



**Guide for filling in and submitting the
electronic form on the
“Transparency of Subsidies Provided from Public Funds”
providing data, pursuant to Act CLXXXI of 2007,
to the 2008 calls of the
National Office for Research and Technology (NKTH)**

Version of form: V71.01.12. 01 April 2009. 12:00
Version of document: V71.01.12. 01 April 2009. 12:00

**KOZPENZ_08
(KP)**

Contents

1. General Information.....	3
2. Working with Forms in Excel.....	4
2.1. Generating File Names	4
2.2. Function Buttons on the Form	5
3. Submission of Electronic Forms Completed in Excel	6
4. Information, Helpdesk	6
5. Guide to Filling in Excel Fields.....	7
5.1. Application Form #71-1 – 11. Form for the transparency of subsidies provided from public funds.....	7
6. Appendices	9
Appendix A.1: A few two-letter country codes	9
Appendix B.1: Working with Forms - Summary.....	10
Appendix B.2: Configuring and specialties of Microsoft Vista/MS Excel2007	11
Appendix B.3: An alternative to the function button “Beküldendő ZIP fájl előállítás” (Generating ZIP file for submission).....	11
Appendix C.1: Data ERROR CHECKING function in the form and checks carried out by the receiving system.....	11
C.1.1. Checks in the Form	12

Guide for filling in and submitting the 2008 electronic form on the “Transparency of Subsidies Provided from Public Funds”

This is a guide on how to fill in and submit (as an *attachment to an e-mail*) the single Form providing data set forth by the title, which is used in the following calls for proposals of the **National Office for Research and Technology (NKTH)** in 2008:

TECH_08, OTKA_A_08, EUREKA_HU_08, NTP_08, INNO_08, TET_08_RC_SHEN, TET_08_SG_STAR,
INNOTARS_08, AAL_08_1, ARTEMIS_08_1, ENIAC_08_1, BONUS_08, 5LET_08, BUREAU_08,
BAROSS_07, NAP_08, CORNET_6_08, HUMAN_MB_08_A, HUMAN_MB_08_B, HUMAN_MB_08_C

Pursuant to the relevant legal provisions, for each proposal, all applicants/consortium members shall fill in and submit a signed form, on which he/she makes a declaration on his/her involvement and conflict of interest as defined by law. Foreign partners/consortium members contributing to project/proposal implementation shall be exempted. Foreign partners shall not, only Hungarian partners shall be obliged to fill in the Form KOZPENZ_08. To comply with the publication obligation set forth by law, the contents of the - correctly filled in - form shall also be submitted electronically to kozpenz2008@nkth.gov.hu e-mail address. An automatic receiving system receives the letters, and in case the data are syntactically correct, stores them. If the automatic syntactic check detects an error, the system responds by sending an error message, thus, following the correction thereof, data have to be re-submitted. The receiving system does not check the content, thus you must pay attention to the content while filling the form in.

1. General Information

The Form and its Guide is available for download from the website of the National Office for Research and Technology (NKTH): <<http://nkth.gov.hu>>.

The form comprises 1 printable page: the following data necessary for identifying the proposal and the applicant concerned shall be filled in, and also declarations set forth by law must be made here:

- call or sub-programme acronym, under which you submit your proposal,
- a few data of your proposal (acronym, title),
- important identification data of the applicant (type, name, address, tax number, number of applicant in the proposal if it is a joint proposal),
- the amount of funding requested by the applicant under the proposal,
- contact details of the contact person of the applicant for consultation concerning this form, in accordance with the data provided on the application form, furthermore
- a declaration must be made on involvement or conflict of interest as set forth by law.

For each proposal, all (Hungarian) applicants requiring funding under the proposal shall fill in this form, which shall be submitted both in a printed and signed hard copy, and as an electronic attachment to an e-mail for electronic processing as an attachment to the proposal. Pursuant to the relevant legal provisions, in the absence of this declaration positive funding decision shall not be passed.

Fields in the form shall be filled in according to their titles. **If filling in a field is not compulsory, there is reference made to this fact both in the guide and the help linked to the field concerned.**

Fields (and group of fields) in the form are identified by entry-numbers. All entry-numbers start with a square bracket (‘[’), the next two digits identify the worksheet (11), letters identify the given group of entries. Entry-numbers end with another square bracket (‘]’).

