

TEAM TECH PROGRAMME

COMPETITION DOCUMENTATION

COMPETITION N^o. 2/2016

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I. Introduction

The present document contains the principles for submitting applications and realising projects under the **Team Tech** Programme, which is a grant project of the Foundation for Polish Science (under the same name), financed from the funds of the European Regional Development Fund under Smart Growth Operational Programme (SG OP), Priority Axis IV: Increase of the research and development potential, Measure 4.4: Increasing the human potential in the R&D sector.

Should certain source documents be updated (e.g. the National Smart Specialisations document or the Guidelines published by the Managing Authority), certain information may be subject to changes, which, however, shall not influence the schedules nor the terms and conditions of the competition, although it might cause slight changes in the funding agreement or in certain appendices hereto. The Foundation shall notify the Applicants about the scope of any potential changes on an ongoing basis.

Projects under the programme may be realised in three variants:

- by research units to the extent to which they do not conduct economic activity (without granting state aid),
- by enterprises (pursuant to the principles of granting state aid for R&D activities),
- by scientific-industrial consortia consisting of one research unit and one enterprise (for the research unit: without state aid, to the extent, to which it does not conduct economic activity; for the enterprise, pursuant to the principles of granting state aid for R&D activities).

For consortia, the project is generally divided into two parts – one realised at the research unit and one realised at the enterprise. The principles for conducting specific project parts, in particular the manner in which they are financed, are specified in the relevant Cost Eligibility Guides for research units and enterprises.

As far as scientific units are concerned, projects under the **Team Tech** programme must always be realised with the participation of at least one economic partner. Regardless of the realisation variant, the project may be realised in collaboration with more than one partner, pursuant to the principles specified in item 5.5 "Partnership in the project".

All dates specified in the Competition Documentation (unless it is stated otherwise) that refer to the obligations of applicants or grantees are dates of delivery of the documents to the FNP, not posting dates. For terms expressed in days – a day is deemed as one calendar day. If the period ends on a public holiday or on Saturday, then the closest subsequent business day shall be deemed as the last day of the period.

II. Definitions of terms

For the purposes of this Documentation, the terms listed below bear the following meaning:



- 2.1. **Industrial research** - refers to planned or critical research aimed at obtaining new knowledge or skills in order to develop new products, processes or services or to introduce major improvements to the existing products, processes or services. It involves creating complex system components and it may include the construction of prototypes in laboratory environment or in an environment simulating existing systems as well as pilot lines whenever they are necessary to conduct industrial research, and in particular to obtain evidence for generic technologies.
- 2.2. **Project budget** – financial plan of the project, including the categories of eligible costs divided into reporting periods.
- 2.3. **Doctoral student** – a person with a status of a PhD student who participates in the project under the supervision of project manager.
- 2.4. **Experimental development works** – refers to acquiring, combining, shaping, and applying currently available knowledge and skills in the areas of science, technology and business as well as other relevant knowledge or skills in order to develop new or improved products, processes or services. They may also include, for example, any activities, whose aim is to define, plan and document new products, processes and services.

Experimental development works do not comprise routine and periodical changes introduced to existing products, production lines, manufacturing processes, services and other ongoing operations, even if such changes constitute improvements.
- 2.5. **Foundation** – the Foundation for Polish Science (FNP).
- 2.6. **Grantee** – the Project Manager together with the unit, in which the project is realised.
- 2.7. **Intermediary Authority (IA)** – an entity entrusted with the realisation of tasks under a national or regional operational programme, pursuant to an agreement or contract concluded with the Managing Authority. For Priority Axis 4 of SG OP: The National Centre for Research and Development.
- 2.8. **Managing Authority (MA)** – an institution or a public entity responsible for managing the operational programme. For SG OP: the competent Minister for issues related to regional development (pursuant to Article 9, item 1 of the implementation act).
- 2.9. **Unit** – the unit, in which the project (or part of the project) financed under the competition is realised, meeting the requirements of the present Competition Documentation. The Units may be research units or enterprises.
- 2.10. **Research units** – units, which continuously engage in research or development works, as defined in the Act on the Principles of Financing Science of April 30, 2010 (Journal of Laws No. 96, item 615, pursuant to Journal of Laws of 2014, item 1620, of 2015, item 249);
 - a. basic organisational units of higher education institutions within the meaning of the Charters of these institutions;
 - b. research units of the Polish Academy of Sciences within the meaning of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws No. 96, item 619 with further amendments 2.)

- c. Research institutes, as defined in the Act of April 30, 2010 on Research Institutes (Journal of Laws No. 96, item 618 with further amendments 3.)
 - d. international scientific institutes established pursuant to separate regulations, operating in the territory of the Republic of Poland;
 - e. the Polish Academy of Arts and Sciences;
 - f. other organisational units not listed in items a. to e., which are legal persons and have registered offices in the Republic of Poland, including entrepreneurs with a status of a research and knowledge-dissemination organisation pursuant to Article 2 item 83 of the Regulation of the Commission (EU) of June 17, 2014, declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (Official Journal of the EU of the EU L 187 of 26.6.2014, page 1).
- 2.11. **Project manager (Principal Investigator)** – applicant who realises the project financed under the programme pursuant to the application and funding agreement.
- 2.12. **Scientific-industrial consortium (consortium)** – one research unit and one enterprise that co-operate in order to realise a common project.
- 2.13. **Consortium member** – a unit being part of a consortium, established in order to realise a common project, realising part thereof, i.e. a research unit or an enterprise.
- 2.14. **Consortium co-ordinator** – the leader of the project realised by the consortium, employed either by the research unit or by an enterprise.
- 2.15. **National Smart Specialisation (NSS; PL: KIS)** – a document specifying the thematic scope subject to funding under the competition, available on the website of the competent central government body, an institution responsible for the NSS, as well as on the Foundation website.
- 2.16. **Local research partner** – a scientist or a group of scientists holding a doctoral degree and being employed at a local unit (public or private) conducting R&D works, where the local unit is other than a research unit or an enterprise in which the project (or part of the project) is realised.
- 2.17. **Young doctor (postdoc)** – a person who has had his/her doctoral degree for a period not longer than 5 years. The period begins on the year of obtaining the degree and expires on the year prior to the year of submitting applications in the competition for member of the research teams financed in the Team project.
- 2.18. **Duration of the project** – a period specified in the grant agreement that is required to realise the tasks and obtain the results specified in the application for funding, compliant with the schedules provided in the Competition Documentation.
- 2.19. **Reporting period** – the period, after which the Project Manager or the unit are obliged to provide the financial statements or merit-based report on the project realisation. The binding reporting periods in the **Team** programme are half-year reporting periods for financial statements and one-year periods – for merit-based reports. The grant agreement specifies the starting and ending dates of reporting periods and the dates of submitting periodical reports.

