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MANAGEMENT – IMPLEMENTATION GUIDE
of the Action
“2nd Call for H.F.R.I. Scholarships to PhD Candidates”

Version 1.3

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DOCUMENT HISTORY

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1.0	03.06.2019	Initial version	
1.1	25.07.2019	Change in the submission end date of supporting documents	4
		Clarification regarding supporting document iii. Three-member Advisory Committee Appointment Certificate	4
		Change regarding points c) and d) of the Solemn Declaration	5,22
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1.3	23.03.2020	Clarification regarding the certificate of military service deferment	5
		Change regarding the discontinuation of the scholarship and the return of unduly paid amounts, in case the Funding Award Decision is revoked	6-7
		Clarification on the recovery process	7
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		Clarification on the revocation of the Scholarship Award Decision, in case the final progress report is not submitted	11
		Updated Section 5 (1 st paragraph)	14
		Updated Section 5.2	14
		Addition of a template document for the semi-annual progress report	25

GENERAL

This **Management – Implementation Guide** (hereinafter “MIG”) sets out the terms and conditions regarding the process of granting, auditing and verifying scholarship expenditures to PhD Candidates (hereinafter “PC”), whose applications were successful and were included in the list of Applications to be funded under the “**2nd Call for H.F.R.I. Scholarships to PhD Candidates**” (Ref.No. 1559/27.04.2018, as in force), aiming to ultimately support PhD Candidates in preparing their doctoral thesis in Greek Higher Educational Institutions (AEI) and Higher Military Educational Institutions (ASEI) (hereinafter “Institutions”) and to conduct high-level research in Greece.

1 SCHOLARSHIP GRANTING PROCESS

Once the results regarding the applications to be funded are published, potential beneficiaries - PCs will receive a letter of approval by email, whereby they shall be invited to submit the following required supporting documents to the H.F.R.I. **until 6th September 2019***, so that the Scholarship Award Decision may be issued.

All required supporting documents must be submitted to the H.F.R.I. both in hard copy and digital format (pdf files saved in CD or USB).

- i. **Scholarship Acceptance Declaration** (see [Annex I](#)).
- ii. **A certificate by the General Assembly or the competent Department body confirming the acceptance of the PhD Candidate**, as submitted when the Application was filed online.
- iii. **A certificate confirming the Three-Member Advisory Committee appointment[†]** by the General Assembly of Special Composition, in which the appointment date is also listed (only if it has already been appointed by the date the results were issued).
- iv. **Copies of obtained degrees** (undergraduate and postgraduate) that were declared when the application was submitted online.

In case the undergraduate and/or postgraduate degree was obtained from a foreign Higher Educational Institution, it is required to submit the degree equivalence/correspondence certificate(s) by the Hellenic National Academic Recognition and Information Centre (Hellenic NARIC).

*The timely submission of the documents is evidenced by the date on which these shall receive a Reference No. from the H.F.R.I. If sent by post, the post office stamp date (Hellenic Post – registered mail) or respectively the stamp date of the courier company receipt shall be considered to represent the submission date, provided it is clearly discernible. The Hellenic Post or courier receipt is evidence of timely submission.

[†]It should be noted that it is possible to submit only Supporting document ii, in case the Certificate by the General Assembly or the Department body in charge confirming the acceptance of the PhD Candidate (supporting document ii) clearly indicates the appointment of the Three-Member Advisory Committee, including the date of its appointment, as well.

- v. **Regarding male PhD Candidates, a military status certificate** confirming that they have completed their mandatory military service or have been legally exempt or have qualified for a military service deferment. The conditions of this paragraph should be met by the time the final results are issued.

It should be noted that male candidates who have qualified for a deferment, which ends prior to the scholarship end date, must submit a new certificate of military service deferment, as a condition for the scholarship to continue being paid. Failure to submit a new certificate of military service deferment shall lead to the discontinuation of the scholarship, following the issuance of a pertinent documented Decision by the H.F.R.I. Director, which is notified to the PC and the SARF and it orders the return of any unduly paid scholarship amounts to the H.F.R.I.'s bank account within thirty (30) calendar days from the notification of the Decision. In case of non-compliance, a recovery decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I.'s Internal Rules of Operation applies.

- vi. *(Supporting documents under this paragraph are mandatory when the minimum period of time from obtaining the Postgraduate Degree has been extended)*

- Female PCs who became pregnant and gave birth after acquiring their postgraduate degree must submit a **Civil Status Certificate**.
- Male PCs who have served their mandatory military service after acquiring their postgraduate degree must submit **supporting document (v)**.

