Iceland Liechtenstein Norway grants

NCBR
National Centre for Research and Development

COST ELIGIBILITY GUIDE

Applied Research and Innovation Programme

EEA Grants 2021-2028 Poland

POLNORIS Call

version on 27.08.2026

The Cost Eligibility Guide was prepared on the basis of legal regulations in force. The principles set out in it are only illustrative, as the main objective of the Guide is to facilitate the classification of costs by Beneficiaries, both at the stage of planning costs and during further reporting related to the use of the awarded co-financing. At the same time, we stipulate that the above findings do not invalidate or affect the possibility of different findings and results of controls carried out by other control institutions.
We stipulate that the above Cost Eligibility Guide and the guidelines set out herein do not constitute the basis for any legal or financial claims against the National Centre for Research and Development.

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1. Definitions:

Programme – Applied Research and Innovation Programme

Project - an economically indivisible series of works fulfilling a precise technical function and with clearly identifiable aims related to the programme under which it falls.

Project Promoter (PP) – a natural or legal person having the responsibility for initiating, preparing and implementing a project.

Project Partner – a natural or legal person actively involved in, and effectively contributing to, the implementation of a project. It shares with the Project Promoter a common economic or social goal which is to be realised through the implementation of that project.

Programme Operator (PO) – the National Centre for Research and Development (NCBR), agency responsible for the management and implementation of the Programme in Poland.

Eligible cost - cost or expenditure which meets the eligibility criteria set out in the Guide for Applicants and Evaluators, the Regulation, provisions of Call documents and the project contract.

Beneficiaries – Project Promoter and project partners who, together as a consortium, implement a project.

Project grant - a grant awarded by a Programme Operator to a Project Promoter to implement a project.

2. Purpose and scope of the Guide

The purpose of this Guide is to detail and illustrate the issue of cost eligibility, which will greatly assist Beneficiaries in developing a budget for the projects they are preparing, accounting for the funding they have received and improving the monitoring of the projects at the various stages of evaluation, ensuring efficient and effective management of public finances and equal access to funds by creating uniform, transparent rules for the eligibility of costs.

The document sets out the rules for the eligibility of costs under the Applied Research and Innovation Programme, POLNORIS Call including a catalogue of eligible costs and a catalogue of non-eligible costs.

Neither the catalogue of eligible cost nor the catalogue of non-eligible cost is exhaustive. The eligibility of costs is dependent on compliance with the general eligibility rules, the specific nature of the implemented project and on including a given cost in the approved Project contract.

The rules shall apply to all eligible costs incurred by the Beneficiary (Project Promoter and project partners) - both under the own resources of the Beneficiary and under the co-financing received.

Depending on the type of the implemented project, the applicable legal acts or terms and conditions of call for proposal may set forth additional eligibility criteria.

3. Legal basis

This Guide has been prepared taking into consideration the applicable legal acts governing the financial management in projects subject to aid and operating principles of the NCBR, and:

1. Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2021-2028 (Regulation).
2. Guideline for Research and Innovation Programmes (Programme Area 03) EEA and Norwegian Financial Mechanisms 2021-2028.
3. Programme Agreement between The Financial Mechanism Committee established by Iceland, Liechtenstein and Norway and The Department of Assistance Programmes, Ministry of Development Funds and Regional Policy, for the financing of the Programme "Applied Research and Innovation"
4. Regulation of the Minister of Funds and Regional Policy of 21 September 2022 on advance payments under programs financed with European funds (Journal of Laws 2022 item 2055).
5. Wytyczne w zakresie udzielania zamówień w ramach Mechanizmu Finansowego EOG na lata 2021–2028 oraz Norweskiego Mechanizmu Finansowego na lata 2021–2028 (refers to the Polish Beneficiaries only).

4. Cost eligibility rules

4.1. Eligibility time frames

The period of cost eligibility shall be understood as the period during which eligible costs may be incurred. Costs incurred beyond the eligibility period are non-eligible costs. The period of cost eligibility for a given project should be defined in the project contract.

Expenditures that are eligible costs actually incurred (Article 8.3.1 of the Regulation) are considered to have been incurred when the costs have been invoiced, paid and subject matter delivered (in case of goods) or performed (in case of services and works).

Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if costs are paid by the end of the next month after the final date of eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or project partners.

All costs indicated in the settlement must be incurred during the period of cost eligibility and paid within a month from the date of completion of the project. The cut-off date for cost eligibility in the programme is 30th of April 2031.

