FIRST TEAM

Instructions for filling in the Application Form

under

Programme European Funds for Smart Economy 2021-2027

Priority 2: Enhancing research and innovation

Measure: 2.2 *First Team*

CALL NO. 1/2024

Please note that this is a translation of the Polish version of the document. In the event of any discrepancy between the English and Polish versions, the Polish version shall be legally binding.

Table of contents

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I. General information

1.1. You will submit your application for funding (hereinafter referred to as the application) only electronically using the IB's electronic system by registering at https://wnioski2023.fnp.org.pl.

1.2. It is essential that you read the following documents before you start filling in the application:

a) **The Regulations for Project Selection (RPS)**, which describe, among other things, the rules for applying for funding, how to submit an application and how applications are assessed.

b) **Project selection criteria,** which outline the requirements that each grant application must meet and describe how they will be assessed.

1.3. Fill in the data in the web form and the attachments in Polish. Complete all fields in the form and attachments in accordance with these instructions and the information contained in the IB electronic system.

1.4. You are required to use the templates of attachments and declarations that are made available on the First Team Measure website and in the IB electronic system (both within the "Documents to download" section and directly in the "Attachments and declarations" section). Submitting attachments that do not comply with the prepared forms, e.g. changing the title page of the form - deleting text or inserting data or graphics other than the required information - will be analysed during the Project evaluation and may result in a negative evaluation.

1.5. In the text fields, include content that is no more than the character limit for the field indicated on the form. In the checkboxes, select a value from the drop-down list or tick YES or NO. In the attachments, include content that does not exceed the character or page limit for the attachment.

1.6. Prepare attachments as pdf files. Only the attachment file entitled "Material and financial schedule" should be included both in Excel spreadsheet and in pdf format.

1.7. When completing the annex, remember to use the correct font size so that the document is readable by the assessors of your application. A font size of at least 11 is recommended.

1.8. The IB electronic system allows changes to be made to the electronic application form and attachments to be exchanged until the application is finally approved, which is done by using the *Finish data editing* button.

1.9. The IB electronic system allows checking the correctness of the data entered and can block the submission of an application with incorrect data. However, the system does not have the possibility to check all fields of the application - in particular, this concerns e.g. the content of text fields and annexes. The final confirmation of the correctness of filling in all fields and annexes is up to you.

1.10. Once you have finished filling in each section of the application, you can save it, which is the recommended option.

1.11. After checking the correctness of the information entered in the application and the correctness of the attachments, you can submit the application by selecting the appropriate function in the IB electronic system. You can submit the application only during the call for proposals. Supplementing or amending the grant application and annexes after the application has been

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submitted in the IB electronic system is not possible - except for the situation when you are requested to supplement the application during the assessment.

NOTE: At any stage of completing the Application, in order to preview the final version, the Application can be generated and downloaded in .pdf format using the "Download Application" button in Section 2/3 "Generating and Downloading the Application" in Section 9 "Verification and Submission of the Application".

II. Details of how to complete the application

1. BACKGROUND INFORMATION ON THE PROJECT

Project number	*generated by the system*
Project title	*Max. 300 characters*
Project outline (abstract)	*Max. 2000 characters*
Keywords	*Max. 300 characters*
Field and specialisation	
OECD (more than one may be indicated)	*Select from the drop-down lists:* ▪ *Science* ▪ *Field* ▪ *Specialisation*
The area of NIS in which the Project fits in	*Select from the drop-down list*
Justification of the chosen NIS area	*Max. 1000 characters*
Project start date	*yyyy.mm.dd* *To be filled in by the Applicant*
Project completion date	*yyyy.mm.dd* *To be entered by the Applicant, according to the Project Work Schedule (see attachment to the Application). The basic implementation period of the milestones foreseen in the above Schedule is planned from the starting date of the Project.*

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Project location	Province *(select from the drop-down list)* County *(select from the drop-down list)* Municipality *(select from the drop-down list)* City *(select from the drop-down list)* Street *(select from the drop-down list)*
Building number	*To be filled in by the Applicant*
Premises number	*To be filled in by the Applicant*

NOTE: Once all required fields have been completed, use the "Save" button and then proceed to the next section of the Application using the "Save and Continue" button.

2. APPLICANT (INSTITUTION) AND PRINCIPAL INVESTIGATOR OF THE PROJECT

1/3 Applicant

Name	*To be filled in by the Applicant*
NIP	*To be filled in by the Applicant*
Legal form	*Select from the drop-down list*
Form of ownership	*Select from the drop-down list*
Country	*Select from the drop-down list*
Postcode	*To be filled in by the Applicant*
Applicant's address	Province *(select from the drop-down list)* County *(select from the drop-down list)* Municipality *(select from the drop-down list)* City *(select from the drop-down list)* Street *(select from the drop-down list)*
Building number	*To be filled in by the Applicant*
Premises number	*To be filled in by the Applicant*
E-mail	*To be filled in by the Applicant*
Phone	*To be filled in by the Applicant*
Website	*To be filled in by the Applicant*

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Mailing address **(if different from above)**	Province *(select from the drop-down list)* County *(select from the drop-down list)* Municipality *(select from the drop-down list)* City *(select from the drop-down list)* Street *(select from the drop-down list)*
Building number	*To be filled in by the Applicant*
Premises number	*To be filled in by the Applicant*
E-mail	*To be filled in by the Applicant*
Phone	*To be filled in by the Applicant*
Unit within the research organisation (Applicant) where the Project will be carried out	*To be entered by the Applicant. If the Applicant is University, enter Faculty as the Unit. If the Applicant is the Polish Academy of Sciences or a research institute, enter the Institute as the Unit.*

NOTE: Once all required fields have been completed, use the "Save" button and then proceed to the next section of the Application using the "Save and Continue" button.

2/3 Contact person for Project appraisal on behalf of the Applicant

At the application stage, you must nominate a person on behalf of the Applicant to contact the IB during the project selection process. It is necessary to point a person other than the Principal Investigator of the Project.

First Name	*To be filled in by the Applicant*
Surname	*To be filled in by the Applicant*
Title/degree	*To be filled in by the Applicant*
E-mail	*To be filled in by the Applicant*
Phone	*To be filled in by the Applicant*

3/3 Principal Investigator

First Name	*To be filled in by the Applicant*

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Surname	*To be filled in by the Applicant*
Title/degree	*To be filled in by the Applicant*
Nationality	*Select from the drop-down list*
Polish citizenship	*Yes/No (optional)*
Country of residence	*To be filled in by the Applicant*
Town	*To be filled in by the Applicant*
Postcode	*To be filled in by the Applicant*
Street	*To be filled in by the Applicant*
Building number	*To be filled in by the Applicant*
Premises number	*To be filled in by the Applicant*
E-mail	*To be filled in by the Applicant*
Phone	*To be filled in by the Applicant*
Website	*To be filled in by the Applicant*
Current place of employment (Institution and Unit)	*To be entered by the Applicant.* *If the current place of employment is a University, enter Faculty as the Unit. If your current place of employment is the Polish Academy of Sciences or a research institute, enter the Institute as the Unit.*
Annual date of doctoral degree	*To be filled in by the Applicant* *The start of the period is the annual date of the degree and the end is the year preceding the deadline for applications to the competition.*
Extension from doctoral defence beyond 12 years	*YES/NO (Select from drop-down list)* *If you wish to report an interruption of academic work as stipulated in mandatory criterion 2, i.e. taking place after the date of obtaining the degree, please attach documents confirming the interruption in pdf format, e.g. birth certificate, sick leave. Interruptions lasting not less than 6 months will be taken into account. Documented breaks in work are, inter alia, unpaid leave,*