Please note! The Form has been compiled in Excel and uses macros, so you have to *enable macros before opening* it: start Excel before opening the form, in the menu-bar click on *Tools – Macro – Security* and choose *Medium* level of security. Now you can open the form (enable macros if asked). *In case you use MS Windows Vista/MS Office 2007, you will find the above restrictions and setup instructions under Appendix B.2.*

Before using the Form, download the package of forms (.zip) on your computer and unzip the form into the folder you wish to work in! Appendix B.1 includes a 1 page summary of technical help to assist work.

“Design mode” of Excel should be off (usually it is turned off). In design mode, when you click on active tools (checkboxes, list-boxes or function buttons), the mouse pointer changes into a hair cross, and active tools do not work. If your mouse pointer turns into a hair cross, *turn design mode off* (click on View – Toolbars – Control toolbox then

choose the Exit design mode icon /blue triangle with pencil/, which is highlighted in design mode and if you move the mouse pointer over it, the “Exit design mode” text appears)!

The form has been created under operation system **MS-WINDOWS-2003** by **MS-EXCEL-2003**, and has been tested under **MS-WINDOWS-XP**, **MS-EXCEL-XP** and **MS-EXCEL-2000**. Under **MS VISTA/MS EXCEL 2007**, this version qualifies as a beta version in the test phase. If you use a different version of the abovementioned system or a special system, some of the function buttons on the forms may not work properly due to the incompatibility of MS systems. **Please make sure that pop-up menus and function buttons work properly before you start work!**

Only the yellow and green fields (the latter for authorized signature) can be filled in directly, all the other fields are write protected! You can move to the next field by pressing the TAB key. Orange fields are filled in either automatically based on data in other fields, or by selecting an item from a pop-up list. Thus **it is not possible to modify white fields or directly type in orange fields.**

You are only allowed to use 8-bit latin2 coded fonts, which means that you must not change font type or size! Use ONLY space for separating words and sentences. Do **not** use tabs, other special characters, character-formatting or text-formatting tools in text-fields. Longer texts in several-line text-fields can be broken into lines by pressing ALT+ENTER keys simultaneously.

The following characters can be used in the forms:

Letters: a á b c d e é f g h i í j k l m n o ó ö õ p q r s t u ú ü ű v w x y z
 A Á B C D E É F G H I Í J K L M N O Ó Ö Õ P Q R S T U Ú Û Ü V W X Y Z

Numbers: 0 1 2 3 4 5 6 7 8 9

Symbols: space and ! # \$ % & ' () * + , - . / : ; < = > ? [\] ^ _ { | } ~

Do not use quotation marks (”). Pointed brackets (<>) should be separated from all other characters by at least 1 space!

Help function is available while filling in the form. If you move the mouse pointer over fields which are marked with a red triangle in their right hand corner or over the name of the field (you do not need to click on them), a text bubble containing help appears. If, due to inadequate monitor resolution, some of the text is invisible, scroll the worksheet in the desired direction.

Do not exceed the maximum number of characters per field! The help option also contains the permitted values or the maximum number of characters for each field, the form gives a warning message if the data you type in is longer than permitted. In such cases the message has to be confirmed in the grey pop-up window, and the field has to be filled in correctly.

Do not copy the contents of one field into another directly! Always use the Edit field (white text field) under the icons of Excel for copying a selected field or a part thereof (Copy, Paste editing options)!

2. Working with Forms in Excel

The content of partly or fully completed forms may be saved as or opened from a text-file (.xml) which is much smaller than a worksheet-file (.xls). These tasks can be carried out by using the function buttons in the upper right corner of the worksheets. Files saved this way are named automatically according to the conventions described in paragraph 2.1. File names also include the time and date of saving, providing an opportunity for checking different versions.

There is a separate function button on sheet No. 11 for compiling the zip-file for electronic submission.

Using Excel’s own Save, Save as and Open functions for saving/opening work in progress is not recommended, as these functions of certain Excel versions will cause errors in the form (selections disappear, write-protected rows fall apart, etc.). It is not recommended to save your work in the above-mentioned way, also because the size of the generated .xls file is too big and the file naming convention described under point 2.1 does not work.

