

## Regulations

The Director of the Institute of Pharmacology of the Polish Academy of Sciences (hereafter: IF PAN) introduces the following Regulations concerning the application process and granting funds for the implementation of short forms of education financed by the National Agency for Academic Exchange under the PROM Programme “International Scholarship Exchange of Doctoral Students and Academic Staff.” The following Regulations apply to issues not settled by the provisions of the PROM Programme or the NAWA guidelines and interpretations.

### I. General information about the Programme

1. The objective of the Programme is to improve competence of doctoral students and academic staff from Poland and abroad, including non-EU citizens, through an international scholarship exchange of PhD candidates and academic researchers.
2. The Programme is implemented under the Project “International Scholarship Exchange of Doctoral Students and Academic Staff” within the Operational Programme Knowledge Education Development, co-financed by the European Social Fund.
3. The amount of financing granted to the IF PAN is PLN 719,976.
4. Project implementation period: October 1, 2018 – September 30, 2019.
5. The Project includes doctoral students and academic staff from the IF PAN.
6. Eligible costs to be financed by the Programme:
  - a. Travel costs;
  - b. Subsistence costs;
  - c. Exchange costs;
  - d. Costs of study visits, training, courses and conference fees.
7. Eligible costs in the Project are as follows:
  - a. Travel costs, insurance costs, and visa costs in the flat amount depending on a distance between the place of residence and the hosting institution; in line with Table 1 in Chapter 14: *Flat rates effective in the Programme* included in the Regulations of the PROM Programme “International Scholarship Exchange of

Doctoral Students and Academic Staff” (<https://nawa.gov.pl/images/PROM/Regulamin-PROM.pdf>);

- b. Fixed subsistence costs (including days in transit); in line with Table 2 in Chapter 14: *Flat rates effective in the Programme* included in the Regulations of the PROM Programme “International Scholarship Exchange of Doctoral Students and Academic Staff” (<https://nawa.gov.pl/images/PROM/Regulamin-PROM.pdf>);
  - c. Conference fees, training costs, courses and workshops costs settled on the basis of actual costs.
8. Ineligible costs are as follows:
- a. Costs incurred beyond the Project implementation period;
  - b. Costs not included in the Project budget planning stage;
  - c. Loss resulting from currency rate difference, commission on currency exchange, fees due to interest on overdraft in financial transactions;
  - d. Loans and loan service costs;
  - e. VAT and other taxes and levies that are reimbursable under the national law;
  - f. The same costs financed by two different sources (double financing);
  - g. Undocumented costs;
  - h. Fines, tickets, financial penalties, costs of legal proceedings, insurance costs, accrued interest.
9. Throughout the implementation of the Project, the IF PAN shall be guided by the principles of equal opportunities and non-discrimination.

## **II. Conditions for participation in the Exchange**

1. The Exchange Programme is addressed to doctoral students and academic staff of the IF PAN, as well as doctoral students and academic staff of foreign institutions (experts in a given field invited by the IF PAN).
2. The funding will finance the following activities of doctoral students and academic staff of the IF PAN:

- a. Active participation in a conference held abroad (e.g. participation in a poster session or a flash talk);
  - b. Participation in a summer/winter school (both as a student and a lecturer). The subject of such school must be closely related to the subject of the Applicant's doctoral dissertation and/or research in progress;
  - c. Participation in short forms of education, i.e. courses, workshops, professional or industrial internships, study visits.
3. The Exchange Programme will finance the following activities of doctoral students and academic staff of the IF PAN:
  - a. Active participation in scientific conferences, schools, etc. – 15 trips (5 for scientific workers, 10 for doctoral students);
  - b. Scientific internship, short trip (up to 7 days) – 4 trips (4 for doctoral students);
  - c. Scientific internship, short trip (up to 14 days) – 4 trips (2 for academic staff, 2 for doctoral students);
  - d. Scientific internship, short trip (up to 21 days) – 2 trips (2 for doctoral students).
4. The Project will finance visits of 40 people, including 34 doctoral students and 6 representatives of the academic staff who will take an active part in the following events:
  - a. Scientific internship (2 internships);
  - b. Events organized/co-organized by the IF PAN: Conference "European Workshop on Cannabinoid Research" (EWCR), Scientific workshop "Cognitive affective biases: from mechanisms to disease symptoms", Conference "Pain School" (EFIC). The Project will finance visits of 6 representatives of the academic staff and 32 doctoral students.
5. One doctoral student/academic staff member can be granted only one financing of their activities planned in the Project.
6. Trips must not be financed twice (e.g. from grant funds, especially from the resources of the POWER Programme).

