



REGULATIONS  
OF THE PROM PROGRAMME  
INTERNATIONAL SCHOLARSHIP EXCHANGE OF PHD CANDIDATES  
AND ACADEMIC STAFF

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## 1. GENERAL INFORMATION ON THE PROGRAMME

### 1.1 Objectives of the Programme

The purpose of the Programme is to improve competencies of doctoral students and academic staff from Poland and from abroad, including those from outside the EU, by international scholarship exchange. Polish National Agency for Academic Exchange will finance selected projects of universities and scientific units offering scholarships for financing costs related to participation of doctoral students and academic staff in short forms of education (lasting from 5 to 30 days) of international character.

These projects have to include both Poles going abroad and doctoral students and academic staff coming from abroad to Poland.

The Programme is addressed mainly to doctoral students: they must constitute at least 80% of participants of every project. Additionally, representatives of academic staff – persons who are academic teachers – may take part in the projects, but their number cannot exceed 20% of all participants. Within the understanding of this Programme, short forms of education shall include: conducting didactic classes, participating in conferences, summer/winter schools, courses, workshops, internships and study visits. Scholarships can also be granted for a stay connected with gathering materials for didactic or scientific work, acquiring skills related to the operation of unique research equipment or developing skills related to writing international grant applications.

The following shall be financed in the Programme:

- travel cost of a project participant;
- cost of subsistence of a project participant;
- costs of execution of exchanges;
- costs of conference fees, trainings, courses and study visits at universities and research institutes.

The Programme shall be implemented under the project named “International scholarship exchange of PhD candidates and academic staff” within the Operational Programme Knowledge Education Development, co-financed from the European Social Fund.

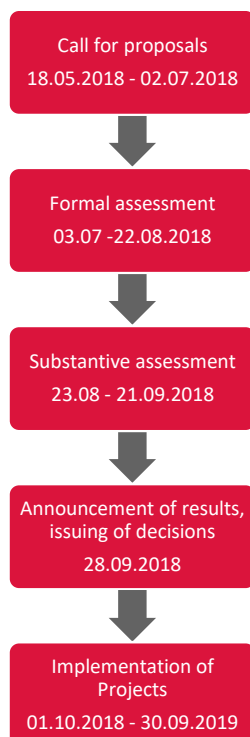
The allocation of funds available in the call for proposals amounts to PLN 30,000,000.00.

The amount of financing available for implementation of a single Project shall be the maximum of PLN 750,000.00.

## 1.2 Basic terms and abbreviations

- **NAWA** - Polish National Agency for Academic Exchange;
- **Beneficiary** - an institution, which has received financing under *the PROM Programme - International scholarship exchange of PhD candidates and academic staff* and has signed a financial contract with NAWA;
- **External expert** - a person from the country or from abroad, commissioned by NAWA to carry out substantive assessment of applications submitted in calls for proposals for participation in *the PROM Programme - International scholarship exchange of PhD candidates and academic staff*;
- **Programme** - *the PROM Programme - International scholarship exchange of PhD candidates and academic staff*;
- **Project** - a set of actions, for which financing is granted under the Programme;
- **ICT system of the Agency** – the system in which the collection and evaluation of applications is performed, as well as evaluation of reports submitted by beneficiaries;
- **Project participant** - a PhD student or a member of academic staff (an academic teacher) taking part in actions implemented under the Programme, within the understanding of *the Guidelines for monitoring of material progress in implementation of Operational Programmes for 2014-2020*;
- **Applicant** – an institution entitled to file an application, which has filed, or plans to file an application for participation in the Programme;
- **Evaluation Team** - a team composed of external experts, nominated by the Director to perform a substantive evaluation of applications, in the scope indicated by the Regulations.

### 1.3 The schedule of the Programme



### 1.4 Regulations of the call for proposals

NAWA reserves the right to make modifications to these Regulations in the course of a call for proposal, with the exclusion of modifications resulting in unequal treatment of Applicants, unless a necessity to introduce such modification results from the provisions of the generally applicable law. Modifications introduced shall apply from the time of their publications, effected in the same, the call for proposals has been published. Applications files before the publication of modifications to the Regulations, shall be resubmitted by an Applicant, if their provisions are not in line with modifications introduced. NAWA shall notify the modifications introduced to all Applicants, which had filed applications before the publication of modifications to the Regulations, by sending relevant information in the ICT system of the Agency. At the same time NAWA reserves the right to introduce changes to the Regulations, which are of organising and clarifying nature, as well as in order to rectify obvious mistakes in the Regulations, without separately informing about modifications introduced, subject to publication of the contents of the Regulations taking into account modifications made, which at the same time is the moment, from which they shall be in force.

NAWA reserves the right to cancel a call for proposals, in particular when substantial changes are made to provisions of law affecting conditions for carrying out of a call for proposals, instances of force majeure and in other justified cases.

All information necessary to properly carry out a call for proposals shall be published by NAWA at [www.nawa.gov.pl](http://www.nawa.gov.pl). Entities interested in applying for funds under this call for proposals are recommended to familiarise themselves on an on-going basis with information published at this website, where all relevant information shall be published.

