

PRIME grant Project

Application Completion Guidelines under

European Funds for Smart Economy 2021-2027

Priority 2: Innovation-Friendly Environment

Action: 02.06 PRIME

December 2024.

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Fundusze Europejskie
dla Nowoczesnej Gospodarki



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Nauki Polskiej

II. General information

- 1.1. *You can only submit your Grant Application (hereafter referred to as the Application) electronically using the FNP electronic system by registering at <https://wnioski2023.fnp.org.pl>.*
- 1.2. *Before you start filling in the Grant Application, it is essential that you read all the documents relating to the call available on the website:
<https://www.fnp.org.pl/oferta/projekt-prime-wsparcie-komercjalizacji-nauki/>,
in particular:
 - a) *Regulations of call for Phase 1 and selection for Phase 2,*
 - b) *Grantee selection Criteria*
 - c) *Grant Agreement Template,*
 - d) *Grantee Guide.**
- 1.3. *Fill in the data in the web form in English except for the fields that are explicitly required in Polish.*
- 1.4. *Complete all fields in the Application form and the required attachments in accordance with these instructions and the information contained in the FNP electronic system.*
- 1.5. *You are required to use the specimen attachments and declarations that are made available on the website <https://www.fnp.org.pl/oferta/projekt-prime-wsparcie-komercjalizacji-nauki/> and on the FNP electronic system (both within the "Documents to download" section and directly in the "Attachments and declarations" section).*
- 1.6. *In the text fields, when filling content, remember the applicable character limits for the field in the Application form. When completing the Application form, remember to complete all fields as they are mandatory. The only field that may be left blank is "Premises number" if not applicable. Failure to fill in the fields is signalled in Section 9 Verification and submission of the application. Pay attention to the messages signalled next to the fields.*
- 1.7. *Prepare attachments as .pdf files.*
- 1.8. *When completing the attachment, remember to ensure that the used font is of an appropriate size so that the document is legible to those assessing your Application. It is recommended that you use a Calibri font size of at least 11 points.*
- 1.9. *Until your Application is finally approved via the "Submit Application" button, you have the opportunity to make changes to the electronic Application form and to replace attachments. Please note that the FNP Electronic System checks the correctness of the data filled and may block the submission of an Application with incorrect data. However, the system does not have the possibility to check all fields of the Application - in particular this concerns e.g. the content of text fields and attachments. The final confirmation of the correctness of all fields and*

attachments is up to you. At any stage of filling in the Application, you can save it, preserving the information you have filled in the FNP Electronic System.

- 1.10. Once you have checked that the information you have filled in the Application is correct and that the attachments are correct, you can submit the Grant Application by clicking on the "Submit Application" button in the FNP Electronic System.
- 1.11. You may only submit your Application by the deadline specified in the Regulations of call for Phase 1 and selection for Phase 2. Once the specified deadline is exceeded, the FNP Electronic System automatically blocks the submission of the Application.
- 1.12. We do not recommend including links in the form fields as these will not be taken into account in the evaluation process of the Application.
- 1.13. The content of the Grant Application in the substantive part is not public information, and before proceeding with the Grant, each member of the Application Evaluation Team signs a confidentiality agreement in relation to the information contained in the Grant Application and obtained in the further stages of the evaluation of the Application.

NOTE: At any stage of completing the Application form, in order to preview the current version, you can generate and download it in .pdf format by going to section 9. "Verification and submission of the Application", in sub-section 2/3 "Generating and downloading the Application", using the "Download Application" button.

III. Detailed information on how to complete the Application Form

1. Section 1: Information on the Grant

In this section you provide basic information on the Grant and indicate the contact person on behalf of the Applicant.

Subsection 1/3: Basic information

Grant number

Generated by the system

Grant title in English

Maximum of 300 characters including spaces

To be filled in by the Applicant.

Provide the Grant title. The title should be understandable to a non-technical reader. Use a popular science style.

Grant title in Polish

Maximum of 300 characters including spaces.

To be filled in by the Applicant.

Provide the Grant title. The title should be understandable to a non-technical reader. Use a popular science style.

Team: Scientific Leader

To be filled in by the Applicant.

Provide your name together with your academic title (if applicable).

Team: Business Leader

To be filled in by the Applicant.

Provide your name together with your academic title (if applicable).

Team: Technology Transfer Support

To be filled in by the Applicant.

Provide your name together with your academic title (if applicable).

Keywords in English

Maximum of 300 characters including spaces

Keywords in Polish

Maximum of 300 characters including spaces

Field and specialisation

Select from the drop-down lists:

- Science
- Area
- Specialisation

You can select up to 2 ranges

(The information provided in this field will be assessed under Criterion: The Application does not concern activities excluded from support under the FENG).

Brief description in English

Maximum of 500 characters including spaces

To be filled in by the Applicant.

Provide a description in English that sounds understandable to a person outside the field, describe the Grant product, use a popular science style

(The information provided in this field will be assessed under Criterion: The Application does not concern activities excluded from support under the FENG).

Brief description in Polish

Maximum of 500 characters including spaces

To be filled in by the Applicant.

Provide a description in Polish that sounds understandable to a person outside the field,

describe the Grant product, use a popular science style.

(The information provided in this field will be assessed under Criterion: The Application does not concern activities excluded from support under the FENG).

Grant start date

The Grant start date is generated automatically by the system.

Please note that the duration of the Grant is based on the established PRIME Grant Project Schedule.

(The information provided in this field will be assessed under Criterion: Eligibility of the Applicant).

Grant end date

The Grant end date is generated automatically by the system.

Please note that the period of the Grant is based on the Grant Implementation Schedule provided in the Grant Application.

The Grant end date includes Phase I (2 periods) and Phase II (maximum 4 periods).

