

HOMING PLUS PROGRAMME

Competition Documentation

COMPETITION NO. 2/2010

The HOMING PLUS PROGRAMME is implemented as part of
INNOVATIVE ECONOMY OPERATIONAL PROGRAMME 2007–2013
Priority I, Research and development of new technologies
Action 1.2, Strengthening the human resources potential of science

The Programme is co-financed by the Foundation for Polish Science

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I. INTRODUCTION

The information in this document presents the rules for submitting applications and implementing projects under the Homing Plus Programme. If the executive regulations for the Innovative Economy Operational Programme are amended, some of the information may be subject to minor changes. Such changes will not affect the competition deadlines or conditions, although they may lead to minor changes in the final wording of some of the appendices to this competition documentation. The Foundation will notify applicants of any changes on an ongoing basis.

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

http://www.fnp.org.pl/programmes/overview_of_programmes/grants_and_scholarships/homing_plus_programme

II. Glossary

The terms used in this documentation are defined as follows:

1. **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 Homing Plus Programme is implemented within IE OP Action 1.2, 'Strengthening the human resources potential of science' in the case of applications in the fields Bio, Info, Techno.
2. **Applicant** – for the purpose of this documentation, means a candidate for project manager, together with the research unit in which the project will be carried out.
3. **Application** (application for supplementary funding) – in the Homing Plus Programme, an application comprises an application form filled out online, a printed version of the form signed in accordance with the requirements of the competition documentation, and all the required appendices (in electronic or paper form as set forth in the guidelines below – section 4.4.2).
4. **Foundation** – the Foundation for Polish Science (Fundacja na rzecz Nauki Polskiej).
5. **Innovative Economy Operational Programme (IE OP)** – one of the instruments for implementing the National Strategic Reference Frameworks 2007–2013 (NSRF). The NSRF define the national intervention frameworks 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. IE OP is aimed at supporting innovation in a broad sense.

6. **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 IE OP Priority 1, the intermediate body is the Ministry of Science and Higher Education (MNiSW).

7. **Lasting nature of project results** – under Article 57 of Regulation 1083/2006, 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, and
- 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 of the Foundation's website.

8. **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 IE OP, the Managing Body is the Ministry of Regional Development (MRR).

9. **Priority** – a group of actions whose completion serves to achieve the specific goal set down in the operational programme. The Homing Plus Programme is carried out as part of IE OP Priority 1, 'Research and development of new technologies,' in the case of applications in the fields Bio, Info, Techno.

10. **Project** – an undertaking within an action—or, in the case of fields other than Bio, Info, Techno, financed from the Foundation's own funds—which is the subject of an agreement on supplementary funding for the project concluded among the project manager for the project under the Homing Plus Programme, the unit and the Foundation.

11. **Project budget** – a project's financial plan, divided into reporting periods. It comprises a stipend part and a project (grant) part.

12. **Project implementation period** – the time during which the project costs are considered to be qualified; the time specified in the agreement needed to achieve the tasks and results stated in the application for supplementary funding.

13. **Project indicators** – indicators defined prior to project implementation for the purpose of monitoring project implementation and evaluating its completion with respect to previously defined goals. A list of project implementation indicators in the Homing Plus Programme is contained in this documentation (section 5.4.1).

14. **Regulation 1083/2006** – Council Regulation (EC) No 1083/2006 of 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999 (EU Official Journal 31.7.2006, L 210/25, pp. 25–78).

15. **Qualified costs** – costs which are justified for reasons of merit and which meet eligibility criteria specified by the Managing Body. The rules regarding qualified costs, concerning the time when they are incurred, the entity which incurs them, and the categories of expenses related to project implementation, are described in the appendices to operational programme supplements. The list of qualified costs for the Homing Plus Programme is contained in this documentation (section 5.3.4). The same rules regarding qualified costs apply to applications classified as ineligible for IE OP but financed under the programme out of the Foundation's own funds.

16. **Recipient/Project Manager** – a young PhD whose application for supplementary funding in the Homing Plus Programme has been approved following the relevant competition procedure.

17. **Reporting period** – the period after which (within 25 days) the project manager is required to submit a report on project implementation. The Homing Plus Programme has six-month reporting periods, from 1 May through 31 October and from 1 November through 30 April, where the first report covers the period from the project implementation starting date through the end of the current reporting period, and the end of the final reporting period is determined by the project implementation closing date.

18. **Research units** – these are the following types of units conducting research or development in a continuous manner:

- basic organisational units of tertiary educational institutions as defined in the statutes of such institutions,
- scientific units of the Polish Academy of Sciences (PAN),
- research and development units,
- international scientific institutes established on the basis of separate regulations,
- organisational units with the status of research and development units,
- the Polish Academy of Arts and Sciences (PAU),
- certain other organisational units with legal personality and registered main office in Poland.

19. **Student** – a person studying in a second-level university course or a uniform master's course who has completed the 3rd year of studies and is preparing a master's thesis under the supervision of the project manager.

20. **Young PhD** – a person holding a doctorate for no longer than 4 years (beginning from the year the degree is awarded), but such period shall be extended by 2 years in the following instances: for

men who took documented paternity leave or childrearing leave for an uninterrupted period of at least 3 months; for women who have borne a child (based on the child's birth certificate).

III. Purpose of the Homing Plus Programme

The objectives of the Homing Plus Programme are:

- to encourage young Polish scholars to return to Poland, fostering the development of their scientific careers, and to support the international research cooperation they have established, and
- to encourage foreign scholars to spend a postdoctoral fellowship in Poland, and to support the international research cooperation they have established.

With respect to fields of study within the categories Bio, Info, Techno, the Homing Plus Programme is financed from IE OP funds under Action 1.2, 'Strengthening the human resources potential of science,' of Innovative Economy Operational Programme 2007-2013.

In the documentation they file, candidates will state whether the project will be implemented within a postdoctoral fellowship or as an independent researcher.

PLEASE NOTE: In the Homing Plus Programme, the Foundation may also finance projects from of its own funds in fields other than Bio, Info, Techno. In such case applicants will complete the same application form and comply with the same rules for the competition and for project implementation. The evaluation procedure will be analogous to that for projects financed out of EU structural funds.

IV. General information

4.1 About the competition

4.1.1 The Homing Plus Programme is implemented by the Foundation within Action 1.2, 'Strengthening the human resources potential of science', of Innovative Economy Operational Programme 2007–2013 and through use of the Foundation's own funds.

4.1.2 The application selection procedure in the Homing Plus Programme does not constitute a competition for purposes of the Act on Rules for Development Policy of 6 December 2006 (unified text: Dz.U. 2009 No. 84 item 712, as amended).

4.2 Funding earmarked for projects

The overall amount assigned to the competition is **PLN 4,250,000**.

This amount may be increased out of the Foundation's own funds to finance applications that are not in the fields of Bio, Info, Techno.

The approximate amount of supplemental funding for a single project may be up to **PLN 328,000**.

4.3 Application deadline

Applications for supplementary funding for projects in the Homing Plus Programme will be accepted

until 15 October 2010.

4.4 How to file an application

Applicants must file applications both online and as a hard copy.

Applicants must register in the electronic system the Foundation has made available on the website www.fnp.org.pl. The electronic form must be filled out **in English**, and the **appendices in the language indicated (see below)**. The electronic system allows changes to be made to the form and appendices to be replaced until final confirmation of the form.

4.4.1 The following must be attached to the application form:

a) in electronic form only (.doc, .pdf, .xls, .jpg or .rtf format):

- 1) description of the research project (in English) – up to 6 A4-size pages,
- 2) certificate of employment or promise of employment of the project manager at a research unit in Poland (in Polish),
- 3) copy of doctoral diploma or equivalent certificate of obtaining the academic degree of doctor (in the original language, with a translation into Polish or English, if originally written in a language other than the conference languages),
- 4) CV of the Candidate, including research and implementation achievements as well as collaboration with foreign centres (in English),

- 5) copies of no more than three* of the most important publications within the past 4 years (publications in the original language),
 - 6) a description of the research or implementation achievements of the unit in which the candidate will be employed during the project period (in English),
 - 7) information/letter from the foreign unit where the young PhD has held a fellowship, with information on the uninterrupted length of the stay at the unit – applicable only to Polish researchers returning from abroad (in English),
 - 8) project implementation schedule prepared in accordance with the specimen provided with this documentation and also available for download at the Foundation’s website (in English),
 - 9) letter of intent from a Polish or foreign research centre, other than the centre in which the project is to be implemented, concerning the scope of cooperation within the project (in English),
 - 10) description of procedures for the open competition for stipends for students for the project (in English or Polish),
 - 11) copy of birth certificate of child (in the original language, with a translation into Polish or English, if originally written in a language other than the conference languages) – if applicable (see definition of ‘young PhD’, section II.20),
 - 12) certificate of paternity leave and/or childrearing leave (in the original language, with a translation into Polish or English, if originally written in a language other than the conference languages) – if applicable (see definition of ‘young PhD’, section II.20);
- b) in hard copy only:
- 1) unit’s statement of its VAT qualification, in accordance with Appendix 9.4 to this documentation (in Polish),
 - 2) power of attorney to sign the application (if applicable).

4.4.3 Once all the required fields have been filled in and all the required appendices added, the application should be confirmed, printed out, signed by the candidate and the administration of the research unit in which the project will be implemented (with a power of attorney to sign the application, if applicable), and a hard copy of the required appendices attached.

4.4.4 The applicant must submit one original hard copy of the registered application form with the appendices required in hard copies. The hard copy of the application forms must be identical to the electronic version. **The application must be signed by the candidate for project manager and the person authorised to represent the research unit where the project will be carried out, in**

* One of the reviewers’ evaluation criteria is originality of the scientific achievements of the project manager on the basis of the 3 publications submitted from the past 4 years

accordance with the applicable rules of representation (depending on the unit: rector, PAN director, R&D unit director, or their proxies). If the application is signed by a proxy, the power of attorney must be attached.

The appendices form an integral part of the application.

4.4.5 Applications in the required hard copy may be sent by post or courier or delivered in person to the following address:

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

with a note on the envelope: **‘Homing Plus Programme’**

4.4.6 The date of submission of the hard copy of the application is determined by the date of receipt, **not the postmark date**; provided, however, that on the last day for submissions, applications will be accepted only until 4 p.m. Applications received by the Foundation after that time will not be considered.

V. General terms

5.1 Entities eligible to apply for supplementary funding

5.1.1 The application is submitted by the candidate for project manager, together with the research unit at which the project will be implemented.

5.1.2 The project manager is a young PhD of any nationality who meets all of the following conditions:

- a) holds a doctorate, but for no longer than 4 years (beginning from the year the degree is awarded), but such period shall be extended by 2 years in the following instances: for men who took paternity leave or childrearing leave for an uninterrupted period of at least 3 months (based on documented leave); for women who have borne a child (based on the child’s birth certificate);
- b) has been away from Poland for an uninterrupted period of at least 9 months (through the application deadline) for the purpose of conducting research, holding a postdoctoral fellowship or preparing a doctoral dissertation (the required period abroad may be reduced in the event that the Foundation has signed a specific agreement with the research institution abroad concerning visits to Poland by researchers from the institution);

- c) intends to come to Poland within 6 months after the application deadline, or came to Poland no earlier than 12 months prior to that date; and
- d) works in Poland in a unit conducting research or has obtained a promise of employment for at least the time for implementing the project.

5.1.3 To be eligible to apply for supplementary funding, the unit must:

- a) agree to respect the research autonomy of the project manager in accordance with the approved research project specified in the application;
- b) ensure the necessary conditions for conducting scientific research in accordance with the scope presented in the application, and access to research apparatus.

5.1.4 During implementation of the project the project manager will be employed full-time at the research unit which pays his or her salary, which will not be subject to reimbursement from project funds. In addition to salary, the project manager will receive a personal research stipend financed from project funds.

PLEASE NOTE: The fact that the project manager receives a personal stipend shall not constitute grounds for any change in the rules for the unit's payment of salary which would be to the project manager's disadvantage.

5.1.5 **Prior to signing the agreement with the Foundation**, the Homing Plus Programme recipient shall select a mentor in Poland appropriate to the recipient's field and interests. The mentor shall be a scientist of renowned authority in a field of study corresponding to the candidate's interests and with a well-established position in the scientific community.

The mentor's task is to provide support to the recipient by such means as sharing information on the system for financing research in Poland and helping establish contacts with the Polish scientific community, including more specifically with leading centres, research teams, and scientists conducting research in the given field.

The Foundation encourages recipients to consider selecting a mentor from among the extensive group of previous Foundation recipients.

No later than upon submission of the first periodic report, the Homing Plus project manager shall submit to the Foundation a letter of intent from the selected mentor confirming the scholar's consent to serve in such capacity.

5.1.6 The project manager is required to conduct cooperation with a research centre other than the institution in which the project is being implemented.

The project manager may involve students preparing master's theses under his or her supervision in implementation of the project. In order to select students to receive a stipend, the project manager is required to conduct a competition. Students in a second-level university course or a uniform master's course (who have completed at least the third year of studies) are eligible to take part in the competition organised by the project manager.