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	parental leave, breaks due to long-term illness, work in the R&D sector without participation in research, work in other sectors of the economy, etc., for women who have given birth to a child or for persons who have adopted a child, the time limit of 12 years is extended by 1 year for each child, irrespective of the date of birth or adoption of the child, even if the period of documented leave or related breaks in work was shorter.
Main scientific achievements of the Principal Investigator (publications, patent applications, patents, prototypes, etc.)	*Up to 5 pdf attachments* *You should attach up to 5 pdf files indicating up to 5 of the candidate's most important scientific achievements (publications, patent applications, patents, prototypes, etc.) in the field in which the research is to be conducted in the Project.*
Contribution of the above main scientific achievements of the Principal Investigator to the development of the scientific field concerned	*Max. 2000 characters* *Describe the impact of the major scientific achievements indicated above on the development/progress/breakthrough of the scientific field to which they relate. Indicate the impact of the hypotheses for the given scientific field and the contribution of the Principal Investigator to their development (whether the published work concerns hypotheses proposed by him/her alone or by other researchers and whether the work sets out new hypotheses important for the given scientific field or possibly other fields). In the case of a collective achievement, the contribution of the Principal Investigator should be precisely defined.*
Experience of the Principal Investigator gained during the research internship	*Max. 2000 characters* *Describe the experience gained during national or international scientific internships on topics related to the Project.*
Experience of the Principal Investigator in carrying out scientific projects or supervising students and/or doctoral students	*Max. 2000 characters* *Describe the most relevant projects in which the Principal Investigator of the Project has participated, highlighting the results achieved and the role of the Principal Investigator or the Principal Investigator's experience and success in mentoring students and/or doctoral students.*

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Personal or capital ties with companies active in the Project's area of scientific activity (if applicable)	*Max. 2000 characters* *The description should take into account all personal or capital links of the Principal Investigator of the Project with the companies operating in the area of scientific activities of the Project, following the principles analogous to the definition of the link relationship from the Guidelines for the eligibility of expenditure for the period 2021-2027 Section 3.2.2(8)(a-c) for procurement procedures.* *If not applicable - enter in the "Not applicable" box.*
How the applicant will manage conflicts of interest in case of personal or capital links with companies (if applicable)	*Max. 2000 characters* *Describe the Applicant's proposed way of managing conflict of interest, i.e. whether it includes a regular way of reporting to the Applicant's authorities on the results of the research carried out under the Project and whether there is an intention to grant related parties access to these results.* *If not applicable - enter in the "Not applicable" box.*
Planned employment of the Principal Investigator during Project implementation (not less than half-time = 0.50 FTE)	*Indicate the staffing levels at the Applicant/Beneficiary in the range of 0.5 to 1.0 FTE.*

NOTE: Once all required fields have been completed, use the "Save" button and then proceed to the next section of the Application using the "Save and Continue" button.

3. PARTNERS

1/2 Foreign Scientific Partner

Letter of intent from a foreign scientific partner	*Attach a pdf file with a letter of intent from a foreign scientific partner prepared using the template.*
How his/her participation can add significant value to the Project	*Max. 3000 characters* *The experience of the scientific partner in the thematic area of the Project should be*

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	described and presented, and the manner of participation of the foreign scientific partner, the purpose of the planned cooperation, the division and scope of work in the Project should be indicated. Involvement of the foreign scientific partner should take place within the timeframe indicated by the Principal Investigator according to the planned work stages /timeframes presented in the Project work schedule.

First Name	*To be filled in by the Applicant*
Surname	*To be filled in by the Applicant*
Scientific title	*To be filled in by the Applicant*
Correspondence email	*To be filled in by the Applicant*
Phone	*To be filled in by the Applicant*

+ the possibility of adding another partner

The letter must be prepared on a template and signed by the person of the foreign scientific partner, and a copy is attached to the application form.

2/2 National economic partner

Name	*To be filled in by the Applicant*
Country	*To be filled in by the Applicant*
REGON	*To be filled in by the Applicant*
KRS (if applicable)	*To be filled in by the Applicant*
Letter of intent from a national economic partner	*Attach a .pdf file with a letter of intent from a national economic partner*
How the participation of an economic partner can add significant value to the Project	Max. 2000 characters *The relevance of the activities carried out by the national economic partner to the subject matter of the Project should be described and presented, and the added value for the*

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	achievement and purpose of the Project should be indicated. The involvement of the economic partner should take place within the Project timeframe indicated by the Principal Investigator, according to the planned work stages /timeframes presented in the Project work schedule.
Contact person for the national economic partner	
First Name	*To be filled in by the Applicant*
Surname	*To be filled in by the Applicant*
Title/degree	*To be filled in by the Applicant*
E-mail	*To be filled in by the Applicant*
Phone	*To be filled in by the Applicant*

+ the possibility of adding another partner

The attached letter of intent from the national economic partner should include at least:

a) the exact name of the entity (company) whose involvement is planned in the Project;
b) a declaration that the national economic partner is aware of and accepts the proposal and the conditions of the call and the criteria requirements of Measure 2.2 First Team;
c) description of the partner's commitment to the Project.

The letter should be signed by a person authorised to represent the company planning the co-operation and a copy should be attached to the application form. We reserve the right to verify the authorisation of the person signing the letter through direct contact with the enterprise during the Project evaluation phase. Submission of a letter signed by an unauthorised person will result in the application being referred for improvement.

NOTE: Once all required fields have been completed, use the "Save" button and then proceed to the next section of the Application using the "Save and Continue" button.

4. PROJECT CONTENT

1/4 Novelty and originality of the proposed R&D work in the Project

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Novelty of the proposed R&D work compared to the state of the art	*Max. 5000 characters* *Provide a description of the novelty of the research proposed in the Project and identify up to 5 items from the scientific literature or up to 5 items from publicly available international patent document databases representing the state of the art of the proposed R&D work.* *The proposed work should involve industrial research or experimental development and at least one task must be developmental in nature. See GBER for definitions of industrial research and experimental development. Fundamental research is excluded from support.*
Originality of the solution to the problem posed by the Project, taking into account the latest developments in the field(s) concerning the Project.	*Max. 5000 characters* *The originality of the solution to the problem posed by the project in relation to the latest developments in the field(s) concerning the project should be demonstrated.*
Novelty of the Project in relation to the PhD project and the Principal Investigator's research placement.	*Max. 2000 characters* *Demonstrate how the Project is innovative in relation to the PhD project and the Principal Investigator's research placement.*
Diagrams, drawings, graphics, structural designs, tables, figures, etc. (optional)	*It is possible to attach a file (in .pdf format) in which diagrams, drawings, graphics, structural designs, tables, figures, etc. are presented to supplement the information provided in the boxes above.*

2/4 Competitive advantage of the Project

Prevalence of the proposed work in the Project in relation to other scientific research carried out in the Project area	*Max. 3000 characters* *It should be described what are the chances of making a breakthrough in the area to which the Project relates, and whether and to what extent the proposed work will contribute to the development of solutions*

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	that are competitive with other research conducted in the subject area of the Project.

3/4 Project results management plan

An area of research that can lead to the creation of intellectual property	*Max. 2000 characters* *An area of research should be identified that could lead to the creation of intellectual property with potential implementation value.*
Relevance of the proposed solution to economic or socio-economic problems	*Max. 2000 characters* *Describe the relevance of the proposed solution in terms of solving economic or socio-economic problems.*
Markets or audiences with a potential interest in the results of the Project	*Max. 2000 characters* *Indicate the markets or customers potentially interested in the results of the Project.*
Planned commercialisation strategy	*Max. 2000 characters* *The plan for using the results of the Project should be presented - possible mechanisms of commercialisation, i.e., planned sale of licences, sale of know-how, transfer of intellectual property to a spin-off, publication of results, etc.*

4/4 Output and result indicators

Complete the First Team Project's table of quantified performance indicators, which is defined below. The indicators included in the table must be objectively verifiable, realistic, measurable, reflect the Project's objectives, be relevant for the type of Project, and be consistent and correctly defined. Indicators are used to measure the progress of the Project and reflect the specificity of the Project and its results. Remember that the achievement of given indicators will be verified during and after the Project and will condition the payment of the grant. You must have documentation that confirms the achievement of the indicators set out in the Project.

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OUTPUT INDICATORS

Output should be understood as the direct effect of the Project, measured in concrete quantities.

