



Translated from the original Hungarian version.

Reference number:

CALL FOR PROPOSALS

for the "ELKH Welcome Home and Foreign Researcher Recruitment Programme"

CODE NUMBER: ELKH-HAZAHIVO-2023

... March 2023

.....
Miklós Maróth
President

Countersigned by:

.....
Department Head
Department of Financial
Management
Budapest, 20

CONTENTS

1. OBJECTIVE OF THE CALL FOR PROPOSALS	3
2. AVAILABLE FUNDS.....	3
3. ELIGIBILITY CRITERIA	3
4. TERRITORIAL LIMITATIONS OF THE PROJECT.....	5
5. DETAILED INFORMATION ON PROJECTS.....	5
5.1. Activities to be carried out as part of the project.....	5
5.1.1. Eligible activities.....	5
5.1.2. Ineligible activities	5
5.2. Project implementation period	6
5.3. Requirements for planning milestones	6
5.4. Professional requirements for project implementation.....	6
5.5. Intellectual property rights.....	7
6. INFORMATION ON FUNDING	8
6.1. Amount and form of the grant and the amount of own funds	8
6.1.1. Form and amount of the grant	8
6.1.2. Own funds involved in the project.....	9
6.2. Advance payment	9
6.3. Eligible costs	10
6.4. Ineligible costs.....	12
6.5. Securities	13
6.6. Public procurement	13
7. SUBMISSION OF APPLICATIONS	13
8. SELECTION PROCEDURE, EVALUATION AND DECISION.....	15
8.1. Assessing compliance with the eligibility criteria	15
8.2. Corrections.....	15
8.3. Evaluating the content of applications and the procedure involved.....	16
9. INFORMATION ON THE GRANT	18
9.1. Grant Agreement.....	18
9.2. Disbursement process	19
9.3. Monitoring and reporting obligations.....	19
10. OTHER PROVISIONS	20
10.1. Activities aimed at disseminating the results achieved.....	20
10.2. Information on maintenance	20
10.3. Remedies	21
10.4. Information on data processing.....	21
11. Other information on the grant scheme.....	21
ANNEXES	21

1. OBJECTIVE OF THE CALL FOR PROPOSALS

The Eötvös Loránd Research Network (hereinafter: ELKH) Secretariat (hereinafter: ELKH Secretariat or Granting organisation) is announcing a call for proposals entitled "ELKH Welcome Home and Foreign Researcher Recruitment Programme" (hereinafter: Call for Proposals or Call).

The objective of the Call for Proposals is to develop the ELKH research network on its path to scientific excellence and to achieve further international success by attracting internationally recognised Hungarian researchers working abroad and by employing foreign researchers (hereinafter: Researcher) at the research sites of ELKH (including the Office for Supported Research Groups, hereinafter collectively referred to as: ELKH Research Site).

The Call for Proposals is aimed at contacting those Hungarian or foreign Researchers working abroad described in section 3 who possess the motivation and past scientific results to enable them to set up a research group during the project period that is competitive at international level, and employing them at ELKH Research Sites.

The Call is open to all scientific disciplines covered by ELKH – mathematics and life sciences, as well as humanities and social sciences – without any restrictions on subject areas.

2. AVAILABLE FUNDS

The grant scheme is funded through the chapter-managed appropriation "Support of excellence and professional tasks". The total available budget **for the year 2023** is **HUF 150,000,000**.

Grants may be awarded up to the amount of the available budget.

3. ELIGIBILITY CRITERIA

Applications may be submitted in response to this Call for Proposals by ELKH Research Sites independently as legal persons, provided that they meet the criteria for application (hereinafter: Applicant or Applicant Institution).

An Applicant Institution with up to 150 researchers¹ are eligible to submit one application, while institutions with more than 150 researchers are eligible to submit two applications.

The head of the Applicant Institution is responsible for selecting the applications that receive the most support.

¹ Based on the average statistical headcount data submitted to the ELKH Secretariat in an official report for the year proceeding the current year

Applications aimed at the employment of multiple Researchers at the same time will not be eligible for funding. Only one application may be submitted in connection with the employment of a given Researcher.

