

# WELCOME PROGRAMME

## Competition Documentation

COMPETITION NO. 2/2009

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

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## I. INTRODUCTION

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The present document presents the rules for submitting applications and for implementing projects in the Welcome Programme. Due to ongoing work at government offices on the executive documents for the Innovative Economy Operational Programme, some information may be subject to minor changes. Such changes will not affect the competition deadlines or terms, though they may affect the final reading of some of the appendices. The Foundation will provide applicants with updated information on the scope of any changes.

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

[http://www.fnp.org.pl/ang/programy/WELCOME\\_FAQs\\_engl.html](http://www.fnp.org.pl/ang/programy/WELCOME_FAQs_engl.html)

## II. Glossary

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

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

- basic organizational units of universities as defined in the statutes of those universities,
  - scientific units of the Polish Academy of Sciences,
  - research and development units,
  - international scientific institutes established on the basis of separate regulations,
  - organizational units with the status of research and development units,
  - the Polish Academy of Arts and Sciences (PAU),
  - certain other organizational units with legal personality and registered main office in the Republic of Poland.
7. **Qualified costs** - costs which are justified for reasons of merit and which meet eligibility criteria specified by the Managing Body. The principles regarding qualified costs, concerning the time when they are incurred, the entity which incurs them, and the categories of expenses linked to project implementation, are described in the appendices to operational programme supplements. The catalogue of qualified costs for the Welcome Programme is contained in the present documentation (section 5.3.4).
8. **Recipient** – a foreign researcher, manager of a project (team), whose application for supplementary funding in the Welcome Programme has been approved following the relevant competition procedure.
9. **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 set down in the application for supplementary funding.
10. **Reporting period** – the period after which (within 25 days) the recipient is obligated to submit a report on project implementation. The Welcome Programme has six-month reporting periods, from 1 May to 31 October, and from 1 November to 30 April, where the first report covers the period from the project implementation starting date to the end of the current reporting period, while the end of the final reporting period is defined by the project implementation closing date.
11. **Priority** - a group of actions whose completion serves to achieve the specific goal set down in the operational programme. The Welcome Programme is carried out as part of IE OP priority 1 - "Research and development of new technologies".
12. **Innovative Economy Operational Programme (IE OP)** – one of the instruments of implementing the National Strategic Reference Frameworks 2007-2013 (NSRF). The NSRF define the national intervention framework within the European Regional Development Fund (ERDF), the European Social Fund (ESF) and the Cohesion Fund, as well as the principles of coordination

between the European Union's cohesion policy and the relevant national sector and regional policies. The IE OP is aimed at supporting innovation in a broad sense.

13. **Project** – an undertaking within an action, the subject of an agreement on supplementary funding for a project concluded between the Welcome Programme recipient, the unit, and the Foundation.

14. **Student** – a person studying in a first or second level university course or a uniform master's course. Those eligible for grants in the Welcome Programme are exclusively students of second-level courses or uniform master's courses (who have completed their third year).

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

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

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

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

17. **Applicant** - for the purpose of the present documentation, this denotes a research unit together with the project manager, submitting an application for supplementary funding in the Welcome Programme.

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

### III. The object of the Welcome Programme

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The objective of the Welcome Programme is to involve eminent foreign researchers in setting up research teams in Poland, and to intensify international co-operation of Polish research units. Support may be provided to projects from the fields described as *Bio, Info, Techno* (see

*appendix*) carried out in teams with the participation of graduate students, PhD students, and postdoctoral fellows.

The ideal candidate should:

- have independent research experience,
- present an innovative and competitive project in its field with respect to the best, most advanced research in the world.

## IV. General information

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### 4.1 The competition

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

4.1.2 The application selection procedure in the Welcome Programme does not constitute a competition as defined in the law of 6 December 2006 on the rules for implementing development policy (Dziennik Ustaw/Journal of Laws 2006, No. 227, item 1658, Dziennik Ustaw/Journal of Laws 2007, No. 140, item 984).

### 4.2 Funding earmarked for projects

The overall amount assigned to the competition is **PLN 23 million**

### 4.3 Application deadlines

Applications for supplementary funding for projects in the Welcome Programme will be accepted

**up to 15 April 2009.**

### 4.4 How to file an application

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

4.4.1 Applicants should register in an electronic system the Foundation has made available on the website [www.fnp.org.pl](http://www.fnp.org.pl). The electronic form should be filled out in English, and the appendices in the language indicated. The electronic system allows changes to be made to the form and appendices to be replaced until final confirmation. Once all the required fields have been filled in and all the required appendices added, the application should be confirmed, and all the required appendices attached in paper form.

4.4.2 The following should be attached to the application form:

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

- 1) a certificate of employment or a promise of employment of the researcher at the research unit,
- 2) a description of the research project for all the team members – up to 10 A4-size pages (in English),
- 3) possibilities for applying the project results in the economy – up to 2 A4-size pages (in English),
- 4) the CV of the foreign researcher - project manager, including research and implementation achievements as well as collaboration with foreign centres (in English),
- 5) copies (or descriptions) of the five most important publications, implementations, patent applications or patents of the head of the team/laboratory from the previous 4 years (publications in the original language, descriptions in English),
- 6) the researcher's most important experience with transferring R&D work to the economy – up to 2 A4-size pages (in English),
- 7) research and implementation achievements of the unit where the project will be carried out (in English)
- 8) a description of the procedures in the open competition for new team members within the project – up to 2 A4-size pages (in English),
- 9) the project implementation schedule prepared in accordance with the specimen provided with the present documentation and also available from the Foundation's website (in English),
- 10) a letter of intent from the foreign unit on the scope of co-operation within the project (in English),

b) exclusively in paper form:

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

4.4.3 The applicant should submit one paper copy of their registered application with the required appendices (**copies need to be certified as conforming to the original in accordance with the rules applied in the given unit**) and the required signatures. The paper copy of the application form and the appendices must conform to the electronic version. **The application should be signed by the project manager - foreign researcher and the person authorized to represent the research unit where the project will be carried out, in accordance with the rules of representation** (depending on the unit: rector, PAS director, R&D unit director, or their proxies). If the application is signed by a proxy, the relevant power of attorney should be attached..

**The appendices form an integral part of the application.**

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

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

in an envelope marked “**Program Welcome**”.

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

## **V. Competition requirements**

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### **5.1 Entities eligible to apply for supplementary funding**

5.1.1 The application should be submitted by the research unit together with the foreign researcher - project manager.

5.1.2 A foreign researcher is defined as:

- a) a Polish researcher with at least a PhD who has been staying abroad for at least 2 years, plans to return to Poland or returned no earlier than 2 years (24 months) prior to the application deadline, or

- b) a foreign researcher with at least a PhD who plans to come to Poland or has headed a research team in Poland for no more than 5 years (60 months) prior to the application deadline.

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

- 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 will provide access to research apparatus,
- c) release the project manager from administrative and teaching duties at the unit, beyond 60 hours of teaching per year,
- d) agree to provide the Foundation, within 6 months of signing the Agreement on supplementary funding for the project, with the unit's binding code of research ethics and good professional practice (units which do not have such a code of ethics agree to draw up, approve, and send the code to the Foundation within the above deadline); a specimen of such a code of ethics is available from the Foundation upon request.
- e) for the duration of the project, agree to ensure full-time employment to postdoctoral fellows selected in an open competition, where the remuneration stemming from their employment contract will not be subject to reimbursement from the project's funds.**

5.1.4 During the implementation of the project the foreign researcher will be employed full-time at the host unit. The unit will finance his/her remuneration stemming from the employment contract and this will not be subject to reimbursement from the project's fund. Apart from such remuneration, the researcher will receive a personal research grant financed from the project's funds. The purpose of this grant is to make up for the disproportion between the remuneration received at the foreign unit where the researcher previously worked and the remuneration at the Polish unit as well as accounting for the position previously held by the researcher.