(The information provided in this field will be assessed under Criterion: Eligibility of the Applicant)

Place of implementation - NUTS2 region

Drop-down list

Postal code

Specify code 00-000

City

Specify the locality

Street

Specify the street

Building number

Specify the building number

Premises number

To be filled in by the Applicant.

National Smart Specialisation (NSS)

Drop-down list

National Smart Specialisation Section

Drop-down list

Justification for the Choice of NSS Specialisation

Maximum of 500 characters including spaces.

Justify the selection of the NSS in relation to the theme of the Grant.

(The information provided in this field will be assessed under Criterion: The scope of the Application and the proposed subject of commercialisation is in line with the National Intelligent Specialisations.)

NOTE: Once you have filled in all the required fields, use the "Save" button and then proceed to the next section of the Application using the "Go to next" button.

Subsection 2/3: Grant compliance with EU horizontal policies

Justification of the Grant's compliance with the horizontal principles of equal opportunities and non-discrimination, including accessibility for people with disabilities and equality between women and men

Maximum of 1000 characters including spaces.

To be filled in by the Applicant.

Justify the compliance of the activities undertaken during the implementation of the Grant with the principle of equal opportunities and non-discrimination. Specify how the product to-be-commercialised will fit into the implementation of the principle of equal opportunities and non-discrimination, justify the compliance of the project with the principle of equality between women and men.

(The information provided in this field will be assessed under Criterion: The grant complies with the horizontal principles of equal opportunities and non-discrimination).

Justification of the Grant's compliance with the Charter of Fundamental Rights (CFR)

Maximum of 1000 characters including spaces.

To be filled in by the Applicant.

Justify the compliance of the activities undertaken during the implementation of the Grant with the principles of the Charter of Fundamental Rights (Articles 1-5, Articles 6-19, Articles 20-26, Articles 27-38)

(The information provided in this field will be assessed under Criterion: The Grant is compliant with the Charter of Fundamental Rights).

Justification of the Grant's compliance with the Convention on the Rights of Persons with Disabilities (CRPD)

Maximum of 1000 characters including spaces.

To be filled in by the Applicant.

Justify the compliance of the activities undertaken during the implementation of the Grant with the principles of the Convention on the Rights of Persons with Disabilities.

(The information provided in this field will be assessed under Criterion: Grant is compliant with the Convention on the Rights of Persons with Disabilities).

Subsection 3/3: Contact person for Grant assessment on behalf of the Applicant

At the Application stage, you must designate a contact person for the FNP during the Application assessment process. This should be a person who will be available on an ongoing basis for questions, additions, provision of necessary information and documents about the Application and the Grant. Failure to provide the correct contact may significantly hinder or prevent the process of evaluating your Application.

Name	<i>To be filled in by the Applicant.</i>
Surname	<i>To be filled in by the Applicant.</i>
Academic degree	<i>To be filled in by the Applicant.</i>
E-mail	<i>To be filled in by the Applicant.</i>
Phone number	<i>To be filled in by the Applicant.</i>

NOTE: Once you have filled in all the required fields, use the "Save" button and then Proceed to the next section of the Application using the "Go to next" button.

2. Section 2: Applicant

In this section you provide basic information about the Applicant, i.e. Research Organisation where the Grant will be implemented.

(The information provided in this section will be assessed under Criterion: Eligibility of the Applicant).

Subsection 1/1: Applicant - Research Organisation

Institution name	<i>Maximum of 500 characters including spaces.</i> <i>To be filled in by the Applicant.</i> <i>Provide the full name of the Research Organisation as used in the registration documents.</i>
TAX Number (NIP)	<i>To be filled in by the Applicant.</i>
Legal form	Drop-down list
	<p>Note: if you select "Other entities carrying out scientific activities on a self-contained and continuous basis" remember to include the relevant statement in section 8.</p>
Form of ownership	Drop-down list

Country	<i>Drop-down list</i>
Postal code	<i>Specify code 00-000</i>
City	<i>To be filled in by the Applicant.</i>
Street	<i>To be filled in by the Applicant.</i>
Building number	<i>To be filled in by the Applicant.</i>
Premises number	<i>To be filled in by the Applicant (if applicable).</i>
E-mail	<i>To be filled in by the Applicant.</i>
Phone number	<i>To be filled in by the Applicant.</i>
Website	<i>To be filled in by the Applicant.</i>
Other postal address	<i>Select Yes or N</i>
Postal code	<i>Specify code 00-000.</i>
City	<i>To be filled in by the Applicant.</i>
Street	<i>To be filled in by the Applicant.</i>
Building number	<i>To be filled in by the Applicant.</i>
Premises number	<i>To be filled in by the Applicant (if applicable).</i>
E-mail	<i>To be filled by the Applicant.</i>
Phone number	<i>To be filled by the Applicant.</i>

NOTE: Once you have filled in all the required fields, use the "Save" button and then proceed to the next section of the Application using the "Go to next" button.

3. Section 3: The team

In this section you provide data on the Scientific Leader, Business Leader and Technology Transfer Support.

Each member of the Team is required to fill in data about themselves individually.

Subsection 1/3: Scientific Leader

To be filled in by the Scientific Leader.

Names	<i>To be filled in by the Scientific Leader.</i>
Surname	<i>To be filled in by the Scientific Leader.</i>
Academic degree	<i>To be filled in by the Scientific Leader.</i>
Date of birth	<i>To be filled in by the Scientific Leader.</i>
Gender	<i>Drop-down list</i>
Nationality	<i>Drop-down list</i>
Polish citizenship	<i>Select Yes or No.</i>
Country of residence	<i>Drop-down list</i>
E-mail for correspondence	<i>To be filled in by the Scientific Leader.</i>

Phone number
To be filled in by the Scientific Leader.
Research Organisation
Maximum of 300 characters including spaces.
To be filled in by the Scientific Leader.
Provide the name of the Research Organisation, as stated in its Articles of Association, in which you are employed at the date of the Application.
Organisational Unit
Maximum of 300 characters including spaces.
To be filled in by the Scientific Leader.
Provide the name of the Organisational Unit within the Organisation where you are employed the date of the Application.
Narrative resumé
Maximum of 1500 characters including spaces.
To be filled in by Scientific Leader.
In this section, describe your educational background and key experience relevant to the subject of the Grant. Provide specific examples of achievements in the area that is central to the Grant.
(The information provided in this field will be assessed under Sub-criterion: Team).
Why are you joining the PRIME Project?
Maximum of 500 characters including spaces.
To be filled in by Scientific Leader.
What guided you in your decision-making? What results would you like to achieve? What are your expectations from the PRIME Project?