Different applications submitted by the same Applicant may be eligible for funding if the subject and content of such applications and the Researchers themselves can be clearly distinguished and the Applicant fulfils the requirement concerning the number of researchers.

An Applicant's application involving the same Researcher may only be funded once under the "ELKH Welcome Home and Foreign Researcher Recruitment Programme".

Applications in response to this Call for Proposals may not be submitted by consortia of entities.

The relevant Applicant Institution is responsible for keeping in contact with the Researcher and preparing the necessary documents and the annexes to the application.

In its application, the Applicant Institution may propose to employ a Researcher who

a) is, at the time of submission of the application, employed as a researcher at a place of work outside Hungary by a research organisation (university, research institute, company or other organisation) based outside of Hungary, regardless of their nationality and place of residence, or their employment contract was terminated less than six months prior to the submission of the application;

and

b) has demonstrated scientific excellence in the given scientific discipline in the form of significant international research results, grant awards or publications;

and

c) agrees to set up a new independent research group or be appointed as the leader of an existing research group at the Applicant Institution during the project period;

and

d) agrees to reside in Hungary throughout the implementation period of the project and enter into an employment contract or other work-related relationship with the Applicant Institution.

Furthermore, by submitting the application, the Applicant and the Researcher agree to fulfil at least one of the following criteria during the project period:

a) the Researcher or a member of the research group led by the Researcher will apply for a Starting Grant, Consolidator Grant, Advanced Grant or Synergy Grant funded by the European Research Council (ERC), with the Applicant as the host institution;

or

b) the Researcher will submit an application with at least the same budget as the amount of the grant awarded under this grant scheme (as a coordinator or a participant) in

response to a call for proposals under the EU Framework Programme for Research or any other research programme organised by the European Commission, other than those referred to in subsection a);

or

- c) the Researcher's collaboration with companies or other organisations for research and development purposes results in additional third-party funding for the Applicant Institution (other than through grants) for at least the same amount as the grant awarded under this grant scheme.

By submitting an application, the Applicant agrees to adhere to the Open Science and FAIR principles throughout the process of research aimed at achieving the scientific objectives set out in the application and in the course of publishing the resulting data and scientific publications, in accordance with the provisions of its Intellectual Property Policy.

4. TERRITORIAL LIMITATIONS OF THE PROJECT

The location where the project is implemented must be the registered seat or site of the Applicant in Hungary.

5. DETAILED INFORMATION ON PROJECT

5.1. Activities to be carried out as part of the project

5.1.1. Eligible activities

Eligible activities for the purposes of this Call for Proposals include:

- a) employment of the Researcher by the Applicant Institution for the purpose of achieving the scientific objectives formulated in the application;
- b) employment of additional researchers by the Applicant for the purpose of achieving the scientific objectives formulated in the application;
- c) research and development activities carried out for the purpose of achieving the scientific objectives formulated in the application;
- d) procurement of materials, equipment and intangible assets for the purpose of achieving the scientific objectives formulated in the application;
- e) use of third-party services for the purpose of achieving the scientific objectives formulated in the application (e.g. conducting external studies and field experiments, software development, analytics services, disseminating and publishing scientific results, etc.).

5.1.2. Ineligible activities

Ineligible activities for the purposes of the project include the following:

- a) use of third-party services unrelated to the research and development activities carried out for the purpose of achieving the scientific objectives formulated in the application;
- b) any procurement unrelated to the research and development activities carried out for the purpose of achieving the scientific objectives formulated in the application.

The project objectives must be achievable by the Applicant from a professional perspective.

Once submitted, no changes to the content of the application may be made until an award decision has been taken.

5.2. Project implementation period

Implementation of the project covered by the application (hereinafter: project) must commence within six months from the effective date of the Grant Agreement. The **maximum period** available for carrying out the activities specified in the application is **60 months**.

If deemed reasonable from a professional perspective, this period may be extended by up to 12 months upon request, subject to the amendment of the Grant Agreement. However, the ELKH Secretariat will not provide any additional funding for such an extended project and will not assume the obligation to put up the amount of own funds for that period.

The project is considered physically completed when all funded activities of the project have been completed in accordance with the requirements set out in the Grant Agreement and this Call for Proposals.

