



NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

PROFESSOR FRANCISZEK WALCZAKA PROGRAM REGULATIONS
SUPPORT FOR MOBILITIES OF SCIENTISTS –
SPECIALISTS IN THE FIELD DISEASES OF CIVILIZATION

Warsaw, January 31st, 2020

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1. GENERAL INFORMATION ABOUT THE PROGRAM

1.1. Main assumptions of the Program

The objective of the Program is to strengthen the potential of Polish scientific units and medical entities by supporting international mobility of researchers in the field of diseases of civilization. Under the Program, **mobilities lasting 3 to 6 months** are available to best medical centres located in **the United States of America**. Project beneficiaries will have the opportunity of scientific and professional development as well as gaining valuable experience within international scientific environment in the field of prevention, diagnosis and therapy of cardiovascular diseases, cancer and many other diseases, which will ultimately improve medical care in Poland.

The Program provides funding for the Scholarship covering the Scholarship Holder's expenses related to the stay in a foreign Host Centre in the amount of **PLN 12,000 for each month of the stay** and a one-off **mobility allowance of PLN 10,000**.

Applicants of the Program shall be **individual scientists with at least doctoral degree or doctoral students, conducting research in the field of cardiology, cardiac surgery, oncology, allergology, diabetology, psychiatry and infectious diseases**.

Fluency in English constitutes a precondition of participation in the Program.

The Program was assigned to be implemented by the Agency by the Minister of Health based on art. 2 item 5 of the NAWA Act with accompanying transfer of funds for the above purpose.

1.2. Basic terms and abbreviations

1. **Agency, NAWA** – the Polish National Agency for Academic Exchange
2. **Director** – the Director of the Polish National Agency for Academic Exchange
3. **External expert** - a person conducting, at the request of NAWA, substantive assessment of applications submitted under a call for proposals under the Program. External expert can make individual substantive assessment of applications as a reviewer or be a member of the evaluation team
4. **Home entity:**
 - 1) **university** referred to in art. 7 item 1 point 1 of the Act of July 20th, 2018 the Higher Education and Science Law,¹ hereinafter referred to as “the university”,
 - 2) **scientific institute of the Polish Academy of Sciences**, referred to in art. 42 of the Act of April 30th, 2010 on the Polish Academy of Sciences,²
 - 3) **research institute** referred to in art. 1 item 1 of the Act of April 30th, 2010 on Research Institutes³,
 - 4) **international scientific institute** created on the basis of separate laws, operating on the territory of the Republic of Poland,
 - 5) **institutes operating within the Łukasiewicz Research Network**, referred to in art. 7 item 1 point 6b of the Act of July 20th, 2018 the Higher Education and Science Law;

¹ i.e. Journal of Laws of 220, item 85.

² i.e. Journal of Laws of 2019, item 1183, as amended.

³ i.e. Journal of Laws of 2019, item 1350, as amended.

- 6) **another entity conducting mainly scientific activity in an independent and continuous manner**, as referred to in art. 7 item 1 point 8 of the Act of July 20th, 2018 the Higher Education and Science Law, having scientific category, or
- 7) **medical unit** referred to in art. 89 paragraph 1-3 of the Act of April 15th, 2011 on Medical Activity⁴,
in which the scientist is employed
5. **Host centre** - foreign scientific or academic centre in the United States of America, in which the Applicant plans to stay.
6. **Program** - Professor Franciszek Walczak Program - support for mobilities of scientists - specialists in the field of diseases of civilization.
7. **Project** - activities carried out under the Scholarship, including research or gaining new experiences and other forms of scientific activity carried out at the Host Centre.
8. **Reviewer** - external expert conducting individual substantive assessment of applications submitted within a call for proposals under the Program.
9. **Agency's ICT system** - system referred to in art. 14 of the NAWA Act in which, among others, selection and assessment of applications as well as evaluation of reports submitted by the Scholarship Holder are conducted.
10. **Scholarship** - funds awarded by the Director under the Program.
11. **Scholarship Holder** - person who has received the Director's Scholarship.
12. **NAWA Act** - the Act of July 7th, 2017 on the Polish National Agency for Academic Exchange (i.e. Journal of Laws of 2019, item 1582).
13. **Applicant** - scientist who has submitted or intends to submit application for participation in the Program.
14. **Evaluation team** - team consisting of external experts appointed by the Director to conduct substantive assessment of applications within the scope indicated by the Regulations.