- vii. **A Solemn Declaration** (see [Annex II](#)) stating that:

- Everything listed in the Application no. and all supporting documents submitted are true and accurate.
- The PC does not already hold a PhD in any scientific field.
- The PC will not be receiving an unemployment benefit in Greece or abroad during the scholarship.
- During the scholarship, the PC will not hold an employment contract: i) in the public sector as permanent staff or under an open-term private law employment contract or/and ii) in the private sector under an open-term full-time employment contract.
- For each tax year that the scholarship is paid, the PC's income, upon which a solidarity contribution is levied, together with the H.F.R.I.'s scholarship amount, for that year, should not exceed fifteen thousand euros (€15,000.00). In the event where a disability percentage of 67% and above has been recognised to the PC, the aforementioned income together with the scholarship amount for each tax year should not exceed nineteen thousand euros (€19,000,00).

The above-mentioned limit does not include any retrospectively paid fees related to work

performed or completed prior to the scholarship's start date (as defined in the Scholarship Award Decision and in the Scholarship Agreement). In any case, the above income restrictions are proportionately adjusted during the year.

- The PC is not and will not be funded by any other source for the proposed doctoral thesis, while the scholarship is awarded. The event, where the PC is funded for participating in European Union mobility programmes in order to conduct research abroad, is noted as an exception. In this case, the PC is required to notify the H.F.R.I. in writing.
- The PC accepts that messages received via email and in particular those sent to the contact email address are considered to be notifications and signal the commencement of all legal consequences and deadlines. It should be noted that the contact email address must be the same as the one stated in the Scholarship Acceptance Declaration.

After the submission of all the above supporting documents the latter are checked by the H.F.R.I. The check is based on the documents/information submitted and those declared by the PC, when filing the Application online.

By decision of the H.F.R.I. Director, the application is deemed ineligible for funding, when it is concluded that it does not meet one or more terms of the Call or of this MIG.

If the application is considered eligible, the pertinent **Scholarship Award Decision** is issued by the H.F.R.I. Director and then it is notified to the PC and the Special Account for Research Funds (hereinafter "SARF".) of the Higher Educational Institution or the Higher Military Educational Institution, where the doctoral thesis will be or is authored.

By virtue of the above-mentioned supporting document under (i.) (Scholarship Acceptance Declaration), the PC accepts the terms and conditions set out in the Call and in this MIG.

Within **thirty (30) calendar days** from the notification of the Funding Award Decision, **the SARF must complete the scholarship inclusion procedure in its budget, sign the relevant agreement with the PC and notify the agreement to the H.F.R.I.** The Agreement shall mention the Scholarship Award start and end date, in line with the provisions of the Scholarship Award Decision.

The Scholarship Award Start Date shall be the date on which the scholarship agreement was signed. In any case, the agreement may not be concluded later than ten (10) working days from the date on which the scholarship was included in the budget of the SARF or the Special Account. The Scholarship Award Start and End Date should be mentioned in the Agreement, according to the provisions of the Scholarship Award Decision.

In case the application is deemed ineligible for funding at a later stage due to violation of the terms provisioned in the Call or in this MIG, while the scholarship has been paid to the PC, the Scholarship Award Decision is revoked by a documented Decision of the H.F.R.I. Director, which is notified to the PC

and the SARF and it orders the return of any unduly paid scholarship amounts to the H.F.R.I.'s bank account within thirty (30) calendar days from the communication of the revocation Decision. In case of non-compliance, a recovery decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I.'s Internal Rules of Operation applies.

2 FUNDING REIMBURSEMENT PROCESS – FINANCIALMANAGEMENT

The scholarship is paid to PCs via the SARF of the Institutions, where the doctoral theses are authored.

The H.F.R.I. Scholarship is paid to SARF as follows:

- i.** Once the **Scholarship Award Decision is issued, 60% of the total approved scholarship amount** is paid in advance to the SARF.
- ii.** The **remaining 40%** of the funding is paid to the SARF, after the **second Semi-annual Progress Report has been submitted** and it has been concluded that the doctoral research evolves smoothly and successfully. When the scholarship duration is less than or/and equal to twenty-three (23) months, the remaining 40% of the funding is paid to the SARF, after the H.F.R.I. has audited the first Semi-annual Progress Report.

The SARF of the Institution is obligated to disburse the scholarship amount to PCs on a monthly basis and in any case within the eligible period, as defined in the Scholarship Award Decision and the Agreement.

These expenditures are considered eligible and they are approved, provided that the PC has been fully reimbursed and all legal deductions have been paid by the SARF (scholarship amount paid on time and in full).

