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**Regulations for the eligibility of applications for funding under  
the PROM project – short-term academic exchange (NAWA)  
at the Ludwik Hirszfeld Institute of Immunology and Experimental Therapy of  
the Polish Academy of Sciences (HIIET PAS)**

As part of the PROM (NAWA) project, an international short-term academic exchange will be held including PhD students of the Doctoral School (DS) and the HIIET PAS staff. The aim of the activities is to develop the competences of the participants, internationalize education at DS HIIET, as well as promote the Institute as an attractive scientific, research, and teaching center.

The Regulations define detailed criteria for the eligibility of applications for the implementation of three types of mobility under the PROM project. The main assumption of the project:

- PhD students of DS HIIET (70% in total),
- staff of the HIIET PAS (30% in total) - persons employed on the basis of employment contracts or civil law contracts in the following positions: scientific and research and technology; others, as long as their participation in the project is substantively justified.

**Mobility 1.** Participation in international scientific conferences (presentation of research results)

General conditions:

- (I) funding for participation may be requested by HIIET PAS staff and by PhD students of the DS HIIET,
- (II) one person can apply for funding for one presentation,
- (III) *online* conferences are not qualified,
- (IV) competences acquired as a result of support - learning outcomes:
  - knowledge: getting acquainted with the latest scientific research in your field,
  - skills: scientific communication, presentation of results, language competences,
  - social competences: establishing contacts with representatives of the scientific community,
- (V) criteria and verification of results: certificate confirming participation in the scientific conference and evaluation questionnaire.

Evaluation criteria:

- (I) international conference outside the country (deadline for the end of mobility: by 30 September 2026),



- (II) submission of the Supervisor's/Superior's consent for international mobility (Annex 2a/2b),
- (III) submission form of the presentation at registration: oral presentation (2 points) or poster (1 point),
- (IV) substantive justification for participation in the conference:
  - 1. description (up to 3000 characters) (0-5 points)
  - and
  - 2. in the form of a 3-minute presentation (English). (0-10 points).

### Budget

The total mobility cost should be attached to the application with an indication of the amount requested from the PROM project according to Annex 1.

Funding from the PROM project includes: travel, maintenance (including accommodation, meals) for up to 5 days and a conference fee.

### **Mobility 2. Participation in trainings/workshops**

#### General conditions:

- (I) funding for participation may be requested by HIIET PAS staff and by PhD students of the DS HIIET,
- (II) competences acquired as a result of support - learning outcomes:
  - knowledge: getting acquainted with innovative research techniques in their field or learning the principles of preparing international scientific and research projects,
  - skills: application of the learned research techniques in the scientific research; and the person participating in the workshop on writing international proposals, will acquire the skills to prepare an international project proposal using tools supporting the application process,
  - social competences: establishing contacts with representatives of the scientific community,
- (III) criteria and verification of effects: certificate confirming participation in the workshop/training and evaluation questionnaire,
- (IV) workshops/trainings in a hybrid or *online* form will also be eligible.

#### Evaluation criteria:

- (I) training/workshop on innovative research techniques or international proposal writing conducted outside the country (mobility end date: by 30 September 2026),
- (II) submission of the Supervisor's/Superior's consent for international mobility (Annex 2a/2b),
- (III) substantive justification for participation in the training/workshop:
  - 1. description (up to 3000 characters) (0-5 points)
  - and
  - 2. in the form of a 3-minute presentation (English). (0-10 points)



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## Budget

The total mobility cost should be attached to the application with an indication of the amount requested from the PROM project according to Annex 1.

Financing from PROM includes: travel, subsistence (including accommodation, meals) for up to 5 days, and a workshop/training fee.

## **Mobility 3. Study visit to a foreign institution**

### General conditions:

- (I) funding for participation may be requested by HIIET PAS staff and by PhD students of the DS HIIET,
- (II) competences acquired as a result of support - learning outcomes:
  - knowledge: conducting research in the standards of international scientific centers,
  - skills: transfer of good organizational and research practices,
  - social competences: development of scientific cooperation,
- (III) criteria and verification of results: confirmation of completion of the study visit from the host center and evaluation questionnaire.

