**PRINCIPLES OF THE PROGRAM**

**“Long-term program to support Ukrainian research teams**

**at the Polish Academy of Sciences
carried out in collaboration with the U.S. National Academy of Sciences with the support of external partners”**

**Legal basis:**

Article 19 of the Act of 30 April 2010 on the Polish Academy of Sciences (*Journal of Laws* 2010, no. 96 item 619 as amended).

**Sources of funding for the program:**

Extra-budgetary funding from domestic and foreign sponsors and partners that have financially supported the realization of research projects of scientists from Ukraine.

**Basic principles of the program:**

The program aims to support research projects carried out by teams of scholars from Ukraine.

In particular, the objectives of the program are to ensure the continued connectivity of Ukrainian scholars with the global scientific community and their professional identities by facilitating the following:

1. the conduct of scientific research by teams at scientific units of the Polish Academy of Sciences, in cooperation with research units from Ukraine, under the supervision of an experienced principal investigator who will be a Ukrainian scientist working at a PAS unit,
2. the professional and scientific development of members of the research team and the deepening of international cooperation,
3. the pursuit of research activity on the part of scientists in Ukraine and scientists from Ukraine in Poland while maintaining their affiliation with Ukrainian research units or supporting the establishment of cooperation with these units.

Participation in the program requires the director of a research unit of the Polish Academy of Sciences or a person authorized by them to submit an application for financial support for a research team. All team members will hold a double affiliation in Poland and Ukraine during the project. All team members must demonstrate a clear plan to maintain coordination and productivity between Poland and Ukraine.

**Addressees of the program:**

A research team may consist of up to 5 members and must be headed by a Principal Investigator (PI). PI must carry out their research at a PAS research unit throughout the program. The other team members may operate at scientific units in Ukraine, with the provision that the funding and settlement of the program take place at the PAS scientific unit. Other research team members may include undergraduate, graduate, post-graduate, research scientists, assistant researchers, research administrators, and similar profiles. All research team members must have a meaningful function, be justified and accounted for in the project proposal. Any change(s) in team membership should be approved in advance.

1. Minimum requirements for the PI
* a doctoral degree (i.e. Ph.D.),
* documented scientific achievements (e.g. research grants, patents, publication record),
* Ukrainian citizenship or official employment at a recognized scientific institution in Ukraine (universities, units of the National Academy of Sciences of Ukraine) as of 24 February 2022,
* fluency in English,
* at least one letter of recommendation.,

Minimum formal requirements for other members of the research team:

* Ukrainian citizenship or having the status of a doctoral student or employee at a recognized scientific institution of Ukraine (universities or institutes of the National Academy of Sciences of Ukraine) as of 24 February 2022,
* knowledge of English.
1. The program is open to all research disciplines. Preference will be given to teams undertaking activities in the disciplines of:
* mathematics
* computer science and engineering
* telecommunications
* energy and environmental engineering
* materials sciences
* agriculture
* physics
* chemistry
* life sciences and biomedical sciences

**Duration of projects**

The projects can be funded for up to three years, providing a positive assessment of the annual progress and financial reports.

**Budget:**

The maximum funding limit for a project under this program is up to 900.000 PLN (approx. $200,000 USD) per year for up to three years; in total up to 2,700,000 PLN (approx. 600.000 USD). The budget may include:

* competitive monthly salary commensurate with research experience
* accommodation allowance in Poland
* research expenses (travel, conferences, small-scale equipment, research materials and supplies, access to large-scale research apparatus, publication costs, etc. or other justified expenses)

1. The maximum funding for a research team cannot exceed the following:
* Payroll costs: up to PLN 14,000 gross monthly salary for a team leader (PI), up to PLN 10,000 gross monthly salary for a postdoc, and up to PLN 5,500 gross monthly salary for a team member without a Ph.D.
* Accommodation allowance in Poland, paid in a lump sum only to scientists conducting research in Poland: up to PLN 3,000 per month.
* Research expenses per year: PLN 47.000 for travel, conferences, small-scale equipment, access to large-scale research apparatus, etc
* Research support for the scientific unit of the Polish Academy of Sciences is set at 10% of personnel costs.
* Research support for the Polish Academy of Sciences is set at 5% of personnel costs.

