

Joint Guidelines For Funding V4-Japan Joint Research Projects

Established between the following partners:

The Visegrad Group (V4) countries

- **International Visegrad Fund, hereafter referred to as “IVF”**
- **Ministry of Education, Youth and Sports of the Czech Republic, hereafter referred to as “MEYS”**
- **National Office for Research, Development, and Innovation of Hungary, hereafter referred to as “NKFIH”**
- **National Centre for Research and Development of Poland, hereafter referred to as “NCBR”**
- **Slovakia Academy of Science, hereafter referred to as “SAS”**

Japan

- **Japan Science and Technology Agency, hereafter referred to as “JST”**

The above entities (hereinafter singularly referred to as “Participant” and collectively as “Participants”) have decided to issue joint calls for proposals to support collaborative research projects in priority areas in accordance with the “Memorandum of Cooperation on Scientific and Technological Cooperation”, which was signed by the “Participants” on September 23, 2014.

To facilitate a common understanding of the details and the functioning of the joint calls, this document outlines joint guidelines for the Participants to follow in implementing the V4-Japan Joint Research Program.

In order to implement the first joint call collaboratively, each Participant will voluntarily take on such roles as the following;

To operate as a Call Secretariat – JST

To take care of the review process – NCBR

To host the Scientific Committee and Funding Organizations Meeting - SAS

To operate a website for the V4-Japan researchers’ reference - IVF

In case the Participants decide to implement further joint calls after the first joint call, specific information such as areas of cooperation, launch and closing dates of the calls, and roles of each Participant will be discussed and decided among the Participants through relevant communications such as emails.

1. General Description of the Program

1-1. The V4-Japan Joint Research Program (JRP) is:

- A mechanism for formulating and supporting concrete research projects on both multilateral and bilateral base that would involve scientists from V4 countries

(Czech Republic, Hungary, Poland and Slovakia) and Japan.

1-2. V4-Japan Joint Call for Proposals

- The aim of the Joint Call is to develop high quality research networking, to exchange existing knowledge and to pursue state-of-the-art science and technology through collaboration, towards realization of innovative and robust economies and societies in participating countries.
- Research proposals from Japan+1 country, Japan+2 countries, Japan+3 countries, or Japan+4 countries are envisaged in principle as the V4-Japan collaboration format.
- V4-Japan JRP will nurture the value and retain the concept of bilateral (1+1) collaboration in its collaboration scheme. However, the Call planned to be issued in January 2015 will focus only on the other three models (1+2, 1+3 & 1+4), giving precedence to multilateral collaboration.

2. Design of the V4-Japan Joint Call

2-1. Research Field

For the first joint call, the Participants shall invite researchers from their countries to submit joint proposals for cooperative research projects in the field of 'Advanced Materials' including but not limited to such areas as:

- Materials for extreme environments
Multiphase alloys for application in extreme conditions (high temperatures, radioactive environments, aggressive media, etc.), as thermal barriers and ultrahard coatings.
- Materials for electronics and energy harvesting
Microelectronics, photovoltaics, thermoelectrics, laser technologies.
- Lightweight construction materials
Light construction materials for machine engineering (foam aluminium, composites with a metallic matrix, nanostructured materials, metastable metallic alloys, etc.).

2-2. Prospective Applicants

All applicants must fulfill their respective national eligibility rules (see Annex 1) for research grant application. The Participants, or funding institutions participating in the Call, will individually decide on the eligible beneficiaries in their countries/regions according to their national/regional regulations and restrictions.

Researchers from industry may participate in the joint collaboration in accordance with national eligibility rules.

2-3. Composition of the Consortia

For the first Joint Call, each project consortium should consist of at least 3 partners: one from Japan and two from two different V4 countries participating in the Joint Call. Proposals eligible for the first call are those that follow the models of Japan+2

countries (1+2), Japan+3 countries (1+3), and Japan+4 countries (1+4), which means that the bilateral model of Japan+1 country (1+1) is not eligible.

Researchers should be affiliated with a research institute or a company. The number of researchers participating in a project consortium should be appropriate for the aims of the research project and reasonably balanced in terms of multilateral participation. Each project should clearly demonstrate the added value of working together.

Each project consortium should choose one principal project leader, either from the Japanese side or from the groups on the V4 side. The principal project leader will be responsible for submitting the proposal to the secretariat of the Joint Call on behalf of the whole consortium. Researchers may be involved in several project proposals, but may only be the project leader of one proposal. A second project leader should be nominated from the other side to the principle project leader (i.e. if the principle project leader is from Japan, the second project leader should be from a V4 country and vice versa). All other researchers involved in a project are considered project partners (if they lead a work package) or project members (all other researchers).

