



**Guide for Filling in and Submitting  
the Single Electronic Application Form  
of Research and Technology Innovation Fund of Hungary 2005**

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NKFP-2005

GAK-2005

DERI-2005

INNO-2005

EIS-2005

RET-2005

HIKC05-2005

BIOINKUB-2005

5LET\_x\_05-2005

xx\_yyyy\_05 (Baross Gábor regional programme)

DIGIT2005

HONP05-2005

NAP\_NANO-2005

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## Guide for Filling in and Submission of the Single Electronic Application Form of Research and Technology Innovation Fund 2005

This is a guide on how to fill in and submit (as an *attachment to an e-mail*) the single Application Form used in the following calls for proposals of the **National Office for Research and Technology** (hereinafter referred to as: **NKTH**) in 2005:

<i>Name of the Call</i>	<i>Call Acronym</i>
National Research and Development Programmes (Ányos Jedlik Programme)	NKFP
Economy Oriented Agricultural Research Programme	GAK
Miksa Déri Programme for supporting Hungarian Participants in EUREKA programme	DERI
INNOCSEKK Regional Programme for Regions	INNOxx
Electronic Information Service	EIS
Regional Knowledge Center (Péter Pázmány programme)	RET
Innovation Cluster Centers of Cutting-Edge Industries (Oszkár Asbóth Programme)	HIKC05
International projects for research and development	NAP_NANO

### 1. General Information

One of each worksheet containing details of the proposal and personal particulars of the project co-coordinator, i.e. worksheet No. 11, 11a and 12, must be filled in for every project. *Every applicant* or, in the case of consortia, *every consortium member (legal entity)* must fill in both, worksheets No. 21 and 22. **Order:** *co-coordinator*, other participating legal entities. One legal entity should appoint one work package leader. Legal entities having several organizational units may appoint an organizational unit as a representative and may list a maximum of 3 further organizational units (department, unit etc.) as participants. Only one joint financial plan can be submitted per legal entity.

In case the call allows the submission of the proposal by natural persons (independently or in consortium) the name(s) of the natural person(s) should be written as applicant(s) instead of legal entities. Project leader and/or work package leader is a natural person as well.

**If it is not obligatory to fill in a cell, the description of the given cell makes it explicit.**

Entry-numbers used on Application Forms identify groups of entries. All entry-numbers start with a square bracket ( [ ), the next two digits identify the worksheet (11 and 12 refer to the project proposal, 21 and 22 to the data and financial plan of the applicant), letters identify the given group of entries. Entry-numbers end with another square bracket ( ] ). Information about the entries can be found in the guide according to entry-numbers.

**Please note!** The Application form has been compiled in Excel and uses macros, so you have to **enable macros before opening** it: start Excel before opening the form, in the menu-bar click on *Tools – Macro – Security* and choose *Medium* or *Low* level of security. Now you can open the form (enable macros if asked). **Before using the Application form download the package of forms (.zip) on your computer and unzip the form.**

**“Design mode” of Excel should be off** (usually it is turned off). In design mode, when you click on active tools (check boxes, list-boxes or function buttons), the mouse pointer changes into a hair cross, and active tools do not work. If your mouse pointer turns into a hair cross, **turn design mode off** (click on *View – Toolbars – Control toolbox* then choose the *Exit design mode* icon /blue triangle with pencil/, which is highlighted in design mode and if you move the mouse pointer over it, the “Exit design mode” text appears).

The form has been created under operation system MS-WINDOWS-2000 by MS-EXCEL-2000, and has been tested under **MS-WINDOWS-XP, MS-WINDOWS-98** and **MS-EXCEL-XP**. If you use a different version of the abovementioned system and program, some of the function buttons on the forms may not work properly due to the incompatibility of MS systems. So please **make sure the form works properly before starting work.**

**Only yellow fields and the green field of authorized-signature can be filled in, other fields are write-protected.** You can move to the next field by pressing the TAB key. Orange fields are filled in either automatically based on the content of other fields or by selecting an item from a pop-up list. Thus **it is not possible to change white fields or fill in orange fields directly.**

You are only allowed to use 8-bit latin2 coded fonts, which means that you must not change font type or size. Use ONLY one space to separate words and sentences. Do **not** use tabs, other special characters, and character-formatting or text-formatting tools in text-fields. Longer texts in several-line text-fields can be broken into lines by pressing ALT+ENTER keys simultaneously. The following characters can be used in the forms:

Letters:        a á b c d e é f g h i í j k l m n o ó ö ő p q r s t u ú ü ű v w x y z  
                   A Á B C D E É F G H I Í J K L M N O Ó Ö Ő P Q R S T U Ú Ü Ű V W X Y Z

Numbers:      0 1 2 3 4 5 6 7 8 9

Symbols:      space and ! # \$ % & ' ( ) \* + , - . / : ; < = > ? [ \ ] ^ \_ { | } ~

**Do not use quotation marks ("), before and after the "less/grater then" sign (<>) use a space character!**

**Help** function is available while filling in the form. If you move the mouse pointer over fields which are marked with a red triangle in their right upper corner or over the name of the field (you do not need to click on them), a text bubble containing help appears. If, due to inadequate monitor resolution, some of the text is invisible, scroll the worksheet in the desired direction.

**Do not exceed the maximum number of characters per field.** The help option also contains the maximum number of characters for each field.

**Do not copy the contents of one field into another directly.** Always use the Edit toolbar of Excel (white toolbar) for copying (*Copy, Paste* editing options).

## 2. Working with Forms in Excel

You can select a worksheet by clicking on the **relevant tab in the bottom of the Excel window**. Tabs display the names of worksheets. The names of worksheets include either the worksheet number (11, 11a and 12) or the worksheet number and the number of the consortium member (21-1, 22-1, ..., 21-10, 22-10). If some of the tabs are invisible, use the scroll tools located left of the tabs to display them.

The *content* of partly or fully completed forms may be saved as or opened from a text-file (.xml) which is much smaller than a worksheet-file (.xls). These tasks can be carried out by using the function buttons in the upper right corner of the first sheet. Files saved this way are named automatically according to the conventions described in paragraph 2.1. File names also include the time and date of saving, providing an opportunity for checking different versions.

There is a separate function button on sheet No. 11 for compiling the zip-file for electronic submission.

**Using Excel's own Save, Save as and Open functions for saving/opening work in progress is not recommended, as these functions of certain Excel versions will cause errors in the form** (selected sub-programme disappears, write-protected rows fall apart, etc.) Such a saving procedure is advised against due to the big size of the (.xls) file, and also because automatic name generation as described in paragraph 2.1 does not function.

**We recommend that you save your work in progress** (i.e. the contents of an unfinished application form) **by using the function buttons** of the form (e.g. "TELJES űrlap mentése fájlba" – Save all to file). If you fill in a form in several phases, to resume work on an unfinished form, first open the empty application form in Excel, then click on function button "TELJES űrlap betöltése fájlból" (open Application Form from file). Save all before printing as certain Excel versions may behave strangely after printing.

### 2.1. Generating File Names

Function buttons generate file names according to the following convention:

CNAME-xxxxxxxx-i-yymmddhhnn

where

CNAME stands for Short ID of the call (upper right corner of the form);

xxxxxxxx stands for the acronym of the proposal (field [11a]);

i stands for:

“0” (zero) if the file contains all the data of the Form

“k” if the file contains project data, and

“1”, “2”, ..., “10” (the number of the consortium member) if the file contains applicant data.

yy, mm and dd stand for the given year, month and day respectively and hh and nn stand for the time of saving (hours and minutes).

Do not use folder names or access routes that are too long or contain space or accented characters to store files.

## 2.2. Function Buttons on the Form

Function buttons are used to save, open or delete part or all of the contents of the form into or from a file. Buttons are gray or green; they are located on the right hand side of Excel worksheets. You might have to scroll the sheets to make buttons visible. There are other, yellow buttons, which enable selection from a list. The use of these buttons is described at the field description.

