



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

THE ULAM PROGRAMME REGULATIONS – SEAL OF EXCELLENCE
MEDIUM- AND LONG- TERM VISITS OF SCIENTISTS

Warsaw, 15 September 2020

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1. GENERAL INFORMATION ABOUT THE PROGRAMME

1.1. Programme objective

Acting to strengthen the potential of Polish science and higher education through the exchange of scientists and international cooperation, the Polish National Agency for Academic Exchange announces the call for proposals under the Ulam Programme - Seal of Excellence.

The application under the Programme shall be submitted individually by a scientist with at least a doctoral degree or an equivalent degree obtained abroad, who, together with the institution of the Polish higher education and science system, has obtained **the Seal of Excellence** certificate under **the Marie Skłodowska-Curie Actions Individual Fellowships programme, 2019 edition**. NAWA recognizes the SoE certificate as a binding verification of the quality of the application. Financing under the Programme includes monthly Scholarship for the duration of the scientific stay at a Polish Host Institution, including the cost of living, mobility allowance and a training allowance.

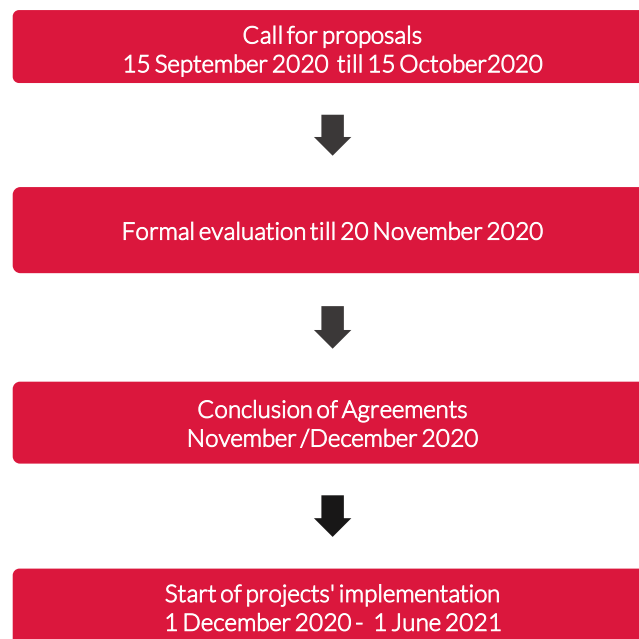
Thanks to the Programme, it will be possible to gradually increase the number of foreign scientists involved in research and teaching activity in Poland as well as to establish or enhance international contacts with foreign institutions.

1.2. Basic terms and abbreviations

- 1) **Agency** - the Polish National Agency for Academic Exchange
- 2) **Beneficiary** – natural person who was granted the Scholarship
- 3) **Director** – Director of the Polish National Agency for Academic Exchange
- 4) **MSCA-IF** –Marie Skłodowska-Curie Actions Individual Fellowships Programme announced by the European Commission, edition 2019
- 5) **Host Institution** - indicated in chapter 2.1 item 1 point 3 of the Regulations institution of the Polish higher education and science system hosting the Beneficiary
- 6) **Programme** – the Ulam Programme – Seal of Excellence
- 7) **Project** - project implemented by the Beneficiary under the Programme in the Host Institution
- 8) **Representative of the Host Institution** - person authorized to represent the Host Institution (e.g. rector, vice-rector, faculty dean, head of an organizational unit, director of an institute, etc.)
- 9) **Regulations** – these Regulations
- 10) **Seal of Excellence** – certificate awarded by the European Commission under the Marie Skłodowska-Curie Actions Individual Fellowships programme to applications which received at least 85% of the maximum score in the substantive evaluation, but did not receive financing due to lack of funds

- 11) **Agency's ICT system** - system in which selection and evaluation of applications as well as evaluation of reports submitted by the Beneficiary is carried out; the system is used to communicate and update the application status in the course of its evaluation
- 12) **Scholarship** - funds awarded by the Director's decision under the Programme
- 13) **NAWA Act** - the Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws of 2019, item 1582)
- 14) **Applicant** - natural person who submits the application for financing of the Scholarship under the Programme
- 15) **Evaluation team** - team consisting of external Experts appointed by the NAWA Director in order to conduct substantive evaluation of reports within the scope indicated in the Regulations

