

# Momentum MSCA Premium Postdoctoral Fellowship Programme

## Become an Expert Evaluator Guide

YOUR RESEARCH  
YOUR MOMENTUM



**Momentum  
MSCA**  
Postdoctoral Fellowship  
Programme

# Your Research. Your Momentum.

The Momentum MSCA Premium Postdoctoral Fellowship Programme (Momentum PPDF) is an initiative designed to attract and nurture up to 35 exceptional postdoctoral researchers from around the globe to “Lendület”, Momentum research groups in Hungary.

**About “Lendület” Momentum:** “Lendület,” Momentum, is a flagship research program of the Hungarian Academy of Sciences (MTA), supporting top scientists in establishing independent research groups with full autonomy. Launched in 2009, it has supported over 225 research groups across diverse fields, fostering innovation and scientific discovery.

**Co-Funding Excellence:** The Momentum MSCA Postdoctoral Fellowship Programme is co-funded by the European Union and the Secretariat of MTA, Hungarian Academy of Sciences, under the prestigious Marie Skłodowska-Curie Actions grant. This 5-year initiative offers unparalleled opportunities for career advancement and scientific excellence.

## KEY PROGRAMME FACTS

**Scheme:** HORIZON-MSCA-2023-COFUND-01

**Project ID:** 101179854 — MOMENTUM PPDF

**Programme name:** Momentum MSCA Premium Postdoctoral Fellowship Programme

**Project starting date:** 1 January 2025

**Project end date:** 31 December 2029

**Beneficiary:** Secretariat of MTA, Hungarian Academy of Sciences

**Programme Management:** Momentum MSCA Office of Department of Grant Management, at Secretariat of MTA, Hungarian Academy of Sciences

**Call 1 open for applications:** April 2 - May 31, 2025

**Call 1 evaluation and selection period:** June - August, 2025

More details at [momentummsca.mta.hu](https://momentummsca.mta.hu)



# Become an Expert Evaluator for Momentum MSCA Premium Postdoctoral Fellowship Programme

To evaluate project proposals competing for becoming a postdoctoral fellow at Momentum MSCA Premium Postdoctoral Fellowship Programme, Secretariat of MTA, Hungarian Academy of Sciences is looking for independent professionals with knowledge and experience in various scientific fields.

