



PROGRAMME

STER – Internationalisation of doctoral schools

Call for applications number 18/2020

Application number	
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Application description

The application form is completed automatically on the basis of the information entered in the application. Completion of the application begins with Part I. Information about the Applicant.

Name of the Applicant	
Title of the Project	
Acronym or marketing name of the Project	
Requested funding	
Project implementation period (from...to...)	

General information

The form is intended for the Applicants of the *STER Programme – Internationalisation of doctoral schools (hereinafter: Programme)*.

Applications may be submitted no later than by 31 July 2020 at 15:00:00 (Warsaw).

The application is submitted exclusively via the NAWA's ICT system using this form. The Applicant cannot submit a paper version of the application. The date of submission of the application to the NAWA's ICT system is verified at the assessment stage.

The application must be submitted in English only. Documents and certificates of an official nature must be submitted in Polish or English.

The form consists of the following parts:

Part I. Information about the Applicant, including contact details to persons involved in the Project implementation, as well as information about the potential and experience of the Applicant

Part II. Information about the Project, including the analysis of the Applicant's needs, target group, planned activities, planned results, Project management, Project risks, monitoring and evaluation



Part III. Project budget

Part IV. Applicant's declarations

Before completing this form, please read carefully the information contained in the Programme Regulations and in the Programme call for applications Notice published on the website www.nawa.gov.pl

Please avoid using abbreviations and acronyms in your applications.

Part I. Information about the Applicant

I.1. Details of the Applicant	
I. 1. 1. Status of the institution running the doctoral programme	<ul style="list-style-type: none"><input type="checkbox"/> <i>academic higher education institution which runs a doctoral programme within the meaning of Article 198 of the AHES;</i><input type="checkbox"/> <i>the scientific institute of the Polish Academy of Sciences, which runs a doctoral programme within the meaning of Article 198 of the AHES;</i><input type="checkbox"/> <i>a research institute which runs a doctoral programme within the meaning of Article 198 of the AHES;</i><input type="checkbox"/> <i>an international institute which runs a doctoral programme within the meaning of Article 198 of the AHES;</i><input type="checkbox"/> <i>an international institute which runs a doctoral programme within the meaning of Article 198 of the AHES;</i><input type="checkbox"/> <i>the federation of the aforementioned entities provided that it runs a doctoral programme within the meaning of Article 198 of the AHES;</i><input type="checkbox"/> <i>another entity which runs a doctoral programme within the meaning of Article 198 of the AHES</i>
I. 1. 2. Full name of the Applicant	
I. 1. 3. Street	
I. 1. 4. House number	
I. 1. 5. Premises number	
I. 1. 6. Postcode	
I. 1. 7. City/town	
I. 1. 8. Voivodeship	
I. 1. 9. Tax identification number NIP	
I. 1. 10. Statistical identification number REGON	



I. 1. 11. Legal form (form of ownership)	
I. 1. 12. Applicant's registration document or another relevant document	The Applicant is requested to attach the Applicant's registration document (e.g. KRS or equivalent) if not available in the relevant publicly accessible register, maintained in electronic form. (+) <i>Attach file</i>
I.2. The authority of the entity running the doctoral programme	
Does the entity running the doctoral programme have the authority to confer the doctoral degree in at least two disciplines?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Not applicable</i>
I.3. Details of the person submitting the application in the system on behalf of the Applicant	
I.3.1. Courtesy form	<input type="checkbox"/> <i>Mr</i> <input type="checkbox"/> <i>Ms</i>
I.3.2. Forename	
I.3.3. Surname	
I.3.4. Title/scientific degree	
I.3.5. Position	
I.3.6. Institutional email address	
I.3.7. Phone number	
I.3.8. Authorisation to apply in the system	
Is the application submitted in the system by a person who is indicated in the Applicant's registration documents (or other relevant documents) as authorised to represent the institution, e.g. the Rector?	<input type="checkbox"/> YES <input type="checkbox"/> NO
I.3.9. Attachment – a power of attorney for the person submitting the application on behalf of the Applicant	
If the person from whose account the application is submitted in the NAWA system is not indicated in the registration documents (or other relevant documents) as a person authorised to represent the Applicant, a scan of the power of attorney/authorisation to submit the application in the system and to represent the Principal in the proceedings initiated by the aforementioned application should be attached . You may use a sample power of attorney (attachment to the Programme Regulations) or use a sample power of attorney used by the Applicant in their practice provided that it clearly indicates the mandate to submit, on behalf of and for the Principal, an application to NAWA for the grant of funds for project implementation under the Programme and to represent the Principal in the proceedings initiated by the aforementioned application.	

