



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

Appendix 1 to the Announcement

Warsaw, March 20, 2024

RECRUITMENT REGULATIONS

PROGRAMMES FOR INSTITUTIONS

POLISH NATIONAL AGENCY
FOR ACADEMIC EXCHANGE

CONTENTS:

1.	BASIC TERMS	3
2.	OBJECTIVES AND GENERAL PRINCIPLES OF PROGRAMMES FOR INSTITUTIONS.....	5
2.1.	GENERAL OBJECTIVES OF IMPLEMENTATION OF PROGRAMMES FOR INSTITUTIONS.....	5
2.2.	GENERAL RULES APPLICABLE TO INSTITUTIONAL PROGRAMMES.....	5
2.3.	APPLICATION OF RULES REGARDING HORIZONTAL POLICIES IN NAWA PROJECTS	6
3.	IMPLEMENTATION OF RECRUITMENT	14
3.1.	SUBMISSION OF APPLICATIONS.....	14
3.2.	ASSESSMENT OF APPLICATIONS IN THE RECRUITMENT	14
3.3.	RECRUITMENT RESULT	16
3.4.	APPLICATION FOR RE-EXAMINATION OF A CASE	17
4.	FINANCIAL CAPABILITY EXAMINATION AND CONCLUSION OF AN AGREEMENT WITH THE APPLICANT.....	17
4.1.	FINANCIAL CAPABILITY EXAMINATION	17
4.2.	RULES FOR CONCLUDING AN AGREEMENT WITH THE AGENCY.....	18
5.	EVALUATION OF RECRUITMENT.....	19

1. BASIC TERMS

The terms used in the content of the Advertisement mean:

- 1) **Agency** – Polish National Agency for Academic Exchange based in Warsaw;
- 2) **Beneficiary** – the Applicant who was granted funds under the Programme and with whom the Agency concluded an Agreement;
- 3) **PhD student**- a person studying at doctoral studies or at a doctoral school, within the meaning of u.p.s.w.n. or equivalent forms of education abroad;
- 4) **Director** – Director of the Agency;
- 5) **Institution** – one of the entities referred to in Art. 18 section 1 points 6 – 8 of u.n.a.w.a.;
- 6) **Recruitment** – recruitment of applications for participation in the Programme;
- 7) **Scientist** – a person with at least a doctoral degree or an equivalent degree obtained abroad;
- 8) **Announcement** – the announcement of the Recruitment referred to in Art. 19 of u.n.a.w.a.;
- 9) **Partner**- entity involved in the joint implementation of the Project;
- 10) **Authorized entity** – the Institution that may submit an Application in accordance with the Announcement;
- 11) **Programme** – initiative called specified in the Announcement, implemented pursuant to Art. 17 section 2 of u.n.a.w.a.;
- 12) **Project** – a set of activities specified by the Applicant in the application for participation in the Programme;
- 13) **Recruitment Regulations** – rules for submitting applications and implementing the Recruitment;
- 14) **Student**- a person studying for first- or second-cycle studies or long-cycle master's studies, within the meaning of u.p.s.w.n. or equivalent forms of education abroad;
- 15) **Agency System** – the Agency IT system referred to in Art. 14 of u.n.a.w.a.;
- 16) **National measures**- state budget funds, constituting a source of financing for the NAWA Programme;
- 17) **European Funds for Social Development**– funds from the European Fund for Social Development 2021-2027, which is a source of financing for the NAWA Programme;
- 18) **Programme implementation deadline** – the period during which it is possible to implement projects in accordance with the Announcement;
- 19) **Project participant** – a natural person directly benefiting from support under the Project, in accordance with the Announcement;
- 20) **Group of recipients of project activities** – Project participants or natural persons or institutions who are recipients of activities planned in the Project, who do not receive direct

support under the Project, but benefit from project activities (e.g. participants of conferences, information meetings, recipients of promotional activities, research participants).

- 21) **Agreement** – the agreement referred to in art. 26 of u.n.a.w.a.;
- 22) **u.n.a.w.a.** – Act of July 7, 2017 on the Polish National Agency for Academic Exchange;
- 23) **Application** – the form completed by the Applicant, submitted as part of the Recruitment via the Agency System;
- 24) **Applicant** – the authorized entity that submitted the Application under the Recruitment.

