

International Research Agendas Programme

You are kindly requested to read the following instruction, before completing the application form.

Please, keep in mind that all the information you provide and the method of providing it must meet the criteria and requirements of the Competition Documentation (Competition no. 4/2017 and Competition no. 5/2017).

The aim of the application is to provide information concerning the project, the applicant(s), strategic foreign partner(s), economic partner(s), scientific partner(s) from Poland, and the unit that will be established to carry out the International Research Agenda project. The on-line application form enables the applicant(s) to provide this information in the format streamlined for the further merit-based evaluation.

Please provide all the information necessary for the evaluation of your complete vision for the unit implementing the International Research Agenda.

Before filling out the application form and submitting it please, read the Competition Documentation thoroughly along with all the attachments and other documents provided on the FNP website for the International Research Agendas programme.

These documents will provide you with all the necessary information concerning the application process, the evaluation and funding of the project.

Please, note that **applications which have not met the formal requirements will not be processed**, there will be no possibility for supplementing or amending the application at the formal evaluation stage with the exception of obvious errors.

For this reason please, double-check the application form and all of the attachments provided before submitting your application.

In case of any doubts or problems with the electronic form, please do not hesitate to contact:

Judyta Węgrzyn (+48 22 311 84 39, wegrzyn@fnp.org.pl).

Technical details

To complete and submit the electronic form please go to this webpage:

<http://wnioski.fnp.org.pl>

In order to work with the English version of the application form, please, select the British flag icon before logging in.

Log in if you already have an account. To create a new account , please click on the 'Create new account' button and then log in.

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

After logging in click on the 'Available programmes' tab and then select MAB from the programmes listed in the table below.

In order to fill in any field in the form you need to click on the **Edit** button first. After filling in the cell you need to click on the **Save** button. The information placed into the form but not confirmed with the Save button, **will not be saved by the system**.

Before submitting the application, the applicant can log in as many times as is required and change previously provided data.

Basic information

The electronic form is divided into five main sections:

1. Principal information,
2. Project budget,
3. Downloads,
4. Attachments,
5. Verification and application submission.

Below is a short description of each of them.

1. The tab '**Principal information**' is divided into six subsections:

- a) **Project** – provides information on the project: title, keywords, abstract, personal motivation of the applicant for applying to become the first director of the proposed research institute (including specifying how much time they plan to commit to the project if granted the funds), the duration of the project, etc. Applicants who are involved in the

first stage of the *Teaming for Excellence* programme under Horizon 2020 should also provide additional information on the title/acronym of the Teaming project, they are applying to have supported.

- b) **Applicant** – provides information about the applicant(s), *i.e.* contact, current employment details. If they work in Poland applicants can use the drop-down list of institutions to provide information about their workplace. If the applicants work outside Poland or their institution is not listed, they need to provide its name in a separate field below the drop-down list.

The applicant(s) should provide an active e-mail address and telephone number. If two e-mail addresses or two telephone numbers are input they should be separated with a semicolon. The contact information will be used by FNP on multiple occasions during the application and evaluation process (*i.e.* to provide information on the outcome of evaluation and to request further information), therefore we kindly ask you provide valid contact details.

In the case of two applicants the future position of the second applicant in the IRAP unit needs to be indicated. Please add the second applicant and choose his/her function in the unit from the drop-down list – either group leader or the scientific affairs director. Keep in mind that choosing position of the scientific affairs director results in the appearance of an additional section for uploading the second applicant's cover letter. Providing a cover letter is not possible in the case of group leader.

- c) **Indicators** - provides information on the intended number of R&D activities, new scientists, patents, *etc.*, to result from the implementation of the project. Please note - this subsection will only be required at the third stage of the application process.
- d) **Strategic foreign partner(s)** – provides information on the foreign research center(s) chosen by the applicant(s) to be the strategic partner(s) during the implementation of the project.
- e) **Economic partner(s)** – provides information on partner(s) from Poland or abroad chosen by the applicant(s) to be economic partner(s) during the implementation of the project. (Optional – this information is not necessary for the successful submission of the application)
- f) **Polish research partner(s)** – provides information on Polish partner institution(s) which will collaborate with the International Research Agendas unit - in various ways - during the implementation of the project, for example by providing laboratory space, equipment or

access to other R&D personnel. (Optional – this information is not necessary for the successful submission of the application)

- g) **Statements** – provides the statement that in the case of the application being funded the IRAP unit will refrain from any research activities until all the permits required have been obtained and that the unit will apply for all such permits.

2. The tab **‘Project budget’** provides basic information on expenses that are planned to be incurred by the unit established to carry out the International Research Agendas project. In the ‘Project budget’ section there is an additional instruction file – **‘Budget Guide’** – for convenient navigation through this section. To download the ‘Budget Guide’, please click **‘Help’** button. Please note – filling in this subsection will be required at the **third stage** of the application process and until then it will remain inactive.

3. The tab **‘Downloads’** provides the following forms (in alphabetical order), which are required in the submission process:

- (1) Applicant’s(s’) statement (I stage)
- (2) Full International Research Agenda (II stage)
- (3) Indicators (III stage)
- (4) International Scientific Committee (III stage)
- (5) List of invited conference presentations or lectures (I stage)
- (6) List of key funded projects (I stage)
- (7) Outline of the International Research Agenda (I stage)
- (8) Project schedule (III stage)
- (9) Site information (I stage)

4. The tab **‘Attachments’** enables the applicant(s) to upload all necessary attachments. The attachments should meet the following formatting constraints:

- *pdf* format
- font size at least 11
- line spacing at least 1.15
- margins at least 2.0 cm side and 2.0 cm bottom
- the number of pages must be no greater than as specified in the competition documentation – all additional pages will be removed during the formal assessment.

