



Fundacja na rzecz Nauki Polskiej

INTERNATIONAL PhD PROJECTS PROGRAMME

COMPETITION DOCUMENTATION

COMPETITION No. 2/2008

The INTERNATIONAL PhD PROJECTS PROGRAMME is implemented as part of
the INNOVATIVE ECONOMY OPERATIONAL PROGRAMME 2007-2013
Priority I - Research and development of new technologies
Action 1.2 - Strengthening the human resources potential of science



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Introduction

The present document presents the rules for submitting applications and for implementing projects in the International PhD Projects (IPP) Programme. As a result of some executive documents for the Innovative Economy Operational Programme being updated, some information may be subject to minor changes. Such changes will not affect the competition deadlines or terms, though they may affect the final reading of some of the appendices. The Foundation will provide applicants with updated information on the scope of any changes.

We also encourage you to see the answers to frequently asked question, available on the Foundation's website:

http://www.fnp.org.pl/programy_aktualne/nagrody_MPD_faqs.html

Glossary

The terms used in the present documentation are defined as follows:

1. Project budget – a project's financial plan, divided into reporting periods. Comprises an individual grant part and a project part.
2. PhD student – a participant in PhD studies.
3. Action - an assistance instrument implementing an operational priority in an operational programme with separate purpose and principles of implementation; a group of projects with the same objective within an operational programme priority. The IPP Programme is implemented within IE OP Action 1.2 "Strengthening the human resources potential of science".
4. Intermediate Body (IB) - an institution to which the managing body delegates part of its functions related to management, inspection and monitoring of an operational programme with regard to an operational priority, action, or project. In the case of priority 1 of the IE OP, the intermediate body is the Ministry of Science and Higher Education (MNiSW).
5. Managing Body (MB) – the relevant minister or other public administration body responsible for preparing and overseeing the implementation of an operational programme. In the case of the IE OP, the Managing Body is the Minister of Regional Development (MRR).
6. Research units – in accordance with the 8 October 2004 law (consolidated text:

Dziennik Ustaw/Journal of Laws 169 item 1049 from 2008) on financing science, these are the following types of units conducting research or development in a continuous manner:

- basic organizational units of universities as defined in the statutes of those universities,
- scientific units of the Polish Academy of Sciences,
- research and development units,
- international scientific institutes established on the basis of separate regulations,
- organizational units with the status of research and development units,
- the Polish Academy of Arts and Sciences (PAU),
- certain other organizational units with legal personality and registered main office in the Republic of Poland.

7. Qualified costs - costs which are justified and which meet eligibility criteria specified by the Managing Body. The principles regarding qualified costs, concerning the time when they are incurred, the entity which incurs them, and the categories of expenses linked to project implementation, are described in the appendices to operational programme supplements. The catalogue of qualified costs for the IPP Programme is contained in the present documentation (section 5.3.4).

8. Project implementation period – the time specified in the agreement during which the project costs are considered to be qualified, needed to achieve the tasks and results set down in the application for supplementary funding.

9. Reporting period – the period after which (within 25 days) the consortium manager is obligated to submit a report on project implementation. The IPP Programme has six-month reporting periods, from 1 May to 31 October, and from 1 November to 30 April, where the first report covers the period from the project implementation starting date to 31 October 2009, while the end of the final reporting period is defined by the project implementation closing date.

10. Priority - a group of actions whose completion serves to achieve the specific goal set down in the operational programme. The IPP Programme is carried out as part of IE OP priority 1 - " Research and development of new technologies".

11. Innovative Economy Operational Programme (IE OP) – one of the instruments of implementing the National Strategic Reference Frameworks 2007-2013 (NSRF). The NSRF define the national intervention framework within the European Regional Development Fund (ERDF),

the European Social Fund (ESF) and the Cohesion Fund, as well as the principles of coordination between the European Union's cohesion policy and the relevant national sector and regional policies. The IE OP is aimed at supporting innovation in a broad sense.

12. Project – an undertaking within an action, the subject of an agreement on supplementary funding for a project concluded between the consortium coordinator, the unit, and the Foundation.

13. Lasting nature of project results - under article 57 of Council Regulation (EC) No. 1083/2006 of 11 July 2006 a project's lasting nature (durability of operations) is maintained if the project does not, within five years of its completion, undergo substantial modification:

- affecting its nature or its implementation conditions or giving an undue advantage to the beneficiary,
- resulting either from a change in the nature of ownership of an item of infrastructure or the cessation of a productive activity.

The concept of durability is explained in greater detail in the frequently asked questions (FAQ) section.

14. Application (application for supplementary funding) – in the IPP Programme, an application comprises an application form filled out online and a printed version of the form signed in accordance with the requirements for competition documentation, together with all the required appendices described herein.

15. Applicant - for the purpose of the present documentation, this denotes Polish research units constituting the consortium together with the consortium coordinator, submitting an application for supplementary funding in the IPP Programme.

16. Project indices - indices defined prior to project implementation, for the purpose of monitoring the project's implementation and evaluating its completion with respect to previously specified goals. A list of project implementation indices in the IPP Programme is contained in the present documentation (section 5.4.1).

The object of the International PhD Projects (IPP) Programme

The objective of the IPP Programme is to improve the standard of scientific research conducted in Poland by young researchers in the course of preparing their doctoral dissertations, and to intensify international co-operation of Polish research units. Support may be provided to

projects completed during PhD studies in Poland as part of an international collaboration of research units. In the case of equal scientific value of applications, projects whose subject matter involves fields specified as *Bio*, *Info*, and *Techno* will be given preference.

General information

4.1 The competition

4.1.1 The IPP Programme is implemented by the Foundation for Polish Science (hereafter referred to as the Foundation) within Action 1.2: “Strengthening the human resources potential of science” of the Innovative Economy Operational Programme 2007-2013.

4.1.2 The application selection procedure in the IPP Programme does not constitute a competition as defined in the law of 6 December 2006 on the rules for implementing development policy (Dziennik Ustaw/Journal of Laws 2006, No. 227, item 1658, as amended).

4.2 Funding earmarked for projects

The overall amount assigned to the competition is PLN 20,000,000

4.3 Application deadlines

Applications for supplementary funding for projects in the IPP Programme will be accepted
up to 15 March 2009.

4.4 How to file an application

Applicants should register their applications online as well as submitting a hard copy.

4.4.1 Applications are registered in an electronic system the Foundation has made available on the website www.fnp.org.pl. The electronic form should be filled out in English, and the appendices in the language indicated. The electronic system allows changes to be made to the form and appendices to be replaced until final confirmation. Once all the required fields have been filled in and all the required appendices added, the application should be confirmed, printed out, and all the required appendices attached in paper form (see section 4.4.2).

4.4.2 The following should be attached to the application form:

a) in paper and electronic form (in *doc, pdf, xls, jpg* or *rtf* format):

- 1) a description of the research project for PhD students – up to 10 A4 pages (in English),
- 2) a description of foreign traineeships for the PhD students, including any planned cooperation with foreign partners (in English),
- 3) a letter of intent from each foreign institution participating in the consortium (in English),
- 4) CVs of the senior researchers involved in the project (at least 5 from Poland and 5 from the foreign partner), including listing their research or implementation achievements – each CV should preferably not exceed 4 A4 pages (in English),

NB: The electronic application form allows a maximum of 10 researchers from Poland and 10 foreign researchers to be entered. If a greater number of scientists are involved in the project, the applicant has to choose which CVs to present in the application. It is possible to list the other names when describing the project or foreign traineeships for the PhD students.

- 5) a description of the PhD student recruitment procedure (in English),
- 6) the project implementation schedule prepared according to the specimen attached to the present documentation and available from the Foundation's website (in English).

b) exclusively in paper form:

- 1) a statement of the unit's VAT qualification (in Polish),
- 2) power of attorney to sign the application (if applicable).

4.4.3 The applicants should submit one paper copy of their registered application with the required appendices (copies need to be certified as conforming to the original in accordance with the rules applied in the given unit) and the required signatures. The paper copy of the application form has to conform to the electronic version. The application should be signed by the consortium coordinator and the person authorized to represent the research unit where the consortium coordinator is employed, in accordance with the rules of representation (depending on the unit: rector, PAS director, R&D unit director, or their proxies), as well as the persons authorized to represent the units in Poland which are to be members of the consortium. If the application is signed by a proxy, the relevant power of attorney should be attached.

The appendices form an integral part of the application

4.4.4 Applications may be sent by post, courier, or delivered in person to the following address:

Fundacja na rzecz Nauki Polskiej
ul. Grażyny 11
02-548 Warszawa

in an envelope marked “Program MPD”.

4.4.5 The application is deemed submitted on the day the hard copy of the application together with appendices is received by the Foundation (not the postmark date); on the last submission day, applications will be accepted only until 4 p.m.

4.4.6 Within 7 days of the end of the application submission period, the Foundation will inform applicants via electronic mail that their application has been accepted for formal evaluation or, in the case of applicants whose applications reached the Foundation after the deadline specified in the call, the Foundation will send notification (via e-mail or fax) that the application has been rejected, taking into account section 4.4.5.

Competition requirements

5.1 Entities eligible to apply for supplementary funding

5.1.1 A consortium consists of at least one Polish unit and at least one foreign unit, where the unit in Poland, having the right to confer doctoral degrees, is the unit which employs the consortium coordinator. This unit is given first category status in the parametric evaluation of units. The principles of the consortium’s operation are set down in the consortium agreement.

NB: The electronic application form allows a maximum of 5 Polish partners and 5 foreign partners to be entered (including the consortium members). Information on any additional partners in the project can be provided in the appendices – “Description of the research project” and “Description of the foreign traineeship programme for PhD students”.

5.1.2 The consortium coordinator is the project manager, and the PhD students are the contractors of research projects. Moreover, a project will involve at least 5 senior researchers

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from Poland and at least 5 from the foreign party, where the planned number of researchers involved in the consortium should account for the need to ensure scientific supervision over the PhD students conducting the research.

5.1.3 The unit where the projects are carried out by the PhD students will ensure the necessary conditions for conducting scientific research in accordance with the scope presented in the application, and will provide access to research apparatus.

5.1.4 The research programme carried out by the PhD students should be coordinated between the consortium partners and should include a stay at the foreign partner's unit for each of the PhD students taking part in the project, lasting at least 6 months but no more than 24 months during 4 years.

5.1.5 Within the project, the consortium coordinator is obliged to hold an open PhD student recruitment procedure. Following one or two recruitment procedures, the total number of PhD students on the Polish side has to be no smaller than 10, selected according to the procedures specified in section 5.1.6. The first recruitment has to be completed within 2 months of the project's starting date. If held, the second recruitment should be completed within 14 months from the project's starting date. The consortium coordinator will provide the Foundation with data on the selected PhD students within 7 days of the recruitment procedure's completion.

