

## **DISTINGUISHED GUEST SCIENTISTS FELLOWSHIP PROGRAMME**

**The Hungarian Academy of Sciences launches a call for applications  
for inviting internationally acclaimed foreign researchers  
for a period of 3-12 months to conduct research in Hungary**

### **Objectives**

With a view to fostering the global competitiveness of research groups operating in Hungary, the Hungarian Academy of Sciences (Magyar Tudományos Akadémia, hereinafter referred to as MTA) launches a call for applications for inviting internationally acclaimed foreign researchers as Distinguished Guest Scientists to conduct joint research work in research groups operating at MTA's research institution network or in research groups receiving MTA funding and operating at Hungarian universities. The Distinguished Guest Scientists invited on the basis of the successful applications are expected to take part in the work of the research group typically within the framework of public employment.

Joint research projects can be carried out in all fields of science. The Distinguished Guest Scientist Fellowship Programme is not meant to fund visits to research units, or participation in conferences or delivering lecture series in Hungary.

### **Conditions of participation**

Within the framework of the Distinguished Guest Scientists Fellowship Programme, funding will be available for the invitation of foreign researchers pursuing top-level research and possessing a record of outstanding research performance of worldwide recognition, for a period of 3-12 months. Applications may be submitted by leaders of research groups (Lendület "Momentum" or other research groups) operating at MTA's research centres or research institutes, as well as leaders of MTA-funded research groups or Lendület "Momentum" research groups operating at Hungarian universities (hereinafter referred to as Host PIs, where PI stands for Principal Investigator). The Host PI may submit the application, to be drawn up in cooperation with the Distinguished Guest Scientist to be invited and to be approved by the head of the Host Institution (general director of the research centre or director of the research institute or rector of the university concerned), to the President of MTA. The research to be conducted in Hungary under the Distinguished Guest Scientist Fellowship Programme is to be completed by 30<sup>th</sup> June 2020 at the latest.

### **The amount and form of funding to be requested**

The total amount of funding available under this scheme for the year 2019 is HUF 50 million. Individual grants may reach the maximum amount of HUF 2.5 million per month. This is a gross amount, which is to cover all costs of the Distinguished Guest Scientist (personnel costs including social security contributions, and operational expenses). No additional costs will be accepted as eligible costs.

## Terms and conditions

- 1) The Host PI will undertake, in cooperation with the administrative unit of the Host Institution, to provide appropriate research facilities for the Distinguished Guest Scientist.
- 2) If needed, the Host Institution (MTA's research centre or research institute or the university) will undertake to provide logistic and administrative support for the Distinguished Guest Scientist concerning his/her entry and stay in Hungary.
- 3) The Distinguished Guest Scientist and the Host PI must submit a joint research report within one month after the end of the Distinguished Guest Scientist's stay in Hungary. This report shall have an annex containing the manuscripts of the scientific papers the Distinguished Guest Scientist and the Host PI have prepared together and the title of the scientific journal in which they intend them to be published. (The annex should contain the manuscript of at least one scientific paper meant to be published in one of the top periodicals of the respective scientific field.) The research report has to state the exact dates of the Distinguished Guest Scientist's stay. The research report has to be supplemented with a maximum two-page abstract for communication purposes written in Hungarian, summarizing in an easily understandable way with illustrations if necessary the main ideas behind the joint research work undertaken in the course of the fellowship and the results achieved.
- 4) The joint scientific publications have to be forwarded electronically to the e-mail address [meghivas@titkarsag.mta.hu](mailto:meghivas@titkarsag.mta.hu). In the publications reference has to be made to the invitation under MTA's Distinguished Guest Scientist Fellowship Programme.
- 5) Distinguished Guest Scientist are required during their stay in Hungary to spend the time determined in the employment relationship entered into under the fellowship fully on the implementation of the joint research project. They are allowed to deliver university lectures subject to the consent of the Host PI, and without any remuneration.
- 6) When requested by the President of MTA, Distinguished Guest Scientists shall give their opinion on MTA's Distinguished Guest Scientist Fellowship Programme, shall summarize the experiences they have gathered concerning the state of play in the field of scientific research at large in Hungary, and shall put forward proposals concerning the possible ways of improving the Distinguished Guest Scientist Fellowship Programme.
- 7) The names of the Distinguished Guest Scientists selected for invitation, the Host Institutions and of the Host PIs, as well as the abstracts of the research reports prepared for communication purposes will be published by MTA.

## Submission of applications, requirements regarding form and content

The application package should comprise of the application form, the CVs of the Distinguished Guest Scientist candidate and the Host PI, as well as an accompanying letter written both in English and Hungarian.

- The application form (to be found in *Attachment 1*) should be completed in full, and should contain the signature of the Distinguished Guest Scientist to be invited, as well as the respective original signatures of the Host PI proposing the invitation and of the

head of the Host Institution. A short summary of the scientific career (CV) of the Distinguished Guest Scientist candidate and that of the Host PI should also be attached to the application form.