**NB:** The fact that the Recipient receives a personal research grant will not constitute grounds for any change to the remuneration the Recipient receives from the Unit which would be to the Recipient's disadvantage.

5.1.5 Throughout the project's duration the foreign researcher is obligated to work at the host unit at the project implementation location for no less than 10 months per year.

5.1.6 As part of the project, the project manager is obliged to conduct an open recruitment of team members receiving a grant from the funds earmarked for the project. Those eligible to take part in the competition are:

- a) students of second-level courses or uniform master's courses (who have completed at least their third year),
- b) PhD students, i.e. participants in PhD studies,
- c) postdoctoral fellows if less than 4 years will have passed since they obtained their PhD when financing begins.

5.1.7 Following one or two recruitments, the total number of graduate students, PhD students and postdoctoral fellows on the team has to equal no fewer than **6 persons**. The first recruitment must end within 2 months from the project's starting date. A possible second recruitment must end within 6 months from the project's starting date. The Recipient is obligated to provide the Foundation with data on the selected team members within 7 days of the recruitment procedure's closing date.

**In the seventh month from the project's starting date at the latest, there have to be at least 6 young researchers working on the project.**

5.1.8 The following rules apply during recruitment:

- a) Information about the competition must be published nation-wide in Poland and abroad, including a nation-wide medium addressed to prospective candidates (daily newspaper or periodical) as well as on free websites, e.g.:  
<http://www.eurosciencejobs.com>  
<http://ec.europa.eu/eracareers>,  
<http://www.eracareers-poland.gov.pl>,
- b) the project manager is obliged to appoint a commission of at least three members, responsible for conducting the recruitment,
- c) the commission is obliged to prepare and carry out the recruitment. The commission may specify the criteria of candidates' eligibility for the recruitment (in particular: the fields which the candidates may represent, a recommendation from their current scientific supervisor). The recruitment should be conducted according to the following selection criteria (weights are give in brackets):
  - i. the candidate's scientific achievements (30 points),
  - ii. in the case of graduate students, their average overall mark so far (15 points); in the case of PhD students, the final credit for their master's

- course (15 points, including: average mark for the entire course - 5 points, mark for their master's thesis defence - 5 points, mark for the thesis itself - 5 points),
- iii. research experience (20 points),
  - iv. foreign traineeships (20 points),
  - v. participation in conferences (15 points).
- d) An interview conducted in English constitutes one of the stages in the team member recruitment procedure.
  - e) The interview may be in the form of a teleconference, where all the commission members must be guaranteed participation in such an interview.
  - f) The commission is obliged to document the recruitment procedure in the form of a report.
  - g) The report should at least contain information on calls for applications, selection criteria, candidates' personal data, the names of their home units, marks received in the recruitment procedure, and the recruitment dates (the report will be subject to inspection). The report should be signed by all the members of the recruitment commission. The team leader should submit information on the recruitment, including this report, with his/her appropriate periodical report.
  - h) The unit will guarantee the Foundation's representative the possibility of taking part in the recruitment commission's work as an observer.
  - i) The recruitment must involve at least two candidates (meeting the competition terms) for each place (grant).

**NB:** If the required number of candidates do not apply, the project will be subject to modification with regard to finances and merit, or to termination.

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

5.1.10 The team may also include other scientific workers (not selected in an open recruitment procedure). The planned number of scientific workers involved in the project should account for the need to ensure scientific supervision over young researchers conducting research as part of the team, among other considerations.

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

## 5.2 Project duration

5.2.1 The applicant for supplementary funding will define the project's starting date (no later than 1 February 2010) and closing date, taking into account that the project completion time is equivalent to the time during which expenses can be treated as qualified costs.

5.2.2 Projects may last 3 to 5 years.

5.2.3 The participation of graduate and PhD students in research projects is considered to have been completed no later than the end of the month in which the defence of the student's master's thesis (graduate students) or doctoral dissertation (PhD students) takes place, with the stipulation that the participation of individual PhD students in the project may not last longer than 4 years.

## 5.3 Financial terms

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

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

- a) they were actually incurred in the course of project implementation,
- b) they are compatible with binding Community regulations and national laws,
- c) they are compatible with the provisions of the Innovative Economy Operational Programme and the catalogue of qualified expenses of action 1.2. of the Innovative Economy Operational Programme,
- d) they are compatible with the categories of expenses from the approved project budget,
- e) they are essential for project completion and were incurred in connection with the project's implementation,
- f) they were incurred in an economical way, i.e. based on the principle of achieving the planned effects for the lowest possible spending,
- g) they are properly documented,

- h) they have not been excluded by the Managing Body of the Innovative Economy Operational Programme (cf. National guidelines on qualifying expenses from structural funds and the Cohesion Fund in the programme period 2007-2013).

#### 5.3.3 Documenting qualified expenses:

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

#### 5.3.4 Catalogue of qualified costs in the Welcome Programme:

- a) grants for graduate students, PhD students, postdoctoral fellows and the foreign scientist (in the case of PhD students - plus Social Insurance Institution (ZUS) pension insurance),
- b) remuneration for persons involved directly in the project in question, plus non-remuneration costs of labour, including mandatory social and health insurance,
- c) depreciation of fixed assets, intangible goods and developed real estate used in the course of the project, in compliance with the general rules for depreciation of the given fixed assets, intangible goods and developed real estate, in the scope and for the duration of their use in carrying out the project,
- d) spending on laboratory equipment necessary for carrying out the project, not exceeding 20% of the project's total qualified costs (i.e. 20% of the sum of funds from the grant and project parts of the budget),
- e) spending on materials, software, and software licences,
- f) spending on research services as well as technical and financial expert opinions necessary to carry out the project properly,
- g) spending on publications, database access and other paid information sources necessary to carry out the project, not exceeding 5% of the project's total qualified costs (i.e. 5% of the sum of funds from the grant and project parts of the budget),

- h) spending on patent protection and consulting on intellectual property protection, including fees for the first patent application directly resulting from the project,
- i) spending on promoting the project, including promotion of the project's results,
- j) spending on publishing the research results in Open Access periodicals,
- k) spending related to recruitment of research team members, not exceeding 3% of the project's total qualified costs (i.e. 3% of the sum of funds from the grant and project parts of the budget),
- l) overheads not exceeding 10% of the project's total qualified costs (i.e. 10% of the sum of funds from the grant and project parts of the budget),
- m) Value-added tax (VAT) for which the Unit cannot be reimbursed under binding national regulations, (NB: VAT is a qualified cost only if the Unit does not have any legal possibility of recovering VAT under the 11 March 2004 law on the tax on goods and services (VAT); Dziennik Ustaw/Journal of Laws 2004 No. 54 item 535, as amended),
- n) spending on international exchanges within the project as well as domestic business trips necessary for carrying out the project.

