



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

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

Completion date of the call for applications: 28 June 2019, 3 p.m. (GMT+1)

1.	Purpose and scope of cooperation	<p>The aim of the call for applications is to support the mobility of scientists conducting research projects agreed and carried out jointly by partners from Poland and Germany.</p> <p>Funds for projects under the call for applications are allocated to cover the travel expenses and costs of stay for the scientists, except for financing the research itself. Financing of conducted research has to be guaranteed from other sources.</p> <p>The applications concerning a joint project shall be submitted simultaneously by German partners to DAAD as well as by Polish partners to NAWA. Only applications submitted <b>jointly in Poland and Germany</b> will be considered. Applications submitted in Poland and Germany should have the same title in English and the same implementation period.</p>
2.	Eligible Applicants	<p>Applications for financing may be submitted by entities classified to one of the following categories:</p> <ol style="list-style-type: none"><li>1) HEIs, referred to in the Act of 20 July 2018 – Law on higher education and science (Journal of Laws of 2018, item 1668 as amended, hereinafter “ALHES”);</li><li>2) scientific institutes of the Polish Academy of Sciences within the meaning of the Act of 30 April 2010 on the Polish Academy of Sciences (i.e. Journal of Laws of 2018, item 1475, as amended);</li><li>3) research institutes within the meaning of the Act of 30 April 2010 on research institutes (i.e. Journal of Laws of 2018, item 736, as amended);</li></ol>

		4) international institutes or other entities whose core activities are scientific, referred to in Article 7(1)(6) and (8) of ALHES, holding a scientific category.
3.	Additional requirements	<p>The project coordinator can be a person holding at least a doctoral degree, employed by the Applicant.</p> <p>Members of the research team can be members of the project manager's current research team, employed in their unit or other units being part of the system of science and higher education.</p> <p>Members of the research team can also be students, provided they actively participate in the research under the project, and their participation has been allowed by the partner country.</p> <p>Priority of financing will be granted to new projects or teams as well as teams that were not financed under previous calls for applications.</p>
4.	Fields of science	<p>The research project presented can be related to all fields of science.</p> <p>The application should indicate the thematic area covered therein, based on the OECD classification.</p>
5.	Priorities	<p>1) Participation of young scientists<sup>1</sup>.</p> <p>2) Possible cooperation with socio-economic partners in the course or as a result of the project.</p>
6.	Duration of the call for applications	<p>Applications shall be submitted from <b>3 April 2019</b> until <b>28 June 2019 by 3 p.m. Central European Summer Time (GMT+1, local time for Warsaw)</b> in NAWA's ICT system. Applications submitted beyond this deadline shall be left out of consideration.</p>
7.	Date and form of submitting applications	<p>Submitting the application is possible following the registration in the system at <a href="https://programs.nawa.gov.pl">https://programs.nawa.gov.pl</a>.</p> <p>The application and its annexes shall be drawn up in Polish. Exception shall be the project abstract included in the application (in English).</p> <p>There is no limit for applications submitted by one Applicant. It is acceptable to submit one application as part of one research project.</p> <p>Sending the application in the system shall result in the status of the application in the system changing to "submitted" and the Applicant receiving an e-mail.</p>

<sup>1</sup> Pursuant to ALHES - a young scientist is a person engaged in academic activity who:

1) is a doctoral student or an academic lecturer - and does not hold a doctoral degree or

2) has held the doctoral degree for less than 7 years and is employed in a higher education institution.

		It is the responsibility of the Applicant to verify whether the application was sent properly.
8.	Person authorised to submit the application	The Application should be submitted by a person authorised to represent the Applicant, whose scope of representation stems from the registration documents. If the application is submitted by a person other than the one mentioned in the registration documents, the Applicant shall be obliged to attach a scan of a power of attorney for such person.
9.	Project implementation period	Projects submitted under the call for applications can be implemented for the period of maximum 24 months, starting from 1 January 2020. The completion date for a given project cannot come later than 31 December 2021. Costs can be incurred from the moment of signing the agreement with NAWA
10.	Eligible costs shall be covered by the Polish party	The maximal amount of funding a project may receive from NAWA's budget shall be 25,000 PLN. The aforementioned amount can be freely increased with the Applicant's own funds.  Under the funds allocated by NAWA, eligible expenditure on the Polish side shall be: 1) Travel expenses <sup>2</sup> of Polish scientists to Germany – maximal amount for one journey of one scientist shall be PLN 2,000. 2) Costs of stay of German scientists in Poland - maximal cost of the stay in Poland shall be: a) when a stay lasts for up to 12 days – PLN 350 a day; b) in the case of longer stays - PLN 4,200 a month, provided that the stay lasts more than 12 and no more than 30 days.  Costs of conducting research and any other costs incurred under the project shall be ineligible.  The requested project budget can result on account of the project's evaluation.

