



**H.F.R.I.**  
Hellenic Foundation for  
Research & Innovation

HELLENIC REPUBLIC  
MINISTRY OF DEVELOPMENT AND INVESTMENTS  
GENERAL SECRETARIAT FOR RESEARCH AND INNOVATION

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**MANAGEMENT – IMPLEMENTATION GUIDE**

**“3rd Call for H.F.R.I. Scholarships to PhD Candidates”**

Version 1.0

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## IN GENERAL

This **Management - Implementation Guide** (henceforth the "MIG") sets out the terms and conditions for the monitoring, auditing and payment procedures with regard to scholarships granted to PHD Candidates (henceforth "PhDC"), whose applications were successfully evaluated and ranked in the list of applications under funding consideration in the context of the **"3rd Call for H.F.R.I. Scholarships to PhD Candidates"** (Ref. No. 28317/24.09.2020, as in force).

The Action is implemented in line with the following institutional framework:

- Law 4429/2016 on the "Hellenic Foundation for Research and Innovation and other provisions" (OGG A' 199), as amended and in force, and especially Articles 2, 4(3), 5(3-9) and 9(7-8) therein;
- Decision No. 195245/15.11.2018 issued by the Ministers of Education, Research and Religious Affairs, as well as Finance and Administrative Reconstruction on the "Internal Rules of Procedure of the Hellenic Foundation for Research and Innovation (H.F.R.I.)" (OGG B' 5252), as in force;
- Law 4485/2017 on the "Organization and operation of higher education, regulations on research and other provisions" (OGG A' 114), as in force;
- Law 4310/2014 (OGG A' 258) on "Research, technological development and innovation and other provisions", as in force;
- Law 3187/2003 on "Higher Military Educational Institutions (ASEI)" (OGG A' 233), as in force;
- The Agreement dated 15th July 2016 between the Hellenic Republic and the European Investment Bank;
- The project of the Public Investment Program titled "Hellenic Foundation for Research and Innovation" (code 2016ΣΕ01320007) and its Technical Bulletin;
- Decision No. 69615/03.05.2018 issued by the Alternate Minister of Education, Research and Religious Affairs on the "Annual planning of actions and resource allocation of the Hellenic Foundation for Research and Innovation (H.F.R.I.) for 2018" (OGG B' 1907), as in force following its amendment by the Decision No. 94418/30.08.2021 of the Deputy Minister of Development and Investments (OGG B' 4073);
- Decision No. 35627/24.03.2021 issued by the Deputy Minister of Development and Investments on the establishment of H.F.R.I.'s Scientific Council (Issue for Specially Positioned Employees and Administrative Bodies of Public or Broader Public Sector Entities No. 246);
- Decision No. 35869/15.04.2021 adopted by the H.F.R.I.'s SC at its 102nd Meeting on the election of Professor Xenia Chrysochoou as Chair of the H.F.R.I.'s SC (IUN: E4ZI46M77Γ273);
- Decision No. 35870/15.04.2021 adopted by the H.F.R.I.'s SC at its 102nd Meeting on the assignment of duties of the H.F.R.I.'s Director to the Foundation's Chair, Professor Xenia Chrysochoou (IUN: EKΨ246M77Γ-6Υ2);
- Decision No. 38446/26.07.2021 adopted by the H.F.R.I.'s SC at its 110th Meeting on the assignment of responsibilities to the SC Chair and acting H.F.R.I. Director (OGG B' 4065);
- "3rd Call for H.F.R.I. Scholarships to PhD Candidates" with Ref. No. 28317/24.09.2020, as amended by Decision No. 29303/27.10.2020 of the H.F.R.I.'s SC (IUN: ΩX3246M77Γ-0ΜΣ).

## 1 CONTACTING THE H.F.R.I.

The H.F.R.I.'s Department of Research Projects establishes a contact point for each scholarship, through which the Scholar and the Institution, where the doctoral thesis is conducted (henceforth the "Institution"), are to communicate with the Foundation. Any communication (by phone or digital) regarding the application of the MIG shall be carried out exclusively between the designated H.F.R.I. contact point and the Scholar and/or the Institution.