⁴ Journal of Laws of 2018 r., item 2190, as amended.

1.3. Indicative Program Schedule



1.4. Program Rules

1. Under the Program mobilities are eligible whose aim is:

- 1) conducting scientific research or development works (developing a new or improving an existing solution);
- 2) gaining new professional and scientific experience, learning good practices and new working methods used in the Host Centre (job-shadowing);
- 3) obtaining materials for scientific work;
- 4) other forms of scientific or academic activity.

The Applicant shall present a project covering one or more activities that he/she intends to implement in a foreign Host Centre, indicating their goals, and justifying selection of the Host Centre as well as the research team for the planned activities and describing the benefits of the project for both the researcher and the Home entity. For projects whose main activity is gaining new professional experience, the Applicant is obliged to describe in detail the method of project implementation and indicate whether it is possible for the Applicant to acquire practical skills.

2. The Applicant shall enclose the invitation from the Host Centre confirming its will to cooperate and to accept potential NAWA Scholarship Holder for the requested period.

2. APPLICATION PROCEDURE

2.1. Eligible Applicants

1. The following persons may apply for participation in the Program:

- 1) scientists with at least doctoral degree at the time of submission of the application, employed on the basis of labour contract or civil law contract at a Polish university, scientific institute of the Polish Academy of Sciences, research institute, institute operating within the Łukasiewicz Research Network, international scientific institute or other entity conducting mainly scientific activity in an independent and continuous manner and having a scientific category or a therapeutic entity, or
 - 2) students of doctoral schools referred to in art. 198 of the Act of July 20th, 2018 the Higher Education and Science Law, or
 - 3) doctoral students referred to in art. 2 item 1 point 18l of the Act of July 27th 2005 the Higher Education Law⁵, in connection with art. 279 item 1 of the Act of July 3rd, 2018, the Regulations implementing the Higher Education and Science Law⁶ at Polish universities, referred to in art. 7 item 1 point 1 of the Act of July 20th, 2018 the Higher Education and Science Law, at scientific institutes of the Polish Academy of Sciences, referred to in art. 42 of the Act of April 30th, 2010 on the Polish Academy of Sciences, in research institutes referred to in art. 1 item 1 of the Act of April 30th, 2010 on Research Institutes or in international scientific institutes created on the basis of separate acts, operating on the territory of the Republic of Poland, or
 - 4) natural persons at the time of submission of the application employed in Polish universities or other units of the higher education and science system and admitted to doctoral program (no earlier than 3 years before the day of submission of the application), or
 - 5) persons preparing doctoral dissertation under "Implementation doctorate" program, who have received invitation from the Host Centre and documented their scientific achievements referred to in item 2.2 of these Regulations.
2. The Program is intended for scientists conducting research in the field of **cardiology, cardiac surgery, oncology, allergology, diabetology, psychiatry and infectious diseases** who are fluent in English. The Host Centre can only be located in the United States of America.
 3. One Applicant may submit only one application in a given call for proposals under the Program, including mobility to one Host Centre. The Applicant may participate in the Program once.
 4. The requested mobility shall be uninterrupted (i.e. from the day of its commencement till the day of its completion it should be performed without interruptions).
- 2.2. [List of required information and annexes to the application](#)
1. The Applicant's scientific biography covering his/her education, academic and professional work in the country and abroad, scientific internships, awards, additional scientific activity (membership in scientific societies and organizations);
 2. List of research projects implemented and being implemented, indicating international projects and the source of financing as well as the role of the Applicant in the projects;

⁵ Journal of Laws of 2017, item 2183; as amended: Journal of Laws of 2017, item 1321, item 1428, item 1530 and item 2201; Journal of Laws of 2018 item 138, item 650, item 912, item 1000, item 1115, item 1669 and item 1693.