Number of R&D projects carried out	*In the designated fields, enter the target value of the indicator [pcs.] and how the achievement of the planned indicator values will be verified. The target value of the indicator in the competition is 1.*
Researchers working at supported research facilities	*Enter the target value of the [FTE] indicator in the designated fields and how the achievement of the planned indicator values will be verified.*
Research organisations participating in joint research projects	*In the designated fields, enter the target value of the indicator [pcs] and how the achievement of the planned indicator values will be verified.*
Nominal value of equipment for research and innovation	*In the designated fields, enter the target value of the indicator [PLN] and the method of verifying the achievement of the planned indicator values.*

Select the indicator for verification of expenditure settled by the simplified method of unit rates concerning training services in the territory of Poland. As open trainings we understand trainings open to the general public, in which employees of different companies or institutions may participate, delegated or coming forward on their own initiative. Closed training is understood as training addressed to a closed group of participants, e.g. organised for the needs of a specific customer (entrepreneur, group of companies, institution, office).

Open stationary training	*Enter the planned number of training services confirmed by a certificate of completion of training by each participant specifying the number of hours of this training completed. If you plan e.g. a 6-hour training course for 3 people, enter 3 as the target value for the indicator. In the designated fields, enter the value, target indicator, unit of measurement, information on the target year for the indicator, and a description of the methodology for calculating the indicator and the method of verifying the achievement of the planned indicator values.*

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Open remote training	*Enter the planned number of training services confirmed by a certificate of completion of training by each participant specifying the number of hours of this training completed. If you plan e.g. a 6-hour training course for 3 persons, enter 3 as the target value for the indicator. In the designated fields, enter the value, the target indicator, the unit of measurement, information on the target year for the indicator, and a description of the methodology for calculating the indicator and the manner of verifying the achievement of the planned values of the indicator.*
Closed stationary training	*Enter the planned number of training services confirmed by a certificate of completion of training by each participant specifying the number of hours of this training completed. If you are planning e.g. a 6-hour training course for 3 people, enter 3 as the target value of the indicator. In the designated fields, enter the value, the target indicator, the unit of measurement, information on the target year for the indicator, and a description of the methodology for calculating the indicator and the manner of verifying the achievement of the planned values of the indicator*
Closed remote training	*Enter the planned number of training services confirmed by a certificate of completion of training by each participant specifying the number of hours of this training completed. If you are planning e.g. a 6-hour training course for 3 people, enter 3 as the target value of the indicator. In the designated fields, enter the value, the target indicator, the unit of measurement, information on the target year for the indicator, and a description of the methodology for calculating the indicator and the manner of verifying the achievement of the planned values of the indicator*
Implemented training service - examinations	*In the designated fields, enter the value, the target indicator, the unit of measurement, information on the target year for the indicator and a description of the methodology for calculating the indicator*

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	and how the achievement of the planned indicator values will be verified.

If the proposed indicator does not exist, enter 0 as the target value and enter "not applicable" in the field "Description of the methodology for calculating the indicator and how to verify the achievement of the planned indicator values".

RESULT INDICATORS

Result should be understood as a direct (concerning the Applicant) effect of the implemented Project, measured after the completion of the Project or its part. The result indicates the changes that occurred in the Applicant directly after the end of the Project. Some result indicators may appear already during the Project implementation (e.g. publications). For result indicator, provide baseline value before implementation and target value after implementation (status of indicator after Project implementation).

Indicate as the base year the year in which you plan to start implementing the Project.
In case the Project starts on 1st January of a given year, the base year can be the previous year. For the result indicators below, enter as the target year the year not later than the year of the end of the Project's sustainability.

Publications of supported projects	*In the designated fields, enter the value, baseline and target for the indicator [pcs], information on the base year and target year for the indicator and how the achievement of the planned indicator values will be verified.*
Patent applications filed	*In the designated fields, enter the baseline and target value for the indicator [pcs], information on the base and target year for the indicator, and how the achievement of the planned indicator values will be verified.*

If the proposed indicator does not exist, enter 0 as the target value and enter "not applicable" in the field "Description of the methodology for calculating the indicator and how to verify the achievement of the planned indicator values".

DEFINITIONS AND METHODOLOGY FOR CALCULATING INDICATORS

Number of R&D projects carried out

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Number of supported projects involving R&D work in progress or implemented by research organisations or enterprises.

Researchers working at supported research facilities

Number of researchers using directly, in their activity, the research facility or equipment for which support is granted. The indicator is measured in terms of annual full-time equivalents (FTE), calculated according to the methodology given in the OECD Frascati Manual 2015*. The project must improve the research facility or the quality of the research equipment. Replacement without quality improvement is excluded, as is service. The research facility can be public or private. Vacant R&D positions are not counted, as are R&D support staff (i.e. positions not directly related to R&D). Annual FTEs of research staff are defined as the ratio of hours actually devoted to R&D during a calendar year divided by the total number of hours contractually worked by an individual or group during the same period. By convention, a person may not perform more than one R&D FTE per year. The number of hours contractually worked is determined on the basis of normative/statutory working hours. A person working full-time will be identified by reference to his or her employment status, type of contract (full-time or part-time) and level of involvement in research and development activities.

Research organisations participating in joint research projects

Number of supported research organisations (which are party to a FENG agreement, whereby the research organisation where the foreign research partner works is not counted) collaborating in joint research projects. A joint research project involves at least one research organisation and another partner (e.g. a company, another research organisation, etc.). Collaboration in R&D activities may be new or existing and should last for at least the duration of the supported Project. The indicator covers active participation in joint research projects and excludes contractual arrangements without active collaboration in a supported Project (i.e. excludes cases where not all partners participate in a specific joint research collaboration under a framework agreement). Research organisations are entities whose primary purpose is to carry out independent fundamental research, industrial research and experimental development and to disseminate the results of such activities through teaching, publication or knowledge transfer. Examples of these include universities or research institutes, technology transfer agencies, innovation intermediaries, physical or virtual R&D cooperation entities, which may be public or private (Commission Regulation 651/2014).

Nominal value of equipment for research and innovation

Total value of (acquisition of) supported equipment for research and innovation. This equipment includes all instruments, tools and equipment used directly for research and development activities. It does not include, for example, chemicals or other auxiliary materials used for experiments or other research activities.

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Publications of supported projects

Number of publications in supported projects. Publications can take the form of articles, book chapters or books (including co-publications). The contribution of the supported Project should be clearly marked. The indicator includes works that have been submitted and accepted for review as scientific publications.

Patent applications filed

The number of patent applications ('applications') filed and reviewed that result from supported projects. A final successful application is not a requirement. The supported Project should have a clearly identifiable contribution to the patent for which the application is submitted.

5. SCHEDULE, RESOURCES, RISKS

1/2 Project work schedule

The work schedule must be divided into clearly specified and realistic stages (R&D works), forming a logical whole. A description of R&D works within each stage should be provided, while the planned works must be adequate (i.e. necessary, justified and sufficient to achieve the Project's objective/solution of the problem posed). A parameterised milestone should be indicated for each stage, together with the method of milestone verification and a description of the impact of failure to achieve the milestone on the Project implementation.

Project work schedule	Attached. pdf file (Project Work Schedule), prepared according to the template.
Stage No ...	*Stage numbers will be generated automatically. Stages may overlap in time.*
Name of stage	*Max. 200 characters*
Stage implementation period	yyyy.mm - yyyy.mm
Description of the R&D work to be carried out during the phase	*Max. 4000 characters.*
Research group member(s)/stage partners	*Max. 2000 characters* *Describe the planned structure of the research team implementing a given stage. Indicate to which R&D works (stages) a given team member/partner will be involved in a given stage of the Project.*

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Milestone name (multiplied section)	*Max. 200 characters.*
Description of how to verify a milestone	*Max. 500 characters.*
Description of the impact of not achieving the stone on the implementation of the Project	*Max. 500 characters.*

+ the possibility of adding another stage

NOTE: Once all required fields have been completed, use the "Save" button and then proceed to the next section of the Application using the "Save and Continue" button.