## 2. THE PROCEDURE FOR FILING APPLICATIONS

### 2.1 Eligible Applicants

Applications for financing under the Programme may be filed by entities, which:

- provide education and belong to one of the categories listed below:
  - universities, referred to in the Act of 27 July 2005 – Law on higher education (Dz.U. U. 2017 item 2183);
  - scientific units of the Polish Academy of Sciences within the understanding of the Act of 30 April 2010 on the Polish Academy of Sciences (Dz. U. z 2016 r. item 572, as amended);
  - research institutes within the understanding of the Act of 30 April 2010 on research institutes (Dz. U. z 2016 r. item 371, as amended);
  - international scientific institutes established on the basis of separate provisions, operating on the territory of the Republic of Poland;
- have met obligations towards NAWA, resulting from contracts signed in other programmes.
- during the course of the last three reporting years, they implemented three projects covering the organization of academic exchanges or short-term forms of education, referred to in point 2.2 of the Regulations.

### 2.2 Eligible actions

Applicants shall file applications for financing of participation of PhD students and academic staff in the programme of scholarship exchange related to short forms of education. A single scholarship exchange shall be possible for the period of 5 to 30 days.

Eligible actions in the Programme include outgoing or incoming visits related to the topic of the PhD thesis or educational and scientific work, aiming at:

- active participation in a conference held abroad (including, e.g. participation in a poster session or a flash talk);
- obtaining materials for a PhD thesis/scientific article;
- participation in a summer/winter school (both as a student and a lecturer). The theme of the school programme must be closely connected to the topic of the PhD thesis and/or research undertaken;
- taking measurements with the use of unique equipment, including with the use of large research infrastructure unavailable (or not easily available) in Poland;
- participation in short education forms, i.e. in courses, workshops, professional or industrial internships, study visits;
- participation in trainings (including trainings related to entrepreneurship or implementation activities);
- carrying out archive/library queries;
- participation in brokerage meetings;
- teaching;
- participation in preparation of an international grant application;
- other short education forms facilitating increasing competences of a project participant.

A certificate shall be the document confirming completing a visit and increasing competences. In case an institution hosting a project participant does not issue its own certificates, the project participant shall acquire a conformation on a template constituting an attachment to the contract.

### 2.3 Implementation time-line of a Project

The implementation of a single project shall cover a period of 12 months: from 1 October 2018 to 30 September 2019.

An applicant institution shall file only 1 application in the call for proposals. The application shall be subject to formal and substantive assessment and in case of receiving financing it shall be subject to a contract for implementation and financing of a Project. In case one institution files more than one application, the first of these counting according to the time of submission in the ICT system of the Agency shall be transmitted for assessment.

There shall be no partnership projects in the Programme.



## 2.4 The period and form of filing of applications

Applications in the Programme shall be submitted in the period from **18 May 2018 until 2 July 2018 3 p.m. local time, solely in an electronic form** in the ICT system of the Agency. It shall not be possible to file an application after this deadline.

Sending of an application in the system shall result in the status of an application in the system changing to “submitted”, while an Applicant shall receive an e-mail with a reference number of an application.

Applications in this call for proposal shall be submitted in Polish.

**Filing of an Application shall mean Applicant’s acceptance of principles described in the Regulations of the Programme and attachments.**

Substantive information included in the application by the Applicant shall be entered into relevant fields. Entering descriptions in parts other than designated or splitting them between different part shall be treated as a formal defect and shall result in application being not considered.

## 2.5 Persons authorised to file applications

An application should be filed and completed by a person authorised to represent an Applicant, whose scope of representation results from registration documents. In case, where an application is file in the ICT system of the Agency by a person other than those mentioned in the registration documents, and Applicant shall attach a scan of a power of attorney for such person, in line with an exemplary template, which is an attachment to these Regulations.

## 2.6 Filing of an application in the system

In order to file an application one shall:

- register an application in the ICT system of the Agency available at [www.nawa.gov.pl](http://www.nawa.gov.pl);
- send a completed application with necessary attachment electronically via the system.

Only complete applications meeting the requirements defined in the announcement and these Regulations shall be accepted in the call for proposals. In case an incomplete application is filed or an application which needs to be corrected, an Applicant shall be

requested, via the ICT system of the Agency, to supplement the application **within 14 days from the date of the request**, and it shall be informed that a failure to supplement shall result in application being not considered.

The application must be accompanied by scans of the following documents:

- registration document of the Applicant, unless it is available in a relevant publicly accessible register kept in an electronic form;
- the power of attorney for a representative to represent the Applicant and to act in its name and on its behalf (including the possibility to make commitment up to an amount not lower than the amount applied for. An exemplary template of the power of attorney constitutes attachment no 1 to these Regulations).

It is the duty of the Applicant to verify, if the operation of filing of an Application has been successful.

### 3. THE PROCEDURE FOR EVALUATION AND SELECTION OF APPLICATIONS

#### 3.1 The course of the process of evaluation of applications

Applications shall be subject to formal and substantive evaluation. Only applications meeting the formal criteria shall be submitted for substantive evaluation.