- 2.20. **Economic partner** – an entity meeting the definition of an enterprise, involved in the realisation of the financed project (mandatory if the project will be realised by research unit).
- 2.21. **Partner unit** – a local or foreign unit (public or private), specified in the application for funding, other than a consortium member.
- 2.22. **State aid** – (state aid for R&D activities) – financing of R&D projects from public sources for enterprises pursuant to the principles listed in the Regulation No. 651/2014 of the European Commission of June 17, 2014. The legal basis for granting state aid for R&D to enterprises is the Regulation of the Minister of Science and Higher Education of February 25, 2015, on the terms and conditions and manner of granting state aid and *de minimis* aid through the National Centre for Research and Development.
- 2.23. **R&D activities** - research and experimental development (R&D) comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications. The term R&D covers three activities: *basic research* (experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view), *applied research* (original investigation undertaken in order to acquire new knowledge; it is, however, directed primarily towards a specific practical aim or objective) and *experimental development* (systematic work, drawing on existing knowledge gained from research and/or practical experience, which is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed).
- 2.24. **Project** – an activity with the aim to achieve the set of planned objectives, as defined by indicators, with a specified start and end dates of realisation, financed under the TEAM TECH grant programme under SG OP 2014-2020.
- 2.25. **Enterprise** – an entity registered and conducting its activity in the territory of the Republic of Poland, regardless of its legal status and the manner of financing such activity.
- 2.26. **Consortium member representative** – the person responsible for realising part of the project on part of the Consortium member.
- 2.27. **Cost Eligibility Guide** – full title: *Cost Eligibility Guide under Measure 4.4 of the Smart Growth Operational Programme*, appendix to the Competition Documentation specifying the catalogue of eligible and ineligible costs and the principles for incurring and settling expenditures under the project. The Cost Eligibility Guide is available in two versions – one for units that are not beneficiaries of state aid, the other for such beneficiaries. The second version specifies, among others, how to calculate the funding amount and the principles of benefitting from state aid for R&D activities.
- 2.28. **Student** – a person with a status of an undergraduate student or a Master degree student or a student of an equivalent programme, who participates in the project under the supervision of the Project Manager.

- 2.29. **Durability of the project results** –the durability of the operation as defined in Article 71 of the Regulation No. 1303/2013 of the European Parliament and the Council (EC) of December 17, 2013.
- 2.30. **Grant agreement (Agreement)** – an funding agreement on grant assignment concluded by and between the Foundation and the grantee, whose project has been selected for funding.
- 2.31. **Stipend agreement** – an agreement on stipend assignment concluded by and between the beneficiary of the stipend, the Project Manager and the Foundation.
- 2.32. **Application** (a so-called application for funding or application for grant assignment) – under the **Team** Programme the application consists of an application form filled out online, a form printed and signed pursuant to the requirements of the Competition Documentation and all required appendices (in electronic or hardcopy version), as specified in the Competition Documentation.
- 2.33. **Applicant** – a scientist (candidate for Project Manager) with at least a doctoral degree and the scientific track record proven by international achievements, who is the author of the application for funding.
- 2.34. **Project indicators** – any indicators determined prior to the project commencement in order to monitor it and evaluate its completion with respect to previously set objectives, specified herein.
- 2.35. **Eligible costs** – any costs or expenditures incurred in connection with project realisation under the **Team** programme that are eligible for settlement or reimbursement pursuant to the agreement, calculated pursuant to currently binding accounting principles, the principles of proper finance management and the practices of the beneficiary (accounting policy), as specified in the Cost Eligibility Guide *for Measure 4.4 of the Operational Programme Smart Growth*.
- 2.36. **Guidelines** – a legal instrument that determines uniform conditions and procedures for implementing structural funds and of the Cohesion Fund, addressed to institutions participating in realising operational programmes and applied by these institutions pursuant to the relevant agreement, territorial contract or contract and by beneficiaries pursuant to the grant assignment agreement or to the decision on project funding.
- 2.37. **Foreign research partner** – a scientist or a group of scientists holding a doctoral degree and being employed at a foreign (public or private) unit conducting R&D works.
- 2.38. **Deputy Project Manager (Deputy Principal Investigator)** – a person with at least a doctoral degree, acting as Deputy Project Manager, if the project is realised by Project Manager with a commitment lower than 50% of a full-time employment, subject to the terms and conditions specified in the Competition Documentation.

III. Subject of the Team Tech programme

The objective of the TEAM TECH programme is to improve human potential in the R&D sector in team projects conducted by scientists (regardless of their nationality) who have an



outstanding experience in implementing the results of research works in economic practice or in providing research services or operating research equipment for corporate customers.

Support should enable individuals at the beginning of their scientific career: students, doctoral students or young doctors to gain experience in conducting R&D works **by realising projects related to developing a technology, a process or an innovative product.**

Recipients of project outcomes will be, among others, enterprises operating in Poland.

IV. General information

4.1 Information about the competition

4.1.1 The application selection procedure under the **Team Tech** Programme is not a competition mode in the view of the Act of July 11, 2014 on the principles of implementation of the cohesion policy programmes, financed under the 2014-2020 financial perspective.

4.2 Thematic scope of the projects

4.2.1 The **Team Tech** Programme involves funding of projects compliant with the topics listed in the National Smart Specialisations list.

4.2.2 In exceptional cases, while treating the NSS projects preferentially, the Foundation may accept funding of projects that refer to topics not included in the NSS, provided that they have significant application potential or are important for solving a major socio-economic issue. Such areas might be included in the SG OP, among others, in order to verify their potential as smart specialisations, which may lead to updating the NSS if the results are positive.

4.2.3. The subject of the project are R&D works connected with developing a product or production process (manufacturing or technological) which is of great importance for the economy.

4.2.4. The Team Tech project is based on an identified product, technology or market of recipients of the given product or technology.

4.3 Amount of funds allocated to the realisation of projects

The total amount of funds allocated to the competition is:

27 000 000 PLN

Allocated amount is shared between Team Tech competition and Team Tech – Core Facility competition

4.4 Schedule of submitting the applications

Applications for funding under the **Team Tech** Programme shall be submitted

by the deadline of

20th June 2016

4.5 Manner of submitting applications

Applicants shall submit applications in online and hardcopy form.

4.5.1 Applicants shall register in the electronic system available on the FNP website: www.fnp.org.pl. The online form should be filled out in the **English language**, except for the section available for enterprises: *Evaluation of information about the enterprise*, which should be filled out in the Polish language. Appendices to the application should be submitted according to rules specified in item 4.5.2 of the competition documentation. The electronic system enables users to modify the forms and to replace appendices until the final approval of the application.