1.3. Indicative Programme schedule



1.4. Programme terms

1. The Programme provides financing of the Scholarship. Granted funds include the flat-rate amount covering the Beneficiary's costs of living equal to PLN 10,000 per month and a one-off mobility allowance. The amount of the Scholarship may be increased if the Beneficiary's spouse or his/her minor children participate in the visit and, in the case of the Beneficiaries with a severe or moderate disability – if a guardian participates in the visit.
2. The Beneficiary shall be entitled to a one-off training allowance in the amount of PLN 12,000 (for projects lasting 12 months) or PLN 24,000 (for projects lasting from 13 to 24 months).

2. APPLICATION PROCEDURE

2.1. Eligible Applicants

1. A natural person who jointly meets the following conditions may apply to participate in the Programme:
 - 1) has at least a doctoral degree or an equivalent degree obtained abroad;
 - 2) submitted, together with the institution of the Polish higher education and science system, the application under the Marie Skłodowska-Curie Actions Individual Fellowships programme, 2019 edition (hereinafter referred to as "MSCA-IF") which received the Seal of Excellence certificate;
 - 3) received the invitation from the Host Institution being an institution of the Polish higher education and science system, referred to in item 2, belonging to one of the following categories:
 - a) the universities referred to in art. 7 item 1 point 1 of the Act of 20 July 2018 the Higher Education and Science Law (i.e. Journal of Laws of 2020, item 85, as amended);
 - b) scientific institutes of the Polish Academy of Sciences operating pursuant to the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2019, item 1183, as amended);
 - c) research institutes operating pursuant to the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2019, item 1350, as amended);
 - d) international research institutes established on the basis of separate legal acts and operating in the territory of the Republic of Poland;
 - e) institutes operating within the Łukasiewicz Research Network, referred to in art. 7 item 1 point 6b of the Higher Education and Science Law;
 - f) Polish Academy of Learning;
 - g) other entities conducting, independently and continuously, mainly scientific activity, which hold a scientific category.

confirming the possibility of hosting the Beneficiary for the purpose of implementing by him/her the project within the full substantive extent planned in the application submitted to MSCA-IF.

2.2. Time and form of submitting applications

1. The call for proposals under the Programme shall be carried out starting from 15 September till 15 October 2020 until 3:00 PM according to the official time in the territory of Poland, only in electronic form, in the Agency's ICT system. It shall not be possible to submit the application after this date.

2. Submitting the application shall be possible after registration by the Applicant in the system available on the website: <https://programs.nawa.gov.pl>
3. The scope of data required in the application is specified in these regulations and the application form which constitutes Attachment 1 to the Regulations.
4. The application with attachments shall be made in English.
5. Sending the completed application in the system shall change the application's status to "submitted", and the Applicant shall receive the e-mail confirming that the application has been submitted. It is the responsibility of the Applicant to check whether the operation of submitting the application has been completed correctly.
6. By submitting the application, the Applicant accepts the Regulations.

2.3. Required attachments to the Application

1. Electronic version of the application submitted to the MSCA-IF
2. Reviews obtained as a result of the evaluation of the application submitted to the MSCA-IF
3. Electronic version of the Seal of Excellence certificate
4. A scan of the invitation from the Hosting Institution, whose template is attached as Attachment 2 to the Regulations, signed by the person authorized to represent the Hosting Institution. If the invitation is signed by a different person than the person authorized in the registration documents, a power of attorney for that person should be attached.

Notice:

Attachments shall be placed in the system as PDF files not larger than 2 MB.

When attaching a scan of a document the Applicant should veil the photo. Attaching a document with a visible photo shall be tantamount to the consent to the processing of personal data in this regard.

