FIRST TEAM

Instructions for completing the Application

under

the European Funds for Smart Economy Programme

2021-2027

Priority 2: Environment conducive to innovation

Measure: 2.2 *First Team*

Please note that this is a translation of the Polish version of the document. In the event of any discrepancy between the English and Polish versions, the Polish version shall be legally binding.

CALL NO. 1/2026

Table of contents

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I. Basic information

1.1. The grant application (hereinafter referred to as the application) must be submitted in electronic form only, using the IB electronic system, by registering at https://wnioski2023.fnp.org.pl.

1.2. Before you start filling in the application, please read the following documents:

a) **Regulations for Project Selection (RPS)**, which describe, among other things, the rules for applying for funding, how to submit an application and how applications are evaluated.

b) **Project selection criteria**, which set out the requirements that each application for funding must meet and describe how they are assessed.

1.3. Please complete the online form and attachments in Polish or English. Please complete all fields in the form and attachments in accordance with these instructions and the information contained in the IB electronic system.

1.4. You are required to use the templates for attachments and declarations, which are available on the First Team website and in the IB electronic system (both in the "Documents to download" section and directly in the "Attachments and declarations" section). Submission of attachments that do not comply with the prepared forms, e.g. changing the cover page of the form – deleting text or entering data or graphics other than the required information – will be analysed during the Project evaluation and may result in a negative assessment.

1.5. In text fields, enter content that does not exceed the character limit for the field indicated in the form. In selection fields, select a value from the dropdown list or tick YES or NO. In attachments, enter content that does not exceed the character or page limit for the attachment.

1.6. Prepare attachments as PDF files. Only the attachment file entitled "Material and financial schedule" should be included in both Excel spreadsheet and PDF format.

1.7. When completing the attachment, please ensure that the font size is appropriate so that the document is readable for those evaluating your application. We recommend using a font size of at least 11.

1.8. The IB electronic system allows you to make changes to the electronic application form and replace attachments until the application is finally approved, which is done by clicking the *Finish editing data* button.

1.9. The IB electronic system allows you to check the correctness of the data entered and may block the submission of an application with incorrect data. However, the system cannot check all fields of the application – this applies in particular to, for example, the substantive content of text fields and attachments. The final confirmation of the correctness of all fields and attachments is your responsibility.

1.10. After completing each section of the application, you can save it, which is the recommended option.

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1.11. After checking the correctness of the information entered in the application and the correctness of the attachments, you can submit the application by selecting the appropriate function in the IB electronic system. You can only submit your application during the call for applications. It is not possible to supplement or correct the grant application and attachments after submitting the application in the IB electronic system, except in a situation where you are asked to supplement the application during the evaluation process.

NOTE: At each stage of completing the Application, in order to preview the final version, you can generate and download it in .pdf format using the "Download Application" button in part 2/3 "Generating and downloading the Application" in section 9. "Verification and submission of the Application".

II. Detailed information on completing the application

1. BASIC INFORMATION ABOUT THE PROJECT

Project Number	*generated by the system*
Project Title	*Max. 300 characters*
Brief description of the project (abstract)	*Max. 2,000 characters* *Note: The description in this field may be used for promotional purposes of the project. Please include only content that is not confidential and can be shared publicly.*
Keywords	*Max. 300 characters*
Field and specialisation according to OECD (more than one may be indicated)	*Select from the dropdown lists:* ▪ *Science* ▪ *Field* ▪ *Specialisation*
The National Smart Specialisation (NSS) area to which the Project belongs	*Select from the drop-down list*
Justification for the selected NSS area	*Max. 1000 characters*
Project start date	*yyyy.mm.dd* *Entered by the applicant*

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Project completion date	*yyyy.mm.dd* *To be entered by the Applicant, in accordance with the Project Work Schedule (see Appendix to the Application). The basic period for the implementation of the milestones provided for in the above-mentioned Schedule is planned from the Project start date.*
Project implementation location	Province *(select from the dropdown list)* District *(select from the drop-down list)* Municipality *(select from the drop-down list)* Town *(select from the drop-down list)* Street *(select from the drop-down list)*
Building number	*Entered by the applicant*
Appartment number	*Entered by the applicant*

NOTE: After completing all required fields, click "Update" and then proceed to the next section of the Application using the "Continue" button.

2. APPLICANT (INSTITUTION) AND PRINCIPAL INVESTIGATOR OF THE PROJECT

1/3 Applicant

Name	*To be entered by the Applicant*
Tax Identification Number (NIP)	*To be entered by the Applicant*
Legal form	*Select from the drop-down list*
Form of ownership	*Select from the drop-down list*
Country	*Select from the drop-down list*
Postal code	*Entered by the applicant*
Applicant's address	Province *(select from the drop-down list)* District *(select from the drop-down list)* Municipality *(select from the drop-down list)*

	Town *(select from the drop-down list)* Street *(select from the drop-down list)*
Building number	*Entered by the applicant*
Appartment number	*Entered by the applicant*
E-mail	*Entered by the applicant*
Telephone number	*To be entered by the applicant*
Website	*Entered by the applicant*
Other correspondence address *Yes/No (select one)* If yes, expand Correspondence address	
Postal code	*Entered by the applicant*
Correspondence address	*Province (select from the drop-down list)* *District (select from the drop-down list)* *Municipality (select from the drop-down list)* *Town (select from the drop-down list)* *Street (select from the drop-down list)*
Building number	*Entered by the applicant*
Appartment number	*Entered by the applicant*
E-mail	*Entered by the applicant*
Telephone number	*To be entered by the Applicant*
Unit within the research organisation (Applicant) where the Project will be carried out	*To be entered by the Applicant. If the Applicant is a University, enter the Faculty as the Unit. If the Applicant is the Polish Academy of Sciences or a research institute, enter the Institute as the Unit.*

NOTE: After completing all the required fields, use the “Update" button and then proceed to the next section of the Application using the "Go to next" button.

2/3 Contact person for the evaluation of the Project on behalf of the Applicant (must be a person other than the Principal Investigator)

When submitting your application, you must designate a person on behalf of the Applicant to liaise with the IP during the project selection process. Please designate a person other than the Principal Investigator of the Project.

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First name	*To be entered by the Applicant*
Surname	*To be entered by the Applicant*
Academic title/degree	*To be entered by the applicant*
E-mail	*Entered by the applicant*
Telephone number	*Entered by the Applicant*

3/3 Principal Investigator of the Project

First name	*Entered by the Applicant*
Surname	*To be completed by the Applicant*
Academic title/degree	*To be entered by the applicant*
Nationality	*Select from the drop-down list*
Polish citizenship	*Yes/No (select one)*
Country of residence	*To be entered by the applicant*
Town/City	*To be entered by the applicant*
Postal code	*To be entered by the applicant*
Street	*Entered by the applicant*
Building number	*To be entered by the applicant*
Appartment number	*Entered by the applicant*
Correspondence e-mail	*Entered by the applicant*
Telephone number	*To be entered by the applicant*
Website	*To be entered by the applicant*
Current place of employment (institution and unit)	*To be entered by the applicant.* *If the current place of employment is a university, enter the faculty as the unit. If the current place of employment is the Polish Academy of Sciences or a research institute, enter the institute as the unit.*

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Date of obtaining the doctoral degree	*To be completed by the applicant* *Date of obtaining a doctoral degree no later than 2 and no earlier than 9 years before the deadline for submitting applications in the call for applications.* *For example, if the deadline for submitting applications is 17 of February 2026, the date of obtaining the degree cannot be earlier than 17.02.2017 and no later than 17.02.2024.*
Document confirming the award of a doctoral degree	*Attachment confirming the award of a doctoral degree in PDF format (maximum 1 attachment)*
Extension of the period from the defence of the doctoral thesis beyond 9 years	*Yes/No (select one)* *If you wish to report a interruption in your academic work in accordance with the provisions of mandatory criterion No. 2, i.e. occurring after the date of obtaining the academic degree, attach documents confirming the breaks in PDF format, e.g. child's birth certificate, sick leave certificate. Breaks lasting at least 6 months will be taken into account. A documented interruption in work includes, among others, unpaid leave, parental leave, breaks due to long-term illness, work in the R&D sector without participation in scientific research, work in other sectors of the economy, etc. For women who have given birth or persons who have adopted a child, the 9-year period is extended by 1 year for each child, regardless of the date of birth or adoption, even if the period of documented leave or breaks in employment related to this was shorter.*
Attachments confirming breaks in scientific work (pdf)	*Attachment(s) confirming breaks in scientific work in pdf format*
The most important scientific achievements of the Principal Investigator and their contribution to the development of a given scientific field (publications, patent applications, patents, prototypes, etc.)	*Up to 5 achievements (pdf attachments)* *Please attach up to 5 pdf files indicating a maximum of 5 most important scientific achievements of the candidate (publications, patent applications, patents, prototypes, etc.) in*

	the field in which the research is to be conducted in the Project. *In the application, fill in the table "Most important scientific achievements of the Principal Investigator (publications, patent applications, patents, prototypes, etc.).* *Select the type of achievement from the drop-down list. For each selected achievement, in the designated fields, enter its title and the contribution of the Principal Investigator's scientific achievement to the development of the given scientific field. Describe the impact of the hypotheses put forward for a given field of science and the contribution of the Principal Investigator to their development (whether the published work/achievement concerns hypotheses put forward by him/her or by other researchers, and whether the work/achievement puts forward new hypotheses important for a given field of science or possibly other fields). In the case of a collective achievement, the contribution of the Principal Investigator should be precisely specified (max. 500 characters).* *For each scientific achievement indicated in the table, attach 1 relevant attachment (**1 attachment = 1 achievement)**. If a scientific publication is indicated as an achievement, attach a PDF file containing the entire article. In the case of a patent application, attach a PDF file containing the patent application. In the case of a patent, attach a PDF file containing the patent description. In the case of a prototype, attach a PDF file containing the prototype description.*
Experience of the Project's Principal Investigator gained during a research internship	*Describe the experience gained during domestic or foreign research internship related to the Project (max. 500 characters)... indicating the place and period of the fellowship and the results achieved.* *A research internship is defined as research work carried out at an entity other than the one where the Principal Investigator of the Project obtained their academic degree, conducting scientific activity in the Republic*