All project partners are advised to contact their V4-Japan JRP National Contact Persons (see Annex 2) for further information on eligible costs, and national and regional specifications.

2-4. Funding/the V4-Japan Joint Call budget

Funding Agencies participating in the Joint Call fund the researchers of their own countries respectively in accordance with national and regional regulations. The overall budget of the V4-Japan Joint Call is the sum of the individual budgets allocated by each participating funding institution.

Due to the budgetary appropriations available, amounts provided in support will be adjusted each year.

Some funding institutions might decide to set an upper limit that can be requested per project partner coming from the respective country. The upper funding limits may thus differ from one country to the next. Applicants should therefore thoroughly check the national and regional regulations stipulated in Annex 1 and contact their National and Regional Contact Persons in Annex 2 for information.

Overall Call Budget:

JST (Japan): 18 million JPY at maximum per project for 3 years

MEYS (Czech Republic): 500, 000 EURO in total for 3 years

NKFIH (Hungary): 150,000 EURO in total for 3 years, only for basic research

NCBR (Poland): 500,000 EURO in total for 3 years

SAS (Slovakia): 360,000 EURO in total for 3 years

IVF (V4): 100 000 EURO for the V4 countries in total for 3 years

1) 1+4 model

This model will be funded by **JST, <MEYS, NKFIH, and NCBR > and, as 'on-top' funding, IVF.**

Priority will be given to the **1+4 model** projects in consideration of the concept of the V4-Japan collaboration.

- ✓ It is envisioned that 1 or 2 joint projects of this model will be funded.
- ✓ IVF funds the Principal/ Second Project Leader from a Visegrad country.
- ✓ SAS will not fund 1+4 model projects.

2) 1+3 model

This model will be funded by **JST, 3 funding institutions out of <MEYS/NKFIH/NCBR /SAS > and, as 'on-top' funding, IVF.**

- ✓ It is envisioned that 1 or 2 joint projects of this model will be funded.
- ✓ 1+3 model projects, that IVF chooses not to fund, may be funded by **JST + 3 agencies out of MEYS/NKFIH/NCBR/SAS) (without 'on-top' fund from IVF).**

3) 1+2 model

This model will be funded by **JST and 2 funding institutions out of < MEYS/NKFIH/NCBR/SAS > .**

- ✓ It is envisioned that 1-3 joint projects of this model will be funded.
- ✓ There is no 'on-top' funding from IVF to this model.

4) 1+1 model

NOT applicable for this Call for Proposals

For the maximum amount per project in each country, please refer to ANNEX 1.

The number of joint projects selected for funding and the total funding awarded will depend on the number and quality of project proposals submitted, available funds, and the funding agencies' decision.

The table below may help applicants to understand which agency will fund each project model.

Agencies to fund each project model of each country

Researchers' Country	Project Model		
	1+2	1+3	1+4
Czech Republic		(IVF &)	IVF &
	MEYS	MEYS	MEYS
Hungary		(IVF &)	IVF &
	NKFIH	NKFIH	NKFIH
Poland		(IVF &)	IVF &
	NCBR	NCBR	NCBR
Slovakia		(IVF &)	IVF
	SAS*	SAS*	
Japan	JST	JST	JST

*SAS fund only SAS researchers.

Please see ANNEX 1 for the eligibility rules of each agency.

2-5. Eligible costs and duration of funding

- MEYS, NKFIH, NCBR, SAS, and JST fund the researchers of their own countries respectively; funding should not in principle cross national borders.
- IVF fund the researchers of all V4 countries.

Within the framework of the V4-Japan Joint Call, costs eligible for funding are:

- 1) Research materials, small-scale research equipment and consumables
- 2) Personnel costs/Salary or Stipend
- 3) Travel expenses: In principle, only travel to the counterpart countries participating in the joint project is eligible (see the relevant national/regional regulations for exceptions); costs should be reimbursed based on the rules of the institution to which the researchers belong.
- 4) Living expenses: Only expenses incurred in the countries participating in the joint project.
- 5) Expenses for the organization of small scientific events: Room rent, catering, printing of conference brochures, travel and accommodation of invited experts (that do not form part of the project consortium but are considered necessary for the success of the event) are eligible.
- 6) Overhead expenses

The eligibility of all costs for each applicant depends on **the national/regional regulations** applied by each Joint Call funding Agency. Therefore, it is quite likely that not all Joint Call funding institutions will be able to fund all of the aforementioned six cost categories.

All project partners are advised to contact their V4-Japan National and Regional Contact Persons (see Annex 2) for further information on eligible costs, and national and regional specifications.

Funding will be provided for the duration of three years. The funding of projects is expected to start in September 2015.

2-6. Intellectual Property Rights

The Participants will respect policies relative to the negotiation of Intellectual Property (IP) Rights established by researchers' respective institutions.

