
Guide for Proposers

Scheme: Support for Ukrainian researchers under Bilateral Fund of 'Applied Research' Programme

I. Legal basis

The Action is a part of the 'Applied Research' Programme which is implemented on the basis of the following legal acts:

- Regulation on the implementation of the European Economic Area (EEA) 2014-2021, hereinafter referred to as 'Regulation';
- Regulation on the implementation of the Norwegian Financial Mechanisms 2014-2021;
- Guideline for Research Programmes – rules for the establishment and implementation of programmes falling under the Programme Area "Research",
- Bilateral Guideline - EEA and Norwegian Financial Mechanisms 2014 – 2021;
- Programme Agreement between the Financial Mechanism Committee and Norwegian Ministry of Foreign Affairs and the Ministry of Investment and Economic Development of the Republic of Poland for the financing of the Programme "Applied Research";
- Act of 30 April 2010 on the National Centre for Research and Development (Journal of Laws item 1861, 2020, as amended);
- Act of 20 July 2018 on the Law of Higher Education and Science, (Journal of Laws item 574, 2022, as amended);
- Regulation of the Minister of Science and Higher Education of 17 September 2010 on the detailed mode of performance of tasks of the National Centre for Research and Development (Journal of Laws No 178 item 1200, 2010).

II. Definitions

Words beginning with a capital letter shall have the meaning defined as follows:

Proposer – an eligible entity that proposes an Action described in the Form within the Scheme;

Scheme – an arrangement to implement support of Ukrainian researchers under Fund for bilateral relations of ‘Applied Research’ Programme;

Action – activities aimed at supporting Ukrainian researchers under the Scheme declared in the Form;

Ukrainian researcher - researcher of Ukrainian citizenship who holds at least a Master (Магістр) or Specialist (Спеціаліст) degree obtained in Ukraine or other equivalent degree obtained outside Ukraine;

Guide – a guide for Proposers describing the rules and procedures of the Scheme;

Form – the document providing the information about the planned Action dedicated to one Ukrainian researcher to be filled in by the Proposer;

Project Promoter (PP) – an entity formally responsible for implementation of the project under the Programme ‘Applied Research’;

Polish Project Partner – an entity that is a Polish consortium partner of the project co-funded under the Programme ‘Applied Research’;

Programme Operator (PO) – the National Centre for Research and Development, agency responsible for the management and implementation of the Programme ‘Applied Research’ in Poland;

Donor Programme Partner (DPP) – the Research Council of Norway (RCN), the agency responsible for supporting the PO during the implementation of the Programme.

III. Aim of the Scheme

The purpose of the proposed Scheme is to provide immediate and effective support to Ukrainian researchers affected by the armed conflict on the territory of Ukraine via a simple and effective mechanism that allows them to join the Polish-Norwegian teams and continue their scientific careers. Support of the development of human capital will be crucial for the future of Ukraine and its reconstruction.

The Scheme will contribute to support and develop cooperation with the Ukrainian academic community and enhance Ukrainian participation in the European research networks and R&D&I programs.

IV. Eligible entities

Project Promoters and Polish Project Partners of the active research projects funded under POLNOR, POLNOR CCS and IdeaLab calls, which are **research organisations** as defined in the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty on the Functioning of the European Union, and as stipulated in Article 37 paragraph 1 of the Act on the National Centre for Research and Development.

V. Funding rules

1. The indicative budget of the PO earmarked for financing Actions amounts to **380,000 EUR**. In case of high interest in the Scheme and availability of additional funds, the budget may be **increased**.
2. The funding does **not constitute State Aid**.
3. Funding for the Action is awarded in accordance with the procedure set out in this 'Guide for Proposers' (hereinafter: 'Guide').
4. Funding allocated to an Action shall be used to cover the costs of employing **one** Ukrainian researcher, affected by the armed conflict on the territory of Ukraine, who is:
 - a) a resident in Poland and arrived in Poland no earlier than 24 February 2022; or
 - b) a resident in Ukraine but is unable to continue his/her academic career, or work in research and development (R&D).
5. A Ukrainian researcher who remains in Ukraine and the Proposer, shall both ensure compliance with applicable legal regulations (in particular tax regulations, labour law provisions and social security law).
6. The Proposer shall ensure that the Ukrainian researcher will during the Action carry out additional activities, in relation to the project implemented under POLNOR, POLNOR CCS or IdeaLab call, as defined in the next point (V.7.)
7. The additional activities:
 - a) shall be complementary with the ongoing Project;
 - b) cannot cover work already included in the Project in order to avoid double financing (understood as covering the same expenses from two different sources);

