Tender Regulations do not apply (1.2 point)
- the call for proposals lays down special rules (e.g. scholarships)
- SE regulations, Rector or Vice-rector for Science and innovation exempt

Preparation of application

Signing the application
Directorate-General for Economic Affairs (http://semmelweis.hu/gfi/)
- Legal (http://semmelweis.hu/jogigfioi_g/)
- Chancellor (www.semmelweis.hu)
- Rector (www.semmelweis.hu)

No PFB required to apply (IK reviews) jointly (2.5.1 point):
a) total budget below 50 M HUF;
b) support intensity 100 %
c) the planned value of the development contribution is equal to the amount eligible for general (indirect) costs according to the call for proposals max. extent;
d) may be submitted in unlimited numbers,
e) grants for infrastructure development and equipment acquisition, if there is no maintenance obligation for operation (maintenance, repair etc.)

Submission of the relevant documents of the final application to the IK (2.5.4 point)
(no later than 8 working days before the submission of the application to the Sponsor)

Submission of an application to the supporting body, remedying deficiency, clarifying questions (applicant) 2.5.5 point

Draft grant agreement and SE forms are sent by the applicant to IK (2.5.6 point)
http://semmelweis.hu/innovacio/

Sponsor decision
(applicant notifies IK by max. Within 5 working days)
http://semmelweis.hu/innovacio/
project@semmelweis-univ.hu

Signing the application (IK) 2.5.4 és 2.5.6 points
- legal countersignature (JIF: http://semmelweis.hu/jogigfioi_g/)
- financial countersignature (GFI: http://semmelweis.hu/gfi/)
- Chancellor (www.semmelweis.hu)
- Rector (www.semmelweis.hu)

The signed contract will be returned to the applicant by the IK

Remedying deficiency

PFB decision (2.3 point)
(IK notifies the applicant about the decision electronically within 8 working days)

PFB decision supporting

PFB is required to apply (2.5 point)
IK evaluated the application, submitted to PFB (PFB continuously operating, electr. decision making)

Send PNYR sheet to the Innovation Center
(application, 2.5.1 point)
http://semmelweis.hu/innovacio/palyazat/pnyr/
project@semmelweis-univ.hu

Rector or Vice-rector for Science and innovation exempt

Assistant from SE departments (IK, GFI, JIF, EGF, MF)
www.semmelweis.hu

Tender Regulations apply (1.2 point)

8 working days before submission of the application to the sponsor

Signing the application
Directorate-General for Economic Affairs
(http://semmelweis.hu/gfi/)
- Chancellor (www.semmelweis.hu)
- Rector (www.semmelweis.hu)

Submission of a grant agreement
Directorate-General for Economic Affairs
- Legal
- Chancellor
- Rector

Concluding a grant agreement
Directorate-General for Economic Affairs (http://semmelweis.hu/gfi/)
- Legal (http://semmelweis.hu/jogigfioi_g/)
- Chancellor (www.semmelweis.hu)
- Rector (www.semmelweis.hu)

Preparation of application

No PFB required to apply (IK reviews) jointly (2.5.1 point):
a) total budget below 50 M HUF;
b) support intensity 100 %
c) the planned value of the development contribution is equal to the amount eligible for general (indirect) costs according to the call for proposals max. extent;
d) may be submitted in unlimited numbers,
e) grants for infrastructure development and equipment acquisition, if there is no maintenance obligation for operation (maintenance, repair etc.)

Submission of the relevant documents of the final application to the IK (2.5.4 point)
(no later than 8 working days before the submission of the application to the Sponsor)

Submission of an application to the supporting body, remedying deficiency, clarifying questions (applicant) 2.5.5 point

Sponsor decision
(applicant notifies IK by max. Within 5 working days)
http://semmelweis.hu/innovacio/
project@semmelweis-univ.hu

Draft grant agreement and SE forms are sent by the applicant to IK (2.5.6 point)
http://semmelweis.hu/innovacio/

Signing the application (IK) 2.5.4 és 2.5.6 points
- legal countersignature (JIF: http://semmelweis.hu/jogigfioi_g/)
- financial countersignature (GFI: http://semmelweis.hu/gfi/)
- Chancellor (www.semmelweis.hu)
- Rector (www.semmelweis.hu)

The signed contract will be returned to the applicant by the IK

Remedying deficiency

PFB decision (2.3 point)
(IK notifies the applicant about the decision electronically within 8 working days)

PFB decision supporting

PFB is required to apply (2.5 point)
IK evaluated the application, submitted to PFB (PFB continuously operating, electr. decision making)

Send PNYR sheet to the Innovation Center
(application, 2.5.1 point)
http://semmelweis.hu/innovacio/palyazat/pnyr/
project@semmelweis-univ.hu

Rector or Vice-rector for Science and innovation exempt

Assistant from SE departments (IK, GFI, JIF, EGF, MF)
www.semmelweis.hu

Tender Regulations apply (1.2 point)

8 working days before submission of the application to the sponsor

Signing the application
Directorate-General for Economic Affairs
(http://semmelweis.hu/gfi/)
- Chancellor (www.semmelweis.hu)
- Rector (www.semmelweis.hu)
Project implementation (2.6 point)

Project management is responsible for implementation

Preparation of professional and financial reports 2.6.2 point

Completed professional and financial report is sent to IK (2.6.2 point)
projekt@semmelweis-univ.hu
1085 Budapest, Úllői út 26.

Signing the reports (IK) 2.6.2 point

Submitting reports to the sponsor (projectmanagement)

Remedying deficiency consulting with the sponsor (projectmanagement)

Project closure (project management) 2.6.3 point

Maintenance period 2.6.6 point

IK and SE departments provide assistance in their field
1085 Budapest, Úllői út 26.

- Innovation Center (http://semmelweis.hu/innovacio/)
- Directorate – General for Legal and Administrative Affairs (http://semmelweis.hu/jogigfoig/)
- Directorate-General for Economic Affairs (http://semmelweis.hu/gfi/)
- Directorate-General for Human Resources management (http://semmelweis.hu/human/)
- Directorate-General for Technology (http://semmelweis.hu/mfi/)

- Directorate-General for Economic Affairs
- Chancellor
- Rector