



NARODOWA AGENCJA  
WYMIANY AKADEMICKIEJ

NAWA CHAIR  
PROGRAMME REGULATIONS

Edition I  
for humanities, social and theological sciences

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## Table of contents

1.	<b>GENERAL INFORMATION ABOUT THE PROGRAMME</b> .....	3
1.1.	Programme objectives .....	3
1.2.	Basic terms and abbreviations .....	4
1.3.	Indicative Programme schedule .....	6
2.	<b>PROGRAMME TERMS</b> .....	6
2.1.	Eligible Applicants .....	6
2.2.	Visiting scientist .....	7
2.3.	Eligible activities .....	7
2.4.	Obligations of the Applicant .....	9
2.5.	Project implementation period .....	10
2.6.	Time and form of submitting applications .....	10
2.7.	Required information in the Application and annexes to the Application .....	11
2.8.	Research component .....	12
3.	<b>PROCEDURE OF ASSESSMENT AND SELECTION OF APPLICATIONS</b> .....	13
3.1.	Formal assessment .....	13
3.2.	Substantive assessment .....	14
3.3.	Ranking list and results of the call for proposals .....	17
3.4.	Publishing information on the results of the call for proposals .....	18
3.5.	Appeal procedure .....	18
4.	<b>AGREEMENT WITH THE APPLICANT</b> .....	19
5.	<b>FINANCING RULES</b> .....	19
5.1.	Period of eligibility of costs and expenses within NAWA financing .....	19
5.2.	Project budget and eligible costs within NAWA financing .....	20
5.3.	Ineligible costs within NAWA financing .....	20
5.4.	Funds disbursement rules within NAWA financing .....	21
5.5.	Documenting expenses and financial and accounting records within NAWA financing .....	22
5.6.	Public aid .....	23
6.	<b>PROJECT SETTLEMENT</b> .....	23
7.	<b>PROJECT CONTROL</b> .....	24
8.	<b>EVALUATION</b> .....	25
9.	<b>INFORMATION AND PROMOTION</b> .....	26
10.	<b>CHANGES TO THE REGULATIONS</b> .....	26
11.	<b>PERSONAL DATA PROTECTION</b> .....	27
12.	<b>APPLICANT'S FINANCIAL CAPACITY TEST</b> .....	29
13.	<b>CONTACT WITH NAWA</b> .....	29
14.	<b>LIST OF ANNEXES</b> .....	30

## 1. GENERAL INFORMATION ABOUT THE PROGRAMME

### 1.1. Programme objectives

Acting with the aim to strengthen the potential of Polish science and higher education through the exchange of scientists and international cooperation, the Polish National Agency for Academic Exchange announces the call for proposals under the NAWA Chair Programme.

The objective of the Programme is **to support the highest quality scientific-research and didactic activity carried out by Polish academic and scientific units by including world-class foreign scientists in these activities.**

The Programme is addressed to selected institutions of the higher education and science system, among others Polish universities, scientific institutes and research institutes. They will be able to invite to Poland outstanding specialists from their priority thematic areas, who will significantly **develop research of ground-breaking character**, strengthen the didactic activity and support these institutions in preparing applications for prestigious grants.

Under the Programme, it will be possible to employ scientists with outstanding international achievements from various countries all over the world for a period of 36-48 months and create a Project group for them.

The first edition of the Programme is open to **the fields of humanities as well as social and theological sciences**. NAWA will announce editions for other fields of science in the following years.

Under the Programme the following cost items shall be financed or co-financed:

- 1) remuneration of the Visiting scientist together with the employer's costs,
- 2) remuneration for members of the Project group together with the employer's costs,
- 3) resettlement costs in the form of a one-off mobility allowance.

Ad. 1 and 2) NAWA **shall co-finance** the costs of remuneration of the Visiting scientist and members of the Project group up to the amount of 80% of these costs.

Ad 3) NAWA **shall finance** the lump sum costs of resettlement of the Visiting scientist **in full**.

The Programme also provides for the possibility of settlement of the costs of scientific research in the area of basic research (Research component) **financed from NCN funds**.

The allocation of funds in the call shall be **PLN 20,000,000**.

Project co-financing from the funds of the Polish National Agency for Academic Exchange may amount up to **PLN 3,000,000**. If the Project includes a Research component, the maximum funding may amount to **PLN 3,000,000** from NAWA funds and **PLN 400,000** from NCN funds.

## 1.2. Basic terms and abbreviations

- 1) **Agency, NAWA** – the Polish National Agency for Academic Exchange;
- 2) **Basic research** - research referred to in art. 4 item 2 point 1 of HES;
- 3) **Beneficiary** - entity specified in section 2.1. item 1, which received funding under the NAWA Chair Programme and concluded the project implementation agreement with NAWA;
- 4) **External expert** - person conducting, at the request of NAWA substantive assessments of applications submitted under the call for proposals for participation in the Programme. External expert conducts individual substantive assessment of the applications as a Reviewer or is a member of the Evaluation team;
- 5) **Project group** - group implementing the Project under the NAWA Chair Programme;
- 6) **Research component** - scientific research financed from NCN funds in accordance with the provisions of section 2.8. of the Regulations;
- 7) **NCN** – the National Science Centre (*Narodowe Centrum Nauki*);
- 8) **Programme** – NAWA Chair Programme;
- 9) **Project** - activities planned to be implemented under the Programme, described in the Application for participation in the Programme;
- 10) **Reviewer** - external expert who carries out individual substantive assessment of applications submitted under the call for proposals for participation in the Programme;
- 11) **Regulations** - Regulations of the NAWA Chair Programme;
- 12) **Agency's ICT system** - system in which selection and assessment of applications submitted by the Applicants is carried out and through which submission and assessment of Beneficiaries' reports is conducted;
- 13) **NCN's ICT system** - system in which selection of applications for financing of the Research component from NCN funds, assessment of applications and assessment of reports submitted by Beneficiaries are conducted; the system allows for communication and updating the status of the application during the assessment;