2. OBJECTIVES AND GENERAL PRINCIPLES OF PROGRAMMES FOR INSTITUTIONS

2.1. GENERAL OBJECTIVES OF IMPLEMENTATION OF PROGRAMMES FOR INSTITUTIONS

2.1.1. The objectives of NAWA Programmes result from the provisions of the Act on NAWA, Art. 2 of u.n.a.w.a. and the Development Strategy of the Polish National Agency for Academic Exchange for 2024-2030:

- 1) supporting internationalization of science and higher education;
- 2) popularizing the Polish language and culture abroad;
- 3) strengthening the presence of Polish science and higher education on the international arena;
- 4) facilitating the international transfer of knowledge and skills to science and the economy.

2.1.2. Principles of measuring the Project objective. The objective of the Beneficiary's Project is measured using the indicators specified in the Application. The Beneficiary is obliged to measure the implementation of indicators during the implementation of the Project in order to be able to assess to what extent the goal has been achieved at the end of the Project implementation. Any change in indicators requires the Agency's consent.

2.2. GENERAL RULES APPLICABLE TO INSTITUTIONAL PROGRAMMES

2.2.1. Risk management in projects.

The Applicant conducts a risk analysis for the planned Project. The analysis serves to minimize potential risks that may occur during the implementation of the Project. The risks specified by the Applicant in the application are assessed at the stage of substantive evaluation of the Application.

2.2.2. Application of principles regarding horizontal policies in NAWA projects.

Regardless of the source of financing for the Project (national funds, European Funds for Social Development), at the stage of Project planning and implementation, the Applicant is obliged to apply the principles of horizontal policies, in particular: accessibility for people with special needs, ensuring equal opportunities and non-discrimination, including ensuring equal opportunities for women and men, implementation of the principles of sustainable development. Compliance with the rules is treated as an access criterion in NAWA Programmes and is assessed as part of the evaluation of the Application. Detailed information on the above rules is included in the Beneficiary's Manual.

2.2.3. Project Sustainability.

- 2.2.3.1. Project Sustainability refers to the ability to maintain or use the results and products resulting from the implementation of the Project after its completion. The sustainability of the Project is determined by the Applicant and is assessed during the substantive evaluation of the Application. The sustainability of the Project may be subject to NAWA's control after the Project completion.
- 2.2.3.2. After completion of the Project, it is possible to modify or update the results or products resulting from the implementation of the project, excluding fixed assets. The applicant specifies the sustainability (use) of the results and products resulting from the implementation of the project, with the exception of the sustainability of fixed assets.
- 2.2.3.3. In the case of purchasing fixed assets in the Project, the Applicant is obliged to maintain the purchased assets for a period of 3 years from the moment of receiving the final payment. Maintenance means the impossibility of changing the nature of ownership of a fixed asset. The final payment date is:
 - 1) if the funds are transferred as part of the settlement of the report at the end of the project implementation- the date of transfer to the Beneficiary's bank account,
 - 2) in other cases- the date of approval of the report at the end of the project implementation.
- 2.2.3.4. During the sustainability period of the Project, the Beneficiary is obliged to use on the products, results and fixed assets covered by this period, logos appropriate for national financing and from other sources (e.g. NAWA logo, the emblem of the European Funds, the emblem of the colours of the Republic of Poland in the full-colour version, the NAWA emblem, European Union emblem).

2.3. APPLICATION OF RULES REGARDING HORIZONTAL POLICIES IN NAWA PROJECTS

- 2.3.1. The Applicant is obliged to declare in the application the fulfilment of the horizontal principles referred to in the chapter. Horizontal principles must be taken into account during project planning and implementation. The horizontal principles concern: ensuring accessibility for people with special needs, ensuring equal opportunities and non-discrimination, including ensuring equal opportunities for women and men,

and implementing the principles of sustainable development.