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

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

#### 5.3.5 The project budget:

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

The overall project budget comprises:

- a) grants, in the following amounts:

- i Grant for the project manager – foreign researcher:  
**PLN 200,000-350,000 per year**
  - ii Grants for graduate students:  
**PLN 1,000 per month**
  - iii Grants for PhD students:
    - in the case of PhD students who exercise the right to voluntary pension insurance coverage under article 7 of the law on social insurance: **PLN 3,500 per month.**

The basis for calculating the premium is the minimum amount of PLN 1,800. The PhD students are obliged to submit an application to be covered by the insurance, on a ZUS ZUA form, to the relevant Social Insurance Institution (ZUS) unit, and to pay the insurance premiums for each month for which they receive a grant and submit ZUS DRA declarations,
    - in the case of PhD students who are covered by pension insurance from another source: **PLN 3,000 per month**
  - iv Grants for postdoctoral fellows: **PLN 5,000 per month**
- b) the project itself:
- i. a grant not exceeding **PLN 1,000,000 per year**,
  - ii. including the project's overheads (such as rent for premises, 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 grant and project parts of the budget).

**NB:** Research grants are paid during the period in which the grant holder has the status specified in the research grant agreement, with the stipulation that the grant may be paid up to the end of the month in which the defence of the grant holder's master's thesis (graduate students) or doctoral dissertation (PhD students) takes place.

During the project's implementation the composition of the team has to be the same as specified in the agreement on supplementary funding for the project. If a young researcher on the team loses the right to receive a research grant, the project manager is obliged to select a new young researcher with the same status. The resultant open recruitment procedure has to be completed within 2 months of the date the young researcher loses the above-mentioned right. The Foundation is entitled to reduce the amount of funding if the project manager should fail to fulfil the above obligation.

#### 5.3.6 No double financing

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

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

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

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

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

## 5.4 Project implementation indicators

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

- a) the number of graduate students involved in the project,
- b) the number of PhD students involved in the project,
- c) the number of postdoctoral fellows involved in the project,
- d) the number of foreign scientists involved in the project,
- e) the number of doctoral and postdoctoral degrees obtained as a result of the completed project,
- f) the number of researchers involved in carrying out the project,
- g) the number of publications (including the Philadelphia list and Open Access) resulting from a project.

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

## VI. Project selection system

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

### 6.1 Formal evaluation of an application

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

6.1.1 Formal requirements - application:

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

6.1.2 Formal requirements - applicant:

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

6.1.3 Formal requirements – the project:

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

6.1.4 If an application is complete and obtains a positive formal evaluation, it will be passed on for merit evaluation, a fact of which the applicant will be informed via electronic mail. Applicants whose applications do not meet the formal criteria will receive notification (by e-mail or fax) of:

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

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

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

6.1.6 A corrected application, submitted within the deadline (the binding date is the date when the application reaches the Foundation, not the postmark date) is subject to a new formal evaluation. The Foundation evaluates the corrected application in its formal aspects, taking into account the stipulations of 6.1.4 and 6.1.5, and informs the applicant in writing (e-mail or fax).

## 6.2 Merit evaluation of an application

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

### 6.2.1 Stage I

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

- a) compatibility with IE OP objectives and the description of the action, as specified in the *Detailed description of IE OP priorities* (5),
- b) scientific value of the proposed project (25),
- c) research and implementation achievements of the project manager, including research independence and experience in transferring R&D work to the economy (15),
- d) scientific standard of the project manager's five most important publications or patents from the past four years (15),
- e) research and implementation achievements of the host unit (10),
- f) procedures of selecting young researchers to work on the team (10),
- g) the scope of the team's international co-operation on the project, based on the letter of intent from the foreign unit (10),
- h) legitimacy and effectiveness of the project budget (10).

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

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

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

## 6.2.2 Stage II

Applicants who receive an average recommendation of no less than 3 (good) and their average mark is at least 75 points will be invited to take part in the second stage. If too many applications qualify for stage II compared to the limited amount of funding available in the competition (i.e. if the value of the budgets of projects that qualify for stage II should exceed double the value of funding available in the competition), the Foundation Board may increase the number of points required to qualify.

Successful candidates are invited to an interview by telephone and via electronic mail. Candidates invited to stage II will receive the reviews of their applications from stage I, however 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 discuss the application and clear up any doubts in connection with the written reviews and the project budget. The panel members will consider the following:

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

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

6.2.4 On the basis of the ranking list prepared by the panel and funds available in a given competition, the Board will make a decision in the form of a resolution on assigning funds for project implementation. Before reaching a decision on assigning funding, the Foundation's representatives may visit the unit where the project is to be carried out, in order to make sure the project meets the conditions of the programme. External experts may be invited to take part in the meeting at the unit. The Foundation may require that the candidate conduct a

public presentation of the project at the unit, with the participation of prospective collaborators and future team members.

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

### 6.3 Appeal procedure

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

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

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

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

## VII. Agreement on supplementary funding for a project

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The basis obliging the applicant to implement the project is the agreement on supplementary funding for the project.

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

## 7.1 Signing of the agreement

7.1.1 The agreement on supplementary funding for the project is concluded between the Foundation, the recipient's unit, and the recipient. The recipient will receive the agreement electronically and will post four identical copies of the agreement, duly signed, to the Foundation together with all the required documents (appendices), within the deadline specified by the Foundation but no later than 30 days from the date of receipt. The Foundation returns two signed copies of the said agreement to the unit's address, one copy each for the recipient and the unit.

Required appendices to the agreement:

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

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

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

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

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

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

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

## VIII. Contact

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Additional information on the programme is available from:

### **Zespół ds. Programów finansowanych z Funduszy Strukturalnych**

(Team for Programmes Financed from Structural Funds)

tel. +48 22 424 02 52

+48 22 424 02 25

+48 22 424 25 79

+48 22 424 02 26

fax.: +48 22 845 95 05

e-mail: fundusze@fnp.org.pl

## IX. Appendices to the competition documentation

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

**Appendix 9.2** Specimen agreement on a research grant in the Welcome Programme

**Appendix 9.3** Project implementation schedule

**Appendix 9.4** Statement of VAT qualification

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

**Appendix 9.6** Specimen recipient's report on the project's implementation (scientific report and financial statement).

**Appendix 9.7** Specimen team member's report on the project's implementation

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

**Appendix 9.9** Specimen of the project's logos

## Appendix 9.1 **Specimen agreement on supplementary funding for a project in the Welcome Programme**

### SPECIMEN **AGREEMENT ON SUPPLEMENTARY FUNDING FOR A PROJECT AND THE RECIPIENT'S PERSONAL RESEARCH GRANT WELCOME PROGRAMME**

Agreement No.:

Date of signing by the Foundation for Polish Science:

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

The Foundation for Polish Science, with its registered office in Warsaw 02-548, ul. Grażyny 11, entered in the National Court Register maintained by the district court for Warsaw, XIII Economic Department, under number 0000109744, represented by Prof. Maciej Żylicz, PhD hab., hereafter referred to as “the **Foundation**”,

and

1. Mr./Ms. ....

born (date)..... in .....,

resident at: .....,

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

hereafter referred to as “the **Recipient**”

and

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

hereafter referred to as “the **Parties**”, as follows:

#### **§ 1 General provisions**

1. On the terms set down in the Agreement, the Foundation awards the Recipient funding in a total amount not exceeding PLN ... (in words: .....) to carry out the Project (project name: ....), hereafter referred to as “the Project”, as specified in application No. .... for supplementary funding from the Welcome Programme, attached to the Agreement and hereafter referred to as the Application.
2. The Project's total qualified costs do not exceed PLN ..... . The Recipient will receive supplementary funding on the terms specified in the Agreement.
3. The Recipient and the Unit agree to carry out the Project in accordance with the Agreement, and in particular in accordance with the Application and national and Community law. If changes are made to the Application on the basis of § 9, the Recipient and the Unit agree to carry out the Project in accordance with the current Application and the competition documentation - competition .....
4. The Unit agrees to respect the Recipient's research autonomy in accordance with the approved research plan which is the subject of the Application, ensure the proper conditions for conducting research in accordance with the scope presented in the Application, and provide access to research

apparatus. The Unit hereby releases the Recipient from administrative duties at the Unit and from teaching duties other than those specified in section 6.

