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Appendix No. 1 to Resolution No. 1 of the SCIENCE4BUSINESS – KRAKOW Investment Committee of October 15, 2025

**FRAMEWORK REGULATIONS FOR
RECRUITMENT, SELECTION, IMPLEMENTATION AND SETTLEMENT OF PRE-IMPLEMENTATION WORK
BY THE SCIENCE4BUSINESS – KRAKOW CONSORTIUM
IN THE TASK "DEVELOPMENT INCUBATOR" OF THE "SCIENCE4BUSINESS" PROJECT (EFSE)**

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§ 1. DEFINITIONS

- **Project** – Task No. 1 "Development Incubator" within the framework of the non-competitive project "Science4Business – Nauka dla Biznesu" (European Funds for Smart Economy; Priority II: Environment for Innovation; Measure FENG.02.05. "Science4Business"), implemented by the Consortium, in partnership with the Polish Ministry of Science and Higher Education;
- **Consortium** – a consortium entitled SCIENCE4BUSINESS – KRAKOW, established for the implementation of joint activities under the Project, consisting of the following entities:
 - Centre for Technology Transfer CITTRU, Jagiellonian University,
 - Centre for Cooperation and Technology Transfer, AGH University of Krakow,
 - Center for Technology Transfer, Cracow University of Technology,
 - Technology Transfer Center, University of Agriculture in Krakow,
 - Unit for Knowledge Transfer, Krakow University of Economics,
 - Technology Transfer Department, Maj Institute of Pharmacology, Polish Academy of Sciences,
 - InnoCel sp. z o.o. , Special Purpose Vehicle of Jagiellonian University,
 - Krakowskie Centrum Innowacyjnych Technologii INNOAGH sp. z o.o., Special Purpose Vehicle of AGH University of Krakow,
 - INTECH PK sp. z o.o., Special Purpose Vehicle of Cracow University of Technology,
 - Centrum Innowacji Uniwersytetu Rolniczego w Krakowie sp. z o.o., Special Purpose Vehicle of University of Agriculture in Krakow;
- **Partner(s)** – the entity(ies) included in the Consortium implementing the Project;
- **Research Organization (RO)** – an organization that conducts research activity, superior to the Partner Technology Transfer Centers (**TTCs**) and Special Purpose Vehicles (**SPVs**). Research Organizations are: Jagiellonian University, AGH University of Krakow, Cracow University of Technology, University of Agriculture in Krakow, Krakow University of Economics, and Maj Institute of Pharmacology of the Polish Academy of Sciences. The Research Organization announces Calls (common to theTTC and the SPV), conducts the recruitment (Competition / Qualification), and also decides which of the Partners will finance a given Application / Submission;
- **Pre-implementation work** – conducting industrial research and experimental development work in relation to Innovations with identified commercial potential:
 - **work on improving technological readiness** - creation or improvement (including design) of a prototype, laboratory testing, testing for compliance with a standard (certification), under near-real conditions, adaptation of the invention to the needs of the interested buyer or the market,
 - **work on improving economic readiness** - preparation of projects for commercialization for selected research results, including, for example: analysis of market potential, analysis of technology applications, analysis of innovation and benefits of technology application, analysis of the level of implementation readiness in accordance with BRL (Business Readiness Level) and TRL (Technology Readiness Level), analysis of barriers to market entry and competitive solutions, intellectual property status, identification of target industries and potential buyers of technology, valuation;



- **Innovation** – the result / results of the research activities of the Research Organization and/or the know-how related to this result / results;
- **TRL** – Technology Readiness Level - a nine-step classification of readiness for implementation of R&D results, the description of which is attached as Appendix No. 1;
- **National Smart Specializations (NSS)** – thematic specializations required for granting support within the Project, the description of which constitutes Appendix No. 2;
- **The 6R Principles** – the principles of sustainability applicable to the implementation of the entire Project and individual Minigrants (Refuse, Reduce, Reuse, Recover, Recycle, Rethink), a description of which is attached as Appendix No. 3;
- **Framework Regulations** – this document, including all appendices, approved by the Investment Committee and applicable to all Calls organized by the Partners under the Project;
- **Specific Regulations** – separate, individual Regulations applicable in each Research Organization, specifying the terms and conditions of the Calls organized by this Organization, according to the needs of individual Partners;
- **Project Website** – the website of the SCIENCE4BUSINESS – KRAKOW consortium, at the address: <https://www.demodayinnowacji.pl/>;
- **Call** – an opportunity to apply for funding for pre-implementation work, made public by the Research Organization through a **Call Announcement** (published on the Project Website and on the website of the Research Organization conducting the call);
- **Track A (Competition)** – a procedure in which the Minigrant Manager or a team of Minigrant implementers, represented by the Minigrant Manager, comes forward with **the Application** for funding;
- **Track B (Qualification)** – the procedure in which a staff member of the Technology Transfer Center or Special Purpose Vehicle of the Research Organization announcing the Call comes forward with **the Submission** for funding of the Innovation;
- **Innovation Presentation** – a short, standardized pitch-deck presentation, attached to the Application or Submission and made available to the Investment Committee;
- **Minigrant** - a project described in the Application for which the Minigrant Manager applies for funding, implemented by him/her individually or in cooperation with the Minigrant Implementation Team;
- **Evaluation Committee** – a separate team operating in each Research Organization, composed of representatives of this Research Organization (including representatives of Partners - Technology Transfer Center and/or the Special Purpose Vehicle) and/or external experts, whose task is to create a List of Applications eligible for funding as part of pre-implementation work presented to the Investment Committee for approval;
- **Investment Committee** – a team tasked with, among other things, approving the methodology and criteria for selecting pre-implementation work for funding, approving funding award decisions, final qualification of work as solutions implementing the 6R principles / implemented in accordance with the with the 6R principles, as well as monitoring and evaluation of pre-implementation work. The Investment Committee is established in accordance with the Project's financing rules and operates on the basis of the document *Mode of work of the Investment Committee acting for the SCIENCE4BUSINESS – KRAKOW Consortium in the "Development Incubator" Task of the "Science4Business" (EFSE) Project*, as well as the Framework Regulations and Specific Regulations of the individual Research Organizations.

§ 2. SCOPE AND PURPOSE OF SUPPORT

1. The maximum funding intensity for pre-implementation work, in accordance with the provisions of Art. 3 section 3, is:
 - a) if all the property rights to the results belong to Partner(s) - 100% of the requested budget,
 - b) if part of the property rights to the results belongs to Partner(s) - % of the requested budget corresponding to the share in the right attributable to the Partner(s).
2. The awarded funding is for conducting pre-implementation work.



3. Eligible costs may only include costs that:
 - a) are in accordance with the eligibility rules set forth for the Project,
 - b) are in accordance with these Framework Regulations and the Specific Regulations of the Research Organization concerned,
 - c) are consistent with the approved Application, subject to Art. 2 section 11b),
 - d) are necessary to achieve the purpose of the Project and were incurred in connection with the implementation of the Project,
 - e) were incurred during the eligibility period,
 - f) have been made in a transparent, rational and efficient manner, observing the principles of obtaining the best results from given inputs,
 - g) have been duly documented.
4. Possible cost categories that can be indicated in the Application are:
 - a) **costs of promoting the research and technology offer**, including, for example, costs of participation in events and organization of events related to the subject matter of the Project, subject to Art. 2 section 6,
 - b) expenditures for the **purchase of fixed assets** not exceeding 10% of the requested budget,
 - c) expenditures for the **purchase/lease of equipment** other than fixed assets,
 - d) **IT services and software expenses**,
 - e) expenditures on **the purchase of materials and raw materials and technical services** related to prototyping (services that do not have a creative element/character), subject to Art. 2 section 9,
 - f) research, consulting, economic and legal **services**, marketing, expertise, studies, valuations, analyses and reports, subject to Art. 2 section 9,
 - g) **studies, publications, databases**,
 - h) **expenses related to legal services and compliance with formal requirements for the creation of spin-off or spin-out companies** established by employees of the Research Organization,
 - i) **expenditures on patent protection of the results of R&D work** carried out under the Project together with fees for patent applications (domestic and foreign), protection of know-how and consultancy in the field of intellectual property protection related to the implementation of the Project,
 - j) **salaries** of persons directly involved in the implementation of pre-implementation work covered by support, understood as full-time employment, subject to Art. 2 section 9,
 - k) domestic and international **business travel** of persons directly involved in the Project.
5. The cost categories indicated above may be limited by individual Research Organizations under the Specific Regulations.
6. In the case of expenditures related to the promotion of research and technology offerings, it is not possible to finance consumable, disposable materials or promotional gadgets with Project funds.
7. The costs of remuneration of employees (persons employed under an employment relationship) of a given Partner are settled on the basis of a unit rate, only in the scope of full clock hours worked directly as part of the implementation of tasks in the Project. The number of hours actually worked by a person cannot exceed 1,720 hours in a year. Unit rates are settled on the basis of monthly work time cards and a monthly report on task implementation. The costs of remuneration of persons who are not employees of a given Partner cannot be incurred in the Salaries category.
8. The costs of business trips of employees related to the implementation of substantive activities under the Project are settled on the basis of a unit rate and include: costs of transport, accommodation, local travel, allowances, necessary insurance and visas. Documents confirming participation in events depend on the type of mission/party/event (in the case of a fair and exhibition event as an exhibitor - an entry in the official trade fair catalog or another document confirmed by the organizer, in the case of an economic mission away from home and other events/events - an entry ticket and a report on the course of the mission/event/event). The employee documents each business trip through: the event/event/mission program and, at least, 3 clear photos indicating the location of the event.



9. When planning and implementing services or collaborations under the Project¹:
 - a) activities excluded under applicable laws and regulations are listed in Appendix No. 4;
 - b) it is not permitted for the entities involved in the implementation of the Project, indicated in Appendix No. 5, to commission any services, including offering goods, providing services or performing construction works for other Partners;
 - c) it is forbidden for the entities involved in the implementation of the Project, indicated in Appendix No. 5, to mutually commission the Project staff (delegate tasks by the Project staff).
10. Expenses indicated in the Application / Submission cannot be financed under another project / funding source (prohibition of double financing).
11. Each RO conducting the recruitment has the right to define in its Specific Regulations:
 - a) additional conditions, requirements and/or restrictions regarding categories of costs indicated above in Art. 2 Section 4 (e.g., restriction of the possibility, in whole or in part, of financing expenditures in a given category, determination of amount or percentage thresholds for expenditures in a given category, the need to obtain additional evaluations or approvals);
 - b) the possibility of making, in justified cases, changes to the approved budget (transfers between categories) and schedule presented in the Application, as well as the scope and rules for making such changes.

§ 3. CONDITIONS FOR APPLYING FOR INNOVATION FUNDING

1. Innovations submitted to the Call must meet (cumulatively) the following conditions:
 - a) inventor (creator) / co-inventor (co-creator) of the results is a student, doctoral student or employee of the Partner(s),
 - b) the results have been previously (prior to the application) reported and registered in the register of the RO, in accordance with its regulations on intellectual property management,
 - c) property rights to the results belong to the Partner(s) (the RO has secured the transfer of rights to the results by all inventors / co-inventors), subject to Art. 3 Section 3,
 - d) the results have commercialization or implementation potential, and their technological readiness is at least **TRL level 2** (the classification of TRL levels is included in Appendix No. 1),
 - e) the thematic area of Innovation is in line with the National Smart Specializations **NSS 1-12** (definitions of NSS are included in Appendix No. 2),
 - f) the Minigrant Manager and members of the Minigrant Implementation Team will make all necessary declarations regarding the conditions for participation in the Competition and implementation of the Project funding.
2. Applications / Submissions where the property rights belong to more than one Partner:
 - a) must obtain approval for implementation from all Partners concerned,
 - b) may be submitted:
 - i. as separate Applications / Submissions in calls conducted by different ROs, as long as it is justified on the merits and the Applications do not relate to the same tasks / costs; or
 - ii. as a single Application / Submission submitted a Partner selected by joint arrangement (eligible Partners jointly agree on the funding mechanism).
3. Applications / Submissions where the property rights belong in part to an entity that is not a Consortium Partner may be considered only under the assumption that the entity co-owning the rights participates financially in the costs of the work to the extent proportional to its share in the rights. The Project is not allowed to finance the costs of an external co-owner entity (other than Partners).
4. Applications / Submissions submitted in the call conducted by the RO may include activities to be implemented / handled by both the TTC and the SPV. The RO decides whether the activities presented in the Application / Submission will be implemented by the TTC or by the SPV.