(+) Attach the power of attorney

[+] Copy details from the section Details of the person submitting the application in the system on behalf of the Applicant

I.4. Contact person for matters connected with content-related issues of the Project	
I.4.1. Courtesy form	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
I.4.2. Forename	
I.4.3. Surname	
I.4.4. Title / scientific degree	
I.4.5. Position	
I.4.6. Institutional email address	
I.4.7. Phone number	

[+] Copy details from the section Details of the person submitting the application in the system on behalf of the Applicant

I.5. Contact person for matters connected with Project finances	
I.5.1. Courtesy form	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
I.5.2. Forename	
I.5.3. Surname	
I.5.4. Title / scientific degree	
I.5.5. Position	
I.5.6. Institutional email address	
I.5.7. Phone number	

I.6. Participation of the Applicant in the Programme of the Minister of Science and Higher Education titled "Excellence Initiative – Research University"

I.6.1. Is the Applicant among the top ten beneficiaries of the Programme of the Minister of Science and Higher Education	<input type="checkbox"/> YES <input type="checkbox"/> NO
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"Excellence Initiative – Research University"?	
I.6.2. Is the Applicant among the second ten beneficiaries of the Programme of the Minister of Science and Higher Education "Excellence Initiative – Research University"?	<input type="checkbox"/> YES <input type="checkbox"/> NO

(+) Add other attachments

I.7. General description of the Applicant
<p>The description should include information about the following:</p> <ul style="list-style-type: none"> • the scope of the Applicant's activity in the area of doctoral studies (including foreign doctoral students), • the Applicant's competence and specialisation within the scope of the proposed Project, • the Applicant's organisational potential to implement the Project.

I.8. The Applicant's experience within the scope of providing education to doctoral students (including foreign doctoral students)
<p>Please describe the Applicant's experience within the scope of providing education to doctoral students (including foreign doctoral students).</p>

Part II. Information about the Project

II.1. Title of the Project		
II.2. Acronym or marketing name of the Project		
II.3. Project implementation period	<p>Please indicate the Project implementation period by selecting start and end dates from the calendar.</p> <p>Attention! Project implementation cannot start before 4 January 2020, and the Project must be completed by 31 December 2023 at the latest.</p>	
	II.3.1. Start of Project implementation	
	II.3.2. End of Project implementation	
II.4. Short description of the Project		
<p>Please provide a concise description of activities planned for implementation in the Project.</p> <p>The description should include information about the following:</p> <ul style="list-style-type: none"> • selected activities which the Applicant plans to implement within the Project; 		



- foreign doctoral students that the Applicant intends to acquire (number, scientific/professional profile, country or countries of origin/acquisition, etc.);
- support for foreign mobility of the best doctoral students from Poland and abroad (number of doctoral students, duration of the trip(s), country or countries where doctoral students will be sent, name(s) of foreign institutions);
- organisation of training courses to improve the competences of doctoral students or academic staff, events with the participation of doctoral students, stays for supervisors, assistant supervisors, lecturers, etc.;
- participation of supervisors from abroad in the doctoral school (number of supervisors, scientific profile, names of academic institutions from which the supervisor comes, etc.);
- development of international cooperation within the doctoral programme (joint projects, publication achievements, modern research methods, etc.);
- the expected benefits of the Project for the future.