5.3. Requirements for planning milestones

In addition to professional activities (the technical or professional result achieved through the project or a well-defined development phase of the result to be achieved), the amount of costs to be accounted for in a given phase must also be defined for the given milestone.

At least one interim milestone (scheduled for the halfway point of the project period) and one final milestone must be defined in connection with the implementation of the project, up until the date of physical completion of the project.

5.4. Professional requirements for project implementation

- The results of new research must include submitted publications approved for publication, conference proceedings, or the documentation of other peer-reviewed and referenced results subject to scientific or professional quality assurance.

- The Applicant must possess all rights to the intellectual property serving as the basis for and/or created in the course of the project which are necessary for implementing the project and for any related exploitation, or, if required, must ensure that such rights are secured.
- The implementation of the project may not have an adverse impact on the operations of the Applicant in question, which means that such implementation must not interfere with the normal course of operations.
- The Applicant is required to comply with all applicable laws during the implementation of the project.

5.5. Intellectual property rights

By submitting the application, the Applicant declares the following in connection with any intellectual property specified in the application and/or created in the course of the project:

- in respect of intellectual property that had existed prior to the submission of the application and will be used for the purpose of implementing the project, the Applicant possesses the rights necessary for using such intellectual property in the course of the project, taking into account the objective of the project, the interests, responsibilities and financial and other contributions of the Applicant, as well as the further development and subsequent exploitation of the intellectual property (e.g. the Applicant is the beneficiary of the intellectual property or has a licence to exploit/use such intellectual property with an appropriate scope, etc.);
- the entirety of the intellectual property created in the course of implementing the project or the part of such intellectual property to which the Applicant's employee is entitled qualifies as a service invention, which means that such intellectual property is based on an obligation arising from an employment relationship with the Applicant and, accordingly, the Applicant will be the successor in title to such intellectual property or the part thereof to which the Applicant's employee is entitled;
- if the Researcher has entered into any other work-related relationship with the Applicant, then, on the basis of the civil law contract between the Researcher and the Applicant, the Applicant will be the successor in title to all of the property rights for the entirety of the intellectual property created in the course of implementing the project or the part of such intellectual property to which the Researcher is entitled;
- if the Applicant is not the exclusive beneficiary of the intellectual property created in the course of the project, then the rights to such intellectual property have been negotiated by the Applicant or will be negotiated before the closeout of the project, taking into account the objective of the project, the interests, responsibilities and financial and other contributions of the Applicant, as well as the further development and subsequent exploitation of the intellectual property;

- the Applicant has carried out the procedures set out in its Intellectual Property Policy for the presentation of the intellectual property and its acceptance by the Applicant in accordance with the Policy, and will carry out these procedures in respect of the intellectual property to be created in the course of the project.

The intellectual property involved in the project may be copyrighted work (e.g. publications, software and databases), patents and trademarks (inventions, plant varieties, utility patents, trademarks and design patents), as well as know-how and other trade secrets related to or necessary for their use or exploitation.

By submitting the application, the Applicant declares that

- it has understood the terms of this Call for Proposals and agrees to be bound by them;
- there are no third parties who possess rights (creative or otherwise) to any intellectual property involved in the project, or the Applicant has obtained appropriate permissions and approvals from such third parties to use the relevant intellectual property for the purposes of the project, and
- it is not aware of any other agreement concerning the intellectual property which would restrict the exploitation thereof.

6. INFORMATION ON FUNDING

6.1. Amount and form of the grant and the amount of own funds

6.1.1. Form and amount of the grant

As part of this grant scheme, non-repayable grants of up to HUF 200 million per project for a maximum duration of 60 months (i.e. up to HUF 40 million per year on average) may be applied for.

The minimum grant intensity is 50%.

The grant takes the form of a non-repayable grant, the amount of which may not exceed 50% of all eligible costs and may not be higher than HUF 200 million, and the amount of the grant and its ratio to own funds may be increased by fulfilling any of the conditions specified in section 6.1.2 during the implementation of the project.

The ELKH Secretariat will issue a Grant Agreement to the Applicant Institution receiving a grant.