We recommend to save your work in progress (i.e. the contents of an unfinished form) by **using the function buttons** of the form (e.g. “**TELJES úrlap mentése fájlba**” – Save all to file). If you fill in a form in several phases, to resume work on an unfinished form, first open the empty form in Excel, then click on function button “**TELJES úrlap betöltése fájlból**” (open Form from file), this will recover the contents of those fields that you have already filled in. Also save before printing, as certain Excel versions behave strangely after printing.

2.1. Generating File Names

Function buttons generate file names according to the following convention

KP-PNEV-xxxxxxxx-N-yyymmddhhnn

where KP stands for the public funds form, PNEV stands for the thematic priority ID (upper right corner in the form), xxxxxxxx stands for the acronym of the project proposal (field [11a]) and N stands for the number of the applicant (field [11c]),

yy, mm and dd stand for the given year, month and day respectively and hh and nn stand for the time of saving (hours and minutes).

Do not use too long folder names or names containing space or accented characters for storing files.

2.2. Function Buttons on the Form

Function buttons are used to save, open or check contents of the form in part or in whole (into or from a file). Buttons are *grey or green*, they are located on the right hand side of Excel worksheets. You might have to scroll the sheets to make buttons visible. Further, *yellow buttons* are used to select values from lists. The latter are described at the description of fields.

Please note: *To operate function buttons, you have to finish editing of Excel cells* (press ENTER, TAB, ESC), as function buttons are disabled while editing! *The selection of a proposal priority in the upper right corner of worksheet 11 is also compulsory.*

Until the requested task initiated by a function button is finished the mouse pointer changes. While saving and loading, a progress bar is visible in the bottom left corner (Excel status row, in %). If the function is carried out successfully, a pop-up window appears, which disappears after pressing the (OK) button. If the function was not completed successfully, the error message disappears if you press OK. When you press certain function buttons, you will have to feed in further data in a pop-up window or will have to confirm your intention of carrying out the function. You can cancel the function by pressing the "Nem", "Mégse", "Abort" or "Cancel" button.

When you save a file, choose a folder from the pop-up window in which you wish to save the file. Choose "XML Files (*.xml)" if you want to save your ongoing work, and "ZIP Files (*.zip)" if you are generating a zip-file for submission. The pop-up window automatically offers a file name complying with the conventions described in 2.1. **Do not use too long folder names or names containing space or accented characters.**

Please note: As the file name contains the *priority ID* (located in the top right corner of worksheet 11), the *proposal acronym* (field [11a]) and the applicant number (field [11c]), please fill these fields in before saving. The file name also contains the date and time of saving, so please **make sure the date and time settings on your computer are correct.** (see paragraph 2.1)

When you open a file, a pop-up window appears. First select the folder containing the file you are looking for, then choose "XML files (*.xml)" for file-type, and finally select the file containing the relevant data.

The content of partly or fully completed forms may be saved as or opened from a text-file (.xml) which is much smaller than a worksheet-file (.xls). These tasks can be carried out by using the function buttons in the upper right corner of worksheet 11. *There is a separate function button for generating a zip-file for submission.*

Function buttons located on worksheet 11:

- **TELJES űrlap KIMENTÉSe fájlba (Save all to file):** saves the full content of the form to an (.xml) file named during saving.
- **TELJES űrlap BETÖLTÉSe fájlból (Open Form from file):** loads the contents of a form from an (xml) file.
- **Elektronikusan BEKÜLDENDŐ ZIP fájl ELŐÁLLÍTÁSa (Generate zip-file for submission):**

Please note: *The ZIP.EXE program downloaded together with the form must be under the same folder as the xml-file ready for submission; if it is not, you have to copy it there. Please make sure that date and time settings on your computer are correct.*

1. The function checks if the ZIP.EXE program is under the folder you selected. If it is not there, an error message appears.
2. It saves the complete contents of the form into an xml-file (named according to conventions described in paragraph 2.1) under the selected folder. If an error occurs, a message appears containing the cause of the error.
3. It creates a password-protected zip-file (.zip) under the same name. If an error occurs, a message appears containing the cause of the error.

This function is used once, when you have completed or finished correcting the form, for creating a compressed file for electronic submission. *The generated zip-file will have to be attached to an e-mail (see paragraph 3). Saving and submission may be repeated after correcting mistakes until submission deadline.*

Before you finally save contents, use function button Data ERROR CHECKING.

Do not capitalize the name of "zip.exe" program, under certain systems this may also cause problems.