**Please note:** *To operate function buttons, you have to finish the editing of Excel cells* (press ENTER, TAB, ESC), as function buttons are disabled while editing.

Until the requested task initiated by a function button is finished the mouse pointer remains altered. If the function is carried out successfully, a pop-up window appears, which disappears after pressing the (OK) button. If the function was not completed successfully, the error message disappears if you press OK. When you press certain function buttons, you will have to feed in further data in a pop-up window or will have to confirm your intention of carrying out the function. You can cancel the function by pressing the “Nem”, “Mégse”, Abort” or “Cancel” button.

When you *save a file*, choose a folder from the pop-up window in which you wish to save the file. Choose “XML Files (\*.xml)” if you want to save your ongoing work, and “ZIP Files (\*.zip)” if you are generating a zip-file for submission. The pop-up window automatically offers a file name complying with the conventions described in 2.1. **Do not use too long folder names or names containing space or accented characters.**

**Please note:** As the file name contains the proposal ID (located in the top right corner of worksheet No. 11) and the proposal acronym (field [11a]), please fill these fields in before saving. The file name also contains the date and time of saving, so please **make sure the date and time settings on your computer are correct.** (see paragraph 2.1)

When you *open a file*, a pop-up window appears. First select the folder containing the file you are looking for, then choose “XML files (\*.xml)” for file-type, and finally select the file containing the relevant data (the total form, project data or applicant data).

Function buttons located on worksheet No. 11:

- **SAVE entire data to file [TELJES űrlap KIMENTÉSe fájlba]:** this button saves the contents of the form (including worksheets No 21 and 22 of consortium members) in an xml file.
- **LOAD entire data from file [TELJES űrlap BETÖLTÉSe fájlból]:** loads the contents of a form from an xml file.
- **Save Project sheets to file [PROJEKT adatainak KIMENTÉSe fájlba]:** saves contents of worksheets No. 11, 11a and 12 (.xml).
- **Load Project sheets from File [PROJEKT adatainak BETÖLTÉSe fájlból]:** loads contents of worksheets No 11, 11a and 12 (.xml).
- **Save Applicant sheets to File [PÁLYÁZÓ adatainak KIMENTÉSe fájlba]:** saves data on worksheet No. 21 and 22 of the specified consortium member (.xml).
- **Load Applicant sheets from File [PÁLYÁZÓ adatainak BETÖLTÉSe fájlból]:** loads in worksheets No 21 and 22 of the specified consortium member (.xml).
- **Generate zip-file for submission [ Elektronikusán BEKÜLDENDŐ ZIP fájl ELŐÁLLÍTÁSa]:**

**Please note:** *The ZIP.EXE program downloaded together with the form must be under the same folder as the zip/xml-file ready for submission; if it is not, you have to copy it there. Please make sure that date and time settings on your computer are correct.*

1. The function checks if the ZIP.EXE program is under the folder you selected. If it is not there, an error message appears.
2. It saves the complete contents of the proposal into an xml-file (named according to conventions described in paragraph 2.1) under the selected folder. If an error occurs, a message appears containing the reason for the error.
3. It creates a password-protected zip-file (.zip) under the same name. If an error occurs, a message appears containing the reason for the error.

This function is used once, when you have completed or finished correcting the form, for creating a compressed file for electronic submission. The generated zip-file will have to be attached to an e-mail (see paragraph 3). **Saving and – before the submission deadline – submission may be repeated after correcting mistakes.**

Function buttons on worksheets No. 11a and 12:

- **Save project sheets to File [PROJEKT adatainak KIMENTÉSe fájlba]:** saves the contents of worksheet No. 11, 11a and 12 (.xml).

Function buttons on worksheets No. 21 (Save and Load buttons can be found on the supplementary worksheet for consortium members):

- **Save APPLICANT sheet to file [PÁLYÁZÓ adatainak KIMENTÉSe fájlba]:** saves data on worksheet No. 21 and 22 of the current consortium member (.xml).

- **Load APPLICANT sheet from File [PÁLYÁZÓ adatainak BETÖLTÉSe fájlból]:** uploads worksheets No 21 and 22 of a consortium member into the current worksheet.
- **Delete APPLICANT sheets [PÁLYÁZÓ adatainak TÖRLÉSe az űrlapból]:** deletes the contents of worksheet No 21 and 22 of the current consortium member.

Function button on worksheet No. 22 (on supplementary worksheet for consortium members also):

- **Save APPLICANT sheets to file [PÁLYÁZÓ adatainak KIMENTÉSe fájlba]:** saves data on worksheet No. 21 and 22 of the current consortium member (.xml).

During execution of a function the mouse pointer takes on a different shape. When a function has been completed and a message-box appears indicating this, press OK.

### 2.3. Supplementary Worksheet for Consortium Members

Supplementary worksheets enable consortium members to fill in, save and send (e.g. via e-mail) a copy of worksheets No. 21 and 22 containing their own data independently of other members.

*We recommend to compress files before sending them to each other, as certain mail-systems and copying tools alter certain characters of text-files.*

In order to fill in worksheet No. 22 appropriately, consortium members have to agree on the number of activity periods per year in advance.

When saving the supplementary worksheet, the program offers a filename complying with name conventions described under paragraph 2.1 (CNAME-xxxxxxxx-i-ymmddhhnn). Where yymmddhhnn stands for the current date and time. As file names may be overwritten, we recommend that consortium members follow file naming conventions.

The project co-coordinator can upload the contents of a supplementary worksheet on worksheets No. 21 and 22 corresponding to the number of the member.

If consortium members fill in all of the Application Form together, there is no need for supplementary worksheets.

Supplementary worksheets do not have to be submitted.

## 3. Submission of Electronic Forms Completed in Excel

The file generated by function button “**GENERATE zip-file for submission**” [Elektronikusan BEKÜLDENDŐ ZIP fájl ELŐÁLLÍTÁSa]. Generated ZIP file for submission should be sent as an e-mail attachment long before physically submitting the printed version of the form to the following address:

**alap2005@kutatas.hu**

*The subject of the e-mail should contain the name of the submitted zip-file, nothing else. Apart from the zip-file, do not attach anything else to the e-mail.* (You can copy the name of the file into the ‘paste-buffer’ by using the Copy option when selecting the file as attachment, then you can paste it directly into the subject row of the e-mail by using the Paste option.) *Do not write anything in the letter: nobody reads the letters sent to this address, you will not receive an answer.* Incoming e-mails are automatically processed by a computer program sending an automated response to the sender.

*If the attached file and the data in it are correct,* the program loads the data into a database. When this is done, an automated confirmation message is sent to the sender.

*If there are errors* in the file (empty fields, too long or inaccurate data, etc.), the program sends a letter stating the nature of errors, identifying inaccurate fields by giving their Excel co-ordinates, asking the sender to correct faults and resubmit the Application Form. Co-ordinates: include the page number of the form/name of the worksheet (in the case of consortium member data, together with the number of the member) and the co-ordinates of the cell on the page: A2 for example identifies the cell in the column 1 and row 2. After correcting mistakes, the applicant should re-generate and re-submit the zip-file.

*Please make sure that the electronic and paper version of the form are identical. Please check the correctness of the electronic Application Form by submitting it in time, and only print it out after receiving the confirmation.*

Until submission deadline you can change application forms already submitted and stored in the database by re-sending the corrected version. (The re-submission of a corrected file overwrites data on the same proposal submitted earlier.) The system processes the re-submitted file only if the date and time in its name are more recent than those of the existing file submitted earlier.

*Be aware that printed proposals submitted under certain calls must not be sent by post. These proposals must be submitted personally or by courier service directly to KPI headquarters. These conditions are included in the paragraph on submission of the calls concerned.*

## 4. Information, Helpdesk

Updated electronic forms (upgraded for other calls or corrected versions) as well as a list of frequently asked questions (FAQ) – based on the questions of applicants – will be available on the websites of the National Office for Research and

Technology (<<http://nkth.gov.hu>>) and the Agency for Research Fund Management and Research Exploitation (<<http://www.kutatas.hu>>).

