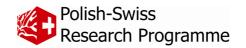# Application Form User Guide

Version: 2.1

GENERAL INFORMATION

The Application Form User Guide refers to the overall application procedure under the framework of the Polish-Swiss Research Programme (PSRP).

Please notice that this User Guide can be updated. Information on updates as well as new versions of this document will be published at the official website of the Programme (www.swiss.opi.org.pl). Please check for updates prior to completing and submitting the application.

Please be also informed that applicants should familiarise with both a formal and a content-related checklist published by the Executing Agency.

The application consists of an application form along with attachments. The application must be submitted in electronic versions (on line and on electronic carriers) and as hard copies.

The specific application form was prepared by the Executing Agency. To obtain access to the application form you must follow the procedure stated in the proper section of this User Guide.

Prior to submitting application on-line: the application form must be filled in completely and the required additional documents in .PDF./.XLS format must be attached. Electronic version submitted on electronic carriers consists of application form in .PDF format along with the required additional documents .PDF./.XLS format.

The hard copy of the application is a printed application form, signed and stamped (by a person entitled to act on behalf of the applicant) along with paper versions of all required additional documents (the same as attached to the electronic version).
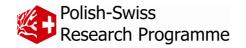
More information on the above-mentioned issues is given in the proper sections of this User Guide.

LEGAL FRAMEWORK

Submitted application must comply with the following documents:

1. The Memorandum of Understanding signed between the President of the Council of the European Union and the Swiss Federal Council,

2. The Framework Agreement between the Government of the Republic of Poland and the Swiss Federal Council concerning the Implementation of the Swiss-Polish Cooperation Programme to Reduce Economic and Social Disparities within the Enlarged European Union,

3. The Swiss-Polish Cooperation Programme Management and Implementation System in Poland approved on 30 June 2008,

4. Operational Programme for the use of financial resources under the Polish-Swiss Research Programme 2009 – 2017,

5. Guidelines on information and publicity for the Swiss-Polish Cooperation Programme.

SUBMISSION OF APPLICATIONS – FORMAL REQUIREMENTS

Below you will find formal requirements the application must meet in order to be positively evaluated at the 1st level of the appraisal process.

Formal Criteria Checklist is available at the website of the Programme.

1. The application must consist of an application form (the specific one created by the Executing Agency, valid at the moment of submission), filled in completely by applicants along with all required additional documents attached.

2. The application must be submitted to the Executing Agency in electronic versions: on-line and on electronic carriers (2 pieces) as well as in hard copies (3 pieces). The on-line version must be submitted through the PSRP System. The electronic carriers storing application as well as hard copies must be submitted together, either in person or by a courier or by post (sent) to:

   Ośrodek Przetwarzania Informacji (Information Processing Centre)
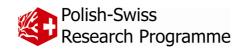
   Al. Niepodległości 188b

   00-608 Warszawa

   If the application is provided by post or by a courier, the date of receipt by the Executing Agency is binding.

3. The application must be submitted till the July 30, 2010, until 3:00 p.m. This refers to all versions of the application.

4. The on-line version of the application consists of the application form along with electronic versions of all required additional documents in .PDF/XLS. format (scanned original documents with all required signatures and/or stamps with an exception of the project budget file). Electronic version submitted on an electronic carrier (either a CD or DVD or a USB flesh drive, marked respectively) consists of the application form in .PDF/.XLS. format along with all required additional documents in the same format (scanned original documents with all required signatures and/or stamps). The hard copy of the application is a printed application form, signed and stamped by the person
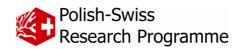
responsible for scientific management and the person entitled to act on behalf of the Beneficiary with the paper versions of all required additional documents attached (the same as attached to the electronic versions). Please notice that one paper copy of the application must consist of originally signed application form along with original additional documents attached. Two other paper copies of the application should consist of originally signed application form along with photocopies of additional documents attached (certified to be true copies of the original documents by a person entitled to do it in the institution of Beneficiary).

5. All versions of the application must be the same (have the same content including attachments).

6. The application must be in English with the following exceptions:

- Tytuł wspólnego projektu badawczego (in Polish; in application form),

- Abstrakt w języku polskim (in Polish; in application form),

- KBN thematic area (bilingual: in Polish and English).

- Specialisation / Keywords (bilingual: in Polish and English)

- Written statement of the Beneficiary (bilingual: in English and Polish; an additional document),

- Documents confirming: legal status of Polish entities if they are ranked among either "non-governmental research organisations conducting scientific activity" or "other entities running activities in the area of research and development" as well as documents certifying the authorisation of persons representing the Beneficiary to act on behalf of this institution (in Polish; additional documents).

7. All required cells in the application form must be filled in.

8. Beneficiary and all Polish and Swiss partners must be eligible to apply. Polish applicants are institutions ranked among:

- public and non-public higher education institutions,

- research institutions (this category encompasses research and development institutions – *jednostki badawczo-rozwojowe* and scientific centres of the Polish Academy of Sciences),

- non-governmental research organisations conducting scientific activity,

- other entities running activities in the area of research and development.