The participating research institutions may deem it necessary to enter into an agreement for co-operative research to ensure good collaboration and to specify the rights regarding intellectual property. Such an agreement must not restrict the utilization of research results in Japan or the other counterpart countries for the benefit of any country. Once an agreement is concluded, it should be reported to the Participants. The Participants may suggest that intellectual property agreement should be concluded between the partners and may withhold funds until such an agreement is in place.

2-7. Proposal Submission

Project proposals are to be submitted electronically as PDF documents via email sent to the Secretariat (jointv4@jst.go.jp) of V4-Japan JRP. The Secretariat will confirm receipt of documents by return of email.

The principal project leader should submit the proposal on behalf of the whole consortium. Thus only one proposal per project is needed. The principal project leader has to confirm that the information contained in the proposal is correct and that the proposal is endorsed by all project partners by checking the boxes on the front page of the application form. A submission of a printed version of the proposal is not necessary.

As a part of proposal submission, a word-template has to be downloaded, completed and submitted by the principal project leader. The following information should be included in the form:

Project title:

Project acronym:

5 Keywords for the project:

Information and contact data of the principal project leader (from either Japan or a V4 country), second project leader (from the other side) and other project partners:

- The Project Description template is structured as follows (a maximum number of pages will be given for each item to avoid overly long proposals):

1. General information

1.1 Short abstract of the project

1.2 Main objectives of the project

1.3 The project description

1.4 Scientific excellence of the project and the project partners

1.5 Project coordination and management

2. Work plan

2.1 Research methodology

2.2 Work plan (timetable)

2.3 Envisaged types of activities (including main milestones, deliverables and event locations)

2.4 Involvement of each partner

3. Expected impact of project results

4. Added values of multilateral cooperation

5. Short CVs of main participating researchers including a list of the five most relevant publications of the last ten years

6. Budget Plan

7. Signature of both V4 and Japan sides

Proposals sent by post, telex or facsimile will be rejected. All proposals must be written in English.

Some funding organisations may ask the applicant to submit a parallel proposal to the funding organisation in line with their national/regional requirements. These additional proposals submitted to the national/regional funding organisations may be evaluated or may not be evaluated by the funding organisation, according to the rules and regulations of the funding organisation. For further detail about each funding organisation's requirements with regard to proposal submission, please see Annex 1.

3. Proposal Evaluation and Funding Decision

A four-step evaluation process will be implemented for the proposals submitted within the V4-Japan Joint Call.

3-1. Eligibility Check

The Joint Call Secretariat (JCS) and the National and Regional Contact Persons will check the eligibility of all submitted proposals taking into consideration the general Joint Call criteria and the individual national/regional criteria respectively.

The **general eligibility criteria** that will be applied are:

- Appropriate length and layout of the proposal (maximum allowed number of pages and use of template for the Project Description)
- Inclusion of all necessary information in English
- Eligibility of all project partners
- Participation of at least three partners from a minimum of two different eligible V4 countries and Japan
- Eligible thematic focus
- Eligibility of requested funding

The **national/regional eligibility criteria** of the participating Joint Call funding institutions are given in the Annex 1.

3-2. Online Evaluation of Proposals

The selection of the proposals for funding is based on an **international, independent evaluation by scientific peers**. Each proposal is assessed by at least two evaluators, who may be from any country and are chosen by the Participants (funding institutions).

The following **four evaluation criteria** are used:

1. Scientific excellence of the project and the project partners (scoring from 0 to 5 points, this score will be doubled to emphasise this prioritised criterion)

- Sound concept and quality of objectives
- Originality, innovative character, uniqueness of the research idea

- Scientific track–record of the partners/publications in scientific journals
- Scientific standing of the organisation the applicants belong to

2. Methodology and work plan (scoring 0 to 5 points)

- Quality and effectiveness of the methodology
- Feasibility of the work plan (in relation to governance, adequate budget, resources, time schedule)

3. Expected impact of project results (scoring 0 to 5 points, this score will be doubled to emphasise this prioritised criterion)

- Impact of the project on the scientific field/community
- Expected exploitation of the results

4. Added values of multilateral cooperation (scoring 0 to 5 points)

- Level of the collaborative interaction between project partners
- Added value of the international project consortium
- Sustainability of the expected collaboration
- Interdisciplinarity
- Involvement of early-stage researchers and gender balance

The **scoring system** is as follows:

- 5: EXCELLENT** – The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.
- 4: VERY GOOD** – The proposal addresses the criterion very well, although certain improvements are possible.
- 3: GOOD** – The proposal broadly addresses the criterion, but improvements are necessary.
- 2: FAIR** – There are serious inherent weaknesses in relation to the criterion in question.
- 1: POOR** – The criterion is addressed in an inadequate and unsatisfactory manner.
- 0: FAILS OR MISSING/INCOMPLETE INFORMATION** – The proposal fails to address the criterion in question or cannot be judged due to missing or incomplete information