The grant amount will be provided by the Granting organisation in the form of advance payment in line with the provisions of section 6.2 after the Grant Agreement is issued, in accordance with the treasury rules and the list of accounts specified in the budget.

The detailed rules for any unused grant amounts and the irregular spending of grant amounts will be set out in the Grant Agreement, and any grant amount that remains unused at the end of the budget year may be used by the Beneficiary to carry out the tasks scheduled for subsequent years of the project.

6.1.2. Own funds involved in the project

Receiving a grant requires the availability of own funds. The amount of own funds to be provided by the Applicant Institution will not exceed 50% of all eligible costs and may not be higher than HUF 200 million, and the amount of own funds to be provided by the Applicant may be reduced by fulfilling any of the conditions specified in this section during the implementation of the project.

The Granting organisation agrees to assume the obligation to put up the amount of own funds to be provided by the Applicant Institution for the remainder of the period specified in the Grant Agreement if any of the following conditions are met, starting from the year following the year in which the given condition is fulfilled:

a) the Researcher or a member of the research group led by the Researcher is awarded a Starting Grant, Consolidator Grant, Advanced Grant or Synergy Grant funded by the European Research Council (ERC);

or

b) the Researcher is awarded a grant of at least the same amount as the total budget of the project funded through this grant scheme (as a coordinator or a participant) in response to a call for proposals under the EU Framework Programme for Research or any other research programme organised by the European Commission, other than those referred to in subsection a);

or

c) the Researcher's collaboration with companies or other organisations for research and development purposes results in additional third-party funding for the Applicant Institution (other than through grants) for at least the same amount as the total budget of the project funded through this grant scheme.

If any of the conditions set out in this section are met, the Granting organisation will, on the basis of a formal written request of the Applicant, arrange for the amendment of the Grant Agreement.

6.2. Advance payment

The amount of the advance payment under this Call is equal to 100% of the non-refundable grant awarded. The ELKH Secretariat will pay the Applicant Institution the grant advances for each year as they become due.

6.3. Eligible costs

Eligible costs only include costs which are directly linked to the eligible activities associated with the implementation of the project as specified in the Call and are listed in the uniform list of accounts provided in **Schedule No. 15 to Government Decree No. 4/2013. (I. 11.) on the Accounting of Public Finances²**.

Eligible costs	Breakdown of costs
K1 Benefits paid to individuals	K11 Benefits paid to employees <ul style="list-style-type: none"> • K1101 Fees and salaries regulated by law • K1109 Reimbursement of travel expenses (in connection with secondment only) K122 Benefits paid to off-payroll staff employed in other work-related relationships
K2 Contributions and social contribution tax payable by employers	
K3 Material expenses	K31 Procurement of inventories <ul style="list-style-type: none"> • K311 Procurement of materials for professional purposes • K312 Procurement of materials for operational purposes • K313 Procurement of goods K32 Communications services <ul style="list-style-type: none"> • K321 Use of IT services K33 Service expenses <ul style="list-style-type: none"> • K333 Rental and lease fees • K334 Services for maintenance and minor repairs

² <https://net.jogtar.hu/jogszabaly?docid=a1300004.kor>

	<ul style="list-style-type: none"> • K336 Services supporting professional activities • K337 Other services <p>K34 Secondment, advertising and promotional expenses</p> <ul style="list-style-type: none"> • K341 Secondment expenses <p>K351 Input VAT for operational purposes</p>
K6 Investments	<p>K61 Procurement and production of intangible assets</p> <p>K63 Procurement and production of IT assets</p> <p>K64 Procurement and production of other tangible assets</p> <p>K67 Input VAT for investment purposes</p>

Explanation of eligible costs:

K1 Benefits paid to individuals:

- full amount of the salaries/engagement fees payable to researchers, developers, technicians other auxiliary staff directly involved in the given project under their employment contracts (for employment relationships) or their engagement contracts (for engagement relationships), in proportion to their employment under the project, up to the amount due for the actual work performed.
- per diem for any domestic and foreign secondment relating to the project.

K2 Contributions and social contribution tax payable by employers:

- contributions payable by employers in connection with the salaries/engagement fees payable to researchers, developers, technicians and other auxiliary staff directly involved in the given project under their employment contracts (for employment relationships) or their engagement contracts (for engagement relationships).