4.5.2 The following appendices must be attached to the application in electronic form (**PDF format**):

- a. CV of the applicant focusing on implementation experience or developing technologies or services for enterprises (in English) – up to 3 A4 pages,
- b. total of up to **five** appendices containing in total not more than five most important scientific and/or implementation achievements of the applicant from the last 10 years, i.e.:
 - full text of publications (in the original language),
 - full text of patents (in the original language),
 - descriptions of completed implementations (in the English language),
- c. description of the originality of the above mentioned achievements and their impact on the development of the given fields of science, supplemented with a specification of the achievements and results of the last completed project (in English) – up to 3 A4 pages,
- d. description of the research programme including the tasks assigned to future team members, the objectives, methodology and planned project outcomes management (in case of projects to be realised by a consortium, the research programme description should specify two parts of the project, respectively for each consortium member, along with tasks assigned to future team members), (in English) – up to 10 A4 pages, not including references,
- e. description of collaboration with the project partner(s), if applicable, (in English) – up to 3 A4 pages,
- f. description of available equipment and planned expenditures on laboratory equipment (if applicable, limit up to 5% of the eligible costs of the project) along with its justification, prepared on the template available for download on the Foundation website (in English) – up to 3 A4 pages,
- g. letters of intent from the research partners, containing a description of partner's involvement and contribution in realising the project (in English) – up to 3 A4 pages

(appendix required only in the case when such a research partner has been specified as a project partner),

- h. letters of intent from local enterprises acting as an economic partners in the project, containing a description of partner's involvement and contribution in realising the project (in English) – up to 3 A4 pages (appendix required only in the case when such an economic partner has been specified as a project partner),
- i. description of the economic or social significance and the potential applications of project outcomes with respect to the NSS (in English) – up to 3 A4 pages,
- j. project realisation schedule divided into individual tasks, prepared on the template available for download on the Foundation website (in English),
- k. project indicators along with justification, prepared on the template available for download on the Foundation website (in English),

4.5.3 For projects realised by consortia and in cases when the Project Manager will realise tasks in the project with a commitment lower than 50% of a full-time employment (however the Project Manager must not be employed in the project with a commitment lower than 30% of a full-time employment), the following appendices should be enclosed in electronic form (PDF format):

- a. CV of the Deputy Project Manager or consortium member representative (in English) – up to 3 A4 pages
- b. total of up to **five** appendices containing in total not more than five most important scientific and/or implementation achievements of the Deputy Project Manager or consortium member representative from the last 10 years, i.e.:
 - full text of publications (in the original language),
 - full text of patents (in the original language),
 - descriptions of completed implementations (in the English language),
- b. description of the originality of the above mentioned achievements and their impact on the development of the given fields of science, supplemented with a specification of the achievements and results of the last completed project (in English) – up to 3 A4 pages.

4.5.4 For projects realised by consortia or enterprises, it is additionally required to attach the following appendices **in electronic form**:

- a. a form containing information presented when applying for aid other than agriculture or fishing aid, *de minimis* aid or *de minimis* aid in agriculture or fishing, prepared on the template enclosed hereto and available for download on the Foundation website (Polish language, pdf format),
- b. PNT-01form "Report on research and development (R&D) activities" for the preceding year. It should be filed by enterprises who are obliged to submit it to the Central Statistical Office. (If the enterprise did not file the PNT-01 form before submitting the application for funding and if he/she is not obliged to file it, then he/she should file a relevant statement. At the same time, submitting an

application for funding under the Team Tech programme may result in the obligation to file the relevant reports at the Central Statistical Office) (Polish language, form in xml format, statement in pdf format),

- c. a project feasibility study (applies only to large enterprises) - see item 5.6.3. This appendix will only be required from those applicants whose projects are qualified for stage 3 of merit-based evaluation. The applicants should be notified about the date and manner to submit it in writing or by e-mail.

The appendices constitute an integral part of the application.

4.5.5 Having completed all the required fields and having added all the required appendices, the application form should be closed, printed out and signed.

NOTE:

- The hardcopy version of the application may be generated in the electronic system only after filling out and closing the electronic version.
- The hardcopy version of the application must be compliant with the electronic version.

4.5.6 In the hardcopy version of the application, the system will generate, among others, the following statements:

- a. declaration stating that the grantee will apply for all consents of ethics committees and other permissions required by law necessary to conduct research to which they refer and that the grantee will start to realise such research only after obtaining all relevant consents and permissions,
- b. consent to disclose information for the purposes of evaluation conducted by the Foundation for Polish Science, the SG OP Managing Authority, the SG OP Intermediary Authority and other authorised bodies, regardless of the project selection process results.
- c. all statements required to meet the formal evaluation criteria, pursuant to the appendix *Catalogue of criteria for selecting grantees*.

4.5.7 Moreover, for projects realised by consortia or enterprises, the system will generate the following declarations in the hardcopy version of application, stating that:

- a. the enterprise has not received aid to cover the same costs qualified for subsidising that it applies to be covered by state aid,
- b. the enterprise is not subject to forced administration, receivership or bankruptcy proceedings,
- c. the project has not commenced yet and that it will not start earlier than on the day following the date of filing the application for funding,
- d. the realisation of the financed project will not cause a significant loss of jobs at existing locations of the applicant in the EU territory, provided that significant loss means the loss of at least 100 jobs.

Full list of statements that will be generated in the hardcopy version of the application is available for download in the electronic system under a tab called "Downloads".

If any of these statements are filed, the Foundation may ask for documentation confirming their content on any stage of application evaluation or before signing the grant agreement.

4.5.8 In case of submitting false statements the applicant will be penalized by prohibiting him/her to apply for any form of financial support via Foundation for Polish Science within a period of five years from a date such false statements has been submitted.

4.5.9 The hardcopy version of the application shall be signed personally by the applicant and by an authorised representative of the unit, pursuant to the representation principles of the unit (for scientific-industrial consortia, the application shall be signed by the applicant and by authorised representatives of both consortium members, pursuant to their representation principles).

4.5.10 For applications signed by attorneys-in-fact, it is required to attach the relevant power of attorney in hardcopy format with the application (in the Polish or English language).

4.5.11 One hardcopy of application (without appendices other than power of attorney – if applicable) should be delivered by post, by courier mail or in person in hardcopy format to the following address:

Fundacja na Rzecz Nauki Polskiej
ul. I. Krasickiego 20/22
02-611 Warsaw

with the annotation "**Team Tech Programme**" on the envelope.

4.5.12 The date on which the hardcopy version of the application was received by the Foundation shall be decisive, **not the date of posting**, although on the deadline day applications will be accepted until 4:00 p.m. (local time) only. **Any applications submitted to the Foundation after that time shall not be considered.**

V. General terms and conditions

5.1 Entities entitled to apply for funding

5.1.1 **The Applicant** shall meet all of the following conditions:

- a. The applicant shall have at least a doctoral degree,
- b. For the duration of the project, they shall be employed at the unit, with a commitment of at least 50% of a full-time employment for the purposes of project realisation. In justified cases, the applicant may apply for lower commitment for project realisation (although not less than 30% of full-time employment). In such event, the application must contain additional information and documents concerning the Deputy Project Manager who will constantly supervise the team's work (see item 5.1.2). For projects realised by scientific-industrial consortia, the applicant must commit at least 50% of full-time employment to the project and he/she must not appoint a deputy.

- c. The applicant is obliged to provide adequate scientific supervision for doctoral students participating in the project and to ensure that they are additionally supervised by another mentor. If possible, the mentor should be employed at the foreign partner unit or at a unit other than that where the applicant is employed – a research unit or an enterprise conducting R&D activity.