3-3. Meeting of the Scientific Committee

The Scientific Committee, chaired by an independent chairperson from the third country, will **group into A, B, or C the proposals based on the online evaluations and their own internal discussions, and will recommend to the Funding Organisations Meeting a list of proposals to be funded.**

3-4. Funding Organizations Meeting

The Funding Organisations Meeting will make **the final decision on the proposals to be funded on a consensus basis**, based on the recommendations of the Scientific

Committee. It will discuss and approve the recommended projects according to the scientific groupings and the available budget. The funding will be administered according to the terms and conditions of the participating national and regional funding institutions, taking into account the applicable regulations and available funding.

All applicants will be informed of the outcomes of the evaluation by the end of Mid July 2015.

4. Conclusion of the funding contract

After the funding decision, all applicants will be informed by the funding agencies of their countries respectively about the results of the evaluation process and the next steps to be taken. From then, parallel contract negotiations will start between IVF, MEYS, NCBR, NKFIH, SAS and JST and their respective researchers. The project partners of each proposal to be funded will conclude an individual funding contract with their respective national/regional funding institution. This may mean that partners of a successful proposal will have to submit an additional application to their national/regional funding institution to receive their funding.

5. Project Implementation and Reporting

Each consortium funded through the V4-Japan Joint Call is required to conclude a **Consortium Agreement** listing the rights and responsibilities of each project partner. Depending on the nature of the funded project, special regulations should be included in the Consortium Agreement regarding **Intellectual Property Rights**. Scientific and technological results and any other information derived from the co-operation activities under this call, can be announced, published or commercially exploited with the agreement of the partners of the funded projects and according to the national/regional regulations as well as international agreements concerning intellectual property rights.

The following regulations will apply for all research projects that are funded through the V4-Japan Joint Call:

- In any publication of results of the research for which V4-Japan Joint Call funding was awarded, mention must be made of the support received in the frame of the V4-Japan Joint Call (*"This work was supported by funding received from the V4-Japan Joint Call on Advanced Materials."*).

Additional individual reporting to the national/regional funding institutions might be necessary depending on national/regional regulations.

6. Indicative Timetable

Publication of the Call for Proposals	Thursday, 22 January 2015
Deadline for proposal submission	Friday, 10 April 2015 (deadline of 10 am GMT and 7 pm Japanese time)
Eligibility check	24 April, 2015
Online evaluations	27 April 2015 – 29 May 2015
Scientific Committee Meeting	Mid June 2015
Funding Organisations Meeting	Mid June 2015
Notification to applicants about the results of the evaluation	Mid July 2015
Preparation of national/ regional funding contracts/funding decisions	Mid July 2015
Start of projects	September 2015
Interim project reports	Depending on national regulations
Joint workshops	(to be decided by funding agencies)
Final project reports (in English) (including publishable summaries)	December 2018

To the extent possible, the agencies will synchronise the communication of the funding decisions to the applicants.

7. Miscellaneous

Specific information other than the items in this document will be discussed and decided among the Participants through relevant communications.

The Participants will maintain the highest ethical and legal standards as funding institutions through their Joint Calls.

This Joint Call Guidelines are signed in six identical copies in English, all texts having equal authority.

(JST)

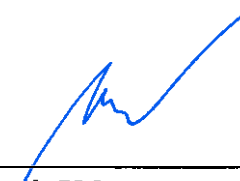
In signing this document I hereby acknowledge my acceptance of and agreement with **Joint Guidelines For Funding V4-Japan Joint Research Projects.**



Eiichi Tsurumoto
Director, the Department of
International Affairs
Japan Science and
Technology Agency (JST)
Date January 21, 2015

(MEYS)

In signing this document I hereby acknowledge my acceptance of and agreement with these **Joint Guidelines For Funding V4-Japan Joint Research Projects**.



Jaromír Veber
Vice Minister for Higher
Education and Research
Ministry of Education, Youth and
Sports of the Czech Republic
Date January 21, 2015

(NKFIH)

In signing this document I hereby acknowledge my acceptance of and agreement with these **Joint Guidelines For Funding V4-Japan Joint Research Projects.**



Prof. József Pálincás

President

**National Office for Research,
Development, and Innovation
(NKFIH)**

Date January 21, 2015

(NCBR)

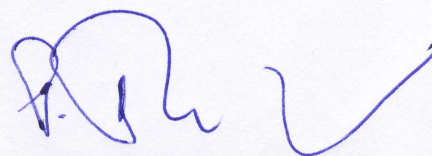
In signing this document I hereby acknowledge my acceptance of and agreement with these **Joint Guidelines For Funding V4-Japan Joint Research Projects**.


