

# Foundation for Polish Science (FNP)

with registered office in Warsaw 02-611, ul. I.  
Krasickiego 20/22

## European Funds for Smart Economy (FENG) programme

**Project application**  
**in the call**  
**1/2024**

# FIRST TEAM

Priority axis	Measure	
Enhancing research and innovation	First Team	
FENG.02.02-IP.05-0001/24		
Grant application number	Date of application	Call number

*Please note that this is a translation of the Polish version of the document. In the event of any discrepancy between the English and Polish versions, the Polish version shall be legally binding.*

## GENERAL INFORMATION

The application must be submitted electronically using the FNP electronic system by registering at <https://wnioski2023.fnp.org.pl>. After logging in to the electronic system, choose from the list of available calls for proposals the one relevant to Measure 2.2 FENG First Team, and then proceed to filling in the application for funding. Data in the electronic form should be filled in in Polish to the extent indicated in the application. Annexes should be uploaded into the system using the appropriate template forms. Specimen forms can be found both in the "Downloads" section and in each section requiring the relevant document to be attached.

### 1. PROJECT INFORMATION

Basic information about the project	
<b>Project number</b>	<i>(generated by the system)</i>
<b>Project title</b>	Max. 300 characters
<b>Project outline (abstract)</b>	Max. 2000 characters
<b>Keywords</b>	Max. 300 characters
<b>Field and specialisation</b>	
<b>OECD (more than one may be indicated)</b>	<b>Science - Level 1</b>
	<i>Drop-down list</i>
	<b>Area - level 2</b>
	<i>Drop-down list</i>
<b>Specialisation - level 3</b>	<i>Drop-down list</i>
	<i>Drop-down list</i>
<b>The area of NIS in which the Project fits in</b>	<i>Drop-down list</i>
<b>Justification of the chosen NIS area</b>	Max. 1000 characters
<b>Project start date</b>	<i>yyyy.mm.dd</i> <i>To be filled in by the Applicant</i>
<b>Project completion date</b>	<i>yyyy.mm.dd</i> <i>To be filled in by the Applicant</i>
<b>Project location</b>	Province <i>(select from the drop-down list)</i> County <i>(select from the drop-down list)</i> Municipality <i>(select from the drop-down list)</i> City <i>(select from the drop-down list)</i> Street <i>(select from the drop-down list)</i>
<b>Building number</b>	...
<b>Premises number</b>	...

## 2. APPLICANT (INSTITUTION) AND PRINCIPAL INVESTIGATOR OF THE PROJECT

1/3 Applicant	
<b>Name</b>	...
<b>NIP</b>	...
<b>Legal form</b>	<i>Drop-down list</i>
<b>Form of ownership</b>	<i>Drop-down list</i>
<b>Country</b>	<i>Drop-down list (according to competition regulations - Poland)</i>
<b>Postcode</b>	...
<b>Applicant's address</b>	Province ( <i>select from the drop-down list</i> ) County ( <i>select from the drop-down list</i> ) Municipality ( <i>select from the drop-down list</i> ) City ( <i>select from the drop-down list</i> ) Street ( <i>select from the drop-down list</i> )
<b>Building number</b>	...
<b>Premises number</b>	...
<b>E-mail</b>	...
<b>Phone</b>	...
<b>Website</b>	...
<b>Mailing address (if different from above)</b>	Province ( <i>select from the drop-down list</i> ) County ( <i>select from the drop-down list</i> ) Municipality ( <i>select from the drop-down list</i> ) City ( <i>select from the drop-down list</i> ) Street ( <i>select from the drop-down list</i> )
<b>Building number</b>	...
<b>Premises number</b>	...
<b>E-mail</b>	...
<b>Phone</b>	...
<b>Unit within the research organisation (Applicant) where the Project will be implemented</b>	...

2/3 Contact person for Project appraisal on behalf of the Applicant	
<b>First Name</b>	...
<b>Surname</b>	...
<b>Title/degree</b>	...
<b>E-mail</b>	...
<b>Phone</b>	...

