FIRST TEAM

Instructions for completing the Application
as part of the “European Funds for a Modern Economy”
Program 2021-2027

Priority 2: An environment conducive to innovation
Measure 2.2: First Team

CALL N° 1/2023

Contents

I. Basic information

1.1. You submit your application for funding ("Application") only in an electronic form, using the IP electronic system, by registering at https://wnioski2023.fnp.org.pl.

1.2. Before you start filling out the Application, be sure to read the following documents:

a) "Regulations for the Selection of Projects" which describe, among others, the rules for applying for funding and the methods of submitting and evaluating Applications;

b) "Project Selection Criteria" which set out the requirements to be met by each grant Application and describe how they will be evaluated.

1.3. Fill in the data in the online form and attachments in Polish.

1.4. Fill in all fields in the form and attachments in accordance with this instruction and the information provided by the IP electronic system.

1.5. You must use the templates of the attachments and statements available on the website of the First Team Measure and in the IP electronic system (both within the "Files for download" section and directly in the "Attachments and statements" section). The submission of an attachment inconsistent with the templates (for example changing the cover page, deleting text or entering other than required data or graphics) will be detected during the evaluation of the project, which may result in a negative assessment.

1.6. Do not exceed the character number limit in the text boxes. In the check boxes, select a one answer from the drop-down list: "Yes" or "No". Do not exceed the character or page number limit in the attachments.

1.7. Prepare attachments as PDF files.

1.8. When filling in an attachment, use a font size legible for those evaluating your Application (at least 11 points is recommended).

1.9. The IP electronic system allows you to modify the electronic Application form and exchange attachments until the final approval of the Application, which is done by clicking the "Finish data editing".

1.10. The IP electronic system makes it possible to verify your data and may block the submission of an incorrect Application. However, the system cannot check everything, particularly in terms of the substantive content of text boxes and attachments. You are responsible for finally making sure that all the boxes and attachments are completed correctly.

1.11. Once you've finished filling out each section of your Application, you can save it, which is recommended.

1.12. After the final verification of the contents of the Application and attachments, you can submit the Application by selecting the appropriate option in the IP electronic system. You can submit the Application only during the call period. It is not possible to supplement or correct the Application and attachments after submitting them in the IP electronic system (unless you are asked to do so at the evaluation stage).

II. Detailed instructions on completing the Application

1. PROJECT INFORMATION

1/2 Basic project information

Project number	*Assigned by the system*

Project title	*Max. 300 characters*
Short description of the project (abstract)	*Max. 2,000 characters*
Keywords	*Max. 300 characters*
Field and specialization	
OECD (more than one are allowed)	*Select from the drop-down lists:* • *Science* • *Field* • *Specialization*
The area of the project's NSS	*Drop-down list*
Justification of the selected NSS area	*Max. 1,000 characters*
Project start date	*Your entry*
Project completion date	*Your entry consistent with the "Project Work Schedule" (see attachment to the Application). The basic milestone period provided for in the "Schedule" is from the commencement of the project.*
Project implementation place	*Province (drop-down list)* County (drop-down list) *Municipality (drop-down list)* Town / city (drop-down list) *Street (drop-down list)*
Building number	*Your entry*
Suite number	*Your entry*

2/2 PROJECT'S COMPLIANCE WITH THE EU'S HORIZONTAL POLICIES

- **1/4 Compliance with the horizontal principles of equal opportunities and non-discrimination**

Explain how the project complies with the horizontal principles of equal opportunities and non-discrimination in accordance with art. 9(2)-(3) of Regulation 2021/1060 of the European Parliament and of the Council.

Beneficial effect of the project on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities

The "**principle of equal opportunities and non-discrimination**" means the requirement for the implementation of measures enabling all persons to participate fairly and fully in all areas of life, regardless of gender, race including skin color and genetic features, ethnicity including language, membership of a national minority, birth and social origin, property, religion, worldview including beliefs and political or any other opinions, disability, age, or sexual orientation.

The term "**accessibility**" is the ability to use infrastructure, transport, information and communication technologies and systems, as well as products and services. It allows, in particular, persons with disabilities and seniors to enjoy them on an equal basis with others. In the case of ongoing projects, "accessibility" means that all their products and services can be used by any person. Examples of such products include websites, mobile applications, training materials and conferences.

Review the project in terms of the potential impact of the funded activities and their effects on the situation of persons with disabilities or other persons with characteristics that may

constitute grounds for discrimination. The aim of this review is to identify areas and possible actions. The review is supposed to facilitate in the preparation of a description and in any form.

Communicate the results of the review in the Application, referring to all discriminatory grounds (sex, race including skin color and genetic features, ethnic origin including language, belonging to a national minority, birth and social origin, property, religion, worldview including beliefs and political or any other views, disability, age, sexual orientation). If you identify discriminatory reasons other than those mentioned above, name them and also justify the impact of the project in this respect.

Explain why the project will have a beneficial effect on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities, referred to in art. 9(1)-(3) of Regulation 2021/1060 of the European Parliament and of the Council) and in the Guidelines on the implementation of equality principles under EU funds for 2021-2027 ("Guidelines").

Identify specific activities, implemented as part of the project, confirming the beneficial effect of the project on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities.

The "**beneficial effect**" should be understood as accessibility of infrastructure, means of transport, goods, services, technologies and information and communication systems and any project deliverables (products and services) that have not been considered neutral for all their users – in line with the accessibility standards for cohesion policy 2021-2027 annexed to the Guidelines.

When reviewing your project to ensure equal opportunities and non-discrimination, you may use the following questions:

- Do I follow an anti-discrimination policy in the project? For example in the recruitment, employment, working conditions, remuneration, promotions, employee appraisal, etc.?
- Do I have policies, regulations, instructions, other internal documents to prevent discrimination, mobbing, sexual harassment and other unacceptable behaviors?
- Do I use, or provide my employees with the opportunity to use, anti-discrimination, anti-mobbing, diversity management, work-life balance or other similar training?
- Do I provide other anti-discrimination solutions, such as flexible working hours or caregivers' leave to provide personal care or support to dependent persons, etc.?

Remember to implement the project **taking into account measures against discrimination** based on the foregoing reasons, accessibility and the concept of universal design (if applicable).

