Instructions for preparing applications and realisation of stipends in the
START 2016
programme of the Foundation for Polish Science

Pictured: Winners of stipends in the FNP START programme / FNP archive

CONTENTS

1. REGISTRATION AND SUBMISSION OF APPLICATION

HOW TO REGISTER

Registration of candidates seeking a START stipend is done <u>online.</u> Before beginning the registration process, please review carefully the *Rules for Stipends for Young Researchers in the START Programme* and these Instructions.

BEFORE BEGINNING THE APPLICATION

Before beginning to fill out the online application form, candidates should:

➢ <u>Prepare all enclosures required by the competition rules in electronic form</u> (.pdf format). The file names should follow the pattern specified in the Instructions, see ***Order of documents in application, page 10***.

➢ <u>Determine who in their case will act as the applicant</u> (in the case of universities this should be the rector or prorector, or in the case of other scientific institutions the director). The first and last name, position, and academic title/degree of the person acting as applicant must be provided in the online application. <u>After finally closing the application (after clicking on the "close application" button) it is not possible to change the applicant's details.</u>

STAGES OF SUBMISSION OF APPLICATION

1. <u>Online registration of candidate</u>: fill in the online application available at http://wnioski.fnp.org.pl/.
2. <u>Attaching to the online application in electronic form the enclosures</u> listed in the *Rules for Stipends for Young Researchers in the START Programme* and in these Instructions.
3. <u>Completion of online registration:</u> closing the completed online application form (after confirmation of closing of the application, it will automatically be transmitted to the Foundation electronically, with the enclosures).
4. <u>Printing out</u> the form completed online and printing out the required enclosures (except for the texts of publications).
5. <u>Posting</u> (or delivering) the printed version to the Foundation's office at: **ul. Krasickiego 20/22, 02-611 Warsaw, <u>on or before 30 October 2015</u>**. The timeliness of the application will be determined by the postmark. <u>Do not enclose the texts of publications with the hard copy</u> of the application sent to the Foundation's office. <u>Enclose the texts only with the electronic application.</u>

1. STAGES AND CRITERIA FOR EVALUATION OF APPLICATIONS

STAGES OF EVALUATION OF APPLICATIONS

1. **Stage I: formal evaluation of applications**
   Formal evaluation is made <u>by the programme coordinator</u>. Applications that do not meet the formal requirements or are sent after the deadline will not take part in the competition.

2. **Stage II: evaluation of applications by experts**
   Each application is evaluated by at least two experts. The experts receive applications from the specific review groups (see also Selection of review group, page 9) representing the same field of science. Each application is assigned by the experts to <u>one of the three groups listed below</u> (depending on the quality and originality of the candidates' scientific achievement and the importance of their accomplishments):
   Group A – <u>highest recommendations for a stipend</u>: the best applications of distinguished and outstanding candidates, possessing original and innovative scientific achievement of international scope and significant research accomplishments.

Group B – positive recommendations: applications of good candidates, possessing research accomplishments, who are recommended for a stipend in the second order if funds permit.

Group C – no recommendation for a stipend: applications of candidates whose research is at a preliminary stage. These are candidates who cannot demonstrate significant scientific achievement, the results of whose works are of local scope, or whose publications primarily consist of brief post-conference notes or works of a popular science nature.

The results of the evaluation by experts are subject to discussion and consultation at panel meetings within specific fields of science. Participants in the panels have the opportunity to compare the level of the evaluated applications. The applications deemed the best by the panel of experts qualify for the third stage of the competition. The other applications will not take part in the further stages of the competition.

3. **Stage III: evaluation of applications by reviewers**
Applications qualified for the third stage of the competition are evaluated within specific review groups. Each group is evaluated by at least three reviewers.

The evaluation by the reviewer comprises three elements:
➢   point evaluation (on a scale of 1–7)
➢   ranking assigned to each application resulting from ranking them in order from the best to the weakest
➢   brief commentary justifying the evaluation of each of the applications.