In case **the Scholarship is discontinued** and provided that the SARF has received in advance an amount higher than the one finally approved by the H.F.R.I. up to the time of discontinuation, this shall be mentioned in the Scholarship Discontinuation Decision and the undisposed advance shall be returned by the SARF of the Institution to the H.F.R.I.'s bank account –which shall be notified– within thirty (30) calendar days following notification of the Scholarship Discontinuation Decision.

In case **the PC is obligated to return** the reimbursed scholarship in accordance with the provisions of this MIG, the amount shall be returned by the PC to the H.F.R.I.'s bank account –which will be notified– **within thirty (30) calendar days following the notification of the pertinent decision.**

Similarly, the SARF is obligated to return any remaining balance from the advance and the corresponding interest to the H.F.R.I.'s bank account within thirty (30) calendar days from the completion of each scholarship.

In case the funds are not returned in due time to the H.F.R.I., a recovery decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I.'s Internal Rules of Operation applies.

The SARF is obligated to:

- i.** Keep book accounts and information specified in the provisions in force.

- ii. Keep a separate bank account for payments under the “2nd Call for H.F.R.I. Scholarships to PC”.
- iii. Keep a separate account for each approved scholarship granted under the “2nd Call for H.F.R.I. Scholarships to PhD Candidates” which shall list all expenses, fully corresponding to the expenses that have been declared in the progress reports addressed to the H.F.R.I. The separate account in the SARF’s accounting records should be kept in accordance with the rules of the Greek Accounting Standards and provide sufficient audit trail.
- iv. Keep and update a folder with all the original supporting documents pertaining to scholarship payments, including financial management receipts/invoices, throughout the scholarship award duration and for a period of five years after its end date. The aforementioned obligation to keep the original supporting documents remains in force, even if the beneficiary has acquired the right to destroy the information in question for any reason, based on tax or other national legislation provisions.
- v. Accept all audits, verifications and inspections conducted by the H.F.R.I. and other auditing bodies in charge, and provide all supporting documents necessary to audit the financial and physical scope. Make available upon request all documents, supporting documents and scholarship award information to the H.F.R.I. and other auditing bodies in charge, throughout the duration of the scholarship and for as long as it is obligated to keep such data.

3 MONITORING PROCESS

The progress of the doctoral thesis funded by the H.F.R.I. is monitored through **Progress Reports** (Semi-annual Progress Reports and a Final Progress Report), which are submitted as follows:

3.1 Semi-annual Progress Reports

The **Semi-annual Progress Report** is submitted to the H.F.R.I. **within thirty (30) calendar days from the end of each semester** starting from the Scholarship Award start date (as specified in the Scholarship Award Decision and in the Agreement) and it includes the following:

- 1) **A Semi-annual Progress Report** (scientific report) by the PC on the progress of the doctoral thesis during the six months in question, signed by all members of the Three-Member Advisory Committee.
- 2) **A Financial Report by the SARF** of the Institution where the doctoral thesis is authored. The report shall include a) book entries and b) payment receipts (bank statements) for the PC’s scholarship (including payment of legal deductions) for the reference period.
- 3) In addition to the above, the most recent **Tax Return Clearance Certificate** of the PC is also submitted, unless it has already been submitted to the H.F.R.I, in order to check the compliance with the maximum income restrictions (€15,000 or €19,000, as these are specified in the Call and in this MIG).

The PC is responsible for preparing the Semi-annual Progress Report and submitting the Tax Return Clearance Certificate. In case the Semi-annual Progress Report is not signed by all members of the Three-Member Advisory Committee, a letter from the Supervising Professor must also be submitted, explaining the reasons why it was not possible to sign it.

The SARF of the Institution is responsible for preparing the Financial Report.

All aforementioned documents/deliverables are sent to the H.F.R.I. by the SARF of the Institution, where the doctoral thesis is authored.

Any unjustifiably delayed submission of the Semi-annual Progress Report or failure to submit the Semi-annual Progress Report leads to the discontinuation of the scholarship, following a pertinent documented Decision by the H.F.R.I. Director, which is notified to the PhD Candidate and the SARF and orders the return of any paid scholarship amounts during the corresponding six month period in reference to the H.F.R.I.'s bank account within thirty (30) calendar days from the notification of the Decision. In case of non-compliance, a recovery decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I.'s Internal Rules of Operation applies.