- FAQ: <<http://www.kutatas.hu>> / Információs Központ / GYIK,
  - Documentation concerning calls: <<http://www.kutatas.hu>> / Pályázati Felhívások / Nemzeti Támogatások Rendszere
- Helpdesk of the Agency for Research Fund Management and Research Exploitation is available:
- via e-mail: <[info@kutatas.hu](mailto:info@kutatas.hu)> (answer provided within 3 days following the receipt of a question),
  - by phone: from Monday to Thursday between 9-12 and 13-16, on Friday between 9-13: dial (+36 1 484-2800) or (+36 1 484-2922), or for questions concerning the electronic Application Form (+36 30 360-2241) mobile number,
  - personally from Monday to Thursday between 9-12 and 13-16, on Friday between 9-13:
- 1117 Budapest, Neumann János u. 1/C, 1<sup>st</sup> floor, KPI Ügyfélszolgálat (helpdesk) (Infopark, Building C).

## 5. Filling in the entries of the Excel form

### 5.1. Application form #2-1 – 11. The data of the project proposal

Entry number	Guide	Limitations and other remarks
	Select the call for proposals from the pop-up list in the upper right corner of the form. This should be the first step when completing the form. As a result, the full name of the call appears at the beginning of the line.	It can be selected from a pop-up list.
[11a]	Acronym of the project/proposal. Having selected the call, fill in this entry. From now on, use this acronym to identify documents belonging together. Try to create a unique acronym, so avoid using birthdays or other dates, names of events, or acronyms which might be popular with others as well. For example: <i>MKI_GABO, busaolaj, 6B_KM_05</i> .	It must contain exactly 8, non-accented alphanumerical (letters, numbers) or ”_” (underscore) characters, at least one of them being a letter.
[11b]	Title of the project/proposal in Hungarian (meaningful, expressing its content) Note: for EUI, EUB and RIÜ applications, the designation of the planned activity.	Max. 140 characters.
[11c]	Title of the project/proposal in English (meaningful, expressing its content) (see Note [11b]).	Max. 140 characters.
[11d]	Short title of the project/proposal in Hungarian (expressive, easy-to-remember) (see Note [11b]).	Max. 50 characters.
[11e]	Short title of the project/proposal in English (expressive, easy-to-remember) (see Note [11b]).	Max. 50 characters.
[11f]	Topic(s) covered by the project.	It can be selected from a pop-up list. A blank field for some calls.
[11g]	The beginning and the end of the planned activity (year, month, day). <i>Do not put a dot after the digits.</i>	Year: 4 digits. Month: 2 digits, starting with 0 if need be. Day: 2 digits, starting with 0 if need be.
[11h]	Location of the implementation of the project: a location in Hungary. The same as the location indicated in field I/4 of the form entitled ”Form about the funding decision” (see <i>Appendix A.1.</i> ) You must designate at least one, and at most four locations.	Country Usually: Hungary. Max. 30 characters. Location Max. 35 characters.
[11j]	According to the call for proposals, the project proposal <i>must be linked to one of the RTD framework programmes of the EU/to Eureka</i> , so the intensity of funding can be raised by 15%. See <i>Taxonomy (Fogalomtár)</i> on the NKTH and the KPI websites as well as the call for proposals. <b>It can be checked only in the cases listed in the given call for proposals!</b> <i>For DIGIT2005, EUI, EUB, RIÜ and KFIIF calls, you do not have to check it.</i>	Check if yes.
[11k]	According to the call for proposals, the project proposal is realized in a <i>top-priority international/national cooperation or it is published widely</i> , so its funding intensity can be raised by 10%. See <i>Taxonomy (Fogalomtár)</i> on the NKTH and the KPI websites as well as in the call for proposals. <b>It can be checked only in the cases listed in the given call for proposals!</b> <i>For DIGIT2005, EUI, EUB, RIÜ and KFIIF calls, you do not have to check it.</i>	Check if yes.
[11m]	Public interest utilization. See <i>Taxonomy (Fogalomtár)</i> on the NKTH and the KPI websites. <i>For DIGIT2005, EUI, EUB, RIÜ and KFIIF calls, you do not have to check it.</i>	Check if yes.
[11n]	Website of the project if there is one.	Max. 72 characters. You do not have to fill it in if there is no website.

Entry number	Guide		Limitations and other remarks
[11p]	<p>The percentage of the cost-proportionate share of the research and development activities carried out in the project by the applicants ([12as] measured against the total cost).</p> <p><b><i>This is where you can check the limitations prescribed in the call for proposals.</i></b></p> <p>For DIGIT2005, EIS, EUB, EUI, KFIIF and RIÜ, you do not have to fill it in.</p> <p>It is automatically generated on the basis of entries [21n] and [22as] for individual applicants as well!</p>	Basic research.	Derived field.
		Applied research.	Derived field.
		Experimental development.	Derived field.
		Total: Verification sum=100%	Derived field.
[11q]	<p>Short name of individual applicants or consortium members (legal entities) is automatically generated on the basis of application form(s) 21 ([21d]).</p> <p>A consortium can apply with only the number of consortium members determined in the call.</p>		Derived field, max. 30 characters.
	<p>Short name of the organizational unit representation a consortium member with legal entity. It is automatically generated on the basis of form(s) 21 ([21d]).</p>		Derived field, max. 15 characters if there is one.
	<p>If several organizational units of a legal entity send their application, then Short name of a maximum of 3 further participating organizational units is automatically generated on the basis of form(s) 21 ([21d]).</p>		3 derived fields, max. 15-15 characters if there are any.
	<p>Applicant number 1 is the organization heading the consortium, the so-called co-coordinator or the individual applicant; it is followed by further legal entity(es), consortium members if there are any.</p>		Invariable field. <i>Pay attention to order when uploading/completing the forms!</i>
[11r]	<p>Data about the project leader.</p> <p>Entries [11r]-[11_] must always be filled in too, even if</p> <p>(1) the applicant is a natural person or a private entrepreneur,</p> <p>(2) the applicant or the work package leader of a consortium member is the same person as the project leader.</p> <p><i>For EUB and KFIIF, the work package leader and the project leader is the same person!</i></p>	<p>Title of the project leader (e.g. <i>jun., sen., dr., prof.</i> etc.). The title must not be written in the entry reserved for the family name!</p>	Max. 6 characters. Completion is optional.
		<p>Surname of the project leader. In case of a composite name, write the full name in this entry, e.g. <i>B. Kiss, Nagyné Kovács, or Nagy Ferencné Kovács.</i></p>	Max. 30 characters.
		<p>First name of the project leader. If there is a middle name or more, all of them should be put down here (only first name for married names as well!).</p>	Max. 25 characters.
		<p>Academic degree of the project leader (e.g. <i>PhD, doctor of HAS</i>).</p>	Max. 15 characters. Leave it blank if there is not any.
		<p>Position of the project leader (e.g. <i>manager, assistant, reader, head of univ.dep.</i>).</p>	Max. 25 characters. Leave it blank if there is not any.
[11s]	Nationality of the project leader.		Max. 15 characters. Leave it blank if there is not any.
	Sex of the project leader.		Select from a pop-up list.
[11t]	<p>Language skills of the project leader. <i>Do not write more than one language into one cell!</i></p>	<p>Language (<i>English, German, French, Spanish, Russian, Hungarian, etc.</i>).</p>	Max. 15 characters. Leave it blank if there is not any.
		<p>Level (<i>reading, presentat.level, negotiate. level</i>).</p>	Max. 16 characters. Leave it blank if there is not any.