It is also the reviewers' task to evaluate applications submitted by candidates seeking a stipend for a second year (see also: Criteria for persons seeking a stipend for a second year, page 6).
The reviewers also provide an opinion on awarding additional funding for study trips by candidates who seek it (see also: Remarks concerning study trips as part of the START stipend, page 13).

4. **Stage IV: selection of winners of the competition**
The final selection of winners is made by the Board of the Foundation on the basis of a detailed analysis of all of the evaluations of the candidates and applications. The decision of the Board is approved by the Council of the Foundation.

CRITERIA FOR EVALUATION OF APPLICATIONS
START stipends are awarded in recognition of the scientific achievements to date of young researchers. The purpose of the stipends is to encourage the most distinguished researchers at the beginning of their research career to further growth in the field of science.

QUALITY AND ORIGINALITY OF SCIENTIFIC ACHIEVEMENT
In accordance with the Rules of the START programme, the fundamental criterion for evaluation of applications is the scientific quality and originality of the candidates' published achievement. This is evaluated by the reviewers primarily on the basis of a list of a maximum of three original publications which the candidates regard as the most important in their research career to date and the texts of these publications enclosed with the application, as well as on the basis of the list of all the candidate's publications. Reviewers do not consider the number of publications by candidates, but only their substantive value—originality and innovativeness. Even a single work constituting a significant contribution to the scientific research in the candidate's field may be sufficient to receive a stipend. For this reason as well, in evaluating the candidates' achievement, the reviewers place particular importance on whether the works they present are original and whether they contribute new ideas, methods, and the like to their scientific discipline. A list of publications that is long but

dominated by incidental articles, reviews, reports, post-conference notes or popular science items will not be assessed highly by the reviewers.

In the case of post-conference works, the reviewers will assess whether they are innovative works prepared at the invitation of the organisers, or brief notes in the nature of summaries or reports. In the case of collective works, the reviewers will consider the individual contribution to the publication of the candidate's work, based on the information provided by the candidates. The reviewers will also strive to assess scientific achievement <u>relative to the candidates' age</u>, as the pace of scientific growth is of great importance.

CANDIDATE'S MOST IMPORTANT RESEARCH ACCOMPLISHMENTS

When submitting an application in the competition, candidates also present their most important research accomplishment, resulting directly from their scientific achievement. In analysing an application, the reviewers will consider the accomplishment listed by the candidate in the description of his or her scientific work to date and evaluate its actual importance.

<u>The description of the scientific accomplishment is of critical importance for evaluation of the application</u>. Therefore it should be precisely defined, reflecting the substantive and cognitive value of the research. <u>The description of the accomplishment should refer directly to specific publications by the candidate.</u>

It is <u>not a scientific accomplishment</u>, for example, to receive a grant from another institution, or participate in an important conference or be invited to a conference and present a paper. What <u>is a scientific accomplishment</u>, however, is the results of the candidate's own research which is the subject of the grant project or the conference paper. Similarly, it is <u>not a scientific accomplishment </u>to be awarded an academic degree, but rather the innovativeness and the very nature of the discovery or the results presented in the doctoral dissertation. <u>In the humanities and social sciences</u> an accomplishment may be a creative work published in a significant academic journal, particularly a foreign one, or an important book. Its substantive value and originality should be described.

ADDITIONAL CRITERIA

In evaluation of applications, the <u>nature of the research conducted to date</u> by the candidate (mastery of technique, variety of methods applied, degree of advancement of research) as well as the <u>research plans</u> presented in the application for the next year are also taken into consideration. Also important is the candidate's <u>scientific profile</u>—initiative, independence, distinctions, awards, increasing general qualifications and improving research skills. However, the research project or scientific plans presented in the application for the stipend <u>are not the fundamental subject of evaluation of applications</u> as might be the case in grant competitions. The START stipend is awarded for <u>what the candidate has already accomplished</u>. The criteria mentioned in this point are treated by reviewers as additional, supplemental criteria.

CRITERIA APPLIED IN AWARDING STUDY TRIPS

The main criterion for awarding funding for study trips as part of the stipend is the <u>standing of the centre selected by the candidate</u> and the <u>scientific potential of its personnel</u>, and particularly the person inviting the candidate. The assessment of the <u>appropriateness of the selection</u> of the centre for the candidate's research topic is also important. See also: Remarks concerning study trips as part of the START stipend, page 13.