#### 3.2 Formal evaluation

The objective of the formal evaluation is to verify application in terms of meeting the formal criteria in line with the Regulations.

In case an incomplete application is filed, an Applicant shall be requested to supplement missing document (attachments) within 14 days from the date of the request, and it shall be informed that a failure to supplement shall result in application being not considered. It shall be possible to amend an application once in this respect.

Applications shall not be considered, if:

- filed after the deadline designated in the announcement of the call for proposals;
- they fail to meet the formal requirements designated in the announcement of the call for proposals to participate in the Programme;

The information on the necessity to supplement an application shall be sent electronically as a notification from the ICT system of the Agency to the e-mail address of an Applicant.

Formal evaluation shall be carried out by NAWA employees.

Applicants shall be informed via the ICT system of the Agency about the result of formal evaluation.

### 3.3 Substantive evaluation

Substantive assessment of applications shall be carried out by the Evaluation Team. The team shall consist of the Chair and Team Members, experts in the area, to which the Programme pertains.

In the course of substantive evaluation, an application may be awarded the maximum of 100 points. An application, which shall be awarded the total of less than 60 points, shall be deemed as not meeting the quality requirements, which shall mean a negative substantive evaluation. Then it shall not receive financing, even with enough funds in the Programme.

The names of external experts carrying out the substantive evaluation shall be confidential and shall not be disclosed publicly, pursuant to Article 15(3) of the Act on the principles of science financing (Dz.U. 2010 No 96 item 615, as amended). Each year NAWA shall publish an alphabetical list of external experts participating in evaluation of applications in a given calendar year, combined for all Programmes and calls.

### 3.4 The criteria for substantive evaluation

The following criteria shall be taken into account, when evaluating applications:

Item	Description of the criterion	Evaluation Team's score
1.	Organisational capacity and experience of an Applicant on the basis of the data of projects implemented so far and including organisation of exchanges or short education forms in the period of the past 3 years (closed with the report on Applicant's activities)	0-20

2.	The scope of activities in the Project: planned forms of education (including estimated duration and the number of participants), information on institutions, in which or in cooperation with which activities shall be implemented, planned number of participants, planned results of education.	0-30 (including 10 bonus points)
3.	Substantiation of pertinence of Project implementation in relation the development strategy of the Applicant and the need to increase competences of PhD students and academic staff.	0-25
4.	The method of informing about the project and acquisition of participants of exchanges from Poland and abroad.	0-15
5.	Project management, monitoring and evaluation of the Project and project risk.	0-10
<b>Total:</b>		0-100

The projects in which balance in the number of persons coming from abroad and going abroad is maintained (5 bonus points), as well as the projects offering participation in scholarship exchanges to people under 40 years of age (5 bonus points), will be given preference.

### 3.5 Ranking list and results of the call for proposals

Following the evaluation, the Evaluation Team shall draft a ranking list of applications together with a recommended amount of co-financing and shall present it to the Director of NAWA. The ranking list shall include:

- applications with a positive substantive evaluation, qualified for financing;
- applications on a reserve list - with a positive substantive evaluation, which shall receive financing, in case a contract for financing of a Project is not signed with an Applicant, which has been qualified for financing;
- applications rejected due to negative substantive evaluation - an application, which shall be awarded the total of less than 60 points as a result of the evaluation, shall

be deemed as not meeting the quality requirements, which shall mean a negative substantive evaluation. Then it shall not receive financing.

On the basis of the ranking list the Director shall take the final decision on accepting or rejecting for financing of applications filed in the call for proposals. The Director of NAWA may take a decision on not granting financing to applications on a ranking list with positive substantive evaluations. The premises for a refusal to grant financing include:

- organisational and legal changes of an Applicant posing a risk to proper implementation of a Project;
- an Applicant being in arrears with respect to liabilities to NAWA;
- NAWA's obtainment of information having an impact on the process of granting funds for implementation of a Project.

### 3.6 The manner of publication of information on the results of the call for proposals

The Director shall issue a decision on granting or refusal to grant funds in *the PROM Programme - International scholarship exchange of PhD candidates and academic staff*. The list of entities, to which financing has been granted, including their names and funds granted shall be published at NAWA's proprietary website in the Public Information Bulletin.

### 3.7 Appeal procedure

Pursuant to Article 25 of the Act on NAWA, an Applicant, having received the decision of the Director of NAWA may request the Director to reconsider the case in case of there being formal infringements in the course of granting funds.

The request to reconsider the case may only contain reservations related to formal issues in the process of granting funds, and not to the rationale of substantive evaluation carried out on the basis of these Regulations.

Filing of the request for reconsideration of the case for other reasons shall result in issuing of a decision stating inadmissibility of filing of the request for reconsideration of the case.

The request to reconsider the case should be submitted to the Director of NAWA within 14 calendar days from the receipt of the decision, in writing, to the following address:

**Polish National Agency for Academic Exchange**

ul. Polna 40

## 00-635 Warsaw

Persons, which took part in the original evaluation shall not participate in processing of the request for reconsideration of the case. The Director of NAWA may also use assistance of external experts.