- 14) **Agreement** - agreement concluded between the Applicant and NAWA after obtaining a positive assessment of the Application and the NAWA Director's decision on the implementation and financing of the Project;
- 15) **Visiting scientist** - person coming to Poland under the Programme;
- 16) **Application** - form completed by the Applicant submitted in the call for proposals procedure under the Programme via the Agency's ICT system and containing information about the Project prepared by the Applicant;
- 17) **Applicant** - entity specified in section 2.1., which has submitted or is planning to submit Application for participation in the Programme;
- 18) **Evaluation team** - team consisting of external Experts appointed by the NAWA Director in order to conduct substantive assessment of applications within the scope indicated in the Regulations;
- 19) **HES** – the Act of 20 July 2018 - Higher Education and Science Law (i.e., Journal of Laws of 2020, item 85, as amended);
- 20) **PAS** – the Act of 30 April 2010 on the Polish Academy of Sciences (i.e., Journal of Laws of 2019, item 1183, as amended)
- 21) **RI** – the Act of 30 April 2010 on Research Institutes (i.e., Journal of Laws of 2019, item 1350, as amended)
- 22) **Own contribution of the Applicant/Beneficiary** - the amount constituting the difference between the costs of remuneration of the Visiting scientist together with the members of the Project group under the Project and co-financing of these costs by NAWA.

### 1.3. Indicative Programme schedule



## 2. PROGRAMME TERMS

### 2.1. Eligible Applicants

Applications for financing under the Programme may be submitted by entities planning to employ visiting scientists belonging to one of the following categories:

- 1) universities referred to in art. 7 item 1 point 1 of HES;
- 2) scientific institutes of the Polish Academy of Sciences, operating on the basis of PAS
- 3) research institutes operating on the basis of RI;
- 4) international scientific institutes established on the basis of separate legal acts operating on the territory of the Republic of Poland;
- 5) Polish Academy of Arts and Sciences (*Polska Akademia Umiejętności*);
- 6) institutes operating within the Łukasiewicz Research Network, referred to in art. 7 item 1 point 6b of HES;
- 7) other entities conducting mainly scientific activity in an independent and continuous manner, having a scientific category.

## 2.2. Visiting scientist

1. Visiting scientist may be a person who jointly meets the following conditions:
  - 1) is internationally recognised as a leader in his/her research area;
  - 2) is employed as a "full professor" in a country other than Poland;
  - 3) does not have Polish citizenship;
  - 4) at the time of submission of the Application and within 12 months prior to the announcement of the call for proposals, did not live or work<sup>1</sup> in Poland;
  - 5) may demonstrate min. 3 achievements from among the following:
    - a) in the period of 10 years prior to the announcement of the call for proposals managed completed research projects selected by way of competition,
    - b) in the period of 10 years prior to the announcement of the call for proposals was a beneficiary of prestigious support programmes for outstanding scientists, selected by way of a competition;
  - 6) in the period of 10 years prior to the announcement of the call for proposals, as the main author, published at least one scientific work **of ground-breaking character for the development of a given discipline** available in English;
  - 7) meets the additional criteria:
    - a) won an international prize or distinction,
    - b) has other significant academic achievements.

## 2.3. Eligible activities

1. The project includes research tasks, whereas the conducted research should be of ground-breaking character, important for the development of a science and conducive to the internationalization of the Applicant's scientific activity. The Project may additionally include didactic activities.

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<sup>1</sup> As work in Poland shall be regarded work performed on the territory of the Republic of Poland, including in particular:

- 1) employment under employment contract and similar contracts (provided that remuneration was paid under the contract);
- 2) conducting business activity registered on the territory of Poland;
- 3) employment based on civil law contracts, under which the Visiting scientist received remuneration which exceeded the amount of PLN 10,000 net during the year.

2. The Application under the Programme shall be submitted by the Applicant who plans to employ the Visiting scientist. The project shall be prepared by the Applicant in cooperation with the Visiting scientist.
3. The Visiting scientist shall be employed by the Beneficiary in an independent research and administrative position based on the employment contract in accordance with Art. 119 item 2 point 2 of HES throughout the entire Project implementation period, whereas the Visiting scientist should dedicate at least 50% of his/her scientific activity for the implementation of the Project. The Application should include the schedule of the Visiting scientist's stay in the Beneficiary's unit (time span of his/her stay for individual years).
4. The Applicant and the Visiting scientist shall plan in the Application creation of a Project group. The Project group should consist of at least four members, including at least two persons in the "post-doc" position. The Project group may also include doctoral students, technicians, supporting staff and employees responsible for the administrative service of the Project. The members of the Project group shall be employed by the Beneficiary on the basis of the employment contract. The head of the Project group shall be the Visiting scientist. Project group members have to be selected under the competition procedure<sup>2</sup>. The decisive person for selection of the Project group members shall be the Visiting scientist.
5. It is allowed not to create the Project group, if the type or scope of the conducted research does not require it. The above circumstance shall be subject to substantive assessment
6. During the Project implementation, the Beneficiary and the Visiting scientist shall be obliged to actively apply for research grants in national and international competitions.
7. In the case of receiving a research grant in a national or international competition from an institution other than NAWA, the Visiting scientist may receive additional remuneration under such grant in accordance with the regulations of the unit employing him/her and the grant institution. It is permissible to receive additional remuneration under the grant (e.g. in the form of a special project allowance, project bonus) or under civil law contracts. If the Visiting scientist is employed full-time in the Beneficiary's unit, his/her employment under the employment contract may not be increased above the full-time workload. In the case of persons employed in the Beneficiary's unit part-time, it shall be possible to work part-time complementarily – up to the full-time workload. The same rules shall be applied to other members of the Project group.