⁶ Journal of Laws of 2018, item 1669; Journal of Laws of 2019, item 39 and item 534.

3. A copy of the invitation from the Host Centre confirming its will to start cooperation and admit the NAWA Scholarship Holder for the requested period with the assurance of the implementation of the tasks described in the application, together with the contact details of the Centre;
4. Information on the planned manner and possibilities of using by the Home entity the skills and knowledge acquired by the project participant, signed by the head of the entity;

Additional annexes required for the applicant who has at least doctoral degree, as referred to in section 2.1. item 1 point 1.

5. list of publications including up to 10 of the most important papers published in the last 5 years before submitting the application;
6. copies of **three most important publications** of the Applicant (in the original language), while in the case of a monograph - the file containing the title page, editorial page, table of contents and selection of fragments containing the most important theses of the author;
7. copy of the document confirming possession of academic degree or academic title;
8. certificate confirming employment and its form **issued with the current date** (up to 1 month back);
In the case of the Applicant being employed in another entity conducting mainly scientific activity in an independent and continuous manner, as referred to in art. 7 item 1 point 8 of the Higher Education and Science Law, which has a scientific category, the document should be attached confirming that the institution is an organization conducting research and disseminating knowledge within the meaning of Art. 2 point 83 of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of articles 107 and 108 of the Treaty test with EEA relevance, e.g. its statute.

Additional annexes required for doctoral students, referred to in section 2.1. item 1 points 2, 3 and 5

9. list of publications including **up to 5 of the most important papers published in the last 5 years** before submitting the application;
10. copy of **two most important publications** of the Applicant (in the original language), while in the case of a monograph - the file containing the title and editorial page, table of contents and a selection of fragments containing the most important theses of the author;
11. copy of the document confirming **the status of student of a doctoral school or another doctoral student**, issued with the current date (not earlier than the day of announcement of the recruitment);
12. copy of the resolution of the faculty/collegium council on admission to doctoral program or a copy of the letter from the university informing about admission to doctoral program, **including the date of its opening**;

Additional annexes required for persons preparing doctoral dissertation, referred to in section 2.1, item 1 point 4

13. list of publications including **up to 5 most important papers published in the last 5 years** before submitting the application;
14. copy of **two most important publications** of the Applicant (in the original language), while in the case of a monograph - the file containing the title and editorial page, table of contents and a selection of fragments containing the most important theses of the author;
15. copy of the resolution of the faculty/collegium council on admission to doctoral program or a copy of the letter from the university informing about admission to doctoral program, **including the date of its opening**;
16. certificate confirming employment and its form **issued with the current date** (up to 1 month back);

In the case of the Applicant being employed in another entity conducting mainly scientific activity in an independent and continuous manner, as referred to in art. 7 item 1 point 8 of the Higher Education and Science Law which has a scientific category, the document should be attached confirming that the institution is an organization conducting research and disseminating knowledge within the meaning of Art. 2 point 83 of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of articles 107 and 108 of the Treaty test with EEA relevance, e.g. its statute.