5.1.6 The following rules apply during recruitment:

- 1) Information about the competition must be published nation-wide in Poland and abroad, including a nation-wide medium addressed to prospective candidates (daily newspaper, nation-wide edition) as well as on free websites, e.g.:
<http://www.eurosciencejobs.com>,
<http://ec.europa.eu/eracareers>,
<http://www.eracareers-poland.gov.pl>.
- 2) The consortium coordinator is obliged to appoint a commission of at least three members, responsible for conducting the recruitment, made up at least of a representative of the consortium coordinator's unit and a representative of a foreign institution involved in the project.
- 3) The commission is obliged to prepare and carry out the recruitment. The commission may specify the criteria of candidates' eligibility for the recruitment (in particular: the fields which the candidates may represent, a recommendation from their current

scientific supervisor). The recruitment should be conducted according to the following selection criteria (weights are give in brackets):

- a) the candidate's scientific achievements (30 points),
 - b) final credit for their master's course (15 points), including: average mark for the entire course (5 points), mark for their master's thesis defence (5 points), mark for the thesis itself (5 points),
 - c) research experience (20 points),
 - d) foreign traineeships (20 points),
 - e) participation in conferences (15 points).
- 4) An interview conducted in English constitutes one of the stages in the PhD student recruitment procedure.
 - 5) The interview may be in the form of a teleconference, where all the commission members must be guaranteed participation in such an interview.
 - 6) The commission is obliged to document the recruitment procedure in the form of a report.
 - 7) The report should at least contain information on calls for applications, selection criteria, candidates' personal data, the names of their home units, marks received in the recruitment procedure, and the recruitment dates (the report will be subject to inspection). The report should be signed by all the members of the recruitment commission. The coordinator should submit this report together with his/her appropriate periodical report.
 - 8) The unit will guarantee the Foundation's representative the possibility of taking part in the recruitment commission's work as an observer.
 - 9) The recruitment must involve at least two candidates (meeting the competition terms) for each place (grant).
- NB: If the required number of candidates do not apply, the project will be subject to modification with regard to finances and merit.
- 10) The recruitment may be conducted in the 1st or 2nd year of a PhD course.

5.1.7 PhD students selected by way of an open recruitment procedure are exclusively eligible to receive grants in the project, with the stipulation that they may not simultaneously receive other remuneration from the project's funds.

5.1.8 Those not eligible to apply are entities excluded from applying for supplementary funding under article 211 of the 30 June 2005 law on public finance, i.e. entities which over the previous 3 years used public funds contrary to their rightful purpose, violating procedures or receiving funds that were not due or in excessive amounts.

5.2 Project duration

5.2.1 Project implementation begins in the period from 1 September 2009 to 1 December 2009. The project's duration (taking into account section 5.2.2) is specified by the applicant, remembering that the project duration period is also the period in which incurred expenses can be recognized as qualified costs.

5.2.2 The minimum project duration is 4 years, and the maximum project duration is 5 years; project implementation must end, at the latest, by the end of the next month after the completion of the last research project carried out by the PhD students.

5.2.3 After a project's first year, a mid-term review will be held, after which the consortium coordinator may motion for increased funding and for extending the project's duration in order to organize an extra recruitment of PhD students. In such cases the total duration of a project in the IPP Programme may not exceed six years.

5.2.4 Research projects carried out by individual PhD students are considered to have been completed no later than the end of the month following the defence of the student's doctoral dissertation, with the stipulation that they may not last longer than 4 years.

5.2.5 The consortium coordinator agrees to immediately inform the Foundation of the defence of a doctoral dissertation by a PhD student carrying out a research project in the IPP Programme.

5.3 Financial terms

5.3.1 A project is funded up to 100% of its qualified costs. Any revenue generated in the project reduces the value of its qualified costs.

5.3.2 Expenses that qualify for funding are those which fulfil all of the following conditions:

- a) they were actually incurred in the course of project implementation,

- b) they are compatible with binding Community regulations and national laws,
- c) they are compatible with the provisions of the Innovative Economy Operational Programme and the catalogue of qualified expenses of action 1.2. of the Innovative Economy Operational Programme,
- d) they are compatible with the categories of expenses from the approved project budget,
- e) they are essential for project completion and were incurred in connection with the project's implementation,
- f) they were incurred in an economical way, i.e. based on the principle of achieving the planned effects for the lowest possible spending; upon the Foundation's request, the consortium coordinator is obligated to present a comparison of the prices of delivered goods and services with market prices,
- g) they are properly documented,
- h) they have not been excluded by the Managing Body of the Innovative Economy Operational Programme (cf. National guidelines on qualifying expenses from structural funds and the Cohesion Fund in the programme period 2007-2013).

5.3.3 Documenting qualified expenses:

- a) an actually incurred expense should be documented with an invoice or bookkeeping document of equal validity, or other proof of payment and a bank statement,
- b) a document of equal validity is any document presented by the beneficiary to prove that the bookkeeping entry gives a true and reliable picture of actually conducted transactions, in accordance with the bookkeeping law,
- c) copies of documents attached to an application for payment, confirming the incurred expenses, should be certified as conforming to the original and described in such a way as to show their relation to the project, and should be linked to a specific item from the estimate.

5.3.4 Catalogue of qualified costs in the IPP Programme:

- a) grants for PhD students plus Social Insurance Institution (ZUS) pension insurance,
- b) remuneration for persons involved directly in the project in question, plus non-

- remuneration costs of labour, including mandatory social and health insurance, covered from the applicant's own funds,
- c) depreciation of fixed assets, intangible goods and developed real estate used in the course of the project, in compliance with the general rules for depreciation of the given fixed assets, intangible goods and developed real estate, in the scope and for the duration of their use in carrying out the project,
 - d) spending on laboratory equipment necessary for carrying out the project, not exceeding 20% of the project's total qualified costs (i.e. 20% of the sum of funds from the grant and project parts of the budget),
 - e) spending on materials, software and software licences necessary for carrying out the project,
 - f) spending on research services as well as technical and financial expert opinions necessary to carry out the project properly,
 - g) spending on publications, database access and other paid information sources necessary to carry out the project, not exceeding 5% of the project's total qualified costs (i.e. 5% of the sum of funds from the grant and project parts of the budget),
 - h) spending on patent protection and consulting on intellectual property protection, including fees for the first patent application directly resulting from the project,
 - i) spending on promoting the project, including promotion of the project's results,
 - j) spending on publishing the research results in Open Access periodicals,
 - k) overheads (such as rent for premises, administration costs, electricity and heating bills, remuneration for management, administration and financial personnel) not exceeding 10% of the project's total qualified costs (i.e. 10% of the sum of funds from the grant and project parts of the budget).
 - l) Value-added tax (VAT) for which the applicant cannot be reimbursed under binding national regulations, (NB: VAT is a qualified cost only if the unit does not have any legal possibility of recovering VAT under the 11 March 2004 law on the tax on goods and services (VAT); Dziennik Ustaw/Journal of Laws 2004 No. 54 item 535, as amended),
 - m) spending on international exchanges within the project as well as domestic business trips necessary for carrying out the project.

5.3.5 According to the guidelines of the Innovative Economy Operational Programme, only expenses linked to the project and incurred on the territory of the Republic of Poland qualify for supplementary funding. Because the project's implementation in some parts crosses the national border due to international co-operation between research units, it is admissible to pay for invoices issued by foreign units within the cost category "spending on research services as well as technical and financial expert opinions necessary to carry out the project properly" and to incur expenses for international exchange within the project.

Detailed information on such issues as the rules for qualifying costs under the IE OP and calculating the project budget is set down in the Guidelines on qualified expenses under the Innovative Economy Operational Programme, 2007-2013, available from the website:

<http://www.mrr.gov.pl/ProgramyOperacyjne+2007-2013/Innowacyjna+Gospodarka/wytyczne>

5.3.6 The project budget:

The applicant is obliged to adopt the specified grant amounts and to not exceed the values and percentage thresholds specified for individual cost categories. PhD students who are not covered by pension insurance from another source are obliged to exercise their right to voluntary pension insurance coverage.

The project budget is filled out online, as part of the electronic application form.

The overall project budget comprises:

a) grants, in the following amounts:

i. in the case of PhD students who exercise the right to voluntary pension insurance coverage under article 7 of the law on social insurance:

- in Poland PLN 3,500 per month
- during a foreign traineeship PLN 5,000 per month

The basis for calculating the premium is the minimum amount of PLN 1,800. The PhD students are obliged to submit an application to be covered by the insurance, on a ZUS ZUA form, to the relevant Social Insurance Institution (ZUS) unit, and to pay the insurance premiums for each month for which they receive a grant and submit ZUS DRA declarations,

ii. in the case of PhD students who are covered by pension insurance from another source:



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- in Poland: PLN 3,000 per month
- during a foreign traineeship PLN 4,500 per month

b) the project itself:

- a grant in an amount depending on the number of PhD students selected in the competition and not exceeding PLN 35,000 per year per person, where this applies to the period during which a given PhD student is actually involved in carrying out the project,
- including the project's overheads, which may not exceed 10% of the project's total qualified costs (i.e. 10% of the sum of funds from the grant and project parts of the budget).

NB: Research grants are paid during the period, no longer than 4 years, during which the recipient has the status of a PhD student, where the grant may be paid no longer than till the end of the month of the defence of the recipient's doctoral dissertation.

5.3.7 If a PhD student loses the right to receive a research grant, but not all the planned funding falling to that student has been used up, in the grant part and the project part of the budget, then in order not to lose those funds the Consortium Coordinator is obliged to select a new PhD student. The resultant open recruitment procedure has to be completed within 2 months of the date the PhD student loses the above-mentioned right.

5.3.8 Rules for financing the members of the consortium:

- The terms according to which the coordinator transfers funds for project implementation to other Polish members of the consortium are set down in the consortium agreement. The coordinator will present the said agreement to the Foundation within 30 days of the date the list of winners is announced. This is a precondition of the signing of the agreement on supplementary funding for the project. The provisions of the consortium agreement should at least specify the distribution of funds, the rights and obligations of the consortium members, the distribution of intellectual property rights among the parties to the agreement as well as obligating the Polish members of the consortium to undergo auditing and reporting in accordance with the deadlines and in the scope defined in the present documentation, and to spend the funds in accordance with the guidelines on qualified costs specified in 5.3.2.



- b) Unless the consortium agreement states otherwise, the Polish member of the consortium is eligible to take advantage of the full catalogue of costs specified in 5.3.4.
- c) Accounts with the foreign member of the consortium are settled through the Polish partner, the principle being that qualified expenses are only those which have a direct connection to the project's implementation in Poland and only within the cost category: spending on research services as well as technical and financial expert opinions necessary to carry out the project properly (5.3.4 item f and 5.3.5).