9. The Project must be in line with the objectives and thematic areas stipulated in the *Call for Proposals*.

10. The level of grant requested must be consistent with the state aid and the *de minimis* rules.

11. The requested grant amount must comply with the statements of *Call for Proposals*.

12. The Project must be completed till the June 30, 2016 (final eligibility date).

Moreover it is advisable for the application to meet the following requirements:

1. All pages of the application form should be of A4 size (this refers to attachments as well) and one-sided.
2. All pages of paper documents (all copies of both the application form and attachments) submitted to the Executing Agency should be initialled.
3. Costs must be given in PLN.

"Procedure of 72 hours"

In case of certain lacks or irregularities, the Executing Agency requests the Beneficiary to correct errors and/or complete defects within 72 hours from the hour of a dispatch of the notification by the Executing Agency. Information about the above lacks/irregularities will be transmitted by the Executing Agency to the Beneficiary by e-mail and fax, on e-mail address and fax number given in the application form. Such request will also be sent by the Executing Agency in writing (by a registered letter).

The following errors/defects are subject to correction/completion within 72-hour procedure:
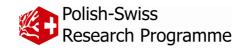
*   completeness of the application form (excluding strictly required signature/s of person/ persons duly authorised to represent Beneficiary),
*   obvious arithmetic and linguistic mistakes,
*   lack of copies of the application form in the amount requested in the *Application form User Guide*,
*   lack of electronic version of the application form,
*   inconsistency of electronic version of the application form with its hard copy (signature is not a subject to any changes).

PSRP SYSTEM

As it was stated above, applications must be submitted on the specific application forms created by the Executing Agency, valid at the moment of submission.

In order to obtain access to the application form and proceed with it you must follow the procedure stated in this section.

The PSRP System is linked to the OSF System designed to create, proceed with and submit requests (proposals) for funding under the framework of Calls for Proposals announced by the Ministry of Science and Higher Education as well as the National Centre for Research and Development. Please notice that the Systems are separate, therefore the activation of the account in the PSRP System is required even if you registered in the OSF/PNRF/POiG System previously.

Access to the PSRP System

1. Visit the official website of the PSRF System: https://PSRF-System.opi.org.pl.
2. Log into the PSRP System using you unique *User name* and *password*. If you have no account – creation of a new one will be required (more information on new accounts is stated below).
3. Choose the proper role if necessary (Editor/Supporting Editor/Reader: Polish-Swiss Research Programme).

You are logged in and able to operate in the PSRP System.

Registration of a new user

If you have no account you should follow the link "please click here" stated at the main page of the PSRP System.

If you are a registered User of the OSF/PNRF/POIG System but have no account in the PSRP System you should follow the instructions stated: use the link "please click here" and enter the password and user name, you are using the OSF/PNRF/POIG System. Please notice, that if you are allowed to operate not only in the PSRP System you will have to choose the proper role (Editor/Supporting Editor/Reader: Polish-Swiss Research Programme).
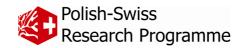
If you have no account you should create it. The following details of the potential User are required:

- User name,
- Password.

Password should:

▪ consist of at least 8 characters (capitalisation matters, all symbols are allowed).
▪ consist of at least one lower case letter AND at least one upper-case letter.
▪ consist of at least one digit.

If you have any problems with thinking up your Password please use option: "Provide me a Sample Password"

- E-mail address
- PESEL number (if you are a temporary resident of Poland and a PESEL number was not issued to you there will be needed either your Taxpayer Number Identity (NIP) or a Passport number).
- Personal Details (Title, Name(s), Surname, and Phone number).

Please notice that a confirmation e-mail (including a link that you must follow in order to activate your account in the PSRP System) will be sent automatically to the provided e-mail address. Thus providing a valid email address is essential.

You must follow the instructions from the e-mail to complete the registration process and therefore to activate your account. When your account is activated you can login to the PSRP System using your "*User name*" and "*Password*".

Please notice that you are able to login to the PSRP System without activation your account but you will be limited to verification of your Personal Details. Application forms are accessible only after completing the registration process.
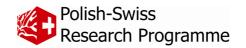
Operating in the PSRP System

When you are logged in you are able to operate in the PSRP System.

In order to create a new application form you must click the "New application". You must enter a title of the Project in Polish and in English to proceed (they can be changed later). When the application form is created you will be forwarded to it and you can proceed.

General information on proceeding with the application form

1. You can create more than one new application form (please follow the procedure stated above). Each created application form will be listed on the main page of your account.
2. Each application form has a unique ID number. When the application is sent to the Executing Agency, a registration number will be added.
3. The application form consists of sections divided in parts – they are listed on the left side when you proceed with a particular application form. Each part can be edited in order to enter data. It is suggested to edit only one part at a time. Edited parts are opened in new windows. All fields of the edited window must be filled in in order to save data you

entered. Each part can be edited and data can be corrected repeatedly. Blue fields are obligatory to be filled in while pale blue fields are not. Phrases highlighted in blue should be clicked in order to edit contents to which they relate to.

4. Amounts (sums) are marked red if incorrect.

Roles in the PSRP System

When you log into the PSRP System you can operate in three roles: either as an editor or as a supporting editor or as a reader. Each role has specific rights: you might have access to all features of the PSRP System or be limited to perform only particular actions.

Editor

This is the main role in the PSRP System and allows you to operate without any limitations. Editors are allowed to let others have access to the particular application form they created: Supporting Editors and Readers of the application.

