

MTA LENDÜLET “MOMENTUM” PROGRAMME – BYLAWS
on the activities of the Momentum Jury and the Momentum Committee and
on the detailed rules for the management of Momentum applications and
funded research projects

These bylaws apply to the procedures for evaluating and ranking basic Momentum research applications and preparing grant decisions as well as for evaluating, qualifying and preparing decisions on progress reports on basic research supported under the funding scheme of the Momentum Programme.

I. LEGAL BACKGROUND

The bye-laws of the boards ranking the basic research applications of the Hungarian Academy of Sciences (hereinafter “MTA”) are laid down in Act XL of 1994 on MTA, the Statutes and the Bylaws of MTA, the Organisational and Operational Regulations of the Secretariat of MTA (OOR) and the presidential resolution on the Lendület “Momentum” Programme.

2. ORGANISATIONAL BACKGROUND

- 2.1 Momentum applications and progress reports from Momentum research groups are evaluated by the Momentum Jury appointed by the Secretary-General of MTA (Chair of the Momentum Committee). The Momentum Committee shall make its decisions based on the proposals put forward by the Momentum Jury. The composition of the Momentum Committee and the Momentum Jury is specified in the presidential resolution on the Momentum Programme.
- 2.2 The work of the Momentum Committee and the Momentum Jury shall be assisted by external experts in the given relevant scientific field and by the Department of Grant Management of the Secretariat of MTA (hereinafter “the Department”).
- 2.3 All persons involved in the scientific evaluation work are required to sign a declaration on Conflicts of Interest and Confidentiality (Annex 1).

The Momentum Committee

- 2.4 The Momentum Committee (hereinafter “the Committee”), on the basis of the scientific evaluation work of the Momentum Jury, shall decide on the applications to be funded and the qualifications of the progress reports of the funded research projects.
- 2.5 The Committee exercises its powers at meetings, held two or three times a year, depending on the evaluation dates of the applications and progress reports. The meetings are not public.

- 2.6 The agenda of the Committee meeting is set by the Chair of the Committee on the basis of the recommendation of the Department.
- 2.7 The agenda will be sent in writing to the members of the Committee seven days before the meeting by a designated staff member of the Department.
- 2.8 It is not permitted to represent a Committee member or to appoint an ad hoc or permanent deputy at a Committee meeting.
- 2.9 Decisions of the Committee shall be taken at meetings or by a vote in absentia in accordance with the Statutes of the Academy and the current presidential resolution on consultation and decision-making by electronic means. A quorum shall be constituted by the presence of more than half of those entitled to vote (including remote attendance) and, in the case of electronic voting, by the votes cast of more than half of those entitled to vote. In the voting process, only 'yes' or 'no' votes as well as 'in favour' or 'against' votes may be validly cast. A decision requires a clear vote of more than half of those present and entitled to vote (or, in the case of electronic voting, those casting votes).
- 2.10 The Head of Department or a staff member designated by him/her shall attend meetings of the Committee and have the right to consult.
- 2.11 If unable to attend, the Chair of the Committee may entrust a member of the Committee with the duties of the chairperson on an ad hoc basis.
- 2.12 An audio recording of the Committee meeting is made for the purpose of drawing up the written minutes; the recording is erased within 60 days of the approval of the memorandum. The memorandum is signed by the Chair of the Committee. The decision made by the Committee about the ranking of applications and about the qualification of progress reports is signed by the Chair of the Committee.

The Momentum Jury

- 2.13 The Momentum Jury (hereinafter "the Jury") carries out its scientific evaluation work in groups corresponding to the three main scientific fields (humanities and social sciences, life sciences, mathematics and natural sciences), in Panels, chaired by Chair of the Panel. See Annex 2 for the breakdown of scientific fields.
- 2.14 At their meetings, the Panels establish a ranking of excellence for the applications falling within the Panel's scientific field of expertise, which forms the basis of their proposal to the Committee.
- 2.15 The task of the Jury is to draw up a unified ranking of excellence of the applications proposed by the three Panels and present it as a proposal to the Committee.
- 2.16 Meetings are held two or three times a year, depending on the dates of the evaluation of the applications and progress reports. The meetings are not public.

- 2.17 The agenda of the Jury meetings and the Panel meetings is determined by the Chair of the Jury together with the Chairs of the Panels, based on the proposal of the Head of Department.
- 2.18 The agenda must be sent to the members of the Jury in writing seven days before the meeting.
- 2.19 All Panel members attend the Panel meetings in person: no representative, ad hoc or permanent deputy is allowed.
- 2.20 The Panel makes a decision on its ranking proposal at a meeting or by voting in absentia in accordance with the Statutes of the Academy and the current presidential resolution on consultation and decision-making by electronic means, in accordance with Section 2.9.
- 2.21 A consensus-based board opinion (jury opinion) shall be drafted in text format for all applications and progress reports belonging to the given Panel.
- 2.22 The scientific evaluation may be carried out according to two types of procedural rules, which are determined by the Chair of the Jury together with the Chairs of the Panels:
- In the traditional procedure, opinions on applications or progress reports are provided by external experts invited by the Department's programme officers on behalf of the Jury at the recommendation of the Panel members and by the approval of the Chair of the Panel, before the jury meeting. The experts' opinions can be made available to the Panel members at least one week prior to the Panel meeting at which the ranking is made.
 - As part of the internal procedure, a written evaluation is prepared by the Panel members appointed by the Chair of the Panel prior to the Panel meeting, but external members may be involved, if necessary, to ensure adequate coverage of specialised areas.
 - The call for applications shall specify the procedure to be used.
- 2.23 At the discretion of the Chair of the Jury, Jury meetings are attended either by all Jury members of the Panels or by the Chairs of the Panels who shall represent the proposal of the Jury members belonging to each Panel.
- 2.24 The Jury meetings are attended by the Head of Department and may also be attended by Department's officers appointed by him/her. The meetings of the Panels are also attended by the officers of the Department.
- 2.25 An audio recording of the meetings is made in order to draw up the written minutes; the recording is erased within 60 days of the approval of the memorandum. The memorandum shall be approved by the Chair of the Jury or by each Chair of the Panel.

Duties of the Chair of the Jury:

- coordinate the work of the Panels and oversee the build up of a unified ranking of excellence of the applications at Panel meetings;
- make a recommendation to the members of the Jury;
- convene meetings with the participation of the Department and by indicating the proposed agenda;
- open, conduct and close the Jury meetings;
- approve the minutes of the Jury meeting with his/her signature;
- represent the Jury's proposal for the ranking of excellence of the applications;
- submit to the Committee the proposal for the ranking of the applications voted on by the Jury and the proposal for the acceptance and qualification of the progress reports;
- make a recommendation regarding the content of the call for applications;
- provide information on the work of the Jury.