All documents shall be submitted exclusively in electronic format through the H.F.R.I. Web Portal and each document shall be considered as having been received on the date it was assigned a reference number from the H.F.R.I.

## 2 SCHOLARSHIP GRANTING PROCESS

Following the evaluation of applications, the H.F.R.I. Director issues the Funding Decision with the list of applications to be funded, in line with the available budget.

Instead of the possibility to submit a request to extend the scholarship award duration by the period that intervenes between the expiration of the Applications submission deadline and the issuance of the Scholarship Award Decision maximum, which was provisioned in the Call for Action (Section 3), the scholarship duration shall equal the period approved by the Evaluation Committee in charge, without deducting the period that intervened between the expiration of the Applications submission deadline and the issuance of the Scholarship Award Decision.

Once the Funding Decision is published, beneficiary PhD Candidates receive a letter of approval, whereby they are invited to submit the necessary supporting documents for issuing the Funding Award Decision to H.F.R.I.'s Web Portal.

The necessary supporting documents that should be submitted to the H.F.R.I. include the following:

- i. Scholarship Acceptance Declaration (Annex II), whereby the PhD Candidate accepts the Scholarship Award terms and conditions, according to the Call and this Guide.
- ii. A **certificate** issued by the secretariat of the Candidate's School/Department, mentioning the **topic of the Doctoral Thesis, the members of the Three-Member Advisory Committee and the date of their appointment.**
- iii. **In regard to 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 or are legally out of the armed forces. The conditions laid down in this paragraph must be fulfilled at the time of issuance of the Scholarship Award Decision and cover the entire duration of the scholarship.

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 reimbursed, immediately after the issuance of the relevant decision. The scholarship for the time period between the end of the deferment and the issuance of a decision granting a new deferment is considered to be legally paid, if the PhD Candidate submits documents (ex. summons to enlist, application for deferment etc.), which prove that he

is not obliged to enlist in the armed forces during this time period, to the H.F.R.I. The same applies also in case a decision granting a new deferment is not issued for any reason.

Failure to submit the above documents will lead to the discontinuation of the scholarship reimbursement, following a pertinent substantiated Decision by the H.F.R.I. Director, forwarded to the PhD Candidate and the Special Account for Research Funds of the Institution, where the doctoral Thesis is conducted (henceforth the "SARF"), ordering the return of unduly paid scholarship amounts corresponding to the period, during which the above conditions were not met, to H.F.R.I.'s bank account within sixty (60) calendar days from the communication of the Decision. In the event 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 Procedure is followed.

**iv. A Solemn Declaration** (Annex III) stating that:

- Everything listed in the Application no. .... and all supporting documents submitted are true and accurate.
- The PhD Candidate 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 PhD Candidate is funded for participating in mobility programmes in order to conduct research abroad, is noted as an exception. In this case, the PhD Candidate is obliged to inform the H.F.R.I. in writing by submitting the relevant documents supporting the participation in the program concerned.)*
- The PhD Candidate does not already hold a PhD in any scientific field.
- The PhD Candidate will not be receiving an unemployment benefit in Greece or abroad during the scholarship.
- For the duration of the scholarship, the PhD Candidate will not hold: (i) an employment agreement in the public sector as a permanent employee or under an open-term private law employment contract, and/or (ii) an employment agreement in the private sector under an open-term full employment contract or a remunerated mandate.
- The PhD Candidate accepts that messages received via email and in particular those sent to the contact email address declared by them are considered to be notifications and signal the initiation 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.

Provided that the Application has been found eligible for funding, the Scholarship Award Decision is issued by the H.F.R.I. Director, after all the above supporting documents are submitted and checked, and is communicated to the PhD Candidate and the SARF.

**The SARF must complete the process of including the scholarship in its budget within thirty (30) calendar days** following the communication of the Scholarship Award Decision.

The Scholarship duration shall be mentioned in the Scholarship Award Decision. **The Scholarship Start date shall be determined in the scholarship contract** and in any case it cannot exceed ten (10) working days from the date the scholarship was included in the SARF budget. The Agreement shall mention the Scholarship Award Start and End date, in line with the provisions of the Scholarship Award

Decision. In case the Agreement is posted online in accordance with articles 76 et seq. of Law 4727/2020 after the Scholarship start date, as determined in the Agreement, the Scholarship shall be deemed to start on the date the Agreement was posted online.