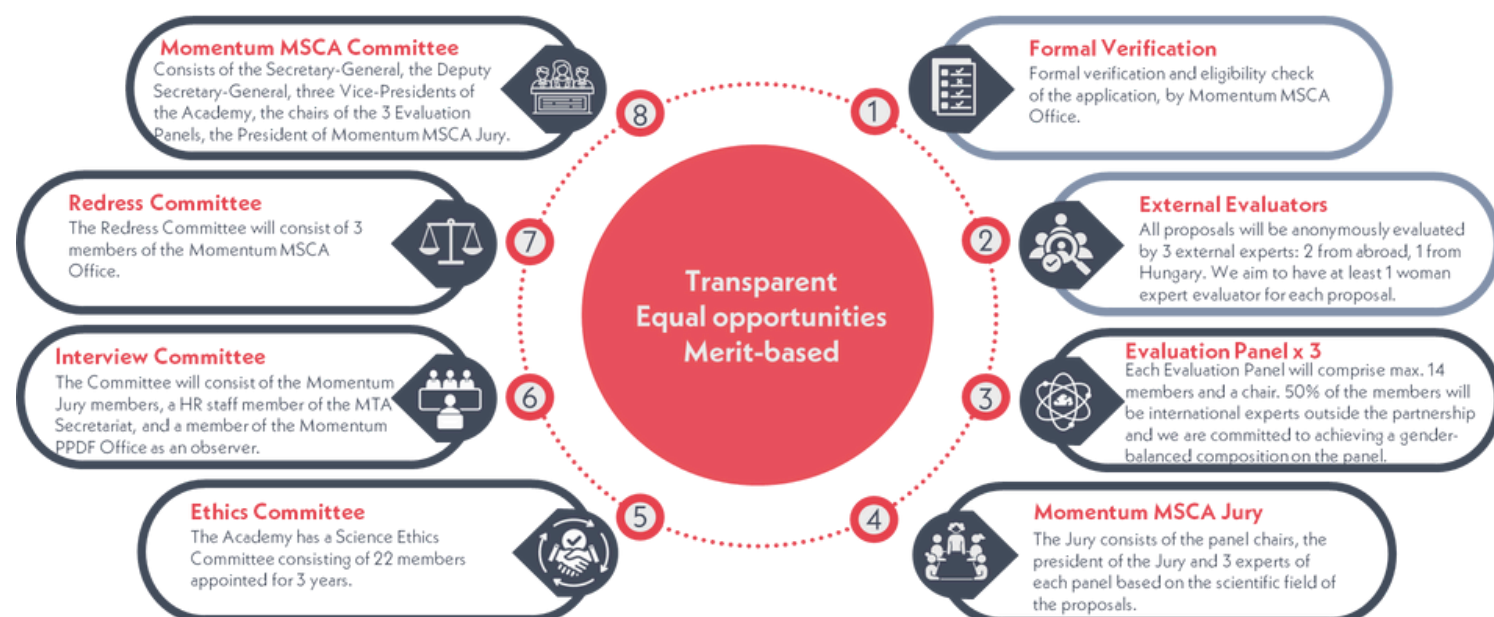
## Evaluation and Selection Process

The evaluation and selection process of Momentum MSCA Programme will be in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers endorsed by the Hungarian Academy of Sciences.

The organization and the composition of the different committees, panels for the selection will ensure an open, transparent and merit-based process, it will be objective, independent, free of conflict of interest: external expert evaluations, online interviews and evaluation sessions will be carried out taking into consideration gender and other diversity aspects.

Freedom of choice of research, and transparency will be ensured by communicating all details of the selection procedure to the applicants.

The selection process will include eight stages and then will be followed by negotiations and employment contracting.



# Role of Independent Experts

The external expert is **individually responsible** for evaluating the proposals assigned and must not delegate the evaluation task to any other person.

Evaluation reports must be **submitted in the designated electronic system by the set deadlines**.

- Timely submission is a contractual obligation.
- Delays may lead to reduction or rejection of the expert's fees.

Expert assessments form the **basis of significant funding decisions and influence decisions that may have a substantial impact on the applicants' research careers**.

Any **suspected misconduct** (e.g. plagiarism, double funding) must be **reported promptly** to the Programme Management.

**Ethical evaluation is not required** from the expert. Proposals that succeed in the scientific assessment will be reviewed separately for ethics compliance.

A Guide for Evaluators will be elaborated for the external experts, with instructions on how to evaluate the proposals and how to give scores and an online briefing will also be organized for evaluators selected.

## Guiding Principles

External independent experts play a central role in the evaluation of proposals submitted to the Momentum MSCA Premium Postdoctoral Fellowship Programme.

To ensure a fair, transparent, and high-quality, merit-based evaluation process, the following guiding principles and obligations must be observed.

### 1. Core Principles of Evaluation

**Independence** - Experts participate in the evaluation in a strictly personal capacity. They do not represent their employer, institution, country, or any other entity.

**Impartiality** - All proposals must be evaluated equally and fairly, based solely on their own merit, regardless of their origin or the identity of the applicants.

**Objectivity** - Each proposal must be evaluated as submitted, without considering hypothetical improvements or changes.

**Accuracy** - Judgements must be made in line with the official evaluation criteria and based strictly on the requirements of the relevant call or topic.

**Consistency** - A uniform standard of judgement must be applied across all proposals, ensuring a fair and balanced evaluation process.

## 2. Confidentiality

External experts must uphold **strict confidentiality** and professional conduct throughout the evaluation process. In particular, experts must:

- **Not discuss evaluation matters** - including proposal content, results, or other experts' opinions - with anyone not directly involved in evaluating the specific proposal.
  - This includes other experts, staff, colleagues, students, or third parties.
  - The sole exception is discussion within an officially assigned **consensus group** or panel review.
- **Not contact applicants, host institutions, supervisors, sub-contractors, or any third parties** related to a proposal.
- **Not disclose the identity** of fellow experts involved in the evaluation.
- **Securely handle all evaluation documents**, whether in paper or electronic form, during both on-site and remote evaluations.
  - No material may be removed, copied, or shared.
  - Upon completing evaluation tasks, all **confidential documents must be returned, securely destroyed, or deleted.**
- Be aware that the **use of generative AI tools for proposal evaluation - especially publicly available online tools - may breach confidentiality obligations** under the expert contract.

## 3. Conflict of Interest (COI)

The integrity of the evaluation process depends on the absence of conflicts of interest (COI). External experts must declare any actual or potential COI

- Immediately upon receiving the invitation to act as an expert.
- Before accessing or proceeding with the evaluation of any proposal.

A conflict of interest exists if an expert has:

### **Institutional connections**

- Current employment or benefits from the applicant's host institution or research group
- Employment or contract with the host institution within the past 3 years
- A leadership, managerial, or governance role (e.g., director, trustee, partner) at either the applicant's current institution or the proposed host institution
- Employment by the same research entity as the applicant and having worked closely together in the last 5 years

### **Professional relationships**

- Submitted a competing proposal to the same call
- Been involved in the preparation of this proposal
- Potential direct or indirect, professional or financial gain if this proposal is accepted or rejected

### **Personal relationships**

- A close personal or family relationship with the applicant or host research group representative

### **Comprehensive bias clause**

- Any situation reasonably perceived as creating bias or the appearance of bias must be disclosed.