5.1.2 **The Deputy Project Manager** shall meet all of the following conditions:

- a. The Deputy Project Manager shall have at least a doctoral degree,
- b. For the duration of the project, they shall be employed at the unit, with a commitment of at least 50% of a full-time employment for the purposes of project realisation.

5.1.3 The **Consortium member representative** – the person responsible for realising part of the project on part of the Consortium member shall meet all of the following conditions:

- a. They shall have at least a doctoral degree,
- b. For the duration of the project, they shall be employed at the consortium member's unit, with a commitment of at least 50% of a full-time employment for the purposes of project realisation.

5.1.4 **The unit** in which the financed project will be realised:

- a. is obliged to respect the research autonomy of the Project Manager and the Deputy Project Manager (if applicable), pursuant to the approved research project being the subject of the application,
- b. shall provide appropriate conditions for conducting research works pursuant to the scope presented in the application as well as access to research equipment.

5.1.5 Units cannot be entities excluded from applying for funding pursuant to:

- a. Article 207 of the Act of August 27, 2009 on Public Finance (Journal of Laws No. 157, item 1240),
- b. Article 12, item 1 point 1 of the Act of June 15, 2012 on the Effects of Hiring Foreigners Unlawfully Present in Polish Territory (Journal of Laws of 2012, item 769),
- c. Article 9, item 1, point 2a of the Act of October 28, 2002 on the Liability of Collective Entities for Acts Prohibited under Penalty (Journal of Laws of 2012, item 768 with further amendments).

5.2 Research team members

5.2.1 The Project Manager is obliged to conduct an open competition for research team members who will receive remuneration (pursuant to employment contract) or stipend from the project funds. **The following may participate in the competition organised by the Project Manager:**

- a. **students (see item 2.28),**
- b. **doctoral students (see item 2.3),**
- c. **young doctors (see item 2.17).**

As a result of the above mentioned recruitment, the team conducting R&D works under the project should consist of at least 3 people including the Project Manager.

5.2.2 Team members selected in open competitions for conducting R&D works in the project should be involved to an extent corresponding to their status:

- a. **students** – participation in the project is connected with the realisation of a 1st or 2nd degree studies programme or an equivalent programme.

It is recommended for students to be involved in the project on the full-time basis and for a period not shorter than the suggested 1 year period.

- b. **doctoral students** – participation in the project is connected with the realisation of a 3rd degree studies programme (doctoral studies).

It is recommended for doctoral students to be involved in the project on the full-time basis and for a period not shorter than the suggested 3 year period.

- c. **young doctors** – participation in the project is directly connected with realising the R&D works planned by the Project Manager as part of the post-doctoral programme.

It is recommended for young doctors to be involved in the project for a period not shorter than the suggested 1 year period. There are no guidelines towards the commitment of employment for the purposes of project realisation.

5.2.3 Students and doctoral students may become research team members either pursuant to stipend or to an employment contract. Young doctors recruited for work in the research team shall receive remuneration pursuant to an employment contract.

5.2.4 Stipends shall be treated as financial support for project participants and paid by the Foundation, directly to individual bank accounts of the beneficiaries pursuant to separate agreements concluded with them. Stipend beneficiaries may not receive remuneration from the project funds during the period of the stipend.

5.2.5 Stipends are exempt from personal income tax pursuant to Article 21, item 1 point 137 of the Act of July 26 1991 on Personal Income Tax (Journal of Laws of 2012, item 361 with further amendments).

5.2.6 The amount of stipends and remunerations shall be proposed by the Project Manager pursuant to the provisions of items 5.8.1.1 and 5.8.1.3.

5.2.7 Students and doctoral students who receive stipends or are employed pursuant to employment contracts may receive financial support (stipends or salaries) only until the end of the month in which they have defended their Master's thesis (students) or doctoral dissertation (doctoral students).

5.2.8 Technicians or research-support associates may also be involved in project-related works.

5.2.9 Employees other than students, doctoral students, young doctors or support staff may be involved in the project only if it is required to provide the necessary competences with respect to R&D, e.g. related to operating advanced research equipment or a specific technology.

5.2.10 Employees specified in items 5.2.8 and 5.2.9 should be selected in a competition procedure proposed by the Project Manager. Remunerations of such employees may be financed only if the Foundation approves the necessity to employ them.

5.3 Teaching duties

In order to enable the Project Manager, Deputy Project Manager, consortium member representative and young doctors to devote an adequate amount of time to conduct research or development works, it is recommended that their teaching load should not exceed 60 hours/year. For doctoral students, it is recommended that their education should match the realisation of the project, which should account for a major part of their contribution, so the suggested teaching load should not exceed 45 hours/year.

In justified cases, the Project Manager can take responsibility for allowing a different teaching load to research team members, although the Foundation should be notified about such fact.

5.4 Principles of the recruitment of students, doctoral students and young doctors

5.4.1 Information about the competition should be announced publicly: on the Foundation website and, for recruiting doctoral students and young doctors, at least on the EURAXESS website.

5.4.2 The competition announcement should contain at least the application procedure, a description of requirements for candidates and the planned amount of stipend or remuneration.

5.4.3 The Project Manager shall appoint a recruitment committee composed of at least two members who will be responsible for the recruitment process.

5.4.4 The committee shall prepare and conduct recruitment pursuant to the adopted criteria, provided that at least one of such criteria should refer to the candidate's scientific achievements.

5.4.5 The recruitment committee shall document the recruitment process in form of a protocol.

5.4.6 The protocol shall contain at least the lists of applicants, names of their units of origin, information about the date and place of receiving doctoral degree by candidates applying for young doctors' positions in the team, scores received by candidates in the recruitment process as well as information regarding mentor/s, referred to in point 5.1.1.c for each of the doctoral students and information concerning the announcement of competition, selection criteria and recruitment schedules.

5.4.7 Within 14 days after the end of the recruitment process, the Project Manager shall provide a copy of the recruitment protocol in the electronic system of the Foundation. The original recruitment protocol shall be stored at the place of project realisation.

5.4.8 In order to finance the individual selected in competition, the recruitment protocol has to be approved by the Foundation. Moreover, it is also required to submit to the Foundation a

copy of the doctoral diploma or a statement confirming the status of the student (or doctoral student) or a copy of their student visa for the stay in Poland.

5.4.9 The unit and the Project Manager shall enable a representative of the Foundation to participate in the works of the recruitment committee as an observer.

5.5 Partnership in the project

5.5.1 The catalogue of potential partners in the Team Tech project includes:

- a. local research partners,
- b. foreign research partners,
- c. local enterprises as an economic partners.

5.5.2 The partner should be involved in the realisation of the grantee's project on a synergy or project complementarity basis. The partner's participation should also enable sharing experiences in the areas of intellectual property management and potential commercialisation. The partner may also provide supervision for students, doctoral students and young doctors as well as access to other personnel or unique equipment.