5.1.7 As a result of the recruitment competition, the total number of students involved at any one time in the project may not be more than **2 persons**.

5.1.8 In conducting recruitment of students to receive a stipend from funds for implementation of the project, the following rules shall apply:

- a) Information about the competition must be announced at least at the project manager's research unit, with information about how to submit applications and the requirements for candidates.
- b) The project manager is required to appoint a committee of at least two members, in the manner set forth in the application, responsible for conducting the recruitment.
- c) The committee is required to prepare and conduct the recruitment according to the procedures set forth in the application; selection criteria should include, among other things, the candidate's scientific achievement to date.
- d) The committee is required to document the recruitment procedure in the form of a report.
- e) The recruitment report shall be submitted by the project manager in the relevant periodic report.
- f) The unit shall assure a representative of the Foundation an opportunity to take part in the committee as an observer.
- g) The recruitment must involve at least two candidates (meeting the competition terms) for each position (stipend).

PLEASE NOTE: The procedure for the open competition for stipends for students is binding on the recipient and may be subject to modification upon request by the Foundation. The protocol is subject to inspection.

5.1.9 Only students selected via the open recruitment procedure are eligible to receive stipends in the project. Persons receiving stipends may not also receive salary from project funds.

5.1.10 Entities excluded from applying for supplementary funding under Article 207 of the Act on Public Finance of 27 August 2009 (Dz.U. No. 157 item 1240), i.e. entities which in the previous 3 years used public funds contrary to their rightful purpose, violating applicable procedures or receiving funds that were not due or in excessive amounts, shall not be eligible to apply for the programme.

5.2 Project duration

5.2.1 The applicant for supplementary funding shall set the project starting date (between 1 March 2011 and 1 July 2011) and completion date, taking into account that the project implementation period is the same period during which expenses that are incurred may be recognised as qualified costs.

5.2.2 Projects may last from 1 to 2 years.

5.3 Financial terms

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

5.3.2 An expense that qualifies for funding is one that meets all of the following conditions:

- a) It was actually incurred during the project implementation period.
- b) It complies with applicable EU regulations and national laws.
- c) It complies with the provisions of the Innovative Economy Operational Programme and the list of qualified expenses for Action 1.2 of the Innovative Economy Operational Programme.
- d) It complies with the categories of expenses from the approved project budget.
- e) It is essential for project implementation and was incurred in connection with project implementation.
- f) It was incurred economically, i.e. based on the principle of achieving the desired effects at the least possible expense.
- g) It is properly documented.
- h) It has not been excluded by the Managing Body of the Innovative Economy Operational Programme (see National Guidelines on Qualifying Expenses from Structural Funds and the Cohesion Fund in the Programme Period 2007–2013).

5.3.3 Rules for documenting qualified expenses:

- a) An actually incurred expense must be supported by an invoice or other accounting documents of equivalent evidentiary value and by proof of payment (e.g. bank statement).

- b) A document of equivalent evidentiary value is any document presented by the beneficiary to prove that the accounting entry provides a fair and accurate depiction of transactions actually conducted, in accordance with the Accounting Act.
- c) Copies of documents attached to an application for payment, evidencing expenses incurred, shall be certified to be a true copy and described so that the relation to the project is clear, and should be linked to a specific item in the project budget.

5.3.4 List of qualified costs in the Homing Plus Programme:

- a) stipends for students and the project manager;
- b) salary and non-salary employment costs for persons involved in project implementation, including mandatory social and health insurance (excluding persons receiving a stipend financed from project funds);
- c) depreciation of fixed assets, intangibles and developed real estate used in project implementation, in compliance with the general rules for depreciation of the given fixed assets, intangibles and developed real estate, in the scope necessary and for the duration of their use in project implementation;
- d) spending on laboratory equipment, not exceeding 20% of the project's total qualified costs (i.e. 20% of the sum of funds from the stipend and project portions);
- e) spending on materials, software, and software licences;
- f) spending on research services as well as technical and financial expert opinions necessary for proper project implementation;
- g) spending on publications, database access and other paid information sources necessary for project implementation, not exceeding 5% of the project's total qualified costs (i.e. 5% of the sum of funds from the stipend and project portions);
- h) spending on patent protection and consulting on intellectual property protection, including fees for the initial patent application directly resulting from the project;
- i) spending on promoting the project, including promotion of the project results;
- j) spending on publishing the research results in open access periodicals;
- k) spending related to recruitment of students, not exceeding 3% of the project's total qualified costs (i.e. 3% of the sum of funds from the stipend and project portions);
- l) overhead not exceeding 10% of the project's total qualified costs (i.e. 10% of the sum of funds from the stipend and project portions);
- m) VAT which the unit cannot recover under applicable national regulations (**NOTE: VAT is a qualified cost only if the unit has no legal means of recovering VAT under the VAT Act of 11 March 2004 (Dz.U. 2004 No. 54 item 535, as amended)**);

- n) spending on international exchange within the project as well as domestic travel necessary for carrying out the project.

According to the guidelines for the Innovative Economy Operational Programme, only expenses incurred under the project in Poland qualify for supplementary funding. Because the project implementation may in some respects cross the national border due to international cooperation between research units, it is permissible 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 for proper project implementation,” and to incur expenses for international exchange within the project. These rules apply to applications in all fields, regardless of the source of financing.

Detailed information on such issues as the rules for qualifying costs under all projects (whether financed by IE OP or by the Foundation) is provided in the **Guidelines on Qualified Expenses under the Innovative Economy Operational Programme 2007–2013**, available at the Ministry of Regional Development website.

5.3.5 Project budget:

The applicant agrees to accept the specified stipend amounts and not to exceed the values and percentage thresholds specified for individual cost categories.

The overall project budget comprises:

- a) a stipend portion, in the following amounts:
 - i stipend for the project manager: **PLN 5,000 per month**
 - ii stipend for a student: **PLN 1,000 per month**
- b) a project portion, comprising:
 - a grant not exceeding **PLN 80,000 per year** (including project overhead, such as rent, administration costs, project management costs, electricity and heating bills, not exceeding 10% of the project’s total qualified costs, i.e. 10% of the sum of funds from the stipend and project portions).

PLEASE NOTE:

Stipends from the Foundation under the Homing Plus Programme are exempt from personal income tax under Art. 21(1)(39) of the Personal Income Tax Act of 26 July 1991 (unified text: Dz.U. 2000 No. 14 item 176, as amended).

The research stipend for students is paid during the period in which the stipend holder has the status specified in the research stipend agreement, with the stipulation that the stipend may be paid up to the end of the month in which the defence of his or her master’s thesis takes place.

The Foundation is entitled to reduce the amounts of funding for stipends if the project manager ceases supervision of the students as stated in the application.

5.3.6 No double financing

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

- a) reimbursement of the same expense under two different projects co-financed from structural funds or the Cohesion Fund;
- b) reimbursement of VAT costs from structural funds or the Cohesion Fund, followed by recovery of the VAT from the state budget pursuant to the VAT Act of 11 March 2004 (Dz.U. No. 54 item 535, as amended);
- c) purchase of a fixed asset using 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 of an expense earlier financed using a preferential loan from public funds, if the reimbursed portion of the loan is not promptly repaid.

5.3.7 Costs of depreciation of assets, whether fixed assets or intangibles, qualify for co-financing if all of the following conditions are met:

- a) the depreciation deductions apply to assets which are essential for proper project implementation and are used directly for implementation;
- b) the qualified value of depreciation deductions applies exclusively to the period of implementation of the given project;
- c) the value of depreciation deductions has been calculated in compliance with the Accounting Act of 29 September 1994 (unified text: Dz.U. 2009 No. 152 item 1223, as amended); and
- 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 national or EU public funds during the 7 years preceding the date of purchase of the fixed asset for the needs of the project (this applies to a situation where the beneficiary buys a fixed asset for the needs of the project but does not want to or cannot be reimbursed for the purchase costs).

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

5.4 Project implementation indicators

5.4.1 The applicant is required to state in the application form the planned project indicators, that is, projected products and results. Project implementation indicators selected from the following list are subject to evaluation in the Homing Plus Programme:

- a) the number of students involved in the project implementation,
- b) the number of foreign scientists involved in the project,
- c) the number of habilitation degrees obtained as a result of project implementation,
- d) the number of researchers involved in the project implementation,
- e) the number of publications (including the ISI Master Journal List and open access) resulting from the project.

5.4.2 The indicators presented must be suited to the given type of project and reflect the project's objectives. They will be assessed by the panel of experts during the second stage of the merit evaluation.

5.4.3 If during project implementation the applicant fails to achieve the declared values of indicators, financial measures may be taken against the applicant.

VI. Project selection system

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

6.1 Formal evaluation of application

The formal evaluation criteria, consistent with the formal evaluation criteria specified in the *Detailed Description of IE OP Priorities*, cover three categories:

6.1.1 Formal requirements – application:

- a) submission of the application to the Foundation,
- b) submission of the application within Action 1.2 – except for applications filed in fields other than Bio, Info, Techno, financed out of the Foundation's own funds,
- c) submission of the application by the deadline,
- d) attachment of all 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 conducts operations and has its registered head office in Poland,
- c) the applicant is not excluded from applying for supplementary funding under Article 207 of the Act on Public Finance of 27 August 2009 (Dz.U. No. 157 item 1240).

6.1.3 Formal requirements – the project:

- a) the project will be carried out in Poland,
- b) implementation of the project fits within the timeframe for the IE OP action,
- c) spending planned for the project constitutes qualified expenses under the action,
- d) the requested amount of support complies with the rules for financing projects under the action,
- e) the project is consistent with the horizontal policies specified in Articles 16 and 17 of Regulation 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. Applicants whose applications do not meet the formal criteria will receive notification (by e-mail or fax) of:

- a) rejection of the application 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 (see section 4.4.2(b)),
- b) damaged appendices in electronic form.

PLEASE NOTE: During the formal evaluation, if copies have been submitted that are not certified as true copies, the Foundation may request submission of the original or a certified copy.

6.1.6 A corrected application, submitted by the deadline (determined by the date when the application reaches the Foundation, not the postmark date), is subject to a new formal evaluation, under the rules set forth in 6.1.4 and 6.1.5.

6.2 Merit evaluation of application

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

6.2.1 Stage I

Under the Homing Plus Programme, the following are subject to merit evaluation (point values are given in brackets):

- a) originality of the scientific achievements of the project manager on the basis of the 3 publications submitted from the past 4 years (30),
- b) scientific and innovative value of the proposed project (30),
- c) assessment of the feasibility of implementing the project in the indicated research team, i.e. within the chosen by the Candidate unit in Poland (15),
- d) the quality of the planned cooperation on the project with a foreign or Polish research unit other than the unit where the project is to be carried out, based on the letter of intent (15),
- e) justification and efficiency of the project budget (10).

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

- a) evaluate the application on a point scale on special forms (available on the Foundation's website) with respect to each of the above criteria, and add a brief comment on each mark (maximum number of points: 100);
- b) make 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

Applicants who receive an average recommendation of no less than 3 (good) and whose average mark is at least 75 points will be invited to take part in the second stage. If too many applications from the fields of Bio, Info, Techno qualify for Stage II compared to the limited amount of funding available in the competition (i.e. if the value of the combined budgets of projects that qualify for Stage II is more than twice the amount of funding available in the competition), the Foundation's Management Board may increase the number of points required to qualify.

In the case of applications from outside the fields of Bio, Info, Techno, a maximum of six of the best candidates will be invited to meet with the panel.

Candidates who are admitted to Stage II will be notified by telephone or e-mail. Candidates invited to Stage II will receive the reviews of their applications from Stage I, but the evaluating reviewers will

remain anonymous. Candidates who fail to qualify for Stage II will be notified in writing (by e-mail or fax).

In exceptional cases, it is possible to hold the interview by telephone in the presence of the panel. Each such case is considered individually.

The interview will serve to compare the applications from various fields, clear up any doubts in connection with the written reviews or project budget, and assess the merit criteria:

- a) clarification of any divergent evaluations by the reviewers;
- b) assessment of compatibility with IE OP objectives and the description of the action in the *Detailed Description of IE OP Priorities* (yes/no) – this criterion does not apply to applications submitted in fields other than Bio, Info, Techno, financed out of the Foundation's own funds;
- c) evaluation of whether the applicant can assure that the project provides lasting results, for at least 5 years following project completion (yes/no);
- d) evaluation of the project indicators and result (whether they suit the given type of project and reflect the project objectives – yes/no);
- e) clarification of any doubts related to the project budget (clarification of any unjustified or unqualified costs).

6.2.3 A candidate who has been offered a smaller amount of funding than requested because costs are found to be ineligible or unjustified, or due to changes proposed in the merit evaluation, has the right to negotiate with the panel of experts or the Foundation if the applicant has important arguments justifying the adopted budget plan.