## Consequences and Procedure

- Experts **must not evaluate** a proposal if a COI exists - whether individually or as part of a consensus or panel group.
- The **Secretariat of MTA, Hungarian Academy of Sciences** will assess declared COIs on a case-by-case basis and decide the appropriate course of action.
- **Knowingly failing to declare a COI** may result in:
  - Exclusion from the evaluation process.
  - Evaluations being declared null and void.
  - Reduction, rejection, or recovery of fees and expenses.
  - Termination of the expert's contract.

## Remuneration of Experts

For each evaluation of project proposals, the Secretariat of MTA, Hungarian Academy of Sciences selects independent experts with the most suitable profiles to evaluate project proposals in specific scientific fields.



Selected experts are contracted under fixed-term framework agreements valid until the end of 2027. This arrangement supports their involvement across the full lifecycle of the programme, including future calls.

The actual working days may be non-consecutive and are scheduled based on the timing of each call.

Experts will be remunerated based on completed tasks, in accordance with the unit price of €80 per proposal review (gross amount).

Remuneration is processed based on actual work completed.

To participate as an external expert in the Programme, invited evaluators must complete a set of administrative steps before they can begin the evaluation and receive remuneration.



# Becoming an Evaluator: Prerequisites, Contracting, and Administrative Steps

This section outlines **prerequisites** and **process** from accepting the invitation to submitting the necessary documentation for contracting and payment.

Prerequisite	Description
Doctoral degree	Must hold a PhD or equivalent doctoral qualification
Recent research output	Publications, patents, grants, awards within the last 5 years
Relevant disciplinary expertise	Expertise aligned with the proposal's scientific field and keywords
Experience in research evaluation	Prior peer review or research assessment experience
Familiarity with MSCA criteria	Knowledge of MSCA evaluation criteria and process. Evaluators are expected to familiarize themselves with our Momentum MSCA Programme's Guide for Evaluators.

## STEP 1: REVIEW YOUR INVITATION

Carefully read the invitation letter you received via email.  
Review the “Become an Expert Evaluator” document attached or linked in the invitation for key information on the role and expectations.

## STEP 3: ACCEPT OR DECLINE THE INVITATION

Follow the acceptance link provided in the invitation letter.  
Decide and confirm your acceptance or decline within the stated deadline.

## STEP 4: CONTRACTING REQUIREMENTS - BASED ON TAX AND SOCIAL SECURITY STATUS

Review the contract and fill in the required details. Typing is preferred before printing.

If you agree, initial all pages and sign at least the last page of the contract, the Income Tax Declaration, and the Letter of Authorization.



## A. For tax residents of Hungary with Hungarian social security:

**For optional electronic signatures:** Submit a PDF with certified time-stamped electronic signature from approved providers (NISZ, NETLOCK, Microsec e-Signature, DÁP digital signature, or e-Identity Card) to [momentum.msca@office.mta.hu](mailto:momentum.msca@office.mta.hu). Please ensure the PDF file includes the signature panel.

## B. For Non-Hungarian Tax Residents and/or Those Without Hungarian Social Security:

Prepare the following documentation in English, valid for the calendar year in which the evaluation and payment take place:

- **Tax Residency Certificate** (from your national tax authority)
- **Social Security Verification** issued by the relevant authority:
  - For EU/EFTA/Switzerland: A1 Certificate
  - For other countries: Equivalent national certificate
- Alternatively, experts may waive the requirement to provide certificates and the right to receive remuneration, and still carry out the evaluation task.

### For hard copy signatures:

Please mail the original signed contract and all attachments to the following address:

**MTA Titkársága, Kutatási Pályázatok Főosztálya**  
1245 Budapest, Pf. 1000, Hungary  
(Mark envelope: "Momentum MSCA Call 1")

AND send a scanned copy to [momentum.msca@office.mta.hu](mailto:momentum.msca@office.mta.hu)

## STEP 5: PERFORM EVALUATION TASKS

Access the evaluation electronic portal as instructed.

Carry out your assigned reviews or panel duties within the specified deadlines.

## STEP 6: HANDLE CONFIDENTIAL MATERIALS

After completing your evaluation duties, ensure proper handling of all confidential materials:

- **Digital files:** Permanently delete all electronic documents from your devices and cloud storage
- **Physical documents:** Shred or securely destroy any printed materials
- **Evaluation platform:** Log out completely from all evaluation systems





## CONTRIBUTE TO EXCELLENCE IN RESEARCH EVALUATION

Join the Momentum MSCA Postdoctoral Fellowship Programme as an expert evaluator and help shape the future of scientific talent in Hungary and beyond. Your expertise is essential to ensuring a fair, rigorous, and high-quality selection process.

Visit [momentummsca.mta.hu](https://momentummsca.mta.hu) for more details.



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