¹ In the event of a change in the interpretations applicable in the Project, the change in conditions will be made public.



5. The total amount of funding for a given Innovation under the Project, regardless of the Track pursued and the Partner(s) providing funding, may not exceed **PLN 400,000**, although each RO may determine in the Specific Regulations individual funding thresholds for a single Application / Submission.
6. The maximum duration of the pre-implementation work is **24 months**, and the required completion date will be stated in the Call Announcement.
7. In Track A, funding is requested by:
 - a) **a student, doctoral student or employee** of the RO who is the inventor or co-inventor of the Innovation and acts as the Minigrant Manager, or
 - b) **the Minigrant Implementation Team**, consisting of students, doctoral students, employees of the RO and/or persons not employed by the RO, among whom at least one person is the inventor or co-inventor of the Innovation and at least one person is an employee of the RO conducting the recruitment. The Minigrant Implementation Team is represented by the Minigrant Manager.
8. The inclusion in the Minigrant Implementation Team of a person(s) not employed by the RO and/or a person(s) in whose case the generated intellectual property does not belong to the RO requires:
 - a) concluding an agreement transferring the economic rights to the intellectual property they have developed to the RO, in accordance with the regulations on intellectual property management,
 - b) in the case of students and doctoral students - additionally the approval of the employee who is the supervisor of the student / doctoral student or the head of the relevant organizational unit of the RO (e.g., Doctoral School).
9. A person acting as a Minigrant Manager may submit more than one Application in the Competition, as long as the Applications cover different Innovations.
10. The approval of the infrastructure manager (Head of the Unit / Laboratory) for the implementation of the study, confirmed by the signature on the Application, is required.
11. In Track B, funding is requested by a representative of the Partner:
 - a) **staff member of the Technology Transfer Center**, or
 - b) **staff member of the Special Purpose Vehicle**².
12. In Track B, support may apply to Innovations identified before or during the Project, including those funded under Track A, subject to the condition set out in section 5.
13. Application / Submission not qualified for support, may be re-submitted, provided that the reason for the negative decision on the possibility of its financing were financial reasons (lack of available funds) or failure to meet the requirements applicable to the Call, correctable in the course of preparing a revised application (as assessed by the Evaluation Committee).
14. In addition to the conditions indicated above, each RO has the right to introduce and apply additional requirements and/or restrictions regarding participation in the Call, defining them in the Specific Regulations.

§ 4. THE PROCESS OF SELECTION / APPROVAL OF INNOVATIONS FOR FUNDING

1. In Track A, the selection of pre-implementation work for funding includes the following stages:
 - a) recruitment of topics and teams (as part of the pre-selection),
 - b) preparation of call participants for submission of Applications (with the support of the staff of the RO's TTC and SPV),
 - c) Call for Applications,
 - d) selection of Applications for support, including:
 - i. formal assessment,
 - ii. substantive assessment,
 - iii. financial assessment.
2. In Track A, it is anticipated that each RO will conduct a minimum of two editions of Competitions, with calls announced by individual ROs that may take place on dates independent of each other.

² Does not apply to the Krakow University of Economics.



3. Announcement of the start of the pre-selection and Call Announcement will be made by publishing information on the Project Website and the websites of individual ROs.
4. The Call Announcement should include:
 - a) the rules for conducting the Call, including the date and form of submission of Applications / Submissions, and the expected date of settlement of the Competition,
 - b) the amount of financial resources allocated to financing to the Competition,
 - c) conditions for applying,
 - d) eligible cost categories,
 - e) evaluation criteria,
 - f) conditions for the implementation;
 - g) the terms of cooperation of the RO's TTC and SPV in the implementation of the pre-implementation work.
5. Support in the development of relevant Applications for topics and teams selected at the pre-selection stage, referred to in Article 4 Section 1(b), may take the form of, for example:
 - a) support in the properly defining needs, especially those arising from the expectations / inquiries of the entrepreneur with respect to the Innovations in the portfolio of the RO,
 - b) support in properly defining the scope of work / tasks and costs to be included in the Application.
6. In Track B, the intake of Submissions is on a continuous basis.
7. Applications / Submissions shall be submitted as forms, the specimens of which are Appendix No. 6 and Appendix No. 7, respectively.
8. Along with the Application / Submission, the Innovation Presentation, prepared according to the template indicated in Appendix No. 8, is submitted.

§ 5. SELECTION OF PRE-IMPLEMENTATION WORKS IN TRACK A

1. Evaluation of the submitted Applications and decisions on recommending the pre-implementation work for funding will be made separately at each RO conducting the Call.
2. **Preselection** is a mandatory stage and consists in verification of the submitted topics and teams and creation of a list of Innovations that can apply for funding under the Call for Applications. The preselection is carried out by the staff of the RO's TTC / SPV based on the rules and criteria established in the Specific Regulations, which must include compliance with the NSS and examination of the submitted Innovation in terms of intellectual property rights and determination of the owners of property rights.
3. **Formal assessment** of Applications is carried out by the staff of the RO's TTC / SPV and concerns the following criteria:
 - a) timeliness of submission of the Application,
 - b) the completeness and correctness of the completion of the Application form,
 - c) fulfillment of the conditions of participation specified in the these Framework Regulations, including in particular:
 - i. the status of the application (new, submitted in the previous call),
 - ii. prior / parallel applications of the inventors / members of the Minigrant Implementation Team for financial support under the Project,
 - iii. indication of the relevant NSS,
 - iv. indication of the required TRL level,
 - v. required statements and declarations regarding the implementation of activities,
 - vi. feasibility of implementing activities that require additional safeguards due to environmental compliance policies.
4. If formal deficiencies are found, the Minigrant Manager is called upon to make additions to the Application. If the deficiencies are not supplemented within the prescribed period, the Application is rejected.
5. **Substantive assessment** of Applications is conducted by the Evaluation Committee, composed of staff members of the RO's TTC and/or SPV and/or external experts.



6. In accordance with the requirements of the Project, priority for financing pre-implementation work related to eco-innovation will be realized by awarding additional points to Applications covering works that will result in solutions implementing the 6R principles and/or those whose implementation is in line with the 6R principles. In the event that it is necessary to decide on the financing of Applications that received an identical number of points in the evaluation, the Application related to eco-innovation is directed to financing.
7. The substantive evaluation concerns the following criteria:
 - a) compliance with the NSS - a mandatory, non-scoring criterion,
 - b) eco-innovation / implementation of the 6R principles - bonus criterion, weight: 10%,
 - c) implementing the challenges / needs defined by socio-economic partners - bonus criterion, weight: 5%,
 - d) the adequacy of the work planned, including the schedule and the budget, in the context of achieving the goal, i.e., achieving commercialization, and in relation to the level of readiness / economic readiness of the Innovation before and after completion of the activities - weight: 20%,
 - e) experience of team members in cooperation with the socio-economic environment - weight: 5%,
 - f) justification for supporting the Innovation based on market analysis - weight: 30%, including:
 - i. characterization of the industry / sector, including identification and characterization of potential markets, description of market trends and barriers to entry into these markets,
 - ii. identification and characterization of the recipients of the Innovation (potential licensees / buyers),
 - iii. identification and characterization of products and services based on Innovation (concept of technology applications),
 - iv. identification of competing products and/or services and entities (especially if a spin-off is planned),
 - v. analysis of technological and/or market advantages in relation to the competition, i.e. the main features that differentiate the Innovation from the competition and related solutions,
 - vi. the planned path of commercialization, with justification.
 - g) local criterion / criteria, individually in each RO announcing the Call – new or strengthened criteria a) to f) - weight: 30%.
8. In the event that the recruiting RO does not indicate local criteria, the weight of the other criteria shall be increased proportionally, constituting:
 - a) eco-innovation / implementation of the 6R principles - weight: 14%,
 - b) realizing the challenges / needs of socio-economic partners – weight: 7%,
 - c) the legitimacy of the planned work in the context of achieving the goal – weight: 29%,
 - d) experience of team members - weight: 7%,
 - e) market analysis - weight: 43%.
9. The Application Evaluation Sheet, attached as Appendix No. 9, contains general criteria common to all ROs. Each RO has the right to define and apply additional requirements in the Specific Regulations.
10. **Financial assessment** is conducted by the staff of the RO's TTC / SPV and consists of:
 - a) verification of planned costs against applicable guidelines,
 - b) budget negotiation,
 - c) making the necessary adjustments to the planned expenses and balance the cost assumptions.
11. Each person involved in the assessment / evaluation of Applications is required to sign the statement attached hereto as Appendix No. 10.
12. The List of Innovations eligible for funding, in the form of a ranking, (the template of which is Appendix No. 11) will be submitted to the Investment Committee for approval and will include:
 - a) name / title of the Base Innovation covered by the Application,
 - b) name / title / acronym of the Minigrant,
 - c) name of the Minigrant manager,
 - d) name of the Partner providing the funding,
 - e) the amount of proposed funding,
 - f) qualification in terms of meeting criterion 6R,



- g) the score obtained by the Proposal.
- 13. In addition to the List of Innovations eligible for funding, the Investment Committee receives Innovation Presentations and Application Evaluation Sheets for each Application; it is also entitled to view full Applications on request.
- 14. The Investment Committee may request an interview with the Minigrant Manager.
- 15. The Investment Committee has a decisive role in approval:
 - a) qualification of the pre-implementation work covered by the Application as a solution implementing the 6R principles or implemented in accordance with the 6R principles (such work has priority for funding in accordance with program requirements),
 - b) compatibility of the proposed activities with the NSS indicated in the Application.
- 16. On the basis of the Investment Committee's decision to include / not include a given Innovation in financial support, a final List of Funded Innovations is created. The decisions of the Investment Committee are final and are not subject to the appeal procedure.
- 17. The results of the Competition are announced by posting the List of Funded Innovations on the Project Website and the website of the RO announcing the Call. The List includes:
 - a) the name / title / acronym of the Minigrant,
 - b) the name of the Partner providing the financing,
 - c) the names of the Minigrant implementers,
 - d) the amount of funds allocated.
- 18. Until the end of the Call, any Minigrant Manager may resign from the Competition and withdraw the submitted Application.
- 19. Once funding is granted, the Minigrant Manager becomes the Beneficiary.

§ 6. APPROVAL OF PRE-IMPLEMENTATION WORKS IN TRACK B

- 1. Evaluation of Submissions and decisions on recommending the pre-implementation work for funding will be made separately at each RO, in the manner specified in Specific Regulations.
- 2. Verification / evaluation of Submissions is conducted by the staff of the RO's TTC and/or SPV and/or external experts, based on the rules and criteria established in the RO's Specific Regulations, including:
 - a) access criteria, including:
 - i. prior / concurrent applications for financial support under the Project,
 - ii. indication of the NSS,
 - iii. indication of the required TRL level,
 - b) the legitimacy of the proposed actions,
 - c) the reasonableness of the proposed costs.
- 3. Each RO has the right to define and apply additional requirements in the Specific Regulations.
- 4. Each person involved in the verification / evaluation of Submissions is required to sign the statement attached as Appendix No. 11.
- 5. The List of Innovations eligible for funding (the template of which is attached as Appendix No. 11) will be referred to the Investment Committee for approval and will include:
 - a) the name / title of the Base Innovation covered by the Submission,
 - b) name of the reporting person,
 - c) the names of the inventors of the Innovation,
 - d) the name of the Partner providing the funding,
 - e) the amount of proposed funding,
 - f) qualification in terms of meeting criterion 6R.
- 6. In addition to the List of Innovations eligible for funding, the Committee receives Innovation Presentations and merit evaluation sheets (if they were required by the respective RO conducting the call) for individual Submissions, and has the right to request full versions of Submissions.



