

HOMING PLUS PROGRAMME

Competition documentation

COMPETITION No. 8/2013

The HOMING PLUS 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”
Programme co-financed with funding from the Foundation for Polish Science



INNOVATIVE ECONOMY
NATIONAL COHESION STRATEGY

EUROPEAN UNION
EUROPEAN REGIONAL
DEVELOPMENT FUND



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I. Introduction

The present document presents the rules for submitting applications and for implementing projects in the Homing Plus 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 documentation.

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_homing_plus

II. Glossary

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 stipends part and a project 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 Homing Plus Programme is implemented within IE OP Action 1.2 "Strengthening the human resources potential of science", accepting the applications from the *bio, info, techno* areas.
3. **Foundation** – the Foundation for Polish Science.
4. **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 National Centre for Research and Development (NCBiR).
5. **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 Minister of Regional Development (MRR).
6. **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.

7. **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 Homing Plus Programme is contained in the present documentation (section 5.3.4).

8. **Recipient/Project Manager** – a young PhD whose application has been qualified for financing in the Homing Plus Programme as a result of the competition procedure.

9. **Young PhD** - a person no more than 4 years from obtaining their doctoral degree (the starting point being the year when they obtained the degree), where this period is extended by two years in the following cases: for men who took documented paternity or extended post-paternity leave for at least 3 months; for women who gave birth to a child - based on the child's birth certificate.

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 Homing Plus 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 Homing Plus Programme is carried out as part of the Innovative Economy Operational Programme'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 1.2 PO IG I action, the subject to an agreement on supplementary funding concluded between the project manager in the Homing Plus Programme, the unit, and the Foundation.

15. **Regulation No. 1083/2006** – Council Regulation (CE) No. 1083/2006 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 L 210 of 31.07.2006, p. 25–78).

16. **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.

17. **Lasting nature of project results** - under article 57 of Regulation No. 1083/2006, 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 available on the Foundation’s website.

18. **Application** (application for supplementary funding) – in the Homing Plus Programme, an application comprises an application form filled out 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 4.4.1).

19. **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.

20. **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 Homing Plus Programme is contained in the present documentation (section 5.4.1).

III. The object of the Homing Plus Programme

The aims of the Homing Plus Programme are:

- encouraging young Polish scientists to return to Poland and stimulating their research careers as well as supporting their previously established international scientific cooperation,
- encouraging foreign scientists to complete a postdoctoral fellowship in Poland, and supporting their previously established international scientific cooperation.

This edition of the Homing plus Programme is dedicated to projects in sciences from the Bio, Info, Techno areas and it 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

4.1 The competition

4.1.1 The Homing Plus 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.

4.1.2 The application selection procedure in the Homing Plus 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 712, as amended).

4.2 Funding earmarked for projects

The overall amount assigned to the competition is: **PLN 3,000,000**

The approximate amount of funding for a single project can reach **PLN 328,000**

4.3 Application deadlines

Applications for supplementary funding for projects in the Homing Plus Programme will be accepted

until 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. 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. The following should be attached to the application form:

- a) exclusively 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 different language),
 - 4) the CV of the project manager, including research and implementation achievements as well as collaboration with foreign centres (in English),
 - 5) copies of no more than three¹ most important publications from the last 4 years (publications in the original language),
 - 6) a description of the research or implementation achievements of the unit where the project will be carried out (in English),
 - 7) information/memo from the foreign unit where the young PhD completed his/her fellowship, with information on the uninterrupted length of the stay at that unit - applicable only to Polish scientists returning from abroad (in English),
 - 8) the project schedule prepared according to the specimen attached to the present documentation and available for download from the Foundation's website (in English),
 - 9) 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,
 - 10) a description of the procedures in the open competition for personal stipends for students in the project (in English or Polish),
 - 11) in case of women candidates - a copy of the child's birth certificate or a court decision on adoption (in the original language with a translation into Polish or English if the original is in a different language) – if applicable (see definition of a young PhD in section II.9),
 - 12) in case of male candidates - a certificate confirming paternity and/or extended post-paternity leave (in the original language with a translation into Polish or English if the original is in a different language) – if applicable (see definition of a young PhD in section II.9),
- b) exclusively in paper form:
- 1) a statement of the unit's VAT qualification, in accordance with appendix 9.4 to the present documentation (in Polish),
 - 2) power of attorney to sign the application – if applicable (in Polish)

¹ One of the reviewers' evaluation criteria is the original nature of the project manager's research achievements based on the 3 listed publications from the last 4 years.