### Evaluation criteria:

- (I) submission of an invitation letter from the host centre together with the date of stay (deadline for the end of mobility: by 30 September 2026),
- (II) submission of the Supervisor's/Superior's consent for international mobility (Annex 2a/2b),
- (III) substantive justification for participation in the study visit – the purpose of the visit, the coincidence of the scope of research conducted as part of the project with the research subject matter undertaken or carried out by the applicant (Polish or English). (0-10 points)

## Budget

The total mobility cost should be attached to the application with an indication of the amount requested from the PROM project according to Annex 1.

Funding from the PROM project includes: travel, maintenance (including accommodation, meals) up to 14 days (including travel time).

During the recruitment process, the Recruitment Committee will be obliged to apply procedures for preventing financial irregularities and mitigating conflicts of interest in projects financed or co-financed from European funds at the HIIET PAS in Wroclaw.

## Annex 1

### BUDGET: SAMPLE CALCULATIONS

**Use exchange rates for budget calculation: EURO 4.3 PLN /Dolar USA 3.7 PLN / CHF 4.6 PLN/GBP 4.9 PLN, and a lump sum for travel expenses and a lump sum for maintenance and accommodation (check at the end of Annex 1).**

#### MOBILITY 1. Conferences

##### EXAMPLE 1. FULL COVERAGE by PROM project

|   |   |                         |
|---|---|-------------------------|
| Conference  | ESMO Breast Cancer<br>6-8 May (3 days)<br>Berlin, Germany |                         |
| Lump sum for travel expenses                                  | Germany   | 1500 PLN                |
| Full amount/day<br>Lump sum for maintenance and accommodation | 400x3=1200PLN + travel days (optional, max. 2 days)       | 1200 PLN+400x2=2000 PLN |
| Conference fee  | 450 EURO<br>450x4.3=1935 PLN                              | 1935 PLN                |
| Budget coverage by PROM                                       |   | 5435 PLN                |

##### EXAMPLE 2. PARTIAL COVERAGE by PROM project

|   |   |          |
|---|---|----------|
| Conference  | 32 <sup>nd</sup> International Carbohydrate Symposium<br>July 5-9, 2026<br>Bratislava, Slovakia (5 days)  |          |
| Lump sum for travel expenses                                  | Slovakia  | 1500 PLN |
| Full amount/day<br>Lump sum for maintenance and accommodation | 400x5=2000 PLN coverage by PROM<br>+ travel days (optional, max. 2 days)<br><br><b>2x400=800 PLN – to identify an additional funding source</b> | 2000 PLN |
| Conference fee  | 450 EURO<br>450x4.3=1935 PLN  | 1935 PLN |
| Budget coverage by PROM                                       |   | 5435 PLN |

EXAMPLE 3. FULL COVERAGE by PROM project

|   |   |                          |
|---|---|--------------------------|
| Conference  | <i>16th International Bacteriophage Conference in Oxford, UK<br/>1-2 September (2 days)</i> |                          |
| Lump sum for travel expenses                                  | UK  | 2000 PLN                 |
| Full amount/day<br>Lump sum for maintenance and accommodation | 300x2=600 PLN + travel days (optional, max. 2 days)   | 600 PLN + 300x2=1200 PLN |
| Conference fee  | 390 GBP<br>390x4.9=1911 PLN   | 1911 PLN                 |
| Budget coverage by PROM                                       |   | 5111 PLN                 |

**MOBILITY 2. Workshop/Training**

EXAMPLE 1. FULL COVERAGE by PROM project

|   |  |                           |
|---|--|---------------------------|
| Workshop  | <i>13th International Workshop on Cancer Genetic&amp;Cytogenetic Diagnostics<br/>18-20 June (3 days)</i> |                           |
| Lump sum for travel expenses                                  | The Netherlands  | 2000 PLN                  |
| Full amount/day<br>Lump sum for maintenance and accommodation | 400x3=1200 PLN + travel days (optional, max. 2 days)   | 1200 PLN + 400x2=2000 PLN |
| Fee   | 500 EURO<br>500x4.3=2100 PLN   | 2100 PLN                  |
| Budget coverage by PROM                                       |  | 6100 PLN                  |