If the Application is found ineligible at a later stage (due to violation of the terms set in the Call or this Guide), the Scholarship Award Decision is revoked by decision of the Director, which is communicated to the PhD Candidate and the SARF. In case any scholarship funds have been already paid to the PhD Candidate, the Foundation orders the return of such unduly paid scholarship amounts to a pertinent H.F.R.I. bank account within sixty (60) calendar days following the communication of the revocation Decision. In the event 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 Procedure is followed.

### 3 FUNDING REIMBURSEMENT PROCESS

The scholarship is paid to the PhD Candidate through the SARF.

The scholarship amount is paid by the H.F.R.I. to the SARF in stages (instalments) as follows:

#### i. Advance payment

Following the inclusion of the Scholarship in the SARF budget and the submission and check of the supporting documents determined in Annex I herein, an advance payment of **60% of the total approved scholarship** is granted.

#### ii. Final balance payment

The **remaining 40%** of the scholarship amount is paid to the SARF following the administrative verification of relevant expenses, after the **Interim Progress Report** is checked and it has been confirmed that the doctoral research evolves smoothly and successfully.

The SARF must pay the scholarship amount to the PhD Candidates on a monthly basis. These expenses are considered to be eligible and are approved, provided that the PhD Candidate has been paid in full.

### 4 MONITORING PROCESS

The implementation of the doctoral Thesis as well as the scholarship payment procedure by the SARF are monitored through the **Interim** and the **Final Progress Report**.

The above-mentioned Progress Reports are checked by employees and/or external partners of the H.F.R.I.

The PhD Candidate 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 check the proper implementation of the terms provisioned in the Call, this Guide as well as the Scholarship Award Decision.

## 4.1 Interim Progress Report

**The Interim Progress Report shall be submitted exclusively to the H.F.R.I. Web Portal within sixty (60) calendar days following expiration of the first half of the scholarship duration and shall include the following:**

- 1) **A Scientific Report of the PhD Candidate** on the progress of the implementation of the doctoral thesis during the first scholarship award term, signed by all members of the Three-Member Advisory Committee. A list of any relevant publications in reviewed scientific journals, communications in international conferences etc. is also submitted along with the Scientific Report.
- 2) **A Financial Report from the SARF**, which is to include/ be attached with: a) accounting entries and payroll lists, b) issued payment receipts/invoices, c) respective financial payment orders for the scholarship, up until the finalization of payments, d) payment orders for the Supervising Professor of the PhD Candidate regarding the period in question, e) a copy (excerpt) of bank account transactions.

In addition to the above, the most recent **Tax Return Clearance Certificate** of the PhD Candidate is also submitted, 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 Guide).

In case the period in question for the application of income restrictions is less than one full tax year and the PhD Candidate declares during this period income from salaried work or business activity, any document substantiating the time period of salaried work or business activity (ex. payroll statements, contracts, tax data etc.) shall also be submitted.

The PhD Candidate is responsible for preparing the Scientific Report and submitting the Tax Return Clearance Certificate. The SARF is responsible for preparing the Financial Report.

In case the Scientific 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 acquire the signatures of the other members of the Committee.

Any failure to submit the Progress Report or absence of progress with regard to the doctoral Thesis leads to the discontinuation of the scholarship award, following the issuance of a pertinent documented Decision by the H.F.R.I. Director, which is forwarded to the PhD Candidate and the SARF, ordering the return of any scholarship amount paid during the respective period to the H.F.R.I.'s bank account within sixty (60) calendar days from the communication of the Decision. In the event 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 Procedure is followed.