5.5.3 The entity specified as partner in the application cannot be specified as a consortium member at the same time.

5.5.4 If the project is realised in collaboration with an economic partner, including the R&D department of an enterprise without granting state aid, the grantee must guarantee to fulfill one of the following conditions*:

- a. the participating undertakings bear the full cost of the project, or
- b. the results of the collaboration which do not give rise to intellectual property rights (IPR) may be widely disseminated and any IPR resulting from the activities of research organisations or research infrastructures are fully allocated to those entities, or
- d. any IPR resulting from the project as well as related access rights are allocated to the different collaboration partners in a manner which adequately reflects their work packages, contributions and respective interests, or
- e. the research organisations or research infrastructures receive compensation equivalent to the market price for the IPR which result from their activities and are assigned to the participating undertakings, or to which participating undertakings are allocated access rights. The absolute amount of the value of any contribution, both financial and non-financial, of the participating undertakings to the costs of the research organisations or research infrastructures' activities that resulted in the IPR concerned, may be deducted from that compensation. The compensation received is equivalent to the market price if it enables the research organisations or research infrastructures concerned to enjoy the full economic benefit of those rights, where one of the following conditions is fulfilled:

* Cf. Framework for State aid for research and development and innovation. Communication of the Commission (Official Journal of the EU C 198 of 27.6.2014), items 28-30.

- i. the amount of the compensation has been established by means of an open, transparent and non-discriminatory competitive sale procedure
 - ii. an independent expert valuation confirms that the amount of the compensation is at least equal to the market price, or
 - iii. the research organisation or research infrastructure, as seller, can demonstrate that it effectively negotiated the compensation, at arm's length conditions, in order to obtain the maximum economic benefit at the moment when the contract is concluded, while considering its statutory objectives, or
 - iv. in cases where the collaboration agreement provides the collaborating undertaking with a right of first refusal as regards IPR generated by the collaborating research organisations or research infrastructures, where those entities exercise a reciprocal right to solicit more economically advantageous offers from third parties so that the collaborating undertaking has to match its offer accordingly.
- f. If none of the above conditions are fulfilled, the full value of the contribution of the research organisations or research infrastructures to the project will be considered as an advantage for the collaborating undertakings, to which State aid rules apply.

NOTE: Contracted research or providing research services shall not be considered as forms of co-operation.

5.6 Projects involving state aid

5.6.1 Whenever the grantee or consortium member is an enterprise, the principles of granting state aid for R&D works shall apply. The intensity of financing such project (or project part) is specified in the Cost Eligibility Guide.

5.6.2 State aid may be granted (project may receive funding) if all of the following conditions are met:

- a. the project is innovative;
- b. there is an existing demand for project outcomes;
- c. the proposed solutions are similar or better than the existing technical, technological or organisational solutions;
- d. the project is doubtlessly feasible and cost-efficient to achieve the planned result;
- e. the planned project realisation costs are justified with respect to the subject and scope of basic research, industrial research or development works.

5.6.3 For large enterprises[†], in order to confirm that the aid has an incentive effect, it is necessary to prepare project feasibility studies based on the assumptions that the project will or will not receive state aid. The said internal documentation prepared by the enterprise should confirm that the aid will lead to at least one of the following effects:

[†] Large enterprises mean enterprises that do not meet the criteria specified in Annex I to the Commission Regulation (EU) 651/2014 of June 17 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty. Cf. also Cost Eligibility Guide for Measure 4.4 of the Smart Growth Operational Programme, section 6.

- a. a significant increase in project reach or impact caused by the state aid means, or
- b. a significant increase in the total amount spent by the beneficiary as a result of the state aid means, or
- c. significantly accelerated project completion or impact.

5.7 Duration of the project

5.7.1 The project shall commence between suggested dates of January 1 and June 1, 2017. The project commencement and accomplishment is determined by the applicant, considering that the duration of the project is the same as the period during which the incurred expenditures may be deemed as eligible.

5.7.2 The agreement should be signed within 3 months from the date of announcing the list of grantees. If the agreement is signed by grantees on a later date, the Foundation may withdraw from signing it.

5.7.3 The maximum duration of the project covered by the application for funding is **36 months**.

5.8 Project financing

5.8.1 Project budget:

Suggested total project budget should not exceed PLN **3,500,000** for projects lasting for 36 months.

The budget shall consist of the following categories:

5.8.1.1 **W – Remunerations.** Eligible costs in this category are remuneration costs together with non-payroll labour costs, including social and health insurance contributions of individuals employed to conduct research (research workers, technical employees and other auxiliary personnel) or technology brokers.

- a. Remuneration of the Project Manager:

The Project Manager may receive remuneration under the project only pursuant to an employment contract. It is recommended that the remuneration cost including non-payroll labour costs should not exceed the suggested amount of **PLN 27,000/month** for full-time employment for the purposes of project realisation.

- b. Remuneration of the Deputy Project Manager:

The Deputy Project Manager may receive remuneration under the project only pursuant to an employment contract. It is recommended that the remuneration cost including non-payroll labour costs should not exceed the suggested amount of **PLN 17,500/month** for full-time employment for the purposes of project realisation.

- c. Remuneration of the consortium member representative:

The consortium member representative may receive remuneration under the project only pursuant to an employment contract. It is recommended that the remuneration

cost including non-payroll labour costs should not exceed the suggested amount of **PLN 15,000/month** for full-time employment for the purposes of project realisation.

d. Young doctor's remuneration:

Young doctors selected in a competition may receive remuneration under the project only pursuant to an employment contract. It is recommended that the remuneration cost including non-payroll labour costs should not exceed the suggested amount of **PLN 15,000/month** for full-time employment for the purposes of project realisation.

e. Doctoral student's remuneration:

Doctoral students selected in a competition may receive remuneration under the project pursuant to an employment contract. It is recommended that the remuneration cost under employment contract, including non-payroll labour costs should not exceed the suggested amount of **PLN 8,000/month** for full-time employment for the purposes of project realisation.

f. Student's remuneration:

Students selected in a competition may receive remuneration under the project pursuant to an employment contract. It is recommended that the remuneration cost under employment contract, including non-payroll labour costs should not exceed the suggested amount of **PLN 4,000/month** for full-time employment for the purposes of project realisation.

g. Remunerations of other individuals employed to conduct research or other works in the project are eligible to the extent, to which they are directly connected with project realisation.

NOTE:

The total professional involvement of all individuals receiving remuneration under the project in the realisation of all projects financed from the structural funds and from the Cohesion Fund and activities financed from other sources, including own funds of the unit and of other entities, must not exceed 276 hours per month.

If the Project Manager applies for remunerations higher than those specified in Competition Documentation, the FNP may appoint an additional expert to evaluate such application.

5.8.1.2 **E – Subcontracting costs** – eligible costs in this category include:

- a. costs connected with subcontracting part of the substantial works under the project that are not performed on the premises and under direct supervision of the grantee to third parties,
- b. costs of resources made available by third parties (however auxiliary services necessary to realise project-related tasks, such as legal or accounting services, are not deemed as subcontracting);
- c. costs of all contracts to perform a specific work.

NOTE:

Costs allocated to subcontracting must not exceed 25% of the total eligible costs of the project.