CRITERIA FOR PERSONS SEEKING A STIPEND FOR A SECOND YEAR

In the case of candidates seeking a stipend for a second year, in addition to scientific achievement the main criteria for evaluation are the new research accomplishments and research activity during receipt of the stipend in the first year. The reviewers will make this evaluation on the basis of

additional enclosures documenting the candidate's scientific work during receipt of the START stipend in the first year (see also: Additional enclosures, page 14).

INTERDISCIPLINARY APPLICATIONS

Applications identified by candidates as interdisciplinary are submitted to an additional initial evaluation to assess the rationale for treating them as interdisciplinary applications, and therefore candidates submitting applications in this group are required to justify the interdisciplinary nature of their research. Applications whose interdisciplinary nature is disputed by the experts will not take part in further stages of the competition as interdisciplinary applications. These applications will be evaluated in the first review group selected by the candidate. However, all interdisciplinary applications qualified for further stages will take part in the additional competition for the Barbara Skarga Research Stipend.

Note: Interdisciplinary applications should be sent to the Foundation in two hard copies (original and photocopy).

2.   REMARKS CONCERNING PREPARATION AND SUBMISSION OF APPLICATIONS

REMARKS CONCERNING CANDIDATES

SCIENTIFIC ACHIEVEMENT OF CANDIDATES

Only persons possessing scientific achievement documented by publications may take part in the competition for a START stipend. The lists of winners in the START programme (2011–2015 editions) published on the Foundation's website contain lists of publications of the winners of the competitions, which should help you assess your scientific achievement. The Foundation does not specify the scope or extent of the scientific achievement candidates must possess in order to take part in the competition, but only recommends that all candidates review the lists of publications of the winners from previous years in their given field to compare their scientific achievement with that of the previous winners in the programme and consider their chances in the competition. In the case of group works, candidates are required to specify their contribution to its creation (by stating a percentage share) and describe (in 1–2 sentences) what their contribution consisted of. If the candidate is the corresponding author, this should be mentioned in the information in the list of publications**.**

EMPLOYMENT

Candidates must be employees or doctoral students at Polish scientific institutions not only at the time of filing of the application but also during the period of receiving the stipend (the basis for paying out the stipend is a trilateral agreement between the Foundation, the stipend holder, and the institution educating or employing the stipend holder). The Foundation does not require the candidate to hold an employment contract for an indefinite period; other forms of employment are also accepted: a contract for a specific work, a contract of mandate, participation in a research project, part-time employment etc. Doctoral students who plan to defend their doctorate during the competition, as well as candidates holding employment at the time of filing of the application but who do not have a guarantee of further employment, may also file applications for a stipend. The condition for participation in the competition in such case is the candidate's planning to continue his or her scientific career. Thus a condition for paying out the stipend to the winners is signing of a trilateral agreement with the next employer which is a scientific institution; it may be different from the one indicated in the application.

CHANGE OF PLACE OF EMPLOYMENT /DEFENCE OF DOCTORATE DURING THE COURSE OF THE COMPETITION

If during the course of the competition the candidate changes his or her place of employment or defends his or her doctorate, the stipend agreement—if the stipend is awarded—may be signed with another Polish scientific institution where the candidate will continue research work or doctoral studies.

AGE OF CANDIDATES

The calendar year is used to determine the age of candidates. The specific date of the candidate's birth is irrelevant. Where the cut-off age is 30, this means that for the 2016 edition of the competition (deadline for filing applications **30 October 2015**), candidates born in 1985 or later are qualified. Where the cut-off age of 32, this means that candidates born in 1983 or later may participate in the competition. Male candidates who will be over 30 during the year of filing the application but not over 32 may take part in the competition if they took paternity leave or childrearing leave and can confirm this with a relevant document enclosed with the application (we do not specify in this respect the required length of such leave). Female candidates with a child retain the right to seek a stipend also if at the time of birth or childrearing they were not employed, or were pursuing master's or doctoral studies and therefore did not take maternity leave or childrearing leave. In such cases they should enclose with the application only a copy of the child's birth certificate. The cut-off age of 32 also applies to persons with more than one child.

REMARKS CONCERNING APPLICATION

BEGINNING TO FILL OUT THE ONLINE APPLICATION

The online application form may be filled out after activating the "Edit" button. DO NOT use ALL CAPS. First and last names and proper nouns should be capitalised. Be sure to write the first name and last name in the proper section of the form.

MODIFICATION OF ONLINE DATA

Modification and supplementation of the application is possible (also after logging out and logging back onto the system) until the point when the candidate finally closes the online application.

WHO SIGNS AND STAMPS THE APPLICATION

The hard copy of the stipend application must be signed by:

1. the candidate,
2. the mentor (i.e. in the case of doctoral students, their adviser, and in the case of PhDs, the head of the research team or immediate superior),
3. the applicant (i.e. the rector or prorector of the university, or in the case of other scientific institutions, the director).

The application must also bear the stamp/seal of the applicant and the stamp/seal of the institution educating/employing the candidate. Applications of candidates from a university which are not signed by the rector or prorector, as well as applications missing the aforementioned stamps or seals, will not be accepted. We do not require applications to be initialled on each page.

CANDIDATE'S CONTACT DATA

In the designated place on the online form, the candidate should provide all possible contact telephone numbers (home, work, mobile). Addresses must be current and exact and contain the postal code, and in the case of addresses of institutions, their full name. When filling in the mailing address, the candidate should choose between a work address and a home address; if a work address, the full name of the institution and unit (university, faculty) must be provided again to ensure that correspondence is received. A work address without the name of the unit is incomplete.

In the case of institutes of the Polish Academy of Sciences, please provide only the <u>full name of the institute</u>—not the division of the Academy.

NAME OF INSTITUTION EDUCATING THE CANDIDATE

The name of the institution and the unit educating/employing the candidate is chosen from the menu included in the registration form. If the menu does not contain the name of the candidate's institution, it should be written in the text fields below the menu list. (<u>Please do not select the field "other institution,"</u> but in the appropriate field, below the list of institutions, write in the specific name of your unit.) In the case of institutes of the Polish Academy of Sciences, do not select a name from the menu (there are only specific divisions of the Academy), but write in the full name of the institute.

CLASSIFICATION OF THE FIELD OF CANDIDATE'S RESEARCH

The keywords describing the candidate refer to the research field/academic discipline which the candidate is involved in. The classification of the <u>research field</u> and the corresponding <u>review group</u> is made <u>by the candidate.</u> In selecting the field you should use the detailed list of fields in the application.

SELECTION OF REVIEW GROUP

Applications in the START competition are evaluated in review groups. Reviewers receive a packet of applications from related fields (i.e. assigned to the same review group), review each of them, and then compare the applications with one another. The selection of the review group by the candidate is designed to enable the best choice of group for the candidate's application. Certain fields are assigned to more than one review group. In that case, the candidate will select one group—the one which in the candidate's view best corresponds to the specific nature of the candidate's research (when deciding on a group, attention should be paid to the other fields in the group). With the candidate's knowledge, the Foundation may change the review group for the candidate's application if it finds that the change will be helpful to the candidate.

INTERDISCIPLINARY REVIEW GROUP—INTERDISCIPLINARY APPLICATIONS

If the candidate's research is interdisciplinary in nature, i.e. it involves two or more of the four following fields:

➢ life sciences
➢ mathematics, physics and engineering
➢ chemical and material sciences
➢ humanities and social sciences,

the candidate may select the interdisciplinary group for his or her application. Then, on the online form, the candidate must identify which two fields apply to his or her research, and in each of the selected fields indicate the review group corresponding to it.

Persons who select the interdisciplinary group must justify the interdisciplinary nature of their research by indicating appropriate publications in the candidate's achievements. Moreover, persons in this group should send <u>two</u> hard copies of the application with enclosures to the office of the Foundation—one original and one photocopy. Candidates in other review groups will submit only one hard copy.