NOTE: Once you have filled in all the required fields, use the "Save" button and then proceed to the next sub-section of the Application called "Business Leader".

Subsection 2/3: Business Leader

To be filled in by the Business Leader.

Names
To be filled in by the Business Leader
Surname
To be filled in by the Business Leader
Academic degree
To be filled in by the Business Leader
Date of birth
To be filled in by the Business Leader

Gender	<i>Drop-down list</i>
Nationality	<i>Drop-down list</i>
Polish citizenship	<i>Select Yes or No.</i>
Country of residence	<i>Drop-down list</i>
E-mail for correspondence	<i>To be filled in by the Business Leader.</i>
Phone number	<i>To be filled in by the Business Leader.</i>
Organisation	<i>Maximum of 300 characters including spaces.</i> <i>To be filled by the Business Leader.</i> <i>Provide the name of the Organisation, according to the registration documents, in which you are employed at the date of the Grant Application.</i>
Organisational Unit	<i>Maximum of 300 characters including spaces.</i> <i>To be filled by the Business Leader.</i> <i>Provide the name of the Organisational Unit within the Organisation where you are employed at the date of the Application.</i>
Narrative resumé	<i>Maximum of 1500 characters including spaces.</i> <i>To be filled in by the Business Leader.</i> <i>In this section, describe your background and key experience relevant to the subject of the Grant. Provide specific examples of your experience necessary to develop a commercialisation strategy and bring a new solution to market.</i> <i>(The information provided in this field will be assessed under Sub-criterion: Team).</i>
Why are you joining the PRIME Project?	<i>Maximum of 500 characters including spaces</i> <i>To be filled in by the Business Leader.</i> <i>What guided you in your decision-making? What results would you like to achieve? What are your expectations from the PRIME Project?</i>

NOTE: Once all the required fields have been filled in, use the "Save" button and then proceed to the next sub-section of the Application called "Technology Transfer Support".

Subsection 3/3: Technology Transfer Support

To be filled in by the Technology Transfer Support.

Names	<i>To be filled in by the Technology Transfer Support.</i>
Surname	<i>To be filled in by the Technology Transfer Support.</i>
Academic degree	<i>To be filled in by the Technology Transfer Support.</i>
Date of birth	<i>To be filled in by the Technology Transfer Support.</i>
Gender	<i>Drop-down list</i>
Nationality	<i>Drop-down list</i>
Polish citizenship	<i>Select Yes or No.</i>
Country of residence	<i>Drop-down list</i>
E-mail for correspondence	<i>To be filled in by the Technology Transfer Support</i>
Phone number	<i>To be filled in by the Technology Transfer Support</i>
Organisation	<i>Maximum of 300 characters including spaces.</i> <i>To be filled in by the Technology Transfer Support.</i> <i>Provide the name of the Organisation, according to the registration documents, in which you are employed at the date of the Grant Application.</i>
Organisational Unit	<i>Maximum of 300 characters including spaces.</i> <i>To be filled by the Technology Transfer Support.</i> <i>Provide the name of the Organisational Unit within the organisation where you are employed at the date of the Application.</i>
Narrative resumé	<i>Maximum of 1500 characters including spaces.</i> <i>To be filled by the Technology Transfer Support.</i> <i>In this section, describe your educational background and key experience relevant to the subject of the Grant. Provide specific examples of your competence in intellectual property protection and commercialisation of solutions.</i> <i>(The information provided in this field will be assessed under Sub-criterion: Team).</i>

Why are you joining the PRIME Project?

Maximum of 500 characters including spaces.

To be filled by the Technology Transfer Support.

What guided you in your decision-making?
What results would you like to achieve? What
are your expectations from the PRIME Project?

NOTE: Once you have filled all the required fields, use the "Save" button and then proceed to the next section of the Application using the "Go to next" button.

SECTIONS 4-5-6: Each team member is responsible for the substantive complete completion of the information as it relates to their own role in the team, i.e. Scientific Leader in the "Scientific Potential" section, Business Leader in the "Market Potential" section, Technology Transfer Support in the "Intellectual Property" section.

4. Section 4: Scientific Potential

To be filled in by the Scientific Leader in consultation with the Business Leader and the Technology Transfer Support. In this section of the Application, you describe what the commercialisation subject you intend to develop under the Grant is, the state of the art of the commercialisation subject, explain on what scientific basis the commercialisation subject is based, define innovation, identify the necessary resources and indicate the risks associated with the implementation of the Grant. We will use this information to **assess the scientific quality and innovativeness of the proposal**.

Commercialisation subject

Maximum of 500 characters including spaces.

Name and define the commercialisation object (but not the scientific result) that you intend to develop in the Grant. By commercialisation object we mean anything that you intend to make an object of sale/commercialisation. Indicate its main technical features. Remember that you, as the Scientific Leader, must be the creator or co-creator of the intellectual property that is the scientific basis of the commercialisation object.
Use a popular science style that can be understood by an audience outside the field.

(The information provided in this field will be assessed under Sub-criterion: Scientific quality of the solution).

State of the art

Maximum of 2000 characters including spaces.

