Single Electronic Application Form of Research and Technology Innovation Fund, 2005

FAQ – Frequently Asked Software Related Questions and Answers, Frequent Mistakes

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1 *Question:* ***I have not read the Guide for the Application form. Should I?***

Answer: YES! The first 3 pages of the ***Guide give general information about how to work with the application form, how to fill it in and submit it***. These instructions are followed by the availability of the ***helpdesk***, then ***detailed information*** is provided for the filling-in of ***each field***. The **Appendices** of the Guide **provide help for the correct filling in of several important fields** by listing possible data to be given. Giving correct information and sending in your application form ***electronically*** for automatic processing will ensure fast processing in accordance with relevant legislation. We rely on computer assistance for data processing. So if forms are filled in and submitted correctly, the system builds a database using the information of application forms without human interference, and provides information for the processing.

Being familiar with the content of the Guide and observing it will make your job much easier, and will minimalize the need to make subsequent manual corrections as well as the number of refusals owing to a failure to meet formal requirements. Therefore we strongly recommend that you read through the Guide, and forward it to your colleagues participating in the completion and submission of the project proposal (partners, secretariat, financial department, etc.).

While filling in the application form, you can get help by placing the mouse pointer on the field in question or on its name. Fields containing help (***Note, Help***) are indicated with ***a small red triangle*** in their upper right corner.

If you get stuck while filling in or sending the form in spite of these help options, contact our Helpdesk for help.

2 Question: **I have used an earlier version of the form. How can I switch to the more recent one?**

Answer: The form is continuously upgraded taking into consideration needs and feedback, but usually, switching to more recent versions is not a problem. Download the new version of the form and the guide from the website. Content saved from an earlier version of the form with the use of the function buttons can be uploaded to the more recent version of the form with the same functions (except for the cases of incompatibility indicated below). Data sent in correctly and earlier do not have to be sent in again if they have already been registered in the database. Incompatibility may occur if the number of the fields to be filled in changes on a sheet. Version numbers will show whether the forms are compatible with each other.

The structure of the version number:

1st digit:	=1: form without a consortium =2: form containing a consortium (the two types are obviously incompatible)
2nd digit:	It usually changes every year. A changed form means incompatibility as certain fields have changed.
3rd digit:	A change due to a new call for proposals, an earlier error or other upgrading needs. It does not result in the incompatibility of forms if the first two digits have not changed.

4th digit: =1: complete form version
=2: supplementary form for consortia (for consortium members)
It is compatible with the pages for consortium members of the appropriate form.

The version number of forms and documents do not change unless the forms and documents themselves are modified.

Modifications of the version of the form since 2005:

The project sheet [11a] is not compatible with the earlier V2.3.1 version. In order to switch to the more recent version, ask help from the helpdesk by sending the XML file or fill in again the project worksheets. The parts regarding consortium members have remained unchanged, their content can be transferred with the use of the function buttons.

The content of certain fields of the earlier form can be transferred to the new form field by field with the help of "Copy-Paste". However, do not carry out this operation in the fields directly; use the toolbar (white) below the function icons of Excel instead after selecting the field.

V2.3.2.2005.01.06. 17:15	The scientific classification according to government decrees became an option [11ac].
V2.3.3. 2005.01.18. 14:00	At the selection of the scientific classification, access from several places was corrected.
V2.4.1.2005.04.18. 12:00	Several units of the same institution can only apply with a common financial plan. *It is not compatible with the earlier version.*
V2.4.2.2005.08.05. 16:00	New calls for proposals and search function were added to the scientific classifications. A brief manual was included (Appendix C1 of the Guide).
V2.4.3. 2005.09.05. 17:00	Version for NKFP contracts.
V2.4.4. 2005.09.20. 16:00	New call for proposal: BIOINKUB.
V2.4.5. 2005.10.19. 12:00	Correction: Ability to show 7 digit numbers correctly.
V2.4.6. 2005.11.08. 16:00	New calls for proposal (5LET05, Baross regional), natural person applicant.
V2.4.7. 2005.11.10. 16:00	New call for proposal (DIGIT2005).
V2.4.8. 2005.12.14. 17:00	Corrections, to be compatible with English Office versions. New call for proposal (HONP05).
V2.4.9. 2005.12.15. 15:00	New call for proposal (NAP_NANO).
V2.4.10.2006.01.23. 13:00	NAP_NANO sub-programmes.; Documentation: VAT, funding intensity notifications.
V2.4.11.2006.01.25. 15:00	English version for NAP_NANO programme.

*3 Question: **I cannot see some of the function buttons, tabs and help options on my screen. What should I do?***

Answer: If certain pieces of information or function buttons are not visible on the screen due to low screen resolution, use the scroll bar to move the form horizontally (bottom right) or vertically (right side), or zoom in/out the application form on the screen as necessary by the "View – Zoom in" menu.

You can switch between the pages of the application form by clicking on the worksheet tab at the bottom. Tabs not visible can be retrieved with the help of the scroll buttons in the bottom left corner of the tab bar.