Subcontracting costs are excluded from the basis for calculating the lump sum of indirect costs of the project.

5.8.1.3.C – Costs of the development of research personnel (Cross-financing) – the following costs related to research personnel development may be financed in this category:

- a. Stipends for students and doctoral students who were selected in an open competition and are involved in conducting research under the project. The suggested stipend rates should be as follows:
 - for students: **PLN 1,500 – 2,500/month;**
 - for doctoral students: **PLN 3,500 – 4,500/month.**
- b. Fellowships or trainings for stipend beneficiaries or research team employees to the extent connected with the research works realised in the project, commercialisation of R&D outcomes or works related to the newest technological achievements or project management.

NOTE:

The total amount of eligible expenditures in the project in category (C) must not exceed 30% of the total eligible costs of the project.

Cross-financing costs are excluded from the basis for calculating the lump sum of indirect costs of the project.

5.8.1.4.Op – Other indirect costs - the following types of costs are eligible within this category:

- a. Costs of research equipment and intangible assets, including, among others: for units not being beneficiaries of state aid expenditures on purchasing low-cost research equipment in an amount not exceeding 5% of the total eligible costs of the project;
- b. Land and building costs;
- c. Other operational costs, including: promotion costs in the amount up to 1% of the total eligible costs of the project.

5.8.1.5 O – Indirect costs - not exceeding 17% of actually incurred direct eligible costs of the project, exclusive of subcontracting costs and cross-financing ($O = (W + Op) \times \max 17\%$).

NOTE:

- a. For units being beneficiaries of state aid, if the equipment is not used for realising the project for the whole period of usage, only depreciation costs incurred during the duration of the project shall be deemed as eligible costs.
- b. For units being beneficiaries of state aid, depreciation write-offs shall be deemed as eligible costs only if the equipment has been purchased after submitting the application for funding.

- c. If the proposed costs of the project exceed the amounts suggested hereinabove, or if the application contains costs connected with the purchase of tangible fixed assets, the Foundation may appoint additional expert to evaluate whether the proposed costs are justified.
- d. Indirect costs settled on a lump sum basis must not be listed as part of the direct costs of the project.
- e. Indirect costs settled on a lump sum basis shall be eligible proportionally to the used direct costs.
- f. Reimbursement of direct project costs shall be each time connected with a proportional reimbursement of indirect costs.

5.8.2 The full catalogue of eligible costs and the principles for documenting eligible costs under the **Team Tech** Programme are specified in the *Cost Eligibility Guide under Measure 4.4 of the Smart Growth Operational Programme* constituting an appendix hereto.

5.8.3 Expenditures eligible for financing are expenditures that meet the conditions listed in the *Cost Eligibility Guide* and that have been incurred in compliance with the provisions contained herein.

5.9 Project indicators

5.9.1 The Applicant shall specify the planned product and project indicators in the application form. The following project indicators are analysed under the **Team Tech** programme:

- a. number of enterprises collaborating with research units,
- b. number of persons supported with respect to R&D human potential improvement,
- c. number of foreign scientists in the supported projects,
- d. number of international scientific publications indexed in the JCR (Journal Citation Reports) list, Thomson Reuters,
- e. number of obtained academic degrees,
- f. number of filed patent applications.

The presented indicators have to be adequate to the given project type and they must reflect the set project objectives. They will be evaluated by a panel of experts during the merit-based evaluation of the application, during project realisation and after project completion and they may be subjected to changes proposed by the Foundation experts. Failure to achieve the declared indicator levels by the grantee during the realisation of the project may result in imposing financial consequences (proportional reduction of granted funding).

5.10 Reporting

5.10.1 Detailed principles of reporting under the project shall be specified in the grant agreement.

5.10.2 Grantees are obliged to submit merit-based and financial reports to the Foundation within the foreseen reporting periods. For financial reports the reporting period is 6 months, while for merit-based reports – 12 months.

5.10.3 Students, doctoral students and young doctors shall submit merit-based reports to the Project Manager.

5.10.4 The Foundation may at any time appoint an expert to evaluate the said reports.

5.10.5 The Project Manager is obliged to conduct a public presentation of project outcomes upon the invitation of the Foundation, e.g. during an interdisciplinary conference.

5.10.6 The progress in achieving project results or part of them is monitored as part of the reporting process, in particular with respect to the incurred expenditures, purchased tangible fixed assets, team member recruitment and supervision over doctoral students.

5.10.7 Basing on the reviews and opinions collected as a result of the merit-based report evaluation conducted by experts, the FNP Management Board may decide to introduce a recovery plan to the project. Its consequences may consist in a reduction of the funding amount, shortening the project duration or termination of the project. The grantee shall be notified in writing about such decision.

5.11 Changes in the project

5.12.11 Detailed principles outlining the possibility and scope of introducing changes to the project shall be specified in the grant agreement.

5.12.12 During the realisation of the project, starting from the second reporting period for financial reports, the Project Manager may – unless existing laws or the provisions of agreements or other regulations binding for the grantee state otherwise – introduce the following changes on the interim report stage:

- a. transfer of funds between specific budget categories – provided that the percentage limits for expenditures in each cost category determined by the Foundation or by the Guidelines are maintained,
- b. change of the payment schedule for subsequent advance payments.

The changes described above do not require signing an annex to the agreement, although they must be approved by the Foundation.

5.12.13 During project realisation, the Project Manager may apply to introduce changes to the application with respect to:

- a. **changes in the substantial scope of the application** – considering the proposed changes requires a substantial justification and a declaration of the Project Manager stating that such changes are necessary and that any failure to introduce them would threaten the proper realisation of the project or that it might result in a failure to achieve the planned project indicators, or that such changes are beneficial for the outcomes of the application selected for funding and that they will enable to fully realise the planned project indicators; changes in the substantial scope of the application may be connected with changes in the project budget.
- b. **changes in project duration**, provided that the proposed project duration must be contained in the cost eligibility period under SG OP and that it must not exceed June 30, 2023 – in particular in the following cases:
 - i. if the Project Manager is a woman who gives birth during the duration of the Project or the Project Manager adopts a child during the duration of the Project, then the project realisation period may be extended by up to 12 months for each child born or adopted during that period; or

- ii. if the project duration specified in the application is shorter than the maximum acceptable duration specified in the Competition Documentation, then it may be extended do the said maximum project duration; or
- iii. If the project duration specified in the agreement is the maximum acceptable project duration pursuant to Competition Documentation, then it is possible to extend the cost eligibility period by up to 6 months.

The Foundation shall consider whether it is justified to introduce the proposed changes to the application, taking into account the prerequisites that influenced the selection of the project for funding and the influence of the proposed change on project results and indicators.