Identify the current state of knowledge that provides the background for your commercialisation subject in its field. Make your analysis based on the current, comprehensive, available scientific and technical literature (ignoring your own work/publications), patents and competing technologies. Review existing research, patents and available solutions in the field of your commercialisation subject based on reliable and trusted sources.

(The information provided in this field will be assessed under Sub-criterion: State of the art).

Scientific basis of the commercialisation subject Maximum of 2000 characters including spaces.

Present the results of previous research underpinning your product and demonstrate that they are relevant to the presented object of commercialisation and the achievement of the intended purpose.

(The information provided in this field will be assessed under Sub-criterion: Scientific quality of the solution).

Development stage of the subject of the Grant Maximum of 3000 characters including spaces.

What steps have been taken so far to validate the solution and test its potential and commercial application? Indicate the scientific achievements that prove a certain level of sophistication.

When answering, consider whether the product has already been tested? Has the product gone through a validation phase, including real-world testing?

Does your product already have a prototype and key features? If not, indicate the estimated time and necessary steps needed to create a product demo. Indicate specific scientific achievements confirming the level of sophistication of the solution.

Present a plan indicating the steps needed to reach the prototype (or MVP) stage.

(The information provided in this field will be assessed under Sub-criterion: Development and validation stage of the subject of commercialisation).

Innovation of the solution Maximum of 2000 characters including spaces.

Provide evidence of the innovativeness, originality and breakthrough of your commercialisation subject. Explain and demonstrate how your research is making a significant difference in the field. Compare your research findings with similar ongoing research or existing technologies in the world. State how your approach is superior to those present in the market and what new capabilities the solution provides.

(The information provided in this field will be assessed under Sub-criterion: Innovation of the solution).

External resources required

Maximum of 1000 characters including spaces.

Describe any necessary external resources needed to implement the Grant (e.g.: access to apparatus, servers, computing space, specialised technology, necessary software). Do you have secured access to these and if so, how.

(The information provided in this field will be assessed under Sub-criterion: Access to resources necessary to achieve the purpose of the Grant).

Implementation risk analysis

Maximum of 1000 characters including spaces.

Analyse the identified risks and include potential opportunities related to the achievement of the Grant objective. Describe their probability of occurrence (low, medium, high) and their potential impact on the feasibility of the Grant.

Suggest specific actions that will be taken to minimise the risks described and to take advantage of the opportunities.

(The information provided in this field will be assessed under Sub-criterion: Risks in the implementation of the Grant and how to manage them)

NOTE: Once you have filled all the required halves, use the "Save" button and then proceed to the next section of the Application using the "Go to next" button.

5. Section 5: Market potential

To be completed by the Business Leader in consultation with the Scientific Leader and the Technology Transfer Support. In this Section of the Application, you present the market potential of the proposed product/solution. We will use this information to assess the market readiness of the proposed commercialisation subject and the realistic chances of bringing it to market under the market quality criterion.

Problem solved within the product

Maximum of 1000 characters including spaces.

Explain what problem the product being developed in Grant solves and provide evidence to support this claim.

(The information provided in this field will be assessed under Sub-criterion: Problem solved and evidence of market demand).

Market competitive advantage

Maximum of 1000 characters including spaces.

Divide your answer into two parts: in the first, create a list of direct and indirect competitors and in the second, include market advantages. Describe how your product differentiates itself from existing solutions, indicate what its unique special features are that give it a competitive advantage, and provide evidence of the relevance of these features to your model audience.

(The information provided in this field will be assessed under Sub-criterion: Market advantage).

Characteristics of the model recipient

Maximum of 1000 characters including spaces.

Introduce the model recipient, i.e. the direct paying customer who will use your product. What market does the model recipient represent? What are the recipient's needs or problems that your product is intended to solve, and what benefits does it bring? Why is this particular audience profile the most appropriate for this product? Justify your choice. Provide evidence to support the assumptions described.

(The information provided in this field will be assessed under Sub-criterion: Model Recipient).

Proposed commercialisation strategy

Maximum of 2500 characters including spaces.

Identify the most appropriate commercialisation pathway for the current product vision and justify your choice. Describe the steps necessary to implement this strategy. Take into account the resources available and the specifics of the object of commercialisation and the market.

Provide evidence of the feasibility of the strategy within the timeframe of the PRIME grant (Phase I, Phase II, Phase III)

(The information provided in this field will be assessed under Sub-criterion: Commercialisation Strategy).

Market risk analysis

Maximum of 1000 characters including spaces.

Analyse the market risks associated with the implementation of the Grant and describe the likelihood of their occurrence (low, medium, high) and their potential impact on the feasibility of the Grant and the market success of the product. Suggest specific actions that will be taken to minimise the identified risks.

In your analysis, consider the strengths, opportunities, weaknesses and threats associated with the market aspects of the product.

(The information provided in this field will be assessed under Sub-criterion: Market Risk analysis).

NOTE: Once you have filled in all the required fields, use the "Save" button and then proceed to the next section of the Application using the "Go to next" button.

6. Section 6: Intellectual property

To be filled in by the Technology Transfer Support in consultation with the Scientific Leader and the Business Leader. In this section you describe what the contributed intellectual property is, what access you have to the intellectual resources necessary to fulfil the purpose of the Grant and to introduce it to the market. Indicate whether other organisations/persons may have rights to the invention or any of the technology used to make it work that you have previously developed, so that agreements can be made with them for protection rights and further exploitation. This description will be used to verify that you have all the necessary rights to freely implement the Grant and achieve its objectives.

Contributed intellectual property (so-called Background IP) *Maximum of 2000 characters including spaces.*

Describe any existing contributed intellectual resources necessary for the implementation of the Grant and the commercialisation of its results, indicating who owns them and on what basis the Applicant has the right to use them for the Grant and future commercialisation. Describe whether and how the contributed intellectual property is protected.