2.3.2. Accessibility for people with special needs

2.3.2.1. Accessibility for people with special needs is regulated by the following legal acts

- 1) Act of April 4, 2019 on the digital accessibility of websites and mobile applications of public entities (consolidated text: Journal of Laws of 2023, item 1440);
- 2) Act of July 19, 2019 on ensuring accessibility for people with special needs (consolidated text: Journal of Laws of 2022, item 2240);

2.3.2.2. People with special needs include in particular:

- 1) people with disabilities:
 - a) within the meaning of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled persons (consolidated text: Journal of Laws of 2024, item 44, as amended),
 - b) within the meaning of the Act of 19 August 1994 on mental health protection (consolidated text: Journal of Laws of 2022, item 2123).
- 2) people who are in a more difficult situation due to other reasons (e.g. elderly people, people with low income, foreigners, refugees, pregnant women, etc.)

2.3.2.3. Accessibility means enabling people with special needs to use activities financed by NAWA and the effects of the activities (e.g. website or internet application, training materials, studies, conferences) on an equal basis with other people.

2.3.2.4. The applicant is obliged to indicate in the application the actions they will take to ensure accessibility to the project for people with special needs.

2.3.2.5. Describing the actions taken to ensure accessibility requires familiarization with accessibility standards, in particular the digital, building architectural, training and information and promotion standards, as well as examples of service provision and examples of typical barriers that may appear in the Applicant's project.

2.3.2.6. The following actions are taken to ensure accessibility:

- 1) universal design: designing products, environments, programmes and services to be useful to all, to the greatest

extent possible, without the need for adaptation or specialized design. The concept of universal design is implemented by applying at least accessibility standards for development services, information and promotional activities, websites, desktop applications (computer programmes), mobile applications, web applications, multimedia, buildings, parking lots. The institution preparing the project in the Call should include in the project expenses the requirements regarding the principles of universal design;

- 2) rational improvements: activities unforeseen at the planning stage related to ensuring the accessibility of the project's design activities to the group of recipients. As a rule, funds for financing rational improvements are not planned in project budgets. Financing improvements is possible by transferring funds in the project budget, using the resulting savings, increasing the project value by the necessary costs of improvements - provided that compliance with the requirements of the Recruitment Regulations and availability of funds is maintained. Average cost of improvements per person in the project cannot exceed PLN 15,000 gross.

2.3.2.7. First, efforts should be made to ensure compliance of the project's products with the concept of universal design, and only secondly should the application of rational improvements be considered.

2.3.2.8. Accessibility standards: the standards regulate only the area covered by NAWA financing - that is, they concern products that are the subject of the Beneficiary's project. Individual types of support may require the application of more than one standard. Comprehensive projects, e.g. in which an intensive education programme is created and implemented, may require the use of a training standard (if training or consulting is provided) or a digital standard (creating a website, online courses).

2.3.2.9. Accessibility standards applicable to the activities of Applicants in Programmes for institutions are an appendix to the NAWA Beneficiary Manual entitled: Accessibility standards – application examples.

2.3.3. Principles of equal opportunities and non-discrimination, including ensuring equal opportunities for women and men

- 2.3.3.1. **Discrimination** is differentiation, exclusion or limitation based on any grounds, in particular gender, race, skin colour, ethnic or social origin, genetic features, language, religion or beliefs, political opinions or any other views, membership of a national minority, property, birth, disability, age or sexual orientation. The purpose or effect of discrimination is the violation or failure to recognize the enjoyment and exercise of all human rights and fundamental freedoms on an equal basis with others.
- 2.3.3.2. **The principle of equal opportunities and non-discrimination** comes down to planning in the application and implementing solutions that enable all persons (regardless of their gender, race, skin colour, ethnic or social origin, genetic features, language, religion or belief, political or any other views, belonging to a national minority, property, birth, disability, age or sexual orientation) fair and full participation in project activities and use of the products and results of the project.
- 2.3.3.3. The Applicant is obliged to demonstrate in the application the existence or lack of barriers in access to activities covered by support due to gender. The information should be based on publicly available source data or the Applicant's experience in carrying out tasks similar to those covered by the project.
- 2.3.3.4. The Applicant is obliged to comply with the principles of equality at all stages of project implementation, in particular with regard to Project Participants. Compliance with the principle of equal opportunities for women and men should be reflected in:
- 1) planning and implementation of activities (e.g. providing support to an underrepresented group or creating recruitment criteria that reward the underrepresented gender or defining project indicators divided into women and men or directing promotional messages to the underrepresented gender);
 - 2) monitoring, reporting and evaluating activities (e.g. by showing indicators broken down by gender, assessing indicators, taking actions to reduce inequalities in access to the project based on gender),