Supporting Editor

Supporting Editors have access only to the application they are assigned to and are able to modify this particular application form (all modifications will be recorded and may be checked in the *History*). More than one Supporting Editor can be assigned to the application form.

Supporting Editors are not able to:

- add other Supporting Editors.
- cancel application form
- submit application to the Executing Agency using the PSRP System
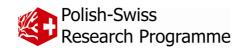- print a final version of the application form.

In order to add Supporting Editors to the particular application form you will have to click the proper button and – after forwarding to proper section – click "add". You are able to give access to the application form to new persons or users already registered.

In case of a new User, you will have to provide both the *User name* and the *Password* to such a Supporting Editor to let him log in.

Reader of the application

Readers have access only to the application they are assigned to and are able to read only this particular application form. Readers are not able to enter any data to the application form.

In order to add Readers to the particular application form you will have to click the proper button and – after forwarding to proper section – click "add". You are able to give access to the application form both to new persons and to users already registered.

In case of a new User, you will have to provide both the *User name* and the *Password* to such a Reader to let him log in.

Electronic submission of the on line version of the application

The on-line version of the application should be submitted when it is completed (all required fields are filled in and documents attached). If there are still fields to be filled in they will be listed. You should fill in all required fields and try again.

Please make sure that correct supporting documents are attached and required information is given.

Please notice that submitting (sending) the on-line version of the application to the Executing Agency is an irreversible operation and no more modification/correction of the application is allowed and possible. It is not advisable to submit the on-line version of the application prior to signing the hard copies .

Registration of the on-line version of the application will result in sending e-mails automatically to addresses provided for the following persons: *Person responsible for scientific management*, *Person responsible for administrative management*, *Contact persons* (Polish and Swiss). Please make sure the e-mail addresses are valid and correct.
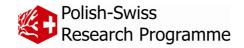
Printing

In order to print particular application form you should click the "print" button. This will result in generating a document in the .PDF format.

The application form can be printed either as a draft or in final version.

- "current draft" is a preliminary version of the application form and can be printed in any moment. Fields not filled in will be marked with the red question marks.
- "final version" is a completed version of the application form and can be printed when all required fields are filled in. After printing the final version, the application form will be locked to prevent any accidental modification. Prior to any modification you will be requested to unlock it.

Please notice that all attached supporting documents will be listed in the respective section of the application form however they will not be printed with it. They must be attached

separately to the paper version of the application form as well to the version provided on an electronic carrier.

APPLICATION FORM

Below you will find a short description of each section of the application form along with information regarding required data. The applicant is obligated to provide adequate data in English (some exceptions are stated in the text below). The application form should be filled in accordance with the statements of this User Guide.

Tytuł dla wspólnego projektu badawczego/Title of the joint research project

It should be descriptive, practical and short in order to identify the subject of the project in a clear way. Two language versions (Polish and English) are required.

Abstrakt w języku polskim/Summary of the joint research project in English

Provide a short description of the germane information given in the application form (including: background, partners, locations, research focus, objectives, main methods and activities, timeframe, expected results/findings and main conclusions). This section should not be used as an index of the application's contents. You may consider writing the *Abstrakt/Summary* once other sections of the application form are filled in completely. Two language versions (Polish and English) are required.
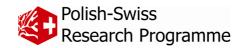
I APPLICANT

This section concerns Polish and Swiss institutions participating in the project. Please notice that both Beneficiary and all partner institutions must be ranked among institutions eligible to apply.

1.1. Beneficiary / Beneficjent

It is the Polish institution that submits the application and is responsible for the project's realisation.

Provide the full legal name, the registered address (Street & No, City, Postcode, Voivodeship, Country), NIP Number, REGON Number as well as the official web site and e-mail address. Please notice that this information should concern institution rather than its division/faculty/branch.

1.2. Type of the applicant / Typ jednostki (Forma prawna jednostki)

Please select the type of institution that refers to the legal status of your organisation:

1. public and non-public higher education institutions,

2. research institutions (on the Polish side this category encompasses *jednostki badawczo-rozwojowe* and *jednostki PAN*),

3. non-governmental research organisations conducting scientific activity,

4. other entities running activities in the area of research and development.

1.3. Description of the institution and its activities regarding the scope of the project's subject / Opis jednostki i prowadzonych dotychczas badań z uwzględnieniem podjętego w projekcie tematu.

Provide a concise description of the Beneficiary, the division/faculty/branch involved, previous experience of scientific staff, etc.

1.4. Head of the institution (organisation) / Osoba odpowiedzialna za jednostkę

Provide the following details: Title, Name, Surname and e-mail address. Please notice that this information should concern institution rather than its division/faculty/branch.

1.5. Person responsible for scientific management / Kierownik merytoryczny projektu

Provide the following details of the person responsible for scientific issues: Title, Name, Surname, Phone, Mobile & fax numbers as well as e-mail address. The contact address is required if different from the main one.

1.6. Person responsible for administrative management / Kierownik administracyjny projektu

Provide the following details of the person responsible for administrative issues: Title, Name, Surname, Phone, Mobile & fax numbers as well as e-mail address. The contact address is required if different from the main one.
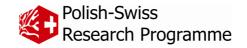
1.7. Contact person / Osoba do kontaktu

Provide the following details of the person whom the application can be discussed with: Title, Name, Surname, Phone, Mobile & fax numbers as well as e-mail address. The contact address is required if different from the main one.