Remember that Background IP is all intellectual property relating to the subject matter of the commercialisation created prior to the execution of the Grant.

Examples of Background IP: know-how, patents, trademarks, utility models, copyrights e.g. on databases.

(The information provided in this field will be assessed under Sub-criterion: Intellectual Property).

Disclosures

Disclosures may be written, oral or otherwise.

Written disclosures: e.g. any previous and planned written publications presenting the invention or data related to the invention (publications/ abstracts/ posters/ dissertations/ electronic way/ others); list them with dates.

Oral disclosures: e.g. any past and planned oral disclosures of the invention (e.g. presentations at internal or external seminars, disclosure to the company under a non-disclosure agreement, private conversations, etc.) and any demonstrations of the invention; list these with dates.

Other disclosures: all past and planned disclosures, irrespective of the manner of disclosure, which may be indirectly related to the presented invention; list them with dates.

Disclosure(s) analysis

Maximum of 1500 characters including spaces.

Describe whether the intellectual resources indicated have been subject to disclosure. If yes or if you are not sure, describe under what circumstances this has or may have occurred. Consider:

- *have the results underlying the product ever been presented?*
- *has a sample/ demonstration/prototype been made available?*
- *Was/is the product used by someone outside the home laboratory?*

(The information provided in this field will be assessed under Sub-criterion: Intellectual Property).

Intellectual Property protection strategy

Maximum of 1500 characters including spaces.

Describe how you protect intellectual property related to the subject of the commercialisation and what steps you intend to take in the future to protect further results and knowledge generated under the Grant. Remember to include in your description the relevant forms of intellectual property protection, e.g. patents, licences, copyrights, industrial designs or business secrets.

Indicate what aspects of the commercialisation subject require special protection and why. Explain how a protection strategy will help to commercialise the project.

(The information provided in this field will be assessed under Sub-criterion: Intellectual Property).

Sources of funding for projects that led to the creation of the Background IP

Maximum of 1000 characters including spaces.

Filled by the Technology Transfer Support.

Indicate the sources of funding for the research that led to the outputs and intellectual resources required for the Grant (examples of funding sources: Government and EU grants, own funding from universities and research institutions, private investment, own funds). Provide project numbers (if applicable) and periods of implementation.

(The information provided in this field will be assessed under Sub-criterion: Intellectual Property).

Constraints and possible obstacles to development/achievement of the objective

Maximum of 2000 characters including spaces.

Describe the identified constraints and obstacles to achieving the commercialisation objective and plan in the context of intellectual property.

Examples of restrictions: sources of funding, disclosure, legal and regulatory, obligations to disseminate results and associated restrictions on intellectual property protection, licensing and ownership restrictions, obligations to private investors and others.

(The information provided in this field will be assessed under Sub-criterion: Intellectual Property).

External intellectual assets required

Maximum of 2000 characters including spaces.

Describe what external intellectual assets are needed to implement the Grant and commercialise the product. Include, for example, patents, licences, know-how or other forms of intellectual property.

(The information provided in this field will be assessed under Sub-criterion: Intellectual Property).

NOTE: Once you have filled in all the required fields, use the "Save" button and then proceed to the next section of the Application using the "Go to next" button.

7. Section 7: Budget

In this section, you provide a proposed budget for the Grant broken down by funding period including unit rates, Business Travel Costs and a schedule of tasks to be carried out in the Grant, milestones along with a description of the tasks of the Scientific Leader, Business Leader and Technology Transfer Support. This information will be used to assess the feasibility of the Grant in terms of planning and funding.

Subsection 1/4: Grant budget

To be filled in by the Applicant.

(The information provided in this field will be assessed under Criterion: The Applicant has not exceeded the Grant amount limit specified in Article 41(6) of the Implementation Act and Sub-criterion: Timeframe and Budget).

Grant implementation period	<i>Date automatically generated.</i>
Accounting periods	<i>Date automatically generated.</i>
Grant budget	<i>The value of the unit rate was set automatically, i.e. PLN 117.</i>
Phase I - 1. Grant staff - number of unit rates	<i>To be filled in by the Applicant.</i>

In this field, specify the number of unit rates provided for in the Grant. To do this, click on the "Edit" box, which will activate the relevant boxes for entering the number of hourly unit

rates. Once you have filled the action, click on the "Save" field.

Remember that a value of at least 1 must be entered in each field.

The available maximum total of the number of unit rates for Phase I is 597.

Phase I - Total value (number of unit rates x unit rate value)

Field automatically recalculated.

Phase II - 1. Grant staff - number of unit rates

To be filled in by the Applicant.

In this field, specify the number of unit rates. To do this, click on the "Edit" field, which will activate the relevant fields for entering the number of hourly unit rates. Once you have completed the action, click on the "Save" field. As a general rule, each field must have a value of at least, nevertheless, if you assume the implementation of the Grant in Phase II e.g. only during 2 settlement periods then enter a value of 0 in the fields period V and period VI.

The available maximum total of the number of unit rates for Phase II is 1915.

Phase II - Total value (number of unit rates x unit rate value)

Field automatically recalculated.

Phase II – 2. Business Travel Costs

To be filled in by the Applicant.

In this field, specify the costs of the necessary Business Travel Costs. To do this, click the "Edit" box, which will activate the appropriate boxes for entering the costs of the Business Travel Costs in the correct period of the Grant. When you have completed the steps, click the "Save" box.

As a general rule, each field must be greater than 1. However, if you assume the implementation of the Phase II Grant e.g. only over 2 settlement periods then enter a value of 0 in the Period V and Period VI fields.

The maximum total amount of a Business Travel Costs is 20,000 PLN.

Summary budget by accounting period

Phase I Total

The correct costs for each period and together calculated automatically.

Phase II Total

The correct costs for each period and together calculate automatically.