- 3) in the case of Polish citizens who returned to Poland before the call closing date for this edition of the Homing Plus programme, i.e. before 15² October 2013 – a declaration stating the date of their return (in Polish).

4.4.2 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 (if necessary, with power of attorney to sign the application), and all the required appendices attached in paper form.

4.4.3 The applicant submits one copy of the paper version of the registered 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, 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.

4.4.4 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 Homing Plus**”.

4.4.5 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.

² The date was corrected on the 21 August 2013 as compared to the Documentation issued on the 14 August 2013 according to the correct date given in point 4.3 and given in the announcement.

V. General requirements

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 where the project will be carried out.

5.1.2 The project manager will be a young PhD who, regardless of his/her citizenship, fulfils all of the following conditions:

- a) he/she has a doctoral degree, but has had it for no more than 4 years (the starting point being the year when they obtained the degree), where this period is extended by two years in the following cases: for men who took documented paternity or extended post-paternity leave for at least 3 months (based on documented leave); for women who gave birth to a child (based on the child's birth certificate).
- b) he/she stayed (before the call closing date for this edition of the Homing Plus programme, i.e. before 15³ October 2013) outside the borders of the Republic of Poland uninterruptedly for at least 9 months for the purpose of conducting research, completing a postdoctoral fellowship, or preparing a doctoral dissertation (the required period of the foreign stay may be shortened if the Foundation signs a detailed agreement with the foreign scientific institution on visits to Poland by scientists from that institution),
- c) he/she intends to come to Poland within 6 months of the application submission deadline or came to Poland no earlier than 12 months prior to that date,
- d) he/she 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.

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 full-time at the research unit where the project will be carried out. The unit will finance his/her remuneration under the

³ The date was corrected on the 21 August 2013 as compared to the Documentation issued on the 14 August 2013 according to the correct date given in point 4.3 and given in the announcement.

employment contract, which **is not eligible for reimbursement from the project's funds**. Apart from this remuneration, the project manager will receive a personal stipend from the project's funds.

NB: The fact that the project manager receives a personal stipend may not constitute grounds for any unfavourable changes to the rules for paying remuneration by the unit.

5.1.5 Before signing an agreement with the Foundation, recipients under the Homing Plus Programme must choose a mentor in Poland appropriately for their field or their interests. The mentor should be a scientist recognized as an authority in the field of science corresponding to the candidate's interests, with an established position in the scientific community.

The mentor's task is to support the recipient, among other things by providing information on the system for financing scientific research in Poland, and to facilitate contacts with the Polish scientific community, and in particular with leading research centres and teams and the best scientists conducting research in a given field.

The Foundation encourages recipients choosing their mentor to consider the Foundation's many previous beneficiaries.

With the first periodical report at the latest, the Homing Plus project manager will present the Foundation with a letter of intent from the mentor of his/her choice, confirming that scientist's consent to fulfilling this role.

5.1.6 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.

5.1.7 The project manager may hire graduate students preparing their master's theses under his/her supervision for the project, and also fund stipends for his/her master's students. To select the students for these stipends, the project manager will hold a competition. Those eligible to take part in the competition organized by the project manager are students completing a level-two university course or a unified master's course (who have completed at least their third year of studies).

5.1.8 Following the recruitment in the competition, the total number of graduate students involved in the project at any one time may not be greater than **2 persons**.

5.1.9 During the recruitment of graduate 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 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 graduate 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.

5.1.10 Only students chosen in an open competition may receive personal stipends in the project. Persons receiving personal stipends may not be paid remuneration from the project's funds at the same time.

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 23⁴ 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. Terms and conditions of the issuing of the grant funds are described in the Agreement.

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 provisions of the Innovative Economy Operational Programme and 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 Homing Plus Programme:

⁴ The date was corrected on the 21 August 2013 as compared to the Documentation issued on the 14 August 2013 according to the correct dates given in point 5.2.1 and in 5.2.2.

- a) stipends for graduate students and the project manager,
- 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) spending on recruitment of graduate students, not exceeding 3% of the project's total qualified costs (i.e. 3% of the sum of funds from the stipend and project parts of the budget),
- l) 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),
- m) 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),
- n) spending on international exchanges within the project as well as domestic business trips necessary for carrying out the project.

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:

<http://www.poig.gov.pl/Dokumenty/wso/Strony/wytyczne.aspx>

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:

ii stipend for the project manager:

PLN 5,000/month

iii stipend for a graduate student:

PLN 1,000/month

b) the project grant itself:

a grant not exceeding **PLN 80,000/year** (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).