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	of Poland or abroad for the purpose of acquiring knowledge and skills, including in the field of scientific research, lasting no less than 3 months. - *Add as many internships to your application as you choose*
Principal Investigator's experiance in implemantation of research projects	*Please indicate the most significant scientific or research and development projects in which the Projects Principal Investigator has participated, specifying the gained experience necessary to implement the project and the results achieved and the role played by the Principal Investigator (it should be clearly indicated whether it was the role of a project leader/manager or the role of a team member of a different nature, e.g. a contractor), as well as the implementation period and source of project funding,* *Add as many projects to your application as you choose*
Principal Investigator's experiance in supervision of students or doctoral students	*Max. 2000 characters* *Experience and successes of the Principal Investigator in supervising students or doctoral students (please clearly indicate whether this was the role of supervisor, assistant supervisor, tutor, etc.)*
Personal or capital ties with companies operating in the area of the Project's scientific activity (if applicable)	*Max. 2000 characters* *The description should include all personal or capital links between the Principal Investigator of the Project and companies operating in the area of scientific activity of the Project, following rules analogous to the definition of a link in the Guidelines on the eligibility of expenditure for 2021-2027, Section 3.2.2, point 8(a)-c for procurement procedures.* *If not applicable, enter "Not applicable" in the field.*
How the Applicant manages conflicts of interest in the event of personal or capital links with enterprises (if applicable)	*Max. 2000 characters* *Describe the method of managing conflicts of interest proposed by the Applicant, i.e. whether it includes regular reporting to the Applicant's*

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	authorities on the results of research carried out under the Project and whether there is an intention to grant related entities access to these results. *If not applicable, enter "Not applicable" in the field.*
Planned employment of the Principal Investigator during the Project implementation (not less than 0.50 of full-time equivalent (FTE))	*Please indicate the employment level at the Applicant/Beneficiary in the range from 0.5 to 1.0 FTE.*

NOTE: After completing all the required fields, use the "Update" button and then proceed to the next section of the Application using the "Go to next" button.

3. PARTNERS

1/2 Foreign Research Partner

First name	*To be entered by the Applicant*
Surname	*Entered by the Applicant*
Academic title/degree	*Entered by the applicant*
Correspondence E-mail	*Entered by the Applicant*
Telephone number	*To be entered by the applicant*
Letter of intent from a foreign research partner	*Attach a PDF file with a letter of intent from a foreign research partner prepared using the template.*
How their participation may provide significant added value to the Project?	*Max. 3000 characters* *Describe and present the research partner's experience in the Project's subject area and indicate the manner of the foreign research partner's participation, the purpose of the*

	planned cooperation, and the division and scope of work in the Project. The involvement of the foreign research partner should take place within the Project timeframe indicated by the Principal Investigator in accordance with the planned stages of work/timeframe presented in the Project work schedule.

+ possibility to add another partner

The letter must be prepared on the template and signed by the foreign research partner, and a copy of it must be attached to the application form.

2/2 Domestic economic partner

Name	*To be entered by the Applicant*
Country	*To be entered by the applicant*
REGON (Bussines Registration Number)	*Entered by the applicant*
KRS (National Court Register numer) (if applicable)	*To be entered by the applicant*
Letter of intent from the domestic economic partner	*Attach a .pdf file with a letter of intent from the domestic economic partner.*
How can the participation of the economic partner bring significant added value to the Project?	*Max. 2000 characters* *Describe and present the relationship between the activities carried out by the domestic economic partner (company) and the subject matter of the Project, and indicate the added value for achieving the Project's objective. The involvement of the economic partner should take place within the Project timeframe indicated by the Principal Investigator, in accordance with the planned stages of work/timeframe presented in the Project work schedule.*
Contact person on behalf of the domestic economic partner	
First name	*To be entered by the applicant*

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Surname	*To be entered by the applicant*
Academic title/degree	*To be entered by the applicant*
E-mail	*Entered by the applicant*
Telephone number	*Entered by the applicant*

+ possibility to add another partner

A Domestic Economic Partner is an enterprise within the meaning of Article 1 of Annex I to Regulation (EC) No 651/2014 (GBER). The project must be carried out in cooperation with at least one domestic economic partner.

The attached letter of intent from the domestic economic partner (company) should include at least:

a) the exact name of the entity (company) whose involvement in the Project is planned;
b) a declaration that the domestic economic partner is familiar with and accepts the application and the terms and conditions of the call for proposals and the requirements for Action 2.2. First Team;
c) a description of the partner's involvement in the implementation of the Project.

The letter should be signed by a person authorised to represent the company planning the cooperation, and a copy should be attached to the application form. We reserve the right to verify the authorisation of the person signing the letter by contacting the company directly during the project evaluation stage. Submission of a letter signed by an unauthorised person will result in the application being returned for correction.

Cooperation with related entities is not desirable, but is not excluded provided that the Beneficiary makes every effort to commercialise the results of the project.

In practice, the management of results should take place as follows:

1) all rights to the research results in the part financed by the FNP should belong to the scientific unit;
2) If the economic partner is interested in commercialisation, it should acquire the rights to the results or a licence on market terms (subject to points 29-30 of the Framework Rules). It will be crucial in this regard to ensure that the research unit properly protects its interests;
3) At the same time, there should be no situation in which the research unit is represented, in negotiations on the terms of cooperation, by a person who is a member of the management board of the business partner.

4) If a decision is made to commercialise the results, the Principal Investigator may not dispose of those results due to the university's obligation to obtain the most advantageous market offer.

The added value of the proposed cooperation is assessed under this criterion.

NOTE: After completing all the required fields, use the "Update" button and then proceed to the next section of the Application using the "Go to next" button.

4. THE SUBSTANTIVE SCOPE OF THE PROJECT

1/4 Novelty and originality of the proposed R&D work in the Project	
Novelty of the proposed R&D work in relation to the current state of knowledge (in addition to the description of the proposed research, the Applicant shall indicate up to 5 items from the scientific literature or up to 5 items from publicly available international patent databases presenting the current state of knowledge concerning the proposed R&D work)	*Max. 5,000 characters* *A description of the novelty of the research proposed in the Project should be provided and up to 5 items from scientific literature or up to 5 items from publicly available international patent document databases presenting the current state of knowledge concerning the proposed R&D work should be indicated.* *The proposed work should include industrial research or experimental development, and at least one task should be of a developmental nature. For definitions of industrial research and experimental development, see GBER. Basic research is excluded from support.*
Originality of the solution to the problem posed in the Project, taking into account the latest achievements in the field(s) related to the Project.	*Max. 5000 characters* *Demonstrate the originality of the solution to the problem posed in the project in relation to the latest achievements in the field(s) related to the project.*
Novelty of the Project in relation to the doctoral project and research fellowship of the Principal Investigator.	*Max. 2000 characters* *Please describe how the Project is innovative in relation to the doctoral project and research fellowship of the Principal Investigator.*

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Diagrams, drawings, graphics, structural designs, tables, illustrations, etc. (optional)	*It is possible to attach a file (in .pdf format) containing diagrams, drawings, graphics, structural designs, tables, illustrations, etc. supplementing the information provided in the fields above.*

2/4 Competitive advantage of the Project

Advantage of the proposed work in the Project over other scientific research conducted in the field of the Project	*Max. 3000 characters* *Describe the chances of achieving a breakthrough in the area covered by the Project and whether and to what extent the proposed work will contribute to the development of solutions that are competitive with other research conducted in the subject area of the Project.*

3/4 Project results management plan

Research area that may lead to the creation of intellectual property	*Max. 2000 characters* *Specify the research area that may lead to the creation of intellectual property with potential implementation value.*
Significance of the proposed solution in relation to economic or socio-economic problems	*Max. 2000 characters* *Describe the significance of the proposed solution in the context of solving economic or socio-economic problems.*
Markets or recipients potentially interested in the results of the Project	*Max. 2000 characters* *Indicate the markets or recipients potentially interested in the results of the Project.*
Planned commercialisation strategy	*Max. 2000 characters* *Please present a plan for the use of the Project results – possible commercialisation mechanisms, i.e. planned licence sales, know-how sales, transfer of intellectual property to a spin-off, publication of results, etc.*

4/4 Product and result indicators

Complete the table of quantified indicators for the implementation of the First Team Project, which is provided below. The indicators included in the table must be objectively verifiable, realistic, measurable, reflect the objectives of the Project, be appropriate for the type of Project, and be consistent and correctly defined. The indicators are used to measure the progress made in the Project and also reflect the specific nature of the Project and its results. Please note that the implementation of the specified indicators will be verified during and after the completion of the Project and will determine the payment of the grant. You must have documentation confirming the achievement of the Project indicators.

