



Call for applications
under joint research projects
between the Federal Republic of Germany and the Republic of Poland

Narodowa Agencja Wymiany Akademickiej – NAWA (Poland) /
Deutscher Akademischer Austauschdienst- DAAD GmbH (Germany)

Start date of the call for applications: **28 April 2023**

Completion date of the call for applications: **30 June 2023, 3 p.m. (local time for Warsaw)**

1. **Purpose and scope of cooperation** The aim of the call for applications is to support the mobility of scientists conducting research projects agreed and carried out jointly by eligible applicants from Poland and partners from Germany. Funds for projects under the call for applications are allocated to cover the travel expenses and costs of stay for the scientists, except for financing the research itself. Financing of conducted research has to be guaranteed from other sources.

The applications concerning a joint project (further referred as “Project”) shall be submitted simultaneously by partners from Germany to DAAD as well as by Polish partners to NAWA. Only applications submitted jointly in Poland and in Germany will be considered. Applications submitted in Poland and in Germany should have the same title in English and the same implementation period.
2. **Eligible Applicants** Applications for financing may be submitted by entities classified to one of the following categories:
 1. HEIs¹;
 2. scientific institutes of the Polish Academy of Sciences²;
 3. research institutes³;
 4. institutes operating within the Łukasiewicz Research Network⁴

¹ As referred to in the Act of 20 July 2018 - Higher Education and Science Law (i.e., Journal of Laws of 2022, item 574, as amended), hereinafter referred to as "HES"

² Within the meaning of the Act of 30 April 2010 on the Polish Academy of Sciences (i.e., Journal of Laws of 2020, item 1796, as amended)

³ Within the meaning of the Act of 30 April 2010 on research institutes (i.e., Journal of Laws of 2022, item 1498, as amended)

⁴ Referred to in art. 7 item 1 point 6b HES

5. international institutes
 6. other entities that conduct mainly scientific activity independently and continuously, holding a scientific category⁵.
3. **Additional requirements**

The Project coordinator can be a person holding at least a doctoral degree, employed by the Applicant.

Members of the research team can be members of the Project coordinator's current research team, employed in their unit or other units being part of the Polish system of science and higher education. Students may also be members of the research team, as long as they take an active part in conducting research covered by the Project, and their participation is allowed by the partner country.

Units that have already benefited from funding under previous calls for applications in joint research projects with Germany can only apply with another partner. It shall only be possible to act as a coordinator for one Project in a given call.

The Project coordinator cannot be a member of the team in another application submitted in the same call.
4. **Fields of science**

The Project submitted in this call may represent any field of science.
5. **Deadline for submitting applications**

Applications shall be submitted until **30 June 2023 by 3 p.m. (local time for Warsaw)** in the NAWA's ICT system (later referred as the "System"). Applications submitted beyond this deadline shall be left without consideration.
6. **Form of submitting applications**

Submitting the application is possible following the registration in the System available at: <https://programs.nawa.gov.pl>.

The application and its annexes shall be drawn up in Polish. Exception shall be the Project title, abstract and a CV of a coordinator from a partner country included in the application (in English).

There is no limit for applications submitted by one Applicant. It is allowed to submit one application as part of one Project.

Sending the application in the System shall result in the status of the application changing to "submitted" and the Applicant receiving an e-mail.

⁵ Referred to in art. 7 item 1 points 6 and 8 HES

It is the responsibility of the Applicant to verify whether the application was sent properly.

7. **Person authorised to submit the application** The person submitting the application in the System must have a valid power of attorney to represent the Applicant granted by an authorized person (e.g. granted by the rector of the university or the director of the research institute) and attach it to the submitted application.

8. **Project implementation period** Projects submitted under the call for applications can be implemented for the period of 24 months, starting from 2 January 2024 and finishing on 31 December 2025.

The costs may be incurred in the period specified in the contract with NAWA. The agreement with the beneficiary will be concluded pursuant to Art. 17 sec. 1 point 3 of the Act on the establishment of NAWA.

9. **Eligible costs covered by the Polish party** The maximum amount of funding a Project may receive from NAWA's budget shall be PLN 30,000. The aforementioned amount can be freely increased with the Applicant's own funds.

Each party covers the travel costs as well as the costs of stay of the scientists from its country.

Under the funds allocated by NAWA, eligible expenditure on the Polish side shall be:

- 1) Travel expenses of Polish scientists to Germany – a flat rate amount as set out in Table 1.
- 2) Costs of stay of Polish scientists in Germany
 - a) when a stay lasts for up to and including 11 days – PLN 400 a day;
 - b) in the case of a stay longer than that indicated under (a) above - PLN 4,800 for the entire stay.

Costs of conducting research and any other costs incurred under the Project shall be ineligible.