3. PROCEDURE OF EVALUATION OF APPLICATIONS

1. The evaluation of applications shall be carried out by NAWA and shall cover only the verification of applications in terms of meeting by them the formal criteria specified in the Regulations and checking whether the applications are complete.
2. In the event that an incomplete application is submitted, NAWA shall request the Applicant to supplement it within 14 days from the date of receipt of the request, with the instruction that failure to supplement the application shall result in the application not being considered. NAWA may also request the Applicant to provide additional documents or explanations. Information on the need to supplement the application or to provide additional explanations shall be sent electronically as a notification from the Agency's ICT system to the Applicant's e-mail address provided in the Agency's ICT system.

3. The form of communication with the Applicant shall be the Agency's ICT system and e-mail correspondence in the working mode. The Applicant shall be obliged to regularly check the correspondence.
4. Applications that do not meet the formal requirements specified in the Regulations shall not be considered.
5. If the Applicant submits several applications, only the last submitted application shall be considered.
6. After the formal acceptance of the application, the Director shall make the final decision on accepting or not accepting the applications submitted in the call for proposals. The reasons for refusal to grant funding shall be in particular:
 - 1) the Applicant being in default with obligations towards NAWA;
 - 2) obtaining by NAWA information affecting the process of granting funds for the implementation of the Project;
 - 3) lack of funds.
7. The decision granting or refusing to grant the Scholarship under the Programme shall be sent to the Applicant in the Agency's ICT system. The list of Beneficiaries, including their names and surnames, shall be published on NAWA's proprietary website in the Public Information Bulletin (BIP).

3.1. [Appeal procedure](#)

1. In the event of formal violations in the process of awarding the funds, the Applicant may request the NAWA Director to reconsider the case.
2. The request for reconsideration of the case may include reservations only as to formal violations in the process of granting funds. Submitting request for reconsideration of the case for another reason may result in issuing the decision stating the inadmissibility of submitting the request for reconsideration of the case.
3. The request for reconsideration of the case shall be submitted in writing within 14 days from the date of receipt of the decision to the NAWA Director, to the following address: Narodowa Agencja Wymiany Akademickiej, ul. Polna 40, 00-635 Warszawa, or electronically to NAWA's incoming e-mail address in the form of an electronic document bearing a qualified electronic signature (trusted signature, personal signature, or signature authenticated in a way that ensures the possibility of confirming the origin and integrity of verified data in electronic form).
4. Persons who have at any stage performed activities related to given Application, including those involved in its evaluation, may not participate in considering the request for reconsideration of the case. NAWA Director may employ external experts to decide on such requests.

5. The Applicant may submit the complaint to the Voivodeship Administrative Court in Warsaw to the following address: Wojewódzki Sąd Administracyjny w Warszawie, ul. Jasna 2/4, 00-013 The complaint shall be lodged through the Director of the Polish National Agency for Academic Exchange at: ul. Polna 40, 00-635 Warszawa, within 30 days from the date of delivery of the abovementioned decision or ruling.

4. SCHOLARSHIP AGREEMENT

1. In the decision granting the Scholarship, the Director shall specify the activities to be performed and deadlines to be met by the Beneficiary under the pain of annulment of the decision and resignation from signing the agreement between the Agency and the Beneficiary under the Programme ("scholarship agreement"), the template of which is attached as Attachment 3 to the Regulations.
2. The Beneficiary's obligations resulting from the scholarship agreement shall include:
 - 1) implementation of scientific research and training programme within their full scope planned in the application submitted to MSCA-IF during the period of the Scholarship disbursement on a continuous basis, while the period of staying outside the Host Institution may not be longer than 10% of the duration of the stay (including leaves, occasional trips and other absences);
 - 2) possessing at least basic health insurance for the time of travel and stay in Poland for all participants of the arrival, covering in particular costs of treatment and transport to the hospital.
 - 3) timely submission of the confirmation of the start of the Project's implementation by the Beneficiary;
 - 4) timely submission of the partial report (if required) and the final report in the Agency's ICT system;
 - 5) informing NAWA about changes in the implementation of activities;
 - 6) informing NAWA about taking up employment by the Beneficiary's spouse, if he/she is covered by the Scholarship;
 - 7) informing NAWA about the Beneficiary's scientific and didactic successes - both during the Scholarship disbursement as well as at the stage of reporting and evaluation;
 - 8) participation in the evaluation of the Programme consisting in filling in the evaluation survey and participation in other evaluation activities carried out by NAWA;
 - 9) placing on all publications resulting from the Project implementation the information that it was financed by NAWA under the Programme. Publications and other Project results where the Agency has not been indicated as the institution financing the project, shall not be treated as the results of the Project implementation and shall not be taken into account at its settlement. NAWA recommends publishing in the open

access mode at least the original version of the publications resulting from projects financed by the Agency.

