

# PARENT/BRIDGE PROGRAMME

Competition documentation

COMPETITION No. 8/2013

The PARENT/BRIDGE 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”



**INNOVATIVE ECONOMY**  
NATIONAL COHESION STRATEGY

EUROPEAN UNION  
EUROPEAN REGIONAL  
DEVELOPMENT FUND



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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 Parent/Bridge Programme. In view of ongoing work revising the executive documents for the Innovative Economy Operational Programme, some information may be subject to minor changes that will not affect the competition deadlines or terms, though they may cause small changes in some of the appendices to the present competition documentation. The Foundation will provide applicants with updated information on the scope of any changes.

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

[http://www.fnp.org.pl/programy/aktualne\\_programy\\_fnp/stypendia\\_i\\_subsydia/program\\_pomost](http://www.fnp.org.pl/programy/aktualne_programy_fnp/stypendia_i_subsydia/program_pomost)

## 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 a personal stipend part and a project grant part.
2. **Action** - an assistance instrument for 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 Parent/Bridge Programme is implemented within IE OP Action 1.2 "Strengthening the human resources potential of science", accepting applications from the *bio, info, techno* areas.
3. **PhD student** – a participant in PhD studies.
4. **Foundation** – the Foundation for Polish Science.
5. **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).
6. **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).
7. **Research units** – 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 institutes,
- international scientific institutes established on the basis of separate regulations,
- the Polish Academy of Arts and Sciences (PAU),
- certain other organizational units with legal personality and registered main office in the Republic of Poland, excluding entrepreneurs.

8. **Qualified costs** - costs which are justified 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 Parent/Bridge Programme is contained in the present documentation (section 5.3.4). The same principles regarding qualified costs also apply to applications that do not qualify under the IE OP but are financed in the programme from the Foundation's own funds.

9. **Recipient/Project Manager** – a person whose application has been qualified for financing in the Parent/Bridge Programme as a result of the competition procedure.

10. **Project implementation period** – the time during which the project costs are considered to be qualified, the time specified in the agreement as being needed to achieve the tasks and results set down in the application for supplementary funding.

11. **Reporting period** – the period after which (within 25 days) the project manager is obliged to submit a report on project implementation. The Parent/Bridge 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.

12. **Priority** - a group of actions whose completion serves to achieve the specific goal set down in the operational programme. The Parent/Bridge Programme is carried out as part of the IE OP's Priority 1 - "Research and development of new technologies", accepting applications from the *bio, info, techno* areas.

13. **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 framework of intervention within the European Regional Development Fund (ERDF), the European Social Fund (ESF), and the Cohesion Fund, and also the principles of coordination between the European Union's cohesion policy and the relevant national sectoral and regional policies. The IE OP is aimed at supporting innovation in a broad sense.

14. **Project** – an undertaking within an action or – in the case of areas other than *bio, info, techno* – one financed from the Foundation's own funds, the subject of an agreement on supplementary



funding concluded between the project manager in the Parent/Bridge Programme, the unit, and the Foundation.

15. **Graduate student** – a student who is completing a level-two university course or has completed the third year of a unified master’s course, working on a master’s thesis under the project manager’s supervision.

16. **Lasting nature of project results** - under article 57 of Council Regulation (CE) 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.

17. **Application** (application for supplementary funding) – in the Parent/Bridge Programme, an application comprises an application form filled in online, a form printed out and signed in accordance with the competition documentation requirements, and all the required appendices (in electronic or paper form, as set down in further guidelines – section 4.4.2).

18. **Applicant** - for the purpose of the present documentation, this denotes a candidate for project manager together with the research unit where the project will be carried out.

19. **Project indices** - indices 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 indices in the Parent/Bridge Programme is contained in the present documentation (section 5.4.1).

### **III. The object of the Parent/Bridge Programme**

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The aim of the Parent/Bridge Programme is to support the best scientists returning to scientific work after a break taken to raise a child, enabling them to conduct research and continue their scientific career.

For sciences from the Bio, Info, Techno areas, the Parent/Bridge Programme is financed from IE OP funds under Action 1.2: “Strengthening the human resources potential of science” of the Innovative Economy Operational Programme 2007-2013.

## IV. General information

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### 4.1 The competition

**4.1.1** The Parent/Bridge Programme is implemented by the Foundation under Action 1.2: “Strengthening the human resources potential of science” of the Innovative Economy Operational Programme 2007-2013 (and from the Foundation’s own funds).

**4.1.2** The application selection procedure in the Parent/Bridge Programme does not constitute a competition as defined in the law of 6 December 2006 on the rules for implementing development policy (consolidated text: Dziennik Ustaw/Journal of Laws 2009, No. 84 item 721, as amended).

### 4.2 Funding earmarked for projects

The overall amount assigned to the competition is:

**PLN 2,500,000**

### 4.3 Application deadlines

Applications for supplementary funding for projects in the Parent/Bridge Programme will be accepted

**up to 15 October 2013**

### 4.4 How to file an application

**Applicants should submit their applications online and on paper.**

**4.4.1** Applicants should register in the 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 (see below). The electronic system allows changes to be made to the form, and appendices to be replaced, until final confirmation.

**4.4.2** The following should be attached to the application form:

- a) in electronic form (in *pdf* format):
- 1) a description of the research project (in English) – max. 6 pages in size A4,
  - 2) a certificate of employment or promise of employment for the project manager at the research unit where the project will be carried out (in Polish),



- 3) a copy of the doctoral degree certificate or equivalent confirmation of obtaining a doctoral degree (in the original language together with a translation into Polish or English if the original is in a language other than the “congress languages” [English, French, German, Spanish, Russian]),
  - 4) the CV of the project manager, including research and implementation achievements as well as collaboration with foreign centres (in English),
  - 5) copies of the three most important publications (publications in the original language),
  - 6) a description of the research and implementation achievements of the unit where the candidate will be employed during the project (in English),
  - 7) the project schedule prepared according to the specimen attached to the present documentation and available for download from the Foundation’s website (in English),
  - 8) a letter of intent from a Polish or foreign research centre other than the unit where the project will be carried out, outlining the scope of cooperation within the project (in English), where the same university - regardless of the faculty - and the same institute - regardless of its branches or departments - is considered to be the same unit,
  - 9) a description of the procedures in the open competition for personal stipends for graduate or PhD students in the project (in English),
  - 10) a copy of the child’s or children’s (in the case of a multiple birth) birth certificate (in the original language with a translation into Polish or English if the original is in a language other than the “congress languages” [English, French, German, Spanish, Russian]),
  - 11) a court decision on adoption - if applicable (in the original language with a translation into Polish or English if the original is in a language other than the “congress languages” [English, French, German, Spanish, Russian]),
  - 12) a certificate confirming leave (e.g. paternity and/or extended post-paternity leave) or a declaration concerning a break from work (in the original language with a translation into Polish or English if the original is in a language other than the “congress languages” [English, French, German, Spanish, Russian]),
  - 13) a document confirming the child’s disability (in the case of the birth or adoption of a child with a confirmed disability) - if applicable (in the original language with a translation into Polish or English if the original is in a language other than the “congress languages” [English, French, German, Spanish, Russian]);
- 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 (in Polish).



**4.4.3** Once all the required fields have been filled in and all the required appendices added, the application should be closed, printed, signed by the candidate and the head of the research unit where the project will be carried out, and all the required appendices attached in paper form.

**4.4.4** The applicant submits one copy of the paper version of the registered, closed application form together with the appendices required in paper form. The form in paper version must be identical with the electronic version. **The application should be signed by the candidate for project manager and a person authorized to represent the research unit where the project will be carried out, according to the principles of representation** (depending on the unit: e.g. rector, Polish Academy of Sciences unit director, research institute director, or their proxies). If the application is signed by a proxy, the relevant power of attorney should be attached.

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

**4.4.5** Applications in the required paper form 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 Pomost**”.

**4.4.6** The submission date is the date of delivery of the application’s paper version, **not the postmark date**; on the last submission day, applications will be accepted only until 4 p.m. Applications delivered to the Foundation after this time will not be considered.