Entry number	Guide		Limitations and other remarks
[11u]	Official name of the project leader's workplace in Hungarian for mailing purposes and publication. For a multi-level organization, the name must be given broken down according to organizational levels.	High-level organization with a legal entity e.g. <i>Magyar Tudományos Társulat, Központi Kutató Intézet</i> or <i>Alsóvárosi Egyetem</i> .	Max. 70 characters. In case of the Hungarian Academy of Sciences, write MTA before the name of the institution.
Medium-level unit, e.g. <i>Irányítástechnikai Kutatóközpont</i> or <i>Természettudományi Kar</i> .		Max. 55 characters. Leave it blank if there is not any.	
Organizational unit, e.g. <i>Robottechnikai Főosztály</i> or <i>Alkalmazott Technológiai Tanszék</i> .		Max. 45 characters. Leave it blank if there is not any.	
[11v]	Official name of the project leader's workplace in English for purposes of publication.	High-level organization with a legal entity, e.g. <i>Hungarian Scientific Association, Central Research Centre</i> or <i>Downtown University</i> .	Max. 70 characters.
Medium-level unit, e.g. <i>Research Centre of Control Engineering</i> or <i>School of Natural Sciences</i> .		Max. 55 characters. Leave it blank if there is not any.	
Organizational unit, e.g. <i>Department of Robotics</i> or <i>Department of Applied Technologies</i> .		Max. 45 characters. Leave it blank if there is not any.	
[11w]	Address of the project leader's workplace for purposes of mailing and publication.	Post code. For a Hungarian address, exactly 4 digits.	Max. 9 characters.
Place name.		Max. 30 characters.	
Name of street, square etc. ( <i>utca, út, tér, rkp., sétány, köz</i> , etc.).		Max. 30 characters.	
House number, building sign, room number, and floor and door number.		Max. 19 characters.	
[11x]	Project leader's address for correspondence (post office box) for purposes of publication. <i>Optional!</i>	Post code. For a Hungarian address, exactly 4 digits.	Max. 9 characters.
Place name.		Max. 30 characters.	
Post office box number.		Max. 10 characters.	
[11y]	Two workplace telephone numbers for the project leader {(1) and (2)}, his/her mobile number and fax number. <i>At least one telephone number must be provided!</i>	Country code (Hungary's code: 36).	Max. 3 digits.
Area code or mobile company's code (1 or 2 digits in Hungary).		Max. 3 digits.	
Telephone number (6 or 7 digits in Hungary).		Max. 14 digits.	
Extension (usually 4 digit if there is one).		Max. 6 digits.	
[11z]	Two e-mail addresses of the project leader {(1) and (2)}. <i>At least one e-mail address must be provided!</i>	Max. 72 characters.	
[11_]	Address of the project leader's website if there is one.	Max. 72 characters. Leave it blank if there is not any.	

**5.2. Application form #2-1a – 11a. Data for the project proposal/continued**

<i>Entry number</i>	<i>Guide</i>	<i>Limitations and other remarks</i>
[11aa]	Acronym of the project proposal.	Derived field.
[11ab]	Free keywords for the project proposal in Hungarian. Give 1 to 4 keywords.	Max. 50 characters.
	Free keywords for the project proposal in English. Give 1 to 4 keywords.	Max. 50 characters.
[11ac]	<p>Scientific areas of the topic by discipline in Hungarian on the basis of <b>Appendix B.5.</b> (Government Decree). Give 1 to 3.</p> <p>You can use the upper <b>"Search" (Keres)</b> button to find a given text sample in the classifications (a series of characters). The search will be successful if the text sample can be found exactly in the text of the classifications (the sample can contain space as well). You can select one of the hits and use button <b>"Select" (Kiválaszt)</b> to make the text appear in the window on the right. You can quit searching with button <b>"Cancel" (Mégse)</b>.</p> <p>Button <b>"Add" (Hozzáad)</b> will allow you to enter the left-hand window for the selected discipline (it will appear in the right-hand window).</p> <p>You can return to an upper level with button <b>"Return" (Visszalép)</b> (the last discipline is deleted from the right-hand window, and you can select another one).</p> <p>Button <b>"OK"</b> fills in the fields with the last discipline on the right, and quits the function.</p> <p>Button <b>"Deleting cells" (Cellák törlése)</b> deletes the content of the cells and quits the function.</p> <p>Button <b>"Cancel" (Mégse)</b> leaves the fields intact and quits the function.</p> <p><i>For EUI and RIÜ, you can leave the field blank.</i></p>	You can select it with the yellow function button right of the field.
[11ad]	<p>Scientific areas of the topic by discipline according to the Research and Development Thesaurus in Hungarian and in English on the basis of the instructions of <b>Appendix B.6.</b> Give 3 to 5.</p> <p>It is similar to what has been described in the previous point ([11ac]).</p> <p><i>For EUI and RIÜ, you can leave it blank.</i></p>	You can select it with the yellow function button right of the field.
[11ae]	A summary of the objectives of the project in Hungarian. If the project receives funding, the summary will be published by the founder on its website. (Use only space and ALT+ENTER to formatting the text.)	Max. 1200 characters and max. 18 lines, without text formatting.
[11af]	A summary of the objectives of the project in English. If the project receives funding, the summary will be published by the founder on its website. (Use only space and ALT+ENTER to formatting the text.)	Max. 1200 characters and max. 18 lines, without text formatting.

**5.3. Application form #2-2 – 12. Cumulative financial plan of the consortium**

All of the costs of the project are indicated on form 12. This worksheet is **generated automatically** by the programme by cumulating the entries of the forms 22, the co-coordinator (or the individual applicant) **has to fill in only fields [12e], [12ax] and [12ay]** (See at the description of fields [22e], [22ax] and [22ay]).

In case of a consortium, form 12 automatically cumulates the financial entries of forms 22. For individual applicants, the content of the financial entries is obviously the same as the corresponding entries of form 22 of the only applicant.

**5.4. Application form #2-3 – 21. Data of the applicant**

<i>Entry number</i>	<i>Guide</i>	<i>Limitations and other remarks</i>	
[21a]	Acronym of the project, the same as [11a].	Derived field.	
	Number of the consortium member.	A fix value between 1 and 10.	
[21b]	Official name of the applicant organization/organizational unit in Hungarian. In case of a multi-level organization, the name must be given according to organizational levels in the 3 upper fields.	High-level organization with a legal entity e.g. <i>MTA Központi Kutató Intézet</i> or <i>Alsóvárosi Egyetem</i> , or full name of the natural person. Compulsory!	Max. 70 characters. For the Hungarian Academy of Sciences, write "MTA" before the name of the institute.
		Medium-level unit, e.g. <i>Irányítástechnikai Kutatóközpont</i> or <i>Természettudományi Kar</i> .	Max. 55 characters. Leave it blank if there is not any.
		Organizational unit, e.g. <i>Robottechnikai Főosztály</i> or <i>Alkalmazott Technológiai Tanszék</i> .	Max. 45 characters. Leave it blank if there is not any.
	If more than one organizational units representing the applicant legal entity <i>participate</i> in the project, their respective names must be given in maximum 3 fields of the third line.	Name of a further participating organizational unit in Hungarian.	Max. 35 characters. Leave it blank if there is not any.
		Name of a further participating organizational unit in Hungarian.	Max. 35 characters. Leave it blank if there is not any.
		Name of a further participating organizational unit in Hungarian.	Max. 35 characters. Leave it blank if there is not any.
	[21c]	Official name of the applicant organization/organizational unit in English. In case of a multi-level organization, the name must be given according to organizational levels in the 3 upper fields as described in field [21b].	High-level organization, e.g. <i>HAS Association</i> , <i>Central Research Center</i> or <i>Downtown University</i> . or full name of the natural person. Compulsory!
Medium-level organization, e.g. <i>Research Center of Control Engineering</i> or <i>School of Natural Sciences</i> .			Max. 55 characters. Leave it blank if there is not any.
Organizational unit, e.g. <i>Department of Robotics</i> or <i>Department of Applied Technologies</i> .			Max. 45 characters. Leave it blank if there is not any.
If more than one organizational units representing the applicant legal entity <i>participate</i> in the project, their respective names must be given in the third line.		Name of a further participating organizational unit in English.	Max. 35 characters. Leave it blank if there is not any.
		Name of a further participating organizational unit in English.	Max. 35 characters. Leave it blank if there is not any.
		Name of a further participating organizational unit in English.	Max. 35 characters. Leave it blank if there is not any.
[21d]		Usual (known) short name of the applicant legal entity in Hungarian or full name of the natural person. Compulsory!	Max. 30 characters.
	Usual short name of the organizational unit representing the applicant legal entity in Hungarian.	Max. 15 characters. Leave it blank if there is not any.	
	Usual short name of a further organizational unit representing the applicant legal entity in Hungarian. Fill it in only if you have completed the corresponding cells of [21b].	Max. 15 characters. Leave it blank if there is not any.	