5.3.9 No double financing

Double financing means a forbidden full or partial reimbursement of a given expense twice from public funds – whether Community or national. In particular, the following constitute double financing:

- a) reimbursement for the same expense from two different projects co-financed from structural funds or the Cohesion Fund,
- b) reimbursement for the cost of VAT from structural funds or the Cohesion Fund followed by reimbursement for that tax from the state budget under the 11 March 2004 law on the tax on goods and services (VAT) (Dziennik Ustaw/Journal of Laws No. 54, item 535, as amended),
- c) purchase of a fixed asset involving funds from a domestic subsidy followed by reimbursement for the cost of depreciation of the same fixed asset from structural funds or the Cohesion Fund,
- d) reimbursement from structural funds or the Cohesion Fund for an expense earlier financed from a preferential loan from public funds and failure to promptly repay the reimbursed part of that loan.

5.3.10 The costs of depreciation of assets, both fixed assets and intangible goods, qualify for co-financing if all of the following conditions are met:

- a) the depreciation deductions apply to assets which are essential for the project's proper completion and which are used directly in its implementation,
- b) the qualified value of depreciation deductions applies exclusively to the period of a given project's implementation,

- c) the value of depreciation deductions has been calculated in accordance with the 29 September 1994 law on accounting (Dziennik Ustaw/Journal of Laws 2002 No. 76, item 694, as amended),
- d) in the case of fixed assets, the expenses incurred to purchase them have not been submitted as qualified expenses, nor has the purchase of a fixed asset been co-financed from domestic or Community public funds during 7 years preceding the date of purchase of the fixed asset for the needs of the project (this applies to situations where the applicant buys a fixed asset for the project but does not want to or cannot be reimbursed for the costs of the purchase).

NB: If assets are also used for other purposes than the project's implementation, only the part of the depreciation deduction is qualified which corresponds to the proportion in which the assets are used in the project's implementation. In such cases the residual value (liquidation book value) of the assets after the project's completion is not a qualified expense.

5.4 Project implementation indices

5.4.1 Applicants are requested in the application form to provide the planned project indices. The following project implementation indices are analysed in the IPP Programme:

- a) the number of PhD students carrying out International PhD Projects,
- b) the number of foreign scientists involved in the projects,
- c) the number of persons who commenced their PhD studies as a result of the projects,
- d) the number of doctoral degrees obtained as a result of completed projects,
- e) the number of researchers involved in carrying out the projects,
- f) the number of publications (including the Philadelphia list and Open Access) resulting from a project.

5.4.2 The presented indices have to be commensurate with the given type of project and reflect the project's objectives. They will constitute one of the evaluation criteria. If, during the project's implementation, the applicant fails to achieve the declared values of indices, appropriate financial measures may be taken against that applicant.

Project selection system

Projects submitted for the competition are subject to formal and merit evaluation.

6.1 Formal evaluation of an application

The formal evaluation criteria – conforming to the formal evaluation criteria specified in the *Detailed description of IE OP priorities* – come in three categories:

6.1.1 Formal requirements - application:

- a) submitting the application to the Foundation for Polish Science,
- b) submitting the application within action 1.2 ,
- c) submitting the application within the deadline,
- d) attaching all the documents required at the application submission stage,
- e) the application and appendices have been prepared in accordance with the instructions for filling out the application for supplementary funding.

6.1.2 Formal requirements - applicant:

- a) the applicant's eligibility for the action,
- b) the applicant runs operations and has its head office, and in the case of a private individual – his/her place of residence – within the Republic of Poland,
- c) the applicant is not excluded from applying for supplementary funding under article 211 of the 30 June 2005 law on public finance.

6.1.3 Formal requirements – the project:

- a) the project will be carried out within the Republic of Poland,
- b) the project's implementation is compatible with the time-frame of the IE OP,
- c) spending planned for the project as part of the action constitutes qualified expenses,
- d) the requested amount of support complies with the rules for financing projects as part of the action,
- e) the project is compatible with the horizontal policies specified in articles 16 and 17 of Council Regulation (CE) No. 1083/2006 (according to the applicant's declaration).

6.1.4 If an application is complete and obtains a positive formal evaluation, it will be passed

on for merit evaluation, a fact of which the applicant will be informed via electronic mail. Applicants whose applications do not meet the formal criteria will receive notification (by e-mail or fax) of:

- a) their application's rejection on formal grounds, or
- b) the possibility of submitting, within 7 days of receiving notification, supplementary information specified in 6.1.5; such supplementary information must be provided in writing.

6.1.5 During the formal evaluation, only the following may be supplemented or corrected:

- a) appendices required exclusively in paper form,
- b) missing certificates of conformity with the original,
- c) damaged appendices in electronic form.

6.1.6 A corrected application, submitted within the deadline (the binding date is the date when the application reaches the Foundation, not the postmark date), is subject to a new formal evaluation.

The Foundation evaluates the corrected application in its formal aspects, taking into account the stipulations of 6.1.4 and 6.1.5, and informs the applicant in writing (e-mail or fax).

6.2 Merit evaluation of an application

The merit evaluation of an application comprises two stages: the written review stage, and the interview stage. The first part of the evaluation is carried out by reviewers, and the second part – by an interdisciplinary panel of experts.

6.2.1 Stage I

Under the IPP Programme, the following is subject to a merit evaluation (point values are given in brackets):

- a) compatibility with IE OP objectives and the description of the action, as specified in the *Detailed description of IE OP priorities* (5),
- b) scientific or innovative value of the proposed research programme for PhD students (30),

- c) research or implementation achievements represented by senior researchers involved in the consortium (30),
- d) the quality of PhD student recruitment procedures (10),
- e) the quality of international cooperation within the consortium, based on the letter of intent from the foreign unit (15),
- f) legitimacy and effectiveness of the project budget (10).

Each application is reviewed by at least three external reviewers. The experts:

- a) will evaluate the application in a point system on special forms (available from the Foundation's website) with respect to each of the earlier-mentioned criteria, and add a brief comment to each mark (maximum number of points: 100),
- b) will offer a recommendation (with brief justification) on a scale of 1 to 5 points:
 - an outstanding application which definitely should receive funding – 5,
 - a very good application which should receive funding – 4,
 - a good application which may receive funding if there are sufficient funds – 3,
 - a mediocre application which probably should not receive funding – 2,
 - a poor application which should not receive funding – 1.

A reviewer has the right to propose that a smaller amount of funding than requested be assigned, taking into account the feasibility of the project and maintenance of the necessary quality standards. Proposals to reduce specific costs need to be justified in the evaluation form.

6.2.2 Stage II

Consortium coordinators who receive an average recommendation of no less than 3 (good) and their average mark is at least 75 points will be invited to take part in the second stage. However, reaching the above-mentioned thresholds does not guarantee an invitation to an interview. If too many applications qualify for stage II compared to the limited amount of funding available in the competition, the Foundation Board may increase the number of points required to qualify for this stage. An invitation to an interview may additionally be issued to no more than 3 persons who obtained the highest average recommendation but were not invited to an interview based on their average mark.

Consortium coordinators are invited to an interview by telephone and via electronic mail, and should come to the interview with a copy of their submitted application. Coordinators invited to stage II will receive the reviews of their applications from stage I, however the evaluating reviewers will remain anonymous. During the interview, the coordinator may be represented by a representative they designate themselves. In exceptional cases, it is possible to hold the interview by telephone in the presence of the panel. Each such case is considered individually.

Coordinators who fail to qualify for stage II will be notified in writing (by e-mail or fax).

The interview will serve to discuss the application and clear up any doubts in connection with the written reviews and the project budget. The panel members will consider the following:

- a) the reviewers' evaluations (explaining any divergent evaluations),
- b) whether the applicant guarantees lasting results of the project, spanning at least 5 years from the project's completion (0/1),
- c) the project indices, including whether they reflect the project's objectives, whether they are commensurate with the given type of project (0/1),
- d) doubts as to the project's budget (explaining any unjustified or unqualified costs).

6.2.3 An applicant who has been offered a smaller amount of funding than requested, on the grounds of identified ineligible or unjustified costs, or due to changes proposed in the merit evaluation, has the right to negotiate with the panel of experts, as long as the applicant has important arguments justifying the adopted budget plan.

6.2.4 On the basis of the ranking list prepared by the panel and funds available in a given competition, the Board will make a decision in the form of a resolution on assigning funds for project implementation. The list of projects accepted for supplementary funding will be published on the Foundation's website. Any funds not utilized during a given competition will increase the amount of funding available in subsequent competitions.

6.2.5 Upon receiving a request in writing, the Foundation will issue applicants taking part in a given competition with copies of their applications, maintaining the anonymity of the persons preparing the substantive evaluation of the application. Any applications not approved for financing may be submitted in subsequent competitions if they meet the requirements thereof.

6.2.6 The Foundation will not return submitted documents after the competition procedure ends (this does not apply to the original of the letter of intent from the foreign unit).

6.3 Appeal procedure

6.3.1 Applicants have the right to submit an appeal in writing to the Foundation Board against decisions concerning their applications, within 7 days of the date of receiving notification of the application's rejection. The binding date is the date when the appeal reaches the Foundation, not the postmark date; appeals may be sent to the Foundation via fax or e-mail. Appeals will be reviewed within 14 days of the date of their receipt by the Foundation.

6.3.2 Appeals related to the formal evaluation will be reviewed by a committee comprising the Programme Director, the Foundation's lawyer/counsellor, and a Foundation employee not involved in the work of the team dealing with the selection procedure.

6.3.3 Appeals related to the merit evaluation will be reviewed by a committee of two external experts who are regular collaborators of the Foundation and who are not involved in the given competition, and the Programme Director.

6.3.4 The appeal committee deals exclusively with assessing procedural issues at every stage of the evaluation and application selection process. The final opinion is adopted by way of a vote. After reviewing the minutes from the committee's session, the Foundation Board decides whether to reject or accept the appeal. Information on this decision will be sent to the applicant in writing. The Board's decision is final.

Agreement on supplementary funding for a project

The basis obliging the consortium coordinator and the unit to implement the project is the agreement on supplementary funding for the project.

Before concluding an agreement on supplementary funding for a project, the Foundation reserves the right to hold negotiations with each of the entities applying for supplementary funding for the project, in order to make any necessary changes to that project. In particular, the negotiations may concern the project implementation costs proposed by the applicant.

If the amount of supplementary funding is lower than originally requested, or the budget requires corrections, the coordinator is obliged to submit the corrected application within 7 days (the binding date is the date when the appeal reaches the Foundation, not the postmark date) from the date of receipt of notification of being awarded the funding. Failure to meet this deadline may constitute grounds for striking the applicant off the list of winners. 23

7.1 Signing of the agreement

7.1.1 The agreement is concluded between the Foundation for Polish Science, the coordinator's unit, and the coordinator. The coordinator will first receive the agreement electronically. Following a memo stating that the project has been accepted for implementation, the coordinator should fill in four identical copies of the IPP agreement and post them, duly signed, to the Foundation together with all the required documents (appendices), within the deadline specified by the Foundation but no later than 30 days from the date of receipt. The Foundation returns two signed copies of the said agreement to the unit's address, one copy each for the coordinator and the unit.

