# INTERNATIONAL RESEARCH AGENDAS

Application submission instructions

within

Program

European Funds for a Smart Economy 2021-2027

Priority 2: Innovation-friendly environment

Action: 2.1 International Research Agendas

CALL NO. 1/2024

# Contents

# I. Basic information

1.1. You submit the funding application only in electronic form, using the IP electronic system, by registering at https://wnioski2023.fnp.org.pl .

1.2. Before you start filling out the application, be sure to read the following documents:

   a) Project selection regulations, which describe, among others: rules for applying for funding, how to submit an application and how to evaluate applications.

   b) Project selection criteria, which present the requirements that each application for funding must meet and describe how they are assessed.

1.3. Complete the data in the online form and attachments in Polish.

1.4. Complete all fields in the form and attachments in accordance with these instructions and the information contained in the IB electronic system.

1.5. You are obliged to use the templates of attachments and declarations that are available on the IRAP Action website and in the IB electronic system (both in the "Documents for download" section and directly in the "Attachments and declarations" section). Submitting attachments that are inconsistent with the prepared forms, e.g. changing the cover page of the form - deleting text or entering data or graphics other than the required information - will be analyzed during the assessment of the Project and may result in a negative assessment.

1.6. In text fields, place content no larger than the limit for a given field indicated in the form. In the checkboxes, select a value from the drop-down list or select YES or NO. In attachments, include content no larger than the page limit for a given attachment.

1.7. Prepare attachments as PDF files.

1.8. When completing the attachment, remember to use an appropriate font size so that the document is legible to those assessing your application. It is recommended to use a font size of at least 11.

1.9. Do not insert active links into forms. Remember that only the content included in the funding application is assessed. Experts are instructed not to go beyond the documents and content included in the application form and attachments when assessing applications.

1.10. Once you have completed each section of the application, you can save it, which is a recommended option.

1.11. The IB electronic system allows you to check the correctness of the entered data and may block the submission of an application with incorrect data. However, the system does not have the ability to check all fields of the application - in particular, this applies to, for example, the substantive content of text fields and attachments. The final confirmation that all fields and attachments have been completed correctly is your responsibility.

1.12. The IB electronic system allows you to make changes to the electronic application form and exchange attachments until the application is finally approved, which is done by using the *Finish data editing button* .

1.13. Once you have finished editing your data, proceed to submitting your application . We have presented detailed requirements regarding signatures and the method of submitting the application in point 2.9.

1.14. You can only submit an application during the call period. It is not possible to supplement or correct the funding application and attachments after submitting the application in the IB electronic system - except when you are asked to complete the application during the evaluation.

**ATTENTION:** At each stage of completing the Application, it can be generated and downloaded in .pdf format using the "Download Application" button in part 2/3 "Generating and downloading the Application" in section 9. "Verification and submission of the Application".

# II. Detailed information on completing the application

## 2.1. Project information

### 1) BASIC INFORMATION ABOUT THE PROJECT

| | |
|---|---|
| **Project number** | *Generated automatically by the system* |
| **Project title** | |
| **Keywords** | |
| **Field and specialization** | *Select from drop-down lists:*<br>▪ *Science*<br>▪ *Domain*<br>▪ *Specialization* |
| **Project description** | *Max. 2000 characters* |
| **Project start date** | |
| **Project completion date** | *taking into account that the project may last no less than 4 years, i.e. 48 months.* |
| **Place of implementation – the entire country** | *NO – answer generated automatically due to the specific nature of the IRAP project* |
| **Zip code** | |
| **Address of the project implementation site** | *Select from drop-down lists:*<br>▪ *Województwo*<br>▪ *Powiat*<br>▪ *Gmina*<br>▪ *Town* |

- *Street*

| | |
|---|---|
| **Number of the building** | |
| **Apartment number** | |
| **The project topic fits into the following National Smart Specializations (NSS)** | *Select from the drop-down list* |
| **Justification that the research planned in the project includes industrial research or experimental development work.** | *Provide justification that the project will only involve industrial research or experimental development work. Please note that basic research is excluded from support.*<br><br>*Max. 3000 characters* |

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

## 2) CONTACT PERSONS REGARDING THE EVALUATION OF THE APPLICANT'S PROJECT[1]

At the application submission stage, you must appoint a person authorized to represent the Applicant, whom you authorize to contact the IB during the project selection process and to sign the application. Remember that a person authorized to represent the Applicant is a person who can make binding decisions on behalf of the Applicant.

| | |
|---|---|
| **Name** | |
| **Last name** | |
| **Academic title/degree** | |
| **Country** | *Select from the drop-down list* |
| **Town** | |
| **Zip code** | |
| **Street** | |
| **Number of the building** | |
| **Apartment number** | |
| **E-mail for correspondence** | |
| **Telephone** | |

[1] Information about the PEC's comments, including requests to supplement or correct the application, as well as the date of the interview with the PEC panel, in accordance with The Regulation for Project selection, is sent via e-mail to the e-mail addresses of the contact persons indicated by the Applicant in the application, as well as to the Head researcher of the project.

In order to improve communication, you can indicate an additional contact person here who will receive correspondence regarding the call evaluation process electronically.

| | |
|---|---|
| **Name** | |
| **Last name** | |
| **E-mail for correspondence:** | |

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

To proceed to the next section of the Application, press the "Go Next" button.

## 2.2. Applicant – institution

| | |
|---|---|
| **Name** | |
| **ID type** | |
| **Tax Identification Number** | |
| **Legal form** | *Select from the drop-down list* |
| **Form of ownership** | *Select from the drop-down list* |
| **Country** | *Select from the drop-down list* |
| **Zip code** | |
| **Applicant's address** | *Select from drop-down lists:*<br>▪ *Województwo*<br>▪ *Powiat*<br>▪ *Gmina*<br>▪ *Town*<br>▪ *Street* |
| **Number of the building** | |
| **Apartment number** | |
| **E-mail for correspondence** | |
| **Telephone** | |
| **Web page** | |
| **Possibility to recover VAT** | |

| | |
|---|---|
| **Participation of other entities** | *No (automatic response in accordance with the project implementation rules)* |

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.
To proceed to the next section of the Application, press the "Go Next" button.

## 2.3. Head researcher and Leaders

### Head researcher of the Project

| | |
|---|---|
| **Name** | |
| **Last name** | |
| **Academic title/degree** | |
| **Nationality** | *Select from the drop-down list* |
| **Polish citizenship** | *Yes/No (selectable)* |
| **Home country** | *Select from the drop-down list* |
| **Town** | |
| **Zip code** | |
| **Street** | |
| **Number of the building** | |
| **Apartment number** | |
| **Email for correspondence** | |
| **Telephone** | |
| **Web page** | |
| **Institution** | |
| **Unit** | |
| **I am implementing a European Research Council grant** | *Yes/No (selectable)* |
| **Planned employment in the IRAP unit (not less than 0.75 full-time positions, and in the case of ERC winners, not less than 0.5)** | |

| | |
|---|---|
| **Head researcher of the project – CV** | *Complete the indicated forms and attach files in PDF format* |
| **Achievements** | *You should attach up to 5 PDF files mentioned in your CV, indicating a maximum of 5 most important scientific achievements of the candidate (publications, patent applications, patents, prototypes, etc.) in the field in which research is to be conducted under the Project. and their impact on the development of the field covered by the Research Agenda presented in the application, against the background of achievements in this field in the best research centers in the world.* <br> . |

You must complete your CV in a special form: *Head researcher of the project - CV* .