The concept of "**universal design**" aims to design products, environments, programs and services in such a way that they are useful to everyone, as much as possible, without the need for adaptation or customization of the design. The concept is implemented by applying at least the accessibility standards annexed to the Guidelines. The standards cover areas such as digitalization, transport, architecture, education, training, information and promotion. The usefulness and appropriateness of applying individual standards depends on the nature of the project, but each Applicant should do the following, in particular:

- Apply the information and promotion standard to the information and promotion activities within the project;
- Apply the digital standard when creating all electronic documents as part of the project;
- Apply the architectural standard when building or re-engineering architectural objects (manufacturing facilities, offices, parking lots, etc.
- When reviewing your project in terms accessibility and universal design, you may use the following questions: Is the project information on my website readable for everyone and is it

prepared in accordance with the Web Content Accessibility Guidelines (WCAG)? Do I remember to prepare project information for various information channels (e.g. leaflets, posters, Polish sign language, transcription, audio description, extended subtitles, etc.)? Are the deliverables designed according to the principle of universal design? (See the detailed description of the deliverables in the section entitled "Products and/or services in the project".) Will persons with special needs be able to take full advantage of the effects of my project or service:

- ✓ blind
- ✓ visually impaired
- ✓ deaf
- ✓ earing impaired
- ✓ moving in a wheelchair
- ✓ walking with a cane or crutch
- ✓ persons with intellectual disabilities
- ✓ seniors
- ✓ persons with other latent diseases (e.g. epilepsy, diabetes, circulatory dysfunctions, spine diseases, rheumatism)?

- Are the project premises / offices accessible? Do I remember to ensure accessibility and describe it (e.g. by displaying notices about door widths, guides to office locations, site maps, etc.)?
- When performing contracts under the public procurement regulations, do I prepare descriptions of their subjects taking into account the requirements for accessibility for persons with disabilities, universal design or social aspects of the employment of persons with disabilities?

Explanation of accessibility of the project's products / services

Explain how the individual products will be accessible to persons with disabilities. Note that the "Products and/or services in the project" are those that will be created as a result of the project, but also those that will be purchased as part of the project (i.e. fixed and intangible assets). The accessibility of the products / services will be ensured in particular if they do not contain elements / features constituting barriers to their use by persons with disabilities. To determine accessibility of a project product / service for persons with disabilities, you can, for example, declare (if applicable) that the product /service will be accessible to all users, regardless of their abilities, without the need for special adaptation. In this case, you must substantiate the above claim in relation to all the above premises.

Note that accessibility can be ensured primarily by applying the concept of universal design taking into account the provision of:

1) equal opportunities for all,
2) flexibility in use;
3) simplicity and intuitiveness in use;
4) perceivability of information;
5) tolerance to errors;
6) slight physical exertion during use;
7) dimensions / spaces sufficient for use;
8) mobility;
9) sensory performance;
10) communication;
11) perception.

Review the project's products / services in a way helpful in explaining the accessibility features, i.e. determine what products / services will be adapted, and how, to the needs of persons with disabilities. When conducting the review, similar to the review of the entire project, answer the question whether the described product or service will fully benefit persons with special needs (such as those listed above). After the review, name the product / service and explain how it will be accessible to persons with disabilities, that is, describe how the product / service will be adapted to ensure its accessibility and usability for persons with disabilities or other users. If the product / service is neutral in relation to the principle of equal opportunities and non-discrimination, note that the product will be neutral and explain how (in the descriptive box).

A product / service can only be considered "neutral" if has no direct users. Examples include electrical systems, transmission lines, automated production lines, retention reservoirs or new or improved technical processes).

Explanation of the project's compliance with the principle of equality of men and women

The principle of "equality of men and women" requires implementation of measures aimed at achieving a state in which men and women are recognizing as having the same "social value", rights and duties. It is also a state in which men and women have equal access to resources (e.g. funds, development opportunities). This principle is to guarantee the possibility of choosing a life path without limitations resulting from gender stereotypes. The implementation of the principle of equality of men and women is to ensure, in particular, equal rights to education, employment, promotion, remuneration for work, social security and equivalent positions and roles. This principle is also to guarantee the possibility of choosing a life path without limitations resulting from gender stereotypes.

Note that the project must ensure equality of men and women and review your project in this respect.

While reviewing your project, you may use the following questions:

- Do I follow the principle of equality of men and women in the project, for example in recruitment, employment, working conditions, remuneration, promotions, employee appraisal, etc.?
- Do I have policies, regulations, instructions, other internal documents setting requirements for the equality of men and women, anti-mobbing, prevention of sexual harassment and other forms of discrimination ?
- Do I offer employees opportunities to participate in training or other events on an equal basis?
- Do I provide other solutions to ensure equality of men and women, such as flexible working hours, caregivers' leave to provide personal care or support to dependent persons, etc.?

Note that **compliance with the principle of equality of men and women** should be demonstrated in the project, on the one hand, by planning for equality-promoting measures (if such inequalities have been diagnosed in the project) and, on the other hand, by developing such mechanisms so that, at any stage of the implementation of the project, there is no discrimination or exclusion on the grounds of gender.

After the review, describe and explain why the project will comply with the principle of equality of men and women referred to in art. 9(1)-(3) of Regulation 2021/1060 of the European Parliament and of the Council and in the Guidelines.

List specific project measures confirming project's compliance with the principle and explain their purposes in relation to the project.

Neutrality of the project is permissible in relation to the principle of equality of men and women. Note, however, that you may claim that the project is neutral only if you describe and explain why the project is unable to implement any measures for compliance with this principle.

- **2/4 Project's compliance with the Charter of Fundamental Rights (CFR)**

Demonstrate (max. 2,000 characters) that the project complies with the Charter of Fundamental Rights, in accordance with art. 1, 3-8, 10, 15, 20-23, 25-28, 30-33 of the Charter.

Review the project and read the CFR to explain how the project will comply with art. 1, 3-8, 10, 15, 20-23, 25-28, 30-33 of the Charter. The review is supposed to facilitate demonstrating in the Application in a free form how the project will comply with the above articles of the CFR.

Based on the review – with respect to your own capabilities, the scope of implementation and the impact of the project – demonstrate in the Application compliance with the rights and freedoms set out in the above articles of the CFR or neutrality, as defined by relevant articles (if applicable).

For the other articles of the CFR, demonstrate that the project is neutral towards them.

- **3/4 Project's compliance with the Convention on the Rights of Persons with Disabilities (CRPD)**

Demonstrate (max. 2,000 characters) that the project complies with the Convention on the Rights of Persons with Disabilities (CRPD) in accordance with art. 2-7,9 of the Convention.

Review the project and read the CRPD in order to describe in the Application how the project will comply with art. 2-7,9 of the Convention. The review is supposed to facilitate demonstrating in the Application in a free form how the project will comply with the above articles of the CRPD.

Based on the review – with respect to your own capabilities, the scope of the implementation and the impact of the project – demonstrate in the Application compliance with the rights and freedoms set out in the above articles of the CRPD or neutrality vs. selected articles (if applicable).