NB: Stipends from the Foundation awarded in the Homing Plus 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).

Personal stipends for graduate students 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. The stipend of a student stipend holder will be paid for the period not longer than until the end June of the year, in which according to the regulations of the student course, the student should pass his or her Master's exam.

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

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 **Homing Plus** Programme:

- a) the number of graduate students involved in the project,
- b) the number of foreign scientists involved in the project,
- c) the number of postdoctoral degrees obtained as a result of the project,
- d) the number of researchers involved in the project,

- e) 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 subject to evaluation by a panel of experts in the second stage of the merit evaluation.

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

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,
- b) submitting the application within Action 1.2,
- 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 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 Regulation 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 working 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 4.4.1 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 **Homing Plus** 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 from the last 4 years (30),
- b) scientific and innovative value of the proposed project (30),
- c) feasibility of project implementation within the indicated research team, at the unit the candidate has chosen in Poland (15),

- d) quality of the planned 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 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.

During the interview the panel **will compare** applications representing different fields, clear up any doubts in connection with the written reviews or the project budget, **and** evaluate the merit criteria:

- a) explain any divergences in the reviewers' evaluations,
- b) evaluate compatibility with the objectives of the IE OP and the description of the action in the *Detailed description of IE OP priorities (0/1)* – this criterion does not apply to applications submitted in areas other than *bio, info, techno*, financed from the Foundation's own funds,

- c) assess whether the applicant guarantees lasting results of the project, spanning at least 5 years from the project's completion (0/1)
- d) evaluate the product and result indices (whether they reflect the project's objectives, whether they are commensurate with the given type of project – 0/1),
- e) clear up 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.

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 Deputy of the Programme Director not involved in the work of the team dealing with the selection procedure, 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 Deputy of the Programme Director not involved in the work of the team dealing with the selection procedure.

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

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 the applicant 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 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:

- certificate confirming the recipient's employment at the applicant's unit,
- 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 agreement 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 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.

7.1.3 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.

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

7.1.5 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

For additional information on the programme, please call:

tel. +48 22 424 02 52

or send your request via e-mail: slominska@fnp.org.pl



IX. Appendices to the competition documentation

- Appendix 9.1** Specimen agreement on supplementary funding for a project and for the recipient's personal stipend in the Homing Plus Programme
- Appendix 9.2** Specimen agreement on an personal stipend in the Homing Plus Programme
- Appendix 9.3** Instructions and evaluation form for reviewers
- Appendix 9.4** Project schedule
- Appendix 9.5** Statement of VAT qualification
- Appendix 9.6** 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 9.7** Specimen report of the recipient on the project's implementation (scientific report and financial statement)
- Appendix 9.8** Specimen report of a student on the project's implementation
- Appendix 9.9** Description of the *Bio, Info, Techno* subject areas
- Appendix 9.10** Specimen of the project's logos

Appendix 9.1 **Specimen agreement on supplementary funding for a project and for the recipient's personal stipend in the Homing Plus Programme**

SPECIMEN
AGREEMENT ON SUPPLEMENTARY FUNDING FOR A PROJECT AND FOR THE RECIPIENT'S PERSONAL STIPEND IN THE HOMING PLUS 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 the IE OP, Priority 1. Research and development of new technologies, Action 1.2. Strengthening the human resources potential of science, Homing Plus 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,

§ 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. 5/2012 of the Homing Plus 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.

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 equipment.

5. During the Project's implementation, the Unit agrees to provide the Recipient with full-time employment and to finance his/her remuneration under the employment contract.

* delete as applicable

6. The Recipient and the Unit agree to inform the Foundation immediately of a change in the bank account specified in § 3 sections 6 and 7 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. Regarding the aforementioned costs in the stipend part of the budget, as specified in § 3 section 1 item 2), the Unit and the Stipend Holder shall be responsible for these in equal parts.

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 Homing Plus 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, subject to § 10(9).

§ 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) a personal stipend for the Recipient,
- 3) personal stipends for graduate 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 specified in 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 monthly amount of the personal stipend for the Recipient is PLN 5,000 (in words: five thousand Polish zlotys). The funds for this stipend will be transferred in ... **instalments**. 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 will be transferred upon receipt of the report specified in § 6 section 2 item 3 letter a), as soon as the Foundation approves the scientific part of the successive periodical reports specified in § 6.