Required appendices to the agreement:

- the project budget and schedule,
- a statement on not taking advantage of assistance from domestic or Community public funding with regard to qualified costs covered by the agreement on supplementary funding for the project,
- power of attorney (required if the application is signed by a person or persons without legal authority to represent the applicant).
- in the case of projects necessitating research involving animals – the consent of the relevant ethical commission, as required by the regulations on animal experiments,
- in the case of projects involving studies of protected species of plants, animals and fungi or studies in protected areas – consent or a permit as required by environmental protection regulations,
- in the case of projects involving research on genetically modified organisms or with the use of such organisms – consent as required by regulations on genetically modified organisms.
- in the case of projects involving clinical trials – consent or a permit as required by the relevant regulations.

The coordinator is obliged to inform the Foundation, within the deadlines and according to the rules set down in the agreement, on the selection of PhD students, so that the Foundation may prepare the necessary agreements on research grants for such persons.

7.1.2 Apart from the appendices specified in item 7.1.1, before signing the agreement the Foundation may demand access to the following documents:

- the unit's statistical number (REGON) certificate,
- the unit's tax identification (NIP) certificate.

7.1.3 Failure to submit all of the required appendices within the specified deadlines may be treated as the applicant's withdrawal from applying for supplementary funding. The binding date is the date when the required appendices reach the Foundation.

7.1.4 If discrepancies are found between the appendices and the information contained in the application, no agreement will be signed with the applicant.

7.1.5 Upon the parties' consent, the signing of the agreement may take place at the Foundation's headquarters, at a time specified by the Foundation.

Contact

Additional information on the programme is available from:

Zespół ds. Programów finansowanych z Funduszy Strukturalnych
(Team for Programmes Financed from Structural Funds)

tel. + 48 22 424 03 06

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e-mail: fundusze@fnp.org.pl

Appendices to the competition documentation

Appendix 9.1 Specimen agreement on supplementary funding for a project in the IPP Programme

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Appendix 9.2	Specimen agreement on a research grant in the IPP Programme
Appendix 9.3	Project implementation schedule
Appendix 9.4	Statement of VAT qualification
Appendix 9.5	Statement that the applicant does not take advantage of domestic or Community public funds with regard to qualified expenses covered by the agreement on supplementary funding for the project (appendix to the agreement)
Appendix 9.6	Specimen report of the consortium coordinator on the project's implementation (scientific report and financial statement)
Appendix 9.7	Specimen report of the Polish consortium member on the project's implementation (scientific report and financial statement)
Appendix 9.8	Specimen report of the PhD student on the project's implementation
Appendix 9.9	Description of the <i>Bio, Info, Techno</i> subject areas
Appendix 9.10	Specimen of the project's logos

Appendix 9.1 Specimen agreement on supplementary funding for a project in the IPP
Programme

SPECIMEN
AGREEMENT ON SUPPLEMENTARY FUNDING FOR A PROJECT
IN THE INTERNATIONAL PhD PROJECTS (IPP) PROGRAMME

Agreement No.:

Date of signing:

Agreement on supplementary funding for a project carried out as part of the Innovative Economy Operating Programme, hereafter referred to as IE OP, Priority 1. Research and development of new technologies, Action 1.2. Strengthening the human resources potential of science, IPP Programme, hereafter referred to as the Agreement, concluded between:

The Foundation for Polish Science, with its registered office in Warsaw 02-548, ul. Grażyny 11, entered in the National Court Register maintained by the district court for Warsaw, XIII Economic Department, under number 0000109744, represented by

Prof. Maciej Żylicz PhD hab., hereafter referred to as the Foundation,

and

Mr./Ms.

born (date) in,

resident at:,

holding the following ID (type, No.), PESEL

hereafter referred to as the Coordinator

and

(Name of unit) with headquarters at (address), tax ID number NIP, statistical number REGON, hereafter referred to as the Unit, represented by (first name and surname, job position) on the basis of power of attorney No.

hereafter referred to as the Parties, as follows:

§ 1 General provisions

1. On the terms set down in the Agreement, the Foundation awards the Unit funding in a total amount not exceeding PLN (in words:) to carry out the Project (project name:), hereafter referred to as the Project, as specified in application No. for supplementary funding from the IPP Programme, attached to the Agreement and hereafter referred to as the Application.
2. The Parties agree that in case of doubts as to the binding version of the Application, the version in the possession of the Foundation will take precedence.
3. The Coordinator and the Unit agree to carry out the Project in accordance with the Agreement, and in particular in accordance with the Application, national and Community law, and Community policies, including regulations on competitiveness, public orders, environmental protection, and equal rights for men and women. If changes are made to the Application on the basis of § 9, the Coordinator and the Unit agree to carry out the Project in accordance with the current Application and the competition documentation No. available on the Foundation's website.
4. The Unit agrees to respect the Coordinator's research autonomy in accordance with the approved research Project which is the subject of the Application, ensure the proper conditions for conducting research in accordance with the scope presented in the Application, and provide access to research apparatus..
5. The research programme guarantees every PhD student taking part in the Project a visit to a foreign research Unit for a period of at least 6 months, but no longer than 24 months in the course of 5 years.
6. The Coordinator and the Unit agree to inform the Foundation immediately of a change in the bank account specified in § 3 section 4 or in the personal and address data provided in the Agreement. A written statement on changes in personal data, address data and bank account numbers from the Coordinator and the Unit does not constitute an amendment to the Agreement. If the above obligation is not fulfilled, the Foundation has the right to reduce the amount of funding specified in § 1 section 1 and/or to shorten the implementation time of the Project as specified in § 2 section 1.
7. Any costs of securing the return of funding in the project part and any documented costs of debt collection proceedings will be borne by the Unit.
8. The Foundation lays no claim to the effects of the research conducted during the Project on account of having provided funding for the Project's implementation.
9. The Foundation will not be held responsible towards any third parties for any damages related to the Project's implementation.

§ 2 Project duration

1. The Coordinator and the Unit agree to implement the Project in the period from to
2. The Project's implementation includes completing the entire scope of work as specified in the Application and documenting all costs incurred.
3. The Coordinator and the Unit agree to complete the Project in its research and financial aspects, as specified in the Application, within the period applicable to qualified costs specified in section 1.

§ 3 Project financing

1. The division of funds for carrying out the Project is set down in the Project's budget (hereafter referred to as the Budget) constituting appendix 1 to the Agreement. The funds for carrying out the Project include:
 - 1) funds for the project part,
 - 2) personal research grants for..... (number in words:) PhD students selected in an open recruitment procedure.
2. Funds for the Project part will be transferred in (number) of instalments. The value of a single instalment is PLN (in words:). The first instalment will be transferred within 14 days of the Foundation's receipt of a correctly filled out and signed Agreement. Successive instalments will be transferred immediately after the Foundation approves the periodical reports, each time reduced by funds that were not spent or were incorrectly recognized as qualified costs for instalments transferred earlier. The Foundation will transfer funds for the Project depending on the availability of funds provided by the Intermediary Body in the Foundation's bank account.

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3. The Coordinator may apply for the transfer of two consecutive instalments in one payment.
4. Funds for the Project part will be transferred to the Unit's bank account: No.
.....
5. The rules for receipt and payment of personal research grants for the PhD students are the subject of separate agreements concluded between the Foundation, the Coordinator and the PhD student.
6. The Coordinator is obligated to select the PhD students specified in § 3 section 1 item 2 in one or two open competitions, in accordance with the Application. The first recruitment must be completed within 2 months of the Project implementation starting date specified in § 2 section 1. The second recruitment must be completed within 14 months of the Project implementation starting date specified in § 2 section 1. The Coordinator will provide the Foundation with the data of the above-mentioned PhD students within 7 days of the recruitment's completion.
7. During the Project's implementation the number of PhD students should be that specified in § 3 section 1 item 2. In a situation when a PhD student loses his/her right to receive the research grant specified in the Agreement, as set down in section 5, the Coordinator is obligated to notify the Foundation of this fact within 7 days and to select a new PhD student within 2 months of the loss of the above-mentioned right by the PhD student. Data should be supplied within the deadline from section 6. The Foundation has the right to reduce the amount of funding specified in § 1 section 1 if the Coordinator fails to fulfil the said obligations.
8. The Coordinator, as the Project manager, is the holder of awarded funding in its Project part. The Unit may spend funds provided by the Foundation for the project only with the Coordinator's consent.
9. The person authorized by the Unit may refuse to accept the Coordinator's instructions on spending funds from the project part if it is incompatible with the law or the provisions of the Agreement.
10. Bank interest on the project part of the funding transferred to the Coordinator and remaining in the Unit's bank account reduces the amount of awarded funding and should be reported in the books and accounted for.
11. The Unit agrees to maintain separate bookkeeping records related to the Project's implementation, in accordance with the principle of transparency stemming from the law on bookkeeping (Dziennik Ustaw/Journal of Laws 2002, No. 76, item 694, as amended), in a way enabling identification of individual bookkeeping operations.
12. The Unit will not collect any indirect costs for handling the funding for the Project; the overheads included in the Project budget are qualified costs.
13. If the Coordinator or the Unit incur qualified expenses in an amount greater than specified in § 1 section 1, this will not constitute grounds for increasing the awarded amount of supplementary funding.
14. The Foundation may suspend payment of an instalment in order to explain doubts and obtain information if a justified suspicion arises that the Project is being carried out contrary to the Agreement, and in particular:
 - a. if a divergence is discovered between the Project's implementation and the Project description contained in the Application,
 - b. if the Unit and the Coordinator fail to provide the information and explanations specified in § 6 section 12,
 - c. if there is no progress in the Project compared to the time frame set down in the Application.

§ 4 Qualified expenses

1. Having the Project approved for implementation and signing the Agreement does not mean that all expenses incurred by the Unit and the Coordinator during the Project's implementation will qualify for financing. Whether expenses are qualified will also be assessed in the course of the Project, when the Coordinator and the Unit submit their reports.
2. Expenses that qualify for financing are those which fulfil all of the following conditions:
 - 1) they were actually incurred in the period applicable to qualified costs, i.e. the period specified in § 2 section 1,
 - 2) they are compatible with binding Community regulations and national laws,
 - 3) they are compatible with the provisions of the IE OP,
 - 4) they are compatible with the categories of expenses from the approved Budget,

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- 5) they are essential for project completion and were incurred in connection with the Project's implementation,
 - 6) they were incurred in an economical way, i.e. based on the principle of achieving the planned effects for the lowest possible spending,
 - 7) they are properly documented,
 - 8) they have not been excluded by the Managing Body of the IE OP.
3. If intangible fixed assets are purchased within the Project from the supplementary funding, the Unit agrees to maintain such assets among its assets for the period specified in section 2, and to depreciate these assets in accordance with separate relevant regulations.