II.5. Information on the doctoral students' curriculum to be covered by the Project

Please describe the doctoral students' curriculum to be covered by the Project.

The description should include information about the following:

- fields of science and scientific/artistic disciplines in which doctoral students are educated;
- the adequacy of the curriculum to the learning outcomes at the 8th level of the PQF and the way they are implemented (seminars, workshops with outstanding researchers, methodological classes, classes on specialised research methods and tools, etc.);
- evolvment of scientific independence within the framework of the doctoral student training programme;
- taking part in professional traineeships in the form of conducting classes or taking part in conducting them;
- cooperation with other organisations, in particular with entrepreneurs, foreign HEIs or scientific institutions;
- the way the mid-term evaluation is conducted;
- the duration of doctoral studies.

II.6. Description of the staff providing education during the doctoral programme and scientific tutors

The description should include information about the following:

- the composition of the staff providing education to doctoral students during the doctoral programme;
- a description of the qualifications of academic teachers or research staff providing education during the doctoral programme;
- lists of supervisors, topics, etc. for doctoral programme candidates;
- the quality of scientific or artistic supervision and support in scientific activities.

II.7. Internationalisation of the doctoral programme

Please describe the level of internationalisation of the Applicant's doctoral school.

The description should include information about the following:

- presence of foreign doctoral students at the doctoral school as of the date of application (number of doctoral students, country or countries of origin);
- international experience in running curricula (jointly with foreign institutions);
- conducting classes in foreign languages, participation of staff and foreign entities in running the curriculum;
- recruitment to the doctoral school, training and development conditions focused on the best candidates;
- the way of evaluating doctoral students and selecting the best ones;
- the way doctoral students are supervised by academics.

II.8. Internationalisation project of the doctoral school

Please describe through which activities the Applicant plans to internationalise the doctoral school.

The description should include information about the following:

- proposed international curricula for implementation and joint graduation programmes;
- participation of doctoral students and staff providing education to them in networks of doctoral schools;
- foreign doctoral students that the Applicant intends to acquire (number, scientific/professional profile, country or countries of origin/acquisition, etc.);
- international staff providing education at the doctoral school, which staff the Applicant intends to acquire (number, scientific profile, name of foreign institutions);
- a programme to develop the internationalisation of doctoral projects and disseminate the results of doctoral research;
- the organisation of the educational process at the doctoral school in an international setting.

II.9. Type of activities undertaken within the Project

From the list below, please select activities that the Applicant plans to implement during the Project.

- activities related to the acquisition of foreign doctoral students
- payment of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan
- support of foreign mobility for the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school
- developing activities related to internationalisation “at home”
- activities related to the development of international cooperation of doctoral schools
- activities related to content management of the Project

II.10. Planned project activities

Describe the project activities that will be implemented within the Project together with information about the person responsible for particular tasks:

(+) Add task

Task 1.

II.10.1. Name of the task

II.10.2. Activity

- activities related to the acquisition of foreign doctoral students

	<input type="checkbox"/> payment of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan <input type="checkbox"/> support of foreign mobility for the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school <input type="checkbox"/> developing activities related to internationalisation “at home” <input type="checkbox"/> activities related to the development of international cooperation of doctoral schools <input type="checkbox"/> activities related to content management of the Project
II.10.3. Beginning of the task	
II.10.4. Completion of the task	
II.10.5. Description of the task (content-related)	
II.10.6. Target group to which the task is addressed (number of people)	

II.10.1. Task schedule

Name of task	Quarter/year											
	I/2021	II/2021	III/2021	IV/2021	I/2022	II/2022	III/2022	IV/2022	I/2023	II/2023	III/2023	IV/2023
Task 1												
Task 2												
Task ...												

II.11. Information about the internationalisation indicators of the doctoral school

Please present the current situation on the internationalisation of the doctoral school and the forecast on internationalisation at the end of the Project.