5.12.14 The Foundation reserves a period of 3 months as a minimum period to consider the application for changes.

5.12 Competition for extending project duration

5.12.1 The Foundation is planning to announce an internal competition for grantees to extend the duration of the projects by **a maximum period of 24 months** (with the reservation of the provisions of item 5.11.3.b), provided that:

- a. Extending the project duration pursuant to internal competition entails broadening the substantial scope of the application and provides an opportunity to increase project funding.
- b. The manner of submitting applications and an evaluation process shall be specified in the competition announcement. However, the application shall contain, at least, a full report on already commenced works, a description of the obtained results and of their implementation potential.
- c. Application in the internal competition may be filed, particularly in connection with:
 - i. Planning a subsequent stage of research works devoted to elaborating project results, with the aim of improving the potential implementation possibilities or commencing new tasks as a consequence of the results obtained so far.
 - ii. The necessity to complete doctoral dissertations or master's theses of team members
 - iii. The necessity to increase the number of team members or their remunerations in comparison to the original application,
 - iv. Starting co-operation with a new partner unit.

5.11.2. The Foundation reserves that the extension period and additional financing granted in the internal competition will depend on the funds available in the programme.

VI Project selection system

Projects submitted in the competition are evaluated in the formal and merit-based aspects. The wording and description of evaluation criteria constitute an appendix hereto.

The planned evaluation time for applications (from the submission deadline to announcing the list of grantees) is approx. 5 months.

6.1 Formal evaluation of the application

6.1.1 Applicants whose applications do not meet the formal criteria shall be notified (by e-mail or via the electronic system) about the fact that their applications will not be considered due to formal deficits.

6.1.2 The only documentation that may be supplemented during the formal evaluation process is the power of attorney to sign the application. The period for supplementation is 14 days from the receipt of the relevant notification.

6.1.3 If it is detected that the electronic file attached to the online form has been damaged, or if there are any clerical errors, the Programme Officer may request to supplement such file on any stage of the competition.

6.2 Merit-based evaluation

Applications that received a positive formal evaluation will be submitted for merit-based evaluation. The merit-based evaluation consists of three stages: evaluation by the scientific and economic panel (SEP), written reviews stage and the stage of interviews conducted by the interdisciplinary panel of experts (IPE).

6.2.1 Stage 1 – the scientific and economic panel (SEP)

6.2.1.1 The scientific and economic panel is composed of at least 3 members who possess adequate scientific achievements or experience in implementing innovative solutions in the R&D sector. The Foundation may appoint several panels in the competition, corresponding to the fields of science represented by the submitted applications.

6.2.1.2 The SEP shall evaluate the applications in the aspect of merit-based criteria by assigning scores and appropriate recommendations (A – positive, B – conditional, C – negative).

6.2.1.2 As a result of the works by the SEP at least 40% but not more than 60% of the best applications will be qualified for further proceedings (provided that such part of the applications fulfils the criteria on the minimum required level).

6.2.1.3 Applicants who receive a C recommendation from the scientific and economic panel cannot be re-considered in the subsequent edition of the competition (one-edition deferral period).

6.2.1.4 The applicants shall be notified by e-mail that their application was or was not qualified for the 2nd stage of merit-based evaluation.

6.2.1.5 Applicants who are not invited to the 2nd stage will be notified about the received score and recommendations, along with a brief substantiation.

6.2.2 Stage 2 – written reviews

6.2.2.1 Each application is evaluated by at least two third-party reviewers. Members of the scientific and economic panel or of the interdisciplinary panel of experts (3rd stage of merit-based evaluation) cannot act as reviewers.

6.2.2.2 The reviewers shall evaluate the applications in the aspect of merit-based criteria by assigning scores and appropriate recommendations, along with substantiation, in the evaluation form.

6.2.2.2 Reviewers may also suggest issues for further clarification with the Project Manager on the 3rd stage of merit-based evaluation and may also point to particularly breakthrough applications that pose exceptionally bold or risky hypotheses, whose results, if verified positively, may be of potentially transformative importance for the given fields of science or areas of economy.

6.2.2.3 Following the reviewers' evaluation, applications that receive the highest score, the best recommendations will be qualified for further stage, along with those to which the Programme Officer in agreement with the Director of Programme Division have objections concerning the reliability of the review or highly divergent scores assigned by reviewers.

6.2.2.4 The applicants shall be notified in writing or by e-mail that their application was or was not qualified for the 3rd stage of merit-based evaluation.

6.2.2.5 Immediately after setting the panel session date, the applicants (and the contact persons specified in the application form) shall be notified by e-mail about the planned date and place of interviews with the interdisciplinary panel of experts (IPE).

6.2.2.6 Applicants who have been invited to the 3rd stage of evaluation shall receive the content of reviews of their applications, but the evaluating reviewers shall remain anonymous. The remaining applicants shall be granted access to these reviews in the electronic system of the Foundation.

6.2.3 **Stage 3 – interdisciplinary panel of experts (IPE)**

6.2.3.1 The interdisciplinary panel of experts is composed of at least three experts representing various fields of science and one Board Member of the FNP (acting as chairman, without the right to evaluate applications) and, optionally, an expert delegated by the Intermediary Authority as an observer.

6.2.3.2 On this stage, the number of applications subject to evaluation shall correspond to at least twice the funding amount allocated to the competition. Additionally, applicants qualified by means of appeal procedure may be invited to the panel. The number of applications considered on this stage may be lower than twice the budget if the required number of application does not meet the minimum merit-based criteria or has not received the required minimum recommendation.

6.2.3.3 The IPE compares the evaluated applications, prepares a ranking and evaluates them on the basis of the adopted merit-based criteria. The candidates are compared by the IPE with regard to the written reviews obtained during the preceding stage and direct interviews with the applicants, who will have at this stage an opportunity to express their concerns regarding the written reviews.

6.2.3.4 In exceptional situations, it is possible to conduct the interview on the telephone or with use of online communication tools (e.g. skype). Each such case shall be considered by the Programme Officer on an individual basis.

6.2.3.5 The IPE may ask the applicants to introduce necessary changes in their applications in order to ensure the proper realisation of the project (e.g. changes in project budget, planned expenditures on laboratory equipment or indicators). Moreover, the IPE may authorise the FNP to conduct such negotiations at a later date, in particular before signing the grant agreement.

6.2.3.6 The Board of the Foundation shall adopt a resolution on the decision to allocate funds to project realisation based on the ranking of projects prepared by the IPE and on the funds available in the given competition.

6.2.3.7 The list of grantees will be published on the Foundation website.

6.2.3.8 The Project Manager shall be notified if the project is accepted for realisation. The remaining participants of the 3rd stage of merit-based evaluation shall be notified by post or e-mail.

6.2.3.9 Any applications not accepted for funding may be submitted again, provided that they meet the terms and conditions of the competition.

6.3 Appeal procedure

6.3.1 The appeal procedure adopted by the Foundation does not constitute a procedure of appeal as defined in the Act of August 29, 2014 on the principles of implementation of the cohesion policy programmes, financed under the 2014-2020 financial perspective.

6.3.2 The applicant or the unit signing the application have the right to file a written appeal against the negative decisions concerning the filed application to the Board of the Foundation within 7 days from the date of receiving notification. The appeal shall be considered within 21 days from the date of receipt by the Foundation.