<b>3/3 Principal Investigator</b>	
<b>First Name</b>	...
<b>Surname</b>	...
<b>Title/degree</b>	...
<b>Nationality</b>	<i>Drop-down list</i>
<b>Polish citizenship</b>	<i>Yes/No (optional)</i>
<b>Country of residence</b>	...
<b>Town</b>	...
<b>Postcode</b>	...
<b>Street</b>	...
<b>Building number</b>	...
<b>Premises number</b>	...
<b>E-mail</b>	...
<b>Phone</b>	...
<b>Website</b>	...
<b>Current place of employment (Institution and Unit)</b>	...
<b>Annual date of doctoral degree</b>	YYYY
<b>Extension of the period since the defence of the doctoral thesis beyond 12 years (The 12-year period may be extended by: 1) all documented periods of breaks in scientific work, such as unpaid leave, parental leave, breaks due to long-term illness, work in the R&amp;D sector without participation in scientific research, work in other sectors of the economy, etc., 2) documented birth or adoption of a child (the 12-year period is extended by 1 year for each child), with breaks lasting no less than 6 months being taken into account)</b>	<i>Drop-down list ( YES/NO)</i> Annexes confirming breaks in scientific work (pdf)
<b>Main scientific achievements of the Principal Investigator (publications, patent applications, patents, prototypes, etc.)</b>	Up to 5 annexes indicating up to 5 key achievements in pdf format
<b>Contribution of the above main scientific achievements of the Principal Investigator to the development of the scientific field concerned</b>	Max. 2000 characters
<b>Experience of the Principal Investigator gained during the research internship</b>	Max. 2000 characters

<b>Experience of the Principal Investigator in carrying out scientific projects or supervising students or doctoral students</b>	Max. 2000 characters
<b>Personal or capital ties with companies active in the Project's area of scientific activity (if applicable)</b>	Max. 2000 characters
<b>How the applicant will manage conflicts of interest in case of personal or capital links with companies (if applicable)</b>	Max. 2000 characters
<b>Planned employment of the Principal Investigator during Project implementation (not less than 0.50 FTE)</b>	0,5-1,0

### 3. PARTNERS

1/2 Foreign scientific partner	
<b>Letter of intent from a foreign scientific partner</b>	Annex "Letter of intent from a foreign scientific partner" on the template
<b>How his/her participation can add significant value to the Project</b>	Max. 3000 characters
<b>First Name</b>	...
<b>Surname</b>	...
<b>Scientific title</b>	...
<b>Correspondence email</b>	...
<b>Phone</b>	...

2/2 National economic partner	
<b>Name</b>	...
<b>Country</b>	...
<b>REGON</b>	...
<b>KRS (if applicable)</b>	...
<b>Letter of intent from a national economic partner</b>	Annex "Letter of intent from a national economic partner"
<b>How the participation of an economic partner can add significant value to the Project</b>	Max. 2000 characters
Contact person for the national economic partner	
<b>First Name</b>	...

<b>Surname</b>	...
<b>Title/degree</b>	...
<b>E-mail</b>	...
<b>Phone</b>	...

## 4. PROJECT CONTENT

1/ 4 Novelty and originality of the proposed R&D work in the Project	
<b>Novelty of the proposed R&amp;D work compared to the state of the art</b>	Max. 5000 characters
<b>Originality of the solution to the problem posed by the Project, taking into account the latest developments in the field(s) related to the Project</b>	Max. 5000 characters
<b>Novelty of the Project in relation to the doctoral project and the scientific training of the Principal Investigator</b>	Max. 2000 characters
<b>Diagrams, drawings, graphics, structural designs, tables, figures, etc. (optional)</b>	Annex in .pdf format

2/4 Competitive advantage of the Project	
<b>Prevalence of the proposed work in the Project in relation to other scientific research carried out in the Project area</b>	Max. 3000 characters

3/4 Project results management plan	
<b>Area of research that can lead to the creation of intellectual property</b>	Max. 2000 characters
<b>Relevance of the proposed solution to economic or socio-economic problems</b>	Max. 2000 characters
<b>Markets or customers with a potential interest in the results of the Project</b>	Max. 2000 characters
<b>Planned commercialisation strategy</b>	Max. 2000 characters

4/4 Output and result indicators				
Product indicator	Baseline	Target value	Unit of measurement	Description of the methodology for

				<b>calculating the indicator and how the achievement of the planned indicator values will be monitored and verified</b>
<b>Number of R&amp;D projects carried out</b>		...	pcs.	Max. 500 characters
<b>Researchers working at supported research facilities</b>		...	EPC	Max. 500 characters
<b>Research organisations participating in joint research projects</b>		...	pcs.	Max. 500 characters
<b>Nominal value of equipment for research and innovation</b>		...	PLN	Max. 500 characters

<b>Output indicator for verification of expenses accounted for using the simplified method</b>	<b>Target value</b>	<b>Unit of measurement</b>	<b>Description of the methodology for calculating the indicator and how the achievement of the planned indicator values will be monitored and verified</b>
<b>Open stationary training</b>		pcs.	Max. 500 characters
<b>Open remote training</b>		pcs.	Max. 500 characters
<b>Closed stationary training</b>		pcs.	Max. 500 characters
<b>Closed remote training</b>		pcs.	Max. 500 characters
<b>Implemented training service - examinations</b>		pcs.	Max. 500 characters

<b>Result indicator</b>	<b>Baseline</b>	<b>Target value</b>	<b>Unit of measurement</b>	<b>Base year</b>	<b>Year of achievement of target value</b>	<b>Description of the methodology for calculating the indicator and how the achievement of the planned indicator values will be monitored and verified</b>
<b>Publications of supported projects</b>			pcs.			Max. 500 characters
<b>Patent applications filed</b>			pcs.			Max. 500 characters

## 5. SCHEDULE, RESOURCES, RISKS

### 1/2 Project work schedule

<b>Project work schedule</b>	Annex "Project Work Schedule" as follows
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<b>Stage No. ...</b> (stage number is generated automatically, stages may overlap temporarily)	
<b>Name of stage</b>	Max. 200 characters
<b>Stage implementation period</b>	yyyy.mm - yyyy.mm
<b>Description of the planned R&amp;D work in the phase</b>	Max. 4000 characters
<b>Research group member(s)/stage partners</b>	Max. 2000 characters
<b>Milestone name (multiplied section)</b>	Max. 200 characters
<b>Description of how to verify the milestone parameters</b>	Max. 500 characters
<b>Description of the impact of not achieving the stone on the implementation of the Project</b>	Max. 500 characters

### + addition of another stage (table as 1/2)

<b>2 / 2 Project implementation capacity</b>	
<b>Members of the research group</b>	Max. 2000 characters
<b>Technical resources owned and to be acquired by the project</b>	Max. 2000 characters
<b>Key risks of the Project, including scientific or technological risks, together with mitigation measures</b>	Max. 2000 characters

## 6. PROJECT BUDGET

<b>1/5 Project timeframe</b>				
<b>Duration of project</b>	<i>Date copied automatically from the project information section</i>			
<b>2/5 Settlement periods</b>				
<b>12-month accounting periods</b>	<i>The system automatically divides the duration of the project based on start and end dates into 12-month periods</i>			
<b>3/5 Budget category amounts planned in subsequent accounting periods</b>				
<b>Name</b>	<b>1st year</b>	<b>2nd year</b>	<b>3rd year</b>	<b>N+1</b>
<b>Task 1. Conducting R&amp;D work</b>				
1.1a Salaries of R&D personnel including salaries of persons acting as brokers	...	...	...	...
Job title (planned for persons employed under a contract of employment)	<i>Planned (gross) monthly cost of employment</i>			
	<i>Planned full-time equivalents</i>			
	<i>Duration of employment (in months)</i>			



	<i>Estimated total cost over the lifetime of the Project</i>			
JUSTIFICATION	Max. 800 characters			
<b>+ add another position</b>				
Position planned for persons employed on the basis of a civil-law contract, i.e. contract of mandate for R&D works - if planned (according to section 3.2.1, point i) of the Guidelines) ( First and last name - if known at the stage of the grant application)	<i>Planned (gross) monthly cost of employment</i>			
	<i>Planned full-time equivalents</i>			
	<i>Duration of employment (in months)</i>			
	<i>Estimated total cost over the lifetime of the Project</i>			
JUSTIFICATION	Max. 800 characters			
<b>+ add another position</b>				
1.1b Scholarships	...	...	...	...
PhD student	<i>Planned monthly grant</i>			
	<i>Number person-months</i>			
	<i>Estimated total cost over the lifetime of the project</i>			
JUSTIFICATION	Max. 800 characters			
<b>+ add another position</b>				
Student	<i>Planned monthly grant</i>			
	<i>Number person-months</i>			
	<i>Estimated total cost over the lifetime of the project</i>			
JUSTIFICATION	Max. 800 characters			
<b>+ add another position</b>				
1.2 Development of R&D staff (national, international training, summer schools)	...	...	...	...
JUSTIFICATION	Max. 1000 characters			

1.3 Other direct costs	...	...	...	...
JUSTIFICATION	Max. 2000 characters			
<b>Task 2 Equipment</b>				
2.1 Purchase of research equipment	...	...	...	...
JUSTIFICATION	Max. 2000 characters			
<b>Task 3 Subcontracting</b>				
3.1 Subcontracting	...	...	...	...
JUSTIFICATION	Max. 2000 characters			
<b>Task 4 Project promotion</b>				
4.1 Promotion of the project	...	...	...	...
JUSTIFICATION	Max. 2000 characters			
<b>Task 5 Project indirect costs</b>				
5.1 Indirect costs of the project	...	...	...	...
JUSTIFICATION	Max. 2000 characters			
<b>4/5 Total costs</b>				
<b>The sum of all costs under 12-month periods</b>				
<b>Total</b>				
<b>Funding</b>				
<b>Qualified</b>	<i>The system calculates the values automatically</i>			
<b>Total budgeted costs</b>				
<b>Total</b>				
<b>Funding</b>				
<b>Qualified</b>	<i>The system calculates the values automatically</i>			
<b>5/5 Material and financial schedule</b>				
<b>Material and financial schedule</b>	Annex entitled "Material and financial schedule" in Excel spreadsheet and .pdf format			

## 7. COMPLIANCE OF THE PROJECT WITH EU HORIZONTAL POLICIES, ENVIRONMENTAL INDICATORS

### 1/5 Compliance with the horizontal principles of equal opportunities and non-discrimination

<b>Justification of the Project's compliance with the principle of equal opportunities and non-discrimination</b>	Max. 2000 characters
<b>Products/services in the Project (multiplied section)</b>	
Product/service name	Max. 100 characters
Impact	positive/neutral (optional)
Justification	Max. 500 characters
<b>Justification of the project's compliance with the principle of equality between men and women</b>	Max. 1000 characters

### 2/5 Compliance of the Project with the Charter of Fundamental Rights (CFR)

<b>Justification</b>	Max. 2000 characters
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### 3/5 Compliance of the Project with the Convention on the Rights of Persons with Disabilities (CRPD)

<b>Justification</b>	Max. 2000 characters
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### 4/5 Meeting the principle of sustainable development

<b>Compliance of the project with environmental regulations, indicating the relevant legislation</b>	Max. 2000 characters
<b>Description of how the Project will be implemented according to the 6Rs principles or according to the positive impact on other environmental aspects (not covered by the 6Rs); a minimum of 2 environmental indicators should be indicated in the table</b>	Max. 4000 characters

5/5 Environmental indicators							
Environmental indicator	Type of indicator	Baseline	Target value	Unit of measurement	Base year	Year of attainment of target value	Description of the methodology for calculating the indicator and how the achievement of the planned indicator values will be monitored and verified
Indicator 1 - name of the indicator	Drop-down list: <ul style="list-style-type: none"> <li>The 6R principle: refuse</li> <li>The 6R principle: reduce</li> <li>The 6R principle: reuse</li> <li>The 6R principle: recover</li> <li>The 6R principle: recycle</li> <li>The 6R principle: rethink</li> <li>Environmental aspect other than 6R</li> </ul>	...	...	...	...	...	Max. 500 characters
Indicator 2 - name of the indicator	Drop-down list: <ul style="list-style-type: none"> <li>The 6R principle: refuse</li> <li>The 6R principle: reduce</li> <li>The 6R principle: reuse</li> <li>The 6R principle: recover</li> <li>The 6R principle: recycle</li> <li>The 6R principle: rethink</li> <li>Environmental aspect other than 6R</li> </ul>	...	...	...	...	...	Max. 500 characters