For the other articles of the CRP, demonstrate that the project is neutral towards them.

- **4/4 Project's compliance with the sustainable development principle**

Demonstrate that the project complies with the principle of sustainability in accordance with art. 9(4) of Regulation 2021/1060 of the European Parliament and of the Council:

- **The project complies with applicable environmental legislation.**

Select legal acts testifying to the project's compliance with the environmental regulations. You may choose from among the following legal acts:

– Environmental Assessment Law – the act on the provision of information on the environment and its protection, public participation in environmental protection and on environmental impact assessments;

– Environmental Protection Law;

– Water Law;

– Nature Conservation Law;

– Waste Law;

– other (specify in the box: "Project's compliance with environmental regulations with identification of relevant legal acts")

You can also cite other pieces of legislation not listed above. Describe to what extent your project will comply with the law in the box: "Project's compliance with environmental regulations with indication of relevant legal acts" Explain which environmental regulations will apply to your project and to what extent.

- **The project complies with the 6R principles or other environmental aspects.**

If the project will be implemented in accordance with the 6R principles, select at least two principles (the definitions can be found below). You have the following options:

– Refuse;
– Reduce;
– Reuse;
– Repair (or Recover);
– Recycle;
– Rethink.

List and describe the 6R principles that the project will follow and to what extent in the box: “Description of the project implementation method in accordance with at least two 6R principles (describe the indicators for the selected rules in the “Environmental indicators” table)”. Refer to **all the selected 6R principles**.

List relevant environmental indicators and describe them (names, values, methods) in the “Environmental indicators” table in section “7. Indicators” to demonstrate compliance with at least two of the 6R principles.

You may define the environmental indicators on your own or you may use the “List of Key Indicators” in force on the day of the announcement of the competition.

Select an appropriate indicator for each of your 6R principles.

Note that the environmental indicators will be monitored, reported and checked on the project’s site.

If you cannot demonstrate the project’s compliance with the 6R principles, you may demonstrate **beneficial effect of the project on other environmental aspects** (not covered by the 6R principles). List these aspects and describe them in the box: “Description of the beneficial effect of the project on other environmental aspects (not covered by the 6R principles) (provide an at least 1 indicator showing an improvement by not less than 10% in the “Environmental indicators” table)”.

If there is a beneficial effect on other environmental aspects, present such indicators that will improve by at least 10% compared to the values before the implementation of the project.

To confirm beneficial effect on environmental aspects other than those covered by the 6Rs principles, **present relevant environmental indicators and describe them** (names, values and methods) in the “Environmental indicators” table in section “7. Indicators”.

Provide at least one indicator.

You may define your own environmental indicators other than the 6R principles or you may use the “List of Key Indicators” in force on the day of the announcement of the competition.

Note that the environmental indicators will be monitored, reported and checked on the project’s site.

The following definitions of the 6R principles will help you make the right choice.

The “**Refuse**” principle consists in refusing to use materials, substances or products that are not suitable for reuse, repair or recycling or that have a negative impact on the environment or on human life and health.

The application of the “Refuse” principle should result in a complete (100%) elimination of materials, substances or products which are not reusable, repairable or recyclable or have adverse effects on human life and health and the environment. List those materials, substances or products that have been eliminated as a result of the project – in relation to previous or conventional production (where the Applicant has not yet carried out production).

The application of the “Refuse” principle may also be confirmed by conducting studies on the abandonment of materials, substances or products that are not suitable for reuse, repair or recycling or which have negative effects on the environment or on human life and health and are supported, for example, by an indicator such as the number of tests or the number of products / processes covered by the studies.

The "**Reduce**" principle consists in reduction of the consumption of renewable and non-renewable resources, materials, substances or products through the use of appropriate technical, logistical or economic measures. The reduction should lead to a real drop in the consumption of renewable resources (e.g. water, soil), non-renewable ones (e.g. mineral resources: fossil fuels, metals, chemicals, rocks, organic substances) or materials, substances or products during or as a result of the project in relation to the hitherto or conventional processes.

The "Reduce" principle may also be applied to ICT services, for example by using solutions to reduce consumption of energy by computer equipment – for example, by using cloud services, reporting the carbon footprint and its reduction, using server optimization, improving the time of using applications Application so as to minimize the time spent with them, the so-called "user experience", enabling the use of the so-called "dark Mode" reducing power consumption, limiting the number of queries and transmitted data, developing or changing algorithms in such a way that they consume less energy.

One form of application of this principle may also be the introduction of business models that reduce the number of products used, such as the Product-as-a-Service (PaaS) model. This model consists in providing end users with access to the functionality of a given product / resource instead of the product / resource. In this model, the manufacturer of the product remains the owner and offers services in return for a subscription or a fee per use.

The application of the "Reduce" principle should result in a proven reduction of specific resources, materials, substances or products thanks to the project and, at the same time, should not cause a significant increase in the use of other resources, materials, substances or products during or as a result of the project in relation to the hitherto or conventional processes (where the Applicant has not carried out such activity so far).

The application of the "Reduce" principle may also be confirmed by conducting studies on the reduction of consumption of resources, materials, substances or products through the application of appropriate technical, logistical or economic measures and supported by an indicator concerning, for example, the number of studies or the number of products / processes covered.

The "**Reuse**" principle consists in the reuse of materials or products that, instead of becoming waste in one production or service process, become input materials for another process. This principle may also lead to the use of materials or products for new functions if they are no longer usable in their current form.

The application of the "Reuse" principle should result in redirecting specific materials, substances or products for other uses during or as a result of the project, or which will be given a new function. The change should be demonstrated in relation to the hitherto or conventional processes (if the Applicant has not yet carried out its activity). Provide a measurable indicator of the amount of materials, substances or products directed for reuse.

The application of the "Reuse" principle may also be confirmed by carrying out studies on advanced remanufacturing technologies or by setting up systems to promote re-use and supported by an indicator concerning, for example, the number of studies or products / processes covered by these studies.

The application of the "Reuse" principle may also be confirmed by research and innovation in advanced remanufacturing technologies or by the creation of systems to promote reuse.

The "**Recover**" principle consists in introducing within the project such technical, logistic and marketing solutions that ensure availability of spare parts, manuals and repairs, technical information or other tools, hardware or software enabling the products to be repaired and reused without compromising their quality and safety.

The application of the "Recover" principle also consists in extending the life cycle of the product by enabling its repair, refreshing or improving aesthetics or creating comprehensive systems that promote the repair of products, for example by introducing technical standards, offering variable parts, repair work, or creating a product that can be repaired.