Duties of the Chair of the Panel:

- make a recommendation on the person to be invited as a Panel member;
- approve external expert reviewers for applications and progress reports falling within the power of the Panel on the basis of recommendations from Panel members (external experts or Panel members, depending on the type of procedural rules applied);
- oversee the process of expert review and evaluation and ensure that the identity of the external experts is kept confidential;
- coordinate the work of the Panel, oversee the development of the Panel's professional ranking of the applications to be supported and the evaluation of progress reports;
- open, conduct and close the Panel meeting;
- approve the minutes of the meeting;
- represent the opinion of the Panel at the Jury meeting and in the Committee (the Chair of the Panel may be substituted for in the latter activity by a Panel member);
- ensure that board opinions (jury opinion) are drafted in text format for both applications and progress reports;
- prepare a summary of observations (technical, evaluative, etc.) made on the application/reporting cycle;
- make a recommendation regarding the content of the call for applications;
- submit a recommendation to the Chair of the Jury to amend the Bylaws as well as the provisions regarding evaluations.

Duties of the Panel members:

- submit recommendations for external experts to review applications and progress reports falling within the Panel's remit;
- in the case of the traditional procedure, draft a rapporteur's opinion in writing on applications or progress reports based on the applications or progress reports assigned to them by the Chair of the Panel and on the external experts' opinions given for the applications or progress reports;
- prepare, in accordance with the internal procedure, a written expert opinion on the applications or progress reports assigned to them;
- participate in Panel meetings: they are to share their opinion on the applications and progress reports assigned to them with other Panel members and can also express their opinion on other applications and progress reports;
- generally assist in the work of the Panel, the Chair of the Panel and the Jury.

External experts in a scientific field

- 2.26 Regarding the evaluation of applications and progress reports, external experts in the relevant scientific fields – who have profound knowledge of the given field – may also be invited.
- 2.27 The experts are invited to review the applications and the progress reports by the Department's officers on behalf of the Jury, with the approval of the Chair of the Panel and taking into account the recommendations of the Panel members.
- 2.28 The names of the experts are not made public.
- 2.29 Experts accepting the invitation are required to give their opinion by the deadline set forth in the invitation.

Department of Grant Management

- 2.30 The administrative and organisational tasks related to the applications and progress reports as well as to the operation of the Committee and the Jury are performed by the Department and coordinated by the Momentum Programme Coordinator appointed by the Head of Department.
- 2.31 The Head of Department performs all the tasks assigned to him/her by the Chair of the Jury, Chairs of the Panels, Chair of the Committee and MTA's chief officers within the framework of the relevant academic regulations and as referred to in the Organisational and Operational Regulations of the Secretariat of MTA.
- 2.32 The Head of Department attends the meetings with the right of consultation and may make recommendations on matters concerning procedure and order of business.

- 2.33 On behalf of the Head of Department, the Programme Coordinator and the programme officers carry out the tasks related to the preparation of the meetings of the Jury and its Panels. The coordinator and the officers shall attend the meetings.

3. GENERAL MANAGEMENT OF MOMENTUM APPLICATIONS

Verification of the formal requirements of the applications

- 3.1 The formal requirements of the applications are checked by the officers of the Department.
- 3.2 An application is rejected without examination of its merits in the following cases:
- a) the applicant is not personally eligible to apply;
 - b) the documents required by the call are received after the deadline;
 - c) the applicant has provided information which is either false, forged or misleading, and which could significantly affect the outcome of the evaluation;
 - d) there are other grounds for rejection, or if the rectification contains an error, is incomplete or is not submitted within the specified time limit. In addition, if the application cannot be evaluated due to a formal defect, the application may be rejected without evaluation. The call for applications specifies the exact conditions for rejection.
- 3.3 The Department shall determine whether grounds for rejection exist, and the Chair of the Committee decides on whether to reject the application on the basis of the call for applications.

General rules for the evaluation of applications

- 3.4 The aim of the Jury's scientific evaluation work is to contribute to the optimal use of research funds by selecting the best, most original applications promising the acquisition of new scientific knowledge.
- 3.5 Applications must be evaluated in the electronic form submitted, and only the data included in the application may be taken into account.
- 3.6 Primary criteria for the evaluation of applications:
- the scientific value of the project proposal and the originality, novelty and international competitiveness of the proposed concept and research project;
 - the scientific achievements, preparedness and suitability of the applicant/Principal Investigator to carry out the tasks described in the project proposal;
 - the expected performance, feasibility and scientific impact (social, economic, etc.) of the research project;
 - the realistic nature of the requested grant amount;

- additional specific criteria specified in the call for applications.
- 3.7 With the assessment of the scientific achievements and the suitability of the applicant/Principal Investigator and the participating researchers, their scientific work in the last five active years (interruption due to childcare or long-term illness must be taken into account) is an important factor and must be evaluated based on the stage of the professional career of the applicant/researcher(s).

The process of evaluating applications

(See Annex 3 for a flowchart of the application evaluation process.)

- 3.8 Applications are professionally evaluated by the Panels in accordance with the criteria included in the call for applications.
- 3.9 Prior to the Panel meeting, the applications falling within the remit of each Panel are reviewed and commented on in the electronic application system by at least three external experts who are invited on behalf of the Jury and whose invitation is approved by the Chair of the Panel based on the recommendation of the Panel members. The conflict of interest criteria set out in Annex 1 must be taken into account when inviting experts. Additional experts may be invited in the event of significant differences of opinion and possible withdrawals. The identity of the invited experts is not to be revealed to the Panel members.
- 3.10 For each application, the Chair of the Panel appoints one or two rapporteurs from the Panel members who prepare a written opinion prior to the ranking meeting, taking into account the submitted application and the external experts' opinions, which are forwarded to the Chair of the Panel and the Department's officer. The Panel member appointed as rapporteur must prepare his/her opinion by the deadline (usually one week) specified in the notification. The rapporteur must summarise their opinion, with a brief and substantive justification, their remarks related to the planned research project, its timeliness, elaboration and feasibility, as well as the scientific background and results the applicant/Principal Investigator achieved up to that point. The rapporteur's opinion should also address the strengths and weaknesses of the application. The rapporteur must evaluate the application by taking into account the specific features of the relevant scientific field/discipline.
- 3.11 If two rapporteurs are appointed, they may prepare an independent opinion on the application or, in the case of a primary and secondary rapporteur, the secondary rapporteur may supplement the opinion of the primary rapporteur with his/her own opinion.
- 3.12 If the rapporteur gives an opinion on several applications, he/she may assist the work of the Panel by ranking them.