FINAL CLOSING OF THE ONLINE APPLICATION

Final closing of the application means confirmation that the process of filling it in has been completed by the candidate and the saved version may be transmitted to the Foundation. Closing is done by using the <u>"close application" button</u> in the tab "verification of form." The application can be

closed only when it is <u>complete</u>. Then the "close application" button will be activated. This can be checked using the "verify form" tab.

Also bear in mind that after the candidate closes the application, the data contained in the application will be accessible as read-only, <u>without the possibility of introducing further changes.</u>

If your account is blocked, please contact the programme coordinator, Krystyna Frąk, e-mail: krystyna.frak@fnp.org.pl.

DEADLINE AND PLACE FOR SUBMITTING HARD COPY OF APPLICATIONS

Hard copies of applications for the START programme (2016 edition) must be posted or delivered to the headquarters of the Foundation: **ul. Krasickiego 20/22, 02-611 Warsaw, on or before 30 October 2015**. The date of submission of the application will be determined by the <u>postmark</u>.

CONFIRMATION OF RECEIPT OF APPLICATION BY THE FOUNDATION

Because of the large number of applications in the competition, the Foundation <u>does not send candidates confirmation of receipt of the hard copy of the application.</u> To obtain such confirmation, the application should be sent by registered post, return receipt requested.

ERRONEOUSLY SUBMITTED APPLICATIONS

Applications that are incomplete, do not meet the conditions set forth in the Rules and these Instructions, are submitted to the Foundation only electronically, without a hard copy, or are submitted after the deadline or to the wrong address will not be considered.

REMARKS CONCERNING ENCLOSURES TO APPLICATION

TECHNICAL GUIDELINES

Applications should not be bound. Enclosures should not be glued together, nor should pages (or enclosures) be inserted into separate document holders. Preferred font for documents: Times New Roman, font size: 12, spacing: 1.

FILE FORMAT

All enclosures to the application must be prepared in <u>PDF format</u>. Polish characters (with diacritical marks) <u>should not be used</u> in the names of files enclosed with the electronic version.

ORDER OF DOCUMENTS IN APPLICATION

Documents in the hard copy of the application sent to the office of the Foundation should be arranged in the following order:

1.   Curriculum Vitae

File name format: **Surname.CV**

The CV should not exceed 3 pages. The CV should contain in this order:

➢ Personal details, address and contact details
➢ Education
➢ Professional experience
➢ Most important foreign fellowships (location, date, duration)
➢ Most important research projects (title, grant institution, amount of funding, method of participation—director, worker)
➢ Up to 5 most important scientific conferences, with information on the capacity in which the candidate appeared at the conference
➢ Most important awards and distinctions received by the candidate.

2.   List of most important publications

File name format**: Surname.most_important_publications**

The list may contain only up to three original publications which the candidate regards as the most important in his or her overall scientific achievement. The text of these publication, in whole or part (depending on size) must be enclosed with the electronic version of the application. If the candidate's most important original publications include collective works, i.e. those that have more than one author, in each case the contribution of the candidate's work must be identified. Please identify the contribution as a percentage and add a description of 1–2 sentences on what the contribution consisted of. If the candidate is the corresponding author, this information should be mentioned in the list of publications.

The list of most important publications must be signed by the candidate and the mentor.

Works accepted for publication may be included in the list of publications only if a document from the publisher is enclosed confirming acceptance of the work for publication. Certification of acceptance of a work for publication **may be written in any form** and provided to the candidate by post or email (it must be clear from the wording that the publication was accepted). If the publication is already available in an electronic version and has a DOI number, it may be regarded as published, but then it is good to also enclose a document confirming acceptance for publication. Certificates of acceptance for publication should be scanned into one or two files. File name format: **Surname.acceptance_for_publication** or **Surname.acceptances_for_publication**

3.   List of publications

File name format: **Surname.list_of_publications**

The list of publications should be prepared according to the pattern found in the online application form. It should contain all of the candidate's publications of national or international scope, excluding brief conference notes. In this list, the publications (maximum 3) which the candidate included in the list of most important publications should be indicated (underlined). In this list it is not necessary to identify the contribution of the candidate's work. If the candidate receives a stipend, the list of publications will be published on the Foundation's website (next to the winner's name).

