make a statement in the proposal about all their current and pending grants.

By submitting the proposal, and subject to selection for funding, the principal investigator undertakes to apply for an ERC Starting, Consolidator or Advanced Grant in the first 30 months of the project period, in conjunction with a host institution with legal personality and a registered seat in Hungary; with the obligation to reapply for such ERC funding in the project period if the first attempt fails. This obligation of the principal investigator shall be included in the grant agreement.

Leader of projects selected for funding in this call may not apply for funding at the NRDI Office in the Researchers' Thematic Applications Programme in the first 36 months of the funding period. The principal investigator of a KKP_20 proposal may not be a principal investigator in a KKP_17, KKP_19, K_19, FK_19 or ANN/SNN_19 project. This ground for exclusion shall not apply to funding relationships established under thematic research programmes before 2019; however, the principal investigator may be involved as a principal investigator only in one NRDI Fund financed thematic basic research project (K, FK, NN, ANN, SNN) and one "Funding for research teams with significant achievements of internationally outstanding impact" (KH) project in addition to the present KKP_20 project. The full-time equivalent (FTE) of each researcher under all effective funding agreements may not exceed the maximum.

The principal investigator may participate in other projects (not funded from the NRDI Fund), but the FTE may not exceed 1.3 on aggregate in any period in the relevant projects. The researchers participating in the KKP project shall dedicate at least 0.5 FTE to this project.

B.2. Grounds for exclusion and other administrative conditions

B.2.1. Entities excluded from participation

The following entities cannot submit a proposal and cannot receive support:

- a) without appropriate employment status according to Section 82 of Government Decree 368/2011 (XII. 31.) on the execution of the law on the central budget of Hungary;
- b) without fulfilling the obligations to disclosure according to the law on the economic activity of companies of public property;
- c) not qualifying as a transparent organization;



- d) with an ongoing legal process ordered by a legally binding warrant of liquidation, insolvency, or any other process of dissolution;
- e) with a conflict of interest according to Section 48/B(1) of Act CXCV of 2011 on the central budget of Hungary (hereinafter: Áht.);
- f) with a ruling from the funding organization or the organization authorized by law to monitor the use of support on the improper use of support from the NRDI Fund or support provided on the basis of Act CXXXVI of 1997 on the Hungarian Scientific Research Fund programs and with an unpaid debt due to the obligation of recompensation at the time of submitting the proposal;
- g) with a dismissing court judgment, legally binding within three years of submitting the proposal, regarding the use of support from the NRDI Fund or support provided on the basis of Act CXXXVI of 1997 on the Hungarian Scientific Research Fund programs;
- h) whose 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) with a proposal to carry out a research project outside Hungary (use of infrastructures and conducting experiments and field works abroad within the research plan do not qualify as ground for exclusion).

B.2.2. Further information on grounds for exclusion

If changes take place regarding the data, the circumstances concerning grounds for exclusion, and the legal status of the applicant after the submission of the proposal (e.g., liquidation, insolvency, dissolution, or other legal process take place), and if any event inhibits the completion of the project, the administrator of the call has to be notified within 8 days.

B.3. Territorial limits of the project

The project has to be carried out in a host institution with a seat in Hungary.

C. CONTENT OF THE PROPOSAL

C.1. Scope of supported activities

Based on the Frontline – Research Excellence Programme call, activities to complete the basic tasks elaborated in the research and work plan and included in the research project plan submitted to the NRDI Office can be supported.

C.2. Research plan and budget

The applicant has to submit a brief (maximum 6 pages with references, font Times New Roman, font size 11, space 1.5, margin 2.5 cm) research plan, a work plan defining the stages of the research, and a budget with justification. The research plan and the budget have to present the type of research to be conducted in the duration of the given project with the support requested from the NRDI Fund, the timing, the costs, and the extent how far the project proceeds in the



research. Please provide a detailed justification of the steps and stages of the research and the use of the expenses necessary to complete the project. The research plan has to describe the structure of the research group as well as its members and their roles in the project. Finally, please also describe the professional background and the infrastructure of the host institution with regards to the project.

The budget has to be prepared according to Appendix 5 of the Proposal guide.

C.3. Duration of the project

In the present call for proposals, the duration of the project is 60 months.

C.4. Start of the project

Projects have to be started between February 1, 2020 and September 1, 2020. In case the principal investigator researcher is leading an ERC project that is to be completed in 2020, the starting date for the Frontline project is the first day of the month following the completion of the aforementioned ERC project. Accounting of costs is available from the starting date defined in the support contract.