**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 PhD Candidate 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 and up to the scholarship amount received in this year.**

**In the event 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 Procedure is followed.**

## 4.2 Final Progress Report

The **Final Progress Report** is submitted to the H.F.R.I. Web Portal **within sixty (60) calendar days from the end date of the Scholarship Award** period [as specified above (Section 2)] and includes the following:

1. A **Final (Scientific) Report** of the PhD Candidate. The following are regarded as Final Reports:

- 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. If the title has been published, then the doctoral thesis number (ND number) issued by the National Documentation Centre (EKT) must also be forwarded.

or

- ii. A Certificate from the Secretariat of the relevant Department or School or any other equivalent document substantiating the submission of an explanatory report from the Three-Member Advisory Committee to the Assembly of the Department/School regarding the appointment of a Seven-Member Examination Committee for the assessment of the Doctoral Thesis. The above certificates are submitted in case the Doctoral Thesis has been completed but the PhD Candidate has not defended it yet.

In this case, within a deadline of sixty (60) calendar days from the defence of the Doctoral Thesis, the PhD Candidate is obligated to present their Awarded PhD Title or the Certificate of the relevant Department or School documenting the successful defence of the Doctoral Thesis and the doctoral thesis number (ND number) issued by the National Documentation Centre (similarly to case i).

**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.**

For all the above-mentioned cases, a list with 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** regarding the last period in question, according to the provisions of Section 4.1.
3. A **Tax Return Clearance Certificate** of the PhD Candidate for the final year, during which scholarship funds were reimbursed, if not already submitted, to establish compliance with the income limit of €15,000 or €19,000.

In case the tax return certificate of the last year, during which the scholarship was granted, has not been issued yet, the PhD Candidate is obliged to submit it to the H.F.R.I. within 10 calendar days from its issuance in order to perform the relevant check.

The PhD Candidate is responsible for submitting the Final Scientific Report and the Tax Return Clearance Certificate. The SARF is responsible for submitting the Financial Report.



In case the public defence of the thesis has been concluded prior to the expiration of the duration determined in the Scholarship Award Decision, the PhD Candidate must immediately submit a request to discontinue the scholarship, in accordance with the provisions of Section 7 herein ("Scholarship's Funding Discontinuation"). In this instance, instead of the progress report, the above-determined Final Progress Report (Section 4.2) shall be submitted.

If during the final audit it is found that the public defence procedure was completed before the end of the scholarship award period, without a discontinuation request being submitted, the PhD Candidate will be asked to return the scholarship amount reimbursed for the corresponding period as unduly paid. 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 Procedure is implemented.

**It is mandatory to submit all Progress Reports (Interim and Final Progress Report as well as all accompanying documents)**. A template document and specifications for the Interim Scientific Progress Report are available in Annex IV.

Failure to submit the Final Progress Report and all accompanying documents leads to the revocation of the Scholarship Award Decision, upon issuance of a substantiated pertinent Decision by the H.F.R.I. Director, which is communicated to the PhD Candidate and the SARF, ordering the return of **all** remunerated scholarship funds to an H.F.R.I. bank account within sixty (60) calendar days from the communication of the revocation Decision. In the event 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 Procedure is followed.

## 5 THESIS INFORMATION AMENDMENT

In the event where any information relating to the Doctoral Thesis of the PhD Candidate is amended, the latter is obligated to send a justified request to the H.F.R.I., which shall be approved by the H.F.R.I. Director, if applicable. Amendment requests are submitted through the H.F.R.I. Web Portal.

**Amending the topic 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.

In case it is found that the topic was amended, the Scholarship Award Decision is revoked by Decision of the H.F.R.I. Director, which is communicated to the PhD Candidate and the SARF. In case any scholarship funds have been already paid to the PhD Candidate, the Foundation orders the return of such unduly paid scholarship amounts to a pertinent H.F.R.I. bank account within sixty (60) calendar days following the communication of the revocation Decision. In the event of non-compliance, a recovery decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I. Internal Rules of Procedure is followed.

### 5.1 Amendment of the Doctoral Thesis title

If the General Assembly of Special Composition of the relevant Department/School, where the doctoral Thesis is conducted, approves any change/differentiation of the Doctoral Thesis title (including its rendition in another language) compared to the one initially declared during the submission of the

Application, the PhD Candidate submits an amendment request of the Scholarship Award Decision pertaining to the thesis title.

The PhD Candidate's request to amend the title of the Doctoral Thesis must be accompanied by the corresponding Department/Faculty Certificate as well as a solemn declaration of the Supervising Professor which certifies that the topic of the Doctoral Thesis is not amended.

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

In case where the Supervising Professor or any member of the Three-Member Advisory Committee is replaced, the PhD candidate must inform H.F.R.I. about the new composition of the Three-Member Advisory Committee by submitting the pertinent Certificate provided by the General Assembly of the Department/Faculty concerned.

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

## **6 SCHOLARSHIP SUSPENSION**

The suspension of scholarship is possible in cases of force majeure or pregnancy and only if the relevant suspension has been approved by the General Assembly of the relevant Department/Faculty. The PhD Candidate submits a reasoned written request to the H.F.R.I.'s Director in which the exact period of the requested suspension is stated and is accompanied by any documentation supporting the request as well as the relevant certificate from the Secretariat of the Department/Faculty concerned about the suspension of study in the Doctoral Program/writing the doctoral thesis.

During suspension the scholarship payments are suspended, to resume after the suspension period has ended, until the completion of the scholarship duration as provided for in the Scholarship Award Decision.

## **7 SCHOLARSHIP DISCONTINUATION**

In order to discontinue the scholarship, the following documents shall be submitted to H.F.R.I.:

- a) An application** by the PhD Candidate in which the reason(s) of the discontinuation are supported with the relevant documents attached.
- b) A Progress Report** by the PhD Candidate on the implementation of his/her doctoral thesis, signed by the Three-Member Advisory Committee, regarding the period from the beginning of the Scholarship or the interim Progress Report (depending on the time of submission of the request) until the submission of the discontinuation application.
- c) A Financial Report** for costs incurred during the above period, according to the provisions of Section 4.1.

**d) The Tax Return Clearance Certificate** of the PhD Candidate for the last financial year during which the scholarship was granted, provided it has not already been submitted, to establish compliance with the maximum income restriction of €15,000 or €19,000.

The PhD Candidate is responsible for preparing the Progress Report and submitting the Tax Return Form. The SARF is responsible for preparing the Financial Report.

In case the tax return clearance certificate of the last financial year during which the scholarship was granted has not been issued, the PhD Candidate is obliged to submit it to H.F.R.I. within 10 calendar days from its issuance in order to perform the relevant check.

Following the request for discontinuation, the Director of H.F.R.I. issues, after a relevant check, a decision for the scholarship's award discontinuation, which is communicated to the PhD Candidate and to the SARF.

In case the SARF has received an advance from H.F.R.I. that is higher than the amount finally approved up to the discontinuation of the scholarship, as specified in the decision for the scholarship's award discontinuation, the excess amount shall be returned to H.F.R.I.'s bank account by the HI's SARF within sixty (60) calendar days following the communication of the scholarship's award discontinuation decision. In the event of non-compliance, the revocation decision is issued and the process provided for in articles 51 and 52 of H.F.R.I.'s Internal Rules of Procedure is followed.

When the PhD Candidate is required to return the paid scholarship, the amount is returned to H.F.R.I.'s bank account within sixty (60) calendar days from the communication of the relevant decision. In the event of non-compliance, the revocation decision is issued and the process provided for in articles 51 and 52 of H.F.R.I.'s Internal Rules of Procedure is followed.

## **8 SCHOLARSHIP COMPLETION**

Based on the certification results of the Progress Reports and the Final Progress Report, the H.F.R.I.'s 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 costs incurred is reflected.
- iii. Establishes that the PhD Candidate has fulfilled his/her obligations.

H.F.R.I. communicates the Scholarship Award Completion Decision to the PhD Candidate and the SARF. All relevant documents and documentation data are archived in the file kept by H.F.R.I. for each approved Scholarship.

The SARF is obliged to return any undisposed balance from the advance and its corresponding interest to H.F.R.I.'s bank account, within sixty (60) calendar days from the **completion** of each **scholarship**.

For each case of failure to return funds to H.F.R.I. within deadline, a recovery decision is issued and the process provided for in articles 51 and 52 of H.F.R.I.'s Internal Rules of Procedure is followed.

## 9 FINANCIAL CORRECTION - RECOVERY

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

## 10 BENEFICIARY OBLIGATIONS

PhD Candidates receiving a scholarship under the "3rd Call for H.F.R.I. Scholarships to PhD Candidates" must comply with the following obligations:

- i. They must observe the terms of the Call, this Guide, 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 program throughout the duration of the scholarship. Funding received by the PhD Candidate for participating in mobility programs in order to conduct research abroad is excluded. In this case, the PhD Candidate is obliged to inform H.F.R.I. in writing by submitting the relevant documents supporting the participation in the program concerned.

Furthermore, beneficiaries of H.F.R.I.'s Actions are obliged 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 actions in relation to the funded doctoral thesis, using the appropriate wording and pertinent logos. Indicative dissemination and publicity actions include scientific publications, scientific essays in domestic and/or 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 following texts and logos should be included in all dissemination and publicity actions (in Greek or English).



**Η ερευνητική εργασία υποστηρίχτηκε από το Ελληνικό Ίδρυμα Έρευνας και Καινοτομίας (ΕΛ.ΙΔ.Ε.Κ.) στο πλαίσιο της «3ης Προκήρυξης ΕΛ.ΙΔ.Ε.Κ. για Υποψήφιους/ες Διδάκτορες» (Αριθμός Υποτροφίας:.....)**



**The research work was supported by the Hellenic Foundation for Research and Innovation (HFRI) under the 3rd Call for HFRI PhD Fellowships (Fellowship Number: .....).**

The SARF has the following obligations:

- i. Keep book accounts and information specified in the provisions in force.
- ii. Keep a separate bank account for payments under the "3rd Call for H.F.R.I. Scholarships to PhD Candidates".

- iii. Keep a separate account for each approved scholarship granted under the "3rd Call for H.F.R.I. Scholarships to PhD Candidates". Said account shall list all costs, fully corresponding to the costs that have been declared in the progress reports addressed to 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 duration of the scholarship 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 gained 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 H.F.R.I. and other competent auditing bodies, 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 H.F.R.I. and other auditing bodies in charge, throughout the duration of the scholarship and for as long as it is required to keep such data.

Finally, the SARF and the Institution, where the doctoral thesis is prepared, are obliged to use the relevant logos and wording on any documents, printed or online media, used or produced within the framework of the Scholarship award.

## **ANNEX I - SUPPORTING DOCUMENTS FOR FUNDING REIMBURSEMENT**

In order to reimburse funding, the following shall be submitted on H.F.R.I.'s web portal (where required):

1. Decision to include the scholarship's funding in the SARF's budget.
2. Tax clearance certificate for the collection of funds from entities other than Central Administration or Proof of Awareness about debts to the State.
3. Social insurance certificate for collecting receivables of a fixed amount from the State or Certificate of withheld (settled) social insurance contributions.
4. Bank account number.

Upon payment of each instalment, the corresponding cash receipt voucher must be issued and submitted on H.F.R.I.'s web portal.

## ANNEX II – H.F.R.I. SCHOLARSHIP ACCEPTANCE DECLARATION



### 3rd Call for H.F.R.I. Scholarships to PhD Candidates

## H.F.R.I. SCHOLARSHIP ACCEPTANCE DECLARATION

### SCHOLARSHIP APPLICATION NUMBER:

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

*\*[It should be noted that all communication with 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 initiation of all legal consequences and deadlines.]*

### DETAILS OF THE FUNDED DOCTORAL THESIS

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DOCTORAL THESIS TITLE

SCHOLARSHIP DURATION (IN MONTHS)

SCIENTIFIC AREA

## **HOST INSTITUTION**

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University/Higher Military Educational Institution:

Faculty:

Department:

## **MEMBERS OF THE THREE-MEMBER ADVISORY COMMITTEE**

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### **1. Supervising Professor**

Full name:

Title:

Institution / Faculty / Department:

### **2. Member of the Committee**

Full name:

Title:

Institution / Faculty / Department:

### **3. Member of the Committee**

Full name:

Title:

Institution / Faculty / Department:

I, the undersigned, solemnly declare that:

a) I accept the scholarship granted to me as a PhD Candidate to prepare my doctoral thesis with above listed details and according to the application submitted under the "3rd Call for H.F.R.I. Scholarships to PhD Candidates", with **application number** ..... under the title " ....." .

b) I know and 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 scholarship discontinuation and recovery process initiation, based on the Solemn Declaration I am submitting along with this document.