2/2 Project Implementation Capacity

Members of the research group	*Max. 2000 characters* *Outline the planned structure of the research team and the requirements for the individuals who will be sought for employment. Indicate the required range of education, knowledge and experience and define the roles in the team with consideration of the* ***involvement of young researchers***[1] *and* ***students***[2] **.** *The team conducting R&D work in the project should, within 6 months from the start of the Project, consist of a minimum of 3 persons together with the Principal Investigator of the Project.*

[1] According to Article 360(2) of the Act of 20 July 2018. - *Law on Higher Education and Science, a* ***young researcher*** is a person conducting scientific activity who: 1) is a doctoral student or an academic teacher - and does not have a doctoral degree, or 1a) is preparing an extramural doctoral thesis and does not have a doctoral degree - if no more than 4 years have elapsed from the date of appointment of a promoter or promoters or a promoter and an assistant promoter pursuant to Article 217, or 2) has a doctoral degree, from the award of which no more than 7 years have elapsed, and is employed in an entity referred to in Article 7(1).

[2] Bachelor's, Master's or equivalent studies.

Technical resources owned and obtainable by the Project	*Max. 2000 characters* *Describe the technical and intangible assets owned and planned to be purchased that are necessary for the implementation of the Project. You do not have to own all necessary technical resources at the moment of submitting the grant application, some of them can be purchased or rented during the Project implementation. In case you do not own resources and you plan to use resources that you do not own, describe those resources that you plan to purchase taking into account the duration of the Project. Indicate for which R&D works (stages) a given resource will be used in the Project.*
Key Project risks, including scientific or technological risks, together with mitigation measures	*Max. 2000 characters* *Identify key risks that could occur during Project implementation and provide mitigation actions for identified risks. Describe the risks, determine the probability of their occurrence, indicate at which stage of the Project implementation they may appear, how they may disrupt the Project implementation and affect the timeliness, scope or quality of planned results.* *Describe methods to prevent risks from occurring, as well as measures to minimise the impact of risks when they do occur.*

6. PROJECT BUDGET

Fill in the fields of the electronic form and attach the files in Excel spreadsheet and pdf format entitled *"Material and Financial Schedule" of the* Project according to the template published on the First TEAM programme website or from the IB's application IT system.

1/5 Project timeframe
Project Duration - Dates copied automatically from the *Project Information* section

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2/5 Settlement periods
The system divides the duration of the Project based on the start and end date of the Project in the Project *Information* section into 12-month periods.
3/5 Budget category amounts planned for subsequent financial periods
Enter the value of expenditure with justification in each category of the Project budget by 12-month period. The budget of the Project should present expenditures that are reasonable, credible and justified from the point of view of the Project's purpose, scope and assumed effects (results). The Project budget shall cover expenses defined in accordance with the Catalogue of Eligible Expenditures under Measure 2.2 of the FENG, annexed to the Regulations for Project Selection. Indirect costs of the Project are covered by a flat rate (representing 15% of costs of Project personnel employed on the basis of an employment contract or a contract of mandate). The system automatically calculates the rate based on the editable data of the table. When calculating the Project budget, the principles included in the Project Selection Criteria and the Catalogue of Eligible Expenditure in Measure 2.2 FENG First Team must be applied, in particular: • The budget should reflect the planned number of team members within the Project; • The remuneration of R&D personnel, including the remuneration of persons acting as a Project broker for the works carried out under the Project should be planned according to the internal regulations of the research organisation - the Applicant, taking into account the achievement of Project objectives, including the achievement of the objective of good practices in project recruitment and ensuring internationally competitive salaries. In the calculation of the remuneration, objective publicly available statistical data, reports, analyses on the remuneration of researchers in the international environment may be used, including the analysis of the FNP made available on the call page for Measure 2.2 FENG First TEAM; • The scientific and research equipment planned to be purchased should be indispensable for the proper implementation of the Project and fit into the cost range established by the category limits. If the equipment proposed for purchase is not unique in Poland, we will verify the substantive and economic justification of the need to purchase it within the Project. The condition for accepting the purchase of the proposed equipment will be the fact that objective conditions (organisational or technical) resulting from the nature of the planned experiments do not allow the use of equipment of this type existing at the Applicant or in any other research organisations (conditions indicated in Mandatory criterion no. 3); • In the justification of the Project Budget for the field Development of R&D staff provide, inter alia, the number of unit rates of national training planned for the Project; the following percentage limits for budget categories should be respected: a) Remuneration of R&D personnel of the Project - no limit is set for the category (b) Scholarships for scholarship recipients - no limit has been set for the categories c) Scientific and research apparatus (over PLN 10,000 net) - a maximum of 25% of the value of eligible expenditures in the Project can be allocated to this category d) Subcontracting - a maximum of 15% of the Project's eligible expenditure may be allocated to this category

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e) Other direct costs: R&D costs - no limit is set for the category f) Project promotion - a maximum of 1% of the value of eligible expenditures of the Project may be allocated to this category g) R&D staff development - international training calculated at actual costs and national training calculated at unit rates h) indirect costs of the Project - a lump sum amounting to 15% of eligible direct expenditures of the Project calculated on the basis of the Project R&D staff remuneration category
4/5 Total costs
The system calculates the values automatically on the basis of the data entered in table No. 3/5 above.
5/5 Material and financial schedule
Complete the data according to the template published on the First Team programme website or in the electronic grant application system and submit the *Material and Financial Schedule* form in Excel spreadsheet and .pdf format. The inclusion of *the Material and Financial Schedule* is an essential element of the Project budget. *The material and financial schedule* is subject to assessment.

7. COMPLIANCE OF THE PROJECT WITH EU HORIZONTAL POLICIES, ENVIRONMENTAL INDICATORS

1/5 Compliance with the horizontal principles of equal opportunities and non-discrimination

Justify that the Project complies with the horizontal principles of equal opportunities and non-discrimination in accordance with Article 9(2)-(3) of European Parliament and Council Regulation 2021/1060.

Positive impact of the Project on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities (2000 character limit)

The principle of equal opportunities and non-discrimination means the implementation of measures enabling all persons to participate fairly and fully in all areas of life, regardless of factors such as gender, race, including colour and genetic features, ethnic origin, including language, membership of a national minority, birth and social origin, property, religion, belief, political or any other opinion, disability, age, sexual orientation.

Accessibility is the ability to use infrastructure, transport, information and communication technologies and systems, and products and services. It allows, in particular, people with disabilities and older people to use them on an equal basis with others. For projects, accessibility

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means that all their products (including the services provided) can be used by any person. Examples of these products are: a website or web application, training materials, a conference.

Analyse 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 the above mentioned grounds for discrimination. The purpose of the analysis is to identify areas and possible actions. The analysis is intended to help prepare a description of the rationale and can take any form.

Indicate in the grant application the results of the analysis with reference to all discriminatory grounds, i.e. gender, race, including colour and genetic features, ethnic origin, including language, membership of a national minority, birth and social origin, property, religion, world-view, including beliefs, political or any other opinion, disability, age, sexual orientation. If you identify discriminatory grounds other than those listed above - indicate them and also justify the impact of the project in this respect.

Justify why the Project will have a positive impact on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities, as referred to in Article 9(1)-(3) of Regulation 2021/1060) of the European Parliament and of the Council and the Guidelines for the implementation of the principles of equality under the EU Funds for the period 2021-2027 (hereinafter: Guidelines).

Indicate specific activities implemented within the Project that confirm the positive impact of the Project on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities.

Positive impact should be understood as ensuring the accessibility of infrastructure, means of transport, goods, services, information and communication technologies and systems, and any project outputs (including services) that are not considered neutral, to all their users/users - in line with the Accessibility Standards for Cohesion Policy 2021-2027 annexed to the above-mentioned Guidelines.

When carrying out an equal opportunities and non-discrimination analysis of a Project, you can use the following questions:

- do I apply an anti-discrimination policy in the project, e.g. in recruitment, employment, working conditions, remuneration, promotions, staff appraisal, etc.?

- do I have regulations specifying requirements for anti-discrimination, anti-bullying, anti-sexual harassment and other preventive measures, e.g. by-laws, instructions, other internal documents?

- do I make use of/provide employees with the opportunity to participate in training on anti-discrimination, anti-bullying, diversity management, work-life balance, etc.?

- do I provide other anti-discrimination arrangements e.g. flexible working hours, carer's leave to provide personal care or support for a dependent person, etc.?

Remember to implement the Project **taking into account anti-discrimination measures due to the** accessibility grounds indicated above and **the concept of universal design** (if applicable).

