

# Guide for the PASIFIC Call 1 Fellows

Polish Academy of Sciences (PAS)



**PASIFIC**  
[www.pasific.pan.pl](http://www.pasific.pan.pl)



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Marie Skłodowska-Curie Actions

This document is the Guide for the PASIFIC Call 1 Fellows. It provides guidance on the signing of the Agreement. The Guide has been provided for reference only.

The binding legal document concerning the PASIFIC Programme is the PASIFIC Call 1 Terms and Conditions with appendices available at <https://pasific.pan.pl/call-1/>.

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## 1. Definitions

**Applicant** – a person applying for Fellowship within the PASIFIC Call 2.

**Fellow** – an individual who, as a result of the PASIFIC Call 2, have obtained funding for their Fellowship at one of the Institutes.

**Supervisor** – a person providing scientific support to the Fellow during the Fellowship in Poland. For researchers up to 12 years post-doctoral, this will be a Supervisor; for researchers over 12 years post-doctoral – a research partner. The Supervisor must have at least a PhD and be employed at one of the institutes of the Polish Academy of Sciences under a permanent employment contract or a temporary employment contract for at least 33 months, including the full period of the Applicant's Fellowship, or based on a nomination; and, in the case of the International Institute for Molecular and Cell Biology, upon a fixed-term employment contract, pursuant to Article 16 (1) of the Act of 26 June 1997 on the International Institute of Molecular and Cell Biology in Warsaw (Journal of Laws of 2020, item 982).

You can find a list of potential supervisors on the PASIFIC website: <https://pasific.pan.pl/potential-supervisors/>.

**Supporting Supervisor** – in case of interdisciplinary projects, a person responsible for the scientific support to the Fellow and the Supervisor, employed at the Host Institute or the Institute Supporting the Host Institute (see paragraph 6.5. to the Terms and Conditions).

**Institute** – one of 69 institutes of the Polish Academy of Sciences and the International Institute of Molecular and Cell Biology in Warsaw (IIMCB).

The list of all PAS institutes can be found on the PASIFIC website: <https://institution.pan.pl/index.php/institution/institutes>.

**Host Institute** – the Institute which committed to hosting the Fellow selected in the PASIFIC Call 2.

**Institute Supporting the Host Institute** – the Institute which supports the Host Institute in the Fellowship implementation if the Fellow submitted an interdisciplinary project and selected the Supporting Supervisor employed at the institute different than the Host Institute.

**Fellowship** – a stay of the Fellow at the Host Institute covering the implementation of research within a specified period of time on the subjects specified by the Applicant, activities aiming at the development of the researcher's career, networking and participation in training courses, conducted under the Fellowship Agreement.

**Secondment** – a stay of the Fellow at the non-academic entity that implements research results. The Secondment can be undertaken at institutions such as research companies, hospitals, marshal offices, ministries, NGOs, and others. Your Supervisor will support you in finding a place for your Secondment.

**PASIFIC Navigator** – a person appointed by each PAS Institute, supporting Applicants and Fellows at each stage of application and research project implementation at the Host Institute. You can find a list of PASIFIC Navigators and their contacts on the PASIFIC website: <https://pasific.pan.pl/people/pasific-navigators/>.

**Research Buddy** – a person from the Host Institute who will introduce the Fellows to the Institute's environment, familiarise them with the administrative procedures and introduce them to other researchers.

**PAS** – the Polish Academy of Sciences.

## 2. Main Principles of the Programme

### 2.1. Fellowship

During the 24-month Fellowship at one of the Polish Academy of Sciences Institutes or IIMCB, you will not only conduct research financed from the PASIFIC Programme, but also participate in training, networking events, and events promoting science organised by the Polish Academy of Sciences, and will have the opportunity to undertake the Secondment. As a part of the Fellowship, you will also formulate a development plan for your research career with your Supervisor.

#### Research

During the Fellowship, you will carry out an individual research project on any scientific topic and with the Supervisor's support (for researchers less than 12 years after the PhD) or in collaboration with a research partner (for researchers at least 12 years after the PhD).

#### Training

As a Fellow, you will be obliged to participate in at least 2 training courses and workshops organised by the PAS per year. The workshops will cover topics such as research funding opportunities in Poland and Europe, writing research grant applications, intellectual property rights, and project management (for details, see Section 16.3. in this Guide).

#### Secondment

As a Fellow, you will have the possibility to undertake an up to 6-month Secondment in one of the entities implementing research results (see Section 10.2.1.). The Secondment must be specified in the Proposal and fit in with the objectives of the Fellowship.

### **Networking and promotion of science**

As a Fellow, you will have the opportunity to connect with researchers and non-academic sector representatives during networking events organized as part of the Programme. You will also be required to disseminate your research results in both the academic and non-academic sectors as well as to the general public.

### **Short and long-term research career development plans**

During the Fellowship, together with the Supervisor, you will prepare a Career Development Plan. It should include both the project tasks and guidance on post-project career development.