- **Adatok HIBAELLENŐRZÉSe (data error checking):** checks the existence and consistency of certain data. If there is an error, it moves to the cell containing it - or in case of a hidden cell, to its row - and highlights the cell or its surrounding. You can navigate among the errors indicated in a separate grey window by the function by using the "Következő" (Next) and "Előző" (Previous) buttons, while the field or its line of the form containing the error is highlighted. The highlighted field (or any other field) may be edited without exiting the checking mode. Following correction you can repeat the check by pressing "Újraellenőrzés" (Recheck). To exit check mode press the "Vissza" (Back) button.

An automatic help assists filling the Excel-form in. If you move the mouse pointer over fields which are marked with a red triangle or over the name of the field, a text bubble containing help appears.

3. Submission of Electronic Forms Completed in Excel

The file generated by function button “BEKÜLDENDŐ ZIP fájl ELŐÁLLÍTÁSa” (Generating ZIP file for submission) should be sent as an e-mail attachment to the following address

kozpenz2008@nkth.gov.hu

. Do not print the form before you receive the feedback indicating that your electronically submitted form is “correct”, as follows.

The Subject of the e-mail should contain the name of the submitted zip-file, nothing else. Apart from the zip-file, do not attach anything else to the e-mail (one file for each letter, you can copy the name of the file into the ‘clipboard’ by using the Copy option when selecting the file as attachment, then you can paste it directly into the subject row of the e-mail by using the Paste option). **Do not write anything in the letter: nobody reads the letters sent to this address, you will not receive an answer.** Incoming e-mails are automatically processed by a computer program sending an automated response to the sender. **Other unnecessary attachments, stationery or name cards may hinder or block correct processing by the automated system, or may make the interpretation of the response difficult.**

If the attached file and the data in it are **correct**, the program loads the data into a database. When this is done, an automated confirmation message is sent to the sender.

If there are errors in the file (empty fields, too long or inaccurate data, etc.), the program sends a letter stating the nature of errors, identifying inaccurate fields by giving their Excel co-ordinates, asking the sender to correct faults and resubmit the corrected Form. Co-ordinates: include the page number of the form/name of the worksheet and the co-ordinates of the cell on the page: A2 for example identifies the cell in column 1 and row 2. In the case of invisible or calculated cells or cells generated by function buttons, you can find the relevant cell in the indicated row on the indicated page. After correcting mistakes, the applicant should re-generate and re-submit the zip-file.

Please make sure that the electronic and paper version of the form are identical. Please check the correctness of the electronic Evaluation Form by submitting it in time, and only print and sign it after receiving the confirmation.

Until submission deadline set forth by the call you can change the forms already submitted and stored in the database by re-sending the corrected version. (The re-submission of a corrected file overwrites data on the same proposal submitted earlier.) The system processes the re-submitted file only if the date and time in its name are more recent than those of the earlier submitted file.

Please note that submission methods, locations and conditions of the hard copy of the proposals under different calls are regulated by the chapter on submission of the relevant call.

4. Information, Helpdesk

The updated version of the electronic ‘Közpénz’ (Public Funds) Form (e.g. a corrected or amended version or one ready to manage other calls) and a list of *Frequently asked questions* (FAQ) – based on the questions of applicants – are available on the website of the National Office for Research and Technology < <http://www.nkth.gov.hu> >).

- Public Funds Form documentation and FAQ: < <http://www.nkth.gov.hu> > / Pályázatok

The helpdesk of the National Office for Research and Technology may be contacted as follows:

- via e-mail:< info@nkth.gov.hu > (your questions are replied within 5 workdays),
- by phone from Monday to Thursday between 9-12 and 13-16, and on Friday between 9-13 in NKTH: at (06 1) 484-2800, and
- **in the case of questions concerning the Public Funds Form and its electronic submission, the IT helpdesk of NKTH at (+36 30) 360-2241 cell phone number,**
- at the contacts set forth by the call concerned or on the website.