5. The Foundation will make payments for the Project part depending on the availability of funding provided to the Homing Plus Programme by the Intermediate Body in the Foundation's bank account.
6. Funds for the Project part will be transferred to the Unit's bank account: No.
7. Funds for the Recipient's personal research stipend will be transferred to the Recipient's bank account: No.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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. An expense that qualifies for financing is one which fulfils all of the following conditions:
 - 1) It was actually incurred in the period applicable to qualified costs, i.e. the period specified in § 2 (1);
 - 2) It is compatible with applicable Community regulations, national law, and the guidelines issued by the IE OP Managing Body;
 - 3) It is compatible with the provisions of the IE OP;
 - 4) It is compatible with the categories of expenses of the Homing Plus Programme;
 - 5) It is essential for Project implementation and was incurred in connection with Project implementation;
 - 6) It was incurred in an economical way, i.e. based on the principle of achieving the planned effects at the lowest possible expense;
 - 7) It is properly documented; and
 - 8) It is not subject to exclusions established by the IE OP Managing Body.
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 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 2 and has to be the same as indicated in the Budget. If a student loses the right to receive the stipend under the agreement specified in § 3 section 8, 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 material oversights or mistakes are found in the reports provided to the Foundation, and in particular:

1) Failure to enclose the documents specified in § 6 (3)-(5),

2) bookkeeping errors or errors in qualification of expenses,

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, or in the case of copies of documents, lack of a notation "certified as conforming to the original" by an authorized person,

5) expenses inconsistent with the Budget, subject to § 10(2), or

6) unqualified expenses,

the Recipient is obliged to provide the corrected versions within 14 days of the date of receipt of the Foundation's remarks, under pain of withholding of payment of next instalment of funds for financing the Project. The Foundation may send its remarks on the report by electronic mail or by fax.

6. The Unit is obligated to prepare the financial part of the reports specified in §6(2) and to prepare the documentation specified in §6(3)-(4), and to provide them to the Recipient within a time enabling the Recipient to submit complete reports, but no later than 20 days from the end of the reporting period as specified in §6(2)(3)(a) and no later than 7 days from the end of the reporting period specified in §6(2)(3)(b).

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 HOMING PLUS Programme,
 - 2) the Project's title 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 that it is the controller of the personal data included in the Agreement and that the data will be processed in accordance with the Personal Data Protection Act of 29 August 1997 (unified text: Dz.U. 2002 No. 101 item 926, as amended) for the statutory purposes of the Foundation, including implementation of programmes and archiving of the data gathered therein. The Foundation states 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 arising under the act referred to in §9(1), set forth in Art. 32 thereof, and in particular the right to access the data, to correct 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. It is possible during Project implementation, but no more frequently than once during a reporting period, to modify Appendix 1 or Appendix 3 to the Agreement. A condition for allowing such modifications is entry of the modifications in the project budget calculator in the Foundation’s electronic system and submission of a written justification for the modifications.
 - 1) Modifications to Appendix 1 shall be submitted together with submission of the periodic report which the modifications concern.
 - 2) Modifications to Appendix 3 shall be submitted together with submission of the periodic report, but shall require a simultaneous modification to Appendix 1.
3. Reallocation between specific categories of expenditures may not result in a change in the Stipend rates specified in the competition documentation, or exceeding the maximum amounts for the Project portion or percentage values of supplementary funding in the individual categories (that is: expenditures for purchase of laboratory equipment necessary for project implementation, not exceeding 20% of the total qualified Project costs; expenditures connected with acquisition of publications, access to databases, or other paid sources of information necessary for Project implementation, not exceeding 5% of the total qualified Project costs; expenditures connected with conducting recruitment for research teams, not exceeding 3% of the total qualified Project costs; overheads, not exceeding 10% of the total qualified Project costs).
4. If it turns out during Project implementation that the Project requires modifications other than the modifications specified in §10(2), the Recipient is obligated to inform the Foundation in writing of the proposed modifications together with a substantive justification. Introduction of the modifications shall require the written approval of the Foundation.
5. Modifications other than modifications referred to in §10(2) must be submitted no later than 3 months before the end of Project 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 indicated in §1(1) if it deems necessary, particularly as a result of analysis of reports and inspections conducted or failure (or suspected failure) to achieve the Project results called for at a given stage.
8. Modifications to the Budget or the Agreement made pursuant to §10(2), (6) or (7) shall not require signing of an annex to the Agreement, with the exception of modifications involving reallocation between the Stipend and Project portions.