### **Employment conditions during the Fellowship**

As a PASIFIC Fellow, you will be employed under a 2-year employment contract at the Host Institute, in accordance with the labour law in force in Poland. You will be entitled to parental leave, annual leave, and sick leave for the period of illness. Notably, during the Fellowship, you will not be allowed to take on additional work.

Please note, that you will not be allowed to make any other work commitments during the Fellowship.

## **2.2. Host Institute and Supervisor**

### **Host Institute**

Fellowships may be carried out at one of the Institutes of the Polish Academy of Sciences or the International Institute of Molecular and Cell Biology. The Host Institute will provide you with an opportunity to pursue a research project on topics specified in the Proposal, undertake activities aimed at developing your career, facilitate networking and participation in training.

In interdisciplinary projects, part of the research may be carried out in collaboration with other institutes, i.e., Institutes Supporting the Host Institute.

### **Supervisor**

You must select the Supervisor (or more than one Supervisor in case of interdisciplinary projects) from among researchers with at least a PhD degree and employed at one of the institutes of the Polish Academy of Sciences under a permanent employment contract or a temporary employment contract for at least 33 months, including the full period of the

Applicant's Fellowship, or based on a nomination; and, in the case of the International Institute for Molecular and Cell Biology, upon a fixed-term employment contract, pursuant to Article 16 (1) of the Act of 26 June 1997 on the International Institute of Molecular and Cell Biology in Warsaw (Journal of Laws of 2020, item 982).

The potential Supervisor must have relevant experience in a given Research Area. The CV and scientific experience of the potential Supervisor will be assessed during the evaluation process (see Section 13.2.).

### 3. Parts of the Proposal

The Proposal consists of the following parts:

- a. **Part A** – online form (for more information, see Section 10), in which the following data are to be entered:

Information on the Applicant

Applicant's eligibility information

Proposal information

Information on the Host Institute and the Supervisor(s)

Budget description

Ethics issues table

Information on research career breaks

Information on how you learned about the PASIFIC Programme

Access to pre-submission data

Applicant's declarations

- b. **Part B1** – in this part, describe your project in two parts:

- 1) A description of the research planned,

- 2) The impact of the Fellowship on your career.

Part B1 should be prepared on a template and not exceed 10 pages, excluding references (see Section 10.2.1).

- c. **Part B2** – this part comprises of CVs and descriptions of scientific track records (yours and your Supervisor's) and a description of the Host Institute.

Part B2 should be prepared on a template and not exceed 8 pages (see Section 10.2.2).

- d. **Ethics self-assessment** – preparation and submission of this document is obligatory only if you answered “yes” to at least one question in the “Ethics issues table”. For more information, see Section 14.
- e. **Letter of Support** from the Host Institute and the Institute Supporting the Host Institute (in case of interdisciplinary projects, if the Supporting Supervisor is employed in an Institute other than the Host Institute) that confirms the willingness of a given institute to host the Applicant. The letter must be signed by the Director of the Institute (or another authorised person) (see Sections 10.2.3 and 10.2.4).
- f. **Scan of the PhD diploma** or diploma entitling to embark on a doctoral programme.
- g. **Other attachments** (e.g., proxy if the Letter of Support was signed by other person than Director of the Host Institute, documents confirming breaks in your research career, translations of documents confirming research career breaks to Polish or English if they are issued in other languages).



## 4. Account in the SEA System

### 4.1. How to register in the SEA system

To apply for the Fellowship, you must create a user account in the SEA system. To do so, go to <https://pasific.pan.pl/call-2/>, click on the link to the SEA System and follow the steps:

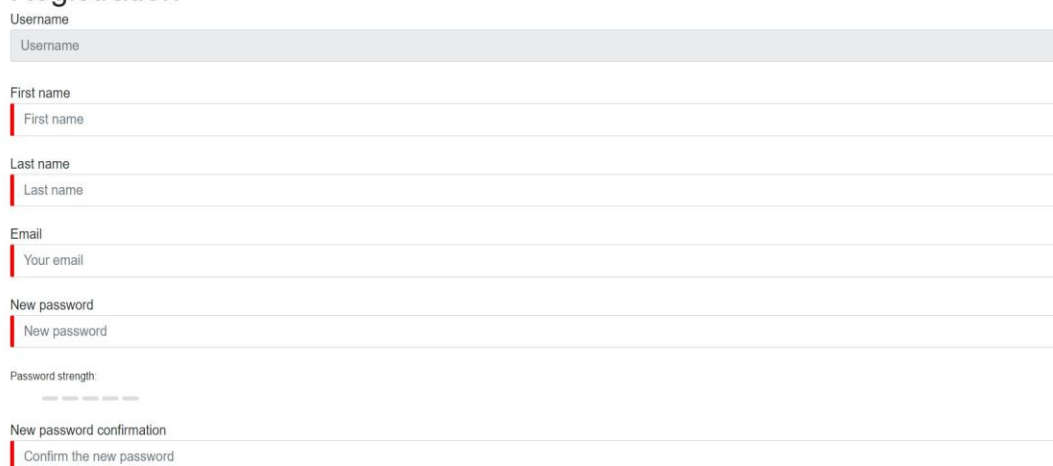
- Click on the “Register” button



The image shows the PASIFIC login and registration interface. It features the PASIFIC logo at the top. Below the logo, there is a text input field for 'Username'. Underneath the username field, there is a link for 'Forgot login'. Below that is a text input field for 'Password'. Underneath the password field, there is a link for 'Forgot password'. At the bottom of the form, there are two dark blue buttons: 'Sign in' and 'Register'.

