

PROGRAMME ‘APPLIED RESEARCH’

GUIDE FOR APPLICANTS SMALL GRANT SCHEME CALL

The following guidelines for applicants explain how to apply in the Small Grant Scheme Call of the Programme ‘Applied Research’ (hereafter referred to as “SGS Call”). The guidelines are based on the Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021 and especially Guideline for Research Programmes.

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1. Introduction

1.1. Legal basis

The Programme 'Applied Research' is implemented on the basis of the following legal acts:

- Regulation on the implementation of the Norwegian Financial Mechanisms 2014-2021, hereinafter referred to as 'Regulation';
- Guideline for Research Programmes – rules for the establishment and implementation of programmes falling under the Programme Area "Research",
- Programme Agreement between the Financial Mechanism Committee and Norwegian Ministry of Foreign Affairs and the Ministry of Investment and Economic Development of the Republic of Poland for the financing of the Programme "Applied Research";
- Act of 30 April 2010 on the National Centre for Research and Development (Journal of Laws item 1770, 2019);
- Act of 20 July 2018 on the Law of Higher Education and Science, (Journal of Laws item 85, 2020);
- Regulation of the Minister of Science and Higher Education of 17 September 2010 on the detailed mode of performance of tasks of the National Centre for Research and Development (Journal of Laws No 178 item 1200);
- Regulation of the Minister of Science and Higher Education of 19 August 2020 on granting state aid through the National Centre for Research and Development (Journal of Laws item 1465, 2020).

1.2. Glossary

Project Promoter (PP) – an entity formally responsible for submitting the proposal under the Programme 'Applied Research';

Principal Investigator (PI) – a female researcher having a scientific lead of a project submitted under the Programme 'Applied Research';

Programme Operator (PO) – the National Centre for Research and Development, agency responsible for the management and implementation of the Programme 'Applied Research' in Poland;

Donor Programme Partner (DPP) – the Research Council of Norway (RCN), agency responsible for supporting the PO during implementation of the Programme;

Programme Committee (PC) - an advisory and supporting body to the Programme 'Applied Research', consisting of Polish and Norwegian experts.



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1.3. Rationale for the Small Grants Scheme call

The scheme provides support for research projects implemented by women specializing in the area of technical sciences, which are the least feminized in comparison with other areas of science. It is aimed at strengthening the competences of female scientists allowing them for substantial advancement in their careers.

One of the challenges as far as the Polish scientific community is concerned is to increase the share of women, both in terms of the number of the employed in the field of R&D, and in terms of their role in the area of technical sciences, by taking advantage of their potential and supporting their scientific career development and promotion.

In Poland, the share of women among research and development employees in year 2018 was 25,8% in private business sector and 57,6% in the government sector. There is a significant trend, which has been observed for many years, of a decreasing share of women in individual groups, reflecting the higher positions and scientific degrees. In year 2019, there were 39.3 thousand doctoral students, including 54,8% women. In humanities, social and natural sciences, medicine and agriculture, women constituted more than 50% of all doctoral students, while in technical sciences – 35.1%. Among women enrolled in doctoral programmes only 10,7% decided to pursue a doctorate in engineering and technology. In year 2018, the Ph.D. degree was obtained by 5945 persons including 53.5% women. Like in the case of doctoral students, those with the newly acquired Ph.D. degree were mostly women, except for technical sciences, where they constituted only 33,7%. As for post-doctoral studies, in 2018 in the group of 1894 postdocs there were 49,6% women; women were a majority of new postdocs in all fields of science except for technical sciences, where they constituted only 28,5%. In year 2018, the professor title was awarded to 482 academic employees, including 183 women.¹ The share of women in the group of professors amounted to 38%, which is a marked increase compared with previous edition of the SGS Call, which took place in 2012.

Compared with the previous edition of the SGS Call the participation of women in Polish higher education and research has increased. However, women are still severely underrepresented in fields of technical sciences and engineering.

With this in mind, the Small Grant Scheme will provide support for projects allowing women for substantial advancement in their scientific careers in the areas falling into the scope of engineering and technology, as defined by the Organization for Economic Cooperation and Development in the Frascati Manual.

