

MINIGRANT FUNDING AGREEMENT

under the "3xW" Project (NAWA Strategic Partnerships)

Concluded on [•] in Warsaw, by and between:

The Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (IBB PAS), with its registered office in Warsaw (02-106), ul. Pawińskiego 5a, Poland, represented by: [•] – [Function/Position], hereinafter referred to as the **"Coordinating Institution"** or **"IBB PAS"**,

and

Mr./Ms. [•], residing at [•], holding passport/identity card no. [•], with the status of *PhD student / Young researcher* at [Name of Home Institution: IBB PAS or Partner Institution], hereinafter referred to as the **"Participant"**.

§ 1. Subject of the Agreement and Appendices

1. The subject of this Agreement is to determine the rules of funding and implementation of the minigrant project entitled **"[Project Title]"** within the project **"3xW (Exchange, Cooperation, and Joint Research Tasks to strengthen the potential of young plant biology researchers)"**, financed by the Polish National Agency for Academic Exchange (NAWA) under the Strategic Partnerships Programme.
2. The Participant undertakes to implement the minigrant in full compliance with the provisions of this Agreement and the Minigrants Programme Regulations.
3. The following documents constitute an integral part of this Agreement (Appendices):
 - **Appendix no. 1:** Detailed description of the research project and milestones
 - **Appendix no. 2:** Approved Project Budget

§ 2. Detailed Conditions of Research Mobility

1. In order to carry out the research tasks specified in Appendix no. 1, the Participant shall undertake academic mobility under the following conditions:
 - **Host Institution (Country):** [e.g., Wageningen University & Research Centre, Netherlands / IBB PAS, Poland]
 - **Host Department / Laboratory:** [•]
 - **Scientific Supervisor at the Host Institution:** [Name, surname, academic degree]
 - **Planned Duration of Project:** From [•] to [•]

2. Mobilities¹

- Part 1: From [•] to [•] (number of calendar days spent on site: [•])
- Part 2: From [•] to [•] (number of calendar days spent on site: [•])

§ 3. Project Budget and Payment Terms

1. The maximum funding allocated for the implementation of the minigrant (comprising travel, subsistence, reagents, materials, and services) amounts to [•] PLN (in words: [•] PLN), as specified in the itemized budget in **Appendix no. 2**.
2. Direct financial disbursements to the Participant (restricted to the travel and subsistence lump sums detailed in Appendix no. 2) shall be paid in PLN to the following bank account nr: [•] in the following tranches:
 - **An advance payment of 80%** of the travel and subsistence lump sums for all mobilities – to be paid after the signing of this Agreement,.
 - **A final payment of 20%** – to be paid after the complete settlement of the mobility and the formal acceptance of the final report by the Scientific Council.
3. Expenditures on reagents, materials, and research services—up to the maximum thresholds defined in paragraph 2 and Appendix no. 2—shall be ordered, processed, and paid for directly by IBB PAS based on official purchase invoices issued to IBB PAS. The Participant shall not receive cash advances for these categories.

§ 4. Amendments to the Project and Budget (Addenda)

1. Any modification regarding the implementation of the minigrant (including changes to research tasks, budget reallocations, or shifts in the mobility schedule and venue) must follow a formal review procedure.
2. **Substantial changes**, which strictly require a formal **written or electronic Addendum to this Agreement** signed by both parties to be valid, include:
 - A change of the Host Institution or the Host Laboratory.
 - Any extension of the total minigrant implementation period
 - Any increase in the total amount of the allocated minigrant funding, or the introduction of new, unforeseen cost categories into the budget.
3. **Flexible changes**, which do not require a formal Addendum but are subject to **prior written/email approval from the 3xW Project Manager**, include:
 - Shifting the mobility start/end dates provided that the mandatory 14-day stay requirement is preserved, the visit does not exceed 30 days and the travel is completed within the eligibility period of the 3xW project.
4. Any request for amendments (whether substantial or flexible) along with a thorough scientific justification must be submitted by the Participant via email to the project secretariat (3xw@ibb.waw.pl) no later than **14 days** prior to the planned implementation of the change or the scheduled departure date.

¹If the mobility is performed in separate parts (shorter research visits), the Participant is strictly required to ensure that each individual visit lasts for a minimum of 5 days (excluding travel time), and that the sum of all visits (calendar days spent at the laboratory) is minimum 14, maximum 30 days.

§ 5. Reporting and Project Settlement

1. The Participant is required to submit a comprehensive final report (in accordance with the template in *Appendix no. 5* to the Regulations) within **14 days from the completion of the minigrant project**, and under no circumstances later than **December 15, 2027**.
2. The final report must be accompanied by a certificate of attendance/stay signed by the scientific supervisor or the head of the laboratory at the Host Institution, confirming the mobility period.
3. The final financial clearance of the minigrant and the disbursement of the remaining 20% payment are strictly conditional upon the formal acceptance of the final report by the project's Scientific Council.

§ 6. Termination and Return of Funds

1. IBB PAS reserves the right to terminate this Agreement with immediate effect and demand the **full reimbursement of all disbursed funds** if the Participant:
 - Fails to submit the final report within the deadline, or if the submitted report is definitively rejected by the Scientific Council.
 - Loses their status as a PhD student or scientific employee at their Home Institution during the term of this Agreement.
2. If the duration of the research trip is shorter than planned, the participant is obliged to return the amount equal to the difference between the lump-sum amount paid and the amount actually due, within 7 days of receiving a payment request from the 3xW project secretariat at IBB.
3. Any costs incurred during the project that exceed the maximum thresholds specified in § 3 and Appendix no. 2 (with further changes if applicable) shall be borne exclusively by the Participant.

§ 7. Final Provisions

1. All correspondence, amendment requests, project management documents, and reporting related to this Agreement must be completed entirely in **English**.
2. Electronic versions of this document and subsequent addenda must be executed using a qualified electronic signature or a legally recognized electronic signature (e.g., via DocuSign, Adobe Sign, or the Polish Trusted Profile/ePUAP).
3. Any disputes arising from the execution of this Agreement shall be resolved amicably by the Project Manager, and if no agreement can be reached, by the common court of law having jurisdiction over the registered seat of IBB PAS.
4. In matters not regulated by this Agreement, the provisions of the 3xW Minigrants Programme Regulations and the Polish Civil Code shall apply.

List of Integral Appendices:

1. Appendix no. 1 – Research Project Description and Milestones .



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2. Appendix no. 2 – Approved Minigrant Budget (specification of lump sums and research direct costs).

Signatures of the Parties:

For and on behalf of IBB PAS

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The Participant

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