§ 5 Reporting

1. The Coordinator will submit reports, in paper and electronic form, according to the specimen available on the Foundation's website.
2. The Coordinator is obligated to:
 - 1) promptly, and no later than in his/her periodical reports, to inform the Foundation of problems with carrying out the Project, including any intention to halt its implementation,
 - 2) inform the Foundation in his/her periodical reports of any unutilized funding and the reason why it has not been utilized,
 - 3) prepare reports on the Project's implementation:
 - a) a periodical report within 25 days of the end date of the reporting period. The binding six-month reporting periods are from 1 May to 31 October and from 1 November to 30 April, where the first report will cover the period from the project implementation starting date to the end of the current reporting period, while the last reporting period is defined by the Project implementation closing date,
 - b) a mid-term report at the time appropriate for the third and seventh periodical report,
 - c) an end report within 25 days of the Project implementation closing date as specified in § 2 section 1.
3. Together with the periodical report, the Coordinator is obligated to submit detailed accounting of any awarded funds spent in the reporting period. The periodical report should be accompanied by copies, certified as conforming to the original, of the following documents confirming expenses incurred in accordance with the Budget:
 - 1) invoices and other bookkeeping documents of equal validity filled in according to legal regulations and containing:
 - a) bookkeeping specifications,
 - b) information on partial funding of the purchase from EU structural funds under the Agreement (agreement No., project name),
 - c) confirmation of proper compliance with the terms of the agreement with the contractors,
 - d) information on application of the law on public orders,
 - e) the number or name of the specific item from the budget.
 - 2) confirmation of payment or bank statements documenting operations.
The Foundation may demand to see the originals of all or some of the documents confirming incurred expenses.
4. The Coordinator's periodical reports should also be accompanied by a list of the documents confirming any expenses incurred.
5. If the PhD students specified in § 3 section 1 item 2 exercise their right to voluntary pension insurance coverage, the Coordinator is obligated to include copies, certified as conforming to the original, of documents confirming registration for the above insurance and payment of the relevant premiums by those persons.
6. If any major oversights or mistakes are found in the reports sent to the Foundation, and in particular:
 - 1) a lack of documents specified in § 5 section 2, section 3, section 4 and section 5,
 - 2) arithmetic mistakes or errors in qualifying any expenses incurred,
 - 3) a lack of information required by the specimen report,

- 4) a lack of the signature of the Coordinator and the Unit's authorized representative, and in the case of copies of documents, a lack of the annotation "certified as conforming to the original" by an authorized person,
 - 5) expenses incompatible with the Budget,
- the Coordinator is obligated, under pain of having the next instalment of funds for the Project suspended, to provide the corrected versions within 14 days of the date of receipt of the Foundation's remarks. The Foundation may send its remarks on the report by electronic mail or by fax.
5. The Unit is obligated to prepare the financial part of the reports specified in § 5 section 2 and to prepare the documentation specified in § 5 section 3 and section 4, and to provide them to the Coordinator within a time enabling the Coordinator to submit a complete report, but no later than 20 days from the end of the reporting period as specified in § 5 section 2 item 3.
 6. The Foundation's approval of the end report on the Project's implementation is equivalent to a final settling of accounts in connection with the Project.

§ 6 Monitoring and inspections

1. The Coordinator and the Unit agree they will be subject to inspection during the Project's implementation, by the Foundation or other institutions authorized to conduct an inspection on the basis of separate regulations, and when requested by these institutions - to produce any and all documentation related to the Project.
2. The Coordinator and the Unit will ensure inspectors full access to areas and premises where the Project is being carried out and to documents, including financial documents and electronic documents related to the Project's implementation, including documents related to parts of the Project carried out directly by the Project's partners, e.g. involving a foreign research unit and Polish partners within the consortium.
3. Failure to produce all the required documents will be treated as an obstruction of the inspection as specified in § 10 section 3 item 4.
4. During an inspection, all persons authorized to provide explanations on issues related to the Project's implementation must be present.
5. Inspections may be conducted at any time during the Project's implementation and over a period of 3 years from the closing date of the IE OP.
6. An inspection may be conducted both at the Unit's headquarters and at the location of the Project's implementation.
7. 10 days before the date of an inspection the Foundation will send the Coordinator and the Unit notification. The other institutions authorized to conduct an inspection under separate regulations will inform the Unit of a planned inspection within a time specified in those regulations.
8. The Foundation reserves the right to conduct an immediate inspection when acting upon information about irregularities in the Project's implementation.
9. The Foundation will prepare an inspection report from its inspection. If recommendations are issued, the Coordinator and the Unit are obligated to comply with them within the time specified in the inspection report.
10. The Unit agrees to store documentation related to the Project's implementation for a period of 3 years from the closing date of the IE OP in a way that ensures accessibility, confidentiality and security, and to inform the Foundation of the location where the documents related to the Project's implementation are archived.
11. If the necessity arises to extend the time specified in § 6 section 10, the Foundation will inform the Unit of this fact before that time is up.
12. Upon written demand from the Foundation, the Coordinator and the Unit agree, during the Project's implementation and over a period of 3 years from the closing date of the IE OP, to present all information and explanations related to the Project's implementation within the time specified in the demand.
13. The Unit and the Coordinator are obligated to provide the Foundation with copies of inspection reports and recommendations or other equivalent documents prepared by institutions other than

the Foundation, if the results of such inspections affect the Project, within 7 days of receipt of such documents.

§ 7 Information obligations

1. The Coordinator and the Unit agree to inform public opinion that the Project's implementation is financed with the help of funding from the European Union, in accordance with Commission Regulation (EC) No. 1828/2006 of 8 December 2006 setting out rules for the implementation of Council Regulation (EC) No. 1083/2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund, and with Regulation (EC) No 1080/2006 of the European Parliament and of the Council on the European Regional Development Fund (Official Journal of the EU L 371 of 27.12.2006, Official Journal of the EU L 45 of 15.02.2007).
2. The Coordinator and the Unit agree to mark documents related to the Project's implementation, promotional and information materials as well as assets purchased or depreciated within the Project, in accordance with the Visual Identity Guidelines, with:
 - 1) the European Union emblem,
 - 2) the IE OP logo,
 - 3) the Foundation's logo,
 - 4) a reference in words to the European Union,
 - 5) a reference in words to the European Regional Development Fund (this does not apply to minor promotional materials),
 - 6) a motto specified by the Managing Body, in accordance with article 9 letter c of the Regulation specified in section 1, highlighting the added value of Community assistance, preferably together with the expression "We invest in your future" (this does not apply to minor promotional materials).
3. On the occasion of conferences, seminars and other kinds of public presentations, the Coordinator and the Unit agree to publicize both the fact that the Project is supported from funding provided by the European Union as part of the IE OP and the Foundation's role.
4. The Foundation reserves the right to publicly present the Coordinator and his/her achievements for information and promotion purposes.
5. Both during and after performing the Agreement, the Coordinator may be obligated to publicly present the results of the Project in a form, venue and time specified by the Foundation.

§ 8 Personal data protection

1. The Foundation hereby declares it is the administrator of the personal data included in the Agreement and that the data will be processed in accordance with the law of 29 August 1997 on personal data protection (Dziennik Ustaw/Journal of Laws 2002 No. 101, item 926, as amended) for the purpose of implementing the Agreement, monitoring, inspecting and evaluating the programme as well as for archiving purposes and publicizing information on the Foundation's new programmes. The Foundation hereby advises that providing personal data is voluntary but necessary to conclude the Agreement.
2. With respect to the personal data provided to the Foundation, the Coordinator is entitled to all the rights stemming from the law specified in article 32, and in particular the right to access the data and to lodge a protest.

§ 9 Changes to the Agreement and the Project

1. Substantial modifications to the Project as defined in article 57 of Council Regulation (EC) No. 1083/2006 are inadmissible.
2. During the Project's implementation it is possible to move funding between the different categories of qualified expenses specified in the Budget, up to 10% of the amount for the category within

which the reallocation is being made, as specified in the Budget binding on the day of signing of the Agreement. The Coordinator will inform the Foundation of such movement of funding in his/her periodical report, to which he/she will also attach the amended Budget.

3. Reallocation of spending between the categories may not lead to changes in grant amounts nor to any exceeding of the maximum amounts for the Project part, nor in the percentage value of supplementary funding in the individual categories, as specified in the competition documentation
4. If it turns out during the Project's implementation that the Project requires major modifications other than the changes specified in § 9 section 2, the Coordinator is obligated to inform the Foundation in writing of the proposed changes, providing substantive grounds and proposed changes to the Budget in the individual accounting periods. Approved modifications require an annex to the Agreement.
5. Modifications must be submitted no later than 3 months before the end of the Project's implementation.
6. If the Foundation finds that there is unutilized funding in the Project or the Coordinator has failed to give reasons for not utilizing funds, the Foundation has the right to reduce the Budget constituting Appendix 1.
7. The Foundation has the right to reduce the total amount of funding specified in § 1 or initiate an amendment to the provisions of the Agreement if it sees such a need, in particular following the analysis of reports and inspections or failure to achieve the planned results (including the suspicion of such failure) at a given stage of the Project.

§ 10 Termination of the Agreement

1. The Agreement may be terminated at the unanimous wish of the Parties if circumstances arise which preclude further performance of the provisions of the Agreement.
2. Termination of the Agreement under § 10 section 1 does not release the Coordinator and the Unit from the obligation to submit an end report within 25 days of the termination of the Agreement.
3. The Foundation has the right to terminate the Agreement immediately if:
 - 1) the Coordinator delays the start of Project implementation for a period of more than 2 months from the Project's planned starting date and fails to inform of the reasons for the delay, has abandoned implementation of the Project, or is implementing the Project in violation of the provisions of the Agreement,
 - 2) the Coordinator has not held an open recruitment of young researchers for the team in accordance with the competition documentation, or fails to fulfil the obligations specified in § 3 section 6 and section 7,
 - 3) the Coordinator fails to achieve the Project's planned objective for reasons caused by the Coordinator,
 - 4) the Coordinator or the Unit refuses to allow or obstructs the inspection specified in § 6,
 - 5) the Coordinator or the Unit fail to remove any irregularities within the time specified by the Foundation,
 - 6) the Coordinator or the Unit fail to present the reports specified in § 5 within the specified time and on the specified terms,
 - 7) the Coordinator or the Unit present the reports specified in § 5 but these do not correspond to the actual state of matters,
 - 8) the Coordinator or the Unit fail to fulfil the obligations specified in § 7,
 - 9) the Unit fails to fulfil the obligations specified in § 1 section 4 or § 3 section 11,
 - 10) the Coordinator or the Unit present false or incomplete statements or documents in order to obtain supplementary funding,
 - 11) the Project undergoes substantial modification as specified in article 57 of Council Regulation (EC) No. 1083/2006,
 - 12) the Coordinator violates the rules of the code of ethics of the Foundation's recipients/winners and beneficiaries.
5. If the Agreement is terminated for the reasons specified in § 10 section 3 the Coordinator and the Unit are not entitled to any damages.

§ 11 Reimbursement

1. If the Agreement is terminated for reasons specified in § 10 section 3, upon the Foundation's demand the Unit will return all of the funds transferred under the Agreement within 14 days of the date of receipt of the demand, plus interest payable in the amount appropriate for tax arrears, counted from the date of transfer of the funds to the Unit to the date of their return to the bank account specified by the Foundation. The Unit will transfer to the Foundation the equivalent of the funds received on the basis of the agreements specified in § 3 section 5, according to the rules outlined in the previous sentence, in which case the interest will be calculated from the date of payment of the grants to individual PhD students.
2. If the Agreement is terminated for reasons specified in § 10 section 1, upon the Foundation's demand the Unit will return all of the funds transferred under the Agreement within 14 days of the date of receipt of the demand, plus interest payable in the amount appropriate for tax arrears, counted from the date of transfer of the funds to the Unit to the date of their return to the bank account specified by the Foundation, taking into account the provision of section 1 sentence 2. In particularly justified cases, upon a written request from the Coordinator and the Unit, the Foundation may refrain from demanding reimbursement of funding already paid out and/or refrain from demanding interest, bearing in mind in particular the way in which the Coordinator and the Unit performed the Agreement.
3. The Unit is obligated to return funds if inspection bodies discover any violation of the rules and terms of Project implementation as set down in the Agreement, domestic and Community law, and in particular in cases of:
 1. utilization of awarded funding contrary to the subject of the Agreement,
 2. receiving funds that were not due,
 3. receiving funds in excessive amounts,
 4. failure to meet the requirements of the Project's lasting nature.
4. In the case specified in section 3, the Unit is obligated to transfer the amount specified in the decision to the bank account indicated by the Foundation, within the deadline specified by the Foundation.
5. If the Project carried out by the beneficiary generates income which was not accounted for during the signing of the Agreement in accordance with article 55 sections 1 and 2 of Regulation No. 1083/2006 setting down general provisions concerning the European Regional Development Fund, the European Social Fund, and the Cohesion Fund, and revoking Council Regulation (EC) No. 1260/1999, the rules according to which the supplementary funding is reduced, or any reimbursement of the funding takes place, are specified in article 55 sections 3 and 4 of Regulation No. 1083/2006 and in the *Guidelines on payments and accounts* issued by the Minister of Regional Development.
6. Within 25 days of the date of completion of the Project, funds provided by the Foundation but not utilized in the Project are subject to reimbursement to the bank account indicated by the Foundation.
7. Any funds utilized contrary to the terms of recognizing qualified costs are subject to reimbursement to the account indicated by the Foundation within 14 days of the date the Unit receives a demand to return such funds.
8. To collect its due funds, the Foundation may authorize a third party to act on its behalf.

§ 12 Concluding provisions

1. The Agreement comes into force on the date it is signed by the final Party.
2. On matters not covered by the Agreement, the Civil Code and other legal regulations apply.
3. Any disputes arising in connection with performance of the Agreement will be resolved amicably by the Parties or, if no agreement can be reached, by the general court proper for the headquarters of the Foundation.
4. Any amendments or supplements to the Agreement must be in writing upon pain of nullity.
5. Any written correspondence in connection with performance of the Agreement will be addressed by the Foundation to:

correspondence address:

fax:

e-mail:.....

6. The Agreement has been drawn up in four identical copies, two for the Foundation and one each for the Coordinator and the Unit.
7. The following appendices constitute an integral part of the Agreement:
 1. Appendix 1: Budget and schedule,
 2. Appendix 2: Statement of VAT qualification,
 3. Appendix 3: Statement on not taking advantage of assistance from domestic or Community public funding with regard to qualified costs covered by the Agreement on supplementary funding for the Project,
 4. Appendix 4: Power of attorney (required if the application is signed by a person or persons without legal authority to represent the applicant),
 5. Appendix 5: Consent of the relevant ethical commission, as required by the regulations on animal experiments (in the case of projects necessitating research involving animals),
 6. Appendix 6: Consent or a permit as required by environmental protection regulations (in the case of projects involving studies of protected species of plants, animals and fungi or studies in protected areas),
 7. Appendix 7: Consent as required by regulations on genetically modified organisms (in the case of projects involving research on genetically modified organisms or with the use of such organisms),
 8. Appendix 8: Consent or a permit as required by the regulations in the case of Projects involving clinical trials.

Foundation

Consortium coordinator

Unit

.....

.....

.....

Appendix 9.2 Specimen research grant agreement in the IPP Programme

SPECIMEN RESEARCH GRANT AGREEMENT INTERNATIONAL PhD PROJECTS PROGRAMME

Agreement No.:

Date of signing:

Date and No. of agreement on supplementary funding in the International PhD Projects Programme:

Agreement on a research grant in the International PhD Projects Programme implemented as part of the Innovative Economy Operational Programme, Priority 1: Research and development of new technologies, Action 1.2: Strengthening the human resources potential of science, hereafter referred to as the Agreement, concluded between:

The Foundation for Polish Science, with its registered office in Warsaw 02-548, ul. Grażyny 11, entered in the National Court Register maintained by the district court for Warsaw, XIII Economic Department, under number 0000109744, represented by:

1. Michał Pietras – Deputy Director for Programme Activity
2. Wanda Krzemińska – Finance and Administration Director, Chief Accountant,

hereafter referred to as the Foundation,

and the Coordinator of the International PhD Projects Programme,

Mr./Ms.

address, hereafter referred to as the Coordinator,

and

Mr./Ms.

born (date)..... in,

telephone:, e-mail:

resident at:,

holding the following ID (type, No.), PESEL/ID

hereafter referred to as the Grant Holder,

hereafter jointly referred to as the Parties, as follows:

§ 1

The subject of the Agreement is an individual Research Grant awarded to the Grant Holder, in accordance with the Coordinator's application, from funds awarded to (name of Unit) on the basis of the "Agreement"³⁷

on supplementary funding for a project in the International PhD Projects Programme" No. ... dated (hereafter referred to as the IPP Agreement) for the project (name of project) along the principles specified in the International PhD Projects Programme competition documentation for competition ..., to support the Grant Holder's research, hereafter referred to as the Grant.

§ 2

1. The Grant Holder declares that he/she:
 - 1) has the status of a PhD student,
 - 2) has been selected for the project specified in § 1, hereafter referred to as the Project, in an open competition maintaining the standards specified in the competition documentation,
 - 3) plans to defend his/her PhD dissertation (mm/yyyy):
 - 4) exercises the right to voluntary pension insurance coverage under article 7 of the law on social insurance throughout the period of receiving the Grant (Dziennik Ustaw/Journal of Laws 1998, No. 137, item 887, as amended). The basis for calculating the premium is the minimum amount of PLN 1,800*,
 - 5) does not exercise the right to voluntary pension insurance coverage under article 7 of the law on social insurance throughout the period of receiving the Grant (Dziennik Ustaw/Journal of Laws 1998, No. 137, item 887, as amended), because he/she is covered by pension insurance from another source*,
 - 6) is not receiving an individual research Grant in any other programme run by the Foundation, with the exception of the Start Programme.

§ 3

The Coordinator declares that:

- 1) he/she has selected the Grant Holder in accordance with the open-competition rules set down in the competition documentation and the application,
- 2) he/she has included funds corresponding to the time and amount of the Grant in the project budget, as specified in the competition documentation,
- 3) the Grant Holder will be on a research visit at the foreign partner's location from ... to ... (month/year), i.e. ... months.

§ 4

1. The grant is awarded for a period of ... months, i.e. from to, in the monthly amount of PLN..... (in words: zlotys).
2. During the research visit specified in § 3 section 3, the Grant will be increased by PLN 1,500 (in words: one thousand five hundred zlotys) per month.
3. The Grant is paid during the period when the Grant Holder has the status specified in § 2 section 1, and may be paid until no later than the end of the calendar month of the defence of the PhD dissertation.
4. The Grant will be transferred by the Foundation to the Grant Holder's account, No., in accordance with the rules, terms and deadlines specified in the IPP Agreement, depending on the Foundation's acceptance of successive periodical reports from the Project's implementation.
5. The Foundation declares that on the date the Agreement is concluded, in accordance with the decision of the Minister of Science and Higher Education, grants awarded in the International PhD Projects Programme are exempt from personal income tax on the basis of article 21 section 1 item 39 of the 26 July 1991 law on personal income tax (Dziennik Ustaw/Journal of Laws 2000 No. 14 item 176, as amended).

6. The Foundation hereby advises that if the legal regulations or administrative decisions on the exemption specified in § 4 section 5 change, it shall not be held responsible for the Grant Holder's obligations stemming from receiving the Grant.

§ 5

During the period of receiving the Grant, the Grant Holder is obligated in particular:

1. to continue research work within the Project,
2. to mark publications and other documentation produced under the Grant with the emblem of the EU, the Innovative Economy Operational Programme and the logo of the Foundation as well as referring in words to the EU and the European Regional Development Fund (in accordance with the Visual Identity Guidelines),
3. to inform the Foundation immediately of the loss of the status specified in § 2 item 1.

§ 6

1. The Grant Holder's periodical and end reports from research during the period of receiving the Grant will constitute appendices to the Coordinator's reports submitted within the deadlines specified in the IPP Agreement.
2. The Grant Holder's reports should cover all the activities involved in the Grant Holder's research work in the current reporting period covered by the Grant.
3. A specimen report is available on the Foundation's website.
4. The Grant Holder will provide the Coordinator with a report on paper and in electronic form within 7 days of the end of each reporting period as specified in the IPP Agreement.

§ 7

A Grant Holder who exercises his/her right to voluntary pension insurance coverage is obligated to provide the Coordinator with copies of documents confirming registration for such coverage and payment of premiums, with their reports.

§ 8

1. In justified cases the Foundation has the right, at its own initiative or upon a motion from the Coordinator, to change the decision awarding the Grant, and in particular to suspend payments and to terminate the Agreement without notice if the Grant Holder fails to fulfil the terms of receiving the Grant, and in particular when the Grant Holder:
 - 1) loses the status specified in § 2 item 1,
 - 2) fails to fulfil the obligations specified in § 5,
 - 3) gives up his/her research work,
 - 4) stays at a foreign research unit for purposes not linked directly to the Project,
 - 5) violates the principles contained in the ethics code for Foundation recipients and beneficiaries.
2. If upon signing the Agreement the Grant Holder did not fulfil the conditions specified in the competition documentation or the Agreement, the Foundation has the right, on its own initiative or upon a motion from the Coordinator, to revoke the decision awarding the Grant and terminate the Agreement without notice.

§ 9

The Coordinator is obligated immediately to apply to the Foundation in writing, including justification, for a change to the decision on awarding the Grant, indicating what decision is requested from the Foundation (revocation or termination of payment of the Grant), if circumstances arise which justify such a decision, in particular the circumstances specified in § 8.

§ 10

If the Foundation terminates the Agreement without notice, as specified in § 8, in connection with a decision to revoke the Grant, the total amount must be reimbursed, for the entire period specified in § 4 section 1, within 14 days of delivery of the demand, together with interest payable in the amount appropriate for tax arrears, counted from the date of payment of the amount to the Grant Holder to the date the money is returned to the bank account specified by the Foundation. In exceptional justified cases, upon a written request from the Coordinator or the Grant Holder, the Foundation may refrain from demanding reimbursement of the Grant amount accounted for in reports or refrain from demanding interest, in consideration in particular of the way in which the Grant Holder carried out the Agreement.

§ 11

All costs related to returning the Grant and to any documented recovery proceedings will be borne by the Grant Holder.

§ 12

During the period of receiving the Grant, the Grant Holder is obligated to keep the Foundation up to date on any changes in their address information, bank account or any other changes that could have an impact on implementing the Grant. The Grant Holder's written statement on changes to their personal data, address information and bank account do not constitute amendments to the Agreement.

§ 13

1. The Foundation declares it is the administrator of the personal data provided in the Agreement and that this data will be processed in accordance with the 29 August 1997 law on the protection of personal data (Dziennik Ustaw/Journal of Laws 2002 No. 101, item 926, as amended) for the purpose of performing the Agreement, and in particular for disseminating the results of the International PhD Projects Programme as well as for programme monitoring, control and evaluation, and for archiving and informing about new programmes of the Foundation. The Foundation hereby advises that providing personal data is voluntary but essential for concluding the Agreement.
2. With regard to personal data provided to the Foundation, the Grant Holder and the Coordinator have all the rights arising from the law as specified in article 32, in particular the right of access to data and the right to raise objections.

§ 14

Any changes or additions to the Agreement must be in writing upon pain of nullity.

§ 15

On matters not regulated by the present Agreement, the regulations of the civil code apply.

§ 16

Any disputes arising in connection with performance of the Agreement will be resolved amicably by the Parties or, if no amicable resolution can be found, by the general court appropriate for the Foundation's registered office.

§ 17

The agreement has been drawn up in four identical copies: two copies for the Foundation and one each for the Grant Holder and the Coordinator.

§ 18

Appendix 1 forms an integral part of the Agreement: Certificate confirming the status of a participant in PhD studies.

FOUNDATION

GRANT HOLDER

COORDINATOR

.....

.....

.....

*Delete as applicable

Appendix 9.3 Project schedule

No.	Task	1st reporting period (01.09.09-31.10.09)	2nd reporting period (01.11.09 – 30.04.10)	3rd reporting period (01.05.10 – 31.10.10)	4th reporting period (01.11.10-30.04.11)	5th reporting period (01.05.11-31.10.11)	6th reporting period (01.11.11-30.04.12)	7th reporting period (01.05.12-31.10.12)	8th reporting period (01.11.12-30.04.13)	9th reporting period (01.05.13-31.10.13)	10th reporting period (01.11.13-30.04.14)	11th reporting period (01.05.14-31.08.14)
1.	Recruitment of PhD students											
2.	Commencement of research											
3.	Research tasks (start/finish)*											
3.1												
4.	Purchase of research equipment *											
4.1												
5.	PhD students' foreign traineeships											
6.	Scheduled dissertation defences											
7.	Promotion of the project (stages)*											
7.1												
7.2												
7.3												

* Number of items to be modified according to need

Appendix 9.4 Statement of VAT qualification

Name and address of unit

(Place and date)

STATEMENT

In connection with applying for supplementary funding from the Innovative Economy Operational Programme within the International PhD Projects Programme for implementation of the Project (*project name*).....,(*unit name*)..... hereby declares that in implementing the above Project it has no means of recovering the cost of value-added tax (VAT) whose amount has been included in the Project budget.

At the same time,(*unit name*)..... agrees to return any VAT refunded within the Project

..... (*project name*)..... if circumstances emerge which enable(*unit name*)..... to be reimbursed for the said tax.

.....

(signature and official stamp of the unit manager)

.....

(signature and official stamp of the chief accountant)



Fundacja na rzecz Nauki Polskiej

Appendix 9.5 Statement that the applicant does not take advantage of domestic or Community public funds with regard to qualified expenses covered by the agreement on supplementary funding for the project (appendix to the agreement)

Name and address of unit

(Place and date)

STATEMENT

In connection with(*name of unit and its legal status*)..... having been awarded supplementary funding from the Innovative Economy Operational Programme within the International PhD Projects Programme for implementation of the Project(*project name*)....., I hereby declare that the qualified expenses involved in implementing the above-mentioned Project have not been and will not be financed from other domestic or Community public funds.

.....

(signature of the project manager) (signature and official stamp of the unit manager)
accountant)

(signature and official stamp of the chief



Appendix 9.6 Specimen report of the Consortium Coordinator on the project's implementation (scientific report and financial statement)

CONSORTIUM COORDINATOR'S REPORT
 – scientific report
 INTERNATIONAL PhD PROJECTS PROGRAMME

Project name:		
Reporting period	<input type="checkbox"/> periodical report for the period from to <input type="checkbox"/> mid-term report I <input type="checkbox"/> mid-term report II <input type="checkbox"/> end report	
Number of reporting period		
Agreement No.:		signed for the period from to
Consortium Coordinator:		
Telephone:		
E-mail:		

NB: The information provided below should exclusively concern the implemented project in the reporting period specified above (not applicable to item 11).

1. INFORMATION ON RESEARCH PROGRESS (max. 1000 words; mid-term and end report max. 2000 words)
<i>1.1. Progress in the research tasks</i> <i>1.2. Summary of the results of the above-mentioned tasks</i> <i>1.3. Information on scientific degrees obtained by the PhD students</i>
2. THE CONSORTIUM

- 2.1. *Research units in Poland which are members of the consortium (involvement in the work of the consortium, their tasks, number of PhD students at the units)*
- 2.2. *Foreign research units (involvement in the work of the consortium, number of PhD students on traineeships)*
- 2.3. *Co-operation in the Project with a partner from outside the Consortium*

3. THE PEOPLE

- 3.1 *PhD students (including the periods of their involvement in the project):*
- 3.2 *Researchers involved in the PhD projects (including the periods of their involvement):*
 - a. *whose remuneration is refunded from the funding for the project (including what percentage of remuneration corresponding to the time spent on the project is refunded, e.g. 25% of a full-time job)*
 - b. *others*

4. INFORMATION ON RECRUITMENT OF PhD STUDENTS

- 4.1 *Brief description of information and promotion activity targeted at prospective PhD students*
- 4.2 *Candidate selection criteria*
- 4.3 *Brief description of the PhD student selection procedure*
- 4.4 *Number of applications submitted*
- 4.5 *Number of PhD students selected*

5. SCIENTIFIC ACHIEVEMENTS

- 5.1. *Original scientific publications (indicating the PhD students' participation):*
 - a. *in reviewed publications from the Philadelphia Institute for Scientific Information list:*
 - b. *in Open Access publications*
 - c. *other*
- 5.2. *Prizes and awards*
- 5.3. *Patent applications*
- 5.4. *Patents*
- 5.5. *Protection rights and utility designs*

6. CONFERENCES

6.1. Participation of persons involved in the project in domestic and international conferences (first name and surname, name of conference, country, length of stay, title and type of presentation):

6.2. Conferences in which persons involved in the project were involved as organizers

7. SCIENTIFIC EXCHANGE

7.1. Foreign traineeships (first name and surname, host centre, country, length of stay):

7.2. Business trips abroad (first name and surname, host centre, country, length of stay, purpose of trip):

7.3. Domestic business trips (first name and surname, host centre, length of stay, purpose of trip):

7.4. Guests from domestic and foreign institutions invited within the project (first name and surname, centre, country, length of stay, purpose of visit):

8. IS THE PROJECT COMPATIBLE WITH THE HORIZONTAL POLICIES SPECIFIED IN ARTICLES 16 AND 17 OF COUNCIL REGULATION (EC) NO. 1038/2006 (i.e. the policy of equal opportunities and environmental protection, and whether the project is carried out in compliance with the principle of sustainable development)?

YES

NO

If Community policies are not being followed, please provide an explanation as to what irregularities there have been and what remedial action has been planned and undertaken.

9. ADDITIONAL INFORMATION

9.1. Other important information relevant to the project

10. SUMMARY OF RESEARCH PROGRESS IN ENGLISH

(max. 500 words, mid-term and end report max. 1000 words)

11. TASKS COMPLETED SINCE THE START OF THE PROJECT

No.	Task	1st reporting period **	2nd reporting period ***	3rd reporting period	4th reporting period	5th reporting period	6th reporting period	7th reporting period	8th reporting period	9th reporting period	10th reporting period	11th reporting period
1.	Recruitment of PhD students											
2.	Commencement of research											
3.	Research tasks (start/finish)*											
3.1												
4.	Purchase of research equipment*											
4.1												
5.	PhD students' foreign traineeships											
6.	Scheduled dissertation defences											
7.	Promotion of the project (stages)*											
7.1												

Date:

.....

Consortium Coordinator's signature

* Number of items to be modified according to need

NB:

The reports of the consortium members and PhD students receiving grants should be attached to the report.

In the case of a mid-term report, the consortium coordinator may motion for increased funding and for extending the project's duration in order to organize an extra recruitment of PhD students. Among other things, the application should contain justification of the planned increase in the number of PhD students, a description of research work for the new PhD students, the recruitment method, and a new financial plan.

REPORT – financial statement

Programme	<input type="checkbox"/> VENTURES	<input type="checkbox"/> TEAM	<input type="checkbox"/> WELCOME	<input type="checkbox"/> IPP
Agreement No.				
Project name				

Consortium coordinator (first name, surname, address, e-mail, telephone and fax number)	
Person preparing the financial statement (first name, surname, e-mail, telephone and fax number)	

Expenses for the period	from	to
Value of qualified expenses covered by the report		

FINANCIAL PROGRESS OF PROJECT IMPLEMENTATION				
No.	Category	expenses in the reporting period	expenses since the start of the project	% utilization
I	grants	0	0	
1.1	grant for PhD students			
II	project	0	0	
2.1	remuneration and non-remuneration costs of labour for the persons carrying out the project			
2.2	depreciation of fixed assets, intangible fixed assets and developed real estate			
2.3	spending on laboratory equipment			
2.4	spending on materials, software, and software licences			
2.5	spending on research services as well as technical and financial expert opinions			

2.6	spending on publications, database access, and other paid information sources			
2.7	spending on patent protection and intellectual property consultancy, including the fees for the first patent application resulting from the project			
2.8	spending on promoting the project, including promotion of the project's results			
2.9	spending on publishing the research results in Open Access periodicals			
2.10	spending on international exchange and domestic business trips			
III	overheads			
TOTAL			0	0

LIST OF EXPENSES INCURRED *							
No.	document No.	item No. in document	No. in the books or register	date of payment	name of goods or service	amount of qualified expenses	No. of item in the project budget
1							
2							
3							
4							
5							
6							
7							

No.	SETTLEMENT OF ADVANCE PAYMENTS *	
1	total value of the project	
2	funding transferred so far	
3	amount accounted for with the Foundation so far	
4	amount of funding received remaining to be accounted for (item 2 - item 3)	0
5	amount accounted for in the present report	
6	amount remaining to be accounted for (items: 2-(3+5))	0

VALUE OF INTEREST* accrued on the funding transferred to the unit	
in the period covered by the report	

I, the undersigned, hereby declare that the information contained in the statement is true, and the listed expenses have been paid for. I am aware of the criminal responsibility stemming from article 271 of the penal code in cases of corroborating false information concerning circumstances of legal significance. I declare that the documentation related to the project is stored at (place and address):

Appendices:*

1. Copies of invoices or other bookkeeping documents of equal validity, certified as conforming to the originals, described in accordance with the provisions of the agreement on supplementary funding, according to the list of expenses incurred, together with confirmation of payment (unless the Consortium Coordinator has been released from the obligation to attach these documents to the report).
2. Copies of documents confirming receipt/completion of assignments, certified as conforming to the originals.
3. Other documents if required under the agreement.

* not applicable to mid-term reports

Date:

Chief accountant/finance officer Project manager

Official stamp of the unit

.....

.....

.....

Appendix 9.7 Specimen report of a Polish consortium member on the project's implementation.

CONSORTIUM MEMBER'S REPORT – scientific report
INTERNATIONAL PhD PROJECTS PROGRAMME

Project name:	
Reporting period	<input type="checkbox"/> periodical report for the period from to <input type="checkbox"/> end report
Number of reporting period	
Consortium coordinator:	
Consortium member	
Telephone:	
E-mail:	

NB: The information provided below should exclusively concern the implemented project in the reporting period specified above (not applicable to item 9).

1. INFORMATION ON RESEARCH PROGRESS (max. 500 words; end report max. 1000 words)
1.4. <i>Progress in the research tasks</i> 1.5. <i>Summary of the results of the above-mentioned tasks</i> 1.6. <i>Information on scientific degrees obtained by the PhD students</i>
2. THE PEOPLE
2.1. <i>PhD students (including the periods of their involvement in the project):</i> 2.2. <i>Researchers involved in the PhD projects (including the periods of their involvement):</i> c. <i>whose remuneration is refunded from the funding for the project (including what percentage of remuneration corresponding to the time spent on the project is refunded, e.g.</i>

25% of a full-time job)

d. others

3. SCIENTIFIC ACHIEVEMENTS

3.1. Original scientific publications, indicating the PhD students' participation:

d. in reviewed publications from the Philadelphia Institute for Scientific Information list:

e. in Open Access publications

f. other

3.2. Prizes and awards

3.3. Patent applications

3.4. Patents

3.5. Protection rights and utility designs

4. CONFERENCES

4.1. Participation of persons involved in the project participation in domestic and international conferences (first name and surname, name of conference, country, length of stay, title and type of presentation):

4.2. Conferences in which persons involved in the project were involved as organizers

5. SCIENTIFIC EXCHANGE

5.1. Foreign traineeships (first name and surname, host centre, country, length of stay):

5.2. Business trips abroad (first name and surname, host centre, country, length of stay, purpose of trip):

5.3. Domestic business trips (first name and surname, host centre, length of stay, purpose of trip):

5.4. Guests from domestic and foreign institutions invited as part of the project (first name and surname, centre, country, length of stay, purpose of visit):

6. PARTNERS FROM OUTSIDE THE CONSORTIUM

Description of co-operation with partners from outside the Consortium

7. ADDITIONAL INFORMATION

7.1. *Other important information relevant to the project*

8. SUMMARY OF RESEARCH PROGRESS IN ENGLISH

(max. 250 words; end report max. 500 words)

9. TASKS COMPLETED SINCE THE START OF THE PROJECT

No.	Task	1st reporting period **	2nd reporting period ***	3rd reporting period	4th reporting period	5th reporting period	6th reporting period	7th reporting period	8th reporting period	9th reporting period	10th reporting period	11th reporting period
1.	Commencement of research											
2.	Research tasks (start/finish)*											
2.1												
3.	Purchase of research equipment											
3.1												
4.	Scheduled dissertation defences											
5	Promotion of the project (stages)*											
5.1												

Date:

.....

Signature of the authorized person at the consortium member's unit

* Number of items to be modified according to need

CONSORTIUM MEMBER'S REPORT – financial statement

Programme	INTERNATIONAL PhD PROJECTS
Agreement No.	
Project name	

Consortium member's representative (first name, surname, address, e-mail, telephone and fax number)	
Person preparing the financial statement (first name, surname, e-mail, telephone and fax number)	

Expenses for the period	from	to
Value of qualified expenses covered by the report		

FINANCIAL PROGRESS OF PROJECT IMPLEMENTATION				
No.	Category	expenses in the reporting period	expenses since the start of the project	% utilization
I	project	0	0	
1.1	remuneration and non-remuneration costs of labour for the persons carrying out the project			
1.2	depreciation of fixed assets, intangible fixed assets and developed real estate			
1.3	spending on laboratory equipment			
1.4	spending on materials, software, and software licences			
1.5	spending on research services as well as technical and financial expert opinions			
1.6	spending on publications, database access, and other paid information sources			
1.7	spending on patent protection and intellectual property consultancy, including the fees for the first patent application resulting from the project			
1.8	spending on promoting the project, including promotion of the project's results			

1.9	spending on publishing the research results in Open Access periodicals			
1.10	spending on international exchange and domestic business trips			
II	overheads			
TOTAL	0	0		

LIST OF EXPENSES INCURRED *							
No.	document No.	item No. in document	No. in the books or register	date of payment	name of goods or service	amount of qualified expenses	No. of item in the project budget
1							
2							
3							
4							
5							
6							
7							

VALUE OF INTEREST* accrued on the funding transferred to the unit	
in the period covered by the report	

I, the undersigned, hereby declare that the information contained in the statement is true, and the listed expenses have been paid for. I am aware of the criminal responsibility stemming from article 271 of the penal code in cases of corroborating false information concerning circumstances of legal significance. I declare that the documentation related to the project is stored at (place and address):

Appendices:*

1. Copies of invoices or other bookkeeping documents of equal validity, certified as conforming to the originals, described in accordance with the provisions of the agreement on supplementary funding, according to the list of expenses incurred, together with confirmation of payment (unless the Consortium member has been released from the obligation to attach these documents to the report).
2. Copies of documents confirming receipt/completion of assignments, certified as conforming to the originals.
3. Other documents if required under the agreement.



Fundacja na rzecz Nauki Polskiej

* not applicable to mid-term reports

Date:

Chief accountant/finance officer Project manager

Official stamp of the unit

.....

.....

.....



Appendix 9.8 Specimen PhD student's scientific report on the project's implementation

PhD STUDENT'S REPORT
INTERNATIONAL PhD PROJECTS PROGRAMME

Project name:		
Reporting period	<input type="checkbox"/> periodical report for the period from to <input type="checkbox"/> end report	
Number of reporting period		
Agreement No.:		signed for the period from to
Consortium coordinator:		
PhD student:		
Telephone:		
E-mail:		

NB: The information provided below should exclusively concern the implemented project in the reporting period specified above (not applicable to item 7).

<p>1. INFORMATION ON RESEARCH PROGRESS (max. 300 words; end report max. 600 words)</p> <p>1.1. <i>Progress in the research tasks</i></p> <p>1.2. <i>Summary of the results of the above-mentioned tasks</i></p> <p>1.3. <i>Information on obtaining a PhD</i></p>
<p>2. SCIENTIFIC ACHIEVEMENTS</p> <p>2.1. <i>Original scientific publications:</i></p> <p style="padding-left: 40px;">g. <i>in reviewed publications from the Philadelphia Institute for Scientific Information list</i></p> <p style="padding-left: 40px;">h. <i>in Open Access publications</i></p>

<p><i>i. other</i></p> <p>2.2. Prizes and awards</p> <p>2.3. Patent applications</p> <p>2.4. Patents</p> <p>2.5. Protection rights and utility designs</p>
3. CONFERENCES
<p>3.1. Participation in domestic and international conferences (name of conference, country, length of stay, title and type of presentation):</p> <p>3.2. Conferences in which the PhD student was involved as an organizer:</p>
4. SCIENTIFIC EXCHANGE
<p>4.1. Foreign traineeships (host centre, country, length of stay):</p> <p>4.2. Business trips abroad (host centre, country, length of stay, purpose of trip):</p> <p>4.3. Domestic business trips (host centre, length of stay, purpose of trip):</p>
5. ADDITIONAL INFORMATION
<p>5.1. Other important information relevant to the project (e.g. the planned dissertation defence date)</p>
6. SUMMARY OF RESEARCH PROGRESS IN ENGLISH
(max. 250 words; end report max. 500 words)

SPENDING ON SOCIAL INSURANCE *				
No.	document No.	date of payment	name of insurance	amount of qualified expenses
1				
2				



Fundacja na rzecz Nauki Polskiej

3			
4			
...			
SUMA			

*For PhD students who exercise the right to voluntary pension insurance during the time of receiving the grant, in accordance with article 7 of the law on social insurance (Dziennik Ustaw/Journal of Laws 1998, No. 137, item 887, as amended).



7. TASKS COMPLETED SINCE THE START OF THE PROJECT

No.	Task	1st reporting period **	2nd reporting period ***	3rd reporting period	4th reporting period	5th reporting period	6th reporting period	7th reporting period	8th reporting period	9th reporting period	10th reporting period	11th reporting period
1.	Commencement of research											
2.	Research tasks (start/finish)*											
2.1												
2.2												
3.	Foreign traineeship plan											
4.	Scheduled dissertation defence											

Date:

.....

Signature of the PhD student

* Number of items to be modified according to need

Appendix 9.9 The *Bio, Info, Techno* subject areas

Bio:

- Biotechnology and bioengineering
- Biological advances in agriculture and environmental protection
- New medical products and techniques

Info:

- Information and telecommunications technologies
- New-generation intelligent, telecommunications, and data communications networks
- Optoelectronics
- Computational sciences

Techno:

- New materials and technologies
- Nanotechnologies
- Dedicated systems design
- Mechatronics
- Chemical technology and engineering



Fundacja na rzecz Nauki Polskiej

Appendix 9.10 Specimen of the project's logos



Fundacja na rzecz Nauki Polskiej

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EUROPEJSKI FUNDUSZ
ROZWOJU REGIONALNEGO



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