2.3. Applications' submission deadline and form of submission

1. The call for proposals under the Program will be carried out from January 31st to March 31st 2020 until 15:00 Central European time (official time in Poland) only in electronic form in the Agency's ICT system. Submission of applications to the Program after this date will not be possible. Sending the application in the system will change the status of the application to "submitted", and the Applicant will receive the e-mail with confirmation.
2. Submission of the application shall be possible after registration in the system available at: <https://programs.nawa.gov.pl>.
3. The scope of data required in the application is specified in these Regulations and the model application at: www.nawa.gov.pl.
4. The application shall be made in English, with the exception of the following annexes referred to in section 2.2:
 - 1) copies of the most important publications of the Applicant, which shall be attached **in the original language**;
 - 2) copy of the document confirming possession of academic degree or academic title or copy of the resolution of the faculty/collegium council on admission to doctoral program or scan of the letter from the university informing about admission to doctoral program, which shall be attached **in Polish or English, and diplomas also in Latin**;
 - 3) copy of a document confirming the status of doctoral school student or another doctoral student, which shall be attached **in Polish or English**;
 - 4) certificate confirming employment and its form in the Home entity, which shall be drawn up **in Polish or English**;
 - 5) document confirming that the institution is an organization conducting research and disseminating knowledge within the meaning of Art. 2 point 83 of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of articles 107 and 108 of the Treaty test with EEA relevance, e.g. its statute - in the case of the Applicant being employed in another entity conducting mainly scientific activity in an independent and continuous manner, possessing the scientific category referred to in art. 7 item 1 point 8 of the Higher Education and Science Law, which shall be presented **in Polish or English**.Other annexes shall be made in English.
5. Within the system, application without annexes may not be sent.
6. By submitting the application, the Applicant accepts the Program regulations.

3. Applications' submission deadline and form of submission

Applications for participation in the Program shall be subject to formal and substantive assessment.

3.1 Formal assessment

1. Formal assessment of applications shall be carried out by NAWA and shall include verification of the application in terms of compliance with the formal criteria set out in these Regulations as well as checking the completeness of the application. Only complete applications that meet all requirements shall be eligible for substantive evaluation.
2. If an incomplete application is submitted, the Applicant shall be requested to complete it within 14 days from the date of the receipt of the request, with the instruction that failure to complete it will result in the application not being considered. NAWA may also request the Applicant to provide additional documents or explanations. Information on the need to complete the application or to provide additional explanations shall be sent electronically as a notification from the Agency's ICT system to the Applicant's e-mail address provided in the system or directly by e-mail.
3. The form of communication with the Applicant shall be the Agency's ICT system and the Applicant shall be obliged to regularly check correspondence.
4. Applications submitted after the deadline specified in the call for proposals or not meeting the formal requirements set out in the call for proposals under the Program shall not be considered.
5. If the Applicant submits several applications, only the last application submitted shall be considered.
6. The application may be rejected for formal reasons at a later stage of the assessment, after completing the formal assessment.

3.2 Substantive assessment

1. Substantive assessment shall be carried out by the Evaluation Team and two Reviewers based on the substantive assessment criteria:

Criterion		Maximal score			Sum for individual evaluation criteria
		Preselection (Evaluation Team)	Scoring by two Reviewers (arithmetic mean of both evaluations shall be taken into account)	Score by the Evaluation Team	
1.	Course of professional and academic career to date as well as the Applicant's scientific and professional achievements, taking into account the stage of scientific and professional career	20	10	-	30
2.	Reputation and scientific level of the host Centre, research team and its leader, the adequacy of the choice of Centre for the planned activities in terms of choice of the discipline, procedures applied, techniques and tools used, etc.	-	5	10	15
3.	Scientific and practical value of the project, including scope of planned activities, methods used, planned results, adequacy of project duration to the planned activities	-	20	15	35
4.	Impact of participation in the Program on further scientific / academic development of the Applicant and on the development of the field of science / scientific discipline in terms of work organization, procedures, techniques, processes, technologies, tools, resources, systems and other activities applied for prevention, diagnosis and therapy of cardiovascular diseases, cancer, allergies and / or infectious diseases. Possibility of using acquired knowledge and skills in	-	5	15	20

	the Applicant's home entity				
	Maximal score	20	40	40	
	Sum	100			

2. The substantive assessment shall consist of three stages:
 - 1) Pre-selection carried out by the Evaluation Team on the basis of the criterion " Course of professional and academic career to date as well as the Applicant's scientific and professional achievements "