## V. General requirements

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### 5.1 Entities eligible to apply for supplementary funding

**5.1.1** An application should be submitted by the candidate for project manager together with the research unit.

**5.1.2** The project manager will be a person who:

- a) has a doctoral degree, and
- b) works in Poland at a unit that conducts scientific research or has received a promise of employment from such a unit at least for the duration of the project (projects may be carried out under part-time employment),

and fulfils one of the following criteria:

- c) female applicants - is submitting the project no later than 4 years from giving birth to a child,
- d) male applicants - intends to return to scientific work after leave or a break related to the birth of his child, lasting uninterruptedly for at least 6 months, or returned to scientific work from such leave or break no earlier than 12 months before the application deadline and is submitting the project no later than 4 years from the birth of the child,

In cases of adoption, multiple birth, or a child with a confirmed disability, the permissible age of the child, as specified in items c) or d) and enabling the applicant to apply, is 7 years.

- e) in the case of candidates who are re-applying - the average number of points obtained in the earlier edition may not be less than 60% of the maximum number of points available.

NB: When counting the child's age, the year is considered (e.g. if the application deadline falls in 2013 and the permissible age of the child is up to 4 years, the child's birth year may be 2009 or later).

**5.1.3** To be eligible for funding, the unit:

- a) will agree to respect the research autonomy of the project manager in accordance with the approved research project specified in the application,
- b) will ensure the necessary conditions for conducting scientific research in accordance with the scope presented in the application, and will provide access to research equipment.



**5.1.4** During the project's implementation the project manager will be employed at the research unit where the project will be carried out. The project manager's remuneration under the employment contract is eligible for reimbursement from the project's funds.

**5.1.5** The project manager is obliged to carry on a collaboration with another scientific centre other than the institution where the project is being carried out.

**5.1.6** The project manager with a doctoral degree may hire graduate or PhD students for the project, and also fund a stipend for the graduate and/or PhD students under his/her supervision. The project manager is obliged to hold an open competition to select the graduate or PhD students receiving a stipend from the project's funds. Those eligible to take part in the competition organized by the project manager are:

- a) students completing a level-two university course or a unified master's course (who have completed at least their third year of studies),
- b) PhD students, i.e. participants in PhD studies.

**5.1.7** Following the recruitment in the competition, the total number of graduate or PhD students involved in the project at any one time may not be greater than **3 persons**.

**5.1.8** During the recruitment of graduate or PhD students for stipends from the project's funds, the following rules apply:

- a) the competition must be announced at least at the project manager's home research unit, and this call for applications should contain information on how to submit applications and what requirements candidates have to meet,
- b) the project manager is obliged to appoint, in accordance with the procedure set down in the application, a commission with at least two members to conduct the recruitment,
- c) the commission is obliged to prepare and conduct the recruitment in accordance with the procedures proposed in the application, the recruitment criteria should include the candidate's academic achievements,
- d) the commission is obliged to document the recruitment procedure in the form of a report,
- e) 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),
- f) the project manager will send the report from the recruitment electronically within seven days of the recruitment's end, and send the original in paper form to the Foundation with the next periodical report,
- g) the unit will enable a representative of the Foundation to take part in the commission's work as an observer,



- h)** the recruitment must include at least two candidates (fulfilling the competition requirements) per place (stipend).

**NB:** The open competition procedure for stipends for students described in the application is binding for the recipient and may be subject to modification at the Foundation's request. The report is an element of control.

**5.1.9** Only graduate or PhD students chosen in an open competition may receive stipends in the project. Persons receiving stipends may not be paid remuneration from the project's funds at the same time.

**5.1.10** The project's funds may be used to finance other research workers (not selected in an open competition).

**5.1.11** Those not eligible to apply are entities excluded from applying for supplementary funding under article 207 of the 27 August 2009 law on public finance (Dziennik Ustaw/Journal of Laws No. 157 item 1240), 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 applicants for supplementary funding should specify the starting date (between 1 February 2014 and 1 July 2014) and closing date of the project, accounting for the fact that the project implementation period is the same as the period during which costs incurred may be recognized as qualified expenses

**5.2.2** Projects may last from 12 months to 23 months. At the same time all projects must be completed by the 31st of December 2015.

## **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 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 and proof of payment (e.g. 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 a periodical report, 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 budget estimate.

### 5.3.4 Catalogue of qualified costs in the Parent/Bridge Programme:

- a) stipends for graduate and PhD students,
- b) remuneration for persons involved directly in the project, plus non-remuneration costs of labour, including mandatory social and health insurance (excluding persons receiving stipends financed from the project's funds),
- 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 stipend 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 stipend 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) overheads not exceeding 10% of the project's total qualified costs (i.e. 10% of the sum of funds from the stipend and project parts of the budget),
- l) 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),
- m) spending on international exchanges within the project as well as domestic business trips necessary for carrying out the project,
- n) spending on recruitment and acceptance of graduate or PhD students for the project, not exceeding 3% of the project's value,
- o) the cost of the registration and conferment procedure for a doctoral degree - maximum PLN 3,000 per PhD student.

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 may cross the national border due to international cooperation 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 in all the projects (those financed from the IE OP and by the FNP) is set down in the **Guidelines on qualified expenses under the Innovative Economy Operational Programme 2007-2013**, available from the Ministry of Regional Development website.

### 5.3.5 The project budget:

The applicant is obliged to adopt the specified stipend amounts and to not exceed the values and percentage thresholds specified for individual cost categories.

The overall project budget comprises:

- a) personal stipends, in the following amounts:



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i Stipend for a graduate student: **PLN 1,000/month**

ii Stipend for a PhD student:

- 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 stipend 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**

b) the project itself:

a grant, including the project's overheads (such as rent for premises, administration costs, project management costs, electricity and heating bills), which may not exceed 10% of the project's total qualified costs (i.e. 10% of the sum of funds from the stipend and project parts of the budget).

The sum of both parts (stipends and project grant) may not exceed:

**PLN 140,000 per year**

**NB:** Stipends from the Foundation awarded in the Parent/Bridge Programme are exempt from personal income tax on the basis of article 21 section 1 item 39 of the 26 July 1991 law on personal income tax (consolidated text: Dziennik Ustaw/Journal of Laws 2000 No. 14 item 176, as amended).

The personal stipends are paid during the period in which the stipend holder has the status specified in the agreement on a personal stipend, with the stipulation that the stipend may be paid up to the end of the month following the date of the defence of that person's master's thesis (graduate students) or doctoral dissertation (PhD students).

If a graduate or PhD student loses the right to receive a personal stipend, the recipient is obliged to inform the Foundation of this fact immediately.

The Foundation is entitled to reduce the amount of funding for stipends if the project manager withdraws from the supervision over graduate or PhD students declared in his/her application.

The project manager's remuneration may be covered from the project's funds exclusively on the basis of an employment contract commensurate with his/her involvement in the project's implementation.

Part-time employment is allowed.



### 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 (consolidated text: Dziennik Ustaw/Journal of Laws 2009 No. 152 item 1223, 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 national 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 indices

**5.4.1** Applicants are requested in the application form to provide the planned project indices, or planned products and results. The following project implementation indices are analysed in the **Parent/Bridge 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 postdoctoral degrees obtained as a result of the project,
- f) the number of researchers involved in the project,
- g) the number of publications (including the Philadelphia Institute for Scientific Information list and Open Access) resulting from the project.

**5.4.2** The presented indices have to be commensurate with the given type of project and reflect the project's objectives. They will be one of the evaluation criteria.

**5.4.3** If, during the project's implementation, the applicant fails to achieve the declared values of indices, 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 - the application:

- a) submitting the application to the Foundation for Polish Science,
- b) submitting the application within Action 1.2 – excluding applications submitted in areas other than *bio, info, techno*,
- 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 - the 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 207 of the 27 August 2009 law on public finance (Dziennik Ustaw/Journal of Laws No. 157 item 1240).

**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) expenses planned in the project are qualified costs under the action,
- 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. 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 the said notification, the missing elements specified in section 6.1.5; these elements 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 (see section 4.4.2 letter b),
- b) damaged appendices in electronic form.

**NB.**

**During the formal evaluation, if a copy is not certified as conforming to the original, the Foundation may demand the original or a certified copy.**

**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 will perform a formal evaluation of the corrected application taking into account the principles specified in sections 6.1.4. and 6.1.5.

## 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 merit evaluation is carried out by reviewers, and the second part – by an interdisciplinary panel of experts.