7. The Investment Committee may request an interview with the person making Submission (member of the staff of the RO's TTC or SPV).
8. The Investment Committee has a decisive role in approval:
 - a) qualification of the pre-implementation work covered by the Submission / Innovation submitted for support as a solution implementing the 6R principles or implemented in accordance with the 6R principles (such work has priority for funding in accordance with program requirements),
 - b) compatibility of the proposed activities with the NSS indicated in the Submission.
9. On the basis of the Investment Committee's decision to cover / not cover a given Innovation with financial support, a List of Funded Innovations is created. The decisions of the Investment Committee are final and are not subject to the appeal procedure.
10. If in the course of the ongoing commercialization it turns out that further/additional financial support of the Innovation approved for funding by the Investment Committee is necessary - such a decision does not require repeated approval by the Investment Committee each time.

§ 7. PRINCIPLES OF IMPLEMENTATION OF PRE-IMPLEMENTATION WORKS

1. Implementation of pre-implementation work is carried out in accordance with the Application / Submission approved by the Investment Committee.
2. Any changes in the conditions of implementation of the Minigrant approved in the Application (duration of the Minigrant and/or individual tasks, budget categories, forms of personnel involvement, etc.) can be made only on the basis of individual arrangements with the staff of the RO's TTC / SPV conducting the recruitment.
3. Funds are made available at the disposal of the Beneficiary. For this purpose, an individual Internal Agreement for the implementation of the selected pre-implementation work may be concluded, specifying the subject and scope of implementation of the pre-implementation work - in accordance with the internal rules of each Partner.
4. The Beneficiary is obliged to implement the Project in accordance with:
 - a) applicable national and European Union laws, in particular with EU policies, including public procurement, labor law, and the horizontal principles referred to in Article 9, the Charter of Fundamental Rights of the European Union and the UN Convention on the Rights of Persons with Disabilities,
 - b) guidelines of the minister responsible for regional development³, including in particular:
 - i. *Eligibility Guidelines 2021-2027* (in the version in effect on the date the expense was incurred),
 - ii. *Guidelines on the use of simplified cost accounting methods for funds covered by Regulation (EU) 2021/1060*,
 - iii. *Guidelines for the implementation of equality principles under EU funds for 2021-2027*,
 - iv. *European Funds Information and Promotion Guidelines for 2021-2027 and the Applicant and Beneficiary Information and Promotion Manual*,
 - c) *Announcement of the Minister of Science, dated April 25, 2024, on the call for applications for granting the status of Partner for the implementation of Task No. 1 "Development Incubator" of the project entitled "Science4Business" co-financed from European funds under Measure 2.5 of the Program "European Funds for Smart Economy" for 2021-2027*,
 - d) regulations under the *Partnership Agreement* no MNiSW/2025/DPI/262 concluded between the Consortium and the Minister of Science and Higher Education, and the *Agreement on Funding of the project implemented under the program "European Funds for Smart Economy 2021-2027"* no. FENG.02.05-IP.07-001/03 concluded between the Minister of Science and Higher Education and the Minister of Development Funds and Regional Policy,
 - e) these Framework Regulations and the Specific Regulations of the relevant RO and the provisions of the Internal Agreement (if applicable),
 - f) internal rules and regulations of the RO / Partner providing funding.

³ The content of the guidelines is published on the website: <https://www.funduszeuropejskie.gov.pl/en/>.



5. In addition, the Beneficiary is required to:
 - a) conscientiously and timely fulfill the obligations under the Framework Regulations, the Specific Regulations, and the Internal Agreement (if applicable),
 - b) exercise due diligence in the implementation of activities so as to significantly increase the chances of creating a product with high commercialization potential,
 - c) to provide, upon request, information and explanations related to the implementation of the Minigrant,
 - d) promptly report on any threats to the proper implementation of the Minigrant,
 - e) to cooperate with the staff of the RO's TTC / SPV for the proper implementation of the Minigrant, including:
 - i. the expenditure of funds in accordance with the principles of fair competition and equal treatment of contractors, rationality, efficiency, openness and transparency, as well as the most favorable relationship between inputs and results,
 - ii. provide all documentation related to the implementation of the Minigrant, in particular, the original accounting receipts documenting the costs incurred in time for their timely payment,
 - iii. verification of the entities to which services are outsourced - in accordance with the requirements set forth in Appendix No. 4 and Appendix No. 5,
 - iv. purchase of fixed assets in accordance with green procurement criteria^{4,5},
 - v. fulfillment of information and promotional duties for the project financed by European Funds, including in particular:
 - placing in a visible way the emblem of the European Funds, the emblem of the Republic of Poland and the emblem of the EU on all documents and materials and on products and materials, as well as on products, equipment, apparatus, etc. created or purchased with Minigrant funds,
 - placing a permanent poster at the site of the Minigrant implementation with information about the funding – if such a requirement is formulated by the Ministry of Science and Higher Education (Leading Partner of the Project),
 - document the information and promotion activities carried out under the Minigrant and promotional activities,
 - f) waste handling in accordance with the waste hierarchy, with particular emphasis on waste prevention - in accordance with the Law of December 14, 2012 on waste,
 - g) exercise due diligence and secure equipment and information systems against cyberattacks,
 - h) to submit reports on the implementation of the Minigrant (if required by the RO in the Specific Regulations) within the required deadlines, and to submit a final report on the implementation of the Minigrant upon completion of the work according to the model attached as Appendix No. 12,
 - i) participation in/ presentation of the Minigrant results at conferences and meetings indicated by the Partner providing funding.
6. The staff of the RO's TTC / SPV is responsible for:
 - a) care dedicated to the Beneficiary;
 - b) ongoing monitoring and supervision of the progress of the work, including verification of the accuracy of expenses incurred.
7. The RO has the right to refuse further funding for pre-implementation work if:
 - a) the Beneficiary violates the provisions of the Framework Regulations, Specific Regulations or Internal Agreement (if applicable), including:
 - i. uses the funds improperly,
 - ii. does not comply with the approved schedule of activities or has discontinued implementation of the Minigrant,

⁴ European Commission - https://commission.europa.eu/funding-tenders/tools-public-buyers/green-procurement_en

⁵ Public Procurement Office - <https://www.gov.pl/web/uzp-en>



- iii. refuses to provide information or documents regarding the implementation of the Minigrant and the disbursement of funds,
 - iv. fails to implement or improperly implements promotional and informational activities;
 - b) the RO determines that circumstances have arisen that make it not in its interest to perform the pre-implementation work, or that further implementation of the pre-implementation work is impossible or inexpedient,
8. The decision to abandon the Minigrant shall be approved by the Investment Committee in each case.

§ 8. CONFIDENTIALITY

1. Applications / Submissions and the information contained therein are confidential documents. The exceptions to this are the data indicated in Article 5, Section 17, which will be made public: the name / title / acronym of the Minigrant, the name of the Partner providing funding, the name of the Minigrant Manager and the amount of funding awarded.
2. Each person evaluating the Application and/or Submission shall sign a statement regarding confidentiality and impartiality, the content of which is attached as Appendix No. 9. The RO may replace the statement referred to in the preceding sentence with an agreement of similar content.
3. Each member of the Investment Committee is obliged to maintain confidentiality with regard to the work in progress and any information provided by the ROs, in particular those contained in the Applications and Submissions and obtained during the procedures for approval of Innovations for funding. The rules of confidentiality of the members of the Investment Committee are regulated by the document *Mode of work of the Investment Committee acting for the SCIENCE4BUSINESS – KRAKOW Consortium in the "Development Incubator" Task of the "Science4Business" (EFSE) Project.*

§ 9. PERSONAL DATA PROTECTION

1. Staff members of Research Organizations (including TTC/SPV), external experts participating in the process of evaluating Applications / Submissions and members of the Investment Committee process information that, under Regulation 2016/679 of the European Parliament and of the Council of the European Union of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter: "GDPR"), has the nature of personal data.
2. Each person processing personal data in the Project will receive appropriate authorization.
3. Information clauses of Partners resulting from Article 13 of the GDPR are available on the Project Website.
4. Completing, signing and submission of the Application or Submission to the RO implies, in each case, mean:
 - a) expressing consent to the processing of personal data,
 - b) expressing consent to the use of the image at conferences, in promotional materials and activities related to the commercialization of the supported Innovation.

§ 10. FINAL PROVISIONS

1. Appendices are an integral part of these Framework Regulations.
2. The Framework Regulations enter into force on the date of their approval by the Investment Committee.
3. The Partners reserve the right to change the contents of the Framework Regulations. Each amendment of the Framework Regulations requires the approval of the Investment Committee and will be announced on the Project Website.
4. Completion, signing and sending of the Application or Submission to the RO means, in each case, confirmation of the fact of familiarization with the rights and obligations under the Framework Regulations and constitutes acceptance of its provisions.
5. In cases not regulated by the Regulations, the provisions of generally applicable law shall apply.



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6. Any, possible disputes arising during the implementation of the Project will be resolved amicably, and in case of failure to reach an agreement, the dispute will be resolved by a common court based in Krakow.
7. The results of pre-implementation works and the intellectual property developed as part of its implementation, including in particular, industrial property rights and copyrights, will belong to the recruiting RO / Partner providing financing, in accordance with the Regulations on the intellectual property management in the respective ROs.

APPENDICES

1. Appendix No. 1 - **TRL implementation readiness classification**
2. Appendix No. 2 - **List of National Smart Specializations**
3. Appendix No. 3 - **Catalogue of sustainable development principles**
4. Appendix No. 4 - **Activities excluded under applicable laws and regulations**
5. Appendix No. 5 - **List of entities against whom it is unacceptable to outsource services**
6. Appendix No. 6 - **Application Form**
7. Appendix No. 7 - **Submission Form**
8. Appendix No. 8 - **Template of Innovation Presentation**
9. Appendix No. 9 - **Model Application Evaluation Sheet**
10. Appendix No. 10 - **Model Statement of the person evaluating the Application / Submission**
11. Appendix No. 11 - **Model List of Innovations eligible for funding**
12. Appendix No. 12 - **Model Report on the implementation of the Minigrant**



Appendix No. 1 - **TRL implementation readiness classification**

TRL stands for Technology Readiness Levels, a nine-stage classification of the readiness for implementation of R&D results. The premise of the classification is to determine how close or far a given product/service is from implementation. Level 1 defines the conceptual phase of a given solution, and Level 9 should be understood as the level of full technological readiness allowing the technology to be applied in real conditions.

Classification^{6,7}

1. **Level 1** - the lowest level of readiness. It provides a starting point for further research and development of the idea. At this level, preliminary assumptions and concept of the future technology are formed.
2. **Level 2** - the stage of formulating a technological concept. This level is the starting point of the innovation creation process. The problem is defined, and the developed assumptions are planned.
3. **Level 3** - is reached when experimental proof is carried out to confirm the accepted thesis. At this stage, analytical and laboratory tests are performed.
4. **Level 4** - is reached when the first attempts are made to develop and test a prototype under laboratory conditions resulting from the combination of the technologies of the earlier stages.
5. **Level 5** - is the level of technological validation of the developed prototype in a near-real environment.
6. **Level 6** - the biggest technological leap from level 5. The developed technology is presented and tested in real conditions. At this stage one can already speak about the probability of creating a final product in reality that will fulfill its tasks.
7. **Level 7** - is the moment of demonstration of the developed prototype in an operational environment. The test allows for corrections and further development of the technology.
8. **Level 8** - is technological readiness, which is the final stage of technology development. At this stage, the proof-of-concept process for the operation of the technology in reality has been completed. Tests have been completed with positive results. At this stage, the final version of technical, training and service documentation is developed.
9. **Level 9** - is the highest level of technological readiness. The developed technology works and the resulting product is ready for production and sale on an industrial scale.

⁶ Source: Enterprise Europe Network Poland, <https://www.een.org.pl/attachments/article/59595/Poziomy%20TRL.pdf> (in Polish)

⁷ Source National Center for Research and Development:
https://archiwum.ncbr.gov.pl/fileadmin/POIR/1_4_1_4_2019/dodatkowe/13_poziomy_gotowosci_tehnologicznej.pdf (in Polish)



Appendix No. 2 - List of National Smart Specializations

Over the course of the Project, the Consortium is implementing activities under NSS 1 through NSS 12:

1. NSS 1 - HEALTHY SOCIETY

- I. RESEARCH AND DEVELOPMENT OF MEDICINAL PRODUCTS
- II. ADVANCED THERAPY MEDICINAL PRODUCTS (ATMP) AND BIOLOGICS
- III. RESEARCH AND DEVELOPMENT OF INNOVATIVE DIETARY SUPPLEMENT AND FOODSTUFFS FOR SPECIAL NUTRITIONAL PURPOSES
- IV. MEDICAL DEVICES AND SUPPLIES
- V. MEDICAL TECHNOLOGIES
- VI. MEDICAL IT TOOLS
- VII. IMAGING AND DIAGNOSTICS BASED ON OTHER DETECTION TECHNIQUES
- VIII. MARKERS/TESTING
- IX. TELEMEDICINE
- X. COORDINATED HEALTHCARE
- XI. NEW PREVENTIVE AND/OR THERAPEUTIC TARGETS
- XII. CLINICAL TRIALS
- XIII. BIOLOGICAL, BIOEQUIVALENT, INNOVATIVE, GENERIC MEDICINAL PRODUCTS AND MEDICAL DEVICES AS WELL AS DIETARY SUPPLEMENTS AND FOODSTUFFS FOR SPECIAL NUTRITIONAL PURPOSES
- XIV. ACTIVE (ACTIVE) SUBSTANCES OF MEDICINAL PRODUCTS (API)
- XV. DERMATOLOGICAL AND COSMETIC MEDICINAL PRODUCTS FOR EXTERNAL USE
- XVI. MEDICINAL PRODUCTS OF NATURAL ORIGIN

2. NSS 2 - MODERN AGRICULTURE, FORESTRY AND FOOD

- I. ELEMENTS COMMON TO INNOVATIONS IN THE AGRI-FOOD AND FOREST-WOOD SECTORS
- II. SOIL AND AGRICULTURAL LAND
- III. BIOLOGICAL PROGRESS IN PLANT AND ANIMAL PRODUCTION
- IV. PLANT AND ANIMAL PRODUCTION TECHNOLOGY
- V. AGRICULTURAL MACHINERY AND EQUIPMENT
- VI. ORGANIC AND MINERAL FERTILIZERS, PLANT PROTECTION PRODUCTS AND GROWTH REGULATORS
- VII. PRODUCTION, STORAGE, WAREHOUSING
- VIII. PROCESSING OF AGRICULTURAL CROPS AND ANIMAL PRODUCTS
- IX. INNOVATIVE METHODS TO IMPROVE ANIMAL WELFARE AND PROTECT ANIMAL HEALTH
- X. FOOD VS. CONSUMER
- XI. MODERN FORESTRY
- XII. INNOVATIVE WOOD AND WOOD-BASED PRODUCTS
- XIII. INDIVIDUALIZATION OF FURNITURE PRODUCTION
- XIV. INNOVATIVE PROCESSES AND PRODUCTS IN THE PULP, PAPER AND PACKAGING INDUSTRY

3. NSS 3 - SUSTAINABLE (BIO)PRODUCTS, (BIO)PROCESSES & ENVIRONMENTS

- I. BIOSUOVES
- II. INNOVATIVE (BIO)TECHNOLOGICAL PROCESSES
- III. BIOPRODUCTS AND SPECIALTY CHEMICAL PRODUCTS
- IV. BIOTECHNOLOGY IN ENVIRONMENTAL PROTECTION

4. NSS 4 - SUSTAINABLE ENERGY

- I. POWER GENERATION
- II. SMART GRIDS / SMART POWER GRIDS
- III. ENERGY STORAGE
- IV. RES
- V. PROSUMER POWER INDUSTRY
- VI. ENERGY FROM WASTE, ALTERNATIVE FUELS AND ENVIRONMENTAL PROTECTION

5. NSS 5 - INTELLIGENT ZERO-EMISSION CONSTRUCTION

- I. MATERIALS AND TECHNOLOGIES
- II. BUILDING ENERGY SYSTEMS
- III. DEVELOPMENT OF MACHINERY AND EQUIPMENT



- IV. DEVELOPMENT OF APPLICATIONS AND DEVELOPMENT ENVIRONMENTS
 - V. INTEGRATED DESIGN
 - VI. ENERGY AND ENVIRONMENTAL VERIFICATION
 - VII. PROCESSING AND REUSE OF MATERIALS
- 6. NSS 6 - ENVIRONMENTALLY FRIENDLY TRANSPORT**
- I. INNOVATIVE MEANS OF TRANSPORT
 - II. ENVIRONMENTALLY FRIENDLY DESIGN SOLUTIONS AND COMPONENTS IN TRANSPORTATION VEHICLES
 - III. TRANSPORT MANAGEMENT SYSTEMS
 - IV. INNOVATIVE MATERIALS IN MEANS OF TRANSPORT
 - V. INNOVATIVE TECHNOLOGIES FOR THE PRODUCTION OF MEANS OF TRANSPORT AND THEIR PARTS
- 7. NSS 7 - CLOSED LOOP ECONOMY**
- I. ECO-DESIGN FOR THE GOZ
 - II. ACQUISITION AND USE OF RENEWABLE AND NON-RENEWABLE RESOURCES
 - III. PROCESSING AND PRODUCTION
 - IV. USE AND CONSUMPTION
 - V. WASTE AND SEWAGE
- 8. NSS 8 - ADVANCED MATERIALS AND NANOTECHNOLOGY**
- I. ECOLOGICAL, BIOMIMETIC, BIONIC AND BIODEGRADABLE MATERIALS AND NANOMATERIALS TAKING INTO ACCOUNT ENVIRONMENTAL FOOTPRINT, CLOSED-LOOP, WASTE MINIMIZATION AND CLEANER TECHNOLOGY AND NANOTECH-NOLOGY ALONG WITH RATIONALIZATION OF THE USE OF POLYMERIC MATERIALS
 - II. MULTIFUNCTIONAL AND NANOSTRUCTURED MATERIALS WITH DRAMATICALLY ENHANCED NEW FUNCTIONALITY AND THEIR TECHNOLOGIES
 - III. ULTRA-LIGHTWEIGHT, ULTRA-SMALL AND RADICALLY ENHANCED HEAT AND INCANDESCENCE COMPOSITE MATERIALS AND NANOMATERIALS
 - IV. ADVANCED MATERIALS AND NANOMATERIALS FOR RENEWABLE ENERGY, FOR CONVERSION, STORAGE AND ENERGY EFFICIENCY
 - V. COMPOSITE MATERIALS AND NANOMATERIALS WITH A MATRIX OR REINFORCEMENT OF NANOFIBERS, NANOWIRES AND NANOTUBES, INCLUDING CARBON NANOTUBES, AND THEIR TECHNOLOGIES
 - VI. ADVANCED MATERIALS, TECHNOLOGIES AND NANOTECHNOLOGIES OF PRODUCTS WITH HIGH ADDED VALUE AND HIGH IMPORTANCE FOR INDUSTRIAL VALUE CHAINS, ALONG WITH 3D AND 4D INCREMENTAL TECHNOLOGIES
 - VII. ADVANCED MATERIALS AND NANOMATERIALS AND TECHNOLOGIES AND NANOTECHNOLOGIES FOR MEDICAL AND HEALTHCARE PURPOSES, AND ENGINEERING AND BIOLOGICAL MATERIALS INVOLVING LIVING TISSUES AND CELLS
 - VIII. ADVANCED MATERIALS AND NANOMATERIALS AND TECHNOLOGIES AND NANO-TECHNOLOGIES FOR SECURITY APPLICATIONS
 - IX. MULTIFUNCTIONAL LAYERS AND NANOLAYERS WITH ANTIWEAR, PROTECTIVE AND SPECIAL PHYSICOCHEMICAL PROPERTIES, AS WELL AS SPATIAL, LAYERED, SELF-ORGANIZED AND SELF-REPAIRING COMPOSITES AND NANOCOMPOSITES
 - X. MODELING AND SIMULATION, THE USE OF DATABASES AND DIGITAL TWINS IN RELATION TO STRUCTURE AND PROPERTIES, AND COMPUTER AIDED DESIGN AND MANUFACTURING OF MATERIALS AND NANOMATERIALS
- 9. NSS 9 - ELECTRONICS AND PHOTONICS**
- I. SENSORS AND DETECTORS (DESIGN, TECHNOLOGY, MATERIALS)
 - II. TECHNOLOGIES, MATERIALS AND EQUIPMENT FOR PHOTOVOLTAICS
 - III. FIBER OPTIC TECHNOLOGIES, MATERIALS AND EQUIPMENT
 - IV. INNOVATIVE SOURCES OF OPTICAL RADIATION (MATERIALS, TECHNOLOGIES, DEVICES)
 - V. SENSOR AND TELECOMMUNICATIONS SYSTEMS AND NETWORKS
 - VI. INNOVATIVE CIRCUITS AND SYSTEMS FOR ELECTRONICS, OPTOELECTRONICS AND INTEGRATED PHOTONICS
 - VII. INNOVATIVE TECHNOLOGIES AND SYSTEMS OF PRINTED ELECTRONICS
 - VIII. APPLICATION ISSUES
 - IX. HORIZONTAL ISSUES IN SENSOR AND PHOTONIC TECHNOLOGIES
- 10. NSS 10 - INFORMATION, COMMUNICATION AND GEO-INFORMATION TECHNOLOGIES**
- I. FUTURE INTERNET TECHNOLOGIES, INTERNET OF THINGS TECHNOLOGIES, EMBEDDED SYSTEMS
 - II. SMART GRIDS IN INFRASTRUCTURES



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- III. ARCHITECTURES, SYSTEMS AND APPLICATIONS IN SMART GRIDS
- IV. INFORMATION MANAGEMENT
- V. MIXED REALITY AND HUMAN-MACHINE, MACHINE-TO-MACHINE INTERFACES
- VI. CYBER SECURITY
- VII. DEVELOPMENT OF ARTIFICIAL INTELLIGENCE
- VIII. POSITIONING AND NAVIGATION
- IX. ACQUISITION OF GEO-INFORMATION
- X. PROCESSING, ANALYZING, SHARING AND VISUALIZING GEO-INFORMATION
- XI. GEOINFORMATICS
- XII. INNOVATIVE APPLICATIONS OF GEOINFORMATION
- XIII. INFORMATION, COMMUNICATION AND GEO-INFORMATION TECHNOLOGIES IN REDUCING THE NEGATIVE IMPACT OF HUMAN ACTIVITIES ON THE ENVIRONMENT

11. **NSS 11 - AUTOMATION AND ROBOTICS**

- I. DESIGN AND OPTIMIZATION OF MANUFACTURING PROCESSES
- II. PROCESS AUTOMATION AND ROBOTIZATION TECHNOLOGIES
- III. DIAGNOSTICS AND MONITORING
- IV. CONTROL SYSTEMS
- V. MACHINES AND EQUIPMENT THAT AUTOMATE AND ROBOTIZE PROCESSES

12. **NSS 12 - CREATIVE INDUSTRIES**

- I. DESIGN
- II. GAMES
- III. MULTIMEDIA
- IV. AUGMENTED REALITY (XR)

The current version of the NSS can be found at: <https://smart.gov.pl/en/>
(detailed description file (in Polish): <https://www.gov.pl/attachment/1bbb5e98-21d2-4656-b764-0c143be2cdd9>)



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Appendix No. 3 - Catalogue of sustainable development principles

Description of the rules⁸:

The principle of **"REFUSE"** is the abandonment of the use of materials, substances or products that are not reusable, repairable or recyclable, or that have negative impacts on the environment or on human life and health. The application of the principle should be reflected in the complete (100%) elimination of such materials, substances or products. Application of the principle may also consist in conducting studies on the abandonment of materials, substances or products that are not reusable, repairable or recyclable, or that have negative impacts on the environment or on human life and health.