Budget Summary by Phase Total

The relevant costs for each Phase and together calculate automatically

NOTE: Once you have filled all the required fields, use the "Save" button.

Subsection 2/4: Tasks timeframe

There is a separate tab for each accounting period, which can be expanded and completed according to the instructions below. Describe all the planned work for each phase. The planned work must be consistent with the purpose and resources of the Grant and be realistic and properly planned, adequately described taking into account the complementary tasks of the individual Team members.

The tasks of individual team members must be assigned to them, justified and reflect their roles in the Grant. The timetable of tasks must be realistic and the different stages adequately described taking into account the complementary tasks of the individual team members.

(The information provided in this sub-section will be assessed in Sub-criterion: Timeframe and Budget).

Tasks of the Scientific Leader	<p><i>Maximum of 500 characters including spaces.</i></p> <p><i>To be filled in by the Scientific Leader.</i></p> <p><i>Describe all the planned activities within the given financial period specific to Scientific Leader.</i></p> <p><i>Define and parameterise the tasks. A parameter could be, for example, participation in a training course or the creation of a research report.</i></p>
Tasks of a Business Leader	<p><i>Maximum of 500 characters including spaces.</i></p> <p><i>To be filled in by Business Leader.</i></p> <p><i>Describe all the planned work within a given pay period specific to the Business Leader.</i></p> <p><i>Define and parameterise the tasks. A parameter could be, for example, to create a market report or to interview the market.</i></p>
Tasks of the Technology Transfer Support	<p><i>Maximum of 500 characters including spaces.</i></p> <p><i>To be filled in by the Technology Transfer Support.</i></p> <p><i>Describe all the planned work within the relevant pay period specific to the Technology Transfer Support.</i></p> <p><i>Define and parameterise the tasks. Parameterisation could be, for example, participation in training on technology transfer or the creation of a sales offer for the commercialisation object.</i></p>

Subsection 3/4: Milestones

To be filled in by the Applicant.

(The information provided in this sub-section will be assessed in Sub-criterion: Timeframe and Budget).

Milestone Phase I	<p>Maximum of 700 characters including spaces.</p> <p>To be filled in by the Applicant.</p> <p>Name the milestone planned in the Phase I Grant that is being realised. Indicate what needs to happen for the milestone to be considered achieved and realised.</p>
Milestone Phase II	<p>Maximum of 700 characters including spaces</p> <p>To be filled in by the Applicant.</p> <p>Name the milestone planned for Phase II of the Grant that is being realised. Indicate what needs to happen for the milestone to be considered achieved and realised.</p>

NOTE: Once all the required fields have been filled in, use the 'Save' button.

Subsection 4/4: Indicators

Identify the planned indicators within a phase. Indicators are measurable elements that are used to assess the extent to which the Grant is being implemented. They help to monitor progress, evaluate the effectiveness of activities and demonstrate the achievement of intended results.

(The information provided in this sub-section will be assessed in Criterion: Grant implementation indicators.)

Unit rates	<p>To be filled in by the Applicant.</p> <p>Hourly unit rates are an indicator set automatically in correlation with the Grantee's assumed schedule.</p>
Number of market interviews	<p>To be filled in by the Applicant.</p>

According to the Grant Agreement, the number of market interviews conducted for Phase I is a minimum of 20, and for Phase II a minimum of 20 (for 1 or 2 accounting periods) or a minimum of 40 (for 3 or 4 accounting periods).

Number of mentoring sessions

To be filled in by the Applicant.

According to the Grant Agreement, the number of mentoring sessions for Phase I is a minimum of 4 and a maximum of 20, and for Phase II a minimum of 6 and a maximum of 24 (for 1 or 2 accounting periods) or a minimum of 12 and a maximum of 48 (for 3 or 4 accounting periods).

NOTE: Once you have filled in all the required fields, use the 'Save' button.

NOTE: Separate fields are provided for each accounting period of the Grant to enter justification of expenditure. Each accounting period shall be appropriately dated in accordance with the Grant budget.

NOTE: Once you have filled in all the required fields, use the "Save" button and then proceed to the next section of the Application using the "Go to next" button.

8. Section 8: Annexes and declarations

Subsection 1/5: Mandatory annexes

(The information provided in this sub-section will be assessed in the Criterion: The application has been submitted in accordance with the requirements and the Scientific Leader is the creator/co-creator of the intellectual property underlying the subject of the commercialisation).

Declaration of the Scientific Leader
Mandatory annex

Annex "Declaration of Scientific Leader" in .pdf format according to the template. The attachment must be signed by the Scientific Leader.

(The information provided in this field will be assessed under criterion: The application has been submitted in accordance with the requirements).

(The information provided in this field will be assessed under the Criterion: Scientific Leader is the creator/co-creator of the intellectual property underlying the subject of the commercialisation).

Declaration of the Business Leader

Mandatory annex

Annex "Declaration Business Leader" in .pdf format according to the template. The attachment must be signed by the Business Leader

(The information provided in this field will be assessed under Criterion: The application has been submitted in accordance with the requirements).

Declaration of the Technology Transfer Support

Mandatory annex

Annex "Declaration of Technology Transfer Support Statement" in .pdf format according to the template. The annex must be signed by the Technology Transfer Support

(The information provided in this field will be assessed under Criterion: The application has been submitted in accordance with the requirements).

Applicant's declaration that they have access to the intellectual property necessary for the implementation of the Grant and the commercialisation strategy, and that they are willing to implement the commercialisation strategy defined by the Team

Mandatory annex

Annex "Applicant's declaration on access to intellectual assets necessary for the implementation of the Grant and commercialisation strategy and willingness to implement the commercialisation strategy defined by the Team" in .pdf format according to the template. The attachment must be signed by the Applicant. The only acceptable form of signature is a qualified electronic signature.

(The information provided in this field will be assessed under Criterion: The application has been submitted in accordance with the requirements).