2. Applying in the SGS Call

2.1. General outline

¹ "Nauka i technika w 2018 r./Science and technology in 2018", Główny Urząd Statystyczny, Urząd Statystyczny w Szczecinie, Warszawa, Szczecin 2020, available at stat.gov.pl/obszary-tematyczne/nauka-i-technika-spoleczenstwo-informacyjne/



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The proposal must include no more than one Polish entity eligible according to this Guide. This entity shall be called a Project Promoter.

The entity shall comply with the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equality between women and men.

According to article 9.2 of the Guideline for Research Programmes, grants may not be awarded to entities which are, at the time of the grant award procedure, bankrupt or being wound up, convicted of an offence concerning their professional conduct, not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes, the subject of a judgment for fraud, corruption, involvement in a criminal organisation, money-laundering or any other illegal activity, subject to a conflict of interests or guilty of misrepresenting information.

Any entity which has committed an irregularity in the implementation of any other action under financing provided by the European Union or under financial contributions provided by the EFTA States in relation to the EEA Agreement may be excluded from the selection procedure at any time, with due regard being given to the principle of proportionality.

2.2. Eligibility of Project Promoter

The Project Promoter is formally responsible for submitting the proposal, submitting periodic and final reports to the Programme Operator and generally managing all activities related to project application, realisation and closing.

In the SGS Call of the Programme 'Applied Research', **the Project Promoter may only be:**

- Research organisation as defined in the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, and as stipulated in Article 37 paragraph 1 of the Act on the National Centre for Research and Development, **established as a legal person² in Poland.**
- Enterprise as defined in the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, **established in Poland.**

Project Promoter shall guarantee a reliable spending of public funds.

² understood as a legal entity under the Polish law, i.e. an entity that is capable of having and amend legal rights and obligations within Polish legal system, such as to enter into contracts, sue, and be sued, excluding natural persons.

2.3. Principal Investigator

The '**Principal Investigator**' is the female researcher having the scientific lead of the project on a daily basis. She is responsible for controlling the technical direction and academic quality of the project, and will ensure that the project is carried out in compliance with the terms, conditions of the call as well as those specified in Regulation, and especially Guideline for Research Programmes. The Principal Investigator (of any nationality) must be employed in the Project Promoter, for a period covering at least the duration of the project.

As the SGS Call is specifically dedicated to strengthening and facilitating the scientific careers of women in applied technical sciences, **only female researchers are eligible as Principle Inverstigators**.

A reasercher may not be a Principle Investigator in more than one proposal. In case the same Principal Investigator is featured in more than one proposal, **only the first proposal to be submitted in the EPSS will be considered eligible**.

2.3.1. Early stage researchers

The Programme 'Applied Research' devotes special attention to early stage researchers, who are planning their career in science on internationally significant level. Many young researchers find it difficult to pursue their innovative ideas independently and to find reliable sources of funding. Barriers of entry in research are high, which may dissuade many early stage scientists from pursuing a research career. Such situation calls for improvement, and with this aim in mind, the SGS Call will feature a **separate ranking list** for applications, in which the Principal Investigator fulfils the criteria of 'young researcher', as defined in Article 360 section 2 and Article 360 section 3 of the Act of 20 July 2018 on the Law of Higher Education and Science, (Journal of Laws item 85, 2020).

Division of funds allocated to each of the abovementioned lists will be decided by the Programme Committee during the evaluation of the final ranking lists, as mentioned in p. 3.4.

2.4. Project grant and budgeting

2.4.1. General rules

The total allocation for the SGS Call for Proposals is **EUR 5 000 000**.

The minimum amount of grant assistance applied for per project is **EUR 50 000**; the maximum amount is **EUR 200 000**.

The project implementation period is up to **24 months**.

The final cost eligibility date is **30 April 2024**.



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Applicants are strongly recommended to thoroughly verify if the project is realistic and feasible taking into consideration the final cost eligibility date in the Programme and project duration. The first and final dates of eligibility of each project will be stated in the project contract for that project. The project grant rate shall in all cases be set at a level that complies with the State Aid rules in force. The remaining costs of the project shall be provided or obtained by the Project Promoter.