- 3.13 The officers of the Department shall provide the Panel members with access to the documents of the applications to be ranked and to the external experts' opinions (individual assessment reports) in the electronic application system at least seven days before the Panel meeting.
- 3.14 After discussing the rapporteurs' opinions, the Panel formulates a jury opinion.
- 3.15 The ranking Jury/Panel meeting(s) must be held no later than two weeks before the date specified in the call for applications for publishing the decision.
- 3.16 The meetings must be held at a venue that provides the necessary technical facilities. If necessary, meetings may also be held online, allowing members to participate in the discussion and decision-making remotely, through electronic means of communication. The technical background is provided by the lawful use of the software developed for online meetings and managed by the staff of the Department (for details, see the current presidential resolution on consultation and decision-making by electronic means).
- 3.17 The agenda for the meetings is sent to the members together with the invitation at least seven days before the meeting.
- 3.18 The meetings of the Panels are also attended by at least one officer of the Department, who helps to organise the voting and summarise the results. If necessary, the officer explains the rules for the evaluation of applications, and may remind the participants of the meeting to enforce the rules, but may not express an opinion on scientific issues.
- 3.19 On the basis of the content of the application, the external experts' opinions and the detailed discussion, the Panels develop their consensus-based proposals for the professional ranking of excellence.
- 3.20 The Panels rank the applications falling within their power according to professional excellence, where no shared position or 'tie' is permitted. When making their rankings, the Panels do not change the scores given by the external expert reviewers, but are not required to adhere to them either and may take into account their own individual criteria. The Panels approve their proposed ranking by open vote with a simple majority. Voting on persons shall be by secret ballot, and the Chair of the Panel may at any time resolve to take decisions by secret ballot. The meeting may be held with each member personally present, or in a combination of those attending in person and remotely, or exclusively with members attending remotely. Voting shall take place in the manner described in the Statutes of the Academy and in accordance with the presidential resolution on consultation and decision-making in effect by electronic means.
- 3.21 The ranking lists must contain 30% more applications than the number of applications allowed by the funding source (reserve list). Applications which are not to be funded do not need to be ranked and are to be listed in alphabetical order.

- 3.22 Once the professional ranking has been established, the Panels give their opinion on how realistic the budgets are and, in the event of a reduction, propose the annual and the total grant amounts. The board opinion formed on the budget plan cannot affect the professional ranking.
- 3.23 If the Panels evaluate more than fifteen applications, a preliminary ranking may be established on the basis of the opinions of the external experts and the rapporteurs. Applications in the last third may be discussed in an abridged procedure. These are rejected without further discussion, though any Panel member may request a detailed discussion of these applications.
- 3.24 In addition to drafting the professional ranking proposal, the Panels are also responsible for drawing up the written board opinions, reflecting the Panel's/Jury's opinion (jury opinion). The wording may be based on the rapporteur's opinion: the advantages, opportunities, disadvantages, and errors regarding the application should be analysed together with the ways in which it can be improved. In the case of unsuccessful applications, particular attention must be paid to the precise wording in order to ensure that the reason for the outcome of the evaluation is clear to the applicant.
- 3.25 The Panels which produce the professional rankings are not responsible for enforcing field-specific policy criteria, though they may formulate these criteria for the Chair of the Jury.
- 3.26 The Panels may also evaluate the quality of external experts' opinions (thorough, average, superficial, useless/incorrect). This assessment is to be recorded by the officers of the Department for later use and evaluation. If the Panel decides that an opinion is inconsistent or not sufficiently detailed, it may be excluded from the evaluation and the reasons for this must also be stated in the written jury opinion.
- 3.27 During the decision preparation process, the Panels may, if they deem it necessary, invite the applicants concerned for an interview after the Panel meetings and before the Jury meeting.
- 3.28 On the basis of the resolutions of the three Panels, the Jury ranks the applications proposed for funding into a joint ranking at the Jury meeting and draws up its proposal for the professional ranking.
- 3.29 The members of the Committee may be invited to the Jury meeting as observers, but they may not express a professional opinion, discuss scientific issues or vote.
- 3.30 The Jury submits its ranking proposal to the Committee.
- 3.31 The Committee decides on the applications to be funded and the amounts of the grants to be awarded, and the decision is signed by the Chair of the Committee within the time limit specified in the call for applications.

Publication of the results

- 3.32 The applicants are notified in writing about the outcome of their application within 10 days from the decision.
- 3.33 The Chair of the Committee (the Secretary-General of MTA) sends a letter to the successful applicants notifying them about the outcome and the amount of the grant awarded. Unsuccessful applicants are notified about the outcome of their applications via e-mail sent from the electronic application system.
- 3.34 After the funding decision, applicants are given access to the scores, detailed external experts' opinions and the jury opinion on their own application in the electronic application system.
- 3.35 The list of successful applicants, the title of their research projects and the grant amounts are published by MTA on its website on the basis of the written consent of the applicants allowing MTA to fulfil its legal obligations.

Complaint management

- 3.36 The applicant/Principal Investigator may submit a complaint addressed to the Chair of the Committee (Secretary-General of the MTA) if he/she considers that the procedure regarding the application, the decision on the grant, the issuance of the grant award document, the disbursement or withdrawal of the budgetary support is illegal or contrary to the content of this call for applications. No complaint may be lodged concerning the scientific evaluation of the applications. The complaint shall contain the name and address of the applicant lodging the complaint, a description of the action or failure to act complained of, a description of the relevant facts, the identification of the specific legal provision or provision of this call which was allegedly infringed by the action or failure to act complained of, and the signature of the applicant lodging the complaint. The complaint may be lodged only once within 15 days of receipt of the notification of the decision containing the contested action or failure to act, via e-mail and at the same time by post. The Department shall give a professional opinion on the complaint received and, with the approval of the Chair of the relevant Panel, submit the recommendation to the Chair of the Committee for a decision. The decision shall be made based on a review limited to the issues specifically contested in the complaint. The decision on the appeal shall be taken within 30 days of its receipt. The Department shall inform the complainant of the decision on the complaint. Incomplete complaints, complaints submitted after the above-mentioned deadline or complaints concerning the scientific evaluation shall be rejected without further examination, and the Department shall inform the applicant of such rejection within 30 days of receipt of the complaint.