The concept of universal design means designing products, environments, programmes and services so that they are usable by all, to the greatest extent possible, without the need for

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adaptation or specialised design. Universal design is implemented by applying at least the accessibility standards annexed to the Guidelines. The standards cover areas such as digitisation, transport, architecture, education, training, information and promotion. The usefulness and relevance of applying particular standards depends on the nature of the Project, but each Applicant, in particular:

- should apply an information and promotion standard in the information and promotion activities undertaken within the framework of the Project;

- creating all electronic documents within the Project should use the digital standard;

In carrying out an analysis of the Project to ensure accessibility and universal design, the following questions can be used:

- Is the project information on my website readable by everyone and is it prepared in accordance with the *Web Content Accessibility Guidelines* (WCAG)?

- do I remember to prepare information about the project in various information channels, e.g. flyers, posters, recorded in Polish sign language, using transcription, audiodescription, augmented subtitles, etc.?

- Are the products designed according to the principle of universal design (provide a detailed description of the products under Products / services in the project)?

- Will the effects of my Project or service fully benefit people with special needs: blind, visually impaired, deaf, hard of hearing, wheelchair, cane or crutch walkers, people with intellectual disabilities, elderly people, people with other underlying conditions, i.e. epilepsy, diabetes, cardiovascular diseases, spine, rheumatism?

- Are the Project premises/offices accessible and do you remember to ensure accessibility and describe accessibility, i.e. information on the width of the doors, location of the office in the building, how to get to it, etc.?

- when carrying out contracts in accordance with public procurement legislation, do I draw up a description of the subject matter of the contract which takes into account accessibility requirements for persons with disabilities and universal design or social aspects in terms of employing persons with disabilities?

Justification of the availability of Project products/services

Justify how the various products of the Project will be accessible to persons with disabilities. Remember that products/services of the Project are those that will be created as a result of the Project, but also those products/services that are purchased within the Project, i.e. fixed assets, intangible assets. The accessibility of a product/service will be ensured in particular if it does not contain elements/features that constitute barriers to its use by people with disabilities. In order to determine the accessibility of the Project's product/service for people with disabilities, you may e.g. indicate (if applicable) that the Project's product will be accessible for all users regardless of their disability without the need for special adaptation for people with disabilities. In such a case you have to justify the above statement with reference to all the above mentioned premises.

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

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1) equal opportunities for all;

2) flexibility in use;

3) simplicity and intuitiveness in use;

4) the perception of information;

5) Fault tolerance;

6) low physical exertion during use;

7) sufficient size and space for use;

8) mobility;

9) sensory performance;

10) communication;

11) perception.

Conduct an analysis of the Project's products/services, which will help you to justify accessibility, i.e. to determine which products/services and how they will be adapted to the needs of persons with disabilities. When conducting the analysis, following the analysis conducted for the whole Project, answer the question if the described product or service will be fully accessible to persons with special needs (e.g. indicated above). After the analysis, name the product/service and justify the accessibility for persons with disabilities, i.e. describe how the product/service will be adapted to ensure that it is accessible and usable by persons with disabilities or other users. In case the product/service is neutral towards the principle of equal opportunities and non-discrimination, indicate that the product will be neutral and also justify the neutrality of the product (in the justification field).

A **product/service can** only **be considered 'neutral**' if it has no direct users e.g., electrical installations, transmission lines, automated production lines, storage tanks, new or improved technological processes.

Justification of the Project's compliance with the principle of equality between men and women (1000 character limit)

The principle of equality between women and men means implementing measures to achieve a state in which women and men are accorded equal social value, equal rights and equal responsibilities. It is also a state in which women and men have equal access to the enjoyment of resources (e.g. financial resources, development opportunities). This principle is intended to guarantee the possibility of choosing a life path without being restricted by gender stereotypes. The implementation of the principle of equality between women and men is intended to ensure, in particular, equal rights to education, employment and promotion, to remuneration for work, to social security and to occupy equivalent positions and functions. The principle is also intended to guarantee the possibility of choosing a life path without being restricted by gender stereotypes.

Remember that the Project must ensure equality between men and women and analyse the project from this point of view.

When carrying out an analysis of the Project, you can use the following questions:

- Do I apply equality between women and men in the project, e.g. in recruitment, employment, working conditions, pay, promotions, staff appraisal, etc.?

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- Do I have a policy setting out requirements for gender equality, anti-bullying, anti-sexual harassment and other countermeasures, e.g. by-laws, instructions, other internal documents?

- do I provide opportunities for employees to participate in e.g. training/other events on an equal basis?

- do I provide other arrangements to ensure equality between women and men, e.g. flexible working hours, carer's leave to provide personal care or support for a dependent person, etc.?

Note that **compliance with the principle of equality between men and women should be understood as, on the** one hand, planning such activities in the Project that will influence equalisation of opportunities for the disadvantaged sex (if such inequalities were diagnosed in the Project). On the other hand - creating such mechanisms, that at any stage of Project implementation, no discrimination or exclusion based on gender will occur.

Following the analysis, describe and justify why the project will comply with the principle of equality between women and men as referred to in Article 9(1)-(3) of Regulation 2021/1060 of the European Parliament and of the Council and the Guidelines.

Indicate the specific activities implemented by the Project that confirm the Project's compliance with the principle and justify them in relation to the Project.

Project neutrality is acceptable in relation to the principle of equality between women and men. Note, however, that the neutrality of the Project can only be claimed if you describe and justify why the Project is unable to deliver any measures in terms of compliance with this principle.

2/5 Compliance of the Project with the Charter of Fundamental Rights (CFR)

Justify (max 2000 characters) that the Project is compatible with the Charter of Fundamental Rights in accordance with Articles 1, 3-8, 10, 15, 20-23, 25-28, 30-33 of the Charter of Fundamental Rights.

Familiarise yourself with the provisions of the CFR and analyse the Project and your organisation in order to describe in your application how the implemented Project will ensure compliance with Articles 1, 3-8, 10, 15, 20-23, 25-28, 30-33 of the Charter. The analysis is intended to help indicate in the grant application how compliance with the above-mentioned articles of the CFR will be ensured during the implementation of the Project and can take any form.

On the basis of your analysis, within the scope of your own capacities and in terms of the implementation and impact of the Project, justify in your application your compliance with the rights and freedoms set out in the above-mentioned articles of the CFR or your neutrality with respect to the selected articles (if justified), i.e. what you are already doing in your organisation and what you will do in your organisation in connection with the implementation of the Project.

For the other articles of the IPC, ensure, unless they have reference to the scope of the Project and your organisation, that the Project is neutral with respect to them.

In order to justify compliance with the IPC, indicate what internal documents e.g. bylaws, procedures, statements, etc. in force in your organisation ensure compliance with the IPC. If they are not yet in force consider implementing them. Examples of internal documents are: work regulations, remuneration, reward, bonus regulations, procedures to ensure equality and non-discrimination taking into account the grounds indicated in Article 21 of the IPC, recruitment procedures, anti-mobbing, gender equality, monitoring procedures, etc. .

Ensure that compliance with the individual rights and freedoms of the IPC is implemented, e.g. in recruitment, remuneration, ensuring personal development, equal treatment and non-discriminatory access to employment and benefits ensuring accessibility for people with special needs, compliance with equality and non-discrimination towards clients, contractors and recipients of the Project's outputs, work-life balance directive, use of hybrid working, flexible working hours, protection of personal data, compliance with ethical behaviour in the entity's activities, research conducted and solutions introduced, other (which?).

Good practice is:

- Include provisions in work regulations explicitly prohibiting discrimination on the grounds of discrimination identified in the CFR, harassment and sexual harassment,
- developing and implementing procedures to counter discrimination and violence (including sexual harassment and bullying),
- development and implementation of transparent rules for promotion, remuneration, recruitment,
- developing and implementing work-life reconciliation measures (e.g. flexible working hours, organisation/subsidies for care of dependent persons)[3] ,
- the obligation to regularly identify inequalities between women and men with regard to pay (gender gap), with the understanding that the analysis of earnings includes all components of remuneration (basic salary, bonuses, awards, other financial and non-financial gratuities),
- creating diverse teams in terms of e.g. gender, age, ability, etc.