Entry number	Guide		Limitations and other remarks
	Usual short name of a further organizational unit representing the applicant legal entity in Hungarian. Fill it in only if you have completed the corresponding cells of [21b].		Max. 15 characters. Leave it blank if there is not any.
	Usual short name of a further organizational unit representing the applicant legal entity in Hungarian. Fill it in only if you have completed the corresponding cells of [21b].		Max. 15 characters. Leave it blank if there is not any.
[21e]	Usual (known) short name of the applicant legal entity in English or full name of the natural person. Compulsory!		Max. 30 characters.
	Usual short name of the organizational unit representing the applicant legal entity in English.		Max. 15 characters. Leave it blank if there is not any.
	Usual short name of a further organizational unit representing the applicant legal entity in English. Fill it in only if you have completed the corresponding cells of [21b].		Max. 15 characters. Leave it blank if there is not any.
	Usual short name of a further organizational unit representing the applicant legal entity in English. Fill it in only if you have completed the corresponding cells of [21b].		Max. 15 characters. Leave it blank if there is not any.
	Usual short name of a further organizational unit representing the applicant legal entity in English. Fill it in only if you have completed the corresponding cells of [21b].		Max. 15 characters. Leave it blank if there is not any.
[21f]	Address of the applicant for purposes of publication. If there is not only a headquarters, but also a separate premise and address for correspondence, put them down as well.	Country code (e.g. Hungary's code is <i>HU</i> by ISO 3166, cf. last two letters of internet names).	2 characters. See Appendix B.4.
		Post code. For a Hungarian address, exactly 4 digits.	Max. 9 characters.
		Name of settlement.	Max. 30 characters.
		Name of street, square etc. ( <i>utca, út, tér, rkp., sétány, köz</i> etc.), or post office box and its number („ <i>Pf. xxxx</i> ”).	Max. 30 characters.
		House number, building sign, room number, floor, door number. In case of a post office box, leave it blank.	Max. 19 characters.
[21g]	Website address of the applicant if there is one.		Max. 72 characters. Leave it blank if there is not any.
[21h]	Operation details of the applicant (for checking the eligibility of the applicant).	Small and medium enterprise, enterprises of privileged funding status See <i>Taxonomy (Fogalomtár)</i> on the website of NKTH and KPI.	Check if yes.
		It the applicant is an organization, year of foundation OR the age of natural person.	4 digits.
		Qualification code of the applicant (see <i>Appendix A.1.: Form – about the funding decision</i> , entry I/1.).	1 digit.
		Type of applicant organization (see <i>Appendix B.2.</i> ) Natural person should select Other (Egyéb)	Select it from a pop-up list.
		Designation corresponding to the code of business form (13 <sup>th</sup> -15 <sup>th</sup> digits of the statistical number) (see <i>Appendix B.1. Classification of statistical units by types of business</i> ).	Max. 50 characters. Cf. [21j].

Entry number	Guide	Limitations and other remarks	
[21j]	Registration details of the applicant. For applicants registered abroad, write only 0s into this entry.	Trade registry number of the applicant. If you have one, you must put it down.	Max. 30 characters or 0.
		AHT number of the applicant (an identification number issued on the basis of the decree 3/1997. (II. 7.) of the Ministry of Finances about the application of a single identification number of public finance). If you do not have an AHT number, write 0.	6 digits or 0.
		Statistic number of the applicant. The first 8 digits are the same as the first 8 digits of the tax number (see <i>Appendix B.3: The composition of the statistic number</i> ). If you do not have a statistic number, write 0.	17 digits or 0.
		Registration number of agricultural activity (see <i>Appendix A.1.</i> ) If you do not have such a number, write 0.	10 characters or 0.
		Tax number of the applicant written in a 8-1-2-digit form, separated by a hyphen. Natural persons have a 10-digit tax number. If you do not have such a number, write 0.	11 or 10 digits, (max. 13 characters) or 0.
		Social security account number of the applicant, or 0 if you do not have such a number. This field must be filled in only if you do not have a social security registry number as an economic organization (see next field).	Max. 30 characters or 0.
		Social security registry number; for natural persons, social security number, or 0 if there is no such number.	Max. 26 characters or 9 digits or 0.
[21k]	Details of the applicant's bank.	Name of the applicant's financial institution.	Max. 30 characters.
		Bank account number of the applicant. 2 or 3 times 8 digits, with a hyphen between the 8-digit groups.	Max. 26 characters.
[21m]	Management of the last closed year of the enterprise, cf. <i>Appendix A.1. I/2.</i> <i>Only enterprises are obliged to fill it in!</i> <i>Only integers!</i>	Year of balance, year of the submission of last annual report.	4 digits.
		Net income (rounded to thousand HUF) in the year of balance.	Max. 15 digits.
		Retained profit (rounded to thousand HUF) in the year of balance.	Max. 15 digits.
		(Statistical) staff number in the year of balance.	Max. 10 characters.
		Owner's equity (rounded to thousand HUF) in the year of balance.	Max. 15 digits.
[21n]	The percentage of the cost-proportionate share of the research and development tasks within the applicant's own activities ([12as] measured against the total cost). Verification numbers [12p] are generated automatically weighted with the total cost [22as] <i>For EUI, EUB, RIÚ and KFIIF, leave it blank.</i>	Basic research: usually max. 30% for the entire project.	Max. 2 digits.
		Applied research.	Max. 3 digits.
		Experimental research.	Max. 3 digits.
[21p]	You have to indicate the project proposals on the same or a similar topic as the current one, which received funding in the past 3 years, national and international, separately.	Max. 2-2 digits or 0.	
	You have to indicate the number of project proposals on the same or a similar topic as the current one, which are under evaluation, national and international, separately.	Max. 2-2 digits or 0.	