PRODUCT INDICATORS

The product should be understood as the direct result of the Project implementation, measured in specific quantities.

Number of R&D implemented projects	*In the designated fields, enter the target value of the indicator [PCS] and the method of verifying the achievement of the planned indicator values. The target value of the indicator in the competition is 1.*
Researchers working in supported research facilities	*In the designated fields, enter the target value of the indicator [FTE] and the method of verifying the achievement of the planned indicator values.*
Research organisations participating in joint research projects	*In the designated fields, enter the target value of the indicator [PCS] and the method of verifying the achievement of the planned indicator values.*
Nominal value of equipment for scientific research and innovation purposes	*In the designated fields, enter the target value of the indicator [PLN] and the method of verifying the achievement of the planned indicator values.*

Select the indicator for verifying expenditure settled using the simplified method of unit rates for training services in Poland. Open training is understood to mean training that is open to the public, in which employees of various companies or institutions can participate, either delegated or on their own initiative. Closed training should be understood as training aimed at a closed group of participants, e.g. organised for the needs of a specific customer (entrepreneur, group of enterprises, institution, office).

Open stationary training	*Enter the planned number of training services confirmed by a certificate of completion for each participant, specifying*

	the number of hours of training completed. If, for example, you are planning a 6-hour training course for 3 people, enter 3 as the target value for the indicator. In the designated fields, enter the target value of the indicator, the unit of measurement, information on the target year for the indicator, and a description of the methodology for calculating the indicator and the method of verifying the achievement of the planned indicator values.
Open remote training	*Enter the planned number of training services confirmed by a certificate of completion for each participant, specifying the number of hours of training completed. If, for example, you are planning a 6-hour training course for 3 people, enter 3 as the target value of the indicator. In the designated fields, enter the value, target indicator, unit of measurement, information about the target year for the indicator, and a description of the methodology for calculating the indicator and the method of verifying the achievement of the planned indicator values.*
Closed stationary training	*Enter the planned number of training services confirmed by a certificate of completion for each participant, specifying the number of hours of training completed. If, for example, you are planning a 6-hour training course for 3 people, enter 3 as the target value of the indicator. In the designated fields, enter the value, target indicator, unit of measurement, information about the target year for the indicator, and a description of the methodology for calculating the indicator and the method of verifying the achievement of the planned indicator values.*
Closed remote training	*Enter the planned number of training services confirmed by a certificate of completion for each participant, specifying the number of hours of training completed. If, for example, you are planning a 6-hour training course for 3 people, enter 3 as the*

	target value of the indicator. In the designated fields, enter the value, target indicator, unit of measurement, information about the target year for the indicator, and a description of the methodology for calculating the indicator and the method of verifying the achievement of the planned indicator values.
Implemented training services - examinations	*In the designated fields, enter the target value of the indicator, the unit of measurement, information about the target year for the indicator, and a description of the methodology for calculating the indicator and the method of verifying the achievement of the planned indicator values.*

If the proposed indicator does not exist, enter 0 as the target value and enter "not applicable" in the field "Description of the methodology for calculating the indicator and the method of verifying the achievement of the planned indicator values".

RESULT INDICATORS

The result should be understood as the direct effects (relating to the Applicant) resulting from the completed Project, measured after the completion of the Project or part thereof. The result provides information about the changes that have taken place within the Applicant immediately after the completion of the Project. Some result indicators may already appear during the implementation of the Project (e.g. publications). For the result indicator, provide the target value after completion (the status of the indicator after completion of the Project).

Indicate the year in which you plan to start the Project as the base year.
If the Project starts on 1 January of a given year, the base year may be the previous year. For the following result indicators, enter as the target year a year no later than the year of completion of the Project.

Publications within the framework of supported projects	*In the designated fields, enter the target value for the indicator [PCS], information about the base and target years for the indicator, and the method of verifying the achievement of the planned indicator values.* *In the description of the indicator, include the type of work (original or review) and indicate*

	the journal in which the results are planned to be published.
Filed patent applications	*In the designated fields, enter the target value for the indicator [PCS], information about the base year and target year for the indicator, and the method of verifying the achievement of the planned indicator values.* *In the description of the indicator, briefly describe the scope/product of the project to which the planned patent applications or patents will relate.*

If the proposed indicator does not exist, enter 0 as the target value and enter "not applicable" in the field "Description of the methodology for calculating the indicator and the method of verifying the achievement of the planned indicator values".

DEFINITIONS AND METHODOLOGY FOR CALCULATING INDICATORS

Number of R&D projects implemented

Number of supported projects involving R&D work, which are in progress or have been completed by research organisations or enterprises.

Researchers working in supported research facilities

Number of researchers directly using the research facility or equipment, in their work, for which support is granted. The indicator is measured in terms of annual full-time equivalents (FTE), calculated in accordance with the methodology set out in the OECD Frascati Manual 2015*. The project must improve the research facility or the quality of the research equipment. Replacement without improvement in quality is excluded, as is servicing. The research facility may be public or private. Vacant positions in research and development activities are not included, nor is support staff in research and development activities (i.e. positions not directly related to these activities). The annual FTE of scientific personnel is defined as the ratio of hours actually spent on research and development during a calendar year divided by the total number of hours contractually worked during the same period by a person or group. According to the convention, a person cannot perform more than one FTE in research and development per year. The number of contractually worked hours is determined on the basis of standard/statutory working hours. A full-time worker will be identified in terms of their employment status, type of contract (full-time or part-time) and level of involvement in research and development activities.

Research organisations participating in joint research projects

The number of supported research organisations (which are parties to the FENG agreement, excluding the research organisation where the foreign research partner works) cooperating in joint research projects. A joint research project involves at least one research organisation and another partner (e.g. a company, another research organisation, etc.). Cooperation in research and development activities may be new or existing and should last at least for the duration of the supported Project. The indicator covers active participation in joint research projects and excludes contractual arrangements without active cooperation within the supported Project (i.e. it excludes cases where not all partners participate in a specific joint research cooperation under a framework agreement). Research organisations are entities whose primary purpose is to conduct independent basic research, industrial research and experimental development, as well as to disseminate the results of such activities through teaching, publication or knowledge transfer. Examples include universities or research institutes, technology transfer agencies, innovation intermediaries, physical or virtual entities engaged in research and development cooperation, which may be public or private (Commission Regulation 651/2014).

Nominal value of equipment for research and innovation purposes

The total value (of acquisition) of supported equipment for research and innovation. This equipment includes all instruments, tools and devices used directly for research and development activities. It does not include, for example, chemicals or other consumables used to carry out experiments or other research activities.

Publications within the supported projects

Number of publications within the supported projects. Publications may take the form of articles, book chapters or books (including co-publications). The contribution of the supported project should be clearly indicated. The indicator includes works that have been submitted and accepted for review as scientific publications.

Filed patent applications

Number of submitted and verified patent applications ("applications") resulting from supported projects. Final approval of the application is not a requirement. The supported project should have a clearly identifiable contribution to the patent for which the application is being submitted.

5. SCHEDULE, RESOURCES, RISKS

1/2 Project work schedule

The work schedule must be divided into clearly defined and realistic stages (R&D work) that form a logical whole. A description of the R&D work within each stage should be provided, and the planned work must be adequate (i.e. necessary, justified and sufficient to achieve the Project objective/solve the problem). For each stage, a parameterised milestone, the method of verifying the milestone and a description of the impact of not achieving the milestone on the implementation of the Project should be indicated.

Project work schedule	Attached pdf file (Project work schedule), prepared according to the template.
Stage no. ...	*Stage numbers will be generated automatically. Stages may overlap in time.*
Stage name	*Max. 200 characters*
Stage implementation period	yyyy/mm – yyyy/mm
Description of planned R&D work within the stage	*Max. 4000 characters.*
Member(s) of the research group/partners implementing the stage	*Max. 2000 characters* *Describe the planned structure of the research team implementing the stage. Indicate which R&D works (stages) a given team member/partner will be involved in during the given stage of the Project.*
Milestone name (multiplied section)	*Max. 200 characters.*
Description of how the milestone parameters are verified	*Max. 500 characters.*
Description of the impact of not achieving the milestone on the implementation of the Project	*Max. 500 characters.*

+ option to add another stage

NOTE: After completing all required fields, use the "Update" button and then proceed to the next section of the Application using the "Go to next" button.

