



**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)

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 Wrocław.

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

EXAMPLE 2. PARTIAL COVERAGE by PROM project

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

EXAMPLE 3. FULL COVERAGE by PROM project

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

MOBILITY 2. Workshop/Training

EXAMPLE 1. FULL COVERAGE by PROM project

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

EXAMPLE 2. PARTIAL COVERAGE by PROM project

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

EXAMPLE 3. FULL COVERAGE by PROM project

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

MOBILITY 3. Study visits

EXAMPLE 1. FULL COVERAGE by PROM project

<i>Study visit</i>	<i>Dr Augustas Pivoriunas Laboratory, Department of Stem Cell Biology at the State Research Institute Centre for Innovative Medicine 8-21 July (14 days)</i>	
Lump sum for travel expenses	Lithuania	1000 PLN
Full amount/day 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

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

EXAMPLE 3. FULL COVERAGE by PROM project

Study visits	<i>Institute of Scientific Instruments of the Czech Republic 13-19 July (7 days)</i>	
Lump sum for travel expenses	Czech Republic	1500 PLN
Full amount/day 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 (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

⁴ Excluding the countries of group II, III, and IV

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 Hirszfeld 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

Annex 2b

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

Statement

I hereby give my consent for **[full name]**, **[laboratory]**, Hirszfeld 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