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<sup>2</sup> The competition procedure should be conducted taking into account the recommendations of the European Commission contained in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.



8. The condition of conclusion of the Project financing Agreement with NAWA shall be refraining by the Visiting scientist from taking up employment in Poland from the moment of submitting the Application until receiving the decision of the NAWA Director.
9. In the Application, the Applicant shall explain how it plans to continue cooperation with the Visiting scientist and the Project group after the end of the Project's financing.

#### 2.4. Obligations of the Applicant

In the case of obtaining financing for the Project, the Applicant shall be obliged to:

- 1) employ the Visiting scientist on the basis of the employment contract for the entire duration of the Project on an independent research and administrative position within the organizational structure of the unit (creation of a chair, research laboratory, research centre, etc.) The scan of the employment contract concluded between the Beneficiary and the Visiting scientist shall be sent to NAWA not later than within 30 days after its conclusion;
- 2) employ members of the Project group on the basis of the employment contract;
- 3) provide the Visiting scientist and the Project group with access to the research equipment and infrastructure enabling conducting the research planned in the Application, as well as providing necessary office and laboratory space;
- 4) provide administrative and financial support for the Project, including the support related to the arrival of the Visiting scientist and creation of the Project group;
- 5) support the Visiting scientist and the Project group in applying for financial resources for the implementation of the scientific research or development works, in obtaining required permits, opinions, approvals, including those regarding the application to relevant ethics committees;
- 6) participation in the Programme evaluation consisting in filling in evaluation surveys and participation in other evaluation activities conducted by NAWA, in accordance with the Regulations;
- 7) if a Research component is planned within the Project - to submit the application to NCN in order to receive funding, and, in the case of receiving the funding, to support the Visiting scientist and Project group in its implementation, as well as to provide administrative and financial support related to realization of this part of the Project.

## 2.5. Project implementation period

10. The Project may be implemented for a period not shorter than **36 months** and not longer than **48 months**. The Project start and end dates shall be set by the Applicant.
11. Implementation of the Project may start not earlier than on 1 February 2021 and not later than on 31 October 2021.

## 2.6. Time and form of submitting applications

1. The call for proposals under the Programme shall be conducted **starting from 1 June 2020 until 31 July 2020, until 3:00 PM** (Central European time - according to the official time in Poland) exclusively in electronic form in the Agency's ICT system. It will not be possible to submit the Application after this date.
2. Submission of the Application shall be possible after registration in the Agency's ICT system available at: <https://programs.nawa.gov.pl>.
3. The scope of the data required in the Application shall be specified in the Regulations and in the model application form available at: [www.nawa.gov.pl](http://www.nawa.gov.pl).
4. The Application with annexes shall be drafted in English, unless otherwise specified in the Application. The exceptions shall include: the power of attorney of the Applicant constituting annexes to the Application, the Applicant's registration documents and statements, which may be drafted in Polish.
5. One Applicant may submit several Applications under the Programme, as long as it is able to fund the implementation of all Projects within the scope of its own contribution, in the case that all the Applications receive NAWA funding.
6. Visiting scientist may be included in only one Application. If a Visiting scientist is included in more than one Application, only the Application submitted first shall obtain a positive formal assessment, and the subsequent ones shall be left without consideration.
7. Sending a completed Application together with all required annexes via the Agency's ICT system shall be acknowledged by the email constituting confirmation of submission of the Application. It shall be the Applicant's responsibility to check whether the operation of sending the Application has been completed correctly.
8. Submission of the Application shall mean acceptance of the Regulations

## 2.7. Required information in the Application and annexes to the Application

1. The Application shall include the scientific biography of the Visiting scientist comprising the following elements:
  - 1) education, the course of academic and scientific careers, including subsequent places of employment;
  - 2) list of completed and implemented research projects and support programmes for outstanding scientists whose beneficiary was the Visiting scientist, with the indication of projects and programmes meeting the requirement set out in section 2.2. item 1 point 5 of the Regulations;
  - 3) list of publications covering maximally 10 of the most important papers published within 10 years prior to the call for proposals, with the indication of publications meeting the requirement set out in Section 2.2. item 1 point 6 of the Regulations. For journals with "impact factor" the current five-year IF of the journal should be given or the value of the SiteScore indicator as well as the number of citations of individual publications without self-citations according to the Web of Science Core Collection or Scopus databases. Please provide the link to the electronic version of each publication (where possible);
  - 4) detailed description of the ground-breaking character of the indicated publication referred to in section 2.2. item 1 point 6 of the Regulations;
  - 5) total number of citations of all previous publications, excluding self-citations and H-index according to the Web of Science Core Collection or Scopus databases;
  - 6) brief description of currently conducted scientific research;
  - 7) information on prizes and awards, patents, membership in scientific committees of recognized international conferences, membership in recognized associations, international scientific or academic organizations as well as other important achievements.
  
2. The following documents (scans) have to be attached to the Application in the form of PDF files:
  - 1) 10 publications from the list contained in the curriculum vitae (section 2.7 item 1 point 3 of the Regulations), including the publication of ground-breaking character in English;
  - 2) certificate confirming employment of the Visiting scientist as a "full professor";
  - 3) commitment signed by the person authorized to represent the Applicant to employ the Visiting scientist and members of the Project group - the model document is attached as Annex 2 to the Regulations;

- 4) statement by the Visiting scientist on meeting the conditions referred to in section 2.2. item 1 points 3-4 of the Regulations and on the acceptance of the Regulations - model document is attached as Annex 3 to the Regulations;
- 5) the Applicant's registration document, unless it is available in an appropriate public register kept in electronic form, or other document confirming the authorization to act as the Applicant's representative;
- 6) power of attorney to submit the Application on behalf of the Applicant, if the Application is submitted by a person other than that indicated in the registration documents - model power of attorney constitutes Annex 4 to the Regulations. As the person submitting the Application shall be regarded the person to whom the account in the Agency's ICT system is assigned from which the Application was submitted.
- 7) statement on the absence of public aid (model document is attached as Annex 6 to the Regulations).