5. Throughout the implementation of the Project the Unit agrees to employ the Recipient full-time and to finance his/her remuneration stemming from the employment contract.
6. The Recipient agrees to work full-time at the host unit for no less than 10 months per year, and to teach classes for no extra fee in an amount not exceeding 60 hours per year.
7. The Unit agrees to apply its duly drawn up and approved code of ethics, and to send it to the Foundation's address within 6 months of the signing of the Agreement.
8. The Recipient and the Unit agree to inform the Foundation immediately of a change in the bank account specified in § 3 section 5 and section 6 or in the personal and address data provided in the present agreement. A written statement on the change from the Recipient and the Unit does not necessitate an amendment to the Agreement, nor does an annexe have to be signed. If the above obligation is not fulfilled, the Foundation has the right to reduce the amount of funding specified in § 1 section 1 and/or to shorten the implementation time of the Project as specified in § 2 section 1.
9. Any costs of securing the return of funding in the project part and any documented costs of debt collection proceedings will be borne by the Unit. Any costs of securing the return of funding in the foreign researcher's grant part and any documented costs of debt collection proceedings will be borne by the Recipient.
10. The Foundation lays no claim to the effects of the research conducted during the Project on account of having provided funding for the Project's implementation.
11. The Foundation will not be held responsible towards any third parties for any damages related to the Project's implementation.

## § 2 Project duration

1. The Recipient and the Unit agree to implement the Project in the period from ..... to ....
2. The Project's implementation includes completing the entire scope of work as specified in the Application and documenting all costs incurred.

## § 3 Project financing

1. The Recipient will receive funds for the Project's implementation in ... (number) equal six-monthly instalments. The value of a single instalment is PLN ... . The first instalment will be transferred within 14 days from the date the Foundation receives a correctly filled-in and signed Agreement. Successive instalments will be transferred immediately after the Foundation approves the periodical reports, conditional upon the availability of funds for carrying out the programme in the Foundation's bank account.
2. The Recipient may apply for joint payment of two successive instalments within one calendar year.
3. Funds not utilized in a given period remain at the Recipient's disposal for subsequent periods.
4. The division of funds for carrying out the Project is set down in the Project's budget (hereafter referred to as the budget) which forms an appendix to the Application. The funds for carrying out the Project include:
  - 1) funds for the project itself,
  - 2) a personal research grant for the recipient,
  - 3) personal research grants for young researchers taking part in the Project and selected in an open recruitment procedure:
    - a) ..... (number) graduate students who have completed their third year,
    - b) ..... (number) PhD students,
    - c) ..... (number) postdoctoral fellows.
5. Funds for the project itself will be transferred in instalments to the Unit's bank account: .....
6. The grant funds, i.e. the personal research grant for the recipient, will be transferred in instalments to the bank account specified by the Recipient: .....
7. The rules for receipt and payment of personal research grants for young researchers are the subject of separate agreements concluded upon the Recipient's motion between the Foundation, the Recipient and the young researcher.
8. The Recipient is obligated to select the young researchers specified in § 3 section 4 item 3 in an open competition, within 2 months of the project's starting date as specified in § 2 section 1. The

Recipient will provide the Foundation with the data of the above-mentioned young researchers within 7 days of the recruitment procedure's closing date.

9. During the project's implementation the composition of the team should be that specified in § 3 section 4 item 3. In a situation when a young researcher who is a member of the team loses his/her right to receive the research grant specified in the agreement, as set down in section 7, the Recipient is obligated to select another young researcher with the same status. The subsequent open competition has to close within 2 months of the loss of the above-mentioned right by the young researcher. The Foundation has the right to reduce the amount of funding specified in § 1 section 1 if the Recipient fails to fulfil the said obligation.
10. During the Project's implementation the Unit agrees to ensure full-time employment for postdoctoral fellows, where their remuneration stemming from their employment contract is not subject to reimbursement from project funds.
11. The Recipient, as the Project manager, is the holder of awarded funding. The Unit may spend funds provided by the Foundation for the project only with the Recipient's consent.
12. The person authorized by the Unit may refuse to accept the Recipient's instructions on spending funds from the project part if it is incompatible with the law or the provisions of the Agreement.
13. Bank interest on the project part of the funding transferred to the Recipient and remaining in the Unit's bank account reduces the amount of awarded funding and should be reported in the books and accounted for.
14. The Unit agrees to maintain separate bookkeeping records related to the Project's implementation, in accordance with the principle of transparency stemming from the law on accounting (Dz.U./Journal of Laws 2002, No. 76, item 694, as amended), in a way enabling identification of individual bookkeeping operations.
15. The Unit will not collect any indirect costs for handling the funding for the Project; the overheads included in the Project budget are qualified costs.
16. If the Recipient or the Unit incur qualified expenses in an amount greater than specified in § 1 section 1, this will not constitute grounds for increasing the awarded amount of supplementary funding.

#### **§ 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 the Project's implementation will qualify for co-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. Expenses that qualify for co-financing are those which fulfil all of the following conditions:
  - 1) they were actually incurred in the period applicable to qualified costs, i.e. the period specified in § 2 section 1,
  - 2) they are compatible with binding Community regulations and national laws,
  - 3) they are compatible with the provisions of the IE OP,
  - 4) they are compatible with the categories of expenses from the approved Project budget,
  - 5) they are essential for project completion and were incurred in connection with the Project's implementation,
  - 6) they were incurred in an economical way, i.e. based on the principle of achieving the planned effects for the lowest possible spending,
  - 7) they are properly documented,
  - 8) they have not been excluded by the Managing Body of the IE OP.

#### **§ 5 Reporting**

1. The Recipient will submit reports, in electronic form and a hard copy, according to the specimen which constitutes appendix 2 to the Agreement.
2. The Recipient is obligated to:
  - 1) promptly, and no later than in his/her periodical reports, to inform the Foundation of problems with carrying out the Project, including his/her intention to halt its implementation.
  - 2) inform the Foundation in his/her periodical reports of any unutilized funding and the reason why it has not been utilized,