Following the pre-selection, the evaluation team shall recommend for the second stage applications from the highest positions in the ranking list, whose total amount of planned expenditures does not exceed twice the amount of funds allocated for a given call for proposals. Applicants whose applications will be included in the group of applications not recommended for the next stage of assessment shall receive notification via the Agency's ICT system.
 - 2) Applications with positive pre-selection result shall be sent for review by two Reviewers from the NAWA experts database, selected after taking into account the scientific field indicated by the Applicant in the application. Reviewers shall assess the applications according to all substantive assessment criteria, indicating the number of points and providing substantiation for their scoring. In summary, the reviewer shall present the strengths and weaknesses of the application.
 - 3) The final assessment by the Evaluation Team, taking into account the opinions of two Reviewers and the scoring by the Evaluation Team, shall regard the remaining evaluation criteria 2-4, which were not taken into account by the Evaluation Team during pre-selection.

In justified cases, the Evaluation Team may recommend reducing the amount of funding requested, e.g. if the length of the stay proposed in the application is unjustified.

Application to which the Evaluation Team shall award a zero points in any substantive criterion cannot be qualified for funding.
3. If the Applicant is found violating ethical principles or is unreliable in preparing the application, the Evaluation Team shall give the application 0 (zero) score. In this case, the application cannot be qualified for funding.
4. Data regarding external experts conducting substantive assessment are not made available. NAWA publishes annually the alphabetical list of external Experts participating in the assessment of applications in a given calendar year, jointly for all Programs.

3.3 Recruitment results and information on the results

1. The evaluation team shall submit the ranking list and set the lower point threshold for applications recommended for funding, which cannot be lower than 60 points.
2. The evaluation team shall submit the ranking list for the Agency's Director's approval.

The ranking list shall include:

 - 1) applications recommended for funding,
 - 2) applications not recommended for funding.

The team may decide to prepare the reserve list for applications that have received at least the lower point threshold, but will not receive funding due to the exhaustion of funds allocated to the call. Applications on the reserve list may receive funding if no agreement is signed with the Applicant whose application has been recommended for funding.

3. On the basis of the ranking list, the Director shall make the final decision on whether or not grant to applications submitted under the call for financing. The NAWA Director may decide not to award funding to applications recommended for funding. The reasons for such refusal may be in particular:
 - 1) the Applicant's default of obligations towards NAWA;
 - 2) obtaining by NAWA information affecting the process of granting funds for the implementation of the Scholarship;
 - 3) lack of financial resources,
 - 4) other circumstances preventing the Applicant from participation in the Program.
4. The Director's decision to grant or to refuse to grant a Scholarship under the Program shall be sent to the Applicant via the Agency's ICT system. The list of Scholarship Holders with their names and surnames shall be placed on NAWA proprietary site in the Public Information Bulletin (BIP).

3.4 Appeal procedure

1. In accordance with art. 25 item 2 of the NAWA Act, the Applicant, after receiving information about leaving the application without consideration or a decision of the NAWA Director which refuses to grant financing, may request the Director to reconsider the case in the event of formal violations when awarding the funds.
2. The request for reconsideration of a case may only include reservations as to formal violations in the process of granting the funds, and not regarding the merits of substantive assessment. Submission of the request for reconsideration of the case for another reason may result in issuing the decision stating inadmissibility of submitting the request.
3. The request for reconsideration of a case should be submitted to the Director within 14 days from the date of receipt of the decision or receipt of information about leaving the application without consideration, in writing, to the following address: Narodowa Agencja Wymiany Akademickiej, ul. Polna 40, 00-635 Warszawa or by e-mail to the NAWA electronic Inbox in the form of an electronic document bearing a qualified electronic signature (a trusted signature or a personal signature, or authenticated in a way that ensures the confirmation of the origin and integrity of the data in electronic form being verified).
4. In the case of:
 - 1) issuing the ruling stating inadmissibility of submitting the request for reconsideration of a case,
 - 2) issuing the decision of the NAWA Director refusing to grant the funds after the request being reconsidered,
 - 3) issuing the decision of the NAWA Director refusing to grant the funds or the decision upholding the decision of the NAWA Director refusing to grant funds,The Applicant may submit a complaint to the Provincial Administrative Court in Warsaw at: ul. Jasna 2/4, 00-013 Warszawa. The complaint shall be lodged through the Director of the

