

Call for Proposals Rules and Procedures

**Ośrodek Przetwarzania Informacji (OPI)
the Executing Agency of Polish-Swiss Research Programme (PSRP)
informs that project applications
under the framework of Polish-Swiss Research Programme
can be submitted from **1st of April 2010** to **30th of July 2010** until 3 p.m.**

The aim of the competition

The PSRP focuses on Joint Research Projects (JRP). JRP shall enable researchers from Poland, jointly with researchers from Switzerland, to undertake research activities on specific problems in 5 thematic areas:

- ICT
- Energy – renewable energy sources
- Nanotechnologies
- Health
- Environment

The aim of the projects' competition is to select the most valuable content- related projects that are feasible to achieve the high quality and durability of assumed results.

The objective of the Polish-Swiss Research Programme

Supporting research and development sector as an integral and essential part of human, social and economic cohesion and to contribute to the further development of research and development sector in Poland as well as to accelerate its integration into the international research area.

The PSRP supports the implementation of Joint Research Projects realized by Polish and Swiss researchers. This goal may be achieved by making resources under the PSRP available for Beneficiaries to permit researchers from both countries to carry out joint research activities in the five thematic fields.

Programme Budget

The total amount available for Call for Proposals is 19 062 000 CHF.

The Contribution in form of grants is up to 100% of total eligible costs of the single Project, where 85% is provided by the Swiss Contribution and 15% by the Polish state budget.

The Programme will provide grant assistance for Projects between:

- CHF 300'000 and CHF 1 million (tentatively 60% of the total allocation)
- Above CHF 1 million and CHF 2 million (tentatively 40% of the total allocation)

The maximum admissible participation of the Swiss partner in the total eligible expenses of the project cannot exceed 42,5%.

In case of increased allocation, projects from the waiting list will receive funding.

Timeframes

The starting eligibility date of Joint Research Projects realisation is the date of signing the financial agreement.

The final eligibility date of Joint Research Projects realisation is June, 30th 2016.

Important: Only 1 call for proposal will be provided.

Payment system

As a general rule, grant assistance under the PSRP shall be given as reimbursements of already incurred eligible costs, according to the disbursement schedule in the Grant Agreement. The Beneficiary may apply to the Executing Agency for advance payments, granted in justified cases, under the following conditions:

- the concerned institution has to include the request for an advance payment in the application form;
- the advance payment does not exceed 10% of the overall Project budget;
- the advance payment does not exceed 50% of the current year's Project budget.

More detailed information concerning the eligible and not eligible costs is available at the website www.swiss.opi.org.pl in document: Operational Programme for the use of financial resources under the Polish – Swiss Research Programme 2009- 2017.

Eligible Applicants

The Applicants of grant assistance under the PSRP may be:

- public and non-public higher education institutions,
- research institutions (on the Polish side this category encompasses *jednostki badawczo-rozwojowe* oraz *jednostki PAN*),
- non-governmental research organisations conducting scientific activity,
- other entities running activities in the area of research and development.

The partnership of at least 1 Polish and at least 1 Swiss institution is compulsory in submitted projects.

The Applicant of joint Polish – Swiss research project is always the Polish side (registration in the territory of the country is vital).

The eligible institutions of Swiss side were defined in Art. 5 lit. a and b of the Federal Law on Research of 7 October 1983.

The procedure of appraisal

Applications under the Polish – Swiss Research Programme should be submitted in English (including an abstract in Polish) on the specific application form available at the website www.swiss.opi.org.pl

All submitted applications will be subject to registration performed by the Executing Agency. After registration, applications cannot be subject to any modifications or completions except those ones which are allowed to be inserted by the applicant in result of a written request issued by the Executing Agency during the process of formal verification.

The appraisal of the submitted applications consists of three stages:

STAGE 1

Having received and registered an application - Project proposal – the Executing Agency performs its formal verification within maximum of 21 days (this period may be extended due to the appealing procedure process).

During the appraisal procedure in a form of screening, in case some certain lacks or irregularities arise, the Executing Agency addresses to an applicant with the request to correct errors and/or complete lacks within 72 hours from an hour of a dispatch of the notification by the Executing Agency.

In order to qualify the content – related appraisal, Projects submitted under the Programme need to fulfil all the formal and eligibility criteria.

Information on the results of formal appraisal is communicated to the applicant in writing by the Executing Agency. Applications that fails to meet formal criteria will be returned to the applicant without unnecessary delay and be accompanied with reasoned opinion on the rejection of the application. One original version will remain in the Executing Agency.

STAGE 2

Projects that met formal criteria, are subject to content – related appraisal within maximum of 90 days of the close of a formal appraisal.

The assessment is performed by the appraisal experts in the form of a peer review, in principle by international ones. The peer review experts are designated by the Executing Agency based on national and international peer databases. The appraisal is conducted in a score system, on the basis of provisions defined in the appraisal criteria, adopted by the Joint Selection Committee.

