

Annex 1 to the Guide for Applicants, Programme Research and Innovation, Applied Research, Call 2024

**LIST OF NECESSARY INFORMATION, DECLARATIONS AND DOCUMENTS REQUIRED AT THE STAGE OF APPLYING FOR FUNDING, ISSUING FUNDING
DECISION AND SIGNING OF PROJECT CONTRACT**

The following is a list of documents that Programme Component Operators and Programme Component Partners should deliver to the Programme Operator at the stage of applying for funding, issuing funding decisions and signing of project contracts (respectively).

Table of Contents

1. Documents necessary at the stage of applying for funding	2
2. Documents necessary at the stage of issuing funding decision.....	3
3. Document necessary for signing of project contract	4

Annex 1 to the Guide for Applicants, Programme Research and Innovation, Applied Research, Call 2024

1. Documents necessary at the stage of applying for funding

No.	Document	Template	Delivery form	Additional information
1.	Declaration of will	template provided by the PO (Annex 1 to the List)	pdf	obligatory only for Programme Component Operator
2.	Power of attorney to represent the Entity (if applicable)	entity's own document	pdf	obligatory for Programme Component Operator if the power of attorney does not clearly derive from the KRS or CEIDG or from generally applicable regulations
3.	Report on research and development (R&D) activities for the year preceding the year of the call for proposals PNT-01.	entity's own document	pdf	obligatory only for Polish entities who are required to report on research and development (R&D) activities - form PNT-1
4.	Information for evaluation purposes - research organization.	template provided by the PO (Annex 2a/2b to the List)	interactive form generated in an online system	obligatory only for Polish research institution
	Information for evaluation – enterprise.			obligatory only for Polish enterprises

Annex 1 to the Guide for Applicants, Programme Research and Innovation, Applied Research, Call 2024

2. Documents necessary at the stage of issuing funding decisions

No.	Document	Template	Delivery form	Additional information
1.	<p>The financial statements for the last 3 financial years, prepared in accordance with the Accounting Act.</p> <p>or</p> <p>If the enterprise has not existed for the whole financial year, the original or a copy of the last statement of the income/ loss made</p> <p>or</p> <p>Declaration that there is no obligation to prepare financial statements under the Accounting Act</p>	<p>entity's own document</p> <p>entity's own document</p> <p>template provided by the PO (Annex 3 to the List)</p>	<p>pdf</p> <p>pdf</p> <p>pdf</p>	<p>obligatory only for Polish large and medium enterprises applying for state aid</p>
2.	<p>Information form submitted when applying for aid other than aid in agriculture or fisheries, de minimis aid or de minimis aid in agriculture or fisheries</p>	<p>template provided by the PO (Annex 4 to the List)¹</p>	<p>pdf</p>	<p>obligatory for Polish and Swiss enterprises applying for state aid</p>
3.	<p>Analysis of the financial capacity to implement the project</p>	<p>template provided by the PO (Annex 5 to the List)</p>	<p>interactive form generated in an online system</p>	<p>obligatory for Polish enterprises</p>

¹ In accordance with the form attached to the Regulation of the Council of Ministers of 29 March 2010 on the scope of information presented by the entity applying for aid other than de minimis aid in agriculture, as amended.

Annex 1 to the Guide for Applicants, Programme Research and Innovation, Applied Research, Call 2024

4.	Annual Account of the entity from last two years	entity's own document ²	pdf	obligatory for Swiss enterprises < 250 full time equivalent (FTE)
	or Analysis of the financial capacity to implement the project	template provided by the PO (Annex 6 to the List) ³	pdf	obligatory for Swiss enterprises < 250 full time equivalent (FTE) which don't have annual accounts from the last two years
5.	Statement by the entity of not being excluded from applying for funding due to sanctions	template provided by the PO (Annex 7a and Annex 7b to the List)	pdf	obligatory only for Polish and Swiss enterprises

^{2,3} annexes collected by Innosuisse



Annex 1 to the Guide for Applicants, Programme Research and Innovation, Applied Research, Call 2024

3. Documents necessary for signing of project contracts

No.	Document	Template	Delivery form	Additional information
1.	Partnership agreement	entity's own document	certified true copy or document with qualified electronic signature	obligatory for Programme Component Operator
2.	Declaration of obtaining the required consent, a positive assessment and/or permit (authorisation) of the relevant bioethical or ethical committee or the responsible body	template provided by the PO (Annex 8 to the List)	certified true copy or document with qualified electronic signature	obligatory for Programme Component Operator in projects which declared in the proposal that planned activities will require consent or permit.
3.	Civil law partnership agreement	entity's own document	pdf	obligatory for civil law partnerships and for natural persons with sole entrepreneurship acting as Programme Components Operator
4.	Statement by a spouse of a natural person sole entrepreneur/spouse of a civil law partnership, confirming consent to one's spouse having incurred an obligation by signing a project contract	template provided by the PO (Annex 9 to the List)	pdf	
	Declaration of not being married or being in a regime of division of marital property	template provided by the PO (Annex 10 to the List)	pdf	
5.	Attachments required by the project contract	templates provided by the PO	original	<u>these documents are annexes to and constitute an integral part of the project contract.</u>
6.	Document confirming the authorisation of the Programme Component Operator's representative to act for and on its behalf (power of attorney, other)	entity's own document	certified copy	obligatory for Programme Component Operator if the power of attorney does not



Annex 1 to the Guide for Applicants, Programme Research and Innovation, Applied Research, Call 2024

				clearly derive from the KRS or CEIDG or from generally applicable regulations
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Annexes to the list:

1. Declaration of submission of documents/statement through the online system.
2.
 - a. Information for evaluation purposes - research organization.
 - b. Information for evaluation – enterprise.
3. Applicant's declaration that there is no obligation to prepare financial statements under the Accounting Act.
4.
 - a. Information form submitted when applying for aid other than aid in agriculture or fisheries, de minimis aid or de minimis aid in agriculture or fisheries for Polish entities.
 - b. Information form submitted when applying for aid other than aid in agriculture or fisheries, de minimis aid or de minimis aid in agriculture or fisheries for Swiss entities.
5. Analysis of the financial capacity to implement the project for Polish enterprises.
6. Analysis of the financial capacity to implement the project for Swiss enterprises.
7. Declaration of not being excluded from applying for funding due to sanctions.
8. Declaration of obtaining the required consent, a positive assessment and/or permit (authorisation) of the relevant bioethical or ethical committee or the responsible body.
9. Statement by a spouse of a natural person sole entrepreneur/spouse of a private partnership partner, confirming consent to one's spouse having incurred an obligation by signing a project contract.
10. Declaration of not being married or being in a regime of separate property.