National Academic Exchange Agency located at: ul. Polna 40, 00-635 Warszawa, within 30 days from the date of delivery of the abovementioned decision or ruling.

5. Persons who at any stage performed activities related to the specific application, including those involved in its assessment may not participate in considering the request for reconsideration of the case. Director, for considering the abovementioned requests, may employ external experts.

4. SCHOLARSHIP AGREEMENT

1. In the decision granting the Scholarship, the Director shall specify the activities and deadlines that the Applicant should perform and comply with under the pain of annulment of the decision and thus resignation from signing the financial agreement ("the scholarship agreement"), the model of which is attached as Annex 2 to the Regulations.
2. Obligations of the Scholarship holder resulting from the scholarship agreement shall include:
 - 1) possession of visa entitling to travel and stay in the United States of America (NAWA recommends starting visa proceedings at least 3 months before the planned start of the Project and does not mediate in any matters related to obtaining visa by the Scholarship Holder);
 - 2) having at least basic health insurance, including in particular insurance of costs of treatment and transport to hospital for the period of the stay at the Host Centre and the travel to the Centre and back to Poland;
 - 3) timely submission of confirmation of starting project implementation;
 - 4) implementation, in accordance with the application, of scientific or other activities specified therein;
 - 5) timely submission of the final report in the Agency's ICT system;
 - 6) informing NAWA about changes regarding implementation of the Project;
 - 7) informing NAWA about the Applicant's scientific successes - both during the implementation of the project and at the stage of reporting and evaluation;
 - 8) participation in the evaluation of the Program on the principles set out in Section 7 of the Regulations;
 - 9) proper performance of the scholarship agreement, in particular proper settlement of the allocated funds.
3. After signing the agreement, the Scholarship holders may undertake gainful activities in connection with the implementation of projects at the Host Centre as well as may apply for funding for research projects, provided that there is no double financing of the same costs.

5. FINANCING

5.1 [Project implementation period](#)

The project can be implemented for a period of **3 to 6 months**, however, **the mobility may not start earlier than October 1, 2020 or later than April 1, 2021.**

5.2 [Project budget and rules of payment](#)

1. When calculating the amount of the Scholarship, the following items shall be taken into account:

- 1) maintenance costs in the amount of **PLN 12,000 monthly for each full month of the stay** at the Host Centre;
- 2) **one-off mobility allowance**, by which the amount referred to above shall be increased, amounting to PLN 10,000.
2. The amount of the Scholarship awarded to the Scholarship Holder shall be calculated automatically in the application.
3. The Scholarship received under the Program shall not include the costs related to the provision of medical services by the Scholarship Holder.
4. The scholarship shall be transferred in full to the Scholarship Holder 's bank account, after conclusion of the scholarship agreement within the period specified in the agreement, no later than by December 31st, 2020.
5. NAWA reserves the right to change the Scholarship payment date. This change shall depend on the availability of funds allocated to finance the projects.
6. In accordance with art. 21 item 1 point 39a of the Act of July 26th, 1991 on Personal Income Tax (i.e. Journal of Laws of 2019, item 1387, as amended), scholarships granted on the basis of the decision of the Director of the Polish National Agency for Academic Exchange issued based on the NAWA Act, are exempt from income tax.
7. Payments of the Scholarship depend on the transfer to the Agency of the special-purpose grant by the Minister of Health.