- 10) proper performance of the scholarship agreement, in particular settlement of the allocated funds.
3. The Beneficiary may be part-time or full-time employed in connection with the implementation of the projects in the Host Institution as well as may apply for financing of research projects as long as no double financing of the same costs occurs.

5. FINANCING

5.1. Scholarship implementation period

The implementation of the tasks covered by the Application **may start not earlier than on 1 December 2020 and not later than on 1 June 2021. Projects may last minimally 12 months and no longer than 24 months.**

In justified cases, it is possible to suspend the payment of the Scholarship for the period no longer than 6 months, if there occur circumstances preventing its implementation. Random situations shall be considered by the Director individually after the Beneficiary presents relevant request together with substantiation.

5.2. Scholarship budget

1. The following items shall be taken into account when calculating the amount of the scholarship:
 - 1) The flat-rate amount for the costs of living equal to PLN 10,000 per month **for each full month of the Beneficiary's stay at the Host Institution.** The length of the stay should be the same as in the application submitted to MCSA-IF and the stay shall begin on the first day of the month. The amount of the Beneficiary's costs of living may be increased if his/her spouse participates in the visit - by PLN 2,000 per month, unless the spouse undertakes employment during the Project (which shall be considered both as the employment under a contract of employment, under a civil law contract, and business activity). This amount may be increased if the Beneficiary is accompanied by minor children - by PLN 1,000 per month for each minor child.
 - 2) The flat-rate amount for the costs of travel - one-off mobility allowance equal to:
 - a) PLN 7,000 for arrivals from **European countries**, if only the Beneficiary participates in the visit, and PLN 2,000 for each person, if the scientist is accompanied by the spouse or minor children;

- b) b) PLN 12,000 for arrivals from **non-European countries**, if only the Beneficiary participates in the visit, and PLN 5,000 for each person, if the scientist is accompanied by the spouse or minor children.
 - 3) financing the costs of training in the form of a one-off training allowance:
 - a) PLN 12,000 for projects lasting 12 months;
 - b) PLN 24,000 for projects lasting between 13 and 24 months.
- 2. One-off training allowance covers financing of the costs of training fees, including the cost of conference fees and the flat-rate costs of travel and costs of living related to participation in conferences and training abroad, in accordance with Tables 1-2, up to the limit referred to in the point above.

Table 1 Travel costs, health insurance, third party liability insurance, accident insurance, visa fees related to participation in training courses and conferences abroad

Country	Flat rate amount
European	2 000 PLN
Non-European	4 000 PLN

Table 2 Costs of living related to participation training courses and conferences abroad

Number of days of stay ¹	In the case of visit in OECD countries as well as cities from non-OECD countries ranked in the top 50 of the MERCER report ²	In the case of other countries
1	800 PLN	600 PLN
2	1 600 PLN	1 200 PLN
3	2 400 PLN	1 800 PLN
4	3 200 PLN	2 400 PLN
5	4 000 PLN	3 000 PLN
6	4 420 PLN	3 260 PLN
7 and more	4 840 PLN	3 520 PLN

- 3. The arrival of family members may be financed only in the case of their continuous stay lasting at least 3 months.

¹ The number of days of stay should be calculated as follows: the number of days of the event + maximum 2 days (1 day for the travel to its venue and 1 day for the return travel).

