LIST OF NECESSARY INFORMATION, DECLARATIONS AND DOCUMENTS REQUIRED AT THE STAGE OF APPLYING FOR FUNDING, ISSUING FUNDING DECISION AND SIGNING OF PROJECT CONTRACT

The following is a list of documents that Project Promoter and project partners are required to submit to the Programme Operator at the stage of applying for funding, issuing funding decisions and signing of project contracts (respectively).

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1. Documents necessary at the stage of applying for funding

No.	Document	Template	Submission method	Additional information
1.	**claration** of submission of the proposal through the electronic system	available for download in the online submission system	pdf, signed with qualified electronic signature	obligatory only for **Project Promoter**
2.	**Power of attorney to represent the Entity** (if applicable)	entity's own document	pdf, signed with qualified electronic signature	obligatory for **Project Promoter** if the power of attorney does not clearly derive from the KRS or CEIDG or from generally applicable regulations
3.	**PNT-01**: Report on research and development (R&D) activities for the year preceding the year of the call for proposals	entity's own document	pdf, signed with qualified electronic signature	obligatory only for **Polish entities** who are required to report on research and development (R&D) activities - form PNT-1
4.	**Data for evaluation purposes** - research organization	Form available to fill in the online submission system	online form	obligatory only for **Polish research institution**
	Data for evaluation purposes – enterprise and entities other than research organization and enterprises..			obligatory only for **Polish enterprises and entities other than research organization and enterprises.**

2. Documents necessary at the stage of issuing funding decisions

No.	Document	Template	Submission method	Additional information
1.	The financial statements for the last 3 financial years, prepared in accordance with the Accounting Act. or If the enterprise has not existed for the whole financial year, the original or a copy of the last statement of the income/ loss made or Declaration that there is no obligation to prepare financial statements under the Accounting Act	entity's own document entity's own document template provided by the PO	pdf, signed with qualified electronic signature	obligatory only for **Polish large and medium enterprises** applying for state aid
2.	Information form submitted when applying for aid other than aid in agriculture or fisheries, de minimis aid or de minimis aid in agriculture or fisheries	template provided by the PO[1]	pdf, signed with qualified electronic signature	obligatory for **all enterprises** applying for state aid
3.	Analysis of the financial capacity to implement the project	template provided by the PO	online form	obligatory only for **Project Promoters** who are - **enterprises**, and - **other entities obliged to establish and submit a security**
5.	Statement by the entity of not being excluded from applying for funding due to sanctions	template provided by the PO	pdf, signed with qualified electronic signature	obligatory only for **all enterprises**

[1] In accordance with the form attached to the Regulation of the Council of Ministers of 29 March 2010 on the scope of information provided by the entity applying for aid other than de minimis aid in agriculture or fisheries (Polish Journal of Laws 2010 No. 53 item 312, as amended).

3. Documents necessary for signing of project contracts

No.	Document	Template	Submission method	Additional information
1.	Partnership agreement	Provided by the RCN website	signed with qualified electronic signature	obligatory for **Project Promoter**
2.	Declaration of obtaining the required consent, a positive assessment and/or permit (authorisation) of the relevant bioethical or ethical committee or the responsible body	provided by the PO	signed with qualified electronic signature	obligatory for **Project Promoter** in projects which declared in the proposal that planned activities will require consent or permit.
3.	Civil law partnership agreement	entity's own document	pdf, signed with qualified electronic signature	Obligatory only for: - **civil law partnerships** and - **natural persons with sole entrepreneurship;** acting as **Project Promoter**
4.	Statement by a spouse of a natural person sole entrepreneur/spouse of a civil law partnership, confirming consent to one's spouse having incurred an obligation by signing a project contract or Declaration of not being married or being in a regime of division of marital property	provided by the PO	pdf, signed with qualified electronic signature	
5.	Attachments required by the project contract	provided by the PO	signed with qualified electronic signature	these documents are annexes to and constitute an integral part of the project contract.
6.	**Power of attorney to represent the Entity**	entity's own document	signed with qualified electronic signature	obligatory for **Project Promoter** if the power of attorney does not clearly derive from the KRS or CEIDG or from generally applicable regulations