5.3 Documenting expenditure

1. The Scholarship referred to in Section 5.2, being an aggregate of lump sums, shall be treated as expenditure incurred. The Scholarship Holder shall be obliged to collect and present accounting documents to confirm the expenditure.
2. Verification of expenditure in the case of lump sums shall be based on checking that the results assumed in the application have been achieved and the declared activities have been implemented.
3. At the request of NAWA, the Scholarship Holder shall be obliged to submit documentation confirming implementation of the activities and achievement of the assumed results in accordance with the approved application - under the pain of the Scholarship being considered ineligible.

5.4 Termination of scholarship agreement

Termination of the scholarship agreement may take place in justified cases by mutual agreement of the parties, or in the cases specified in the scholarship agreement (in particular material breach of the provisions of the scholarship agreement), or when the Scholarship Holder has been disciplinarily punished or convicted by a final court judgment for an offence committed intentionally or an intentional tax offense.

6. SETTLEMENT OF THE SCHOLARSHIP

1. The Scholarship Holder shall be obliged to submit the report on the implementation of the Scholarship through the Agency's ICT system in accordance with the provisions of the scholarship agreement and to submit confirmation of starting implementation of the activities at the Host Centre:

- 1) Confirmation of the starting implementation of the Scholarship by the Scholarship Holder, issued within two months from the start of the project, but not earlier than after one month, signed by a representative of the Host Centre.
- 2) The final report submitted within 30 days from the end of the Scholarship including:
 - a) description of the results of the scientific mobility in relation to the declarations indicated in the application and information about planned further cooperation with the Host Centre,
 - b) opinion of the direct supervisor or team leader, signed by the Representative of the Host Centre, on the course of the Scholarship implementation, the results achieved, together with confirmation of the dates of the stay of the Scholarship Holder at the Host Centre, including lack of staying outside the Host Centre for a period longer than 10% of the total duration of the stay,
 - c) financial settlement of expenditure.
2. The complete and formally correct final report shall be forwarded for substantive assessment by the Evaluation Team appointed by the Agency's Director.
3. The Evaluation Team shall assess the report in terms of its reliability and correctness of implementation of the planned activities and funds spent as well as the legitimacy of any changes introduced during the implementation of the Project.
4. During the substantive assessment, among others the following criteria shall be taken into account:
 - 1) compliance of the scope of completed tasks with the scholarship agreement,
 - 2) quality of results achieved.
5. If necessary, the Evaluation Team may consult the Reviewer.
6. The substantive assessment of the final report aims at determining whether the Agreement can be considered:
 - 1) implemented,
 - 2) implemented with identified irregularities - implying the obligation to return a part of the Scholarship,
 - 3) not implemented - implying the obligation to return the whole Scholarship amount.
7. In the final report, the Scholarship Holder shall take into account any deviations that occurred during the implementation of the Project, which have an impact on the amount of funding awarded, in particular those related to the shortening of the Project.
8. If the amount of funds transferred to the Scholarship Holder exceeds the amount resulting from the financial settlement of the final report, the Scholarship Holders shall be obliged to refund the amount of the difference between the amount paid and the amount due.
9. In the event of failure to submit the report required by the agreement or submitting an incomplete report, the Scholarship Holders shall be obliged to correct or supplement the report within 14 days from receiving the information.
10. Failure to meet the obligations referred to in item 1 may constitute ground for terminating the agreement/deeming the agreement not implemented and demanding the reimbursement of funds received as well as for not admitting the Scholarship Holder to participation in subsequent calls for proposals conducted by the Agency.
11. The model of the final report constitutes Annex 3 to the Regulations.