2.1. Swiss partner of the joint research project / Partner ze Szwajcarii

In case the partnership consists of more than one Swiss entity , this should be the leading institution.

Provide the full legal name, the registered address (Street & No, City, Postcode, Canton, Country) as well as the official web site and e-mail address. Provide also additional identification information if possible.

Please notice that this information should concern institution rather than its division/faculty/ branch.

2.2. Person responsible for scientific management (partner) / Osoba odpowiedzialna za realizację merytoryczną w danej instytucji

Provide the following details of the person responsible for all project issues in partner institution: Title, Name, Surname, Phone, Mobile & fax numbers as well as e-mail address. The contact address is required if different from the main one.

2.3. Description of the Partner and its activities regarding the scope of the project subject

Provide a concise description of the Swiss partner, the division/faculty/branch involved, previous experience of scientific staff, etc.

ADDITIONAL PARTNERS

It is possible for the partnership to consists of more than one Polish and one Swiss entity. In such a case add the proper number of partners and provide their details.
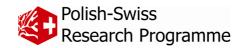
II PROJECT

This section refers to the scientific aspects of the project.

1. Thematic areas

Choose the proper thematic are of the project. It is allowed to choose more than one if project is multidisciplinary.

Joint Research Projects may be submitted in the following thematic areas:

ICT

ICT theme is meant to share experiences and research results, identify future trends, discuss business and investment prospects and identify opportunities for international research collaboration in scope of the Future Internet Technologies which will be based on mobile, wireless and fixed broadband communications infrastructures, Radio Access and Spectrum, Converged and Optical Networks.

ICT focus area – grouped under priorities of technology pillars, integration of technologies, applications, ICT for content, creativity and personal development, ICT supporting businesses and industry – encompasses in particular research of:

- any medium to record information (magnetic disk/tape, optical disks (CD/DVD), flash memory etc. and arguably also paper records);
- technology for broadcasting information - radio, television;
- technology for communicating through voice and sound or images - microphone, camera, loudspeaker, telephone to cellular phones,
- computing hardware (PCs, servers, mainframes, networked storage),
- personal hardware comprising mobile phones, personal devices, MP3 players,
- the full gamut of application software from the smallest home-developed spreadsheet to the largest enterprise packages and online software services;
- the hardware and software needed to operate networks for transmission of information, again ranging from a home network to the largest global private networks operated by major commercial enterprises and, of course, the Internet.
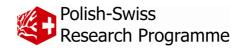

Energy – renewable energy sources

Renewable Energy Sources theme is meant to share experiences and research results, identify future trends, discuss business and investment prospects and identify opportunities for international research collaboration in scope of adapting the current energy system into a more sustainable one, less dependent on imported fuels and based on a diverse mix of energy sources, in particular renewable ones, energy carriers and non-polluting sources; enhancing energy efficiency, including by rationalising use and storage of energy; addressing the pressing challenges of security of supply and climate change, whilst increasing the competitiveness of Poland and Switzerland industries.

This focus area encompasses in particular research of:

- renewable electricity generation,
- renewable fuel production,

- renewable for heating and cooling.

Nanotechnologies

Nanotechnologies theme is meant to share experiences and research results, identify future trends, discuss business and investment prospects and identify opportunities for international research collaboration in scope of the study of phenomena and fine-tuning of materials at atomic, molecular and macromolecular scales, where properties differ significantly from those at a larger scale.

Nanotechnology focus encompasses in particular research of:

- potential risks to humans and environment, as well as test methods to generate them,
- exposures throughout the life cycle of nanomaterials or products containing them; and exposure assessment methods,
- measurement, characterization methods for nanomaterials, reference materials, and sampling and analytical methods to deal with exposures.

Health

Health theme is meant to share experiences and research results, identify future trends and identify opportunities for international research collaboration in scope of translational research (translation of basic discoveries into clinical applications including scientific validation of experimental results), the development and validation of new therapies, methods for health promotion and prevention, including promotion of child health, healthy ageing, diagnostic tools and medical technologies, as well as sustainable and efficient healthcare systems.
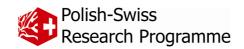
In particular, health focus encompasses research within:

1. biotechnology, generic tools and medical technologies for human health,
2. translating research for human health,
3. optimising the delivery of health care to citizens.

Environment

Environmental theme is meant to share experiences and research results, identify future trends, discuss business and investment prospects and identify opportunities for international research collaboration in the range of research topics grouped particularly under following research priorities: climate change, pollution and risks, natural hazards, environmental technologies, earth observation and assessment tools.

Environment focus encompasses in particular research of:

- the sustainable management of the environment and its resources through increasing knowledge about the interactions between the climate, biosphere, ecosystems and human activities;
- the development of new technologies, tools and services that address global environmental issues.

Emphasis should be placed on prediction tools and technologies for monitoring, prevention, mitigation and adaptation to environmental pressures and risks.

Choosing the PSRP thematic area should be followed by choosing the KBN thematic areas. You should choose up to 3 KBN thematic areas for each main PSRP thematic area as well as provide information on specialisation or key words related to your project (up to 6, IN THE FOLLOWING FORMAT: Polska nazwa / English phrase; Polska nazwa / English phrase; Polska nazwa / English phrase).