### 4. A CONTRACT WITH AN APPLICANT

In the decision granting funds, the Director of NAWA shall define actions and dates, in which an Applicant should perform them, under the pain of resignation from signing of the contract for financing of a Project.

Signing of the contract with an Applicant shall take place on the basis of the final decision of the Director of NAWA on granting funds under the Programme, after successful completion of the procedures of formal and substantive evaluation of an application. Attachment No. 2 to these Regulations constitutes a template of the contract for implementation of a Project submitted to NAWA.

In case an Applicant selected in a call for proposals fails to sign the contract with NAWA, financing may be granted to the next Applicant from the ranking list.

### 5. RULES OF FINANCING

#### 5.1 The period of eligibility of expenditures

The period of eligibility of expenditure shall be defined in a financial contract with a Beneficiary:

- the starting date of eligibility - the starting date of Project's implementation entered in the contract, i.e. 1 October 2018;
- the final date of eligibility - the final date of Project's implementation entered in the contract, i.e. 30 September 2019 (there is a possibility to incur expenditure until the date of filing of the final report, provided the expenditure shall be related to the period of Project implementation and shall be included in the final report).

#### 5.2 A budget of a project

The amount of financing available for implementation of a single Project shall be the maximum of PLN 750,000.00.

The total cost of a Project shall consist solely of direct eligible costs, shown by an Applicant in a detailed proposal of a budget. Expenditure incurred shall be connected to implementation of a Project. One should bear in mind that PhD students shall represent the minimum of 80% of project participants. This proportion shall not apply to expenditure incurred in the project, i.e. the amount of scholarships of PhD students shall not necessarily represent the minimum of 80% of all expenditure in the project.

It is inadmissible to finance same expenditure from two different sources (double financing). If cases of double financing are found (at each stage of Project's implementation), NAWA shall deem this expenditure ineligible.

A Beneficiary shall be under obligation to keep separate financial and accounting records of financial resources received for the Project implementation, in accordance with the Accounting Act, in a way enabling identification of individual accounting operations.

### 5.3 Eligible costs

Admissible cost categories in the Programme include:

- cost of travel, insurance and visa in the flat amount dependent on the distance between the place of residence and the hosting institution, in line with Table No 1 in Chapter 14. *Flat rates effective in the Programme*;
- fixed costs of subsistence (including days in transit) in line with Table No 2 in Chapter 14. *Flat rates effective in the Programme*;
- the costs of execution of the exchange, i.e. remuneration of persons, who implement scholarship exchange at the university, limited to the maximum of 10% of project costs;
- costs of conference fees, cost of a training, course and workshops, settled using the real costs.

Costs shall be deemed eligible only if they collectively meet the following conditions:

- shall be in line with the provisions of the national law;
- they shall be actually incurred in the period of Project implementation set in the contract for implementation and financing of the Project;
- shall be supported by accounting evidence and shown in financial and accounting documentation of a Beneficiary;
- shall be shown in the financial part of a partial/final report from the course of Project implementation;
- shall be taken into account at the stage of planning of the Project's budget;

- shall be indispensable for implementation of the Project and shall be incurred for the purpose of Project implementation;
- shall be rationally calculated on the basis of market prices and comply with the requirements of tax and social regulations in place;
- shall be proportional to planned actions and indispensable for Project's implementation;
- shall be used solely for achievement of Project's objective(s) and its expected result(s) in the manner consistent with principles of sound economic management, effectiveness and efficiency;
- shall include VAT solely in case, when it is not possible to claim it or recover it by virtue of national provisions on VAT.

#### 5.4 Ineligible costs

Ineligible costs in the Programme include:

- costs incurred outside of Project implementation period;
- not taken into account at the stage of planning of the Project's budget;
- losses resulting from exchange rate differences, commission connected to currency exchange, fees due to interest on overdraft in financial transactions;
- a loan and cost of servicing of a loan;
- value added tax (VAT) and other taxes and levies, which are reimbursable in the light of the provisions of the national law;
- same costs financed from two different sources (double financing);
- undocumented costs;
- fines, tickets, financial penalties, costs of court proceedings, insurance, interest accrued.

Expenditure deemed ineligible by NAWA but connected to project implementation shall be borne by the Beneficiary.

The financing granted from NAWA funds shall not be used to generate profit. Projects shall not be of commercial nature.

#### 5.5 Expenditure actually incurred

Actually incurred expenditure shall be understood as referring to expenditure incurred in cash terms, i.e. as disbursement of cash from the till or bank account of the Beneficiary.



The following dates are considered to be the dates of incurring expenditure:

- in case of payments made by bank transfer: the date the account has been charged;
- in case of cash payments; the date expenditure has actually been incurred;
- in case of payments made by credit card: the date of the transaction resulting in charging of the credit card account.

## 5.6 The principles of making payments

The contract shall be concluded for the period from 1 October 2018 to 30 September 2019.