3.2 Final Progress Report

The **Final Progress Report** is submitted to the H.F.R.I. **within sixty (60) calendar days from the end date of the Scholarship Award** period (as specified in the Scholarship Award Decision and in the Agreement) and it includes the following:

1. The PC's Final Progress Report. The Final Progress Report is considered as:

- i. Either the Awarded PhD Title or a Certificate from the Secretariat of the relevant Department or School confirming the successful defence of the Doctoral Thesis. The doctoral thesis number (ND number) issued by the National Documentation Centre shall also be shared, in case it is issued.
- ii. Or a certificate from the Secretariat of the relevant Department or School, from which it can be concluded that the Three-Member Advisory Committee has submitted a recommendation report for the appointment of a Seven-Member Examination Committee to review the Doctoral Thesis. This Certificate is submitted in case the Doctoral Thesis has been completed but the PC has not defended it yet.

In this case, the PC is obligated to defend his/her Doctoral Thesis and submit the pertinent PhD Award Title or the Certificate of the relevant Department or School documenting the successful defence of the Doctoral Thesis as well as the doctoral thesis number (ND number) issued by the National Documentation Centre (similarly to case i), within a further extended deadline of sixty (60) calendar days from the submission of the above-mentioned Certificate.

- iii. In case the doctoral thesis has not been completed for scientific or research reasons, a detailed Scientific Report signed by all members of the Three-Member Committee is prepared and

submitted in order to document the doctoral thesis progress and the reasons why it was not completed.

In case **the PhD Award Title or the Certificate of the relevant Department or School with regard to the successful defence of the Doctoral Thesis** as well as the ND number **are not submitted** within the deadlines specified above (cases i and ii) or in case **the detailed Scientific Report is not submitted** (case iii), **it is required to submit at least one (1) publication** including all or part of the findings of the PC's research work, which was implemented during the funded Doctoral Thesis and it is relevant to the subject of the Doctoral Thesis, **in a related internationally acclaimed peer review journal**[‡].

In the event of non-compliance with the above, a Scholarship Revocation Decision is issued by the H.F.R.I. Director that is notified to the PC as well as the SARF, ordering the return of all remunerated scholarship funds to the pertinent H.F.R.I. bank account within thirty (30) calendar days from the notification of the Revocation Decision. In case the funds are not returned in due time, the recovery process provisioned in articles 51 and 52 of the H.F.R.I.'s Internal Rules of Operation is implemented.

For all the above mentioned (under i, ii or iii) cases, all relevant publications, papers etc. deriving from and related to the PhD Candidate's doctoral thesis must be submitted along with the Final Progress Report.

2. Financial Report, which includes book entries and payment receipts (bank statements) regarding the PhD Candidate's scholarship (including payment of legal deductions) for the last reference period.

3. Tax Return Clearance Certificate of the PhD Candidate for the final year, during which the scholarship funds were paid, unless already submitted, in order to check whether the income limits of €15,000 or €19,000 are observed.

In case the tax return clearance certificate of the final year, during which scholarship funds were paid, has not been issued yet, the **PC submits a Solemn Declaration** confirming that: i) all information declared is true and accurate, ii) the tax return clearance certificate for the final year, during which scholarship funds were paid, has not been issued yet and iii) the tax return clearance certificate will be submitted to the H.F.R.I. within 10 calendar days from its date of issue, so that the relevant audit may be carried out.

The PC is responsible for preparing the Final Progress Report and submitting the Tax Return Clearance

[‡]The publication shall:

- Not have been published prior to the Scholarship Award start date.
- Be an original article.
- The PhD Candidate's "Affiliation" must necessarily coincide with the Implementing Institution, where the doctoral thesis is authored.
- Be published in a journal with an Impact Factor that is included in the Web-of-Science list of journals.
- Include Acknowledgements to the Hellenic Foundation for Research and Innovation (H.F.R.I.) (See Section 4).

Certificate.

Responsibility for preparing the Financial Report falls upon the SARF of the Institution, where the doctoral thesis is authored.

All aforementioned documents/deliverables are sent to the H.F.R.I. by the SARF of the Institution, where the doctoral thesis is authored.

The smooth implementation process of the Doctoral Thesis as well as scholarship payments, made by the SARF of the Institution, are both monitored on the basis of the above-mentioned Progress Reports (Semi-annual or Final Progress Report and all accompanying documents-Financial Report and Tax Return Clearance Certificate).

Progress Reports will be checked for their thoroughness and adequacy by executives or/and H.F.R.I. associates with the assistance of special external experts, where necessary.

The PC and the SARF are obligated to make available to the H.F.R.I. any information and data that may be requested in order to audit the proper implementation of the terms provisioned in the Call, this MIG as well as the Scholarship Award Decision.