The application of the "Recover" principle should be confirmed by an indication of specific products or their components for which the possibility of repairing, refreshing, renewing or improving them will be introduced during or as a result of the project. The change caused by the implementation of the project should be demonstrated in relation to the previous activity of the entity or be related to conventional methods of conducting the activity (where the Applicant has not yet carried out its activity). The change may also apply to equipment and machines (e.g. the purchase of regenerated / repaired equipment ensuring adequate quality and safety of use).

The application of the "Recover" principle may also be confirmed by research and innovation in advanced remanufacturing technologies or by the creation of systems to promote the repair and refurbishment of products. Provide a measurable indicator of the number of products or items for which the project will introduce the possibility of repairing, refreshing, renewing or improving them. Another measurable indicator may also be a demonstration how much the life of the product / element will be extended as a result of the changes introduced in accordance with the "Recover" principle.

The application of the "Recover" principle may also be confirmed by research into advanced reprocessing technologies or by setting up systems to promote product repair and remanufacturing, supported by an indicator concerning, for example, the number of tests or the number of products/processes covered by these studies.

The "**Recycle**" principle refers to a situation where a product, material or substance cannot be reused or repaired / reclaimed and the resulting waste cannot be reused or ceased to be waste. Such waste, in accordance with the "Recycle" principle, should be sent for processing for reuse for its original purpose or transformed into new materials and products. Organic recycling consisting of aerobic treatment, including composting, or anaerobic treatment of waste that decomposes under controlled conditions using microorganisms resulting in organic matter or, for example, methane, and the recovery of materials should also be considered compatible with the "Recycle" principle.

The application of the "Recycle" principle should be confirmed by the indication of specific materials, substances or products that were sent for recycling during or as a result of the project, and for which it was impossible to apply the "Reuse" and/or "Recover" principle(s). The change should be demonstrated in relation to the entity's previous activities or be related to conventional methods of conducting the activity in question (where the Applicant has not been established so far). The change may also affect equipment and machinery. In addition, the use of recycled materials, substances or products, including after end-of-waste status, will be considered to comply with this principle.

Provide a measurable indicator of the amount of materials, substances or products directed to recycling or that are recycled and have been used in the Applicant's activities during or as a result of the project.

The application of the "Recycle" principle may also be confirmed by research on advanced recycling technologies and supported by an indicator concerning, for example, the number of tests or the number of products / processes covered by the research.

According to the "**Rethink**" principle, anyone who takes actions that generate or may generate waste or impact on the environment should plan and design such activities using such modes of production or forms of services and materials, to prevent or significantly reduce the generation of waste or reduce its negative impact on human life and health and on the environment. The essence of this principle is planning and designing taking into account the full life cycle of a given product or service. To this end, it is necessary to identify materials, substances or products that are the main sources of environmental impact or waste generation and then take action to prevent or reduce their use.

The application of the "Rethink" principle should be confirmed by conducting studies and assessments in terms of environmental life cycle assessment (LCA) product environmental footprint (PEF) assessment or other environmental certification (e.g. ISO 14001, EMAS), by obtaining an eco-label, or by environmental technology verification (ETV) for a product or service that is the subject of the activity resulting from the planned implementation of the project.

In line with the "Rethink" principle will also be considered to be purchasing, as part of the project, in accordance with the criteria of green public procurement (including taking into account parameters related to energy consumption at the stage of purchase or award procedure).

Completing environmental impact assessment will not be recognized as the application of the "Rethink" principle because this is intended to determine the environmental conditions for its implementation in so far as the investor requests them.

2. APPLICANT – INSTITUTION

- **1/2 Applicant**

Name	*Your entry*
TIN (NIP)	*Your entry*
Legal form	*Select from the drop-down list*
Form of ownership	*Select from the drop-down list*
Country	*Select from the drop-down list*
Zip code	*Your entry*
Address of the Applicant	*Province (drop-down list)* *County (drop-down list)* *Municipality (drop-down list)* *Town or city (drop-down list)* *Street (drop-down list)*
Building number	*Your entry*
Suite number	*Your entry*
E-mail	*Your entry*
Phone	*Your entry*
Website	*Your entry*
Mailing address (if different from the above)	*Province (drop-down list)* *County (drop-down list)* *Municipality (drop-down list)* *Town or city (drop-down list)* *Street (drop-down list)*
Building number	*Your entry*
Suite number	*Your entry*
E-mail	*Your entry*
Phone	*Your entry*

- **2/2 Contact person for project evaluation on the part of the Applicant**

At the application stage, you must designate this person to contact the IP during the project selection process.

First name	*Your entry*
Last name	*Your entry*
Academic title	*Your entry*
E-mail	*Your entry*
Phone	*Your entry*

3. MAIN CONTRACTOR

First name	*Your entry*
Last name	*Your entry*
Academic title	*Your entry*
Nationality	*Drop-down list*
Polish citizenship	*Yes / No (checkmark one)*
Country of residence	*Your entry*
Locality	*Your entry*
Zip code	*Your entry*
Street	*Your entry*
Building number	*Your entry*
Suite number	*Your entry*
E-mail	*Your entry*
Phone	*Your entry*
Website	*Your entry*
Institution	*Your entry*
Unit	*Your entry*
Doctoral degree award date	*Your entry*
Documented 6-month or longer break from work	*Your entry*
Key research achievements of the Main Contractor of the project	*Max. 2,000 characters* *List the top 5 research achievements of the candidate (inventions, discoveries, etc.) in the field in which the research is to be conducted in the project – against the background of international achievements in this field, taking into account the stage of his/her scientific career. In the case of a collective achievement, the contribution of the Main Contractor of the project should be precisely defined.*

Impact of the key research achievements of the Main Contractor of the project on a given field of science	*Max. 2,000 characters* *Describe the impact of the a/m key research achievements on the development / progress / breakthrough in the scientific field to which they relate. Identify the impact of the hypotheses proposed for the given field of science and the participation of the Main Contractor in their development.*
Experience of the Main Contractor of the project in the implementation of research projects	*Max. 2,000 characters* *The description should include the most important projects in which the Main Contractor of the project participated, with a description of the results and the role of the Main Contractor*
Other information helpful / useful in assessing competences of the Main Contractor of the project	*Max. 2,000 characters* *Describe the candidate's experience in caring for students or postgraduates, including achievements, roles and group sizes*
Planned employment of the Main Contractor of the project during the implementation of the project (min. 0.5 FTE)	*The share of the employment with the Applicant / Beneficiary*

4. PARTNERS

1/2 Foreign Research Partner

Letter of intent of from the Foreign Research Partner	*Attach a PDF file with the letter of intent*
How his/her participation can add significant value to the project	*Max. 2,000 characters* *Describe and present the experience of the Research Partner in the thematic area of the project and the manner of participation of the Partner, the purpose of the planned cooperation, and the division and scope of work. The Foreign Research Partner should be involved in the project timeframe set the Main Contractor in accordance with the planned work stages / timeframe presented in the project work schedule.*
First name	
Last name	
Academic title	
E-mail	
Phone	

The attached letter of intent of the Foreign Research Partner should contain at least:

a) the exact name of the unit (research organization) in which the Research Partner is involved;

b) a declaration that the Foreign Research Partner knows and accepts the Application, as well as the call conditions and requirements for the criteria for “Measure 2.2: First Team”;

c) a description of the Partner’s involvement in the implementation of the project.