Following payments shall be made in Projects:

- **Advance payment** - 50% of the total amount of financing, transferred to a bank account of the Beneficiary indicated in the contract, within 21 working days from signing of the contract for financing of the Project;
- **Partial payment** at 40% of the total amount of financing, transferred within 21 working days from approval of the partial report (the partial report shall cover half of the implementation period indicated in the contract with the Beneficiary), in particularly justified cases and at the request of the Beneficiary it is admissible to file the partial report earlier together with the request for a subsequent payment, provided the Beneficiary settles at least 70% of the advance payment;
- **The balance payment** - 10% of the total amount of financing, transferred to a university within 21 working days from approval of the final report; in particularly justified cases and at the request of the Beneficiary, it is admissible to file the final report earlier, provided the Project has been completed early.

NAWA reserves the right to change the dates of payment of advance payments. Such changes shall depend on availability of funds allocated for financing of Projects.

## 5.7 Documenting of expenditure

All expenditure incurred in the Project shall be documented. Documents confirming expenditure incurred by the Beneficiary shall be in particular invoices or other accounting documents of equivalent evidence value together with proofs of payment.

Accounting documents documenting project expenditure must point to a clear connection with the project. The description of a document should be made on the original of the accounting document and include at least:

- the title of the project and the number of the contract with NAWA;
- the amount of eligible expenditure incurred under the document;
- the objective of incurring expenditure;
- item number from the Project's budget;
- date of payment.

The description should be made on the original of the accounting document or should be permanently attached to it. The sample of an exemplary description of an accounting document shall be made available to Beneficiaries following conclusion of the contact for financing.

Under the fixed costs of travel, insurance and visa and costs of subsistence, apart from evidence listed above, the documentation of expenditure should include at least:

- a signed contract with a project participant;
- a form containing calculation of costs of individual participants confirming correctness of calculation;
- documents conforming participation of a project participant in the scholarship exchange;
- a confirmation of implementation of activities and achievement of envisaged results and outputs (e.g. a certificate conforming the fact of participation in education and increasing competence of a project participant).

Due to the fact that costs of travel, visa, insurance and subsistence are in fixed amounts, the Beneficiary shall not require participants to collect accounting documents confirming incurring of expenditure.

In case of expenses for conference fees, costs of trainings, courses and workshops settled at the real costs, the Beneficiary shall oblige participants to collect accounting documents evidencing expenditure.

In case of expenditure for remuneration of persons implementing a scholarship exchange at a university, the Beneficiary shall be obliged to gather documents confirming the fact of delegating/employing a person in a project (contracts, job descriptions, time sheets, etc.) and accounting documents confirming the expenditure (payrolls, bank account statements, etc.).

The Beneficiary shall present all documents confirming expenditure, when requested in the course of inspections or audits.

Furthermore, the usual accounting practice and internal inspection procedures used by the Beneficiary must provide for the possibility of direct reconciliation of declared amounts with amounts shown in accounting reports of the Beneficiary and amounts shown in supporting documents.

### 5.8 Storage of documents

Project documents and accounting documents related to Project implementation shall be kept at the seat of the Beneficiary for a period of 10 years from the date of the Project completion. In case of a necessity to extend this period, NAWA shall immediately inform the Beneficiary. All documents confirming costs incurred under Projects implemented by the Beneficiary shall be made available to NAWA or institutions commissioned by it for the purpose of inspections and audits.

### 5.9 Value added tax (VAT)

Expenditure under a Project may include the cost of value added tax (VAT). Such expenditure shall be deemed eligible, when an Applicant shall have to legal possibility to recover it.

VAT paid shall be considered eligible expenditure only when an Applicant, in line with the law in place, shall not be entitled to pursue reimbursement of VAT or reduction of the amount of tax due by the amount of tax accrued. If an Applicant hold the right mentioned above, deeming the expenditure eligible shall not be possible.

#### 5.9 a State aid.

Polish National Agency for Academic Exchange does not provide state aid or *de minimis* assistance.

### 5.10 Bank accounts and interest

For the purpose of Project implementation, an Applicant shall be obliged to open a separate bank account dedicated solely to the Project (an account or sub-account).

Interest accrued in the bank account shall be fully reimbursed to NAWA.

## 5.11 Subcontracting

Tasks in the Programme shall not be subcontracted.

## 6. REPORTING

A Beneficiary shall be responsible for timely submission of partial and final reports to NAWA.

Partial and final reports shall be submitted in an electronic form via the ICT system. In addition, in the scope of personal data of project participants, the Beneficiary shall submit NAWA original of the documents: i.e. The declaration of a project participant and the Minimum scope of personal data of a project participant, which shall be necessary for reporting of these data by NAWA in SL2014 system. Specimens of the above documents constitute attachments to the contract with an Applicant.

Reports shall only include accounting evidence paid in full. If a document has been paid in parts, all payment dates referring to a given documents should be indicated. A document, which has not been paid in full, shall not be included in the report.