### 6.2.1 Stage I

Under the **Parent/Bridge** Programme, the following is subject to merit evaluation (point values are given in brackets):

- a) original nature of the project manager's scientific achievements based on the 3 presented publications (30),
- b) scientific and innovative value of the proposed project (30),
- c) feasibility of project implementation by the indicated research team (at the research unit chosen by the candidate) (15),
- d) quality of the collaboration in the project, with a foreign or Polish research unit other than the unit where the project will be carried out, based on the letter of intent (15),
- e) 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),
- a) 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 from the *bio*, *info*, *techno* areas 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 qualifying for stage II exceeds double the value of funding earmarked for the given edition of the competition), the Foundation Board may increase the number of points required to qualify.

Candidates will be notified by telephone or e-mail of having qualified for the second stage of the evaluation. Applicants invited to stage II will receive the reviews of their applications from stage I, however the evaluating reviewers will remain anonymous. Applicants 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 or the project budget. The panel members will consider:

- a) the reviewers' evaluations (explaining any divergent evaluations),
- b) compatibility with the objectives of the IE OP and the description of the action in the *Detailed description of IE OP priorities* (0/1),
- c) whether the applicant guarantees lasting results of the project, spanning at least 5 years from the project's completion (0/1)
- d) the product and result indices, including whether they reflect the project's objectives, whether they are commensurate with the given type of project (0/1),
- e) any doubts regarding the project's budget (explaining any unjustified or non-qualified costs).

**6.2.3** An applicant 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 or the Foundation, as long as the applicant has important arguments justifying the adopted budget plan.

**6.2.4** On the basis of the ranking list of projects prepared by the panel and funds available in a given competition, the Foundation Board will make a decision in the form of a resolution on assigning funds for project implementation.

**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 provide 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** An applicant (the research unit together with the project manager) has the right to submit an appeal in writing to the Foundation Board against decisions concerning their application, 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. The appeal will be reviewed within 21 days from the date of its delivery to the Foundation.

**6.3.2** Appeals related to the formal evaluation will be reviewed by a committee comprising the Programme Director or his/her Deputy, the Foundation's lawyer/counsellor, and an 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 or his/her Deputy.

**6.3.4** The appeal committee deals exclusively with assessing procedural issues at every stage of the application evaluation and 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 requesting 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 a project is concluded between the Foundation, the unit where the project will be carried out, and the project manager. The project manager will receive the agreement electronically and will send the Foundation four identical copies of the agreement, duly signed, together with all the required documents (appendices), within the deadline specified by the Foundation. The Foundation will return two signed copies of the said agreement to the unit's address, one copy each for the project manager and the unit.

Required appendices to the agreement:

- project budget,
- instalment payment schedule,
- project schedule,
- the unit's statement of VAT qualification,
- a statement on not taking advantage of assistance from national 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 experiments on 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 project manager is obliged to inform the Foundation, within the deadlines and according to the rules set down in the agreement, on the selection of graduate or PhD students, so that the Foundation may prepare the necessary agreements on personal stipends 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,
- a copy of the entry in the National Court Register or another register as applicable.

**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.**

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

**7.1.4** In the course of project implementation, recipients are required to use the FNP's IT system for purposes such as submitting reports, documenting scientific achievements, or applying for changes to project budgets.

## VIII. Contact

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Additional information on the programme is available from:

tel. +48 22 845 95 10

+48 604 128 095

e-mail: [joanna.rutkowski@fnp.org.pl](mailto:joanna.rutkowski@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 Parent/Bridge Programme

**Appendix 9.2** Specimen agreement on a personal stipend in the Parent/Bridge Programme

**Appendix 9.3** Project schedule

**Appendix 9.4** Statement of VAT qualification

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

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

**Appendix 9.7** Specimen report of a stipend holder 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 9.10** Evaluation form for reviewers

## Appendix 9.1 Specimen agreement on supplementary funding for a project in the Parent/Bridge Programme

a) For projects financed from IE OP funds

### SPECIMEN AGREEMENT ON SUPPLEMENTARY FUNDING FOR A PROJECT IN THE PARENT/BRIDGE PROGRAMME

Agreement No.:  
Date of signing:  
Place of signing: Warsaw

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, Parent/Bridge 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. - Chairman of the Board,

hereafter referred to as the Foundation,

and

Mr./Ms. ....

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

resident at: .....,

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

hereafter referred to as the Recipient

and

(Name of unit) with headquarters at (address),

tax ID number NIP ....., statistical number REGON .....,

entered in the (*register of Polish Academy of Sciences units, National Court Register - research and development units, the Minister of Science and Higher Education's register of non-public university-level schools and associations of non-public university-level schools\**) under number .....

represented by (first name and surname, job position) on the basis of power of attorney No. ....

hereafter referred to as the Unit,

hereafter jointly referred to as the Parties, as follows:

#### § 1 General provisions

1. On the terms set down in the Agreement, the Foundation awards the Unit 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 the Application for supplementary funding submitted to the Foundation in competition No. .... of the Parent/Bridge Programme, hereafter referred to as the Application.
2. The Parties agree that in case of doubts as to the binding version of the Application, the version in the possession of the Foundation will take precedence.

\* Delete as applicable.



3. The Recipient and the Unit agree to carry out the Project in accordance with the Agreement, the current Application and competition documentation No. 5/2012 available on the Foundation's website, national and Community law, and Community policies, including regulations on competitiveness, public orders, environmental protection, and equal rights for men and women. The Project and the Application may not be changed, with the exception of the situation specified in § 10 of the Agreement.
4. The Unit agrees to respect the Recipient's research autonomy in accordance with the approved research Project 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.
5. During the project's implementation the Unit agrees to employ the Recipient on the basis of an employment contract, where the project manager's remuneration under the employment contract is eligible for reimbursement from the project's funds.
6. The Recipient and the Unit agree to inform the Foundation immediately of a change in the bank account specified in § 3 section 5 of the Agreement or in the personal and address data provided in the Agreement. A written statement on changes in personal data, address data and bank account numbers from the Recipient and the Unit does not constitute an amendment to the Agreement. If the above obligation is not fulfilled, the Foundation has the right to reduce the amount of funding specified in section 1 above and/or to shorten the implementation time of the Project as specified in § 2 section 1.
7. Any costs of securing the return of funding in the project part of the budget, as specified in § 3 section 1 item 1), and any documented costs of debt collection proceedings will be borne by the Unit.
8. 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.
9. The Foundation will not be held responsible towards any third parties for any damages related to the Project's implementation.
10. The Foundation declares that on the date the Agreement is concluded, in accordance with the decision of the Minister of Science and Higher Education, the Foundation's stipends awarded in the Parent/Bridge Programme are exempt from personal income tax on the basis of article 21 section 1 item 39 of the 26 July 1991 law on personal income tax (consolidated text: Dziennik Ustaw/Journal of Laws 2010 No. 51 item 307, as amended).
11. The Foundation hereby advises that if the legal regulations or administrative decisions on the exemption specified in section 10 above change, it shall not be held responsible for the Recipient's obligations stemming from receiving the stipend.
12. In view of the fact that the supplementary funding does not constitute public aid under article 107 section 1 of the Treaty on the Functioning of the European Union, the Recipient and the Unit are obliged to respect the following principles during the Project's implementation and its period of sustainability:
  - a) the results achieved during the Project may not be implemented directly by them;
  - b) they will disseminate the results of research and development to all entities interested in the economic utilization of those results according to equal market principles or free of charge while providing equal access to the aforementioned research results, taking into account the regulations on copyright and industrial property rights.

## **§ 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. The Recipient and the Unit agree to complete the Project in its research and financial aspects, as specified in the Application, within the period applicable to qualified costs specified in section 1.

## **§ 3 Project financing**

1. The division of funds for carrying out the Project is set down in the Project's budget, hereafter referred to as the Budget, constituting appendix 1 to the Agreement. The funds for carrying out the Project include:
  - 1) funds for the project part,
  - 2) personal stipends for graduate or PhD students taking part in the Project and selected in an open recruitment procedure, as indicated in the Budget.
2. Funds for the Project part will be transferred in ..... (number) instalments, according to the instalment payment schedule constituting Appendix 3 to the Agreement. The first instalment will be transferred within 14 days of the Foundation's receipt of a correctly filled-in and signed Agreement, but no sooner than 14 days before the start of the period specified in § 2 section 1. Successive instalments, according to the instalment



payment schedule constituting Appendix 3 to the Agreement, will be transferred immediately after the Foundation approves the periodical reports, each time reduced by funds that were not spent or were incorrectly recognized as qualified costs for instalments transferred earlier.