K3 Material expenses:

- cost of research materials, equipment and supplies directly related to the implementation of the project, and the cost of any related professional services;
- cost of third-party expert services and other services directly related to the professional content and purpose of the project;

- cost of the maintenance and minor repairs of tangible assets and inventories performed by external contractors, with the exception of IT assets;
- cost of services aimed at computer systems design and any related consultancy, developing computer systems and data processing systems, creating databases, writing software, data recording and data processing;
- registration fees for events relating to the implementation of the project, as well as travel and accommodation expenses;
- cost of organising conferences relating to the implementation of the project.

K6 Investments:

- intangible assets;
- IT assets which qualify as fixed assets;
- new equipment and accessories required for research which are commercially available or available from the manufacturer and commissioned for the first time;
- other tangible assets which do not qualify as land and buildings or IT assets.

Accounting for costs may begin at the start date of the project funded through the grant scheme, as set out in the Grant Agreement. The earliest start date of the funded project is the date of the award decision. After the award decision is made, the Applicant Institution may, at its own risk, begin implementing the project and accounting for costs even before the Grant Agreement is issued.

6.4. Ineligible costs

Ineligible costs of the project include costs related to the funded activities, but not listed in section 6.3 and the costs of ineligible activities; these include, in particular:

- the general operating and wage costs of the research group which are not attributable to the project, as well as public utility charges;
- staff costs which do not qualify as payments to staff in relation to the funded activity (project-based benefits, bonuses paid to employees as an incentive, rewards, project-based tasks and any other similar payments to staff for incentive purposes, regardless of how they are designated);
- any contract aimed at the provision of consultancy services by persons employed by or in other work-related relationships with the ELKH Secretariat, and any contract with any other legal entity which would result in the involvement of an employee;
- close relatives living in the same household as a person involved in the project may not be involved in the implementation of the project through an employment contract, engagement contract or contract for services;

- the cost of proprietary assets or software produced or distributed by the Applicant, the cost of services provided by the Applicant and the cost of implementation of systems distributed by the Applicant;
- warranty costs, fines, penalties and legal costs;
- any costs which are not even indirectly related to the project and costs not listed in this Call.

6.5. Securities

The Granting organisation does not require any securities, given that the Applicants are public bodies controlled by the Granting organisation.

6.6. Public procurement

Please note that the purchases to be made as part of the project may be subject to an obligation to conduct a public procurement procedure. The Applicant is responsible for identifying and complying with the obligations set out in the applicable laws and the Applicant's own institutional rules of procedure.

7. SUBMISSION OF APPLICATIONS

Applications in response to the Call for Proposals may be submitted from the date when the Call for Proposals is published until 4:00 p.m. on 15 September 2023.

Applications must be submitted in the Hungarian or English language by electronic means in PDF format and accompanied by a digital signature using the application form made available by the Granting organisation and enclosed with this Call to the Granting organisation's email address at hazahivo@elkh.org. Emails containing applications must include **the code ELKH-HAZAHIVO-2023 and the full name of the Applicant in the subject line.**

If the signatory does not have access to a digital signature service, then the signed and scanned documents must be submitted both by electronic means to the email address indicated above and by mail.

Hard copies of the documents must be sent by registered mail to the following address within three days from the date of delivery by electronic means:

Eötvös Loránd Research Network Secretariat

Cabinet for International Affairs

1052 Budapest, Piarista utca 4.

Applications where the above documents are submitted without a digital signature and the hard copy of the documentation is not submitted by the specified deadline will be rejected.

Data to be provided and documents to be submitted in connection with the application:

Mandatory annexes to be submitted along with the application:

- application form (Annex 1 to this Call) – in MS Word format, as well as in *PDF format duly signed by the director authorised to represent the Applicant (research site)*;
- financial plan sheet (Annex 2 to this Call) – *in MS Excel format, as well as in PDF format duly signed by the director authorised to represent the Applicant and the finance director of the Applicant*;
- the Applicant's declaration and the declaration on the availability of funds (Annex 3 to this Call) – *in PDF format duly signed by the director authorised to represent the Applicant and the finance director of the Applicant*;
- professional resume of the Researcher – *in PDF format*;
- a research data management plan of research data expected to be generated in the course of implementing the project – *in PDF format*.