- 3) project management (e.g. by enabling project management by women and men, engaging staff trained in equal opportunities and non-discrimination, including equal opportunities for women and men, flexible working hours, e.g. by ensuring appropriate internal regulations of the Beneficiary).

2.3.3.5. The Applicant is obliged to indicate in the activities, products and results of the project compliance with the principle of gender equality understood as a state in which women and men are assigned the same social value, equal rights and equal obligations and when they have equal access to resources (financial, development), that they can use. Equality activities also come down to compensatory activities, consisting in preferential treatment of people from a group that encounters specific barriers and restrictions hindering equal access to resources and social goods.

2.3.4. Principles of sustainable development.

- 2.3.4.1. **Implementing the principle of sustainable development** means meeting the needs of today in such a way as not to limit the opportunities of future generations. Sustainable development covers economic, social and environmental aspects. The Applicant's project, depending on its nature, should serve to preserve, protect and improve the quality of the environment, protect human health, prudent and rational use of natural resources, and combat the negative effects of climate change.
- 2.3.4.2. The Applicant is obliged to indicate in the application that the project prepared by them is consistent with the principle of sustainable development, i.e. it will use pro-ecological solutions, such as energy and water saving, reuse of resources.
- 2.3.4.3. The Applicant is obliged to declare in the application that their project is consistent with the implementation of the sustainable development goals by indicating which sustainable development goal (at least 1 goal from the

2030 Agenda¹) implementation of the Project is included in.

2.3.4.4. The Applicant is obliged to declare in the application the application of the “do no significant harm” principle to the environment (DNSH principle). The principle of “do no significant harm” is an element of the principle of sustainable development.

2.3.4.5. “Doing significant harm” occurs when a project:

- 1) leads to significant greenhouse gas emissions;
- 2) leads to an increase in the adverse effects of current and expected future climatic conditions;
- 3) harms:
 - a) good condition or good ecological potential of surface waters (e.g. rivers, lakes, artificial reservoirs) and groundwater, or
 - b) good condition of the marine water environment;
- 4) leads to a significant inefficiency in the use of materials or natural resources, such as non-renewable energy sources, raw materials, water and land, at least in one of the stages of the product life cycle, including in terms of the sustainability of the products, as well as the possibility of repairing, upgrading, refurbishing use or recycling;
- 5) leads to a significant increase in the generation, incineration or disposal of waste, except for the incineration of hazardous waste that is not suitable for recycling or long-term storage of waste may cause serious and long-term damage to the environment;
- 6) leads to a significant increase in pollutant emissions into the air, water or land, as compared to the situation before the commencement of this activity;
- 7) significantly harms:
 - a) the good condition and resilience of ecosystems or
 - b) is harmful to the conservation status of habitats and species, including habitats and species of interest to the European Union.

2.3.5. Minimum requirements for descriptions of standards in the application - verified at

¹ <https://www.un.org/pl/>

the application evaluation stage.

2.3.5.1. Accessibility standard for people with special needs in the application description:

- 1) In the application, the applicant declared availability of activities financed by NAWA under the Programme and the effects of the activities for people with special needs on an equal basis with other people (formal assessment).
- 2) The Applicant declared knowledge of standards for the accessibility of services and products for people with disabilities (formal assessment).
- 3) The application demonstrates the actions that will be taken to ensure accessibility to the project for people with special needs (substantive assessment).

2.3.5.2. Standard of equal opportunities and non-discrimination, including ensuring equal opportunities for women and men in the application description.