3. At any time during the reporting period, the Recipient may apply for payment of all or part of the amount by which the instalment was reduced under section 2, last sentence.
4. The Foundation will make payments for the Project part depending on the availability of funding provided to the Parent/Bridge Programme by the Intermediate Body in the Foundation's bank account.
5. Funds for the Project part will be transferred to the Unit's bank account: No. ....
6. The rules for receipt and payment of personal stipends for students are the subject of separate agreements concluded at the Recipient's request between the Foundation, the Recipient and the student. The fact that students indicated in the Project Budget receive a personal stipend may not constitute grounds for the Unit to make unfavourable changes to the rules for paying other stipends or remuneration paid by the Unit.
7. The Recipient, as the Project manager, is the holder of the awarded funding. The Unit may spend funds provided by the Foundation for the project part only with the Recipient's consent.
8. 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.
9. 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; it should be accounted for and returned to the bank account indicated by the Foundation.
10. The Unit agrees to maintain separate bookkeeping records related to the Project's implementation, in accordance with the principle of transparency stemming from the 29 September 1994 law on bookkeeping (consolidated text: Dziennik Ustaw/Journal of Laws 2009, No. 152 item 1223, as amended), in a way enabling identification of individual bookkeeping operations.
11. 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.
12. 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.
13. The Foundation may suspend payment of an instalment in order to explain doubts and obtain information if a justified suspicion arises that the Project is being carried out contrary to the Agreement, and in particular:
  - 1) if a divergence is discovered between the Project's implementation and the Project description contained in the Application,
  - 2) if the Unit and the Recipient fail to provide the information and explanations specified in § 7 section 12,
  - 3) if there is no progress in the Project compared to the time frame set down in the Application.

#### **§ 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 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 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, national laws, and the guidelines issued by the Managing Body of the IE OP,
  - 3) they are compatible with the provisions of the IE OP,
  - 4) they are compatible with the categories of expenses from the approved 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.
3. If intangible fixed assets are purchased within the Project from the supplementary funding, the Unit agrees to maintain such assets among its assets for a period of 5 years from the end of the Project's implementation, and to depreciate these assets in accordance with separate relevant regulations.

#### **§ 5 The stipend holders**



1. The Recipient may finance stipends for graduate or PhD students remaining under his/her supervision and selected in a competition. The Recipient will provide the Foundation with the data on such students within 7 days of closing each recruitment procedure.
2. During the Project's implementation the number of students receiving a personal stipend at any one time may not exceed 3 and has to be the same as indicated in the Budget. If a student loses the right to receive the personal stipend under the agreement specified in § 3 section 6, the Recipient is obliged to inform the Foundation of this fact within 7 days. He/she may then select a new student under the procedure specified in section 1 above.
3. The Foundation has the right to reduce the amount of funding specified in § 1 section 1 if discrepancies are found between the stipends planned in the Budget and the actual number of students receiving stipends.

## § 6 Reporting

1. The Recipient will submit reports, comprising a scientific report and financial statement, in paper and electronic form, according to the specimen available on the Foundation's website.
2. The Recipient is obliged to:
  - 1) promptly, and no later than in his/her periodical reports, inform the Foundation of problems with carrying out the Project, including any 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); the scientific report may be submitted before the financial statement, but no earlier than on the last day of the relevant reporting period,
    - b) an end report within 10 days of the date the Foundation approves the final periodical report specified in section 2 item 3 letter a) above.
3. Together with the financial statement of the periodical report, the Recipient is obliged 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 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 Project from the European Regional Development Fund under the Agreement (agreement No., Project name),
    - c) confirmation of proper compliance with the terms of agreements with contractors,
    - d) information on application of the law on public orders,
    - e) information on the expense's relevance for the Project (the number or name of the specific item from the Budget),
    - f) the exchange rate on the day of payment (applies to documents in foreign currencies).
  - 2) confirmation of payment or bank statements documenting operations.  
The Foundation may demand to see the originals of all or some of the documents confirming incurred expenses.
4. The Recipient's periodical reports should also be accompanied by a list of the documents confirming any expenses incurred in the given reporting period.
5. 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 sections 3–4 above,
  - 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 Budget,
  - 6) non-qualified expenses,

the Recipient is obliged 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.



6. The Unit is obliged to prepare the financial statement of the reports specified in section 2 and to prepare the documentation specified in sections 3 and 4 above, 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 section 2 item 3 above.
7. The Foundation's approval of the end report on the Project's implementation is equivalent to a final settling of accounts in connection with the Project.

### **§ 7 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 § 11 section 3 item 4.
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 a 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 obliged 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 or of a change of that location.
11. If the necessity arises to extend the time specified in section 10, the Foundation will inform the Unit of this fact before that time is up.
12. Upon written demand from the Foundation, the Recipient and the Unit agree, during the Project's implementation and over a period of 3 years from the closing date of the IE OP, to present all information and explanations related to the Project's implementation within the time specified in the demand.
13. The Unit and the Recipient are obliged to provide the Foundation with copies of inspection reports and recommendations or other equivalent documents prepared by institutions other than the Foundation, if the results of such inspections affect the Project, within 7 days of receipt of such documents.

### **§ 8 Information rights and 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, corrected: Official Journal of the EU L 45 of 15.02.2007), hereafter referred to as regulation 1828/2006.
2. At the location where the Project is carried out, no later than six months from the start of the period specified in § 2 section 1, the Unit agrees to place a permanent, visible and large informative/commemorative board, containing at least the following:
  - 1) the Foundation's logo and the name of the PARENT/BRIDGE Programme,
  - 2) the Project's name as specified in § 1 section 1,
  - 3) the European Union emblem,



- 4) a reference in words to the European Regional Development Fund,
- 5) a motto specified by the Managing Body (either „Dotacje na innowacje” [Grants for Innovations] or „Fundusze Europejskie – dla rozwoju innowacyjnej gospodarki” [European Funds - for the Development of an Innovative Economy]) highlighting the added value of Community assistance, preferably together with the expression "We invest in your future".

The information specified in section 2 item 1) above should take up at least 25% of the board's total area, and the information specified in section 2 items 2)–5) at least another 25% of the board's total area.

3. The Recipient and the Unit agree to mark documents related to the Project's implementation, promotional and information materials as well as assets purchased or depreciated within the Project, in accordance with the Visual Identity Guidelines, with:
  - 1) the European Union emblem,
  - 2) the IE OP logo,
  - 3) the Foundation's logo,
  - 4) a reference in words to the European Union,
  - 5) a reference in words to the European Regional Development Fund (this does not apply to minor promotional materials),
  - 6) a motto specified by the Managing Body, in accordance with article 9 letter c of Regulation 1828/2006, highlighting the added value of Community assistance (either „Dotacje na innowacje” or „Fundusze Europejskie – dla rozwoju innowacyjnej gospodarki”), preferably together with the expression "We invest in your future" (this does not apply to minor promotional materials).
4. 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.
5. The Foundation reserves the right to publicly present the Recipient and his/her scientific activity for information and promotion purposes.
6. After performing the Agreement, the Recipient may be obliged to publicly present the results of the Project in a form, venue and time specified by the Foundation.

### **§ 9 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 (consolidated text: Dziennik Ustaw/Journal of Laws 2002 No. 101 item 926, as amended) for the purpose of implementing the Agreement, monitoring, inspecting and evaluating the Parent/Bridge Programme as well as for archiving purposes and publicizing information on the Foundation's activity. The Foundation hereby advises 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 mentioned in section 1 above, specified in its article 32, and in particular the right to access the data and to lodge a protest.

