

Annex to the terms of conducting and regulations of awarding funding for the call: ARTIQ – Centres of Excellence in Artificial Intelligence set forth in NCN Council Resolution No 73/2021 of 28 July 2021

**COSTS IN THE CALL:
ARTIQ – CENTRES OF EXCELLENCE IN ARTIFICIAL INTELLIGENCE
TO FUND BASIC RESEARCH BY NCN**

When drawing up the budget, emphasis should be put on determining the required resources and exact estimation of expenses. The budget must be well justified with regard to the subject and scope of the research, based on real calculations and itemize expenses to be covered from the NCN resources (so-called eligible costs). The budget must be planned for the entire period of project implementation, split into years.

ELIGIBLE COSTS are expenditures for basic research eligible for funding from NCN resources as long as they meet all of the following requirements:

1. are critical to the research tasks,
2. have been incurred in the period of eligibility, i.e. from the day on which the funding decision of the NCN Director becomes legally binding until the end of the research,
3. are advisable and frugal,
4. may be identified and verified,
5. conform with the applicable rules and regulations, including the rules and regulations of the host institution and the rules and regulations of the NCN, in particular the rules set forth herein.

The following shall not be deemed eligible costs:

- 1) provisions for future liabilities, debt interest and other debt servicing expenses, interest and other amounts due on account of late payments, contractual penalties, fines, penalties and expenses to cover the costs of litigation,
- 2) VAT if the host institution is entitled to reclaim it,
- 3) fees for pre-publishing reviews,
- 4) costs of leasing of research equipment¹,
- 5) costs of reduced obligatory teaching load,
- 6) cost of publication of monographs² resulting from research projects which have not been positively reviewed by the NCN,
- 7) Article Processing Charges in hybrid journals, as defined in the Open Access Policy at the NCN,
- 8) salaries of the administrative and financial staff (HR services, legal and accounting services, including the outsourcing of accounting services to an accounting office),
- 9) costs of renovation of facilities,
- 10) costs of adapting/upgrading facilities so that they can meet the needs of the research tasks,
- 11) fees and rent for the use of facilities, property taxes, etc.,

¹ Research equipment (as defined by the Central Statistical Office) means a set(s) of testing, measurement or laboratory apparatus of limited application and high technical parameters (usually several orders of magnitude higher than typical apparatus used for production or exploitation purposes), which in accordance with the accounting policy of the host institution constitute the host institution's fixed assets.

² As defined in §10 of the Regulation on evaluation of the quality of research activity issued by the Minister of Science and Higher Education on 22 February 2019 (Journal of Laws of 2019, item 392).

- 12) costs of utilities (electricity, heat, gas and water and other industrial fees, transmission fees, sewage disposal, etc.), telecommunications services (telephone, Internet) and postal and courier services, with the exception of services referred to in point 3.6,
- 13) costs of cleaning, janitorial and security services to facilities,
- 14) costs of non-life insurance,
- 15) handling and administrative fees,
- 16) costs of banking services, including opening and maintaining a sub-account or separate account for the research project, bank fees,
- 17) costs of organisation of conferences, workshops, seminars and meetings (with the exception of personnel costs specified in points 3.3 and 3.4),
- 18) costs of subscriptions (with the exception of the costs of data and access to data referred to in point 3.6) and
- 19) fees for membership in organisations, associations, etc.

The eligibility of costs is checked during the proposal evaluation, evaluation of the final report and external control and audit.

Indirect costs cannot be planned in the project.

Eligible costs are expenditures directly related to the implementation of the research and they include the cost of salaries, outsourcing and other direct costs.

1. **Costs of salaries** - this category covers costs of salaries and non-wage labour costs anticipated only for persons employed as members of the team, i.e. leader and co-investigators.

The leader must be a person employed by the host institution for the entire project duration period pursuant to a full-time employment contract. The total salary of the leader is up to 600,000 PLN per annum.

The research team's salary and form of employment is determined by the leader at his/her own discretion, however co-investigators employed by the host institution acting as the applicants may be paid their salary in any form other than under a civil law contract (e.g. an appendix to an agreement). Co-investigators employed pursuant to an employment contract are not subject to additional rules and regulations applicable to NCN's domestic calls, including rules and regulations applicable to post-docs (e.g. provision upon which a PhD degree must be received within 7 years before joining the project). If students/PhD students are employed, the leader may decide on the form of their employment (e.g. employment contract, civil-law contract or doctoral scholarship).

Doctoral scholarships are allowed as long as PhD students comply with the Act on Higher Education and Science of 20 July 2018 according to which doctoral scholarships are offered for entire project duration period.

The cost of salaries must be covered proportionally to the scope of tasks in the project, concerning (respectively): basic research (funded by the NCN) or industrial research, development and/or preliminary work (funded by the National Centre for Research and Development "NCBR").

The salaries planned in the project are subject to merit-based evaluation.

2. **Outsourcing** – costs of services rendered by third parties (institutions and individuals with business activity), including:
 - costs of purchasing research services (laboratory analyses, statistical reports, surveys, etc.),

- costs of purchasing other specialist services necessary for due completion of the research (proofreading, editing, graphics, consulting, monitoring, etc.),
- costs of postal, courier and transport services directly related to the completion of a given research task,
- costs of manuscript translation and editing,
- costs of premises rental, catering, etc., as necessary for the completion of the research tasks that include subjects/respondents.

Recipients of salaries funded by the NCN in the project may not be involved in research tasks as subcontractors directly or indirectly (via institutions that employ them).

3. Other direct costs

- 3.1 **Costs of research equipment, devices and software** – this category covers the costs of purchase or construction of research equipment, other devices and software crucial to research.

Research equipment (as defined by the Central Statistical Office) shall mean a set(s) of testing, measurement or laboratory apparatus of limited application and high technical parameters (usually several orders of magnitude higher than typical apparatus used for production or exploitation purposes), which in accordance with the accounting policy of the host institution constitute the host institution's fixed assets.

Other devices shall mean other devices outside the scope of the definition of research equipment which in accordance with the accounting policy of the host institution constitute the host institution's fixed assets.

Software shall mean software purchased to meet the requirements of the research project, which in accordance with the accounting policy of the host institution constitutes the host institution's intangible assets.

In the case of research equipment, devices and software constituting fixed assets or intangible assets subject to depreciation pursuant to the Accounting Act of 29 September 1994, eligible costs shall include the purchase price or construction costs of fixed assets or intangible assets within the meaning of the Act, including the total costs incurred by the host institution for the project by the day they of taking them into use.

- 3.2 **Materials and small equipment** – costs of purchasing materials and consumables for direct use over the course of the project, including:
- raw-materials, semi-finished products, reagents,
 - office supplies, stationery,
 - small laboratory equipment, IT hardware and small office devices (e.g. computers, software licence and development costs, printers, scanners, monitors, copiers) and other devices, as long as pursuant to the accounting policy of the host institution they are not classified as fixed assets or intangible assets.

- 3.3 **Business trips** – costs of business trips of research team members necessary for the research.

Costs of business trips include:

- daily allowance and reimbursement of travel costs, as set forth by the regulations passed in accordance with Article 77⁵ § 2 of the Polish Labour Code,
- individual insurance,
- conference fees,

- other costs, as long as they are considered justified and essential to the completion of the research, such as: visas, vaccinations, etc.

Costs of long-term expedition may be eligible as long as they have been calculated in line with the principle of advisability and frugality, based on a solid assessment of their actual costs.

- 3.4 **Visits and consultations** – costs of individual visits by external collaborators and/or consultants closely related to the project (daily allowances, travel and accommodation costs).
- 3.5 **Collective investigators** – total cost of compensation for persons carrying out onetime responsibilities (e.g. interviewers) and participants in research. The minimum number of such investigators is 5. This category does not include technicians and lab managers.

A detailed cost estimate must be submitted, describing the purpose of the expenses and the overall cost as well as the number of benefit recipients, value and form of benefit (monetary or material).

- 3.6 **Other costs** – other costs that fall in none of the previous categories, such as:
 - costs of purchasing data/databases or access thereto,
 - specialist publications/teaching aids,
 - costs of publication of monographs that may be incurred once positively reviewed by the NCN,
 - Article Processing Charges of scientific articles, with the exception of Article Processing Charges in hybrid journals and costs of publication of research results in open access in compliance with the Open Access Policy at the NCN, and
 - costs of external audit.

The research project may include the costs of actions intended to promote it and disseminate research and research results. Anticipated costs generated by such actions, as long as they meet the conditions of eligibility, shall be entered in the categories of “Costs of salaries and scholarships”, “Outsourcing”, etc., accordingly.

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