

Annex No. 5 to the NAWA Chair Programme Regulations, 2020 edition

Catalogue of eligible and ineligible costs for the Research component financed from the funds of the National Science Centre

1. The eligible costs in the Research component financed by the National Science Centre shall include:
 - a. **Materials and small equipment** – Materials and small equipment - costs of purchasing materials and consumables intended for direct consumption in the implementation of the Research component, including, among others:
 - raw materials, semi-finished products, reagents,
 - office supplies, stationery,
 - small laboratory equipment, IT/office equipment (e.g. computer, license and software development costs, printer, scanner, monitor, photocopier), other devices.
 - b. **External services** – this category shall include costs related to services purchased from external entities (institutions and natural persons conducting business activity), including, among others.:
 - costs of purchasing research services (laboratory analyzes, statistical studies, surveys, etc.),
 - costs of purchasing other specialist services necessary for the proper implementation of the Research component (language corrections, editorial, graphic, consulting, monitoring services, etc.),
 - costs of postal, courier or transport services directly related to the implementation of a specific research task,
 - costs of renting rooms, catering, etc. necessary for the implementation of research tasks with participation of respondents.

Persons receiving remuneration from NAWA funds within a project implemented under the Cybulski Programme may provide external services within the Research component constituting the element of such project (directly or indirectly through the institutions employing them).

- c. **Business trips** – the costs of business trips of members of the Research team, including:
 - costs of participation in seminars/conferences related to the subject of the Research component,
 - travel expenses (including assignments) necessary to implement the Research component e.g. queries, field studies, etc.

The costs of business trips shall include:

- per diems and reimbursement of travel expenses on the terms set out in the regulations issued under art. 77 § 2 of the Labour Code,
- personal insurance,
- conference fees,
- other costs justified and necessary for the implementation of the Research component, such as: visas, costs of required vaccinations, etc.

In the case of long-term trips, their costs shall be eligible if they have been calculated taking into account the principle of cost effectiveness, i.e. intentionally and economically, based on the assessment of their actual amount.

- d. **Visits, consultations** – costs of individual arrivals/visits of external collaborators and/or consultants closely related to the subject of the Research component. Only personnel costs in the form of per diems and reimbursement of travel and accommodation costs shall be eligible in this category.
- e. **Collective contractors** – collectively included remuneration costs of persons with single-type responsibilities (e.g. interviewers) and research participants. The minimum number of such contractors shall be 5 people. This category does not include technicians and lab technicians.

A detailed cost estimate should be provided, including the purpose of the expenditure and the total cost, as well as the number of persons receiving benefits, the value of unit benefits and the form of benefits (monetary, in kind).

- f. **Other** – other costs not belonging to other categories, including:
 - costs of purchasing data/databases or access to them,
 - specialist publications/teaching and professional aids,
 - costs of publishing scientific articles, with the exception of publishing fees in hybrid magazines in accordance with *the National Science Centre Policy regarding open access to publications* and sharing research data in the open repository meeting the standards set out in *the OA Policy*.

Within the Research component, the activities aimed at promotion of the implemented project and its results may be envisaged. Planned costs associated with such activities, which meet the eligibility conditions, should be included under the “External services” item etc.

2. Ineligible costs shall include:

- a. costs not mentioned in point 1;
- b. indirect costs;
- c. costs which are eligible for financing from NAWA funds.