Optional documents to be submitted (not required):

Optional annexes to be submitted along with the application:

- official permits required for research (if applicable);
- letter of recommendation (if applicable);
- copies of certificates, awards and prizes (if applicable);
- list of publications and references (if applicable);
- evidence of other scientific achievements (if applicable).

Please note that all costs incurred in the course of preparing and submitting the application must be borne by the Applicant, even in the event that the application is amended or withdrawn.

The content of an application may no longer be modified once submitted, except for any corrections required by the Cabinet for International Affairs of the ELKH Secretariat (hereinafter: Cabinet for International Affairs). If required, a submitted application may be withdrawn at the written request of the Applicant Institution and may be re-submitted by the deadline for submitting proposals after changes have been made to its content. In case multiple applications are submitted by the same Applicant Institution for the same subject, the last application received will be evaluated.

8. SELECTION PROCEDURE, EVALUATION AND DECISION

8.1. Assessing compliance with the eligibility criteria

The project selection procedure involves steps from receiving an application all the way to delivering a notification of the final decision.

The Cabinet for International Affairs is responsible for receiving applications, the formal assessment of applications, coordinating the award decision and keeping in contact with Applicants.

If an Applicant has submitted more applications than what is allowed, the Cabinet for International Affairs will set a deadline for the head of the Applicant Institution to reduce the number of applications submitted by the institution to a number that is in line with the eligibility criteria set out in section 3 of this Call and, if required, to arrange for the withdrawal of the applications concerned.

Formal assessment of applications:

During the formal assessment of applications, the Cabinet for International Affairs will examine the following eligibility criteria for which no corrections are permitted:

- a) whether the Applicant is among the potential applicants for the grant as set out in the Call for Proposals;
- b) whether the Researcher meets the eligibility criteria specified in the Call for Proposals;
- c) whether the amount of the grant applied for exceeds the maximum amount of grant that may be applied for;
- d) whether the grant rate exceeds the maximum grant rate (intensity) specified in the Call for Proposals;
- e) whether the proposed implementation period of the project is in line with the Call for Proposals.

8.2. Corrections

Within five workdays from the date of receipt of the application, the Cabinet for International Affairs will inform the Applicant as to whether

- a) the application has been rejected without issuing a request for corrections: the submitted application contains a deficiency for which no corrections are permitted (see section 8.1), or
- b) corrections are required in order to evaluate the content of the application: the application meets the eligibility criteria, but a request for corrections has been issued to allow the content of the application to be evaluated, or

- c) the application meets the eligibility criteria and can be submitted for content assessment.

If the accepted application submitted by the Applicant is incorrect or incomplete, the Cabinet for International Affairs will request the Applicant to resolve discrepancies and remedy deficiencies before a suitable deadline of no more than five workdays and will indicate all errors and deficiencies, provided that such errors and deficiencies may be remedied by means of corrections. Corrections may be made to the submitted application **on two occasions**.

Eligibility criteria for which corrections are permitted:

- incorrect completion/submission of the application form (not including the criteria assessed as part of the formal assessment of applications);
- absence or incorrect completion/submission of mandatory annexes to the application;
- incorrect completion/submission of optional annexes to the application.

If the Applicant fails to fully comply with the requirements before the deadline specified in the second request for corrections, the Cabinet for International Affairs will reject the application without further assessment. Applicants will be informed about the rejection by electronic means (via email).

Applications which do not meet the requirements set out in the Call for Proposals and where no corrections are permitted will also be rejected by the Cabinet for International Affairs without further assessment, and Applicants will be informed by electronic means (via email).

8.3. Evaluating the content of applications and the procedure involved

The Cabinet for International Affairs will notify Applicants of the accepted applications that meet the formal assessment criteria, and such applications will then be evaluated.

Applications will be evaluated on an ongoing basis.

The Department of Network Development at the ELKH Secretariat (hereinafter: Department of Network Development) will create scientometric research profiles of the Researchers, which will form the basis for evaluation.