5. Guide to Filling in Excel Fields

5.1. Application Form #71-1 – 11. Form for the transparency of subsidies provided from public funds

Entry-number	Guide	Limit, Miscellaneous	
Call priority	Select the acronym of the adequate call/sub-programme/priority from a pop-up list in the upper right corner of the worksheet in accordance with the one selected in the application form. Following selection, the full name of the priority appears at the beginning of the row. First make this selection, as this is necessary for operating active fields and for checks.	Select from a pop-up list.	
[11a]	Acronym of the project/proposal <i>in accordance with the one provided in the application form</i> . Fill in this field after selecting the priority. Use this acronym for identifying linked forms and other documents. Examples: <i>MKI_GABO, busaolaj, 6B_KM_05</i> .	Exactly 8 alphanumeric characters (letter, numbers) without accents or the “_” underscore character, include at least 1 letter.	
[11b]	Title of the proposal in Hungarian <i>as provided in the application form</i> .	Max. 3 rows and max. 180 characters.	
[11c]	Number of the applicant in the proposal as provided in the application form. Put 1 <i>if you are applying not as a member of a consortium</i> . If you are applying as a member of a consortium, than put the your number on the application form here. <i>In InnovAlap application form the relevant number of the consortium member is also visible in the automatically generated fields [11q] and [21a].</i> <i>For proposals under CYBER_08, the institution shall put ‘1’ here.</i> <i>applicant student(s) should fill in a number between 2-5 as indicated in the application form. As of autumn 2008, it is enough to fill in the Cyber form, there is no need to submit the Public Funds Form, too.</i>	A 1-2 digit number, its value may be between 1-10.	
[11d]	Select if you are applying as a natural person (yes), or as an institution (no) and fill in fields [11g,h,i] bellow accordingly.	Select from a pop-up list.	
[11e]	Official name of the applicant organization / organizational unit / host institution / natural person in Hungarian in accordance with the one provided in the application form. In case of organizations with several levels, the name shall be provided in the upper 3 fields according to the organizational structure.	Highest level of the (contracting) organization with legal entity, e.g. <i>HAS Central Research Institute</i> or <i>Downtown University</i> . For natural persons, his/her full name.	Max. 70 characters. In case of HAS (i.e. Hungarian Academy of Sciences), put “HAS” before the name of the institute.
		Medium-level unit, e.g. <i>Control Engineering Research Centre</i> or <i>Faculty of Natural Sciences</i> .	Max. 55 characters. Leave it blank if there is not any.
		Organizational unit, e.g. <i>Robotics Department</i> or <i>Applied Technology Department</i> .	Max. 45 characters. Leave it blank if there is not any.
[11f]	Address of the applicant.	Country code (e.g. pursuant to ISO 3166, Hungary’s country code is <i>HU</i> , see also the last two letters of internet-addresses, <i>for Norway it is N</i>).	2 letters, for Norway 1. See Appendix A.1.
	In case of organizations, their registered seat, in case of natural persons, their permanent address.	Postal code. In case of Hungary, exactly 4 numbers.	Max. 9 characters.
		Name of settlement.	Max. 30 characters.
		Name of street, square, avenue, lane, etc. <i>0 if there is none.</i>	Max. 30 characters.
		House number; building sign; room number, floor and door number. <i>0 if there is none.</i>	Max. 19 characters.