- 3) prepare reports on the Project's implementation:
  - a) a periodical report within 25 days of the end date of the reporting period. The binding six-month reporting periods are from 1 May to 31 October and from 1 November to 30 April, where the first report will cover the period from the project implementation starting date to the end of the current reporting period, while the last reporting period is defined by the Project implementation closing date,
  - b) a mid-term report at the time of the periodical report for the fifth reporting period,
  - c) an end report within 25 days of the Project implementation closing date as specified in § 2 section 1.
3. Together with the periodical report, the Recipient is obligated to submit detailed accounting of any awarded funds spent in the reporting period. The periodical report should be accompanied by copies, certified as conforming to the original, of the following documents confirming expenses incurred in accordance with the Project budget:
  - 1) invoices and other bookkeeping documents of equal validity filled in according to legal regulations and containing:
    - a) bookkeeping specifications,
    - b) information on partial funding of the purchase from EU structural funds under the Agreement (agreement No., project name),
    - c) confirmation of proper compliance with the terms of the agreement with the contractor,
    - d) information on application of the law on public orders,
    - e) the number or name of the specific item from the budget.
  - 2) confirmation of payment or bank statements documenting operations.
4. The Recipient's periodical reports should also be accompanied by a list of the documents confirming any expenses incurred. The Foundation may demand to see the originals of all or selected documents confirming such expenses.
5. If the PhD students specified in § 3 section 4 item 3 letter b exercise their right to voluntary pension insurance coverage, the Recipient is obligated to include copies, certified as conforming to the original, of documents confirming registration for the above insurance and payment of the relevant premiums by those persons.
6. If any major oversights or mistakes are found in the reports sent to the Foundation, and in particular:
  - 1) a lack of documents specified in § 5 section 2, section 3 and section 4,
  - 2) arithmetic mistakes or errors in qualifying any expenses incurred,
  - 3) a lack of information required by the specimen report,
  - 4) a lack of the signature of the Recipient and the Unit's authorized representative, and in the case of copies of documents, a lack of the annotation "certified as conforming to the original" by an authorized person,
  - 5) expenses incompatible with the Project budget,the Recipient is obligated, under pain of having the next instalment of funds for the Project suspended, to provide the corrected versions within 14 days of the date of receipt of the Foundation's remarks. The Foundation may send its remarks on the report by electronic mail or by fax.
7. The Unit is obligated to prepare the financial part of the reports specified in § 5 section 2 and to prepare the documentation specified in § 5 section 3 and section 4, and to provide them to the Recipient within a time enabling the Recipient to submit a complete report, but no later than 20 days from the end of the reporting period as specified in § 5 section 2 item 3.

## § 6 Monitoring and inspections

1. The Recipient and the Unit agree they will be subject to inspection during the Project's implementation, by the Foundation or other institutions authorized to conduct an inspection on the basis of separate regulations, and when requested by these institutions - to produce any and all documentation related to the Project.
2. The Recipient and the Unit will ensure inspectors full access to areas and premises where the Project is being carried out and to documents, including financial documents and electronic documents related to the Project's implementation.

3. Failure to produce all the required documents will be treated as an obstruction of the inspection as specified in § 10 section 4 item 3.
4. During an inspection, all persons authorized to provide explanations on issues related to the Project's implementation must be present.
5. Inspections may be conducted at any time during the Project's implementation and over a period of 3 years from the closing date of the IE OP.
6. An inspection may be conducted both at the Unit's headquarters and at the location of the Project's implementation.
7. 10 days before the date of an inspection the Foundation will send the Recipient and the Unit notification. The other institutions authorized to conduct an inspection under separate regulations will inform the Unit of a planned inspection within the time specified in those regulations.
8. The Foundation reserves the right to conduct an immediate inspection when acting upon information about irregularities in the Project's implementation.
9. The Foundation will prepare an inspection report from its inspection. If recommendations are issued, the 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 the Project's implementation for a period of 3 years from the closing date of the IE OP in a way that ensures accessibility, confidentiality and security, and to inform the Foundation of the location where the documents related to the Project's implementation are archived.
11. If the necessity arises to extend the time specified in § 6 section 10, the Foundation will inform the Unit of this fact before that time is up.
12. If the location where the documents are archived is changed within the time specified in § 6 section 10, the Unit agrees to inform the Foundation of the location where the documents related to the Project's implementation are archived.
13. Upon written demand from the Foundation, the Recipient and the Unit agree to present all information and explanations related to the Project's implementation within the time specified in the demand.

### **§ 7 Information obligations**

1. The Recipient and the Unit agree to inform public opinion that the Project's implementation is financed with the help of funding from the European Union, in accordance with Commission Regulation (EC) No. 1828/2006 of 8 December 2006 setting out rules for the implementation of Council Regulation (EC) No. 1083/2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund, and with Regulation (EC) No 1080/2006 of the European Parliament and of the Council on the European Regional Development Fund (Official Journal of the EU L 371 of 27.12.2006, Official Journal of the EU L 45 of 15.02.2007).
2. The Recipient and the Unit agree to mark documents related to the Project's implementation, promotional and information materials as well as assets depreciated within the Project with:
  - 1) the European Union emblem,
  - 2) the IE OP logo (this does not apply to minor promotional materials),
  - 3) the Foundation's logo.
3. On the occasion of conferences, seminars and other kinds of public presentations, the Recipient and the Unit agree to publicize both the fact that the Project is supported from funding provided by the European Union as part of the IE OP and the Foundation's role.
4. The Foundation reserves the right to publicly present the Recipient and his/her achievements.
5. Once the performance of the Agreement has been completed, the Recipient may be obligated to publicly present the results of the Project in a form, venue and time specified by the Foundation.

### **§ 8 Personal data protection**

1. The Foundation hereby declares it is the administrator of the personal data included in the Agreement and that the data will be processed in accordance with the law of 29 August 1997 on personal data protection (Dz. U./Journal of Laws 2002 No. 101, item 926, as amended) for the purpose of implementing the Agreement, monitoring, inspecting and evaluating the programme as well as for archiving purposes and publicizing information on the Foundation's new programmes.

The Foundation wishes to make it clear 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 stemming from the law specified in article 32, and in particular the right to access the data and to lodge a protest.

### **§ 9 Changes to the Agreement and the Project**

1. Substantial modifications to the Project as defined in article 57 of Council Regulation (EC) No. 1083/2006 are inadmissible and will constitute grounds for terminating the Agreement without notice.
2. It is possible during the Project's implementation to move funding between the different categories of qualified expenses specified in the Project budget, in the project part, up to 10% of the amount specified in the original budget approved by the Foundation for the category within which the reallocation is being made. The Recipient will inform the Foundation of such movement of funding in his/her periodical report, to which he/she will also attach the amended Project budget.
3. Reallocation of spending between the categories may not lead to changes in grant amounts nor to any exceeding of the maximum percentage value of supplementary funding in the individual categories specified in the competition documentation.
4. If it turns out during the Project's implementation that the Project requires major modifications other than the changes specified in § 9 section 2, the 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. The decision will be made by the Foundation Board by way of a resolution. Approved modifications require an annexe to the Agreement.
5. Modifications must be submitted no later than 3 months before the end of the Project's implementation.
6. If the Foundation finds that there is unutilized funding in the Project or the Recipient has failed to give reasons for not utilizing funds, the Foundation has the right to reduce the Project budget and draw up the relevant annexe to the Agreement.
7. The Foundation has the right to reduce the total amount of funding specified in § 1 or initiate an amendment to the provisions of the Agreement if it sees such a need, in particular following the analysis of reports and inspections or failure to achieve the planned results (including the suspicion of such failure) at a given stage of the Project.
8. Changes to the Application or the Project budget must be made in the form of an annexe to the Agreement.

### **§ 10 Termination of the Agreement**

1. The Agreement may be terminated at the unanimous wish of the Parties if circumstances arise which preclude further performance of the provisions of the Agreement.
2. Termination of the Agreement under § 10 section 1 does not release the Recipient and the Unit from the obligation to submit a final report within 30 days of the termination of the Agreement and to account for funds obtained to finance the Project. The unutilized part of the funding is subject to reimbursement to the account specified by the Foundation.
3. If the Agreement is terminated under § 10 section 1 the Recipient and the Unit have the right to spend exclusively that part of funding received to finance the Project which corresponds to the properly implemented part of the Project.
4. The Foundation has the right to terminate the Agreement immediately if:
  - 1) 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 inform of the reasons for the delay, has abandoned implementation of the Project, or is implementing the Project in violation of the provisions of the Agreement,
  - 2) the Recipient has not held an open recruitment of young researchers for the team in accordance with the competition documentation, or fails to fulfil the obligations specified in § 3 section 8,
  - 3) the Recipient fails to achieve the planned objective of the Project for reasons caused by the Recipient,

- 4) the Recipient or the Unit refuse to allow or obstructs the inspection specified in § 6,
  - 5) the Recipient or the Unit fail to remove any irregularities within the time specified by the Foundation,
  - 6) the Recipient or the Unit fail to present the reports specified in § 5 within the specified time and on the specified terms,
  - 7) the Recipient or the Unit present the reports specified in § 5 but these do not correspond to the actual state of matters,
  - 8) the Recipient or the Unit fail to fulfil the obligations specified in § 7,
  - 9) the Unit fails to fulfil the obligations specified in § 1 section 4, 5 or in § 3 section 14,
  - 10) the Recipient or the Unit present false or incomplete statements or documents in order to obtain supplementary funding,
  - 11) the Recipient violates the rules of the code of ethics of the Foundation's recipients/winners and beneficiaries,
  - 12) the Unit violates the obligations stemming from § 1 section 7.
5. If the Agreement is terminated for the reasons specified in § 10 section 4 the Recipient and the Unit are not entitled to any damages.

### § 11 Reimbursement

1. If the Agreement is terminated for reasons specified in § 10 section 4, upon the Foundation's demand the Recipient and the Unit will return all of the funds transferred under the Agreement within 14 days of the date of receipt of the demand, plus interest in an amount equal to that calculated for overdue taxes, counted from the date of transfer of the funds to the Recipient and the Unit to the date of their return to the bank account specified by the Foundation.
2. If the Agreement is terminated for reasons specified in § 10 section 1, upon the Foundation's demand the Recipient and the Unit will return all of the funds transferred under the Agreement within 14 days of the date of receipt of the demand, plus interest in an amount equal to that calculated for overdue taxes, counted from the date of transfer of the funds to the Recipient and the Unit to the date of their return to the bank account specified by the Foundation. In particularly justified cases, upon the Recipient's written request, the Foundation may refrain from demanding reimbursement of funding already paid out or refrain from demanding interest, bearing in mind in particular the way in which the Recipient and the Unit performed the Agreement.
3. To collect its due funds, the Foundation may authorize a third party to act on its behalf. The Foundation will inform the Recipient and the Unit of such authorization within 7 days of its issuing.

### § 12 Concluding provisions

1. On matters not covered by the Agreement, the Civil Code and other legal regulations apply.
2. Any disputes arising in connection with performance of the Agreement will be resolved amicably by the Parties or, if no agreement can be reached, by the general court proper for the headquarters of the Foundation.
3. Any amendments or supplements to the Agreement must be in writing upon pain of nullity.
4. Any written correspondence in connection with performance of the Agreement will be addressed by the Foundation to:  
correspondence address: .....  
fax: .....  
e-mail:.....
6. The Agreement has been drawn up in four identical copies, two for the Foundation and one each for the Recipient and the Unit.
7. The following appendices constitute an integral part of the Agreement:
  1. Appendix 1: Application No. ....
  2. Appendix 2: Specimen report (scientific report and financial statement)
  3. Appendix 3: A statement on not taking advantage of assistance from domestic or Community public funding with regard to qualified costs covered by the agreement on supplementary funding for the project
  4. Appendix 4: Power of attorney (required if the application is signed by a person or persons without legal authority to represent the applicant).

Foundation

Recipient

Unit

.....

.....

.....

## Appendix 9.2 Specimen agreement on a research grant in the Welcome Programme

### SPECIMEN AGREEMENT ON A RESEARCH GRANT WELCOME PROGRAMME

Agreement No.:

Date of signing by the Foundation for Polish Science:

Date of signing and the number of the agreement on supplementary funding for a project in the Welcome Programme:

Agreement on a research grant in the Welcome Programme carried out as part of the Innovative Economy Operating Programme, Priority 1. Research and development of new technologies, Action 1.2. Strengthening the human resources potential of science, Welcome Programme, hereafter referred to as “the **Agreement**”, concluded between:

the Recipient in the Welcome Programme,

Mr. / Ms. ....

address ..... hereafter referred to as “the **Recipient**”

and

The Foundation for Polish Science, with its headquarters in Warsaw 02-548, ul. Grażyny 11, entered in the National Court Register maintained by the district court for Warsaw, XIII Economic Department, under number 0000109744, represented by Prof. Maciej Żylicz, PhD hab., hereafter referred to as “the **Foundation**”,

and

Mr./Ms. ....

born (date)..... in.....,

telephone: .....

e-mail: .....

resident at: .....

holding the following ID .....

PESEL (personal identity number) .....

hereafter referred to as “the **Grant Holder**”, hereafter jointly referred to as “the **Parties**”,

as follows:

#### § 1

The subject of the Agreement is a personal research grant awarded to the Grant Holder in accordance with the Recipient’s application, from the funds of the project (project name), along the rules specified in the competition documentation of the Welcome programme for competition ....., with the aim of supporting the Grant Holder’s research activity, hereafter referred to as “the **Grant**”.

#### § 2

1. The Grant Holder declares that he/she:

- 1) has the status of a graduate student who has completed his/her third year/a PhD student/a young PhD\*,
- 2) has been selected to carry out the project by way of an open competition maintaining the standards set down in the competition documentation,
- 3) plans to defend his/her master’s thesis/doctoral dissertation\* in (mm/yyyy): .....

2. A Grant Holder who has the status of a PhD student declares that:
  - 1) during the time of receiving the grant, he/she will exercise the right to voluntary pension insurance in accordance with article 7 of the law on social insurance (Dz.U./Journal of Laws 1998, No. 137, item 887, as amended). The base amount for the premium is at least PLN 1,800,\*
  - 2) during the time of receiving the grant, he/she will not exercise the right to voluntary pension insurance in accordance with article 7 of the law on social insurance (Dz.U./Journal of Laws 1998, No. 137, item 887, as amended) because he/she is covered by pension insurance from another source.\*

### § 3

The Recipient declares that:

- 1) he/she has selected the Grant Holder in accordance with the rules of an open competition set down in the competition documentation and the application,
- 2) he/she has designed the project budget to include funding corresponding to the time of payment of the Grant and its amount as specified in the competition documentation.

### § 4

1. The Grant is awarded for a period of ... months, i.e. from ..... to ....., and its monthly amount is PLN ..... (in words: ..... zlotys).
2. The Grant will be paid out during the period when the Grant Holder has the status specified in § 2 section 1; the Grant may be paid out for the period up to the end of the month in which the defence of the master's thesis (graduate students) or doctoral dissertation (PhD students) takes place.
3. The Grant will be paid by the Foundation to the Grant Holder's account, No. ...., according to the terms and deadlines specified in the Agreement concluded between the Foundation and the Recipient on (date) ....., hereafter referred to as "the **Welcome Agreement**", conditional upon the Foundation's approval of successive periodical reports from the implementation of the whole project.

### § 5

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

1. continue his/her research under the Recipient's leadership,
2. mark publications and other materials produced as part of the Grant with the emblem of the EU and the Innovative Economy Operational Programme, and the Foundation's logo,
3. promptly inform the Foundation of any changes to his/her contact/address data, bank account number or any other changes that could have an impact on transfer of the Grant. The Grant Holder's written statement with such information does not necessitate any amendment to the Agreement, nor does an Annex have to be signed by all the Parties,
4. immediately inform the Foundation if he/she loses the status specified in § 2 item 1.

### § 6

1. The Grant Holder's periodical and end reports from his/her research during the time he/she receives the Grant will constitute an appendix to the Recipient's reports submitted within the deadlines set down in the Welcome Agreement.
2. The Grant Holder's reports should cover all activities related to the Grant Holder's research work in the current reporting period covered by the Grant.
3. The specimen report constitutes Appendix 1 to the agreement.
4. The Grant Holder will submit his/her report to the Recipient, in electronic form and a hard copy, within a time allowing the Recipient to prepare his/her report for the Foundation.

### § 7

Apart from the reports, a Grant Holder with the status of a PhD student who exercises his/her right to voluntary pension insurance is obligated to provide the Recipient with copies of documents confirming registration for the above insurance and payment of premiums.

### § 8

1. In justified cases the Foundation has the right, on its own initiative or upon a motion from the Recipient, to change its decision on awarding a Grant, and in particular to stop payments, if the Grant Holder no longer fulfils the conditions of receiving the Grant, and in particular if the Grant Holder:
  - 1) has lost the status specified in § 2 item 1,
  - 2) has failed to fulfil the obligations set down in § 5,
  - 3) has abandoned his/her research work,
  - 4) is staying at a foreign research centre for purposes not directly related to the project,
  - 5) has violated the principles set down in the code of ethics of winners/recipients and beneficiaries of the Foundation.
  
2. In a situation when the Grant Holder did not meet the conditions specified in the competition documentation or the Agreement at the time he/she signed the Agreement, the Foundation has the right, at its own initiative or upon a motion from the Recipient, to revoke the decision on awarding the Grant.

#### § 9

The Recipient is obligated immediately to submit a written application to the Foundation, together with justification for changing the decision on awarding a grant, specifying the decision he/she is applying for to the Foundation (revocation or halting of payments of the Grant), when circumstances arise that justify such a decision, and in particular the circumstances specified in § 8.

#### § 10

If the Foundation decides to revoke the Grant, the money is subject to reimbursement within 14 days of the date of receipt of the demand, plus interest in an amount equal to that calculated for overdue taxes, counted from the date of transfer of the funds to the Grant Holder to the date of their return to the bank account specified by the Foundation. In particularly justified cases, upon the Recipient's or Grant Holder's written request, the Foundation may refrain from demanding reimbursement of funding already paid out or refrain from demanding interest, bearing in mind in particular the way in which the Grant Holder performed the Agreement.

#### § 11

Any costs of securing the return of the Grant and any documented costs of debt collection proceedings will be borne by the Grant Holder.

#### § 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 law of 29 August 1997 on personal data protection (Dz. U./Journal of Laws 2002 No. 101, item 926, as amended) for the purpose of promoting the results of the Welcome Programme, and also for monitoring, inspecting and evaluating the programme as well as for archiving purposes and publicizing information on the Foundation's new programmes. The Foundation wishes to make it clear that providing personal data is voluntary but necessary to conclude the Agreement.
2. With respect to the personal data provided to the Foundation, the Grant Holder and the Recipient are entitled to all the rights stemming from the law specified in article 32, and in particular the right to access the data and to lodge a protest.

#### § 13

Any amendments or supplements to the Agreement must be in writing upon pain of nullity.

#### § 14

On matters not covered by the Agreement, the regulations of the Civil Code apply.

#### § 15

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

§ 16

1. The Agreement has been drawn up in four identical copies, two for the Foundation and one each for the Grant Holder and the Recipient.
2. *Appendix 1: Specimen report* constitutes an integral part of the present agreement.

FOUNDATION

GRANT HOLDER

RECIPIENT

.....

.....

.....

\*Delete as applicable

### Appendix 9.3 Project schedule

No.	Task	1st reporting period	2nd reporting period	3rd reporting period	4th reporting period	5th reporting period	6th reporting period	7th reporting period	8th reporting period	9th reporting period	10th reporting period	11th reporting period
1.	Recruitment of young researchers for the team											
2.	Commencement of research											
3.	Research tasks (start/finish)*											
3.1												
4.	Purchase of research equipment*											
4.1												
5.	Scheduled master's thesis defences											
6.	Scheduled doctoral dissertation defences											
7.	Scheduled postdoctoral dissertation defences											
8.	Promotion of the project (stages)*											
8.1												
8.2												

\* Number of items to be modified according to need

## Appendix 9.4 Statement of VAT qualification

Name and address of Unit (place and date)

### STATEMENT OF VAT QUALIFICATION

Following the decision to grant ..... (*name of Unit*) ..... supplementary funding from the European Regional Development Fund in the Welcome programme (Action 1.2 of the Innovative Economy Operational Programme) to carry out the Project ..... (*name of Project*), I hereby declare that when applying for supplementary funding for the above-mentioned Project \*

**on the date the application was submitted, I had the possibility of being reimbursed for incurred costs of VAT** related to the qualified expenses assigned to ..... (name of Unit) and included in the application.

**on the date the application was submitted, I had no possibility whatsoever of being reimbursed for incurred costs of VAT** related to the qualified expenses assigned to ..... (name of Unit) and included in the application.

At the same time, I agree to return the part of the incurred cost of VAT refunded in the Project .....(*name of Project*)..... if the possibility appears of being reimbursed for the said tax.

.....  
(signature and official stamp)

*\*tick the applicable option*

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

Name and address of Unit

(place and date)

**Statement**

Following the decision to grant ..... (*name of Unit*) .....  
supplementary funding from the European Regional Development Fund in the Welcome  
programme (Action 1.2 of the Innovative Economy Operational Programme) to carry  
out the Project ..... (*name of Project*), I hereby declare that:

1. I am not taking advantage of any assistance from domestic or Community 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 (Community or domestic).

.....  
(signature and official stamp)

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

**RECIPIENT'S REPORT – scientific report  
WELCOME PROGRAMME**

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

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

<b>1. INFORMATION ON RESEARCH PROGRESS</b> (max. 1000 words; mid-term report max. 2000 words)	
1.1.	<i>Progress in the research tasks</i>
1.2.	<i>Summary of the results of the above-mentioned tasks</i>
1.3.	<i>Information on master's theses, obtained scientific degrees and titles (PhDs, postdoctoral degrees, etc.)</i>
<b>2. TEAM MEMBERS</b> (first names and surnames)	
2.1	<i>Young researchers involved in the project's implementation (including the starting and closing date of their work on the team):</i>
	<i>a. graduate students</i>
	<i>b. PhD students</i>
	<i>c. postdoctoral fellows</i>

- 2.2 *Researchers involved in the team's work (including the starting and closing date of their work on the team):*
- a. *whose remuneration is refunded from the funding for the project (including what percentage of remuneration corresponding to the time spent on the project is refunded, e.g. 25% of a full-time job)*
  - b. *others*

### 3. INFORMATION ON RECRUITMENT OF TEAM MEMBERS

- 3.1. *Brief description of information and promotion activity targeted at prospective young team members*
- 3.2. *Candidate selection criteria*
- 3.3. *Brief description of the team member selection procedure*
- 3.4. *Number of applications submitted*
- 3.5. *Number and status of team members selected*