4. GENERAL MANAGEMENT OF THE PROGRESS REPORTS OF THE MOMENTUM RESEARCH GROUPS

Progress reports

- 4.1 The annual (first year, second year and fourth year) progress reports on the work of the Momentum research group must be prepared by the Principal Investigator on the basis of the research plan submitted at the beginning of the research year. The three-year progress report must be prepared by the Principal Investigator on the basis of the research plans submitted for the first three years, while the final progress report must be prepared on the basis of the research plans submitted for each of the five research years. If there is a change from the original plans, this must also be addressed in the progress report.
- 4.2 The compulsory elements of the main progress reports, the three-year and the final progress reports are presented in Annex 4.
- 4.3 A detailed research plan for the following year must be submitted with the progress report.
- 4.4 The progress report must be submitted within 30 days of the end of the research year by uploading it to the reporting section of the electronic application system.

Evaluation of progress reports

- 4.5 When evaluating the progress reports, the reviewers shall check whether the commitments of the research group have been fulfilled and whether additional results have been achieved.
- 4.6 The evaluation of progress reports shall be carried out in the Panels, taking into account the specific features of the scientific field/discipline (see Annex 5).

The progress report evaluation process

- 4.7 Prior to the Panel meeting, the progress reports falling under the responsibility of each Panel shall be reviewed by Panel members or external experts approved by the Chair of the Panel based on the recommendation of the Panel members. Conflict of interest criteria must be taken into account when inviting the experts. Additional experts may be invited in the event of significant differences of opinion and possible withdrawals. The identity of the invited external experts must be known only to the Chair of the Panel and the officers of the Department. The experts who accept the invitation are required to complete a conflict of interest and confidentiality declaration and to complete the evaluation by the deadline specified in the invitation letter.
- 4.8 Panels shall not change the evaluations of the external experts when evaluating the reports falling under their area of competence.

- 4.9 For each progress report, the Chair of the Panel appoints one or two rapporteurs from among the Panel members who shall prepare a written opinion prior to the Panel meeting (if external experts are used), taking into account the submitted progress report and the experts' opinions, which are forwarded to the Chair of the Panel and the Department's officer. The Panel member appointed as rapporteur must prepare his/her opinion by the deadline specified in the notice. The rapporteur's opinion must include a brief, substantive justification for the comments on the results presented in the progress report. The rapporteur shall evaluate the progress report by taking into account the specific features of the relevant scientific field/discipline.
- 4.10 If two rapporteurs are appointed, they may prepare an independent opinion on the progress report, or in the case of a primary and secondary rapporteur, the secondary rapporteur shall supplement the opinion of the primary rapporteur with his/her own opinion.
- 4.11 After discussing the rapporteur's/primary rapporteur's opinion at the Panel meeting, the Panel confirms or modifies it and thus forms the jury opinion.
- 4.12 Meetings shall be held at a venue that provides the necessary technical facilities for in-person meetings or with members attending both in person and remotely. In the case of members attending remotely, meetings may also be held online (for details, see the current presidential resolution on consultation and decision-making by electronic means).
- 4.13 The agenda for the meetings shall be sent to the members together with the invitation at least seven days before the meeting.
- 4.14 The officers of the Department shall provide the Chair of the Jury, as well as the Chairs and members of the Panels, with access to the documents of the progress reports to be discussed and to the external experts' opinions on the reporting part of the electronic application system at least seven days before the Panel meeting.
- 4.15 The meetings of the Panels shall also be attended by at least one officer of the Department, who shall assist in organising the voting and summarising the results. If necessary, the officer explains the rules regarding the evaluation of the reports, may remind the meeting participants to enforce the rules, but may not express an opinion on scientific issues.
- 4.16 The Panels form their consensus-based professional opinion on the basis of the content of the progress report, the opinions of the external experts/rapporteurs opinions and the detailed discussion.
- 4.17 The Panels shall adopt their consensus-based evaluations by open vote with a simple majority, but they vote by secret ballot on the qualification of each research project, and the Chair of the Panel may decide at any time resolve to take decisions by secret ballot. Voting shall take place in the manner described in the Statutes of the Academy and in

accordance with the current presidential resolution on consultation and decision-making by electronic means.

- 4.18 In addition to formulating the evaluation proposal, the Panels are also responsible for drafting the written board opinions reflecting the opinion of the Panel/Jury (jury opinion), which must be formulated with great care and responsibility. The wording may be based on the rapporteur's opinion. In the case of progress reports qualified as "unsuccessful", particular attention should be paid to the precise wording in order to ensure that the reason for the qualification is clear to the Principal Investigator.
- 4.19 The proposal of the Panels for the evaluation and qualification of the progress report shall be submitted to the Committee by the Chair of the Jury.
- 4.20 The Committee decides on the acceptance and qualification of the progress reports. The decision is signed by the Chair of the Committee.

Publication of progress report results

- 4.21 Based on the decision of the Committee, the Department shall notify the Principal Investigator and the head of the host research entity about the outcome of the progress report evaluation by e-mail within ten days of the decision.
- 4.22 Following the Committee's decision, the Principal Investigator may review the evaluations of his/her own progress report as well as the jury opinion on the reporting part of the electronic application system.
- 4.23 No substantive legal remedy is available regarding the decision on the outcome of the qualification of progress reports.

5. CLOSING PROVISIONS

- 5.1. These bylaws enter into force on 5 December 2023.
- 5.2. These bylaws must be published on MTA's website under "Applications" and shall be announced in the Academic Bulletin.

Budapest, 4 December 2023

László Péter Kollár
Secretary-General of MTA
Chair of the Momentum Committee

INFORMATION on conflict of interest and data processing

A **conflict of interest** exists between the Panel member/reviewer* and the applicant/Principal Investigator* if

- there is a family relationship within the meaning of the Civil Code;
- there is or has been an employment relationship (employment, civil service relationship, agency contract, etc., either full-time or part-time) in the last 5 years and those involved work/worked in the same department¹/research group or plan to establish such a relationship;
- an economic (business) relationship exists or has existed in the last 3 years or will exist during the Momentum grant period.

Furthermore, if:

- the Panel member/reviewer* has been a co-author of the applicant/Principal Investigator* in the topic under review within the last 5 years;
- the Panel member/reviewer* was the doctoral advisor or a defense committee member for the applicant/Principal Investigator* or vice versa during the academic qualification process;
- an objective, impartial review cannot be expected from the Panel member/reviewer* for other reasons (especially in the case of criminal or civil proceedings, joint judicial or civil proceedings, infringement proceedings, or scientific ethics proceedings initiated by one party against the other).

****In the case of a conflict of interest**, please indicate your rejection of the invitation on the portal as soon as possible so that another reviewer can be invited in due time.