**Limit: 10 pages**

If the most important scientific and/or implementation achievements are indicated, they must come from the last 10 years, i.e. (published or implemented no earlier than before 2014). The achievements should be properly described, i.e. the date of publication, DOI number, ISBN number, date of patent application, date of receipt of the patent or date of the conference presentation should be provided. The Head researcher of the project will be able to demonstrate recognition as an authority in the scientific field in the international scientific community by pointing out additional achievements, e.g. participation in prestigious conferences and invited lectures in the last 10 years, i.e. in the period 2014-2024. The achievements listed in *your CV* should be documented by attaching appropriate files (publications, patents, *etc.* ) in the *Achievements subsection.*

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

## Leaders of research teams

Press " *Edit data* " to display fields for completing the data of the candidate for the leader of the research team. To add another candidate to the application, click " *Add leader* ". You can add up to 3 team leaders.

| | |
|---|---|
| **Name** | |
| **Last name** | |

| | |
|---|---|
| **title /degree** | |
| **Nationality** | *Select from the drop-down list* |
| **Polish citizenship** | *Yes/No (selectable)* |
| **Home country** | *Select from the drop-down list* |
| **Town** | |
| **Zip code** | |
| **Street** | |
| **Number of the building** | |
| **Apartment number** | |
| **Email for correspondence** | |
| **Telephone** | |
| **Web page** | |
| **Institution** | |
| **Unit** | |
| **European grant Research Council** | *Yes/No (selectable)* |
| **Planned employment in the IRAP unit (full-time required, except for ERC winners, then not less than 0.5 full-time)** | |
| **Research team leader – CV** | *Complete the indicated forms and attach files in PDF format* |
| **Achievements** | *Attach a maximum of 3 attachments in PDF format that you mentioned in the CV form indicating a maximum of 3 scientific achievements of the candidate, justifying their quality and originality, in the field in which research is to be carried out in the project against the background of achievements in this field in the best research centers in the world* |

You must complete your CV in a special *Leader form research team – CV* .

**Limit: 10 pages**

If the most important scientific and/or implementation achievements are indicated, they must come from the last 10 years, i.e. published or implemented no earlier than before 2014. Achievements should be correctly described, i.e. the date of publication, DOI number, ISBN number should be provided, the date of the patent application, the date of receipt of the patent or the date of the conference presentation. The achievements listed in *your CV* should be documented by attaching appropriate files (publications, patents, *etc.* ) in the *Achievements subsection.*

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.
To proceed to the next section of the Application, press the "Go Next" button.

## 2.4. Compliance of the project with horizontal EU policies

1) **Meeting the horizontal principles of equal opportunities and non-discrimination**

Justify that the project meets the horizontal principles of equal opportunities and non-discrimination in accordance with Art. 9 section 2-3 of Regulation 2021/1060 of the European Parliament and of the Council.

**The positive impact of the project on the implementation of the principle of equal opportunities and non-discrimination , including accessibility for people with disabilities.**

**The principle of equal opportunities and non-discrimination** means implementing actions that enable all people to participate fairly and fully in all areas of life, regardless of the conditions, i.e. gender, race, including skin color and genetic features, ethnic origin, including language, belonging to a national minority, birth and social origin, property, religion, worldview, including beliefs, political views or any other views, disability, age, sexual orientation.

**Accessibility** is the ability to use infrastructure, transport, information and communication technologies and systems, as well as products and services. It allows, in particular, people with disabilities and older people to use them on an equal basis with others. In the case of ongoing projects, accessibility means that all their products (including the services provided) can be used by anyone. Examples of these products are: website or web application, training materials, conference.

**Analyze the project in terms of the potential impact of the financed activities and their effects on the situation of people with disabilities or other people with characteristics that may constitute the above-mentioned. grounds for discrimination.** The aim of the analysis is to identify areas and possible actions to be taken. The analysis is intended to help prepare the description and may take any form.

Indicate the results of the analysis in the application for funding, taking into account all discriminatory grounds, i.e. **gender, race** , including skin color and genetic features, **ethnic origin** , including language, membership in a national minority, birth and social origin, property, **religion, worldview** , including beliefs, political or any other views, **disabilities, age, sexual orientation** . If you identify discriminatory grounds other than those listed above, indicate them and also justify the impact of the project in this respect.

**Justify why the project will have a positive impact** on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities referred to in Art. 9 section 1-3 of Regulation 2021/1060 of the European Parliament and of the Council) and the Guidelines on the implementation of the equality principles under EU funds for 2021-2027 (hereinafter referred to as the Guidelines).

Indicate specific activities implemented as part of the project confirming the positive impact of the project on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities.

**A positive impact should be understood as** ensuring the availability of infrastructure, means of transport, goods, services, technologies and information and communication systems, as well as all project products (including services) that have not been considered neutral, for all their users - in accordance with the standards accessibility for cohesion policy 2021-2027 constituting an annex to the above-mentioned Guidelines.

When analyzing the project in terms of ensuring equal opportunities and non-discrimination, you can use the following questions:

- Do I apply anti-discrimination policy in the project, e.g. in the recruitment process, employment, working conditions, remuneration, promotions, employee evaluation, etc.?
- Do I have regulations specifying requirements regarding anti-discrimination, anti-mobbing, sexual harassment and other activities to prevent their occurrence, e.g. regulations, instructions, other internal documents?
- Do I use/provide employees with the opportunity to participate in anti-discrimination, anti-mobbing, diversity management, work -life balance training , etc. ?
- anti-discrimination solutions , e.g. flexible working hours, care leave enabling the provision of personal care or support to a dependent person, etc.?

Remember to implement the project **taking into account anti-discrimination activities** due to the above-mentioned premises, accessibility **and the concept of universal design** (if applicable) .

**The concept of universal design** means designing products, environments, programs and services to be useful to everyone, to the greatest extent possible, without the need for adaptation or specialized design. Universal design is implemented by applying at least the accessibility standards that constitute an annex to the Guidelines. The standards cover areas such as digitalization, transport, architecture, education, training, information and promotion. The usefulness and validity of using individual standards depend on the nature of the project, but each applicant in particular:

- the information and promotion standard should be applied in the information and promotion activities undertaken as part of the project implementation,
- when creating all electronic documents as part of the project, a digital standard should be used,
- when building or rebuilding architectural facilities (production halls, offices, parking lots, etc.), an architectural standard should be used.
- When analyzing the project in terms of ensuring accessibility and universal design, you can use the following questions: Is the information about the project on my website readable to everyone and is it prepared in accordance with the Web Content Accessibility Guidelines (WCAG) standard? Do I remember to prepare information about the project in various information channels, e.g. leaflets, posters, recorded in Polish sign language, using transcription, audio description , extended subtitles, etc.? are the products designed in accordance with the principle of universal design (detailed description of the products should be included in **the Products/services section of the project)** ? Will people with special needs be able to fully benefit from the effects of my project or service:
  - ✓ blind,
  - ✓ visually impaired,
  - ✓ deaf,
  - ✓ hard of hearing,
  - ✓ using a wheelchair
  - ✓ walking with a cane or crutch,
  - ✓ people with intellectual disabilities,
  - ✓ elder people,
  - ✓ people with other hidden diseases, e.g. epilepsy, diabetes, circulatory diseases, spine diseases, rheumatism?
- Is the project headquarters/office accessible and I remember to ensure accessibility and describe accessibility, i.e. information about the width of the door, location of the office in the building, how to get to it, etc.?
- When carrying out orders in accordance with public procurement regulations, do I prepare a description of the subject of the order taking into account the requirements regarding accessibility for people with disabilities and universal design or social aspects[2] regarding the employment of people with disabilities?