6.2.4 On the basis of the ranking of projects prepared by the panel and funds available in a given competition, the Management Board of the Foundation will make a decision in the form of a resolution on assigning funds for project implementation.

6.2.5 The list of recipients will be published on the Foundation's website.

6.2.6 Upon receiving a request in writing, the Foundation will provide all applicants taking part in a given competition with copies of the reviews of their applications, maintaining the anonymity of the persons conducting the merit evaluation of the application. Applications not approved for financing may be submitted in subsequent competitions if they meet the requirements thereof.

6.3 Appeal procedure

6.3.1 An applicant (the research unit together with the project manager) has the right to submit an appeal in writing to the Management Board of the Foundation against decisions concerning their application, within 7 days of the receipt of notice of rejection of the application. The date is determined by the date when the appeal reaches the Foundation, not the postmark date; however, an appeal may be sent to the Foundation via fax or e-mail. An appeal will be reviewed within 14 days of the date of receipt by the Foundation.

6.3.2 Appeals related to the formal evaluation will be reviewed by a committee comprising the Programme Director or Assistant Programme Director, the Foundation's lawyer or legal adviser, and a Foundation employee not involved in the work of the team handling the selection procedure.

6.3.3 Appeals related to the merit evaluation will be reviewed by a committee of two external experts who collaborate regularly with the Foundation but are not involved in the given competition, and the Programme Director or the Assistant Programme Director.

6.3.4 The appeal committee deals exclusively with review of procedural issues at each stage of the application evaluation and selection process. The final opinion is adopted by vote. After reviewing the minutes from the committee's session, the Management Board of the Foundation will decide whether to reject or accept the appeal. The applicant will be notified of the decision in writing. The Management Board's decision is final.

VII. Agreement on supplementary funding for project

The basis for the applicant's obligation to implement the project is the agreement on supplementary funding for the.

Before concluding an agreement on supplementary funding for a project, the Foundation reserves the right to hold negotiations with an applicant seeking supplementary funding for the project, in order to make any necessary changes in the project. In particular, the negotiations may concern the project implementation costs proposed by the applicant and the rules for recruitment of team members.

PLEASE NOTE: In the case of projects financed out of the Foundation's own funds, the agreement will undergo relevant modifications, such as with respect to the inspection procedure and reporting requirements.

7.1 Signing of agreement

7.1.1 The agreement on supplementary funding for the project is concluded among the Foundation, the project manager's unit, and the project manager. Project managers will receive the agreement by e-mail and post four identical signed originals of the agreement to the Foundation, together with all the required documents (appendices), by the deadline set by the Foundation. The Foundation will return two signed copies of the agreement to the unit's address, one copy each for the project manager and the unit.

Required appendices to the agreement:

- certificate of employment by the recipient at the applicant's unit,
- project budget,
- schedule for payment of instalments,
- project implementation schedule,
- statement of the unit's VAT qualification,
- statement on not receiving assistance from national or EU 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 statute authority to represent the applicant),
- in the case of projects necessitating research involving animals, the consent of the relevant ethics commission, as required by 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 the use of such organisms, consent as required by regulations on genetically modified organisms, and
- in the case of projects involving clinical trials, consent or a permit as required by the applicable regulations.

The project manager is required to notify the Foundation of the selection of students, by the deadlines and according to the rules set forth in the agreement, so that the Foundation may prepare the necessary agreements on research stipends for them.

7.1.2 Apart from the appendices specified in section 7.1.1, before signing the agreement the Foundation may require that the following documents be presented:

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

- transcript from the National Court Register or other relevant register.

7.1.3 Failure to submit all of the required appendices by the deadlines provided may be regarded as withdrawal from seeking supplementary funding. The appendices shall be deemed submitted on the date they 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.

VIII. Contact

Additional information on the programme is available by telephone at:

tel.: +48 22 845 95 10

+48 604 128 095

or by e-mail: fundusze@fnp.org.pl

IX. Appendices to the competition documentation

Appendix 9.1 Specimen agreements on supplementary funding for project and research stipend for recipient in the Homing Plus Programme

Appendix 9.2 Specimen agreements on research stipend in the Homing Plus Programme

Appendix 9.3 Project implementation schedule

Appendix 9.4 Statement of VAT qualification

Appendix 9.5 Statement that the applicant is not receiving assistance from national or EU public funds with regard to qualified expenses covered by the agreement on supplementary financing for the project

Appendix 9.6 Specimen recipient's report on project implementation (scientific and financial portions)

Appendix 9.7 Specimen student's report on project implementation

Appendix 9.8 Description of the Bio, Info, Techno subject areas

Appendix 9.9 Specimen of logos

Appendix 9.1 **Specimen agreements on supplementary funding for project and research stipend in the Homing Plus Programme**

a) For projects financed from IE OP funds

SPECIMEN
**AGREEMENT ON SUPPLEMENTARY FUNDING FOR PROJECT
AND RECIPIENT'S RESEARCH STIPEND IN HOMING PLUS PROGRAMME**

Agreement No.:
Date of signing:
Place of signing: Warsaw

Agreement on supplementary funding for a Project carried out as part of the Innovative Economy Operational Programme ("IE OP"), Priority 1. Research and development of new technologies, Action 1.2. Strengthening the human resources potential of science, Homing Plus Programme (the "Agreement"), concluded between:

The Foundation for Polish Science, with its registered office at ul. Grażyny 11, 02-548 Warsaw, entered in the National Court Register maintained by the Warsaw District Court, 13th Commercial Division, under number KRS 0000109744, represented by:
Prof. Maciej Żylicz, President and Executive Director,
(the "Foundation");

and

.....
date of birth:....., place of birth:,
residing at:

.....
holding identity card (type, no.), PESEL no.,
(the "Recipient"),
and

.....(name of unit) with headquarters at
.....(address), tax number NIP, statistical number REGON
....., entered in the register (of units of the Polish Academy of
Sciences/National Court Register – research and development unit/Register of Non-Public
Educational Institutions and Associations of Non-Public Educational Institutions maintained by the
Minister of Science and Higher Education)* under number
represented by (name and position) on the basis of authorisation no.
.....
(the "Unit");

(together, the "Parties"); as follows:

§ 1 General provisions

1. On the terms set down in the Agreement, the Foundation awards funding in a total amount not exceeding PLN (in words:) to carry out the project (project name:) (the "Project"), as specified in the application for supplementary funding from the Homing Plus Programme, filed with the Foundation under Homing Plus Programme Competition No. ... (the "Application").
2. The Parties stipulate that in case of any doubt as to the controlling version of the Application, the version in the possession of the Foundation shall take priority.

* Delete where inapplicable.

3. The Recipient and the Unit agree to carry out the Project in accordance with the Agreement, the current Application, competition documentation No. available at the Foundation's website, national and Community law, and principles of Community policy, including regulations concerning competition, public procurement, environmental protection and gender equality. The Project and the Application shall not be modified except as set forth in §10 of the Agreement.
4. The Unit agrees to respect the Recipient's research autonomy in accordance with the approved Project which is the subject of the Application, ensure the proper conditions for conducting the research presented in the Application, and provide access to research apparatus.
5. Throughout the implementation of the Project the Unit agrees to employ the Recipient full-time and to finance his or her salary under the employment contract.
6. The Recipient and the Unit agree to inform the Foundation immediately of a change in the bank account specified in §3(6) or (7) or in the personal and address data provided in the Agreement. A written statement from the Recipient or the Unit on changes in personal or address data or bank account shall 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(1) and/or shorten the implementation period of the Project as specified in §2(1).
7. Any costs of securing the reimbursement of funding in the project portion specified in §3(1)(1) and any documented costs of debt collection proceedings shall be borne by the Unit. The Unit and the Recipient shall be jointly and severally liable for such costs for the Recipient's stipend portion specified in §3(1)(2).
8. The Foundation asserts no rights to the effects of the research resulting from the work performed under the Project on account of having provided funding for implementation of the Project.
9. The Foundation shall not be liable to any third parties for any injury arising in connection with implementation of the Project.
10. The Foundation declares that as of the date of conclusion of the Agreement, pursuant to a decision issued by the Minister of Science and Higher Education, stipends from the Foundation awarded under the Homing Plus Programme are exempt from personal income tax under Art. 21(1)(39) of the Personal Income Tax Act of 26 July 1991 (unified text: Dz.U. 2010 No. 51 item 307, as amended).
11. The Foundation declares that in the event of a change in law or administrative decisions concerning the exemption referred to in §1(10), it shall not be liable for the Recipient's obligations resulting from receipt of the stipend.
12. As the grant funding does not constitute state aid within the meaning of Art. 107(1) of the Treaty on the Functioning of the European Union, during the implementation and the period of sustainability of the Project the Recipient and the Unit are required to comply with the following rules:
 - a) the results obtained as a result of the implementation of the project shall not be implemented directly by the Recipient and the Unit;
 - b) they will provide research and development results of the project implementation to all persons interested in commercial use of the results, under equal market principles or free of charge, maintaining equal access to the results, subject to regulations of the Copyright Law and the Industrial Property Law.

§ 2 Project duration

1. The Recipient and the Unit agree to implement the Project in the period from through
2. Project implementation includes completing the entire substantive scope of work as specified in the Application and documenting all costs incurred.
3. The Recipient and the Unit agree to complete implementation of the substantive and financial scope of the Project as specified in the Application during the period of qualification of costs specified in §2(1).

§ 3 Project financing

1. The division of funds for carrying out the Project is set down in the Project budget (the "**Budget**"), which constitutes Appendix 1 to the Agreement. The funds for carrying out the Project include:
 - 1) a Project portion,
 - 2) a personal research stipend for the Recipient, and
 - 3) a personal research stipend for students taking part in implementation of the Project, selected in an open recruitment procedure, in accordance with the guidelines in the Budget.
2. Funds for the Project portion will be paid in (no.) instalments, in accordance with the schedule for payment of instalments, which constitutes Appendix 3 to the Agreement. The first instalment will be

transferred within 14 days from the date the Foundation receives the correctly completed and signed Agreement, but no earlier than 14 days prior to the start of the period indicated in §2(1). Successive instalments, set forth in the schedule for payment of instalments constituting Appendix 3 to the Agreement, will be transferred immediately after the Foundation approves the periodic reports, reduced by unutilised funds or funds erroneously treated as qualified under previously transferred instalments.

3. At any time during the reporting period, the Recipient may request payment of all or part of the amount by which the instalment was reduced under the final sentence of §3(2).
4. The monthly amount of the personal research stipend for the Recipient is PLN 5,000 (five thousand zloty). Funds for the research stipend shall be paid in (no.) instalments, at the times for payment of instalments of the Project portion and applying as relevant the rules set forth in §3(2).
5. The Foundation's payment of funds for implementation of the Project shall be conditional upon availability of funds transferred to the Foundation's bank account by the Intermediate Body for realisation of the programme.
6. Funds for the Project portion will be transferred to the Unit's bank account, no.....
7. Funds for the personal research stipend for the Recipient will be transferred to the Recipient's bank account, no.....
8. The rules for receipt and payment of any personal research stipends for students will be the subject of separate agreements concluded upon request of the Recipient among the Foundation, the Recipient and the student. The fact that students indicated in the Budget receive a personal research stipend shall not constitute grounds for the Unit to make adverse changes in the rules for payment of other stipends or salary by the Unit.
9. The Recipient, as the Project manager, shall control the funding awarded. The Unit may spend funds provided by the Foundation for the Project portion only with the Recipient's consent.
10. A person authorised by the Unit may refuse to accept the Recipient's instructions on spending funds from the Project portion if contrary to law or the provisions of the Agreement.
11. Bank interest on the Project portion of the funding transferred for use by the Recipient and remaining in the Unit's bank account shall reduce the amount of funding awarded and shall be reported in the books and accounted for and returned to the bank account indicated by the Foundation.
12. The Unit agrees to maintain separate bookkeeping records related to implementation of the Project, in accordance with the principle of transparency under the Accounting Act of 29 September 1994 (unified text: Dz.U. 2009 No. 152 item 1223, as amended), in a manner enabling identification of individual bookkeeping operations.
13. The Unit shall not collect any indirect costs for handling the funding for the Project; the overheads included in the Budget are qualified costs.
14. If the Recipient or the Unit incurs qualified expenses in an amount greater than specified in §1(1), that shall not constitute grounds for increasing the amount of funding awarded.
15. The Foundation may withhold payment of an instalment in order to clarify doubts or obtain information if there are reasonable suspicions that the Project is not being implemented in compliance with the Agreement, including more specifically:
 - 1) if discrepancies are found between the Project as implemented and the description of the Project set forth in the Application,
 - 2) in the event of failure by the Unit or the Recipient to submit information or explanations referred to in §7(12), or
 - 3) lack of progress in implementation of the Project as compared to the dates set forth 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 Recipient during Project implementation will qualify for financing. Whether expenses are qualified will also be assessed in the course of the Project, when the Recipient and the Unit submit their reports.
2. An expense that qualifies for financing is one which fulfils all of the following conditions:
 - 1) it was actually incurred in the period applicable to qualified costs, i.e. the period specified in §2(1),
 - 2) it is compatible with applicable Community regulations, national law, and the guidelines issued by the IE OP Managing Body,
 - 3) it is compatible with the provisions of IE OP,
 - 4) it is compatible with the categories of expenses from the approved Budget,

- 5) it is essential for Project implementation and was incurred in connection with Project implementation,
 - 6) it was incurred in an economical way, i.e. based on the principle of achieving the planned effects at the lowest possible expense,
 - 7) it is properly documented, and
 - 8) it is not subject to exclusions established by the IE OP Managing Body.
3. If intangibles are acquired under the Project out of co-financing funds, the Unit is required to maintain such intangibles among its assets for a period of 5 years from the date of completion of Project implementation and to depreciate such assets in accordance with separate regulations.