Date:

The Applicant:

[SIGNATURE]



## ANNEX III – SOLEMN DECLARATION

### SOLEMN DECLARATION

(article 8 of Law 1599/1986)

The accuracy of the information submitted along with this declaration may be cross-checked against the files kept by other services (article 8, par. 4 of Law 1599/1986)
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TO:	<b>Hellenic Foundation for Research and Innovation (H.F.R.I.)</b>						
Name:		Surname:					
Father's Name and Surname:							
Date of Birth:							
I.D. Card No.:		Tel.:					
TIN:		Tax Office:					
Place of residence:		Street:		No.:		Postal Code:	
email:							

On my own responsibility and being fully aware of the sanctions<sup>(\*)</sup> stipulated in the provisions of par. 6 of article 22 of Law 1599/1986 as a candidate scholar under the "3rd Call for H.F.R.I. Scholarships to PhD Candidates" (Ref. No. 28317/24.09.2020, as in force), I declare that:

- a. All information listed in **Application No.** ..... which I submitted under the "3rd Call for H.F.R.I. Scholarships to PhD Candidates" as well as all accompanying supporting documents are true and accurate.
- b. I do not hold a PhD in any scientific sector, in Greece or abroad.
- c. I will not be receiving an unemployment benefit in Greece or abroad during the scholarship.
- d. For the duration of the scholarship, I will not hold: (i) an employment relationship in the public sector as a permanent employee or under a private law, open-term contract, and/or (ii) in the private sector an employment relationship under an open-term full employment contract or a remunerated mandate.

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(\*) Any person who knowingly states false facts, or denies or conceals true facts, by means of a written solemn declaration in line with article 8 shall be punished with imprisonment of at least three (3) 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, she/he may be sentenced up to ten (10) years imprisonment.

e. Regarding the proposed doctoral thesis:

(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 mobility program by [*institution's name*] in order to conduct research abroad.

f. I accept that messages received via email 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.** ..... submitted under the "3rd 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.

At

Date

The undersigned

-----  
[SIGNATURE]

## ANNEX IV – GUIDELINES ON DRAFTING THE INTERIM SCIENTIFIC PROGRESS REPORT

### To the PhD Candidate:

- **The document of the Interim Scientific Progress Report is submitted together with the Financial Report and the Tax Return Clearance Certificate by the SARF within sixty (60) calendar days from the referenced period end-date.**
- Each page of the Interim Progress Report must include a header bearing the full name and application number of the PhD Candidate.
- The document is drafted exclusively in **Greek**. Exceptionally, PhD Candidates, who have received approval by the Special Composition General Assembly (G.S.E.S.) of their Department to draft their thesis in another language, can submit the Interim Progress Report in the language their thesis is drafted.
- The **number of pages** of the Interim Progress Report is minimum **three (3)**.
- The Interim Progress Report must be **signed by the Three-Member Advisory Committee members**.
- Table A below lists the suggested technical specifications that the document is to follow.

**Table A. Technical specifications**

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



HELLENIC REPUBLIC  
MINISTRY OF DEVELOPMENT AND INVESTMENTS  
GENERAL SECRETARIAT FOR RESEARCH AND INNOVATION

**HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION**

Department of Research Projects  
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Tel.: +30 210 6412410-420  
Email: [grants.phd3@elidek.gr](mailto:grants.phd3@elidek.gr)

3rd Call

for H.F.R.I. Scholarships to PhD Candidates

**Interim Progress Report Template**

Scholar's Full Name:

Application No.:

Thesis Title:

Host Institution:

Referenced period:

**Outline of doctoral thesis objectives**

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**Summary of activities/results of the referenced period**

--

**Main results and conclusions of the referenced period**

--

**Next steps**

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**Result dissemination actions of the referenced period**

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