Internationalisation indicators of the doctoral school (name)		<i>Numbers as at the date of submission of the application</i>	<i>Numbers to be achieved at the end of Project implementation</i>
a		b	c
1	Number of supervisors from abroad at the doctoral school		
2	Number of doctoral students participating in scientific internships in foreign scientific institutions		
3	Number of doctoral projects implemented in cooperation with foreign scientific institutions		
4	Number of foreign doctoral students at the doctoral school		

II.12. Other Project results	
Please indicate whether other Project results are planned, which will impact the implementation of the Applicant's plans both in the short and long term.	<input type="checkbox"/> YES <input type="checkbox"/> NO
II.12.1. Other Project results and their short- and long-term impact on the implementation of the Applicant's plans	
<p>The description should include information about the following:</p> <ul style="list-style-type: none"> the impact of the Project implementation on the development of the Applicant's activity and increasing the potential for internationalisation of doctoral studies. 	
II.13. Project management	
<p>Please describe how the Project will be managed.</p> <p>The description should include information about the following:</p> <ul style="list-style-type: none"> Project management structure; cooperation with other institutions of the Applicant, entrepreneurs, foreign HEIs, scientific institutions, etc.; support from the authorities of the Applicant's institution in Project implementation; the way in which conditions will be provided to ensure that Project work runs smoothly. 	
II.14. Monitoring Project activities	
<p>Please describe what actions will be taken to monitor and evaluate the progress of Project implementation and the achievement of indicators. Indicate how these activities will be carried out (methods, tools, timing, frequency and responsible persons, etc.).</p>	
II.15. Evaluation of project activities	
<p>Please indicate how the achievement of Project results and the expected impact of the Project will be evaluated. Please indicate how the results of the evaluation can be used by the Applicant in the future.</p>	
II.16. Project risk	
<p>In the table below, please provide information on the risks that may occur during Project implementation. Each risk must be described by completing the text fields for describing the risk, how to prevent its occurrence and how to minimise the effects if the risk materialises.</p> <p>For each risk, the likelihood of its occurrence should be assessed on a 4-stage scale:</p> <ol style="list-style-type: none"> very high high low very low <p>and the impact of a given risk on the proper course of Project implementation:</p> <ol style="list-style-type: none"> very large large 	

3. small
4. very small.

3–5 key risks related to Project implementation must be described.

(+) Add another item

No.	Risk description	Likelihood of risk	How to prevent the risk from occurring	Impact of the risk on the proper course of the Project in case of its occurrence	How to minimise the effects of the risk
1		<ol style="list-style-type: none"> 1. very high 2. high 3. low 4. very low 		<ol style="list-style-type: none"> 1. very large 2. large 3. small 4. very small 	
...		<ol style="list-style-type: none"> 1. very high 2. high 3. low 4. very low 		<ol style="list-style-type: none"> 1. very large 2. large 3. small 4. very small 	

Part III. Project budget

III.1. Eligible cost categories according to the Regulations of the STER Programme – Internationalisation of doctoral schools

Main activity numbers	Sub-measure numbers	Eligible cost categories	Amount
1	-	Costs of activities related to the acquisition of foreign doctoral students	maximum 5% of the total Project value
2	2.1	Payment of Agency scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan	maximum 55% of the total Project value
	2.2	Costs of activities related to the support of foreign mobility of the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school	
3	3.1	Costs of internationalisation activities “at home”	maximum 30% of the total Project value
	3.2	Costs of activities related to the development of international cooperation of doctoral schools	
4	-	Costs of content-related Project management	maximum 10% of the total Project value

In the application you should to plan at least one of each main activities with percentage limits.