[2]More on this subject on the UZP website: https://www.uzp.gov.pl/baza-wiedzy/zrownowazone-zamowienia-publiczne/spoleczne-zamowienia/przydatne-informacje/klame-spoleczne

**Justification of the availability of the project's products/services**

Justify how individual project products will be accessible to people with disabilities. Remember that the products/services in the project are those that will be created as a result of the project implementation, but also those products/services that are purchased as part of the project, i.e. fixed assets, intangible assets. The accessibility of the product/service will be ensured, in particular, if it does not contain elements/features that constitute barriers to its use for people with disabilities. To determine the accessibility of the project's product/service for people with disabilities, you can, for example, indicate (if applicable) that the project's product will be available to all users regardless of their abilities without the need to specially adapt it for people with disabilities. In this case, you must justify the above claim with respect to all of the above premises.

Note that accessibility can be ensured primarily by applying the concept of universal design, taking into account ensuring:

1) equal opportunities for all,
2) flexibility in use,
3) simplicity and intuitiveness in use,
4) information perceptibility,
5) error tolerance,
6) little physical effort during use,
7) size and space sufficient for use,
8) mobility,
9) sensory efficiency,
10) communicating,
11) perception.

Carry out an analysis of the project's products/services, which will help you justify accessibility, i.e. determine which products/services and how they will be adapted to the needs of people with disabilities. When carrying out the analysis, similarly to the analysis carried out for the entire project, answer the question whether the described product or service will be able to be fully used by people with special needs (e.g. those indicated above). After conducting the analysis, provide the name of the product/service and justify accessibility for people with disabilities, i.e. describe how the product/service will be adapted to ensure accessibility and the possibility of using it by people with disabilities or other users. If the product/service is neutral in terms of the principle of equal opportunities and non-discrimination, please indicate that the product will be neutral and also justify the neutrality of the product (in the justification field).

**A product/service can only be considered "neutral"** if it has no direct users, e.g. electrical installations, transmission lines, automatic production lines, retention tanks, new or improved technological processes.

**Justification of the project's compliance with the principle of equality between women and men**

The principle of equality between women and men means implementing actions aimed at achieving a state in which women and men are assigned the same social value, equal rights and equal obligations. It is also a state in which women and men have equal access to the use of resources (e.g. financial resources, development opportunities). This principle is intended to guarantee the possibility of choosing a life path without restrictions resulting from gender stereotypes. The implementation of the principle of equality between women and men is intended to ensure, in particular, equal rights to education, employment and promotion, to remuneration for work, to social security and to occupy equivalent positions and perform functions. This principle is also intended to guarantee the possibility of choosing a life path without restrictions resulting from gender stereotypes.

**Remember that the project must ensure equality between women and men and analyze the project in this respect.**

When conducting a project analysis, you can use the following questions:

- Do I apply equality between men and women in the project, e.g. in the recruitment process, employment, working conditions, remuneration, promotions, employee evaluation, etc.?
- Do I have regulations specifying the requirements for activities related to equality between women and men, anti-mobbing , preventing sexual harassment and other activities counteracting their application, e.g. regulations, instructions, other internal documents?
- Do I provide employees with the opportunity to participate, e.g. in training/other events, on equal terms ?
- do I provide other solutions to ensure equality between women and men, e.g. flexible working hours, carer's leave enabling the provision of personal care or support to a dependent person, etc.?

Please note that **compliance with the principle of equality between women and men should be understood as**, on the one hand, planning activities in the project that will contribute to equalizing the opportunities of a given sex that is in a worse situation (if such inequalities have been diagnosed in the project). On the other hand, creating mechanisms to ensure that there is no discrimination and exclusion based on gender at any stage of project implementation.

After conducting the analysis, describe and justify why the project will be consistent with the principle of equality between women and men referred to in Art. 9 section 1-3 of Regulation 2021/1060 of the European Parliament and of the Council and the Guidelines.

Indicate specific activities carried out as part of the project confirming the compliance of the project with the implementation of the principle and justify them in relation to the project.

**The neutrality of the project** is allowed in relation to the principle of equality between women and men. Please note, however, that a project can only be said to be neutral when you describe and justify why the project is unable to implement any activities in compliance with this principle.

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

**2) Compliance of the Project with the Charter of Fundamental Rights (CFR)**

Analyze the project and read the provisions of the Code of Conduct in order to describe in the application how the implemented project will ensure compliance with Art. 1, 3-8, 10, 15, 20-23, 25-28, 30-33 Cards. The analysis is intended to help indicate in the funding application how compliance with the above-mentioned requirements will be ensured during project implementation. articles of the CPP and whether it violates the rights and freedoms specified in the CPP. The analysis may take any form and is used only to prepare a justification for meeting the criterion.

Based on the analysis, justify in the application the compliance with the rights and freedoms set out in the above-mentioned. KPP articles or neutrality towards selected articles (if justified) - i.e. what you are already doing in your organization/enterprise and what you will do in the organization/enterprise in connection with the implementation of the project.

In the application, in particular, ensure that the project complies with the criteria indicated in Art. 1, 3-8, 10, 15, 20-23, 25-28, 30-33 of the Charter and no violation of the above-mentioned. rights and freedoms as part of the activities undertaken in the project. Justify that the project will be implemented in particular with respect for rights and freedoms such as dignity, freedom, equality and solidarity. For other CPP articles, ensure that the project is neutral towards them.

In order to justify compliance with the KPP, indicate what internal documents, e.g. regulations, procedures, statements, etc. in force in your organization/enterprise ensure compliance with the KPP. If they are not in force yet, consider implementing them. Examples of internal documents include: work regulations, remuneration, reward and bonus regulations, procedures ensuring equality and non-discrimination, taking into account the premises indicated in Art. 21 of the CPP, recruitment procedures, anti-mobbing , gender equality, control procedures, etc.

Ensure that compliance with individual rights and freedoms of the KPP is implemented, e.g. in the process of recruitment, remuneration, ensuring personal development, equal treatment and non-discriminatory access to employment and benefits, ensuring accessibility for people with special needs, observing equality and non-discrimination towards clients, contractors and recipients project effects, work -life balance directive , use of hybrid work, flexible working hours, protection of personal data, compliance with ethical behavior in the entity's activities, research and implemented solutions, other (what?).

Good practice is:

- including provisions in work regulations expressly prohibiting discrimination due to the grounds of discrimination specified in the Labor Code, harassment and sexual harassment;
- developing and implementing procedures to counteract discrimination and violence (including sexual harassment and mobbing );
- developing and implementing transparent rules for promotion, remuneration and recruitment;
- developing and implementing solutions conducive to reconciling professional and private life (e.g. flexible working time, organization/financing of the costs of care for dependent persons);
- the obligation to regularly identify inequalities between women and men in relation to remuneration ( gender gap), assuming that the analysis of earnings covers all remuneration components (basic salary, bonuses, awards, other financial and non-financial gratifications);
- creating diverse teams in terms of e.g. gender, age, ability, etc.

If the description of the above actions is already included in the justification for the criterion of positive impact of implementing the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities or compliance with the principle of equality between women and men - do not repeat them. Indicate that these activities (specify their scope, e.g. regulations, procedures, ensuring accessibility) have been described in the description of the above-mentioned. equality principles.

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

### 3) Compliance of the Project with the Convention on the Rights of Persons with Disabilities (CRPD)

Analyze the project and read the provisions of the CRPD in order to describe in the application how the implemented project will ensure compliance with Art. 2-7, 9 of the Convention. The analysis is intended to help indicate in the funding application how compliance with the above-mentioned requirements will be ensured during project implementation. articles of the CRPD and whether it violates the rights and freedoms specified in the CRPD. The analysis may take any form and is used only to prepare a justification for meeting the criterion.

Based on the analysis, justify in the application the compliance with the rights and freedoms set out in the above-mentioned. articles of the CRPD or neutrality towards selected articles (if justified) - i.e. what you are already doing in your organization/enterprise and what you will do in the organization/enterprise in connection with the implementation of the project.

