

Call for applications  
under bilateral exchange of scientists  
between Germany and Poland

Polish National Agency for Academic Exchange – NAWA (Poland) / German Academic Exchange  
Service - DAAD (Germany)

Completion date of the call for applications: 30 June 2020, 3 p.m. (local time for Warsaw)

1.	Purpose and scope of cooperation	<p>The aim of the call for applications is to support the mobility of scientists conducting research projects agreed and carried out jointly by partners from Poland and Germany eligible under the rules adopted by the German Academic Exchange Service (referred further as "Activity").</p> <p>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.</p> <p>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.</p>
2.	Eligible Applicants	<p>Applications for financing may be submitted by entities classified to one of the following categories:</p> <ol style="list-style-type: none"> <li>1) HEIs<sup>1</sup>;</li> <li>2) scientific institutes of the Polish Academy of Sciences<sup>2</sup>;</li> <li>3) research institutes<sup>3</sup>;</li> <li>4) institutes operating within the Łukasiewicz Research Network<sup>4</sup></li> <li>5) international institutes or other entities whose core activities are scientific<sup>5</sup>.</li> </ol>
3.	Additional requirements	<p>The Project coordinator can be a person holding at least a doctoral degree, employed by the Applicant.</p> <p>Members of the research team can be members of the Project manager's current research team, employed in their unit or other units being part of the system of science and higher education.</p>

<sup>1</sup> As referred to in the Act of 20 July 2018 - Law on Higher Education and Science (i.e., Journal of Laws of 2020, item 85, as amended), hereinafter referred to as "L.H.E.S.".

<sup>2</sup> Within the meaning of the Act of 30 April 2010 on the Polish Academy of Sciences (i.e., Journal of Laws of 2019, item 1183, as amended).

<sup>3</sup> Within the meaning of the Act of 30 April 2010 on research institutes (i.e., Journal of Laws of 2019, item 1350, as amended).

<sup>4</sup> Referred to in art. 7 item 1 point 6b L.H.E.S.

<sup>5</sup> Referred to in art. 7 item 1 points 6 and 8 L.H.E.S.

		<p>Members of the research team can also be students, provided they actively participate in the research under the Project, and their participation has been allowed by the partner country.</p> <p>Priority of financing will be granted to new Projects or teams as well as teams that were not financed under previous calls for applications.</p> <p>It shall only be possible to act as a coordinator for one project in a given call.</p>
4.	Fields of science	<p>The research projects submitted in this call may represent any field of science.</p> <p>Each application should indicate the thematic area covered therein, based on the OECD classification.</p>
5.	Deadline for submitting applications	<p>Applications shall be submitted until <b>30 June 2020 by 3 p.m., local time for Warsaw</b>) in NAWA's ICT system (later referred as "System"). Applications submitted beyond this deadline shall be left out of consideration.</p>
6.	Date and form of submitting applications	<p>Submitting the application is possible following the registration in the System at: <a href="https://programs.nawa.gov.pl">https://programs.nawa.gov.pl</a>.</p> <p>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).</p> <p>There is no limit for applications submitted by one Applicant. It is acceptable to submit one application as part of one research project.</p> <p>Sending the application in the system shall result in the status of the application in the System changing to "submitted" and the Applicant receiving an e-mail.</p> <p>It is the responsibility of the Applicant to verify whether the application was sent properly.</p>
7.	Person authorised to submit the application	<p>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. by the rector of the university or the director of the research institute) and attach it to the submitted application.</p>
8.	Project implementation period	<p>Projects submitted under the call for applications can be implemented for the period of maximum 24 months, starting from <b>1 January 2021</b>. The completion date for a given Project cannot come later than <b>31 December 2022</b>.</p> <p>Costs can be incurred from the moment of signing the agreement with NAWA.</p>
9.	Eligible costs covered by the Polish party	<p>The maximal amount of funding a project may receive from NAWA's budget shall be PLN 25,000. The aforementioned amount can be freely increased with the Applicant's own funds.</p> <p>The sending party covers the travel costs, while the host party covers the costs of stay of a scientist from the partner country (and vice versa).</p>

		<p>Under the funds allocated by NAWA, eligible expenditure on the Polish side shall be:</p> <ol style="list-style-type: none"> <li>1) Travel expenses<sup>6</sup> of Polish scientists to Germany – maximal amount for one journey of one scientist shall be PLN 2,000.</li> <li>2) Costs of stay of scientists from Germany in Poland – a lump sum for the cost of stay in Poland shall be: <ol style="list-style-type: none"> <li>a) when a stay lasts for up to 12 days – PLN 350 a day;</li> <li>b) in the case of longer stays - PLN 4,200 a month, provided that the stay lasts more than 12 and no more than 30 days.</li> </ol> </li> </ol> <p>Costs of conducting research and any other costs incurred under the Project shall be ineligible.</p> <p>The requested Project budget can be reduced as a result of Project evaluation.</p>
10.	Project selection procedure	<p>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 in representatives of both parties shall select projects for financing.</p>
11.	Evaluation of applications at NAWA	<p>The selection procedure performed by Polish party:</p> <p>Applications for participation in the Programme shall be subject to formal and substantive evaluation.</p> <p><u>Formal evaluation</u></p> <p>Only complete applications that meet the formal requirements set out in this call are submitted for substantive assessment.</p> <p>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.</p> <p>Applications that fail to meet the formal requirements shall be returned to the Applicant via the System with information about the reasons for their rejection and possibility to supplement them within 14 days of the date of providing in the System information on the corrections needed. NAWA may also request the Applicant to provide further documents or clarifications. Applications that are not supplemented in a timely manner shall be left out of consideration.</p> <p>Communication with the Applicant shall be handled via the Agency's ICT system, and the Applicant shall be obliged to regularly check the status of the submitted application in the System.</p> <p><u>Substantive assessment</u></p> <p>The applications shall be evaluated by the evaluation team appointed by the Director of NAWA.</p>