In case a significant lack of progress is ascertained and the PC is responsible for it, the scholarship shall be discontinued following a pertinent Decision by the H.F.R.I. Director, which is communicated to the PhD Candidate and the SARF and orders the return of any scholarship amounts paid during the corresponding six-month period in reference to the H.F.R.I.'s bank account within thirty (30) calendar days from the notification of the Decision. In case of non-compliance, a recovery decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I.'s Internal Rules of Operation applies.

In the event where an audit reveals that the income restriction of €15,000 (or €19,000) has been exceeded during a certain year, the PC shall be asked to return the scholarship amount corresponding to the sum by which the above limit was exceeded, for the year the excess was identified in. In case of non-compliance, a recovery decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I.'s Internal Rules of Operation applies The above income restrictions are proportionately adjusted during the year.

The submission of all Progress Reports (Semi-annual Progress Reports and Final Progress Report as well as all accompanying documents) is mandatory. Document template and specifications for drafting the scientific reports will be published on the official H.F.R.I. website.

Failure to submit the Final Progress Report as well as all accompanying documents leads to the revocation of the Scholarship Award Decision following a pertinent Decision by the H.F.R.I. Director, which is notified to the PC and the SARF and orders the return **of all** remunerated scholarship funds to the H.F.R.I.'s bank account within thirty (30) calendar days following notification about the Revocation

Decision. In case of non-compliance, a recovery decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I.'s Internal Rules of Operation is implemented.

4 BENEFICIARY OBLIGATIONS

PCs receiving a scholarship under the “2nd Call for H.F.R.I. Scholarships to PhD Candidates” must comply with the following obligations:

- i. They must observe the terms provisioned in the Call, this MIG, the Scholarship Award Decision and the Agreement.
- ii. They must not receive any aid/funding for preparing the same doctoral thesis from another national or EU programme throughout the duration of the scholarship. Funding received by the PC for participating in European Union mobility programmes in order to conduct research abroad is excluded. In this case, the PC is required to notify the H.F.R.I. in writing.

Furthermore, beneficiaries of H.F.R.I. Actions are obligated to include the acknowledgment of funding provided by the Hellenic Foundation for Research and Innovation (H.F.R.I.), in any kind of dissemination and publicity activities in relation to the funded doctoral thesis, using the appropriate wording and pertinent logos. Indicative dissemination and publicity activities include scientific publications, scientific essays in domestic or/and international journals, papers, presentations in scientific conferences, workshops and all types of events, any kind of promotional material produced for the purposes of promoting and disseminating the project (such as posters, banners, folders, brochures, publications and other promotional material), as well as announcements in printed or electronic media, etc.

The Institution, where the doctoral thesis is authored, is obligated to use the relevant logos or appropriate wording on any documents, printed or online media, used or produced within the framework of the Scholarship award.

The following texts and logos should be included in all dissemination and publicity activities (in Greek or English)



Η ερευνητική εργασία υποστηρίχτηκε από το Ελληνικό Ίδρυμα Έρευνας και Καινοτομίας (ΕΛ.ΙΔ.Ε.Κ.) στο πλαίσιο της Δράσης «Υποτροφίες ΕΛ.ΙΔ.Ε.Κ. Υποψηφίων Διδασκτόρων» (Αριθμός Υποτροφίας:)



The research work was supported by the Hellenic Foundation for Research and Innovation (HFRI) under the HFRI PhD Fellowship grant (Fellowship Number:...).

5 AMENDMENTS TO THE SCHOLARSHIP AWARD DECISION

In case any information relating to the Doctoral Thesis of the PC is amended, it is mandatory for the PC to send a justified request to the H.F.R.I. The request should be approved by the H.F.R.I. Director. Amendment requests are addressed to the H.F.R.I.'s Department of Research Projects to the email address grants.phd@elidek.gr (and they are notified to the SARF of the Institution), in implementation of article 49 of the H.F.R.I.'s Internal Rules of Operation. **Amending the subject of the funded Doctoral Thesis shall not be acceptable**, since this was closely related to a comparative evaluation criterion of the submitted application during the evaluation stage.

Permitted changes/amendments regarding the Scholarship Award Decision pertain exclusively to the cases listed below (Subsections 5.1, 5.2, 5.3).

5.1 Amendment to the title of the Doctoral Thesis

In case the title of the Doctoral Thesis is different from the one declared when the Application was submitted, the subject was approved and the Three-Member Advisory Committee was appointed by the General Assembly of Special Composition of the Department, the PC submits a pertinent amendment request to the H.F.R.I. The PC's request to amend the title of the Doctoral Thesis is addressed to the H.F.R.I.'s Department of Research Projects and it should be accompanied by the corresponding Department Certificate.