*4 Question: **The fields of the application form are protected, I cannot fill them in. What should I do?***

Answer: ***You can fill in only the yellow fields*** of the application form. ***The green fields*** are reserved for signatures; the other fields will be filled in automatically when you have filled in the appropriate fields or chosen between the alternatives as required. For the filling-in of the fields and the use of the function buttons, ***you must enable macros*** (See: Guide, Point 1).

*5 Question: **The function buttons and the controllers (selectors, pop-up options) do not work. What should I do?***

Answer: ***Read the pop-up error message carefully*** (if there is one), and try to solve the problem accordingly. The built-in error messages of the application form state the problem in Hungarian. If you call the Helpdesk, make sure you have the text of the error message.

To be able to save the content of the entire application form, ***you must select a call for proposals and you must fill in an appropriate ID in field [11a].***
Before using function buttons or controllers, you must finish editing the Excel cells (Enter, TAB, or ESC). As long as a cell is being edited, function buttons do not work.
When uploading the application form, ***you must enable macros***. Failing to do so does not trigger an error message, but buttons will not function (see Guide to the Application Form, p. 1)
Make sure your Excel is not in „Design mode". In design mode, when you click on active tools (check boxes, pop-up lists 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 off the Design mode*** (Guide to Application Forms, p. 1).
When saving and uploading the content of an application form, ***do not use special folder names*** (avoid names containing ***space or accented characters***) and ***too long file roots*** (too many folders with long names). It is especially the "Generate Zip-file for Submission" function is made difficult by the abovementioned names.
Never open the application form directly from the internet (under the browser). First download it on your computer. Then ***unzip the application form from the Zip file downloaded*** before use.
Make sure that you have the right MS Excel (MS Office) version. The application form has been created in MS-WINDOWS-2000 operational system in MS-EXCEL-2000, and it has also been tested under MS-EXCEL-97 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.. Find the right Excel version and use that one. ***If your Excel version has problems handling the form properly, please report the nature of the problem and the version of Excel you are using to the Helpdesk*** (to find the version, click on About in the Help menu of the Excel). The Excel usually displays an error message in English; please inform the Helpdesk about that as well.
We recommend that you test the compatibility of your Excel version at the beginning of your work.

6 Question: ***The function button "Generating Zip file for Submission" does not work. What should I do?***

Answer:
Make sure that you have copied the ZIP.EXE file placed in the application package into the folder you are working in. Other Zip programs cannot be used for that purpose, as the software of the application form uses the commands of this Zip version.
Read the suggestions for the previous question.
See whether you can save the content of the application form with the use of the ***"Save All to File"*** (Teljes űrlap kimentése fájlba) function button. If you can, your work has been saved, and by zipping it manually with another software and manually producing an appropriate file name, you can submit your file for processing (Guide points 2.1 and 3). Check the date and the time in the file name.

7 Question: ***I cannot open the Zip file I submitted, I do not know what I have sent in. What should I do?.***

Answer: An appropriately zipped file is protected by a password, so all you can check is the name of the compressed file, but you won't be able to unzip it. It will be unzipped by the automatic host server. However, the zipped file will appear in the folder indicated by you in its original, unzipped version, and you can upload it any time again on the application form.

8 Question: ***What acronym should I choose for my project proposal [11a]?***

Answer: Try to create ***an original acronym while respecting the syntactic rules of the Guide.*** The acronym should contain ***letters*** as well. Do not use conference titles or other non-unique designations or dates as they may have been chosen by others. If your project proposal has a short name or abbreviation, you may get an appropriate acronym by adding a few characters at the end. ***It must be composed of exactly 8 characters***.
If you run out of ideas, use ***a "password-like" acronym*** of scrambled letters and numbers.
If upon the first electronic sending, the system indicates that there has already been a proposal sent in under the same ID, you must inform the Helpdesk immediately. In this case, choose different characters to end your ID with. If it was you who has already sent in an application form under the ID concerned (so

you have just corrected your application form), there is no conflict: the message only appears because of the application form you sent in earlier.

9 Question: ***Does every field have to be filled in on the application form? What are the most frequent mistakes when filling it in?***

Answer: ***Usually, all fields have to be filled in***. When it is not compulsory, it is indicated in the Guide (depending on the call for proposals in question) ***See also the Help option for the field.***

Pay particular attention to filling in data for fields from [21h] to [21m] because they are fundamental for check-up at the National State Treasury and statistical processing, so several of these pieces of information will be checked by the system in detail. If you do not have one of the IDs or registry numbers, put a 0; however, this should not be an excuse not to look it up as the latter will lead to a request to submit absent data or exclusion due to not meeting formal requirements, and it will slow down processing. ***As for the field of "qualification code", write only numbers indicated in the Appendices of the Guide and also make sure that you put down the "Statistical number" correctly.***

In fields reserved for financial and other data, ***do not enter fractions, decimals and do not use dots, commas and spaces between the digits,*** as the system accepts only whole numbers, without breaks. ***(If you use formulas, make sure that rounded integers appear in the fields for the financial data of the company and the project budget.)***

Do not put a dot after the numbers in the date of signature.