The National Coordination Unit (NCU) designates the Polish members of the Joint Selection Committee. Swiss Agency for Development and Cooperation/ Swiss Contribution Office designates the Swiss representatives of the Committee. The Joint Selection Committee is a scientific panel. It is constituted by 3 Polish and 3 Swiss members. The primary task of the Joint Selection Committee is to consider the results of the peer reviews, to select and to take the final decision on the Project proposals.

Experts verifies scientific quality of Projects and their conformity with the overall Objective of the PSRP and the Swiss – Polish Cooperation Programme. Based on conducted appraisal in the form of peer reviews, there is elaborated a list of Projects recommended for the financing, with scores.

The final grant decision on Projects is made by the Joint Selection Committee, based on the list of ranked Project applications. On its basis, the Executing Agency prepares Grant Agreements and disbursement plans and signs them with the Beneficiaries.

STAGE 3

One-instance-appealing procedure is applied, for which the proper decisive institution is the Executing Agency. An applicant may appeal against the decision on refusal of the Project only with respect to the compliance with formal requirements.

An applicant cannot appeal against the decision of a content-related character.

The appeal is due within 10 days, dated from the day of dispatch by the Executing Agency to an applicant of the notification about the Project refusal. After the end of this date appeals shall not be considered.

The appeal submitted to the Executing Agency in due time is examined by it within 7 days upon the day of its arrival.

In case of positive decision on the appeal, the Project is a subject to content-related appraisal.

List of supporting documents

Supporting documents required at the stage of submitting the applications:

- Original or a duly certified copy (by person/-s authorized by the Beneficiary) of valid extract/transcript from the National Court Register or any other document of similar character confirming the legal status of Beneficiary in case of “non-governmental institutions” and “other entities...” and personal data of person/-s authorized to represent Beneficiary, issued no earlier than 6 months before the submission date of the Project proposal – required for Polish institutions and their all Polish project Partners.
- Letter of Intent including declaration of cooperation between partners,
- Detailed project budget,
- Written statements certified that: the project proposal under the Polish-Swiss Research Programme will be implemented in accordance with the principles of state aid, the project proposal under the Polish-Swiss Research Programme complies with the relevant provisions of Community law and national legislation,

including public procurement and state aid, the actions to be implemented and planned expenditures for the project proposal under the Polish-Swiss Research Programme are not and will not be financed from other Community financial instruments, including other European Union structural funds - statement required for Polish institutions (Beneficiary and Partners).

Please be informed that:

- supporting documents are required to be submitted by a Beneficiary,
- supporting documents must be attached to both the on-line version of the application form and the hard copy,
- supporting documents must be submitted in appropriate number of copies (1 original document and 2 copies, marked respectively). Any original document should be originally signed by a person entitled to do it. Each copy should be certified to be a true copy of the original document by a person entitled to do it.
- supporting documents should be in English with the following exception: registration/ statutory documents related to Polish institutions may be submitted in Polish only otherwise the bilingual version is permitted.
- Formal and content-related appraisal checklists to verify the correctness of the application are available at the website: www.swiss.opi.org.pl

Formal demands

1. Each application should be submitted on the specific application form in English (including Polish abstract). Costs should be given in *PLN*. Application form should be filled in attentively, completely and in accordance with the Application Form User Guide and other Programme related documents. Application form is available in the *on line* Application System at the website www.swiss.opi.org.pl
2. Each application should be submitted **both** on-line and as a hard copy. Both versions should be submitted till **July 30th 2010 until 3 p.m.** They should have the same contents including supporting documents.
3. Each Application should consist of an application form and required supporting documents which should be enclosed both to the on-line version and to the hard copy. List of supporting documents is available above and at the website: www.swiss.opi.org.pl
4. There should be submitted in writing 3 copies of each application (1 original, 2 copies, marked respectively). All pages of the application form must be of A4 size and one-sided. All documents should be originally signed by persons entitled to sign. There should be submitted in 2 copies on electronic carries (e.g. CD) in pdf format at the same time.
5. Completed on-line version of the application should be sent to the Executing Agency in the on line System. Paper version of the application should be submitted in person or by courier or sent by post to:

Ośrodek Przetwarzania Informacji (Information Processing Centre)

Al. Niepodległości 188b

00-608 Warszawa

If the Application is forwarded by post or by courier, the date of receipt is binding.

More information on the Polish-Swiss Research Programme is available in the Operational Programme for the use of financial resources under Polish-Swiss Research Programme 2009 – 2017, which is available at the website: www.swiss.opi.org.pl

Information related to the Programme is also available at the following websites:

www.swiss.opi.org.pl

www.programszwajcarski.gov.pl

Contact:

The Executing Agency

Information Processing Centre (Ośrodek Przetwarzania Informacji)

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