The scientometric research profiles are based on the Researchers' existing MTMT, Web of Science, Scopus and Google Scholar profiles and data, so these should be updated before submitting applications.

Assisted by the Department of Network Development, the Cabinet for International Affairs will submit the applications and the scientometric profiles to the Scientific Council of ELKH (hereinafter: Scientific Council), requesting comments.

Submitted applications will be evaluated by the Scientific Council on the basis of, in particular, the following criteria (the list is not exhaustive):

- a) professional competence and scientific and research achievements of the Researcher based on the scientometric indicators;
- b) international scientific significance of the research project;
- c) novelty of the research project;
- d) rationality and relevance of the professional objectives of the research project;
- e) feasibility of the research project;
- f) expected scientific result(s) of the research project
- g) expected economic and social benefits of the research project;
- h) rationality and feasibility of the work plan and budget for the research project.

Applications will be evaluated by at least two members of the Scientific Council based on the above criteria, and a written assessment of at least 500 and up to 2,000 characters will be prepared by them. The written assessment provided by the Scientific Council must specify whether the Scientific Council deems that the application should be approved or rejected (a yes/no answer, including a short explanation in both cases).

Assisted by the Cabinet for International Affairs, the Scientific Council will inform the Presidency of the ELKH Secretariat (hereinafter: Presidency) about the result of its assessment and the proposed award decision.

Based on the assessment and proposed award decision of the Scientific Council, the Presidency will submit a proposal to the Governing Board of the ELKH Secretariat (hereinafter: Governing Board) by either accepting or amending the proposal of the Scientific Council.

The Governing Board will submit a proposal to the President of ELKH by accepting or amending the proposal of the Presidency, on the basis of which the President of ELKH will decide on the applications by either accepting or amending the proposal.

The outcome of the proposed award decision may be:

- a) approval with unchanged content and subject to the same conditions;
- b) approval with a reduced grant amount;
- c) rejection due to a lack of funds;
- d) rejection based on professional reasons.

Applicants will be informed about the results by the Cabinet for International Affairs via electronic means, after which the names of Applicants receiving grants will be published on www.elkh.org and on the website of the Applicant Institution.

9. INFORMATION ON THE GRANT

9.1. Grant Agreement

The Granting organisation will issue a Grant Agreement to Applicants receiving a grant (hereinafter: Beneficiary).

Amendment to the Grant Agreement:

An amendment aimed at extending the project period or making favourable changes to the Grant Agreement is possible on one occasion. Changes on the professional content and/or budget of the project may be made at the request of the Beneficiary during the implementation of the project, provided that such amendment does not result in changes to the objectives of the project. In addition to the above, if one of the conditions set out in section 6.1.2 of this Call for Proposals is met, the Granting organisation will, upon receiving the written request of the Beneficiary containing evidence for the fulfilment of the conditions, take action *ex officio* to amend the Grant Agreement.

Withdrawing the Grant Agreement:

The Granting organisation may decide to withdraw the grant if at least one of the following conditions is met:

- a) the funded activity has not commenced within 6 months from the start date of the implementation period set out in the Grant Agreement, or the Beneficiary has failed to claim the grant for reasons attributable to him and has not provided a written excuse for such delay during this period;
- b) it is reliably confirmed that, when submitting the application, the Beneficiary provided inaccurate or false information which materially affected the award decision;
- c) the implementation of the funded activity fails, is permanently hindered, or is significantly delayed compared to the schedule set out in the Grant Agreement;
- d) the Beneficiary fails to comply with his obligations set out in the Grant Agreement for reasons attributable to him, including, in particular, his obligation to undergo reviews, and, as a result, the proper use of the grant and the Beneficiary's own funds cannot be verified;
- e) the Beneficiary withdraws any of the declarations made when submitting the application;
- f) the Beneficiary fails to comply with his obligation to prepare interim financial accounts or other reporting obligations in a timely manner;
- g) the Beneficiary does not possess the official permits required for pursuing the funded activity.

If the Grant Agreement is withdrawn, the Beneficiary will be required to repay any grant received up to that point.