Eligible cost categories in the Programme are as follows:

1. costs of activities related to the acquisition of foreign doctoral students, including in particular:

- a) costs of preparing foreign-language information resources, including, among others, guides for foreigners on doctoral studies in Poland, Polish scientific institutions, everyday life in Poland – addressed to foreign doctoral students;
- b) costs of adapting the existing websites and creating new websites or IT tools (e.g. virtual university, dedicated applications) to cater for the needs of doctoral students from abroad and costs of information and promotion campaigns in social media;
- c) costs of meetings and information and promotion activities at home and abroad (participation in fairs, organisation of meetings, conferences and other events, etc.);
- d) other activities.

2.1. payment of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after approval of an individual research plan – The amount of a monthly doctoral scholarship for one doctoral student for the best scientific results/ academic achievements may not exceed the amount of PLN 5,000 gross, including additional costs related to the payment of the scholarship by the Applicant, e.g. social insurance contributions, etc.

2.2. Costs of activities related to the support of foreign mobility of the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school, including in particular:

- a) funds for accommodation and meals in the amount of PLN 12,000 per month (in the case of trips to OECD countries, as well as cities in non-OECD countries among the first 50 of the MERCER report¹) or PLN 8,000 per month in the case of other countries² for a full month of the doctoral student's stay in a foreign host institution, lasting from 1 to 10 months. The Applicant specifies in the application form the length of stay, stating the number of full months (if applicable). In case of incomplete months, i.e. 15 days and less, the Applicant applies half of the monthly rate specified in Table 2. Costs of living, which can be found in part 5.6. Flat rates applicable in the Programme, i.e. PLN 6,000 (in the case of trips to OECD countries as well as cities in non-OECD countries among the first 50 of the MERCER report³) or PLN 4,000 in the case of other countries⁴. In the case of a trip of more than 15 days, the Applicant applies the full monthly rate specified in Table 2. Costs of living;
- b) travel expenses at a flat rate depending on the distance between the place of residence and the host institution, in accordance with Table 1. *Costs of travel, health insurance, civil liability, accident insurance, visa fees or costs related to legalisation of the stay* in part 5.6. Flat rates applicable in the Programme. The allowance is paid to each doctoral student once (1 allowance per 1 trip);
- c) a one-off settlement allowance (e.g. raw materials, semi-finished products, reagents, access to laboratory premises and large research infrastructure not available (difficult to access) in Poland, purchase of access to library collections, a library card, etc.) in the amount of PLN 5,000.

3.1. The costs of internationalisation activities "at home" through i.a.:

- a) the costs of organising stays for supervisors and assistant supervisors teaching doctoral students or guest lectures delivered in foreign languages, etc.;
- b) costs of organising training sessions improving the competences of doctoral students and staff participating in the Project;
- c) costs of organising networking meetings, fairs, conferences, summer and winter schools and other events with the participation of doctoral students.

1 <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

2 <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

3 <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

4 <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>



3.2. Costs of activities related to the development of international cooperation of doctoral schools, including in particular:

- a) developing applications for project funding and implementing joint research projects in the area of doctoral education;
- b) content-related development of a common curriculum and teaching materials for doctoral students;
- c) supporting good practices through i.a. study visits and other trips/ arrivals related to the subject matter of the project.

4. Costs of content-related Project management, including in particular:

- a) Costs of remuneration for persons directly involved in the recruitment of foreign doctoral students in terms of content;
- b) Costs of remuneration for persons directly involved in the preparation of foreign-language information materials;
- c) Costs of remuneration for persons directly involved in the organisation of meetings and information and promotion activities carried out at home and abroad, stays of supervisors and assistant supervisors teaching doctoral students or guest lectures;
- d) Costs of remuneration for persons directly involved in adapting the existing websites and creating new websites or IT tools to cater for the needs of doctoral students from abroad;
- e) Costs of remuneration for persons directly involved in the preparation of the doctoral school's regulations and carrying out the evaluation of the academic progress/academic achievements of doctoral students;
- f) Costs of remuneration for persons directly involved in the organisation of the education process at the doctoral school;
- g) Costs of remuneration for persons directly involved in the preparation of applications for the funding of research projects in the area of doctoral studies;
- h) Costs of remuneration for persons directly involved in the preparation of the joint training programme and teaching materials for doctoral students.