- 1) In the application, the applicant declared that the standard of equal opportunities for women and men would be maintained in the draft (formal assessment) **or**
- 2) The Applicant is excluded from the application of the standard of equal opportunities for women and men if (formal assessment):
 - a) the Applicant's business profile (statutory restrictions) prevent equal opportunities for women and men **or**
 - b) recruitment of Project Participants is closed, i.e.: the project covers support of all employees/staff of a specific Applicant or an organizationally separated part of a given Applicant.
- 3) The Application declares no discrimination in access to the Applicant's project, in particular due to: gender, race, skin colour, ethnic or social origin, genetic features, language, religion, beliefs, political opinions or any other views, membership of a national minority, property, birth, disability, age or sexual orientation (formal assessment).
- 4) If there is no exclusion from the criterion of equal opportunities for women and men, the following conditions will be verified during the substantive assessment of the application:

- a) the application contains information that confirms the existence or lack of existing equality barriers in the thematic scope of the Programme or the scope of impact of the Applicant's Project, **and**
- b) the application includes actions responding to identified equality barriers in the thematic scope of the Programme or the scope of impact of the Applicant's Project **or**
- c) if no equality barriers are found, the application includes actions ensuring compliance with the principle of equality between women and men, so that no equality barriers occur at any stage of the implementation of the Applicant's Project, **and**
- d) indicators for achieving the Applicant's Project objective were broken down by gender **and**
- e) the application indicates what actions will be taken to ensure equal management of the Applicant's Project.

2.3.5.3. Sustainability standard in the application description

- 1) In the application, the applicant declared the application of the "Do no significant harm" principle to the environment (DNSH principle) (formal assessment).
- 2) The Applicant has declared (indicated) at least one sustainable development goal that the Applicant's Project falls into.
- 3) During the substantive assessment of the application, it will be verified whether the Applicant described:
 - a) how the Project supports the implementation of the selected sustainable development goal(s), and
 - b) the pro-ecological solutions used in the Project, such as: energy and water saving, reuse of resources (substantive assessment).

3. IMPLEMENTATION OF RECRUITMENT

3.1. SUBMISSION OF APPLICATIONS

- 3.1.1. Recruitment is carried out using the Agency System. Submitting an Application is possible after registering an account in the Agency System, which is available on the website <https://programs.nawa.gov.pl>.
- 3.1.2. Communication between the Agency and the Applicant takes place via the Agency System. Failure to comply with the above-mentioned form of communication means that contact with the Agency is considered ineffective.
- 3.1.3. It is the Applicant's responsibility to maintain access to the account in the Agency System from which the Application was submitted and to timely receive notifications sent in the System by the Agency. The applicant is obliged not to disclose login details to third parties.
- 3.1.4. The Applicant is responsible for correctly completing and submitting the Application. The application is submitted by an authorized person, in accordance with the rules of representation of a given Applicant. If the Application is submitted by a person other than the one specified in the rules of representation, the person is obliged to attach to the Application a document confirming the authorization of the person. The person submitting the Application is understood as the person to whom the account in the Agency System is assigned, from which they submit the Application on behalf of the Institution.
- 3.1.5. Submitting an Application means that the Applicant accepts the rules set out in the Announcement.

3.2. ASSESSMENT OF APPLICATIONS IN THE RECRUITMENT

2.4.1. Formal assessment

- 2.4.1.1. The subject of the formal assessment is the verification of the Application in terms of meeting the formal criteria indicated in the Announcement, taking into account Art. 24 of u.n.a.w.a.
- 2.4.1.2. Only complete applications are considered. If an incomplete application is submitted, the Applicant is requested to complete it within 14 days from the date of receipt of the request, with an instruction that a failure to complete the application will result in the application not being considered.
- 2.4.1.3. The following applications are also left without consideration:
 - 1) submitted after the deadline specified in the Announcement;

2) not meeting the formal requirements specified in the Announcement.

2.4.1.4. The formal criteria include provisions guaranteeing the Applicant's compliance with horizontal policies during the implementation of the Project.

2.4.1.5. When completing the application, the applicant must declare compliance with the following principles:

- 1) accessibility of the Project for people with special needs;
- 2) equal opportunities and non-discrimination, including equal opportunities for women and men;
- 3) sustainable development.