### 6.1 Partial Report

A Beneficiary shall be obliged to file a partial report from the course of Project implementation. The partial report shall cover half of the implementation period indicated in the contract with the Beneficiary, i.e. the period from 1 October 2018 to 31 March 2019. In particularly justified cases and at the request of the Beneficiary it is admissible to file the partial report earlier (provided the Beneficiary settles at least 70% of the advance payment);

The partial report shall consist of:

- a substantive part, including a description of progress of work envisaged in the application for financing of the Project;
- a financial part, including a list of expenditure incurred and financial progress of the Project.

The template of the partial report constitutes an attachment to the contract.

Source documents confirming incurring of expenditure shall not be attached to the partial report, at the request of NAWA, the Beneficiary shall be obliged to submit the required documents.

The partial report shall be filed within 10 working days from the date of end of the reporting period, to which it pertains.

## 6.2 Final Report

A Beneficiary shall be obliged to file the final report from Project implementation covering the entire period of Project implementation, i.e. the period from 1 October 2018 to 30 September 2019. In particularly justified cases and at the Beneficiaries request there is a possibility to file the final report earlier, provided the Project has been implemented early.

The final report shall consist of:

- a substantive part, including a description of work envisaged in the application for financing of the Project;
- a financial part, including a list of expenditure incurred and financial progress of the Project.

The template of the final report constitutes an attachment to the contract.

The final report shall be filed within 30 working days from the date of end Project implementation period.

Source documents confirming incurring of expenditure shall not be attached to the final report, at the request of NAWA, the Beneficiary shall be obliged to submit the required documents.

Reports shall be filed via NAWA's electronic system and drafted with the use of forms prepared and made available by NAWA.

## 6.3 Verification of the reports of the Beneficiary

Within 30 working days from submission of the report, NAWA shall verify it and accept it or provide written comments on it, to which the Beneficiary shall react via written clarifications and/or correction of the contents of the report within the period indicated by NAWA.

In case of a necessity to submit clarifications or corrections to subsequent versions of submitted application, the procedure of submitting comments may be repeated three times.

If the Beneficiary fails to respond by the deadline set by NAWA or if, despite the notification of comments by the Agency three times, the report of the Beneficiary does not meet the Agency's requirements and cannot be accepted, NAWA may decide to deem the contract not implemented in full or in part and may request return of financial resources in full or in part, respectively.

In the course of verification of Beneficiary's report, , NAWA may request, for the purpose of an in-depth inspection, the submission of additional documents related to the Project implementation, in particular documents concerning the proceedings related to the purchase of goods and services or financial documents.

## 7. EVALUATION

The Beneficiary shall be obliged to participate in the Programme's evaluation conducted by NAWA. The participation in the evaluation shall include:

- sending an evaluation questionnaire to NAWA at the completion of the Project. The list of questions included in the questionnaire constitutes an attachment to the contract. The questionnaire shall be sent to the NAWA within 30 calendar days from the date of completion of the Project;
- putting an obligation on each project participant to send an evaluation questionnaire on the short education form taken to NAWA within 30 days from the completion (sending the questionnaire should be the necessary condition to settle the scholarship) - the list of questions included in the questionnaire constitutes an attachment to the contract.
- participation of the Beneficiary in separate evaluation studies conducted at NAWA's request, in accordance with the adopted research methodology. It is assumed that the Beneficiary may be invited to participate in the study once during the period of project implementation and once in the period of up to 3 years after Project completion.

NAWA guarantees retention of full confidentiality of opinions and information transmitted in the evaluation of the Programme and guarantees that the data obtained from the Beneficiary under the evaluation shall have no effect the terms of payment of the funds granted.

## 8. INSPECTION OF BENEFICIARIES OF NAWA PROGRAMMES

Each of Beneficiaries of NAWA Programmes may be subject to inspections and audits. Inspections and audits aim at verification of appropriate management of co-financing received by the Beneficiary, which is in line with the provisions of the contract for co-financing of the Project, and to determine the final amount of funds granted, to which the Beneficiary shall be entitled.

Furthermore, NAWA may carry out an interim or final evaluation of the impact of the Project, in order to establish the degree to which implementation of specific actions contributed to achieving of the designated objective of the Project.

Verification of the final report shall be carried out for all Projects.

In addition, each of the project may be subject to further “desk” inspection of documents or on-the-spot check - in the seat of the Beneficiary, in case the contract shall be included in a statistical sample used for inspection required by the Agency or if NAWA selected it for a targeted inspection of documents in connection with risk assessment policy it implements.

For the purpose of verification of the final report or desk inspection of document, the Beneficiary shall submit to the Agency copies of documents evidencing spending of funds received under co-financing granted (for categories settled on the basis of actual costs), unless NAWA requests submission of originals of such documents. Following the analysis of such documents, NAWA shall return them to the Beneficiary. If by law the Beneficiary shall not be allowed to send original documents for the purpose of verification of the final report and desk inspection of documents, it will be allowed to send copies of supporting documents.

The Beneficiary must bear in mind that in case of each inspection NAWA may additionally request supporting documents or evidence, which is envisaged for other types of inspections.

Individual inspections shall include the following components:

- Verification of the final report

Verification of the final report shall be carried out after it is submission to the Agency vis the ICT system and shall have the objective to establish the final amount of co-financing, to which the Beneficiary shall be entitled.

The Beneficiary shall send the final report to the Agency, via NAWA's ICT system, which shall contain information on appropriate use of co-financing granted.

- Desk inspection of documents

Desk inspection of documents is an in-depth inspection of additional supporting documents, carried out in the seat of NAWA, which can be carried out at the stage or after filing of the final report.

At NAWA's request, the Beneficiary shall submit additional supporting documents related to specific budget categories.

- Inspections in the seat of the Beneficiary

NAWA shall carry out such inspection in the seat of the Beneficiary or in other locations connected to implementation of the Project. In the course of the inspection, the Beneficiary shall make original supporting documents envisaged for verification of the final report or desk inspection of document available to NAWA for verification.

There are two types of inspections at the location of Project implementation:

- Inspection in the seat of the Beneficiary in the course of Project implementation

Such inspection shall be carried out in the course of Project implementation, so that NAWA can directly verify reality and eligibility of all actions and participant of the Project.

- Inspection in the seat of the Beneficiary following completion of the Project

Such inspection shall be carried out following completion of the Project and typically following verification of the final report.

On top of presenting all supporting document, the Beneficiary must provide NAWA with access to the registry of Project costs incurred under the project included in accounts of the Beneficiary.

NAWA also reserves the right to carry out a special inspection in each of the above mentioned forms. A special inspection shall mean an ad-hoc inspection in case of serious reservations about the way in which the Project is implemented, or in case of receiving information on irregularities occurring during the Project implementation.

A Beneficiary may be subject to inspections and audits by administration bodies.



## 9. SUSPENSION OF THE FINANCING AND TERMINATION OF THE CONTRACT

### 9.1 Suspension of the financing

The Director of NAWA may suspend financing of a Project until clarification of doubts in case of finding irregularities in its implementation, failure to submit a partial or final report, spending funds in breach of the contract, failure to timely submit documents or clarifications requested by NAWA or refusal to undergo an inspection.

### 9.2 Termination of the contract and returning of funds

The contract may be terminated by NAWA with immediate effect, in the following cases:

- gross infringement of the provisions of the contract,
- failure to submit a report(s) in a designated time,
- failure to remove irregularities found as a result of the inspection within the prescribed period,
- delays in project implementation caused by the Beneficiary,
- Beneficiary entering false information or a false statement in the Application or in reports.

In the event of termination of the contract, the Beneficiary shall be obliged to return the received funds along with interest.

## 10. INFORMATION AND PROMOTION

The Beneficiary shall be obliged to mark all prepared materials and documents connected to Project implementation, which are made publicly available or intended for the target group with the logo of European Funds with the name of the Programme, the logo of the European Union with the name of the European Social Fund and NAWA logo. The set of logos shall be available for download from the website [www.nawa.gov.pl](http://www.nawa.gov.pl). All information and promotion activities of the Beneficiary and each document, which is made publicly available or is used by project participants, including all certificates of participation or other certificates, should contain information of co-financing granted from the European Union, including the European Social Fund. In audio products, information about financing by NAWA must be read during the recording.

At the request of NAWA, the Beneficiary shall conclude a separate contract for transfer of copyrights, including the exclusive right to grant licences to perform dependent copyright

to work generated under the Project. Specific principles shall be defined in a financial contract with a Beneficiary.

## 11. PERSONAL DATA PROTECTION

Personal data of Project participants, External Experts, Reviewers and representatives of Partners, Beneficiaries and Applicants, shall be used in line with these Regulations for the purpose of:

1. carrying of the procedures for calls for proposals and evaluation of applications in the Programme;
2. selection of applications, which shall be granted co-financing;
3. execution of contracts related to Project implementation;
4. cooperation of NAWA with Project participants following completion of implementation, including the cooperation for the purpose of evaluation, inspection and monitoring of the Programme.

NAWA shall be the administrator of personal data.

Furthermore, the administrator of personal data used for purposes defined in items 3-4 shall be the Minister of Development, performing the function of the Managing Authority for Knowledge, Education, Development Operational Programme 2014-2020, with the seat at pl. Trzech Krzyży 3/5, 00-507 Warsaw.

The beneficiary shall submit, with each report, information all Project participants, in line with the scope defined in an attachment to the contract and conditions set out in *the Guidelines for monitoring of material progress in implementation of Operational Programmes for 2014-2020* and declarations of Project participant on acknowledging the fact that they personal data are processed in connection with joining of a project co-financed from OP KED.

Personal data of the above persons may be transmitted to NAWA employees, persons preparing recommendations, external experts cooperating with NAWA or representatives of Applicants/Beneficiaries in connection with implementation of the above objectives.

The legal basis for transmission of data is Article 6(1)(b) and (f) of the general ordinance on data protection (RODO). Provision of data is voluntary, but necessary to take part in implementation of a Project or Programme. Refusal to provide data shall mean absence of the possibility for a specific person to take part in implementation of a Project or Programme.

Personal data of the above mentioned persons involved in implementation of a Project shall be used at the stage of processing of applications, for the period of Project implementation and for 5 years after completion of the Project for settlement purposes.

Personal data of persons, whose applications have been refused, shall be kept for the period of processing of applications or until the time of their removal from NAWA's ICT system, via which applications had been submitted, by persons submitting applications.

Each person, to whom the data pertain, shall be entitled to:

- demand access to his or her personal data from NAWA or the Minister of Development;
- correct, remove or limit use of their personal data;
- protest against use of their personal data;
- file a complaint to the supervision authority (General Inspector for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw).

Contact details of the data protection inspector in NAWA: [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

## 12. INVESTIGATION OF THE FINANCIAL CAPACITY OF AN APPLICANT

The Agency reserves the right to carry out the investigation of the financial capacity of an applicant. Financial capacity means that an Applicant has stable and satisfactory sources of financing in order to continue with its activities in the course of project implementation or in the year, in reference to which co-financing has been granted, and to participate in financing of this project. Signing of the financial contract shall depend on the result of the investigation.

Verification of financial capacity shall apply to **non-public entities**.

In case of applications for co-financing with the value not exceeding EUR 100,000, applicants shall submit a statement that they have financial capacity for implementation of a given project. Such statement is a part of the application form.

In case of applications for co-financing with the value exceeding EUR 100,000.00 on top of the statement on having financial capacity, before signing of the financial contract the applicant shall file, at the request of the Agency and in a manner indicated by the Agency

the financial report and the balance sheet for the period covering the most recent budgetary year, for which the accounting books have been closed. Entities, which cannot provide the documents listed above, because they are newly established entities, in place of the documents listed above may provide a financial declaration or a statement on holding an insurance policy, which states the risk taken by the Applicant in its operations.

If, having analysed the documents mentioned above, the Agency decides that the financial capacity has not been confirmed or is unsatisfactory, it can carry out following actions:

1. request submission of further information;
2. propose conclusion of the financial contract or issue a decision on granting of co-financing with advance payments covered by financial security;
3. propose conclusion of the financial contract or issue a decision on granting of co-financing without advance payments or with limited advance payments;
4. propose conclusion of the financial contract or issue a decision on granting of co-financing with advance payments paid in several instalments;
5. refuse the application.

### 13. CONTACT WITH NAWA

The contact person for issues related to the Programme is:

Anna Balcerzak-Raczyńska

[anna.balcerzak@nawa.gov.pl](mailto:anna.balcerzak@nawa.gov.pl)

phone + 48 22 390 35 43

### 14. FLAT RATES EFFECTIVE IN THE PROGRAMME;

Table 1- *Costs of travel, health insurance, third party insurance, accident insurance, cost of visa fees or fees connected to legalisation of stay*

The distance in a straight line between the place of residence of a participant and the location of stay (in km):	the fixed amount per person:
under 500	PLN 1,000.00
500 - 999	PLN 2,000.00
1 000 – 2 999	PLN 3,000.00
3 000 – 6 000	PLN 4,000.00
more than 6,000	PLN 5,000.00

Table 2 - Cost of subsistence

Number of days of stay <sup>1</sup>	In case of travelling/coming to OECD countries, as well as cities from countries from outside of OECD in the top 50 of the MERCER report <sup>2</sup>	In case of remaining countries
5	PLN 4,000.00	PLN 3,000.00
6	PLN 4,420.00	PLN 3,260.00
7	PLN 4,840.00	PLN 3,520.00
8	PLN 5,260.00	PLN 3,780.00
9	PLN 5,680.00	PLN 4,040.00
10	PLN 6,100.00	PLN 4,300.00
11	PLN 6,520.00	PLN 4,560.00
12	PLN 6,940.00	PLN 4,820.00
13	PLN 7,360.00	PLN 5,080.00
14	PLN 7,780.00	PLN 5,340.00
15	PLN 8,200.00	PLN 5,600.00
16	PLN 8,450.00	PLN 5,760.00
17	PLN 8,700.00	PLN 5,920.00
18	PLN 8,950.00	PLN 6,080.00
19	PLN 9,200.00	PLN 6,240.00
20	PLN 9,450.00	PLN 6,400.00
21	PLN 9,700.00	PLN 6,560.00
22	PLN 9,950.00	PLN 6,720.00
23	PLN 10,200.00	PLN 6,880.00
24	PLN 10,450.00	PLN 7,040.00
25	PLN 10,700.00	PLN 7,200.00
26	PLN 10,950.00	PLN 7,360.00
27	PLN 11,200.00	PLN 7,520.00
28	PLN 11,450.00	PLN 7,680.00
29	PLN 11,700.00	PLN 7,840.00
30	PLN 12,000.00	PLN 8,000.00

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<sup>1</sup> The number of days of stay shall be calculated as follows, number of days of an event, in which a participant takes part + the maximum of 2 days (one day to arrive at the location of education and 1 day to return).

<sup>2</sup><https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2017a986532/index.htm>