

INTERNATIONAL ACADEMIC PARTNERSHIP PROGRAMME
Call No

Application No	
Name of the Applicant	
Title of the Project	
Partners within the Project (number, name, country)	
Requested funding	
Project implementation period (from... to...)	

General information

The form is intended for Applicants of the International Academic Partnership Programme.

Applications may be submitted from 14 May 2018 to 13 July 2018, 3:00 PM.

The application must be submitted only through the NAWA IT system using this form. The application is only submitted in electronic version. The date of submitting the application in the NAWA IT system is the criterion for formal evaluation.

The form consists of the following parts:

Part I – Information about the Applicant and Partners, including contact details of persons involved in the Project implementation, but also information about the potential and experience of the Applicant (and Partners)

Part II – Information about the Project, including planned activities and the target group, management of the Project, project risks, expected results and their impact and monitoring

Part III – Project budget

Part IV – Statements of the Applicant

Before filling in the form, please read the information included in the Regulations of the programme and in the Announcement of the call for applications published on the website www.nawa.gov.pl

I. Information about the Applicant



NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

Full name	
Address of the registered office	
Street	
Building number	
Apartment number	
Postal code	
City	
Voivodeship	
NIP (tax identification number)	
REGON	
Website address	
E-mail address	
Telephone number	
Legal form (form of ownership)	
Representative of the institution authorised to sign agreements and incur liabilities on behalf of the institution	
Sex	
First name	
Surname	
Academic title	
Position	
Business e-mail address	
Telephone number	

Annexes – documents regarding the person authorised to represent the Applicant	
Person filling in the application in the NAWA system	
First name	
Surname	
Business e-mail address	
Telephone number	
Contact person in matters related to the project in the substantive scope	
Sex	
First name	
Surname	
Academic title	
Position	
Business e-mail address	
Telephone number	
Mobile phone number	
Contact person in matters related to the project finance	
First name	
Surname	
Sex	
Academic title	
Position	
Business e-mail address	

Telephone number	
Mobile phone number	
Remarks/comments	

General description of the Applicant	
Applicant's experience in implementation of international projects	

I a Information about foreign Partners

1. Foreign Partner

Full name	
Address of the registered office	
Street	
Building number	
Apartment number	
Postal code	
City	
Country	
First name, surname and position of a contact person	
Telephone number of the contact person	
E-mail address	
Website address	
Annex - letter of intent	

General description of the Partner	
Partner's experience in implementation of international projects	
Applicant's experience in cooperation with the Partner	

I b Information about the supporting Partners

Full name	
Address of the registered office	
Street	
Building number	
Apartment number	
Postal code	
City	
Country	
First name, surname and position of a contact person	
Telephone number of the contact person	
E-mail address	
Website address	
Annex – letter of intent	

General description of the Partner	
Partner's experience in implementation of international projects	
Applicant's experience in cooperation with the Partner	

Partnership structure	
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II. Information about the project

Title of the Project	
Acronym or marketing name of the project [optional field]	
Project implementation period	

Type of actions taken in the Project	
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Brief description of the key area of cooperation with Partner 1	
Brief description of the key area of cooperation with Partner 2	
Brief description of the key area of cooperation with Partner 3	

Brief description of the Project	
Purpose of implementation of the tasks in the project in relation to the tasks resulting from the Applicant's plans	
Planned activities and their impact on achievement of the planned results, the form of their implementation	
Planned results and impact of the Project	
Target groups	
Project management	
Risk in the Project	
Monitoring of project activities	

Evaluation of project activities	
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III. Detailed project budget

General information

Please ensure that the planned expenditure is justified in the provided schedule of activities in the project. For each task, the Applicant enters every planned cost item, which has one line assigned, into the table.

The following fields in the budget must be completed:

- Name of the task – the name should be formulated in a precise manner, facilitating identification;
- Cost category – the name should be formulated in a clear manner, facilitating the identification of the cost and its connection with the implemented activities;
- Travel costs – prices of tickets, daily subsistence allowances, accommodation, insurance, subsistence costs for study visits, scientific and research visits;
- Costs of organisation of seminars, workshops and conferences – information concerning the institution incurring the costs, type of expenditure and total cost in the project. The description should include the method of cost calculation, i.e. the cost of renting a room, equipment, sound system, potential hotel services, catering, preparation of conference materials, number of participants in a given event (justification for a given number of items, people or working hours)
- Cost of remuneration and fees including the information to which institution the cost should be assigned to, function of the person in the project, form of cooperation with the employee, type of settlement rate, number of settlement rates, total amount of remuneration / total cost of the project. The description should include justification for the given number of working hours. Remuneration of persons implementing the project constituting maximum 30% of the project costs – if the tasks go beyond their regular duties. The costs may include both the substantive and administrative employees implementing activities in the project. The costs of the Applicant's personnel and employees from other partner institutions involved in the project implementation may be financed; All civil law contracts and employment contracts concluded with employees should be added up to 30% of the project costs.
- Costs of preparation and production of materials created as a result of the project implementation: publications, studies, articles. The calculation should include the number of publications/materials and substantive justification of the expenditure in a given amount, i.e. justification for a given number of items. In addition, the description must include information on the method of cost estimation, e.g. market insight, valuation based on internal regulations of the Applicant, etc. It is also necessary to precisely specify the unit of measurement in which the unit rate is expressed in the next column (e.g. hour, piece).
- Unit rate/price at which a given cost item will be settled;
- Number – indicating how many items/unit rates a given item contains;

- Total cost under the item (ratio of values from the columns “unit rate/price” * “Number”). The column shows the full cost to be incurred under a given item;
- Institution to which the cost item is assigned – indicates which institution is responsible for disbursement of funds under a given budget item.

The Project budget consist of a table divided into tasks defined in the Project. For each task, the Applicant enters every planned cost item, which has one line assigned, into the table.

The following fields in the budget must be completed:

Task number

1. Task 1

No	Cost category	Name of the cost	Institution to which the cost item is assigned (Applicant/Partner)	Unit rate/price	Number	Description of the method of cost calculation	Total cost of the item (ratio of values from the columns “Unit rate/price” * “Number”)
1							
2							
3							
4							
Total							PLN 0,00

Task concerning costs of travel, insurance and subsistence

In the case of a mobility task (foreign trips), the cost covering the entire project implementation period should be planned for all participating Partners.

One trip is understood as a single foreign trip.

Trip No	Delegating institution	Country of departure	Country of arrival	Type of mobility	Planned date of departure	Number of days	Travel and insurance costs	Cost of accommodation	Cost of living	Total cost of the trip:

Total cost of foreign trips (PLN)

Travel and insurance costs	Cost of accommodation	Cost of living	Total:

2. Task 2

Table of items as above

3. Task 3

Table of items as above

Task concerning costs of travel, insurance and subsistence

In the case of a mobility task (foreign trips), the cost covering the entire project implementation period should be planned for all participating Partners.

One trip is understood as a single foreign trip.

Trip No	Delegating institution	Country of departure	Country of arrival	Type of mobility	Planned date of departure	Number of days	Travel and insurance costs	Cost of accommodation	Cost of living	Total cost of the trip:

Total cost of foreign trips (PLN)

Travel and insurance costs	Cost of accommodation	Cost of living	Total:

Total budget of the project

No	Cost category	Applicant's total cost	Partner's total cost	Total expenditure under the category
1.	Costs of material preparation and production			
2.	Costs of organisation of trainings, workshops and seminars			
3.	Costs of travel			
4.	Costs of remuneration and fees			(maximum 30% of the project value)
5.	Other			
			Total project value:	

No	Task (In accordance with the tasks from the detailed budget of the project)	Amount
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1.		
2.		
3.		
4.		
Total project budget		TOTAL

IV. STATEMENTS

1. Being authorized to submit this statement, on behalf of the Applicant applying for project financing, I hereby declare that:
 - the information included in the above application is consistent with the facts. I am aware of criminal liability resulting from Article 271 of the Penal Code, concerning the attestation of untruth regarding the circumstances of legal significance.
 - The planned costs presented in the application are not financed from funds coming from other sources and the Applicant does not apply for their financing from other sources;
 - The Applicant is not in arrears with payments of budget receivables and with payment of social security and health insurance contributions;
 - The Applicant has financial capacity to implement the project under the *International Academic Partnership Programme*;
 - The Applicant is not subject to any initiated arrangement or liquidation procedure, the Applicant's bankruptcy or loss of legal personality has not been announced yet, the Applicant has not suspended business activity, is not subject to court proceedings concerning these matters, and is not in a similar situation resulting from a similar procedure provided for in national legislation;
 - Persons acting on behalf of the Applicant have not been sentenced with a valid judgment for a crime related to their professional activities, violation of professional ethics or punished for serious professional misconduct;
 - The Applicant (persons belonging to the Applicant's bodies) is not encumbered with a valid judgement regarding fraud, corruption or other illegal activities resulting in the creation of any damage or threat;
 - The Applicant did not deliberately or negligently fail to perform contracts or projects financed or co-financed from public funds.

2. I declare that the Applicant does not carry out activities subject to VAT in the area covered by the above project.

Due to the above, when implementing the above project, the Applicant cannot in any way recover the incurred VAT cost, the amount of which was included in the project budget.

At the same time, I declare that in the event of a change in the circumstances mentioned above and becoming a VAT payer, the Applicant/Beneficiary will notify the Polish National Academic Exchange Agency about it without undue delay.

3. Consent for processing of personal data.

I confirm the fulfilment of the information obligation with respect to persons whose data were provided in the application – by providing the personal data protection principles indicated in the regulations of the Programme.