### **§ 10 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 of 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and revoking Council Regulation (EC) No. 1260/1999 (Official Journal of the EU L 210 of 31.07.2006, p. 25–78), hereafter referred to as regulation 1083/2006, are inadmissible.
2. During the Project's implementation it is possible to move funding between the different categories of qualified expenses specified in the Budget, up to 10% of the amount for the category from which the reallocation is being made, as specified in the Budget binding on the day of signing of the Agreement. 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 Budget.
3. Reallocation of spending between the categories may not lead to changes in stipend amounts set down in the competition documentation nor to any exceeding of the maximum amounts for the Project part or the percentage value of supplementary funding in the individual categories.
4. If it turns out during the Project's implementation that the Project requires major modifications other than the changes specified in section 2 above, the Recipient is obliged to inform the Foundation in writing of the proposed modifications, providing merit grounds and proposed changes to the Budget in the individual accounting periods. Introducing such modifications requires the Foundation's approval in writing.
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 amount specified in § 1 section 1 or to make amendments to the Budget.
7. The Foundation has the right to reduce the total amount of funding specified in § 1 section 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. Amendments to the Budget made under section 2, sections 6 and 7 above do not require an annexe to the Agreement.

### **§ 11 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 section 1 above does not release the Recipient and the Unit from the obligation to submit an end report within 25 days of the termination of the Agreement.
3. 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 students in accordance with the competition documentation, or fails to fulfil the obligations specified in § 5 sections 1 and 2,
  - 3) the Recipient fails to achieve the Project's planned objective for reasons caused by the Recipient,
  - 4) the Recipient or the Unit refuses to allow or obstructs the inspection specified in § 7,
  - 5) the Recipient or the Unit fails to remove any irregularities or to fulfil post-inspection recommendations within the time specified by the Foundation,
  - 6) the Recipient or the Unit fails to present the reports specified in § 6 within the specified time and on the specified terms,
  - 7) the Recipient or the Unit presents the reports specified in § 6, but these do not correspond to the actual state of matters,
  - 8) the Recipient or the Unit fails to fulfil the obligations specified in § 8,
  - 9) the Unit fails to fulfil the obligations specified in § 1 sections 4-6, § 3 section 12,
  - 10) the Recipient or the Unit presents false or incomplete statements or documents in order to obtain supplementary funding,
  - 11) the Project undergoes substantial modification as specified in article 57 of Regulation 1083/2006,
  - 12) the Recipient violates the rules of the code of ethics of the Foundation's recipients/winners and beneficiaries,
  - 13) the Recipient or the Unit violates other provisions of the Agreement.

If the Agreement is terminated for the reasons specified in sections 1 and 3 above, the Recipient and the Unit are not entitled to any damages.

### **§ 12 Reimbursement**

1. If the Agreement is terminated for reasons specified in § 11 section 3, upon the Foundation's demand 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 payable in the amount appropriate for tax arrears, counted from the date of transfer of the funds to the Unit to the date of their return to the bank account specified by the Foundation. The Unit will transfer to the Foundation the equivalent of the funds received on the basis of the agreements specified in § 3 section 8, according to the rules outlined in the previous sentence, in which case the interest will be calculated from the date of payment of the stipends to individual graduate or PhD students.
2. If the Agreement is terminated for reasons specified in § 11 section 1, upon the Foundation's demand 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 payable in the amount appropriate for tax arrears, counted from the date of transfer of the funds to the Unit to the date of their return to the bank account specified by the Foundation, taking into account the provision of section 1 sentence 2 above. In particularly justified cases, upon a written request from the Recipient and the Unit, the Foundation may refrain from demanding reimbursement of funding already accounted for and/or refrain from demanding interest, bearing in mind in particular the way in which the Recipient and the Unit performed the Agreement.



3. The Unit is obliged to return funds if inspection bodies discover any violation of the rules and terms of Project implementation as set down in the Agreement, national and Community law, and in particular in cases of:
  - 1) utilization of awarded funding contrary to the subject of the Agreement,
  - 2) receiving funds that were not due,
  - 3) receiving funds in excessive amounts,
  - 4) failure to meet the requirements of the Project's lasting nature.
4. In the case specified in section 3 above, the Unit is obliged to transfer the amount specified in the decision, within the deadline and on the terms specified by the Foundation, plus interest payable in the amount appropriate for tax arrears, counted from the date of transfer of the funds to the Unit to the date of their return to the bank account specified by the Foundation.
5. If the Project carried out by the Recipient and the Unit generates income which was not accounted for during the signing of the Agreement in accordance with article 55 sections 1 and 2 of Regulation 1083/2006, the rules according to which the supplementary funding is reduced, or any reimbursement of the funding takes place, are specified in article 55 sections 3 and 4 of Regulation 1083/2006 and in the *Guidelines on payments and accounts* issued by the Minister of Regional Development.
6. Within 25 days of the date of completion of the Project, funds provided by the Foundation but not utilized in the Project are subject to reimbursement to the bank account indicated by the Foundation.
7. Any funds utilized contrary to the terms of recognizing qualified costs are subject to reimbursement to the account indicated by the Foundation within 14 days of the date the Unit receives a demand to return such funds.
8. To collect its due funds, the Foundation may authorize a third party to act on its behalf.

### **§ 13 Concluding provisions**

1. The Agreement comes into force on the date it is signed by the final Party.
2. On matters not covered by the Agreement the following apply: the competition documentation regulations, the Civil Code and other generally binding national legal regulations, and Community law as applicable.
3. 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.
4. Any amendments to the Agreement must be in writing upon pain of nullity.
5. 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: Budget,
  - 2) Appendix 2: Project schedule,
  - 3) Appendix 3: Instalment payment schedule,
  - 4) Appendix 4: Statement of the Unit's VAT qualification,
  - 5) Appendix 5: Statement on not taking advantage of assistance from national or Community public funding with regard to qualified costs covered by the Agreement on supplementary funding for the Project,
  - 6) Appendix 6: Power of attorney (required if the Agreement is signed by a person or persons without legal authority to represent the Unit),
  - 7) Appendix 7: Certificate confirming the Recipient's employment or a copy of the employment contract,
  - 8) Appendix 8: Consent of the relevant ethical commission, as required by the regulations on animal experiments (in the case of projects necessitating experiments involving animals),
  - 9) Appendix 9: Consent or a permit as required by environmental protection regulations (in the case of projects involving studies of protected species of plants, animals and fungi or studies in protected areas),



- 10) Appendix 10: Consent as required by regulations on genetically modified organisms (in the case of projects involving research on genetically modified organisms or with the use of such organisms),
- 11) Appendix 11: Consent or a permit as required by the regulations in the case of Projects involving clinical trials..

Foundation

Recipient

Unit

.....

.....

.....

## Appendix 9.2 Specimen agreement on a personal stipend in the Parent/Bridge Programme

a) For projects financed from IE OP funds

### SPECIMEN AGREEMENT ON A PERSONAL STIPEND IN THE PARENT/BRIDGE PROGRAMME

Agreement No.:

Date of signing:

Place of signing: Warsaw

Agreement on a Personal Stipend in the Parent/Bridge Programme implemented as part of the Innovative Economy Operational Programme, Priority 1: Research and development of new technologies, Action 1.2: Strengthening the human resources potential of science, 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:

1. Adam Zieliński – Proxy,
2. Wanda Krzemińska – Proxy,

hereafter referred to as the Foundation,

and the Recipient in the Parent/Bridge Programme,

.....

address ....., hereafter referred to as the Recipient,

and

.....

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

telephone: ....., e-mail: .....

resident at: .....,

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

hereafter referred to as the Stipend Holder,

hereafter jointly referred to as the Parties, as follows:

#### § 1

The subject of the Agreement is a Personal Stipend awarded to the Stipend Holder, in accordance with the Recipient's application, from funds awarded to (name of unit) on the basis of the "Agreement on supplementary funding for a project in the Parent/Bridge Programme" No. ... dated ..... (hereafter referred to as the Parent/Bridge Agreement) for the project (title of project) along the principles specified in the Parent/Bridge Programme competition documentation for competition ..., to support the Stipend Holder's scientific work, hereafter referred to as the Stipend.