7. EVALUATION

1. Scholarship Holders are required to participate in NAWA's evaluation of the Program. Participation in the evaluation shall include sending the evaluation survey to NAWA along with the final report. The list of questions included in the survey shall constitute annex to the scholarship agreement. In addition, participation in evaluation shall also include participation of Scholarship Holders in separate evaluation studies commissioned by NAWA, in accordance with the adopted research methodology. It is assumed that Scholarship Holders may be invited to participate in the study once during the project and once within 2 years from the end of the project.
2. NAWA guarantees full confidentiality of opinions and information provided by the Scholarship Holder as part of the Program evaluation and ensures that the data obtained from the Scholarship Holders as part of the evaluation shall not have any impact on the terms of payment of the Scholarship awarded to them.
3. Scholarship Holders are also obliged to participate in evaluation studies conducted by the Ministry of Science and Higher Education and the Ministry of Health on the principles set out by these entities.

8. CHANGES TO THE REGULATIONS

1. NAWA reserves the right to amend these Regulations also during the call for proposals, with the exception of changes resulting in unequal treatment of Applicants, unless the necessity to introduce such changes results from the generally applicable provisions of law. The changes introduced shall be effective from the time of their publication made in an analogous manner to the announcement of the call for proposals. Applications submitted before the publication of the amendments to the Regulations have to be resubmitted or supplemented by the Applicant if their provisions do not comply with the introduced changes. NAWA will notify of all introduced changes the Applicants who have submitted their applications before publishing the changes to the Regulations by sending information in the Agency's ICT system or via e-mail to the e-mail address indicated in the application. At the same time, NAWA reserves the right to make at its sole discretion changes to the Regulations which have an orderly, clarifying character and to correct obvious errors in the Regulations without separately informing about the changes introduced, subject to the publication of the uniform text of the Regulations including the changes made, which will also be the moment from which they start to be applicable.
2. NAWA reserves the right to cancel the call for proposals, in particular in the event of significant changes in law affecting the conditions of the call for proposals, occurrence of force majeure or in other justified cases.
3. NAWA shall publish all information necessary for the proper conduct of a call for proposals at: www.nawa.gov.pl. It is recommended that the Applicants keep up to date with the information published on the abovementioned page, as all material information shall be published there.

9. PERSONAL DATA PROTECTION

The Controller of the personal data of Applicants, Scholarship Holders, External Experts and contact persons shall be the Agency.

The data shall be used to:

- 1) conduct the procedure of selection and assessment of applications under the Program,
- 2) select Scholarship Holders and conclude scholarship agreements with them,
- 3) implement concluded scholarship agreements,
- 4) cooperate with project participants after project's completion, including cooperation to promote the Program.

Personal data may be transferred to NAWA employees, Experts, Reviewers or representatives of the Host Centres in connection with the implementation of the above objectives. Personal data may also be transferred to the Ministry of Health in connection with the implementation of the tasks referred to in art. 2 item 5 of the NAWA Act.

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

The legal basis for the processing of personal data is Art. 6 item 1 letter b and e of the General Data Protection Regulation (GDPR). The data submission is voluntary, but necessary to participate in the implementation of the Program or Application. Refusal to provide the data shall result in leaving the application without consideration or the inability of a specific person to participate in the implementation of the Program or Application.

Personal data of the above mentioned persons involved in the implementation of the Project shall be used at the stage of selecting applications and for the period necessary for archival purposes. Personal data of persons whose applications were not approved shall be stored for the period of consideration of applications and for the period necessary for archival purposes.

Each data subject shall have the right to request the Agency to:

- 1) access his/her personal data;
- 2) rectify, delete or limit the use of his/her personal data;
- 3) object to the use of his/her personal data;

- on the terms set out in the GDPR.

In addition, each person shall have the right to file a complaint with the supervisory body (President of the Personal Data Protection Authority at: ul. Stawki 2, 00-193 Warszawa).

Contact details of the NAWA data protection officer: Adam Klimowski, odo@nawa.gov.pl.

10. CONTACT WITH NAWA

The contact person in matters related to the Program is:

Paweł Kurzyński



NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

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11. LIST OF ANNEXES

1. Model application for project financing
2. Model agreement for project implementation
3. Model final report
4. Model evaluation survey