The principle of **"REDUCE"** is to reduce the consumption of renewable and non-renewable resources, materials, substances or products through appropriate technological, logistical or economic measures. Reduction should lead to a real reduction in the resources, materials, substances or products consumed during or as a result of pre-implementation work. The application of the principle should be reflected in the minimizing the use of specific resources, materials, substances or products without a simultaneous significant increase in the use of other resources, materials, substances or products. Application of the principle may also consist in by conducting studies on the reduction of the use of resources, materials, substances or products through the application of appropriate technological, logistical or economic measures.

The **"REUSE"** principle is the reuse of materials, raw materials or products that, instead of becoming waste in one production or service process, become raw materials for another. The principle can also lead to the use of materials, raw materials or products for new functions if they are no longer applicable in their current form. The application of the principle should be reflected in the diversion to use or the assignment of a new, relevant function in a given or other activity, to specific materials, substances or products. Application of the principle can also consist in conducting research on advanced product remanufacturing technologies or creating systems to promote reuse, as well as conducting research and implementing innovations on advanced product remanufacturing technologies or creating systems to promote reuse.

The **"RECOVER (REPAIR)"** principle consists of introduction of such technological, logistical and marketing solutions that ensure the availability of spare parts, operating and repair manuals, technical information or other tools, hardware or software that allow products to be repaired and reused without compromising their quality and safety. Application of the principle also involves extending the life cycle of a product by making it possible to repair, refresh or improve its aesthetics, or creating comprehensive systems to promote product repair. Application of the principle should be reflected by introduction of the possibility of repairing, refreshing, renewing or improving specific products or their components as a result of which the life of the product or component will be extended. The change may apply to equipment and machinery. The application of the principle may also be consist in conducting research and implementing innovations on advanced product remanufacturing technologies or creating systems to promote product repair and remanufacturing.

The **"RECYCLE"** principle refers to a situation where a product, material or substance cannot be reused or repaired/remanufactured, and the resulting waste cannot be reused or lose its waste status. Such waste should be diverted to processing for reuse for its original purpose or transformed into new materials and products. Organic recycling involving aerobic or anaerobic treatment of waste should also be considered in compliance with the principle. Application of the principle should be reflected by the referral to recycling of specific materials, substances or products for which it was impossible to apply the principles: "reuse" or "recover". The change may apply to equipment and machinery. The use of recycled materials, substances or products in the activity, including after the loss of waste status, is also in compliance with the principle. Application of the principle may also consist in conducting research on advanced recycling technologies.

According to the principle of **"RETHINK (THINK WHAT YOU CAN DO BETTER)"** anyone who undertakes activities that cause or may cause waste or environmental impacts should plan and design such activities using such modes of production or forms of service, as well as raw materials and materials so as to prevent or significantly reduce the generation of waste or reduce its negative impact on human life and health and the environment. The essence of this principle is to plan and design with the full life cycle of a product or service in mind. To this end, it is necessary to identify materials, substances or products that are major sources of environmental impact or waste generation, and then take measures to prevent or reduce their use. Application of the principle should be reflected by conducting environmental life cycle assessment studies and evaluations, assessing the product's environmental footprint, conducting other environmental certification, obtaining an eco-label, or verifying the environmental technology for the product or service. Conducting purchases in accordance with green procurement criteria is also in compliance with the principle.

⁸ Source: https://www.nowoczesnagospodarka.gov.pl/media/139174/Poradnik_kwestie_srodowiskowe_FENG.pdf (in Polish), modified.



Appendix No. 4 - Activities excluded under applicable laws and regulations

The exclusions are primarily related to measures taken in connection with Russia's aggression against Ukraine and primarily affect Russian, Belarusian and Ukrainian entities. Ensure that the funding received (funds, economic resources, benefits of any kind) will not be used for activities prohibited under acts of EU law, including to or for the benefit of the natural or legal persons, entities or bodies indicated below, as well as to or for the benefit of related natural or legal persons, entities or bodies:

- Articles 2 and 3 of [the Law of 13.04.2022 on special solutions to prevent support for aggression against Ukraine and to protect security](#) **SANCTION LIST**: <https://www.gov.pl/attachment/74accf9c-0933-42f4-afb7-adaf21c0f8c4> (XLS)
- Article 2 of [Council Regulation \(EC\) No. 765/2006 of 18.05.2006 concerning restrictive measures in view of the situation in Belarus and Belarus' participation in Russia's aggression against Ukraine](#)
ATTACHMENT: https://eur-lex.europa.eu/legal-content/PL/TXT/HTML/?uri=CELEX:02006R0765-20240913#anx_I
- Article 2 and Article 9 of [Council Regulation \(EU\) No. 208/2014 dated 05.03.2014 on restrictive measures directed against certain persons, entities and bodies in view of the situation in Ukraine](#)
ATTACHMENT: <https://eur-lex.europa.eu/legal-content/PL/TXT/HTML/?uri=CELEX:32014R0208#d1e32-6-1>
- Article 2 and Article 9 of [Council Regulation \(EU\) No. 269/2014 dated 17.03.2014 on restrictive measures with regard to actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine](#)
ATTACHMENT: <https://eur-lex.europa.eu/legal-content/PL/TXT/HTML/?uri=CELEX:32014R0269#d1e32-11-1>
- Article 5 of [Council Regulation \(EU\) No. 833/2014 dated 31.07.2014 on restrictive measures in connection with Russia's actions destabilizing the situation in Ukraine](#)
ATTACHMENT: <https://eur-lex.europa.eu/legal-content/PL/TXT/HTML/?uri=CELEX:32014R0833#d1e32-11-1>
- Article 2 of [Council Decision 2014/145/CFSP of March 17, 2014 on restrictive measures in view of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine](#)
ATTACHMENT: <https://eur-lex.europa.eu/legal-content/PL/TXT/HTML/?uri=CELEX:32014D0145#d1e32-19-1>
- [Council Decision 2012/642/CFSP of 15.10.2012 concerning restrictive measures against Belarus](#)
ATTACHMENT: <https://eur-lex.europa.eu/legal-content/PL/TXT/HTML/?uri=CELEX:32012D0642#d1e32-5-1>

Restrictions also apply to the potential sharing of goods, services, technologies and exchange of knowledge and experience, as well as opportunities for cooperation with certain entities and individuals:

- [Council Regulation \(EU\) No. 692/2014 dated 23.06.2014 on restrictive measures in response to the unlawful annexation of Crimea and Sevastopol](#) - The restriction applies to goods originating in **Crimea or Sevastopol**
- [Council Regulations \(EU\) 2022/263 dated 23.02.2022 on restrictive measures in response to the recognition of the non-government-controlled areas of Ukraine's Donetsk and Luhansk regions and ordering the deployment of Russian armed forces in these areas \[ENG\]](#), [Council Decision \(CFSP\) 2022/266 dated 23.02. 2022 on restrictive measures in response to the recognition of non-government-controlled areas of Ukraine's Donetsk and Luhansk regions and ordering the deployment of Russian armed forces in these areas](#), and [Council Decision \(CFSP\) 2024/633 dated 19.02.2024 amending Decision \(CFSP\) 2022/266 on Restrictive measures in response to the illegal recognition, occupation or annexation by the Russian Federation of certain non-government-controlled areas of Ukraine](#) - The restriction applies to **goods and technology** (suitable for use in the key sectors: transportation; telecommunications; energy; exploration, prospecting and extraction of oil, natural gas and mineral resources) originating in the areas of **Donetsk, Luhansk, Kherson, Zaporizhia regions** or used in the aforementioned territories; as well as **financing** or undertaking **joint ventures** with an entity in the aforementioned territories
ATTACHMENT: https://eur-lex.europa.eu/legal-content/PL/TXT/HTML/?uri=CELEX:32022R0263#fnp_1
- [Council Regulation \(EU\) No. 833/2014 dated 31.07.2014 concerning restrictive measures in view of Russia's actions destabilizing the situation in Ukraine](#) and [Council Decision 2014/512/CFSP dated 31.07.2014 concerning restrictive measures in view of Russia's actions destabilizing the situation in Ukraine](#) - Restriction applies to military use or to a military end-user in **Russia**:
(1) **dual-use goods and technology**; in accordance with [Council Regulation \(EC\) No. 428/2009 of 05.05.2009 establishing a Community regime for the control of exports, transfer, brokering and transit of dual-use items](#),
ATTACHMENT: <https://eur-lex.europa.eu/legal-content/PL/TXT/HTML/?uri=CELEX:32014R0833#d1e32-9-1>
(2) **technologies for the oil industry** for deep-sea oil exploration and production, Arctic oil exploration and production, or for shale oil projects in Russia
(3) **technologies included in the EU Common Military List**
ATTACHMENT: <https://eur-lex.europa.eu/legal-content/PL/TXT/PDF/?uri=OJ:C:2014:107:FULL>, as well as
(4) **arms and related material of all kinds**, including weapons and ammunition, military vehicles and equipment, paramilitary equipment, and spare parts for them; as well as **financing** related to military operations.
- [Council Decision 2012/642/CFSP of 15.10.2012 concerning restrictive measures against Belarus](#) - The restriction applies to **all types of arms and related materiel**, including weapons and ammunition, military vehicles and equipment, paramilitary equipment and spare parts, as well as equipment that could be used for internal repression, on the territory of **Belarus**; **financing** or **services** for entities within the territory of Belarus or for use within the territory of Belarus
ATTACHMENT: <https://eur-lex.europa.eu/legal-content/PL/TXT/HTML/?uri=CELEX:32012D0642#d1e32-5-1>



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Appendix No. 5 - List of entities against whom it is unacceptable to outsource

List of entities participating in the implementation of the project:

1. **University of Warsaw**, Warsaw 00-927, Krakowskie Przedmieście 26/28; NIP 5250011266
2. **UWRC sp. z o.o.**, Warsaw 02-089, Żwirki i Wigury 101; NIP 7010356021
3. **Warsaw University of Technology**, Warsaw 00-661, pl. Politechniki 1; NIP 5250005834
4. **Institute of Applied Research of Warsaw University of Technology sp. z o.o.**, Warsaw 00-668, S. Noakowskiego 18/20; NIP 7010360620
5. **Medical University of Lodz**, Lodz 90-419, Al. T. Kosciuszko 4; NIP 7251843739
6. **Lodz University of Technology**, Lodz 90-924, S. Żeromskiego 116; NIP 7270021895
7. **SWPS University**, Warsaw 03-815, Chodakowska 19/31; NIP 1180197245
8. **Military University of Technology**, Warsaw 00-908, S. Kaliskiego 2; NIP 5270206300
9. **Park Naukowo-Technologiczny Uniwersytetu Zielonogórskiego sp. z o.o.**, Zielona Gora 66-002, Nowy Kisielin-A. Syrkiewicza 6; NIP 9291864217
10. **Warsaw University of Life Sciences**, Warsaw 02-787, Nowoursynowska 166; NIP 5250007425
11. **Wrocław University of Science and Technology**, Wrocław 50-370, Wyb. S. Wyspiańskiego 27; NIP 8960005851
12. **University of Wrocław**, Wrocław 50-137, pl. Uniwersytecki 1; NIP 8960005408
13. **University of Zielona Góra**, Zielona Gora, 65-417 Licealna 9; NIP 9730713421
14. **Jagiellonian University**, Krakow 31-007, Gołębia 24; NIP 6750002236
15. **AGH University in Krakow**, Krakow 30-059, A. Mickiewicza 30; NIP 6750001923
16. **Cracow University of Technology**, Krakow 31-155, Warszawska 24; NIP 6750006257
17. **University of Agriculture in Krakow**, Krakow 31-120, A. Mickiewicza 12; NIP 6750002118
18. **Krakow University of Economics**, Krakow 31-510, Rakowicka 27; NIP 6750006346
19. **Maj Institute of Pharmacology PAS**, Krakow 31-343, Smętna 12; NIP 6750001828
20. **InnoCel sp. z o.o.**, Krakow 30-348, S. Łojasiewicza 4; NIP 6762553551
21. **Krakowskie Centrum Innowacyjnych Technologii INNOAGH sp. z o.o.**, Krakow 30-054, Czarnowiejska 12; NIP 6772340727
22. **INTECH PK sp. z o.o.**, Krakow 30-133, J. Lea 114, 416 A; NIP 6762479725
23. **Centrum Innowacji Uniwersytetu Rolniczego w Krakowie sp. z o.o.**, Krakow 31-120, A. Mickiewicza 21 C/2; NIP 6762454346
24. **Poznań University of Economics and Business**, Poznan 61-875, Al. Niepodległości 10; NIP 7770005497
25. **Poznań University of Medical Sciences**, Poznan 61-701, A. Fredry 10; NIP 7770003104
26. **Institute of Bioorganic Chemistry PAS**, Poznan 61-704, Z. Noskowskiego 12/14; NIP 7770002062
27. **Gdańsk University of Technology**, Gdansk 80-233, G. Narutowicza 11/12; NIP 5840203593
28. **University of Gdańsk**, Gdansk 80-309, J. Bazyński 8; NIP 5840203239
29. **Poznań University of Technology**, Poznan 60-965, pl. M. Skłodowska-Curie 5; NIP 7770003699
30. **Medical University of Gdansk**, Gdansk 80-210, M. Skłodowska-Curie 3a; NIP 5840955985
31. **Excento Sp. z o.o.**, Gdansk 80-233, G. Narutowicza 11/12; NIP 9571068929
32. **Univentum Labs Sp. z o.o.**, Gdansk 80-309, J. Bazyński 4; NIP 5842736767
33. **Research and Academic Computer Network SRI**, Warsaw 01-045, Kolska 12; NIP 5210417157
34. **Silesian University of Technology**, Gliwice 44-100, S. Banacha 7; NIP 6310200736
35. **University of Silesia in Katowice**, Katowice 40-007, Bankowa 12; NIP 6340197134
36. **SPIN-US sp. z o.o.**, Katowice 40-007, Bankowa 12; NIP 9542751204
37. **Wrocław University of Economics and Business**, Wrocław 53-345, Komandorska 118/120; NIP 8960006997
38. **Bydgoszcz University of Science and Technology**, Bydgoszcz 85-796, Al. S. Kaliskiego 7; NIP 5540313107
39. **Nicolaus Copernicus University in Toruń**, Torun 87-100, J. Gagarin 11; NIP 8790177291
40. **Institute of Physical Chemistry PAS**, Warsaw 01-224, M. Kasprzaka 44/52; NIP 5250008755
41. **Poznań University of Life Sciences**, Poznan 60-637, Wojska Polskiego 28; NIP 7770004960
42. **Institute of Cultivation, Fertilization and Soil Science SRI**, Puławy 24-100, Czartoryskich 8; NIP 7160004281
43. **Lublin University of Technology**, Lublin 20-618, Nadbystrzycka 38d; NIP 7120104651
44. **University of Maria Curie-Skłodowska in Lublin**, Lublin 20-031, pl. M. Curie-Skłodowskiej 5; NIP 7120103692
45. **University of Life Sciences in Lublin**, Lublin 20-950, Akademicka 13; NIP 7120103775
46. **Medical University of Lublin**, Lublin 20-059, Ractawickie Avenue 1; NIP 7120106911
47. **Jan Długosz University in Częstochowa**, Częstochowa 42-200, J. Waszyngtona 4/8; NIP 5730116775
48. **WSB University**, Dabrowa Gornicza 41-300, Rondo J. Ciepłaka 1 c; NIP 6291088993
49. **KOMAG Institute of Mining Technology**, Gliwice 44-101, Pszczyńska 37; NIP 6310200794
50. **Rzeszow University of Technology**, Rzeszow 35-959, al. Powstańców Warszawy 12; NIP 8130266999
51. **Instytut Innowacji i Technologii Politechniki Białostockiej sp. z o.o.**, Kleosin 16-001, S. Tarasiuka 2; NIP 9662055401
52. **Medical University of Białystok**, Białystok 15-089, J. Kilińskiego 1; NIP 5420211717
53. **National Centre For Nuclear Research**, Otwock 05-400, A. Soltan 7; NIP 5320100125
54. **Central Mining Institute - SRI**, Katowice 40-166, pl. Gwarków 1; NIP 6340126016
55. **University of Rzeszow**, Rzeszow 35-959, T. Rejtana Avenue 16 c; NIP 8133238822



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56. **INVENTUR sp. z o.o.**, Rzeszów 35-601, M. Ćwiklińskiej 2; NIP 8133776809
57. **University of Białystok**, Białystok 15-328, Świerkowa 20 b; NIP 5422383747
58. **Institute of Agricultural and Food Biotechnology SRI**, Warsaw 02-532, Rakowiecka 36; NIP 5250008264
59. **SGH Warsaw School of Economics**, Warsaw 02-554, al. Niepodległości 162; NIP 5250008407
60. **Nencki Institute of Experimental Biology PAS**, Warsaw 02-093, L. Pasteur 3; NIP 5250009269
61. **Institute of Plant Protection SRI**, Poznań 60-318, W. Węgorka 20; NIP 7770002702
62. **West Pomeranian University of Technology in Szczecin**, Szczecin 70-310, Al. Piastów 17; NIP 8522545056
63. **Pomeranian Medical University in Szczecin**, Szczecin 70-204, Rybacka 1; NIP 8520006757
64. **Centrum Innowacyjnych Technologii PUM in Szczecin Sp. z o.o.**, Szczecin 71-422, P. Skargi 15/8; NIP 8522644427
65. **InnoPm Sp. z o.o.**, Szczecin 70-503, Szczerbcowa 4/9; NIP 8513171320
66. **Institute of Fluid-Flow Machinery PAS**, Gdańsk 80-231, J. Fiszer 14; NIP 5840357882
67. **Startova.pl sp. z o.o.**, Toruń 87-100, J. Gagarin 7; NIP 9562306571
68. **Institute of Human Genetics PAS**, Poznań 60-479, Strzeszyńska 32; NIP 7811745737
69. **Mossakowski Medical Research Institute PAS**, Warsaw 02-106, A. Pawińskiego 5; NIP 5250008169
70. **Hirsfeld Institute of Immunology and Experimental Therapy PAS**, Wrocław 53-114, R. Weigla 114; NIP 8960005696
71. **Institute of Natural Fibers and Medicinal Plants SRI**, Poznań 60-630, Wojska Polskiego 71b; NIP 7811830940
72. **The Higher School of Social Skills**, Poznań 60-628, Wojska Polskiego 71 b; NIP 7811615006
73. **Adam Mickiewicz University**, Poznań 61-712, H. Wieniawskiego 1; NIP 7770006350
74. **Medical University of Warsaw**, Warsaw 02-091, Żwirki i Wigury 61; NIP 5250005828
75. **Jan Kochanowski University of Kielce**, Kielce 25-369, S. Żeromskiego 5; NIP 6570234850
76. **AMU Innovation sp. z o.o.**, Poznań 61-712, H. Wieniawskiego 1; NIP 7831872321
77. **Gdynia Maritime University**, Gdynia 81-225, Morska 81-87; NIP 5860012873
78. **University of Warmia and Mazury in Olsztyn**, Olsztyn 10-720, M. Oczapowskiego 2; NIP 7393033097
79. **Kazimierz Wielki University**, Bydgoszcz 85-064, J.K. Chodkiewicza 30; NIP 5542647568
80. **The National Institute of Horticultural Research SRI**, Skierniewice 96-100, Konstytucji 3 Maja 1/3; NIP 8361848508
81. **MORATEX Institute of Security Technologies**, Łódź 90-505, M. Skłodowskiej-Curie 3; NIP 7240000210
82. **WSG University**, Bydgoszcz 85-229, Garbary 2; NIP 9671045448
83. **Institute of Physics PAS**, Warsaw 02-668, al. Lotników 32/46; NIP 5250009275
84. **Ignacy Moszcicki State Academy of Applied Sciences in Ciechanów**, Ciechanów 06-400 G. Narutowicza 9; NIP 5661805832



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Appendix No. 6 - Application Form

MINIGRANT APPLICATION WITH FUNDS FROM THE PROJECT "SCIENCE4BUSINESS" <i>(to be completed by the Research Organization)</i> Competition No.: Register No.: Date of receipt: Partner providing funding for activities				
☐ Technology Transfer Center/equivalent unit ☐ Special Purpose Vehicle				
General information				
Application Status	☐ New ☐ Revised			
Name / title / acronym of Minigrant	max ... [character/word limit set by the RO]			
Research Organization	☐ Jagiellonian University ☐ AGH University of Krakow ☐ Cracow University of Technology ☐ University of Agriculture in Krakow ☐ Krakow University of Economics ☐ Maj Institute of Pharmacology, Polish Academy of Sciences			
Place of execution	Unit / Department / Laboratory, etc.: Head of Unit / Department / Laboratory*: <i>* infrastructure manager's approval for the implementation of the research, confirmed by the signature on the Application, is required</i>			
Planned completion time of the work	Start date: DD-MM-YYYY Completion date: DD-MM-YYYY Duration (maximum 24 months):			
I. Minigrant implementation team				
I.1 Composition of the Team				
Name, Degree / title	Research Organization, Department / Business Unit	Status (student, doctoral student, employee, non-employee)	Contact information: e-mail, phone	Role / scope of work in the implementation of Minigrant
				Minigrant Manager
				Team Member 1

I.2 Experience of the Team members in cooperation with the socio-economic environment (applies to key personnel)		EVALUATED - WEIGHT MIN. 5% Please describe - max ... [character/word limit set by RO] - including experiences such as: 1. implementation of applied research projects, 2. providing commercial research and expert services, 3. commercialization process, 4. patenting, 5. business activities, including startups, 6. other collaborations with socio-economic entities aimed at creating, testing or implementing solutions based on the results of scientific activity, including knowledge.		
II. Baseline Innovation				
II.1 Innovation data (as recorded by CTT or equivalent)		Name: Rights holder: Registration/Identification No: Date of formal notification:		
II.2 Description of the Innovation		Please describe - max ... [character/word limit set by the RO] - including issues such as: 1. The nature of the Innovation: technology-method, product-product, system, computer program, etc. 2. A description of the research underlying the Innovation.		
II.3.1 TRL Innovation - Selection		EVALUATED - MANDATORY Please select the appropriate TRL level from the list (Appendix 1 to the Framework). ☐ TRL 2 ☐ TRL 3 ☐ TRL 4 ☐ TRL 5 ☐ TRL 6 ☐ TRL 7 ☐ TRL 8 ☐ TRL 9		



II.3.2 Innovation TRL - rationale	Please describe - max ... [character/word limit set by the RO], if possible - including the tested features of the solution, illustrating the critical parameters.
II.4.1 Is the Innovation the basis of another Application / Submission previously / concurrently submitted under the Project SCIENCE4BUSINESS? - choice	Please indicate the correct answer. ☐ YES ☐ NO
II.4.2 Is the Innovation the basis of another Application / Submission previously / concurrently submitted under the Project SCIENCE4BUSINESS? - description	If "YES" was selected in the item above - please provide details - max ... [character/word limit set by the RO]
III. Pre-implementation work	
III.1 Description of the activities planned in the Minigrant in the context of the planned commercialization method and in relation to the level of technological/economic readiness of the Innovation before and after the completion of the planned activities	EVALUATED (IN THE CONTEXT OF THE SCHEDULE AND COST ESTIMATE) - WEIGHT MIN. 20% Please describe - max ... [character/word limit set by the RO], including issues such as: 1. Description of the activities / research / analysis planned in the Minigrant necessary for the product and/or service based on the Innovation to appear on the market. 2. How will the planned activities / research / analysis increase the chances of success of the commercialization process? It should be demonstrated that the planned activities / research / analysis will increase the level of readiness of the Innovation for commercialization.
III.2.1 National Smart Specialization - choice	EVALUATED - MANDATORY Please select from the list of NSS appropriate to the subject matter of the Minigrant (Appendix 2 to the Framework Regulations). More than one NSS may be indicated. ☐ NSS 1 ☐ NSS 2 ☐ NSS 3 ☐ NSS 4 ☐ NSS 5 ☐ NSS 6 ☐ NSS 7 ☐ NSS 8 ☐ NSS 9 ☐ NSS 10 ☐ NSS 11 ☐ NSS 12
III.2.2 National Smart Specialization - rationale	Please describe - max ... [character/word limit set by the RO], indicating how the Minigrant's topics fit into the specialty.
III.3.1. Link to eco-innovation / implementation of the 6R principles - choice of principle	EVALUATED - WEIGHT MIN. 10% Please select from the list the 6R principle(s) relevant to the Minigrant (Appendix 3 to the Framework Regulations) or indicate that the Minigrant does not comply with any of the 6R principles. ☐ REFUSE ☐ REDUCE ☐ REUSE ☐ RECYCLE ☐ RECOVER ☐ RETHINK ☐ The project does not fit into any of the 6R principles
III.3.2 Relationship to eco-innovation / implementation of the 6R principles - how the principle is implemented	Please select from the list the statement relevant to the Minigrant (if applicable): ☐ the subject of the Minigrant is a solution that implements the 6R principle(s) ☐ the Minigrant will be implemented using the principles(s) of the 6Rs
III.3.3. Link to eco-innovation / implementation of the 6R principles - justification	If at least one 6R principle is indicated in the section above - please describe - max ... [character/word limit set by the RO], justify the choice by demonstrating why the subject matter of the Minigrant can be considered a solution that implements the 6R principle(s) and/or describe how the Minigrant will be implemented in accordance with the 6R principles.
III.4.1. Addressing challenges/needs defined by economic partners - choice	EVALUATED - WEIGHT MIN. 10% Please indicate the correct answer. ☐ YES ☐ NO
III.4.2. Meeting challenges/needs defined by economic partners - supplementary information	If the answer "YES" was indicated in the item above - please provide details and describe how the Innovation addresses the identified need/challenge? max ... [character/word limit set by the RO].
III.4.3. Meeting challenges/needs defined by economic partners - documents	If the answer "YES" is indicated in the section above - please specify the type of document held by the Applicant, confirming the fulfilment of the criterion. The document must be presented for inspection at the request of the Call Organizer. ☐ note from a meeting with an economic partner ☐ correspondence with a business partner ☐ promise ☐ contract ☐ another document signed by the economic partner



IV. Market analysis					
IV.1 Market analysis:		EVALUATED - WEIGHT MIN. 30%			
<i>It is mandatory to address each of the following points.</i>					
A. characteristics of the industry/sector, including identification and characterization of potential markets, description of market trends and barriers to entry into these markets		(Please describe - max ... [character/word limit set by RO])			
B. Identification and characterization of the recipients of the Innovation (potential licensees / buyers)		(Please describe - max ... [character/word limit set by RO])			
C. Identification and characterization of products and services based on Innovation (concept of technology applications)		(Please describe - max ... [character/word limit set by RO])			
D. Identification of competing products and/or services and entities (especially if the planned establishment of a spin-off company)		(Please describe - max ... [character/word limit set by RO])			
E. Analysis of technological and/or market advantages in relation to the competition, i.e. the main features that differentiate the Innovation from the competition and related solutions		(Please describe - max ... [character/word limit set by RO])			
F. the planned path of commercialization with justification		(Please describe - max ... [character/word limit set by RO])			
IV.2 Is the Minigrant Manager / Minigrant implementation team interested in establishing a spin off company?		Please indicate the correct answer: ☐ YES ☐ NO ☐ NOT SURE			
V. Schedule and cost estimate					
EVALUATED - WEIGHT MIN. 20%					
Please indicate all planned, substantively justified, expenditures, taking into account the refinements contained in the Specific Regulations of each Research Organization: 1. The maximum amount of funding for the Innovation is PLN 400,000, the maximum amount possible to be awarded in the Competition is PLN (the amount determined by the Research Organization conducting the call); 2. the cost of purchasing fixed assets must not exceed 10% of planned expenses, and their purchase must be made in accordance with green procurement criteria; 3. flat rates should be used for business travel: a. Area: Poland - 1131, 00 PLN net per person per trip, b. Area: Europe (entire continent) - PLN 5,114.00 net per person per trip, c. Area: USA - 10,394.00 PLN net per person per trip, d. Area: world (other) - PLN 8,103, 00 net per person per trip; 4. in the case of the engaging persons employed under an employment contract in the entity of the Partner providing financing, working hours at a flat hourly rate (PLN 117.00) are settled in the "Remuneration" category, by means of: a. the award of a salary supplement, b. secondment of an employee to implement the Project, c. full- or part-time employment; 5. in the case of engaging persons not bound by an employment contract with the Partner providing financing, it is only possible to conclude civil law contracts - settled in the category "Services". Gross amounts must be provided. Please refer to Article 2 of the Framework Regulations, which contains the conditions for eligibility of the costs in question. Eligible costs should be assigned to the following categories (unless the Research Organization has restricted the catalog). 1. promotion of the research and technology offer, 2. purchase of fixed assets, 3. purchase/rental of equipment other than fixed assets, 4. IT services and software, 5. materials, raw materials, technical services (without a creative element/character), 6. research, consulting, economic and legal services, marketing, expertise, studies, valuations, analyses and reports, 7. studies, publications, databases, 8. legal services and compliance with formal requirements for the creation of spin-off / spin-out companies, 9. patent protection of the results, 10. salaries, 11. business travel.					
MATERIAL AND FINANCIAL PLAN					
Lp.	Action / Task	Duration [months]	Cost category	Amount [PLN]	Justification of planned expenses / calculation
1.					
2.					
3.					
Total amount (sum):					



SALARIES (does not apply to civil law contracts)				
Lp.	Name	Amount of remuneration	Form of remuneration - salary supplement - secondment - full-time employment - part-time employment	Justification / calculation
1.				
2.				
3.				

VI. APPENDIX - Innovation Presentation

Please attach an Innovation Presentation in accordance with the template indicated in Appendix 8 to the Framework.

VII. STATEMENTS

STATEMENTS OF A MEMBER OF THE MINIGRANT IMPLEMENTATION TEAM
(SIGNED BY EACH MEMBER OF THE TEAM, INCLUDING MINIGRANT MANAGER)

Name:

Status: (student, doctoral student, employee, non-employee)

- I confirm the information provided in the Application is true and correct.
- I declare that I have read the Framework Regulations and the Specific Regulations, accept their content and undertake to comply and apply their provisions.
- I declare that:
 - I have read the Partners' Information Clauses posted on the Project Website,
 - I am familiar with the terms and conditions of participation in the Project, including the financing of my remuneration from Project funds, and I am aware that, in connection with the implementation of the Project, my personal data, including information regarding remuneration, will be shared for the purposes of verifying and settling my employment and remuneration under the Project, as well as with the institutions authorized to receive them: those responsible for verifying and settling the Project, those auditing the Project, and the Consortium Leader.
- I consent to the processing of my personal data in order to participate in the Competition and, if funding is received, in order to implement the Minigrant.
- I consent / I do not consent to the use of my image in promotional materials and activities related to the commercialization of the developed Innovation.
- I declare that:
 - (student, doctoral student, employee receiving remuneration in the Project) I undertake to monitor my total involvement in the implementation of all projects / tasks / professional duties and immediately inform the Competition Organizer if it exceeds 276 h per month;
 - I am aware that in the event of non-performance or improper performance of tasks assigned to me in the Project, the remuneration paid to me may become an ineligible cost;
- (student, doctoral student, non-employee of the University) I declare that I undertake to transfer the rights to the results of the research work performed under the Project to the, by concluding a separate agreement.

.....
locality, date

.....
signature of the member of the Minigrant Implementation Team

STATEMENTS OF THE MINIGRANT MANAGER

I declare, I undertake to conduct Minigrant in accordance with:

- applicable national and European Union laws, in particular with EU policies, including public procurement, labor law, and the horizontal principles referred to in Article 9 of Regulation (EU) 2021/1060 of the European Parliament and of the Council (General Regulation), the Charter of Fundamental Rights of the European Union (CFR) and the UN Convention on the Rights of Persons with Disabilities (CRPD),
- guidelines of the minister responsible for regional development, issued pursuant to Article 5 (1) of the Implementation Act, including in particular:
 - Eligibility Guidelines 2021-2027,
 - Guidelines on the use of simplified cost accounting methods for funds covered by Regulation (EU) 2021/1060,
 - Guidelines for the implementation of equality principles under EU funds for 2021-2027,
 - European Funds Information and Promotion Guidelines for 2021-2027 and the Applicant and Beneficiary Information and Promotion Manual,



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3. *Announcement of the Minister of Science, dated April 25, 2024, on the call for applications for granting the status of Partner for the implementation of Task No. 1 "Development Incubator" of the project entitled " Science4Business - Nauka dla Biznesu" co-financed from European funds under Measure 2.5 of the Program "European Funds for Smart Economy",*
4. *regulations under the Partnership Agreement between the Consortium and the Minister of Science and Higher Education, and the Agreement on Funding of the project implemented under the program "European Funds for Smart Economy" between the Minister of Science and Higher Education and the Minister of Funds and Regional Policy,*
5. Framework Regulations and Specific Regulations of the relevant Research Organization and provisions of the Internal Agreement (if applicable),
6. internal rules and regulations of the Research Organization / Partner providing funding.

I commit to:

1. conscientious and timely fulfillment of obligations arising from the Framework Regulations, Specific Regulations and the Internal Agreement (if applicable),
2. exercising due diligence in implementing activities so as to significantly increase the chances of creating a product with high commercialization potential,
3. cooperation with the staff of the Technology Transfer Center / Research Organization's Special Purpose Company for the proper implementation of the Minigrant, including:
 - a) the expenditure of funds in accordance with the principles of fair competition and equal treatment of contractors, rationality, efficiency, openness and transparency, as well as the most favorable relationship between inputs and results,
 - b) provide all documentation related to the implementation of the Minigrant, in particular, the original accounting receipts documenting the costs incurred in time for their timely payment,
 - c) verification of the entities to which services are outsourced, in accordance with the rules indicated in the Framework Regulations,
 - d) purchase of fixed assets in accordance with green procurement criteria,
 - e) Fulfillment of information and promotional duties for the project financed by European Funds,
4. handling of waste in accordance with the waste hierarchy, with particular emphasis on waste prevention - in accordance with the Waste Act of December 14, 2012,
5. exercise due diligence and secure equipment and information systems against cyberattacks,
6. provide, upon request, information and explanations related to the implementation of the Minigrant,
7. promptly report on threats to the proper implementation of the Minigrant,
8. submitting reports on the implementation of the work (if required) / submitting the final report on the implementation of the work within the required deadlines,
9. participating / presenting the results of the Minigrant at conferences and meetings providing financing.

I undertake to immediately provide the Competition Organizer with a "STATEMENTS OF A MEMBER OF THE MINIGRANT IMPLEMENTATION TEAM" signed by each person joining the Minigrant Implementation Team.

.....
locality, date

.....
signature of the Minigrant Manager

DECLARATION OF THE HEAD OF THE UNIT WHICH IS THE PLACE OF IMPLEMENTATION OF THE MINIGRANT

Unit name:

- I declare that I have read the contents of the Minigrant Application and support the Applicant/Applicants' efforts to obtain funding for it.
- I accept the work described in the Application, related to the use of laboratory infrastructure as well as administrative and technical facilities of the unit, and I undertake to make them available for this purpose, in accordance with the applicable internal regulations.

