



## **Guide for Applicants**

**With regards to Inter-institutional cooperation projects between higher education institutions**

**EEA Financial Mechanism 2009-2014**

**Scholarship Programme HU08**

**Tempus Public Foundation**

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## 1. INTRODUCTION

This Guide contains additional information complementing the EEA Financial Mechanism 2009-2014 Scholarship Programme's (HU08) call for proposals.

## 2. GENERAL INFORMATION

About the implementation, background, organisational background and the targets of the Funds see the first chapter of General Application Guide (<http://www.norvegalap.hu/en/palyazati-dokumentumok>). Other parts of the Guide are not relevant to Scholarship Programme.

For Scholarship Programme, the present guide shall be applied.

### 2.1 Eligible Activities in the Framework of the Scholarship Programme

- Preparatory visits
- Mobility projects in higher education
  - Student mobility: study periods, practical placement, participation in summer university
  - Teacher, staff mobility: short teaching assignment, participation in conferences, seminars, workshops or other training events, job shadowing
- Teacher and staff mobility projects in other educational institutions / education related institutions
- Inter-institutional cooperation projects between higher education institutions
  - Intensive Programmes
  - Partnerships
  - Cooperation between higher education institutions and enterprises

Each measure (eligible activity) has a separate call for proposal and guide. This present guide is applicable for Inter-institutional cooperation projects between higher education institutions only.

### 2.2 Applicant Institution

Applications shall be submitted by Hungarian institutions holding an Erasmus Charter for Higher Education (ECHE).

### 2.3 Partner institutions

Hungarian, Donor States institutions and institutions from other Beneficiary States are eligible to participate in the programme as partner institutions.

## **2.4 Donor States**

Norway, Iceland, Liechtenstein

## **2.5 Beneficiary States**

Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain

## **2.6 Donor Programme Partners**

Agencies designated by the donor countries to contribute with their counsel to the preparation and implementation of the programme.

Donor programme partners of the Scholarship programme:

- Norway: Norwegian Centre for International Cooperation in Education (SIU): <http://www.siu.no/eng>,
- Iceland: Icelandic Research Fund (RANNIS): <http://www.rannis.is/english/>
- Liechtenstein: National Agency for International Education Affairs (AIBA): <http://www.eeagrants-li.com/>

## **2.7 Special rules for enterprises**

In case, in the framework of the application, a beneficiary is awarded aid for business objectives (this also includes for example the case when one of their employees is taking part in a training), the aid awarded to them is deemed as de minimis, which can be awarded exclusively in accordance with the regulations of articles 107 and 108 of the Treaty on the Functioning of the European Union, the Commission Regulation 1407/2013/EU of 18<sup>th</sup> December 2013 (HL L 352., 24.12.2013, p. 1) (hereinafter as Commission Regulation 1407/2013/EU) on the application of de minimis aid.

The aid amount awarded to an enterprise out of any resources with the legal title de minimis aid (with regard to three financial years) must not exceed the Hungarian Forint amount corresponding to 200,000 i.e. two-hundred thousand Euros, and the complete amount of the de minimis aid awarded to companies carrying out public road transport of commercial goods against consideration shall not exceed the Hungarian Forint amount corresponding to 100,000 Euros. This de minimis aid may not be used for the purchase of freight vehicles. When awarding each new de minimis (de minimis) aid, the complete amount of the de minimis aid awarded in the given financial year, as well as the previous two financial years, should be taken into consideration

With the exception of the provisions of paragraph (2) of article 1 of the Commission Regulation 1407/2013/EU, no enterprise may be beneficiary in case they would use the requested aid according to the exceptions specified in paragraph (1) of article 1 of the Commission Regulation 1407/2013/EU. The de minimis aid may not be accumulated with state aids regarding identical eligible expenses or identical measure of risk financing aim if the accumulation of the aid should exceed the maximum aid intensity or amount specified regarding the circumstances specified for each case in a group exemption regulation or a resolution adopted by the Commission. The beneficiary must save the documents related to the aid during 10 financial years after the awarding, and they must present these in case the supporter should call upon them to do so. At the request of the European Commission,

information must be provided about the aid granted under the legal title of de minimis aid within 20 working days.

### 3. FINANCIAL PROVISIONS

Every project can receive funding only once from the budget of the Scholarship Programme. Grants may not be awarded retrospectively for activities already completed at the time of the submission of the grant application. A grant may under no circumstances exceed the amount requested and may be below the amount requested by the applicant.

In case of *Intensive Programmes, Partnerships and Cooperation between higher education institutions and enterprises* the grant intensity is 90%. The remaining 10% should be covered by applicant and/or partner institutions.

The amount of the grant will be transferred in euro to the Project Promoter. The decision to award a grant is formalised through a Grant Agreement to be signed by the Project Promoter and Tempus Public Foundation, acting as the Programme Operator. The grant will be transferred to the beneficiaries directly by National Focal Point responsible for the implementation of EEA and Norway Financial Mechanisms 2009-2014.