- You will be redirected to the registration window. Fill in the required fields: “First name”, “Last name”, “Email”, “New password” and “New password confirmation”

### Registration



The image shows the registration form. It has a title 'Registration'. Below the title, there are several input fields: 'Username' (with a placeholder 'Username'), 'First name' (with a placeholder 'First name'), 'Last name' (with a placeholder 'Last name'), 'Email' (with a placeholder 'Your email'), 'New password' (with a placeholder 'New password'), and 'New password confirmation' (with a placeholder 'Confirm the new password'). There is also a 'Password strength' indicator with a progress bar.

### Please note!

While registering in the SEA System, remember to use your an email address, to which you have unrestricted access, as the SEA system will be used during the Fellowship, including the preparation of agreements and reports.

It is possible to create only one user account associated with a given email address. If you provide a non-existent or incorrect email address, activation of your account will not be possible.

Remember that the password must be at least 8 characters long and contain a combination of upper- and lower-case letters, special characters, and numbers. The "Username" will be assigned automatically by the SEA system.

- c. In the next step, please read the privacy policy and then tick "I have read the privacy policy"

#### Required agreement

[Read the privacy policy, including the rules for the processing of personal data contained in the application](#)

- ☐ \*I have read the privacy policy and I consent to the processing of my personal data in accordance with the rules of processing of personal data contained in the application for a Research Fellowship within the PASIFIC Programme.

Register

← Back

- d. Complete the registration process by pressing the "Register" button. If the registration process is successful, the following message will appear on the screen

#### Registration

Registration saved! Please check your email for confirmation.

Main Page

- e. However, the registration process is not yet completed – you must activate your account by clicking the link sent to the email address provided during the registration process. The email will be titled "Pasific account activation". If, despite previous registration confirmation, the email has not arrived, check the spam folder

## Pasific account activation



Dear MarSko77752

Your Pasific account has been created, please click on the URL below to activate it:

<https://seatest.pan.pl/account/activate?key=bPg4ms1FSSHFE4q5Clup>

Regards,  
Pasific Team.

## Activation

Email has been confirmed properly

[Main Page](#)

## 4.2. How to log in to the SEA system

Once you have activated your account, you will be able to log into the SEA system. To do this, go to <https://pasific.pan.pl/call-2/>, click on the link to the SEA System and enter your username or email in the “Username” field and your “Password”. Then click “Sign in”. You will be redirected to the main page.

PASIFIC

[Forgot login](#)

[Forgot password](#)

[Sign in](#)

[Register](#)

### 4.3. How to recover your password or login

If you have forgotten your SEA password, you can recover it at any time. A forgotten password can be recovered by clicking on “Forgot password”. In the new window, enter your “Login” and click “Reset password”.



The image shows the PASIFIC login and registration interface. At the top is the PASIFIC logo. Below it is a form with two input fields: 'Username' and 'Password'. Under the 'Username' field is a link 'Forgot login'. Under the 'Password' field is a link 'Forgot password'. At the bottom of the form are two dark blue buttons: 'Sign in' and 'Register'.

#### Reset your password



The image shows the 'Reset your password' form. It has a 'Login' label above a text input field. Below the input field is a checkbox labeled 'Nie jestem robotem' (I am not a robot) next to a reCAPTCHA logo. At the bottom of the form is a blue button labeled 'Reset password'.

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Forgotten login can be recovered by clicking on “Forgot login”. In the new window, enter the email address used during registration and click “Remind login”.

### 4.4. How to change your password

To change your password, log in to the system and expand the user panel located in the upper right corner and select “Password”.



The image shows a user session bar at the top of a page. It includes a timer 'Your session will expire in: 00:47:01', a refresh icon, and the text 'Full name: Maria Skłodowska-Curie'. To the right of the name are icons for home and user profile. Below the user profile icon is a dropdown menu with three options: 'Password' (with a lock icon), 'Account' (with a person icon), and 'Sign out' (with a logout icon).

Then, windows enabling you to enter a new password will appear on the screen. Enter your new password in the “New password” window and confirm it in the “New password confirmation” window. Then save the new password by clicking the “Save” button.

Password for [marsko61916]

Current password

.....

New password

New password

Password strength:   
 — — — — —




New password confirmation


Confirm the new password

Save

#### 4.5. How to edit the account details and change the email address?

To change the user details (name and surname) or email address, expand the user panel, located in the upper right corner, and then select the “Account” option.

