

**GUIDE FOR APPLICANTS**  
**SCIENTIFIC COOPERATION BETWEEN**  
**THE HUNGARIAN ACADEMY OF SCIENCES AND**  
**THE RESEARCH FOUNDATION – FLANDERS**

**Call for scientific cooperation projects for the period 2018-2019**

In compliance with the Agreement on Scientific Cooperation and the accompanying Protocol signed by the Hungarian Academy of Sciences and the Research Foundation – Flanders on the 19<sup>th</sup> of March 2015 in Brussels, Parties agree upon the following provisions. Present guide for applicants sets the selection and evaluation procedures and financial guidelines of joint exchange projects under the above agreement for the period of 2018-2019.

Co-operative actions are based upon the principle of reciprocity for the mutual benefit of both Parties.

**I. Definition, aim of the collaboration**

Joint exchange projects are performed with the participation of research teams of both Hungary and Flanders and have a duration of two years.

Proposals for joint exchange projects between researchers from Flanders and Hungary can be submitted for all scientific domains with the objective of increasing and developing cooperation between the scientific communities of the Parties, with special attention to the exchange of young scientists within the framework of joint exchange projects.

Joint exchange projects should

- a) encourage bilateral fundamental research,
- b) promote the exchange of knowledge, and
- c) promote the implementation of joint research activities.

## II. Guidelines for applicants

### *Application*

In order to be eligible, a proposal must meet the following criteria:

- Projects must be endorsed by Principal Investigators (PIs) (one Hungarian and one Flemish) duly authorized to conduct research and providing the guarantees on the operational (financial) resources. Principal Investigators are required to have a PhD degree to submit a proposal;
- At Flemish side: in each exchange project at least one young scientist with no more than 6 years of postdoctoral experience should be engaged;
- Proposals must be submitted simultaneously at FWO by the PI in Flanders and at HAS by the PI in Hungary, respecting the submission deadline and by using the respective application forms of the Parties;
  - o In Flanders, PIs must be affiliated to:
    - a university in the Flemish Community (including the academic programmes within the corresponding association), or to
    - a federal or Flemish scientific institute as scientific staff of the Dutch-speaking community, or to
    - a university hospital in the Flemish Community as scientific staff, or to
    - a hospital with an academic character recognized as research center in the Flemish Community as scientific staff.
  - o In Hungary, the PIs are required to be employed by an institution within the research network of the Hungarian Academy of Sciences (research centres, research institutes, Academy research groups affiliated to universities, see <http://mta.hu/english/> under *MTA Research Network*).
- In Flanders the proposal can only be submitted according to the regulations of the Research Foundation – Flanders (FWO). In Hungary the proposal can only be submitted according to the regulations of the Hungarian Academy of Sciences;
- Number and duration of visits must be indicated in the application form, duly justified, including as much as possible the estimated dates, names of the involved researchers and the estimated budget;
- Principal Investigators are responsible for the management of the funds provided by their respective organisations, and should mutually agree on the number of visiting days each year.
- In addition, **all members** of the Hungarian and the Flemish teams should have or create an account on the [FWO e-portal](#) and keep their publication list up to date.

The Research Foundation – Flanders (FWO) and the Hungarian Academy of Sciences will check whether the proposals have been submitted both in Flanders and Hungary and inform each other of the eligibility. Lack of submission of the application of one of the parties will cause the application to be considered ineligible.

### *Funding*

Principal Investigators may apply for a total of 30 days per project annually (per Party). This annual quota can be divided into maximum 4 missions per year.

The funding shall be used to cover the airfare, accommodation costs and daily allowance of the researchers involved in the project.

Missions shall be funded as follows:

- the travel costs from the city of departure to the city of destination shall be covered by the Sending Party;
- for the Flemish researcher travelling to Hungary, the Hungarian Academy of Sciences shall cover the accommodation costs and a daily allowance of 6000 HUF/day;
- for the Hungarian researcher travelling to Flanders, the Research Foundation – Flanders shall cover a daily allowance of 66 euros/day (or max. 1.650 euros/month) which can be used to cover the accommodation costs.

If the cost of living changes significantly both Parties will, in accordance with the legal regulations in their respective countries, seek for means to adjust the allowances.

During their travel and stay abroad, all researchers involved in HAS-FWO projects and independent of nationality, can rely on a travel and assistance insurance and repatriation covered by FWO. This insurance is not a health insurance.

Regardless of the above insurance, all visitors should have a valid health insurance entitling the holder to free emergency medical treatment in the host country. The responsibility for the provision of adequate insurance against accidents that may occur during the stay in the host country rests with the Sending Party. The Receiving Party shall provide the visitor with all indispensable organisational assistance in situations requiring such steps.

### ***Evaluation***

Eligible applications are evaluated separately by FWO and HAS according to their own evaluation mechanisms. More information on these procedures can be found on the respective websites of HAS and FWO during the application period.

Based on the evaluation, proposals are classified in the categories ‘first order priority’, ‘second order priority’ or ‘not recommended to be funded’ and ranked by HAS and FWO. Based on this ranking, HAS and FWO jointly select the projects recommended for funding. Only projects evaluated positively by both Parties can be funded.

### **Ex-post evaluation of joint exchange projects**

Following the end of the funding period Principal Investigators are required to submit a project report based on the results of the project with reference to the research and financial plan described in the application form.

### III. Procedures for exchange visits in the frame of exchange projects

1. Individual missions in the frame of two-year HAS-FWO projects need to obtain an approval from both Parties.  
In order to obtain such mission approval:
  - the involved Flemish researcher needs to apply at FWO with the '*notification for a stay abroad*' form which can be downloaded at [the FWO website](#);
  - the involved Hungarian researcher needs to inform the Department of International Relations of the Secretariat of the Hungarian Academy of Sciences by e-mail.
2. Three months before the actual exchange, the sending Party should provide the host Party with all the details concerning the planned mission and the involved researcher(s), hereby requesting a final approval of the mission towards the host country.
  - Flemish researchers should detail in the '*notification for a stay abroad*' form the first name and surname of the researcher(s) involved, grades, actual work position, place of work, specialisation, languages skills, dates of the stay abroad, travel means, address of stay abroad, and a detailed scientific programme of their stay abroad. The request should include an invitation letter of the host institution of the receiving country.
  - Hungarian researchers should inform the Department of International Relations of HAS by an e-mail about the persons visiting Flanders, the dates and the address of the stay abroad.
3. Two months before the actual exchange, the host Party should inform the sending party about the decision taken concerning the acceptance of the requested scientific mission.
4. Beneficiaries of this Agreement may not receive remuneration for their activities in the host country during their stay funded by the exchange project.

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#### **IV. Time schedule**

- Launch of the new call for applications: 11<sup>th</sup> of April 2017
- Deadline for submission: 15<sup>th</sup> of September 2017
- Evaluation period: September-October 2017
- Final selection and results: November 2017
- Announcement of the results: December 2017
- Start of projects: 1<sup>st</sup> of January 2018