2/2 Potential for Project implementation

Research group members	*Max. 2000 characters* *Please present the planned structure of the research team and the requirements for the persons who will be sought for employment. Indicate the required level of education,*

	knowledge and experience, and specify the roles in the team, taking into account ***the involvement of young scientists***[1] *and* ***students***[2] ***.*** *The team conducting R&D work on the project should consist of at least 3 people, including the Principal Investigator, within 6 months of the start of the project.*
Technical resources available and obtainable within the Project	*Max. 2000 characters* *Describe the technical resources and intangible assets you have and plan to acquire that are necessary for the implementation of the Project. You do not need to have all the necessary technical resources at the time of submitting your grant application; some of them can be purchased or rented during the implementation of the Project. If you do not have your own resources and plan to use resources that are not in your possession, describe the resources you plan to acquire, taking into account the duration of the Project. Indicate for which R&D works (stages) a given resource will be used in the project.*
Key project risks, including scientific or technological risks, along with measures to mitigate them	*Max. 2000 characters* *Identify the key risks that may arise during the implementation of the Project and anticipate measures to mitigate the identified risks. Describe the risk, determine its probability of occurrence, indicate at which stage of the Project it may arise, how it may disrupt the implementation of the Project and affect the timeliness, scope or quality of the planned results.*

[1] Pursuant to Article 360(2) of the Act of 20 July 2018 – *Law on Higher Education and Science*, ***a young scientist*** is a person conducting scientific activity who: 1) is a doctoral student or academic teacher – and does not hold a doctoral degree, or 1a) is preparing a doctoral dissertation on an external basis and does not hold a doctoral degree – if no more than 4 years have elapsed since the date of appointment of the supervisor or supervisors or the supervisor and assistant supervisor in accordance with Article 217, or 2) holds a doctoral degree, which was obtained no more than 7 years ago, and is employed by an entity referred to in Article 7(1).

[2] Bachelors (First-cycle), Masters (second-cycle) and long-cycle Master's programmes or equivalent.

	Describe methods of preventing the occurrence of risks, as well as measures to minimise the effects of risks if they occur.

6. PROJECT BUDGET

Fill in the fields of the electronic form and attach the file "Material and financial schedule" in an Excel spreadsheet and in pdf format (The applicable template for the "Material and financial schedule" file is published on the First TEAM programme website and available in the IP IT system used for submitting applications).

1/5 Project timeframe
Project duration – dates will be generated automatically based on the Project start and end dates entered in the *Project information* section.
2/5 Accounting periods
The Project duration will be automatically divided into 12-month periods based on the Project start and end dates entered in the *Project Information* section.
3/5 Budget category amounts planned for subsequent accounting periods
Enter the value of expenditure together with justification in individual Project budget categories, broken down into 12-month accounting periods. The Project budget should present expenditures that are reasonable, credible and justified in terms of the objective, scope and expected effects (results) of the Project. The Project budget includes expenditures specified in accordance with the Catalogue of eligible expenditures in Measure 2.2 FENG, which constitutes an appendix to the Regulations for Project Selection. Indirect Project costs are covered by a flat rate (representing 15% of the costs of Project personnel employed on the basis of an employment contract or a contract of mandate). The system automatically calculates the rate on the basis of the editable data in the table. When calculating the Project budget, the rules set out in the Project Selection Criteria and the Catalogue of Eligible Expenditure in Measure 2.2 FENG First Team must be applied, in particular: • the budget should reflect the planned number of team members within the Project; • The remuneration of R&D staff, including the remuneration of persons acting as brokers in the Project for work carried out within the Project, should be planned in

accordance with the internal regulations of the research organisation (Applicant), taking into account the achievement of the Project's objectives, including the objective of applying good practices in the recruitment of persons implementing the project and ensuring competitive salaries on an international scale. When calculating remuneration, objective, publicly available statistical data, reports and analyses on the remuneration of researchers in the international environment may be used, including the FNP analysis available on the recruitment website for Measure 2.2 FENG First TEAM; • the scientific and research equipment planned for purchase should be necessary for the proper implementation of the Project and fall within the cost limits set for the category. If the equipment requested for purchase is not unique in Poland, we will verify the substantive and economic justification for its purchase under the Project. The purchase of the requested equipment will be approved provided that objective conditions (organisational or technical) resulting from the nature of the planned experiments do not allow the use of such equipment existing at the Applicant's premises or at any other research organisations (conditions specified in Mandatory Criterion No. 3); • In the justification for the Project Budget for the R&D staff development field, please specify, among other things, the number of unit rates for domestic training planned for the Project; • the following percentage limits for individual budget categories should be maintained: a) Remuneration of Project R&D personnel – no limit specified for this category; b) Scholarships for scholarship holders - no limit specified for this category; c) R&D personnel development (international training calculated at actual costs and national training calculated at unit rates) - no limit specified for this category; d) Other direct costs (costs of conducting R&D work) - no limit specified for this category; e) Scientific and research equipment (over PLN 10,000 net) – a maximum of 25% of the eligible expenditure in the Project may be allocated to this category; f) Subcontracting – a maximum of 15% of the eligible expenditure in the Project may be allocated to this category; g) Project promotion – a maximum of 1% of the eligible expenditure in the Project may be allocated to this category; h) Indirect Project costs – a flat rate of 15% of eligible direct Project expenditure calculated from the category "R&D staff remuneration, including remuneration of persons performing the function of a broker" Rules for calculating remuneration costs for persons employed in the Project (section entitled Justifications and detailed information, subsections entitled Persons employed under an employment contract and Persons employed under a civil law contract, if planned (in accordance with section 3.2.1 point i) of the Guidelines): In the field Planned (gross gross) monthly employment cost, enter the monthly employment cost estimated for a full-time position. The value of the field Estimated total cost for the entire Project implementation period is calculated automatically according to the formula: Planned (gross gross) monthly employment cost x Planned full-time equivalent x Duration of employment (in months).
4/5 Total costs
The values will be generated automatically on the basis of the data entered by the Applicant directly in Table 3/5 above.

Please note that this is a translation of the Polish version of the document. In the event of any discrepancy between the English and Polish versions, the Polish version shall be legally binding.

5/5 Material and financial schedule
Complete the Project details in the "Material and financial schedule" file in the Excel spreadsheet. A template of the Project's "Material and financial schedule" file is published on the First Team programme website and in the IB IT system used to submit grant applications. When filling in the data in the "Material and Financial Schedule" file, please note that the amount of indirect costs is the same as the amount automatically calculated by the system in field 5.1 Indirect project costs in the Project Budget section of the Application form. Attach the completed *Material and Financial Schedule* file*:* in Excel spreadsheet and in .pdf format. (2 files). Please note that the data in both files attached to the Application must be identical. The inclusion of *the Material and Financial Schedule* is an essential element of the Project budget. *The Material and Financial Schedule* is subject to evaluation.

7. COMPLIANCE OF THE PROJECT WITH EU HORIZONTAL POLICIES, ENVIRONMENTAL INDICATORS

1/5 Compliance with horizontal principles of equal opportunities and non-discrimination

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Justify that the Project complies with the horizontal principles of equal opportunities and non-discrimination in accordance with Article 9(2)-(3) of Regulation (EU) 2021/1060 of the European Parliament and of the Council.

Positive impact of the Project on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities *(limit 4000 characters)*

The principle of equal opportunities and non-discrimination means implementing measures that enable all persons to participate fairly and fully in all areas of life, regardless of factors such as gender, race, including skin colour and genetic characteristics, ethnic origin, including language, membership of a national minority, birth and social origin, property, religion, worldview, including beliefs, political opinions or any other opinions, disability, age, sexual orientation.

Accessibility is the ability to use infrastructure, transport, information and communication technologies and systems, as well as products and services. In particular, it allows persons with disabilities and older persons to use them on an equal basis with others. In the case of projects, accessibility means that all their products (including services provided) can be used by everyone. Examples of such products include websites or web applications, training materials, and conferences.

Analyse the project in terms of the potential impact of the funded activities and their effects on the situation of persons with disabilities or other persons with characteristics that may constitute the above-mentioned grounds for discrimination. The aim of the analysis is to identify areas and possible actions to be taken. The analysis is intended to assist in the preparation of the justification description and may take any form.

Indicate the results of the analysis in the grant application, referring to all grounds for discrimination, i.e. gender, race, including skin colour and genetic characteristics, ethnic origin, including language, membership of a national minority, birth and social origin, property, religion, worldview, including beliefs, political views or any other views, disability, age, sexual orientation. If you identify grounds for discrimination other than those listed above, indicate them and also justify the impact of the project in this regard.

Justify why the project will have a positive impact on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities, as referred to in Article 9(1)-(3) of Regulation (EU) 2021/1060 of the European Parliament and of the Council) and the Guidelines on the implementation of equality principles in EU funds for the period 2021-2027 (hereinafter: the Guidelines).

Indicate specific actions implemented under the Project confirming the positive impact of the Project on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities.

Positive impact should be understood as ensuring the accessibility of infrastructure, means of transport, goods, services, information and communication technologies and systems, and all project products (including services) that have not been deemed neutral, for all their users, in accordance with the accessibility standards for cohesion policy 2021-2027 attached to the above-mentioned Guidelines.

When analysing the Project in terms of ensuring equal opportunities and non-discrimination, you can use the following questions:

• Does the project apply an anti-discrimination policy, e.g. in the recruitment process, employment, working conditions, remuneration, promotions, employee assessment, etc.?

• Do I have regulations specifying requirements for anti-discrimination, anti-bullying, sexual harassment prevention and other measures to prevent their occurrence, e.g. rules and regulations, instructions, other internal documents?

• Do I use/provide my employees with the opportunity to participate in anti-discrimination, anti-bullying, diversity management, *work-life balance*, etc. training?

• Do I provide other anti-discrimination solutions, e.g. flexible working hours, care leave to enable personal care or support for a dependent person, etc.?

Remember to implement the Project **taking into account anti-discrimination measures** based on the above-mentioned accessibility criteria and **the concept of universal design** (if applicable).