C.5. Actual conclusion of the project, final deadline and closing of the financial report

C.5.1. Actual conclusion of the project

The project can be considered concluded if the supported activity is completed according to the terms of the support contract, settlement of the invoices received during the completion takes place, and the equipment produced or acquired with budgetary support is activated. Actual conclusion of the project has to take place at the end of the 60th month from its start. **Extending the actual duration of the project is not possible.**

C.5.2. Final deadline of the financial report

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

C.5.3. Conclusion of the project

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



D. FINANCIAL CONDITIONS

D.1. Form of support

The form of support: definite allowance with no return obligation (hereinafter: support not to be returned) which does not qualify as state support with regards to EU competition law.

D.2. Amount and extent of support

In the present call for proposals, **a maximum of HUF 300 million can be requested for a maximum of 60 months per project; that is, an annual support of HUF 60 million can be requested on average. Its 20% can be planned on indirect costs (overhead); their use has to be recorded with analytic accounting.**

A $\pm 10\%$ deviation from the average annual amount of funding (20% of the full amount of funding) is permitted during the planning of annual costs, with the provision that in the case of host institutions classified outside the general government sector the cost of the last work section shall be subject to the provision set out in Annex 5 of the Guidelines for Applicants.

The maximal intensity of the support is 100%.

Applicants are required to prepare the budget with reference to the research costs generally appropriate in their field. The review panel will also pay special attention to the feasibility of the budget during the evaluation of the proposal: undercalculated and overcalculated budgets can similarly result in a negative evaluation.

D.3. Scope of securities

Beneficiaries classified outside the general government sector (except for state-accredited universities with financial management code 599, over which the operator's rights are exercised by an entity established by the Hungarian Government or the Hungarian State) shall grant direct debit mandate to the NRDI Fund on all their payment accounts (that can be so burdened under the relevant legal provisions) together with a special authorisation for collection queue of up to 35 days for payment orders that cannot be completed due to lack of funds.

D.4. Timing of support, advance payment

Implementation plans shall be broken down by 12-month work sections. For host institutions falling within the scope of the Áht. and state-accredited universities with financial management code 599, over which the operator's rights are exercised by an entity established by the Hungarian Government or the Hungarian State, the 100% of the funding planned for each work section shall be disbursed in advance. For all other host institutions, the funding is disbursed in advance for the first four work section, and subsequently for the last work section.

The NRDI Office transfers the support amount planned for the first work stage as advance payment to the bank account specified in the support contract after the issue of the contract and before the deadline defined in the contract. **The amount of the advance payments planned for the following work stages can only be transferred after the conclusion of the**



preceding work stage, the submission of its scientific and financial report (interim report), and its approval by the NRDI Office.

Transfer of the support takes place in HUF exclusively.

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

E. HANDLING OF PROPOSALS

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

E.1.1. Method and deadline of proposal submission

Proposals have to be submitted through the Electronic Proposal Review (EPR) System of the NKFI Office (<https://www.otka-palyazat.hu/>). Regarding technical details of the submission, the Proposal guide provides instructions.

Proposals are assessed on the basis of the electronic application documents.

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

The final **deadline** of the **electronic submission** is **December 17, 2019**. Deadline is set at **16:00** (Central European time) on the given day when the electronic system stops receiving proposals.

Point “H” of this call lists the documents required to be submitted to the NRDI Office **by regular mail or electronically provided with electronic signatures** as follows.

Documents to be mailed have to be sent with original signatures and seals, separately from any other material, as registered mail or using the guaranteed service (express mail service, courier mail) according to Act CLIX of 2012 on postal services, with a stamp of no later than **December 20, 2019** in one copy so that, upon delivery, the NRDI Office can clearly determine on the basis of the data indicated on the mail whether the applicant handed the material to the service provider before the deadline defined in the call.

In the case of regular mail, the submission is successful if the proposal was finalised electronically by the applicant and approved by the head of the host institution by the deadline for electronic submission, and if the documents required in Point “H” of the call to be submitted by regular mail were sent to the Customer Service of the NRDI Office postmarked no later than December 20, 2019.

In the case of electronic submission of e-signed documents: 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 required in Point “H” of the call to be submitted by regular mail/with electronic signature must be signed electronically as specified in Point “H” and attached to the proposal on the Online Application Portal by the deadline for electronic submission, that is, by December 17, 2019 at 16:00 (CET).

