**Regulations for funding the participation of Polish scientists in international conferences, workshops, schools, or bilateral meetings related to research using XFEL or XFEL technology under the project of the Ministry of Science and Higher Education entitled 'Support for Polish Users of EuXFEL – Supervision II (2022-26)' (hereinafter referred to as the 'project').**

1. The aim of financing the participation of Polish scientists in international conferences, workshops, schools, or bilateral meetings related to research using XFEL or XFEL technology is to promote and support research conducted by Polish scientists using the EuXFEL source, facilitate Polish researchers in establishing contacts with the XFEL user community, and enhance scientific competencies related to the utilization of XFEL or XFEL technology.
2. Funding from the project can be applied for by:
   1. Individuals employed in entities constituting part of the higher education and science system, as defined in Article 7(1) of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws of 2023, item 742, as amended);
   2. Participants in doctoral schools operating in Poland;
   3. Students of universities in Poland

- hereinafter referred to as "eligible individuals."

1. The condition for obtaining funding is the signing of a framework agreement, the template of which is attached to this regulation, between the Institute of Physics, Polish Academy of Sciences (hereinafter referred to as "IF PAN") and:
   1. An entity constituting part of the higher education and science system, where the eligible individual is employed or conducting research on a legal basis other than an employment contract;
   2. An entity running a doctoral school in which the eligible individual is enrolled;
   3. A university where the eligible individual is a student or doctoral candidate -hereinafter referred to as "parent entities."
2. Funding may cover the costs of participation in the following events, hereinafter referred to as "events," related to research using XFEL or XFEL technology:
   1. Conferences;
   2. Workshops;
   3. Schools;
   4. Bilateral meetings.
3. The amount of funding for the eligible individual's participation in a single event cannot exceed PLN 10,000 gross.
4. The following costs of event participation can be covered by funding:
   1. Travel expenses;
   2. Accommodation;
   3. Per diems and travel per diems (if applicable to the eligible individual);
   4. Fees for participating in the event, especially conference or registration fees (if applicable);
   5. Visas for the country where the event is organized (if applicable);
   6. Other costs incurred by the event participant, covered by the parent entity, not listed above.
5. If the costs associated with the eligible individual's participation in a single event exceed the amount specified in point 5, partial funding for participation in the event may be granted, up to the amount specified in point 5.
6. The maximum total funding amount for the participation of eligible individuals in events throughout the project implementation period is PLN 285,000 gross. Funding for the participation of eligible individuals in the events comes from these financial resources.
7. To apply for funding from the project, a request must be submitted to the Project Council at the email address: [cd-xfel@ifpan.edu.pl](mailto:cd-xfel@ifpan.edu.pl).
8. The request for funding from the project should include:
   1. Information about the participant (name, academic title/degree, parent entity, contact details, scientific CV, ORCID number or equivalent – if assigned);
   2. A concise (up to 250 words) statement about the scientific activities conducted by the eligible individual, particularly its connection to XFEL research (may be part of the scientific CV);
   3. Information about the event: name, date, venue, organizer, a link to the event's website if available;
   4. A concise (up to 250 words) description of the event's connection to XFEL research or XFEL technology;
   5. A cost estimate for the trip, including costs specified in point 5 and the total gross amount requested by the eligible individual expressed in PLN.
9. Applications are accepted on an ongoing basis.
10. The minimum time between submitting the application and the start date of the event should not be shorter than:
    1. 1 month if a framework agreement described in point 2 is signed;
    2. 2 months if such an agreement is not signed.

This period may be shorter in particularly justified cases with the consent of the Project Council.

1. The application is evaluated in terms of form and content by members of the Project Council.
2. In the substantive evaluation of the application, the following criteria are particularly taken into account:
   1. The event's connection to XFEL research topics;
   2. The justification of expenses, the total cost of event participation, and the amount of funds received by the eligible individual from the project so far; priority in obtaining funding is given to eligible individuals who have not previously received this funding from the project;
   3. The scientific potential of the eligible individual;
   4. Preference will be given to young scientists;
   5. Preference will be given to events where the results of the eligible individual's XFEL research are presented and/or as a result of project implementation;
   6. The conference's rank, assessed on the basis of the event's recognition in the scientific community related to XFEL research, the number of participants, the organizer, etc. taking into account the scores derived from the current List of scientific journals and peer-reviewed materials from international conferences published by the Ministry of Science and Higher Education.
3. The Project Council issues a written decision within 2 weeks on the total or partial granting of funding or the refusal of funding from the project for the eligible individual's participation in the event; this decision is not an administrative decision. The Project Council may also ask the eligible individual to supplement their application.
4. In the event of a positive decision described in point 15, if it has not occurred earlier, IF PAN signs a framework agreement, as mentioned in point 3, with the eligible individual's parent entity.
5. In the case of the eligible individual presenting oral or poster presentations during the event, they are obligated to include in the abstract (if possible) and in the presentation itself acknowledgments to the grant from the Ministry of Science and Higher Education (MNiSW) No. 2022/WK/13 with the following content: "Funded by the Ministry Science and Higher Education program 'Support for the participation of Polish scientific teams in international research infrastructure projects,' based on agreement No. 2022/WK/13" – or its equivalent in a foreign language. In the absence of acknowledgment, the eligible individual is required to provide an explanation to the Project Council at the email address [cd-xfel@ifpan.edu.pl](mailto:cd-xfel@ifpan.edu.pl) for the reasons for the inability to include the acknowledgment. The omission of acknowledgment or failure to explain the inability to include it will result in the refusal of funding disbursement.
6. After the conclusion of the event, within a period not exceeding 2 weeks, the eligible individual is required to submit a report to the Project Council at the email address cd-xfel@ifpan.edu.pl, containing:
   1. Information about the event (location, date, name);
   2. Description of the participation method (attendee, poster presentation, oral presentation, bilateral meeting, other (specify));
   3. Concise information about the course of the event related to research using XFEL (e.g., topics of own presentations, presentations attended, discussions held, participants, and topics).

Failure to submit the report within the specified period will result in a refusal of funding disbursement.

1. The parent entity, following its appropriate procedures, makes payments according to the cost estimate, and after the event's conclusion, based on the Project Council's positive decision on funding allocation, issues an invoice to IF PAN.
2. The reimbursement of costs occurs after the parent entity presents the following documents confirming the eligible individual's travel and participation in the event:
   1. A confirmed "true copy" invoice for the flight ticket;
   2. A confirmed "true copy" flight ticket, train and/or bus tickets;
   3. A boarding passes or submitting declaration of travel
   4. A confirmed "true copy" invoice issued to the parent institution for accommodation;
   5. A confirmed "true copy" settlement of delegation within the parent entity or a similar document;
   6. A confirmed "true copy" document of the payment for participating in the event, especially conference or registration fees (if applicable);
   7. A confirmed "true copy" visa to the country where the event is organized, if applicable;
   8. A confirmed "true copy" documents confirming other costs incurred by the event participant, covered by the parent entity, not listed above;
   9. Confirmation of per diem payment or payment of other costs incurred by the parent entity in connection with the eligible individual's participation in the event.
3. Cases where the trip did not take place due to reasons beyond the eligible individual or their parent entity's control, and the costs were incurred by the parent entity, will be individually considered by the project financing entity (MNiSW). After submitting a letter explaining the participant's absence from the event along with a breakdown of costs incurred by the parent entity (copies of documents confirmed as "true copies"), IF PAN, on behalf of the parent entity, will request MNiSW to recognize the costs as eligible. If MNiSW approves the reimbursement of incurred costs, they will be refunded based on an invoice issued to IF PAN. In the event that the Ministry does not agree to recognize the costs as eligible, IF PAN will not be able to reimburse the incurred expenses.
4. Refunds cover the costs described in point 6, including those incurred before submitting the application and/or signing the framework agreement but directly related to the event described in the application (e.g., conference fees).
5. In accordance with the information on GDPR included in the application, information about the eligible individuals who received funding from the project will be posted on the website: http://www.ifpan.edu.pl/cd-xfel/. This information will include the eligible individual's name, parent entity, and the event's name, location, and date.

Attachments

1. Model application with GDPR information

**Application for funding participation in international conferences, workshops, schools, or bilateral meetings related to research using XFEL or XFEL technology under the project of the Ministry Science and Higher Education entitled "Support for Polish Users of EuXFEL – Supervision II (2022-26)"**

1. Information about the presenter

* Name:…………………………………………………………………………
* Degree/title:………………………………………………………………………
* Parent entity: ..............................................................
* Contact details of the eligible/participant: ...........................
* ORCID or equivalent number – if assigned: ...........................
* Scientific CV (can be attached separately)

2. Concise (up to 250 words) information about the presenter's scientific activities, especially its connection to XFEL or XFEL technology research ............................................................................................................................................................................................................................................................................................................................................................................

3. Information about the event

* Name: ..............................................................
* Date: ..............................................................
* Venue: ..............................................................
* Organizer: ..............................................................
* Link to the event's website, if available: ...........................

4. Concise (up to 250 words) description of the event's connection to XFEL or XFEL technology research ............................................................................................................................................................................................................................................................................................................................................................................

5. Travel budget covering costs specified in point of the Regulations and the total gross amount requested by the eligible individual in PLN:

* Travel cost: PLN .......................... on the route from .............. to .............., means of transport: ..............
* Accommodation cost: PLN .......................... for the period from .............. to ..............
* Per diem cost (if applicable to the eligible individual): PLN .......................... for the period from .............. to ..............
* Commuting allowance cost (if applicable to the eligible individual): PLN ..........................
* Cost of participation in the event (conference or registration fees, if applicable): PLN ..........................
* Visa cost for the country where the event is organized (if applicable): PLN ..........................
* Other costs incurred by the event participant, covered by the parent entity and not listed above: PLN ............................
* Estimated overall cost of participation in the event: PLN ………………………..

**Information Clause – Data Processing within the Consortium "XFEL – Supervision"**

In accordance with Article 13(1) and (2) and Article 14(1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), Official Journal of the EU L 119 of 04.05.2016, p. 1, as amended, hereinafter referred to as "GDPR," it is hereby informed that:

1.The administrators of your personal data are the members of the consortium listed below:

a. **National Centre for Nuclear Research (NCBJ)** based in Otwock (05-400), at ul. Andrzeja Sołtana 7, Otwock, a research institute with the status of a large enterprise, entered into the entrepreneurs' register by the District Court for the Capital City of Warsaw in Warsaw, XIV Economic Department of the National Court Register under number KRS 0000171393, REGON: 001024043, NIP 5320100125, BDO 00004834 - in the scope of:

* Supervising the implementation of the Project • Reviewing and settling funding applications from Project funds
* Submitting reports on the implementation of the Project to MNiSW
* Informing about upcoming events (meetings, conferences, workshops, schools, scientific sessions, internships, scientific research, training, etc.) related to the implementation of the MNiSW grant "Support for Polish Users of EuXFEL – Supervision II (2022-26)"
* Exercising supervisory functions in XFEL bodies, such as: XFEL Council, AFC (Administrative and Finance Committee), substantive working groups, and participating in other types of meetings organized by XFEL GmbH to ensure Poland's representation
* Supporting the Polish scientific community in using XFEL as one of the priority research instruments necessary for innovative scientific research;

b. **Institute of Physics of the Polish Academy of Sciences in Warsaw**, based in Warsaw (02-668), at al. Lotników 32/46, NIP: 525-000-92-75, REGON: 000326061 - in the scope of:

• Supporting the Polish scientific community in using XFEL as one of the priority research instruments necessary for innovative scientific research;

• Organizing scientific sessions related to research using XFEL during conferences and symposia organized in Poland

• Organizing thematic workshops dedicated to research using XFEL • Organizing trips of Polish scientists to conferences and workshops related to XFEL and individual meetings with researchers involved in work using XFEL

• Conducting preliminary research

• Launching XFEL Centers of Excellence and conducting training

• Reviewing and settling funding applications from Project funds

• Informing about upcoming events (meetings, conferences, workshops, schools, scientific sessions, internships, scientific research, training, etc.) related to the implementation of the MNiSW grant "Support for Polish Users of EuXFEL – Supervision II (2022-26)";

c. **University of Warsaw, based in Warsaw**, at ul. Krakowskie Przedmieście 26/28, NIP: 525-001-12-66, REGON: 000001258, 00-927 Warsaw - in the scope of:

• Supporting the Polish scientific community in using XFEL as one of the priority research instruments necessary for innovative scientific research;

• Organizing scientific sessions related to research using XFEL during conferences and symposia organized in Poland

• Organizing thematic workshops dedicated to research using XFEL

• Organizing trips of Polish scientists to conferences and workshops related to XFEL and individual meetings with researchers involved in work using XFEL

• Conducting preliminary research

• Launching XFEL Centers of Excellence and conducting training

• Reviewing and settling funding applications from Project funds

• Informing about upcoming events (meetings, conferences, workshops, schools, scientific sessions, internships, scientific research, training, etc.) related to the implementation of the MNiSW grant "Support for Polish Users of EuXFEL – Supervision II (2022-26)";

d. **Adam Mickiewicz University in Poznań**, based in Poznań (61-712), ul. H. Wieniawskiego 1, NIP: 777-00-06-350, REGON: 000001293 - in the scope of:

• Supporting the Polish scientific community in using XFEL as one of the priority research instruments necessary for innovative scientific research;

• Organizing scientific sessions related to research using XFEL during conferences and symposia organized in Poland

• Organizing thematic workshops dedicated to research using XFEL

• Organizing trips of Polish scientists to conferences and workshops related to XFEL and individual meetings with researchers involved in work using XFEL

• Conducting preliminary research

• Launching XFEL Centers of Excellence and conducting training

• Reviewing and settling funding applications from Project funds

• Informing about upcoming events (meetings, conferences, workshops, schools, scientific sessions, internships, scientific research, training, etc.) related to the implementation of the MNiSW grant "Support for Polish Users of EuXFEL – Supervision II (2022-26)"

You can contact the consortium participants using one of the contact methods provided on the websites of individual consortium members.

1. Your personal data, including first name, last name, email address, phone number, position, title/academic degree, place, period, and type of employment, remuneration from the project, will be processed for the purpose of implementing the provisions of the Consortium Agreement concluded on the day of submitting the last electronic signature by the Parties, i.e., for the organization, conduct, and settlement of the "XFEL- Supervision " project, including informational purposes, sending invitations to conferences organized within the consortium, invitations to meetings, and the implementation of funding applications. This processing is based on the legally justified interest of the Administrators (Article 6(1)(f) of the GDPR), as well as to fulfill the legal obligation incumbent on the Administrators (Article 6(1)(c)).
2. Consortium participants will process your personal data for the period during which, according to § 2(3) of the Consortium Agreement, the Institute of Physics PAN will serve as the Consortium Partner "XFEL- Supervision," responsible for the implementation of task 2a "Center of Excellence in XFEL Research."
3. Your personal data will be stored for a period necessary to achieve the purposes specified in point 2, but not less than 5 years from the date of completion of the project, termination, or expiration of the Consortium Agreement.
4. Recipients of your personal data may only be entities authorized to obtain personal data, such as courts, law enforcement authorities, or state institutions, upon request based on legal provisions. Additionally, individuals authorized by the Administrators to process data as part of their official duties and entities co-creating the "XFEL- Supervision " Consortium listed in the Consortium Agreement and entities with which the Administrator has concluded a data processing agreement to fulfill tasks specified in the Consortium Agreement.
5. Your personal data will not be transferred to third countries outside the European Economic Area (EEA) or international organizations.
6. You have the right to access your data and receive copies, the right to rectify (correct) your personal data, limit their processing, object, and the right to delete personal data if exercising these rights is in accordance with applicable regulations, especially the GDPR. Additionally, you have the right to lodge a complaint with the President of the Personal Data Protection Office (address: Urząd Ochrony Danych Osobowych, ul. Stawki 2, 00-193 Warsaw) if you believe that the processing of personal data violates the provisions of the GDPR.
7. The source of your personal data is directly from you.
8. Providing your personal data is voluntary, and failure to provide it may result in the inability to participate in activities described in the content of the Consortium Agreement.
9. Personal data provided by you will not be processed in a way that results in automated decision-making and will not be subject to profiling.