The concept of universal design means designing products, environments, programmes and services so that they are usable by everyone, to the greatest extent possible, without the need for adaptation or specialised design. Universal design is implemented by applying at least the accessibility standards set out in the Guidelines. The standards cover areas such as digitisation, transport, architecture, education, training, information and promotion. The usefulness and relevance of applying individual standards depends on the nature of the Project, but each Applicant, in particular:

• should apply the information and promotion standard in information and promotion activities undertaken as part of the Project implementation;

• should apply the digital standard when creating any electronic documents within the Project;

• architectural standard, when constructing or renovating and adapting architectural facilities (production halls, offices, parking lots, etc.) to the needs of people with special requirements.

When analysing the Project in terms of accessibility and universal design, the following questions may be used:

• Is the information about the project on my website legible to everyone and prepared in accordance with the *Web Content Accessibility Guidelines* (WCAG)[3] ?

• Have I remembered to prepare information about the project in various information channels, e.g. leaflets, posters, recorded in Polish sign language, using transcription, audio description, extended subtitles, etc.?

• Are the products designed in accordance with the principle of universal design (include a detailed description of the products in the Products/Services section of the project)?

• Will people with special needs be able to fully benefit from the results of my project or service: blind, visually impaired, deaf, people with hearing loss, wheelchair users, people walking with a cane or crutches, people with intellectual disabilities, elderly people, people with other hidden conditions, such as epilepsy, diabetes, cardiovascular disease, spinal disorders, rheumatism, people of unusual height?

• Is the Project/office headquarters accessible and do I remember to ensure accessibility and describe accessibility, i.e. information about door width, office location in the building, how to get there, etc.?

• When executing orders in accordance with public procurement regulations, do I prepare a description of the subject of the order that takes into account the requirements for accessibility for

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[3] a set of recommendations ensuring the digital accessibility of website content and mobile applications to the widest possible group of users, including persons with disabilities.

persons with disabilities and universal design or social aspects[4] in terms of employing persons with disabilities?

Justification of the accessibility of the Project's products/services *(limit of 500 characters for each product/service)*

Justify how individual Project products/services will be accessible to persons with disabilities. Select from the drop-down list whether the product/service has a positive or neutral impact. Please note that the products/services in the project are those that will be created as a result of the Project, but also those products/services that are purchased as part of the Project, i.e. fixed assets, intangible assets and legal assets. The accessibility of the product/service will be ensured in particular if they do not contain elements/features that constitute barriers to their use by persons with disabilities. To determine the accessibility of the Project product/service for persons with disabilities, you may for example, indicate (if applicable) that the Project product will be accessible to all users regardless of their ability, without the need for special adaptation for persons with disabilities. In this case, you must justify the above statement in relation to all of the above premises.

Please note that accessibility can be ensured primarily through the application of universal design principles, taking into account the following:

1) equal opportunities for all;

2) flexibility in use;

3) simplicity and intuitiveness of use;

4) perceptibility of information;

5) error tolerance;

6) low physical effort during use;

7) sufficient size and space for use;

8) mobility;

9) sensory efficiency;

10) communication;

11) perception.

Conduct an analysis of the Project's products/services that will help you justify accessibility, i.e. determine which products/services and how they will be adapted to the needs of persons with disabilities. When conducting the analysis, following the model of the analysis conducted for the entire Project, answer the question of whether the described product or service will be fully benefit persons with special needs (e.g. those indicated above). After conducting the analysis, provide the name of the product/service and justify its accessibility for persons with disabilities, i.e. describe how the product/service will be adapted to ensure accessibility and usability for persons with disabilities or other users. If the product/service is neutral in terms of

[4] More on this topic on the Public Procurement Office website: https://www.uzp.gov.pl/baza-wiedzy/zrownowazone-zamowienia-publiczne/spoleczne-zamowienia/przydatne-informacje/klauzule-spoleczne

equal opportunities and non-discrimination, indicate that the product will be neutral and also justify the neutrality of the product (in the justification field).

A product/service can only **be considered "**neutral" if it does not have direct users, e.g. electrical installations, transmission lines, automatic production lines, retention tanks, new or improved technological processes.

Justification of the Project's compliance with the principle of equality between women and men *(limit of 3000 characters)*

The principle of equality between women and men means implementing measures aimed at achieving a situation in which women and men are assigned the same social value, equal rights and equal responsibilities. It is also a situation in which women and men have equal access to resources (e.g. financial resources, opportunities for development). This principle is intended to guarantee the possibility of choosing a life path without restrictions resulting from gender stereotypes. The implementation of the principle of equality between women and men is intended to ensure, in particular, equal rights to education, employment and promotion, remuneration for work, social security and the right to hold equivalent positions and perform equivalent functions.

Remember that the Project must ensure equality between women and men, and analyse the project from this perspective.

When analysing the Project, you can use the following questions:

• Does the project apply gender equality, e.g. in the recruitment process, employment, working conditions, remuneration, promotions, employee evaluation, etc.?

• Do I have regulations specifying requirements for activities related to gender equality, anti-mobbing, prevention of sexual harassment and other measures to counteract their use, e.g. rules and regulations, instructions, other internal documents?

• Do I provide employees with the opportunity to participate, e.g. in training/other events on an equal basis?

• Do I provide other solutions to ensure gender equality, e.g. flexible working hours, care leave to provide personal care or support to a dependent person, etc.?

Please note that **compliance with the principle of equality between women and men should be understood** as on the one hand, planning activities in the Project that will contribute to equalising opportunities for the disadvantaged gender (if such inequalities have been identified in the project). On the other hand, it means creating mechanisms to ensure that at no stage of the Project's implementation does discrimination or exclusion on the basis of gender occur.

After conducting the analysis, describe and justify why the Project will comply with the principle of equality between women and men referred to in Article 9(1)-(3) of Regulation (EU) 2021/1060 of the European Parliament and of the Council and the Guidelines.

Indicate specific actions implemented under the Project that confirm the Project's compliance with the implementation of the principle and justify them in relation to the Project.

The neutrality of the Project is acceptable in relation to the principle of equality between women and men. Please note, however, that the neutrality of the Project can only be considered if you describe and justify why the Project is unable to implement any measures in line with this principle.

When preparing the description of the horizontal equality principles in the Project, you can use the guide "Guide to equal opportunities in the European Funds for a Modern Economy Programme" available at[5] : *[Compliance with equality principles - Ministry of Funds and Regional Policy](https://www.nowoczesnagospodarka.gov.pl/strony/dowiedz-sie-wiecej-o-programie/przestrzeganie-zasad-rownosciowych/)*

2/5 Project compliance with the Charter of Fundamental Rights (CFR)

Justify (max. 4,000 characters) that the Project complies with the Charter of Fundamental Rights in accordance with Articles 1, 3-8, 10, 15, 20-23, 25-28, 30-33 of the Charter of Fundamental Rights.

Familiarise yourself with the provisions of the CFR and analyse the Project and your organisation in order to describe in the application how the Project will ensure compliance with Articles 1, 3-8, 10, 15, 20-23, 25-28, 30-33 of the Charter. The analysis should help to indicate in the grant application how compliance with the above-mentioned articles of the CFR will be ensured during the implementation of the Project and its impact with the above-mentioned articles of the Charter and whether it does not violate the rights and freedoms set out in the Charter. The analysis may take any form and serves only to prepare a justification for meeting the criterion.

Based on the analysis, within the scope of your own capabilities (Applicant) and within the scope of the implementation and impact of the Project, justify in the application compliance with the rights and freedoms specified in the above-mentioned articles of the CFR or neutrality with regard to selected articles (if justified), i.e. what you are already doing in your organisation and what you will do in the organisation in connection the implementation of the Project.

In the application, in particular, ensure that the Project complies with the criteria set out in Articles 1, 3-8, 10, 15, 20-23, 25-28, 30-33 of the Charter of Fundamental Rights and that the above-mentioned rights and freedoms are not violated in the activities undertaken within the Project. Justify that the Project will be implemented in particular with respect for rights and freedoms such as dignity, freedom, equality and solidarity. In the case of articles of the Charter of Fundamental Rights that do not refer to the scope of implementation and impact of the Project, ensure that the Project is neutral in relation to them. However, if the scope of implementation and impact of the Project affects the rights and freedoms specified in articles of the CFR other than those indicated above, indicate them in the application as well.

[5] https://www.nowoczesnagospodarka.gov.pl/strony/dowiedz-sie-wiecej-o-programie/przestrzeganie-zasad-rownosciowych/

In order to justify compliance with the CFR, indicate which internal documents, e.g. regulations, procedures, statements, etc., applicable in your organisation ensure compliance with the CFR. If they are not yet in force, consider implementing them. Examples of internal documents include: work regulations, remuneration regulations, rewards, bonuses, procedures ensuring equality and non-discrimination taking into account the grounds specified in Article 21 of the KPP, recruitment procedures, anti-mobbing procedures, gender equality procedures, control procedures, etc..

Ensure that compliance with individual rights and freedoms under the KPP is implemented, for example, in the recruitment process, remuneration, ensuring personal development, equal treatment and non-discriminatory access to employment and benefits, ensuring accessibility for people with special needs, respecting equality and non-discrimination towards customers, contractors and recipients of the Project's results, the *work-life balance* directive, the use of hybrid work, flexible working hours, personal data protection, compliance with ethical behaviour in the entity's activities, research conducted and solutions implemented, other (what?).