NOTE:

Annexes shall be uploaded in the system as PDF files not larger than 2 MB.

Attaching the scan of a document should cover the photo and attaching a document with a visible photo shall mean giving consent to the processing of personal data in this regard.

## 2.8. Research component

As part of the Project, the Applicant may plan the Research component up to the maximum amount of PLN 400,000 to be used by the Visiting scientist and the Project group within the first 18 months from the start of the Project. The Research component shall be financed by NCN and is intended solely to finance the basic research.

The Application submitted to NAWA should present the research plan and justification of the research costs.

The catalogue of eligible costs under the Research component constitutes Annex 5 to the Regulations. The circumstance whether the research planned under the Research component belongs to the basic research shall be subject to substantive assessment. If the Evaluation team concludes that the above condition is not met, it is possible for the Project to receive funding after excluding the costs of the Research component.

The Research component in the Application submitted to NAWA is optional.

Beneficiaries selected under the Programme, who planned the Research component in their Applications, shall be required to submit separate application to NCN under the call for proposals addressed exclusively to them. Such applications shall only be subject to formal assessment by NCN.

The application submitted in the NCN's ICT system shall contain the administrative part including the Beneficiary's data, data of the Visiting scientist, cost estimate of the Research component and the Application submitted to NAWA in PDF format. In the case of formally correct applications, the decision of the NCN Director on financing of the Research Component shall be issued and the agreement between the Beneficiary and NCN shall be concluded.

### 3. PROCEDURE OF ASSESSMENT AND SELECTION OF APPLICATIONS

Applications shall be subject to formal and substantive assessment. Only applications which meet formal criteria shall be submitted for substantive assessment.

#### 3.1. Formal assessment

1. Formal assessment of applications shall be carried out by NAWA.
2. Formal assessment shall include verification of the Application in terms of meeting the formal criteria set out in the Regulations, assessment of the budget in terms of its compliance with the Regulations and checking the completeness of the Application.
3. In the event of submitting an incomplete Application, NAWA shall request the Applicant to complete the deficiencies within 14 days from the date of receipt of the request, with the instruction that failure to complete it shall result in the Application being left without consideration. NAWA may also request the Applicant to provide additional documents or explanations. Information about the need to complete the Application or provide additional explanations shall be sent electronically as a notification from the Agency's ICT system to the Applicant's e-mail address provided in the Agency's IT system. It is possible to correct the Application once within a given scope.
4. Applications submitted after the deadline specified in the call for proposals or not meeting the formal requirements set out in the Regulations shall not be considered.
5. The form of communication with the Applicant shall be the Agency's ICT system, and the Applicant is obliged to regularly check the correspondence.
6. The Application may be rejected for formal reasons at a subsequent stage of assessment, after completion of the formal assessment.

### 3.2. Substantive assessment

2. Substantive assessment shall be carried out by the Evaluation team and the Reviewers. At the substantive assessment stage, the Application may receive a maximum of 100 points. The elements of the substantive assessment constitute the assessments by three foreign Reviewers (the arithmetic mean of the three assessments shall be taken into account) as well as the assessment by the Evaluation team consisting of Polish and foreign experts representing the fields of humanities, social sciences and theology.
3. The following criteria shall be taken into account when assessing Applications:

	Criterion	Maximum score		
		Reviewers	Score by the Evaluation team	Sum
1.	Scientific achievements as well as research and/or implementation works experience of the Visiting scientist	20	10	30
2.	Organizational potential and experience of the Applicant (institution) within the scope of projects implementation, including international cooperation, taking into account the manner of preparation of the Applicant for the reception of the Visiting scientist and implementation of the proposed Project	5	5	10
3.	The practical importance of employing the Visiting scientist and his/her Project group for: <ul style="list-style-type: none"> <li>• strengthening the Applicant's potential, including in the field of international scientific cooperation;</li> <li>• development of science in Poland and in the international dimension, including the expected impact on the</li> </ul>	15	10	25

	field/discipline of science represented by the Visiting scientist			
4.	The scientific value of activities planned within the Project implementation (scientific research, development works, implementations, grant applications to Polish and foreign institutions funding research, teaching or mentoring activities, etc.), including: <ul style="list-style-type: none"> <li>• planned results,</li> <li>• applied research tools and methods,</li> <li>• innovation and originality of the subject matter addressed</li> </ul>	15	10	25
5.	Project feasibility, including the use of resources owned by the Applicant, among others large research infrastructure (if applicable)	5	5	10
<b>Maximum score:</b>		60	40	100

3. Additionally, the correctness of planning the Research component (if applicable) shall be assessed:

6.	Whether the research provided for within the Research component (if planned in the Application) constitutes a part of the basic research?		YES/NO	YES/NO
7.	Assessment of the Research component budget in terms of its compliance with the eligible costs catalogue included in Annex 5 to the Regulations and the adequacy of the indicated cost items for the planned research, as well as the amount of the budget for the Research component (if applicable)		CORRECT/ INCORRECT/ MODIFICATION	CORRECT/ INCORRECT/ MODIFICATION

4. The substantive assessment shall consist of two stages:

**1) First stage: evaluation of applications made by three Reviewers**

The Reviewers appointed by the Evaluation team shall assess the Applications according to the criteria of substantive assessment no. 1-5, indicating the number of points and giving justification for the awarded score. In the summary, the Reviewers shall present the strengths and weaknesses of the Application.

**2) Second stage: evaluation by the Evaluation team**

After familiarizing themselves with the reviews, the Evaluation team shall indicate the number of points and provide justification for the awarded score in relation to criteria no. 1-5. The Evaluation team shall also assess the correctness of planning the Research component.

