



Guide for Applicants

**With regards to Mobility Projects in Other Educational Institutions and Education
Related Institutions**

EEA Financial Mechanism 2009-2014

Scholarship Programme HU08

Tempus Public Foundation

Table of contents

| | |
|--|---|
| Introduction..... | 3 |
| General Information..... | 3 |
| 1.1. Eligible Activities in the Framework of the Scholarship Programme | 3 |
| 1.2. Applicant Institution | 3 |
| 1.3. Partner institutions | 3 |
| 1.4. Donor States..... | 4 |
| 1.5. Donor Programme Partners..... | 4 |
| Financial Provisions..... | 4 |
| 1.6. Type of Financing | 5 |
| 3.2. Co-financing..... | 5 |
| About the action and application form..... | 5 |
| 4.1. Accessing the applicants' area | 5 |
| 4.2. Language of the application form | 6 |
| 4.3. Filling in the application form | 6 |
| 4.3.1. Project details and budget | 6 |
| 4.3.2. Applicant institution / organization..... | 7 |
| 4.3.3. Host/visiting partners | 7 |
| 4.3.4. Mobilities | 7 |
| 4.3.5. Project summary | 8 |
| 4.3.6. Documents | 8 |
| 4.3.6.1. Official Declaration of the Applicant..... | 8 |
| 4.3.6.2. Letter of Intent | 8 |
| 4.3.6.3. Declaration on Avoidance of Co-financing | 8 |
| 4.3.6.4. Declaration of Transparency..... | 9 |
| 4.3.6.5. De minimis Declaration | 9 |
| 4.3.7. Users menu..... | 9 |
| 4.3.8. Project activities..... | 9 |
| 5. Our contact details | 9 |

INTRODUCTION

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

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.

1.1. 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 Mobility Projects in Other Educational Institutions and Education Related Institutions only.

1.2. Applicant Institution

Applications shall be submitted by non-tertiary Hungarian institutions, i.e. education related institutions, organisations, associations, enterprises, institutions carrying our trainings. Eligible institutions are listed in the call for proposals.

1.3. Partner institutions

Hungarian and Donor States institutions are eligible to participate in the programme as partner institutions.

1.4. Donor States

Norway, Iceland, Liechtenstein

1.5. 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/>

2.6 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 18th 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.

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 Mobility Projects in Other Educational Institutions and Education Related Institutions action 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 National Focal Point responsible for the implementation of EEA and Norway Financial Mechanisms 2009-2014.

1.6. Type 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.

3.2 Co-financing

The applicant must declare 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.

ABOUT THE ACTION AND APPLICATION FORM

4.1 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 4.3.6.1 Official Declaration of the Applicant).

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

4.2 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 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.

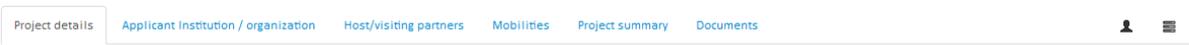
4.3 Filling in the application form

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.

The following menu bar is displayed in the applicants' area: Project details, Applicant institution / organization, Host/visiting partners, Mobilities, Project summary, Documents, Users, Project activities.



Project details Applicant Institution / organization Host/visiting partners Mobilities Project summary Documents

4.3.1 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 mobilities to your application in the Mobilities section, this is where the budget of the project will be listed. Besides scholarship amounts, the programme supports the organisation of incoming and outgoing mobilities (related activities can be information and promoting activities, monitoring and reporting activities). The online form automatically calculates the maximum eligible costs based on the given data.

4.3.2 Applicant institution / organization

Please enter the required information in the application form. You are required to add further information about the applicant institution (address and contact information).

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 4.3.6.1 Official declaration of the applicant institution).

4.3.3 Host/visiting partners

Please provide the applicant institution's partner(s). Please note that the mobilities to partner institution(s) and mobilities to Hungary from partner institution(s) shall be indicated in the application submitted by the Hungarian institution. 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).

4.3.4 Mobilities

Please select in what kind of activities you want to cooperate with your partner(s). Please enter all required data about the mobilities for each eligible activity.

Please give the duration of mobilities and the number of participants. In case of mobilities with different lengths, please add them separately. If you plan to realise several types of mobility, please provide these data for those activities, as well.

Eligible activities and rules for each mobility type are listed in the call for proposals.

Organisational costs

The programme supports the organisation of incoming and outgoing mobilities (related activities can be information and promoting activities, monitoring and reporting activities). These costs will be calculated automatically based on the data given in the application form.

Selection criteria for teachers/staff, selection procedure and aspects of the selection shall be described in detail in the institutional report, so that the mobilities can be eligible and the institution can be entitled for the grant amount. We recommend the LLP/Erasmus+ procedures to be used (applications, selection, contracting, grant transfer, etc.).

The duration means the duration of the mobility including travel. Travel shall not take longer than 1-1 day.

Please describe the goals and objectives of the institutions regarding the project and the areas of cooperation with partner(s). Please describe your proposed work program for the mobility project, how participants will prepare for the project (e.g. professional and language preparation), what goals were set by participants, how will their experiences contribute to their individual development, how will they utilize their experiences back home, what will be the impacts on personal and institutional levels and how the experiences will be disseminated

in their home institutions or at professional forums. Please describe the partner institution(s), their role(s) and the distribution of tasks and workload.

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

4.3.5 Project summary

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

4.3.6 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 4.3.6.1 Official Declaration of the Applicant)

The following attachments are needed to be uploaded

- Letter of Intent (see 4.3.6.2 Letter of Intent)
- Declaration on Avoidance of Co-financing (see 4.3.6.3 Declaration on Avoidance of Co-financing)
- Declaration of Transparency (see 4.3.6.4 Declaration of Transparency)
- De minimis Declaration (if applicable) (see 4.3.6.5 De minimis Declaration)

4.3.6.1 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.

4.3.6.2 Letter of Intent

The template of Letter of Intent can be found at www.tka.hu or at 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. There is no need to send via post this document.

4.3.6.3 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.

4.3.6.4 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.**

4.3.6.5 De minimis Declaration

The template for De minimis Declaration can be found at www.tka.hu and www.norvegalap.hu that should be submitted only by enterprises (see 2.6 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.

4.3.7 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.

4.3.8 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

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 / eeascholarship@tpf.hu
Web: www.tka.hu >> Front page >> Programmes >> EEA Grants

We wish you a successful application!