#### 3.1 Types of Financing

In case of grants are awarded as **lump sum**, reporting shall not be made on the actually emerged expenses but rather on the fact whether the activity has really been implemented. If the supported activity has been realized in a satisfactory way, then the project promoter shall receive the complete amount of the lump sum they are entitled. If it has not been implemented completely, then the applicant shall become entitled to a decreased grant amount, and also, in case a higher amount of grant has already been transferred than they are entitled, then they must pay back the grant or a part of it.

Grants are awarded as a **lump sum specified for days/months** (for example, when a maximum daily subsistence cost is specified), the project promoter has to be able to prove that the activity for which grant is awarded has really taken place (for example the number of days spent abroad determine the maximum amount of the grant), rather than the actual amount of expenditure.

**In-kind contribution** is also eligible as own contribution, in the form of voluntary working hours. For the calculation of the monetary value of voluntary work, § 2 of act 88 of 2005 should be used as a basis. 1 hour of work is the 1/160 part of the monthly minimum wage in accordance with the Hungarian legislation.

In case the **grant amount is (partially) based on actual expenses**, the Project Promoter must keep their invoices regarding the payment of actual expenses, and must be able to present them when requested.

#### 3.2 Eligible expenses

- a) In case of **Intensive Programmes**
  - Subsistence cost

The amount of subsistence cost to be awarded for mobile students and teachers is a lump sum amount depending on the length of mobilities. Participants' scholarships are lump sum grants, which must be verified by the list of participants. The list shall contain the beginning and the end of participation, and it must be verified by the students' and teachers' signatures.

The maximum eligible amounts are included in the call for proposal. The expenses of non-mobile participants can be covered from organisational costs.

- **Travel cost**

Travel cost is awarded as a lump sum amount. The amount depends both on the location of the IP and on the country of the participant's sending institution. The minimum 10 working days of the intensive course does not include travelling days; however, subsistence cost is awarded for these days provided that travelling is realized in the most cost-efficient way possible.

- **Organisational cost**

All expenses, which emerge in connection with organisation of the IP. An applicant institution is entitled to the complete organisational cost when at least 10 students take part in the intensive programme that lasts at least 10 working days.

b) In case of **Partnerships and Cooperation between higher education institutions and enterprises**

The Hungarian institution submits the application as the coordinator of the project in the name of the participating partners. The agreement is signed by this institution and by the Programme Operator. On the basis of the partnership agreement concluded with the partners, the Project Promoter forwards to the partners the part of the grant amount the partners are entitled to. The applications shall contain detailed estimated budgets. The use and reporting of the grant occurs on the basis of actual costs with the exception of indirect costs.

The eligible costs are as follows: personnel costs, travel costs, subsistence costs, equipment costs, subcontracting costs, other costs (detailed below) and indirect costs. The correspondence between cost categories and ledger numbers is published in the annex of this Guide.

The eligible costs must meet the following general conditions:

- The costs must emerge at the institutions participating in the project.
- They are directly linked to the project, are indispensable for its implementation and for the adopted budget of the project; they have been planned in its modifications in effect (if applicable). The project budgets must contain sufficient detail, and be controllable so that the classification of the eligible costs can be determined.
- The unit prices serving as a basis for cost calculation shall not exceed the regular market price, and comply with the principles of cost-efficiency, economic viability and effectiveness.
- The legal basis (with the contract, contractor, public administration resolution etc.) and completion of expenses (with invoices, declarations and other valid accountancy or other internal receipts<sup>1</sup>) having actually emerged at the Project Promoter and the partner institutions can be verified.
- Costs are only eligible to the extent they are related to the project and they contribute to its objectives.
- Co-financing is excluded regarding any cost of the project.
- Grant can be used exclusively to cover costs that can be supported in the framework of the given application and are not listed among non-eligible costs.
- During the implementation of the project, the non-used amount of the complete eligible budget shall decrease the grant amount proportionately according to the grant agreement. Any possible extra cost shall not be compensated, exceptions to these shall be the cases specified in §s 56 and 58 of the governmental decree 326/2012 (XI. 16)

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<sup>1</sup> §s 166 to 167 of act 100 of 2000 on accountancy.

(hereinafter as implementation decree) on the implementation rules of the EEA and Norwegian Financial Mechanisms 2009-2014.

- Identifiable and controllable costs are eligible that are published in the accountancy registrations of the participating institutions separately and comply with the accountancy, tax and social security legislations.
- Exclusively those costs are eligible which have emerged between the beginning and closing dates of the accountability period. The emergence of a cost is deemed the date when the related task, service or transport is completed, and the issuing of the relevant receipt and the payment have been made. The emergence of depreciation related to the acquisition of equipment's is deemed the date when these costs have been fixed by the participating institution in their accountancy registration, in accordance with those specified in their accountancy policy.

### **3.2.1 Personnel costs**

The following are applicable for all participating institutions of the project.

The following costs regarding personnel categories can be taken into consideration:

- Personnel having an individual employment contract concluded with one of the partner institutions for a definite or indefinite period, specified in the legislation. In order for someone to belong to this category, the appropriate partner institution should employ them.
- Persons employed by an external employment agency temporarily.

Costs related to personnel working at subcontractors should be listed in the category Subcontracting costs (see below). The participating institutions' employees may not work in their subcontractors' quality on a project.

The project budget should be determined on the basis of the actual daily personnel costs, in accordance with the organisation's regular practice regarding payments. Only those personnel types of expenses are eligible that are accounted according to the organisation's general remuneration regulations. Rewards, commissions and severance payments are not eligible.

Checks can be carried out to examine whether the expenses are real.

The actual daily personnel costs are based on average values according to the applicant institution's regular remuneration rules, and besides the actual wage, they also include social security contributions, other taxes and contributions related to wages and specified by the law. Costs that are not allowed according to the relevant regulations and legislation (especially, rewards, hired cars, financial incentives or profit-sharing systems) are not eligible.

The applicant institution shall define the number of days to be spent with project work in line with the activity and the work plan. The number of days spent with project work must be verifiable on the basis of work time registration.

Eligible personnel costs can be calculated as follows: the number of days multiplied by the actual daily personnel expenses.

The salary of civil servants, official staff, magistrates and others working in the state and public administration is only eligible in case it is related to the project activities and not to the employee's legal duties and regular employment tasks.

### **3.2.2 Travel costs**

Travel costs are only eligible on the basis of the actually emerged costs.

The travel costs of colleagues participating in the project are eligible if it is in accordance with the regular practice of the given partner regarding travels on duty.



Only those travel costs are eligible that are connected to specific and clearly identifiable activities of the project. For the travel costs of people not belonging to the personnel, see sections Other costs and Subcontracting costs.

Travel costs include all the means of transport and all the expenses emerging from the starting point to the destination (and back), and can also cover the fees of visa, travel insurance and those related to the cancellation of the travel.

Costs are based on actual expenses, independently of the means of transport chosen (railway, bus, cab, airplane, hired car). Participants shall use the most cost-efficient way of travelling (e.g. they should buy second-class/tourist class tickets, in other cases they should be able to provide detailed explanation for the justification of these).

The costs of travelling by a privately owned car (owned by a private entity or a company), in case they are justified and the price is not too high, may be repaid as follows (the cheapest way should be selected):

- either by kilometre-based cost accountancy in accordance with the organisation's internal regulations, up to the amount of a maximum of 0.22 EUR/km.
- or on the basis of the price of a railway, bus or airplane ticket (see above). Independently of the number of people travelling in one vehicle, only one ticket can be paid for.

In case of hired cars (vehicles not over category B or corresponding to that) or cabs: the actual costs are eligible in case they are not too high compared to other means of transport (also taking into consideration other influencing factors, e.g. time, too much luggage because of the nature of the project etc.). Cost compensation occurs independently of the number of people travelling in one vehicle.

### **3.2.3 Subsistence costs**

In the framework of multilateral projects, the subsistence costs of a colleague travelling to another participating country are considered as eligible costs.

Costs of only those travels are eligible that are connected to specific and clearly identifiable activities of the project. For the payment of subsistence costs of people not belonging to the personnel, see sections Other costs and Subcontracting costs.

The compensation of these costs follows the partner organisations' valid internal regulation, and it can occur based on actual expenses (paid invoices) or on daily allowance. In both cases, evidence is required to prove the presence of the person and their accommodation so that these costs can be supported in the accountancy period.

Subsistence costs cover accommodation, meals and local transport at the destination abroad (but they do not include the costs of local transport from the starting point to the destination). To determine the number of days to which daily allowance should be applied, please note that a COMPLETE day usually includes accommodation. In duly justified cases, daily allowance can also be paid without overnight accommodation; in this case the amount should be decreased (limited to 50 % of the maximum amount).

The amounts should be decreased proportionately in case a third party provides accommodation, meals and local transport.

### **3.2.4 Equipment costs**

The purchase, hiring or leasing of (new or second-hand) equipment, including the costs of installation, maintenance and insurance, are eligible with the following conditions:

- Exclusively, if it is necessary and specific for the objectives of the project/activity. The requested cost of equipment's shall be duly justified and certified properly. The rules regarding procurement should be applied (see below, Subcontracting costs section).
- In case of a purchase, if depreciation is described by the generally accepted taxation law and accountancy rules applicable for the project promoter / partner consortium.

Regarding equipment, only the depreciation part falling on the period of the activity and the actual proportion of use in accordance with the objectives of the activity can be taken into consideration. In case the nature of the tool and/or the circumstances of its use should require different assessment, then this should be certified properly.

All equipment related to the management of the project (PCs, data carrying computers etc.) and equipment acquired before the starting of the project can only be accounted as indirect costs.

The total cost of the tools may not exceed 10 % of the project's total eligible costs.

### **3.2.5 Subcontracting costs**

Emerging costs serving the implementation of a part of the activity related to contracts concluded with third parties are eligible in case a participating institution concludes a contract with an external body, organisation or private entity (in case they are not employed by any partner institution of the consortium either). For example translation, interpreting and printing belong here.

In order to maintain the principle of project partnership, the management and general administration of the project cannot be subcontracted.

If the Project Promoter is deemed as contracting authority in accordance with the act on public procurement, and in case the amount of the awarded grant is over 50 % of the eligible costs then procurements related to the implementation of the project shall be executed by Project Promoter in accordance with the provisions of the act on public procurement.

Regarding procurements executed in accordance with the provisions of the act on public procurement, the Project Promoter must ensure the inspection of the procurement procedure in accordance with the provisions detailed in §§ 73 to 79 of the Implementation decree, the detailed rules of which are included in a separate procedural regulation.

In case the Project Promoter should not be deemed as a contracting authority, also if the procurement should not reach the public procurement value limit then the Project Promoter must proceed in accordance with their own procurement regulations, taking into consideration the principles of economic viability, cost efficiency and transparency. In case of procurements over 1 million Hungarian Forints value, the correspondence with the market price is to be justified on the basis of quotations provided by at least 3 comparable contractors capable of performing the task.

An enterprise cannot participate in the implementation of the supported project that has been selected in a public procurement or other procedure if its owner, member, senior executive, member of the Supervisory Board/Board of Trustees or employee is

- a) in employment relationship or any further legal relationship directed at work performance with the Project Promoter,
- b) senior executive of the Project Promoter organisation, member of the Supervisory Board/Board of Trustees,
- c) member of the Project Promoter ,
- d) having direct or indirect ownership shares in the Project Promoter,
- e) having participated in the preparation or execution of the procurement procedure in any way,

or a close relative of the entities according to sections a) to e), according to section b) of § 685 of act 4 of 1959 on the Civil Code (hereinafter as the Civil Code).

The total cost of the subcontract may not be more than 30 % of the total direct eligible costs of the project.

### **3.2.6 Other costs**

Other costs are determined on the basis of the actual costs.

In the category of other costs, only other costs not mentioned above are eligible, having emerged at the participating institutions, in direct connection with the project. Only those special activities can be taken into consideration that are explicitly required in order to reach the objectives of the project/activity. Costs shall always be justified in an appropriate way.

Direct costs emerging in the following way are eligible:

- costs stemming from duties specified by the grant agreement (distribution of information, independent evaluation of the activity, banking expenses), including the costs of any other possible financial services (e.g. financial guarantees),
- dissemination and communicational costs, that is e.g. organisation of seminars, (in case the seminar has also been a product/result planned in advance, and the costs related to the task are easy to identify with press releases and publications that costs occurred once
- buying copyrights and other intellectual property rights,
- buying informational materials (books, studies and electronic data),
- costs of conferences; cost of registration for conferences; renting an exposition booth etc.

All the costs emerging in the framework of the subcontract should be indicated under subcontracting costs category.

In case of compensation of the travel costs and/or subsistence costs of third parties (e.g. costs of people who are not employed neither by the partners of the consortium nor by the subcontractors) then reimbursement rules regarding the partners' employees shall be applied.

All the costs related to the project's administration, (i.e. consumable items, office materials, costs of photocopying, phone expenses, paper etc.) are considered as the project's indirect costs.

### **3.2.7 Eligible indirect costs**

The way of calculation of indirect costs eligible in the framework of the project for one year is the following:

The percentage of the total budget of the application compared to the valid complete annual budget of the applicant institution when submitting the application. This percentage determines percentage eligible from the institution's indirect costs (from their general company expenses) planned for the given year (in the case of not complete years, providing the proportion for the given period). In case the annual budget has not been approved when submitting the application, then the basis for the calculation of the eligible percentage should be the annual budget plan approved last time in the previous year or the statement of the previous closed year. This method should be applied for each participant if indirect costs are to be accounted. Costs that cannot be identified as directly related to the implementation of the activity (taking into consideration the eligibility conditions explained above) and that emerge in connection with the implementation of the project are considered as eligible indirect costs. No eligible direct costs can be included among these costs.

Eligible indirect costs are awarded as lump sum that cannot exceed 15 % of the eligible direct costs. The subcontracting costs and expenses of resources not applied in the Project Promoter's premises are not eligible direct costs. Costs are not required to be justified by accountancy receipts but registrations should be managed in accordance with the legislative and internal regulations.

Examples of indirect costs:

- communication costs (mail cost, fax, phone, correspondence etc.)

- overhead costs of the establishments serving as locations for the project's implementation (real estate rental fee, electricity invoice etc.)
- office materials
- photocopies.

### **3.2.8 Not eligible costs**

All costs that are not included among eligible costs, especially the following:

- Return on investment;
- Credit interest, tax burdens, default interest;
- Costs of financial transactions and other costs of pure financial nature, except for the costs of bank accounts separated for the project, as well as the costs of financial guarantee provided by the financial institution in case it is required in the grant agreement;
- Reserve for possible losses;
- Reclaimable VAT;
- Expenses that are financed from other grant resources;
- Fine, penalty, legal expenses;
- Expenditures of excessive amounts or incompatible with economic rationality.
- Costs related to the preparation of the application to be submitted;
- Costs emerging in connection with any document required to be submitted with the application;
- Costs falling beyond the period of use of the grant;
- Gift;
- Costs in the case of which the invoices and receipts have not been issued to the name of the Project Promoter (or any project partner) are not eligible.

### **3.3 Co-financing**

The applicant must declare (see sections 4.4.4.3 and 4.4.15.3) whether they have applied previously or parallelly with this application for another grant for the project described in the proposal. If yes they should precise in what form and provide the necessary data for identification. The applicant acknowledges that similar or identical projects are subject to special treatment in order to exclude co-financing, furthermore Programme Operator does not support similar or identical proposals.

## **4. ABOUT THE ACTION AND APPLICATION FORM**

### **4.1 Inter-institutional Cooperation Projects between Higher Education Institutions action**

Application shall be submitted by Hungarian institutions holding and Erasmus Charter for Higher Education. The cooperation of at least three institutions can be supported where one of the institutions shall be from Hungary and one of them from a Donor State. Other partners can be institutions from Donor States, Hungary or from other Beneficiary States.

The following activities can be supported within the framework of this action: intensive programmes, partnerships and cooperation projects between higher education institutions and enterprises. The description of each subtype is included in the call for proposal. Further examples are listed below.

**a) Intensive Programmes:**

Short programmes of study organised in different interdisciplinary topics.

**b) Partnerships**

Development, testing, adaption of curriculum or part of curriculum; preparation of international joint trainings and related curriculum development; development of the quality of practical placements; harmonisation of study programmes (e.g. short cycle study programme in higher education); preparation of competence lists related to a given profession prepared by several countries; approximation of higher education trainings and labour market needs via exchanges of experiences, research studies, surveys; promotion of existing international trainings that are not supported from other resources; preparation of a sustainability strategy; involvement of company and business resources.

**c) Cooperation Projects between Higher Education Institutions and Enterprises**

Elaboration of new teaching and learning methods; development of innovative trainings; strengthening entrepreneurship; approximation of higher education and labour market.

## 4.2 Accessing the applicants' area

Applications for the *Scholarship Programme* operating within the framework of EEA shall be submitted via the online submission database.

To submit an application, the applicant must register first at the official website of the Funds ([www.egtalap.hu](http://www.egtalap.hu) or [www.norvegalap.hu](http://www.norvegalap.hu)) in order to gain access to the applicants' area <https://nora.norvegalap.hu/>. Afterwards, the online application form needs to be filled in and the necessary documents should be uploaded. After having submitted the application, the official declaration of the applicant should be signed, too (see 4.3.6.1 or 4.4.15.1 Official Declaration of the Applicant).

The online application form is available at: <https://nora.norvegalap.hu/>.

## 4.3 Language of the application form

The application form is bilingual, all the necessary documents (forms, call for proposals guides) are available in English and in Hungarian, too. The application form in the appropriate language can be reached by clicking on the buttons (magyar / English) in the top right corner.



MAGYAR / ENGLISH

**Application form shall be filled in English**, since the application shall be based on the common work and consent of the participating partner institutions. It is important that every partner institution participating in the project understand the objectives of the project, agree with them and be determined about the project's successful implementation and undertaken results.

## 4.4 Filling in the application form

To navigate between different points of the menu, please go back to the main page of the application by clicking on the application ID (starting with HU08) and then select a new submenu.

If you receive the following message after saving your data *Are you sure you want to leave this page?* then please make sure you have saved your data and click on OK to leave the page.

After completing and saving fields a pop-up window appears offering to leave comments in order to facilitate filling in the application form together with partners. The use of comments is not obligatory, saved comments will not appear in the submitted application.

### a) In case of Intensive Programmes

The following menu bar is displayed in the applicants' area: Project details, Applicant institution / organization, Partner institutions / organizations, Project description, Project summary, Documents, Users, Project activities.



To create a new project, please give the title of your project and declare if you have already received grant for the project from other resources. Furthermore, please also indicate if the project is part of an Erasmus Mundus Master Course already developed. In case the project is part of an Erasmus Mundus Joint Doctorate course please also indicate it in this section.

#### 4.4.1 Project details and budget

Project details menu contains the basic data of your application, name of the programme and the action and the application ID. The budget of the project will be listed here (as well).

#### 4.4.2 Applicant institution / organization

Please enter the required information in the application form.

When entering the contact person's address, please note that we will inform the institution about the necessary information on the project, we will address all notification letters both electronically and via post to the address provided.

Regarding the representative's contact details, please note it's a formal requirement that the representative named here signs the hard copy of the annex called *The official declaration of the applicant institution* (see 4.4.6.1 Official declaration of the applicant institution).

#### 4.4.3 Partner institutions / organizations

Please provide the applicant institution's partner(s). Please note that the cooperation of at least three institutions is required in this action, where one of the institutions shall be from Hungary and one of them from a Donor State. Other partners can be institutions from Donor States, Hungary or from other Beneficiary States. The Hungarian institution, i.e. the coordinator of the cooperation will receive the complete grant amount, in case the application will be supported.

Please provide all necessary information about partner institution(s).

#### **4.4.4 Project description**

Please specify the objectives, background, usefulness and importance of the project. Provide details about each partner's tasks in the project and their professional background. Justify the choice of partner, with reflection to the objectives of the project and its tasks. Present the project's management (tasks, functions, decision making, communication etc.). We require you to outline the work programme of the cooperation, disseminating activities, evaluation activities and criteria, expected results, their impacts, use and utilisation and plans regarding sustainability of the project.

Further information about this menu point and implementation of the projects can be found in the call for proposals, Criteria for quality assessment section.

#### **4.4.5 Project summary**

Please add a project summary in English (max. 1500 characters) by answering to all questions listed in the application form.

#### **4.4.6 Documents**

Applications are submitted online, annexes should be sent via post as registered mail before the deadline or uploaded to the application. The hardcopy of the following attachment is needed to be sent via post:

- Official Declaration of the Applicant (see 4.4.6.1 Official Declaration of the Applicant)

The following attachments are needed to be uploaded

- Letter of Intent (see 4.4.6.2 Letter of Intent)
- Declaration on Avoidance of Co-financing (see 4.4.6.3 Declaration on Avoidance of Co-financing)
- Declaration of Transparency (see 4.4.6.4 Declaration of Transparency)
- De minimis Declaration (if applicable) (see 4.4.6.5 De minimis Declaration)
- Workplan (see 4.4.6.6 Workplan)

##### **4.4.6.1 Official Declaration of the Applicant**

The Official Declaration of the Applicant is available at [nora.norvegalap.hu](http://nora.norvegalap.hu) after having submitted the application. For your kind information, you may find the content of the declaration at [www.tka.hu](http://www.tka.hu) or at [www.norvegalap.hu](http://www.norvegalap.hu). The declaration should be signed by the representative named in the proposal and stamped (if applicable). The hardcopy of the declaration should be sent to TPF's address.

Any submitted application without the signed declaration does not meet the formal requirements and will be rejected automatically.

##### **4.4.6.2 Letter of Intent**

The template of Letter of Intent can be found at [www.tka.hu](http://www.tka.hu) or at [www.norvegalap.hu](http://www.norvegalap.hu). Please note it is very important that the representatives are the same as named in the proposal. It should be signed and stamped (if applicable) by the legal representatives of all participating

institutions. A scanned version of this declaration should be uploaded to the Attachments section. There is no need to send via post this document.

#### **4.4.6.3 Declaration on Avoidance of Co-financing**

The template of Declaration on Avoidance of Co-financing can be found at [www.tka.hu](http://www.tka.hu) and [www.norvegalap.hu](http://www.norvegalap.hu). It should be signed and stamped (if applicable) by the legal representative of the applicant institution. Please note it is very important that the representative is the same as named in the proposal. A scanned version of this declaration should be uploaded to the Attachments section. There is no need to send via post this document.

#### **4.4.6.4 Declaration of Transparency**

The template of Declaration of Transparency can be found at [www.tka.hu](http://www.tka.hu) and [www.norvegalap.hu](http://www.norvegalap.hu). It should be signed and stamped (if applicable) by the legal representative of the applicant institution. Please note it is very important that the representative is the same as named in the proposal. A scanned version of this declaration should be uploaded to the Attachments section. There is no need to send via post this document. **This annex is necessary to be attached only for Hungarian applicants.**


#### **4.4.6.5 De minimis Declaration**

The template for De minimis Declaration can be found at [www.tka.hu](http://www.tka.hu) and [www.norvegalap.hu](http://www.norvegalap.hu) that should be submitted only by enterprises (see 2.7 Special rules for enterprises). It should be signed and stamped (if applicable) by the legal representative of the institution. A scanned version of this declaration should be uploaded. There is no need to send via post this document.


#### **4.4.6.6 Workplan**

The template of Workplan can be found at [www.tka.hu](http://www.tka.hu) and [www.norvegalap.hu](http://www.norvegalap.hu). The duly completed workplan should be uploaded to the Attachments section. Please note that the template consists of two sheets. In case of Intensive Programmes both sheets are required to be filled in. There is no need to sign or to send via post this document.

#### **4.4.7 Users menu**

This menu can be reached by clicking on the  button. Here you can add further access to the application by adding other users' email addresses (who had registered earlier). You can also set their access type.

#### **4.4.8 Project activities**

This menu can be reached by clicking on the  button. The steps and modifications of editing the online application is listed here in chronological order. You can also find here the comments saved to the modifications.

### **b) In case of partnerships, Cooperation Projects between Higher Education Institutions and Enterprises**



The following menu bar is displayed in the applicants' area: Project details, Project Promoter, Project partner(s), Budget, Project plan, Schedule, Documents, Users, Project activities.



To create a new project, please give the title and the duration of your project. Please select a subtype for your project.

#### 4.4.9 Project details and budget

Project details menu contains the basic data of your application, name of the programme and the action, the application ID, the title and duration of your project.

The budget of the project will be listed here (as well).

#### 4.4.10 Project Promoter

The Project Promoter is the Hungarian institutions submitting the application. Please enter the required information in the application form.

Please describe the Project Promoter (max. 5000 characters).

Please provide the annual budget, number of employees and the indirect costs of the annual budget.

When entering the contact person's address, please note that we will inform the institution about the necessary information on the project, we will address all notification letters both electronically and via post to the address provided.

Regarding the representative's contact details, please note it's a formal requirement that the representative named here signs the hard copy of the annex called *The official declaration of the applicant institution* (see 4.4.15.1 Official declaration of the applicant institution).

At the Basic data of the Project Promoter section please provide the following data:

- Financial management code: The financial management code is identical with the 13-15th digit of the statistical code. The financial management code is prescribed by the 21/2012 (IV. 16) regulation by the Ministry of Public Administration and Justice. Based on the institutional tax number the financial management code can be obtained from here: <http://www.ksh.hu/apps/vb.szlek.main1>;
- Type of entity / organization;
- Tax number: Please give the tax number of the organisation, the first 8 digits of the financial management code is the first 8 digits of the tax number. Please use the following form in case of Hungarian organisations: xxxxxxxx-y-zz;
- Statistical number: The code of the organization registered at the Hungarian Central Statistical Office;
- Registry number of the organization: Court registration number of the organisation, in case of civil organisation registration number;
- Bank account number;
- VAT eligibility status of the applicant: Please select from the drop-down list;
- Code of the Project Promoter: Please select from the drop-down list.

Please give data about the participants.

#### 4.4.11 Partner institutions / organizations

Please provide the applicant institution's partner(s). Please note that the cooperation of at least three institutions is required in this action, where one of the institutions shall be from Hungary and one of them from a Donor State. Other partners can be institutions from Donor States, Hungary or from other Beneficiary States.

Please provide all necessary information about partner institution(s).

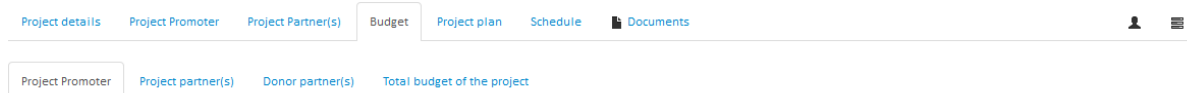
The fields listed in the Basic data of Project Partner vary depending on the country of the institution (Hungary or other Beneficiary States, Donor States). In case of a Hungarian partner, all fields are required. These are the following: financial management code, type of entity / organization, tax number, statistical number, registry number, bank account number, VAT eligibility status, code of the Project Promoter. In case of non-Hungarian institutions the required fields are: type of entity / organization, tax number, bank account number, VAT eligibility status.

Please give data about the participants.

After adding these data, new sections appear to be filled in. Please click on the button “details, edit” to add a description about the partner (max 2000 characters). Furthermore, please provide the annual budget, number of employees and the indirect costs of the annual budget.

#### 4.4.12 Budget

Budget should be added to all participating institutions. To edit the budget of an institution, please select them from the menu: Project Promoter, Project Partner(s) (institutions from Hungary are listed here), Donor Partner(s) (institutions from other Beneficiary States and Donor States are listed here).



The budget of each institution shall be provided by Workpackages (see section 4.4.14 Schedule). It is recommended to add data regarding workpackages before editing the budget. For each workpackage new budget row(s) shall be added with a short description. Budget rows shall be added according to eligible types of costs (for more information please see annex of this guide).

Please provide the indirect costs, requested grant (own resource will appear automatically based on this) and in-kind contribution (if applicable). The grant intensity is 90%, the remaining 10% should be covered from own resource. The 10% should be related to the total budget of the project, covered by any participating institution(s).

The total budget appears at the Total budget of the project section and at the Project details section.

#### 4.4.13 Project plan

Please specify the objectives, background, usefulness and importance of the project. Provide details about each partner's tasks in the project and their professional background. Justify the choice of partner, with reflection to the objectives of the project and its tasks. Present the project's management (tasks, functions, decision making, communication etc.). We require you to outline the work programme of the cooperation, disseminating activities, evaluation activities and criteria, expected results, their impacts, use and utilisation and plans regarding sustainability of the project.

Further information about this menu point and implementation of the projects can be found in the call for proposals, Criteria for quality assessment section.