2.4.1.6. The Applicant's declaration regarding the application of the principles of horizontal policies, verified at the formal assessment stage, should be reflected in the description of substantive tasks in the Project. A failure to indicate how to implement horizontal policies in project activities will result in a lower substantive assessment of the application.

2.4.2. Substantive assessment

2.4.2.1. The purpose of the substantive assessment is to verify the Application in terms of meeting the quality criteria indicated in the Announcement. Only applications that meet the formal requirements are submitted for substantive evaluation. Formal deficiencies preventing financing the Project may also be identified at the substantive assessment stage.

2.4.2.2. The qualitative criteria for assessing the Application are assessed on a point scale specified in the Announcement.

2.4.2.3. When assessing the qualitative criteria, an application may receive a maximum of 100 points. An application that receives less than 60 points in total or less than 60 percent of points in any of the qualitative criteria as a result of the substantive assessment receives a negative assessment.

2.4.2.4. If any dishonesty is found in the preparation of the Application (e.g. data manipulation, falsification of results, dishonest presentation of information, plagiarism, etc.), the Application will receive a score of 0 points and will not be financed. As part of the Recruitment, the following are considered unacceptable:

- 1) duplicating content, solutions or substantive provisions from other Applications in the Application, or
- 2) including identical cost items in the budget of the Application as included in other applications, which may lead to double financing of the same activities, or
- 3) unreliable presentation or manipulation of the presented information, falsification of data and results, appropriation of other people's ideas and works.

2.4.2.5. In Programmes in which it is possible to submit more than one application, if the Applicant submits more than one application, they are prohibited to copy the substantive content between applications or to adopt identical solutions and provisions in the substantive descriptions. It is also unacceptable for the same Applicant to include identical cost items in the budgets of several applications, which in the event of receiving funding would lead to double financing of the same activities. If the Reviewers or the Assessment Team find that different applications submitted under one Call contain the same content (apart from contact details, description of the Applicant, its potential, internationalization strategy and experience), the applications will receive 0 points at the substantive assessment stage.

2.4.2.6. The substantive assessment may include an assessment of the Application by the Assessment Team or Reviewers- in accordance with the rules set out in the Announcement. In the event of discrepancies in the reviewers' scores exceeding 30% of the possible points, the Agency may appoint additional reviewers to assess the Application.

2.4.2.7. The programme may provide for the inclusion of the stage of individual interviews with candidates in the substantive assessment. In such a case, the decision on the number and list of candidates invited to Interviews is made by the Assessment Team, unless otherwise specified in the Announcement.

3.3. RECRUITMENT RESULT

3.3.1. After the assessment, a ranking list of Applications is prepared, indicating Applications recommended for financing and applications not recommended for financing. It is also possible to indicate applications on the reserve list that may

potentially receive funding if financial resources are available.

3.3.2. Based on the ranking list, the Director decides to grant or refuse to grant funds under the Programme, taking into account its purpose and the effective use of funds allocated for its implementation, including:

- 1) the Applicant's fulfilment of existing obligations towards the Agency;
- 2) availability of financial resources;
- 3) other justified circumstances.

3.3.3. The decision of the Agency Director granting or refusing to grant financial resources is delivered to the Applicant via the Agency System.

3.3.4. In the decision granting financial resources, the Director may specify the activities to be performed by the Applicant in order to conclude the Agreement and the deadline for their implementation.

3.4. APPLICATION FOR RE-EXAMINATION OF A CASE

3.4.1. In the event of formal violations in the allocation of funds, the Applicant may request the Director to reconsider the case.

3.4.2. An application for reconsideration of the case should be submitted to the Director within 14 days from the date of delivery of the decision in the Agency's System or the application was left without consideration, in writing to the following address: Polish National Agency for Academic Exchange, Polna 40 00-635 Warsaw or electronically to the address of the Agency's Electronic Inbox in the form of an electronic document with a qualified electronic signature (trusted signature or personal signature or authenticated in a way that ensures the possibility of confirming the origin and integrity of the verified data in electronic form).

3.4.3. Upon the Director's decision in the above-mentioned case the Applicant has the right to file a complaint with the Provincial Administrative Court in Warsaw. The details of the procedure in this respect are specified in the instruction included in the decision.

