



Guide for Applicants

With regards to Preparatory Visits action

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 Preparatory visits only.

2.2. Applicant Institution

Applications for Preparatory visits can be submitted by Hungarian and Donor States institutions as well.

2.3. Partner institutions

Any Hungarian and Donor States institution is eligible to participate in the programme (see Call for Proposals) as a partner institution.

2.4. Donor States

Norway, Iceland, Liechtenstein

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.eeagrants-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.

In case of Preparatory visits there is no compulsory self-contribution, however, the grant does not necessarily cover all the costs.

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

3.1. Type of Financing

Grants are awarded as a **lump sum**, the beneficiary has to be able to prove that the activity for which grant support is awarded has really taken place, rather than the actual amount of expenditure. If the supported activity is realised in a satisfactory manner, the full grant amount is acquired. Beneficiary must prove that the awarded activity was realised de facto. The confirmation document must be attached to the final report.

3.2 Co-financing

The applicant must declare (see 4.4.6 Documents to be submitted) 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 PERPARATORY VISISTS ACTION AND APPLICATION FORM

4.1. Preparatory visits action

Eligible institutions may apply for preparatory visits action in order to establish further institutional cooperation (see *Eligible Activities in the Framework of the Scholarship Programme*).

A preparatory visit may take place between two or more eligible institutions, where at least one institution is Hungarian and one is from a donor country.

Maximum two persons can be awarded from one institution to visit a partner institution if the tasks of the two persons are different and described clearly.

Please note within the framework of this present call, only institutions may apply, not individuals.

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 or 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 4.4.6.1 Official Declaration of the Applicant).

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 forms can be filled either in Hungarian or in English, however **we strongly advise applicants to fill in the forms in English** so that all the partners can understand every aspect of the proposal the applicant institution submitted on behalf of the cooperating institutions.

4.4 Filling in the application form

The following menu bar is displayed in the applicants' area: Project details, Applicant institution / organization, Host/visiting institution, Participants, Short description of the visit.

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. After adding participants to your application, this section will list the budget of the project. The online form automatically calculates the maximum eligible costs based on the given data. The grant is always 1000 euro/person/visit (lump sum).

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 application form.

4.4.3 Host/visiting institution

Here you need to add the partner of the applicant institution within the framework of Preparatory visits. Host institution can be any institution which may participate in any of the actions under the EEA Scholarship programme, established as a legal person in Hungary or in any of the donor countries.

Please enter all the required data about the contact person of the host institution.

4.4.4 Participants

Please enter all required data about the participants visiting the host institution within the framework of Preparatory visits.

Please explain at the *Task* section what tasks the participant will have during the visit. In case of two persons participating from the same institution justify why both persons are needed to be present and explain their well defined and clearly different tasks during the visit. The division of the tasks must be detailed and duly justified (costs of an interpreter are not supported by the programme).

The Mobility section should cover the details of the visit (i.e. where and when the visit will be held).

4.4.5 Short description of the visit

Please specify the concepts, goals and the areas of cooperation with partners of the project to be developed.

Please indicate in which subprogramme (see *Eligible Activities in the Framework of the Scholarship Programme*) you wish to cooperate later on with the host institution as future project partner.

Please specify the planned work programme of the visit and at the *Planned programme of the visit* section by providing the daily agenda of the visit and naming each programme point.

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 and Partnership Agreement (see 4.4.6.2 Letter of Intent and Partnership Agreement)
- 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)

4.4.6.1 Official Declaration of the Applicant

The Official Declaration of the Applicant is available at nora.norvegalap.hu after having submitted the application. For your kind information, you may find the content of the declaration at www.tka.hu or at 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 and Partnership Agreement

The template of Letter of Intent and Partnership Agreement can be found at www.tka.hu and 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 representative of the host institution. A scanned version of this declaration should be uploaded. 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 and 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. 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 and 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. 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 and 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. There is no need 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.

5. OUR CONTACT DETAILS

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Web: www.tka.hu >> Front page >> Programmes >> EEA Grants

We wish you a successful application!