If there is no conflict of interest, please complete the attached **Declaration of Conflict of Interest and Confidentiality**, and send the signed and scanned copy to the lendulet@titkarsag.mta.hu e-mail address and accept the invitation on the portal.**

Information on the processing of personal data:

The Secretariat of the Hungarian Academy of Sciences as data controller (short name: Secretariat of MTA (MTA Titkársága); registered seat: H-1051 Budapest, Nádor u. 7.) hereby informs the Panel member/reviewer* that the data controller processes the following personal data of the person carrying out the evaluation/review* (as data subject) in the *Declaration of Conflict of Interest and Confidentiality* as well as in the documents created in connection with the evaluation/review*:

- name of the Panel member/reviewer*;
- e-mail address of the Panel member/reviewer*.

The purpose of the data processing is to enable the Secretariat of MTA to invite the Panel member/reviewer* to evaluate/review* the applications submitted in response to the call for applications.

Legal basis of the data processing: Based on the data processing policy of the Secretariat of MTA, available on the website of MTA www.mta.hu under the heading 'Useful Information'.

DGM: * Select the relevant part.

DGM: ** To be used in the case of reviewers.

¹ The same department at the university or within an institute or the same research group is considered as same workplace, however the university as a whole, the faculty, the research institution and the public collection is not considered as same workplace.

**DECLARATION OF CONFLICT OF INTEREST AND
CONFIDENTIALITY**

I, the undersigned (print name), agree to participate – impartially and to the best of my ability – in the evaluation process of the Lendület “Momentum” Programme 2023 applications/progress reports. /

I, the undersigned (print name), agree to evaluate the application submitted by/the progress report of (applicant’s/Principal Investigator’s name and registration number, e.g., LENDULET_2023-1) received within the framework of the Lendület “Momentum” Programme 2023 impartially, to the best of my knowledge based, on the requirements.

I declare that:

There is no conflict of interest between me and any of the applicants/Principal Investigators as defined in the annex to this declaration.

There is a conflict of interest between me and the following applicant(s)/Principal Investigator(s) and I will not participate in the proposal concerning him/her.

I declare that there is no conflict of interest between me and the applicant/Principal Investigator on the basis of the criteria set out in the annex to this declaration.

I agree to the processing of my personal data in connection with the evaluation work of the Momentum (Lendület) Jury/review work. I have read and accepted the ‘Data processing policy’ of the Secretariat of MTA, which can be found in the ‘Useful Information’ section of the mta.hu website.

I agree to keep confidential the professional materials made available to me by MTA on the reviewer website or via e-mail during the review work. I will not disclose any information about the applicant, the application materials or my professional opinion to the persons concerned or to unauthorised third parties. I will not make the application documents available to any third party, will not disclose them to any third party and will ensure that the materials made available to me during the review process are not accessible to any third party, either during or after the review process. I will delete the application materials within 60 days of completing the review.

I further accept and acknowledge that MTA will keep the identity of the reviewers and the reviews confidential, will not inform other decision-making bodies or the entities concerned of the identity of the reviewers, and that such bodies and entities will only be able to see the content of the review.

Date: 2023

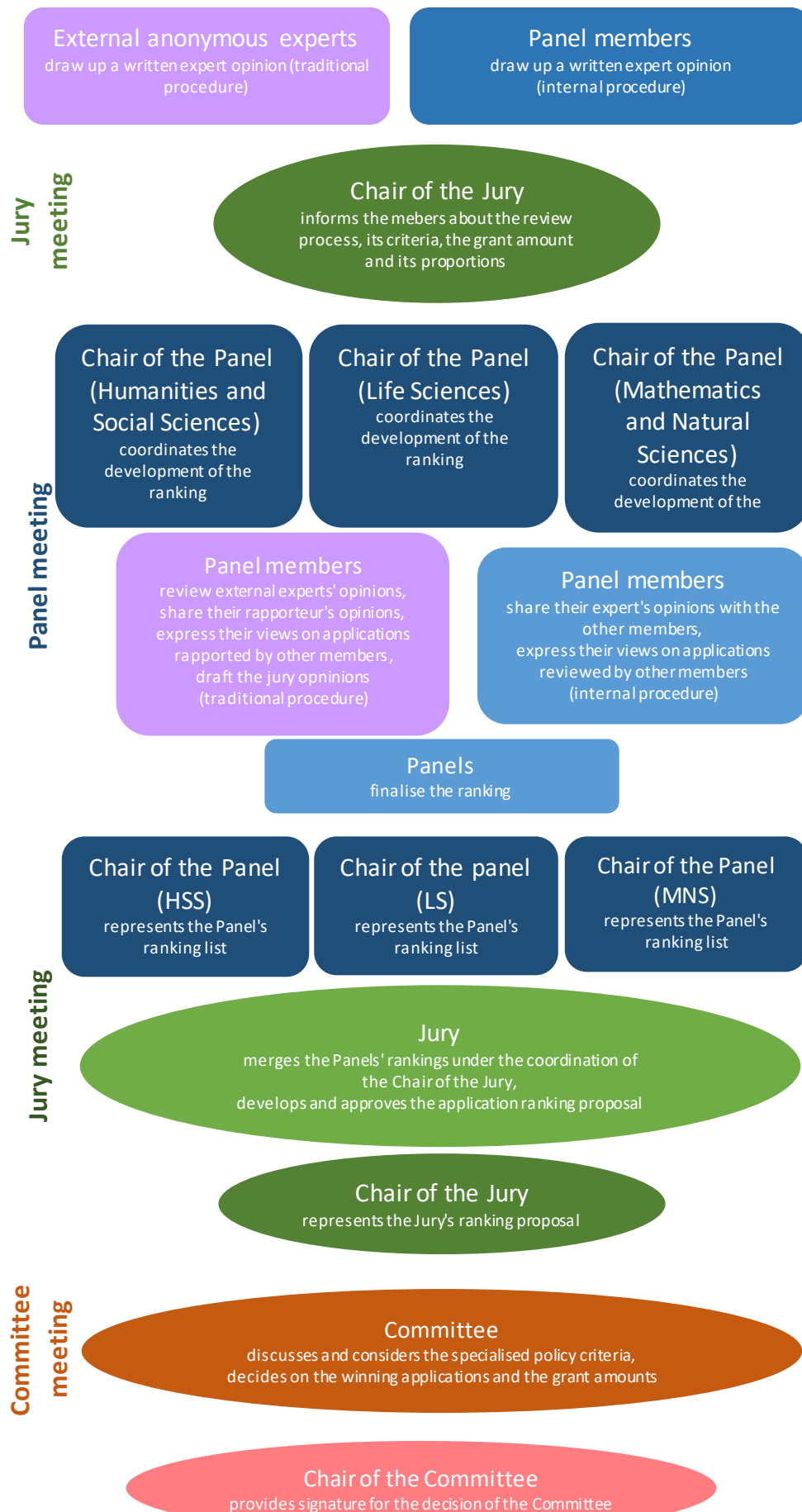
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signature

The three main scientific fields and the disciplines they cover:

Humanities and Social Sciences	Life Sciences	Mathematics and Natural Sciences
Linguistics and Literary Sciences	Agricultural Sciences	Mathematical Sciences
Philosophy and Historical Sciences	Medical Sciences	Engineering Sciences
Economics and Law	Biological Sciences	Chemical Sciences
		Earth Sciences
		Physical Sciences

Application evaluation flowchart



**Required content
for the three-year and final progress reports of the Momentum research groups**

1. A summary, in text format, of the results achieved during the reporting period in relation to the research plan set forth in the grant award document.
2. A clear science communication summary of the outstanding results achieved during the reporting period.
3. A declaration by the leader and the members of the Momentum research group on the uploading of their publication and reference data generated before the end of the reporting period to the Hungarian Scientific Bibliography Database (MTMT).
4. A providing of data on the quantifiable results of the research group.