6.3.3 The date of delivery of the appeal to the Foundation shall serve as proof, not the posting date, however, the appeal may be sent to the Foundation by fax or e-mail. The fax number and e-mail address are specified in item VIII Contact data

6.3.4 Any appeals against the formal evaluation shall be considered by the Committee of Appeal, composed of: a lawyer and two FNP employees who were not involved in the evaluation of the application.

6.3.5 Any appeals against the content-based evaluation shall be considered by a committee composed of two third-party experts permanently co-operating with the Foundation who were not involved in the evaluation of the applications to which the appeal refers and one FNP employee who was not involved in the evaluation of the application.

6.3.6 The works of the Committee of Appeal shall concern only the evaluation of procedural aspects on each stage of the application evaluation and selection process. The final opinion shall be adopted by voting. The Board of the Foundation, having familiarised itself with the Committee's opinion, shall decide to submit the application for re-evaluation (by the panel or a reviewer) or to reject the appeal. The applicant shall be notified about the decision in written form. The decision of the Board is final.

VII. Grant assignment agreement

The applicant is obliged to realise the project pursuant to an agreement.

Before concluding the grant assignment agreement, the Foundation reserves the right to start negotiations with the applicant who applies for the grant in order to introduce the necessary changes to the project, including changes in project indicators or budget, in particular regarding the correctness of the adopted financial assumptions.

For projects realised by a consortium, its members shall be obliged to conclude a consortium agreement and to submit a copy thereof to the FNP by e-mail before signing the grant assignment agreement.

The consortium agreement should particularly oblige both parties thereto to realise their tasks in compliance with the submitted application. It should also regulate the contribution of each party to the project and the allocation of intellectual property rights.

The grantee is responsible for the accuracy of the data contained in the application submitted to the FPS and data on the project realisation stage.

7.1 Concluding the agreement

7.1.1 The agreement is concluded by and between the Foundation, the unit in which the project will be realised and, for consortia – the consortium co-ordinator unit and Project Manager.

7.1.2 Project Managers shall receive the agreement by e-mail and send three identical, signed copies thereof along with all required documents (appendices) by post to the Foundation, within the period specified by the Foundation. The Foundation shall send two signed copies (one for the Project Manager and one for the unit) of the said agreement back to the unit.

7.1.3 Appendices to the agreement:

- a. project budget,
- b. project realisation schedule,
- c. schedule of the payment of instalments,
- d. VAT eligibility statement of the unit (obligatory only if the grantee applies for partial reimbursement of VAT incurred under the project),
- e. a document confirming that the applicant's representative is authorised to act on their behalf and in their favour (power of attorney, other documents) or a copy certified for compliance with the original document (this appendix is required if the agreement is signed by persons who do not have the statutory right to represent the unit or by the attorney-in-fact of the Project Manager),
- f. a declaration stating that the unit realising the project will apply for all consents of ethics committees and other permissions required by law necessary to conduct research, to which they apply and that it will start to conduct such research only after obtaining all relevant consents and permissions.

7.1.4. Moreover, for projects in which public aid will be granted, the following appendices should be enclosed to the agreement:

- a. a statement confirming that the tasks covered by the application are not financed and that the unit does not apply for financing such tasks from national or European public aid sources with respect to the same eligible costs,
- b. a statement about the status of the business,
- c. a form containing information presented when applying for aid other than farming or fishing aid, *de minimis* aid or *de minimis* aid in farming and fishing, prepared on the template enclosed hereto and available for download on the Foundation website,
- d. the consortium agreement (if applicable).

7.1.5. During the realisation of the project, upon demand of the Foundation, the unit realising the project may be requested to present:

- a. a certificate on the absence of arrears in payments of budget fees and social security and health insurance contributions,
- b. a document confirming that the agreement has been duly secured.

7.1.6. Apart from the appendices listed in item 7.1.3, before concluding the agreement, the Foundation may request the unit to make available other documents:

- a. a statement confirming the assignment of the REGON number to the unit,
- b. a decision on the assignment of Taxation Identification Number (NIP) to the unit.

Any failure to submit the full set of the requested appendices in the specified periods may result in the refusal to sign the agreement by the Foundation.

7.1.7 During the realisation of the project, the Project Manager shall be obliged to use the IT system of the Foundation, among other things, to submit reports, document scientific achievements or apply for changes in the project budget.

VIII. Contact data

Additional information about the programme may be obtained by calling the following telephone numbers:

Telephone: +48 22 311 84 25

Or by e-mail: dariusz.lukaszewski@fnp.org.pl

IX. Appendices to the Competition Documentation

9.1. *Appendices to the competition Documentation for units not being beneficiaries of the state aid:*



European Union
European Regional
Development Fund



- 9.1.1. Cost eligibility guide under Measure 4.4 of The Smart Growth Operational Programme for units not being beneficiaries of state aid.
 - 9.1.1.1 Catalogue of eligible costs under the Measure 4.4 Increasing the human potential in R&D sector for units not being beneficiaries of state aid.
 - 9.1.1.2 Catalogue of non-eligible costs for units not being beneficiaries of state aid.
 - 9.1.1.3 Manner of incurring expenditures in compliance with the principle of fair competition.
- 9.1.2. Catalogue of criteria for selecting grantees in Team Tech Programme (SG OP Measure 4.4).
- 9.1.3. Project implementation schedule (template of the appendix to the application form in Team Tech Programme (SG OP Measure 4.4)).
- 9.1.4. Description of available equipment and planned expenditures on laboratory equipment along with justification (template of the appendix to the application form in Team Tech Programme (SG OP Measure 4.4)).
- 9.1.5. Project indicators along with justification (template of the appendix to the application form in Team Tech Programme (SG OP Measure 4.4)).

9.2. *Appendices to the competition Documentation for the state aid beneficiaries:*

- 9.2.1. Cost eligibility guide under Measure 4.4 of The Smart Growth Operational Programme for state aid beneficiaries.
 - 9.2.1.1 Catalogue of eligible costs under the Measure 4.4 Increasing the human potential in R&D sector for state aid beneficiaries.
 - 9.2.1.2 Catalogue of non-eligible costs for state aid beneficiaries.
 - 9.2.1.3 Manner of incurring expenditures in compliance with the principle of fair competition.
- 9.2.2. Catalogue of criteria for selecting grantees in Team Tech Programme (SG OP Measure 4.4).
- 9.2.3. Project implementation schedule (template of the appendix to the application form in Team Tech Programme (SG OP Measure 4.4)).
- 9.2.4. Description of available equipment and planned expenditures on laboratory equipment along with justification (template of the appendix to the application form in Team Tech Programme (SG OP Measure 4.4)).
- 9.2.5. Project indicators along with justification (template of the appendix to the application form in Team Tech Programme (SG OP Measure 4.4)).
- 9.2.6. Information form requested when applying for state aid in accordance to regulation, of the Minister of Science and Higher Education from 25th of February 2015, on conditions and procedure for granting state aid and de minimis aid through the National Centre of Research and Development (template of the appendix to the application form in Team Tech Programme (SG OP Measure 4.4)).