In the case of electronic submission, the submission is successful if the proposal was finalised electronically by the principal investigator and approved by the head of the host institution by the

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deadline for electronic submission, and if the electronically signed versions of the documents required in Point “H” of the call were submitted by regular mail, or with electronic signature through the Online Application Portal.

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

Proposals which are only in “edited” or “finalized” status without institutional approval at the deadline are not considered submitted and will be rejected automatically.

E.1.2. Place of submission

Documents defined as material to be mailed have to be sent to the mailing address of the customer service of the NRDI Office:

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

Personal submission of a proposal is not possible.

Please indicate clearly on the mailed material the code of the proposal found on the front page of the call (KKP_20) and the six-digit number assigned by the EPR system:

KKP_20-<proposal number>

E.2. NRDI Office customer service and contact information

Information on eligibility and other conditions is available at the homepage of the NRDI Office (<http://nkfi.gov.hu/>). Further assistance can be requested from the customer service of the NRDI Office by e-mail and phone:

Email: nkfialap@nkfi.gov.hu

Phone: +36 (1) 795 9500

Office hours: M-Th 09:00–16:00; F 09:00–12:00

E.3. Process of selection of projects

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

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

The funder provides an acknowledgment of the proposal submission to the applicant before the 7th day after the mail submission of the proposal or rejects the proposal with no substantive evaluation. Notification on rejection with no substantive evaluation contains the reason for rejection and the options of filing a complaint.

If the applicant submits an inaccurate or defective proposal, the present call for proposals provides the opportunity to one round of completion of documents in 8 days within the notice



of the NRDI Office. Notification is sent only electronically to the e-mail address(es) of the principal investigator indicated in the proposal. Deadline of completion of documents is counted from the first working day following the notification. If the applicant provides inaccurate or defective completion of documents or the defects are not improved before the deadline defined in the notice, the inaccurate or defective proposal is evaluated. If the necessary information to comprehensively evaluate the feasibility of the proposal is not available after the completion of documents, the expert can suggest the rejection of the proposal.

Completion of documents is not possible and the proposal is rejected without substantive evaluation in the following cases (submission criteria not fulfilled):

- the proposal is not submitted by the electronic and mail submission deadline defined in the call for proposals,
- the amount of the requested budget support exceeds the maximum amount defined in the call for proposals,
- the applicant is outside the scope of the potential beneficiaries defined in the call for proposals.

E.3.2. Eligibility check

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

- the applicant has submitted more than one proposals in the Frontline – Research Excellence Programme in the given round as principal investigator;
- the principal investigator does not meet the requirements listed in Point B.1.2;
- the proposal is not in English;
- no detailed research plan or work plan has been uploaded to the Electronic Application Portal;
- the proposal contains false information substantially affecting the assessment;
- the e-signed statement (in the case of electronic submission) or the signed paper statement (in the case of submission by regular mail) of the host institution is missing;
- in the case of submission by regular mail, the documents listed in Point “H” and submitted by regular mail do not match the e-documents submitted over the EPR;
- Any ground for exclusion defined by law or the present call exists regarding the applicant at the time of submitting the proposal.

The detailed research plan and work plan uploaded to the EPR system cannot be changed; the proposal will be assessed on the basis of the originally submitted documents.

E 3.3. Process of substantive evaluation

Only submitted and formally checked proposals are evaluated substantively; according to the RDI Act, evaluation is carried out by the scientific council (hereinafter: Council) appointed by the NRDI Office. Based on the recommendations by the Council, the review panel appointed by the NRDI Office evaluates each proposal against the selection criteria of the call and selects the 15-20 best proposals in its ranking recommendation. Principal investigators of the 15-20 best



submitted proposals exhibit their projects in a personal presentation. The expert group makes a recommendation to the Council following the presentations. Based on the evaluation results and the ranking by the expert group, the Council recommends proposals to be funded to the president of the NRDI Office; funding decision is made by the president of the NRDI Office.

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

- scientific significance of the proposed project, justification, novelty, expected results of the project, scientific and social impact of the results;
- scientific quality of the principal investigator, scientific and research achievements to date, 5 publications of the last 5 years, and further 5 publications of the last 10 years attached to the proposal;
- infrastructural and methodological conditions provided by the host institution for the completion of the research project;
- feasibility and harmony of the submitted research plan, work plan, budget, expected results, and FTE.

E.3.4. Decision

Funding decision is made by the president of the NRDI Office by January 25, 2020.

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

The NRDI Office notifies the applicant and the person in charge of the host institution about the funding decision in writing within a maximum of 10 days. In case of a supported project, notification about the decision contains the deadline established for issuing the support contract; in case of a proposal with budget cut or rejection, the reasons for budget cut or rejection, as well as the ways of filing a complaint.

