

REGULATIONS OF AFFILIATION OF RESEARCH PROJECTS FINANCED FROM EXTERNAL FUNDS (GRANTS) AT THE PAN INSTITUTE OF SLAVIC STUDIES

1. Applications for research project funding must be submitted to the IS PAN Research Service Team (ZOBN). The project manager undertakes to cooperate with the Team in accordance with the following Schedule.

SCHEDULE

Stages of project work	Time limits	Effects
<p style="text-align: center;">Stage 1</p> <p>The Principal Investigator is requested to draft a list of publications and achievements, the topic and a brief description of the planned research. First-time applicants are asked for consultation with a Staff member of the Research Service Team (ZOBN).</p>	<p style="text-align: center;">Time limit I</p> <p>Expression of the intention to participate in the competition.</p> <p>Preliminary consultations with the Research Service Team (ZOBN).</p>	<p>The Principal investigator drafts a brief description of the planned project, including its topic.</p> <p>ZOBN, together with the Principal Investigator, choose the competition for which the application will be made.</p> <p>Principal Investigator sets up an account in the OSF system.</p>
<p style="text-align: center;">Stage II</p> <p>Preparation of the first version of the detailed description of the Project. The Principal Investigator sends the description proposal to ZOBN, to be checked for formal correctness.</p> <p><i>ZOBN sends the applicant guidelines on the drafting of the detailed description.</i></p>	<p style="text-align: center;">Time limit II</p> <p>Acceptance of the project by the IS PAN Deputy Scientific Director.</p> <p>Presentation to the Research Service Team <u>of the project's first draft</u> (detailed description and cost estimate)</p>	<p>The Research Service Team (ZOBN) forwards the application regarding project submission to the competition to the IS PAN Deputy Scientific Director to be approved and qualified for further work.</p> <p>Once the application is approved by the IS PAN Deputy Scientific Director, the Principal Investigator drafts the application in the OSF system and adds auxiliary editors.</p>
<p>Drafting the first version of the cost estimate. The Principal Investigator sends the proposed cost estimate to be verified by the ZOBN.</p> <p><i>ZOBN sends the applicant guidelines concerning cost estimate preparation.</i> <i>The cost estimate must specify the project duration, members of the</i></p>		<p>The first version of the detailed project description and cost estimate.</p>

research team and estimated components needed to complete the project (i.e. remuneration amounts, costs of business trips, conferences, queries, list of devices and equipment needed, etc.)

<p style="text-align: center;">Stage III</p> <p>Drafting the revised substantive version of the project and of the cost estimate.</p> <p><i>The substantive part of the application must include: a detailed and abbreviated description, required justifications and abstracts.</i></p> <p><i>The Principal Investigator is also obligated to complete the Principal Investigator Survey in the OSF system and contractor surveys (if required), the research plan, as well as information on ethical issues and the data management plan.</i></p> <p><i>Information concerning the applicant, that is IS PAN, is filled out by ZOBN.</i></p> <p><i>Drafting a foreign-language version of the proposal includes: submission by the Principal Investigator of an application addressed to the IS PAN Director with a request to cover the costs of translation/editing, indication of a translator and entering into a contract with him/her, as well as confirmation of receipt of the translation and posting of the texts in the OSF system.</i></p>	<p style="text-align: center;">Time limit III</p> <p>Forwarding the <u>final version of the project</u> to the Research Service Team (ZOBN).</p>	<p>Finished substantive part of the application and cost estimate.</p> <p>Finished foreign-language version of the application (if required).</p>
<p style="text-align: center;">Stage IV</p> <p>Drafting the final application version.</p> <p>The Principal Investigator makes the changes as suggested by the ZOBN and accounting staff.</p> <p>The application is checked for completeness in the OSF system by ZOBN and accounting (possible final corrections of minor deficiencies).</p> <p>The Principal Investigator approves the application and signs the document.</p>	<p style="text-align: center;">Time limit IV</p> <p>Completion of works on the application in the OSF system.</p>	<p>Forwarding the complete application in the OSF system to be approved by the IS PAN Director.</p> <p>The application is signed by the Principal Investigator.</p>
<p>Time limit V – signing of the application by the IS PAN Director and sending the application to grant donors.</p>		

2. IS PAN Director signs only the applications drafted in accordance with the schedule specified in par. 1 and in cooperation with ZOBN.

3. In submitting the application, the Principal Investigator agrees for the project to be consulted within the Institute. The Principal Investigator will each time be notified of an undergoing consultation.
4. The dates of the individual time limits I to V will be determined each time in relation to the current competition and announced well in advance by e-mail.
5. If funding is received, the Principal Investigator of a project affiliated with IS PAN is obliged to sign a contract with IS PAN, which is an Appendix to these Regulations.

**AGREEMENT
for the completion of a project under a grant**

entered into on [] in Warsaw, by and between:

the Institute of Slavic Studies of the Polish Academy of Sciences, ul. Bartoszewicza 1b lok. 17, 00-337 Warszawa, NIP: [], represented by: Prof. dr. hab. Anna Zielińska - Director of the Institute of Slavic Studies of the Polish Academy of Sciences,
hereinafter referred to as

“IS PAN” and

Mr/Mrs [] residing in [], holder of personal ID card series [] number [], PESEL [],
hereinafter referred to as **“Principal Investigator”**,

and jointly referred to as **“Parties”**.

Whereas:

1. The Principal Investigator, in cooperation with IS PAN, intends to carry out a research project called [];

*2. IS PAN intends to sign a contract with [] for the implementation and financing of the research project / research project agreement to form the basis for the implementation of the project described herein, hereinafter referred to as the **“Grant Agreement”**.*

The Parties have agreed to enter into a research project agreement to determine the rights and obligations of the Parties for the proper implementation of the Grant Agreement with the following content.

§ 1

1. The subject of the agreement is to determine the mutual rights and obligations of IS PAN and the Principal Investigator of the project, implemented under the Grant Agreement.

2. The Project shall be implemented in accordance with the project description, included in the application, and with the schedule, included in the Grant Agreement, constituting Appendix No. 1 and Appendix No. 2 to this Agreement, respectively.
3. The funds transferred for the Project shall be spent by the Principal Investigator in accordance with the Cost Estimate included in the Grant Agreement, in accordance with the currently applicable regulations, the assumptions of the Project and the internal regulations of IS PAN.
4. Changes in the manner of execution of the Project or in the timing of the spending of funds by the Principal Investigator, permissible under the provisions of the Grant Agreement, may be made only with the prior written approval of the IS PAN Director.
5. The approval of the IS PAN Director, countersigned by the Chief Accountant, is required for the effectiveness of the Principal Investigator's declarations of intent regarding the disposition of funds allocated under the Grant Agreement.

§ 2

1. The project will be implemented using the infrastructure of IS PAN.
2. As part of its obligations under the Grant Agreement, IS PAN undertakes to allow access to library resources and archives, if their use is necessary for the implementation of the Agreement.
3. IS PAN undertakes to provide accounting and legal services for the Project and to appoint from among the ZOBN staff a grant supervisor to assist the Principal Investigator in organizational work related to the implementation of the Project.

§ 3

1. The Principal Investigator bears full and unlimited liability to IS PAN for the correct and timely execution of the tasks assigned to him/her within the scope of the Project covered by the Grant Agreement, for the correctness of the disbursement of funds within the scope of the Project implementation, as well as for the correct and complete content of the documentation provided throughout the Project implementation period and throughout the Project verification period, after its completion.
2. The Principal Investigator undertakes to exercise due diligence and full commitment to the Project implementation team's work. The Principal Investigator's responsibility for the activities of the team also includes the period of verification of the Project after its completion.
3. The Principal Investigator undertakes to immediately inform IS PAN of any circumstance that may affect the execution of the subject of the Grant Agreement.
4. The Principal Investigator undertakes to provide IS PAN with full and correct information and documents, concerning the implementation of the Project, whenever requested by IS PAN.

5. The Principal Investigator undertakes to submit to IS PAN in advance, in writing, proposals for changes in the terms or time limits of the Project for approval.
6. The Principal Investigator undertakes to include in all publications or speeches, related to the performance of the subject of the Grant Agreement, information with the content agreed with the grant donor about the fact that the work undertaken in the Project is or was financed from the funds paid under the Grant Agreement.
7. The Principal Investigator undertakes to affiliate/report the results of the research and work carried out as part of the Project exclusively with IS PAN.

§ 4

1. The Principal Investigator undertakes to return to IS PAN the funds together with interest as for tax liabilities, collected for the implementation of the Project, as well as to pay penalties and other costs that the grant donor or any other authorized person may demand from IS PAN in case the obligation of their return or payment arises due to the Project Manager's culpable failure to implement the Project.
2. IS PAN is entitled to claim from the Principal Investigator compensation for damage caused to IS PAN, under the general rules of the Civil Code.

§ 5

1. In matters not regulated by this Agreement and the provisions of generally applicable law, the internal regulations of IS PAN shall apply, in particular the *Regulations of affiliation of research projects financed from external funds (grants) at the Institute of Slavic Studies of the Polish Academy of Sciences*.. The Principal Investigator confirms that he/she is familiar with their contents and undertakes to observe them.
2. The Principal Investigator undertakes to ensure that the internal regulations in force at IS PAN are observed by all members of the team implementing the Project.
3. The team leader is obliged to fulfill the information obligation on behalf of the Controller. To this end, he/she will provide the team members with the information clause, which constitutes Appendix No. 3 to the Agreement.

§ 6

1. Any amendments to this Agreement shall be made in writing, or else shall be null and void.
2. In the event of any change in the terms or conditions of the Project, as contained in the Grant Agreement, all provisions of this Agreement shall remain in effect.

§ 7

1. This Agreement does not contain provisions that conflict with the Grant Agreement.
2. Should any provision of this Agreement become invalid or ineffective, it shall not affect the validity and effectiveness of the remaining provisions of this Agreement.

§ 8

This Agreement has been made in two identical counterparts, one for each of the Parties.

[]
IS PAN Director

[]
*Principal
Investigator*

I. INFORMATION CLAUSE FOR PRINCIPAL INVESTIGATOR

Pursuant to Article 13 (1) and (2) of the General Data Protection Regulation of 27 April 2016 (hereinafter GDPR), we inform you that:

1. The controller of your personal data is the Institute of Slavic Studies of the Polish Academy of Sciences, based in Warsaw, ul. Bartoszewicza 1B/17, entered in the Register of Scientific Institutes maintained by the Polish Academy of Sciences under no. RIN-I-30/98, NIP: 525-00-12-159, REGON: 000326210.
2. The Controller has appointed a Personal Data Inspector Mr. Krzysztof Radtke, who can be contacted by e-mail: iod@ispan.waw.pl
3. Your personal data will be processed for the purpose of implementation within the framework of the grant, on the basis of Article 6(1)(b) of GDPR.
4. The recipients of your personal data will be associates and employees of the Controller within the scope of their official duties on the basis of authorization and entities cooperating in the implementation of the project.
5. Your personal data will not be transferred to a third country/organization.
6. Your personal data will be processed for a period..... years after the end of cooperation.
7. You have the right of access to the content of your data and the right to rectification, erasure, restriction of processing, the right to object, the right to data portability.
8. You have the right to lodge a complaint to the supervisory authority - the Office for Personal Data Protection, if you consider that the processing of personal data concerning you violates the provisions of the General Data Protection Regulation of 27 April 2016.
9. Your provision of personal data is voluntary, but it is necessary for the performance of the agreement. If you refuse to provide personal data, the Institute may withdraw its decision to enter into an agreement.
10. Your data will not be processed in an automated manner, including in the form of profiling, i.e. no decisions that produce legal effects on a person or in a similar manner significantly affect him/her will be based solely on automatic processing of personal data and do not involve such an automatically taken decision.

II. INFORMATION CLAUSE FOR TEAM MEMBERS

Pursuant to Article 14(1) of the General Data Protection Regulation of 27 April 2016, (hereinafter GDPR), we inform you that:

1. The controller of your personal data is the Institute of Slavic Studies of the Polish Academy of Sciences, based in Warsaw, ul. Bartoszewicza 1B/17, entered in the Register of Scientific Institutes maintained by the Polish Academy of Sciences under no. RIN-I-30/98, NIP: 525-00-12-159, REGON: 000326210.
2. The Controller has appointed a Personal Data Inspector Mr. Krzysztof Radtke, who can be contacted by e-mail: iod@ispan.waw.pl
3. The personal data processed by the Controller is/are:.....
4. The Controller received your personal data from the Principal Investigator of the research project.
5. Your personal data will be processed for the purpose of implementation within the framework of the grant, on the basis of Article 6(1)(b) of GDPR.
6. The recipients of your personal data will be associates and employees of the Controller within the scope of their official duties on the basis of authorization and entities cooperating in the implementation of the project.
7. Your personal data will not be transferred to a third country/organization.
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11. Your provision of personal data is voluntary, but it is necessary for the performance of the agreement. If you refuse to provide personal data, the Institute may withdraw its decision to enter into an agreement.
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