#### § 2

1. The Stipend Holder declares that he/she:



- 1) has the status of a level-two course or unified master's course student (after their third year of studies)/PhD student \*
  - 2) has been selected for the project specified in § 1, hereafter referred to as the Project, in an open competition maintaining the standards specified in the competition documentation,
  - 3) plans to defend his/her master's thesis/PhD dissertation\* (mm/yyyy): .....
  - 4) is not receiving a personal stipend in any other programme run by the Foundation, with the exception of the Start Programme.
2. A Stipend Holder with PhD student status declares that he/she\*:
- 1) exercises the right to voluntary pension insurance coverage under article 7 of the law on social insurance of 13 October 1998 (consolidated text: Dziennik Ustaw/Journal of Laws 2009, No. 205 item 1585, as amended) throughout the period of receiving the stipend. The basis for calculating the premium is the minimum amount of PLN 1,800,
  - 2) does not exercise the right to voluntary pension insurance coverage under article 7 of the law on social insurance of 13 October 1998 (consolidated text: Dziennik Ustaw/Journal of Laws 2009, No. 205 item 1585, as amended) throughout the period of receiving the stipend, because he/she is covered by pension insurance from another source.

### § 3

The Recipient declares that he/she:

- 1) has selected the Stipend Holder in accordance with the open-competition rules set down in the competition documentation and the application,
- 2) has included funds corresponding to the time and amount of the stipend in the project budget, as specified in the competition documentation.

### § 4

1. The stipend is awarded for a period of .... months, i.e. from ..... to ....., in the monthly amount of PLN..... (in words: ..... zlotys).
2. The stipend is paid during the period when the Stipend Holder has the status specified in § 2 section 1, and may be paid until no later than the end of the calendar month of the defence of the master's thesis (graduate students) or PhD dissertation (PhD students).
3. The stipend will be paid by the Foundation in instalments to the Stipend Holder's account No. .... The first instalment will be transferred within 14 days of the Foundation's receipt of a correctly filled-in and signed Agreement, but no sooner than the start of the period specified in section 1 above. The first and second instalments of the stipend will be paid for a period of no more than 3 months. Payment of these instalments, and subsequent ones, will be made exclusively upon the Recipient's consent expressed at least via electronic communication and - if the date of payment of an instalment falls on the start of a reporting period - accounting for the provisions of section 4 below.
4. Successive instalments of the stipend will be paid after submission of the report specified in § 6 of the Agreement and the report specified in § 6 section 2 item 3 letter a) of the Parent/Bridge Agreement, as soon as the Foundation approves the scientific part of successive reports on the Project's implementation.
5. Successive instalments of the stipend will be reduced by any amounts wrongly recognized as qualified in earlier instalments. If an untrue statement is made in § 2 section 2, the Foundation may reduce subsequent instalments by any amounts wrongly transferred to the Stipend Holder according to that statement, plus interest payable in the amount appropriate for tax arrears, counted from the date of transfer of the stipend instalment to the date of this amount's return to the Foundation's bank account.
6. The Foundation declares that on the date the Agreement is concluded, in accordance with the decision of the Minister of Science and Higher Education, stipends awarded in the Parent/Bridge Programme are exempt from personal income tax on the basis of article 21 section 1 item 39 of the 26 July 1991 law on personal income tax (consolidated text: Dziennik Ustaw/Journal of Laws 2000 No. 14 item 176, as amended).
7. The Foundation hereby advises that if the legal regulations or administrative decisions on the exemption specified in section 6 above change, it shall not be held responsible for the Stipend Holder's obligations stemming from receiving the stipend.

### § 5

During the period of receiving the stipend, the Stipend Holder is obliged in particular:

- 1) to continue research work under the direction of the Recipient,

---

\* Delete as applicable



- 2) to mark publications and other documentation produced under the stipend with the emblem of the EU, the Innovative Economy Operational Programme and the logo of the Foundation as well as referring in words to the EU and the European Regional Development Fund (in accordance with the Visual Identity Guidelines),
- 3) to inform the Foundation immediately of the loss of the status specified in § 2 section 1 item 1,
- 4) to inform the Foundation of any problems with implementing the stipend.

#### § 6

1. The Stipend Holder's periodical and end reports from research during the period of receiving the stipend will constitute appendices to the Recipient's reports submitted within the deadlines specified in § 6 of the Parent/Bridge Agreement.
2. The Stipend Holder's reports should cover all the activities involved in the Stipend Holder's research work in the current reporting period covered by the stipend.
3. A specimen report is available on the Foundation's website.
4. The Stipend Holder will provide the Recipient with a report on paper and in electronic form within 7 days of the end of each reporting period as specified in § 6 of the Parent/Bridge Agreement, but no sooner than the last day of the reporting period that the given report concerns.

#### § 7

A Stipend Holder with PhD student status who exercises his/her right to voluntary pension insurance coverage is obliged to provide the Recipient with copies of documents confirming registration for such coverage and payment of premiums, with his/her reports.

#### § 8

1. In justified cases the Foundation has the right, at its own initiative or upon a motion from the Recipient, to change the decision awarding the stipend, and in particular to revoke the stipend or suspend payments and to terminate the Agreement without notice if the Stipend Holder fails to fulfil the terms of receiving the stipend, and in particular when the Stipend Holder:
  - 1) loses the status specified in § 2 section 1 item 1,
  - 2) fails to fulfil the obligations specified in § 5,
  - 3) gives up his/her research work,
  - 4) stays at a foreign research unit for purposes not linked directly to the Project,
  - 5) violates the principles contained in the ethics code for Foundation recipients and beneficiaries.
2. If upon signing the Agreement the Stipend Holder did not fulfil the conditions specified in the competition documentation or the Agreement, the Foundation has the right, on its own initiative or upon a motion from the Recipient, to revoke the decision awarding the stipend and terminate the Agreement without notice.

#### § 9

The Recipient is obliged immediately to apply to the Foundation in writing, including justification, for a change to the decision on awarding the stipend, indicating what decision is requested from the Foundation (revocation or termination of payment of the stipend), if circumstances arise which justify such a decision, in particular the circumstances specified in § 8.

#### § 10

1. In cases of temporary inability to fulfil the obligations stemming from the Agreement or a justified suspicion they may be impossible to fulfil in future (in particular due to illness, maternity leave or extended post-maternity leave), the Recipient may request a temporary suspension of payment of the stipend, for a period of no longer than one year. In the request for temporary suspension of the stipend, the Recipient should suggest a shortened procedure to select a person to replace the Stipend Holder. The proposed procedure must be compatible with the rules of recruitment described in the competition documentation specified in § 1 of the Agreement.
2. The decision to suspend payment of the stipend, and to approve the proposed procedure for an extra recruitment to select a person to replace the Stipend Holder, will be made by the Foundation upon the Recipient's request.
3. Within 2 months of the date that the payment of the stipend is suspended, the Recipient is obliged to select someone to replace the Stipend Holder, according to the shortened procedure approved by the Foundation.



The Recipient should provide the Foundation with the above-mentioned person's data within 7 days from the end of the recruitment procedure.

4. The person chosen to replace the Stipend Holder must have the status specified in § 2 section 1 item 1 and fulfil the requirements set down in § 2 section 1 item 4 of the Agreement.
5. The suspension period may not be changed during the time it runs its course. A replacement for the Stipend Holder may be selected only once, and the replacement period may not exceed 12 months.
6. The rules for paying a stipend to the person chosen as the replacement under the present provision will be set down in a separate agreement.

#### § 11

1. If the Foundation terminates the Agreement as specified in § 8, in connection with a decision to revoke the stipend, the total amount must be reimbursed, for the entire period specified in § 4 section 1, within 14 days of delivery of the demand, plus interest payable in the amount appropriate for tax arrears, counted from the date of payment of the amount to the Stipend Holder to the date the money is returned to the bank account specified by the Foundation.
2. In justified cases, upon a written request from the Recipient or the Stipend Holder, the Foundation may refrain from demanding reimbursement of the stipend amount accounted for in reports or refrain from demanding interest, in consideration in particular of the way in which the Stipend Holder carried out the Agreement.

#### § 12

All costs related to returning the stipend and to any documented recovery proceedings will be borne by the Stipend Holder.

#### § 13

During the period of receiving the stipend, the Stipend Holder is obliged to keep the Foundation up to date on any changes in their address information, bank account or any other changes that could have an impact on implementing the stipend. The Stipend Holder's written statement on changes to their personal data, address information and bank account do not constitute amendments to the Agreement.