Your session will expire in: 00:46:12  Full name: Maria Skłodowska-Curie  

 Password

Edit a user

Login

marsko77752

First name




Maria

Last name

Skłodowska-Curie

Email

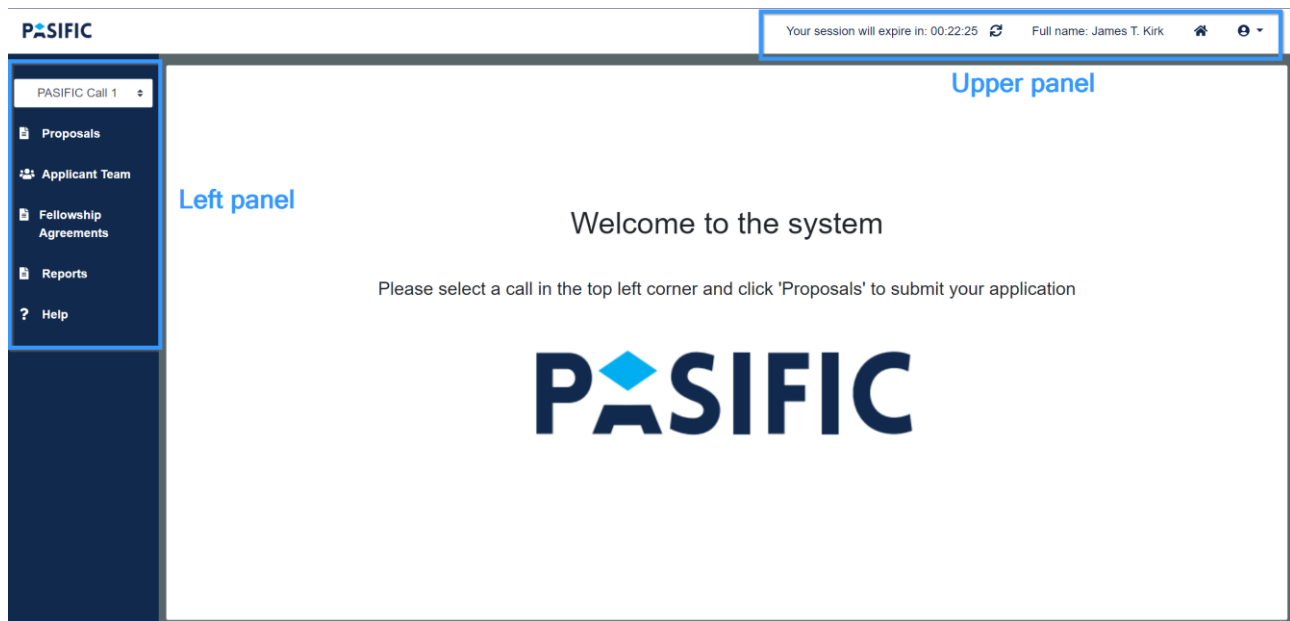
excellence@pan.pl

 Cancel  Save  Change password

In the “Edit a user” field, enter the updated user details or email address and click “Save” to save new data.

## 5. SEA system interface

The interface of the SEA system contains upper panel and left panel – both marked in blue boxes on the screenshot below. In the upper panel allows you to manage your session and account. The left panel allows you to navigate between different sections of the system.



### 5.1. The upper panel

In the upper panel, you can find your session timer and options that allow you to manage your account.

The SEA system allows you to work in sessions lasting 60 minutes. If you do not save data you have entered during the session, it may be lost. The timer shows you how much longer will your session last. You can refresh your session at any time by clicking on the button to the right of the timer.

Your session will expire in: 17:27 

## 5.2. The left panel

At the top of the left panel, there is a drop-down list, where you can choose a call. Please, make sure that the proper call is selected – *PASIFIC Call 1* in this case – as you have an access only to the forms and documents related to the selected call.

Under the call selection list, you can browse the modules of the system to which you have an access. If you are an Applicant or a Team Member – you will have an access to the modules:

*Proposals* – where you can review your or your teammate's application

*Applicant Team* – where you can invite a collaborator (*Team Member*)

*Fellowship Agreements* – where you can generate a contract of your Fellowship

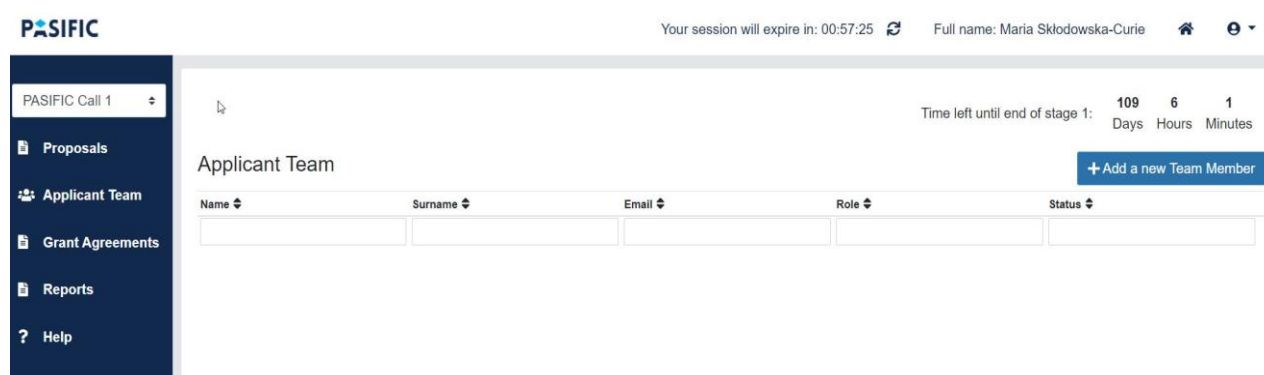
*Reports* – where you will submit the reports related to your project.