The applicants have access to the evaluation of the anonymous external reviewers in the EPR system from the date indicated in the notification about the decision.

E.4. Handling of complaints

The applicant and, in the case of a supported project, the beneficiary can file a complaint with the NRDI Office according to Ávr. Section 102/D(1) if the procedures regarding the proposal submission, the decision-making process, the issue of the contract, and the transfer or refund of the budget support appear to contradict the law, the call for proposals, or the support contract. **Given the above, complaints against scientific evaluation cannot be filed; the NRDI Office rejects such complaints without substantive examination.**

Filing a complaint is possible within 10 days of receipt of the notification about the decision of the NRDI Office, with reference to the requirements defined in Ávr. Section 102/D.(4) in writing. Missing the deadline to file a complaint implies that no further request can be submitted. The complaint has to be **mailed** to the following address:

National Research, Development and Innovation Office

1077 Budapest, Kéthly Anna tér 1. / Mailing address: 1438 Budapest, Pf. 438.

E-mail: nkfialap@nkfih.gov.hu / www.nkfih.gov.hu / Phone: +36 1 795 9500 795 9582



1077 Budapest, Kéthly Anna tér 1. 2nd floor, Customer service

It can also be submitted **in person** in a sealed envelope, indicating the proposal number and the word “complaint,” to the Customer service of the NRDI Office on the 2nd floor at the address above **in office hours only**.

Complaints can be submitted via e-paper service (<https://epapir.gov.hu/>).

Beyond 30 days of the objected measure or omission, submission of a complaint is not possible.

A complaint has to include the following:

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

The NRDI Office considers substantively the submitted complaint within 30 days of receipt or, in the cases defined in Section 102/D(5) of the Ávr., rejects the complaint without substantive examination. The deadline of the consideration can be extended once for a maximum of 30 days with advance notification sent to the complainant. The NRDI Office notifies in writing the complainant about the decision made regarding the subject of the complaint. Proposing a remedy or further legal redress against the decision made regarding the subject of the complaint is not possible.

In case of questions, the Customer service of the NRDI Office provides assistance – contact information in point E.2.

E.5. Support contract

E.5.1. *Conditions of the support contract*

The NRDI Office sends a **contract offer** to the selected applicant after the notification about the funding decision.

The NRDI Office establishes a deadline in the notification about the decision to issue the contract. If the beneficiary misses the deadline, the NRDI Office acts according to Section 73(2) of the Ávr.

If the research activity to be carried out during the project is bound to permission, the contract shall be accompanied with such permission or a written statement by the beneficiary to the effect that it has taken the necessary legal steps to obtain the permissions, in particular by filing a request with the competent authority for the permission. If a permission can be obtained after the completion of a given stage of the supported activity, the beneficiary only has to declare the availability of permissions necessary to start the supported activity; the applicant and the person in charge of the host institution have to declare that they will collect additional authority permissions before starting the activity bound to permission. The funder



controls the availability of further permissions within the context of the report on the completion of the supported activity.

E.5.2. Revision of the support contract

The beneficiary or the NRDI Office can initiate a revision of the support contract in writing. The support contract can only be revised if the supported activity would be eligible to be funded in the revised conditions; revision of the contract cannot aim at diverting the original purpose of the supported activity.

F. MONITORING

Monitoring and evaluation of the supported project take place on the basis of the submitted report, with the contribution of the Council and the expert group.

F.1. Rules of scientific reporting

The beneficiary shall submit a detailed scientific progress report and financial report (hereinafter collectively: report) after each work section to the NRDI Office about the progress of the project. The NRDI Office may also request the beneficiary to present a partial report or the closing report in the framework of a conference. As a requirement for the acceptance of the second scientific report, the achieved project results must also be presented in person. The acceptance of the third scientific report is based on the mandatory ERC proposal.

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

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.

F.2. Process of financial reporting and financing

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

Only the costs defined in the Call for proposals, the support contract and its appendices can be charged to the support.

Financial reports have to be in accordance with the progress recorded in the scientific reports. The condition of the transfer of the support planned for the next work stage is the acceptance and approval of the scientific and financial reports on the preceding work stage(s) by the NRDI Office.

Any disbursement for the next work section(s) shall be subject to the NRDI Office's prior acceptance and approval of the scientific and financial report.