#### § 14

1. The Foundation declares it is the administrator of the personal data provided in the Agreement and that this data will be processed in accordance with the 29 August 1997 law on the protection of personal data (consolidated text: Dziennik Ustaw/Journal of Laws 2002 No. 101 item 926, as amended) for the purpose of performing the Agreement, and in particular for disseminating the results of the Parent/Bridge Programme as well as for programme monitoring, control and evaluation, and for archiving and informing about the Foundation's activity. The Foundation hereby advises that providing personal data is voluntary but essential for concluding the Agreement.
2. With regard to personal data provided to the Foundation, the Stipend Holder and the Recipient have all the rights arising from the law as specified in section 1 above, specified in its article 32, in particular the right of access to data and the right to raise objections.

#### § 15

Any changes or additions to the Agreement must be in writing upon pain of nullity.

#### § 16

On matters not covered by the Agreement the following apply: the competition documentation regulations, the Civil Code and other generally binding national legal regulations, and Community law as applicable.

#### § 17

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.

#### § 18

The Agreement has been drawn up in four identical copies: two copies for the Foundation and one each for the Stipend Holder and the Recipient.



§ 19

The following Appendix\* forms an integral part of the Agreement \*:

1. certificate confirming the status of a level-two course or unified master's course student (after their third year of studies) (graduate students),
2. certificate confirming the status of a participant in PhD studies (PhD students).

FOUNDATION

STIPEND 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
1.	Recruitment of graduate or PhD students							
2.	Commencement of research							
3.	Research tasks (start/finish)*							
3.1								
4.	Purchase of research equipment *							
4.1								
5.	Scheduled master's thesis defences							
	Scheduled doctoral dissertation defences							
6.	Scheduled postdoctoral dissertation defences							
7.								
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**

With reference to the application of ..... (*name of Unit*) ..... for supplementary funding in the Parent/Bridge Programme: from the European Regional Development Fund (Action 1.2 of the Innovative Economy Operational Programme) / from the funds of the Foundation for Polish Science\*

to carry out the Project..... (*name of Project*), I hereby declare that when applying for supplementary funding for the aforementioned Project \*\*

<input type="checkbox"/> <b>on the date the application was submitted, I had the possibility of being reimbursed for incurred costs of VAT</b> related to the qualified expenses assigned to ..... ( <i>name of Unit</i> ) and included in the application,
<input type="checkbox"/> <b>on the date the application was submitted, I had no possibility whatsoever of being reimbursed for incurred costs of VAT</b> related to the qualified expenses assigned to ..... ( <i>name of Unit</i> ) and included in the application.
<p>At the same time, I agree to return the part of the incurred cost of VAT refunded in the Project .....(<i>name of Project</i>)..... if the possibility appears of being reimbursed for the said tax.</p>

.....  
(signature and official stamp)

\* *delete as applicable*

\*\* *tick the applicable option*

**Appendix 9.5 Statement that the applicant does not take advantage of national 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**

With reference to the application of ..... (*name of Unit*) ..... for supplementary funding in the Parent/Bridge Programme: from the European Regional Development Fund (Action 1.2 of the Innovative Economy Operational Programme) / from the funds of the Foundation for Polish Science\*

to carry out the Project..... (*name of Project*), I hereby declare that:

- I am not taking advantage of any assistance from national or Community public funds with regard to qualified expenses covered by the Agreement on supplementary funding for the above-mentioned Project,
- 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 national).

.....  
(signature and official stamp)

\* delete as applicable

**Appendix 9.6** Specimen report of the recipient on the project’s implementation (scientific report and financial statement). The form of the scientific report and the financial statement is specified in the FNP’s IT system.

## PARENT/BRIDGE PROGRAMME RECIPIENT’S REPORT - scientific report

<b>Project name:</b>			
<b>Reporting period:</b>	from ..... to .....	<b>No. of reporting period:</b>	
<b>Agreement No.:</b>			signed for the period from ..... to .....
<b>Recipient:</b>			

**NB: The information provided below should exclusively concern the implemented project in the reporting period specified above.**

**1) INFORMATION ON RESEARCH PROGRESS** (max. 1,000 words; end reports max. 2,000 words)

- a) *Research tasks completed*
- b) *Summary of the results of the above tasks*

**2) PERSONS INVOLVED IN THE RESEARCH (FIRST NAMES AND SURNAMES) – other than stipend holders**

- a) *Researchers involved in the project (with the dates when their work began and ended):*
  - (1) *whose remuneration is reimbursed from the funding for project implementation*
  - (2) *others*
- b) *Students involved in the project who do not receive a stipend from the project*

**3) INFORMATION ON MASTER’S THESES, DEGREES AND ACADEMIC TITLES (doctoral degrees, postdoctoral degrees, etc.) OBTAINED AS A RESULT OF THE**

**PROJECT'S IMPLEMENTATION (applies to team members other than stipend holders).**

**4) PRIZES AND AWARDS OF THE PROJECT MANAGER**

**5) INFORMATION ON PARTNERS**

- a) *Description of cooperation with the foreign partner.*
- b) *Description of cooperation with any domestic partner.*

**6) 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)?**

YES

NO

*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.*

**7) IS THE PROJECT BEING IMPLEMENTED ACCORDING TO THE CURRENT PROJECT SCHEDULE ATTACHED TO THE AGREEMENT?**

YES

NO

*If not, please provide an explanation:*

**8) ADDITIONAL INFORMATION**

- a) *Other important information relevant to the project*

**9) BRIEF SUMMARY OF THE RESULTS IN ENGLISH (max. 500 words, end report max. 1,000 words)**

---

**I, the undersigned, hereby declare that the information contained in the scientific report (paper version and electronic version) is true. 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.**

**Appendices to the scientific report in electronic form:**

- project implementation indices (online database),
- list of the scientific achievements of the Recipient and the stipend holders (online database),
- list of conferences and scientific exchanges,
- reports of student stipend holders – if applicable

**Appendices to the scientific report in paper form:**

- documents confirming payment of pension insurance premiums by PhD students (paper version only).

---

**Date:**.....

**Recipient's signature** .....

**Official stamp of the Unit** .....

### 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>	<input type="checkbox"/> <b>PARENT/BRIDGE</b>
<b>Agreement No.</b>					
<b>Project name</b>					

<b>Project manager (first name, surname, e-mail, telephone and fax number)</b>	
<b>Unit name and address</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>		

FINANCIAL PROGRESS OF PROJECT IMPLEMENTATION				
No.	Category	expenses in the reporting period	expenses since the start of the project	% utilization
<b>I</b>	<b>stipends</b>	<b>0</b>	<b>0</b>	
1.1	stipends for graduate students			
1.2	stipends for PhD students			
<b>II</b>	<b>project grant</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			
2.11	spending on stipend holder recruitment			
2.12	costs of the registration and conferment procedure for a doctoral degree			
2.13	overheads			
<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 stipend holder on the project's implementation

**SCIENTIFIC REPORT OF A STUDENT STIPEND HOLDER  
PARENT/BRIDGE PROGRAMME**

<b>Project name:</b>			
<b>Recipient:</b>			
<b>Reporting period:</b>	Period from .....	<b>No. of period</b>	
	to.....		
<b>Stipend agreement No.:</b>			
<b>Stipend holder's first name and surname:</b>			
<b>Stipend holder's status (PhD student, graduate student)</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.**

**1) INFORMATION ON RESEARCH PROGRESS** (max. 300 words)

1.1 *Tasks completed in the reporting period.*

1.2 *Brief summary of the results of the above-mentioned tasks.*

**2) SCIENTIFIC ACHIEVEMENTS**

2.1. *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:*

2.2. *Prizes and awards*

2.3. *Patent applications*

2.4. *Patents*

### 3) CONFERENCES

3.1 The stipend holder's participation in domestic and international conferences:

No.	FIRST NAME AND SURNAME	NAME OF CONFERENCE	COUNTRY, CITY	DATES OF STAY		TITLE OF PRESENTATION	TYPE OF PRESENTATION
				FROM	TO		
1.							
2.							
3.							

### 4) SCIENTIFIC EXCHANGE – other than conferences

4.1 Foreign trips:

No.	FIRST NAME AND SURNAME	NAME OF CENTRE	COUNTRY, CITY	DATES OF STAY		PURPOSE OF VISIT
				FROM	TO	
1.						
2.						
3.						

4.2 Domestic trips:

No.	FIRST NAME AND SURNAME	NAME OF CENTRE	CITY	DATES OF STAY		PURPOSE OF VISIT
				FROM	TO	
1.						
2.						
3.						