Please notice that providing accurate information on the above is crucial.

Below you will find a table with all KBN thematic areas.

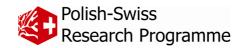|	
1 philosophy / nauki filozoficzne	33 biocybernetics and biomedical engineering / biocybernetyka i inżynieria biomedyczna
2 theology / nauki teologiczn	34 electrical technology / elektrotechnika
3 language and literature / nauki filologiczne	35 telecommunications / telekomunikacja
4 fine arts / nauki o sztukach pięknych	36 mining and engineering geology / górnictwo i geologia inżynierska
5 psychology / psychologia	37 materials engineering / inżynieria materiałowa
6 pedagogics / pedagogika	38 metallurgy / metalurgia
7 history / nauki historyczne	39 environmental engineering and protection / inżynieria i ochrona środowiska
8 sociology / socjologia	40 chemical engineering / inżynieria chemiczna
9 politology / nauki o polityce	41 chemical technology / technologia chemiczna
10 organization and management / organizacja i zarządzanie	42 textile industry / włókiennictwo
11 legal sciences / nauki prawn	43 mechanical engineering / mechanika
12 economics / ekonomia	44 machines construction and exploitation / budowa i eksploatacja maszyn

13 military science / nauki wojskowe	45 transport / transport
14 library and information science / bibliotekoznawstwo i informacja naukowo-techniczna	46 wood technology / technologia drewna
15 geography / geografia	47 commodity science / towaroznawstwo
16 geology / geologia	48 agricultural technology / agronomia
17 geophysics / geofizyka	49 agricultural engineering / technika rolnicza
18 oceanology / oceanologia	50 land reclamation / melioracje wodne
19 geodesy and cartography / geodezja i kartografia	51 horticulture / ogrodnictwo
20 biology / biologia	52 fisheries / rybactwo
21 medical sciences / nauki medyczne	53 food technology / technologia żywności i żywienia
22 pharmaceutical sciences / nauki farmaceutyczne	54 animal science / zootechnika
23 veterinary medicine science / nauki weterynaryjne	55 forestry / nauki leśne
24 mathematics / matematyka	56 medicine / medycyna
25 physics / fizyka	57 medical biology / biologia medyczna
26 chemical sciences / nauki chemiczne	58 nursery / pielęgniarstwo
27 astronomy / astronomia	59 stomatology / stomatologia
28 computer science / informatyka	60 physical education / nauki kultury fizycznej
29 architecture and town planning / architektura i urbanistyka	61 power engineering / energetyka
30 building engineering / budownictwo	62 navigation / technika nawigacji
31 automation and robotics / automatyka i robotyka	63 kształtowanie środowiska
32 electronics / elektronika	

2. Duration of the Project

Give details about the duration of the project – when it will be started and when it will be completed. Please notice that the beginning of the eligibility of costs is the date on which the grant agreement is signed by all parties. All projects should be completed until June 30, 2016.

3. Description of the project

Please be informed that all sections listed below should be provided with necessary and adequate information regarding the project with accordance to the section title.

3.1. Justification of the project's realisation (up to 8000 characters)

Please demonstrate a correspondence with chosen thematic areas, give reasons for carrying out the project, as well as provide information on scientific, technical and social interest of the proposed research and interest of Polish-Swiss collaboration.

Detailed questions that should be answered:

- *Is project application in line with PSRP objectives and thematic areas defined in Operational Programme?*
- *Have the main reasons for carrying out the project been provided and justified?*
- *To what extent will the realisation of the project contribute to resolve scientific and/or technical questions of general interest?*

3.2. Project's description (up to 8000 characters)

Please demonstrate the objectives in relation to the present state of the art, main points of scientific/technical interest as well as the expected impact.

Detailed questions that should be answered:

- *Current scientific interest and impact of the project.*
- *Are the objectives clearly defined and well focused?*
- *Do the objectives represent clear progress beyond the state-of-the-art?*
- *Is the proposed research of high standard judged at an international level?*
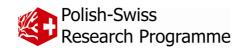- *Have adequate references been given to previous work in the field?*

3.3. Innovative character (up to 8000 characters)

Please indicate the main innovative aspects of the proposal.

Detailed questions that should be answered:

- *To what extent are the planned activities innovative in terms of research objectives and approaches?*

3.4. Work plan and Methodology (up to 8000 characters)

Please demonstrate the project's workplan and timetable with indication of the tasks to be carried out by each partner, list of milestones and deliverables on a yearly basis.

Detailed questions that should be answered:

- *Is there a clear workplan with indication of the tasks to be carried out by each partner?*

- *Have milestones and deliverables (reports, demonstrators, ..) been provided?*

- *To what extent have the path "objectives - tasks – results" been outlined?*

3.5. Quality and complementarities of the research teams (up to 8000 characters)

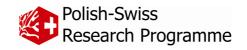Detailed questions that should be answered:

- *Quality of the research teams compared to other international groups active in the field. Experience and past performance record.*

- *Complementarity of the research teams, expected synergies, added-value achieved by working together.*

- *Extent to which the partners collectively constitute a network of high quality and its ability to continue their collaboration after the end of the project.*

- *Participation of doctoral students and postdocs in the proposed research.*

3.5.1./3.5.2/… CV of the Person responsible for scientific management / CV of the Person responsible for scientific management (name of Swiss/Polish partner).