Good practice is:

- including provisions in the work regulations that explicitly prohibit discrimination on the grounds of discrimination indicated in the Civil Code, harassment and sexual harassment,
- developing and implementing procedures to combat discrimination and violence (including sexual harassment and mobbing),
- developing and implementing transparent rules for promotion, remuneration and recruitment,
- developing and implementing solutions that promote work-life balance and private life (e.g. flexible working hours, organisation/subsidisation of the costs of care for dependants)[6] ,
- the obligation to regularly identify gender inequalities in terms of remuneration (*gender gap*), assuming that the analysis of earnings covers all components of remuneration (basic salary, bonuses, awards, other financial and non-financial benefits),
- the creation of diverse teams in terms of, for example, gender, age, ability, etc.

If the description of the above measures is already included in the justification of the criterion of positive impact of the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities or compliance with the principle of equality between women and men, do not repeat them. Indicate that these actions (specify their scope, e.g. regulations, procedures, ensuring accessibility) have been described in the description of the above-mentioned equality principles.

When preparing the description of the horizontal equality principles in the Project, you can use the guide "Guide to equal opportunities in the European Funds for a Modern Economy Programme" available at[7] : *Compliance with equality principles - Ministry of Funds and Regional Policy*

[6] https://rodzinaipraca.gov.pl/narzedzia-godzenia-rol
[7] https://www.nowoczesnagospodarka.gov.pl/strony/dowiedz-sie-wiecej-o-programie/przestrzeganie-zasad-rownosciowych/

3/5 Project compliance with the Convention on the Rights of Persons with Disabilities (CRPD)

Justify (max. 4000 characters) that the Project complies with the Convention on the Rights of Persons with Disabilities (CRPD) in accordance with Articles 2-7, 9 and 27 of the Convention on the Rights of Persons with Disabilities.

Familiarise yourself with the provisions of the CRPD and analyse the Project and your organisation in order to describe in the application how the Project will ensure compliance with Articles 2-7, 9 and 27 of the CRPD. The analysis should help to indicate in the grant application how compliance with the above-mentioned articles of the CRPD will be ensured during the implementation of the Project and whether it does not violate the rights and freedoms set out in the CRPD. The analysis may take any form and is used solely to prepare a justification for meeting the criterion.

Based on the analysis, within the scope of your own capabilities, as well as within the scope of the implementation and impact of the Project, justify in the application compliance with the rights and freedoms specified in the above-mentioned articles of the CRPD or neutrality with respect to selected articles (if justified), i.e. what you are already doing in your organisation and what you will do in the organisation in connection the implementation of the Project.

In the application, in particular, ensure that the project complies with the criteria set out in Articles 2-7, 9 and 27 of the CRPD and that the above-mentioned rights and freedoms are not infringed upon in the activities undertaken in the Project. Justify that the Project will be implemented with full and equal enjoyment of rights and freedoms by persons with disabilities on an equal basis with all other citizens, both by employees and in relation to customers and contractors and recipients of the project's results. In the case of articles of the CRPD that do not refer to the scope of implementation and impact of the project, ensure that the Project is neutral in relation to them. However, if the scope of implementation and impact of the Project affects the rights and freedoms specified in articles of the CRPD other than those indicated above, indicate them in the application as well.

In order to justify compliance with the CRPD, indicate how you will ensure compliance, including through the provisions of internal documents (as in the case of the CFR), e.g. work regulations, procedures ensuring equality and non-discrimination, taking into account the grounds specified in Article 21 of the CFR, recruitment procedures, anti-mobbing procedures, gender equality procedures, control procedures, etc.

Ensure that compliance with individual rights and freedoms under the CRPD is implemented, e.g. in the recruitment process, remuneration, ensuring personal development, equal treatment and non-discriminatory access to employment and benefits ensuring accessibility for people with special needs, compliance with the principles of accessibility, equality and non-discrimination towards customers, contractors and recipients of the Project's results.

Indicate what tools you already use and plan to use in the project, e.g. website accessibility using the WCAG standard, incorporation of universal design principles in the Project's products/services, application of accessibility standards appropriate to the scope of the Project (Annex 2 to the Guidelines on the implementation of equality principles in EU funds for 2021-2027), the use of social clauses in tenders/contracts, etc. Indicate specific solutions that you will implement as part of the Project.

Ensure/justify that the activities undertaken in the Project will take into account the needs of people with special needs, including in particular employees, recipients of the Project's effects, e.g. in the following areas:

- communication – websites, information, accessibility of products/services;
- architectural accessibility of rooms and public spaces, e.g. access to the building on an equal basis with able-bodied persons, lifts with voice guidance and Braille, toilets for the disabled, signage in corridors and conference rooms;
- work organisation – communication using IT tools, hybrid/remote meetings;
- language – use of simple, accessible language in all materials (in accordance accessibility principles), non-discriminatory language, sign language interpreter/audio description (where justified);
- products/services – taking into account the needs of people with special needs in the solutions developed.

If the description of the above activities is already included in the justification of the criterion of the positive impact of the implementation of the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities or CFR – do not repeat them. Indicate that these activities (specify their scope, e.g. use of standards, social clauses) have been described in the description of the above-mentioned principle of equal opportunities.

When preparing the description of the horizontal equality principles in the Project, you can use the guide "Guide to equal opportunities in the European Funds for a Modern Economy Programme" available at[8] : *Compliance with equality principles - Ministry of Funds and Regional Policy*

4/5 Compliance with the principle of sustainable development

Justify that the Project complies with the principle of sustainable development in accordance with Article 9(4) of Regulation (EU) 2021/1060 of the European Parliament and of the Council (The objectives of the Funds shall be pursued in accordance with the objective of promoting sustainable development as set out in Article 11 TFEU, taking into account the United Nations Sustainable Development Goals, the Paris Agreement and the principle of "do no significant

[8] https://www.nowoczesnagospodarka.gov.pl/strony/dowiedz-sie-wiecej-o-programie/przestrzeganie-zasad-rownosciowych/

harm". The objectives of the Funds shall be pursued in full compliance with the Union's environmental acquis), i.e.:

- **will be implemented in accordance with the relevant environmental protection regulations related to the implementation of the project**

Select the legal acts confirming the Project's compliance with environmental protection regulations. You can choose from the following legal acts:

- EIA Act – i.e. the Act on access to information on the environment and its protection, public participation in environmental protection and environmental impact assessments;

- Environmental Protection Law;

- Water Law Act;

- Nature Conservation Act;

- Waste Act.

You may also cite other legal acts not listed above. In the field "Compliance of the Project with environmental protection regulations, indicating the relevant legal acts", describe the extent to which your Project will comply with the provisions of the relevant legal act. Describe which environmental protection regulations will apply to your project and to what extent.

- **The project will be implemented in accordance, with one of the variants a)-d) i.e. in accordance with:**

a) **at least two of the 6R principles**, i.e. refuse; reduce; reuse; recover; recycle; rethink, or

b) **at least one principle from 6R** or

c) a positive impact on other environmental aspects within the Project (other than the 6R principles), or

d) at least one 6R principle and a positive impact on other environmental aspects within the Project (than the 6R principles).

In the field "Description of how the Project will be implemented in accordance with the 6R principles or in accordance with its positive impact on other environmental aspects (not covered by the 6R principles)"; describe the extent to which the option you have chosen will apply to the project. Describe all selected 6R principles or other environmental aspects in the context of the project being implemented.

The following definitions of the 6R principles will help you make the right choice.

The "refuse" principle involves refraining from using materials, substances or products that cannot be reused, repaired or recycled, or that have a negative impact on the environment or on human life and health.

The application of the "refuse" principle should be confirmed by the complete (100%) elimination of materials, substances or products that are not suitable for reuse, repair or recycling or that have a negative impact on human life and health and on the environment. The materials, substances or products that have been eliminated as a result of the Project in relation to previous production or in relation to traditional methods of production (if the applicant has not previously been involved in production) should be identified.

The application of the "refuse" principle may also be confirmed by conducting research on the abandonment of the use of materials, substances or products that are not suitable for reuse, repair or recycling, or that have a negative impact on the environment or on human life and health, and supported, for example, by an indicator of the number of studies or the number of products/processes covered by these studies.

The principle of **"reduce"** involves reducing the consumption of renewable and non-renewable resources, materials, substances or products through the application of appropriate technological, logistical or economic measures. The reduction should lead to a real decrease in the consumption of renewable resources (e.g. water, soil), non-renewable resources (e.g. mineral resources: energy, metal, chemical, rock and organic) or materials, substances or products during or as a result of the Project implementation in relation to previous activities or traditional methods of conducting them.

The "reduce" principle may also apply to ICT services, e.g. through the use of solutions that reduce the electricity consumption of computer equipment, e.g. through the use of cloud services, carbon footprint reporting and reduction, server optimisation, improving application usage time to minimise the time spent with the application, i.e. enabling the use of dark mode, which reduces energy consumption by devices, limiting the number of queries and data transfers, developing or changing algorithms so that they consume less electricity.

One way of applying this principle could also be to introduce business models that reduce the number of products manufactured – an example of this is the "product as a service" (PaaS) model. This model involves providing the end user with access to the functionality of a given product/resource instead of the product/resource itself. In this model, the product remains the property of its manufacturer, who offers services on a subscription or pay-per-use basis.

The application of the "reduce" principle should be confirmed by indicating specific resources, materials, substances or products whose use has been minimised as a result of the Project and, at the same time, has not led to a significant increase in the use of other resources, materials, substances or products during or as a result of the Project compared to previous activities or traditional methods of conducting such activities (if the applicant has not conducted any activities to date).