9. It is permissible to extend the period of qualification of Project costs specified in §2(1):

1) If during the course of Project implementation the female Recipient gives birth to or adopts a child, the Project implementation period may be extended by a period of up to 12 months for each child born or adopted during such period.

2) If the Project implementation period is less than the maximum permissible period specified in the competition documentation referred to in §1(3), the Project implementation period may be extended up to the maximum Project duration.

3) If the Project implementation period is the maximum Project implementation period provided in the competition documentation referred to in §1(3) or the Recipient has not exercised the extension referred to in §10(9)(1) or (2), the period of qualification of Project costs may be extended for a period of up to 3 months.

Extension of the period of qualification of Project costs requires submission of a request together with a justification within the time specified in §10(5). The requested period of qualification of costs may not extend beyond 30 June 2015, and expenditure of the Stipend portion may be extended only until the end of the maximum Project duration specified in the competition documentation referred to in §1(3). A change in the period of qualification of costs shall require an annex to this 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.

4. 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 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: (+48)

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 application 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

.....

.....

.....



SPECIMEN
**RESEARCH STIPEND AGREEMENT
HOMING PLUS PROGRAMME**

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

This Research Stipend Agreement in the Homing Plus Programme, implemented as a part of the Innovative Economy Operational Programme, Priority 1: Research and development of new technologies, Measure 1.2 Strengthening the human resources potential of science, Homing Plus Programme (the 'Agreement'), is concluded among:

The Foundation for Polish Science, with its registered office at ul. Grażyny 11, 02-548 Warsaw, entered in the National Court Register by the Warsaw District Court, 13th Commercial Division, under number KRS 0000109744, represented by:

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

(the 'Foundation'),
and
Homing Plus Programme Recipient,

.....
(the 'Recipient')

and
.....
date of birth:, place of birth:.....,
tel.:, e-mail:,
residing at: ul. m.,
holding the following ID:.....,
(the 'Stipendee'),
(together 'the 'Parties'), as follows:

§ 1

The subject of the Agreement is to establish the rules for receipt of an individual Research Stipend awarded to the Stipendee, pursuant to the Recipient's application, from funds awarded to on the basis of the Agreement on Co-financing of Project under the Homing Plus Programme No. dated (the 'Homing Plus Agreement') for implementation of the project in accordance with the rules set forth in the Homing Plus Programme competition documentation for Competition, to support the Stipendee's research (the 'Stipend').

§ 2

1. The Stipendee declares that he/she:
 - 1) has the status of a student of second-level courses or uniform master's courses (after the third year of studies) and will prepare his Master's thesis under the Recipient's guidance,
 - 2) has been selected for the project specified in §1 (the 'Project'), in an open competition complying with the standards specified in the competition documentation,
 - 3) plans to defend his/her Master's thesis in *[month/year]*:.....
 - 4) is not receiving an individual Stipend in any other programme run by the Foundation, with the exception of the Start Programme.

§ 3

- The Recipient declares that he:
- 1) has selected the Stipendee in accordance with the open-competition rules set forth in the competition documentation and the application, and

- 2) has included funds corresponding to the duration 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**, in the monthly amount of **1 000 zł** (in words: one thousand zlotys).
2. The Stipend is payable during the period when the Stipendee has the status specified in §2(1), and may be paid until no later than the end of the calendar month of the defence of the master's thesis.
3. The Stipend will be paid by the Foundation in instalments to the Stipendee's account, No.
The first instalment will be transferred within 14 days from the date the Foundation receives the Agreement correctly completed and signed, but no earlier than the beginning of the period indicated in §4(1). The first and second instalments of the Stipend will be paid for a period of no longer than 3 months. Payment of such instalments and further instalments shall be made only upon consent of the Recipient provided at least by e-mail, and if the date for payment of an instalment falls at the beginning of a reporting period, after taking into consideration the provisions of §4(4).
4. Further instalments of the Stipend will be transferred after submission of the report referred to in §6 of the Agreement and the report specified in §6(2)(3)(a) of the Homing Plus Agreement, immediately after the Foundation approves the substantive portion of successive periodic reports on implementation of the entire Project.
5. The Foundation declares that as of the date of conclusion of this Agreement, pursuant to a decision by the Minister of Science and Higher Education, Foundation stipends awarded in the Homing Plus Programme are exempt from personal income tax on the basis of Article 21(1)(39) of the Personal Income Tax Act of 26 July 1991 (unified text: Dz.U. 2000 No. 14 item 176, as amended).
6. The Foundation hereby advises that if there is a change in the legal regulations or administrative decisions affecting the exemption referred to in §4(6), it shall not be liable for the Stipendee's obligations stemming from receiving the Stipend.