**+ possibility of adding another environmental indicator**

## 8. STATEMENTS

1/3 Statement by the Principal Investigator	
Statement by the Principal Investigator	Annex "Declaration of the Principal Investigator" on the template

### 2/3 Mandatory declarations by the Applicant

(1) I declare that I am aware of the criminal liability (under Articles 270, 271, 273 of the Criminal Code, relating to offences against the credibility of documents, and Article 297 of the Criminal Code) for submitting forged, falsified, certifying untrue or unreliable documents and for making unreliable written statements regarding circumstances of significance for obtaining support.	<b>Yes</b> ( <i>the only option to select</i> )
(2) I declare that I have read the Regulations for Project Selection and the annexes thereto and accept their provisions.	<b>Yes</b> ( <i>the only option to select</i> )
(3) I undertake to make the project site available for the purposes of the evaluation prior to signing the contract for project financing, to be carried out by the Managing Authority, Intermediate Body or other authorised institution or organisational unit.	<b>Yes</b> ( <i>the only option to select</i> )
4 I declare that the institution which I represent has the consent of all persons whose personal data I submit in the application to process such data and entrust them to the Intermediate Body for the purpose of carrying out the project selection procedure.	<b>Yes</b> ( <i>the only option to select</i> )
(5) I declare that the institution which I represent is in possession of the original documents, scans of which have been attached to the application.	<b>Yes</b> ( <i>the only option to select</i> )
(6) I undertake to participate in surveys, interviews and to make information available for the purposes of evaluations (assessments) carried out by the Managing Authority, Intermediate Body or other authorised institution or organisational unit or entity carrying out the evaluation.	<b>Yes</b> ( <i>the only option to select</i> )

### 3/3 Optional declarations by the Applicant (if applicable)

I declare that, if the project is selected for funding, the Applicant will apply for the necessary permits for its implementation and will refrain from starting the research work until the necessary permits have been obtained.	A statement to seek the approval of the ethics committee as required under the animal experimentation regulations.	Yes/No ( <i>optional</i> )
	A statement that the consent required under the nature conservation legislation has been sought.	Yes/No ( <i>optional</i> )
	A statement that the consent required under the GMO legislation has been sought.	Yes/No ( <i>optional</i> )
	A statement of having sought the consent or authorisation required by the relevant regulations for clinical trial projects.	Yes/No ( <i>optional</i> )

#### Information clause

#### Data controller

The administrator of personal data of all persons participating in the implementation of the First Team Project (on behalf of the Applicants, Beneficiaries, external entities, including persons indicated in the application for funding of the Project in the competition: contact persons for Project assessment on behalf of the Applicant, entrepreneur, Principal Investigator), as well as persons authorized for current contacts in the implementation of the Grant Agreement, processed for the purpose of participation of these persons in the process of application for support and subsequent First Team Project implementation is the Foundation for Polish Science with its seat in Warsaw, Ignacego Krasickiego 20/22, 02-611 Warsaw, registered in the register of associations, other social and professional organisations, foundations and independent public health care centres, conducted by the District Court for the Capital City of Warsaw in Warsaw, 13th Economic Department

of the National Court Register under the KRS number 0000109744, NIP 5260311952, REGON 012001533). The Administrator shall process all personal data specified in the application for co-financing the Project in the competition, as well as other personal data indicated in competition and project documentation.

### **Data Protection Officer**

The Controller has appointed a Data Protection Officer (DPO). You may contact the DPO on all matters concerning the processing of your personal data, e-mail address [iodo@fnp.org.pl](mailto:iodo@fnp.org.pl) or at the Administrator's registered office address.

### **Purpose, legal basis and duration of processing**

Personal data shall be processed for the purpose of carrying out a project co-financed from European Union funds on the basis of the provisions of the Act of 28 April 2022 on the principles of implementation of tasks financed from European funds in the financial perspective 2021-2027, in particular:

- a) evaluation and selection of the proposal for funding.

If funding is awarded:

- the conclusion of the contract for the implementation and funding of the Project,
- supervise the execution of the Project,
- its evaluation, control, audit,
- evaluation of information and promotion activities,
- acceptance of the Project, its evaluation and financial settlement,
- and where applicable to the establishment, assertion or defence of claims.

Personal data has been obtained from the Applicant who has completed the grant application in the FNP system, alternatively personal data may come from publicly available records.

The legal basis for the processing of personal data by the Administrator is the fulfilment of legal obligations and the performance of tasks carried out in the public interest or the exercise of public authority entrusted to the Administrator. Providing personal data is a statutory requirement and failure to provide it may result in a negative assessment of the application or failure to conclude a grant agreement.

Personal data will be processed in accordance with the regulations on the national archives and archives, until the completion of all tasks related to the implementation and settlement of the FENG 2021-2027, subject to regulations that may provide for a longer period of control, in addition to the regulations on state aid and *de minimis aid*, as well as the regulations on tax on goods and services.

### **Recipients of personal data**

Personal data may be communicated to the following categories of data recipients: public authorities and entities performing public tasks or acting on behalf of public authorities, in particular: European Funds Ombudsman, experts, Audit Authority, European Union (EU) institutions or entities entrusted by the EU with tasks related to the implementation of the FENG 2021-2027, to the extent and for the purposes that result from the provisions of the law, entities providing services

necessary for the FNP to perform its tasks, including IT partners, entities providing technical or organisational support (with such entities processing data on the basis of an agreement with the Administrator and only in accordance with the Administrator's instructions). In the case of transfer of personal data to experts or reviewers outside the EU, personal data will be transferred to a third country subject to the requirements established by data protection legislation and adequate or appropriate safeguards.

### Data subjects' rights

At any stage of the FNP's processing of your data, you have the right to:

1. access to your data, including obtaining information about the extent of the data we process and obtaining a copy of that data;
2. to modify and correct their data, provided that there are no other legal contraindications to limit their processing;
3. the complete deletion of your data ("right to be forgotten"), if there are no other legal contraindications;
4. not to be subject to automated decisions based on profiling;
5. to object to the processing of personal data, unless there are other legal contraindications;
6. limitation of processing, unless there are other legal contraindications;
7. to transfer the data to another Data Controller, if the data are processed in connection with a consent given or a contract concluded;
8. lodge a complaint with the President of the Data Protection Authority about inappropriate data processing;
9. revoke consent at any time without affecting the lawfulness of processing carried out on the basis of consent before revocation (if processing is based on consent).

Detailed information on how to exercise your rights can be found on the FNP website ([www.fnp.org.pl](http://www.fnp.org.pl)), under *Data Protection* (<https://www.fnp.org.pl/ochrona-danych-osobowych/>). By proceeding with the editing of the application, I declare that the persons whose data have been included in this form have been informed of this fact by providing the information on personal data protection indicated in the above information clause. I declare that, upon request of the Intermediate Body, I will provide confirmation (in written or documentary form) that these persons have read the above information clause.

## 9. VERIFICATION AND APPLICATION

### 1/3 Verification and closure of the application

*The system automatically checks the application against the required fields and annexes. Any errors or omissions are displayed with an indication of the section in which the correct data should be entered. Correct verification involves activation of the "Finish editing data" button. After the button has been used, it will not be possible to make any further changes to the application.*

### 2/3 Generation and downloading of the application

#### Generate an application

*Button to generate an application and download it as a .pdf file*

*The downloaded application must be signed using an electronic signature.*

### 3/3 Attachment of the signed application

*To properly submit an application, attach the signed, pre-generated .pdf application and then use the 'Submit Application' button. The system will inform you that the application has been submitted correctly and send information to the email addresses indicated in the application.*