5. In justified cases, the Evaluation team may recommend reducing the amount of requested funding.
6. If it is found out that the Applicant has violated ethical principles or is unreliable in preparing the Application, at each stage of assessment, the Evaluation team may give the Application the 0 (zero) score, justifying such decision in relevant field of the Application assessment sheet. In such the case, the Application shall not be eligible for funding.



7. In the case of the Application qualified for funding, to which the Evaluation team awarded the score “NOT” or “INCORRECT” in relation to the Research component, it will not be possible to submit the application to finance the Research component to NCN. In the case of the Application qualified for funding, for which the Evaluation team recommended a modification of the Research component budget, the application submitted to NCN has to take this recommendation into account.
8. The data of the External experts conducting substantive assessment shall not be disclosed. NAWA annually publishes the alphabetical list of External experts participating in the assessment of Applications in a given calendar year jointly for all programmes.

### 3.3. Ranking list and results of the call for proposals

1. The Evaluation team shall determine the ranking list of Applications and the minimum point threshold for Applications recommended for funding.
2. The ranking list shall include:
  - 1) applications recommended for funding,
  - 2) applications not recommended for funding.

The Evaluation team may decide to prepare a reserve list for Applications that have received at least the minimum point threshold but have not received funding. Applications on the reserve list may receive funding if an Agreement is not concluded with an Applicant whose Application has been recommended for funding.

3. Based on the ranking list, the NAWA Director shall make the final decision on granting or refusing to grant funding for Applications submitted under the call for proposals. The NAWA Director may decide to refuse granting funds for Applications recommended for funding. The reasons for such refusal shall be in particular:
  - 1) organizational and legal changes of the Applicant’s entity threatening the correct implementation of the Project;
  - 2) the Applicant's default in obligations towards NAWA;
  - 3) receiving by NAWA information affecting the process of granting funds for the implementation of the Project;
  - 4) lack of financial resources.
4. The decision on granting or refusing to funding under the Programme shall be sent to the Applicant via the Agency's ICT system.

### 3.4. Publishing information on the results of the call for proposals

The list of entities that have been granted funding shall be posted on the NAWA's proprietary site in the Polish Public Information Bulletin (*Biuletyn Informacji Publicznej*).

### 3.5. Appeal procedure

1. In case of formal violations in the process of awarding the funds, the Applicant may request the NAWA Director to reconsider the case.
2. The request for reconsideration of the case may include reservations only as to the formal issues in the process of granting the funds, and not to the merits of substantive assessment. Submission of the request for reconsideration of the case for another reason may result in issuing the ruling stating that the request for reconsideration of the case is inadmissible.
3. The request for reconsideration of the case shall be submitted in writing within 14 days from the date of receipt of the decision to the NAWA Director, to the following address: Narodowa Agencja Wymiany Akademickiej, ul. Polna 40, 00-635 Warszawa, or electronically to NAWA's incoming e-mail address in the form of an electronic document bearing a qualified electronic signature (trusted signature, personal signature, or signature authenticated in a way that ensures the possibility of confirming the origin and integrity of verified data in electronic form).
4. Persons who have at any stage performed activities related to given Application, including those involved in its assessment, may not participate in considering the request for reconsideration of the case. NAWA Director may employ external experts to decide on such requests.
5. The Applicant may submit the complaint to the Provincial Administrative Court in Warsaw at: ul. Jasna 2/4, 00-013 Warszawa, against the ruling stating the inadmissibility of submitting the request for reconsideration of the case, or against the decision of the NAWA Director. The complaint shall be lodged through the Director of the Polish National Agency for Academic Exchange at: ul. Polna 40, 00-635 Warszawa, within 30 days from the date of delivery of the abovementioned decision or ruling.

## 4. AGREEMENT WITH THE APPLICANT

1. The Agreement with the Applicant shall be concluded on the basis of the final decision of the NAWA Director granting funds under the Programme.

2. In the decision granting the funds, the NAWA Director shall specify the activities and the deadline by which the Beneficiary should perform them under the pain of revoking this decision and resignation by NAWA from conclusion of the Agreement.
3. The Agreement, model of which constitutes Annex 1 to the Regulations, shall be bilateral and shall be signed between NAWA and the Beneficiary.

## 5. FINANCING RULES

The allocation of NAWA funds under the call for proposals shall amount to **PLN 20,000,000 (twenty million)**. NAWA reserves the right not to distribute the entire allocated amount within the call.

### 5.1. Period of eligibility of costs and expenses within NAWA financing

1. The period of costs and expenses eligibility shall be:
  - 1) the initial costs and expenses eligibility date - the date of conclusion of the Agreement;
  - 2) the final costs eligibility date - the end date of the Project implementation;
  - 3) the final expenses eligibility date - the end date of the term of the Agreement, i.e. 60 days from the date of completion of the Project.
2. It is possible to incur expenses before the start of the Project implementation, during the costs and expenses eligibility period indicated in point 1, in relation to expenses related to the resettlement of the Visiting scientist and his/her household members.
3. Expenses may be incurred within 60 days from the end of the Project's implementation, provided they relate to the costs of the Project's implementation period (e.g. payment of remuneration for the last month of the Project's implementation, payment of social security contributions, income tax advances, etc.).
4. If the Agreement is not concluded with the Beneficiary for reasons attributable to the Beneficiary, no reimbursement of costs incurred prior to the conclusion of the Agreement may be claimed.

### 5.2. Project budget and eligible costs within NAWA financing

1. The Programme requires the Applicant's own contribution constituting at least 20% of the remuneration costs within the Project (at least 20% of the remuneration of the Visiting scientist and at least 20% of the remuneration of the Project group).
2. NAWA shall finance 100% of the one-off mobility allowance.