### 5) SPENDING ON SOCIAL INSURANCE \*

SPENDING ON SOCIAL INSURANCE *				
No.	document No.	date of payment	name of insurance	amount of qualified expenses
1				
2				
3				
4				
...				
TOTAL				

\* For PhD students who exercise the right to voluntary pension insurance during the time of receiving the stipend, in accordance with article 7 of the law on social insurance (Dziennik Ustaw/Journal of Laws 1998, No. 137 item 887, as amended).

## 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

### For projects financed from IE OP funds:



### For projects financed from the Foundation's own funds:



# **PARENT/BRIDGE PROGRAMME**

## **INSTRUCTIONS AND EVALUATION FORM FOR REVIEWERS**

**Competition No. 8/2013**

## General information

1. Each application is evaluated by at least three reviewers.
2. The reviewer should evaluate the application according to the criteria and supplement the awarded marks with a brief commentary pointing out the application's strengths and weaknesses. The sum of marks for all the criteria is a maximum of 100 points. Each criterion has a defined upper limit of points.
3. After awarding points, the reviewer gives a recommendation of the application as a whole on a scale of 1-5 and lists any issues that need to be clarified during the panel's interview with the applicant.
4. After the first stage of the competition, a ranking list is created on the basis of the total number of points obtained by individual applications. Invitations to an interview are issued to applicants who are highest on the ranking list and who fulfil two conditions: they have a recommendation average of no less than 3, and a point average of no less than 75.
5. The reviewer's identity will not be revealed to the applicant, but it may be made known to members of the panel conducting the second stage of the evaluation. The panel members agree to maintain confidentiality of this information. Marks and commentaries may be passed on to the applicant while maintaining the reviewer's anonymity.

Zespół ds. Programów Finansowanych z Funduszy Strukturalnych

Team for Programmes Financed from Structural Funds

tel. +48 22 424 02 52

tel. +48 22 424 02 26

## Applicant and reviewer data

<b>1. Applicant's name</b>	
<b>2. Project name</b>	

<b>1. Reviewer's name</b>	
<b>2. Job position and workplace</b>	
<b>3. Date</b>	

## Ethical rules for reviewers

1. A reviewer's consent to review an application submitted for a Foundation competition is equivalent to that reviewer agreeing to treat as confidential any and all information received, including the applicant's name and other data contained in the application. Treating the data

as confidential also means that the contents of the application may not be used for any other purpose than the evaluation of the proposal.

2. The reviewer will evaluate the application impartially and compare it with the highest scientific standards in a given field.
3. Withdrawal from an evaluation does not free the reviewer from the obligation to maintain confidentiality of information.
4. Meeting the evaluation deadline guarantees proper running of the application selection procedure and ensures equal chances for all applicants. The reviewer agrees to inform the Foundation immediately of his/her inability to complete the evaluation on time.
5. The reviewer may not be in any conflict of interest with the applicant which would prevent an impartial evaluation of the application. If in doubt, the reviewer should describe the potential conflict of interest in the appropriate section of the evaluation form.
6. The reviewer's reporting of a conflict of interest does not mean the Foundation will necessarily dispense with their evaluation. The reviewer should withdraw from the evaluation if he/she is unable to be impartial.

## Potential conflict of interest

Before starting an evaluation, please familiarize yourself with the most frequent causes of a conflict of interest between reviewer and applicant:

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Personal relations:

- being related to the applicant,
- being a legal guardian of the applicant or having their power of attorney,
- being in personal conflict with the applicant.

Professional relations (ever):

- being in a subordinate/superior relation with any applicant taking part in a given competition,
- a managerial position (dean, director, manager) or research work (or applying for such work) at the applicant's home institution,
- being the applicant's superior.

Research ties (ever):

- scientific supervision over the applicant,
- joint publications,
- direct scientific competition with the applicant

Economic ties:

- personal economic interest related to the application under evaluation (competitive or shared interest).

Description of a potential conflict of interest

**Do you think your evaluation will be impartial?**

Yes  No

**If your answer is "no", please refrain from any further action in connection with the application's evaluation.**

## Evaluation criteria

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○ **Originality of the candidate's scientific achievements on the basis of the 3 submitted publications (max. 30 points)**

Applicants should present their CV and scientific achievements, including their most important publications, experience in carrying out research projects (national and international projects, successes), foreign traineeships, obtained patents or submitted patent applications, successful implementations of research results.

Scientific achievements are evaluated on the basis of the presented publications or descriptions of implementations or patents. The main consideration is the originality of the publications (and not their number) and the international competitiveness of the research.

○ **Scientific and innovative value of the proposed project (max. 30 points)**

The scientific value of the proposed project is evaluated in accordance with the highest international standards in a given field as recognized by the reviewer.

○ **Feasibility of implementing the project in the indicated research team at the unit in Poland chosen by the candidate (max. 15 points)**

- The team and the research unit where the candidate plans to carry out the project are evaluated. This criterion is applied to the scientific potential of the unit. In the case of candidates who have not yet achieved research independence, it is important for the scientific supervisor or leader of the team carrying out the project to enable the candidate to further his/her career. In the case of candidates who have achieved research independence, greater emphasis in this criterion should be placed on evaluating the scientific potential of the unit,

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and not a specific research team, and on whether the unit where the project will be carried out guarantees the conditions necessary for proper project implementation.

- **The quality of the planned cooperation on the project with a foreign or Polish research unit other than the unit where the project is to be carried out, based on the letter of intent (max. 15 points)**

The scope of cooperation is evaluated; this may assume various forms within the project. The declared cooperation between the units should confirm the project's importance for the scientific community. The evaluation also considers the scientific standing of the research unit which has decided on such cooperation in the given field of research.

The quality of cooperation is evaluated on the basis of the declarations contained in the letter of intent from the Polish or foreign unit other than the unit where the project is to be completed, regarding the scope of cooperation within the project.

- **Legitimacy and effectiveness of the project budget (max. 10 points)**

This criterion serves to evaluate the spending planned for the project, including purchases of adequate equipment as well as other spending necessary to achieve the goals and tasks planned in the project.

The project budget should list expenses actually necessary for project completion. Spending should account for both the highest standard of equipment and a properly conducted assessment of its market availability.

## Choice of the project's subject area

Priority areas of the IE OP	Description	Yes/No
Bio	<ul style="list-style-type: none"> <li>• Biotechnology and bioengineering</li> <li>• Biological progress in agriculture and environmental protection</li> <li>• New medical products and techniques</li> </ul>	
Info	<ul style="list-style-type: none"> <li>• Information and telecommunications technologies</li> <li>• New-generation intelligent, telecommunications, and data communications networks</li> <li>• Optoelectronics</li> <li>• Computational sciences</li> </ul>	
Techno	<ul style="list-style-type: none"> <li>• New materials and technologies</li> <li>• Nanotechnologies</li> <li>• Dedicated system design</li> <li>• Mechatronics</li> <li>• Chemical technology and engineering</li> </ul>	
Other		

## Evaluation table

Criterion		Commentary	Mark
1. Originality of the candidate's scientific achievements on the basis of the 3 submitted publications (max. 30 points)	Strengths		
	Weaknesses		
2. Scientific and innovative value of the proposed project (max. 30 points)	Strengths		
	Weaknesses		
3. Feasibility of implementing the project in the indicated research team at the unit in Poland chosen by the candidate (max. 15 points)	Strengths		
	Weaknesses		
4. The quality of the planned cooperation on the project with a foreign or Polish research unit other than the unit where the project is to be carried out, based on the letter of intent (max. 15 points)	Strengths		
	Weaknesses		
5. Legitimacy and effectiveness of the project budget (max. 10 points)	Strengths		
	Weaknesses		

<b>Total (max. 100 points)</b>	
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<b>Additional commentary (optional)</b>

<b>Recommendation</b>	<b>Mark</b>
<p><b>General evaluation of the application:</b></p> <p>5 – outstanding application - definitely should receive funding            4 – very good application - should receive funding            3 – good application - may receive funding if there are sufficient funds            2 – mediocre application - probably should not receive funding            1 – poor application - should not receive funding</p>	
<p>Please list any issues to be explained by the applicant facing the panel of experts during the interview if the applicant qualifies for stage two of the evaluation.</p>	