The applicant may apply for funding to cover the following types of activities:

1. Fundamental (basic) research – experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts; only if it is in direct relation to, and necessary for industrial or experimental research planned in the proposal (**up to 10% of eligible costs**);
2. Industrial research – planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation;
3. Experimental development – acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services; Experimental development may comprise prototyping, demonstrating, piloting, testing and validation of new or improved products, processes or services in environments representative of real life operating conditions where the primary objective is to make further technical improvements on products, processes or services that are not substantially set. This may include the development of a commercially usable prototype or pilot which is necessarily the final commercial product and which is too expensive to produce for it to be used only for demonstration and validation purposes. Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services and other operations in progress, even if those changes may represent improvements;

2.4.2. Fields of science and technology

The purpose of the SGS Call is to strengthen and facilitate the scientific careers of female researchers in applied technical sciences. Therefore, the thematic scope of the Call is limited to selected fields of research, based on the “Revised field of science and technology (FOS) classification in the Frascati manual”, published by the Organisation for Economic Cooperation and Development (OECD).



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In particular, the Call covers the following fields of science and technology published by the OECD:

2. Engineering and technology

- 2.1. Civil engineering
- 2.2. Electrical engineering, Electronic engineering, Information engineering
- 2.3. Mechanical engineering
- 2.4. Chemical engineering (plants, products); Chemical process engineering;
- 2.5. Materials engineering
- 2.6. Medical engineering
- 2.7. Environmental engineering
- 2.8. Environmental biotechnology
- 2.9. Industrial biotechnology
- 2.10. Nano-technology
- 2.11. Other engineering and technologies

Applicants are strongly reminded that only proposals focused on **applied research** (i.e. industrial research and experimental development) are eligible for funding in the SGS Call.

2.4.3. Currency

The currency used for completing the online application form (see 'Proposal manual'), payments from the Programme Operator and settlements between Programme Operator and the Project Promoter is the Polish zloty (PLN). The ECB's exchange rate from the date of the call launch will be used for calculating all cost related to the project application. **The project contract will contain the maximum amount of the project grant in euro.**

2.4.4. Eligibility of expenditures

Eligible expenditures of projects are those actually incurred by the Project Promoter, which meet the following criteria:

- they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- they are connected with the subject of the project contract and they are indicated in the estimated overall budget of the project;
- they are proportionate and necessary for the implementation of the project;
- they must be used for the sole purpose of achieving the objectives of the project and its expected outcomes, in a manner consistent with the principles of economy, efficiency and effectiveness;
- they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and determined according to the applicable accounting standards of the country and according to generally accepted accounting principles;



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- they comply with the requirements of applicable tax and social legislation,
- they comply with the requirements of the applicable public-procurement law, as described in article 8.15 of the Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021 and the requirements concerning public procurement as described in the Guidelines of the National Focal Point for the public procurement,
- they are consistent with the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equality between women and men.

Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date for eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter.

Expenditures incurred after 30 April 2024 shall not be eligible.

The Project Promoter's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

The Programme Operator distinguishes between direct costs and indirect costs (see "Cost eligibility guide").

2.4.5. Cost categories

Expenditures incurred in frame of the project may fall into one of the following categories:

- Staff
- Consumables and supplies
- Equipment
- Travel
- Other direct costs
- Subcontracting
- Indirect (overheads)

For detailed description of each category and further information regarding expenditures including VAT, please refer to 'Cost Eligibility Guide'.



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2.4.6. State aid rules

Grants in the SGS call may cover **up to 100% of eligible costs for research organisations**. In the case of enterprises, funding quota will be decided on a case-by-case basis depending on the size of the company and type of research/development, under the Regulation of the Minister of Science and Higher Education of 19 August 2020 on granting state aid through the National Centre for Research and Development, (Journal of Laws of 2020 item 1456).

The maximum state aid intensity for enterprises:

	Large Enterprises	Medium Enterprises	Small Enterprises
Fundamental/Basic Research	Up to 100%	Up to 100%	Up to 100%
Industrial Research	Up to 50+15 (max 65 %)	Up to 50+10+15 (max 75 %)	Up to 50+20+15 (max 80 %)
Experimental development	Up to 25+15 (max 40 %)	Up to 25+10+15 (max 50 %)	Up to 25+20+15 (max 60 %)

Only basic/industrial research and experimental development will be funded. **Other types of activities (e.g. coordination, dissemination, management) may only be parts of research tasks.**

The eligible costs of fundamental research may comprise a maximum of **10% of total eligible costs** of the Project.

