

**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

## CALL 2025

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International Cooperation Department

**SWISS-POLISH**  
Cooperation Programme



**NCBR**  
National Centre for Research  
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# **PART I**

## **Submission of proposals**

### **SPPW CALL 2025**

**Research and Innovation Programme, Applied Research**



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

**Instruction for Applicants is in Proposal Manual - <https://www.gov.pl/web/ncbr/call--2025>**

**Proposals shall be submitted electronically in English through the Programme Operator's online system only. Proposals submitted in any other way will not be regarded as having been received by the Programme Operator.**

**[lsi.ncbr.gov.pl](https://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/ RESEARCH AND INNOVATION PROGRAMME, Applied Research</p> <p><a href="#">szczegóły</a></p>	<p><a href="#">Złóż wniosek</a></p>		<p>w trakcie naboru</p>
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## general information

### Project consortium:

For SPPW/CALL 2025 the international consortium must include at least one Polish and one Swiss entity and at least one Polish and one Swiss enterprises eligible according to Guide for Applicants SPPW/CALL 2025.

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

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), WP Leaders, Key researchers involved in the project;
- 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

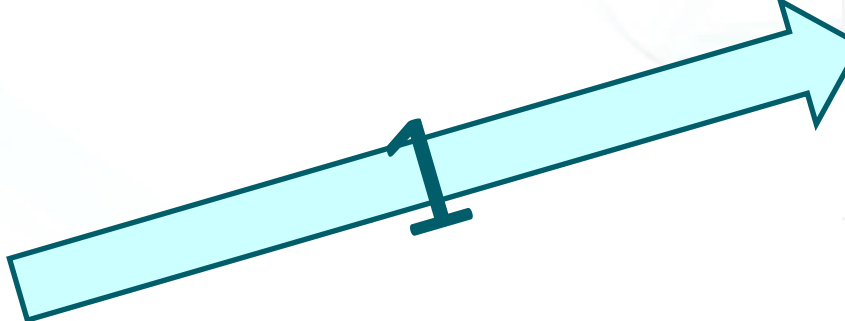
#### 1. Podstawowe informacje o projekcie / Project General Information

Tytuł projektu / Title of the Project

ABCDEFGHIJKLMNPRSTUW

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 <b>Programme Component Operator</b>
2.	Power of attorney to represent the Entity (if applicable)	entity's own document	pdf	obligatory for <b>Programme Component Operator</b> 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 <b>Polish entities</b> 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 <b>Polish research institution</b>
	Information for evaluation – enterprise.			obligatory only for <b>Polish enterprises</b>



## 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...	<a href="#">✕ Delete Applicant</a>
Wnioskodawca 3 / Applicant 3	CCCCCCCCCCCCCC	...select...	<a href="#">✕ Delete Applicant</a>



## **general information**

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



**In this section, there is also a new field in relation to the previous Call 2024 - Whether the application was submitted in Call 2024.**

**We consider a similar proposal to be one:**

- **should have the same or very similar title to the previous application**
- **the main objectives of the project should remain the same (minor modifications are acceptable),**
- **the budget structure should be similar to the previous project proposal,**
- **the plan and duration of each WP should be similar to those in the previous project proposal.**





## 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 2025 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 2025, especially parts 2.8 and 2.9.*



## general information

### Examples of fields - Section V. ZDOLNOŚĆ WNIOSKODAWCY/ CAPACITY OF THE APPLICANT

*In CALL 2025 we add possibility to add information about Key Researchers involved in the project.*

#### **1. Kadra naukowo-badawcza zaangażowana w projekt / Scientific and research personnel involved in the project**

*Include only the researchers involved in the proposal, (see below definition of 'researcher'). You do not need to include in the table the identity of other persons involved in the proposal who are not researchers.*

*Consideration should be given to:*

- PI,*
- WP leaders,*
- Key researchers involved in the project.*

*'Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods. (Frascati Manual 2015).'*

*Among other things, the experts evaluate the research team. It is therefore important to present its members appropriately in the context of the proposed project.*



## 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 2025.*

- ☰ 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*

*Each enterprise, whether from Poland or Switzerland, shall contribute at least 10% to the total eligible costs of the project.*

*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

### Examples of fields - Section 'VII. WSKAŹNIKI/INDICATORS of the project proposal

1	Peer-reviewed scientific publications submitted	All
		Joint
2	Peer-reviewed scientific publication published	All
		Joint
3	New products/processes/technologies designed or realised	
4	Registered applications for Intellectual Property Protection	All
		Joint
5	Polish researchers supported	All
		Female
6	Swiss researchers supported	All
		Female
7	Mentor-mentee relationships established for young researchers	
8	Joint applications for further funding submitted	
9	Researchers having gained experience abroad in the frame of the project – 1 month	All
		Female
10	Researchers having gained experience abroad in the frame of the project	All
		Female

Please provide the realistic target value for each indicator. Note that meeting the target values will be verified during the project implementation.

In case the indicator is not relevant for your project please fill in '0' as the target value.

**Indicators refer to the project consortium as a whole.**

Definitions of the indicators are presented in Proposal Manual.

Baseline value for all indicators is 0. Date for achieving the target value is the final date of project implementation unless otherwise specified in the definition of the indicator.





## 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 2025 (26.05.2025, 16:00:00 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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# **PART II**

## **Selection criteria and evaluation process**

### **SPPW CALL 2025**

**Research and Innovation Programme, Applied Research**



## Evaluation of proposals - 'Guide for Evaluators'

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

### Eligibility check

### Peer review

- 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, as well as to indicate project proposals recommend to be included in a reserve list. The list prepared by the SC is then forwarded by the PO to the Support Measure Steering Committee for approval

### Support Measure Steering Committee meeting

takes the final decision on proposals to be funded, taking into consideration the financial resources available. The SM SC has the authority to verify if the selection process has been conducted in accordance with the Regulations, call documentation and the Programme objectives and requirements.

**FIRST STAGE**

**SECOND STAGE**



## Eligibility criteria

### FIRST STAGE

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

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 in English language.**



## SECOND STAGE

**Selection criteria  
specified in ‘Guide  
for Applicants’ and  
‘Guide for  
Evaluators’:**

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
	Credibility of the pathways to achieve the expected outcomes and impacts
	Intended short-term outcomes
	Intended long-term application of outcomes
	Benefits to society as a whole.



Selection Criteria of the *Call 2025*

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

- if the proposal fits to the SPPW objectives and it is in line with the Sustainable Development Goals.
- an elimination criterion – no need for further evaluation if the answer is 'no'
- answer 'no' only in clear-cut cases

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



**Both individual Review forms and Consensus report will be forwarded to the applicant after stage of funding decisions .**

## Review forms

**Ethical 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

## Consensus report

**After the individual evaluation of a proposal, the three experts assigned to the proposal proceed to a common evaluation and complete consensus report form in the same steps and rules as in case of individual Review forms.**



## 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

The proposal can receive a total number of 25 points in the evaluation procedure. To be recommended for funding, the proposal must receive at least 15 points and pass all the thresholds on the consensus stage.

- score 0 - the proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
- score 5 - the proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.





## Ranking List

**the preliminary  
ranking list after  
Peer Review**

**Selection Committee  
Meeting**

**SM Steering  
Committee Meeting**

**Final ranking list**

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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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The National Centre for Research and Development

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