Attachments required at the first stage of the application process are as follows:

- (1) Brief CV of the principal applicant¹ (**up to 3 pages A4**),
- (2) Up to 10 key research and/or implementation achievements of the principal applicant in the years 2007-2017 (a single achievement is e.g. full text of one publication, text of a patent indicating what area the patent covers and title in English, description of a completed implementation, etc.),
- (3) Description of unique features of the achievements indicated by the principal applicant from the years 2007-2017 and their impact on the development of particular research/economic domains (**up to 3 pages A4**),
- (4) List of key projects for which the principal applicant was granted funding in the years 2007-2017 (**up to 2 pages A4**) (*please fill in the provided form: 'List of key funded projects' - downloadable from the section 'Downloads'*),
- (5) List of key lectures or conference speeches delivered by the applicant in the years 2007-2017 (**up to 2 pages A4**), (*please fill in the provided form: 'List of conferences speeches or lectures' - downloadable from the section 'Downloads'*),
- (6) Description of the principal applicant's research management experience (**up to 2 pages A4**),
- (7) Description of the principal applicant's experience in research-industry cooperation and of successful implementations (**up to 2 pages A4**),
- (8) Cover letter describing the role to be played by the applicant at the IRAP unit and his/her vision of the unit, only in the case of the second applicant applying for the position of scientific affairs director (**up to 2 pages A4**),
- (9) Overview of the international research agenda (**up to 5 pages A4**), (*please fill in the provided form: 'Overview of International Research Agenda' - downloadable from the section 'Downloads'*),
- (10) Description of the economic or socio-economic impact and likely applications of the results of the IRAP project implementation (**up to 2 pages A4**),
- (11) Letter(s) of intent from a strategic partner unit(s) - foreign strategic partner(s) for the project (**up to 2 letters**). The letter(s) should additionally include a written authorization for the person who issues the letter of intent, if he or she is not the head of the partner institution.
- (12) A brief description of the IRAP implementing unit structure (**up to 2 pages A4, in the case of applicants involved in Teaming Programme – 3 pages A4**),

¹ If two applicants are submitting the application, another set of attachments (numbers from 1 to 7) concerning the second applicant will show up with the full list of attachments. In case of the scientific affairs director please provide an additional document – a cover letter – that should be uploaded with the second applicant's information.

- (13) A description of the place of IRAP implementation (*please fill in the provided form: 'Site information' - downloadable from the section 'Downloads'*),
- (14) Letter(s) of intent from a scientific partner institution(s) from Poland (**up to 2 letters**), (optional)
- (15) Letter(s) of intent from an economic partner(s) in Poland or abroad (**up to 2 letters**) (optional)

NOTE: The cover letter and the letters of intent can only be uploaded in the subsections dedicated to partnership ('Applicant', 'Strategic foreign partner', 'Economic partner' or 'Polish research partner' which are in the 'Principal information' tab) and cannot be uploaded in the 'Attachments' section.

Attachments required at the second stage of the application process are as follows:

- (1) Full International Research Agenda, (**up to 15 pages A4**), (*please fill in the provided form: 'Full International Research Agenda' - downloadable from the section 'Downloads'*),
- (2) A description of the competence of the foreign partner unit(s) (in case of two strategic partners, two separate files should be uploaded, **up to 15 pages each**).

Attachments required at the third stage of the application process are as follows:

- (1) The text of the IRAP Statute (English and Polish version),
- (2) The text of the International agreement (**up to 2 – one for each strategic partner**) (English and Polish version)
- (3) A description of operating methods adopted for the IRAP implementing unit (**up to 20 pages A4, including the table with ISC members as per form**)P
- (4) A project implementation schedule (*please fill in the provided form: 'Schedule' - downloadable from the section 'Downloads'*)
- (5) A development plan for the IRAP implementing unit after the funding period for the IRAP project (**up to 4 pages A4**),
- (6) Indicators – including justification (*please fill in the provided form: 'Indicators' - downloadable from the section 'Downloads'*)
- (7) A description of the project's impact on sustainable growth, in particular on environmental protection (**up to 2 pages A4**).

6. The tab '**Verification and application submission**' enables conducting a simplified formal verification and submitting the electronic application form. The electronic application will be

submitted on-line only if it is complete. In the case of obvious errors or missing attachments the system indicates the tab that requires revision.

NOTE: The system will not check among others: the number of pages in attachments, the language or the content of the uploaded files.

To submit the application, first click on the **'Complete editing'** button, which prevents further data edition.

Next the **'Applicant's(s) statement'** file available in the **'Downloads'** tab **must be printed out, signed by the applicant or applicants and uploaded** to the appropriate section in the **'Verification'** tab. Uploading the document will activate the **'Submit application'** button.

To complete the submission process please click on the **'Submit application'** button.

Once the application is submitted no further changes are possible. The form will be activated again, if the application is accepted for the second stage of the merit-based evaluation. The application can also be activated at the request of the applicant before the deadline for submission of applications.