Information on how to prepare the Project budget:

The Project budget takes the form of a table divided into four parts:

- Part A – costs of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan (to be completed by the Applicant);
- Part B – costs of activities related to the support of foreign mobility of the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school (to be completed by the Applicant);
- Part C – costs of activities related to the acquisition of foreign doctoral students, internationalisation “at home”, development of international cooperation of doctoral schools and content-related Project management (to be completed by the Applicant);
- Part D – Project cost summary (automatically completed by the NAWA’s ICT system).

Part A – costs of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan

Not applicable

(+) Add a new item

III.2. Calculation of the costs of activities related to the payment of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – after the approval of an individual research plan



No.	Name of the task	Cost category	Name of the cost	Unit rate/price	Number of doctoral students	Number of months of the scholarship (counted from the month following the approval of the individual research plan)	Total cost of the item	Description of the cost calculation method
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1.		<input type="checkbox"/> payment of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan						
2.								
Total cost of the item (total)								

Part B – costs of activities related to the support of foreign mobility of the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school

Not applicable

The budget of this part of the Project consists of a table divided into:

- travel, insurance and visa costs in a flat-rate amount depending on the distance between the place of residence and the host institution, in accordance with Table 1 in the Programme Regulations,
- flat-rate costs of living (including travel days) in accordance with Table 2 in the Programme Regulations,



- a one-off settlement allowance (e.g. raw materials, semi-finished products, reagents, access to laboratory premises and large research infrastructure not available (difficult to access) in Poland, purchase of access to library collections, a library card, etc.) in the amount of PLN 5,000.

The budget includes flat rates applicable in the Programme. The budget should be supplemented as follows:

- Costs of living – choose from the drop-down list “OECD countries/non-OECD countries” the unit rate/price, number of months and number of doctoral students. The unit price and the total value of this item are completed automatically. Use “+” to add further items in this category as required.
- Travel costs – the number of people for each distance category should be added. The total value of this item is completed automatically.
- One-off settlement allowance – add the number of doctoral students. The total value of this item is completed automatically.

(+) Add a new item

III.3. Calculation of costs of activities related to the support of foreign mobility of the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school			
III.3.1. Costs of activities related to the support of foreign mobility of the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school			
No.	Name of the task	Name of the cost	Total cost of the item
	(a)	(b)	(c)
1.		<input type="checkbox"/> support of foreign mobility for the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school	
		Total cost of the item (total)	

III.3.2						
III.3.2.n.1 Costs of living						
No.	Name of the cost	Destination	Unit rate/price	Number of months	Number of doctoral students	Total
	(a)	(b)	(c)	(d)	(e)	(f)
(+ Add a new line)						
1.	<i>Costs of living</i>	<input type="checkbox"/> OECD country <input type="checkbox"/> non-OECD country				
2.	<i>Costs of living</i>					
					Total cost of the item	
III.3.2.n.2. Travel expenses						
No.	Name of the cost	Flat rate	Number of doctoral students	Total cost of the item		
	(a)	(b)	(c)	(d)		
1	<i>Travel expenses (less than 500)</i>	<input type="checkbox"/> PLN 1,000 <input type="checkbox"/> PLN 2,000				