9.2. Disbursement process

In the case of funded projects, the grant amount will be disbursed in the form of **advance payments**, and the Granting organisation will pay the Beneficiary the grant advances for each year as they become due.

The disbursement of grants due in subsequent years is contingent on the fact that the budget allocated to the continued sponsorship of beneficiaries under the "ELKH Welcome Home and Foreign Researcher Recruitment Programme" is available to the ELKH Secretariat.

9.3. Monitoring and reporting obligations

The Beneficiary agrees to cooperate with the Granting organisation in order to make sure that the grant awarded is properly accounted for in a timely manner, thereby ensuring that the funds are used efficiently.

The Beneficiary will be required to prepare a professional interim and final report, as well as financial interim and closing accounts on the use of the grant received and the Beneficiary's own funds, as well as a progress report on the funded project, which must be submitted to the Granting organisation's Department of Financial Management in writing as specified in the Grant Agreement.

Reporting process:

– interim report:

Within 30 days from the milestone date specified in the Grant Agreement, the Beneficiary must prepare a professional interim report and financial interim accounts detailing the progress made with the funded project.

– final report:

Within 60 days from the closeout of the project, the Beneficiary must prepare a professional final report and financial closing accounts on the completion of the funded project.

General provisions on reporting:

The forms for professional reports and financial accounts will be provided by the Granting organisation to the Beneficiary as part of the Grant Agreement.

Decisions on the approval of reports and accounts will be made by the Granting organisation.

If the professional reports and/or financial accounts are not received in a timely manner, or if the professional reports and/or financial accounts are inadequate in terms of their content or form, the Granting organisation will request the Beneficiary to submit corrections before a specified deadline. If the Beneficiary fails to submit corrections before the relevant deadline, or if such corrections are inadequate, the Granting organisation will propose actions to be taken (on-site inspection, partial or full recovery of the grant, investigation of liability, etc.).

A project is considered closed out when it has been physically completed, no additional commitments for the Beneficiary were set out in the Grant Agreement for the period following completion, and the Granting organisation has approved the professional final report and the financial closing accounts.

The Granting organisation may, at any time, request the Beneficiary to provide any other information and documents in connection with the project in addition to the professional interim and final reports and the financial interim and closing accounts, and these must be provided by the Beneficiary.

10. OTHER PROVISIONS

10.1. Activities aimed at disseminating the results achieved

The Beneficiary agrees that the names of the Beneficiaries, the title of the project, the brief summary of the project for publication and the amount of grant received may be published by the Granting organisation for marketing and promotional purposes related to this Call for Proposals, in accordance with the relevant laws and organisational rules.

At the request of the Granting organisation, the Beneficiary agrees to present its development to third parties and to participate in meetings, discussions, technology presentations and conferences organised or proposed by the Granting organisation which are related to the exploitation of the idea/product.

10.2. Information on maintenance

If the funded activity is an investment or involves assets created by an investment, then the alienation, lease, license for use or encumbrance thereof will require the prior approval of the Granting organisation for a period of five years from the deadline for completion specified in the Grant Agreement.

10.3. Remedies

Pursuant to Section 48 (4) of Act CXCV of 2011 on Public Finances, disputes relating to the procedure for entering into a grant contract established by the Grant Agreement and the decisions of the Granting organisation may be settled in civil proceedings by filing a statement of claim with the competent court within the limitation period set out in Act V of 2013 on the Civil Code.

10.4. Information on data processing

The personal data included in the application and personal data obtained during the evaluation of the application and in connection with the funded project will be processed by the Granting organisation in accordance with the relevant laws, including, in particular, Article 6(1)e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation or GDPR), to the extent and for the duration necessary for the purpose of the processing.

The Privacy Notice of the ELKH Secretariat is available at <http://elkh.org>.

11. Other information on the grant scheme

Information and documents relating to this Call for Proposals are available at <https://elkh.org>.

The contact person for grant-related issues is dr. Adrienn Szendrey, Deputy Head of the Cabinet for International Affairs. Contact details: email: hazahivo@elkh.org.

ANNEXES

Annex 1: Application form

Annex 2: Financial plan sheet

Annex 3: Applicant's declaration and financial disclosure statement