#### **4.4.14 Schedule**

Please provide all necessary data about scheduling of the project for each workpackage. The duration and expected derivable shall be added. Please make sure you name workpackages in the same way they appear in the Budget section (Workpackage1-25).

#### **4.4.15 Documents**

Applications are submitted online, annexes should be sent via post as registered mail before the deadline or uploaded to the application. The hardcopy of the following attachment is needed to be sent via post:

- Official Declaration of the Applicant (see 4.4.15.1 Official Declaration of the Applicant)

The following attachments are needed to be uploaded

- Letter of Intent (see 4.4.15.2 Letter of Intent)
- Declaration on Avoidance of Co-financing (see 4.4.15.3 Declaration on Avoidance of Co-financing)
- Declaration of Transparency (see 4.4.15.4 Declaration of Transparency)
- De minimis Declaration (if applicable) (see 4.4.15.5 De minimis Declaration)
- Workplan (see 4.4.15.6 Workplan)

##### **4.4.15.1 Official Declaration of the Applicant**

The Official Declaration of the Applicant is available at [nora.norvegalap.hu](http://nora.norvegalap.hu) after having submitted the application. For your kind information, you may find the content of the declaration at [www.tka.hu](http://www.tka.hu) or at [www.norvegalap.hu](http://www.norvegalap.hu). The declaration should be signed by the representative named in the proposal and stamped (if applicable). The hardcopy of the declaration should be sent to TPF's address.

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##### **4.4.15.3 Declaration on Avoidance of Co-financing**

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#### 4.4.15.4 Declaration of Transparency

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#### 4.4.15.6 Workplan

The template of Workplan can be found at [www.tka.hu](http://www.tka.hu) and [www.norvegalap.hu](http://www.norvegalap.hu). The duly completed workplan should be uploaded to the Attachments section. Please note that the template consists of two sheets. The second sheet is only relevant in case of Intensive Programmes. There is no need to sign or to send via post this document.

#### 4.4.16 Users menu

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#### 4.4.17 Project activities

This menu can be reached by clicking on the  button. The steps and modifications of editing the online application is listed here in chronological order. You can also find here the comments saved to the modifications.

## 5. OUR CONTACT DETAILS

Tempus Public Foundation

Postal address: 1438 Budapest 70, POB: 508

Address: 1093 Budapest, 31 Lónyay street

Tel.: (+36 1) 237-1300

Info line: (+36 1) 237-1320

e-mail: [egtalaposztondij@tpf.hu](mailto:egtalaposztondij@tpf.hu) / [eeascholarship@tpf.hu](mailto:eeascholarship@tpf.hu)

Web: [www.tka.hu](http://www.tka.hu) >> Front page >> Programmes >> EEA Grants

**We wish you a successful application!**

## Eligible costs

• <i>personnel costs</i>	• <i>travel costs</i>	• <i>subsistence costs</i>	• <i>equipment</i>	• <i>subcontracting costs</i>	• <i>other costs</i>	• <i>indirect costs</i>
541. Salary of employees	526. Costs of travel and travel on duty ( <i>travel, insurance, etc. but without daily allowance</i> )	526. Costs of travel and travel on duty ( <i>accommodation, meals, local transport but without daily allowance</i> )	571. Planned depreciation	524. Advertising, public relations costs ( <i>fares, commercials, printing and translation costs of publications, interpreter, translator, speakers, teachers, curriculum development, studies, costs of website development and maintenance, etc.</i> )	511. Material costs ( <i>information materials, books, studies and electronic data, purchase of daily newspapers, magazines</i> )	511. Material costs ( <i>form, office material, photocopy, cleaning products, energy resources</i> )
551. Other employee related payments ( <i>sick leave</i> )		551. Daily allowances paid for employees and contractors	572. Depreciation of small value equipment	525. Education and training expenses	524. Advertising, public relations costs ( <i>costs of advertisements, dissemination and communication</i> )	521. Transport, loading and storage
552. Cultural and welfare benefits		561. Duties on daily allowances	13. Technical equipment, machinery and vehicles	54. Costs of subcontracting	529. Costs of other services used ( <i>registration for conferences, organisation of conferences</i> )	522. Rental costs (office rental and maintenance, cleaning)
559. Other employee related payments ( <i>costs of travelling home and to work</i> )			14. Other equipment, machinery and vehicles	56. Duties on costs of subcontracting	532. Costs of financial services ( <i>bank charges, financial guarantees</i> )	523. Maintenance costs ( <i>repairing, maintenance, and operating of computers, office equipment</i> )
56. Duties on salaries					57. Depreciation ( <i>purchase of intellectual property and copyright</i> )	527. Telecommunication and transmission costs ( <i>post, telephone, fax, etc.</i> ) 528. Services enhancing economic activities

**These guidelines are indicative. Please consult the details provided in the Guide as well as accounting policies, applicable tax laws and accounting requirements applied by the applicant when planning the budget of the project.**