In the application, in particular, ensure that the project complies with the criteria indicated in Art. 2-7, 9 of the Convention and no violation of the above-mentioned. rights and freedoms as part of the activities undertaken in the project. Justify that the project will be implemented to ensure full and equal enjoyment of rights and freedoms by people with disabilities on an equal basis with all other citizens, both by employees and towards clients, contractors and recipients of the project's effects. In the case of other articles of the CRPD, ensure that the project is neutral towards them.

To justify compliance with the CRPD, indicate how you will ensure compliance, including: through the provisions of internal documents (as in the case of the Labor Code), e.g. work regulations, procedures ensuring equality and lack of discrimination, taking into account the premises indicated in Art. 21 of the CPP, recruitment procedures, anti-mobbing , gender equality, control procedures, etc.

Ensure that the individual rights and freedoms of the CRPD are respected, for example, in the process of recruitment, remuneration, ensuring personal development, equal treatment and non-discriminatory access to employment and benefits, ensuring accessibility for people with special needs, observing the principles of accessibility, equality and non-discrimination towards clients, contractors and recipients of the project's effects.

Indicate what tools you already use and plan to use in the project, e.g. website accessibility using the WCAG standard, taking into account the principles of universal design in the project's products/services, using Accessibility Standards adequate to the scope of the project (Appendix No. 2 to the Guidelines for the implementation of equality principles within EU funds for 2021-2027), use of social clauses in tenders/orders, other. Indicate specific solutions that you will implement as part of the project.

Ensure/justify that the activities undertaken in the project will take into account the needs of people with special needs, in particular employees, clients, contractors, recipients of the project's effects, among others. under:

- communication – websites, information, availability of products/services;
- architectural accessibility of rooms and public spaces, e.g. ramps, elevators with speakers and Braille, toilets for the disabled, markings of corridors and conference rooms ;
- work organization – communication using IT tools, hybrid/remote meetings;
- language – the use of a simple, accessible language in all materials (in accordance with the principles of accessibility), a non-discriminatory language, a sign interpreter/ audio description (if justified);

- products/services – taking into account the needs of people with special needs as part of the solutions developed.

If the description of the above activities is already included in the justification for the criterion of positive impact of the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities or KPP - do not repeat them. Indicate that these activities (specify their scope, e.g. application of standards, social clauses) were described in the description of the above-mentioned. principles of equal opportunities.

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

**4) Fulfillment of the principle of sustainable development**

It must be justified that the project meets the principle of sustainable development in accordance with Art. 9 section 4 of Regulation 2021/1060 of the European Parliament and of the Council. i.e.

- **complies with environmental protection regulations**

Select legal acts confirming the project's compliance with environmental protection regulations. You can choose from the following legal acts:

- EIA Act - i.e. the Act on providing information on the environment and its protection, public participation in environmental protection and on environmental impact assessments
- Environmental Protection Law
- Water Law Act
- Nature Protection Act
- Waste Act
- other (please enter any in the justification field)

You can cite other legal acts not listed above. In the "Description of the Project's compliance with environmental protection regulations with an indication of relevant legal acts" field, describe the extent to which your project will be compliant with the provisions contained in a given legal act. Describe what environmental protection regulations and to what extent will apply to the project you are implementing.

- **complies with the 6R principles or other aspects environmental**

Select one of the variants a) - d) depending on whether the project will be implemented in accordance with:

a) **at least two principles from the 6 Rs** (see definitions below). You have a choice:
- refuse
- reduce

- reuse;
- recover;
- recycle ;
- rethink or

b) **at least one principle** from 6R or

c) a positive impact on other environmental aspects of the project (other than the 6Rs) or

d) at least one of the 6R principles and in line with the positive impact on other environmental aspects of the project (other than the 6R principles).

In the field "Description of how the project will be implemented in accordance with the 6R principles or in accordance with the positive impact on other environmental aspects (not covered by the 6R principles); "a minimum of 2 environmental indicators should be indicated in the table", describe which 6R principles and/or other environmental aspects will apply to what extent in the project. **Address each selected 6R principle separately.**

Depending on the selected variant a) - d) to confirm the selected 6R principles or a positive impact on other environmental aspects (than the 6R principles) within the project, present adequate environmental indicators:

a) if compliance with two 6R principles is indicated, present at least one adequate indicator for each principle ,

b) in case of compliance with one 6R principle, present at least two adequate indicators ,

c) in the case of a positive impact on environmental aspects other than the 6R principles, present at least two adequate indicators , with the value of one of them improving by at least 10% compared to the value of the indicator before the project implementation,

d) in the case of compliance with one 6R principle and compliance with another environmental aspect (than the 6R principles), present at least two adequate indicators - at least one for the 6R principle and at least one for another environmental aspect (than the 6R principles), and the value of this the indicator will improve by at least 10% compared to the indicator value before the project implementation.

At least two selected indicators relating to the implemented Project should be entered into the "Environmental Indicators" table in the Application, specifying the type of indicator, base and target values, units of measurement, base year and year of achieving the target value, and the method of calculating the base and target values of indicators, as well as the method of verifying the achievement of target indicator values.

The selected indicators must relate to the project being implemented, be consistent, measurable, correctly defined, objectively verifiable and realistic to achieve.

Remember that environmental indicators will be reported, monitored and controlled at the project site.

When defining environmental indicators, you can use the indicators from the List of Key Indicators[3] valid on the day of the competition announcement or define them yourself.

**IMPORTANT:** not all indicators on the Key Indicators List are environmental indicators and will be applicable to your project. If you do not find the appropriate environmental indicators on KIL, define them yourself in such a way that they are adequate to the project you are implementing.

| | |
|---|---|
| **Environmental indicator** | *In the designated fields in the "Environmental indicators" table, select the type of indicator from the drop-down list, enter the base and target value for the indicator, the unit of measurement, information on the base and target year for the indicator and a description of the methodology for calculating the indicator and the method of verifying the achievement of the planned indicator values (max. .500 characters with spaces).* |

**+possibility to add another environmental indicator**

**The following definitions of the 6Rs will help you make the right choice.**

**The refuse principle** consists in refraining from using materials, substances or products that are not suitable for reuse, repair or recycling or that have a negative impact on the environment or on human life and health.

The application of the "refuse " principle should be confirmed by the complete (100%) elimination of materials, substances or products that are not suitable for reuse, repair or recycling or that have a negative impact on human life and health and the environment. It is necessary to demonstrate those materials, substances or products that have been eliminated as a result of the project implementation in relation to current production or traditional production methods (if the applicant has not carried out production so far).

The application of the " refuse " principle may also be confirmed by conducting research on refraining from using materials, substances or products that are not suitable for reuse, repair or recycling or that have a negative impact on the environment or on human life and health. supported, for example, by an indicator on the number of studies or the number of products/processes covered by these studies.

**The "reduce" principle consists in** reducing the consumption of renewable and non-renewable resources, materials, substances or products through the use of appropriate technological, logistic or economic activities. The reduction should lead to a real reduction in the consumption of renewable resources (e.g. water, soil), non-renewable resources (e.g. mineral resources: energy, metal, chemical, rock and organic) or materials, substances or products

[3]The list is available at https://www.ewaluacja.gov.pl/strony/monitorowanie/lista-wskaznikow-zdrowie/lista-wskaznikow-zdrowie-efrr/

during or as a result of the project implementation in relation to current activity or in relation to traditional methods of conducting it.

The "reduce" principle can also be applied to ICT services, e.g. by using solutions that reduce the electricity consumed by computer equipment, e.g. by using cloud services, reporting the carbon footprint and reducing it, using server optimization, improving time. using the application so as to minimize the time spent with the application, the so-called " user experience ", enabling the use of the so-called dark mode " dark mode ” which reduces the energy consumption of devices, limiting the number of queries and transmitted data, developing or changing algorithms in such a way that they consume less electricity.