If the description of the above activities is already included in the justification of the criterion of positive impact of the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities or compliance with the principle of equality between women and men - do not repeat them. Indicate that these activities (specify their scope, e.g. regulations, procedures, ensuring accessibility) were described in the description of the above-mentioned equality principles.

3/5 Compliance of the Project with the Convention on the Rights of Persons with Disabilities (CRPD)

Justify (max 2000 characters) that the Project complies with the Convention on the Rights of Persons with Disabilities (CRPD) in accordance with Articles 2-7, 9 of the Convention on the Rights of Persons with Disabilities.

Familiarise yourself with the provisions of the CRPD and analyse the Project and your organisation in order to describe in your application how the implemented Project will ensure compliance with Articles 2-7, 9 of the Convention. The analysis is intended to help indicate in the Grant Application how compliance with the above-mentioned articles of the CRPD will be ensured during the implementation of the Project and can take any form.

On the basis of your analysis, within the scope of your own capacities and in terms of the implementation and impact of the Project, justify in your application your compliance with the rights and freedoms set out in the above-mentioned articles of the CRPD or your neutrality with

[3] https://rodzinaipraca.gov.pl/narzedzia-godzenia-rol

respect to the selected articles (if justified), i.e. what you are already doing in your organisation and what you will do in your organisation in connection with the implementation of the Project.

In order to justify compliance with the CRPD, indicate how you will ensure its observance, e.g. through the provisions of internal documents (as in the case of the CFR), e.g. work regulations, procedures to ensure equality and non-discrimination taking into account the grounds indicated in Article 21 of the CRPD, recruitment procedures, anti-bullying, gender equality, control procedures, etc.

Ensure that respect for the individual rights and freedoms of the CRPD is realised, e.g. in recruitment, remuneration, provision of personal development, equal treatment and non-discriminatory access to employment and benefits ensuring accessibility for people with special needs, compliance with the principles of accessibility, equality and non-discrimination towards clients, contractors and recipients of Project outcomes.

Indicate what tools you already use and plan to use in the implemented Project, e.g., accessibility of the website with the use of the WCAG standard, incorporation of universal design principles in products/services of the Project, application of Accessibility Standards adequate to the scope of the Project (Annex No. 2 to the Guidelines on the implementation of equality principles in the framework of the EU funds for the years 2021-2027), application of social clauses in implemented tenders/orders, other. Indicate specific solutions you will implement as part of the Project.

Ensure/justify that the activities undertaken in the project will take into account the needs of people with special needs, including in particular employees, recipients of the effects of the Project i.a. within:

- communication - websites, information, availability of products/services;
- Architectural accessibility of premises and public spaces, e.g. access to the building on an equal footing with non-disabled persons, lifts with a reader and Braille, toilets for the disabled, signposting of corridors and meeting rooms;
- work organisation - communication using IT tools, hybrid/remote meetings;
- language - use of plain, accessible language (in accordance with accessibility rules), non-discriminatory language, sign interpreter/audiodescription (where justified) in all materials;
- products/services - taking into account the needs of people with special needs in the solutions developed.

If the description of the above activities is already included in the justification of the criterion of positive impact of the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities or KPP - do not repeat them. Indicate that these activities (specify their scope e.g. application of standards, social clauses) have been described in the description of the above-mentioned principle of equal opportunities.

For the other articles of the CRPD, indicate that the Project is neutral with respect to them.

4/5 Meeting the principle of sustainable development

Justify that the Project complies with the principle of sustainable development in accordance with Article 9(4) of Regulation 2021/1060 of the European Parliament and of the Council, i.e.:

- **complies with environmental legislation**

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Select the legal acts that confirm the Project's compliance with environmental regulations. You have the following legal acts to choose from:

- The EIA Act - i.e. the Act on providing information on the environment and its protection, public participation in environmental protection and environmental impact assessments;

- Environmental Protection Act;

- Water Act;

- Nature Conservation Act;

- Waste Act.

You may also cite other pieces of legislation not mentioned above. In the field "Compliance of the Project with environmental regulations with indication of the relevant legal acts", describe to what extent your Project will comply with the regulations included in the given legal act. Describe which environmental regulations and to what extent they will apply to the Project you are implementing.

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

Choose from a) - d): a) **at least two rules from the 6Rs** (see below for definitions). You have a choice of:

- refuse;

- reduce;

- reuse;

- recover;

- recycle;

- rethink or

(b) **at least one principle from the 6Rs** or

c) a positive impact on other environmental aspects of the Project (other than the 6Rs); or

d) at least one 6Rs principle and compliance with the positive impact on other environmental aspects of the Project (other than the 6Rs principles).

Describe to what extent the option you have chosen will be applicable to the project. Describe all 6R principles or other environmental aspects you have chosen in the context of your project.

To confirm the chosen 6R principles or the positive impact on other environmental aspects of the Project, **provide adequate environmental indicators**:

a) if compliance with two principles of the 6Rs is indicated, provide at least one relevant indicator for each principle,

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b) in the case of compliance with one of the principles in the 6Rs, provide at least two relevant indicators,

c) in the case of a positive impact on other environmental aspects, present at least two relevant indicators, whereby the value of one of them will be improved by at least 10% in comparison with the value of the indicator before the implementation of the Project,

d) in the case of compliance with one of the 6Rs and compliance with another environmental aspect, provide at least two relevant indicators - at least one for the 6Rs and at least one for the other environmental aspect (other than the 6Rs), with an improvement of at least 10% compared to the value of the indicator before the project.

The selected at least two indicators related to the implemented Project should be entered in the table "Environmental indicators" in the Application, indicating the type of indicator, the baseline and target values, the units of measurement, the base year and the year of reaching the target value, and the method of calculating the target values of the indicators, as well as the method of verifying the reaching of the target values of the indicators.

Add as many indicators as you choose to the proposal.

5/5 Environmental indicators	
Indicator name	*In the designated fields, enter the value, baseline and target for the indicator, the unit of measurement, information on the base and target year for the indicator, and a description of the methodology for calculating the indicator and how the achievement of the planned indicator values will be monitored and verified.*

The selected indicators must relate to the implemented Project, be coherent, measurable, well-defined, objectively verifiable and realistically achievable.

Remember that environmental indicators will be reported, monitored and controlled at the Project site.

When defining environmental indicators, you can either use the indicators from the Key Indicators List valid on the date of the call for proposals[5] or define them yourself.

IMPORTANT: not all indicators on the Key Indicator List are environmental indicators and will be applicable to your project. If you do not find relevant environmental indicators on the list, please define them yourself so that they are relevant to your Project.

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

The refuse principle is to refrain from using materials, substances or products that are not reusable, repairable or recyclable or that have a negative impact on the environment or on human life and health.

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The application of the "refuse" principle should be evidenced by the total (100%) elimination of materials, substances or products which are not reusable, repairable or recyclable or which have a negative impact on human life and health and on the environment. Those materials, substances or products which have been eliminated as a result of the Project in relation to the previous production or in relation to traditional methods of production (in case the applicant has not carried out production so far) should be shown.

The application of the 'refuse' principle can also be evidenced by the conduct of studies on the abandonment of materials, substances or products that are not reusable, repairable or recyclable or that have negative impacts on the environment or on human life and health and supported by, for example, an indicator on the number of studies or the number of products/processes covered by these studies.

The principle of "reduce" is to reduce the consumption of renewable and non-renewable resources, materials, substances or products through appropriate technological, logistical or economic measures. Reduction should lead to an actual reduction in the use of renewable resources (e.g. water, soil), non-renewable resources (e.g. minerals: energy, metallic, chemical, rock and organic) or materials, substances or products during or as a result of the Project compared to business as usual or to traditional methods of operation.

The "reduce" principle can also be applied to ICT services, e.g. by using solutions to reduce the electricity consumed by hardware, e.g. by using cloud services, reporting on and reducing the carbon footprint, using server optimisation, improving application usage time to minimise the time spent with an application, enabling the use of "dark mode" to reduce the energy consumption of devices, limiting the number of requests and data transferred, developing or changing algorithms so that they consume less electricity.