The institutional research support for the project is divided between the unit hosting the project and the Polish Academy of Sciences, with 10% of institutional support for the research unit and 5% for the Polish Academy of Sciences.

1. Direct costs are funded provided that they meet all of the following conditions:
* have been incurred within the deadlines specified in the project funding contract;
* are necessary for the pursuit of the project and achieving its results;
* are related to the activities specified in the application;
* they are identifiable and verifiable; in particular, they are recorded in the applicant's accounting records and specified by accounting principles.
1. The following are not considered direct costs:
* salary costs of administrative staff, including individuals providing HR, legal, and accounting support for the project;
* fees for participation in meetings involving persons involved substantively in the implementation of the project;
* the costs of renovating and adapting premises;
* the costs of rent, property taxes, utilities (including electricity, water, gas), telecommunications, postal and courier services, cleaning or janitorial services, etc.;
* property insurance costs;
* handling, administrative, or banking fees;
* the costs of purchasing fixed assets with a value over PLN 10,000;
* value-added tax (VAT), if it can be recovered under the provisions of the VAT Act 11 March 2004 (*Journal of Laws* 2018, item 2174, as amended);
* interest, fines, penalties, etc.

# **Application and selection procedures**

1. The call for applications under the program is open until 16 January 2023.
2. The PI candidate fills in the application form (Appendix 1) and sends it to the relevant unit of the PAS identified as a prospective host unit. The list of the PAS units is available [here](https://pan.pl/instytuty-naukowe/). This step must take place before the deadline for applications, as the PAS host unit needs to assess internally the application and decide on its availability to be the host. If the PAS unit decides to play the role of the host, it forwards the application with all required attachments to seed@nas.edu with a CC to ukraina@pan.pl
3. The application must include a verified signature or qualified electronic signature of the director of the PAS research unit or a person authorized by them.
4. The application must include the following:
5. the CV of the potential PI,
6. documentation of scientific achievements of the potential PI (e.g. research grants, patents, publication record),
7. the CVs of key personnel expected to be team members,
8. at least one letter of recommendation for the PI,
9. description of the research project to be pursued by the team (up to 5 pages). This should include scientific rationale and merit of the proposed research and how it could help the reconstruction of Ukraine.
10. project timeline,
11. budget.
12. Application submission date will be considered the date on which the application is submitted to seed@nas.edu
13. Any application received after the 11:59pm Eastern Time (U.S.) 16 January 2023 deadline will be rejected.
14. The application evaluation procedure will consist of a formal and a substantive evaluation:
15. Formal evaluation of each application will consist of verifying its completeness and its fulfillment of the requirements specified in the program.
16. Any application found to be formally deficient shall be returned to the applicant via e-mail, together with information on the reasons for its being returned and noting the possibility to re-submit with the deficiencies remedied within 7 calendar days from the date of receipt of the return. Any formally deficient application not received back in remedied form by the deadline will be set aside without consideration. Only applications that are complete and fulfill the requirements specified in the program will be referred onward for substantive evaluation.
17. Each application will be evaluated on its substantive merits, by a committee, hereinafter referred to as the “Evaluation Commission”.
18. Within approximately 8 weeks from the date on which the deadline for the call for applications expired, the Evaluation Commission shall present to the NAS and PAS Presidents the results of its evaluation of applications, together with a recommendation and their grounds for the decision.
19. Information regarding the evaluation outcome shall be sent to the PAS research unit filing the application via email, with instructions regarding the possibility of filing a motivated appeal.
20. Such an appeal shall be submitted within 7 days from receipt of the information referred to in paragraph 7e. The appeal shall be submitted by e-mail to seed@nas.edu Failure to submit a motivated appeal within the deadline shall entail a lack of objections.
21. The final decision is made by NAS and PAS Presidents after consideration of the appeal. The decision shall be communicated to the applicant by e-mail.
22. Within 14 days from the receipt of the information on qualification for participation in the program, the applicant shall submit to the PAS 3 copies of the project funding contract, signed by the director of the PAS research unit or a person authorized by them. Failure to meet this deadline is considered non-participation.
23. In particular, the project funding contract shall specify the following:
24. the time frame and terms for the implementation of the project,
25. the amount of funding allocated,
26. the terms for the transfer and settlement of funds,
27. the types of direct costs that may be financed under the project,
28. the scope of information to be provided in spending reports,
29. the procedure and conditions for amending the project funding contract, including the project implementation period,
30. the consequences for violating the terms of the contract,
31. the applicant’s obligations, including the obligation to include information about the program as the source of funding for the project in all informational or promotional materials and publications related to the project.