## 6. Applicant's team

If you wish to share your Proposal with another person, such as the Supervisor or another staff member at the Host Institute, you can give them the right to edit or view your Proposal. Remember, however, that only you have the right to press the "Submit" button. At any time, you will be able to change the access privileges.

### How to grant access privileges?

From the left menu, select the Applicant Team tab. A table will appear on the screen with information about the members of your team supporting you in the process of the Proposal. To add a new person, click the "+Add a new Team Member" button on the right above the table.



The screenshot shows the PASIFIC web interface. At the top, there's a header with the PASIFIC logo, a session expiration timer (00:57:25), and the user's full name (Maria Skłodowska-Curie). Below the header, a left sidebar contains a menu with options: PASIFIC Call 1, Proposals, Applicant Team (selected), Grant Agreements, Reports, and Help. The main content area is titled "Applicant Team" and features a table with columns: Name, Surname, Email, Role, and Status. Above the table, there's a button labeled "+ Add a new Team Member". To the right of the table, a timer indicates "Time left until end of stage 1: 109 Days 6 Hours 1 Minutes".

Fill in the details of the person with whom you wish to share the Proposal. In the "Role" field, select whether the person should have the right to edit or view the Proposal. Confirm with "Save".



The form is titled "Create or edit a Team Member". It contains several input fields: "Name", "Surname", "Email", and "Role". The "Role" field is a dropdown menu. At the bottom of the form, there are two buttons: "Cancel" and "Save".



The persons with access privileges will receive an email with the activation link, which directs them to the SEA system login page. If they have an account in the system, they need to log in and accept the access privileges. If not, they need to register in the system and then.

**Please note !**

The persons with access privileges need to register and log in using the email you provided in the SEA system when granting them access privileges. When registering for the first time, they will receive another link to confirm the registration.

## 7. Fellowship Agreements

### 7.1. Agreement generation process

The contracts generated in the SEA system are the agreements between the PASIFIC Team and Host Institute that obligate the Institute to hire the Fellow for the implementation of the project. Therefore, a separate agreement has still to be signed between the Fellow and the Host Institute. However, a Fellow has to provide his or her information in the *Agreement information* form in the SEA system. It is recommended that the Fellow has a Team Member, who is a person from the staff of the Host Institute to verify and fill all the information about the Institute in the Form.

In general, the generation and preparation of the Fellowship agreement consists of several steps, described below:

STEP 1 – Filling out Agreement information form in the SEA System	Responsible person	Where? When?
1. Fulfilment of the contract form in the SEA system	Fellow assisted by a team member from the Host Institute	SEA System (online) <b>Deadline:</b> 9 December 2021
2. Uploading the attachments: a. Part B1 of the proposal b. Part B2 of the proposal c. Ethics self-assessment d. Justification of a choice of the Fellowship starting date later than 1 April 2021 (if applicable)	Fellow	SEA System (online) <b>Deadline:</b> 9 December 2021
3. Submission of the Agreement information form and the attachments in the SEA system	Fellow	SEA System (online) <b>Deadline:</b> 9 December 2021

<b>STEP 2 - Approval of the Agreement information form by the PASIFIC Officer</b>	<b>Responsible person</b>	<b>Where? When?</b>
1. Verifying the Fellowship agreement data	PASIFIC Officer	SEA System (online)
2a. If the contract is declined – make the necessary corrections in the form and proceed with the step 2 again.	Fellow	SEA System (online) <b>Deadline:</b> Indicated by the Pasific Officer
2b. If the contract is accepted – proceed to step 3.	N/A	N/A

<b>STEP 3 – Fellowship agreement data collected through two online forms</b>	<b>Responsible person</b>	<b>Where? When?</b>
1. Fulfilment of an online form collecting data on: a. Host Institute's authorised representative signing the Fellowship agreement b. Contact person c. Other details	Representative of a Host Institute responsible for preparation of the Fellowship Agreement	Fellowship agreement online form (link in the email sent to the HI) <b>Deadline:</b> 9 December 2021
2. Fulfilment of a bank account details online form (HI shall open a separate bank account dedicated solely to the Fellowship financing)	Representative of a Host Institute responsible for preparation of the Fellowship Agreement	Bank Account Details online form (link in the email sent to the HI) <b>Deadline:</b> 9 December 2021

<b>STEP 4 - Signing the Fellowship agreement between the PASIFIC Team and Host Institute</b>	<b>Responsible person</b>	<b>Where? When</b>
1. Generating the Fellowship agreement	PASIFIC Officer	SEA System (online) <b>Deadline:</b>