			<input type="checkbox"/> PLN 3,000 <input type="checkbox"/> PLN 4,000 <input type="checkbox"/> PLN 5,000		
	2	Travel expenses (500-999)	<input type="checkbox"/> PLN 1,000 <input type="checkbox"/> PLN 2,000 <input type="checkbox"/> PLN 3,000 <input type="checkbox"/> PLN 4,000 <input type="checkbox"/> PLN 5,000		
	3	Travel expenses (1,000-2,999)	<input type="checkbox"/> PLN 1,000 <input type="checkbox"/> PLN 2,000 <input type="checkbox"/> PLN 3,000 <input type="checkbox"/> PLN 4,000 <input type="checkbox"/> PLN 5,000		
	4	Travel expenses (3,000-6,000)	<input type="checkbox"/> PLN 1,000 <input type="checkbox"/> PLN 2,000 <input type="checkbox"/> PLN 3,000 <input type="checkbox"/> PLN 4,000 <input type="checkbox"/> PLN 5,000		
	5	Travel expenses (over 6,000)	<input type="checkbox"/> PLN 1,000 <input type="checkbox"/> PLN 2,000 <input type="checkbox"/> PLN 3,000 <input type="checkbox"/> PLN 4,000 <input type="checkbox"/> PLN 5,000		
				Total cost of the item	
III.3.2.n.3. Settlement allowance					
	<i>No.</i>	Name of the cost	Flat rate	Number of doctoral students	Total cost of the item
		<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>
	1	Settlement allowance	PLN 5,000		
				Total cost of the item	

Part C – costs of activities related to the acquisition of foreign doctoral students, internationalisation “at home”, development of international cooperation of doctoral schools and content-related Project management

Not applicable

The budget of this part of the Project consists of a table divided into tasks defined in the Project. For each of the tasks the Applicant enters in the table each planned cost item to which one line is assigned.

- Cost category – the name should be clearly worded, making it easy to identify the cost and link it to the activities to be carried out;
- Name of the cost – the name should be precisely worded to enable easy identification;
- Unit rate/price – at which a given cost item will be settled;
- Number – indicating how many pieces/rates the item contains;
- Description of the cost calculation method – indicates how a given cost was calculated and justifies the calculation;

The total cost is calculated automatically as the product of the value from the columns “unit rate/price” * “Number”. This column shows the cost to be borne within a given item. The system then automatically calculates the total cost of each task.



III.4. Calculation of costs of activities related to the acquisition of foreign doctoral students, internationalisation "at home", development of international cooperation of doctoral schools and content-related Project management

(+) Add another task

III.4.						
No.	Cost category	Name of the cost	Unit rate/price	Number	Total cost of the item	Description of the cost calculation method The cost must be justified by the subject matter and scope of project activities, based on realistic calculations.
(a)	(b)	(c)	(d)	(e)	(f)	(g)
<i>(+) Add another budget item</i>						
1.	<input type="checkbox"/> activities related to the acquisition of foreign doctoral students <input type="checkbox"/> developing activities related to internationalisation "at home" <input type="checkbox"/> activities related to the development of international cooperation of doctoral schools <input type="checkbox"/> costs of content-related Project management					
				Total cost of the task		

Part D – Project cost summary

III.5. Total Project budget by type of eligible costs		
No.	Cost category	Total cost of the category
a	b	c
1.	activities related to the acquisition of foreign doctoral students	
2.	payment of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree – payment after the approval of an individual research plan	
3.	support of foreign mobility for the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school	



4.	developing activities related to internationalisation "at home"	
5.	activities related to the development of international cooperation of doctoral schools	
6.	activities related to content management of the Project	
TOTAL		

III.6. The total budget of the Project in terms of the tasks		
No.	Tasks	Total cost of the task
	a)	b)
1.		
2.		
n...		
TOTAL		

III.7. Total cost of the Project	
a	b
Own contribution of the Applicant	
Funding from NAWA	
TOTAL (total cost of the Project)	

III.7. Total cost of the Project			
a	b	c	d
1	TOTAL (total cost of the Project)		100%
2	Funding from NAWA		
3	Own contribution of the Applicant		