2.5 Proposal application

Applications from Project Promoters for financial support under the SGS Call are made in the form of project proposals submitted to the Programme Operator.

Proposals shall be submitted electronically in English through the Programme Operator's Electronic Proposal Submission Service (EPSS), available under the following address: <https://lsi.ncbr.gov.pl/>

Each project proposal must feature one and not more than one Principal Investigator, who must be a female researcher.

The Project Promoter can edit and validate the proposal until the closing date of the call. Only proposals that have been completed fully and correctly may be submitted.

Detailed description of the application form and the instruction on how to submit the proposal are presented in 'Proposal Manual'. Please be informed that the disclosure of any consultant involved in the preparation of the project application is required.

Proposals shall be submitted no later than 16:00 (CET) before the relevant submission deadline. Only the duly authorised representative of the Project Promoter is authorised to submit a proposal.

The proposals submitted via the on-line submission system are entered into databases after the call closure. The Programme Operator has no access to the proposal until the call deadline has passed.

Versions of proposals sent on paper, removable electronic storage medium (e.g. CD-ROM, diskette, portable drive etc.), by email or by fax will not be regarded as having been received by the Programme Operator.

If more than one copy of the same proposal is received, only the most recent eligible version is evaluated.

A proposal may be withdrawn at any stage of the call procedure, that is until the publication of final ranking lists. To withdraw a proposal, Project Promoter delivers (by post or in person) a written statement, signed by Promoter's legal representative, to the NCBR's seat. The statement has to indicate clearly the proposal in question and Promoter's intent to withdraw it. Date of delivery of the abovementioned statement to NCBR will be regarded as date of proposal withdrawal.

The date and time of receipt of the last version of submitted proposals are recorded by the EPSS. After the successful submission, an acknowledgement of receipt is sent through EPSS to the proposal Project Promoter.

3. Peer review and selection process

3.1. General outline

Proposals submitted to the Programme Operator via EPSS undergo two stages of assessment.

Stage one is the formal (eligibility) assessment, in order to review the proposals for compliance with administrative and eligibility criteria.



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Stage two is the scientific peer review. Proposals that passed the formal assessment are submitted by the Programme Operator to international peer evaluation. Each proposal will be reviewed by three international experts who will independently and separately score the proposal according to the evaluation criteria.

After the peer review has been completed, the Programme Operator prepares the preliminary ranking lists, based on the international experts' evaluation of the proposals, the available budget, the strategic objectives of the Programme, as well as the overall balance of proposals to be funded.. The final ranking lists are approved by the Programme Committee. The Director of the Programme Operator then issues individual decisions to award a grant to projects based on the final ranking lists.

The final ranking lists of the proposals will be communicated on the Programme Operator webpage:

<https://www.ncbr.gov.pl/norwaygrants/pl>

<https://www.ncbr.gov.pl/en/norwaygrants/en>

After the funding decision has been issued, the Programme Operator sends a letter, to the Project Promoter of each of the evaluated proposals. The reviews and consensus reports are then available in the EPSS.

3.2. Formal (eligibility) assessment

Proposals must fulfil all of the eligibility criteria if they are to be retained for scientific peer-review.

The following eligibility criteria apply to all proposals submitted under the call:

1. receipt of proposal by the Programme Operator before the deadline date and time established in the call and in compliance with p. 2.5;
2. fulfilment of conditions related to:
 - a) Project Promoter eligibility as defined in p. 2.2,
 - b) minimum and maximum amount of grant assistance as defined in p. 2.4.1,
 - c) maximum project duration and final cost eligibility date as defined in p. 2.4.1,
 - d) types of activities as defined in p. 2.4.1,
 - e) currency as defined in p. 2.4.3.,
 - f) cost categories as defined in p. 2.4.5,
 - g) intensity of state aid as defined in p. 2.4.6;
 - h) featuring as Principal Investigator in no more than one proposal, as defined in p. 2.3
3. confirmation that Project Promoter:



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- a) complies with the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equality between women and men,
 - b) is not excluded from the possibility of receiving funding as defined in p. 2.1;
4. completeness of the proposal as required in the 'Proposal Manual';
 5. accordance with the scope of the call as stipulated in point 2.4.2 of this Guide - the content of the proposal must fall within the fields of science and technology selected for the call; a proposal will only be deemed ineligible on grounds of 'scope' in clear-cut cases.

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

In case the proposal does not fulfil criterion 1, the proposal is deemed ineligible and left without further assessment, with no right to complaint.

In case the proposal does not fulfil criteria 2a-2e, 2h, 3 or 5, the Director of the Program Operator issues a resolution refusing to initiate proceedings with regards to proposal in question. Project Promoter of the proposal in question may file a complaint about such resolution within 7 days from its receipt.

In case the proposal does not fulfil criterion 2f, 2g, 4 it is sent back for amendment or completion.

If the proposal requires an amendment or completion, the Programme Operator issues a request to the Project Promoter, via the EPSS. The Promoter is given 7 days, counting from the day after the request was delivered, to implement all necessary changes and to resubmit the proposal. The amendment or completion may only refer to administrative parts of the proposal or include obvious errors. **The scientific content-related parts of the proposal (in sections III and IV) must remain unchanged.** A proposal may be amended/completed only once.

If the Project Promoter fails to implement the requested changes according to the request, or implements changes other than requested, or fails to resubmit the complete proposal in requested time, the proposal is deemed ineligible and left without further assessment, with no right to complaint.

Project Promoters of proposals deemed ineligible in the above mentioned cases will be informed of the grounds for such a decision in writing.



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If it becomes clear before, during or after the evaluation phase that due to the new circumstances one or more of the eligibility criteria have not been fulfilled, the proposal is declared ineligible by the Programme Operator and is withdrawn from any further examination.

3.3. Scientific peer review

The Programme Operator passes on eligible proposals to international peer evaluation.

The evaluation process is based on a number of well-established principles:

- Excellence – the projects selected for funding must demonstrate high quality in the context of the key topics and criteria set out in the call.
- Transparency – the funding decisions must be based on clearly described rules and procedures, and applicants should receive adequate feedback on the outcome of the evaluation of their proposals;
- Fairness and impartiality – all proposals submitted to the call are treated equally. They are evaluated impartially on their merits, irrespective of their origin or the identity of the applicants;
- Confidentiality – all proposals and related data, knowledge and documents communicated to PO are treated in confidence;
- Efficiency and speed – evaluation, award and contract preparation should be as rapid as possible, commensurate with maintaining the quality of the evaluation and respecting the legal framework;
- Ethical and security considerations – any proposal which contravenes fundamental ethical principles may be excluded at any time from the process of evaluation, selection and award.

Proposals are selected and grants are awarded on the basis of the following selection criteria, specified in the 'Guide for Evaluators':

- a) Relevance in relation to the objective and priorities of the research Programme;
- b) Scientific and/or technical excellence;
- c) Quality and efficiency of the implementation and management, including quality and implementation capacity of the applicants and contribution to capacity and competence building; and
- d) The potential impact through the development, dissemination and use of project results.

Each application that meets the administrative and eligibility criteria is reviewed by three international experts who will independently and separately score the proposal according to the evaluation criteria. In the initial phase of the evaluation each expert works individually, and gives scores and comments for each criterion.

They also indicate if the proposal:



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- falls entirely out of the scope of the call for proposals; and
- deals with sensitive ethical issues.

Once all the experts to whom a proposal has been assigned have completed their individual assessments, the evaluation progresses to a consensus assessment, representing their common views. The outcome of the consensus step is the consensus report, approved by all the experts. In the case that it is impossible to reach a consensus, the report sets out the majority view of the experts but also records any dissenting views from any particular expert(s).

Following the eligibility check and depending on the number and topics of proposals received, the Programme Operator in consultation with PC and DPP, decides whether it is appropriate to include a panel review within the selection procedure. All stakeholders will be promptly notified of the decision to adopt a panel procedure and of the procedure to be followed.

For a particular call, or part of a call, it may be possible to arrange for all the experts to examine all the proposals, and carry out their final review at the same time as they prepare the consensus reports. These experts are thus considered to constitute the panel.

The main task of the panel is to examine and compare the consensus reports in a given area, to check on the consistency of the marks and comments applied during the consensus discussions and, where necessary, propose a new set of marks or revision of comments.

The outcome of the panel review is a Panel Report recording, containing:

- An Evaluation Summary Report (ESR) for each proposal, including comments and scores. Where relevant, any ethical issues and any security considerations are reported;
- A list of proposals passing all thresholds, along with a final score for each proposal passing the thresholds and the panel recommendations for priority order;
- A list of evaluated proposals having failed one or more thresholds;
- A list of any proposals having been found ineligible during the evaluation;
- A summary of any other recommendations of the panel.

The ESR agreed by the panel experts may include recommendations for further improvements to a proposal that is already highly rated.

3.3.1. Scoring system



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Experts examine the issues to be considered comprising each evaluation criterion. For criterion 'Relevance in relation to the objective and priorities of the Programme' the scale 'yes' or 'no' is used. For the rest of criteria a scale from 0 to 5 is applied. Half point scores may be given. Score values indicate the following assessments:

n/a	The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
Poor	The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
Fair	While the proposal broadly addresses the criterion, there are significant weaknesses.
Good	The proposal addresses the criterion well, although improvements would be necessary.
Very Good	The proposal addresses the criterion very well, although certain improvements are still possible.
Excellent	The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

Thresholds are applied to all criteria as well as to the overall score, such that any proposal failing to achieve the threshold scores will be rejected.

Some criteria have weights applied to them, according to the priorities of the Programme.

For detailed description of the scientific assessment procedure, scoring etc. please refer to 'Guide for Evaluators'.

3.4. Final ranking lists

The Programme Operator prepares two preliminary ranking lists – one for proposals where the Principal Investigator fits the criteria of Young Researcher, as defined in p. 2.3 of this Guide and the other for proposals, where the Principal Investigator cannot be defined as "Young Researcher" – based on the international experts' evaluation of the proposals that passed the evaluation thresholds. Due account is taken of the scores received and of any advice from the experts. It will also take account of the available budget, the strategic objectives of the Programme, as well as the overall balance of proposals to be funded. A suggested grant amount is determined for each of these proposals.

The Programme Committee reviews the ranked lists of projects. The Programme Committee may modify the ranking of the projects in justified cases. The justification for modifications will be detailed in the minutes of the meeting of the Programme Committee. For detailed



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description of the procedure please refer to the 'Guide for evaluators'. At this point the Programme Committee decides on division of funds between two abovementioned lists. The Chair of the Programme Committee submits the minutes and the lists of recommended projects, together with the reserve lists and the lists of rejected project applications and the reason for their rejection to the Programme Operator. The final ranking lists are approved by the Programme Committee.

The Programme Operator verifies that the selection process has been conducted in accordance with the Regulation and the Guideline for Research Programmes and that the grant award recommendation of the Programme Committee complies with the rules and objectives of the Programme. The Programme Operator then issues individual decisions to award a grant to projects based on the final ranking lists approved by the Programme Committee.

In case the final ranking lists approved by the Programme Committee reveal that a small amount of funding prevents the inclusion of another project onto the funded lists, the Programme Operator may, acting on a proposal from the Programme Committee, apply minor budget cuts uniformly across all projects, not exceeding 3% of the requested budget.

The Programme Operator publicizes the results and notifies the applicants about the results of the selection process within reasonable time. All applicants are informed in writing of the Programme Operator's decision.

A number of proposals may be kept in reserve to allow for eventualities such as the failure of negotiations on projects, the withdrawal of proposals, budget savings agreed during negotiation, or the availability of additional budget from other sources.

4. Contracting

4.1. Funding decisions

Project Promoter whose proposal was recommended for funding will be required to submit additional documentation, according to 'List of necessary information, declarations and documents required at the stage of issuing funding decision and the stage of signing of the project contract', within 30 days from the publication of the ranking lists mentioned in p. 3.4 of this Guide. If the Project Promoter fails to submit the abovementioned information, the proposal in question may be considered withdrawn and the Programme Operator may issue a decision of discontinuation of proceedings with regards to such proposal.

The project grants are awarded via a decision of the Director of the Programme Operator.



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Funding decision specifying the amount awarded are issued for all proposals selected for financing. For the proposals which have not been recommended for financing, rejection decisions are issued, in writing, including an explanation of the reasons for rejection. All decisions are issued no later than 9 months after the call closure.

A decision of the Director of the Programme Operator concerning the award of grant may be appealed against on grounds of procedural breach or other formal issues, to the Appeal Committee of the Council of the National Centre for Research and Development, within 14 days from the date of the decision's delivery. The Appeal Committee of the Council of the National Centre for Research and Development will issue its decision no later than within 3 months after the appeal date. The decision of the Appeal Committee of the Council of the National Centre for Research and Development may be appealed against at the administrative court.

Opinions and scores given by the evaluating experts can never be subject to appeals.

4.2. Negotiations

The Project Promoters of proposals for which grants have been awarded are invited to begin negotiations and will be required to submit additional documentation, according to 'List of necessary information, declarations and documents required at the stage of issuing funding decision and the stage of signing of the project contract'. The Programme Operator may request changes, possibly including the modifications in the budget, in line with the funding decision. The contract includes time schedule of the project as well as the estimated budget breakdown and financial contribution per activity and per participant and the amount/rate of the advanced payment. The grant amount indicated in the funding decision can never be subject to negotiations.

If the project contract is not signed within a reasonable deadline indicated by the Programme Operator, negotiations may be terminated and proposal will be rejected from funding. The Programme Operator may also terminate negotiations if the Project Promoter proposes to modify the project to the extent that it becomes significantly different from the proposal that has been evaluated and for this reason the project contract is not signed within a reasonable deadline indicated by the Programme Operator. In the above cases the Director of the Programme Operator issues a decision concerning declaration of the extinction of the previous funding decision.

Once the negotiations have been successfully finalized, the project contract is signed between the Programme Operator and the Project Promoter.



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Negotiation of proposals from the reserve lists may begin once it is clear that sufficient budget has become available to fund one or more of these projects and the Programme Operator has awarded a grant to such projects, in accordance with Article 8.15 of the Guideline for Research Programmes.

5. Project implementation

5.1. Payment model

The Programme Operator ensures timely transfer of an advance payment and interim payment(s) to the Project Promoter.

Co-financing is paid as a rule in the form of advance payments. The advance payment may be conditional upon the establishment of collateral in one or several of the forms referred to in the Regulation of the Minister of Development and Finance of 7 December 2017 on advance payments under programs financed with European funds (Journal of Laws of 2017, item 2367).

The Project Promoter is obliged to open and maintain, for the period of implementation of the project, a separate bank account for funds granted under the Norwegian Financial Mechanism 2014-2021. The NCBR transfers funds for the implementation of the project to the said bank account.

Payments towards the projects are executed in the form of advance payments. The first advance instalment of maximum 30% of the total grant amount will be transferred within 30 days from the signature of the project contract to the Project Promoter through Bank Gospodarstwa Krajowego (BGK). The Programme Operator places a payment order. Further advance instalment(s) will be transferred to the project in accordance with an individual schedule of payments and upon approval of the payment request(s), as stipulated in the project contract. These further instalments may be paid when at least 70% of the previous advance instalment(s) has been reported as incurred and not later than 15 days after the Programme Operator's approval of payment requests.

In case of justified doubts as to the proper performance of the project and in exceptional cases, e.g. unclear financial status, previous irregularities, warning signals /suspicion of financial abuse, a payment model in the form of reimbursement of incurred expenditure may apply to a project, after the analysis (the analysis concerns in particular the situation of the Project Promoter as well as scientific and financial progress of the project).

The payment request submitted by the Project Promoter to the Programme Operator must contain a summary financial statement for the project.

5.2. Verification of payment claims and proof of expenditure

The Project Promoter documents all expenditures incurred in connection with the realization of the project by invoices or alternatively by accounting documents of equivalent probative value. Each original accounting document must be annotated. Documents must be stored in compliance with national and European Community regulations.

The NCBR system of payments to projects based on payment requests (payment claims) submitted by the Project Promoter will be used as described in the chapter above. The financial information contained in the payment claims is limited to a summary financial statement from the Project Promoter for the whole project for the date of the payment claim submission, while financial information contained in the annual reports follows the reporting requirements described in p. 5.3 below. Each Project Promoter files payment claim on the dates specified in the project contract. Formal and accounting verification of the payment claim is conducted by employees of the Department of Project Financing of the Programme Operator based on a checklist. Verification is approved by the Head of the Department. Verification of the incurred expenditure will be conducted through the assessment of the annual and final reports.

On top of the above, on-the-spot verifications of projects, which may be carried out on a sample basis, will be carried out by the Programme Operator.

Accounting documents (invoices etc.) must be stored in the seat of Project Promoter and will be checked during the inspections at the projects site or on request in case of need of explanation (i.e. when verifying the annual reports, or at any time if deemed necessary by the Programme Operator).

5.3. Periodic reporting

During the course of the project, the Project Promoter submits an annual report within 60 days of the end of each reporting period as set out in the project contract.

The annual report comprises:

1. A technical report containing:

- an explanation of the work carried out by the participants,
- an overview of the progress of work towards the objectives of the project, including milestones and deliverables identified in the project contract. The report must include explanations justifying the differences between the work expected to be carried out in accordance with the project contract and that actually carried out,
- details on the exploitation and dissemination of the results, and - if required in the Project Contract - an updated plan for the exploitation and dissemination of results,
- a summary for publication by the Programme Operator.



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2. A financial report containing:

- a financial statement for the reporting period concerned. The individual financial statement shall detail and declare the eligible costs for the Project Promoter. Amounts which are not declared in the financial statement will not be taken into account by the Programme Operator.

Project Promoter must certify that:

- the information provided is complete, reliable and true;
 - the costs declared are eligible;
 - the costs can be substantiated by adequate records and supporting documentation that will be produced on request or in the context of checks, reviews, audits and investigations,
- an explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each participant,

Incurred expenditure reported through the annual reports will be subject to administrative verifications before the report is approved. Verifications to be carried out may cover administrative, financial, technical and physical aspects of projects, as appropriate, and will be in accordance with the principle of proportionality.

5.4. Final reporting

The Project Promoter submits a final report within 60 days after the end of the project.

The final report comprises:

1. a final technical report, containing:

- an overview of the results and their exploitation and dissemination;
- the conclusions on the project;
- the socio-economic impact of the project: a report covering the wider societal implications of the project, in the form of a questionnaire, including gender equality actions, ethical issues, efforts to involve other actors and to spread awareness, as well as the plan for the use and dissemination of foreground;
- a summary for publication by the PO.

2. a final financial report containing:

- a 'final financial statement' from the Project Promoter for all reporting periods and including the request for payment of the balance (final payment claim).

5.5. Reporting on scientific publications



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During and after the project, the Project Promoter provides references and an abstract of all scientific publications relating to the results of the project at the latest 60 days following publication.

As part of the final project report, the Project Promoter will be required to submit a full list of publications relating to the results of the project.

All publications must include the following statement to indicate that the results of the project were generated with the assistance of financial support from the Norwegian Financial Mechanism: 'The research leading to these results has received funding from the Norway Grants 2014-2021 via the National Centre for Research and Development'.

6. Further information and queries

6.1. Programme documents

All Programme documents are available in English on the Programme Operator website:

<https://www.ncbr.gov.pl/norwaygrants/pl>

<https://www.ncbr.gov.pl/en/norwaygrants/en>

6.2. Contact information

For any additional information about the SGS Call and the Programme 'Applied Research' please contact:

- Maciej Jędrzejek - office: +48 22 39 07 160
- Konrad Kosecki - office: +48 22 39 07 460
- Krystyna Maciejko - office: +48 22 39 07 489
- Hanna Sroczyńska - office: +48 22 39 07 198
- Ewelina Wildner - office: +48 22 39 07 123

The following e-mail address should be used when contacting the NCBR on the matters concerning the SGS Call: norwaygrants-at-ncbr.gov.pl. The timeframe for answering e-mail queries is 3 working days.