Please provide detailed information regarding a key-person from each involved institution.

1. Title/Name/Surname (up to 200 characters),

2. Educational history including, for each degree, the field, institution, and date obtained (up to 1200 characters),

3. Academic and professional appointments, in reverse chronological order (up to 1200 characters),

4. International research experience (up to 1200 characters),

5. Brief descriptions of major research achievements over the last 5 years, including up to 10 publications (provide publication data) (up to 8000 characters),

6. Major grants received over the last 5 years (up to 1200 characters),

7. Major awards received (up to 1200 characters),

3.6. Feasibility within the budget and timeframe (up to 8000 characters)

Please demonstrate and justify funding requested for personnel, equipment, and operating expenses; personnel, equipment, operating costs contributed by the partners for carrying out the project; access to existing core facilities. Indication on how the proposed project differs from already ongoing research supported by other sources (SNF, EU, etc)

Detailed questions that should be answered:

- *Does the project appear feasible as a whole?*

- *Are the necessary resources (personnel, technical equipment, core facilities) available for the proper implementation of the project?*

- *To what extent are the planned expenditures reasonable and adequate in the context of efficiency?*

3.7. Valorisation of the results. Influence on horizontal policies of the EU (up to 8000 characters)

Please demonstrate and explain the project impact of the results during and after the end of the project, indication of potential users. Moreover demonstrate the project's possible impact on environment, economy, society, sustainable development, gender equality; Conformity with current standards, in particular the ethical standards of EU research
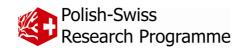
Detailed questions that should be answered:

- *How will the results of the research be exploited (publications, patents, know-how, continued collaboration after the end of the project, …)*

- *To what extent has the applicant described areas (scientific/industrial/social), where the results can be implemented, and have potential end-users of the research results been identified?*

- *To what extent does the project have a positive impact on sustainable development (environmental, economic, social)?*

- *To what extent does the project have a positive impact on equal status of men and women?*

- *To what extent will the research be conducted in accordance with current standards, in particular the ethical standards of EU research?*

3.8. Management and cost issues. Dissemination and promotional activities (up to 8000 characters).

Please provide information regarding:

- Clearly defined management structure (communication between partners, division of roles, organization of meetings, monitoring, decision making, process, problem solving procedures, etc.),

- Clearly defined financial management rules and procedures (adequate budgets for each task, division of expenditures between tasks, planning of expenses for personnel, equipment and operational and management cost, etc.),

- Efficiency of the project management:

- Human Resource Management (setting out of a consortium, communication between partners, division of roles, organization of meetings, monitoring, division of tasks, decision making, process, problem solving management, etc.);

- Management of material resources (the choice of site for the project realisation, equipment, purchase of equipment, materials needed for the project, etc);

- Financial management (the proper /adequate project budget with allocations for each task, division of expenditures between tasks, wages planning, expenses, the valuation of the possible in-kind contribution, ensuring the flow of funds, cash flow stability, balance),

- Dissemination and promotional activities planed to be performed.

Detailed questions that should be answered:

- *Have risks been adequately considered and possible fall-back actions identified?*

- *Have sufficient project promotional and dissemination activities been planned?*

- *To what extent was the justification for the necessity of planned expenditures provided?*

- *Are operational costs given with accordance to the Operational Programme?*

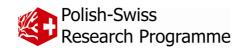- *How was the equal access to the research results assured?*

3.8.1. CV of the Person responsible for administrative management.

Please provide the description of the experience in managing research projects, especially implemented in an international partnership (up to 4000 characters)

4. Logical Framework Matrix

The logical framework matrix is based on the principles of logical thinking and provides tools which are useful during whole lifetime of the project: from planning through implementation to evaluation. Applicant should present a logical connection between planned actions and presumed objectives, the execution of which they serve. It is a synthetic presentation of the project and allows to improve its quality.

There shall be identified 3 levels of objectives: Overall Objective, Expected Results and Products:

Overall objective is the consequence of the project beyond the immediate effects to its direct Beneficiaries. The overall objective can usually only be measured when some time has passed. The overall objective should be linked to the project as directly as possible.

Expected results are the expected outcome of the project. The result is the reason for why the activities were carried out, and it is usually the combination of the products. It shall normally be possible to measure or identify the achievement of the result at the completion of the project.

Products are the direct achievements of the project. Products can usually be measured during the project implementation and will therefore serve as progress indicators. All products must be measurable and achieved at the latest by the completion of the project.

In the **first column** of the table, give a short statement on each level. One overall objective, one purpose and up to three results are allowed.

In the **second column**, define up to three indicators per statement. This definition must be short and clear and also include the units of the indicators. In case of Products you have to chose at least one of the indicators provided in the PSRP System. If you would like to provide other indicators for the same Product you may either chose the one stated in the system or enter your own indicator (remember about giving the measurement unit).

The **third column** refers to baseline values of the chosen indicators. This is the status prior to the implementation of the project.
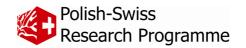
The **fourth column** refers to target values of the chosen indicators. This is the expected value to be achieved as a consequence of the project.