Part IV. Declarations

1. Being authorised to submit this declaration, I declare on behalf of the Applicant applying for Project funding that:



- I am aware of the criminal responsibility for certifying untruth with regard to a circumstance having a legal significance;
- the information contained in this application is true and accurate;
- the planned costs indicated in the application are not funded from other sources and the Applicant does not apply for their funding from other sources;
- expenses incurred for the implementation of tasks within the Project will not be allocated to activities funded from the state budget or to activities from the tuition fees paid by students covered by the Project;
- The applicant is not in arrears with the payment of budget dues or social and health insurance contributions;
- the Applicant has fulfilled its obligations towards NAWA resulting from agreements signed in other programmes;
- The Applicant has the financial capacity to implement the Project within the Programme;
- The Applicant has not entered into an arrangement or liquidation procedure, nor has its bankruptcy or loss of legal personality been declared, nor has it suspended business activities nor is it the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation;
- The Applicant (the persons who are part of its bodies) is not subject to a final and binding judgment concerning fraud or corruption.

2. I declare that the Applicant does not engage in activities subject to VAT in the area covered by this Project.

- Therefore, when implementing the above-mentioned Project, the Applicant cannot recover in any way the incurred cost of VAT, the amount of which was included in the Project budget.
- At the same time, I declare that in case of any change in the circumstances mentioned above and of obtaining the status of a VAT taxpayer, the Applicant/Beneficiary will notify the Polish National Agency for Academic Exchange NAWA of this fact without undue delay.

3. Consent to the processing of personal data

- I confirm the fulfilment of the information obligation towards the persons whose data have been provided under this application – by providing the principles of personal data protection indicated in the Programme Regulations.

4. The Polish National Agency for Academic Exchange NAWA hereby informs that it does not grant state aid and *de minimis* aid, therefore the Applicant is obliged to confirm that there is no state aid in case of obtaining Project funding.

Please complete the following questionnaire confirming that there is no state aid:

1	Does the entity conduct business activity within the meaning of EU competition law (e.g. does it provide services or offer goods on the market)?	YES¹		NO²	
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¹ If you have chosen the answer "YES", go to question 2.

² If you have chosen the answer "NO", please stop completing the form and complete the declaration below. The provided answer indicates that the aid obtained from NAWA's funds will not constitute state aid as referred to in Article 107(1) TFEU.

2	Will the proposed funding of the Project constitute funding of exclusively non-economic activity of the entity (i.e. the Project does not consist in or relate to any economic activity and its results will not be used for such activity)? ³	YES⁴		NO⁵	
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³ In the case of entities other than organisations carrying out research and disseminating knowledge, in order to assess whether the activity of the entity can be considered non-economic, please refer to the decisions of the European Commission (i.a. items 17-25 of EC Decision No N293/2008; items 12-26 of EC Decision No N540/2008; items 51-55 of EC Decision No N470/2008; items 96-108 of EC Decision No SA.20829) and the case law of the European Court of Justice (i.a. judgment in Case C-138/11; opinion in Case C-205/03 P).

⁴ If you have chosen the answer "YES", go to question 3.

⁵ If you have chosen the answer "NO", please stop completing the form; NAWA will not be able to grant funding.

3	In the case of economic and non-economic activity, can you separate both types of activity, their costs, funding and revenues? (An adequate separation of costs, funding and revenues can be evidenced by the entity's annual financial statements).	YES⁶		NO⁷	
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⁶ If you have chosen the answer "YES", please stop completing the form and complete the declaration. The answers provided indicate that the aid received from NAWA will not constitute state aid as referred to in Article 107(1) TFEU.

⁷ If you have chosen the answer "NO", please stop completing the form; NAWA will not be able to grant funding.

5. Declaration on no public aid

- The Applicant is an organisation carrying out research and disseminating knowledge within the meaning of Article 2(83) of 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 (OJ L 187, 26.6.2014, p.1);
- The requested funding from the Polish National Agency for Academic Exchange NAWA for Project implementation under the *STER* Programme – *Internationalisation of doctoral schools* does not constitute state aid for the Applicant as referred to in Article 107(1) of the Treaty on the Functioning of the European Union (consolidated version: OJ EU (2010) No C 83, p. 1).

* Please choose the correct option