One way to apply this principle can also be to introduce business models that reduce the number of products produced - an example is the Product-as-a-Service (PaaS) model. This model involves providing the end user with access to the functionality of a product/resource instead of the product/resource. In such a model, the manufacturer of the product remains the owner of the product, offering services on a subscription or usage fee basis.

The application of the "reduce" principle should be confirmed by indicating specific resources, materials, substances or products, the use of which as a result of the Project has been minimised and at the same time has not resulted in 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 previous activity or in relation to traditional methods of its conduct (in case the applicant has not carried out the activity so far).

The application of the 'reduce' principle can also be evidenced by the conduct of research into reducing the consumption of resources, materials, substances or products through the application of appropriate technological, logistical or economic measures and supported by an indicator concerning, for example, the number of studies or the number of products/processes covered by these studies.

The principle of **'reuse' is the** reuse of materials, raw materials or products that, instead of becoming waste in one production or service process, become a raw material for another. This principle can also lead to materials, raw materials or products being used for new functions if they are no longer applicable in their current form.

The application of the "re-use" principle should be evidenced by an indication of the specific materials, substances or products which, during or as a result of the Project, will be re-directed to a new use or given a new function, relevant to the activity in question or in another activity. The change, should be demonstrated with reference to the existing activity or with reference to its traditional methods (in case the applicant has not carried out the activity so far). The amount of materials, substances or products diverted for re-use should be demonstrated as a measurable indicator.

The application of the 'reuse' principle can also be evidenced by research on advanced product remanufacturing technologies or the creation of systems to promote reuse and supported by an indicator on e.g. the number of studies or products/processes covered.

The application of the 'reuse' principle can also be evidenced by research and innovation in advanced product remanufacturing technologies or the creation of systems to promote reuse.

The "recover" principle consists of the introduction of technological, logistical and marketing solutions within the Project that ensure the availability of spare parts, maintenance and repair manuals, technical information or other tools, hardware or software to repair and reuse products without compromising their quality and safety.

The application of the 'recover principle' is also about extending the life cycle of a product by allowing it to be repaired, refreshed or improved in terms of aesthetics, or creating comprehensive systems to promote product repair, e.g. by introducing technological standards, offering variable parts, repair work or making the product repairable.

The application of the "recover principle" should be confirmed by indicating specific products or their elements, for which repair, refreshment, renewal or improvement 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 have reference to the traditional methods of conducting a given activity (in case when the applicant has not conducted any activity so far). The change may also concern equipment and machinery (e.g. purchase of reconditioned/repaired equipment ensuring quality and safety of use).

The application of the "recover principle" may also be evidenced by research and innovation in advanced product remanufacturing technologies or by the creation of systems promoting product repair and remanufacturing. The number of products or items for which repair, refurbishment, renewal or improvement will be introduced as a result of the Project should be demonstrated as a measurable indicator. A measurable indicator may also be a demonstration of how much the lifetime of a product/ or element will be extended as a result of introduced changes in line with the " recover" principle.

The application of the 'recover principle' can also be evidenced by the conduct of research into advanced product remanufacturing technologies or the creation of systems to promote product repair and remanufacturing and supported by an indicator such as the number of studies or the number of products/processes covered.

The "recycle" principle refers to a situation in which a product, material or substance cannot be reused or repaired/remanufactured and the resulting waste cannot be reused or lose its waste status. Such waste according to the recycle principle must be sent for treatment in order to be reused for its original purpose or transformed into new materials and products. Organic recycling in the form of aerobic treatment, including composting, or anaerobic treatment of waste that is biologically decomposed under controlled conditions using microorganisms and produces organic

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material or e.g. methane, and material recovery should also be considered in line with the recycle principle.

The application of the principle "recycle" should be evidenced by the identification of specific materials, substances or products that were diverted to recycling during or as a result of the Project and for which it was not possible to apply the principles: "reuse" or " recover". The change should be demonstrated in relation to the existing activity of the entity or have reference to the traditional methods of carrying out the activity in question (in case the applicant has not carried out the activity so far). The change may also relate to equipment and machinery. In addition, the use of recycled materials, substances or products in the activity, including after they have lost their waste status, will be considered in compliance with this principle.

The amount of materials, substances or products diverted to recycling or that are recycled and used in the Applicant's operations during or as a result of the Project should be shown as a measurable indicator.

The application of the recycle principle can also be evidenced by research into advanced recycling technologies and supported by an indicator on, for example, the number of studies or the number of products/processes included in these studies.

According to the **principle "rethink",** anyone who undertakes activities that cause or are likely to cause waste or environmental impacts should plan and design such activities (rethink) using such modes of production or forms of service and raw materials and materials as to prevent or significantly reduce waste or limit its negative impacts on human life and health and on the environment. At the heart of this principle is planning and designing with the full life cycle of a product or service in mind. To this end, it is necessary to identify materials, substances or products that are major 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 the field of environmental life cycle assessment (e.g. LCA, Life Cycle Assessment) or product environmental footprint assessment (e.g. PEF, Product Environmental Footprint) or by carrying out other environmental certification (e.g. ISO 14001, EMAS) or obtaining an eco-label (e.g. Ecolabel) or environmental technology verification (e.g. ETV) for the product or service that is the subject of the activity that results from the planned implementation of the Project.

It will also be considered in line with the principle of " rethink" to carry out purchases, as part of the Project, in accordance with green procurement criteria, (including taking into account energy consumption parameters at the purchase or contract award stage).

The application of the principle " rethink" will not be regarded as the application of the principle "rethink". carrying out an environmental impact assessment. This is because this assessment is intended to determine the environmental conditions of its implementation to the extent that it is requested by the investor.

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8. STATEMENTS

1/3 **Statement by the** Principal Investigator of the Project

The declaration form prepared on the template and attached as a scan must be legibly signed by the Project Principal Contractor.

2/3 Mandatory declarations by the Applicant

1. I declare that I am aware of the criminal liability (under Articles 270, 271, 273 of the Criminal Code, relating to offences against the credibility of documents, and under Article 297 of the Criminal Code) for submitting forged, falsified, certifying untrue or unreliable documents and for making unreliable written statements regarding circumstances of significance for obtaining support.	***Yes** (the only option to select)*
2. I declare that I have read the Regulations for Project Selection and its annexes and accept their provisions.	***Yes** (the only option to select)*
3. I undertake to make the Project site available for evaluation before signing the agreement for Project financing, carried out by the Managing Authority, Intermediate Body or other authorised institution or organisational unit.	***Yes** (the only option to select)*
4. I declare that the institution I represent has the consent of all persons whose personal data I submit in the application to process such data and entrust them to the Intermediate Body for the purpose of carrying out the project selection procedure.	***Yes** (the only option to select)*
5. I declare that the institution which I represent is in possession of the original documents, scans of which have been attached to the application.	***Yes** (the only option to select)*
6. I undertake to participate in surveys, interviews and to make information available for the purposes of evaluations (assessments) carried out by the Managing Authority, Intermediate Body or other authorised institution or organisational unit or entity carrying out the evaluation.	***Yes** (the only option to select)*

- **3/3 Optional declarations by the Applicant (if applicable)**

The Applicant declares that, if the Project is qualified for funding, it will apply for the permits necessary for its implementation and will refrain from starting the research work until the necessary permits have been obtained.

Statement of application for ethical committee approval as required under animal experimentation regulations	*Yes/No (optional)*
Statement that the consent required under nature conservation legislation has been sought	*Yes/No (optional)*

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Statement of application for the consent required under the legislation on genetically modified organisms	*Yes/No (optional)*
Statement of application for the consent or authorisation required by the relevant regulations for projects related to clinical trials	*Yes/No (optional)*

Information clause

Data controller

The administrator of personal data of all persons participating in the implementation of the First Team Project (on behalf of the Applicants, Beneficiaries, external entities, including persons indicated in the application for funding of the Project in the competition: contact persons for Project assessment on behalf of the Applicant, entrepreneur, Principal Investigator), as well as persons authorized for current contacts in the implementation of the Grant Agreement, processed for the purpose of participation of these persons in the process of application for support and subsequent First Team Project implementation is the Foundation for Polish Science with its seat in Warsaw, Ignacego Krasickiego 20/22, 02-611 Warsaw, registered in the register of associations, other social and professional organisations, foundations and independent public health care centres, conducted by the District Court for the Capital City of Warsaw in Warsaw, 13th Economic Department of the National Court Register under the KRS number 0000109744, NIP 5260311952, REGON 012001533). The Administrator shall process all personal data specified in the application for co-financing the Project in the competition, as well as other personal data indicated in competition and project documentation.