NOTE: Once all the necessary files have been attached, click the 'Submit' button and then proceed to the next section of the Application.

Subsection 2/5: Optional annex

(The information provided in this sub-section will be assessed in the Criterion: The application has been submitted in accordance with the requirements)

Applicant's declaration of compliance with the criteria for a research and dissemination organisation

Optional Annex

Annex "Statement on meeting the criteria of a research and dissemination organisation" - in .pdf format according to the template. The annex must be signed by the Applicant. The only acceptable form of signature is a qualified electronic signature.

NOTE: Once the file has been selected, click the 'Submit' button and then proceed to the next section of the Application.

Subsection 3/5: Mandatory declaration by the Applicant

(The information provided in this sub-section will be assessed in the Criterion: The application has been submitted in accordance with the requirements).

I declare that the objective of the Grant for Phase I is to improve the competence of the Team, and for Phase II to verify the market potential of the commercialisation subject and to implement the commercialisation strategy.

Mark Yes.
(the only option to select)

NOTE: Once all required fields have been filleded, use the "Save" button and then proceed to the next section of the Application using the "Go to next" button.

Subsection 4/5: Selection of assessment panel

(The information provided in this sub-section will be assessed in the Criterion: The application has been submitted in accordance with the requirements).

Declaration of assignment of the Grant Application to an expert thematic panel in the assessment process due to the thematic affiliation area of the Grant.

Single-choice drop-down list:

1. Biological sciences
2. Chemical sciences
3. Mathematical and physical sciences
4. Medical science
5. Technical sciences
6. Computer sciences
7. Earth Sciences
8. Humanities, social sciences, law, economics.

The Applicant shall specify to which expert thematic panel related to one of the thematic areas it assigns its Grant Application and in that it will be assessed.

Subsection 5/5: Information clause

Data Controller

The administrator of the personal data of all individuals participating in the submission process for Grant Applications under the PRIME Project and the implementation of the Grant based on the submitted Grant Application (including applicants, participants, external entities, as well as those indicated in the Grant Application), as well as individuals authorized for ongoing communication in connection with the implementation of the Grant Agreement, which is processed for the purpose of their participation in the application process for support and the potential subsequent implementation of the Grant, is the Foundation for Polish Science (Fundacja na rzecz Nauki Polskiej), with its registered office in Warsaw, at Ignacego Krasickiego Street 20/22, 02-611 Warsaw, entered in the register of associations, other social and professional organizations, foundations, and independent public healthcare institutions, maintained by the District Court for the capital city of Warsaw, XIII Commercial Division of the National Court Register under the number KRS 0000109744, NIP 5260311952, REGON 012001533. The Controller processes all personal data listed in the Project funding application and other personal data indicated in the application documentation.

Data Protection Officer (DPO)

The Administrator has appointed a Data Protection Officer (DPO). You can contact the DPO in all matters concerning the processing of personal data via email at iodo@fnp.org.pl or by sending correspondence to the Administrator's registered address.

Purpose, Legal Basis and Duration of Processing

Personal data are processed for the purpose of grants' selection and implementing a grant funded by the European Union, based on the provisions of the Act of April 28, 2022, on the principles of implementing tasks financed from European funds for the 2021–2027 financial perspective, specifically for the purpose of evaluation and selection of the application for funding.

If funding is granted, data are processed for the purpose of:

entering into an agreement for the implementation of a grant,

its monitoring, evaluation, control, and audit of the Grant,

the assessment of informational and promotional activities,

the approval of reports and statements concerning the Grant, as well as its evaluation and financial settlement,

where applicable, the establishment, investigation, or defense of claims.

Personal data has been obtained from the Applicant, who completed the funding application in the FNP system, or it may be sourced from publicly available registers. The legal basis for the processing of personal data by the Administrator is the fulfillment 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 legal requirement, and failure to do so may result in a negative evaluation of the application or non-conclusion of the funding agreement.

Personal data will be processed in accordance with the regulations on the national archival resource and archives until the completion of all tasks related to the implementation and settlement of FENG 2021-2027, subject to laws that may provide for a longer period for conducting audits, as well as regulations concerning state aid, de minimis aid, and VAT.

Recipients of Personal Data

Personal data may be disclosed to the following categories of recipients: public authorities and entities performing public tasks or acting on behalf of public authorities, specifically: the European Funds Ombudsman; experts, mentors, reviewers – including those outside the European Union; the Audit Institution, European Union institutions, or entities to which the EU has delegated tasks related to the implementation of FENG 2021-2027, within the scope and for the purposes resulting from legal provisions; entities providing services necessary for FNP to carry out its tasks, including IT partners, entities providing technical or organizational support (these entities process data based on agreements with the Administrator and only in accordance with its instructions).

Personal data will be transferred to OXENTIA Limited, based in Thame (UK), which is a joint controller of personal data related to the Grant Personnel. The Administrator and OXENTIA Limited have concluded an agreement dated 12 November 2024 on joint controllership of personal data in order to implement the Project Partnership Agreement. The Administrator and OXENTIA Limited jointly conduct the Project, jointly determine the purposes and means of processing concerning the processing activities specified in the processing activity records, and are thus joint controllers under Article 26(1) of the GDPR.

The subject of joint administration includes the following personal data:

project personnel on the side of FNP (first name, last name, contact details),

project personnel on the side of grant recipients (data processed in the Wnioski 2023 system),

project personnel on the side of OXENTIA (first name, last name, contact details),

entrepreneurs (first name, last name, contact details),

external experts (first name, last name, contact details).