§ 5

During the period of receiving the Stipend, the Stipendee is required in particular:

- 1) to continue research work under the direction of the Recipient,
- 2) to mark publications and other works produced under the Stipend with the emblem of the EU and the Innovative Economy Operational Programme and the logo of the Foundation, as well as to refer 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 referred to in §2(1)(1), and
- 4) to inform of any problems related to implementation of the Stipend.

§ 6

1. The Stipendee's periodic and final reports on research during the period of receiving the Stipend shall be set forth as an appendix to the Recipient's reports submitted within the deadlines specified in §6 of the Homing Plus Agreement.
2. The Stipendee's reports shall cover all the activities involved in the Stipendee's research in the current reporting period covered by the Stipend.
3. A specimen report is available on the Foundation's website.
4. The Stipendee shall provide the Recipient with a report in paper and electronic form no later than 7 days following the end of each reporting period as specified in §6 of the Homing Plus Agreement, but no earlier than the last day of the reporting period which the report concerns.

§ 7

1. In justified cases the Foundation has the right, at its own initiative or upon request of the Recipient, to amend the decision awarding the Stipend, and in particular to cease payment and to terminate the Agreement, effective immediately, if the Stipendee ceases to fulfil the terms for receiving the Stipend, and in particular if the Stipendee:
 - 1) loses the status referred to in §2(1)(1),
 - 2) fails to fulfil the obligations indicated in §5,
 - 3) gives up his/her research work,
 - 4) stays at a foreign research unit for purposes not linked directly to the Project, or

- 5) violates the principles contained in the ethics code for Foundation recipients and beneficiaries.
2. If upon signing the Agreement the Stipendee did not fulfil the conditions specified in the competition documentation or the Agreement, the Foundation has the right, on its own initiative or upon request of the Recipient, to revoke the decision awarding the Stipend and terminate the Agreement, effective immediately.

§ 8

The Recipient is required to apply to the Foundation promptly in writing, with a justification, for amendment of the decision awarding the Stipend, indicating what decision is requested from the Foundation (revocation or ceasing payment of the Stipend), if circumstances arise which justify such a decision, in particular the circumstances specified in §8.

§ 9

1. In the event of temporary inability to perform the obligations under the Agreement or justified grounds for assuming an inability to perform them in the future (caused more specifically by illness or by maternity or childrearing leave), the Recipient may apply for temporary suspension of payment of the Stipend for a period not exceeding one year. In the application for temporary suspension of the Stipend, the Recipient shall indicate an expedited procedure for conducting additional recruitment of a person to replace the Stipendee. The proposed procedure must be consistent with the recruitment rules set forth in the competition documentation referred to in §1 of this Agreement.
2. A decision on suspension of payment of the Stipend and approval of the proposed procedure for conducting additional recruitment of a person to replace the Stipendee shall be made by the Foundation upon application of the Recipient.
3. No later than 2 months after the date of suspension of payment of the Stipend, the Recipient is required to select a person to replace the Stipendee in accordance with the expedited procedure approved by the Foundation. The Recipient shall submit the data concerning such person to the Foundation within 7 days after completion of the recruitment procedure.
4. The person selected to replace the Stipendee must hold the status indicated in §2(1)(1) and fulfil the conditions indicated in §2(1)(4).
5. During the course of the suspension, the duration of the suspension may not be modified. A person to replace the Stipendee may be selected only once, and the replacement shall not exceed 12 months in total.
6. The rules for payment of a stipend for the person selected as a replacement pursuant to this §10 shall be set forth in a separate agreement.

§ 10

1. If the Foundation terminates the Agreement without prior notice, as specified in §8, in connection with a decision to revoke the Stipend, the total amount of the received Stipend must be reimbursed within 14 days of delivery of the demand, together with interest payable in the amount as applicable to tax arrears, assessed from the date of transfer of funds to the Stipendee through the date the funds are restored to the bank account specified by the Foundation.
2. In justified cases, upon written request of the Recipient or the Stipendee, the Foundation may waive reimbursement of the Stipend accounted for in reports or waive interest, in consideration in particular of the way in which the Stipendee has performed the Agreement.

§ 11

All costs of securing reimbursement of the Stipend and any documented costs of collection proceedings shall be borne by the Stipendee.