Entry number	Guide		Limitations and other remarks	
[21q]	Details of the project leader. Entries [21q]-[21z] must always be filled in, even if (1) the applicant is a natural person or a private entrepreneur, (2) the applicant or the work package leader of a consortium member is the same person as the project leader. <i>For EUB and KFIIF, the work package leader and the project leader is the same person!</i>	Title of the project leader (e.g. <i>jun., sen., dr., prof.</i> etc.). The title must not be written in the entry reserved for the family name!	Max. 6 characters.	
		Surname of the project leader. In case of a composite name, write the full name in this entry, e.g. <i>B. Kiss, Nagyné Kovács,</i> or <i>Nagy Ferencné Kovács.</i>	Max. 30 characters.	
		First name of the project leader. If there is a middle name or more, all of them should be put down here (only first name for married names as well!).	Max. 25 characters.	
		Academic degree of the project leader (e.g. <i>PhD, doctor of the Hungarian Academy of Sciences</i> ).	Max. 15 characters.	
		Position of the project leader (pl. <i>manager, assistant, reader, head of university department</i> ).	Max. 25 characters.	
[21r]	Nationality of the project leader.		Max. 15 characters. Leave it blank if there is not any.	
	Sex of the project leader.		It can be selected from a pop-up list.	
[21s]	Language skills of the project leader. <i>Do not write more than one language in one cell!</i>	Language ( <i>English, German, French, Spanish, Russian,</i> etc.).	Max. 15 characters. Leave it blank if there is not any.	
		Level ( <i>reading, presentat.level, negotiat.level</i> ).	Max. 16 characters. Leave it blank if there is not any.	
[21t]	Official name of the project leader's workplace in Hungarian for mailing purposes and publication. For a multi-level organization, the name must be given broken down according to organizational levels.		High-level organization with a legal entity e.g. <i>Magyar Tudományos Társulat, Központi Kutató Intézet</i> or <i>Alsóvárosi Egyetem.</i>	Max. 70 characters. For the Hungarian Academy of Sciences, write "MTA" before the name of the institute.
			Medium-level unit, e.g. <i>Irányítástechnikai Kutatóközpont</i> or <i>Természettudományi Kar.</i>	Max. 55 characters. Leave it blank if there is not any.
			Organizational unit, e.g. <i>Robottechnikai Főosztály</i> or <i>Alkalmazott Technológiai Tanszék.</i>	Max. 45 characters. Leave it blank if there is not any.
[21u]	Official name of the project leader's workplace in English for purposes of publication.		High-level organization with a legal entity, e.g. <i>Hungarian Scientific Association, Central Research Center</i> or <i>Downtown University.</i>	Max. 70 characters. For the Hungarian Academy of Sciences, write "MTA" before the name of the institute.
			Medium-level unit, e.g. <i>Research Center of Control Engineering</i> or <i>School of Natural Sciences.</i>	Max. 55 characters. Leave it blank if there is not any.
			Organizational unit, e.g. <i>Department of Robotics</i> or <i>Department of Applied Technologies.</i>	Max. 45 characters. Leave it blank if there is not any.

<i>Entry number</i>	<i>Guide</i>	<i>Limitations and other remarks</i>	
[21v]	Address of the project leader's workplace for purposes of mailing and publication.	Post code. For a Hungarian address, exactly 4 digits.	Max. 9 characters.
		Place name.	Max. 30 characters.
		Name of street, square etc.( <i>utca, út, tér, rkp., sétány, köz,</i> etc.).	Max. 30 characters.
		House number, building sign, room number, and floor and door number.	Max. 19 characters.
[21w]	Project leader's address for correspondence (post office box) for purposes of publication. <i>Optional!</i>	Post code. For a Hungarian address, exactly 4 digits.	Max. 9 characters.
		Name of location.	Max. 30 characters.
		Post office box number.	Max. 10 characters.
[21x]	Two workplace telephone numbers for the project leader {(1) and (2)}, his/her mobile number and fax number. <i>At least one telephone number must be provided!</i>	Country code (Hungary's code: 36).	Max. 3 digits.
		Area code or mobile service provider's code (1 or 2 digits in Hungary).	Max. 3 digits.
		Telephone number (6 or 7 digits in Hungary).	Max. 14 digits.
		Extension (usually 4 digit if there is one).	Max. 6 digits.
[21y]	Two e-mail addresses of the project leader {(1) and (2)}. <i>At least one e-mail address must be provided!</i>		
[21z]	Address of the project leader's website if there is one.		

### 5.5. Application form #2-4 – 22. Financial plan of the applicant

**Complete only those work package columns and entries for which you are planning costs.** The content of pink fields are calculated by Excel automatically. On the form, **every amount must be given in thousand HUF (rounded to thousand HUF) as an integer. Do not use comma, dot and space characters.**

During the project, at least one and at most two activity periods must be finished per year (for certain applications, one activity period/year). **Write the data concerning the first activity period of the year in the first column of the relevant year.** If you intend to finish two activity periods in the same year, use both columns belonging to the same year. You must plan to complete one activity period for 2006.

**Keep in mind the rules of the given call for proposals when requesting an advance payment. The advance payment must never exceed the sum of the funding requested for the activity period.** Write the advance payment in the column of the activity period for which (at the beginning of which) you request it. You shall give account for it according to the detailed information above it at the closing of the activity period at the date indicated above ([22d] and [22e]).

Entry number	Guide	Limitations and other remarks
[22a]	Acronym of the project, the same as [11a].	Derived field.
	Number of the consortium member.	A fix value between 1 and 10.
[22b]	If the call allows you to request a small amount of funding ( <i>de minimis</i> ) and you meet the requirements (you receive a max. of 100.000 Euro funding on this title within 3 years).	Check if yes.
	Are you entitled to charge a greater amount of overheads for the co-ordination of the project?	Check if yes.
	Are you entitled to charge a greater amount of overheads for the co-ordination of an international project?	Check if yes.
[22c]	Are you entitled to deduct or refund VAT concerning certain costs of the planned project?	Check if yes.
[22d]	Total sum of funding requested in the given year.	Derived field.
[22e]	Month of the submission of the activity and financial reports, or the closing of activity periods, within the given year. Costs shown in a given column apply to the given activity period. (During the project, there must be from 1 to 2 activity periods per year.) <b>Please note:</b> when preparing the financial plan, bear in mind that <b>payment is to be expected two months after the dates shown on the financial forms.</b>	2-2 digits by column. It is automatically generated on the basis of [12e]. One column is one activity period (not six months).
[22f]	<b>Total sum of funding</b> at the disposal of the applicant for the project by activity period during the project, <b>which contains non-deductible VAT</b> (sum of entries [22g] and [22n] by column).	Derived field.
[22g]	Part of operational costs to be financed from the funding, which contains non-deductible VAT (sum of entries [22h] and [22k] by column).	Derived field.
[22h]	Part of personnel costs to be financed from the funding (sum of entries [22i] and [22j] by column).	Derived field.
[22i]	Part of wages to be financed from the funding.	Max. 7-7 digits.
[22j]	Part of contributions to be paid by the employee and to be financed from the funding.	Max. 7-7 digits.
[22k]	Part of material expenses to be financed from the funding, which contains non-deductible VAT (sum of entries [22l] and [22m] by column).	Derived field.
[22l]	Part of exterior contracts to be financed from the funding, which contains non-deductible VAT.	Max. 7-7 digits.
[22m]	Part of other material expenses to be financed from the funding, which contains non-deductible VAT.	Max. 7-7 digits.
[22n]	Part of investment and purchase costs to be financed from the funding, which contains non-deductible VAT (sum of entries [22o], [22p], and [22q] by column).	Derived field.
[22o]	Part of the costs of purchase of material goods helping research and development to be financed from the funding, which contains non-deductible VAT.	Max. 7-7 digits.