		Indicated by the PASIFIC Officer depending on the starting date
2. Signing the Fellowship agreement between the PASIFIC Team and Host Institute.	<ul style="list-style-type: none"> <li>a. PAS legal and financial officers</li> <li>b. HI authorised representative</li> <li>c. PAS President and Chancellor</li> </ul>	<p>Document sent via emails and signed with use of certified electronical signature</p> <p><b>Deadline:</b></p> <p>Indicated by the PASIFIC Officer depending on the starting date</p>
3. Uploading the signed Fellowship Agreement to the SEA System	PAS Officer	SEA System (online)

STEP 5 – Confirming eligibility of the Fellow	Responsible person	Where? When?
<p>1. Collecting the documents confirming eligibility criteria</p> <ul style="list-style-type: none"> <li>a. possession of the PhD degree or 4 years full-time research experience</li> <li>b. mobility criterion (maximum 1 year in Poland in the last 3 years prior to the deadline of Call 1)</li> </ul>	Fellow	<p><b>Deadline:</b></p> <ul style="list-style-type: none"> <li>a. 15 December 2021 for fellows starting the Fellowships on the 1 January 2022 Officer depending on the starting date</li> <li>b. for other Fellows – 30 days prior to the Fellowship Starting Date</li> </ul>
2. If applicable collecting the documents confirming entitlement to the family allowance	Fellow	<p><b>Deadline:</b></p> <ul style="list-style-type: none"> <li>a. 15 December 2021 for fellows starting the Fellowships on the 1 January 2022 Officer depending on the starting date</li> <li>b. for other Fellows – 30 days prior to the</li> </ul>

		Fellowship Starting Date
3. Collecting certified translations of the documents mentioned above if the documents are not issued in Polish or English	Fellow	<b>Deadline:</b> a. 15 December 2021 for fellows starting the Fellowships on the 1 January 2022 b. for other Fellows – 30 days prior to the Fellowship Starting Date
4. Collecting copies of the documents confirming meeting eligibility criteria and sending to PAS	Representative of a Host Institute responsible for preparation of the Fellowship Agreement	To <a href="mailto:grantup@pan.pl">grantup@pan.pl</a> <b>Deadline:</b> a. 15 December 2021 for fellows starting the Fellowships on the 1 January 2022 Officer depending on the starting date b. for other Fellows – 30 days prior to the Fellowship Starting Date

<b>STEP 6 - Signing the employment contract between the Fellow and the Host Institute</b>	<b>Responsible person</b>	<b>Where? When?</b>
1. Preparing the employment contract in accordance with the PASIFIC recommendation available at PASIFIC website	Representative of a Host Institute responsible for preparation of the Fellowship Agreement	At the HI
2. Signing the employment contract	a) HI authorised representative b) Fellow	Signed by both sides either in paper or electronically using certified digital signature

## 7.2. Filling out the contract

In *Fellowship Agreements* module, you can find the contract, that was generated by the SEA system automatically. To fill out the necessary information in the contract, click the *Edit* button on the right (marked by a blue box on the screenshot below)

The screenshot shows the PASIFIC Fellowship Agreements module. On the left is a sidebar with navigation links: Proposals, Applicant Team, Fellowship Agreements (selected), Reports, and Help. The main area displays a table of agreements. The table has the following columns: ID, Type, Status, Number, Signing Date, Version, Host Institute Name PL, Project Officer First Name, Project Officer Last Name, Fellow Name, Start Date, and Proposal Id. A single row is visible with the following data: ID 576655, Type CONTRACT, Status New, Number, Signing Date, Version 2, Host Institute Name PL Centrum Materiałów Polimerowych i Węglowych PAN, Project Officer First Name ok, Project Officer Last Name ok, Fellow Name Kirk James T., Start Date, and Proposal Id 549454. An 'Edit' button is located at the end of this row and is highlighted with a blue box.

After you click the edit button, you will see the editable form *Agreement information*. Most fields will be already filled with the information that was provided in the Proposal Form. You will be still able to edit them, if it turns out to be necessary. However, you must fill out all the fields marked by a red vertical dash on the left side of the fields.

Fields that are not filled automatically and must always be filled by a Fellow or a Team Member are the following:

- a. Information on the Host Institute
  - a. **Representative** – person who represents the Host Institute
- b. Information on the Fellow
  - a. **ID number** – number of your ID
  - b. **ID type** – type of your ID (personal ID, passport etc.)
  - c. **Fellowship start date** – starting date of the Fellowship (which must be confirmed by the Host Institute)
- c. Schedule of reports
  - a. **I periodic report deadline** – at the **end of the first calendar year** of the of the Fellowship
  - b. **II periodic report deadline** – at the **end of the second calendar year** of the Fellowship
  - c. **Final periodic report deadline** – up to **60 days after the end** of the Fellowship
- d. Information on the additional costs
  - a. **Date of the exchange rate** – date of exchange rate used in the contract
  - b. **Exchange rate table** – NBP (National Bank of Poland)

## Agreement information

✓ Submit Print Save

### Host Institute

Name

Centrum Badań Kosmicznych PAN

Tax ID (NIP)

525-000-94-95

City

Warszawa

Street

Bartycka

Street no.

18A

ZIP/Postal code

00-716

Post Office

Warszawa

Representative (title, full name, position)

prof. Jan Kowalski, director

### Supervisor

First Name

Jakub

Last name

Nowak

☒ My project is interdisciplinary and I will have an additional Supervisor

First name

Tonya

Last name

Keith

Institution

Copernicus Astronomical Center, PAS

### Fellow

First Name

James T.

Last Name

Kirk

Date of birth

1980-03-01

ID number

452345763347

ID type (passport, personal ID)

Passport

Fellowship start date

2022-01-31

## 7.3. Additional information on the costs

If – due to any circumstances, especially conditional ethics clearance (see below) – your budget has to be edited, you are able to edit *Additional information on the costs* table.

If you need to remove entry in a table, you can press the button at the right side of the table with a “-” sign (blue box at the bottom of the screenshot below) – this will remove entire row in a table. It is recommended to Save your form before you remove any entry, as there is no way to retrieve it after removal, in case you make a mistake.

If you need to add an entry in the table, you click “+” sign in the upper left corner of the table – this will add a new row, in which you have to provide:

1. A short description – in the *Description* column
2. The item's cost in the *Cost in EUR* column in EUR – it will be automatically calculated to PLN
3. A proper cost category – select it from the drop-down list in the *Cost category* column.

### Additional information on the costs

No.	Description (max. 200 characters)	Cost in PLN	Cost in EUR	Cost category
1	Fear product.	21165.18	4932.00	Supervisor's remuneration
2	Once organization answer.	16890.95	3936.00	Supervisor's remuneration
3	Economic always.	17680.57	4120.00	Other personnel costs
4	Cost book.	18916.49	4408.00	Publication (including Open Access fees)
5	Eye myself.	4411.56	1028.00	Dissemination activities (workshop, conference fees)
6	Account soldier exist.	11397.96	2656.00	Supervisor's remuneration
7	Game.	22864.58	5328.00	Consumables

## 7.4. Uploading attachments to the Agreement

At the bottom of the *Agreement information* form, there is a section *Contract attachments* (blue box on the screenshot below). To upload an attachment, press the “+” sign at the leftmost side of the table in the section.

Additional information on the costs

No.	Description (max. 200 characters)	Cost in PLN	Cost in EUR	Cost category
1	Fear product.	21165.18	4932.00	Supervisor's remuneration
2	Once organization answer.	16890.95	3936.00	Supervisor's remuneration
3	Economic always.	17680.57	4120.00	Other personnel costs
4	Cost book.	18916.49	4408.00	Publication (including Open Access fees)
5	Eye myself.	4411.56	1028.00	Dissemination activities (workshop, conference fees)
6	Account soldier exist.	11397.96	2656.00	Supervisor's remuneration
7	Game.	22864.58	5328.00	Consumables

Exchange rate (EUR/PLN)	4.2914
Date of the exchange rate	2018-05-08
Exchange rate table	NBP

### Attachments

No.	Name	Attachment
-----	------	------------

After pressing the “+” button, a new entry will appear in the attachments table. To add an attachment properly, you must explain what kind of attachment is it in the *Name* column and add it by clicking the *Add file* button on the right side of the entry in the table (both marked in a blue boxes on the screenshot). Please note, that the attached document must be in PDF format.

### Attachments

No.	Name	Attachment
1	This is the name of this attachment	OthDoc.pdf + Change file Delete

You need to prepare and upload the following attachments:

- B1 part of your proposal** – description of your research project in a DOCX format.
- B2 part of your proposal** – your CV and your Supervisor’s CV in a DOCX format
- Ethics self-assessment** - a DOC/DOCX document consisting of the Ethics Self-assessment of your proposal.
- Justification of a choice of the Fellowship starting date later than 1 April 2022** - a DOC/DOCX document where you justify the later starting date of your Fellowship.

The documents attached to the *Agreement information* form must be the same as the ones attached to the Fellow’s proposal and cannot be changed with the only exception being the situation when changes are introduced in part B1 and Ethics Self-Assessment in accordance with the recommendations of the conditional ethics clearance (see below).



## Conditional ethics clearance

If you received conditional ethics clearance, this means that the Fellowship is recommended for funding, provided that ethics recommendations made by the ethics experts are implemented. In this case, you and your Host Institute will receive the Ethics Assessment Report in the email starting the Fellowship Agreement preparation process.

The changes must be introduced to the Ethics Self-Assessment that you submitted as part of your application. They will also have to be implemented to the part B1 of the application if they influence or modify the research activities planned.

All the changes to the documents must be introduced **with the change tracking mode turned on**. List at the beginning of the documents all the modifications introduced by you and provide the number of pages where the modifications were made.

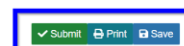
Description of the change	Page no.

## 7.5. Agreement submission, saving and printing form

In the upper right corner of the *Agreement information* form, you can see three buttons: *Submit*, *Print* and *Save*. You can save the contract which you are filling out at any given time with *Save* button. By pressing *Print* button, you can print the most recently saved version of your agreement. *Submit* button is inactive as long as all the obligatory fields are not filled.

