

## **Program in Support of Polish-Ukrainian Cooperation Instructions for Applicants**

*You are kindly requested to read the following instructions before completing the application form.*

The purpose of the application is to collect details of the research project, the applicants and the project location.

### **Technical comments:**

To fill in any field in the form, click the **Edit** button. After populating the field, click **Save** or else any information you have introduced will be lost.

The form should be completed **in English**.

The application process consists of **two stages**:

- **Stage 1** consists in completing all the sections of the electronic form (see description of the sections below). At the first stage of the application process, the electronic system permits changes to be made in the electronic application form and appendices to be replaced until completion of data editing. Stage 1 ends with completion of data editing in the application. After this step, the application can be downloaded in a printable version in order to be submitted, for example, to the Institution (e.g. to the research management office) in preparation for the next stage in the application process.
- **Stage 2** consists in appending to the electronic form the Statement of the Institution which is to host the project (available in Downloads). The Statement of the Institution cannot be appended at Stage 1, i.e. before completion of application data editing. It is only after the Statement of the unit has been appended, that the application can be sent electronically to the Foundation, and will be considered as duly submitted.

The form is divided into several sections. Below you will find a short description of each of them.

### **Key information:**

1. **Project** – the purpose of this section is to collect key information about your project: project title, abstract, project implementation period, research field and project subject.
2. **Project location** – this part contains data about the institution in Poland where the project will be implemented (hosting institution). It can but has not to be the Applicant's from Poland home institution.
3. **Applicants** – in this section you should provide information concerning both applicants and their home institutions.
  - a. the Applicant from Ukraine, regardless of his/her nationality, should hold at least a doctoral degree and should have been a scientific employee at an institution conducting scientific research in Ukraine on the date of aggression against Ukraine (24<sup>th</sup> February 2022).
  - b. the Applicant from Poland, regardless of his/her nationality, should hold at least a doctoral degree and should be a researcher employed at an institution conducting scientific research in Poland on the date of application submission (which can but has not to be the hosting institution).

4. **Attachments** – in this section you are requested to provide the following attachments:
  - a. a description of the planned scientific research, indicating its relevance to the FNP programme’s theme and the objective(s) to be achieved through the project - up to 4 pages A4, in English (PDF);
  - b. information on the division of tasks to be implemented by the applicants with the specification of planned project results - up to 2 pages A4, in English (PDF);
  - c. CV of the Applicant from Poland - up to 2 pages A4, in English (PDF);
  - d. CV of the Applicant from Ukraine - up to 2 pages A4, in English (PDF);
  - e. the Applicant’s from Ukraine list of up to three major publications, with electronic versions of their full or partial contents in the original languages (PDF);
  - f. the Applicant’s from Poland list of up to three major publications with electronic versions of their full or partial contents in the original languages (PDF);
  - g. information on the planned dissemination activities of the project results - up to 1 page A4, in English (PDF);
  - h. information on the hosting institution’s contribution to the project funding (if applicable) - in English (PDF).
  - i. the Statement of the Applicant from Poland - attachment to be prepared in accordance with the template available in the Download Section - in English (PDF);
  - j. the Statement of the Applicant from Ukraine - attachment to be prepared in accordance with the template available in the Download Section - in English PDF);
  - k. the Statement of the Hosting Institution - attachment to be prepared in accordance with the template available in the Download Section - in English (PDF). **NOTE:** this attachment is required at the second stage of the process of submitting the application electronically, i.e. the Statement cannot be attached before completion of application data editing.
5. **Verification and application submission** - in this section you can check if all the fields have been duly populated and if so the data editing can be completed; next the Statement of the Hosting Institution can be attached and the application can be sent electronically and will be considered as duly submitted.

At the first stage of the application process, i.e. before completion of data editing, you can log on multiple times, adding/replacing appendices or changing the text previously entered in the form. Once data editing is closed, no more changes can be introduced. You can, however, print out a draft version of the application.

**It is possible to submit the application electronically only after the Statement of the Hosting Institution has been uploaded.**

Only those applications which have been electronically submitted (with the *Submit application* button) **until 4 th April 2023, 4 pm** (deadline for the 3<sup>st</sup> competition) will be taken into account.

In the case of any problems or questions concerning the application form do not hesitate to contact:

Programme Assistant – Larysa Myrgorodska, PhD Phone: +48 22 845 95 11 email: <a href="mailto:myrgorodska@fnp.org.pl">myrgorodska@fnp.org.pl</a>	Programme Officer – Joanna Jachimczuk-Lora Phone: +48 22 311 84 30 Mobile: +48 604 129 878 e-mail: <a href="mailto:jachimczuk@fnp.org.pl">jachimczuk@fnp.org.pl</a>
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