<sup>6</sup> Travel expenses cover in particular costs of travelling from the place of residence to the place of destination, costs of visas, health insurance costs, costs of third-party liability insurance and costs of accident insurance

		<p>Substantive assessment of applications shall be made in observance of the following criteria:</p> <ol style="list-style-type: none"> <li>1. Scientific importance of the project covered in the application – 0 to 5 points;</li> <li>2. Proposed research methodology– 0 to 5 points;</li> <li>3. Qualifications and experience of both research teams when it comes to the field covered in the project – 0 to 5 points;</li> <li>4. Importance of the established scientific cooperation and prospects for its continuation – 0 to 5 points.</li> </ol> <p>Additional criteria:</p> <p>Points shall be awarded for giving consideration to the priorities listed below, whereby 1 shall mean that an additional criterion has been met, 0 – an additional criterion has not been met:</p> <ol style="list-style-type: none"> <li>1) Participation of young scientists<sup>7</sup> in Polish research group</li> <li>2) Possibilities of cooperation with socio-economic partners during or as a result of the Project.</li> </ol> <p>Maximum number of points that can be obtained as a result of substantive assessment conducted at NAWA is 22.</p>
12.	Appeal procedure	<p>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.</p> <p>The application for re-examination 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 application 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 application for reconsideration of the case.</p> <p>The application for re-examination 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: National Agency of Academic Exchange, ul. Polna 40, 00-635 Warsaw.</p> <p>The Director's decision after considering the application for reconsidering the case is final and cannot be appealed.</p>
13.	Financing	<p>Funds for Project implementation shall be transferred to the Applicants:</p> <ol style="list-style-type: none"> <li>1) for projects that do not last beyond 12 months – in a single tranche within 30 days from concluding the agreement.</li> </ol>

<sup>7</sup> Pursuant to ALHES - 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.

		2) for projects that last beyond 12 months – in two tranches, whereby the first one shall be transferred to the Applicant's account within 30 days from concluding the agreement and the other one once the interim report is approved.
14.	Reporting	<p>Final reports shall be mandatory for all implemented Projects.</p> <p>Interim reports shall be mandatory for projects implemented for over 12 months.</p> <p>The interim report shall be submitted by 31 January 2021.</p> <p>The final report shall be submitted within 30 days from completion of the Project.</p> <p>Both interim and final reports are submitted in the NAWA ICT system.</p>
15.	Contact on the Polish side	<p>Polish National Agency for Academic Exchange</p> <p>Mr Piotr Serafin</p> <p>Department of Programmes for Scientists</p> <p>ul. Polna 40</p> <p>00-635 Warsaw, Poland</p> <p>e-mail: <a href="mailto:piotr.serafin@nawa.gov.pl">piotr.serafin@nawa.gov.pl</a></p> <p>tel: +48 22 390 35 46</p> <p><a href="https://nawa.gov.pl">https://nawa.gov.pl</a></p>
16.	Contact on the German side	<p>DAAD - Deutscher Akademischer Austauschdienst</p> <p>Mr Tobias Hill</p> <p>Referat P33: Projektförderung deutsche Sprache und Forschungsmobilität (PPP)</p> <p>Kennedyallee 50, 53175 Bonn, Germany</p> <p>Tel. +49 228 882 490</p> <p>Email: <a href="mailto:hill@daad.de">hill@daad.de</a></p> <p>Website: <a href="https://www.daad.de">https://www.daad.de</a></p>

## PERSONAL DATA PROTECTION

The administrator of the personal data presented in the application is NAWA.

Personal data will be used to:

- 1) conducting the procedure of selection and evaluation of applications in the Action,
- 2) selecting the applications that will receive funding,
- 3) implementation of concluded contracts concerning the implementation of the Project,
- 4) NAWA cooperation with project participants, including cooperation to promote the Action.

Personal data may be transferred to NAWA employees, external experts cooperating with NAWA or representatives of Applicants in connection with the implementation of the above-mentioned purposes.

Transfer of personal data to centres located outside the European Economic Area (European Union Member States, Iceland, Norway and Liechtenstein) will be based on standard data protection clauses adopted or approved by the European Commission. The data subject has the right to receive a copy of the data transferred to foreign academic centres.

The legal basis for the transfer of data is Art. 6 clause 1 letter b and letter e General Data Protection Regulation (GDPR). Data submission is voluntary, but necessary to participate in the implementation of the Project or Action. Refusal to provide data means that a specific person cannot participate in the implementation of the Project or Action.

Personal data of the abovementioned persons involved in the implementation of the Project will be used at the stage of processing of applications, for the period of project implementation and for 5 years from the date of completion of the Project for settlement purposes.

Personal data of persons whose applications have not been approved will be stored for a period of 5 years from the Agency Director's decision becoming final for archiving.

Every data subject has the right to:

- 1) demand from NAWA access to their personal data,
- 2) rectify, delete or limit the use of their personal data,
- 3) object to the use of their personal data,
- 4) lodging a complaint to the supervisory body (President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw).

Contact details of the data protection officer: [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).