§ 12

During the period of receiving the Stipend, the Stipendee is obligated to keep the Foundation up to date on any changes in contact information, bank account or any other changes that could have an impact on implementing the Stipend. The Stipendee's written statements on changes to his/her personal data, contact information and bank account shall not constitute amendments to this Agreement.

§ 13

1. The Foundation declares it is the controller of the personal data provided in the Agreement and that such data will be processed in accordance with the Personal Data Protection Act of 29 August 1997 (unified text: Dz.U. 2002 No. 101 item 926, as amended) for the purpose of the statutory objectives of the Foundation, including realisation of its programmes and for archiving data gathered within the framework of these programmes. 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 Stipendee and the Recipient have all the rights arising under Article 32 of the Act referred to in §13(1), in particular the right of access to data, the right to correct the data and the right to raise objections.

§ 14

Any amendments to this Agreement shall be in writing or shall be invalid.

§ 15

Matters not governed by this Agreement shall be governed by the competition documentation, the Civil Code and other generally applicable rules of Polish law or EU law as the case may be.

§ 16

Any disputes arising in connection with performance of this Agreement shall be resolved amicably by the Parties or, if no amicable resolution can be found, by the general court proper for the Foundation's registered office.

§ 17

This Agreement is made in two language versions, Polish and English. In case of any doubts concerning the provisions of the Agreement, the Polish version shall control. This Agreement is made in four identical counterparts, two for the Foundation and one each for the Stipendee and the Recipient.

§ 18

The Appendix constitutes an integral part of this Agreement: certificate confirming the status of a student of second-level courses or uniform master's courses (after the third year of studies).

FOUNDATION

STIPEND HOLDER

RECIPIENT

.....

.....

.....



HOMING PLUS PROGRAMME

INSTRUCTIONS FOR REVIEWERS

COMPETITION No. 7/2013



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 to 5 (where 5 is the top mark) and lists any issues that need to be clarified during the evaluation 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 other conditions: their average recommendation is no less than 3, and their average sum of points is no less than 75.
5. The reviewer's identity will not be revealed to the applicant, but it can be made known to members of the panel conducting the second stage of the evaluation. The panel members agree to maintain confidentiality of the data entrusted to them. Marks and commentaries may be passed on to the applicant while maintaining the reviewer's anonymity.

Team for Programmes Financed from Structural Funds

tel. +48 22 424 02 52

tel. +48 22 424 02 25

Ethical rules for reviewers working for the Foundation for Polish Science

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 cases of a conflict of interest between reviewer and applicant:

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).

Evaluation criteria:

- **Originality of the scientific achievements of the project manager on the basis of the 3 publications submitted from the past 4 years (max. 30 points)**

Applicants should present their CV and scientific achievements from the past 4 years, 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 accepted by the reviewer.
- **Assessment of the feasibility of implementing the project in the indicated research team, i.e. 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 related to the scientific potential of the unit. At this stage of his or her career, the candidate has not yet achieved research independence, which makes it important for the scientific supervisor or leader of the team planned for the project to guarantee the proper conditions and enable the candidate to further the experience he or she obtained abroad. It is also very important that the unit where the project will be carried out fulfil all requirements 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)**

Evaluation consists in confirming that the declared spending is necessary for project completion and for achieving the planned goals of the action in the operational programme, and in confirming the compatibility of planned spending with 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.

Please take into account that conference fees are paid from the 2.8 category – Promotion of the project.

HOMING PLUS PROGRAMME

EVALUATION FORM FOR REVIEWERS

COMPETITION No. 7/2013



1. Applicant's name	
2. Project title	
3. Date	

Evaluation criteria:

- **Originality of the scientific achievements of the project manager on the basis of the 3 publications submitted from the past 4 years (max. 30 points)**

Applicants should present their CV and scientific achievements from the past 4 years, 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 accepted by the reviewer.

- **Assessment of the feasibility of implementing the project in the indicated research team, i.e. 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 related to the scientific potential of the unit. At this stage of his or her career, the candidate has not yet achieved research independence, which makes it important for the scientific supervisor or leader of the team planned for the project to guarantee the proper conditions and enable the candidate to further the experience he or she obtained abroad. It is also very important that the unit where the project will be carried out fulfil all requirements 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)**

Evaluation consists in confirming that the declared spending is necessary for project completion and for achieving the planned goals of the action in the operational programme, and in confirming the compatibility of planned spending with 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. Please take into account that conference fees are paid from the 2.8 category – Promotion of the project.