²https://www.mercer.com/our-thinking/career/cost-of-living.html?utm_source=mobilityexchange&utm_medium=internal&utm_campaign=mc01

4. The insurance and visa costs related to the Beneficiary's stay in Poland shall be incurred by the Beneficiary.
5. The amount of the Scholarship may be increased only in a situation when the Beneficiary, during the stay or before its commencement, has a new-born child who will participate in the Beneficiary's visit. Such situations shall be considered by the Director individually, depending on the available financial resources.
6. If the Beneficiary has a severe or moderate disability certificate and he/she is not accompanied by his/her spouse, but by the Beneficiary's guardian, the amounts referred to in item 1 points 1 and 2 may be increased on the same terms as if the Beneficiary's spouse participated in the activity.
7. Pursuant to Art. 21 item 1 point 39a of the Act of 26 July 1991 on Personal Income Tax (Journal of Laws of 2019, item 1387, as amended), scholarships and other financial resources referred to in Art. 18 item 2 point 1 of the NAWA Act are free from income tax.

5.3. Payment rules

1. Payments shall be transferred to the bank account opened by the Beneficiary at a bank based in Poland.
2. Within the financing of the Projects lasting up to 15 months, payments shall be made as follows:
 - 1) advance payment - in the amount of 40% of the total amount of financing, transferred to the Beneficiary's bank account after signing the scholarship agreement and indicating the bank account number - within 30 days after meeting both conditions;
 - 2) partial payment - in the amount of 40% of the total amount of financing, transferred within 30 days from the date of submitting the correct confirmation referred to in chapter 6 item 1 point 1 of the Regulations;
 - 3) balancing payment - up to 20% of the total amount of financing, transferred within 30 days from the date of approving by NAWA the final report. The final report shall be assessed within 3 months from the submission of the complete final report.The Beneficiary shall not submit a partial report.
3. Within the financing of the Projects lasting over 15 months, payments shall be made as follows:
 - 1) advance payment - 20% of the total amount of financing, transferred to the Beneficiary's bank account after signing the scholarship agreement and indicating the bank account number - within 30 days after meeting both conditions;
 - 2) partial payment I - in the amount of 20% of the total amount of financing, transferred within 30 days from the date of submitting the correct confirmation referred to in Chapter 6 item 1 point 1 of the Regulations;

- 3) partial payment II - in the amount of 40% of the total amount of financing, transferred within 30 days from the date of acceptance of the partial report. The evaluation of the partial report shall be performed within 45 days from the date of submitting the complete partial report;
 - 4) balancing payment - up to 20% of the total financing amount, transferred within 30 days from the date of approval of the final report by NAWA. The final report shall be assessed within 3 months of the submission of a complete final report.
4. NAWA reserves the right to change the dates of payments. Such changes shall depend primarily on the availability of funds allocated for financing of the Programme.

5.4. Documenting expenses

1. The awarded Scholarship, within the scope of the living costs and the mobility allowance in the form of flat-rate amounts, shall be treated as incurred expenditure. The Beneficiary shall not be obliged to collect and present accounting evidence to confirm expenses. He/she shall be obliged only to present travel tickets to confirm the arrival of the accompanying persons - if applicable.
2. Verification of expenditure in the case of flat-rate amounts shall be based on checking whether the results assumed in the application have been achieved and the declared activities have been implemented.
3. The awarded training allowance with regard to the costs of training fees, including conference fees, shall be settled on the basis of the actual costs presented by the Beneficiary in the final report, confirmed by invoices or bills. The training allowance, within the scope of flat-rate costs of travel and costs of living related to participation in conferences and training courses abroad, shall be settled on the basis of the Beneficiary's declaration in the final report. The Beneficiary shall be obliged to present travel tickets in order to confirm participation in conferences and training courses abroad. The Beneficiary shall return to NAWA the unused part of the training allowance.
4. At NAWA's request, the Beneficiary shall be obliged to present documentation confirming implementation of the planned activities and achievement of the assumed results - under the pain of deeming the Scholarship ineligible.

5.5. Suspension of the Scholarship

Suspension of payment of the Scholarship may take place in the cases specified in the scholarship agreement, in particular if NAWA obtains information about a conflict with the Host Institution, interruption of the activities or irregularities in their implementation. After requesting the Beneficiary for explanations and receiving satisfactory information, the financing of the Scholarship may be resumed.

5.6. Termination of the scholarship agreement

Termination of the scholarship agreement may take place in justified cases by mutual agreement of the parties, or in cases specified in the scholarship agreement (in particular, in the case of gross default in complying with the provisions of the scholarship agreement), or when the Beneficiary has been disciplinarily punished or convicted by a final court judgment for an offense committed intentionally or an intentional tax offense.

6. SETTLEMENT OF THE SCHOLARSHIP

1. The Beneficiary shall be obliged to submit reports on the implementation of the Project via the Agency's ICT system in accordance with the provisions of the scholarship agreement and to submit confirmation of starting the activities in the Host Institution:

- 1) Confirmation of starting the Project implementation by the Beneficiary, issued within 2 months from the start of the Project implementation, but not earlier than after one month from the start, signed by the Representative of the Host Institution. Presentation of the confirmation shall be the condition for the transfer of the next payment of the Scholarship.
- 2) The partial report shall be submitted only in the case of projects longer than 15 months within 30 days after the end of the first year of the Project implementation and shall include:
 - a) the description of activities carried out till the time of submitting the report,
 - b) the opinion of the immediate supervisor on the course of the Project implementation.

The partial report shall be assessed by NAWA. In case of any doubts, the report may be submitted to the Evaluation Team for its opinion.

- 3) The final report shall be submitted within 30 days from the end of the Project and shall include:
 - a) description of the project results in relation to the application submitted to MSCA-IF as well as information on the possibilities of further cooperation with the Host Institution,
 - b) opinion of the direct supervisor on the course of the Project implementation, the results achieved, along with confirmation of the dates of the Beneficiary's stay in the Host Institution, including confirmation of not staying outside the Host Institution for a period longer than 10% of the total duration of the stay,
 - c) financial settlement of the spent funds, including participation in training courses and conferences as well as (if applicable) the stay of the family or the guardian.

A complete and formally correct final report shall be submitted for the substantive evaluation by the Evaluation Team.

2. The Evaluation Team shall assess the report in terms of its reliability and correctness of the implementation of the activities planned in the application submitted to MSCA-IFi as well as spending the funds and the validity of any changes introduced during the Project implementation.
3. During the substantive evaluation of the final report, the following criteria shall be taken into account:
 - 1) compliance of the scope of the tasks performed with the scholarship agreement,
 - 2) the quality of the results achieved.
4. The substantive evaluation of the final report shall be aimed at determining whether the scholarship agreement may be considered as:
 - 1) implemented,
 - 2) implemented with identified irregularities - with the obligation to return part of the funds,
 - 3) not implemented - with the obligation to return all the funds.
5. In the final report, the Beneficiary shall take into account any deviations occurring in the course of the Project implementation, affecting the amount of funding granted, in particular related to the shortening of the Project or resignation from participation in the visit or its part by the spouse, minor children or the Beneficiary's guardian. If any incomplete months of stay under the Project shall be indicated in the final report, funds shall be granted as follows: up to 15 days inclusive - half of the flat-rate amount for the costs of living shall be granted (both for the Beneficiary and the family members), over 15 days - the full monthly amount.
6. Unused or incorrectly used funds shall be deducted from the balancing payment or returned to the Agency's bank account within 14 days from the date of the request for their return, if their amount exceeds the amount of the balancing payment.
7. If the report required by the scholarship agreement shall not be submitted or an incomplete report shall be submitted, the Beneficiary shall be obliged to correct or complete the report within 14 days from the date of receiving relevant information. Failure to meet the obligations towards the Agency may constitute the grounds for suspending the financing, for requesting the Beneficiary to return the received funds and to preclude the Beneficiary from participation in subsequent Agency's programmes.
8. Partial and final reports shall constitute appendices to the scholarship agreement.

7. PROGRAMME EVALUATION

1. Beneficiaries are obliged to participate in the evaluation of the Programme carried out by NAWA. Participation in the evaluation shall include:

- 1) completing the evaluation survey provided online by NAWA within 30 days of the end of paying the Scholarship. The list of questions included in the survey constitutes attachmentnt to the Agreement.
 - 2) participation of the Beneficiary in separate evaluation studies conducted on behalf of or with the consent of NAWA.
2. NAWA shall guarantee full confidentiality of opinions and information provided as part of the Programme evaluation. It shall also guarantee that the data obtained as part of the evaluation from the Beneficiary or members of the Project group shall not have any impact on the terms of payment of the allocated funds.
 3. The Beneficiary is also obliged to participate in evaluation studies conducted by the Ministry of Science and Higher Education on the terms specified by the Ministry of Science and Higher Education.

8. CHANGES TO THE REGULATIONS

1. NAWA reserves the right to change the Regulations also during the call for proposals, except for changes resulting in unequal treatment of Applicants, unless the necessity to introduce such changes results from the generally applicable provisions of law. The changes introduced shall be effective from the moment of their publication, made in an analogous manner as the announcement of the call for proposals. Applications submitted before the publication of the changes to the Regulations shall be re-submitted by the Applicant if their provisions do not comply with the introduced changes. NAWA shall notify all Applicants which submitted applications of the changes before their publication by sending information via the Agency's ICT system. At the same time, NAWA reserves the right to introduce changes to the Regulations, which have an orderly, clarifying character, as well as to correct obvious errors, without separately informing about such changes, subject to the publication of the Regulations including the introduced changes, which shall also be the moment from which they start to be applicable.
2. NAWA reserves the right to cancel the call for proposals, in particular in the event of significant changes of the provisions of law affecting the conditions of conducting the call for proposals, occurrence of force majeure or in other justified cases.
3. All information necessary for the proper conducting of the call for proposals shall be published by NAWA at: www.nawa.gov.pl. It is recommended that entities interested in applying for funds under the call for proposals familiarize themselves with the information posted on the abovementioned page.

9. PERSONAL DATA PROTECTION

1. The controller of the personal data of the Beneficiaries, Applicants, External Experts, Representatives of Host Institutions and contact persons shall be the Agency.

The data shall be used for the purpose of:

- 1) conducting the procedure of selection and evaluation of applications under the Programme,
- 2) selecting Beneficiaries and concluding scholarship agreements with them,
- 3) implementation of concluded scholarship agreements,
- 4) cooperation of NAWA with the Beneficiaries after the completion of the Project, including cooperation to promote the Programme.

The data shall not be used to make decisions based solely on the automated processing of personal data, including profiling within the meaning of art. 22 of GDPR.

2. Personal data may be transferred to NAWA employees, external experts or Representatives of Host Institutions in connection with the implementation of the above purposes. Data may also be transferred to countries outside the European Economic Area (to countries other than the European Union countries as well as Iceland, Norway and Liechtenstein), provided that the conditions set out in Chapter V of the GDPR shall be met.
3. The legal basis for the personal data processing shall be Art. 6 item 1 letter b and e of the General Data Protection Regulation (GDPR). The provision of data shall be voluntary, but necessary to participate in the Programme. Refusal to provide the data shall mean leaving the application without consideration or the inability of a specific person to participate in the Programme.
4. Personal data shall be used at the stage of considering the applications throughout the duration of the Project and for 5 years from the date of its completion for settlement purposes.
5. Personal data of persons whose applications have not been approved shall be kept for the period of considering the applications or until their removal from the Agency's ICT system by the persons submitting the application.
6. The data subject shall have the right to submit to the Agency the request for:
 - 1) access to his/her personal data,
 - 2) rectifying, deleting or limiting the use of his/her personal data,
 - 3) object to the use of his/her personal,
 - 4) transfer of his/her personal data,
 - 5) lodge the complaint to the supervisory body (the President of the Personal Data Protection Authority at: ul. Stawki 2, 00-193 Warszawa);on the terms set out in the GDPR.
7. Contact details of the data protection officer: Adam Klimowski, odo@nawa.gov.pl.

10. CONTACT WITH NAWA

The contact person in matters related to the Programme is:

Magdalena Kowalczyk

tel.: 22 390 35 72

e-mail: magdalena.kowalczyk@nawa.gov.pl

11. LIST OF ATTACHMENTS

Nr 1. Proposal application form

Nr 2. Invitation form for the Host Institution

Nr 3. Agreement form