5.2 Substitution of the Supervising Professor or another member of the Three-Member Advisory Committee

In case the Supervising Professor or another member(s) of the Three-Member Advisory Committee is/are substituted, the PC should submit a pertinent amendment request to the H.F.R.I. The PC's request is addressed to the H.F.R.I.'s Department of Research Projects and it must be accompanied by a pertinent Department Certificate confirming the new composition of the Three-Member Advisory Committee. This amendment cannot change the duration of the Scholarship, as specified in the Scholarship Award Decision and the relevant Agreement.

The above amendment requests must be submitted at least thirty (30) calendar days prior to the specified Scholarship End Date.

5.3 Scholarship Suspension

The Scholarship Award can be suspended for **a period of 1-12 months** in the event of force majeure or pregnancy, after a justified request is submitted to the H.F.R.I. Director in writing along with all supporting documents, in order for the relevant decision to be reached. During this period, the scholarship payments are suspended and resume after the suspension period has ended, up to the

completion of the scholarship duration as specified in the Scholarship Award Decision. With regard to the delivery of the Final Progress Report, the above provisions (Section 3.2) shall apply. It should be noted that the right to suspend the Scholarship Award can be exercised only once.

6 SCHOLARSHIP DISCONTINUATION

6.1 Discontinuation due to force majeure

The Discontinuation of the Scholarship Award is permitted for reasons of force majeure (an emergency situation that cannot /could not be prevented by the PC).

In this case, the SARF of the Institution, where the doctoral thesis is authored, submits the following:

a) An Application by the PC documenting the force majeure reasons, with all relevant substantiating documents attached.

b) A Progress Report by the PC on the implementation of his/her doctoral thesis, signed by the Three-Member Advisory Committee, regarding the period from the last Semi-annual Progress Report until the submission of the discontinuation application.

c) A Financial Report, which shall include book entries and receipts (bank statements) of the scholarship payments to the PC (including payments of legal deductions) regarding expenses incurred from the last Semi-annual Progress Report until the submission of the discontinuation application.

d) A Tax Return Clearance Certificate of the PC for the last financial year during which the scholarship was granted, unless it has already been submitted, to check whether the income limits of €15,000 or €19,000 were observed.

The PC is responsible for preparing the Progress Report and submitting the Tax Return Clearance Certificate.

The SARF of the Institution is responsible for drafting the Financial Report.

All documents listed above shall be sent to the H.F.R.I. by the SARF of the Institution, where the doctoral thesis is authored.

Provided force majeure reasons are substantiated, the H.F.R.I. Director issues the relevant decision.

6.2 Discontinuation for other reasons

In case the doctoral thesis is discontinued for any other reason, the items listed below shall be submitted to the H.F.R.I.:

a) A documented application by the PC.

b) A Progress Report by the PC on the implementation of his/her doctoral thesis, signed by the Three-Member Advisory Committee, regarding the period from the last Semi-annual Progress Report until the submission of the discontinuation application.

c) A Financial Report, which shall include book entries and receipts (bank statements) of the scholarship payments to the PC (including payments of legal deductions) regarding expenses incurred from the last Semi-annual Progress Report until the submission of the discontinuation application.

d) A Tax Return Clearance Certificate of the PC for the last financial year during which the scholarship was granted, unless it has already been submitted, to check whether the income limits of €15,000 or €19,000 were observed.

In case the tax return clearance certificate for the last financial year during which the scholarship was granted has not been issued yet, (in both cases 6.1 and 6.2)), **the PC submits a Solemn Declaration** certifying that: i) the information declared is true and accurate ii) the tax return clearance certificate for the last year during which the scholarship was granted has not been issued yet and iii) the tax return clearance certificate will be submitted to the H.F.R.I. within 10 calendar days from the date of its issuance, so that the relevant audit may be carried out.

The H.F.R.I. Director issues a decision with regard to the request for discontinuation (in both cases 6.1 and 6.2), which is notified to the PC and the SARF. The PC is obligated to return the amount paid from the completion of the six- month period, for which the last Semi-annual Progress Report was submitted, until the issuance of the Decision on the discontinuation of the scholarship.

In case the SARF has received an advance from the H.F.R.I. that is higher than the amount finally approved up to the discontinuation of the scholarship, the excess amount shall be returned to the H.F.R.I.'s bank account within thirty (30) calendar days from the notification of the Scholarship Discontinuation Decision. In case the funds are not returned in due time, the recovery process for unduly paid amounts shall be implemented, in accordance with the legislation in force as well as articles 48 and 50 - 52 of the H.F.R.I.'s Internal Rules of Operation.

