

ANNOUNCEMENT OF A CALL FOR APPLICATIONS
for participation in the Researchers at Risk NAWA programme
No. 20/2025 of April 11, 2025

I. SCOPE OF RECRUITMENT

Pursuant to Article 19 section 1 of the Act on the Polish National Agency for Academic Exchange of 7 July 2017, the Director of the Polish National Agency for Academic Exchange announces a call for applications for participation in **the NAWA Researchers at Risk Programme** (hereinafter referred to as the "Programme").

II. PROGRAMME DESCRIPTION

2.1. Programme Objective

The aim of the Programme is to ensure the continuation of the scientific career of scientists from abroad who have a decision of the Head of the Office for Foreigners to be granted one of the forms of international protection issued on the basis of the Act of 13 June 2003 on granting protection to foreigners within the territory of the Republic of Poland (Journal of Laws of 2025, item 223), who have at least a doctoral degree, who are exposed in their country of origin to the risk of persecution, violence and/or discrimination, in particular due to race, gender, religion, political views and/or membership in certain social groups, as well as those at risk of active armed conflict, natural disaster, violation of human rights or lack of scientific freedom. The programme provides funding for the remuneration of scientists employed full-time at Polish universities, scientific institutes or research institutes. The programme will help create stable employment conditions in Poland for Researchers at Risk, enabling the continuation of research or academic activities in a safe environment, regardless of age, field represented or country of origin.

2.2. Programme Timelines and Other Application Conditions

Application deadline	The continuous call for applications will be conducted from April 11, 2025 to December 15, 2025, 3:00:00 p.m. local time (Warsaw).
How to submit an application	Only in electronic form, in the Agency's ICT system. <u>FILL OUT THE APPLICATION</u>
Language in which the application must be drawn up	The application must be prepared in Polish. The exceptions are the substantive sections of the application, they may be supplemented/submitted in Polish or English.
Maximum number of applications that an Applicant may submit	There is no limit to the number of Applications submitted by an Employing Institution, provided that each Application is submitted by a different Researcher. An applicant who receives less than 60 points and a decision refusing to grant financial resources is entitled to submit a new application, taking into account the comments/recommendations indicated by the Agency. Submission of the application will be possible after the deadline on which

	the decision becomes final, provided that the application is submitted during the application period.
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2.3. Eligible Applicants

Institutions employing the Scientist are entitled to apply for financing of the Project under the Programme - entities referred to in art. 7 sec. 1 points 1-7 of the Law on Higher Education and Science.

The programme is open to scientists who have a decision of the Head of the Office for Foreigners to be granted one of the forms of international protection, issued on the basis of the Act of 13 June 2003 on granting protection to foreigners within the territory of the Republic of Poland (Journal of Laws of 2025, item 223).

The supporting function in the Project is performed by the Inviting Person, they are responsible for supervising the scientist in terms of adaptation, integration in the scientific environment and mentoring regarding scientific development opportunities.

2.4. Thematic scope of activities carried out under the Programme

The Programme authorises activities enabling foreign scientists to continue their scientific careers, including:

- 1) conducting scientific research or development work;
- 2) obtaining materials for scientific work or publication;
- 3) completing a postdoctoral internship;

and additionally – only as a supplement to the above purposes – other forms of scientific or academic activity, including teaching.

The application may cover one or more of the above activities. The application should include the project objectives, the significance for career development and scientific discipline, the benefits for the employer and the scope of the host institution's support for the planned activities.

2.5. List of information required in the application and application attachments

The application must include all information required in the application form, a template of which is attached to the Announcement.

The following documents must be attached to the application in pdf file format:

- 1) A scan of the doctoral diploma or confirmation of obtaining a doctoral degree, along with an officially certified translation into English or Polish, if the original language is other than English or Polish. Nostrification of the diploma is not necessary to apply for funding.
- 2) Other attachments indicated in the application form, templates of which constitute attachments to the announcement.

2.6. Time frame for the implementation of the Researchers at Risk Programme

Start Date and Duration of the Project	The project should be implemented over a period of 24 months and should start no later than April 1, 2026.
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	The application must be submitted no later than 3 months before the planned start of the project.
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2.7. The procedure for assessing and selecting applications for funding

General assumptions	Applications are subject to formal and substantive assessment. NAWA reserves a period of 3 months to conduct the assessment process. An application may be left without consideration for formal reasons also at a later stage of the assessment, after the formal assessment is completed. Application assessment is conducted on a continuous basis.
Formal assessment	The purpose of the formal assessment is to verify whether the applications meet the formal criteria specified in this Announcement and in the Regulations of NAWA Programmes for Institutions.
Substantive assessment	<p>The substantive assessment is carried out by the Assessment Team, composed of experts representing individual fields of science. The substantive assessment is carried out on a continuous basis for applications that have met the formal requirements.</p> <p>The purpose of the substantive assessment is to verify whether the applications meet the quality criteria specified in the Announcement.</p> <p>If the Applicant is found to have violated ethical principles or acted dishonestly in preparing the application, the Assessment Team may award the application a score of 0 (zero) points, justifying such decision in the appropriate field of the application assessment sheet.</p> <p>The Team recommends for funding applications that have received no less than 60 points out of 100 possible points in the substantive assessment. The decision to grant or refuse funding under the Programme is sent to the Applicant in the Agency's ICT System.</p>

The substantive assessment of Applications under the Programme is made based on the following criteria:

Description of the criterion		Assessment by the Assessment Team
1	The achievements and experience of the Scientist and the course of his/her scientific and/or academic career to date with respect to its stage	0 - 30
2	The scope of support provided to the Scientist by the employing entity and the benefits of employing the Scientist in the employing entity	0 - 40
3	The scientific level of the research or tasks planned for implementation, including, among others, their scientific value and innovation, impact on the development of the scientific discipline, research or teaching methods, planned results	0 - 30
Maximum points		100 points

3. Amount of funds available in the Recruitment

The total allocation for the Recruitment is **PLN 4,368,000**, but the Agency reserves the right to change it.

4. Budget of the Researchers at Risk Programme

The Researchers at Risk programme covers only

1. financing the remuneration of a Scientist employed under an employment contract in the maximum amount (in total over the duration of the project) of **PLN 408,000**, including employer costs – gross amount – assuming full-time employment for 24 months.
2. financing the remuneration of the Inviting Person in the form of a task-related allowance in the maximum amount of **PLN 28,800** in total for the entire duration of the Project, including the employer's costs, while the monthly amount of the allowance cannot exceed **PLN 1,200** gross.

The eligible costs include the following components of the Scientist's remuneration, **in proportion to the employee's monthly and time involvement in the Project, as referred to above:**

- a) gross salary;
- b) costs borne by the employer in accordance with the provisions of national law, in particular social security contributions, the Labour Fund, the Guaranteed Employee Benefits Fund, contributions to the Employee Benefits Fund and expenses incurred for the Employee Pension Programme;
- c) prizes/bonuses/extras that:
 - i. are provided for in the work regulations or remuneration regulations of the institution concerned;
 - ii. were awarded in accordance with the applicable remuneration rules and
 - iii. cover all employees of a given institution;
 - iv. in the case of a bonus, the amount of the eligible cost should correspond to the ratio of the period during which the employee was employed in the Project to the period for which the bonus is granted;
- d) seniority allowance;
- e) basic contributions to Employee Capital Plans;
- f) additional annual remuneration of the employee in the proportion in which the remuneration is settled under the Project.

The following are ineligible for remuneration:

- a) payments made by employers to the State Fund for the Rehabilitation of Disabled Persons, hereinafter referred to as "PFRON";
- b) benefits provided from the Company's Social Benefits Fund;
- c) jubilee awards and employee severance payments.

The following are documents confirming expenses related to remuneration under employment contracts are:

- 1) an employment contract of an employee whose remuneration will be settled as part of the Project and, in the event of changes to the employment contract, an annex to the employment contract; the document must cover the period of implementation of the Project;
- 2) scope of duties and/or job description of a given employee;
- 3) payrolls for each of the reported months confirming the employee's gross remuneration in accordance with their employment contract and other remuneration components, together with the Beneficiary's remuneration and bonus regulations;
- 4) records of working hours;
- 5) there is no requirement to maintain time sheets in the case of task-based working time calculation – in such a case, periodic reports on the status of task and order execution may be required;
- 6) proof of payment confirming the payment of each component of the gross remuneration and remuneration derived from the employee directly involved in the implementation of the Project in a given month of the reporting period;
- 7) ZUS DRA and RCA declarations or Monthly Information for the insured person for each of the reported months in the reporting period;
- 8) attendance lists or other documents confirming the employee's presence in accordance with the internal regulations adopted by the Beneficiary.

Costs incurred as part of the Project may be considered eligible provided they are incurred during the Project implementation period:

1. starting date of eligibility – the starting date of the Project implementation specified in the Agreement;
2. final date of eligibility – the final date of the Project implementation specified in the Agreement (it is possible to incur expenses up to 30 days from the date of completion of the Project implementation, provided that the expenses were incurred during the Project implementation period and are included in the final report).

5. Beneficiary Obligations

Obligations of the employing institution:

1. Employment of the Scientist on the basis of a full-time employment contract for a period of at least 24 months. In the event of a reduction in the level of monthly commitment during the project (part-time) or/and temporary (shortening the employment period), the amount will be reduced proportionally. The employment contract/annex to the employment contract must be concluded no later than on the first day of the Project implementation period and contain information on the period of employment, the amount of full-time employment and the amount of remuneration. NAWA recommends including information on the number and title of the Project and financing by the Polish National Agency for Academic Exchange together with the name of the Programme in the agreement. The document should clearly indicate the full-time position, period and amount of the Scientist involved in the implementation of the Project.
2. Providing support for the Scientist by the Inviting Person.

3. Guaranteeing a workplace, stable conditions for the development of the Scientist's career and resources necessary to implement the Project, as well as providing support in applying for research grants;
4. Submitting reports on the implementation of the Project in consultation with the Scientist.
5. Submitting a copy of the employment contract with the Scientist or an annex to it in the Agency's ICT system, together with the employment contract it concerns, no later than 30 days after the commencement of the Project. The advance payment will be made based on verification of the submitted employment documents.

6. Reporting and verification

The interim report is submitted no later than 14 days for a period of 12 months from the date of commencement of the Project. Acceptance of the interim report is a condition for transferring the next payment.

The final report is submitted no later than 30 days after the project completion date specified in the agreement. Acceptance of the report is a condition for the correct settlement of the Project implementation.

The Beneficiary is obliged to submit reports on the implementation of the Project via the Agency's ICT System in accordance with the templates attached to the Announcement, where the templates contain the scope of content required to be presented in the reports. The visual form of the reports in the Agency's ICT system may change in relation to the templates. The above does not constitute a change in the principles of the implementation of the Programme.

The beneficiary has 14 calendar days to file an appeal against NAWA's decision regarding the assessment of the report, counted from the date of receipt of information about the report in question in the NAWA Agency's ICT system. The appeal should include, in addition to the request for re-assessment of the report, also a justification along with documents that may affect the change in the Agency's assessment. The signed appeal should be sent by post (the date of the postmark is decisive), electronically to the Agency's Electronic Mailbox (ePUAP mailbox: /NAWA/SkrytkaESP), by courier (the date of receipt of the mail by the courier company is decisive), by e-mail (to the e-mail address of the project supervisor at NAWA) or through the Agency's ICT system - (the date of receipt is decisive) or delivered in person to the NAWA headquarters (the date of receipt is decisive). In the case of sending by post, courier or delivering in person, an appeal against the assessment of the report should be sent to the Polish National Agency for Academic Exchange at the address of the NAWA headquarters, i.e. Polna 40, 00-635 Warsaw, with the note "appeal against the results of the assessment of the report regarding project no. ...".

7. Additional information

Substantive assessment scheme - B, in accordance with the NAWA Programme Regulations for Institutions.

Payment scheme – A, in accordance with the NAWA Programme Regulations for Institutions.

Reporting scheme - D, in accordance with the NAWA Programme Regulations for Institutions.



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III. ATTACHMENTS

- 1) Regulations of the Programmes of the Polish National Agency for Academic Exchange for Institutions
- 2) Application form template
- 3) Power of attorney template
- 4) Template for declaration of absence of public aid
- 5) Report templates
- 6) Agreement template

IV. AGENCY CONTACT

For additional information, please contact us on weekdays from 9:00 a.m. to 4:00 p.m.

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