

Regulations of Research Centre POB Photonics Technologies competition *FOTECH-2*

§ 1

1. The Scientific Board of Research Centre (Centrum Badawcze – CB) POB Photonics Technologies (further referred to as CB POB FOTECH) announces a competition FOTECH-2 for research projects.
2. The budget of the competition FOTECH-2 amounts to PLN 2 000 000, and a maximum budget of one research project amounts to PLN 200 000;
3. The main purpose of research projects is to popularise academic excellence and conduct high-quality world-class research by WUT research teams.
4. The Head of the Project and the team implementing the research project shall declare at least one and achieve all declared outcomes, corresponding with the Project IDUB indices, in particular:
 - 1) Publications of articles in the most highly ranked scientific journals and reviewed conference publications (i.e. for min. 140 points on the current list of the Ministry of Science and Higher Education), preferably from the upper decile according to CiteScore of the Scopus database, in accordance with the list published in the competition announcement - at least 1 publication shall be declared)
 - 2) Submitting an application for internal funding which has been given at least a formal positive evaluation, preferably within an international programme, for the amount equal to minimum double funding received in the POB grant - at least 1 application shall be submitted)
 - 3) Commencing or development cooperation with the leading foreign universities and/or scientific institutions, completed by submitting a research application and/or scientific publications as part of international cooperation - at least 1 publication shall be declared)
 - 4) Commencing cooperation with industrial partners, completed with obtaining funding for the research equal to minimum triple amount of the research project budget shall be declared.
5. The project themes in FOTECH-2 shall refer to research in the area of optics, optoelectronics, photonics, photonics engineering or related issues, fitting into the scope of activities of CB POB FOTECH. Furthermore, this does not preclude more than one POB area being involved.

§ 2

1. The maximum time for the project implementation shall be 24 months, i.e. from 1 January 2021 to 31 December 2022.
2. The Applicant/Head of the Project shall be an employee of the Warsaw University of Technology, with WUT as a normal place of work, excluding members of the Scientific Board of CB POB FOTECH. A declaration regarding the N number shall be submitted by the Head of the Project at the Warsaw University of Technology.
3. The Applicant/Head of the Project shall not be a Head of a Project which obtained funding in the first edition of any of the competitions run by Research Centres POB, further referred to as CB POB.
4. The Applicant may submit only one application within one edition of the competitions for CB POB research projects.

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5. The application prepared in compliance with the template constituting Appendix 1 to these Regulations shall be submitted in an electronic format by completing an online form available on the website www.badawcza.pw.edu.pl.
6. Deadline for application submission is 30 November 2020.

§ 3

1. Applications shall be evaluated by the Scientific Board of POB FOTECH and reviewers shall be selected by the Chair of the Scientific Board of POB FOTECH .
2. The Chair of the Scientific Board of POB FOTECH shall select at least two reviewers for the application evaluation from among the members of the Scientific Board or non-members.
3. The Application reviewers shall be selected so that the conflict of interest is avoided, and objective and unbiased evaluation is ensured. The following principles shall be followed in this respect:
 - 1) A member of the Scientific Board CB POB FOTECH who implements the project shall not participate in the evaluation of any applications during stage I and the evaluation of their own application during stage II.
 - 2) The Application may not be evaluated by a reviewer employed by the institute, section or department to which the applicant and the researchers belong.
 - 3) The reviewers may not be in a professional relationship with the Head of the Project and the Researchers.
 - 4) The reviewers have not been involved in direct scientific cooperation with the Head of the Project and the Researchers (implementation of common projects, common publications)¹ in the past two years preceding the submission of the applications.
 - 5) The reviewers may not be married to or related by consanguinity and affinity to the Head of the Project and the Researchers.
 - 6) The reviewers shall not be in a legal or factual relationship with the Head of the Project and the Researchers, which may raise reasonable doubt about the unbiased evaluation.
 - 7) The names of the reviewers shall not be disclosed to the Head of the Project and the Researchers.
4. Evaluation criteria for the Application include:
 - 1) Innovation and scientific value of the project in CB POB FOTECH research areas as defined in § 1 section 5 (up to and including 40 points).
 - 2) The quality of the research plan and the possibility to achieve measurable outcomes of Project IDUB as defined in § 1 section 4 (up to and including 20 points)
 - 3) Integration of research teams from different units of the Warsaw University of Technology and within international cooperation – inter-faculty or inter-institute application or international cooperation application (up to and including 10 points)
 - 4) Academic achievements of the Head of the Project and Chief Researchers (up to and including 20 points)
 - 5) Justifiable estimated costs of the project implementation (up to and including 10 points).
5. The evaluation of applications shall have two stages:

¹ If justified and upon the request of the Chair of the Scientific Board of POB, the Steering Committee of the Project IDUB may give consent to ignore this provision.

- 1) Stage I involves evaluating each application by at least two reviewers. Stage II involves the most highly evaluated applications (average score of two reviews expressed by a natural number of points), whose summary budget may not exceed the double budget of the competition as defined in § 1 section 2. The information on declaring an application as eligible or ineligible for stage II of the evaluation shall be immediately forwarded to the Applicants.
- 2) The second stage involves agreeing on the final evaluation by the Scientific Board of CB POB FOTECH (in compliance with the criteria and scoring defined in § 3 section 3 and 4) and preparation of the ranking. At this stage, the Scientific Board of CB POB FOTECH may decide on a seminar presentation of the applications before their final evaluation.
6. The funding shall be granted to the applications with the highest score whose summary budget does not exceed the amount of the funding awarded in the competition, in compliance with § 1 section 2.
7. The lists of applications declared as eligible for funding (including the Applicant's name and surname, the Applicant's faculty, the project title and the amount of funding) shall be published on the website www.badawcza.pw.edu.pl within a month following the deadline set for submitting applications. Additionally, the cut-off point for applications which have been declared as ineligible for funding shall be disclosed.
8. After the evaluation process is completed, detailed reviews of all applications shall be forwarded to the applicants whose applications have not been awarded funding. Reviews may also be forwarded upon their request to the applicants whose applications have been awarded funding.

§ 4

1. The principles for using the funding awarded in the project in compliance with the submitted application are specified in Appendix 2 to these Regulations.
2. The project implementation shall not be commenced unless an Agreement is signed in accordance with the template included in Appendix 3 to these Regulations. Additionally, the unit where the Head of the Project is employed shall become the Implementing Unit.
3. The Project IDUB Office shall prepare agreements with the units.

§ 5

1. The project implementation shall undergo midterm evaluation on the basis of an intermediate report, prepared in accordance with the template in Appendix 4 to these Regulations, and a presentation of achieved results shall be given in a seminar organised by CP POB FOTECH 12 months after the commencement of the project implementation.
2. The final report prepared in accordance with the template in Appendix 4 to these Regulations shall be submitted to the Head of CB POB FOTECH through the Project IDUB Office within 2 months from the completion of the project.
3. The project implementation shall be evaluated by a Board appointed by the Scientific Board of CB POB FOTECH. At least half of the members of the Scientific Board of CB POB FOTECH shall become members of the Board. The result of the evaluation shall be included in minutes, in accordance with the template in Appendix 5 to these Regulations.
4. When need arises and in agreement with the Head of IDUB, projects may pass an ad-hoc inspection commissioned by the Head of CB POB FOTECH, which involves submitting additional

explanations/ reports on the factual or financial compliance of the implementation with the submitted application for funding and the provisions specified in the Agreement on the project implementation.

5. In the publications, the researchers who are employees, doctoral students, and students of WUT shall use the affiliation *Warsaw University of Technology*:
 - 1) All publications, presentations and conference reports prepared as part of the project shall be signed *Research was funded by CB POB FOTECH of Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.*
 - or
 - 2) *badania były finansowane z przez CB POB FOTECH ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB).*
6. Failure to achieve the declared project outcomes shall prevent its Head from applying for projects in subsequent editions of all CB POB in the Project IDUB. Application for project funding shall only be possible if the outcomes declared in the previously implemented project have been achieved.
7. All matters not regulated herein shall be settled by the Prorector for Development.

§ 6

In accordance with Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the European Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (Journal of Laws EU L 119/1 of 4 May 2016), further referred to as „GDPR”, the Warsaw University of Technology announces that:

1. The Administrator of your personal data is the Warsaw University of Technology with its registered seat at pl. Politechniki 1, 00-661 Warszawa.
2. The data administrator has appointed an Inspector for Data Protection (IOD - Inspektor Ochrony Danych) who ensures that the data is processed lawfully and can be contacted via email: iod@pw.edu.pl.
3. The Administrator shall process the personal data included in the application for the project and intermediate and final reports on the implementation of the project.
4. Your personal data shall be processed by the Administrator to implement the agreement 04/IDUB/2019/94 signed on 30 December 2019 – in compliance with Article 6 section 1 point 3b) of GDPR.
5. The Warsaw University of Technology shall not transfer your data outside the European Economic Area.
6. You shall have the right to access your personal data and the right to request correction and deletion or object to processing your data. Due to the fact that the data is not processed on the basis of your consent, you shall not have the right to transfer your personal data.
7. Your personal data shall not be disclosed to any other subjects (administrators) with the exception of the subjects entitled, in compliance with generally applicable laws.
8. Subjects (processing subjects) commissioned by the Warsaw University of Technology to perform actions which may relate to personal data processing may have access to your personal data.
9. The Warsaw University of Technology shall not subject you to automated decision-making, including your profiling.

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10. You provide your personal data on a voluntary basis. Nevertheless, failure to do so renders awarding a research grant within CB POB competitions impossible.
11. Your personal data shall be processed for a period in compliance with „A” archive category in the documents.
12. If you think your data protection rights have been breached, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.

**Application for a research project
within edition II of CB POB competitions**

A. BASIC DATA

1. Applicant’s personal data (Head of the Project)
 - Name, surname, title/academic degree, position, place of employment, represented scientific discipline
2. Research team
 - List of chief researchers’ names (Name, surname, title/academic degree, position, place of employment, represented scientific discipline)
 - Information on the number of other researchers including their status (e.g. doctoral students - 3)
3. Project title: *in Polish and in English*
4. Streszczenie projektu (*max. 400 słów*):
5. Project summary (*max. 400 words.*):

B. PROJECT DESCRIPTION

1. Substantive description:
 - including presenting the elements of scientific novelty and innovation in the scope of the competition– *max. 3 pages, font size 11*
2. Declaration of measurable outcomes of the implementation of the research project

No.	Type of outcome	Declared value	Comments (e.g. a succinct description of the nature of the outcome, including patents, implementations, etc., innovations, information on the kind and number of publications, planned journals, type and date of the competition to which the application for a project research shall be submitted)
1	Declared number of publications of articles in the most highly ranked scientific journals and reviewed conference publications (i.e. for min. 140 points on the current list of the Ministry of Science and Higher Education), preferably from the upper decile according to CiteScore of the Scopus database (at least acceptance of the article for printing is required)		
	including international cooperation		
2	Receiving external funding for the research (submitted applications for external funding that have at least passed the formal		

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	evaluation, for an amount equal to at least twice the funds obtained under the POB grant each)		
	including within international projects (i.e. - when there is a foreign source of financing, e.g. under EU, NATO etc. programs, or - when there is a Polish source of funding, but the project is implemented in cooperation with a foreign partner who simultaneously obtains funds in his country, e.g. international programs of the NCBR or the NCN)		
3	Submitting articles in cooperation with international co-authors (not included in item 1)		
4	Other outcomes		

3. Academic achievements of the Head of the Project and the Researchers:

3.1 Data of the Head of the Project for 2016-2020 (*max. 1 page*), including:

- *information on a scientific career;*
- *a list of best publications, max. 5;*
- *a list of currently implemented projects, including the function in the projects;*
- *a list of completed projects headed by the Applicant;*
- *a list of foreign internships (more than 1 month).*

3.2 A short scientific description of chief project researchers (*max. ½ page per person*).

4. The project shall be / shall not be * implemented as part of inter-faculty/ inter-institute cooperation. (**choose as appropriate*)

- *If so - justification of the project implementation between units. Brief description of the nature / essence of cooperation between units (max. ½ pages).*

5. The project shall be / shall not be * implemented as part of international cooperation. (**choose as appropriate*)

- *If so - a short description of the foreign unit and the nature / essence of cooperation between units (max. ½ pages).*

6. Information on possible ethical issues in the planned research.

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I declare that the research planned in the application is not and has not been financed from other sources.

If the funding is awarded, by submitting this application you shall automatically consent to disclosing the name and surname of the Head of the Project and the Project Title to the public in the information on the competition and its results.

Project timetable and cost estimate (in accordance with the template – Table 1 or 1a), including the validation of direct costs of the project. (Excel with automatically calculated surcharges)

Table 1: Project cost estimate (if the funding is awarded within one unit)

No.	Estimated costs		2021	2022	Total
I.	Total direct costs		0.00	0.00	0.00
1	Equipment		0.00	0.00	0.00
	including the value	amounting to from PLN 3,500 to PLN 10,000			
		amounting to more than PLN 10,000			
2	Remuneration and related items				
3	Other direct costs				
II.	Indirect costs (15%)		0.00	0.00	0.00
III.	Total costs		0.00	0.00	0.00

Table 1a: Project cost estimate (if the funding is transferred between units)

No.	Estimated costs		2021			2022			Total		
			unit 1	unit 2	Total	unit 1	unit 2	Total	unit 1	unit 2	Total
I.	Total direct costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	Equipment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	including the value	amounting to from PLN 3,500 to PLN 10,000			0.00			0.00	0.00	0.00	0.00
		amounting to more than PLN 10,000			0.00			0.00	0.00	0.00	0.00
2	Remuneration and related items				0.00			0.00	0.00	0.00	0.00
3	Other direct costs				0.00			0.00	0.00	0.00	0.00
II.	Indirect costs (15%)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
III.	Total costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Principles for funding CB POB projects

1. The funding awarded to the Project may be spent on:
 - 1) Research equipment.
 - 2) Remuneration:
 - a) Remuneration of the project researchers employed by the Warsaw University of Technology may be paid under the contract of employment or as additional remuneration for project work paid on an hourly basis or as a lump sum, in compliance with the Remuneration Regulations at the Warsaw University of Technology.
 - b) Remuneration of the project researchers not employed by the Warsaw University of Technology, including students and doctoral students, shall be paid under a civil-law agreement.
 - c) The monthly amount of total remuneration paid in all implemented projects within all current editions of CB POB competitions may not exceed PLN 2,500 gross for a researcher (including no more than PLN 2,000 as part of one project) and PLN 3,000 for the Head of the project. If remuneration in the project is variable, the monthly remuneration shall be an average value from the total period of the research project implementation.
 - 3) Other costs:
 - a) Materials and reagents, small laboratory equipment, external services, etc.
 - b) Costs of proofreading and publication of the research results in a renowned publishing house or journal
 - c) Conference attendance (solely related to the presentation of the results) and a few-day long (up to 7 days) study visits in domestic and foreign centres
 - d) Other costs justified by the project scope
2. Indirect costs amount to 15% of direct costs and shall be divided into 5% of general costs and 10% of faculty costs, in compliance with the Regulation 22/2020 of WUT Rector, excluding the equipment with an individual value exceeding PLN 10,000.
3. Changes to the estimated project costs:
 - 1) In the event of changing the costs in the categories of the estimated project costs, the amount of the awarded funding may not increase.
 - 2) No funding transfers between the categories shall breach the limits in individual categories as defined in the Regulations of the competition (if applicable).
 - 3) Funding transfers between cost categories specified in the application amounting up to total 15% of „Total direct costs”, as compared to the primary amount specified in the estimated costs, shall not require the consent of the Head of CP POB.
 - 4) Funding transfers between annual periods shall not require the consent of the Head of CP POB.
 - 5) Changes that do not require the consent of the Head of CP POB shall be reported to the Project IDUB Office in writing or in an electronic format.
 - 6) Funding transfers between cost categories specified in the application amounting to over total 15% of „Total direct costs”, as compared to the primary amount specified in the estimated costs, shall require the consent of the Head of CB POB and signing an Annex to the Agreement on the scope of estimated project costs constituting Appendix 2 to the Agreement.
4. Principles for transferring funding between the units in the case of inter-faculty and inter-institute projects:

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- 1) In the case of inter-faculty/ inter-institute projects in which the funding shall be distributed between appropriate implementing units, estimated costs including costs of the whole project as distributed between the units shall be attached to the application for a research project.
- 2) Project costs within internal subcontracting shall be recorded in accounting books in specially separated orders.
- 3) Orders in the SAP system shall be created pursuant to an internal agreement signed between the Applicant's parent unit, which has been granted the funding for the project implementation, and the unit responsible for the partial implementation of the tasks.
- 4) The copy of an internal agreement shall be immediately submitted to the Project IDUB Office.

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Appendix 3 to the Regulations

AGREEMENT No. (number given by the Project IDUB Office)
on the implementation of research projects selected in a competition FOTECH-2 announced by the
Scientific Board of Research Centre POB FOTECH
funded within „Excellence Initiative: Research University” project
implemented at the Warsaw University of Technology

signed on (date) between:

Professor Małgorzata Lewandowska – Head of Management Team for „Excellence Initiative: Research University” Project at the Warsaw University of Technology,

further referred to as „Head of IDUB”

a

«Name of unit »,

represented by:

«Head of unit_ » - «Function of the Head of unit_»,

further referred to as „Implementing Unit”.

1. Head of IDUB shall transfer the funding amounting to « Total _ amount » of PLN (in words: «Amount_in words») to the Implementing Unit for the implementation of research projects selected in the competition **FOTECH-2** announced by the Scientific Board of Research Centre POB **FOTECH** in compliance with the list in Appendix 1 to the Agreement.
2. The Implementing Unit shall implement the work specified in the applications for the competition, which constitute an integral part of this Agreement, in compliance with:
 - 1) Generally applicable laws
 - 2) Provisions of this Agreement
 - 3) Principles defined in the competition documentation which includes the conditions of the competition «Name of_competition»,
 - 4) Information included in the Application for funding
 - 5) Internal regulations at the Warsaw University of Technology.
3. The parties set 01 January 2021 as the day of commencing the implementation of the project/ projects and the maximum time for the implementation of the project/ projects may not exceed 24 months, i.e. till 31 December 2022. The period of implementation and the completion date of individual projects under this Agreement is specified in Appendix 1 to this Agreement.
4. Estimated project costs under this Agreement are specified in Appendix 2 to this Agreement.
5. The funding awarded for the project implementation shall be at the disposal of the Head of the Implementing Unit in agreement with the Head of the Project.
6. The Implementing Unit shall share the assets of the unit indispensable for the project implementation and shall provide administrative and accounting service of the project implementation by the administration of the unit.
7. The Implementing Unit shall maintain separate accounting records for the project, in compliance with the rules specified by WUT Bursar pursuant to Regulation 290/KK/2020 of 20 May 2020 and KK-453/2020 of 25 August 2020.

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8. The funding transferred to the Implementing Unit and not used until «Completion_date» shall be placed at the disposal of the Head of IDUB.
9. Approval of the implementation outcomes shall be conducted by a Board appointed by the Scientific Board of Research Centre POB «Name_of_POB» in a mode specified by the Regulations of the competition.
10. Changes to the provisions of this Agreement shall require signing an annex in writing.
11. Appendices are integral parts of this Agreement.
12. The Agreement has been executed in two counterparts, one for each party.

Appendices:

- 1) A list of research projects recommended for funding
- 2) Estimated project costs (2.1 Estimated project 1 costs, 2.2 Estimated project 2 costs, ...)
- 3) Applications for funding (3.1 Application for funding project 1, 3.2 Application for funding project 2, ...)

Head of IDUB

Implementing unit

.....
(stamp of Project IDUB Office)

.....
(stamp of the unit)

.....
(stamp and signature of the Head of IDUB)

.....
(stamp and signature of the Head of the Unit)

.....
(stamp and signature of the Bursar's Proxy)

.....
(stamp and signature of the Bursar's Proxy)

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Appendix 1 to the Agreement

A list of projects eligible for funding (under the Agreement)

No.	Applicant (title/degree name and surname)	Faculty/Institute	Project title	Budget	Implementation time (in months)	Date of project completion
1.						
2.						

.....
Stamp and signature of the Head of CB
POB

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Appendix 2 to the Agreement
(distribution between units in the case of inter-faculty /inter-institute projects)

Title.:
headed by:

No.	Estimated costs	2021	2022	Total
I.	Total direct costs	0.00	0.00	0.00
1	Equipment	0.00	0.00	0.00
	including the value			
	amounting to from PLN 3,500 to PLN 10,000			
	amounting to over PLN 10,000			
2	Remuneration and related items			
3	Other direct costs			
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00

Head of IDUB

Implementing Unit

.....
(stamp and signature of the Head of IDUB)

.....
(stamp and signature of the Head of Unit)

.....
(stamp and signature of the Bursar's Proxy)

.....
(stamp and signature of the Bursar's Proxy)

Declaration of the Head of the project

I hereby oblige myself to implement the Project in compliance with the description and timetable presented in the submitted Application for a research project, constituting an integral part of this Agreement, the aforementioned estimated project costs, and other provisions of this Agreement.

.....
(signature of the Head of the Project)

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Appendix 4 to the Regulations

TEMPLATE OF INTERMEDIATE / FINAL REPORT*
on the implementation of a research project submitted to the competition FOTECH-2
organised by Research Centre POB FOTECH
of the Warsaw University of Technology

Title:

headed by:

1. **(Complete only in the case of final report)** Synthetic description of conducted research including:

- 1) Research objective;
- 2) Description of implemented work (max. 1 page, min. 11 point font);
- 3) Description of the most important achievements (max. 1 page, min. 11 point font).

2. Table of measurable outcomes of the project implementation including appendices confirming their achievement. (In accordance with the table from section B.2 of the Application for a research project).

No.	Type of outcome	Declared values	Achieved values	Details of achieved indices/ activities undertaken to achieve them (including the publication title, type and date of the competition, a list of units with which cooperation has been started that led to achieving the outcome, etc.)
1	Publication of articles in a journal and conferences from the upper decile, at least 140 points on MSHE list (in printing during the project)			
2	Receiving external research funding, preferably within international projects			
3	Submitting articles co-authored with foreign authors (not mentioned in item 1)			
5	Other outcomes			

4. Statement of estimated and incurred costs

Cost category	2021		2022		Total	
	Estimated	Incurred	Estimated	Incurred	Estimated	Incurred
I. Total direct costs, including:						
1. Equipment						
2. Remuneration and related items						
3. Other direct costs						

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II. Surcharges (15%)						
III. Total costs						

4. A list of researchers' names including the remuneration paid during the implementation of the project.

Researcher (researcher's name and surname, title/academic degree, position, place of employment)	SAP Number
1	
2	
3	

.....
(date and signature of the Head
of the Project)

.....
(stamp and signature of the Bursar's Proxy)

*choose as appropriate

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Appendix 5 to the Regulations

MINUTES OF PROJECT EVALUATION AND APPROVAL FOTECH-2

Title:

headed by:

Estimated costs: PLN..... , incurred costs: PLN

The Board:

Chair:

Members:

1.

2.

3.

The evaluation board states that the project:
has been properly / partially / improperly * implemented

The Board's comments:

Date and the Board's signatures:

Chair:

Members:

1.

2.

3.

Date and signature of the Head of Project:

Appendices

- 1) Final report on Project completion