Works accepted for publication – procedure as above.

IMPACT FACTOR
Candidates are not required to state the Impact Factor because it does NOT constitute a criterion for evaluation of the candidates' scientific achievement.

4.   Description of scientific work to date—research accomplishment

File name format**: Surname.accomplishments**

The description of the scientific work to date may contain a more elaborate description of the candidate's scientific accomplishment. The entire description should not exceed 3 pages.

5.   Description of scientific plans for next year

File name format: **Surname.plans**

The description of scientific plans may include information about plans related to realisation of a research grant obtained from an institution other than the Foundation which funds scientific research (e.g. the National Science Centre or the National Centre for Research and Development). Such description should not exceed 2 pages.

6.   Copy of diploma

File name format: **Surname.diploma**

A photocopy of the diploma documenting completion of the academic degree, certified at the secretariat of **the institution currently employing/educating the candidate** must be enclosed with the application. PhD's may submit only a copy of the doctoral diploma (the master's diploma is not necessary). Persons who have not yet received a diploma but hold the degree of doctor may enclose a certification from the secretariat on award of the academic degree. The diploma may also be certified by the mentor. <u>Do not send original diplomas or original duplicates of diplomas.</u>

7. Opinion of mentor

File name format: **Surname.opinion**

Opinion of the candidate's academic adviser or <u>the director of the research team in which the candidate works.</u> The opinion in hard copy and electronic form (scan) must contain the mentor's signature. Only the immediate supervisor or director of the research team (in the case of PhD's) or in the case of doctoral students, the promoter, may serve as the mentor.

8. Publications (enclosed only with online application)

File name format: **Surname.publication1** and as relevant **Surname.publication2** etc.
<u>Texts of up to 3 publications</u> at most which the candidate regards as the most important of his or her accomplishments must be enclosed with the electronic version of the application. They may include ones that are in publication, if a certificate confirming acceptance for publication is enclosed. The maximum size of files is 20 MB. If the publication is bigger, please submit the table of contents, introduction and conclusion, or excerpts which the reviewers may use as a basis for evaluating the significance of the publication. **After attaching the enclosures to the form it should be verified that the files with the publications can be opened, so that the reviewers have no difficulty accessing them.**

9. Documents connected with seeking a stipend for a second year

File name format: **Surname.realisation_of_plans; Surname.2d_list_of_publications**

Details concerning documents connected with seeking a START stipend for the second year are found elsewhere in these Instructions (see also: Additional enclosures, page 14).

10. Documents connected with seeking study trip

File name format: **Surname.trip_invitation; Surname.trip_agenda**

See also: Remarks concerning study trips as part of the START stipend, page 13.

11. Documents confirming name change

File name format: **Surname.name_change**

Candidates who have changed their surname after receiving the diploma documenting their degree, as well as candidates whose publications appeared under a previous surname, must enclose a copy of a document confirming the name change. This could also be a scan of their new identity card.

12. Documents concerning childcare

File name format: for leave – **Surname.leave**; for birth certificate – **Surname.child**

<u>Male candidates</u> who will be over age 30 during the year of filing the application must enclose a document confirming that they have taken paternity leave or childrearing leave. <u>Female candidates</u> who will be over age 30 during the year of filing the application and have a child must enclose with the application only a photocopy of the child's birth certificate.

13.   Permits to conduct research

Candidates conducting research for which it is necessary to hold relevant permits must file a statement that they hold the permits with the online application. Pursuant to the Rules for START stipend holders, only winners of the competition will be required to present the permits to the Foundation.

Other enclosures

Other enclosures not listed here, such as additional opinions, letters of recommendation, commendations etc., should not be submitted with the application.