### **III. Qualification for trips (doctoral students and academic staff of the IF PAN)**

1. Applicants interested in the trip are to complete the Application Form available on the IF PAN website and send its electronic version to [golba@if-pan.krakow.pl](mailto:golba@if-pan.krakow.pl). Also, they are to hand in a signed paper version of this Application Form together with all the required attachments to the Secretary of Doctoral Studies of the IF PAN.
2. The call for proposals shall last until the funds have been used. In such event, the information will be published on the IF PAN website and the call for proposals will be terminated.
3. The Recruitment Committee appointed by the Director of the IF PAN shall meet at least once a month depending on the number of submitted applications.
4. The Recruitment Committee will evaluate the submitted applications basing on the following criteria:
  - a. For doctoral students:
    - i. Subject of the conference/interests of the receiving institution (in case of internship) is to match the Applicant's research area. Justification for the participation in a conference/internship must be included – 0-10 points;
    - ii. Advancement in the Applicant's doctoral dissertation – 0-5 points;
    - iii. Applicant's achievements regarding conference presentations and scientific publications (in the year preceding the year of submitting the application, i.e. 2017/2018) – 0-5 points;
    - iv. Participation in a questionnaire preceding the submission of the application for granting financing for the IF PAN in the PROM Programme – 0 or 10 points.
  - b. For academic staff:
    - i. Subject of the conference/interests of the receiving institution (in case of internship) is to match the Applicant's research area. Justification for the participation in a conference/internship must be included – 0-10 points;
    - ii. Achievements regarding conference presentations and scientific publications (in the year preceding the year of submitting the application, i.e. 2017/2018) – 0-5 points;

- iii. Participation in a questionnaire preceding the submission of the application for granting financing for the IF PAN in the PROM Programme – 0 or 10 points.
5. Following each meeting, the Recruitment Committee shall publish a list of qualified candidates on the IF PAN website.

#### **IV. Qualification for visits (doctoral students and academic staff)**

1. Applicants wishing to participate in one of the events proposed by the IF PAN are to complete the Application Form available on the IF PAN website, indicate the event they are interested in, and send the electronic version of the Application to the person/organizer of the selected event. Candidates applying for the internship at the IF PAN are to indicate the organizational institution and the internship supervisor from the Institute, and send the completed Application Form via e-mail to: [golba@if-pan.krakow.pl](mailto:golba@if-pan.krakow.pl).
2. Evaluation of submitted applications will be conducted by the Committee for the Admission of Candidates from Abroad, which will be appointed by the Director of the IF PAN (5 members: 1 organizer from the IF PAN, 3 independent employees from the IF PAN, and 1 expert from abroad indicated by the organizer of the event). The Committee will be assigned to individual events within the period enabling the qualified candidates to organize their arrival and stay in Poland.
3. Evaluation will be based on the criteria preset by each Committee. The criteria will be published on the IF PAN website on the day of announcing the call for applications.
4. Recruitment for internships at the IF PAN for doctoral students from abroad will be carried out by the Recruitment Committee together with a potential internship supervisor, basing on the criteria indicated in point III/4/a.
5. Following the evaluation of submitted applications, the Committees will publish a ranking list of qualified candidates and a reserve list on the IF PAN website. Withdrawing from the ranking list will result in shifting finances to a candidate from the reserve list.

6. In order to improve competence of doctoral students and academic staff, researchers from abroad will be invited to the events co-organized by the IF PAN as experts and/or lecturers, basing on the evaluation of their scientific achievements in a given field.

#### **V. Granting the financing and organization of trips**

1. Candidates qualified to the Project are required to sign the contract provided by the National Agency for Academic Exchange, comply with the provisions of the PROM Regulations (<https://nawa.gov.pl/images/PROM/Regulamin-PROM.pdf>), and sign a statement regarding consent to the processing of personal data in connection with the implementation of the Project financed by the EU funds under POWER.
2. Participants in the Project are obliged to complete and send to the NAWA the evaluation questionnaire regarding their activity. The questionnaire must be submitted within 30 days on its completion, using the token and link provided by the IF PAN.
3. Doctoral students/academic staff members will receive funds to their bank account. Doctoral students/academic staff members will receive fixed amount for subsistence and travel expenses, calculated in line with the Regulations of the PROM Programme (<https://nawa.gov.pl/images/PROM/Regulamin-PROM.pdf>). The amount provided for the conference fee is settled on the basis of actual costs.
4. Doctoral students/academic staff members are to submit the statement of the number of days of a selected trip.
5. Doctoral students and employees of the IF PAN are required to settle delegation costs (submit Contract Attachment 1), send a report on their stay, and present a participation certificate (printed in the form in accordance with the NAWA guidelines) within 7 days on the return date.
6. In the event of changes or interpretations of selected regulations (e.g. flat rates taxation) indicated especially by the NAWA, the IF PAN reserves the right to introduce changes to the Regulations.