EXAMPLE 2. PARTIAL COVERAGE by PROM project

|   |   |          |
|---|---|----------|
| Workshop  | <i>Analysis and integration of transcriptome and proteome data<br/>3-8 May (6 days), Heidelberg, Germany</i>  |          |
| Lump sum for travel expenses                                  | Germany   | 1500 PLN |
| Full amount/day<br>Lump sum for maintenance and accommodation | 400x6=2400 PLN + travel days (optional, max. 2 days)<br>2000 PLN – coverage by PROM<br><b>3x400=1200 PLN – to identify an additional funding source</b> | 2000 PLN |
| Fee   | 740 EURO<br>540x4.3=2365 PLN  | 3182 PLN |
| Budget coverage by PROM                                       |   | 6682 PLN |

EXAMPLE 3. FULL COVERAGE by PROM project

|   |  |          |
|---|--|----------|
| Workshop  | Training (online)<br>1-2 June (2 days) |          |
| Lump sum for travel expenses                                  | -                                      | -        |
| Full amount/day<br>Lump sum for maintenance and accommodation | -                                      | -        |
| Fee   | 550 EURO<br>550x4.3=1935 PLN           | 1935 PLN |
| Budget coverage by PROM                                       |  | 1935 PLN |

**MOBILITY 3. Study visits**

EXAMPLE 1. FULL COVERAGE by PROM project

|   |  |          |
|---|--|----------|
| Study visit   | Dr Augustas Pivoriunas Laboratory, Department of Stem Cell Biology at the State Research Institute Centre for Innovative Medicine<br>8-21 July (14 days) |          |
| Lump sum for travel expenses                                  | Lithuania  | 1000 PLN |
| Full amount/day<br>Lump sum for maintenance and accommodation | 300x14=5200 PLN (included travel)  | 5200 PLN |
| Budget coverage by PROM                                       |  | 6200 PLN |

EXAMPLE 2. PARTIAL COVERAGE by PROM project

|   |   |          |
|---|---|----------|
| Study visits  | Barcelona University<br>1-21 June (21 days)   |          |
| Lump sum for travel expenses                                  | Spain   | 3000 PLN |
| Full amount/day<br>Lump sum for maintenance and accommodation | 300x21=6300 PLN (included travel)<br>14x300=4200 PLN coverage by PROM<br><b>7x300=2100 PLN – to identify an additional funding source</b> | 4200 PLN |
| Budget coverage by PROM                                       |   | 7200 PLN |

EXAMPLE 3. FULL COVERAGE by PROM project

|   |  |                            |
|---|--|----------------------------|
| <b>Study visits</b>   | <i>Institute of Scientific Instruments of the Czech Republic<br/>13-19 July (7 days)</i> |                            |
| Lump sum for travel expenses                                  | Czech Republic   | 1500 PLN                   |
| Full amount/day<br>Lump sum for maintenance and accommodation | 400x7=2800 PLN + travel days (optional, max. 2 days)                                     | 2800 PLN +2x400 = 3600 PLN |
| Budget coverage by PROM                                       |  | 5100 PLN                   |

Lump sum for travel expenses.

| Country  | Rate (PLN) |
|--|------------|
| Belarus, Lithuania   | 1000       |
| Austria, Bosnia and Herzegovina, Croatia, Czech Republic, Denmark, Estonia, Finland, Latvia, Moldova, Germany, Romania, Serbia, Slovakia, Slovenia, Sweden, Ukraine, Hungary   | 1500       |
| Albania, Andorra, Belgium, Bulgaria, Montenegro, France, Greece, Netherlands, Ireland, Kosovo, Liechtenstein, Luxembourg, North Macedonia, Malta, Monaco, Norway, Russia, San Marino, Switzerland, Turkey, Tunisia, Vatican City, United Kingdom, Italy, Cyprus, Cape Verde  | 2000       |
| Algeria, Saudi Arabia, Armenia, Azerbaijan, Bahrain, Egypt, Georgia, Spain, Iraq, Iran, Iceland, Israel, Jordan, Qatar, Kazakhstan, Kuwait, Lebanon, Libya, Morocco, Palestine, Portugal, Syria, Tajikistan, Turkmenistan, Uzbekistan  | 3000       |
| Afghanistan, Benin, Bhutan, Burkina Faso, Burundi, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, India, Yemen, Cameroon, Kenya, Kyrgyzstan, Congo, Liberia, Mali, Mauritania, Mongolia, Nepal, Niger, Nigeria, Oman, Pakistan, Central African Republic, Rwanda, Senegal, Sierra Leone, Somalia, Sudan, South Sudan, Togo, Uganda, Ivory Coast, São Tomé and Príncipe, United Arab Emirates | 4500       |
| Angola, Antigua and Barbuda, Argentina, Australia, Bahamas, Bangladesh, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei, Chile, China, Dominica, Dominican Republic, Ecuador, Eswatini, Fiji, Philippines, Grenada, Guyana, Guatemala, Haiti, Honduras, Hong Kong, Indonesia, Jamaica, Japan, Cambodia, Canada, Kiribati, Colombia,  | 6500       |



Comoros, South Korea, North Korea, Costa Rica, Laos, Lesotho, Madagascar, Macau, Malawi, Maldives, Malaysia, Mauritius, Mexico, Micronesia, Myanmar, Mozambique, Namibia, Nauru, Nicaragua, New Zealand, Palau, Panama, Papua New Guinea, Paraguay, Peru, South Africa, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, El Salvador, Samoa, Seychelles, Singapore, Sri Lanka, United States, Suriname, Thailand, Taiwan, Tanzania, Trinidad and Tobago, Tuvalu, Uruguay, Vanuatu, Venezuela, Vietnam, Solomon Islands, Marshall Islands, Zambia, Zimbabwe

Lump sum for maintenance and accommodation.

|     | Country Group   | Countries  | Daily Rate<br>(PLN) |
|-----|---|--|---------------------|
| I   | Countries with low cost of living and accommodation         | Bosnia and Herzegovina, Brazil, Bulgaria, Egypt, Georgia, India, Lithuania, Latvia, Morocco, Moldova, Poland, Romania, Turkey, Ukraine, Vietnam and other countries worldwide  | 300                 |
| II  | Countries with medium cost of living and accommodation      | Andorra, Austria, Azerbaijan, Belgium, Croatia, Czech Republic, France, Greece, Indonesia, Jordan, Kazakhstan, Kyrgyzstan, North Macedonia, Germany, Malta, Netherlands, Portugal, Spain, Monaco, Vatican City, San Marino, Serbia, Slovakia, Slovenia, Thailand, Hungary, Italy, Uzbekistan                       | 400                 |
| III | Countries with high cost of living and accommodation        | Saudi Arabia, Australia, Bahrain, Brunei, China, Denmark, Estonia, Finland, Iceland, Ireland, Hong Kong, Japan, Canada, Qatar, South Korea, North Korea, Kuwait, Liechtenstein, Luxembourg, Macau, Mexico, Norway, New Zealand, Oman, Singapore, Sweden, Switzerland, Taiwan, United Kingdom, United Arab Emirates | 500                 |
| IV  | Countries with the highest cost of living and accommodation | United States of America, Israel   | 700                 |

<sup>4</sup> Excluding the countries of group II, III, and IV



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## **Annex 2a**

### **SUPERVISOR'S CONSENT FOR INTERNATIONAL MOBILITY CARRIED OUT UNDER THE PROM PROJECT**

#### **Statement**

I hereby give my consent for **[full name]**, the PhD student under my supervision at the Hirschfeld Institute of Immunology and Experimental Therapy, Polish Academy of Sciences, **[laboratory]**, to participate in an international conference **[name, data, country]** /or workshop/training **[name, data, country]** /or trip to **[destination]** from **[dates]** for academic and research-related purposes.\*

I confirm that this mobility is directly related to the doctoral research conducted by the PhD student and is approved by the supervisor.

If applicable, I further declare that any additional costs exceeding the granted travel funding will be covered from the **[laboratory's own funds/ other funding]** and will not be charged to the PROM funding.

Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Delete if not applicable



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## **Annex 2b**

### **SUPERIOR'S CONSENT FOR INTERNATIONAL MOBILITY CARRIED OUT UNDER THE PROM PROJECT**

#### **Statement**

I hereby give my consent for **[full name]**, **[laboratory]**, Hirsfeld Institute of Immunology and Experimental Therapy, Polish Academy of Sciences to participate in an international conference **[name, data, country]** /or workshop/training **[name, data, country]** /or trip to **[destination]** from **[dates]** for academic and research-related purposes.\*

If applicable, I further declare that any additional costs exceeding the granted travel funding will be covered from the **[laboratory's own funds/ other funding]** and will not be charged to the PROM funding.

Superior: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Delete if not applicable