- The accompanying letter, both in Hungarian and in English, should be signed by the Host PI, should be maximum of 2 pages long, and should point out the significance of the joint research envisaged, the expected impact of the Distinguished Guest Scientist's activity in Hungary, and a maximum 10-sentence-long summary, designed for communication to the public, about the joint research work envisaged. The full name of the employer of the Host PI as well as that of the employer of the Distinguished Guest Scientist candidate, together with their respective e-mail addresses, should also be given in the accompanying letter.

### **Application procedure**

- 1) Contact is established between the Host PI and the Distinguished Guests Scientist candidate.
- 2) They draw up a joint plan for research to be done in Hungary for a period of minimum of 3 and maximum of 12 months.
- 3) The Distinguished Guests Scientist candidate sends the completed application form, containing his/her signature, to the Host PI (electronic version is acceptable).
- 4) The head of the Host Institution (general director of a research centre of MTA, director of an independent legal person research institute of MTA, or rector of a university) approves of (signs) the application form which has already been signed by the Distinguished Guests Scientist candidate and the Host PI, and approves of (signs) the bilingual accompanying letter.
- 5) The Host Institution forwards the application package (application form, CVs of Distinguished Guests Scientist candidate and Host PI, accompanying letter in two languages) to the President of MTA.

### **Deadline for application**

Applications are to be addressed to the President of MTA and submitted before **15<sup>th</sup> April 2019, 12:00 (CET)** as follows:

- 1) the application form, the two CVs and the accompanying letter in Hungarian and in English in a PDF file, as well as the application form without signature in a Word document file, are to be sent via e-mail to [meghivas@titkarsag.mta.hu](mailto:meghivas@titkarsag.mta.hu);
- 2) hard copies of the documents specified in point 1) are also to be posted or delivered personally to the Department of Grant Management of the Secretariat of MTA (name and address: MTA Titkárság Kutatási Pályázatok Főosztálya, Nádor utca 7., H-1051 Budapest). The latest date of postage shall be 15<sup>th</sup> April 2019.

The Department of Grant Management will send a confirmation of the receipt of the application to the applicant. Should the applicant not receive a confirmation of the receipt of the application within eight days after the deadline of submitting the applications, he or she may prove that submission of the application took place before the deadline by presenting the relevant documentation to the Department of Grant Management of the Secretariat of MTA.

### **Checking the formal requirements**

Formally incomplete applications may not be considered. Lack of any required component may not be remedied. The application submitted will be checked by the Department of Grant Management of the Secretariat of MTA. Where the application meets the formal requirements specified in the call, the Department of Grant Management will, not later than 7 days after the submission of the application, either send a confirmation of admission of the application for evaluation to the applicant or shall reject the application without evaluating it.

### **Evaluation process, decision on funding**

Applications shall be evaluated by reviewers invited by the President of MTA. Based on the proposals by the reviewers, the members of the jury invited by the President of MTA shall set up the ranking of the applications based on the specific research plan prepared by the Host PI and the Distinguished Guest Scientist candidate, the significance of the scientific outcome to be expected from the cooperation and the general impact of the cooperation on the Hungarian scientific community. The jury shall group the applications into three categories (highly recommended for funding, recommended for funding, not recommended for funding) and shall set up the ranking within each category. The total sum of the grants provided for applications which are judged to be highly recommended for funding shall not exceed the total amount of funding announced in the call for applications. Based on the ranking, the final decision shall be made by the President of MTA until 5<sup>th</sup> June 2019 at the latest.

### **Notification of selection results**

- 1) The President of MTA shall notify the heads of the Host Institutions of the final decision in writing on 12<sup>th</sup> June 2019 the latest, he shall send an invitation letter to the Distinguished Guest Scientists selected (sending a copy to the head of the Host Institution concerned), and shall publish the list of the names of successful applicants on MTA's website [www.mta.hu](http://www.mta.hu).
- 2) All further correspondence is to be done directly by the Host Institutions and the Distinguished Guest Scientists selected for invitation.

### **Issuing of the grant award document, payment of the grant and reporting**

Once the application has been selected for funding, the Secretariat of MTA (as Grantor) shall provide – in case of a research centre or an independent research institute – the Host Institution, – or in case of a research group receiving MTA funding and operating at a Hungarian university – the MTA's Office for Research Groups Attached to Universities and Other Institutions (hereinafter referred to as MTA TKI) with the amount of the grant awarded. The grant is non-repayable, and it may be transferred pursuant to the grant award document. The amount of the grant may be used to cover personnel costs and operating expenses. No other cost of any type may be covered by the grant. Any amount which was unused or unduly used, or illegally used or used for purposes other than it was meant for shall be repaid increased by late payment interest, in accordance with the relevant specific legislative provisions. The Grantee will be notified of his/her repayment obligation by the MTA in a separate request for payment. Unless otherwise provided by law, the Grantee shall fulfil his/her repayment obligation within 30 days from receipt of the request for

payment. The detailed rules on financial reporting shall be laid down by the Grantor at the start of the grant period.