REMARKS CONCERNING STUDY TRIPS AS PART OF THE START STIPEND

SEEKING A STUDY TRIP

We encourage candidates to apply for a study trip. The application for award of a study trip is filed by candidates together with the application for a START stipend. For the application for financing of a study trip to be considered, you must enclose the appropriate documents in the registration form for the START stipend, under the tab "Enclosures." If these documents are missing, the application for a study trip will not be considered. A list of the documents required for consideration of a study trip application is set forth below.

Funding for a study trip as part of the START stipend may be received only once and may be received only by competition winners.

FINANCING OF STUDY TRIP

Funds for a study trip are separate from the amount of the stipend and are paid out additionally. The amount is determined individually, depending on the location and duration of the trip. The amount awarded is paid out by the Foundation to the stipend holder's account provided in the stipend agreement. The Foundation does not require settlement of these funds.

SCIENTIFIC CENTRE SELECTED BY WINNER

Information about the centre the winner plans to visit should contain the full name and exact address of the institution and its website address.

INVITATION LETTER

The invitation letter for the study trip must contain an invitation or confirmation of acceptance of the candidate for a study visit at the foreign institution. Invitation letters may be prepared in any form and provided to the candidate in a hard copy or electronically. We do not specify the formalised version of the invitation letter.

INFORMATION ABOUT MENTOR

Information about the mentor inviting the stipend holder to the foreign centre should contain the mentor's name, place of employment, and list of up to 10 of the most important publications authored by the mentor from the past 5 years.

JUSTIFICATION OF SELECTION OF CENTRE

The enclosure containing the justification for selection of the centre and the planned general agenda for the visit should not exceed 2 typed pages.

CRITERIA FOR AWARDING STUDY TRIPS

The main criteria for awarding a study trip are the justification for the trip, the scientific standing of the centre and the scientific potential of its personnel, and in particular the individual inviting the stipend holder.

REPORT ON STUDY TRIPS

Within one month after returning from the study trip, the stipend holder is required to submit a report to the Foundation (according to the pattern provided) together with a certification of the stay from the foreign centre which the stipend holder visited. Financial settlements are not required.

3. REMARKS FOR 2015 START WINNERS—CANDIDATES SEEKING A STIPEND FOR A SECOND YEAR

WHO MAY RECEIVE A STIPEND FOR A SECOND YEAR

According to the Rules for the programme, the START stipend may be received twice, but only in consecutive years. This means that winners of a START 2015 stipend who meet all of the formal conditions applicable to candidates seeking a stipend for the first year—also including the age condition—have the right to seek a stipend for a second year.
Winners of the START stipend for 2014 or earlier years **cannot** seek a stipend for a second year in the START 2016 edition, even if they meet the age condition.

RULES FOR SEEKING A STIPEND FOR A SECOND YEAR

Winners of the 2015 competition who wish to seek a stipend in the 2016 edition will take part in the same competition as candidates for the first year, making a complete new online registration (with a new login and password) and sending a hard copy of the application together with all the required enclosures to the Foundation's office by the indicated deadline.

ADDITIONAL ENCLOSURES

Candidates for a stipend for a second year are required to attach additional enclosures to their application for a stipend (together with all of the enclosures required in the online application that are also applicable to candidates for the first year). These are:

1. List of publications covering only the period from 1 November 2014 to 1 October 2015, with a breakdown of the publications mentioned in the application for the START stipend for the first year which were then in print.

2. Description of realisation of research plans declared in the application for the START stipend for the first year, as well as the candidate's scientific achievements during this period.
   These documents are the basis for evaluating the progress in scientific work made by the candidates when receiving the START stipend in the first year.

4. ANNOUNCEMENT OF COMPETITION RESULTS

The list of winners will be published on the Foundation's website. Information about the results will also be sent to all candidates—first to the winners and their applicants, and then (within three months after announcement of the results of the competition) to the other candidates. It is expected that the results of the 2016 START competition will be announced in late April or early May 2016.

5. ADDITIONAL QUESTIONS

If you have any additional questions after reviewing these Instructions and the Rules for the START programme, please contact the START programme coordinator, Krystyna Frąk, tel.: (+48) 22 845 95 11; krystyna.frak@fnp.org.pl.

Good luck in the competition!