The letter should be written in English or Polish and signed by the Foreign Research Partner. A copy of the letter is to be attached to the Application form.

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2/2 National Economic Partner

Name	*Your entry*
Country	*Your entry*
REGON	*Your entry*
KRS (if applicable)	*Your entry*
Letter of intent to cooperate	*Attach the PDF file with the letter of intent from the National Economic Partner.*
How can the Partner’s participation add a significant value?	*Max. 2,000 characters* *Describe and present the relationship between the activities carried out by the National Economic Partner and the subject matter of the project. The Economic Partner should be involved in the project timeframe set the Main Contractor in accordance with the planned work stages / timeframes presented in the project work schedule*
Contact person of the cooperating enterprise	
First name	*Your entry*
Last name	*Your entry*
Academic title	*Your entry*
E-mail	*Your entry*
Phone	*Your entry*

The attached letter of intent from the National Economic Partner with whom the implementation of the proposed project is planned must contain a statement by the entrepreneur on cooperation in accordance with the planned stages of work / timeframe presented in the project work schedule and the scope of work of the enterprise, which are to contribute to the achievement of the project’s objective. The attached letter must address at least such matters as: the purpose of the planned cooperation, division of work, scope of work, contributions of the parties to the implementation of the project, responsibility for risks associated with the project, cost sharing, access to intellectual property rights and rules for the distribution of these rights, principles of dissemination of results generated in the course of the project. It is important that commissioned research and the provision of research services are not considered as forms of cooperation with enterprises.

The letter should be signed by a person authorized to represent the enterprise planning to cooperate and a copy should be attached to the Application form. We reserve the right to verify the authorization of the person signing the letter by contacting the enterprise directly at the project evaluation stage. Submission of a letter signed by an unauthorized person will result in returning the Application for correction.

Page limit: 2

5. DETAILED PROJECT INFORMATION

- **1/3 Novelty and originality of the proposed R&D work in the Project**

Description of novelty / originality of the proposed R&D work, including development tasks	*Max. 4,000 characters* *Describe the novelty / originality of the research planned in the project. The proposed work should include industrial research or experimental development and at least one task is of a development nature. See GBER for definitions of industrial research and experimental development. Fundamental research is excluded from support.*
State of the art	*Max. 4,000 characters* *List up to 5 research publications or up to 5 publicly available international patent document databases presenting the current state of knowledge regarding the proposed R&D work*
Resolution of the problem posed in the project	*Max. 4,000 characters* *Explain to what extent the originality of the way of solving the problem posed in the project, taking into account the latest achievements in the field(s) related to the project, has a chance to make a breakthrough in the area to which the project relates.*

2/3 Potential for the implementation of the project

Project Work Schedule	*Complete the PDF ("Project Work Schedule"), according to the template. The work schedule must be divided into clearly defined and realistic stages forming a logical whole (the R&D work). Describe the R&D work within each stage, but the planned work must be adequate (i.e. necessary, justified and sufficient to achieve the purpose of the project / solve of the problem posed). For each stage, identify a parameterized milestone, how the milestone is to be verified, and a description of the impact of not achieving the milestone on the project.*

Description of the planned research group and technical resources owned and obtainable under the project	*Max. 2,000 characters* *Present the planned structure of the research team and the requirements for persons who will be sought for employment. Describe the required scope of education, knowledge and experience and define roles in the team.* *The team conducting R&D work in the project should be composed of at least 3 persons, including the project manager, within 6 months from the start of the project.* *Describe the technical resources owned and planned to be acquired, as well as intangible assets necessary for the implementation of the project. You do not need to have all the necessary technical resources at the time of submitting the Application – some of them may be purchased or rented during the project. If you do not have your own resources and plan to use resources that are not in your possession, describe the resources you plan to acquire taking into account the duration of the project. Link individual resources to the R&D work stages.*
Key risks and how to mitigate them	*Max. 1,000 characters* *Identify key risks that may occur during the implementation of the project and anticipate measures to mitigate the risks. Describe the risks, probabilities of their occurrence and at what stages, how they could disrupt the implementation of the project and affect the timeliness, scope or quality of the planned results. Describe methods to prevent the occurrence of risks, as well as measures to minimize the effects of risks if they occur.*

- **3/3 Plan for the management of the project deliverables**

Plan to leverage results with potential implementation value	*Max. 1500 characters* *Identify areas of the research that could lead to the creation of intellectual property with potential implementation value and explain why the proposed solution is important in the context of solving economic or socio-economic problems.*
Potential recipients of the project deliverables	*Max. 1500 characters* *Identify markets or audiences potentially interested in the project outcomes.*

Planned strategy for commercialization and management of intellectual property	*Max. 1500 characters* *Present a plan for the use of the project results – possible commercialization mechanisms, that is, for example, granting access to results to the cooperating enterprise (subject to adequate remuneration), planned sale of licenses, sale of know-how, transfer of intellectual property to spin-offs, publication of results, etc.*

6. PROJECT BUDGET

Fill in the fields of the electronic form and attach a PDF file entitled “Justification of the expenses of the First Team Project in accordance with the template, available on the website of the First Team program and in the IP IT system, used for submitting Applications”.

1/5 Project timeframe

Dates copied automatically from the “Project information” section

2/5 Accounting periods

The system divides the project duration into 12-month periods based on the start and finish dates entered in the “Project information” section.

3/5 Budget category amounts scheduled for subsequent accounting periods

Enter the amount of expenses for each project budget category, broken down into the 12-month periods.

The project budget should present expenses that are reasonable, credible and justified from the point of view of the purpose, scope and proposed results of the project. The project budget includes expenses determined in accordance with the “Catalog of eligible expenses in Measure 2.2 of EFMEP First Team” enclosed to the “Project Selection Regulations”.

Indirect costs of the project are settled on a flat rate basis (15% of the costs of project personnel employed under employment or mandate contracts). The system automatically calculates these costs based on editable data tables.

When calculating the project budget, the principles included in the “Project Selection Criteria” and the “Catalog of eligible expenses in Measure 2.2 of EFMEP First Team” must be followed. In particular,

the budget should reflect the planned number of the project team members.

The remuneration of the project’s R&D staff should be planned in accordance with the internal regulations of the research organization – the Applicant, taking into account the intent to achieve the project’s objectives, including the goal of applying good practices in the recruitment of the R&D staff and ensuring competitive salaries on an international scale. When calculating the amount of the remuneration, you may use objective publicly available statistical data, reports, analyses on the remuneration of researchers in the international environment, including the FPS’s review available on the call page for Measure 2.2 of the EFMEP First Team.

The following percentage limits for budget categories should be respected:

a) Remuneration of the project’s R&D staff – no limit for categories
b) Scholarships – no limit for categories
c) Scientific and research equipment (above PLN 10,000 net) – max. 25% of the eligible expenditure in the project
d) Subcontracting – max. 15% of the eligible expenditure in the project
e) Other direct costs: R&D work – no limit for categories

f) Project Promotion – max. 1% of the eligible expenditure in the project
g) Development of the R&D staff – international training at actual costs and national training at unit rates
h) Indirect costs of the project – flat rate of 15% of the eligible direct expenditure in the project calculated based on the "Remuneration of the project's R&D staff" category

4/5 Cost totals

The system calculates these values automatically based on the data entered in Table 3/5 above.

5/5 Justifications for expenditure

Justify the expenses according to the template published on the First Team website or in the electronic system for submitting Applications and submit "The First Team Project Expense Justification" form in the PDF format and the "Material and Financial Schedule" in the XLS and PDF formats.

Remuneration for the project's work should be planned in accordance with the internal regulations of the research organization – the Applicant, taking into account the intent to achieve the project's objectives including the goal of applying good practices in the recruitment of the R&D staff and ensuring competitive salaries on an international scale. When calculating the amount of the remuneration, you may use objective publicly available statistical data, reports, analyses on scientists' salaries, including the FPS's "Review of the remuneration of research personnel" available on the call page for Measure 2.2 of the EFMEP First Team.

Ensure that the scientific and research equipment planned to be purchased is necessary for proper implementation of the project and is within the limit set for this category. If a piece of proposed equipment is not unique in Poland, we will verify the substantive and economic justification for the purchase. The acceptance of such a purchase will be based on our conclusion that objective conditions (organizational or technical) resulting from the nature of the planned experiments do not allow the use of such device(s) already possessed by the Applicant or any other research organization (the conditions are listed in Mandatory criterion No. 5).

Your justification of the project budget should specify, among others, the number of unit rates for national training planned for the project.

The justification of the expenditure is an essential part of the project budget.

"The First Team Project Expense Justification" is subject to evaluation evaluated.

7. INDICATORS

Complete the following table of quantified indicators of the implementation of the First Team Project. The indicators included in the table must be objectively verifiable, realistic and measurable, must reflect the objectives of the project and must be adequate for the project type, consistent and correctly defined. The indicators are used to measure the progress achieved in the project. They also reflect the specificity of the project and its deliverables. Note that the achievement of the indicators' targets will be verified during and after the completion of the project and the disbursement of the grant will depend on the results. You must have proofs of achieving the assumed targets.

PRODUCT INDICATORS

The term "product" should be understood as a direct result of the project, measured by specific quantities

Number of implemented R&D projects	*Enter in the designated boxes the target value of the indicator [units] and explain how its achievement will be verified. The target value of the indicator in the competition is 1.*

Researchers working in supported research facilities	*Enter in the designated boxes the target value of the indicator [FTE] and explain how its achievement will be verified.*
Research organizations participating in joint research projects	*Enter in the designated boxes the target value of the indicator [units] and explain how its achievement will be verified.*
Nominal value of equipment for research and innovation	*Enter in the designated boxes the target value of the indicator [PLN] and explain how its achievement will be verified.*

Select an indicator for the verification of expenses settled using the simplified method of unit rates for training services in Poland. The term “open training” means generally accessible courses which may be attended by employees of various enterprises or institutions, either delegated or volunteering. A “closed training” should be understood as a course for a specific group of participants, for example organized for a specific client (entrepreneur, group of enterprises, institution, office).

Open stationary training	*Enter the planned number of training services confirmed by each participant’s certificate of completion of the training, specifying the number of training hours. For example, if you plan a 6-hour training course for 3 persons, enter 3 as the indicator’s target. Enter in the designated boxes the target value of the indicator, unit of measure, target year, a Description of the methods of calculation and verification of the indicator’s target.*
Open remote training	*Enter the planned number of training services confirmed by each participant’s certificate of completion of the training, specifying the number of training hours. For example, if you plan a 6-hour training course for 3 persons, enter 3 as the indicator’s target. Enter in the designated boxes the target value of the indicator, unit of measure, target year, a Description of the methods of calculation and verification of the indicator’s target*
Closed stationary training	*Enter the planned number of training services confirmed by each participant’s certificate of completion of the training, specifying the number of training hours. For example, if you plan a 6-hour training course for 3 persons, enter 3 as the indicator’s target. Enter in the designated boxes the target value of the indicator, unit of measure, target year, a Description of the methods of calculation and verification of the indicator’s target*

Closed remote training	*Enter the planned number of training services confirmed by each participant's certificate of completion of the training, specifying the number of training hours. For example, if you plan a 6-hour training course for 3 persons, enter 3 as the indicator's target. Enter in the designated boxes the target value of the indicator, unit of measure, target year, a Description of the methods of calculation and verification of the indicator's target*
Completed training service – exams	*Enter in the designated boxes the target value of the indicator, unit of measure, target year, a Description of the methods of calculation and verification of the indicator's target.*

If the proposed indicator does not exist, enter "0" as the target value and enter "N/A" in the box: "Description of the methods of calculation and verification of the indicator's target".

RESULT INDICATORS

The term "result" should be understood as the direct (from the point of view of the Applicant) effect of the project, measured after the completion of the project or its part. The result informs about the change that has occurred in the Applicant immediately after the end of the project. Some result indicators may become known as early as during the implementation of the project (e.g. publications). The result indicator consists of two values: the baseline ("before") and the target ("after").

The year of the baseline is the year of the proposed launch of the project. If your project will start on January 1, you may take the preceding year. For the following result indicators, enter the last year of the project's durability period as the target year:

Supported projects' publications	*Enter in the designated boxes the baseline and target indicator values [units], the base and target years for the indicator, and explain how the achievement of the target will be verified.*
Patent applications filed	*Enter in the designated boxes the baseline and target indicator values [units], the base and target years for the indicator, and explain how the achievement of the target will be verified.*

If the proposed indicator does not exist, enter "0" as the target value and enter "N/A" in the box: "Description of the methods of calculation and verification of the indicator's target".

DEFINITIONS AND METHODS FOR CALCULATING INDICATORS

Number of R&D projects

Number of supported R&D projects still carried out or completed by research organizations or enterprises.

Researchers working at supported research facilities

The number of researchers using directly, in their activities, the research facility or equipment for which support is granted. The indicator is measured in terms of annual full-time equivalents (FTEs), calculated according to the methodology given in the OECD Frascati Manual 2015*. The project must improve the test facility or quality of the research equipment. Replacing or servicing the facility or equipment without a quality improvement is excluded. The research facility may be public or private.

Vacancies and support staff in R&D activities are not included (job positions not directly related to these activities). The annual FTE of research staff is defined as the ratio of working hours actually devoted to R&D during a calendar year, divided by the total number of hours contractually worked in the same period by an individual or a group of employees. According to the convention, a person may not work more than one FTE on R&D. The number of contractually worked hours is determined based on normative / statutory working hours. A full-time worker will be identified by reference to their employment status, type of contract (full- or part-time) and level of involvement in R&D.

Research organizations participating in joint research projects

The number of supported research organizations collaborating in joint research projects. A "joint research project" involves at least one research organization and one partner (e.g. an enterprise, other research organization, etc.). Cooperation in R&D activities may be new or existing and should continue for at least the duration of the supported project. This indicator includes active participation in joint research projects and excludes contractual arrangements without active cooperation as part of the supported project (excludes cases where not all partners participate in a specific joint research collaboration under the framework agreement). "Research organizations" are entities whose primary objective is to conduct independent fundamental research, industrial research and experimental development work, and disseminate the results of such activities through teaching, publication or knowledge transfer. Examples include universities or research institutes, technology transfer agencies, innovation intermediaries, physical or virtual R&D collaborative entities, which may be public or private (Commission Regulation 651/2014).

The nominal value of equipment for research and innovation

The total value (purchase price) of supported equipment for research and innovation. This equipment includes all instruments, tools and devices used directly for R&D activities. It does not include, for example, chemicals or other ancillary materials used in carrying out experiments or other research activities

Supported projects' publications

The number of publications within the supported projects. Publications may take the form of articles, books or book chapters (including co-publications). The contribution of the supported project should be clearly identified. The indicator includes works that have been submitted and accepted for review as scientific publications.

Patent applications filed

The number of patent applications filed and verified as a result of the supported projects. Final approval of the applications is not a requirement. The supported project should have a clearly identifiable contribution to the patent for which the application is filed.

ENVIRONMENTAL INDICATORS

Use your own indicator or select one or more environmental indicators from the "List of Key Indicators" in force on the day of the announcement of the competition (https://www.ewaluacja.gov.pl/strony/monitorowanie/lista-wskaznikow-kluczowych/lista-wskaznikow-kluczowych-efrr) to demonstrate compliance with the sustainability principle described above. For each, Enter the Base year, Baseline value, Unit of measure, Target value, the Target year, and a description of the methods of calculation and verification of the indicator's target.

Add as many indicators to your Application as you choose.

Indicator name	*Enter in the designated boxes the baseline and target values, unit of measure, baseline and target years, and a Description of the methods of calculation and verification of the indicator's target.*

8. STATEMENTS

- **1/4 STATEMENT BY THE MAIN CONTRACTOR OF THE PROJECT**

The wording of the statements submitted by the Main Contractor of the project:

1. I declare that I am the author of the substantive part of the Application.
2. I declare that I am familiar with the "Regulations for the Selection of Projects" under the First Team Measure of this call, including the attached "Financing Agreement" form and I accept their content.
3. I declare that I have read the information clause regarding the processing of my personal data by the Foundation for Polish Science, included in the Application for funding under the First Team Project.

The completed declaration form, submitted as a scanned document, scan must be legibly signed by the Main Contractor of the project.

- **2/34 MANDATORY STATEMENTS BY THE APPLICANT**

1. I declare that I am aware of the criminal liability under art. 270, 271 and 273 of the Criminal Code, for offenses against credibility of documents, and under art. 297 of the Criminal Code, for submitting forged, altered, untrue or unreliable documents and for making unreliable, written statements about circumstances that are material to obtain support.	***Yes** (checkmark)*
2. I declare that I have read the "Regulations for the Selection of Projects" and the "Financing Agreement" form and I accept their provisions.	***Yes** (checkmark)*
3. I undertake to make the project implementation site available for evaluation purposes before signing the "Financing Agreement". the evaluation will be carried out by the Managing Authority, Intermediary Authority or other authorized institution or organizational unit.	***Yes** (checkmark)*
4. I declare that the institution I represent has consents of all persons whose personal data I provide in the Application to the processing of this data and to the entrustment of the processing to the Intermediary Authority in order to carry out the project selection procedure.	***Yes** (checkmark)*
5. I declare that the institution I represent has the original documents the scanned copies of which are attached to the Application.	***Yes** (checkmark)*
6. I declare that the information provided in the Application (in the boxes and in the attachments) is identical in both language versions	***Yes** (checkmark)*
7. I undertake to participate in surveys and interviews and to share information for the purposes of evaluations (assessments) conducted by the Managing Authority, Intermediary Authority or other authorized institution or organizational unit or entity performing evaluation.	***Yes** (checkmark)*

8. I declare that the project does not involve activities excluded from financing pursuant to art. 7 of Regulation (EU) 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and the Cohesion Fund (OJ. EU L 231, 30.06.2021, p. 159; OJ. UE L 261, 22.07.2021, p. 58).	***Yes*** *(checkmark)*

- **3/3 OPTIONAL STATEMENTS BY THE APPLICANT (if applicable)**

The Applicant declares that if its project is qualified for funding, it will apply for necessary licenses / permits and will refrain from starting research work until necessary authorizations are obtained.

Declaration on requesting an approval from an ethics committee required by the legislation on experiments on animals	*Yes / N/A (checkmark one)*
Declaration on requesting an approval required under the legislation on nature protection	*Yes / N/A (checkmark one)*
Declaration on requesting an approval required under the legislation on genetically modified organisms	*Yes / N/A (checkmark one)*
Declaration on requesting an approval or authorization required under the legislation on clinical trials	*Yes / N/A (checkmark one)*

1. Information clause

Data Controller

The Foundation for Polish Science (ul. Ignacego Krasickiego 20/22, 02-611 Warszawa; entered in the register of associations, other social and professional organizations, foundations and independent public health care institutions of the District Court for Warsaw in Warsaw, 13th Commercial Division of the National Court Registry, KRS 0000109744, NIP 5260311952, REGON 012001533) is the Administrator of personal data of all persons participating in the implementation of the PoC Project – on the part of applicants, beneficiaries, external entities, including those named in the Application for funding in the competition (contact persons for the purpose of evaluation of the project on the parts of the Applicant, the Entrepreneur, and the Main Contractor), as well as persons authorized for ongoing contacts as part of the implementation of the Financing Agreement – processed in order for these persons to participate in the process of applying for support and subsequent possible implementation of the First Team Project. The Data Controller processes all personal data provided in the Application for funding of the project as part of the competition and other personal data provided in the competition and project documentation.

Data Protection Officer

The Data Controller has appointed a Data Protection Officer (DPO). You can contact the DPO in all matters regarding the processing of personal data by e-mailing iodo@fnp.org.pl or by contacting the Data Controller's registered office.

Purpose, legal bases and duration of the processing

The personal data is processed for the following purposes associated with the project co-financed by the EU based on the Act of 28 April 2022 on the principles of implementation of tasks financed from European funds in the financial perspective 2021-2027, without limitation:
a) evaluation and selection of the proposal for funding.

If the funding is awarded:
a) conclusion of an agreement for the funding and implementation of the project;
b) monitoring of the implementation of the project;

c) evaluation, control and audit of t he project,
d) evaluation of information and publicity activities;
e) acceptance of the project's deliverables, its evaluation and financial settlement;
f) ascertainment, exercise or defense of legal claims (if applicable).

The personal data has been received from the Applicant who completed the Application in the FPS's system, or personal data may come from publicly available registers.

Fulfillment of legal obligations and performance of tasks in the public interest or in the exercise of official authority vested in the Data Controller is the legal basis for the processing of personal data by the Data Controller. Providing personal data is a statutory requirement and failure to provide it may result in a negative assessment of the Application or a refusal to conclude the funding agreement.

The personal data will be processed in accordance with the legislation on national archival resources and archives, until the completion of all tasks related to the implementation and settlement of EFMEP 2021-2027, subject to any regulations which may provide for a longer period for scrutiny, and, in addition, regulations on state aid, de minimis aid and VAT.

Recipients of personal data

The personal data may be transferred to the following categories of data recipients: public authorities, entities performing public tasks or acting on behalf of public authorities, in particular: the Ombudsman for European Funds, experts, the Audit Authority, the EU's institutions or entities entrusted by the EU with tasks related to the implementation of the EFMEP 2021-2027, to the extent and for the purposes resulting from legal provisions, entities providing services necessary for the performance of the FPS's tasks, including IT partners, entities providing technical or organizational support (where such entities process data based on a contract with the Data Controller and only in accordance with its instructions).

Rights of data subjects

At any stage of data processing by the FPS, you have the right to:

1. access your data and obtain information about the scope of data processed by us and obtaining a copy of this data;
2. modify and rectify your data and, if there are no other legal constraints, to limit their processing;
3. have your data completely deleted ("the right to be forgotten"), if there are no other legal constraints;
4. not to be subject to automated decision-making based on profiling;
5. object the processing of the personal data if there are no other legal constraints;
6. restrict the processing, if there are no other legal constraints;
7. have your data transferred to another data controller, if the data is processed in connection with an existing consent or contract;
8. lodge a complaint with the President of the Office for Data Protection regarding improper data processing;
9. withdraw your consent at any time without affecting the lawfulness of the previous consent-based processing (if the processing is based on consent).

Detailed information on the possibilities of exercising one's rights can be found on the FPS's website (www.fnp.org.pl), in the "Personal data protection" tab (https://www.fnp.org.pl/ochrona-danych-osobowych/).

While proceeding to the editing of the Application, I declare that the persons whose data has been included in this form have been informed about this fact and received the information on the protection of personal data contained in this clause.

III. Verification and submission of the Application

Note that the IT system cannot verify the Application in substantive terms. It suggests what kind of data should be included in each field and informs, among other things, about text length limits or budgetary constraints. However, it is just for your information, so it is your responsibility to finally verify all data entered into the Application.

- **1/3 VERIFICATION AND CLOSURE OF THE APPLICATION**

The subsection "VERIFICATION AND CLOSURE OF THE APPLICATION" allows first of all to check the entries (described above) for accuracy, and then close the Application. The verification functionality is available from the start of completing the Application, so you have accurate information on what data the system still needs to go to the next stage.

If you go to the "Verification and submission of the Application" when the Application has not yet been fully completed (there are blank fields), or when it contains data recognized by the system as erroneous, you will see the following message in the "VERIFICATION AND CLOSURE OF THE APPLICATION" section: "Verification failed. Number of errors requiring correction: (numeric value). The Application cannot be closed without passing the verification." In addition to this message, the system will generate a summary of sections that have passed the verification (tagged "OK") and those which failed. For each failed section, there is the "Show errors" button to display a detailed list of boxes or attachments that require your attention.

An example of the summary is presented below.

Verification failed. Number of errors requiring correction: 7. The Application cannot be closed without passing the verification.

1. Project information	*Number of errors requiring correction: 5*	***Show errors** (button)*
2. Applicant – Institution	*OK*	
3. Main Contractor	*OK*	
4. Partners	*OK*	
5. Detailed project information	*OK*	
6. Project budget	*OK*	
7. Indicators	*Number of errors requiring correction: 2*	***Show errors** (button)*
8. Statements	*OK*	

The system classifies the Application as completed correctly if all the boxes and attachments marked as required, have been completed correctly.

1. Project information	*OK*
2. Applicant – Institution	*OK*
3. Main Contractor	*OK*
4. Partners	*OK*
5. Detailed project information	*OK*
6. Project budget	*OK*
7. Indicators	*OK*
8. Statements	*OK*

When all the sections reach the status “OK”, the “Finish editing data” button will be enabled. After clicking the button, the editing will no longer be available, which will prevent further changes to the Application.

- **2/3 GENERATING AND RETRIEVING THE APPLICATION**

You can download the closed Application as a single PDF file using the “Download the Application” button. It may take a while for the system to generate the file. An attempt to speed up this process by refreshing the page or repeatedly clicking the “Download the Application” button may hinder the system’s operation. If there are any difficulties during the compilation of the file, the system will display a relevant message. A correctly generated Application is ready to be signed with a qualified signature.

- **3/3 SUBMITTING THE SIGNED APPLICATION**

Submit the signed Application to the server using the appropriate module, which will become available when the PDF file is ready. Uploading the file to the server will enable the “Submit the Application” button. Before pressing the button, make sure that you are sending the right file because doing so will close the application procedure.

The IT system will automatically generate a notification about the successful submission of the Application and send it to the e-mail addresses entered in the Application (to the contact person on the part of the Applicant and to the Main Contractor of the project).