### **Information on how to lodge a complaint**

Applicants may lodge a complaint addressed to the President of MTA, should they believe that a procedural element of the call procedure or of the decision-making concerning the award of the grant, or of the issuing of the grant award document or of the transfer of the state-funded grant amount or of the recovery of undue payments has violated in any way a legislative provision or has been contrary to what has been provided for in this call for applications. No complaint can be lodged concerning the scientific evaluation of the applications. The complaint has to contain the name and address of the applicant lodging the complaint, the specification of the contested measure or of the instance of inaction, the description of the relevant facts, the identification of the specific legislative provision or provision of this call which has been allegedly violated by the contested measure or instance of inaction, and the signature of the applicant lodging the complaint. The complaint may be submitted only once within 15 days following the receipt of the notification about the decision containing the contested measure or an instance of inaction via e mail to the e mail address [meghivas@titkarsag.mta.hu](mailto:meghivas@titkarsag.mta.hu) and at the same time by post using the postal address of the Department of Grant Management of the Secretariat of MTA (MTA Titkárság, Kutatási Pályázatok Főosztálya, Nádor u. 7., H-1051 Budapest). Processing of the complaint shall be completed within 30 days following its receipt, whereby examination and revision may only cover matters which are being specifically contested in the complaint. Incomplete complaints, or complaints lodged after the above-mentioned deadline or complaints concerning the evaluation shall be rejected without further examination.

### **Legal remedy**

No legal remedy may be sought concerning the substance of the decision on the results of the call.

### **Miscellaneous**

The intensity of the financial support is 100%. Applicants are not required to provide own financial resources. There is no application fee. For further information on the call for applications, please contact the Department of Grant Management of the Secretariat of MTA at the address [meghivas@titkarsag.mta.hu](mailto:meghivas@titkarsag.mta.hu) or visit the website of MTA ([www.mta.hu](http://www.mta.hu)).

### **Additional information**

**MTA hereby informs the applicants of the following:**

- a) The Hungarian State Treasury operates a monitoring system regarding budgetary funding and involved in the coordination of the use of budgetary support funds. A support decision not registered in the monitoring system may not serve as a basis for valid funding.
- b) By providing data for the monitoring system, the grantor ensures that in case of funding through a grant process, the data of the call for applications are published on the relevant website, and so are all data related to facts occurring or conditions determined by the grantor in connection with the use of the grant amount, as well as

facts and conditions concerning the legal relationship between grantor and grantee, the provision of the grant amount, and any reporting requirements. The data registered in the monitoring system may be deleted after 5 years from the last calendar day of the year in which the decision of support was made.

- c) The legal provisions on the right to informational self-determination set out what shall be considered as data of public interest. The data which would not qualify as such in the first place but are being processed by an individual or a body
- who/which is in charge of the preparation of the call for applications,
  - who/which is in charge of the announcement of the call for applications,
  - who/which is in charge of the preparation of the decision on the award of the grant,
  - who/which is in charge of the decision-making, and which is related to the call for applications or to the application process or to the decision on the award of the grant, shall be considered data which are public on grounds of public interest, provided that they are not to be considered sensitive data.
- d) the grantor shall check the use of the grant in line with the terms of the grant agreement, pursuant to the provisions of the Government Decree 368/2011. (XII. 31.) on the implementation of the Act on Public Finances.

<b>The aim of and legal basis for the processing of personal data during the call procedure</b>
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- a) The personal data given by the applicant shall be processed for the purposes of the conduct of the call procedure by the Department of Grant Management at the Secretariat of MTA.
- These personal data will be accessible to the competent organizational units of the Secretariat of MTA based on the MTA's statutes and rules of procedures, as well as to reviewers participating in the evaluation process of the applications, in so much as it is needed for the performance of their duties defined by law. The personal data of the grantees will be processed by the host institution concerned (in the case of university-based research groups, MTA TKI) in order to conclude the contract of employment.
- b) The legal basis for the processing of personal data is the duty to perform public service tasks as specified in the Academy Law.
- c) Any changes in the personal data of the applicant should be communicated at the following e-mail address: [meghivas@titkarsag.mta.hu](mailto:meghivas@titkarsag.mta.hu)
- d) The guideline on MTA's data processing policy is available at [http://mta.hu/data/dokumentumok/kozerdeku\\_adatok/2018/Adatkezelesi%20tajekoztato20180525.pdf](http://mta.hu/data/dokumentumok/kozerdeku_adatok/2018/Adatkezelesi%20tajekoztato20180525.pdf)

Budapest, 8<sup>th</sup> February, 2019

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President of the MTA