§ 5 Stipendees

1. The Recipient may finance stipends for students selected by competition whom he or she supervises. The Recipient shall provide the Foundation the data of such students within 7 days from the end of each recruitment process.
2. During the course of Project implementation the number of students receiving a personal research stipend may not be greater than 2 and must be consistent with the number indicated in the Budget. If a student loses the right to receive a research stipend set forth in the agreement referred to in §3(8), the Recipient is required to notify the Foundation of such fact within 7 days. The Recipient may then appoint another student under the procedure set forth in §5(1).
3. The Foundation is authorised to reduce the amount of the funding indicated in §1(1) in the event of any discrepancy between the stipends planned in the Budget and the actual number of students receiving stipends.

§ 6 Reporting

1. The Recipient shall submit reports to the Foundation, comprising a merits part and a financial part, in electronic form and a hard copy, according to the specimen available at the Foundation's website.
2. The Recipient is obligated to:
 - 1) promptly, and no later than in the periodic reports, inform the Foundation of problems with carrying out the Project, including an intent to halt its implementation,
 - 2) inform the Foundation in the periodic reports of any unutilised funding and the reason why it has not been utilised,
 - 3) prepare reports on Project implementation:
 - a) a periodic report within 25 days of the end date of the reporting period (there are six-month reporting periods in force, from 1 May through 31 October and from 1 November through 30 April, with the first report covering the period from the Project implementation starting date through the end of the current reporting period, and the last reporting period defined by the Project implementation closing date); the merits part of the report may be submitted prior to the financial part, but no earlier than the last day of the reporting period involved;
 - b) a final report within 10 days following the Foundation's approval of the final periodic report referred to in §6(2)(3)(a).
3. Together with the financial part of the periodic report, the Recipient is obligated to submit a detailed accounting of any funding received that has been spent during the reporting period. The periodic report shall be accompanied by copies, certified as conforming to the original, of the following documents confirming expenses incurred in accordance with Budget:
 - 1) invoices and other bookkeeping documents of equivalent validity completed in accordance with legal regulations and containing:
 - a) bookkeeping specifications,
 - b) information on co-financing of the Project from the European Regional Development Fund under the Agreement (Agreement No., Project name),
 - c) confirmation of compliance with the terms of agreements with suppliers,
 - d) information on application of the Public Procurement Law,
 - e) description of the connection between the expense and the Project (number or name of the specific item from the Budget),
 - f) the exchange rate on the date of payment (applies to documents issued in foreign currencies);
 - 2) proof of payment or bank statements documenting operations.

The Foundation may require submission of originals of any or all documents confirming expenses incurred.

4. The Recipient shall also enclose with the periodic reports a list of the documents confirming any expenses incurred.
5. If any material oversights or errors are found in the reports provided to the Foundation, and in particular
 - 1) failure to enclose the documents specified in §6(3)–(4),
 - 2) bookkeeping errors or errors in qualification of expenses,
 - 3) a lack of information required by the specimen report,
 - 4) lack of signature of the Recipient and the Unit’s authorised representative, or in the case of copies of documents, lack of a notation “certified as conforming to the original” by an authorised person,
 - 5) expenses inconsistent with the Budget, or
 - 6) unqualified expenses,the Recipient is obligated to provide the corrected versions within 14 days of the date of receipt of the Foundation’s remarks. The Foundation may submit its remarks on the report by e-mail or fax.
6. The Unit is obligated to prepare the financial part of the reports specified in §6(2) and to prepare the documentation specified in §6(3)–(4), and to provide them to the Recipient within a time enabling the Recipient to submit complete reports, but no later than 20 days from the end of the reporting period as specified in §6(2)(3).
7. The Foundation’s approval of the final report on Project implementation shall be deemed to be final settlement for the Project.

§ 7 Monitoring and inspections

1. The Recipient and the Unit agree to submit to inspection with respect to Project implementation, by the Foundation or other institution authorised to conduct an inspection on the basis of separate regulations, and upon request of such institutions, to produce any and all documentation related to the Project.
2. The Recipient and the Unit shall 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 Project implementation.
3. Failure to produce all the required documents shall be regarded as obstruction of the inspection as referred to in §11(3)(4).
4. Persons authorised to provide clarifications on issues related to Project implementation shall be present during inspections.
5. Inspections may be conducted at any time during Project implementation and for a period of 3 years from the closing date of IE OP.
6. An inspection may be conducted both at the Unit’s headquarters and at the location of the Project implementation.
7. Ten days before the date of an inspection the Foundation shall provide notice of the inspection to the Recipient and the Unit. Other institutions authorised to conduct an inspection under separate regulations will inform the Unit of a planned inspection within the time specified in such regulations.
8. The Foundation reserves the right to conduct an immediate inspection if it receives information about irregularities in Project implementation.
9. The Foundation shall prepare an inspection report following the inspection. If recommendations are issued, the Recipient 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 Project implementation for a period of 3 years following the closing date of IE OP in a way that ensures accessibility, confidentiality and security, and to inform the Foundation of the location or change in location where the documents related to Project implementation are archived.
11. If the necessity arises to extend the time specified in §7(10), the Foundation shall inform the Unit before the end of such period.
12. During Project implementation and for a period of 3 years following the closing date of IE OP, the Recipient and the Unit agree to present, upon written demand from the Foundation, any information and explanations related to Project implementation within the time specified in the demand.
13. In the event of inspection by an institution other than the Foundation, the Unit and the Recipient shall provide the Foundation copies of post-inspection information and recommendations or other equivalent documents prepared by such institution, within 7 days from receipt, if the results of the inspection concern the Project.

§ 8 Information rights and obligations

1. The Recipient and the Unit agree to inform public opinion that Project 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 of Regulation (EC) No 1080/2006 of the European Parliament and of the Council on the European Regional Development Fund (EU Official Journal 27.12.2006, L/371, corrected by EU Official Journal 15.02.2007, L/45) (“**Regulation 1828/2006**”).
2. At the location of Project implementation, within 6 months from the start of the period indicated in §2(1), the Unit agrees to install a large, permanent, visible informational and commemorative plaque containing at the least:
 - a. the Foundation’s logo and the name of the Homing Plus Programme,
 - b. the title of the Project indicated in §1(1),
 - c. the European Union emblem,
 - d. a reference in words to the European Regional Development Fund,
 - e. a slogan indicated by the Managing Body (either *Dotacje na innowacje* [“Grants for Innovation”] or *Fundusze Europejskie—dla rozwoju innowacyjnej gospodarki* [“European Funds—for development of an innovative economy”]) highlighting the added value of the intervention of the Community, preferably with the expression *Inwestujemy w waszą przyszłość* (“Investing in your future”).

The information referred to in §8(2)(1) shall take up at least 25% of the total area of the plaque, and the information referred to in §8(2)(2)–(5) shall take up at least another 25% of the total area of the plaque.
3. The Recipient and the Unit agree to mark documents related to Project implementation, promotional and informational materials, and assets purchased or depreciated within the Project, in a manner consistent with the Visual Identity Guidelines, with:
 - a. the European Union emblem,
 - b. the IE OP logo,
 - c. the Foundation’s logo,
 - d. a reference in words to the European Union,
 - e. a reference in words to the European Regional Development Fund (not applicable to minor promotional materials),
 - f. a slogan indicated by the Managing Body under Art. 9(c) of Regulation 1828/2006, highlighting the added value of the intervention of the Community (either *Dotacje na innowacje* [“Grants for Innovation”] or *Fundusze Europejskie—dla rozwoju innowacyjnej gospodarki* [“European Funds—for development of an innovative economy”]), preferably with the expression *Inwestujemy w waszą przyszłość* (“Investing in your future”) (not applicable to minor promotional materials).
4. On the occasion of conferences, seminars and other kinds of public presentations, the Recipient and the Unit agree to publicise both the fact that the Project is supported from funding provided by the European Union as part of IE OP, and the Foundation’s role.
5. The Foundation reserves the right to publicly present the Recipient’s image and information about his or her research activity for informational and promotional purposes.
6. After completion of performance of the Agreement, the Recipient may be obligated to publicly present the results of the Project in a form, venue and time specified by the Foundation.

§ 9 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 Personal Data Protection Act of 29 August 1997 (unified text: Dz.U. 2002 No. 101 item 926, as amended) for the purpose of implementing the Agreement, monitoring, inspecting and evaluating the Homing Plus Programme, as well as for archiving purposes and publicising information on the Foundation’s activities. The Foundation states that providing personal data is voluntary but necessary to conclude the Agreement.
2. With respect to the personal data provided to the Foundation, the Recipient is entitled to all the rights arising under the act referred to in §9(1), set forth in Art. 32 thereof, and in particular the right to access the data and to lodge a protest.

§ 10 Amendments to the Agreement and the Project

1. Substantial modifications to the Project, as defined in Art. 57 of Council Regulation (EC) No 1083/2006 of 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999 (“**Regulation 1083/2006**”) are impermissible.
2. It is possible during Project implementation to move funding between the different categories of qualified expenses specified in the Budget, in the project part, up to 10% of the amount for the category from which the reallocation is being made specified in the Budget in force as of signing of the Agreement. The Recipient shall inform the Foundation of such reallocation in the periodic report, enclosing the amended Budget.
3. Reallocation of spending between categories may not lead to a change in stipend amounts or exceeding the maximum amounts indicated for the Project portion or percentage values of supplementary funding in the individual categories, as specified in the competition documentation.
4. If it turns out during Project implementation that the Project requires major modifications other than the changes specified in §10(2), the Recipient 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. Introduction of modifications shall require the written approval of the Foundation.
5. Modifications must be submitted no later than 3 months before the end of Project implementation.
6. If the Foundation finds that financing is not used in the Project or the Recipient fails to provide the reason for non-utilisation, the Foundation has the right to reduce the amount specified in §1(1) or to amend the Budget.
7. The Foundation has the right to reduce the total amount of funding indicating in §1(1) or to propose amendment of the Agreement if it deems necessary, particularly as a result of analysis of reports and inspections conducted, or failure (or suspected failure) to achieve the Project results called for at a given stage.
8. Modifications to the Budget under §10(2), §10(6) or §10(7) shall not require an annex to the Agreement.

§ 11 Termination of the Agreement

1. The Agreement may be terminated upon mutual intent of the Parties if circumstances arise which preclude further performance of the Agreement.
2. Termination of the Agreement under §11(1) shall not release the Recipient or the Unit from the obligation to submit a final report within 25 days after termination of the Agreement.
3. The Foundation has the right to terminate the Agreement immediately if:
 - a. the Recipient delays the start of Project implementation for a period of more than 2 months from the Project’s planned starting date and fails to provide the reasons for the delay, abandons implementation of the Project, or implements the Project in violation of the provisions of the Agreement,
 - b. the Recipient fails to conduct open recruitment of students in accordance with the competition documentation, or fails to fulfil the obligations specified in §5(1)–(2),
 - c. the Recipient fails to achieve the planned objective of the Project for reasons attributable to the Recipient,
 - d. the Recipient or the Unit refuses to allow or obstructs an inspection specified in §7,
 - e. the Recipient or the Unit fails to correct any irregularities found, or implement recommendations made following an inspection, within the time specified by the Foundation,
 - f. the Recipient or the Unit fails to present the reports specified in §6 within the specified time and under the specified rules,
 - g. the Recipient or the Unit presents reports specified in §6 that do not reflect the actual state of affairs,
 - h. the Recipient or the Unit fails to fulfil the obligations specified in §8,
 - i. the Unit fails to fulfil the obligations specified in §1(4)–(6) or §3(12),
 - j. the Recipient or the Unit has presented false or incomplete statements or documents in order to obtain supplementary funding,
 - k. significant modifications are made to the Project as referred to in Art. 57 of Regulation 1083/2006,
 - l. the Recipient violates the rules set forth in the code of ethics for Foundation recipients and beneficiaries, or
 - m. the Recipient or the Unit violates other provisions of the Agreement.
4. If the Agreement is terminated for reasons specified in §11(1) or (3), the Recipient and the Unit shall not be entitled to any damages.