3. The amount of funding allocated to the implementation of the Project by the Agency may amount to a maximum of PLN 3,000,000 (three million), assuming the maximum employment period of the Visiting scientist, which means 48 months.
4. Under the Project, the following cost items shall be eligible:
  - 1) co-financing of the Visiting scientist's remuneration, the co-financing amount may amount up to PLN 32,000 per month, taking into account the employer's costs (the so-called gross amount);
  - 2) co-financing of the Project group member's remuneration, while the total amount of co-financing for the Project group may amount up to PLN 30,000 per month, taking into account the employer's costs (the so-called gross amount). The Applicant and the Visiting scientist shall jointly determine the amount of remuneration of members of the Project group.
  - 3) resettlement of the Visiting scientist and his/her household members in the form of a one-off mobility allowance (lump sum) paid by the Beneficiary to the bank account of the Visiting scientist in the amount of:
    - a) PLN 12,000 - if he/she comes alone,
    - b) PLN 20,000 - if he/she comes with his/her household members, regardless of the number of the members.
5. The amounts of remuneration in the Project include the costs borne by the employer. These amounts comprise non-wage labour costs such as social security and health insurance contributions as well as other elements of remuneration financed by the employing entity, including all elements of remuneration provided for in the Beneficiary's remuneration regulations or other internal regulations.

### 5.3. Ineligible costs within NAWA financing

1. costs not mentioned in section 5.2;
2. the same costs financed from two different sources (double financing);
3. undocumented costs;
4. losses resulting from exchange rate differences, commissions connected with currency exchange, fees due to interest on the debit resulting from financial transactions;
5. costs reduced in the Project budget during the substantive assessment and indicated in the decision on financing issued by the NAWA Director;
6. costs of opening and operating a bank account.

#### 5.4. rules within NAWA financing

1. Payments under the Project shall be carried out by NAWA in the form of advance payments, based on the payment schedule constituting part of the Application.
2. The payment schedule shall be calculated in the Application based on the length of the Project implementation period provided by the Applicant, with the first payment constituting 25% of the whole NAWA financing. The schedule may be modified during the implementation of the Project based on the anticipated demand for financial resources.
3. The Applicant shall be obliged to open a separate bank account dedicated to all projects financed from NAWA funds.
4. The first payment shall be made within 30 days after the conclusion of the Agreement.
5. Subsequent advance payments provided for in the schedule shall be made within 30 days from the approval of the interim report.
6. Payments shall be made with the reservation of the availability of relevant funds for this purpose on the Agency's bank account.
7. The unused amount of the funds shall be reimbursed upon NAWA's request after the completion of the Project implementation.
8. If NAWA receives information on gross irregularities in the course of the Project implementation, the financing may be suspended until the matter is explained.
9. NAWA reserves the right to change the dates of advance payments. Such change shall depend on the availability of funds allocated to the Programme financing.
10. Interest accrued on the bank account shall be fully refundable to NAWA, at the latest by 15 December of each year, in the amount as at November 30, to the bank account indicated by NAWA, unless separate regulations provide otherwise. In the event that the bank account dedicated to the implementation of projects financed by NAWA ceases to be used, the reimbursement shall take place after the end of the last of the implemented projects. As the moment of the interest's reimbursement shall be regarded the moment of their crediting to the NAWA bank account.

#### 5.5. Documenting expenses and financial-accounting records within NAWA financing

1. The Beneficiary is obliged to keep separate financial and accounting records of funds received for the implementation of the Project, in accordance with the Accounting Act of 29 September 1994 (i.e., Journal of Laws of 2019, item 351, as amended) in the form which enables identification of individual accounting operations.
2. All expenses incurred under the Project have to be documented in accordance with the legal regulations related to accounting. Accounting evidence confirming incurring expenses have to be described at least with the number of the NAWA Agreement, the amount of eligible expenses incurred under the document, the purpose of incurring the expenses, the item number in the Project budget and the date of payment.
3. As factually incurred expenses shall be regarded expenses incurred and paid in cash, i.e. expenditure of cash from the Beneficiary's cash resources or bank account.  
As the date of incurring the expenditure shall be regarded:
  - 1) in the case of payments made by bank transfer: the date of debiting the account;
  - 2) in the case of payments made in cash: the date of incurring factual expenditure;
  - 3) in the case of payments made by credit card: the date of the transaction resulting in debiting the credit card account.
4. The Beneficiary (if requested to do so in the course of the checks or audits referred to in section 7 Project Control) has to provide relevant supporting documents which contain information on the declared costs, e.g. payrolls, statements, contracts and full records in the accounting books.
5. Additionally, the Beneficiary's usual accounting practices and internal control procedures have to ensure that the amounts declared may be reconciled directly with the amounts appearing in the Beneficiary's accounting reports and with the amounts indicated in the supporting documents.
6. Project documents and accounting evidence related to the implementation of the Project have to be kept at the Beneficiary's office for the period of 5 years from the date of completion of the Project. All evidence which confirm incurring costs under the Project implemented by the Beneficiary have to be made available to NAWA or institutions acting on its behalf for the purposes of checks or audits.

#### 5.6. Public aid

The Polish National Agency for Academic Exchange does not provide public or de minimis aid. The Applicant is obliged to submit the statement on the absence of public aid, model of which is attached as Annex 6 to the Regulations.