NARODOWE CENTRUM
BADAN I ROZWOJU
p.o. Dyrektor
prof. dr hab. inż. Krzysztof J. KURZYDŁOWSKI

Prof. Krzysztof Jan Kurzydłowski
Acting Director
National Centre for Research and
Development (NCBR)
Date January 21, 2015

(SAS)

In signing this document I hereby acknowledge my acceptance of and agreement with these **Joint Guidelines For Funding V4-Japan Joint Research Projects.**

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

prof. Pavol Šajgalík
President
Slovak Academy of Sciences (SAS)
Date January 21, 2015

(IVF)

In signing this document I hereby acknowledge my acceptance of and agreement with these **Joint Guidelines For Funding V4-Japan Joint Research Projects.**



Karla Wursterová
Executive Director
International Visegrad Fund
Date January 21, 2015

Annex 1: National and Regional Funding Regulations

(The information to be included here will be; Who can apply? Eligible direct costs, Eligible indirect costs, Other program conditions; relevant URL, etc.)

Japan – Japan Science and Technology Agency (JST)

→ Who can apply?

The applicant requirements are as follows:

- The applicant must be an independent researcher who is capable of carrying out the Research Project jointly with the European research groups in the consortia.
- The applicant must be personally affiliated with a research institution in Japan and must conduct research there.

Research institutions in Japan refer to universities, independent administrative institutions, national/public testing and Research Institutions, specially authorized corporations, public-service corporations and enterprises, etc. that must satisfy predetermined requirements designated by MEXT. Please refer to the MEXT homepage for more information:

http://www.mext.go.jp/a_menu/kansa/houkoku/1310314.htm

Any individual who satisfies the following conditions is also eligible to apply:

- Researchers holding citizenship other than Japanese who belong to a research institution in Japan.
- Researchers who are not currently affiliated with a particular research institution or are affiliated to a research institution abroad, but who will be affiliated with a research institution in Japan and will be able to conduct research there if selected as Project Leader. (Any nationality is acceptable.)

→ What types of funding are eligible for Japanese researchers?

The level of the funding to Japanese researchers may be up to around 6,000,000 Japanese Yen per year (i.e. overall 18,000,000 Japanese Yen at maximum for the three years of funding) including 30% indirect costs. (Funding will be made in Japanese Yen.)

1. Eligible direct costs

The basic rule is that the eligible direct costs shall be the typical costs directly needed for accomplishing the research, indicated below from 1.1 to 1.5, and that they are subject to the regulations of each research institution. Please refer to guidance documents in the following link for further details of eligible direct costs (available in Japanese only).

<http://www.jst.go.jp/inter/sicp/contract.html>

1.1 Research materials and small-scale research equipment

Research equipment, spare parts, prototypes, software (in-line product), and purchase of books, reagents, materials and consumables.

1.2 Personnel costs

Personnel costs of the researchers, temporarily staff, etc., who are hired for the research, and other costs such as honoraria for invited lecturers.

1.3 Travel costs

Costs of the Project Leader and research project members registered in the research project plan associated with travel to counterpart countries participating in the joint project and other countries with appropriate justification (contact the national contact point for details), as well as travel costs of invited external experts.

1.4 Living expenses

Included in the Travel costs (1.3 above)

1.5 Expenses for the organisation of small scientific events in Japan

Rental costs of the event venue, food & beverage (excluding alcohol) costs and other costs which are deemed to be necessary for organizing the event.

2. Eligible indirect costs

Please refer to the following link for the provisions regarding indirect costs which are subject to the 30% of the direct costs described above.

<http://www8.cao.go.jp/cstp/compefund/shishin2.pdf>

→ Is an additional/parallel application requested to the funding organisation?

Yes it is. The required procedure is described in the following link:

(TBD)

Who can apply?

Research organisation – Public university, public research institute or other entity that can be classified as “research and knowledge-dissemination organisation” (hereinafter referred to as “research organisation”) in accordance with the [General Block Exemption Regulation \(GBER\)](#) – Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (Article 2, Paragraph 83).

Enterprise – Small, medium or large-sized enterprise as defined by the [General Block Exemption Regulation \(GBER\)](#) – Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (Article 2, Paragraphs 2 and 24), listed in the Business register of the Czech Republic and performing research, development and innovation in the Czech Republic.

What types of funding are eligible for the Czech researchers?

The MEYS’s total allocation for the current Call for V4 – Japan Joint Research Projects is **500.000 EUR**. The level of funding for Czech participants involved in a V4 – Japan Joint Research Project consortium is limited up to the maximum **of 125.000 EUR per project** for its whole duration (up to 3 years = 36 months).