§ 12 Reimbursement of financing

1. If the Agreement is terminated for reasons specified in §11(3), upon the Foundation's demand the Recipient and the Unit shall return all of the funds transferred under the Agreement within 14 days of the date of receipt of the demand, plus interest in an amount calculated as for tax arrears, counted from the date of transfer of the funds to the Recipient and the Unit through the date of return thereof to the bank account specified by the Foundation. The Unit shall transfer to the Foundation an amount equal to the funds transferred under agreements referred to in §3(8), pursuant to the rules set forth in the preceding sentence, but with interest calculated from the date of payment of the stipend to specific students.
2. If the Agreement is terminated for reasons specified in §11(1), upon the Foundation's demand the Unit shall return all of the funds transferred under the Agreement within 14 days of the date of receipt of the demand, plus interest in an amount calculated as for tax arrears, counted from the date of transfer of the funds to the Unit through the date of return thereof to the bank account specified by the Foundation, under the rules set forth in the second sentence of §12(1). In particularly justified cases, upon written request of the Recipient and the Unit, the Foundation may refrain from demanding reimbursement of funding already paid out and/or refrain from demanding interest, particularly in light of the manner in which the Recipient and the Unit have performed the Agreement.
3. The Unit shall be required to reimburse funds if inspection authorities find violations of the rules and conditions for Project implementation set forth in the Agreement or under national or Community law, and more specifically in the event of:
 - 1) use of financing in a manner not in compliance with the Agreement,
 - 2) receipt of financing in an improper manner,
 - 3) receipt of financing in an excessive amount, or
 - 4) violation of provisions concerning the lasting nature of the Project results.
4. In an event referred to in §12(3), the Unit is required to transfer the amount indicated in the decision to the bank account indicated by the Foundation, plus interest in an amount calculated as for tax arrears, counted from the date of transfer of the funds to the Unit through the date of return thereof to the bank account specified by the Foundation, by the deadline and under the rules indicated by the Foundation.
5. If the Project implemented by the Recipient and the Unit generates income which was not reflected upon signing of the Agreement under Art. 55(1) and (2) of Regulation 1083/2006, the rules under which reduction in the financing due or possible reimbursement of the funds shall be conducted are set forth in Art. 55(3) and (4) of Regulation 1083/2006 and the Guidelines for payments and settlements issued by the Minister of Regional Development.
6. Within 25 days from the closing date of Project implementation, funds transferred by the Foundation but not utilised in the Project shall be returned to the account indicated by the Foundation.
7. Funds utilised in a manner inconsistent with the conditions for qualification of costs shall be returned to the account indicated by the Foundation within 14 days of receipt by the Unit of a demand to return the funds.
8. To collect funds due it, the Foundation may authorise a third party to act on its behalf.

§ 13 Concluding provisions

1. The Agreement shall be effective upon signing by the last of the Parties.
2. Matters not covered by the Agreement shall be governed by the competition documentation, the Civil Code, and other commonly applicable regulations of national and Community law as relevant.
3. Any disputes arising in connection with performance of the Agreement shall 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 shall be in writing or shall be invalid.
5. Any written correspondence in connection with performance of the Agreement shall be addressed by the Foundation to:
 - mailing address:
 - fax:
 - e-mail:.....
6. The Agreement has been drawn up in four identical originals, two for the Foundation and one each for the Recipient and the Unit.
7. The following appendices constitute an integral part of the Agreement:
 1. Appendix 1: Budget,
 2. Appendix 2: Project implementation schedule,

3. Appendix 3: schedule for payment of instalments,
4. Appendix 4: Unit's statement of VAT qualification,
5. Appendix 5: statement on not receiving assistance from domestic or Community public funding with regard to qualified costs covered by the Agreement on supplementary funding for the Project,
6. Appendix 6: power of attorney (required if the Agreement is signed by a person or persons without statute authority to represent the Applicant),
7. Appendix 7: consent of the relevant ethics commission, as required by regulations on animal experiments (required in the case of projects necessitating research involving animals),
8. Appendix 8: consent or a permit as required by environmental protection regulations (required in the case of projects involving studies of protected species of plants, animals and fungi or studies in protected areas),
9. Appendix 9: consent as required by regulations on genetically modified organisms (required in the case of projects involving research on genetically modified organisms or the use of such organisms),
10. Appendix 10: in the case of projects involving clinical trials, consent or a permit as required by the applicable regulations.

Foundation

Recipient

Unit

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.....

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b) For projects financed from the Foundation's own funds

SPECIMEN
**AGREEMENT ON SUPPLEMENTARY FUNDING FOR PROJECT
AND RECIPIENT'S RESEARCH STIPEND IN HOMING PLUS PROGRAMME**

Agreement No.:
Date of signing:
Place of signing: Warsaw

concluded between:

The Foundation for Polish Science, with its registered office at ul. Grażyny 11, 02-548 Warsaw, entered in the National Court Register maintained by the Warsaw District Court, 13th Commercial Division, under number KRS 0000109744, represented by:
Prof. Maciej Żylicz, President and Executive Director,
(the "**Foundation**");

and

.....
date of birth:....., place of birth:,
residing at:

.....
holding identity card (type, no.), PESEL no.,
(the "**Recipient**"),
and

.....(name of unit) with headquarters at
.....(address), tax number NIP, statistical number REGON
....., entered in the register (of units of the Polish Academy of
Sciences/National Court Register – research and development unit/Register of Non-Public
Educational Institutions and Associations of Non-Public Educational Institutions maintained by the
Minister of Science and Higher Education)* under number
represented by (name and position) on the basis of authorisation no.
.....
(the "**Unit**");

(together, the "**Parties**"); as follows:

§ 1 General provisions

13. On the terms set down in the Agreement, the Foundation awards funding in a total amount not exceeding PLN (in words:) to carry out the project (project name:) (the "**Project**"), as specified in the application for supplementary funding from the Homing Plus Programme, filed with the Foundation under Homing Plus Programme Competition No. ... (the "**Application**").
14. The Parties stipulate that in case of any doubt as to the controlling version of the Application, the version in the possession of the Foundation shall take priority.
15. The Recipient and the Unit agree to carry out the Project in accordance with the Agreement, the current Application, competition documentation No. available at the Foundation's website, national and Community law, and principles of Community policy, including regulations concerning competition, public procurement, environmental protection and gender equality. The Project and the Application shall not be modified except as set forth in §10 of the Agreement.

* Delete where inapplicable.

16. The Unit agrees to respect the Recipient's research autonomy in accordance with the approved Project which is the subject of the Application, ensure the proper conditions for conducting the research presented in the Application, and provide access to research apparatus.
17. Throughout the implementation of the Project the Unit agrees to employ the Recipient full-time and to finance his or her salary under the employment contract.
18. The Recipient and the Unit agree to inform the Foundation immediately of a change in the bank account specified in §3(6) or (7) or in the personal and address data provided in the Agreement. A written statement from the Recipient or the Unit on changes in personal or address data or bank account shall 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(1) and/or shorten the implementation period of the Project as specified in §2(1).
19. Any costs of securing the reimbursement of funding in the project portion specified in §3(1)(1) and any documented costs of debt collection proceedings shall be borne by the Unit. The Unit and the Recipient shall be jointly and severally liable for such costs for the Recipient's stipend portion specified in §3(1)(2).
20. The Foundation asserts no rights to the effects of the research resulting from the work performed under the Project on account of having provided funding for implementation of the Project.
21. The Foundation shall not be liable to any third parties for any injury arising in connection with implementation of the Project.
22. The Foundation declares that as of the date of conclusion of the Agreement, pursuant to a decision issued by the Minister of Science and Higher Education, stipends from the Foundation awarded under the Homing Plus Programme are exempt from personal income tax under Art. 21(1)(39) of the Personal Income Tax Act of 26 July 1991 (unified text: Dz.U. 2010 No. 51 item 307, as amended).
23. The Foundation declares that in the event of a change in law or administrative decisions concerning the exemption referred to in §1(10), it shall not be liable for the Recipient's obligations resulting from receipt of the stipend.

§ 2 Project duration

4. The Recipient and the Unit agree to implement the Project in the period from through
5. Project implementation includes completing the entire substantive scope of work as specified in the Application and documenting all costs incurred.
6. The Recipient and the Unit agree to complete implementation of the substantive and financial scope of the Project as specified in the Application during the period of qualification of costs specified in §2(1).

§ 3 Project financing

16. The division of funds for carrying out the Project is set down in the Project budget (the "**Budget**"), which constitutes Appendix 1 to the Agreement. The funds for carrying out the Project include:
 - 4) a Project portion,
 - 5) a personal research stipend for the Recipient, and
 - 6) a personal research stipend for students taking part in implementation of the Project, selected in an open recruitment procedure, in accordance with the guidelines in the Budget.
17. Funds for the Project portion will be paid in (no.) instalments, in accordance with the schedule for payment of instalments, which constitutes Appendix 3 to the Agreement. The first instalment will be transferred within 14 days from the date the Foundation receives the correctly completed and signed Agreement, but no earlier than 14 days prior to the start of the period indicated in §2(1). Successive instalments, set forth in the schedule for payment of instalments constituting Appendix 3 to the Agreement, will be transferred immediately after the Foundation approves the periodic reports, reduced by unutilised funds or funds erroneously treated as qualified under previously transferred instalments.
18. At any time during the reporting period, the Recipient may request payment of all or part of the amount by which the instalment was reduced under the final sentence of §3(2).
19. The monthly amount of the personal research stipend for the Recipient is PLN 5,000 (five thousand zloty). Funds for the research stipend shall be paid in (no.) instalments, at the times for payment of instalments of the Project portion and applying as relevant the rules set forth in §3(2).
20. Funds for the Project portion will be transferred to the Unit's bank account, no.....
21. Funds for the personal research stipend for the Recipient will be transferred to the Recipient's bank account, no.....

22. The rules for receipt and payment of any personal research stipends for students will be the subject of separate agreements concluded upon request of the Recipient among the Foundation, the Recipient and the student. The fact that students indicated in the Budget receive a personal research stipend shall not constitute grounds for the Unit to make adverse changes in the rules for payment of other stipends or salary by the Unit.
23. The Recipient, as the Project manager, shall control the funding awarded. The Unit may spend funds provided by the Foundation for the Project portion only with the Recipient's consent.
24. A person authorised by the Unit may refuse to accept the Recipient's instructions on spending funds from the Project portion if contrary to law or the provisions of the Agreement.
25. Bank interest on the Project portion of the funding transferred for use by the Recipient and remaining in the Unit's bank account shall reduce the amount of funding awarded and shall be reported in the books and accounted for and returned to the bank account indicated by the Foundation.
26. The Unit agrees to maintain separate bookkeeping records related to implementation of the Project, in accordance with the principle of transparency under the Accounting Act of 29 September 1994 (unified text: Dz.U. 2009 No. 152 item 1223, as amended), in a manner enabling identification of individual bookkeeping operations.
27. The Unit shall not collect any indirect costs for handling the funding for the Project; the overheads included in the Budget are qualified costs.
28. If the Recipient or the Unit incurs qualified expenses in an amount greater than specified in §1(1), that shall not constitute grounds for increasing the amount of funding awarded.
29. The Foundation may withhold payment of an instalment in order to clarify doubts or obtain information if there are reasonable suspicions that the Project is not being implemented in compliance with the Agreement, including more specifically:
 - 4) if discrepancies are found between the Project as implemented and the description of the Project set forth in the Application,
 - 5) in the event of failure by the Unit or the Recipient to submit information or explanations referred to in §7(12), or
 - 6) lack of progress in implementation of the Project as compared to the dates set forth in the Application.

§ 4 Qualified expenses

4. Having the Project approved for implementation and signing the Agreement does not mean that all expenses incurred by the Unit and the Recipient during Project implementation will qualify for financing. Whether expenses are qualified will also be assessed in the course of the Project, when the Recipient and the Unit submit their reports.
5. An expense that qualifies for financing is one which fulfils all of the following conditions:
 - 9) it was actually incurred in the period applicable to qualified costs, i.e. the period specified in §2(1),
 - 10) it is compatible with the categories of expenses from the approved Budget,
 - 11) it is essential for Project implementation and was incurred in connection with Project implementation,
 - 12) it was incurred in an economical way, i.e. based on the principle of achieving the planned effects at the lowest possible expense,
 - 13) it is properly documented.
6. If intangibles are acquired under the Project out of co-financing funds, the Unit is required to maintain such intangibles among its assets for a period of 5 years from the date of completion of Project implementation and to depreciate such assets in accordance with separate regulations.

§ 5 Stipendees

4. The Recipient may finance stipends for students selected by competition whom he or she supervises. The Recipient shall provide the Foundation the data of such students within 7 days from the end of each recruitment process.
5. During the course of Project implementation the number of students receiving a personal research stipend may not be greater than 2 and must be consistent with the number indicated in the Budget. If a student loses the right to receive a research stipend set forth in the agreement referred to in §3(7), the Recipient is required to notify the Foundation of such fact within 7 days. The Recipient may then appoint another student under the procedure set forth in §5(1).

