

Lead Agency Agreement

Memorandum of Understanding on the Unilateral Administration and Mutual Recognition of Evaluation Procedures

1. Preamble

The Slovenian Research Agency (ARRS) and the Hungarian Scientific Research Fund (OTKA) [in the following text: partner organizations] agree to prospectively make use of a unilateral evaluation procedure for joint Hungarian–Slovenian research projects. The results of the evaluation procedure subsequently shall be accepted by the respective other partner organization, presupposed that the decision-making body of the partner organization approves of the result.

The Memorandum pursues several goals:

- Facilitating the application procedure for joint research projects
- Simplification of administrative procedures

2. Reviewing applications for integrated, bilateral research projects

The Memorandum at hand shall only apply to bilateral research projects which, due to their bilateral character, promise to yield an increased scientific added value which could not be achieved if the respective project parts were carried out alone.

Procedural Principles:

1. The joint project application is submitted to the funding agency that is to finance the larger financial share. This funding agency in the sequel acts as Lead Agency. The application must follow the application guidelines of the Lead Agency.
2. The application consists of a joint scientific description of the project, delineating the scientific contributions of the respective partners. Cost calculations must be stated separately for each national part of the project and must follow the guidelines of the respective national funding agency.
3. Once the application is submitted, the Lead Agency informs the partner organization of the application and asks for a formal check of the respective national project part. If the formal criteria of one of the two funding agencies are not met, the application is considered as being rejected by both funding agencies.

4. The Lead Agency administers the evaluation process in accordance with its standard procedures that apply for the respective funding programme. The partner agencies agree on an international peer review procedure.
5. The Lead Agency forwards the result of the review process to the partner organization (funding/rejection), including the complete, non-anonymised reviews. The partner organisation assures the confidential treatment of this information.
6. The partner organisation presents the result of the review process to its decision-making body and asks for the confirmation of the Lead Agency's decision. Should the decision of the Lead Agency not be followed, an explanation for this must be provided to the Lead Agency.
7. If no agreement can be reached between the partner organisations, the application is considered as being rejected.
8. After a decision has been reached, the two agencies inform the applicants of the outcome.
9. In the case of approval, project parts will be financed by the respective funding agency in accordance with its standard practices.
10. Intermediary and final reports will be carried out in accordance with national guidelines.

The partner organizations can temporarily agree that only one of them acts as the Lead Agency. Any of the partner organizations can temporarily suspend execution of the Agreement for budgetary reasons.

Further administrative details will be agreed upon in the course of implementation of the Lead Agency procedure. Any changes to this Memorandum of Understanding must be made in written form. The Memorandum of Understanding will enter into force upon its signing by both parties and has a duration of three years. Its validity will be extended automatically, unless one of the parties decides to cancel the cooperation. A cancellation has to be forwarded in written form at least six months before the desired date of cancellation to the partner agency. The parties agree to evaluate the cooperation regularly.

Budapest

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FTD.

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