4. FINANCIAL CAPABILITY EXAMINATION AND CONCLUSION OF AN AGREEMENT WITH THE APPLICANT

4.1. FINANCIAL CAPABILITY EXAMINATION

4.1.1. The Agency reserves the right to conduct an examination of the Applicant's financial capacity.

- 4.1.2. The financial capacity examination may be carried out for entities other than public finance sector entities that apply for financial resources from the Agency in a given calendar year in an amount higher than EUR 100,000.
- 4.1.3. The financial examination aims to verify whether the Applicant has stable and sufficient sources of financing to maintain the activity during the Project implementation period or in the year for which funding was granted.
- 4.1.4. Upon request from the Agency, the Applicant is obliged to submit a full version of the report on the financial results of its operations, including in particular the balance sheet and profit and loss account of the Applicant for the period covering the last financial year for which the accounting books were closed. Applicants who, for objective reasons, cannot provide the documents listed above, submit a financial declaration or a declaration of possession of an insurance policy, which states the risk taken by the Applicant as part of their business.
- 4.1.5. Based on the financial capacity examination, the Agency may:
 - 1) ask the Applicant for further information;
 - 2) propose to the Applicant the conclusion of an Agreement taking into account specific rules for making an advance payment or providing appropriate financial security in connection with the implementation of the Project.
- 4.1.6. The agreement is made available to the Applicant in the Agency's System, providing them with appropriate guidelines in this regard.

4.2. RULES FOR CONCLUDING AN AGREEMENT WITH THE AGENCY

4.2.1. General rules. Draft Agreement

- 3.2.1.1. The Agreement with the Applicant who is to become a Beneficiary of the NAWA Programme is signed on the basis of the Agency's decision to grant financial resources.
- 3.2.1.2. The Agency makes the draft Agreement available to the Beneficiary in the Agency System. After receiving the draft Agreement, the Beneficiary:
 - 1) checks the correctness of the data contained in the Agreement;
 - 2) completes its data to the extent indicated by the Agency;
 - 3) approves the completed draft Agreement in the Agency System.
- 3.2.1.3. If incorrect or outdated data is found in the draft Agreement, the Beneficiary shall immediately report the fact to the Agency. In the event

of positive verification of the draft Agreement, a NAWA employee makes the Agreement available to the Beneficiary in the Agency System for signature.

4.2.2. Concluding an Agreement with the Agency

- 3.2.2.1. The agreement is concluded in writing or electronically, as referred to in Art. 78¹ of the Civil Code, the suggested form is electronic.
- 3.2.2.2. In order to conclude the Agreement, the Applicant signs the Agreement independently, i.e. in accordance with the rules of representation applicable to them or through a representative authorized on the day of signing the Agreement, in accordance with the above-mentioned principles of representation.
- 3.2.2.3. If the Agreement is concluded through a proxy, an appropriate document must be attached to the Agreement, which should constitute the authorization to conclude the Agreement.
- 3.2.2.4. The Agreement duly signed by the Applicant is submitted to the Agency using the Agency System or in another manner indicated by the Agency.
- 3.2.2.5. After the Agency signs the Agreement, it is placed in the Agency System in a way that allows it to be downloaded by the Beneficiary.

4.2.3. Additional provisions

- 3.2.3.1. Failure to sign the Agreement by the Applicant on time, for reasons attributable to the Applicant, will be treated by the Agency as a failure to fulfil the conditions of the decision and a refusal to conclude the Agreement.
- 3.2.3.2. If the deadline for signing and submitting the Agreement by the Applicant is not specified in the decision, the Agency considers that the deadline is 30 days from the date of making the draft Agreement available to the Applicant in the Agency System, and a failure to meet the deadline by the Applicant will be treated by the Agency as a refusal to conclude the Agreement.

5. EVALUATION OF RECRUITMENT

In order to constantly improve the Recruitment, the Agency may conduct an online survey among Applicants. The survey may be submitted to the Applicant via the Agency System immediately after submitting the Application. Participation in the survey is anonymous and voluntary.