6. The Foundation is authorised to reduce the amount of the funding indicated in §1(1) in the event of any discrepancy between the stipends planned in the Budget and the actual number of students receiving stipends.

§ 6 Reporting

8. The Recipient shall submit reports to the Foundation, comprising a merits part and a financial part, in electronic form and a hard copy, according to the specimen available at the Foundation's website.
9. The Recipient is obligated to:
 - 4) promptly, and no later than in the periodic reports, inform the Foundation of problems with carrying out the Project, including an intent to halt its implementation,
 - 5) inform the Foundation in the periodic reports of any unutilised funding and the reason why it has not been utilised,
 - 6) prepare reports on Project implementation:
 - c) a periodic report within 25 days of the end date of the reporting period (there are six-month reporting periods in force, from 1 May through 31 October and from 1 November through 30 April, with the first report covering the period from the Project implementation starting date through the end of the current reporting period, and the last reporting period defined by the Project implementation closing date); the merits part of the report may be submitted prior to the financial part, but no earlier than the last day of the reporting period involved;
 - d) a final report within 10 days following the Foundation's approval of the final periodic report referred to in §6(2)(3)(a).
10. Together with the financial part of the periodic report, the Recipient is obligated to submit a detailed accounting of any funding received that has been spent during the reporting period. The periodic report shall be accompanied by copies, certified as conforming to the original, of the following documents confirming expenses incurred in accordance with Budget:
 - 3) invoices and other bookkeeping documents of equivalent validity completed in accordance with legal regulations and containing:
 - g) bookkeeping specifications,
 - h) confirmation of compliance with the terms of agreements with suppliers,
 - i) information on application of the Public Procurement Law,
 - j) description of the connection between the expense and the Project (number or name of the specific item from the Budget),
 - k) the exchange rate on the date of payment (applies to documents issued in foreign currencies);
 - 4) proof of payment or bank statements documenting operations.The Foundation may require submission of originals of any or all documents confirming expenses incurred.
11. The Recipient shall also enclose with the periodic reports a list of the documents confirming any expenses incurred.
12. If any material oversights or errors are found in the reports provided to the Foundation, and in particular
 - 7) failure to enclose the documents specified in §6(3)–(4),
 - 8) bookkeeping errors or errors in qualification of expenses,
 - 9) a lack of information required by the specimen report,
 - 10) lack of signature of the Recipient and the Unit's authorised representative, or in the case of copies of documents, lack of a notation "certified as conforming to the original" by an authorised person,
 - 11) expenses inconsistent with the Budget, or
 - 12) unqualified expenses,the Recipient is obligated to provide the corrected versions within 14 days of the date of receipt of the Foundation's remarks. The Foundation may submit its remarks on the report by e-mail or fax.
13. The Unit is obligated to prepare the financial part of the reports specified in §6(2) and to prepare the documentation specified in §6(3)–(4), and to provide them to the Recipient within a time enabling the Recipient to submit complete reports, but no later than 20 days from the end of the reporting period as specified in §6(2)(3).
14. The Foundation's approval of the final report on Project implementation shall be deemed to be final settlement for the Project.

§ 7 Monitoring and inspections

14. The Recipient and the Unit agree to submit to inspection with respect to Project implementation, by the Foundation and upon its request, to produce any and all documentation related to the Project.
15. The Recipient and the Unit shall 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 Project implementation.
16. Failure to produce all the required documents shall be regarded as obstruction of the inspection as referred to in §11(3)(4).
17. Persons authorised to provide clarifications on issues related to Project implementation shall be present during inspections.
18. Inspections may be conducted at any time during Project implementation and for a period of 3 years from following the Project completion.
19. An inspection may be conducted both at the Unit's headquarters and at the location of the Project implementation.
20. Ten days before the date of an inspection the Foundation shall provide notice of the inspection to the Recipient and the Unit. Other institutions authorised to conduct an inspection under separate regulations will inform the Unit of a planned inspection within the time specified in such regulations.
21. The Foundation reserves the right to conduct an immediate inspection if it receives information about irregularities in Project implementation.
22. The Foundation shall prepare an inspection report following the inspection. If recommendations are issued, the Recipient and the Unit are obligated to comply with them within the time specified in the inspection report.
23. The Unit agrees to store documentation related to Project implementation for a period of 3 years following the Project completion, in a way that ensures accessibility, confidentiality and security, and to inform the Foundation of the location or change in location where the documents related to Project implementation are archived.
24. If the necessity arises to extend the time specified in §7(10), the Foundation shall inform the Unit before the end of such period.
25. During Project implementation and for a period of 3 years following the Project completion, the Recipient and the Unit agree to present, upon written demand from the Foundation, any information and explanations related to Project implementation within the time specified in the demand.
26. In the event of inspection by an institution other than the Foundation, the Unit and the Recipient shall provide the Foundation copies of post-inspection information and recommendations or other equivalent documents prepared by such institution, within 7 days from receipt, if the results of the inspection concern the Project.

§ 8 Information rights and obligations

7. The Recipient and the Unit agree to inform public opinion that Project implementation is financed with the help of the Foundation's own funds.
8. At the location of Project implementation, within 6 months from the start of the period indicated in §2(1), the Unit agrees to install a large, permanent, visible informational and commemorative plaque containing at the least:
 - a. the Foundation's logo and the name of the Homing Plus Programme,
 - b. the title of the Project indicated in §1(1),
9. The Recipient and the Unit agree to mark documents related to Project implementation, promotional and informational materials, and assets purchased or depreciated within the Project, in a manner consistent with the Visual Identity Guidelines, with the Foundation's logo.
10. On the occasion of conferences, seminars and other kinds of public presentations, the Recipient and the Unit agree to publicise the fact that the Project is supported from funding provided by the Foundation.
11. The Foundation reserves the right to publicly present the Recipient's image and information about his or her research activity for informational and promotional purposes.
12. Both during and after performance of the Agreement, the Recipient may be obligated to publicly present the results of the Project in a form, venue and time specified by the Foundation.

§ 9 Personal data protection

3. 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 Personal Data Protection Act of 29 August 1997

(unified text: Dz.U. 2002 No. 101 item 926, as amended) for the purpose of implementing the Agreement, monitoring, inspecting and evaluating the Homing Plus Programme, as well as for archiving purposes and publicising information on the Foundation's activities. The Foundation states that providing personal data is voluntary but necessary to conclude the Agreement.

4. With respect to the personal data provided to the Foundation, the Recipient is entitled to all the rights arising under the act referred to in §9(1), set forth in Art. 32 thereof, and in particular the right to access the data and to lodge a protest.

§ 10 Amendments to the Agreement and the Project

1. Substantial modifications to the Project:
 - 1) affecting the nature of the Project or the conditions for implementation thereof or resulting in undue benefit to the Unit, the Recipient or a third party, or
 - 2) resulting from a change in the nature of ownership of an element of infrastructure or cessation of activity, are impermissible.
2. It is possible during Project implementation to move funding between the different categories of qualified expenses specified in the Budget, in the project part, up to 10% of the amount for the category from which the reallocation is being made specified in the Budget in force as of signing of the Agreement. The Recipient shall inform the Foundation of such reallocation in the periodic report, enclosing the amended Budget.
3. Reallocation of spending between categories may not lead to a change in stipend amounts or exceeding the maximum amounts indicated for the Project portion or percentage values of supplementary funding in the individual categories, as specified in the competition documentation.
4. If it turns out during Project implementation that the Project requires major modifications other than the changes specified in §10(2), the Recipient 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. Introduction of modifications shall require the written approval of the Foundation.
5. Modifications must be submitted no later than 3 months before the end of Project implementation.
6. If the Foundation finds that financing is not used in the Project or the Recipient fails to provide the reason for non-utilisation, the Foundation has the right to reduce the amount specified in §1(1) or to amend the Budget.
7. The Foundation has the right to reduce the total amount of funding indicating in §1(1) or to propose amendment of the Agreement if it deems necessary, particularly as a result of analysis of reports and inspections conducted, or failure (or suspected failure) to achieve the Project results called for at a given stage.
8. Modifications to the Budget under §10(2), §10(6) or §10(7) shall not require an annex to the Agreement.

§ 11 Termination of the Agreement

5. The Agreement may be terminated upon mutual intent of the Parties if circumstances arise which preclude further performance of the Agreement.
6. Termination of the Agreement under §11(1) shall not release the Recipient or the Unit from the obligation to submit a final report within 25 days after termination of the Agreement.
7. The Foundation has the right to terminate the Agreement immediately if:
 - a. the Recipient delays the start of Project implementation for a period of more than 2 months from the Project's planned starting date and fails to provide the reasons for the delay, abandons implementation of the Project, or implements the Project in violation of the provisions of the Agreement,
 - b. the Recipient fails to conduct open recruitment of students in accordance with the competition documentation, or fails to fulfil the obligations specified in §5(1)–(2),
 - c. the Recipient fails to achieve the planned objective of the Project for reasons attributable to the Recipient,
 - d. the Recipient or the Unit refuses to allow or obstructs an inspection specified in §7,
 - e. the Recipient or the Unit fails to correct any irregularities found, or implement recommendations made following an inspection, within the time specified by the Foundation,
 - f. the Recipient or the Unit fails to present the reports specified in §6 within the specified time and under the specified rules,
 - g. the Recipient or the Unit presents reports specified in §6 that do not reflect the actual state of affairs,

- h. the Recipient or the Unit fails to fulfil the obligations specified in §8,
 - i. the Unit fails to fulfil the obligations specified in §1(4)–(6) or §3(11),
 - j. the Recipient or the Unit has presented false or incomplete statements or documents in order to obtain supplementary funding,
 - k. significant modifications are made to the Project as referred to in §10(1), or
 - l. the Recipient violates the rules set forth in the code of ethics for Foundation recipients and beneficiaries, or
 - m. the Recipient or the Unit violates other provisions of the Agreement.
8. If the Agreement is terminated for reasons specified in §11(1) or (3), the Recipient and the Unit shall not be entitled to any damages.

§ 12 Reimbursement of financing

9. If the Agreement is terminated for reasons specified in §11(3), upon the Foundation's demand the Recipient and the Unit shall return all of the funds transferred under the Agreement within 14 days of the date of receipt of the demand, plus interest in an amount calculated as for tax arrears, counted from the date of transfer of the funds to the Recipient and the Unit through the date of return thereof to the bank account specified by the Foundation. The Unit shall transfer to the Foundation an amount equal to the funds transferred under agreements referred to in §3(7), pursuant to the rules set forth in the preceding sentence, but with interest calculated from the date of payment of the stipend to specific students.
10. If the Agreement is terminated for reasons specified in §11(1), upon the Foundation's demand the Unit shall return all of the funds transferred under the Agreement within 14 days of the date of receipt of the demand, plus interest in an amount calculated as for tax arrears, counted from the date of transfer of the funds to the Unit through the date of return thereof to the bank account specified by the Foundation, under the rules set forth in the second sentence of §12(1). In particularly justified cases, upon written request of the Recipient and the Unit, the Foundation may refrain from demanding reimbursement of funding already paid out and/or refrain from demanding interest, particularly in light of the manner in which the Recipient and the Unit have performed the Agreement.
11. The Unit shall be required to reimburse funds if inspection authorities find violations of the rules and conditions for Project implementation set forth in the Agreement or under national law, and more specifically in the event of:
- 5) use of financing in a manner not in compliance with the Agreement,
 - 6) receipt of financing in an improper manner,
 - 7) receipt of financing in an excessive amount, or
 - 8) violation of provisions concerning the lasting nature of the Project results.
12. In an event referred to in §12(3), the Unit is required to transfer the amount indicated in the decision to the bank account indicated by the Foundation, plus interest in an amount calculated as for tax arrears, counted from the date of transfer of the funds to the Unit through the date of return thereof to the bank account specified by the Foundation, by the deadline and under the rules indicated by the Foundation.
13. Within 25 days from the closing date of Project implementation, funds transferred by the Foundation but not utilised in the Project shall be returned to the account indicated by the Foundation.
14. Funds utilised in a manner inconsistent with the conditions for qualification of costs shall be returned to the account indicated by the Foundation within 14 days of receipt by the Unit of a demand to return the funds.
15. To collect funds due it, the Foundation may authorise a third party to act on its behalf.

§ 13 Concluding provisions

6. The Agreement shall be effective upon signing by the last of the Parties.
7. Matters not covered by the Agreement shall be governed by the competition documentation, the Civil Code, and other commonly applicable provisions of law.
8. Any disputes arising in connection with performance of the Agreement shall be resolved amicably by the Parties or, if no agreement can be reached, by the general court proper for the headquarters of the Foundation.
9. Any amendments or supplements to the Agreement shall be in writing or shall be invalid.
10. Any written correspondence in connection with performance of the Agreement shall be addressed by the Foundation to:
- mailing address:
- fax:

e-mail:.....