## 6. PROJECT SETTLEMENT

1. The Beneficiary shall submit annual interim reports and the final report. The model interim report and the final report are attached to the Agreement.
2. The interim report shall be submitted by 31 January of each year for the preceding year.
3. The final report shall be submitted during the term of the Agreement, i.e. within 60 days from the project completion date indicated in the Agreement.
4. Reports shall be assessed within 3 months from submitting the correct report by the Evaluation team appointed by the NAWA Director in terms of compliance of the Project implementation with the Agreement and the Application, with particular consideration of the achieved results.
5. For the settlement of the second interim report, the delivery of confirmation of submitting at least one grant application shall be required (excluding grants from the Beneficiary's institution and the application for the Research component submitted to NCN, if applicable).
6. The assessment of the interim report shall be aimed at determining whether continuation of the Project implementation shall lead to achieving the assumed results and objectives of the Project. Negative assessment of the interim report may constitute the basis for requesting the Beneficiary to return the funds received or for terminating the Agreement.
7. The Beneficiary shall be obliged to send to NAWA the list of publications which constitute the result of the implemented project within 12 months from the Project implementation end date.
8. If a required report is not submitted or an incomplete report is submitted, the Beneficiary shall be obliged to correct or supplement the report within 14 days from receiving relevant information. Failure to submit the report as well as to complete or correct it may constitute the basis for suspending financing, requesting the Beneficiary to return the funds received or terminating the Agreement.
9. The final report shall contain the final settlement of the awarded grant and the Beneficiary's own contribution.
10. If the amount of funds transferred to the Beneficiary exceeds the amount due based on the final report, the Beneficiary shall be obliged, upon NAWA's request, to refund the amount constituting the difference between the amount paid and the amount due.

## 7. PROJECT CONTROL

Each of the NAWA programmes' Beneficiaries may be subject to checks and audits. Checks and audits are aimed at verifying the correctness and compliance of managing the grant received by the Beneficiary with the provisions of the Agreement. The checks may have both substantive and financial character. The checks may be carried out by the Agency's employees or external experts.

In addition, NAWA may carry out an interim or final assessment of the Project results in order to determine to what extent the implementation of specific activities has contributed to the achievement of the determined Project's objective and whether the Beneficiary fulfils its obligations towards the Visiting scientist and Project group.

Each Project may be subject to the "desk-check" control of documents or to the on-the-spot check - at the Beneficiary's premises, if the Agreement was included in the statistical sample used for the control purposes required by the Agency or if NAWA selected it for the targeted control of documents in connection with risk assessment policy implemented by the Agency.

For the purposes of checking the report by way of the "desk-check" control of documents, the Beneficiary shall provide the Agency with copies of documents confirming spending the funds received (for cost items settled on the basis of real costs), unless NAWA requests original documents to be provided. After analyzing the original documents, NAWA shall return them to the Beneficiary. If the Beneficiary is not entitled under relevant provisions of law to send original documents for control purposes, it will be allowed to send copies of supporting documents.

The Beneficiary has to bear in mind that, for each check, NAWA may additionally request provision of supporting documents or evidence which is intended for a different type of control.

Individual types of control shall include:

1) Report control

Report control (substantive and financial) shall be carried out for each Project after submitting the report to the Agency via the ICT system. The control of the final report shall also be aimed at determining the final grant amount to which the Beneficiary shall be entitled.

2) "Desk-check" control of documents

"Desk-check" control of documents constitutes an in-depth control of additional supporting documents carried out at NAWA's office.

At NAWA's request, the Beneficiary has to provide additional supporting documents regarding the budget categories concerned.

3) Checks at the Beneficiary's premises (on the spot checks)



NAWA shall conduct such checks at the Beneficiary's premises or in another place related to the implementation of the Project. During the control, the Beneficiary shall provide NAWA with the original supporting documents required for the report control and the desk check control for their verification.

There are two types of checks in the place of project implementation:

- 1) Control at the Beneficiary's seat during the Project implementation

Such control shall be carried out during the Project implementation so that NAWA may directly verify the reality and eligibility of all Project activities and participants.

- 2) Control at the Beneficiary's seat after the end of the Project

Such control shall be carried out after the end of the Project and usually after the final report has been controlled.

In addition to presenting all supporting documents, the Beneficiary shall provide NAWA with access to the records of costs incurred under the Project included in the Beneficiary's accounting books.

NAWA also reserves the right to carry out a special check in each of the abovementioned forms. As the special check shall be understood an ad hoc control in the event of serious reservations to the Project implementation or in the event of NAWA becoming aware of irregularities occurring during the implementation.

The Beneficiary may also be subject to controls and audits conducted by administrative bodies.

## 8. EVALUATION

The Beneficiary and the Visiting scientist shall be required to participate in NAWA's evaluation of the Programme. Participation in the evaluation shall involve sending to NAWA three evaluation surveys (along with the second interim report, the final report and 12 months after the end of the Project). In addition, participation in the evaluation shall also include participation of the Beneficiary, the Visiting scientist and members of the Project group in separate evaluation studies commissioned by NAWA. It is assumed that the Beneficiary and members of the Project group may be invited to participate in the studies once during the Project implementation and once within 3 years after the end of the Project.

NAWA shall guarantee full confidentiality of opinions and information provided as part of the Programme evaluation. It shall also guarantee that the data obtained as part of the evaluation from the Beneficiary, the Visiting scientist or members of the Project group shall not have any impact on the terms of payment of the allocated funds.

The Beneficiary shall also be obliged to participate in evaluation studies conducted by the Ministry of Science and Higher Education on the principles set out by the Ministry of Science and Higher Education.

## 9. INFORMATION AND PROMOTION

1. The Beneficiary shall be obliged to place on all publications resulting from the Project implementation the information that it was financed by NAWA under the NAWA Chair Programme (full name in Polish or English), and in the case of Projects including the Research component financed by NCN also the information on funding by NCN (full name in Polish or English).
2. Publications and other results of the Project implementation, which do not indicate the Agency (and NCN in the case of projects including the Research component) as the institution financing the Project, shall not be regarded as the results of the Project implementation and shall not be taken into in the Project's settlement.
3. NAWA recommends publishing at least the author's version of publications resulting from the Projects financed by the Agency with open access.
4. Publications of the Project group members created during the Project implementation should have the Beneficiary's affiliation.

## 10. CHANGES TO THE REGULATIONS

1. NAWA reserves the right to change the Regulations also during the call for proposals, except for changes resulting in unequal treatment of Applicants, unless the necessity to introduce such changes results from the generally applicable provisions of law. The changes introduced shall be effective from the moment of their publication, made in an analogous manner as the announcement of the call for proposals. Applications submitted before the publication of the changes to the Regulations shall be re-submitted by the Applicant if their provisions do not comply with the introduced changes. NAWA shall notify all Applicants which submitted applications of the changes before their publication by sending information via the Agency's ICT system. At the same time, NAWA reserves the right to introduce changes to the Regulations, which have an orderly, clarifying character, as well as to correct obvious errors, without separately informing about such changes, subject to the publication of the Regulations including the introduced changes, which shall also be the moment from which they start to be applicable.
2. NAWA reserves the right to cancel the call for proposals, in particular in the event of significant changes of the provisions of law affecting the conditions of conducting the call for proposals, occurrence of force majeure or in other justified cases.

3. All information necessary for the proper conducting of the call for proposals shall be published by NAWA at: [www.nawa.gov.pl](http://www.nawa.gov.pl). It is recommended that entities interested in applying for funds under the call for proposals familiarize themselves with the information posted on the abovementioned page.

## 11. PERSONAL DATA PROTECTION

1. The personal data controller of persons representing Applicants, Beneficiaries, Visiting scientists, members of the Project group, contact persons and External experts shall be NAWA (NAWA Director in the case of the data processed in the Agency's ICT system).

The data shall be used to:

- 1) conduct the procedure of selection and evaluation of applications under the Programme,
  - 2) select the Applications which will receive funding and conclude the Projects' financing agreements,
  - 3) implement the concluded Project implementation Agreements,
  - 4) as well as for cooperation between NAWA and the Project participants, including cooperation aimed at promotion of the Programme.
2. The data shall not be used for making decisions based solely on the automated processing of personal data, including profiling within the meaning of art. 22 of the GDPR.
  3. The transfer of personal data to centres located outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) shall be based on standard data protection clauses adopted or approved by the European Commission.
  4. In connection with the implementation of the above purposes, personal data of the indicated persons may be transferred to NAWA employees, External experts or representatives of the Applicants and Beneficiaries as well as to other persons, if it is necessary to verify the data indicated in the Application, primarily for the purpose of employing the Visiting scientist. In the case of Projects including the Research component, the data shall also be transferred to NCN based on a separate agreement.
  5. The legal basis for personal data processing constitutes Art. 6 item 1 letter b and letter e of the General Data Protection Regulation (GDPR). Data transfer shall be voluntary, but necessary for participation in the Programme. Refusal to provide the data shall result in leaving the Application without consideration or the inability of a specific person to participate in the Programme.
  6. Personal data shall be used at the stage of the Applications' selection, throughout the Projects' implementation period and for 5 years from their end date for settlement purposes.

7. Personal data of persons whose Applications have not been approved shall be stored for archiving purposes for the period of 5 years from the day on which the decision of the NAWA Director becomes final and binding.
8. The data subject shall have the right to:
  - 1) submit to the Agency the request for access to his/her personal data,
  - 2) submit the request to rectify, delete or limit the use of his/her personal data,
  - 3) object to the use of his/her personal data when the basis for processing constitutes a task carried out in the public interest (Article 6 item 1 letter e of the GDPR),
  - 4) submit the request regarding the transfer of his/her personal data,
  - 5) lodge the complaint to the supervisory body (the President of the Personal Data Protection Authority at: ul. Stawki 2, 00-193 Warszawa)- on the terms set out in the GDPR.

Contact details of the data protection officer: Adam Klimowski, [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl)

## 12. APPLICANT'S FINANCIAL CAPACITY TEST

1. The Agency reserves the right to examine the Applicant's financial capacity. Financial capacity means that the Applicant has stable and sufficient sources of financing to maintain operations during the Project implementation period or in the year for which the funding was granted, and to participate in the financing of this Project. The result of the test shall determine the conclusion of the financial agreement.
2. The financial capacity test shall be applicable to non-public entities which in a given financial year apply for funding from the Polish National Agency for Academic Exchange in an amount higher than EUR 100,000.
3. On the basis of the decision of the NAWA Director, the Agency may refrain from carrying out the Applicant's financial capacity test.
4. The Applicants which request financing exceeding EUR 100,000 shall be required, upon request of the Polish National Agency for Academic Exchange, to submit a full version of their financial statements, in particular the balance sheet and the profit and loss account, for the period covering the last financial year for which the accounts have been closed.
5. Entities which are not able to provide the above-mentioned documents because they are newly established entities, instead of the above-mentioned documents may provide the financial declaration or the statement confirming possession of an insurance policy covering the risk borne by the Applicant as part of its day-to-day business.
6. If, after analyzing these documents, the Agency considers that the financial capacity has not been confirmed or is insufficient, it may carry out the following activities:
  - 1) request further information;
  - 2) propose conclusion of the financial agreement or issue the decision granting co-financing with advance payments covered by financial collateral;
  - 3) propose conclusion of the financial agreement or issue the decision granting co-financing without advance payments or with limited advance payments;
  - 4) propose conclusion of the financial agreement or issue the decision granting co-financing with advance payments paid in several instalments;
  - 5) reject the application.

### 13. CONTACT WITH NAWA

The contact person in matters related to the Programme is:

Artur Kołodziejczyk

Department of Programmes for Scientists

artur.kolodziejczyk@nawa.gov.pl

tel. +48 22 390-35-90

### 14. LIST OF ANNEXES

1. Model Agreement for the Project implementation;
2. Model commitment of the Applicant to employ the Visiting scientist and the Project group;
3. Model statement of the Visiting scientist;
4. Model document confirming authorization of the person submitting the Application to represent the Applicant;
5. Catalogue of eligible costs for the Research component
6. Model statement on the absence of public aid