One form of applying this principle may also be the introduction of business models that reduce the number of manufactured products - an example is the "Product-as-a-Service" ("PaaS") model. This model involves providing the end user with access to the functionality of a given product/resource instead of the product/resource. In such a model, the manufacturer remains the owner of the product, offering services on a subscription or fee-for-use basis.

The application of the "reduce" principle should be confirmed by the indication of specific resources, materials, substances or products whose use was minimized as a result of the project implementation and at the same time did not result in a significant increase in the use of other resources, materials, substances or products during or as a result of the implementation. project in relation to the current activity or in relation to traditional methods of conducting it (if the applicant has not run any activity so far).

The application of the "reduce" principle may also be confirmed by conducting research on reducing the consumption of resources, materials, substances or products through the use of appropriate technological, logistic or economic activities and supported by an indicator regarding, for example, the number of studies or the number of products/processes covered by these studies.

**The "reuse " principle involves the reuse of materials, raw materials or products that, instead of becoming waste in one production or service process ,** become a raw material for another. This principle may also lead to the use of materials, raw materials or products for new functions if they are no longer used in their current form.

the "reuse " principle should be confirmed by indicating specific materials, substances or products that will be re-used during or as a result of the project implementation, or which will be given a new function that is important in a given or other activity. The change should be demonstrated in relation to the current business or refer to traditional methods of conducting it (if the applicant has not conducted business so far). The amount of materials, substances or products intended for reuse must be demonstrated in the form of a measurable indicator.

the "reuse " principle may also be confirmed by conducting research on advanced product regeneration technologies or creating systems promoting reuse and supported by an indicator regarding, for example, the number of studies or products/processes covered by these studies.

the "reuse " principle may also be confirmed by conducting research and implementing innovations regarding advanced product regeneration technologies or creating systems promoting reuse.

**The "recover " principle** consists in introducing technological, logistic and marketing solutions within the project that ensure the availability of spare parts, operating and repair manuals, technical information or other tools, equipment or software enabling the repair and reuse of products without damage. for their quality and safety.

Applying the "recover" principle also involves extending the product life cycle by enabling its repair, refreshing or improving its aesthetics, or creating comprehensive systems promoting product repair, e.g. by introducing technological standards, offering variable parts, repair work or creating a product in a way that enabling its repair.

The application of the "recover " principle should be confirmed by indicating specific products or their elements for which the possibility of repair, refresh, refurbishment or improvement will be introduced during or as a result of the project implementation. The change caused by the implementation of the project should be demonstrated in relation to the entity's current activities or refer to traditional methods of conducting a given activity (if the applicant has not conducted any activity so far). The change may also apply to equipment and machines (e.g. purchase of refurbished/repaired devices ensuring appropriate quality and safety of use).

The application of the " recover " principle may also be confirmed by conducting research and implementing innovations regarding advanced product regeneration technologies or creating systems promoting the repair and regeneration of products. The number of products or elements for which, as a result of the project implementation, will be able to be repaired, refreshed, renewed or improved should be demonstrated in the form of a measurable indicator. A measurable indicator may also be to show how much the life of the product/or element will be extended as a result of changes introduced in accordance with the "recover " principle.

The application of the "recover " principle may also be confirmed by conducting research on advanced product regeneration technologies or creating systems promoting the repair and regeneration of products and supported by an indicator regarding, for example, the number of studies or the number of products/processes covered by these studies.

**The "recycle " principle** applies to a situation where a product, material or substance cannot be reused or repaired/regenerated, and the resulting waste cannot be reused or lose its waste status. Such waste, in accordance with the principle ( recycle ), should be sent for processing to be reused for its original purpose or transformed into new materials and products. Organic recycling should also be considered compliant with the ( recycle ) principle, consisting in aerobic treatment, including composting, or anaerobic treatment of waste that undergoes biological decomposition in controlled conditions using microorganisms, resulting in the production of organic matter or, e.g., methane, and recovery materials.

The application of the "recycle " principle should be confirmed by indicating specific materials, substances or products that were sent for recycling during or as a result of the project implementation and for which it was impossible to apply the "reuse " principle . or "recover " . The change should be demonstrated in relation to the entity's current activities or refer to traditional methods of conducting a given activity (if the applicant has not conducted any activity so far). The change may also apply to equipment and machinery. In addition , the use of recycled materials, substances or products in business activities, including after losing the status of waste, will be deemed to be consistent with this principle.

The amount of materials, substances or products intended for recycling or coming from recycling and used in the Applicant's activities during or as a result of the project implementation should be demonstrated in the form of a measurable indicator.

The recycle principle may also be confirmed by conducting research on advanced recycling technologies and supported by an indicator regarding, for example, the number of studies or the number of products/processes covered by these studies.

According to **the principle "think about what you can do better (rethink)",** anyone who undertakes activities that cause or may cause waste or impact on the environment should plan and design such activities (rethink) using such methods of production or forms of services and raw materials and materials to prevent or significantly reduce waste generation or limit its negative impact on human life and health and the environment. The essence of this principle is planning and design taking into account the full life cycle of a given product or service. For this purpose, it is necessary to identify materials, substances or products that are the main sources of environmental impact or waste generation and then take actions to prevent or limit their use.

Rethink principle should be confirmed by conducting research and assessments in the field of environmental life cycle assessment (e.g. LCA, Life Cycle Assessment ) or assessment of the product's environmental footprint (e.g. PEF, Product Environmental Footprint) or carrying out other environmental certification (e.g. ISO 14001, EMAS) or obtaining an ecological label (e.g. Ecolabel ) or environmental technology verification (e.g. ETV) for the product or service being the subject of the activity, which results from the planned implementation of the project.

The principle of "rethink" will also be considered adhered to if purchases within the project are conducted in accordance with the criteria of green public procurement, including taking into account energy consumption parameters at the purchase stage or during the procurement procedure.

Application of the principle "think about what you can do better ( rethink )" will not be recognized. conducting an environmental impact assessment. This assessment is intended to determine the environmental conditions for its implementation to the extent requested by the investor.

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.
To proceed to the next section of the Application, press the "Go Next" button.

## 2.5. Partners

**1) SCIENTIFIC UNIT – PARTNER UNIT FROM ABROAD**

| | |
|---|---|
| **Institution** | |
| **Web page** | |
| **Country** | *Select from the drop-down list* |
| **Letter of intent from a scientific partner from abroad** | *Attach a file in PDF format with the letter of intent of the partner entity* |

Select one unit. If the project is selected for co-financing, the signed cooperation agreement with the partner unit will constitute an appendix to the project co-financing agreement.

The letter of intent of the scientific partner from abroad you have attached should contain at least:

a) the exact name of the partner from abroad entity;
b) a declaration that the partner unit intends to cooperate with the IRAP unit during the implementation of the IRAP project and will sign an agreement specifying the terms of cooperation;
c) description of how to share experience with the IRAP unit in creating a center of excellence, introducing good practices in research methodology, employee recruitment, intellectual property management, and selection of research topics.

**Page limit: 2**

The letter should be signed by a person authorized to represent the partner from abroad entity. The letter should be accompanied by an authorization for a given person to make binding decisions on behalf of the institution, if the letter is signed by a person other than the head of the unit: director/rector, etc. We reserve the right to verify the authorization of the person signing the letter through direct contact with the foreign entity at the project evaluation stage. Submitting a letter signed by an unauthorized person will result in the application being sent for correction.

**Contact person for project evaluation on behalf of the scientific partner from abroad**

| | |
|---|---|
| **Name** | |
| **Last name** | |
| **Academic title** | |
| **Email for correspondence** | |
| **Telephone** | |

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

**2) COMPANY – PARTNER (if applicable)**

If you plan to cooperate with the company from the beginning of the project, complete the necessary data in accordance with the indicated fields.

| | |
|---|---|
| **Company name** | |
| **Country** | *Select from the drop-down list* |

**Contact person for project evaluation on behalf of the business partner**

| | |
|---|---|
| **Name** | |
| **Last name** | |
| **Academic title** | |
| **Email for correspondence** | |
| **Telephone** | |

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.
To proceed to the next section of the Application, press the "Go Next" button.

## 2.6. Project budget

Complete the fields of the electronic form and attach a file in PDF format with justification of expenses in accordance with the template published on the IRAP program website.

You can download the editable version of the template from the electronic system used for submitting applications for funding.

1) **Project time frame**

Dates are copied automatically from the *project information section*

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

2) **Settlement periods**

The system automatically divides the project implementation time based on the project start and end date in the *project information section into five 12-month periods* starting from the month you indicated in the application in the *Project start date field* . If your project is to last less than 5 years in the last settlement period, enter in the budget table the amounts corresponding to the actually planned duration of the project in this period.

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

3) **Budget category amounts planned for subsequent settlement periods**

Enter the value of expenses in each category of the project budget, divided into five 12-month periods. In Measure 2.1 of FENG, VAT is not eligible, therefore, enter all amounts in PLN in net values (i.e. without VAT).

Budget should present expenses that are rational, adequate, credible and justified from the point of view of the purpose, scope and expected effects (results) of the Project. The project budget includes expenses determined in accordance with the Catalog of eligible expenses in Measure 2.1 of the FENG, which constitutes an annex to the Project Selection Regulations.

The indirect costs of the project are covered by a flat rate specified in the Catalog of eligible expenses in Measure 2.1 of the FENG. The system automatically calculates the values of indirect costs based on the editable table data. When calculating the Project budget, the principles included in the Call Documentation, including the Catalog of eligible expenses in Measure 2.1 of IRAP FENG, must be applied, in particular:

- plan funds in the budget for all research groups that are to implement the project, both those whose leaders are indicated in the application and for those whose leaders will be recruited during the project implementation
- remuneration for work carried out as part of the project should be planned in accordance with the internal regulations of the research organization - the Applicant, taking into account the achievement of the project objectives, including the implementation of the objective of applying good practices in the recruitment of R&D personnel and ensuring

competitive salaries on an international scale. When calculating remuneration amounts, you can use objective, publicly available statistical data, reports and analyzes on the remuneration of scientists in the international environment, including the FNP analysis of the MORE2 Report available on the call website for Measure 2.1 IRAP FENG.

- the following percentage limits for budget categories should be maintained:
  a) Remuneration of the project's R&D staff - no limit has been set for the category
  b) Scholarships for PhD students - no limit for categories
  c) Scientific and research equipment - a maximum of 20% of the value of eligible expenses under the Project may be allocated to this category
  d) Subcontracting – a maximum of 20% of the value of eligible expenses in the Project can be allocated to this category
  e) Intangible assets – no limit has been set for the category
  f) Other direct costs: Costs of R&D and development of the IRAP unit - no limit has been set for the category
  g) Project Promotion – a maximum of 1% of the value of eligible expenses in the Project can be allocated to a category
  h) Development of R&D staff in the IRAP unit - a maximum of 15% of the value of eligible expenses in the project can be allocated to this category
  i) Indirect costs of the Project - a flat rate of 25% of the eligible direct expenses of the Project, excluding expenses in the Subcontracting category.

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

**4) Cost totals**

The system calculates the values automatically based on the data entered in the table from point 3.

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

**5) Justification of expenses**

Justify the expenses in accordance with the template published on the IRAP program website and in the electronic system used for submitting applications for co-financing and send the form *Expenditure justification template* in pdf format in this field. Attaching justification of expenses is an essential element of the project budget.

In the justification for the Project Budget, provide the number of research teams planned to implement the Project and the planned budgets for individual teams. The justification is subject to evaluation.

**Note:** page limit 8

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.
To proceed to the next section of the Application, press the "Go Next" button.

## 2.7. Project indicators[4]

Complete the table of quantified indicators for the implementation of project objectives appropriate to the scope of planned tasks. The indicators included in the table must be consistent, objectively verifiable, real, measurable, reflect the assumed project objectives, and be adequate for a given type of project. Indicators are used to measure the progress achieved in the project and reflect the specificity of the project and its results. Remember that the implementation of the given indicators will be verified during and after the project implementation and will determine the payment of funding. You must have documentation confirming the implementation of the indicators assumed in the project.

**PRODUCT IMPLEMENTATION INDICATORS**

The product should be understood as a direct result of the project implementation, measured in specific quantities.

| | |
|---|---|
| **Scientists working in supported research facilities** | *In the designated fields, enter the target value of the [EPC] indicator and the method of verifying the achievement of the planned indicator values* |
| **The nominal value of equipment for research and innovation** | *In the designated fields, enter the target value of the indicator [PLN] and the method of verifying the achievement of the planned indicator values* |
| **Enterprises cooperating with research organizations** | *In the designated fields, enter the target value of the [company.] indicator and the method of verifying the achievement of the planned indicator values.* |
| **Number of implemented R&D projects** | *In the designated fields, enter the target value of the indicator [pcs.] and the method of verifying the achievement of the planned indicator values.* |

[4]The method of monitoring and detailed information on indicators in ERDF projects can be found in the document "Guidelines for monitoring the physical progress of program implementation for 2021-2027". All indicators in the IRAP Measure are included in the Common List of Key Indicators for ERDF+CF https://www.ewaluacja .gov.pl/strony/monitorowanie/lista-wskaznikow- Kluczowych/lista-wskaznikow-zdrowie-efrr/

If the proposed indicator does not appear as a target value, enter 0 and in the "Description of the methodology for calculating the indicator and method of verifying the achievement of the planned indicator values" field, enter "not applicable" .

## RESULT INDICATORS

The result should be understood as the direct (concerning the applicant) effects resulting from the implemented project, measured after the completion of the project or its part. The result informs about the changes that occurred in the Applicant immediately after the completion of the project. Some result indicators may appear during the project implementation (e.g. publications). In the case of a result indicator, provide the base value before the start of implementation and the target value after completion of the implementation (state of the indicator after the completion of the project).

As the base year, indicate the year in which you plan to start the project. If the project starts on January 1 of a given year, the base year may be the previous year. For the result indicators below, enter as the target year a year no later than the year in which the project ends.

| | |
|---|---|
| **Patent applications filed** | *In the designated fields, enter the base and target values for the indicator [pieces], information about the base and target years for the indicator and the method of verifying the achievement of the planned indicator values.* |
| **Publications as part of supported projects** | *In the designated fields, enter the base and target values for the indicator [pieces], information about the base and target year for the indicator and the method of verifying the achievement of the planned indicator values.* |

If the proposed indicator does not appear as a target value, enter 0 and in the "Description of the methodology for calculating the indicator and method of verifying the achievement of the planned indicator values" field, enter "not applicable".

## DEFINITIONS AND METHODOLOGY FOR CALCULATING INDICATORS

**Scientists working in supported research facilities**

The number of scientists using directly, in their activities, the research facility or equipment for which support is granted. The indicator is measured in terms of annual full-time equivalents (FTE), calculated in accordance with the methodology given in the OECD Frascati Manual 2015*. The project must improve the research facility or the quality of research equipment. Replacement without improving quality is excluded, as is service. The research facility may be public or private. Vacancies in research and development activities are not counted, nor are support staff in research and development activities (i.e. positions not directly related to this activity). Annual FTE for scientific staff is defined as the ratio of working hours actually devoted to research and development during a calendar year divided by the total number of hours contractually worked during the same period by the individual or group. Under the convention, an individual cannot perform more than one R&D FTE per year. The number of contractually worked hours is determined on the basis of standard/ statutory working hours. A full-time employee will be identified by reference to his or her employment status, type of contract (full-time or part-time) and level of involvement in research and development activities.