In the baseline and target columns only numerical values can be entered. Applicants shall always provide quantifiable targets for indicators regarding Results and Products. If Overall Objective indicator targets can be quantified realistically, then this shall be done as well. Quantification of the Overall Objective may sometimes be difficult and may require some creativity, however, it should in most cases be possible.

Logical Framework Matrix table has a restricted number of possible objectives and indicators. If a larger number is relevant, the most important ones shall be chosen, and the ones that – in combination – cover as much as possible of the project.

Please familiarise yourself with the catalogue of monitoring indicators attached to the Operational Programme.

III. FINANCE AND BUDGET

This section regards financial issues and budget of the project.

Please notice that all financial information shall be given in PLN. The exchange rate for CHF (which should be used for calculations, i.e. to check whether the total amount of the project complies with the requirements stipulated in documents) is stated in the header. It is the exchange rate of the National Bank of Poland from April 1st, 2010.

1. Key Project Parameters

Total amount of the project – provide the total amount of the project. It should be equal to the sum of the Grant and the Beneficiary's contribution.

Grant requested – provide the total amount of requested grant with reference to the state aid rules and the *de minimis* rules.

Beneficiary's contribution – provide the total amount of beneficiary contribution.

The grant assistance will be provided for Projects amounting between CHF 300 000 and CHF 1 000 000 (tentatively 60% of the total allocation) and Projects amounting between CHF 1 000 000 and CHF 2 000 000 (tentatively 40% of the total allocation) in order to keep the PSRP accessible for a broad variety of Beneficiaries.

It is allowed to apply for co-financing up to 100% of eligible project's expenses. Please be informed that the Beneficiary is obligated to enter the proper data regarding the amount of the grant and level of co-financing.
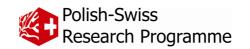
Possibility of VAT recovery:

Please provide details concerning a possibility of VAT recovery. Please tick off one of the options and give a brief explanation (up to 1000 characters).

2. Schedule

Please provide the planned costs divided into cost categories in every task/activity. Please give a name for each task in order to recognise it quickly. The numbers in this table are editable by clicking on the name of the task.

Cost categories are consistent with the definitions given in Operational Programme.
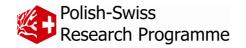
- **DIRECT COSTS** (are all those eligible costs which can be attributed directly to the Project and are identified by the Beneficiary as such, in accordance with its accounting principles and its usual internal rules):

  - **Project management** (namely costs related to the salary of the persons responsible for managing the Project, the travel costs, office materials etc. which must relate to requirements of the Project / Implementation Agreement, NCU or national legislation, etc.). Such actual costs have to be well justified, assuring the cost effectiveness, and cannot exceed 10 % of total eligible Project costs.

  - **Personnel / staff**: personnel costs of researchers, technicians and other supporting staff are eligible if (cumulatively) a) costs are directly attributed to the implementation of the Project and occur entirely within the Beneficiaries b) costs are not exceeding usual salary rates at the institution involved and c) the staff involved in the Project implementation is identified personally/specifically. Eligible personal costs include salaries, social security contributions and all other statutory costs related to employment obligations.

  - **Travel and subsistence allowances for staff taking part in the Project:** as a general rule, actual travel and related subsistence costs relating to the Project may be considered as direct eligible costs, provided they comply with the beneficiary's usual practices.

  - **Instruments and equipment:** costs of equipment to the extent and for the period used for the research project. If such instruments and equipment are not used for their full life for the research project, only the depreciation costs corresponding to the life of the research project, as calculated on the basis of good accounting practice, shall be considered eligible. The maximum percentage for the instruments and equipment equipped within the joint research projects is 30% of total project costs.

  - **Other operating costs**: other operating costs such as costs of materials, supplies and similar are eligible if incurred directly as a result of the joint research activity.

  - **Patents / external services:** costs of contractual research, technical knowledge and patents bought or licensed from outside sources at market prices as well as costs of consultancy / equivalent services used exclusively for the research activity. Fees for legal advice, notary fees and costs of technical and financial expertise are eligible if directly linked to the Project implementation.

- **Publicity costs:** These costs may include such costs as publication of joint scientific articles, etc. Costs of organization of seminars/conferences on the joint research project's subject are also included.

- **INDIRECT / OVERHEAD COSTS** (are all those eligible costs which cannot be identified by the Beneficiary as being directly attributed to the Project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the Project - e.g. building costs, heating, water/gas/electricity, insurance, communication/postage, general administrative/financial management etc.). Indirect costs are eligible on the basis of a **flat rate** of 10% of its total direct eligible costs.

Please be informed that the following costs are not eligible:
- expenditures incurred before or after the dates of eligibility,
- interest on debt, purchase of land / real estate,
- fines, financial penalties and expenses of litigation,
- purchase of second-hand equipment,
- activities supported from other resources,
- losses connected with currency exchange,
- costs which exceed the usual market prices,
- VAT, if it could be recoverable by the Beneficiary under national regulations.

3. Advance payment

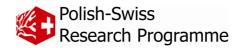The Beneficiary may apply to the Executing Agency for an advance payment under the following conditions:

- the advance payment does not exceed 10% of the overall Project budget (total amount of the project)
- the advance payment does not exceed 50% of the current year's Project budget (expenditures planned for the first 12 months of the project's realisation).

Please notice that if an advance payment is not requested in the application form, it is not allowed to apply for it later.

4. Eligible expenses/DIRECT COSTS

This table is filled in automatically by the PSRP System. It sums up the positions stated in the **Schedule** Section (for each category and each year of planned activities).

5. Breakdown – expenses of particular Partners

In this table the applicant have to divide the cost for Polish and Swiss partner/s with respect to the general rule that the co-financing of Swiss partners cannot exceed the 42,5% of the total amount of the project.

IV. SUPPORTING DOCUMENTS

The application form must be attached with additional documents at the stage of submitting the application. Some attachments are obligatory others depend on a type of applying institution. Please notice that "original document" refers to either an originally signed document or a copy certified to be a true copy of the original document by a notary.

1. Document confirming the legal status of the applicant as well as an authorisation for the person signing the application form to act on behalf of the Beneficiary.

There should be provided documents confirming the legal status of each Polish institution (both the Beneficiary and partners) involved in this particular project if they are ranked among "non-governmental research organisations conducting scientific activity" and "other entities running activities in the area of research and development". Moreover there should be provided an authorisation for the person signing the application form to act on behalf of the institution (organisation) if the Beneficiary is ranked among the above mentioned types of applicants.

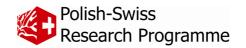Please notice that documents should be provided in Polish.

Below you will find documents required for each type of eligible applicants:

1. non-governmental research organisations conducting scientific activity: extract/excerpt/ transcript from the National Court Register.

2. other entities running activities in the area of research and development: extract/excerpt/transcript from the National Court Register or other document of similar probative value confirming the legal status of Beneficiary personal data of person authorised to act on behalf of this institution.

Please notice that:

- all documents must be issued no earlier than 6 months before the submission date of the proposal.

- no documents concerning eligibility are required if all Polish institutions involved in the project' realisation are ranked among: "Public and non-public higher education institutions" and/or "Research institutions (on the Polish side this category encompasses jednostki badawczo-rozwojowe oraz jednostki PAN)".

2. Letter of Intent including declaration of cooperation

This document should prove that an involved party has a will to cooperate in order to realise this particular project. There is no template of such a document, however the following information should be stated in it: the title of the project, legal names of all involved institutions as well as a transparent indication that this particular project will be realised under the framework of the Polish-Swiss Research Programme and amounts planned to be spent by each party. It should be signed (and stamped) by a person/s entitled to do it and regards to both the Beneficiary and partners. This document should be in English.

Please notice that if the project is granted, a partnership agreement, determining detailed rights and duties of contracting parties, will be required.

3. Detailed project budget

Provide detailed information regarding planned budget of the project. This document should be in English and on the specific form created by the Executing Agency in the .XLS format.

4. Statement of the Beneficiary

This document should be provided on the specific form created by the Executing Agency, valid at the moment of submission. This document should be signed by a person entitled to act on behalf of the Beneficiary (stamps are required as well). This document is available at the website of the Programme. This document should be bilingual: in Polish and in English.
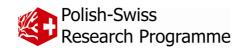
5. Additional information

You may enclose other than documents mentioned above if you find it relevant to the project (e.g. figures, diagrams, etc.). This document should be in English.

Please notice that:

1. files attached to the electronic versions of the application form must be in the .PDF format with the exception of a file concerning a detailed project budget (which must be in .XLS

format). The size of each file is limited to 13 MB. Each file should have a transparent and unique name.

2. if two or more documents refer to the particular kind of additional document (e.g. two letters of intent), they should be attached as one file.

3. all additional documents before scanning and attaching to the application form should bear all required signatures and stamps.

4. no additional documents are printed with the application form. They must be attached to each hard copy of the application form separately. One set of attachments must consist of originals of required additional documents. Two other sets should consists of photocopies certified to be true copies of the original documents by a person entitled to do it).

V. REMARKS (up to 4000 characters)

If there is anything that – in your opinion – might be important for the appraisal of the project, please write it in this field. The maximum number of characters allowed is 4000.

VI. SIGNATURE

The application form must be signed by the Person responsible for scientific management as well as a person/s authorised to act on behalf of the Beneficiary.
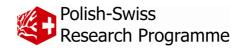
The signatures should be original (signature stamps, persons signing on others' behalf or photocopies are not acceptable). All hard copies should be signed originally. If a decision of a management committee, board of directors or comparable bodies is required to grant the signatory the necessary powers, the original of the decision, signed by the members of the committee or the board, should be attached to the Application (a letter of authority for the person signing the application).

Please notice that personal details of the Person responsible for scientific management are automatically copied from the section *Beneficiary* and any changes of them result in modification of data in this section.

QUESTIONS:

Questions may be sent by e-mail or by fax no later than 14 days before the relevant deadline for the receipt of proposals to the address listed below, indicating a clear reference to the *Call for Proposals*. Questions will be replied within 7 days. Questions that may be relevant to other applicants along with the answers will be published at the web site.

CONTACT:

Ośrodek Przetwarzania Informacji (Information Processing Centre)

Al. Niepodległosci 188 b

00-608 Warsaw

Poland

www.swiss.opi.org.pl

Phone: +48 22 570 14 33

Help desk: +48 22 351 71 07

Fax: +48 22 825 33 19