Entry-number	Guide	Limit, Miscellaneous	
[11g]	Tax number of the applicant organization, in a grouping of 8-1-2 digits, separated by hyphens. For natural persons, 10-digit tax number. If there is none, put 0 here.	11 digits with 2 hyphens, or 10 digits, or 0.	
[11h]	<i>Compulsory for organizations: registry data.</i> <i>Natural persons shall leave this field blank.</i>	Registry record number, e.g.: registry number for enterprises. Name of registering organization, e.g.: Zala County Court of Registry, or Court of Registry, Municipal Court of Budapest.	Max. 70 characters, or blank. Max. 70 characters, or blank.
[11i]	<i>For natural persons, filling in obligatory: details of birth.</i> <i>Organizations shall leave this field blank.</i>	Country code (e.g. pursuant to ISO 3166, Hungary's country code is HU, see also the last two letters of internet-addresses, for Norway it is N). Name of settlement. Date of birth (year, month, day). <i>Do not use dots at the end of numbers representing dates.</i>	2 letters, for Norway 1. See Appendix A.1. Max. 30 characters. Year: 4 digits. Month: 1-2 digits. Day: 1-2 digits.
[11j]	Data of the contact person of the applicant for consultation concerning this form. <i>These fields must be filled in!</i>	Title (e.g. <i>Jr., Sr., Dr. PhD, Prof.</i> , etc.). Do not include the title in the surname field! Surname. In case of composite names, put the full name in this entry. First-name. Scientific degree. Position.	Max. 6 characters. Filling in not obligatory. Max. 30 characters. Max. 25 characters. Max. 15 characters. Leave it blank if there is not any. Max. 25 characters. Leave it blank if there is not any.
[11k]	Contact details of the contact person of the applicant: - landline or cell phone number; - e-mail address. <i>These fields must be filled in!</i>	Phone: country code, Hungary=36. Phone: area code. Phone number. Extension number if there is any. E-mail address	Max. 3 characters. Max. 3 characters. Max. 14 characters. Max. 6 characters, or blank. Max. 72 characters.
[11l]	Involvement pursuant to section 8 (1) of the Act on the Transparency of Subsidies Provided from Public Funds.	Indicate: if you are involved. Description of involvement is <i>compulsory if you answered yes to the previous question (involved)</i> . New line: ALT/ENTER.	Choose from a pop-up list: yes/no. Max. 4 rows and max. 250 characters, or blank.
[11m]	Statement on having filled in the Publication form if you indicated involvement above.	Fixed text.	
[11n]	Conflict of interest pursuant to section 6 (1) of the Act on the Transparency of Subsidies Provided from Public Funds.	Indicate: if there is a conflict of interest? Description of the conflict of interest is <i>compulsory if you answered yes to the previous question (conflict)</i> . New line: ALT/ENTER.	Choose from a pop-up list: yes/no. Max. 4 rows and max. 250 characters, or blank.

Entry-number	Guide	Limit, Miscellaneous
[11o]	Description of measures taken to eliminate conflict of interest is <i>compulsory if you answered yes to the previous question (conflict)</i> . New line: ALT/ENTER.	Max. 4 rows and max. 250 characters, or blank.
[11p]	Amount of funding requested under the above proposal by the applicant, in whole numbers and in 1000 forints. <i>E.g. for ten thousand forints, put 10 here.</i> <i>Do not use decimal separators or any characters other than numbers.</i> <i>Even if you are applying as a member of a consortium, put the amount of funding requested only by the relevant applicant here!</i>	Maximum 7 digits. (in whole thousand forints).
[11q]	Place and date of signature. <i>Do not use dots at the end of numbers representing dates.</i> Result of the check in the form.	Name of settlement.
		Year.
		Month.
		Day.
		Following the use of check function in the form, this field shall display ‘ERROR!’, or ‘OK’.
[11r]	Signature of the applicant natural person, or the authorized signature of the company (name and official signature of the authorized representatives, as used on the specimen signature document). You may type the name of the signatory party, or put any printable requisites of the authorized signature herein. <i>New line: ALT/ENTER and space are only allowed, do not use any other formatting characters here.</i>	Max. 400 characters and max. 5 rows, or blank.

6. Appendices

Appendix A.1: A few two-letter country codes

Country	Code	Country	Code	Country	Code	Country	Code
Austria	AT	the Netherlands	NL	Portugal	PT	Australia	AU
Belgium	BE	Ireland	IE	Spain	ES	Bosnia and Herzegovina	BA
Cyprus	CY	Poland	PL	Sweden	SE	United States	US
Czech Republic	CZ	Latvia	LV	Slovakia	SK	Japan	JP
Denmark	DK	Lithuania	LT	Slovenia	SI	Canada	CA
United Kingdom	UK	Luxembourg	LU	Bulgaria	BG	Norway	NO
Estonia	EE	Hungary	HU	Croatia	HR	Russia	RU
Finland	FI	Malta	MT	Macedonia (FYROM)	MK	Switzerland	CH
France	FR	Germany	DE	Romania	RO	Serbia and Montenegro	CS
Greece	GR	Italy	IT	Turkey	TR	Ukraine	UA

ISO 3166, see also the last two letters of internet-addresses.

See <<http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/index.html>>.

Appendix B.1: Working with Forms - Summary

Make the following steps (in order) when working with the Form. If you are unfamiliar with the expressions used here, ask for the help of your IT-colleague/system administrator, show him/her this appendix.

1. **Create a folder, in which you will be working** („workfolder”) on a drive of your choice, preferably close to the root directory with a short name not including special characters.
2. **Download the package containing the Form from NKTH’s website** to the created folder (right-click the package on the website, chose „Save as”, chose the folder you’ve created, click Save).
3. **Decompress all files from the package** (Unzip/Extract) by a ZIP decompressing program of your choice, or by using the relevant function of your Op Sys. Do not forget to unzip the .xls form and zip.exe file.
4. **Enable the use of macros in Excel** (in Excel-97 or more recent versions: from the menu chose Tools-Macros-Security click „medium” option. This setting is saved by Excel, so you only have to do it once.
5. When warned by a pop-up window at opening the form, **enable macros!**
6. **Only yellow fields can be filled in/checked**, pink fields and fields with other colours are write protected as you are not supposed to fill them in (they are either filled in automatically or not supposed to be changed).
7. **Chose the Acronym of the Call from the pop-up list in the upper-right corner on the first worksheet of the form** (the default value is „Válasszon!” (Chose), click on the small arrow with a dark shade to the right of the box). **If the field does not operate properly, check point 4. on this page, close the form, and reopen it taking note of point 5. For further information please refer to paragraphs 1 and 2 of the Guide to the Application Form.** The use of the supplementary form differs somewhat from that described in points 7 and 8, but details are not provided here.
8. **Fill in the unique, 8-digit acronym of the proposal in the upper part of the first worksheet of the form (help is available** for fields, in the upper-right corner of which you can see a tiny red triangle: help appears in a pop-up bubble **if you move the mouse pointer over the field, do not need to click).**
9. **Before filling in any other fields, try function button „TELJES úrlap KIMENTÉSe fájlba” (Save all to File)** on the Form (grey function button on the first page, located next to the Acronym of the call field in the upper-right corner of the page). After clicking on the function button a **pop-up window appears, chose the abovementioned „workfolder” you created, then press „Mentés” (Save).** The name under which the contents of the form is saved is automatically generated by the form itself, do not change it: It contains the acronym of the call (e.g. **KP-NTP_08**), the 8-digit acronym of the call (e.g.: ABCD1234), the number of the applicant (-1-) and a date stamp (year/month/day/hours/minutes, represented by 2 characters each). The latter enables version tracking. This date stamp (i.e. date and time) enables the user to track changes in the form. (Usually the last version is the most complete, however, if you make a mistake while working with the form, you are able to recover an older, correct version.) **The proper operation of the function buttons (or the error message) is indicated by a message** in a pop-up window appearing in 1-2 seconds (depending on the processor speed of your computer, but it should not take more than 1 minute). **If the function button does not operate – the folder-selection pop-up window does not appear – check the following: did you close the field you last edited (by pressing ENTER, TAB or ESC buttons); did you observe the rules described in point 4. Close the form and reopen it taking note of point 5. For further information please refer to paragraphs 1 and 2 of the Guide to the Application Form.**
10. **Fill in the fields of the Form.**
11. **When suspending or finishing work with the form, do not save in XLS format. Use the saving function described in point 9.** Do save before printing your work (as certain versions of Excel generate errors after saving XLS format and printing).
12. **If you want to resume work or correct a mistake, open the original empty Form** first according to points 4. and 5. You can upload the saved content of the fields by clicking on function button **„TELJES úrlap BETÖLTÉSe fájlból” (Load all from File)** (by selecting the „workfolder” and the file).
13. **If you have completed the form, return to the first worksheet and press the green function button „BEKÜLDENDŐ ZIP fájl ELŐÁLLÍTÁSa” (Generating ZIP file for Submission) which will save the last version of the form and generate the ZIP file. Please submit this file electronically as an attachment of an e-mail to the address described in paragraph 3 for an automated check.** The computer receiving the e-mail will generate two automated responses in one minute. The first e-mail contains the confirmation of receipt, the second one comprises the result of the check (if there are no mistakes in the form, it stores the data, if there are some errors, than it states where the error is) **If you receive an error message from the receiving computer, you will have to correct and resubmit the form.**
14. **If the computer has accepted the form, print it out (+ sign where appropriate!).**
15. For a detailed guide to the form and individual fields, as well as for help desk contacts see the **„Guide for Filling in and Submission”** and **„Frequently Asked Questions”** included in the package.