The joint controllers ensure that, in accordance with Article 24 of the GDPR, they have implemented technical and organizational measures aimed at ensuring and demonstrating the compliance of personal data processing with GDPR and UODO regulations, as well as applying security measures meeting GDPR requirements and subjecting them to reviews and updates. The data subject may exercise their rights under GDPR towards any of the joint controllers, according to their own choice. The joint controllers designate a single contact point for all requests related to personal data from the data subjects, namely: in the case of traditional postal contact, by sending a letter to: Foundation for Polish Science, I. Krasickiego Street 20/22, 02-611 Warsaw, and in the case of email contact, by sending an email to: iodo@fnp.org.pl.

Rights of Data Subjects

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

Access your data, including obtaining information on the scope of data we process and obtaining a copy of this data;

Modify and correct your data if there are no other legal objections to limiting its processing;

Completely delete your data ("right to be forgotten"), if there are no other legal objections;

Not be subject to automated decisions based on profiling;

Object to the processing of personal data if there are no other legal objections;

Restrict the processing of your data, if there are no other legal objections;

Transfer data to another Data Controller if the data are processed based on consent or a contract;

File a complaint with the President of the Personal Data Protection Office for improper data processing;

Withdraw consent at any time without affecting the lawfulness of processing carried out based on consent before its withdrawal (if the processing is based on consent).

Detailed information on how to exercise your rights can be found on the FNP website (www.fnp.org.pl), under the "Personal Data Protection" section.

By proceeding to edit the application, I declare that the individuals whose data are included in this form have been informed of this fact by providing information on the protection of personal data, as indicated in the above information clause.

9. Section 9: Verification and submission of Application

NOTE: At any stage of filling the Application, the Application can be generated and downloaded in .pdf format using the "Download Application" button in Section 2/3 "Generating and Downloading the Application" in Section 9 "Verification and Submission of the Application".

Please note that the IT system is not able to verify the application in terms of content. It suggests what kind of data should be included in particular fields and informs, e.g. about character limits (in the case of text fields) or budget limits (in the case of budget categories), but this is for information purposes only, so the final confirmation of the correctness of all information entered in the Application is up to you.

Subsection 1/3: Verification and Closure Application

The **Verification and Closure of the Application** subsection allows you to first of all check that the data has been entered, as described above, and then to close the Application by completing the editing of the data. Verification of the Application is available from the beginning of the completion process so that you have information on the progress of data entry into the system.

Moving to the Application **Verification and Closure** section when the Application has not yet been fully completed (there are unfilled fields) or if it contains data classified by the system as incorrect, always results in a message in the **Application Verification and Closure** sub-section that reads:

"Verification failed. Number of errors requiring correction: (numeric value). Without a positive verification result, the proposal cannot be closed."

In addition to the message, the system generates a summary from which you can see which sections have been verified as correct (marked 'OK' by the system) and in which there are errors. In the generated summary, for each section verified negatively, 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 an incorrect verification is as follows:

Verification failed. Number of errors requiring correction: 13. Without a positive verification result, the Application cannot be closed.

Errors in individual sections

1. Project information	OK	
2. Applicant	Number of errors to be corrected: 12	Show errors (button)
3. Team	OK	
4. Scientific potential	OK	
5. Market potential	OK	
6. Intellectual property	OK	
7. Budget	OK	
8. Annexes and declarations	Number of errors to be corrected: 1	Show errors (button)

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

1. Project information	OK
2. Applicant	OK
3. Team	OK
4. Scientific potential	OK
5. Market potential	OK
6. Intellectual property	OK
7. Budget	OK
8. Annexes and declarations	OK

When all sections are given the status "OK", the button "Finish editing data" will be activated. When the button is selected, editing will cease, making it impossible to make any further changes to the Application.

NOTE: Before completing the editing of the data, we recommend using the "Download Application" button. This button allows you to download an aggregated .pdf file at any stage of the Application without closing the Application. Using the "Download Application" button is not the same as closing the Application. Instead, downloading the bulk file allows you to check that all files attached to the system are technically correct. Files containing errors will prevent the creation of a bulk .pdf file, which will become an obstacle to the submission of the Application once the editing of the data is closed.

Subsection 2/3: Generating and download of Application

You can download the closed Application as an aggregated .pdf file using the 'Download Application' button. It may take a while for the system to generate the application. Attempts to speed up the process by refreshing the page or repeatedly using the 'Download Application' button, may hinder the system.

If any difficulties arise during the generation of the file, the system will display an appropriate message. A correctly generated Application, including the closing date of the Application, is ready to be signed using a qualified electronic signature by an authorised person.

Subsection 3/3: Attachment of a signed Application

Once you have finished editing the data, generate and download the final version of the Application with the closing date in .pdf format and sign it with a qualified electronic signature. Attach the signed application in section 3/3.

The application must be signed by a person authorised to represent the applicant research organisation. Most often, depending on the type of entity, it is the Rector (in the case of a university), the Director of the Institute (in the case of PAN) or another person from the organisation's management indicated in the statute or having an appropriate power of attorney to make declarations of will in the form of a grant application.

NOTES:

The application must be signed only on the closed version of the application, i.e. after the Application has been positively verified by the system and the "Finish data editing" button has been pressed, i.e. on the .pdf version downloaded after the application has been successfully edited and on which the application closure date is shown.

The signed Application must be submitted to the system using the appropriate module, which will become available when the .pdf file is generated. Submission of the application in the system is done via the "Submit Application" button. If the person signing the application is not the Head of the applicant organisation, an additional file must be attached, representing the authorisation to sign the application on behalf of the Applicant.

Before pressing the button, make sure that the file you are attaching is appropriate, as its use is the same as ending the application procedure. In the same module, upload the authorisation for the person who signed the application (if applicable).

The IT system will automatically generate a notification that the application has been submitted correctly and send it to the applicant's contact person at the e-mail address indicated in the application.

(The correct completion of the steps described in this Section will be assessed in the Criterion: The application has been submitted in accordance with the requirements).



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Dofinansowane przez
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Fundacja na rzecz
Nauki Polskiej