.....
locality, date

.....
signature of the Head of the organizational unit

DECLARATION OF STUDENT'S / DOCTORAL STUDENT'S SUPERVISOR or REPRESENTATIVE OF DOCTORAL SCHOOL

Unit name:

Name of student / doctoral student:

- I declare that I have read the contents of the Minigrant Application and support the Applicant/Applicants' efforts to obtain funding for it.
- I accept the participation of the student / doctoral student in the implementation of the Minigrant.

.....
locality, date

.....
signature of the Supervisor / Representative of Doctoral School



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Appendix No. 7 - Submission Form

SUBMISSION OF INNOVATIONS FOR WITH FUNDS FROM THE PROJECT "SCIENCE4BUSINESS" <i>(to be completed by the Research Organization)</i> Registration number: Date of receipt: Partner providing funding for activities ☐ Technology Transfer Center/equivalent unit ☐ Special Purpose Vehicle	
Data of the Base Innovation (as recorded by CTT or equivalent)	Name: Rights holder: Registration/Identification No: Date of formal notification:
Is the Innovation the basis of another Application / Submission previously / concurrently submitted under the Project?	" YES " NO <i>If the answer "YES" was selected – please provide details.</i>
Person making the notification (CTT staff member or Special Purpose Vehicle)	Name: e-mail: phone:
Brief Description of the Innovation	Creators TRL: Description:
Description of the planned pre-implementation work, in the context of the planned method of commercialization and in relation to the level of technological / economic readiness	Description:
The cost of carrying out pre-implementation work, including justification	Description:
National Smart Specialization	<i>Please indicate the correct/appropriate NSS (NSS 1-12) and briefly justify.</i> NSS: Justification:
Relationship to eco-innovation / implementation of the 6R principles	<i>Please indicate the principle(s) of the 6Rs and its/their implementation. If at least one 6R principle has been indicated, please briefly justify the choice – max. ... [limit of characters/words set by the RO].</i> ☐ REFUSE ☐ REDUCE ☐ REUSE ☐ RECYCLE ☐ RECOVER ☐ RETHINK ☐ not applicable ☐ the subject of the work is a solution that implements the 6R principle(s) ☐ the work will be carried out using the principles(s) of the 6Rs ☐ not applicable
Addressing challenges/needs defined by economic partners	☐ YES ☐ NO <i>If the answer "YES" is indicated above - please specify the type of document confirming the fulfillment of the criterion. The document must be presented for inspection at the request of the Call Organizer.</i> ☐ note from a meeting with an economic partner ☐ correspondence with a business partner ☐ promise ☐ contract ☐ another document signed by the economic partner
APPENDIX - Innovation Presentation	
<i>Please attach an Innovation Presentation that conforms to the template indicated in Appendix 8 of the Framework Regulations</i>	

.....
locality, date

.....
signature of the person making the Application



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Appendix No. 8 - **Template of Innovation Presentation**

Pitch-deck (investor presentation) is a standardized form of communication, short, containing specific categories of information. The presentation should be presented in PDF or PPT(X) format

1. **PROBLEM/NEED**

- Explain what problem you want to solve, using numbers and showing it from the perspective of a specific customer/end user. Name the problem/need; explain how it is important (effects on the individual/society, economic, environmental, etc.); show that it will be an important problem in the coming years (trends, forecasts); describe how the problem/need is being addressed today. Use bullet points, don't use too many words, give numbers/statistics, cite reports;

2. **SOLUTION**

- Name the solution - say what you are working on; list its most important features - those that differentiate it from existing products/substitutes in the market on which competitive advantage will be built, including protected IP if it exists. Does your solution also solve other needs/problems? Provide a brief specification, visualization, description, diagram, infographic, photo. on features that are relevant from the user's perspective

3. **COMPETITION**

- Describe key products/services, companies you will compete with; areas of your competitive advantage; areas of competitive advantage; barriers to entry for competitors (e.g., IP, know how);

4. **MARKET**

- Describe how big/valuable the market is, how much this market is/will be worth according to market data/reports/forecasts; how fast is the market changing? In what areas are the biggest changes/prospects predicted? show that this is an area worth looking at; use numbers/statistics, charts, maps, diagrams;

5. **TEAM AND PARTNERS**

- Introduce the people - the originators and key personnel, their competencies, experience, including business, past achievements, especially those relevant to the success of the project; show that the team has the competencies necessary for success, or that you know how to complement them - show openness to new team members; introduce the partners and their potential / stated contribution to the project.



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Appendix No. 9 - Model Application Evaluation Sheet

MINIGRANT APPLICATION EVALUATION SHEET	
(to be completed by the Research Organization) Research Organization accepting the application: Competition No.: Application Record No: Name of Minigrant Manager: Name of evaluator:	
TRL (Application section II.3.1-2)	Indicated: ☐ correctly ☐ incorrectly Justification - if considered indicated incorrectly:
National Smart Specialization (Application section III.3.2.1-2)	*IMPORTANT: Innovations outside NSS 1-12 cannot be supported under the Project Indicated: ☐ correctly ☐ incorrectly Justification - if considered indicated incorrectly:
Relationship to eco-innovation / implementation of the 6R principles (Application section III.3.1-3)	Indicated: ☐ correctly ☐ incorrectly Justification - if considered indicated incorrectly: Criterion weight: min. 10%; (0 or 1 point) Score: Justification:
Experience of team members in cooperation with the social and economic environment (Application section I.1; I.2)	Criterion weight: min. 5% (0-5 points, full points) Score: Justification:
Reasonableness of the planned work, including the schedule and cost estimate, in the context of the planned commercialization method and in relation to the level of technological / economic readiness of the Innovation before and after completion of the planned (Application section III.1 and section V)	Criterion weight: min. 20%; (0-5 points, full points). Evaluation made in the context of the schedule and cost estimate Score: Justification:
Addressing challenges/needs defined by partners (Application section III.4.1-3)	Criterion weight: min. 5%; (0-5 points, full points) Score: Justification:
Market analysis (Application section IV.1)	Criterion weight: min. 30%; (0-5 points, full points; the final score is the average of sub-criteria 1-6) Score:
- characteristics of the industry/sector, including identification and characterization of potential markets, description of market trends and barriers to entry into these markets	Score: Justification:
- identification and characterization of the recipients of the Innovation (potential licensees/buyers);	Score: Justification:
- identification and characterization of products and services based on Innovation (concept of technology applications)	Score: Justification:
- identification of competing products and/or services and entities (especially if the planned establishment of a spin-off company)	Score: Justification:
- analysis of technological and/or market advantages in relation to the competition, i.e. the main features that differentiate the Innovation from the competition and related solutions	Score: Justification:
- planned commercialization path with justification	Score: Justification:
In the case of a negative assessment Can the Application after improvement be resubmitted?	☐ YES ☐ NO

.....
locality, date

.....
signature of the evaluator



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Appendix No. 10 - Model Statement of the person evaluating the Application / Submission

NAME OF EVALUATOR:

RESEARCH ORGANIZATION/PARTNER:

I. EVALUATOR'S STATEMENT

I, the undersigned declare that:

- I have read:

1. *Framework Regulations for recruitment, selection, implementation and settlement of pre-implementation work by the SCIENCE4BUSINESS – KRAKOW consortium in the Task "Development Incubator" of the "Science4business" Project (EFSE)*

2. *Specific Regulations of the Research Organization conducting the recruitment of Applications / Submissions,*

- I undertake to comply with the principles specified in the above regulations when performing the activities assigned to me,

- I undertake to fulfil my duties in an honest, reliable and fair manner, in accordance with my knowledge.

II. CONFIDENTIALITY

I declare that:

- 1) I will perform my duties with honesty, integrity and fairness according to my knowledge,
- 2) I undertake to keep confidential and in confidence all information and documents disclosed to me in connection with the evaluation commissioned to me or produced/prepared by me during or as a result of the evaluation performed;
- 3) I undertake to use the above-mentioned information only for the purpose of performing the assessment,
- 4) I agree not to copy, reproduce, publish or distribute, in whole or in part, any of the above information.

I acknowledge that the obligation of confidentiality is not violated by the disclosure of information:

- 1) which are part of the public domain at the time of disclosure or enter the public domain after disclosure without violating the aforementioned information protection principles,
- 2) that were available to me before they were released, provided that there is no legal impediment to the release of this information,
- 3) which were obtained by me after they were made available, from a source other than the Research Organization conducting the recruitment, provided that there is no legal impediment to the release of this information,
- 4) in relation to which the provisions of generally applicable law require their disclosure.

III. IMPARTIALITY AND AVOIDING CONFLICT OF INTEREST

Conflict of interest may arise in particular from the following relationships with the applicant(s), the creator(s) of the Innovation:

- a) relationship by marriage, consanguinity or affinity up to and including the second degree, relationship by adoption, guardianship or custody;
- b) being in a legal relationship that may affect the rights and obligations of the evaluator;
- c) opportunities for personal or institutional financial gain or loss;
- d) the fact of involvement in the preparation of the Application / Submission;
- e) other valid reasons that may limit the fairness and impartiality of the assessment.

I undertake to perform my duties with impartiality. In the event that there are circumstances that may give rise to a conflict of interest or give rise to reasonable doubts as to my impartiality in performing the activities commissioned to me, including, in particular, those indicated above, I undertake to immediately report this fact to - the representative of the Research Organization conducting the recruitment.

I acknowledge that the above notification may result in exclusion from the evaluation process of the Application / Application to which it relates.

.....

locality, date

.....

signature of the evaluator



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Appendix No. 11 - Model List of Innovations eligible for funding

List of Innovations eligible for funding (after the approval from the Investment Committee):

TRACK A								
Lp.	Name / title of the Innovation covered by the Application	Name / title / acronym of Minigrant	Names of Minigrant Implementers	Name of Partner providing funding	Amount of proposed funds [PLN]	Qualification 6R*	NSS	Score
1.						☐ R ☐ r		**(descending)
2.								
TRACK B								
Lp.	Name/title of the Innovation covered by the Submission	Name of the person reporting	Names of the creators of the Innovation	Name of Partner providing funding	Amount of proposed funds [PLN]	Qualification 6R*	NSS	
1.						☐ R ☐ r		
2.								

* Qualification of pre-implementation work in terms of meeting 6R principles:

- R = work includes a solution that implements the 6R principle(s)
- r = work will be carried out in accordance with the principles of the 6Rs

** The ranking list of Applications (Track A) includes Applications for 120% of the allocation available in the Competition (includes a reserve list).



Appendix No. 12 - **Model Report on the implementation of the Minigrant**

**REPORT ON THE IMPLEMENTATION OF WORK
UNDER THE PROJECT "SCIENCE4BUSINESS"**

1. Minigrant Name/Title/Acronym:

2. Description of activities carried out:

3. Results of activities carried out:

4. Description of the implementation of the 6R principles (if applicable):

Implementation of the task plan:

No.	Action / Task	Duration [months]	Planned cost [PLN]	Cost incurred [PLN]	Comments
1.					
2.					
3.					
Total amount (sum):					

Implementation of the financial plan:

No.	Cost category	Value in 20XX [PLN]	Value in 20XX [PLN]	Total value [PLN]	Comments
1.	Promotion of the research and technology offer				
2.	Purchase of fixed assets				
3.	Purchase/rental of equipment other than fixed assets				
4.	IT services and software				
5.	Materials, raw materials, technical services				
6.	Research, consulting, economic and legal services, marketing, expertise, studies, valuations, analyses and reports				
7.	Studies, publications, databases				
8.	Legal services and compliance with formal requirements for the creation of spin-offs / spin-outs				
9.	Patent protection of the results				
10.	Salaries				
11.	Business travel				
Total amount (sum):					

.....
signature of the Minigrant Manager