It is desired that the aid provided by the MEYS is spent evenly within the timeframe of V4 – Japan Joint Research Projects implementation. Therefore, the Czech participants are encouraged to plan their budget requests appropriately. Nevertheless, the **budget breakdown per project** foreseen by the MEYS shall be considered as indicative only:

- 2015 – 15.000 EUR
- 2016 – 40.000 EUR
- 2017 – 40.000 EUR
- 2018 – 30.000 EUR

The **eligible costs** for the Czech participants in V4 – Japan Joint Research Projects are defined by the respective documentation available on the official websites of the MEYS: <http://www.msmt.cz/vyzkum-a-vyvoj/v4-japonsko>.

The **aid** for the Czech participants (research organisations / SMEs / large enterprises) provided by the MEYS will not exceed the **intensity** as defined by the [General Block Exemption Regulation \(GBER\)](#):

- **100 % of the eligible costs for fundamental research;**
- **50 % of the eligible costs for industrial research;**
- **25 % of the eligible costs for experimental development.**

The aid intensity for activities carried out by a research organisation may be increased **up to 100 %** for industrial research and experimental development only if the research organization complies with the requirements set by the Article 2.1.1 “Public funding of non-economic activities” of the [Framework for State Aid for Research and Development](#)

[and Innovation \(2014/C 198/03\)](#) and proves it appropriately by a Statutory Declaration (see below).

Is an additional documentation requested by the MEYS?

The support from public funds for the Czech participants in V4 – Japan Joint Research Projects consortia will be provided by the MEYS pursuant to the [Act No. 130/2002 Coll. on the Support of Research, Experimental Development and Innovation from Public Funds and on the Amendment to Some Related Acts](#) (hereinafter referred to as the “Act on the Support of Research, Experimental Development and Innovation”).

Given the circumstances, it is obligatory that a Czech participant proves compliance with the eligibility criteria (status of a research organisation / enterprise) and fulfilment of the conditions set by the § 18 of the Act on the Support of Research, Experimental Development and Innovation by the means of submitting a **Statutory Declaration**. The required procedures are described and the respective Statutory Declaration form is available on the official websites of the MEYS: <http://www.msmt.cz/vyzkum-a-vyvoj/v4-japonsko>.

Hungary – National Office for Research, Development, and Innovation (NKFIH)

Who can apply?

Anyone with a PhD degree affiliated to a research institution in Hungary (regardless of citizenship).

Eligible costs

All research-related costs.

Additional application

Hungarian applicants recommended for funding in the JST-V4 peer review process are requested to submit a proposal for international cooperation (type NN) to NKFIH– see: <http://www.otka.hu/en/proposals/call-for-proposals>

Who can apply?

- 1. Research organisations**
- 2. Enterprises** (micro, small, medium or large)
- 3. Scientific consortia** (research entities and enterprises)

What types of funding are eligible for the Polish researchers?

The NCBR's total allocation for the current V4-Japan Call for Proposals is **EUR 500.000**. The level of funding for Polish participants is limited up to the maximum of **125.000 EUR per project** for up to 3 years (36 months).

What types of costs are eligible for funding?

1. Personnel costs (W) - researchers, technicians and other supporting staff to the extent employed on the research project;
2. Costs of instruments, equipment (A) and intangible assets (such as patents, certificates etc.) to the extent and for the period used for the research project; if they are not used for their full life for the research project, only the depreciation costs corresponding to the life of the research project, as calculated on the basis of good accounting practice, shall be considered eligible;
3. Purchase of land and real estate (G) to the extent and for the period used for the research project; if such instruments and equipment are not used for their full life for the research project, only the depreciation costs corresponding to the life of the research project, as calculated on the basis of good accounting practice, shall be considered eligible;
4. Costs of subcontracting (E), i.e. costs based on agreements with third parties to perform a portion of the project without a direct supervision of the project participant and without a relationship of subordination the subcontracting can be obtained from consortium partner only in justified case, this need will be verified by a national experts panel;
Costs of subcontracting cannot exceed 70% of all eligible costs of the project.
5. Other costs (Op) - including costs of support services, materials, supplies and similar products incurred directly as a result of the research activity, travel costs (costs of delegations, costs of participation in conferences), costs of maintaining a separate bank account, costs of promoting the project;
6. Overheads (O) - incurred indirectly as a result of the research project; Overheads must be calculated according to the formula:

$$O = (W+A+G+Op) \times \text{up to } 25\%^*$$

* percentage from 0% to 25% estimated by the Applicant himself (the same percentage for every task in the project)

For the funding granted by the NCBR, the following regulations apply:

1. The Act of 30 April 2010 on the Principles of Financing Science, published in Journal of Laws No. 96 item 615;
2. The Act of 30 April 2010 on the National Centre for Research and Development, published in Journal of Laws No. 96 item 616 as amended;
3. Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (General Block Exemption Regulation).

Maximum level of funding:

- For research organisations – up to 100% of eligible costs
- For enterprises - state aid will be awarded for industrial research and experimental development up to the limits set out in the General Block Exemption Regulation (GBER).

National phase of the applying procedure:

After international evaluation has been completed and the ranking list established, Polish participants from consortia recommended for funding will be invited to submit the National Application Form (NAF).

All eligible entities invited to submit NAF are obliged to use the rate of exchange of the European Central Bank dated on the day of opening of the call.

NAFs will be then examined by the interdisciplinary panel of experts for international projects for the appropriateness of funding requested. Based on recommendations of the panel, the Director of NCBR issues a funding decision/rejection decision.

All detailed information about the financial rules and national procedure is available on the NCBR's homepage: <http://www.ncbir.pl/programy-miedzynarodowe/wspolpraca-v4--japonia/>



SLOVAK ACADEMY OF SCIENCES

→ Who can apply?

Only research Institutes of Slovak Academy of Sciences are eligible organisations for funding by SAS (up to 100%). Applicants from other Slovak R&D centres (universities and/or other organisations) concerning the Model 1+2 have to cover the project costs from their own sources (Letter of Commitment). In addition to this, the teams outside of SAS can be consortium members but not the coordinator of the consortium. **IVF does not support Model 1+2.**

→ What types of funding are eligible for Slovak researchers?

1. Eligible direct costs

1.1 Personal costs

- must accurately reflect the work on the project
- may be used only to cover the costs (including health and social insurance) related to work agreements performed outside of employment
- maximum of 20 % of all direct costs

1.2 Material costs and expenditures

- Consumables*: minor equipment and instruments, small-scale office and laboratory material (no basic equipment of the workplace; essential computer equipment is exception)
- costs and expenditures for services directly related to the project*: contracts, consultations, publication of project results, conference fees
- travel costs and living expenses*: limits for travel costs and daily subsistence allowance vary depending on destination country (pursuant to Slovak Act. 283/2002 Col. Of Laws on travel reimbursement)
- capital expenditures: to a maximum of 40% of all direct costs (current and capital expenditure together)

2. Indirect Costs

- administration, energy and infrastructure
- maximum of 20% of all direct costs

Funding of projects is regulated by the SAS Financial Rules for awarding grants for research projects approved by the SAS Presidium of 2 February 2012.

→ Is an additional/parallel application requested to the funding organisation?

National phase:

Submission of the proposal at the national level will be required in parallel to the international evaluation. The submission will be carried out once the international evaluation and the ranking list have been performed and endorsed by the Funding Organisations Meeting and the Slovak project partner has been informed on recommendation for funding by the project consortium coordinator and invited by SAS to submit the proposal to it (Formular MVTs). The Presidium of SAS makes the final decision for funding of selected projects.

Further guidance

- Web site: <http://www.sav.sk/>
- 133 Act of February 19, 2002 on the Slovak Academy of Sciences,
- Financial rules for awarding SAS grants for research projects in frame of JRP and ERA.Net Programmes for research institutes of SAS

http://www.sav.sk/index.php?lang=sk&charset=&doc=services_news&source_no=25&news_no=5570

- Principles of allocation of funds for the institutes of SAS to support projects in the field of international scientific cooperation

For more information please contact the NCP

Ms Katarina Bibova
bibova@up.upsav.sk

Applicants can apply for the support provided that their Project involves entities (co-research partners) from at least three V4 countries (including the applicant) and at least one entity (co-research partner) from Japan. Preference will be given to valuable projects involving partners from all V4 countries. For additional information please refer to the International Visegrad Fund's website: <http://visegradfund.org/>.

→ Who can apply?

Research organizations and small and medium-sized enterprises from the V4 countries: the Czech Republic, Hungary, Poland and Slovakia are eligible for support.

- 'Research and knowledge dissemination organisation' or 'research organisation' means an entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities), irrespective of its legal status (organised under public or private law) or way of financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental development or to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer. Where such entity also pursues economic activities, the financing, the costs and the revenues of those economic activities must be accounted for separately. Undertakings that can exert a decisive influence upon such an entity, for example in the quality of shareholders or members, may not enjoy a preferential access to the results generated by it.¹
- 'Small and medium-sized enterprises' or 'SMEs', 'small enterprises' and 'medium-sized enterprises' means undertakings fulfilling the criteria laid down in the Commission recommendation on the definition of micro, small and medium-sized enterprises (Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (OJ L 124, 20.5.2003, p. 36).²

→ Approval

At its session the Council of Ambassadors shall either accept or reject proposals. The Council can also accept a proposal with reservations, in which case the applicant shall make the necessary changes. Decisions made by the Council are final and shall present no grounds for any form of appeal and require no detailed reasoning. If the applicant refuses to make the necessary changes, the Grant is terminated.

¹ Art. 1.3.ee) of the Framework for State Aid for Research and Development and innovation (2014/C 198/01).

² Art. 1.3.hh) of the Framework for State Aid for Research and Development and innovation (2014/C 198/01).

→ Eligible costs

The Grantee can use the financial resources provided by the Fund for payment of:

- Printing and publishing, delivery of the printed/published materials;
- Rent of premises and related technical services;
- Fees for experts;
- Accommodation and board;
- Transportation costs;
- Translations and interpreting costs;
- Office supplies and promotional material;
- Public relations costs (advertising, promotion);
- Other materials connected with the implementation of the Project
- Website design and update;
- Overhead costs—max. 15% of the Grant.

→ Not eligible costs

The Grantee cannot use the financial resources provided by the Fund, other than overhead costs, for payment of:

- Capital investments
- One's own indirect costs (e.g. utilities of phone bills, etc.)
- Internal costs (e.g. renting one's own premises, etc.)
- VAT refunds
- Salaries or financial remuneration of employees (or any expenses related to employment based on the Labor Code, including allowances and part-time work)
- Overhead costs exceeding 15% of the Grant.

Annex 2: Contact Information of the V4-Japan Joint Call Secretariat and the National and Regional Contact Persons

The **V4-Japan Joint Call Secretariat (JCS)** is entrusted with the overall operational management of the V4-Japan Joint Call. It is the general contact point for first questions related to the Joint Call, the application process.

The **National and Regional Contact Persons (NRCPs)** are located in each country which participates in the V4-Japan Joint Call. One of their main tasks is to advise the potential applicants from their countries/regions on the applicable national/regional regulations during the proposal submission process.

<p>CONCERT-Japan Joint Call Secretariat Dr. Hideo Nakajima, Ms. Yumiko Miyashita, Ms.Kana Sadaoka Japan Science and Technology Agency(JST) E-mail: jointv4@jst.go.jp Phone: + 81 (0)3 5214-7375 Fax: + 81 (0)3 5214-7379</p>
<p>Contact Persons for Japan (JST) same as above</p>
<p>Contact Person for Czech Republic Ms. Tereza Čížková Ministry of Education, Youth and Sports (MEYS) Department for Research and Development E-mail: tereza.cizkova@msmt.cz Phone: +420 234 811 360 Fax: +420 257 193 713</p>
<p>Contact Person for Hungary Dr. Elod Nemerkenyi Assistant of International Affairs Hungarian Scientific Research Fund (OTKA) (National Office for Research, Development, and Innovation (NKFIH), as of 31/12/2014) E-mail : nemerkenyi.elod@otka.hu Phone : 36-1-219-8757 Fax : 36-1-219-8756</p>
<p>Contact Person for Poland Ms. Krystyna Maciejko National Centre for Research and Development (NCBR) E-mail: krystyna.maciejko@ncbr.gov.pl Phone: +48 22 39 07 489 Fax: +48 22 20 13 408</p>
<p>Contact Person for Slovakia Ms Katarina BIBOVA Project manager International Cooperation Department Slovak Academy of Sciences (SAS) Stefanikova 49</p>

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Contact Persons for International Visegrad Fund (IVF)

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Annex 3: Reference

	Estimated Call Budget	Details (max.project duration, etc.)	Overhead (indirect expense)	Eligibility: A: Applied research B: Basic research	Eligibility: Only companies Only R&D Institutions Both eligible	Applicable Models
Japan (JST)	≐ 500,000 €	18 million JPY at maximum per project for 3 years × 4 projects	30% of the direct costs	A+B	Both eligible	1+2, 1+3, 1+4
Visegrad Group (IVF)	100 000 € (to be provided as 'on-top' fund)	1-2 projects for 3 years	max. 15% of the approved grant	A+B	Both eligible	<u>1+4</u> (preferred) 1+3
Czech Republic (MEYS)	500,000 €	125,000 € at maximum per project for 3 years × 4 projects	25%	A+B	Both eligible	1+2, 1+3, 1+4
Poland (NCBR)	500,000 €	125,000 € at maximum per project for 3 years × 4 projects	25%	A+B	Both eligible	1+2, <u>1+3,</u> <u>1+4</u>
Slovakia (SAS)	360,000 €	120,000 € at maximum per project for 3 years × max 3 projects	20%	A+B	* Institutes of SAS (100%)	1+2 1+3
Hungary (NKFIH)	150,000 €	150,000 € at maximum per project for 3 years	20%	B	Only universities and research institutions	1+2, 1+3, 1+4