According to the List of Key Indicators: Research organizations are entities whose primary goal is to independently conduct fundamental research, industrial research and experimental development work, as well as disseminate the results of such activities through teaching, publication or knowledge transfer. Examples include universities or research institutes, technology transfer agencies, innovation intermediaries, physical or virtual R&D collaborations, which may be public or private.

* OECD Frascati *Manual 2015 (Frascati Manual - Proposed Standard Practice For Surveys On Research And Experimental Development), DOI: 10.1787/9788388718977-pl*

**NOTE:** The indicator includes only those scientists who will use equipment purchased from the project funds or from a research facility whose improvement will be financed from the project funds.

**The nominal value of equipment for research and innovation**

Total value (acquisition) of supported research and innovation equipment. This equipment includes all instruments, tools and devices used directly for research and development activities. It does not include, for example, chemicals or other ancillary materials used to conduct experiments or other research activities

**NOTE:** The indicator should only include equipment that will be purchased from the project funds.

**Enterprises cooperating with research organizations**

Number of enterprises cooperating in joint research projects with research organizations. Cooperation in research and development activities may be new or existing and should be carried out at least for the duration of the supported project. The indicator includes active participation in joint research projects and excludes contractual arrangements without active cooperation within the supported project.

**NOTE :** In the case of this indicator, provide the number of enterprises with which the IRAP unit will cooperate throughout the entire IRAP project implementation **period .** Cooperation established with entrepreneurs during project implementation will not be able to be accounted for in this indicator.

According to the List of Key Indicators: An enterprise is the smallest combination of legal units, i.e. an organizational unit producing goods or services that benefits from a certain degree of independence in decision-making, in particular in the allocation of current resources. An enterprise carries out one or more activities in one or more places. An enterprise may be one legal entity. Legal entities include legal entities whose existence is recognized by law, independently of the individuals or institutions that own or constitute them, such as general partnerships, limited partnerships, limited liability companies, joint-stock companies, etc. Legal entities also include natural persons persons carrying out a business in their own name, such as the owner and operator of a shop or workshop, a lawyer or a self-employed craftsman (ESTAT in references, based on Council Regulation (EEC) No 696/93, Section III A of 15/03/1993)

**Number of implemented R&D projects**

Number of supported projects involving R&D work, in progress or implemented by research organizations or enterprises.

**NOTE:** In the case of this indicator, the number of projects that will be financed under a given call for proposals should be taken into account. In the case of Projects under Measure 2.1 of IRA, the indicator for a single project has the value of 1.

**Patent applications filed**

Number of submitted and verified patent applications ("application") that result from supported projects. Final positive consideration of the application is not a requirement. The supported project should make a clearly identifiable contribution to the patent in respect of which the application is made.

**Publications as part of supported projects**

Number of publications within supported projects. Publications may take the form of articles, book chapters or books (including co-publications ). The contribution of the supported project should be clearly identified. The indicator includes works that have been submitted and accepted for review as scientific publications.

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.
To proceed to the next section of the Application, press the "Go Next" button.

## 2.8. Attachments and declarations

When preparing attachments, pay attention to the aspects of the application indicated in the evaluation criteria. The attachments should contain information that enables the application to be assessed using the Project Selection Criteria adopted for the call for proposals.

1) **ATTACHMENTS**

**International Research Agenda**

You must complete the attachment in Polish in the ready-made form *International Research Agenda.* The attachment should refer to all aspects indicated in the criterion.

**Page limit: 10 , page limit does not include the title page and a maximum of 1 page of references.**

**Description of the legal form of the Beneficiary's organizational unit that is the unit implementing IRAP**

You must complete the attachment in Polish in the ready-made form: *Legal form of the IRAP unit.*

**Page limit: 1**

**Management of the IRAP unit**

You must complete the attachment in Polish in a ready-made form *IRAP unit management* .

**Page limit: 10**

**Intellectual property commercialization and management strategy**

You must complete the attachment in Polish in the ready-made form: *Intellectual property commercialization and management strategy*.

If the applicant was previously an entity that implemented the IRAP project (SG OP) in the place indicated in the form, describe the effectiveness of the system existing in the entity for implementing research results into the economy.

**Page limit: 2**

**Descriptions of the IRAP project implementation site and equipment**

You must complete the attachment in Polish in the ready-made form *Description of the place of implementation of the IRAP project* .

**Page limit: 2**

**Project Schedule**

You must complete the attachment in Polish in the ready-made *Project Schedule form* .

**How to manage conflict of interest**

You must complete the attachment in Polish in a ready-made form *How to manage conflict of interest* .

According to the form, each candidate for the leader of the research team (including the Head Researcher of the Project) must list all connections with companies operating in the area of scientific activity of the Project. The basic version of the form contains two tables - for the Head researcher of the Project (who is also the team leader) and the next leader of the research team. Remember to complete the table for each subsequent leader of the research team. Additionally, in the form you must describe how the entity manages conflicts of interest

**Page limit** : **1 (not including pages with linkage tables)**

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

## 2) STATEMENTS

1. **Declaration of the Head researcher of the Project** (in the form of an attachment with an electronic signature or a scan)

   The prepared declaration form should be legibly signed by the Head researcher of the Project.

---

2. **Declarations by the applicant**

| | |
|---|---|
| 1. I declare that the information contained in this application for funding is consistent with the factual and legal status and that I am aware of criminal liability for submitting false statements. | ***Yes*** *(only option to deselect)* |
| 2. I declare that I have read the Project Selection Regulations and its attachments and accept their terms. | ***Yes*** *(only option to deselect)* |
| 3. I undertake to make the project implementation site available for evaluation purposes, before signing the project co-financing agreement, carried out by the Managing Authority, Intermediate Body or other authorized institution or organizational unit. | ***Yes*** *(only option to deselect)* |
| 4. I declare that the institution I represent has the consent (in writing or in a document) of all persons whose personal data are provided in the application to process this data and entrust it to the Intermediate Body for processing in order to carry out the project selection procedure, and I | ***Yes*** *(only option to deselect)* |

| | |
|---|---|
| declare that on request of the Intermediate Body, I will provide the above-mentioned consent in written or documentary form. | |
| 5. I declare that the institution I represent has the original documents, scans of which have been attached to the application. | ***Yes** (only option to deselect)* |
| 7. I undertake to participate in surveys, interviews and provide information for the purposes of evaluations (assessments) conducted by the Managing Authority, Intermediate Body or other authorized institution or organizational unit or entity carrying out the evaluation. | ***Yes** (only option to deselect)* |

**NOTE:** After completing this part of the application, click "save". Please remember that if you do not do this, you may lose the data entered in this part of the application.

| | |
|---|---|
| 8. I acknowledge that some correspondence regarding the call evaluation process will be sent to the Applicant via e-mail - in accordance with the provisions of the Project Selection Regulations - and I undertake to receive this correspondence regularly. | ***Yes** (only option to deselect)* |
| 9. I declare that if the Project is qualified for funding, the IRAP unit will apply for the permits necessary for its implementation and will refrain from starting research work until the necessary authorizations are obtained. | ***Yes** (only option to deselect)* |

## 3. Information clause

**Data controller**

The administrator of personal data of all persons participating in the implementation of the IRAP Project (on behalf of applicants, beneficiaries, external entities, including those indicated in the application for Project funding in the competition: contact persons regarding the evaluation of the Project on behalf of the applicant, on behalf of the strategic partner and business partner , Head researcher, team leaders), as well as persons authorized for ongoing contacts within the framework of the implementation of the Financing Agreement, processed in order for these persons to participate in the process of applying for support and the subsequent possible implementation of the IRAP Project, is the Foundation for Polish Science with its registered office in Warsaw, at ul. Ignacego Krasickiego 20/22, 02-611 Warsaw, entered into the register of associations, other social and professional organizations, foundations and independent public health care facilities kept by the District Court for the capital city of Warsaw in Warsaw, 13th Commercial Division of the National Court Register under KRS number 0000109744, NIP 5260311952, REGON 012001533). The Administrator processes all personal data specified in the application for Project funding in the competition and other personal data indicated in the competition and project documentation.