Key data	
Host research entity	
Name of the research group	
Principal Investigator of the research group	
Research group members (titles)	
Title of the topic	
Grant amount received within the framework of the Programme during the reporting period (in thousands of HUF)	
Number of impact factor publications on the topic during the reporting period	
Scientometric indicators of publications on the topic during the reporting period (aggregate IF, number of independent references)	
Declaration that the members of the research group have updated their publication and reference data in the MTMT after the end of the project year	
MTMT link to Principal Investigators' publication data	
Number of PhD students	
Number of PhD graduates	
Number of graduate and postgraduate hours taught during the reporting period	

List of Hungarian research funding amounts awarded in the reporting period in which the Principal Investigator plays a key role (source, amount in thousands of HUF)	
List of foreign research funding amounts obtained during the reporting period in which the Principal Investigator is the coordinator or at least the Hungarian supervisor (source, amount)	
List of infrastructure resources in the reporting period (asset, amount in thousands of HUF)	
Notes	
A brief description of the most important results of the research group	
Main results (max. 1000 characters)	
Resources reallocated by the host research entity to the topic during the reporting period	
Resources reallocated (financial, human, instruments, etc.)	

Report annexes	
Report	
Publication list	
Science communication	
Scientific lectures	
Research plan	
Research plan for next year	
Other annexes	

Evaluation criteria for progress reports specific to each scientific field

The aim in supporting Momentum research groups (and the key criteria for evaluating their performance) is to identify those with: internationally-recognised outstanding results with a substantial impact on the scientific community or equivalent results at a national level; original discoveries and/or development; and new theories, interpretations, collections and data repositories. These results should be evaluated on the basis of a set of evaluation criteria specific to each scientific field.

Momentum research groups receive priority funding, so outstanding scientific performance is a reasonable expectation of them: they should strive to achieve scientific results that have a real impact on the development of their specialised field. This also means a change of attitude, as qualitative criteria must also be considered in addition to the quantitative criteria.

The research plan described in the application is an important guide, but the researcher has the opportunity, and even the obligation, to deviate from it (from certain elements of it) if he/she has the chance to achieve a much more significant scientific result.

Another important measure of scientific success is participation in international grants.

Expectations for Momentum research groups in the Humanities and Social Sciences

A particular characteristic of the field of Humanities and Social Sciences is that no quantifiable results can be achieved *in the first years*. Therefore, the purpose of the progress reports for the first two years is to confirm that the conditions for the research work have been created, that the research is moving in the intended direction, and whether or not a certain degree of correction is justified.

The progress report on the performance in the *first three years* (three-year report) plays a very important role, since if the research is qualified as “*unsuccessful*”, the grant given to the group may be terminated, or the Panel may propose the reaching of certain milestones for the fourth year, and if these milestones are not reached, the grant may be terminated. Therefore, the evaluation from the third year onwards follows the process defined below.

The operational structure of the field of the Humanities and Social Sciences, its publication practice, and the interpretation of ‘scientific discovery’ and ‘scientific performance’ in many cases differ significantly from practices in the field of Life Sciences and Natural Sciences.

The Panel evaluates the performance of Momentum research groups according to two sets of criteria (evaluation procedures “A” and “B”). In both cases, even if to a different extent, the basic goal is to evaluate research groups by jointly applying several criteria which are similar to the requirements of the MTA doctoral procedure and that can measure both effectiveness and

efficiency. Thus, when measuring the joint performance of the research group and the independent performance of the research group members, effectiveness is not only determined by publications in international journals or by citations, but also by the joint presence of several performance parameters. The applicability of *evaluation procedure “A”* is typical in the social sciences and *evaluation procedure “B”* is typical in the humanities (the two cover the practice together); however, at the time of application submission, the Principal Investigator of the Momentum research group can indicate which procedure he/she considers possible for the evaluation of the project in question if the grant is awarded. This cannot be changed subsequently.

Evaluation procedure “A”

The evaluation is based on the research group’s original discoveries, theories and interpretations, and developments considered outstanding in the given discipline, as well as the amount of research grant funding obtained over the course of the project.

The evaluation criteria:

1. An internationally outstanding original discovery, theory and interpretation and/or development means any scientific publication or summary article or monograph explaining a new theory and interpretation by the research group that:
 - has an impact factor of at least n (where n generally = 1; $n = 3$ in psychology); or
 - has been published in a journal of the highest category according to the journal classification adopted by the academic scientific committee competent in the field of the application or, in the absence of such a classification, in a D1 journal according to the SCImago Journal Index classification; or
 - the number of its independent references, aggregated over a maximum of 3 years, is at least 10; or
 - has a monograph published by an internationally renowned publisher.
2. An outstanding original discovery, theory, interpretation or development by the research group means any scientific publication or summary article or monograph explaining a new theory and interpretation that:
 - has been published in a second-category journal according to the journal classification adopted by the academic scientific committee competent in the field of the application or, in the absence of such a classification, in a Q1 journal according to the SCImago Journal Index classification; or
 - a monograph published by a renowned Hungarian publisher.

Publication evaluation criteria:

1. The publication may be a work accepted for publication by the publisher, published either electronically or in print, or a manuscript submitted for publication in a verified manner and explicitly accepted by the evaluator, in which:
 - the first, last or corresponding author of the publication, individually or jointly, is a member of the research group, or the authors of the publication include at least two members of the research group;
 - the publication indicates the source of the grant or, failing that, the evaluator explicitly accepts the publication as coming from the work of the Momentum research group.
2. The evaluator assesses whether the summary articles and monographs represent a new interpretation of their own theory and whether the publisher of the monograph is acceptable.
3. Only references registered in the MTMT can be accepted. Multiple references may be taken into account in fields of science where the academic committee competent in the topic of the application allows them to be considered.