F.3. On-site audits

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

The findings of on-site audits shall be recorded in an on-site audit report. Such reports shall be signed by the auditors involved and the authorised representatives of the beneficiary. The applicant/beneficiary shall provide the auditors and other participants involved in the on-site audit with all information and assistance required for the audit.

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

F.4. Sanctions of violation of contract

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

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

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

F.5. Disclosure, control and publicity of data

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

In line with the cooperation agreement between the NRDI Office and the Hungarian Central Statistical Office, the NRDI Office shall disclose data to the Hungarian Central Statistical Office in relation to all organisations to which disbursement was made from the NRDI Fund in the given year. Furthermore, the NRDI Office may disclose data to the Hungarian Central Statistical Office in relation to the subcontractors participating in RDI projects. More information about such disclosure can be found in the supplementary information included in the “Statements” annex to be submitted with the proposal by the host institution and the principal investigator.

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 (<http://nkfih.gov.hu>).

G. MATTERS NOT REGULATED IN THE CALL FOR PROPOSALS

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

- a) Act LXXVI of 2014 on scientific research, development, and innovation;
- b) Act CXCV of 2011 on the central budget of Hungary;
- c) Act C of 2000 on public accountancy;
- d) Gov. decree 380/2014. (XII. 31.) on the rules of operation and use of the National Research, Development and Innovation Fund;
- e) Gov. decree 433/2016 (XII. 15.) on the detailed rules of evaluating research, development, and innovation programs and projects financed from the National Research, Development and Innovation Fund by the National Research, Development and Innovation Office;
- f) Gov. decree 368/2011. (XII. 31.) on the execution of the law on the central budget of Hungary.

For the proposal process and the contractual status, furthermore, the operative order of the president of the office on handling of calls and support of proposals from the National Research, Development and Innovation Fund has to be observed.

**H. LIST OF DOCUMENTS TO BE ATTACHED IN PDF FORMAT TO THE ELECTRONIC PROPOSAL, AND DOCUMENTS TO BE SENT BY MAIL OR WITH E-SIGNATURE BY THE APPLICANT**

Name of document to be attached to the electronic proposal	Document to be submitted by mail / electronic signature (e-signature)	Method of electronic signature (e-signature)
Proof that one of the conditions in paragraphs a), b) and c) of Point B.1.2 is met (EPR: "Proposal details / Attachments")	No	
Summary of the most important results of the project closed/planned to be closed, for proving conditions in paragraphs a) or c) of Point B.1.2 (EPR: "Proposal details / Attachments")	No	
Summary and official assessment of the ERC proposal for proving the condition in paragraphs b) of Point B.1.2 (EPR: "Proposal details / Attachments")	No	
Summary of professional achievements 1-7) in the past ten years listed in Point B.1.2 of this call, in PDF format (EPR: "Proposal details / Attachments")	No	
Detailed research plan (EPR: "Proposal details / Research plan")	No	
The applicant researcher's list of publications and citations (unless provided from the MTMT database) (EPR: "Proposal details / Upload publ. list")	No	
Other scientific achievements of the researcher (EPR: "Proposal details / Other achievements")	No	
Declaration on International Cooperation (where relevant) (EPR: "Proposal details / International cooperation")	No	
CV and list of publications of important non-senior members of the research team, if any (EPR: "Proposal details / Attachments")	No	
Copy of PhD/DLA diploma or certificate of degree of doctor of the Hungarian Academy of Sciences/doctor of science of the principal	No	



investigator (EPR: “Personal details / Curriculum vitae / Degree”)		
Statements by the applicant (host) institution and the principal investigator (EPR: “Proposal details / Attachments”)	Yes	For the host institution: qualified electronic signature ³ and time stamp; For the principal investigator: at least an advanced security e-signature and time stamp
Transparency statement by the applicant (host) institution, except for organisations deemed to be transparent by operation of law (EPR: “Proposal details / Attachments”)	Yes	Qualified electronic signature ³ and time stamp
Employer’s consent to application from another institution (if applicable) (EPR: “Proposal details / Attachments”)	Yes	Qualified electronic signature ³ and time stamp

I. APPENDICES TO THE CALL FOR PROPOSALS

The documents and the attachments to the call for proposals are available at the homepage: <http://nkfih.gov.hu>

- I. Guide to Frontline – Research Excellence Programme proposal (part of the call for proposals)
- II. Datasheet of articles or monographs serving as the basis of the proposal (form)
- III. Declarations (declarations of the applying institution and the principal investigator)
- IV. Declaration on transparency (and guide)

³ Or advanced security e-signature based on qualified certificate.