**Data Protection Officer**

The administrator has appointed a Data Protection Inspector (DPI). You can contact the DPI in all matters relating to the processing of personal data, e-mail address: **iodo@fnp.org.pl** or to the address of the Administrator's office.

**Purpose, legal basis and processing time**

Personal data is processed for the purpose of implementing a Project co-financed by the European Union on the basis of the provisions of the Act of April 28, 2022 on the principles of implementing tasks financed by European funds in the financial perspective 2021-2027, in particular:

a) evaluation and selection of an application for funding,

If funding is granted:

a) concluding an agreement for the implementation and financing of the Project,
b) supervision over the implementation of the Project,
c) its evaluation, control, audit,
d) evaluation of information and promotion activities,
e) acceptance of the Project, its assessment and financial settlement,
f) and when it is necessary to establish, pursue or defend claims.

Personal data were received from the Applicant who completed the application for funding in the FNP system, or personal data may come from publicly available registers.

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

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

**Recipients of personal data**

Personal data may be transferred to the following categories of data recipients: public authorities and entities performing public tasks or acting on behalf of public authorities, in particular: the Commissioner for European Funds, experts and reviewers (including those from outside the EU) , the Audit Authority, European Union institutions ( EU) or entities to which the EU has entrusted tasks related to the implementation of FENG 2021-2027, to the extent and for the purposes that result from legal provisions, entities providing services necessary for the implementation of tasks by the FNP, including IT partners, entities providing technical or organizational support (with such entities process data on the basis of an agreement with the Administrator and only in accordance with his instructions). In the event of transfer of personal data to experts or reviewers from outside the EU, personal data will be transferred to a third country while maintaining the requirements established by personal data protection regulations and appropriate or appropriate safeguards.

**Rights of data subjects**

At each stage of data processing by FNP, you have the right to:

1. access to your data, including obtaining information about the scope of data processed by us and obtaining a copy of this data;
2. modify and correct your data if there are no other legal contraindications to limiting the scope of their processing;
3. complete deletion of your data ("right to be forgotten"), unless there are other legal contraindications;
4. not be subject to automatic decisions based on profiling;
5. object to the processing of personal data if there are no other legal contraindications;
6. processing restrictions if there are no other legal contraindications;
7. transferring data to another Data Administrator if the data is processed in connection with the consent granted or a concluded contract,
8. submit a complaint to the President of the Data Protection Office regarding improper data processing;
9. withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal (if processing is based on consent).

Detailed information on how to exercise your rights can be found on the FNP website ( www.fnp.org.pl ), in the *Personal Data Protection tab* ( https://www.fnp.org.pl/ochrona-dani-osobch/ ) *.*

Moving on to editing the application, I declare that the persons whose data have been included in this form have been informed of this fact by providing information on the protection of personal data indicated in the above information clause. I declare that, at the request of the Intermediate Institution, I will provide confirmation (in written or documentary form) that these persons have read the above information clause.

**ATTENTION:** To proceed to the next section of the Application, press the "Go Next" button.

## 2.9. Verification and application submission

Remember that the IT system does not have the ability to verify the content of the application. It suggests what type of data should be included in each field and informs, among others: about character limits (in the case of text fields) or budget restrictions (in the case of budget categories), however, this is of informative nature, so the final confirmation of the correctness of all information entered in the application is up to you.

1) **VERIFICATION AND CLOSING THE APPLICATION**

The subsection *VERIFICATION AND CLOSING THE APPLICATION* allows you , first of all, to check the correctness of the entered data, to the extent described above, and then to close the application by finishing editing the data. Verification of the application is available from the beginning of the process of completing it, so you have accurate information on how much data the system still needs to proceed to the next stage.

Going to *the Verification and submission of the application section* when the application has not yet been fully completed (it contains unfilled fields) or if it contains data classified by the system as incorrect, always results in a message in the subsection *VERIFICATION AND CLOSING THE APPLICATION* with the following text *:* "Verification failed. Number of errors requiring correction: ( *numerical value* ). Without a positive verification result, the application cannot be closed. In addition to the message, the system generates a summary from which you can find out which sections were verified as correct (marked by the system as "Ok") and which sections had errors. In the generated list, for each negatively verified section, there is a "Show errors" button, which allows you to display a detailed list of fields or attachments requiring attention. An example of a summary resulting from incorrect verification is as follows:

***Verification failed. Number of errors requiring correction: 7. Without a positive verification result, the application cannot be closed.***

| | | | |
|---|---|---|---|
| **1.** | **Project information** | *Number of errors requiring correction: 5* | **Show errors** *(button)* |
| **2.** | **Applicant - Institution** | *OK* | |
| **3.** | **Head researcher** | *OK* | |
| **4.** | **Leaders of research teams** | *Number of errors requiring correction: 2* | **Show errors** *(button)* |
| **5.** | **Partners** | *OK* | |

| | | |
|---|---|---|
| 6. | **Budget** | *OK* |
| 7. | **Indicators** | *OK* |
| 8. | **Attachments and declarations** | *OK* |

The system classifies the application as completed correctly if all fields and attachments defined as required have been entered correctly.

| | | |
|---|---|---|
| 1. | **Project information** | *OK* |
| 2. | **Applicant - Institution** | *OK* |
| 3. | **Head researcher** | *OK* |
| 4. | **Leaders of research teams** | *OK* |
| 5. | **Partners** | *OK* |
| 6. | **Budget** | *OK* |
| 7. | **Indicators** | *OK* |
| 8. | **Attachments and declarations** | *OK* |

When all sections obtain the "Ok" status, the "Finish data editing" button will be activated. After selecting the button, editing will no longer be available, which will prevent you from making further changes to the application.

**NOTE:** Before finishing data editing, we recommend using the "Download application" button. This button allows you to download a collective file in .pdf format at each stage of submitting the application without having to close it. Using the "Download application" button does not mean closing the application. Downloading the collective file allows you to check whether all files attached to the system are correct from a technical point of view. Files containing errors will prevent the creation of a collective .pdf file, which will become an obstacle to further processing once data editing is closed.

**2) GENERATING AND DOWNLOADING AN APPLICATION**

You can download the closed application as a collective file in .pdf format using the "Download application" button. It may take a while for the system to generate the application. Attempts to speed up this process by refreshing the page or repeatedly using the "Download application" button may make the system work more difficult. If any difficulties occur while generating the file, the system will display an appropriate message. A correctly generated application is ready to be signed using a qualified signature.

### 3) ATTACHING A SIGNED APPLICATION

After completing data editing, generate and download the final version of the application in .pdf format, and then sign it electronically. Attach your signed application in point 3/3.
Send the signed application to the server using the appropriate module, which will become available when the PDF file is generated.
If the person signing the application is an attorney, an additional file should be attached, constituting authorization to sign the application on behalf of the applicant. The file with the authorization or power of attorney, if either of them is required, should be uploaded in the same place as the electronically signed application.
Before pressing the "Apply Now" button, make sure you are attaching the correct files.
After using the "Submit an application" button, you will no longer be able to edit any data in the system.

Sending the file to the server activates the "Submit an application" button.

To submit an application, use the "Apply Now" button.

system will automatically generate a notification that the application has been successfully submitted and will send it to the e-mail addresses indicated in the application to the contact person on behalf of the applicant and to the Head researcher of the Project.
**ATTENTION:** Remember that all versions of the application based on a correction request must be signed by an authorized person.