<sup>2</sup> Travel expenses cover in particular costs of travelling from the place of residence to the place of destination, costs of visas, health insurance costs, costs of third-party liability insurance and costs of accident insurance;

11.	General rules of financing	The sending party covers the travel costs of while the host party covers the costs of stay of a scientist from the partner country (and vice versa).
12.	Project selection procedure	Research projects are subject to separate evaluations in Poland and in Germany, pursuant to the procedure adopted by each of the parties. Once the national procedure is concluded the joint committee consisting of representatives of both parties shall select projects for financing.
13.	Evaluation of applications at NAWA	<p>The selection procedure performed by the Polish party:</p> <p>Applications for participation in the Programme shall be subject to formal and merit-based evaluation.</p> <p><u>Formal evaluation</u></p> <p>Only complete applications may be subject to merit-based evaluation and ones that meet the formal requirements laid down in this invitation.</p> <p>Rejection at the stage of formal evaluation of the application submitted in the partner's country means leaving without consideration the application for the same research project submitted on the Polish side.</p> <p>Applications that fail to meet the formal requirements shall be returned to the Applicant via NAWA's ICT system with information about the reasons for their rejection and possibility to supplement them within 14 days of the date of providing in the system information on the corrections needed. NAWA may also request the Applicant to provide further documents or clarifications. Applications that are not supplemented in a timely manner shall be left out of consideration.</p> <p>Communication with the Applicant shall be handled via the Agency's ICT system and e-mail correspondence, and the Applicant shall be obliged to regularly check the status of the submitted application in the ICT system.</p> <p>Applicants shall be informed about the result of formal evaluation via the Agency's ICT system.</p> <p><u>Merit-based evaluation</u></p>

		<p>The applications shall be evaluated by the evaluation team appointed by the Director of NAWA. The team shall evaluate the applications and provide reasoning for its scoring.</p> <p>Merit-based evaluation of applications shall be made in observance of the following criteria:</p> <ol style="list-style-type: none"> <li>1. The scientific importance of the project covered in the application – 0 to 5 points;</li> <li>2. Proposed research methodology– 0 to 5 points;</li> <li>3. Qualifications and experience of both research teams when it comes to the field covered in the project – 0 to 5 points;</li> <li>4. Importance of the established scientific cooperation and prospects for its continuation – 0 to 5 points.</li> </ol> <p>Additional criteria:</p> <p>Points shall be awarded for giving consideration to the priorities, laid down in this call for applications, whereby 1 shall mean that an additional criterion has been met, 0 – an additional criterion has not been met.</p> <ol style="list-style-type: none"> <li>1) Participation of young scientists - 0 or 1 point;</li> <li>2) Possible cooperation with socio-economic partners in the course or as a result of the project – 0 or 1 point</li> </ol> <p>A maximum number of points that can be obtained is 22.</p> <p>Once the evaluation of applications is completed, the applicants shall be informed about the decision on whether their applications were funded or rejected.</p> <p>The signing of the agreement with the Applicant shall take place on the basis of the decision of the Director of NAWA to grant funds.</p>
14.	Financing	Funds for project implementation shall be transferred to the Applicants:

		<p>1) for projects that do not last beyond 12 months – in a single tranche within 30 days from concluding the agreement.</p> <p>2) for projects that last beyond 12 months – in two tranches, whereby the first one shall be transferred to the Applicant’s account within 30 days from concluding the agreement and the other one once the interim report is approved.</p>
15.	Reporting	<p>Final reports shall be mandatory for all implemented projects.</p> <p>Interim reports shall be mandatory for projects implemented for over 12 months.</p> <p>The final report shall be submitted within 30 days from its completion.</p> <p>The interim report shall be submitted by 31 January 2021.</p>
16.	Contact on the Polish side	<p>Polish National Agency for Academic Exchange</p> <p>Magdalena Kachnowicz</p> <p>Department of Programmes for Scientists</p> <p>ul. Polna 40</p> <p>00-635 Warsaw</p> <p>e-mail: magdalena.kachnowicz@nawa.gov.pl</p> <p>tel: +48 22 390 35 39</p>
17.	Contact on the German side	<p>German Academic Exchange Service – DAAD</p> <p>Tobias Hill</p> <p>DAAD - Deutscher Akademischer Austauschdienst</p> <p>Referat P33: Projektförderung deutsche Sprache und Forschungsmobilität (PPP)</p> <p>Kennedyallee 50</p> <p>53175 Bonn</p> <p>Tel.: +49 228 882 490</p> <p>E-mail: hill[at]daad.de</p>

## PERSONAL DATA PROTECTION

NAWA shall be the controller of personal data presented in the application.

The personal data will be used for:

- conducting the call for applications procedures and evaluating applications under the Programme;
- selection of applications which shall be covered by co-financing;
- executing agreements related to Project implementation;
- cooperation between NAWA and participants in the projects, including cooperation for the purpose of promoting the Programme.

Personal data may be transferred to NAWA staff members, external experts cooperating with NAWA or representatives of Applicants due to the execution of the aforementioned aims.

Transfer of personal data to institutions with registered offices outside of the European Economic Area (Member States of the European Union, Iceland, Norway and Liechtenstein) shall proceed based on the standard protection clauses adopted or approved by the European Commission. The data subject shall be entitled to receive a copy of the data transferred to foreign academic centres. The legal basis for the transfer of data is Article 6(1)(b) and (e) of the General Data Protection Regulation (GDPR). Provision of data is voluntary but necessary to take part in the implementation of a project or programme. Refusal to transfer the data shall make it impossible for a specific person to take part in the implementation of a project or programme.

Personal data of the aforementioned persons involved in Project implementation shall be used at the stage of processing applications, for the period of Project implementation and for 5 years following Project completion, for settlement purposes.

For archival purposes, the personal data of persons whose applications were rejected shall be kept for the period of 5 years from the NAWA Director's decision entering into force.

Each data subject, shall be entitled to:

- demand that NAWA gives them access to their personal data,
- correct, remove or limit the use of their personal data,
- object to the use of their personal data,
- lodge a complaint with the supervisory body (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).

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