

**FORMAL ASSESSMENT FORM**  
**SCHOLARSHIP AND TRAINING FUND**  
**DEVELOPMENT OF POLISH HEIs**

**I. IDENTIFICATION OF THE PROJECT**

Number of Application Form:
Name of the Applying Institution:
Project Title:

**II. FORMAL ASSESSMENT**

**1. Formal Criteria**

The Applying Institution is eligible to apply for funding under the Scholarship and Training Fund within measure <i>Development of Polish HEIs</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
As of the date of filing the application, the Applying Institution has been registered in Poland for at least 12 months	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
In case of a project concerning the development of joint study programmes (leading to a bachelor's, master's or doctoral degree) resulting in the award of a double diploma, cooperation with a HEI in Norway as a Project Partner has been planned	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Foreign partners from Norway and/or Poland who are planned to participate in the project are eligible for participation in the STF Programme	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Application has been filed-in in an on-line system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Application has been submitted on a relevant application form	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Application form is not hand-written (does not refer to fields for handwritten signature)	
Application has been submitted within the prescribed deadline of 7 <sup>th</sup> June 2013	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Application has been completed in full (all required fields have been filled-in)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Polish and English language version parts of the application are coherent	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Term of project implementation is comprised in time limit stipulated in the Call for Proposals	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Total requested budget is not smaller than EUR 20,000.00 and not higher than EUR 250,000.00	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Declared own contribution is not less than 10% of total eligible project costs	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Application comprises original stamps and has been signed by a person authorised to assume obligations and to take out financial commitment on behalf of the Applying Institution	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Two printed originals of the application have been submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The Applying Institution has fulfilled all the prior obligations towards the Foundation for the Development of the Education System	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## 2. Amendments to the application form

Letters of agreement (original or copy certified as true by a person authorised to certify documents) with all project partners have been enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A valid copy of an entry in National Business Register (KRS) or another relevant registration document featuring information on legal representation of the Applying Institution has been enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
In the case of private persons pursuing business activity, a printout of Central Record of Business Activity (CEIDG) certificate and documents confirming the award of VAT taxpayer identification number have been enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
In the case of non-public institutions applying for funding higher than an equivalent of EUR 25,000.00, a copy (certified as true by authorized person) of a formal financial statement for the past 2 financial years has been enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Correct and complete enclosures to <i>Declaration on public aid</i> have been enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If the application has been signed by a person other than legal representative of the Applying Institution, a relevant authorisation has been enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
CVs of key employees forming the project group along with their consent for the processing of personal data signed individually by each employee have been enclosed (original or copy certified for originality)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

CVs of external experts along with their consent for the processing of personal data signed individually by each expert have been enclosed (original or copy certified for originality)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Remarks

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### III. FINAL FORMAL AND ELIGIBILITY ASSESSMENT

<input type="checkbox"/> Application meets formal criteria and will be transmitted to quality assessment
<input type="checkbox"/> Application does not meet formal criteria and is rejected without a possibility of supplementation
<input type="checkbox"/> Formal check is suspended – application is directed to supplementation

### IV. FORMAL ELEMENTS TO BE SUPPLEMENTED

<input type="checkbox"/> Proof of posting the application within the deadline stipulated in the Call for Proposals (if the date of the postmark is not readable)
<input type="checkbox"/> Part of enclosure
<input type="checkbox"/> Authorisation of the person who has authenticated the enclosures
<input type="checkbox"/> Other

Date of sending information to the Applying Institution

Comment

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## DECLARATION

Being warned about the criminal liability from article 271 and 272 of the Penal code I hereby declare, as below :

1. I am not the applicant nor have I prepared the project documentation;
2. I do not stay in the matrimony, in the relationship of the blood or relationship or the affinity in a straight line, kinships or affinities in the collateral line up to the second degree and I am not bound on account of the adoption, care or the supervision with the applicant/ with partner(s), his legal deputy or members of management authorities or supervisory bodies of the applicant/partner(s);
3. Within 3 years before the date of the announcement of the Call for Proposals there was neither the employment relationship or mandate contract between me and the applicant, nor was I a member of management authorities or supervisory bodies within the applicant's institution;
4. I remain in no such a legal or actual relationship with any of the applicants, that may present justified doubts as for my impartiality;
5. I make the obligation to maintain the confidentiality of information or documents revealed to me, or created by me, or prepared by me in due the process of the project assessment or as its result, and I hereby agree that this information should only be used for the purpose of the present assessment and should not be disclosed to any third party.

**Should any such relation appear, I will without any delay, file a written statement of exempting me from the formal and eligibility assessment procedure.**

*Date and signature of the evaluator:*

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