Do not forget to fill in fields [12e] (the month of financial reports within the year). The columns within the year do not stand for semesters but the first and second date for financial reports. So in case of only one financial report, use the first column of the given year in order to provide financial data concerning the activity period.

Advance payment should be written in the column corresponding to the activity period for which you demand advance payment. Keep in mind the rules regarding advance payments and the intensity of funding.

10 Question: ***When should I submit the application form electronically, what should the letter include?***

Answer: The electronic application form is checked by the host server for correctness. Therefore it is quite reasonable to send in the application form electronically ***before printing, signing, and binding it into the project proposal***. In this case it is still possible to modify and re-send it for another check if necessary.

Do not forget to enter the name of the file attached in the Subject field of the letter, as we can trace your letter based on the subject. Remember to attach the file. When selecting the file to be attached, use Copy and Paste to fill in the Subject field. ***Attach only the Zip file to be sent in. Do not attach other files or include text in the letter***, as the host server is unable to process additional information (extras will be simply ignored).

You can re-send the completed application form several times for correction. Letters are kept, but only the most recent form is stored for each application in the database for further use.

11 Question: ***What do the answers, error messages of the computer server responding to the application forms mean?***

Answer: The host server sends two replies to each letter:

- ***The first reply acknowledges the arrival of your letter***. This reply is generated right after the arrival, and it usually reaches the sender within 1-2 minutes (remember that your mail service might not receive reply letters immediately). This reply will also tell you the number of letters waiting to be processed before yours.

  If you do not receive a reply within 1 hour, it is quite likely that your letter did not reach the addressee for some reason (eg. you sent it to the wrong address or your mail service did not let it out or did not send your letter). In that case, contact the Helpdesk or your own system operator.
- ***The second reply contains the results of processing***, and usually it follows the first one in another minute:
  - ***Normally, when there are no mistakes,*** it shows that your letter has been processed by the system and your data have been incorporated into the database.
  - ***If you have already sent in a form for this project,*** the date (see the structure of file names) of the new application form ***must be more recent*** than that of the ones sent in earlier:

- If you sent minor details about the application form for correction, ***they should overwrite former data, provided they do not contain any mistakes.***
- ***If you send a form that has been created earlier than or at the same date as the stored version, the system will not process it***. If you would like to modify your application form, you must Send in a form compiled more recently, thus with a more recent date.
- If that is the first time that you have sent in an application form, yet the system indicates overwriting, there is ***a conflict of ID's***. ***Inform the Helpdesk about it, and choose a different ID.***

- ***It shows invalid data*** in the application form because ***you have not filled in all the compulsory fields or you have made some mistakes*** (e.g. you did not observe the maximum length or the format of the data). In this case, ***the reason for the error and the Excel coordinates of the field containing the mistake are displayed*** in order to show which piece of data is invalid:
  - ***on which page of the application form*** (on which page of which project or consortium member) the error can be found and
  - the error message ***shows the letter of the column and the number of the line*** which can be found on the side of the Excel window, e.g. if a statistical figure is invalid, it would be G23 (not the field code!).
- ***The system sends an error message if the letter did not contain any attachment(s) or if the attachment failed***:
  - The system can process only standard XML files. ***Without zipping, the these usually do not arrive properly,*** as mailing systems convert certain characters. ***The automatic system cannot process Excel (XLS) files!***
  - ***Some intranet mail services do not let out attachments protected by a password***, and as a result, your otherwise correct letter may arrive without attachments. In that case, consult the Helpdesk or your local system operator, or send in your letter via your private server or from a free mail service (e.g. freemail.hu, etc.).
- ***If you have sent in your data in an application form or format that the system is unable to recognize, you will get an error message about invalid application form version.*** This could mean that
  - ***you did not send your letter to the appropriate address*** or
  - ***you did not use the appropriate application form*** or
  - ***your application form has been damaged*** in the course of the multiple-phase job (sometimes that can occur due to the imperfections of Excel), or you saved your work as an Excel (XLS) file while working with it (you are instructed to save only its content with the help of the function button). When you continue your work, upload the saved content on the original, blank, and valid application form.
  - ***You have not sent the attachment in a zipped form,*** so the mail servers have ***modified it in some way.***

  If you cannot solve the problem on your own, contact the Helpdesk, they might be able to restore the damaged file or go back to an earlier, valid version of your application form.

12 Question: ***How should I prepare for the phone conversation with the helpdesk, what should I write in my e-mail?***

Answer: If you would like to inquire about your letter sent in earlier, then check:

- when,
- from which address (also the name and e-mail address displayed by the mail service!),
- with what subject and project and project ID

you sent the letter containing the application form for processing.

If you have problems with understanding Excel or the application form, please stay in front of your computer with the application form on your screen when calling and before that, check the Excel version in the own Help menu of the Excel (click on About).