### 4. SCIENTIFIC ACHIEVEMENTS

- 4.1. *Original scientific publications published in the reporting period:*
  - a. *in reviewed publications from the Philadelphia Institute for Scientific Information list:*
  - b. *in Open Access publications*
  - c. *other*
- 4.2. *Publications in which graduate students were involved (all publications involving graduate students on the team listed in item 4.1)*
- 4.3. *Publications in which PhD students were involved (all publications involving PhD students on the team listed in item 4.1)*
- 4.4. *Publications in which postdoctoral fellows were involved (all publications involving postdoctoral fellows on the team listed in item 4.1)*
- 4.5. *Prizes and awards*
- 4.6. *Patent applications*

4.7. <i>Patents</i>
4.8. <i>Protection rights and utility designs</i>
<b>5. CONFERENCES</b>
5.1 <i>Team members' participation in domestic and international conferences (first name and surname, name of conference, country, length of stay, title and type of presentation):</i>
5.2 <i>Conferences in which team members were involved as organizers:</i>
<b>6. SCIENTIFIC EXCHANGE</b>
6.1 <i>Research visits abroad (first name and surname, host centre, country, length of stay, purpose of visit):</i>
6.2 <i>Domestic research visits (first name and surname, host centre, length of stay, purpose of visit):</i>
6.3 <i>Guests from domestic and foreign institutions invited by the team (first name and surname, centre, country, length of stay, purpose of visit):</i>
<b>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 carried out in compliance with the principle of sustainable development)?</b>
YES <input type="checkbox"/> NO <input type="checkbox"/>
<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>
<b>8. INFORMATION ON PARTNERS</b>
8.1. <i>Description of co-operation with foreign partners</i>
8.2. <i>Description of co-operation with domestic partners</i>
<b>9. ADDITIONAL INFORMATION</b>
9.1. <i>Other important information relevant to the project</i>
<b>10. SUMMARY OF RESEARCH PROGRESS IN ENGLISH</b> (max. 500 words, mid-term report max. 1000 words)

### 11. TASKS COMPLETED SINCE THE START OF THE PROJECT

No.	Task	1st reporting period **	2nd reporting period	3rd reporting period	4th reporting period	5th reporting period	6th reporting period	7th reporting period	8th reporting period	9th reporting period	10th reporting period	11th reporting period
1.	Recruitment of young researchers for the team											
2.	Commencement of research											
3.	Research tasks (start/finish)*											
3.1												
4.	Purchase of research equipment*											
4.1												
5.	Scheduled master's thesis defences											
6.	Scheduled doctoral dissertation defences											
7.	Scheduled postdoctoral dissertation defences											
8.	Promotion of the project (stages)*											
8.1												

Date:

.....  
Recipient's signature

\* Number of items to be modified according to need

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

**NB: The reports of the individual team members selected in an open competition should be attached to the report.**

## REPORT – financial statement

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

<b>Recipient (first name, surname, e-mail, telephone and fax number)</b>	
<b>Name and address of unit</b>	
<b>Person preparing the financial statement (first name, surname, e-mail, telephone and fax number)</b>	

<b>Expenses for the period</b>	From	To
<b>Value of qualified expenses covered by the report</b>		

<b>FINANCIAL PROGRESS OF PROJECT IMPLEMENTATION</b>				
No.	Category	expenses in the reporting period	expenses since the start of the project	% utilization
<b>I</b>	<b>grants</b>	<b>0</b>	<b>0</b>	
1.1	grant for graduate students			
1.2	grant for PhD students			
1.3	grant for postdoctoral fellows			
1.4	grant for the foreign researcher - project manager			
<b>II</b>	<b>project</b>	<b>0</b>	<b>0</b>	
2.1	remuneration and non-remuneration costs of labour for the persons carrying out the project			
2.2	depreciation of fixed assets, intangible fixed assets and developed real estate			
2.3	spending on laboratory equipment			

2.4	spending on materials, software, and software licences			
2.5	spending on research services as well as technical and financial expert opinions			
2.6	spending on publications, database access, and other paid information sources			
2.7	spending on patent protection and intellectual property consultancy, including the fees for the first patent application resulting from the project			
2.8	spending on promoting the project, including promotion of the project's results			
2.9	spending on publishing the research results in Open Access periodicals			
2.10	spending on international exchange and domestic business trips			
<b>III</b>	<b>overheads</b>			
<b>TOTAL</b>		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 the criminal responsibility stemming from article 271 of the penal code in cases of corroborating false information concerning circumstances of legal significance. I declare that the documentation related to the project is stored at (place and address):

Appendices:\*

1. Copies of invoices and other bookkeeping documents of equal 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 attach these documents to the report).
2. Copies of documents confirming receipt/completion of assignments, certified as conforming to the originals.
3. Other documents if required under the agreement.

\* not applicable to the mid-term report

Date:

Chief accountant/finance officer

Project manager

Official stamp of the unit

.....

.....

.....

Appendix 9.7 **Specimen report of a team member on the project's implementation**

**TEAM MEMBER'S REPORT – scientific report  
WELCOME PROGRAMME**

<b>Project name:</b>	
<b>Reporting period</b>	<input type="checkbox"/> periodical report for the period from ..... to ..... <input type="checkbox"/> end report
<b>Number of reporting period</b>	
<b>Agreement No.:</b>	
<b>Recipient:</b>	
<b>First name and surname of team member</b>	
<b>Team member's status</b>	<input type="checkbox"/> graduate student <input type="checkbox"/> PhD student <input type="checkbox"/> postdoctoral fellow
<b>Telephone:</b>	
<b>E-mail:</b>	

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

<p><b>1. INFORMATION ON RESEARCH PROGRESS</b> (max. 300 words)</p> <p>1.4. <i>Progress in the research tasks</i></p> <p>1.5. <i>Summary of the results of the above-mentioned tasks</i></p> <p>1.6. <i>Information on starting/ending work on the team</i></p> <p>1.7. <i>Information on the date of the master's thesis/doctoral dissertation/postdoctoral dissertation</i></p>
--

<p><i>defence*</i></p> <p><i>*delete as applicable</i></p>
<p><b>2. SCIENTIFIC ACHIEVEMENTS</b></p> <p>2.1. <i>Original scientific publications:</i></p> <p style="padding-left: 40px;">d. <i>in reviewed publications from the Philadelphia Institute for Scientific Information list</i></p> <p style="padding-left: 40px;">e. <i>in Open Access publications</i></p> <p style="padding-left: 40px;">f. <i>other</i></p> <p>2.2. <i>Prizes and awards</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><b>3. CONFERENCES</b></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 the organization of conferences:</i></p>
<p><b>4. SCIENTIFIC EXCHANGE</b></p> <p>4.1 <i>Research visits abroad (host centre, country, length of stay, purpose of visit):</i></p> <p>4.2 <i>Domestic research visits (host centre, length of stay, purpose of visit):</i></p>
<p><b>5. ADDITIONAL INFORMATION</b></p> <p>5.1. <i>Other important information relevant to the project</i></p>
<p><b>6. SUMMARY OF RESEARCH PROGRESS IN ENGLISH</b> (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	6th reporting period	7th reporting period	8th reporting period	9th reporting period	10th reporting period	11th reporting period
1	Start of work on the team											
2.	Scheduled defence of master's thesis/doctoral dissertation/postdoctoral dissertation*											
3.	Research tasks (start/finish)**											
3.1												
3.2												
3.3												
3.4												

Date:

.....  
Team member's signature

\* delete as applicable

\*\* number of items to be modified according to need

\*\*\* six-month reporting periods apply, from 1 May to 31 October and from 1 November to 30 April; the first report shall cover the period from the starting date of the of work on the team until the end of the current reporting period, while the end of the last reporting period is defined by the date of the project's completion.

**NB:** 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