The project's compatibility with the priority areas of the Innovative Economy Operational Programme

I. Priority areas of the IE OP	3.1.1	Yes/No
1. Bio	<ul style="list-style-type: none"> • Biotechnology and bioengineering • Biological progress in agriculture and environmental protection • New medical products and techniques 	
2. Info	<ul style="list-style-type: none"> • Information and telecommunications technologies • New-generation intelligent, telecommunications, and data communications networks • Optoelectronics • Computational sciences 	
3. Techno	<ul style="list-style-type: none"> • New materials and technologies • Nanotechnologies • Dedicated system design • Mechatronics • Chemical technology and engineering 	
4. Other		

Evaluation table

Criterion		Commentary	Mark
1. Originality of the scientific achievements of the project manager on the basis of the 3 publications submitted from the past 4 years (max. 30 points)	Strengths		
	Weaknesses		
2. Scientific and innovative value of the proposed project (max. 30 points)	Strengths		
	Weaknesses		
3. Assessment of the feasibility of implementing the project in the indicated research team, i.e. 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		
Total (maximum number of points: 100)			

Additional commentary
Other comments (optional)

Recommendation	Mark
<p>General evaluation of the application:</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>	

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.



Appendix 9.4 Project schedule

No.	Task	1st reporting period	2nd reporting period	3rd reporting period	4th reporting period	5th reporting period
1.	Recruitment of 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					
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 9.5 **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 Homing Plus Programme: from the European Regional Development Fund (Action 1.2 of the Innovative Economy Operational Programme) to carry out the Project..... (*title of Project*), I hereby declare that when applying for supplementary funding for the aforementioned Project*

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

.....
(signature and official stamp)

* tick the applicable option

Appendix 9.6 **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 Homing Plus Programme: from the European Regional Development Fund (Action 1.2 of the Innovative Economy Operational Programme) to carry out the Project..... (*title of Project*), I hereby declare that:

- 1. 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,
- 2. 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)

Appendix 9.7 **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.)

**HOMING PLUS PROGRAMME
RECIPIENT’S REPORT - scientific report**

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

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. *Graduate 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 persons 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 (online database),
- reports of student Stipend Holders – if applicable

Appendices to the scientific report in paper form:

- letter of intent from the Mentor (attached only to the first report)

Date:.....

Recipient’s signature

Official stamp of the Unit

REPORT – financial statement

Programme	<input type="checkbox"/> VENTURES	<input type="checkbox"/> TEAM	<input type="checkbox"/> WELCOME	<input type="checkbox"/> IPP	<input type="checkbox"/> HOMING PLUS
Agreement No.					
Project name					

Project manager (first name, surname, e-mail, telephone and fax number)	
Name and address of unit	
Person preparing the financial statement (first name, surname, e-mail, telephone and fax number)	

Expenses for the period	From	To
Value of qualified expenses covered by the report		

FINANCIAL PROGRESS OF PROJECT IMPLEMENTATION				
No.	Category	expenses in the reporting period	expenses since the start of the project	% utilization
I	Stipends	0	0	
1.1	Stipend for graduate students			
1.2	Stipend for the project manager			
II	project	0	0	
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 student recruitment			
2.12	overheads			
TOTAL		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

SCIENTIFIC REPORT OF A STUDENT STIPEND HOLDER HOMING PLUS PROGRAMME

Project name:			
Recipient:			
Reporting period	Period from	No. of period	
	to.....		
Stipend agreement No.:			
Student's first name and surname:			
Telephone:			
E-mail:			

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

4.1. *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:*

4.2. *Prizes and awards*

4.3. *Patent applications*

4.4. *Patents*

3. CONFERENCES

3.1 *The student'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.						

7. TASKS COMPLETED SINCE THE START OF THE PROJECT

No.	Task	1st reporting period **	2nd reporting period	3rd reporting period	4th reporting period	5th reporting period
1	Commencement of work on the project					
2.	Scheduled defence of master's thesis					
3.	Research tasks (start/finish)**					
3.1						
3.2						
3.3						
3.4						

Date:

.....

Student's signature

* number of items to be modified according to need

** the binding six-month reporting periods are from **1 May to 31 October and from 1 November to 30 April**, where the first report covers the period from the date of commencement of work on the project to the end of the current reporting period, while the end of the final reporting period is defined by the project implementation closing date.

NB: The number of the reporting period is the same as the number of the reporting period submitted by the project manager.

Appendix 9.9 - **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 9.10 – Specimen of the project's logos

For projects financed from IE OP funds:

