

# PROM – Short-term Academic Exchange Application Guide at IBB PAS

## Project goal

The aim of the project is to strengthen the competencies of PhD students and researchers at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (IBB PAS) by enabling short-term international mobility. This will enhance the international profile of IBB PAS research, increase scientific excellence and visibility, and improve the quality of education in the Doctoral Schools.

## Who can apply?

- PhD students of IBB PAS
- Researchers employed at IBB PAS

## When can I travel?

A mobility period may last from **5 to 30 days** and must be completed no later than **30.09.2026**.

**The project is implemented in accordance with the principles of equality and non-discrimination.**

## Types of eligible mobility

### Scientific Mobility

- measurements using unique research equipment
- obtaining materials for a PhD thesis
- study visits

### Conferences

- active participation in international conferences (oral presentation or poster)

### Training Activities

- summer/winter schools
- specialist courses
- workshops
- industrial internships

**The topic of the mobility must concern interactions between organisms and the environment.**

## What does the funding cover?

- scholarship
- living costs
- travel costs
- conference fees or participation fees for a summer/winter school

We encourage you to use the cost calculator available on the project website when preparing your budget.



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## Example:

A PhD student participates in a 14-day training course in the USA:

travel costs – country group VI: 6500 PLN + living costs – group IV: 700 PLN × 14 days = 9800 PLN  
+ scholarship: 125 PLN × 14 days = 1750 PLN, Total: 18050 PLN

## How to apply?

Before submitting your application, review the regulations and pay attention to **the evaluation criteria**.

Submit the application no later than **2 weeks before the meeting of the Recruitment Committee**.

1. Complete the online application form
2. Submit the signed original application to RMU\*
3. Attach the required documents

### Required attachments:

- invitation from the host institution — for study visits
- confirmation of acceptance — for courses or summer/winter schools
- confirmation of abstract acceptance — for conferences

## Positive decision! What happens next?

1. Complete the mandatory ethics-related online courses
2. Sign the mobility contract at RMU
3. Register in the NAWA system and send the confirmation to [prom\\_2025@ibb.waw.pl](mailto:prom_2025@ibb.waw.pl)
4. Submit your Individual Mobility Plan (IMP) to RMU

## After you return (within 14 days):

1. Submit your report to RMU
2. Complete the evaluation survey
3. Undergo an assessment of the competencies acquired, according to your IMP

### Remember to include:

- certificate of participation in a summer/winter school or conference, and the abstract book
- certificate of competence acquisition / confirmation of the visit issued by the host institution
- travel documents (e.g., boarding passes) as proof of the trip

\*RMU – Research Management Unit, room 5, building D

More information: <https://ibb.edu.pl/badania/projekty-nawa/prom>



Contact: [prom\\_2025@ibb.waw.pl](mailto:prom_2025@ibb.waw.pl)



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