



# Guide for Applicants

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Published in 2015

**Inter-institutional cooperation projects between higher education institutions (M4)**

**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.  
This present guide is applicable for Inter-institutional cooperation projects between higher education institutions (*Intensive programmes*) only.

### 2.1 Applicant Institution

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

### 2.2 Partner institutions

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

### 2.3 Donor States

Norway, Iceland, Liechtenstein

### 2.4 Beneficiary States

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

### 2.5 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.eegrants-li.com/>

### 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.

The grant intensity is 90% for *Intensive Programmes*. 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

- 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.

### **3.3 Co-financing**

The applicant must declare (see section 4.4.5.3) 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, in case they hold the ECHE.

Within the framework of this action intensive programmes can be supported.

#### **Intensive Programmes:**

Short programmes of study organised in different interdisciplinary topics.

### **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 4.4.5.1 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.

**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.

After completing and saving fields, pop-up windows appear. Firstly, you are offered 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. If you do not want to leave a comment, just leave it blank and click save. Secondly, you will have to decide which section you will edit afterwards. If you want to continue by editing a new section, then click *To the main page of the project*.

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. In case you cannot provide a cell phone number, you may copy the landline given above because all fields need to be filled in.

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 4.4.5.1 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). Please give all data about the contact person and present the planned results. Please provide a summary about the planned partnership results for each partner. The summary shall be formulated in English (max. 2000 characters including spaces) by answering to all questions listed in the application form in such a way that is suitable for publishing.

### **4.4.4 Project description**

Please add a project summary in English (max. 2000 characters including spaces) by answering to all questions listed in the application form in such a way that is suitable for publishing.

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.

Please give the duration, location of the intensive course and the number of participants.

### **4.4.5 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 4.4.5.1 Official Declaration of the Applicant)

The following attachments are needed to be uploaded

- Letter of Intent (see 4.4.5.2 Letter of Intent)
- Declaration on Avoidance of Co-financing (see 4.4.5.3 Declaration on Avoidance of Co-financing)
- Declaration of Transparency (see 4.4.5.4 Declaration of Transparency)
- De minimis Declaration (if applicable) (see 4.4.5.5 De minimis Declaration)
- Workplan (see 4.4.5.6 Workplan)

#### **4.4.5.1 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.

#### **4.4.5.2 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.

#### **4.4.5.3 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.

#### **4.4.5.4 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.


#### **4.4.5.5 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.

#### **4.4.5.6 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, both of them are required to be filled in. There is no need to sign or to send via post this document.

#### **4.4.6 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.



#### 4.4.7 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: 1077 Budapest, Kéthly Anna tér 1.

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!**