8. The Agreement has been drawn up in four identical originals, two for the Foundation and one each for the Recipient and the Unit.
9. The following appendices constitute an integral part of the Agreement:
 1. Appendix 1: Budget,
 2. Appendix 2: Project implementation schedule,
 3. Appendix 3: schedule for payment of instalments,
 4. Appendix 4: Unit's statement of VAT qualification,
 5. Appendix 5: statement on not receiving assistance from domestic or Community public funding with regard to qualified costs covered by the Agreement on supplementary funding for the Project,
 6. Appendix 6: power of attorney (required if the Agreement is signed by a person or persons without statute authority to represent the Applicant),
 7. Appendix 7: consent of the relevant ethics commission, as required by regulations on animal experiments (required in the case of projects necessitating research involving animals),
 8. Appendix 8: consent or a permit as required by environmental protection regulations (required in the case of projects involving studies of protected species of plants, animals and fungi or studies in protected areas),
 9. Appendix 9: consent as required by regulations on genetically modified organisms (required in the case of projects involving research on genetically modified organisms or the use of such organisms),
 10. Appendix 10: in the case of projects involving clinical trials, consent or a permit as required by the applicable regulations.

Foundation

Recipient

Unit

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Appendix 9.2 Specimen agreements on research stipend in the Homing Plus Programme

a) For projects financed from IE OP funds

SPECIMEN AGREEMENT ON RESEARCH STIPEND HOMING PLUS PROGRAMME

Agreement No.:

Date of signing:

Date of signing and number of agreement on supplementary funding for project in the Homing Plus Programme:

Agreement on research stipend in the Homing Plus Programme carried out 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 (the “**Agreement**”), concluded among:

The Foundation for Polish Science, with its headquarters at ul. Grażyny 11, 02-548 Warsaw, entered in the National Court Register maintained by the Warsaw District Court, 13th Commercial Division, under number KRS 0000109744, represented by:

1. Adam Zieliński, proxy, and
2. Wanda Krzemińska, proxy,
(the “**Foundation**”),

and

the Recipient in the Homing Plus Programme,,
address,
(the “**Recipient**”),

and

.....,
date of birth....., place of birth,
telephone:,
e-mail:,
residing at:,
holding identity card (type, no.), PESEL/ID no.,
(the “**Stipendee**”);

(together, the “**Parties**”),

as follows:

§ 1

The subject of the Agreement is to establish rules for receipt of an individual research stipend awarded to the Stipendee, pursuant to the Recipient’s application, from the funds awarded to (name of Unit) under the Agreement on supplementary funding for project in the Homing Plus Programme no. dated (the “**Homing Plus Agreement**”) for implementation of the project (project name), under the rules specified in the competition documentation for the Homing Plus Programme for competition, with the aim of supporting the Stipendee’s research activity (the “**Stipend**”).

§ 2

The Stipendee declares that he or she:

- 1) has the status of a student in a second-level university course or a uniform master’s course (who has completed the third year of studies),
- 2) has been selected to carry out the project referred to in §1 (the “**Project**”) by way of an open competition maintaining the standards set down in the competition documentation,
- 3) plans to defend his or her master’s thesis in (mm/yyyy):, and

- 4) is not receiving an individual research stipend under any other programme conducted by the Foundation, with the exception of the Start programme.

§ 3

The Recipient declares that he or she:

- 1) has selected the Stipendee in accordance with the rules of an open competition set down in the competition documentation and the application, and
- 2) provided for funding in the Project budget corresponding to the time of payment of the Stipend and the amount as specified in the competition documentation.

§ 4

1. The Stipend is awarded for a period of ... months, i.e. from through, in the monthly amount of PLN (in words: zlotys).
2. The Stipend will be paid out during the period when the Stipendee meets the conditions specified in §2, and may be paid out no longer than through the end of the calendar month in which the defence of the master's thesis takes place.
3. The Stipend will be paid by the Foundation in instalments to the Stipendee's account, No. The first instalment will be transferred within 14 days from receipt by the Foundation of the properly completed and signed Agreement. Further instalments will be transferred following submission of the report referred to in §6 of the Agreement and the report referred to in §6(2)(3)(a) of the Homing Plus Agreement, promptly upon the Foundation's approval of the scientific parts of successive periodic reports from the implementation of the whole Project.
4. The Foundation declares that as of the date of conclusion of the Agreement, pursuant to a decision issued by the Minister of Science and Higher Education, stipends from the Foundation awarded under the Homing Plus Programme are exempt from personal income tax under Art. 21(1)(39) of the Personal Income Tax Act of 26 July 1991 (unified text: Dz.U. 2000 No. 14 item 176, as amended).
5. The Foundation declares that in the event of a change in law or administrative decisions concerning the exemption referred to in §4(4), it shall not be liable for the Stipendee's obligations resulting from receipt of the stipend.

§ 5

Throughout the period of receiving the Stipend, the Stipendee is in particular obligated to:

- 1) continue research work under the Recipient's leadership,
- 2) mark publications and other materials produced under the Stipend with the emblem of the EU and the Innovative Economy Operational Programme and the Foundation's logo, and include a reference in words to the EU and the European Regional Development Fund (consistent with the Visual Identity Guidelines),
- 3) immediately inform the Foundation if he or she loses the status specified in §2(1), and
- 4) provide notice of any problems connected with implementing the Stipend.

§ 6

1. The Stipendee's periodic reports from his or her research during the time he or she receives the Stipend will constitute an appendix to the Recipient's reports submitted within the deadlines provided in the Homing Plus Agreement.
2. The Stipendee's reports should cover all activities related to the Stipendee's research work in the current reporting period covered by the Stipend.
3. The Stipendee shall submit his or her report within a time enabling the Recipient to prepare the report for the Foundation.

§ 7

1. In justified cases the Foundation has the right, on its own initiative or at the request of the Recipient, to amend its decision on awarding a Stipend, and in particular to cease payment and to terminate the Agreement without prior notice, if the Stipendee no longer fulfils the conditions for receiving the Stipend, and in particular if the Stipendee:
 - 1) loses the status specified in §2(1),
 - 2) fails to fulfil the obligations set forth in §5,
 - 3) abandons his or her research work,
 - 4) stays at a foreign research centre for purposes not directly related to the Project, or

- 5) violates the principles set forth in the code of ethics for Foundation recipients and beneficiaries.
2. In a situation where the Stipendee did not meet the conditions specified in the competition documentation or the Agreement at the time he or she signed the Agreement, the Foundation has the right, at its own initiative or at the request of the Recipient, to revoke the decision awarding the Stipend and terminate the Agreement without prior notice.

§ 8

The Recipient is required to apply to the Foundation immediately, in writing with a justification, to amend the decision awarding the Stipend, specifying the type of decision requested from the Foundation (revoking or ceasing payment of the Stipend), when circumstances arise that justify such a decision, and in particular the circumstances specified in §7.

§ 9

1. In the event of termination of the Agreement by the Foundation without prior notice, as referred to in §7, in connection with a decision to revoke the Stipend, the Stipend shall be subject to reimbursement in full, for the entire period referred to in §4(1), within 14 days from receipt of a demand, together with interest calculated as for tax arrears, counting from the date the funds were transferred to the Stipend through the date of return to the bank account indicated by the Foundation.
2. In particularly justified cases, upon written request of the Recipient or the Stipendee, the Foundation may refrain from demanding reimbursement of the Stipend already settled in reports, or refrain from demanding interest, bearing in mind in particular the way in which the Stipendee has performed the Agreement.

§ 10

Any costs of securing reimbursement of the Stipend and any documented costs of debt collection proceedings shall be borne by the Stipendee.

§ 11

During the period of receiving the Stipend, the Stipendee is required to notify the Foundation on a current basis of any changes in personal data, contact details, bank account, or any other changes that may affect implementation of the Stipend. A written statement from the Stipendee on changes in personal data, address, contact details or bank account shall not constitute an amendment to the Agreement.

§ 12

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 Personal Data Protection Act of 29 August 1997 (unified text: Dz.U. 2002 No. 101 item 926, as amended) for the purpose of implementing the Agreement, and for purposes of monitoring, inspecting and evaluating the programme as well as for archiving purposes and publicizing information on the Foundation's activities. The Foundation states that providing personal data is voluntary but necessary to conclude the Agreement.
2. With respect to the personal data provided to the Foundation, the Stipendee and the Recipient are entitled to all the rights arising under the act referred to in §12(1), set forth in Article 32 thereof, and in particular the right to access the data and to lodge a protest.

§ 13

Any amendments or supplements to the Agreement shall be in writing or shall be invalid.

§ 14

Matters not covered by the Agreement shall be governed by the competition documentation, the Civil Code, and other commonly applicable provisions of national law, or Community law as applicable.

§ 15

Any disputes arising in connection with performance of the Agreement shall be resolved amicably by the Parties or, if no agreement can be reached, by the general court proper for the headquarters of the Foundation.

§ 16

The Agreement has been drawn up in four identical originals, two for the Foundation and one each for the Stipendee and the Recipient.

§ 17

The Appendix shall constitute an integral part of the Agreement: certificate confirming that the Stipendee holds the status of a student in a second-level university course or a uniform master's course (who has completed the third year of studies).

FOUNDATION

STIPENDEE

RECIPIENT

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.....

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b) For projects financed from the Foundation's own funds

SPECIMEN
AGREEMENT ON RESEARCH STIPEND
HOMING PLUS PROGRAMME

Agreement No.:

Date of signing:

Date of signing and number of agreement on supplementary funding for project in the Homing Plus Programme:

concluded among:

The Foundation for Polish Science, with its headquarters at ul. Grażyny 11, 02-548 Warsaw, entered in the National Court Register maintained by the Warsaw District Court, 13th Commercial Division, under number KRS 0000109744, represented by:

1. Adam Zieliński, proxy, and
2. Wanda Krzemińska, proxy,
(the "**Foundation**"),

and

the Recipient in the Homing Plus Programme,,
address,
(the "**Recipient**"),

and

.....,
date of birth....., place of birth,
telephone:
e-mail:
residing at:,
holding identity card (type, no.), PESEL/ID no.,
(the "**Stipendee**");

(together, the "**Parties**"),

as follows:

§ 1

The subject of the Agreement is to establish rules for receipt of an individual research stipend awarded to the Stipendee, pursuant to the Recipient's application, from the funds awarded to (name of Unit) under the Agreement on supplementary funding for project in the Homing Plus Programme no. dated (the "**Homing Plus Agreement**") for implementation of the project (project name), under the rules specified in the competition documentation for the Homing Plus Programme for competition, with the aim of supporting the Stipendee's research activity (the "**Stipend**").

§ 2

The Stipendee declares that he or she:

- 1) has the status of a student in a second-level university course or a uniform master's course (who has completed the third year of studies),
- 2) has been selected to carry out the project referred to in §1 (the "**Project**") by way of an open competition maintaining the standards set down in the competition documentation,
- 3) plans to defend his or her master's thesis in (mm/yyyy):, and
- 4) is not receiving an individual research stipend under any other programme conducted by the Foundation, with the exception of the Start programme.

§ 3

The Recipient declares that he or she:

- 1) has selected the Stipendee in accordance with the rules of an open competition set down in the competition documentation and the application, and
- 2) provided for funding in the Project budget corresponding to the time of payment of the Stipend and the amount as specified in the competition documentation.

§ 4

1. The Stipend is awarded for a period of ... months, i.e. from through, in the monthly amount of PLN (in words: zlotys).
2. The Stipend will be paid out during the period when the Stipendee meets the conditions specified in §2, and may be paid out no longer than through the end of the calendar month in which the defence of the master's thesis takes place.
3. The Stipend will be paid by the Foundation in instalments to the Stipendee's account, No. The first instalment will be transferred within 14 days from receipt by the Foundation of the properly completed and signed Agreement. Further instalments will be transferred following submission of the report referred to in §6 of the Agreement and the report referred to in §6(2)(3)(a) of the Homing Plus Agreement, promptly upon the Foundation's approval of the scientific parts of successive periodic reports from the implementation of the whole Project.
4. The Foundation declares that as of the date of conclusion of the Agreement, pursuant to a decision issued by the Minister of Science and Higher Education, stipends from the Foundation awarded under the Homing Plus Programme are exempt from personal income tax under Art. 21(1)(39) of the Personal Income Tax Act of 26 July 1991 (unified text: Dz.U. 2000 No. 14 item 176, as amended).
5. The Foundation declares that in the event of a change in law or administrative decisions concerning the exemption referred to in §4(4), it shall not be liable for the Stipendee's obligations resulting from receipt of the stipend.

§ 5

Throughout the period of receiving the Stipend, the Stipendee is in particular obligated to:

- 1) continue research work under the Recipient's leadership,
- 2) mark publications and other materials produced under the Stipend with the Foundation's logo,
- 3) immediately inform the Foundation if he or she loses the status specified in §2(1), and
- 4) provide notice of any problems connected with implementing the Stipend.

§ 6

1. The Stipendee's periodic reports from his or her research during the time he or she receives the Stipend will constitute an appendix to the Recipient's reports submitted within the deadlines provided in the Homing Plus Agreement.
2. The Stipendee's reports should cover all activities related to the Stipendee's research work in the current reporting period covered by the Stipend.
3. The Stipendee shall submit his or her report within a time enabling the Recipient to prepare the report for the Foundation.