Data Protection Officer

The Controller has appointed a Data Protection Officer (DPO). You may contact the DPO on all matters concerning the processing of your personal data, e-mail address **iodo@fnp.org.pl** or at the Administrator's registered office address.

Purpose, legal basis and duration of processing

Personal data shall be processed for the purpose of carrying out a project co-financed from European Union funds on the basis of the provisions of the Act of 28 April 2022 on the principles of implementation of tasks financed from European funds in the financial perspective 2021-2027, in particular:

evaluation and selection of the proposal for funding.
If funding is awarded:

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- the conclusion of the contract for the implementation and funding of the Project,
- supervise the execution of the Project,
- its evaluation, control, audit,
- evaluation of information and promotion activities,
- acceptance of the Project, its evaluation and financial settlement,
- and where applicable to the establishment, assertion or defence of claims.

Personal data has been obtained from the Applicant who has completed the grant application in the FNP system, alternatively personal data may come from publicly available records.

The legal basis for the processing of personal data by the Administrator is the fulfilment of legal obligations and the performance of tasks carried out in the public interest or the exercise of public authority entrusted to the Administrator. Providing personal data is a statutory requirement and failure to provide it may result in a negative assessment of the application or failure to conclude a grant agreement.
Personal data will be processed in accordance with the regulations on the national archives and archives, until the completion of all tasks related to the implementation and settlement of the FENG 2021-2027, subject to regulations that may provide for a longer period of control, in addition to the regulations on state aid and *de minimis* aid, as well as the regulations on tax on goods and services.

Recipients of personal data

Personal data may be communicated to the following categories of data recipients: public authorities and entities performing public tasks or acting on behalf of public authorities, in particular: European Funds Ombudsman, experts, Audit Authority, European Union (EU) institutions or entities entrusted by the EU with tasks related to the implementation of the FENG 2021-2027, to the extent and for the purposes that result from the provisions of the law, entities providing services necessary for the FNP to perform its tasks, including IT partners, entities providing technical or organisational support (with such entities processing data on the basis of an agreement with the Administrator and only in accordance with the Administrator's instructions). In the case of transfer of personal data to experts or reviewers from outside the EU, personal data will be transferred to a third country subject to the requirements established by data protection legislation and adequate or appropriate safeguards.

Rights of data subjects

At any stage of the FNP's processing of your data, you have the right to:
- access to your data, including obtaining information about the extent of the data we process and obtaining a copy of that data;
- to modify and correct their data, provided that there are no other legal contraindications to limit their processing;

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- the complete deletion of your data ("right to be forgotten"), if there are no other legal contraindications;
- not to be subject to automated decisions based on profiling;
- to object to the processing of personal data, unless there are other legal contraindications;
- limitation of processing, unless there are other legal contraindications;
- to transfer the data to another Data Controller if the data are processed in connection with a consent given or a contract concluded;
- lodge a complaint with the President of the Data Protection Authority about inappropriate data processing;
- revoke consent at any time without affecting the lawfulness of processing carried out on the basis of consent before revocation (if processing is based on consent).

Detailed information on how to exercise your rights can be found on the FNP website (www.fnp.org.pl), under *Data Protection* (https://www.fnp.org.pl/ochrona-danych-osobowych/). By proceeding to the editing of the application, I declare that the persons whose data have been included in this form have been informed of this fact through the provision of information on personal data protection indicated in the above information clause. I declare that, upon request of the Intermediate Body, I will provide confirmation (in written or documentary form) that these persons have read the above information clause.

9. VERIFICATION AND APPLICATION

NOTE: At any stage of completing the Application, the Application can be generated and downloaded in .pdf format using the "Download Application" button in Section 2/3 "Generating and Downloading the Application" in Section 9 "Verification and Submission of the Application".

Please note that the IT system does not have the ability to verify the application in terms of content. It suggests what kind of data should be included in particular fields and informs, e.g. about character limits (in the case of text fields) or budget limits (in the case of budget categories), but this is of an informative nature, so the final confirmation of the correctness of all information entered in the application is up to you.

1/3 Verification and closure of the application

The subsection Verification *and Closure of the application* allows first of all to check the correctness of the data entered, to the extent described above, and then to close the application by completing the editing of the data. The verification of the application is available from the beginning of the completion process, so that you have an exact indication of how much data the system still needs in order to proceed to the next stage.

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Moving to the *Verification and* Submission section when the application has not yet been fully completed (there are unfilled fields) or if it contains data classified as incorrect by the system, always results in a message in the *VERIFICATION AND APPLICATION CLOSURE* sub-section stating*:* "Verification failed. Number of errors to be corrected: (*numeric value*). Without a positive verification result, the application cannot be closed.". In addition to the message, the system generates a summary from which you can find out which sections have been verified as correct (marked as "OK" by the system) and in which there were errors. In the generated summary, for each section verified negatively, there is a "Show errors" button, which allows you to display a detailed list of fields or attachments requiring attention.

An example of a summary resulting from an incorrect verification is as follows:

Verification failed. Number of errors requiring correction: 7. Without a positive verification result, the proposal cannot be closed.

1.	**About the Project**	*Number of errors to be corrected: 5*	**Show errors** *(button)*
2.	**Applicant (Institution) and Main Contractor of the Project**	*OK*	
3.	**Partners**	*OK*	
4.	**Substantive scope of the Project**	*OK*	
5.	**Timetable, resources, risks**	*OK*	
6.	**Project budget**	*OK*	
7.	**Compliance of the Project with the EU horizontal policies, environmental indicators**	*Number of errors to be corrected: 2*	**Show errors** *(button)*
8.	**Statements**	*OK*	

The system classifies an application as correctly completed if all fields and attachments defined as required have been entered correctly.

1.	**About the Project**	*OK*

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2.	**Applicant (Institution) and Main Contractor of the Project**	*OK*
3.	**Partners**	*OK*
4.	**Substantive scope of the Project**	*OK*
5.	**Timetable, resources, risks**	*OK*
6.	**Project budget**	*OK*
7.	**Compliance of the Project with the EU horizontal policies, environmental indicators**	*OK*
8.	**Statements**	*OK*

When all sections are given the status "OK", the button "Finish editing data" will be activated. When the button is selected, editing will cease, making it impossible to make any further changes to the application.

NOTE: Before finishing editing the data, we recommend using the "Download application" button. This button allows you to download an aggregate file in .pdf format at any stage of the application submission without closing the application. Using the 'Download application' button is not the same as closing the application. Instead, downloading the bulk file allows you to check that all files attached to the system are technically correct. Files containing errors will prevent the creation of a bulk .pdf file, which will become an obstacle to further processing once the data edition is closed.

- **2/3 Generation and downloading of the application**

  You can download the closed application as an aggregated .pdf file using the 'Download application' button. It may take a while for the system to generate the application. Attempts to speed up the process by refreshing the page or repeatedly using the 'Download application' button may hinder the system. If any difficulties are encountered when generating the file, the system will display a message to this effect. A correctly generated application, including the closing date, is ready to be signed using a qualified signature by an authorised person.

- **3/3 Attachment of the signed application**

  Once you have finished editing the data, generate and download the final version of the application with the closing date in .pdf format and sign it with a qualified signature. Attach the signed application in section 3/3.

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Upload the signed application to the server using the corresponding module, which will become available when the pdf file is generated. Uploading the file to the server activates the "Submit Application" button. If the Applicant is not the person signing the application, an additional file must be attached, representing the authorisation to sign the application on behalf of the Applicant. Before pressing the button, make sure that the attached file is appropriate, as its use is the same as the end of the application procedure.

The IT system will automatically generate a notification that the application has been submitted correctly and send it to the e-mail addresses indicated in the application to the contact person on behalf of the Applicant and to the Project Lead Contractor.

NOTE: Remember that all versions of the proposal resulting from the call for improvement must be signed by an authorised person.

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