7 SCHOLARSHIP COMPLETION

Based on the verification results of the Semi-annual Progress Reports and the Final Progress Report, the H.F.R.I. Director issues a **Scholarship Award Completion Decision**, which:

- i. Certifies that the physical scope of the approved scholarship has been completed.
- ii. Certifies that the financial scope of the approved scholarship has been completed and the final result of verified expenses incurred is reflected.
- iii. Establishes that the PC has fulfilled his/her obligations.

The H.F.R.I. notifies the Scholarship Award Completion Decision to the PC and the SARF of the Institution. All relevant documents and documentation data are archived in the file kept by the H.F.R.I. for each approved Scholarship.

8 CONTACTING THE H.F.R.I.

The competent H.F.R.I. unit appoints a contact point from the H.F.R.I.'s Department of Research Projects for each PC and SARF. Any communication regarding scholarship issues (over the phone, online or in printed form) between the PC or the SARF of the Institution and the H.F.R.I. is done with the appointed

person in charge.

All correspondence (electronic or printed) should feature the Application identification number. Mail shall be considered as delivered to the H.F.R.I. on the date it receives a Reference No. from the Department in charge.

All documents should be submitted to the H.F.R.I. both in hard copy and digital format (.pdf files saved in CD or USB).

9 FINANCIAL CORRECTION – RECOVERY

For the funding recovery process, articles 48 and 50-52 of the H.F.R.I.'s Internal Rules of Operation shall apply.

ANNEX I - H.F.R.I. SCHOLARSHIP ACCEPTANCE DECLARATION.

- 📌 **To the PhD Candidate:** Please fill in your details in the following form. The H.F.R.I. Scholarship Acceptance Declaration must be filled out, signed and sent to the H.F.R.I. (in printed and digital format, along with all supporting documents required) exclusively within fifteen (15) calendar days from the date the letter of approval was sent, so that the Scholarship Award Decision may be issued.



2nd Call for H.F.R.I. Scholarships to PhD Candidates

H.F.R.I. SCHOLARSHIP ACCEPTANCE DECLARATION

SCHOLARSHIP APPLICATION NUMBER:

PERSONAL DETAILS <i>[All fields are mandatory]</i>					
SURNAME:					
NAME:					
FATHER'S FULL NAME:					
MOTHER'S FULL NAME:					
DATE OF BIRTH:					
PLACE OF BIRTH:				NATIONALITY:	
I.D. Card No.		TAX NO.		TAX OFFICE	
PLACE OF RESIDENCE:					
STREET:				No:	Postal
Phone number (mobile)				Phone number (landline)	
E-mail*					

**[It should be noted that all communication with the H.F.R.I. shall be done via the declared contact email address and any messages sent shall be regarded as notifications and shall signal the start date of all legal consequences and deadlines.]*

DETAILS OF THE FUNDED DOCTORAL THESIS

DOCTORAL THESIS TITLE

SCHOLARSHIP DURATION (IN MONTHS)

SCIENTIFIC AREA

IMPLEMENTING INSTITUTION

University/Higher Military Educational Institution:

School:

Department:

MEMBERS OF THE THREE-MEMBER COMMITTEE

1. Three-Member Committee Member - Supervising Professor

Full name:

Title:

Institution / School / Department:

2. Three-Member Committee Member

Full name:

Title:

Institution / School / Department:

3. Three-Member Committee Member

Full name:

Title:

Institution / School / Department:

I, the undersigned, solemnly declare that: a) I accept the Scholarship granted to me as a PhD Candidate to complete my doctoral thesis with the above listed details, in accordance with the application I submitted online under the "2nd Call for H.F.R.I. Scholarships to PhD Candidates", with **application number** , and b) I am aware of and I accept, fully and unreservedly, my obligations as they arise from the Call and the Management – Implementation Guide, whereby failure to comply with these may result in the discontinuation of the scholarship and the initiation of the recovery process, based on the Solemn Declaration I submit along with this document.

Date:

The applicant

[SIGNATURE

ANNEX II - SOLEMN DECLARATION

- 📌 **To the PhD Candidate:** Please fill in your details in the following form. The Solemn Declaration must be filled out, signed and sent to the H.F.R.I. (in printed and digital format, along with all the remaining supporting documents required) exclusively within fifteen (15) calendar days from the date the letter of approval was sent, so that the Scholarship Award Decision may be issued.