The evaluation method

Conditions for a “*excellent*” qualification:

- a total of at least ten scientific publications in five years, of which at least two are internationally outstanding and three are outstanding publications; or
- one internationally outstanding and three outstanding publications; or
- two internationally outstanding publications and one outstanding monograph; or
- one internationally outstanding publication and one outstanding monograph; or
- an application grant received by the group during the application period of at least 75% of the total amount of the Momentum grant.

Conditions for a qualification of “*good*”:

- a total of at least eight scientific publications over a five-year period, of which at least one is an internationally outstanding publication and two are outstanding publications;
- or
- one internationally outstanding monograph and one outstanding publication; or
- one internationally outstanding publication and one outstanding monograph; or
- the group received application grants of at least 50% of the total amount of the Momentum grant during the application period.

Conditions for a qualification of “*sufficient*”:

- a total of at least five scientific publications over a five-year period, of which at least one is an internationally outstanding publication and one is an outstanding publication; or
- one outstanding monograph and one outstanding publication.

Any result that does not meet the above conditions is evaluated as "*unsuccessful*".

Borderline cases may be decided on the basis of the evaluation described in Evaluation procedure "B", Sections 3-6.

Evaluation procedure "B"

The evaluation criteria: novelty of the research, publications, conference presentations, international embeddedness, youth education, public presence.

Interpretation of the criteria

1. Novelty of research – although the concepts of ‘novelty of research’ and ‘discovery’ have quite different meanings in the humanities and some social sciences than in other disciplines, it is possible to define what the professional community means by novelty and new results, even in the humanities and social sciences. In many cases, ‘novelty’ means revising and reinterpreting a previous position or understanding, as well as approaching it from a new aspect. Given that the Momentum humanities research groups are often concerned with the preservation of cultural heritage, the creation of a collection can be considered a ‘research novelty’, as can the collection and classification of previously unexplored sources, their processing in a database, or the inclusion of a larger number of sources from a previous research. The work of a research group in the humanities can also be just as significant of a novelty if it adapts the international trends in the given field from a methodological point of view, or if it introduces new methodological approaches and practices.

Criteria to be examined by the reviewer:

- The original application of research novelties/discoveries/methodological experiences of international significance;
- research novelty/discovery of significance in Hungary;
- promotion of the development of the discipline/initiation of new research directions;
- collection enhancement, significant source research in hitherto unknown/untapped areas, database building; (Databases and catalogues must be available to the professional public on the internet, following the principle of open access.)

2. Publications – several criteria should also be taken into account when evaluating publications: the number of publications (3-5 publications per year is very good; a larger number of publications can be considered outstanding in the case of a researcher); their diversity according to genre and subject; and their scope and international embeddedness. It is also necessary to establish a publication hierarchy from a single-author monograph to a review or a professional statement. In this way, the evaluation takes into account the number of publications and their place in this hierarchy, as well as the languages in which each article is published. The international presence of research results in the humanities is not only possible in English; German is on an equal footing with English in these sciences, and publications in other world

languages are also conceivable, depending on the research area. Publications in the languages of the countries of Eastern, Central and Southern European are of particular importance to researchers dealing with the historical issues of this region, also in terms of conveying the 'Hungarian position'. It is not advisable to overemphasise the importance of publications in international peer-reviewed journals (as this is not yet common in the humanities and in some social sciences), nor to overemphasise the importance of citations. This is because citations depend to a large extent on the size, the international embeddedness and the number of publications of a given scientific field or research direction, and the scientific significance of a work in the humanities is reflected more in the number of citations and references received continuously over a long period of time than in the number of citations received within one year. It is also important to examine the individual performance of the members of the research group, as single-author publications are generally the dominant practice in the humanities. The publications of the members of the research group should be evaluated as part of the overall performance of the research group. In the case of publications, however, it must be clearly stated to what extent the Momentum Programme supported the given research or publication, and to what extent it was supported by other funding sources.

Publications that may be considered in the evaluation:

- monographs/stand-alone volumes/catalogues/publications /source editions;
- catalogues/repositories/databases;
- edited volumes/conference volumes;
- journal article/study (in the case of the latter: a volume published in Hungary, a volume published abroad, a memorial book in Hungary or abroad);
- reviews;
- professional statements.

The publication language is a criterion to be considered separately (without ranking):

- Hungarian; or
- a world language (English, German, French, Italian, Spanish, Latin); or
- the language of a neighbouring country.

3. Conferences, Lectures – Momentum research groups can be expected to organise international and domestic conferences and, at the same time, research group members can be expected to participate in international and domestic conferences. The evaluation should take into account the number of conferences organised and the number of conferences attended, and whether the basis for attendance at the conferences/sessions was by application or invitation. (An invitation indicates the national and/or international reputation of the research group member.) Another important criterion is whether the member of the research group participating in the given conference gave a presentation related to the research area of the research group, thus informing the national and/or international research community about the work and the results of the research group.

Aspects to be considered during the evaluation:

- Organisation of international conferences;
- Organisation of national conferences;
- international lectures (by application or invitation);
- national lectures (by application or invitation);
- other types of presentations involving an invitation (radio, scientific community, dissemination of knowledge, etc.).

4. International embedding is facilitated by organising or participating in international conferences. In addition, cooperation with foreign research groups, visiting professors and fellow researchers working on similar topics or on similar types of research, and participation in international *study groups* can be of particular importance. Intensive cooperation with researchers from neighbouring countries and, where applicable, the participation of co-researchers in international applications can play a decisive role.

Aspects to be considered in the evaluation:

- international collaborations of the research group (possibly through an international grant);
- the hosting of foreign visiting researchers;
- the establishing of institutional relationships;
- participation in a *study group*.

5. In the case of Momentum research groups, the involvement of university and doctoral students in research contributes to youth education and to the impact made on the discipline, while at the same time providing a unique opportunity for young talent to participate in world-class research in the field of humanities and social sciences. The direct scientific benefit of research results can also be measured when evaluating the involvement of young researchers. Similarly, the reviewer should consider the place, role, and impact of the Momentum research group in the given discipline as well as in the humanities in general.

Aspects to be considered in the evaluation:

- education of young researchers (number of doctoral candidates, university students, number of theses, dissertations leads);
- participation of the research group members in higher education;
- the direct impact of the work of the research group on the discipline (creation of a competitive situation, stimulating role, involvement of a new quality).

6. Public presence, direct social benefit – researchers in the humanities and social sciences are often actively involved in the care and preservation of national heritage, as well as often having the opportunity to inform the general public about their research. This is where the social benefit is directly visible and their research results can be disseminated to the public through exhibitions, promotional publications, textbooks, or a significant number of media appearances. It is therefore important to measure visibility when assessing the effectiveness of research groups working in the humanities and social sciences.

Aspects to be considered in the evaluation:

- Nurturing of national heritage/protection of cultural heritage;
- exhibitions;
- promotional articles, lectures, roundtable discussions;
- media presence;
- presence in primary and secondary education.

7. Other criteria – Other criteria may be used to assess the effectiveness of the Momentum research groups, such as the number and the size of additional grants received during the Momentum research project, or science management and expert activities. In the humanities and (some) social sciences, whether a grant won is funded nationally or internationally is not currently considered a primary criterion, as these are mainly ‘national’ sciences and are therefore less likely to compete for grants that focus on international projects (or there are simply no appropriate grant applications for them). In evaluating such projects, it is also necessary to take into account that the humanities and social sciences require significantly less funding to carry out their research, as their equipment needs are mostly negligible. However, it is a legitimate expectation of a Momentum research group in the humanities and social sciences to augment the budget of the Momentum project with resources from other projects.

Aspects to be considered in the evaluation:

- other projects won;
- science management activity/impact;
- expert/consultant activity;
- other criteria not listed above, but considered relevant by the evaluator.

The evaluation method

In general, an “*excellent*” evaluation result requires outstanding performance in at least two, but possibly more, of the categories listed in the details of each criterion. With the exception of the publication hierarchy, the sub-paragraphs do not indicate an order of evaluation or ranking. The evaluation can be quantified as follows, with each criterion being worth up to 100 points: 85-100 points means “*excellent*”; 68-84 points means “*good*”; 51-67 points means “*sufficient*”; and 0-50 points means “*unsuccessful*”. In addition to the quantified evaluation, the written evaluation and the justification of the score are essential. The overall percentage performance of the research group, which determines the result of the evaluation, must be calculated on the basis of the scores given according to the seven criteria:

“*Excellent*” evaluation result: 85-100%;

“*Good*” evaluation result: 68-84%;

“*Sufficient*” evaluation result: 51-67%;

The evaluation result is “*unsuccessful*” if below 50%.

Expectations for Momentum research groups in the field of Life Sciences

The main purpose of the report after the *first year* is to inform the grantor about the specific efforts made by the researcher and the host research entity to ensure that the personnel, the infrastructure and methodological conditions necessary for the successful operation of the research group are in place. The detailed evaluation will only be carried out if it is clear that such conditions are lacking, and such a lack may even result in the withdrawal of the grant. In the report after the first year, the Principal Investigator summarises the professional paths he/she has taken and the theoretical or experimental endeavours he/she embarked upon. The role of the reviewer as a mentor is to provide meaningful feedback to the Principal Investigator to help adjust the direction of the research.

The report after the *second year* should already show the expected or possibly existing results of the work done. There is no obligation to publish in this year; researchers should not be encouraged to choose studies that can be published more quickly and could therefore be of mediocre quality.

By the end of the *third year*, the research group must present, at a minimum, **one of its own original scientific results** – but preferably as many results as possible – **which brings actual international success**. If this is the case, the research group can continue its work for at least two more years.

After three years of scientific work, three significant, original discoveries or developments that have a real impact on the development of the relevant specialised field are considered “*excellent*”.

Two important scientific results after three years of research, which are also worthy of international recognition, are considered “*good*”.

Finally, the research group is expected to be able to publish at least one major result after three years of priority funding, which is necessary for “*sufficient*” performance.

Since each discipline has a different perception of what constitutes a truly high-impact outcome, this is always best considered by the representatives of that discipline. However, for practical purposes, some general criteria need to be established. By way of example, the publications that will be automatically accepted as **having scientific results with a real international impact** in the life sciences field are those that:

- are published in journals with at least an impact factor of 10; or
- are published in journals included in the Nature Index (i.e. in leading journals with the highest visibility); or
- are published in a D1 journal classified by the SCImago Journal Index; or
- have at least 12 independent citations annually after publication, regardless of the professional journal in which they were published.

In addition to the above, the Panel takes into account the specificities of each discipline.

A publication can be recognised as an achievement of the research group if the first, last or corresponding author is the Principal Investigator of the research group, individually or jointly, and the source of the grant is indicated in the publication.

A **national or international grant** of at least the same amount received during the Momentum research grant is sufficient in itself for an “*excellent*” rating.

In the *final report* (after five years of scientific research), five outstanding results are also considered as “*excellent*” if at least two of the five discoveries have a value of more than 10 IFs and the others (at least three) are SCImago D1 publications.

A “*good*” result means at least three discoveries, of which at least one has an impact factor greater than 10, and the others (at least two) are SCImago D1 publications.

A research group with at least one publication with an IF greater than 10 or at least two publications in SCImago D1 in 5 years will be rated “*sufficient*”.

A research group that does not meet the indicators listed above is rated “*unsuccessful*”.

Expectations for Momentum research groups in Mathematics and Natural Sciences

The key objective of the progress report after *the first year* is to give the grantor an idea of the specific efforts the researcher and the host research entity made to ensure the personnel, the methodological conditions and the infrastructure necessary for the successful operation of the research group are in place.

The task of the reviewer as a mentor is to provide the Principal Investigator with meaningful feedback which can help the Principal Investigator change the direction of the research, if necessary, and achieve the most significant results possible in the international arena with his/her Momentum research group.

After the end of *the third year*, by which time it usually becomes clear what the research group is capable of, a detailed evaluation of the merits of the research must be carried out.

In evaluating the performance of the Momentum research groups, the Mathematics and Nature Science Panel primarily consider the following two criteria:

- By the end of the grant period, the research group must present **as many new scientific results as possible, but at least one that has an international impact and is based on their own original, significant contribution.**

A scientific result is considered to be an original discovery of the Momentum research group if the first author of the publication (or, in fields where the order of authorship is not relevant, the lead author) and the corresponding author are both members of the Momentum research group.

The level of excellence in research in mathematics and the natural sciences, as well as in the technical field cannot be expressed in a single set of numbers. Therefore, the evaluation should take into account the specificities as well as the national and international average standards and cutting-edge quality of the given field when measuring performance and impact. Expert opinion should be sought on the quality, significance and embeddedness of the publications within the given field in the leading international research directions, where the average impact factor of the place of publication can only be indicative. An “*excellent*” rating cannot be given after three years without publication, and a multi-year research record that does not elicit a response (citation) is insufficient.

- Important evaluation criteria include the existence of **new domestic and international** (bilateral, ERC, V₄, EU, UN, NATO, ESA, SNF, etc.) **grants** obtained through new results/contacts in which the Principal Investigator of the Momentum research group is the supervisor or has a demonstrably decisive role. It is not sufficient to present results obtained exclusively in the Hungarian grant system.