- c) include basic research, application research or other types of work relevant to the project.
8. The costs of Action will be settled on a flat-rate basis, according to the following rates:
 - a) monthly total employment costs as an equivalent of one full-time position: up to **2000 EUR**;
 - b) other monthly costs (consumables, travels, etc.): up to **500 EUR**.
9. The maximum working time of the Ukrainian researcher is one full-time position (40 hours a week).
10. The minimum working time of the Ukrainian researcher is one quarter of a full-time position (10 hours a week).
11. The maximum duration of the Action is 12 months.
12. The minimum duration of the Action is 6 months.
13. The latest Action start date is **31st December 2022**.
14. Each eligible PP and each eligible Polish Project Partner may submit a maximum of **three Forms** for three different Actions per funded project under POLNOR, POLNOR CCS and IdeaLab calls. Each subsequent Form submitted will be left without further assessment, with no right to appeal.
15. In the case of submitting the Forms by more than one Proposer under one project, the Actions may not be duplicated.
16. One Action can involve only one Ukrainian researcher.
17. A Ukrainian researcher may participate in more than one Action, but his/her total commitment may not exceed the equivalent of one full-time position (40 hours a week).
18. Financing will be granted in PLN according to the European Central Bank (ECB) exchange rate on the day of announcing the Scheme, based on the amount of financing calculated in the submitted Form, taking into account the reported number of employment months of the Ukrainian researcher.

VI. Application procedure

1. Due to the limited catalogue of eligible potential Proposers, information about the Scheme will be provided directly to the potential Proposers. In addition, information about the Scheme along with this Guide will be published on the PO's website.
2. The Proposer submits the Form in English to the PO, in the manner and time specified in the announcement of the Scheme. The template of the Form is attached as Annex 1 to the Guide.
3. The Scheme for funding the Actions is continuous, one-stage.
4. Financing is granted until the budget is exhausted.
5. Evaluation and selection of proposals will take place one month following the launch of the Scheme and this process will be repeated on a monthly basis until the budget is exhausted.
6. The Scheme will prioritise support to young researchers. Hence, the Actions recommended for funding will be ranked by the date the Ukrainian researcher obtained a Master (Magistrow) or

- Specialist (Спеціаліст) degree in Ukraine (or other equivalent degree obtained outside Ukraine). The latest date will have priority.
7. The Form must be submitted in electronic form (a qualified electronic signature(s) of the person(s) authorized to represent the Proposer) via ePUAP to the following addresses:
/NCBiR/default;
/NCBiR/esp;
/NCBiR/SkrytkaESP .
 8. The Form verification process is carried out by the PO, in accordance with the criteria set out in Annex 2 to the Guide.
 9. If the Form requires an amendment or completion according to the Annex 2 to the Guide, the Programme Operator issues a request to the Proposer. The Proposer is given 14 days, counting from the day after the request was delivered, to implement all necessary changes and to resubmit the Form. A Form may be amended/completed only once. If the Proposer fails to implement the requested changes according to the request, or implements changes other than requested, or fails to resubmit the complete Form in the requested time, the Form is deemed ineligible and left without further assessment, with no right to complaint. The Proposer has the right to submit a Form again.
 10. The Proposer shall immediately inform PO about any changes in contact details that takes place during the Action. Until the PO receives information about the change in contact details, deliveries made to the current address are considered effective.

VII. Granting, contracting and implementing

1. Entities whose Forms have been verified positively receive information about funding along with the contract template, which is attached as Annex 3 to the Guide.
2. The earliest Action start date is a day on which the PO selects Actions that will be supported i.e. the list of supported Actions is published on the PO website www.ncbr.gov.pl.
3. The conclusion of the contract is a condition for receiving funding. Until the conclusion of the contract between the PO and the Proposer, the Proposer finances the Action at its own risk.
4. The funding is paid in the Form of an advance payment of 100% of the total requested amount.
5. The condition for the settlement of the received funding is the submission and approval of the final report on the implementation of the Action. The PO informs the Proposer in writing about the approval of the report.
6. In the event that PO has reasonable doubts as to Proposer's ability to spend funds correctly, specifically in accordance with the aim of the Guide, the PO may refrain from financing the Action until the doubts are clarified, or the PO may withdraw the financing.
7. PO reserves the right to amend the Guide or any of its attachments. The amendments are effective from the date indicated in the information on these amendments, published on the PO website www.ncbr.gov.pl.

8. PO reserves the right to cancel the Action, in particular in the event of significant amendments in the laws affecting the conditions for supporting the Action or in the event of force majeure.

VIII. Personal data protection

1. Each of the entities participating both in the Scheme and implementation of the Action (DPP, PO, Proposer, Ukrainian researcher) has the status of a separate Personal Data Controller regarding Article 4(7) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR).
2. Information on data processing by PO is included in the information clauses in Annex 4 to the Guide.
3. The Proposer is required to provide the information clauses referred to in VII.2 to the relevant persons.

IX. Annexes

1. Form template;
2. Verification criteria of the Form for the Action implementation;
3. Contract template;
4. Information clause under Art. 13 and Art. 14 GDPR.