Entry number	Guide	Limitations and other remarks
[22p]	Part of the costs of purchase of immaterial goods helping research and development to be financed from the funding, which contains non-deductible VAT.	Max. 7-7 digits.
[22q]	Part of the investments (renovations) to be financed from the funding in accordance with the conditions of the call for proposals. It contains non-deductible VAT. <i>Put down exclusively R+D investments to the lines above. (See also call for proposals!)</i> <i>Complete this line only if the call for proposals aims at investment!</i>	Max. 7-7 digits.
[22r]	Part of overheads or/and coordination, to be financed from the funding in accordance with the call for proposals (sum already included above in the operation costs).	Max. 7-7 digits.
[22s]	Total amount of <b>matching funds</b> to be used for the project by activity periods by the applicant during the project, <b>which contains non-deductible VAT</b> (sum of entries [22t] and [22aa] by column). <b>Matching funds must include all own and other resources, which reduce the funding intensity of the project</b> , e.g. contribution for the implementation of the project from the entrepreneurial sector ( <b>see also other funds</b> , line [22af]).	Derived field.
[22t] – [22ae]	Details of matching fund to be used for the project with the same structure and content as entries [22g] – [22r].	Max. 7-7 digits.
[22af]	Total amount of <b>other funds</b> to be used by the applicant for the project by activity period during the project, <b>which contains non-deductible VAT</b> (sum of entries [22ag] and [22 an] by column). <b>In the lines of other resources, you must write funding for the project from other resources similar to the funding requested (e.g. received from an international or other national call for proposals), which increase the funding intensity of the project.</b> Other resources not belonging to this category must be put down as matching funds.	Derived field.
[22ag] – [22ar]	Details of other funds to be used for the project with the same structure and content as in entries [22g] – [22r].	Max. 7-7 digits.
[22as]	Total amount of funding, matching fund and other fund to be used by the applicant for the project by activity period during the project, which contains non-deductible VAT (sum of entries [22f], [22s] and [22 af] by column).	Derived field.
[22at]	<b>Estimated sum of VAT deductible and refundable</b> to the applicant during the project by activity period and total.	Max. 7-7 digits.
[22au]	Total costs of the project, including deductible and refundable VAT, during the project by activity period and total. (Sum of entries [22as] and [22at] by column)	Derived field.
[22av]	<b>Sum requested by the applicant for the given activity for the work package according to the rules of the given call</b> , which can be requested at the beginning of the project and after closing the previous activity period. (An advance payment usually can be given to each activity period if you have already accounted for the previous advance payment. The sum of the advance payment can never exceed the the sum of the funding requested for the activity period. The last 10% of the funding can be paid only after the final financial report. ) Write the advance payment in the column of the activity period for which (at the beginning of which) you request the advance payment. You shall give account for it according to the detailed information above it at the closing date of the activity period indicated above ([22e]).	Max. 7-7 digits.
[22aw]	Is the applicant an enterprise?	Check if yes.
	<b>Funding intensity</b> for the applicant in percentages: (funding requested + other resources) / total cost * 100 = ( [22f] + [22af] ) / [22as] * 100 <b>It cannot exceed the maximum rate determined by the call for proposal in accordance with the relevant financing form of the applicant and the modifying conditions.</b>	Derived field.

<i>Entry number</i>	<i>Guide</i>	<i>Limitations and other remarks</i>	
[22ax]	Signature and date. <i>Do not put a dot after the numbers.</i>	Place.	Max. 30 characters.
		Year.	4 digits.
		Month.	2 digits, with an initial 0 if necessary.
		Day.	2 digits, with an initial 0 if necessary.
[22ay]	Authorized signature of the applicant (as in certified signature). Use only space and ALT+ENTER to edit the text!	Max. 200 characters.	

## 6. Appendices

### Appendix A.1.: Form – about the funding decision

The details required on the this form can be found on the electronic application form; you do not have to send it in , it is only here to help you fill in the electronic form.

#### I/1. Identification details of the applicant

Acronym of the Call (filled in by the processing authority)

Qualification code of the applicant (please write the appropriate number):  Designation: .....

1. Hungarian natural person (private person, smallholder with a net income of max. 250 thousand HUF per year)
2. Micro enterprise\* (employs fewer than 10 persons, with a net income or retained profit of max. 2 million euros in HUF)
3. Small enterprise\* (employs fewer than 50 persons, with a net income or retained profit of max. 10 million euros in HUF)
4. Medium enterprise\* (employs fewer than 250 persons, with a net income of max. 50 million euros in HUF or a retained profit of max. 43 million euros in HUF)
5. Enterprise of privileged funding status, but not belonging to either category from 1 to 4
6. Non-profit organization within public finance (e.g. local council, state universities, etc.)
7. Non-profit organization outside public finance (e.g. foundation, public utility company)

Notes:

\* In accordance with Act XXXIV/2004 about the promotion of the development of SMEs, ;

- for types of enterprise 2,3,4: the direct or indirect property share of the state or the local council (on the basis of capital or voting rights) together or separately must not exceed 25%, except for investors designated in paragraph 19. of Act No XXXIV/2004. on SMEs and the promotion of their development;

- for types of enterprise 2,3,4: indicators must be determined on the basis of the staff number and net income or retained profit indicated in the last consolidated report, or in the lack thereof, the last annual report or simplified annual report Private entrepreneurs are qualified on the basis of the number of the staff employed as indicated on their tax sheet.

Name of the applicant (M): \_\_\_\_\_

Headq. of the applicant, post code:  settlement:.....

address: \_\_\_\_\_ street \_\_\_\_\_ house number \_\_\_\_\_ land registry number

Premise of the appl. \*\*, post code:  settlement:.....

address: \_\_\_\_\_ street \_\_\_\_\_ house number \_\_\_\_\_ land registry number

Addr. for corresp. of the applicant \*\*, post code:  settlement:.....

address: \_\_\_\_\_ street \_\_\_\_\_ house number

\*\* (The premise and the address for correspondance should only be filled in if they are different from the headquarters)

Telephone number: \_\_\_\_\_

Tax number of the applicant (M) (to be filled in for qualification codes 2.3.4.5.6.7., using an 8+1+2-digit form):

Tax ID of the applicant (M) (to be filled in for qualification code 1., using 10 digits):

Other identification numbers of the applicant:

Registration number (for applicants pursuing agricultural activities):

Municipal registry number (for local councils):

Social security number ( to be filled in for qualification code 1.):

Social security registry number (to be filled in for qualification codes 2.3.4.5.6.7.):

Statistic number (to be filled in completely for qualification codes 2.3.4.5.6.7.):

Appendix 7/c. of government decree 382/2004. (XII. 29.)  
(Appendix 8/b. of government decree 217/1998. (XII. 30.))



**Appendix B.1.: Classification of statistical units by types of business**

Natural person ( 0 )

**Appendix B.2.: Type of the Applicant****Field [21h], type of applicant's organization:****English**

1. Institute of higher education
2. Other institute of education
3. Research institute of the Hungarian Academy of Sciences (HAS)
4. Sectorised research institute
5. Other public research institute
6. Other public body
7. Research enterprise
8. Research unit of enterprise
9. Enterprise (non research)
10. Other, e.g. natural person.

**Appendix B.3: The composition of the statistic number**

This number is 17 digit, where

- az **1.-8. digit** the VAT *prime number* (same as the first 8 digits of the VAT number),
- a **9.-12. digit** the faculty code (the TEÁOR-code of the primary operation),
- a **13.-15. digit** the *Classification code of statistical units by types of business* (GFO),
- a **16.-17. digit** the *province code*

See also. <<http://www.ksh.hu/pls/ksh/docs/hirek/gfo/gfo.pdf>> and  
<<http://www.ksh.hu/pls/ksh/docs/hirek/teor/teor.pdf>>.

<i>Province codes</i>					
Budapest	01	Baranya	02	Bács-Kiskun	03
Békés	04	Borsod-Abaúj-Zemplén	05	Csongrád	06
Fejér	07	Győr-Moson-Sopron	08	Hajdú-Bihar	09
Heves	10	Komárom-Esztergom	11	Nógrád	12
Pest	13	Somogy	14	Szabolcs-Szatmár-Bereg	15
Jász-Nagykun-Szolnok	16	Tolna	17	Vas	18
Veszprém	19	Zala	20	Not part of province	88

The province code starting with 88 is only valid with the GFO code starting with 9.

See also: <<http://www.ksh.hu/pls/ksh/docs/hirek/gfo/gfo.pdf>>.

**Appendix B.4: Some Country codes**

<i>Country</i>	<i>Sign</i>	<i>Country</i>	<i>Sign</i>	<i>Country</i>	<i>Sign</i>	<i>Country</i>	<i>Sign</i>
Austria	AT	United States of America	US	Poland	PL	Russia	RU
Belgium	BE	Finland	FI	Hungary	HU	Romania	RO
Czech Republic	CZ	France	FR	Great Britain	UK	Sweden	SE
Croatia	CR	The Netherlands	NL	Germany	DE	Slovakia	SK
Denmark	DK	Ireland	IE	Italy	IT	Slovenia	SI

ISO 3166, vö. Last 2 letters of Internet names.

See also: <<http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/index.html>>.

**Appendix B.5: Scientific areas by discipline in Hungarian (Government Decree)**

(The appendix of the 169/200 (IX.29.) Hungarian Governmental decree)

<b>Scientific field</b>	<b>Discipline</b>	<b>Code</b>
1. Natural sciences	1.1. Mathematics and computer sciences	1.1
	1.2. Physics	1.2
	1.3. Chemical sciences	1.3
	1.4. Earth sciences	1.4
	1.5. Biological sciences	1.5
	1.6. Environmental sciences	1.6
	1.7. Multidisciplinary natural sciences	1.7
2. Technological sciences	2.1. Civil engineering	2.1
	2.2. Electrical and electronic engineering	2.2
	2.3. Architectural engineering	2.3
	2.4. Material sciences and technologies	2.4
	2.5. Mechanical engineering	2.5
	2.6. Transport engineering	2.6
	2.7. Chemical engineering	2.7
	2.8. Informatics	2.8
	2.9. Agrarian engineering	2.8
	2.10. Military engineering	2.10
	2.11. Multidisciplinary engineering	2.11
3. Medical sciences	3.1. Theoretical medical sciences	3.1
	3.2. Clinical medical sciences	3.2
	3.3. Health sciences	3.3
	3.4. Pharmaceutical sciences	3.4
	3.5. Multidisciplinary medical sciences	3.5
4. Agricultural sciences	4.1. Plant production and horticulture	4.1
	4.2. Veterinary sciences	4.2
	4.3. Animal breeding sciences	4.3
	4.4. Food sciences	4.4
	4.5. Sylviculture and game management	4.5
	4.6. Multidisciplinary agricultural sciences	4.6
5. Social sciences	5.1. Management sciences	5.1
	5.2. Economic sciences	5.2
	5.3. Governance and juridical sciences	5.3
	5.4. Sociological sciences	5.4
	5.5. Political sciences	5.5
	5.6. Military sciences	5.6

	5.7. Multidisciplinary social sciences	5.7
6. Humanities and arts	6.1. Historical sciences	6.1
	6.2. Literature	6.2
	6.3. Language sciences	6.3
	6.4. Philosophy	6.4
	6.5. Educational and sport sciences	6.5
	6.6. Psychological sciences	6.6
	6.7. Folklore and cultural anthropology	6.7
	6.8. Art sciences and art history	6.8
	6.9. Religious sciences	6.9
	6.10. Media and communication sciences	6.10
	6.11 Multidisciplinary human sciences	6.11
7. Arts	7.1. Architectural arts	7.1
	7.2. Design	7.2
	7.3. Fine arts	7.3
	7.4. Drama arts	7.4
	7.5. Film and video arts	7.5
	7.6. Musical arts	7.6
	7.7. Dance	7.7
	7.8. Multimedia	7.8
8. Religious sciences		8

### ***Appendix B.6: Research and Development Thesaurus (EU scientific degree)***

The Research and Development Thesaurus is a scientific degree used by the National Research Administration System; the original of which may be found in the following address: <<http://www.info.omikk.bme.hu/nkr1/CERIF/orteliustop.htm>>.

The Research and Development Thesaurus is built in the Application Form in Hungarian and English language. The printable version is available in a separated file in the Application Form package.

### Appendix C.1.: Working with Forms - Summary

Make the following steps (in order) when working with the Form. If you are unfamiliar with the expressions used here, ask for the help of your IT-colleague, show him/her this appendix.

1. **Create a folder, in which you will be working** („work folder”) on a drive of your choice, preferably close to the root directory with a short name not including special characters.
2. **Download the package containing the Form from KPI’s website** to the created folder (right-click the package on the website, chose „Save as”, chose the folder you’ve created, click Save).
3. **Decompress all files from the package** (Extract) by a decompressing program of your choice, or by using the relevant function of your Op Sys. Do not forget to unzip the .xls form and zip.exe file.
4. **Enable the use of macros in Excel** (in Excel-97 or more recent versions: from the menu chose Tools-Macros-Security click „medium” option. This setting is saved by Excel, so you only have to do it once.
5. When warned by a pop-up window at opening the form, **enable macros!**
6. **Only yellow fields can be filled in/ checked**, pink fields and fields with other colours are write protected as you are not supposed to fill them in (they are either filled in automatically or not supposed to be changed).
7. **Chose the Acronym of the Call from the pop-up list in the upper-right corner on the first worksheet of the form** (the default value is „Válasszon!” (Chose), click on the small arrow with a dark shade to the right of the box). **If the field does not operate properly, check point 4. on this page, close the form, and reopen it taking note of point 5. For further information please refer to paragraphs 1 and 2 of the Guide to the Application Form.** The use of the supplementary form differs somewhat from that described in points 7 and 8, but details are not provided here.
8. **Fill in the unique, 8-digit acronym of the proposal in the upper part of the first worksheet of the form (help is available** for fields, in the upper-right corner of which you can see a tiny red triangle: help appears in a pop-up bubble **if you move the mouse pointer over the field, do not need to click).**
9. **Before filling in any other fields, try function button „TELJES űrlap KIMENTÉSe fájlba”** (Save all to File) on the Form (gray function button on the first page, located next to the Acronym of the call field in the upper-right corner of the page). After clicking on the function button **a pop-up window appears, chose the abovementioned „work folder” you created, then press „Mentés”** (Save). The name under which the contents of the form is saved is automatically generated by the form itself, do not change it: It contains the acronym of the call (e.g. GAK), the 8-digit acronym of the call (e.g.: ABCD1234); the number of the Form’s data file (-0-) and date and time (year/month/day/hours/minutes, represented by 2 characters each). The latter two (i.e. date and time) are to enable the user to track changes in the form. This makes it possible to recover older versions of the completion of the form. (Usually the last version is the most complete, however if you make a mistake while working with the form, you are able to recover an older, correct version). **The proper operation of the function buttons** (or the error message) is **indicated by a message** in a pop-up window appearing in 1-2 seconds (depending on the processor speed of your computer, but it should not take more than 1 minute). **If the function button does not operate – the folder-selection pop-up window does not appear – check the following: did you close the field you last edited (by pressing ENTER, TAB or ESC buttons); did you observe the rules described in point 4. Close the form and reopen it taking note of point 5. For further information please refer to paragraphs 1 and 2 of the Guide to the Application Form.**
10. **Fill in the fields of the Form** (please note that the form constitutes several worksheets, you may chose a different worksheet with the tabs located at the bottom of excel-window).
11. **When suspending or finishing work with the form, do not save in XLS format. Use the saving function describe in point 9.** Do save before printing your work (as certain versions of Excel generate errors after saving XLS format and printing).
12. **If you want to resume work or correct a mistake, open the original empty Form first** according to points 4. and 5. You can upload the saved content of the fields by clicking on function button **„TELJES űrlap BETÖLTÉSe fájlból”** (Load all from File) (by selecting the „work folder” and the file).
13. **If you have completed the form, return to the first worksheet and press the green function button „BEKÜLDENDŐ ZIP fájl ELŐÁLLÍTÁSa”** (Generating ZIP file for Submission) which will save the last version of the form and generate the ZIP file. **Please submit this file electronically as an attachment of an e-mail to the address described in paragraph 3 for an automated check.** The computer receiving the e-mail will generate two automated responses in one minute. The first e-mail contains the confirmation of receipt, the second one comprises the result of the check (if there are no mistakes in the form, it stores the data, if there are some errors, than it states where the error is) **If you receive an error message from the recipient computer, you will have to correct and resubmit the form.**
14. **If the computer has accepted the form, print it out (+ sign where appropriate!).**
15. For a detailed guide to the form and individual fields, as well as for help desk contacts see the **„Guide for Filling in and Submission”** and **„Frequently Asked Questions”** included in the package.