The requested Project budget can be reduced as a result of Project evaluation.

Table 1. Travel costs, health insurance, third-party liability, accident and health insurance, costs of visa or residence legalisation fees

Distance in a straight line between the participant's place of residence and the place of stay (in km):	Flat rate per person (in PLN):
Less than 500	1,000.00
500 – 999	2,000.00
1 000 – 2 999	3,000.00
3 000 – 6 000	4,000.00
More than 6 000	5,000.00

10. **Project selection procedure** Applications are subject to separate evaluations in Poland and in Germany, pursuant to the procedure adopted by each of the parties. Once the national procedure is concluded the joint committee consisting of representatives of both parties shall select Projects for financing.
11. **Evaluation of applications at NAWA** The selection procedure performed by Polish party: Applications for participation in the Programme shall be subject to formal and substantive evaluation.

Formal evaluation

Only applications that are complete and meet the following formal requirements set out in this call are submitted for formal evaluation:

- 1) The application has been submitted jointly in Poland and in the partner's country
- 2) The Applicant belongs to the category of entities entitled to apply for funding in the call
- 3) The person submitting the application is authorised to do so/attached is a scan of the power of attorney granted to the person submitting the application in the System by the person authorised to represent the Applicant
- 4) The application is complete (all obligatory fields have been filled in)
- 5) The project implementation period is within the timeframe specified in the call for applications
- 6) The application has been filled out in Polish, except for the abstract and CV of a coordinator from a partner country in English
- 7) The budget has correctly indicated the costs, as specified in the call for applications.

Rejection at the stage of formal evaluation of the application submitted in the partner's country means leaving without

consideration the application for the same research project submitted on the Polish side.

Applications that fail to meet the formal requirements shall be returned to the Applicant via the System with information about the possibility to supplement them within 14 days from the date of receipt of the request for improvement. NAWA may also request the Applicant to provide further documents or clarifications.

Applications that are not supplemented in a timely manner shall be left without consideration.

Communication with the Applicant shall be handled via the System and e-mail correspondence, and the Applicant shall be obliged to regularly check the status of the submitted application in the System.

Substantive assessment

The applications shall be evaluated by the evaluation team appointed by the Director of NAWA.

Substantive assessment of applications shall be made in observance of the following criteria:

1. Scientific importance of the project covered in the application – 0 to 5 points;
2. Proposed research methodology– 0 to 5 points;
3. Qualifications and experience of both research teams when it comes to the field covered in the project – 0 to 5 points;
4. Importance of the established scientific cooperation and prospects for its continuation – 0 to 5 points.

Additional criteria (if applicable):

Points shall be awarded for giving consideration to the priorities, laid down in this call for applications, whereby 1 shall mean that an additional criterion has been met, 0 – an additional criterion has not been met.

- 1) Participation of young scientists⁶ in Polish research group
- 2) Possibilities of cooperation with socio-economic partners during or as a result of the Project.

⁶ Pursuant to HES - a young scientist is a person engaged in academic activity who:

- 1) is a doctoral student or an academic lecturer and does not hold a doctoral degree or
- 2) has held the doctoral degree for less than 7 years and is employed in a higher education institution.

Maximum number of points that can be obtained as a result of substantive assessment conducted by NAWA is 22.

12. **Appeal
procedure**

The applicant, after receiving information about leaving the application without consideration or information granting or refusing support by the Director, may request the Director to reconsider the case in the event of formal violations in the awarding of funds for the assessment on the Polish side.

The request for reconsideration of the case may include objections only as to formal issues in the process of granting funds, and not to the merits of substantive assessment carried out by the Polish side. Submission of the request for reconsideration of the case for another reason, including the result of the assessment in the partner's country or the procedure carried out by it, will result in the issuing of a decision stating inadmissibility of submitting the request for reconsideration of the case.

The request for reconsideration of the case should be submitted to the Director within 14 days from the date of receipt of information granting or refusing support or receiving information on leaving the application without consideration, in writing to the following address: Polish National Agency of Academic Exchange, ul. Polna 40, 00-635 Warsaw or via the System.

13. **Financing**

Funds for Project implementation shall be transferred to the Applicants in two tranches:

- 1) the first tranche of 80% of the awarded funding is transferred to the Applicant's account within 30 days of the conclusion of the agreement;
- 2) a balancing tranche of up to 20% of the allocated funding is transferred upon acceptance of the final report and completion of the financial settlement of the project.

14. **Reporting**

Final reports shall be mandatory for all implemented Projects.

Interim reports shall be mandatory for projects implemented for 24 months. The interim report shall be submitted by 28 February 2025.

The final report shall be submitted by 28 February 2026.



Both interim and final reports are submitted exclusively in the System.

15. **Contact on the Polish side**

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16. **Contact on the German side**

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