Appendix B.2: Configuring and specialties of Microsoft Vista/MS Excel2007

You can enable macros and the operation of active components under Vista MS Office 2007 as follows:

1. Launch Excel.
2. Click on the colourful Office menu button in the upper-left corner.
3. At the bottom of the pop-up menu, you find Excel settings.
4. Click on Data protection center.
5. Click on Data protection center settings.
6. Click on Macro settings.
7. Chose Disable macros with feedback.
8. Press OK.

It is enough to carry out the above 8 steps once only, Excel saves your settings. If the form is already open in Excel, following the above settings close the form and carry on as follows!

Loading the form to Excel:

9. Open form.
10. A 'Safety warning' sign pops up under the toolbar, press 'Settings...' button.
11. Select 'Enable content'.
12. Press OK.

Following these steps will enable active components.

Based on our experience, the operation of certain functions of the form shall be slower under such system.

Appendix B.3: An alternative to the function button “Beküldendő ZIP fájl előállítás” (Generating ZIP file for submission)

If you are using an MS OFFICE system with Visual Basic tools that are not full, not custom or different from those used during the development of the Form (e.g. certain English language versions, or a system which has been set up with partial installation), instead of using function button 'Beküldendő ZIP fájl előállítás' (Generating ZIP file for submission) you may do the following:

1. Run 'Data Error Checking' function.
2. Run 'Teljes úrlap kimentése fájlba' (Save all to file) function.
3. Use TotalCommander or WinZip program to generate a compressed file with the same name as the generated XML file and with a '.zip' extension.

Appendix C.1: Data ERROR CHECKING function in the form and checks carried out by the receiving system

This updated version of the application form contains an extra function button on page 11 and a few additional derived fields aiding checks to help applicants. When you use the function button, it displays error(s) revealed in a pop-up window (see chapter 2.2 of this guide).

The automated receiving system shall carry out further syntactic checks when data are submitted. The result of which is sent in an automated response e-mail to the applicant (see also: the attached IT FAQ). If the automated receiving system indicates errors, data of the proposal concerned are not stored in the database. Applicants may correct data by resubmitting them (i.e. by submitting a file with a more recent date stamp) by submission deadline, or following a deficiency note, by the deadline specified therein.

Please note! The syntactic and semantic checks of the form and the ones carried out by the automated receiving system are not comprehensive, they are experimental and their results are indicative, they are so called beta versions in the test phase! Their aims, nevertheless, are to help applicants by indicating certain errors and to enable them to submit correct, eligible proposals containing important data and complying with relevant legislation and the requirements set forth by the given call. The above-mentioned aims are achieved by checking whether certain fields in the form are filled in and whether their is consistency among them. ***Following submission, printed, signed and submitted forms and proposals*** (e.g. work-plans, Appendices, declarations, etc.) ***are compared with the data submitted electronically and are checked against the eligibility criteria independently from the above electronic checks.*** Thus errors indicated by the form and the receiving system show that the data filled in may not be correct, but ***the absence of an error message from the program does not guarantee eligibility. Thus applicants are strongly advised to check eligibility and compliance with the rules based on the relevant legislation, the Call for Proposals and the Guides concerned.***

If you carry out data error checking by function button 'Adatok HIBAELLENŐRZÉSe' and errors are found, the message 'HIBA!' (ERROR) is displayed in field [11q], otherwise 'OK' is displayed. Pressing 'Adatok HIBAELLENŐRZÉSe' (data error checking) first deletes 'OK' from [11q].

C.1.1. Checks in the Form

If any of the call acronyms is selected, general checks in the form check whether compulsory fields are filled in, they also check fields which depend on the choice made in selection fields.

[11a] Is proposal acronym field filled in, and does it contain at least one character?

[11b] Is the field 'Number of the applicant in the proposal' filled in?

[11i] For natural persons (if the value of field 11d is “yes”), filling in the data of birth (place and date of birth) is compulsory.

[11h] For organizations (if the value of field 11d is “No”, i.e. the applicant is not a natural person), filling in the Registry record number and the name of registering authority are compulsory.

[11l] If you selected “Yes” from the pop-up list concerning involvement, filling in the text field bellow (Description of involvement) is compulsory.

[11n] If you selected “Yes” from the pop-up list concerning conflict of interest, filling in both of the text fields bellow (Description of the conflict of interest and Description of measures taken to eliminate conflict of interest) are compulsory.

[11o] see [11n]