The application of the "reduce" principle may also be confirmed by conducting research on reducing the consumption of resources, materials, substances or products through the use of appropriate technological, logistical or economic measures, and supported by an indicator such as the number of studies or the number of products/processes covered by these studies.

The "reuse" principle involves the reuse of materials, raw materials or products which, instead of becoming waste in one production or service process, become raw materials for another. This principle may also lead to the use of materials, raw materials or products for new functions if they are no longer used in their current form.

The application of the "reuse" principle should be confirmed by indicating specific materials, substances or products which, during or as a result of the Project, will be reused or given a new function that is relevant to the activity in question or to another activity. The change should be demonstrated in relation to previous activities or refer to traditional methods of conducting them (if the applicant has not conducted any activities to date). The amount of materials, substances or products intended for reuse should be demonstrated in the form of a measurable indicator.

The application of the "reuse" principle may also be confirmed by conducting research on advanced product regeneration technologies or creating systems that promote reuse, supported by an indicator such as the number of studies or products/processes covered by such research.

The application of the "reuse" principle can also be confirmed by conducting research and implementing innovations in advanced product regeneration technologies or by creating systems that promote reuse.

The "recover" principle involves the introduction of technological, logistical and marketing solutions within the Project that ensure the availability of spare parts, operating and repair manuals, technical information or other tools, equipment or software that allow products to be repaired and reused without compromising their quality and safety.

Applying the „recover" principle also involves extending the product life cycle by enabling its repair, refurbishment or aesthetic improvement, or by creating comprehensive systems promoting product repair, e.g. by introducing technological standards, offering replacement parts, repair work or creating a product in a way that allows it to be repaired.

The application of the "recover" principle should be confirmed by indicating specific products or their components for which, during or as a result of the Project, the possibility of repair, refreshment, renewal or improvement will be introduced. The change caused by the implementation of the Project should be demonstrated in relation to the entity's previous activities or refer to traditional methods of conducting the activity (if the applicant has not conducted any activity to date). The change may also concern equipment and machinery (e.g. the purchase of reconditioned/repaired equipment ensuring adequate quality and safety of use).

The application of the "recover" principle may also be confirmed by conducting research and implementing innovations in advanced product regeneration technologies or by creating systems that promote product repair and regeneration. The number of products or components for which the Project will introduce the possibility of repair, refurbishment, renewal or improvement should be demonstrated in the form of a measurable indicator. A measurable indicator may also be a demonstration of how much the life of a product/component will be extended as a result of changes introduced in accordance with the "recover".

The application of the "recover" principle may also be confirmed by conducting research on advanced product regeneration technologies or creating systems promoting product repair and regeneration, supported by an indicator such as the number of studies or the number of products/processes covered by these studies.

The "recycle" principle applies to situations where a product, material or substance cannot be reused or repaired/regenerated, and the waste resulting from such a situation cannot be reused or lose its waste status. In accordance with the principle of recycling, such waste should be sent for processing for reuse for its original purpose or converted into new materials and products. Organic recycling involving aerobic treatment, including composting, or anaerobic treatment of waste that is biodegradable under controlled conditions using microorganisms, resulting in the production of organic matter or, for example, methane, and the recovery of materials, should also be considered compliant with the (recycle) principle.

The application of the "recycle" principle should be confirmed by indicating specific materials, substances or products which, during or as a result of the Project, were sent for recycling and for which it was not possible to apply the "reuse" or "recover" principles. The change should be demonstrated in relation to the entity's previous activities or refer to traditional methods of conducting the activity (if the applicant has not conducted any activities to date). The change may also apply to equipment and machinery. In addition, the use of recycled materials, substances or products in the activity, including after they have lost their waste status, will be considered compliant with this principle.

The amount of materials, substances or products sent for recycling or originating from recycling and used in the applicant's activities during or as a result of the project implementation should be demonstrated in the form of a measurable indicator.

The application of the recycle principle may also be confirmed by conducting research on advanced recycling technologies and supported by an indicator such as the number of studies or the number of products/processes covered by these studies.

In accordance **with the "rethink" principle** anyone who undertakes activities that cause or may cause waste or impact on the environment should plan and design (rethink) such activities using production methods or forms of services and raw materials and materials that prevent or significantly reduce waste generation or limit its negative impact on human life and health and on the environment. The essence of this principle is planning and designing with consideration for the full life cycle of a given product or service. To this end, it is necessary to identify the materials, substances or products that are the main sources of environmental impact or waste generation and then take action to prevent or reduce their use.

The application of the "rethink" principle should be confirmed by conducting research and assessments in the field of environmental life cycle assessment (e.g. LCA, Life Cycle Assessment) or product environmental footprint assessment (e.g. PEF, Product Environmental Footprint) or by obtaining other environmental certification (e.g. ISO 14001, EMAS) or obtaining an eco-label (e.g. Ecolabel) or environmental technology verification (e.g. ETV) for a product or service that is the subject of the activity resulting from the planned implementation of the Project.

Purchasing within the Project in accordance with green public procurement criteria (including energy consumption parameters at the purchase or procurement stage) will also be considered compliant with the "rethink" principle.

The application of the "rethink" principle will not be considered to be the same as conducting an environmental impact assessment. The purpose of this assessment is to determine the environmental conditions for its implementation to the extent requested by the investor.

When preparing a description of compliance with the principle of sustainable development and selecting environmental indicators, you can use the guide "Environmental issues in the European Funds for a Modern Economy 2021-2027 Programme" or the e-learning course of the same title available at www.navoica.pl

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5/5 Environmental indicators

To confirm the selected 6R principles or the positive impact on other environmental aspects of the Project (other than the 6R principles), **please provide relevant environmental indicators** (depending on the selected option a)-d)), ie.:

a) if compliance with at least two 6R principles is indicated, provide at least one relevant indicator for each principle indicated,

b) in the case of compliance with one 6R principle, provide at least two relevant indicators,

c) in the case of a positive impact on other environmental aspects (other than the 6R principles), present at least two relevant indicators, one of which will improve by at least 10% compared to the indicator value before the Project implementation,

d) in the case of compliance with one of the 6R principles and compliance with another environmental aspect (other than the 6R principles), present at least two relevant indicators – at least one for the 6R principle and at least one for the other environmental aspect (other than the 6R principles), whereby the value of the indicator for the other environmental aspect (other than the 6R principles) will improve by at least 10% compared to the value of the indicator before the project implementation.

Enter at least two indicators related to the implemented project in the "Environmental indicators" table in the application using the "Add" option.

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The selected environmental indicators must confirm the compliance of the implemented project with the 6R principles or a positive impact on other environmental aspects (other than the 6R principles), relate to the implemented Project, be consistent, measurable, correctly defined, objectively verifiable and achievable.

For each environmental indicator in the "Environmental indicators" table: indicate the type of indicator, baseline and target values, units of measurement, base year and target year, and the method of calculating the target values of the indicators, as well as the method of monitoring and verifying the achievement of the target values of the indicators.

Please note that environmental indicators will be reported, monitored and controlled at the project implementation site.

When determining environmental indicators, you can use the indicators from the List of Key Indicators[9] in force on the date of the competition announcement or determine them yourself.

IMPORTANT: Not all indicators on the List of Key Indicators are environmental indicators and will be applicable to your project. If you cannot find the appropriate environmental indicators on the LKI, define them yourself in such a way that they are relevant to your project.

PLEASE NOTE!

In addition to the environmental issues described above, as part of the criterion "The project complies with the principle of sustainable development", we will also check whether your project has any negative social characteristics or impacts. A project is usually considered socially negative if it:

a) undermines the norms of social order and the common good, particularly by designing or promoting manipulative techniques or mechanisms that jeopardize the foundations of public safety;

b) causes significant social harm, resulting in damage to the goods and interests of an individual or the community, including physical, psychological, moral, or material harm, or creates an unacceptable, predictable risk of causing such harm.

8. DECLARATIONS

1/3 Declaration of the Principal Investigator of the Project

The prepared statement, based on the template, attached in the form of a scan, must be legibly signed by the Principal Investigator of the Project (handwritten or qualified signature).

2/3 Mandatory declarations by the applicant

1. I declare that I am aware of the criminal liability (under Articles 270, 271, 273 of the Criminal Code concerning offences against the authenticity of documents and Article 297 of the Criminal Code) for	***Yes*** *(only option to be selected)*

[9] https://www.ewaluacja.gov.pl/strony/monitorowanie/lista-wskaznikow-kluczowych/lista-wskaznikow-kluczowych-efrr/

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	submitting forged, altered, untrue or unreliable documents and for making unreliable written statements regarding circumstances of significant importance for obtaining support.	
2.	I declare that I have read the Regulations for Project selection, including its annexes, and accept their provisions.	***Yes*** *(only option to select)*
3.	I undertake to make the project implementation site available for the purposes of assessment prior to the signing of the project grant agreement, carried out by the Managing Authority, the Intermediate Body or another authorised institution or organisational unit.	***Yes*** *(only option to select)*
4.	I declare that the institution I represent has the consent of all persons whose personal data I provide in the application to process this data and entrust it to the Intermediate Body for the purpose of conducting the project selection procedure.	***Yes*** *(only option to select)*
5.	I declare that the institution I represent has the originals of the documents whose scans have been attached to the application.	***Yes*** *(only option to select)*
6.	I undertake to participate in surveys, interviews and to provide information for the purposes of evaluation (assessment) carried out by the Managing Authority, the Intermediate Body or another authorised institution or organisational unit or entity carrying out the evaluation.	***Yes*** *(only option to select)*

3/3 Optional statements by the Applicant (if applicable)

The Applicant declares that if the Project is selected for co-financing, it will apply for the permits necessary for its implementation and will refrain from commencing research work until the necessary authorisations have been obtained.

Declaration of application for ethical committee approval, required under the provisions on animal experimentation.	*Yes/Not applicable (select one)*
Declaration of application for consent required under nature conservation regulations	*Yes/No applicable (select one)*
Statement on applying for the consent required under the provisions on genetically modified organisms	*Yes/No applicable (select one)*
Declaration of application for consent or authorisation required by relevant regulations for projects related to clinical trials	*Yes/No applicable (select one)*

Information clause

Data controller

The controller of the personal data of all persons involved in the implementation of the First Team Project (on behalf of the Applicants, Beneficiaries, external entities, including those indicated in the application for Project funding in the competition: contact persons for the evaluation of the Project on behalf of the Applicant, on behalf of the economic partner, the Principal Investigator), as well as persons authorised to maintain ongoing contact within the framework of the implementation of the Grant Agreement, processed for the purpose of these persons' participation in the process of applying for support and subsequent possible implementation of the First Team Project, is the Foundation for Polish Science with its registered office in Warsaw, at ul. Ignacego Krasickiego 20/22, 02-611 Warsaw, entered in the register of associations, other social and professional organisations, foundations and independent public healthcare institutions, kept by the District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the National Court Register, under KRS number 0000109744, NIP 5260311952, REGON 012001533). The administrator processes all personal data specified in the application for financing of the Project in the competition and other personal data indicated in the competition and project documentation.

Data Protection Officer

The Administrator has appointed a Data Protection Officer (DPO). You can contact the DPO in all matters relating to the processing of personal data at the following e-mail address: iodo@fnp.org.pl or at the address of the Administrator's registered office.

Purpose, legal basis and duration of processing

Personal data is processed for the purpose of implementing a project financed by the European Union on the basis of the provisions of the Act of 28 April 2022 on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective, and in particular:

a) evaluation and selection of applications for financing.

   If funding is granted:

   - conclusion of a contract for the implementation and financing of the Project,
   - supervision of the Project implementation,
   - its evaluation, control, audit,
   - assessment of information and promotional activities,
   - acceptance of the Project, its evaluation and financial settlement,
   - and, where applicable, the determination, investigation or defence of claims.

   Personal data has been obtained from the Applicant who completed the grant application in the FNP system, or personal data may come from publicly available registers.

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The legal basis for the processing of personal data by the Controller is the fulfilment of legal obligations and the performance of tasks carried out in the public interest or in the exercise of official authority vested in the controller. The provision of personal data is a statutory requirement and failure to provide such data may result in a negative assessment of the application or failure to conclude a grant agreement.

Personal data will be processed in accordance with the provisions on national archival resources and archives until the completion of all tasks related to the implementation and settlement of FENG 2021-2027, subject to provisions that may provide for a longer period of control, and, in addition, the provisions on state aid and de minimis aid, as well as the provisions on goods and services tax.

Recipients of personal data

Personal data may be transferred to the following categories of data recipients: public authorities and entities performing public tasks or acting on behalf of public authorities, in particular: the European Funds Spokesperson, experts, the Audit Authority, European Union (EU) institutions or entities entrusted by the EU with tasks related to the implementation of FENG 2021-2027, to the extent and for the purposes resulting from legal provisions, entities providing services necessary for the performance of FNP tasks, including IT partners, entities providing technical or organisational support (such entities process data on the basis of a contract with the Controller and only in accordance with its instructions). In the case of transfer of personal data to experts or reviewers outside the EU, personal data will be transferred to a third country in compliance with the requirements established by personal data protection regulations and appropriate or relevant safeguards.

Rights of data subjects

At every stage of data processing by the NFP, you have the right to:

- access your data, including obtaining information about the scope of data processed by us and obtaining a copy of such data;
- modify and correct your data, unless there are other legal contraindications to limiting the scope of its processing;
- completely delete your data ("right to be forgotten"), unless there are other legal contraindications;

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- not be subject to automated decisions based on profiling;
- object to the processing of personal data, unless there are other legal contraindications;
- restriction of processing, unless there are other legal contraindications;
- to transfer data to another Data Controller if the data is processed in connection with consent given or a contract concluded;
- lodge a complaint with the President of the Data Protection Authority for improper data processing;
- withdraw consent at any time without affecting the lawfulness of the processing carried out on the basis of consent prior to its withdrawal (if the processing is based on consent).

Detailed information on how to exercise your rights can be found on the FNP website (www.fnp.org.pl), in the Personal Data Protection tab (https://www.fnp.org.pl/ochrona-danych-osobowych/). By proceeding to edit the application, I declare that the persons whose data is included in this form have been informed of this fact by providing them with information on personal data protection, as indicated in the above information clause. I declare that, at the request of the Intermediate Body, I will provide confirmation (in writing or in the form of a document) that these persons have read the above information clause.

9. VERIFICATION AND SUBMISSION OF THE APPLICATION

NOTE: At any stage of completing the Application, it can be generated and downloaded in .pdf format using the "Generate Application" button in part 2/3 "Generating and downloading the Application" in section 9. "Verification and submission of the Application".

Please note that the IT system is not able to verify the content of the application. It suggests what kind of data should be entered in each field and provides information on, among other things, character limits (for text fields) or budget restrictions (for budget categories), but this is for information purposes only, so you are responsible for the final confirmation of the correctness of all information entered in the application.

1/3 Verification and closure of the application

The *Verification and closure of the application* subsection allows primarily to check the correctness of the data entered, as described above, and then to close the application by completing the data editing. Verification of the application is available from the beginning of the completion process, so you have accurate information about how much data the system still needs to move on to the next stage.

Moving on to *the Verification and submission* section when the application has not yet been fully completed (there are unfilled fields) or if it contains data classified by the system as incorrect, always results in a message in the *VERIFICATION AND CLOSURE OF THE APPLICATION* subsection with the following content*:* "Verification failed. Number of errors requiring correction: (*numerical value*). Without a positive verification result, the application cannot be closed." In addition to the message, the system generates a summary from which you can find out which sections have been verified as correct (marked by the system as "OK") and which ones contain errors. In the generated summary, for each section that has been verified negatively, there is a "Show errors" button that allows you to display a detailed list of fields or attachments requiring attention.

An example of a summary resulting from an incorrect verification is as follows:

Verification failed. Number of errors requiring correction: 7. Without a positive verification result, the application cannot be closed.

1.	**Project Information**	*Number of errors requiring correction: 5*	**Show errors** *(button)*
2.	**Applicant (Institution) and the Principal Investigator of the project**	*OK*	
3.	**Partners**	*OK*	
4.	**The substantive scope of the project**	*OK*	
5.	**Schedule, resources, risks**	*OK*	
6.	**Project budget**	*OK*	
7.	**Project compliance with EU horizontal policies, environmental indicators**	*Number of errors requiring correction: 2*	**Show errors** *(button)*
8.	**Declarations**	*OK*	

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The system classifies the application as correctly completed if all fields and attachments defined as required have been entered correctly.

1.	**Project information**	*OK*
2.	**Applicant (Institution) and the Principal Investigator of the project**	*OK*
3.	**Partners**	*OK*
4.	**The substantive scope of the project**	*OK*
5.	**Schedule, resources, risks**	*OK*
6.	**Project budget**	*OK*
7.	**Project compliance with EU horizontal policies, environmental indicators**	*OK*
8.	**Declarations**	*OK*

When all sections have been marked as "OK", the "Finish data editing " button will be activated. Once you select this button, editing will no longer be available, preventing you from making further changes to the application.

NOTE: Before finishing editing the data, we recommend using the "Generate application" button. This button allows you to download a summary file in .pdf format at any stage of the application process without having to close it. Using the " Generate application" button does not close the application. Downloading the collective file allows you to check whether all files attached in the system are technically correct. Files containing errors will prevent the creation of a collective .pdf file, which, after closing the data editing, will prevent further processing.

2/3 Generating and downloading the application

You can download a closed application as a collective file in .pdf format using the "Generate application" button. Generating the application by the system may take a while. Attempts to speed up this process by refreshing the page or repeatedly using the "Generate application" button may hinder the system's operation. If any difficulties arise during file generation, the system will display an appropriate message. A correctly generated application, containing the application closing date, is ready to be signed with a qualified signature by an authorised person.

3/3 Attaching a signed application

After editing the data, generate and download the final version of the application with the closing date in .pdf format, and then sign it with a qualified signature. Attach the signed application in point 3/3 and use the button "Submit the application" to transfer the file to the server.

If the Applicant is not the person signing the application, an additional file must be attached (also in section 3/3), authorising the signing of the application on behalf of the Applicant.

Before clicking the "Submit the application" button, make sure that the attached file is correct, as its use is equivalent to completing the application procedure.

The IT system will automatically generate a notification of the successful submission of the application and send it to the e-mail addresses indicated in the application to the contact person on behalf of the Applicant and to the Principal Investigator of the Project.

NOTE: Please note that all versions of the application created on the basis of a request for correction must be signed by an authorised person and submitted in accordance with the above provisions.