To submit the contract, after filling all the obligatory fields, press *Submit* button and confirm your submission in the pop-up box that will appear on the screen. Your contract will change its status to submitted after that.

### Agreement information



#### Host Institute

Name

Centrum Badań Kosmicznych PAN

Tax ID (NIP)

525-000-94-95

City

Warszawa

Street

Bartycka

Street no.

18A

ZIP/Postal code

00-716

Post Office

Warszawa

Representative (title, full name, position)

prof. Jan Kowalski, director

#### Supervisor

First Name

Jakub

Last name

Nowak

☒ My project is interdisciplinary and I will have an additional Supervisor

First name

Tonya

Last name

Keith

Institution

Copernicus Astronomical Center, PAS

#### Fellow

First Name

James T.

Last Name

Kirk

Date of birth

1980-03-01

ID number

452345763347

ID type (passport, personal ID)

Passport

Fellowship start date

2022-01-31

## 7.6. Making corrections in the contract

After submission of the contract, it may be either accepted or declined by the PASIFIC Team member. In case the contract gets declined, it is being returned to the Fellow, to make or accept the corrections. Some amendments will be made by the PASIFIC Team member verifying the contract – names of these fields will be highlighted in yellow. Notice the changes on the screenshot below in the *Representative* and *Last name* fields on the screenshot below (marked by blue boxes).

In case all the corrections will be made by the PASIFIC Team member, only thing you need to do is to get familiar with the changes. In the other case, make necessary amendments to the form. After either of these situations, submit the Agreement again.

### Agreement information

[Submit](#) [Print](#) [Save](#)

#### Host Institute

Name

Centrum Badań Kosmicznych PAN

Tax ID (NIP)

525-000-94-95

City

Warszawa

Street

Bartycka

Street no.

18A

ZIP/Postal code

00-716

Post Office

Warszawa

Representative (title, full name, position)

prof. Jan Nowak, director

#### Supervisor

First Name

Jakub

Last name

Kowalski

☒ My project is interdisciplinary and I will have an additional Supervisor

First name

Tonya

Last name

Keith

Institution

Copernicus Astronomical Center, PAS

#### Fellow

First Name

Daniel

Last Name

Gajewska

Date of birth

1980-03-01

ID number

452345763347

ID type (passport, personal ID)

Passport

Fellowship start date

2022-01-31

### Please note !

After the submission and acceptance of the Agreement by the PASIFIC Team, the PASIFIC Team and the Host Institute are signing it. The signed contract is then uploaded to the SEA system by the member of the PASIFIC Team. The Fellow is not a party in this contract, however – the Agreement obligates the Host Institute to sign a separate contract with the Fellow.

## 7.7. Annexes

In case the Agreement is a subject to any changes after signing it (e. g. in any cases that the Fellowship has to be postponed), an Annex has to be generated to the Agreement. An Annex is generated by the PASIFIC Team Member and in such case is visible by a Fellow and a Team Member in the same module of the SEA system, in which the Agreement was generated – *Fellowship Agreements*.

The generated Annex has all the fields populated automatically with the same information as in the Agreement. Therefore, all the information that remains valid should not be modified – only the information that are the subject to changes.

The Annex has to undergo the same process, as the Agreement – that is, a Fellow or a Team Member has to submit the Annex, and then the member of the PASIFIC Team either accepts or declines it. The declined contract is returned to the Fellow and the Team Member have to make the corrections to the Annex.

### Agreement information

Submit Print Save

#### Host Institute

Name

Centrum Badań Kosmicznych PAN

Tax ID (NIP)

525-000-94-95

City

Warszawa

Street

Bartycka

Street no.

18A

ZIP/Postal code

00-716

Post Office

Warszawa

Representative (title, full name, position)

prof. Jan Nowak, director

#### Supervisor

First Name

Jakub

Last name

Kowalski

☒ My project is interdisciplinary and I will have an additional Supervisor

First name

Tonya

Last name

Keith

Institution

Copernicus Astronomical Center, PAS

#### Fellow

First Name

James T.

Last Name

Kirk

Date of birth

1980-03-01

ID number

452345763347

ID type (passport, personal ID)

Passport

Fellowship start date

2022-01-31

After being accepted, the Annex has to be signed – as in the case of the Agreement – by both the PASIFIC Team and the Host Institute.

## 8. Contacts

If you have any questions or concerns, feel free to contact us:

The PASIFIC Team

<https://pasific.pan.pl/our-team/>

[grantup@pan.pl](mailto:grantup@pan.pl)

Phone: +48 22 182 60 80

Address:

Biuro Doskonałości Naukowej PAN

Hrubieszowska 6a, Warszawa

Please also visit our website: [https://pasific.pan](https://pasific.pan.pl/our-team/)

<https://pasific.pan.pl/our-team/>





**PASIFIC**  
[www.pasific.pan.pl](http://www.pasific.pan.pl)



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**Maria Skłodowska-Curie Actions**