SOLEMN DECLARATION

(Article 8 of Law 1599/1986)

The accuracy of the information submitted along with this declaration may be cross-examined against the files kept by other services (Article 8[4] of Law 1599/1986)

TO:	Hellenic Foundation for Research and Innovation (H.F.R.I.)						
Name:		Surname:					
Father's Name and Surname:							
Mother's Name and Surname:							
Date of Birth:							
Place of Birth:							
I.D. Card No.:			Tel.:				
Tax Number/Tax Office:			Social Security				
Place of residence:		Street:		No.:		Postal Code:	
Fax number:			E-mail:				

On my own responsibility and being fully aware of the sanctions^(d) stipulated by article 22 par. 6 of Greek Law 1599/1986, as a PhD Candidate under the "2nd Call for H.F.R.I. Scholarships to PhD Candidates" (Ref.No. 1559/27.04.2018, as in force), I hereby declare that:

- a. All information listed in **Application No.** I submitted under the "2nd Call for H.F.R.I. Scholarships to PhD Candidates" as well as all in accompanying supporting documents is true and accurate.
- b. I do not hold a PhD degree in any scientific sector, in Greece or abroad.
- c. I will not receive any unemployment benefit in Greece or abroad during the scholarship.
- d. During the scholarship I will not hold an employment contract: i) in the public sector as permanent staff or under an open-term private law employment contract or/and ii) in the private sector under an open-

term full-time employment contract.[§]

e. Regarding the proposed doctoral thesis *[select as appropriate]*

- (i) I have not been funded, I am not funded and I will not be funded for the scope of my doctoral thesis, in part or in whole, by any other source during the scholarship.
- (ii) I am funded for participating in a European Union mobility programme in order to conduct research abroad.

f. From the start of the scholarship *[select as appropriate]*

- (i) The income, upon which a solidarity contribution is levied, for each tax year that the scholarship is paid, along with the H.F.R.I. scholarship amount, will not exceed fifteen thousand euros (€15,000.00) per year.
- (ii) *[valid only for persons, to whom a disability percentage of sixty-seven per cent (67%) or above has been recognised]*

The income, upon which a solidarity contribution is levied, for each tax year that the scholarship is paid, along with the H.F.R.I. scholarship amount, will not exceed nineteen thousand euros (€19,000.00) per year.

g. I accept that messages received via electronic mail and in particular those sent to the email address I declare in this Solemn Declaration (which is the same as the one declared in the Scholarship Acceptance Declaration), regarding **Application No.** I submitted under the “2nd Call for H.F.R.I. Scholarships to PhD Candidates”, are considered to be notifications and signal the initiation of all legal consequences and deadlines.

Place

Date

The undersigned

[SIGNATURE]

[§]Any person who knowingly declares false facts to be true or denies or conceals true facts by virtue of a written solemn declaration under article 8, may be sentenced to imprisonment for at least three months. If the same person intended to obtain proprietary benefit for himself/herself or for another person to the detriment of a third party, or if said person intended to harm a third party, s/he may be sentenced up to ten years imprisonment.

ANNEX III – GUIDELINES on drafting the SEMI-ANNUAL PROGRESS REPORT

To the PhD Candidate:

- **The document of the Semi-annual Progress Report is sent together with the Financial Report and the Tax Return Clearance Certificate by the SARF of the Host Institution within thirty (30) calendar days from the end of each semester.**
- Each page of the semi-annual progress report must include a header bearing the full name and the application number of the PhD Candidate.
- The document is drafted exclusively **in Greek**. Exceptionally, PhD Candidates, who have received approval by the Specialised General Assembly Composition (SGAC) of their Department to author their thesis in another language, can submit the semi-annual progress report in the language their thesis is drafted in.
- The **maximum number of pages** for the semi-annual progress report is **three (3)**. Pages exceeding this limit will not be taken into consideration.
- The semi-annual progress report must be **signed by the members of the Three-Member Advisory Committee**.
- The following Table A lists the suggested technical specifications to be followed in the document.

Table A. Technical specifications

Page Size	Font	Font Size	Line Spacing	Page Margins
A4	Times New Roman, Arial, Calibri or similar	(at least) 11 pt	Single (at least)	Top-Bottom: 1.5 cm Left-Right: 2 cm



HELLENIC REPUBLIC
MINISTRY OF DEVELOPMENT AND INVESTMENTS
HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION
Department of Research Projects

127 Vas. Sofias Avenue, 11521 Athens
Information: grants.phd@elidek.gr
Tel.: +30 210 6412410, +30 210 6412420

2nd Call
for H.F.R.I. Scholarships to PhD Candidates
Semi-annual Progress Report Template

Beneficiary's Full Name:

Application number:

Thesis Title:

Host Institution:

March 2020

Edition 1.0

Outline of doctoral thesis objectives

Summary of actions/results of referenced period

Main results and conclusions of referenced period

Next steps

Result dissemination actions of referenced period