# **Detailed application evaluation criteria:**

1. Substantive assessment of an application will include evaluation of the following:
	1. research achievements of the team leader (PI)
		1. Professional background and achievements to date, including significance of publications;
		2. Demonstrated ability to carry out the proposed project, based on past activities
		3. Recognition from peers, professional societies, and other institutions
	2. project objectives, scientific/technical merit, justification for implementation, feasibility, and impact for future research in Ukraine
		1. Scientific novelty, importance, clarity, and specificity of the proposed project;
		2. Technical feasibility of carrying out project in proposed time frame and likelihood of achieving objectives;
		3. Promote the professional development of junior scientists and early career researchers.
	3. the letter of recommendation,
	4. rationality of the budget in relation to the subject and scope of the project.
2. Assessment of the applicant’s host institution (PAS research unit applying):
	1. evaluation of the applicant’s organizational capabilities,
	2. evaluation of the means and methods envisaged for the implementation of the project.

# **Project schedule:**

1. The research team's schedule of activities may be presented in descriptive form or a table and must not extend beyond the program's timeframe.
2. The project schedule must include all activities scheduled for implementation by the research team throughout the funding period.
3. Activities on the schedule must be arranged chronologically, according to the start dates of the activity. Individual activities in the schedule may be implemented at the same time.

# **Program procedures:**

1. A project funding contract is signed between the PAS research unit and the PAS.
2. A partial progress report on the implementation of the project is to be submitted to the PAS International Cooperation Department every six months.
3. Disbursement of the next tranche occurs after the PAS accepts the progress report.
4. A partial financial report on the implementation of the project is to be submitted to the PAS International Cooperation Department by 30 November of each fiscal year.
5. A final progress report and final financial report must be submitted to the PAS International Cooperation Department no later than 14 days after the completion of the research team’s project.
6. Financial reports, after preliminary verification, are forwarded to the PAS Chancellor for funds clearance.
7. The head of the PAS research unit is responsible for progress and financial reports. Any correction of errors or submission of additional explanations to the progress reports and financial reports must be made within five working days after comments are forwarded to the head of the unit.
8. Information on approval is provided to the PAS research unit immediately after the clearance of funds by the PAS Chancellor and after acceptance of the final substantive report by the PAS President.
9. Upon receipt of approval of both final reports, the PAS scientific unit shall return any unused funds to the PAS account indicated in the contract.
10. Interest shown in the financial reports must be returned to a separate PAS account indicated in the contract.
11. If the entire amount of financial support is not used, the PAS shall return the funds to the account of the corresponding donor.
12. After the research team’s project ends, the PAS has 30 days to provide the donor with reports on the use of funds and a substantive report on research achievements.

**Additional information:**

Substantive and administrative support to the applicants is provided by the International Cooperation Department of the Polish Academy of Sciences, while financial management support is provided by the Finance and Budget Department of the Polish Academy of Sciences. Additional program support is US National Academy of Sciences’ Scientists and Engineers in Exile or Displaced (SEED) program.

E-mail questions to: ukraina@pan.pl

Information on changing the terms of a project funding contract made by means of an annex can be obtained from the PAS International Cooperation Department.

Appendix No. 1 – Application form

Appendix No. 2 – Budget table