§ 7

1. In justified cases the Foundation has the right, on its own initiative or at the request of the Recipient, to amend its decision on awarding a Stipend, and in particular to cease payment and to terminate the Agreement without prior notice, if the Stipendee no longer fulfils the conditions for receiving the Stipend, and in particular if the Stipendee:
 - 1) loses the status specified in §2(1),
 - 2) fails to fulfil the obligations set forth in §5,
 - 3) abandons his or her research work,
 - 4) stays at a foreign research centre for purposes not directly related to the Project, or
 - 5) violates the principles set forth in the code of ethics for Foundation recipients and beneficiaries.
2. In a situation where the Stipendee did not meet the conditions specified in the competition documentation or the Agreement at the time he or she signed the Agreement, the Foundation has the right, at its own initiative or at the request of the Recipient, to revoke the decision awarding the Stipend and terminate the Agreement without prior notice.

§ 8

The Recipient is required to apply to the Foundation immediately, in writing with a justification, to amend the decision awarding the Stipend, specifying the type of decision requested from the Foundation (revoking or ceasing payment of the Stipend), when circumstances arise that justify such a decision, and in particular the circumstances specified in §7.

§ 9

1. In the event of termination of the Agreement by the Foundation without prior notice, as referred to in §7, in connection with a decision to revoke the Stipend, the Stipend shall be subject to reimbursement in full, for the entire period referred to in §4(1), within 14 days from receipt of a demand, together with interest calculated as for tax arrears, counting from the date the funds were transferred to the Stipend through the date of return to the bank account indicated by the Foundation.
2. In particularly justified cases, upon written request of the Recipient or the Stipendee, the Foundation may refrain from demanding reimbursement of the Stipend already settled in reports, or refrain from demanding interest, bearing in mind in particular the way in which the Stipendee has performed the Agreement.

§ 10

Any costs of securing reimbursement of the Stipend and any documented costs of debt collection proceedings shall be borne by the Stipendee.

§ 11

During the period of receiving the Stipend, the Stipendee is required to notify the Foundation on a current basis of any changes in personal data, contact details, bank account, or any other changes that may affect implementation of the Stipend. A written statement from the Stipendee on changes in personal data, address, contact details or bank account shall not constitute an amendment to the Agreement.

§ 12

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 Personal Data Protection Act of 29 August 1997 (unified text: Dz.U. 2002 No. 101 item 926, as amended) for the purpose of implementing the Agreement, and for purposes of monitoring, inspecting and evaluating the programme as well as for archiving purposes and publicizing information on the Foundation's activities. The Foundation states that providing personal data is voluntary but necessary to conclude the Agreement.
2. With respect to the personal data provided to the Foundation, the Stipendee and the Recipient are entitled to all the rights arising under the act referred to in §12(1), set forth in Article 32 thereof, and in particular the right to access the data and to lodge a protest.

§ 13

Any amendments or supplements to the Agreement shall be in writing or shall be invalid.

§ 14

Matters not covered by the Agreement shall be governed by the competition documentation, the Civil Code, and other commonly applicable provisions of national law.

§ 15

Any disputes arising in connection with performance of the Agreement shall be resolved amicably by the Parties or, if no agreement can be reached, by the general court proper for the headquarters of the Foundation.

§ 16

The Agreement has been drawn up in four identical originals, two for the Foundation and one each for the Stipendee and the Recipient.

§ 17

The Appendix shall constitute an integral part of the Agreement: certificate confirming that the Stipendee holds the status of a student in a second-level university course or a uniform master's course (who has completed the third year of studies).

FOUNDATION

.....

STIPENDEE

.....

RECIPIENT

.....

Appendix 9.3 Project implementation schedule

No	Task	1st reporting period	2nd reporting period	3rd reporting period	4th reporting period	5th reporting period
1.	Recruitment of students					
2.	Commencement of research					
3.	Research tasks (start/finish)*					
3.1						
4.	Purchase of research equipment*					
4.1						
5.	Scheduled master's thesis defences					
5.1						
6.	Scheduled defence of habilitation dissertation					
7.						
8.	Promotion of project (stages)*					
8.1						
8.2						

* Number of items may be adjusted as needed.

Appendix 9.4 **Statement of VAT qualification**

Name and address of Unit (place and date)

STATEMENT OF VAT QUALIFICATION

Following the decision to grant (*name of Unit*) supplementary funding in the Homing Plus Programme

/from the European Regional Development (Action 1.2 of the Innovative Economy Operational Programme)/*

/from funds of the Foundation for Polish Science/*

to carry out the Project (*name of Project*), I hereby declare that when applying for supplementary funding for the above-mentioned Project: **

<input type="checkbox"/> on the date the application was submitted, I had the possibility of recovering VAT costs incurred related to the qualified expenses assigned to (name of Unit) and included in the application.
<input type="checkbox"/> on the date the application was submitted, I had no possibility whatsoever of recovering VAT costs incurred related to the qualified expenses assigned to (name of Unit) and included in the application.
I also agree to reimburse the portion of VAT costs reimbursed in the Project (<i>name of Project</i>) if grounds arise for recovering such tax.

.....
(signature and official stamp)

* delete where inapplicable
**tick the applicable option

Appendix 9.5 **Statement that the applicant is not receiving assistance from national or EU 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

Following the decision to grant (*name of Unit*) supplementary funding under the Homing Plus programme

/from the European Regional Development Fund (Action 1.2 of the Innovative Economy Operational Programme)/*

/from funds of the Foundation for Polish Science/*

to carry out the Project (*name of Project*), I hereby declare that:

1. I am not receiving any assistance from national or EU public funds with regard to qualified expenses covered by the Agreement on supplementary funding for the above-mentioned Project,
2. I will not violate the principle of no double financing, meaning the prohibited reimbursement of all or part of an expense twice from public funds (EU or domestic).

.....
(signature and official stamp)

* *delete where inapplicable*

Appendix 9.6 Specimen of project manager’s report on project implementation (scientific and financial parts)

**PROJECT MANAGER’S REPORT – scientific part
HOMING PLUS PROGRAMME**

Project name:	
Reporting period	<input type="checkbox"/> periodic report for the period from through <input type="checkbox"/> final report
Number of reporting period	
Agreement No.:	
Recipient:	
Telephone:	
E-mail:	

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

<p>1. INFORMATION ON RESEARCH PROGRESS (max. 1000 words; final report max. 2000 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 master’s theses and other scholarly degrees or titles earned by researchers involved in the project</i></p>
<p>2. TEAM MEMBERS (first and last names)</p> <p>2.1 <i>Students involved in project implementation (including the starting and closing date of their work on the team):</i></p> <p>2.2 <i>Researchers involved in project implementation (including the starting and closing date of their work on the team):</i></p> <p style="padding-left: 40px;">a. <i>whose salary is reimbursed from the funding for project implementation</i></p> <p style="padding-left: 40px;">b. <i>others</i></p>
<p>3. INFORMATION ON RECRUITMENT OF STUDENTS</p>

3.1. *Brief description of information and promotion activity targeted to candidates*

3.2. *Candidate selection criteria*

3.3. *Brief description of the recruitment procedure*

3.4. *Number of applications submitted*

3.5. *Number of students selected*

4. SCIENTIFIC ACHIEVEMENTS

4.1. *Original scientific publications published in the reporting period:*

a. *in peer-reviewed publications from the Institute for Scientific Information (Philadelphia) list:*

b. *in open access publications*

c. *other*

4.2. *Awards and distinctions*

4.3. *Patent applications*

4.4. *Patents*

4.5. *Protection rights and utility models*

5. CONFERENCES

6. SCIENTIFIC EXCHANGE

6.1 *Research visits abroad (first and last name, centre, country, length of stay, purpose of visit):*

6.2 *Domestic research visits (first and last name, centre, length of stay, purpose of visit):*

6.3 *Guests from domestic and foreign institutions invited by the team (first and last name, centre, country, length of stay, purpose of visit):*

7. 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

<p>carried out in compliance with the principle of sustainable development)?</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>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.</i></p>
<p>8. INFORMATION ON PARTNERS</p>
<p><i>8.1. Description of co-operation with foreign partners</i></p> <p><i>8.2. Description of co-operation with domestic partners</i></p>
<p>9. ADDITIONAL INFORMATION</p>
<p><i>9.1. Other important information relevant to the project</i></p>
<p>10. SUMMARY OF RESEARCH PROGRESS IN ENGLISH (max. 500 words, final report max. 1000 words)</p>
<p> </p>

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
1.	Recruitment of students					
2.	Commencement of research					
3.	Research tasks (start/finish)*					
3.1						
4.	Purchase of research equipment*					
4.1						
5.	Scheduled master's thesis defences					
5.1						
6.	Scheduled defence of habilitation dissertation					
7.						
8.	Promotion of project (stages)*					
8.1						
8.2						

Date:

.....
Recipient's signature

*Number of items may be adjusted as needed.

** Six-month reporting periods apply, from 1 May through 31 October and from 1 November through 30 April; the first report shall cover the period from the starting date of project implementation through the end of the current reporting period, while the end of the last reporting period is defined by the date of project completion.

NB: The reports of students selected by open competition should be enclosed with the report.

REPORT – financial part

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

Project manager (first and last name, e-mail, telephone and fax number)	
Name and address of unit	
Person preparing the financial report (first and last name, e-mail, telephone and fax number)	

Expenses for the period	From	Through
Amount of qualified expenses covered by the report		

FINANCIAL PROGRESS OF PROJECT IMPLEMENTATION				
No.	Category	expenses in the reporting period	expenses since start of project implementation	% utilisation
I	stipend portion	0	0	
1.1	stipend for students			
1.2	stipend for project manager			
II	project portion	0	0	
2.1	salary and non-salary costs of labour for persons involved in project implementation			
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 trips			
2.11	spending related to recruitment of students			
2.12	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 expense	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 criminal liability under Article 271 of the Penal Code for making false statements concerning matters of legal significance. I declare that the documentation related to the project is stored at (place and address):

Appendices:*

1. Copies of invoices and other bookkeeping documents of equivalent validity, certified as conforming to the originals, according to the list of expenses incurred, together with confirmation of payment (unless the Recipient has been released from the obligation to enclosing such documents with 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 report

Date:

Chief accountant/finance officer

Project manager

Official stamp of the unit

.....

.....

.....

Appendix 9.7 Specimen of student’s report on project implementation

**STUDENT’S REPORT – scientific part
HOMING PLUS PROGRAMME**

Project name:	
Reporting period	<input type="checkbox"/> periodic report for the period from through
Number of reporting period	
Agreement No.:	
Project manager:	
First and last name of student	
Telephone:	
E-mail:	

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

<p>1. INFORMATION ON RESEARCH PROGRESS (max. 300 words)</p> <p>1.1. <i>Progress in 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 starting/ending dates of work on project</i></p> <p>1.4. <i>Information on the date of the master’s thesis defence</i></p>
<p>2. SCIENTIFIC ACHIEVEMENTS</p> <p>2.1. <i>Original scientific publications:</i></p> <p style="padding-left: 40px;">a. <i>in peer-reviewed publications from the Institute for Scientific Information (Philadelphia) list</i></p> <p style="padding-left: 40px;">b. <i>in open access publications</i></p>

<p><i>c. other</i></p> <p>2.2. <i>Awards and distinctions</i></p> <p>2.3. <i>Patent applications</i></p> <p>2.4. <i>Patents</i></p> <p>2.5. <i>Protection rights and utility designs</i></p>
<p>3. CONFERENCES</p> <p>3.1 <i>Participation in domestic and international conferences (name of conference, country, length of stay, title and type of presentation):</i></p> <p>3.2 <i>Participation in organising conferences:</i></p>
<p>4. SCIENTIFIC EXCHANGE</p> <p>4.1 <i>Research visits abroad (centre, country, length of stay, purpose of visit):</i></p> <p>4.2 <i>Domestic research visits (centre, length of stay, purpose of visit):</i></p>
<p>5. ADDITIONAL INFORMATION</p> <p>5.1. <i>Other important information relevant to the project</i></p>
<p>6. SUMMARY OF RESEARCH PROGRESS IN ENGLISH (max. 250 words)</p>

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
1.	Start of work on the project					
2.	Scheduled defence of master's thesis					
3.	Research tasks (start/finish)*					
3.1						
3.2						
3.3						
3.4						

Date:

.....
Student's signature

*Number of items may be adjusted as needed.

** Six-month reporting periods apply, from 1 May through 31 October and from 1 November through 30 April; the first report shall cover the period from the starting date of project implementation through the end of the current reporting period, while the end of the last reporting period is defined by the date of project completion.

NOTE: The number of the reporting period is the same as the number of the reporting period submitted by the project manager.

Appendix 9.8 Description of 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

Appendix 9.9 Specimen of the project's logos

For projects financed from IE OP funds:



For projects financed out of the Foundation's own funds:

