

SWISS-POLISH
Cooperation Programme



NCBR
National Centre for Research
and Development

Research and Innovation Programme, Applied Research

‘Submission of proposals, selection criteria and evaluation process’ SPPW CALL 2024

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SWISS-POLISH
Cooperation Programme



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Submission of proposals SPPW CALL 2024

Research and Innovation Programme, Applied Research



Only the Programme Component Operator is authorised to submit a project proposal

Instruction for Applicants in Proposal Manual

Proposals shall be submitted electronically in English through the Programme Operator's online system only

lsi.ncbr.gov.pl

<p>Konkursy międzynarodowe / International programmes Szwajcarsko-Polski Program Współpracy (SPPW) Program badania naukowe i innowacje Badania przemysłowe i prace rozwojowe realizowane przez konsorcja organizacji badawczych i przedsiębiorstw</p>	<p>SPPW/CALL2024 RESEARCH AND INNOVATION PROGRAMME, Applied Research szczegóły</p>	<p>2024-04-01 15:00:00 - 2024-07-01 16:00:00 Złóż wniosek</p>	<p>66 500 000</p>	<p>w trakcie naboru</p>
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general information

The on-line proposal application consists of:

fields in the on-line application system

(names of the fields in PL/EN) with validation:

- I. Project general information (title, acronym, summary), classification, duration;
- II. Applicants - details of Programme Component Operator and Programme Component Partners (incl. enterprise type and application for State aid if applicable);
- IV. Work package description with Gantt chart and Project Schedule;
- V. Capacity of the applicant: Principal Investigator (PI) and WP Leaders;
- VI. Financial Part with costs and budget tables for each applicant separately;
- VII. Indicators - *Indicators refer to the project consortium as a whole;*
- VII. Statements; .
- IX. Annexes

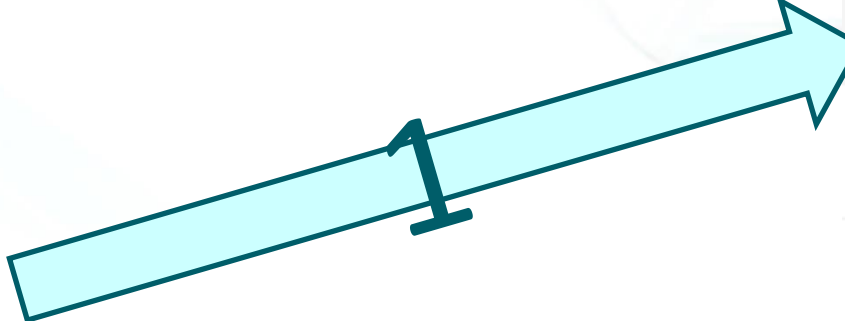
1. Podstawowe informacje o projekcie / Project General Information

Tytuł projektu / Title of the Project

ABCDEFGHIJKLMNQRSTUW

Akronim / Project Acronym

ABC

- 
- I. Projekt >
 - II. Wnioskodawca >
 - III. Cele i uzasadnienie >
 - IV. Opis prac badawczych >
 - V. Zdolność Wnioskodawcy >
 - VI. Część finansowa >
 - VII. Wskaźniki >
 - VIII. Oświadczenia >
 - IX. Załączniki >



general information

The on-line proposal application consists of:

forms and annexes filled in by an applicant in on line system or uploaded to the on-line application system:

Annex 1 to the Guide for Applicants consists List of documents necessary at the stage of

1. applying for funding,
2. issuing funding decisions,
3. signing of project contracts.

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



general information

Project consortium:

Podaj łączną liczbę polskich i zagranicznych podmiotów konsorcjum międzynarodowego od 2 do 20 /
Enter the total number of Polish and foreign Entities of international consortium from 2 to 20

Dalej

Project proposal validation:

Project proposal

 Generate PDF

 Print proposal

 Print the evaluation questionnaire

Validate proposal

Submit proposal



general information

Examples of fields - Section 'I PROJEKT / PROJECT' of the project proposal

Podmioty konsorcjum międzynarodowego, realizujące projekt międzynarodowy / Entities of international project consortium

Dla konkursów w ramach SPPW Wnioskodawca 1 jest liderem konsorcjum międzynarodowego / For SPPW Applicant 1 is a leader of international consortium

	Pełna nazwa w języku angielskim / Full name in English	Kraj / Country	
Wnioskodawca 1 / Applicant 1	AAAAAAAAAAAAA	Poland	
Wnioskodawca 2 / Applicant 2	BBBBBBBBBBBBBB	...select...	✕ Delete Applicant
Wnioskodawca 3 / Applicant 3	CCCCCCCCCCCCCC	...select...	✕ Delete Applicant



general information

Examples of fields - Section 'II WNIOSKODAWCA / APPLICANT' of the project proposal

Forma prawna, Forma własności, Status przedsiębiorcy (jeżeli dotyczy) / Legal status / Ownership status / Enterprise Type (if applicable)

Podmiot jest organizacją prowadzącą badania i upowszechniającą wiedzę / Entity is a research and knowledge-dissemination organisation

NIE / NO TAK / YES

Forma prawna / Legal status

Forma własności / Ownership status

in case of enterprises

Status przedsiębiorcy (jeżeli dotyczy) / Enterprise Type (if applicable)

Large Enterprise
Medium Enterprise
Small Enterprise
Micro Enterprise

Adres siedziby / Address of the seat

Województwo / Voivodeship

Powiat / County

Miejscowość / Town

Kod pocztowy / Postcode

Poczta / Post

Ulica / Street name

Nr budynku / Street number

Nr lokalu / Apartment number

Kraj / Country







general information

Examples of fields - Section 'II WNIOSKODAWCA / APPLICANT' of the project proposal

Pomoc publiczna / State aid

Czy przedsiębiorca występuje o udzielenie pomocy publicznej na badania przemysłowe / Does the Enterprise apply for State aid for industrial research? 

NIE / NO TAK / YES

Czy przedsiębiorca występuje o udzielenie pomocy publicznej na eksperymentalne prace rozwojowe / Does the Enterprise apply for State aid for experimental development? 

NIE / NO TAK / YES

Czy przedsiębiorca ubiega się o zwiększenie intensywności pomocy publicznej na badania przemysłowe z uwagi na to, że: / The Enterprise applies for an increase in the State aid intensity for industrial research, due to the fact that:

in case of enterprises




general information

Examples of fields - Section 'III CELE I UZASADNIENIE/ OBJECTIVES AND JUSTIFICATION' of the project proposal

1. The project relevance to the Sustainable Development Goals (SDG)

2. Relevance and Excellence

3. Implementation and Management

4. Impact

5. Ethics Issues Table Checklist

6. Gender Balance Issues

1. if the project and the related activities have a positive, neutral or negative impact on the SDGs. If the answer is 'Positive' applicant should describe the positive impact (specific and verifiable) of the project on the selected Sustainable Development Goal. If the answer is 'Negative' applicant should explain how the potential harm resulting from the project can be managed and mitigated.

2. Coherence with the call objectives, current state of the art including applicant relevant previous work, project objectives, Methods, approach and concept, Ambition - innovation and application potential, Bibliography / References.

3. Description of the Work Plan, Project participants and Management

4. Technology readiness level (TRL), Project outputs, Communication Plan

5. Ethics Issue Table Checklist

6. Gender Equality Issues

6. Gender Equality Issues

Project shall reflect and promote the gender equality principle as a cross-cutting priority (laid down in) REGULATION (EU) 2021/695 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 28 April 2021

Describe how you intend to integrate the gender dimension in a project and follow through at all stages of the research cycle. ?



general information

Examples of fields - Section 'IV. OPIS PRAC BADAWCZYCH/ WORK PACKAGES DESCRIPTION of the project proposal

In CALL 2024 only industrial research or experimental development activities may be funded. Other type of activities (e.g. coordination, dissemination, management) may only be parts of those research tasks. In this section, in each WP, applicants enter the value of the requested funding not exceeding the value resulting from the state aid rules.

IV. OPIS PRAC BADAWCZYCH / WORK PACKAGE DESCRIPTION

BADANIA PRZEMYSŁOWE / INDUSTRIAL RESEARCH

EKSPERYMENTALNE PRACE ROZWOJOWE / EXPERIMENTAL DEVELOPMENT

Each work package (max. 10) should be described. For each work package (WP) a separate sheet should be added. Please present work packages in detail. The explanations have to be sufficient for justifying the proposed effort and allow for progress monitoring.

Before completing Work Package description, Applicant should read the Guide For Applicants SPPW/CALL 2024, especially parts 2.8 and 2.9.



general information

Examples of fields - Section 'VI. CZĘŚĆ FINANSOWA/FINANCIAL PART of the project proposal

Section VI. is divided into cost categories. Within each cost category there is a separate part for Programme Component Operator and each Programme Component Partner to be filled in.

Costs for each Applicant entity must be inserted separately.

Before completing Financial Part, Applicants should read the 'Cost Eligibility Guides for Enterprises' and 'Cost Eligibility Guides for Research Organisation' for Call 2024.

- ☰ VI. Część finansowa ▾
- 1. Wynagrodzenia (W) / Staff (W) ▾
 - Wnioskodawca 1
 - Wnioskodawca 2
 - Wnioskodawca 3
 - Wnioskodawca 4
 - Wnioskodawca 5
- 2. Podwykonawstwo (E) / Subcontracting (E) >
- 3. Aparatura (A) / Equipment (A) >
- 4. Pozostałe koszty operacyjne (Op) / Other direct costs (Op) >
- 5. Koszty ogólne/Pośrednie (O) / Overheads/Indirect costs (O) >
- 6. Budżet wnioskodawcy / Budget >
- 7. Budżet projektu / Budget summary



general information

Examples of fields - Section 'VI. CZĘŚĆ FINANSOWA/FINANCIAL PART of the project proposal

the minimum amount of funding per project is CHF 500 000 (2 242 400 PLN);

the maximum amount is CHF 1 000 000 (4 848 000 PLN);

eligible costs of Swiss entities shall normally not exceed 40% of the total eligible costs of Polish and Swiss entities

In the case of participation in a consortium of entities from outside Poland and Switzerland, their share in the total eligible costs of the project shall not exceed 10%.



general information

Submission of proposal

The Programme Component Operator can edit and validate the proposal until its submission, no later than the closing date of the Call 2024 (01.07.2024, 16:00 (CEST)).

Before closing the project proposal Applicant should remember to save input. After 15 minutes of inactivity the Applicant is automatically logged out. Please note that no data is saved until you perform the saving action. Saving the data does not mean that the proposal is submitted yet.

In order to submit the proposal, the Programme Component Operator shall click the red 'Submit proposal' button.

Submit proposal

Only project proposals that have been completed fully and correctly may be submitted. Otherwise, the error message informing that the proposal is invalid is displayed.

If the proposal is not submitted as described above it is not regarded as having been received by the Programme Operator.

After submitting the proposal successfully an e-mail acknowledging the receipt of proposal is sent by the online system to the Programme Component Operator. The e-mail contains: proposal title, number with acronym, name of the programme and call identifier to which the proposal was addressed as well as date and time of receipt.

After successful submission the edition of the proposal is blocked. In case of the necessity of the resubmission of the proposal, the new application must be generated, completed and submitted. If more than one copy of the same proposal is submitted, only the most recent version is assessed.

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Selection criteria and evaluation process SPPW CALL 2024

Research and Innovation Programme, Applied Research



Eligibility criteria

FIRST STAGE

Receipt of proposal by
the PO before the
deadline date and time
established in the call
anouncement

composition of the project
consortium;
eligibility of PCO and PCP,
minimum and maximum amount
of funding quota,
minimum and maximum project
duration final cost eligibility date
types of activities
currency
cost categories,
intensity of state aid;

confirmation that
PCO and PCP
comply with all the
requirements

completeness of
the proposal

accordance with
the scope of the
call

**The scientific content-related parts of the proposal (in sections III and IV) must remain unchanged.
A proposal may be amended/completed only once.**



SECOND STAGE

Selection criteria specified in 'Guide for Applicants' and 'Guide for Evaluators':

Relevance in relation to the
objective and priorities of the
Programme

Scientific and/or technical
excellence

Quality and efficiency of the
implementation and
management, including
quality and implementation
capacity of the applicants
and contribution to capacity
and competence building

The potential impact through
the development,
dissemination and use of
project results

The initial phase of the evaluation each of three international expert works individually and gives scores and comments for each criterion.



Selection process description

the criterion 1 is evaluated by stating 'yes' or 'no'

for criteria 2-4 the scores are on a scale from 0 to 5 - half points may be given.

Criteria	Description
1. Relevance in relation to the objective and priorities of the Programme	Coherence with the call objectives and relevance to the Sustainable Development Goals.
2. Scientific and/or technical excellence	Innovativeness of idea
	Appropriateness of approach
3. Quality and efficiency of the implementation and management, including quality and implementation capacity of the applicants and contribution to capacity and competence building	Competence and expertise of project team
	Feasibility and efficiency of project plan
4. The potential impact through the development, dissemination and use of project results	Contribution to capacity and competence building
	Intended short-term outcomes
	Intended long-term application of outcomes

Detailed description
in
'Guide for Evaluators'



Both individual Review forms and Consensus report will be forwarded to the applicant.

Review forms

Ethical and gender equality considerations

Evaluation of the proposal

Overall Assessment

- Indication of important strengths and weaknesses of the project proposal and supplementary comments
- Assessment of compliance of planned research with the research categories
- Indication of any modifications to the proposal that are necessary
- Selection of funding recommendation

Consensus report

How the individual comments lead to the overall conclusion

Resolving different assessments of the reviewers by proposing a justified opinion/solution

Scores given during the consensus stage do not necessarily have to reflect individual scores given during first stage of the peer review process



Selection criteria – thresholds and weight

Criteria	Thresholds	Weight
1. Relevance	YES	N/A
2. Scientific and/or technical excellence	3/5	x3
3. Quality and efficiency of the implementation and management	3/5	x1
4. Impact of the project	3/5	x1

Total number of points in the evaluation procedure (criteria 2-4) – 25.

To be recommended for funding - the proposal must receive at least 15 points AND pass all the thresholds on the consensus stage (criteria 2-4).

While deciding about the final ranking order of the proposals on the basis of the total consensus scores, within the groups of equally scored proposals, proposals are prioritised according to the scores they have been awarded for the criterion:

- Overall assessment (Recommended for funding -> Inclined to fund -> Inclined not to fund).
- Scientific and/or technical excellence
- Impact of the project
- Quality and efficiency of the implementation and the management.



Evaluation of proposals - 'Guide for Evaluators'

If the proposal fulfils all the eligibility criteria it is sent for scientific peer review

Eligibility check

Peer reviews

- individual evaluation by 3 international reviewers (review forms)
- consensus stage - consensus assessment by 3 reviewers (consensus report)

Selection Committee meeting

prepare a ranked list of proposals based on the results of the consensus reports and the available call allocation and recommends for funding to the Support Measure Steering Committee

Support Measure Steering Committee meeting

takes the final decision on proposals to be funded, taking into consideration the financial resources available

FIRST STAGE

SECOND STAGE

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The final ranking list of the proposals will be communicated on the Programme Operator's webpage:

<https://www.gov.pl/web/ncbr/ii-edycja-szwajcarsko-polskiego-programu-wspolpracy>

<https://www.gov.pl/web/ncbr-en/2nd-edition-of-the-swiss-polish-cooperation-programme>

THANK YOU FOR YOUR ATTENTION AND GOOD LUCK

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