4.2. Verification of cost eligibility

The verification of the cost eligibility consists in the analysis of the compliance of the incurred costs with the applicable provisions, the provisions of the project contract and this Guide in force on the date of the call for proposals. In case of updating the Cost Eligibility Guide, the version of the Guide in effect on the date expenditures were incurred shall be used to assess the eligibility of those expenditures. The verification is carried out on the basis of the payment requests, interim/final report (with proof of expenditure) and during project controls.

4.3. Proof of expenditure

Project Promoters and project partners may submit proof of expenditure for incurred costs by way of:

- a report by an independent auditor qualified to carry out statutory audits of accounting documents, certifying that the claimed costs are incurred in accordance with this Regulation, the national law and relevant national accounting practices; or
- a report issued by a competent and independent public officer recognised by the relevant national authorities as having a budget and financial control capacity over the entity incurring the costs and who has not been involved in the preparation of the financial statements, certifying that the claimed costs are incurred in accordance with this Regulation, the relevant law and national accounting practices.

Proof of expenditure shall not be submitted where the total eligible costs reimbursed by the grant to the respective Project Promoter or project partner does not exceed EUR 430,000.

Based on the national legislation (Art. 44 of the Act of 30 April 2010 on the National Centre for Research and Development, Journal of Laws of 2024, item 1170), for projects where the total funding amount exceeds PLN 3,000,000, the correctness of expenditures incurred by the Project Promoter and Polish project partners is verified in form of a mandatory external audit carried out by an independent certified auditor. The audit is conducted in accordance with the Annex No. 3 to the Guide. A joint report is prepared for the Project Promoter and all Polish project partners irrespective of the amounts budgeted for individual entities. The audit confirms that the declared expenditures have been incurred in compliance with, the Regulation, Polish legislation, accountancy practices and project contract. For these projects an additional proof of expenditure referred above shall not be submitted by the Project Promoter and Polish project Partners, as the report mentioned above covers all the obligations. The PO evaluates if the audit recommendations have been fulfilled.

In case the Project Promoter and Polish project partners are not required to conduct the aforementioned project audit, the obligation to submit proof of expenditure still applies where the total eligible costs reimbursed by the grant to the respective partner will be EUR 430.000 or more.

The cost of the audit reports (both on Polish and Donor State partners side) are eligible costs, provided that the audit commenced after completion of at least 50% of the planned expenditure related to project implementation. Costs of audit should be planned for in the project's budget if planned requested funding in project proposal already exceeds limits mentioned above.

Where proof of expenditure or polish audit are required, they shall be submitted once with the final report.

The aim of the certification is for the auditor/competent and independent public officer to confirm that:

- The expenditures have been incurred within the eligible period and are in line with eligibility rules;
- They relate to items approved under the project contract;
- Terms of the contract have been complied with and that adequate supporting documentation including accounting records exists.

The document that will need to be attached to the final report is a certificate (see template in Annex 5). As it is given in the template, the certificate should be supported by the report and a breakdown of certified costs (per costs category). The report should not be simply a one sentence certificate on the regularity of the expenditure, but should describe the purpose, procedures and results of the engagement in sufficient detail to enable the reader to understand the nature and the extent of the work performed. All documents need to be prepared in English.

4.4. Proof of conditions fulfilled for simplified cost options

Where simplified cost options are concerned, reimbursement of expenditure is carried out on the basis of fulfilment of conditions. This depends on the type of simplified cost option used. Where the flat rates are used, the proof of conditions fulfilled depends on the form of the basis costs:

- in case the basis costs take the form of actual costs it should be part of proof of expenditure; the fulfilment of the condition is that the incurred costs are eligible and meet the proof of expenditure requirements for real costs;
- in case the basis costs take the form of unit cost, the fulfilment of the condition is that the said unit costs have been correctly established and correctly applied.

In case of staff costs calculated in the form of unit costs (hourly rates), these will include documents confirming the method of calculating hourly rates and documents confirming the hours worked by particular person). In case of Research infrastructure resources (RIR) unit costs, these should be the registered use of each RIR on the project, whether it be user-hours, provided services or otherwise defined.

Proof of conditions by Project Promoter and project partners shall not be submitted where the total eligible costs reimbursed by the grant to the respective project promoter or project partner does not exceed EUR 430.000. Where proof of conditions shall be submitted, this shall be submitted once with the final report.

4.5. Eligible costs

Eligible expenditures of projects are those actually incurred as well as expenditures covered by simplified cost options (unit costs, flat rates) by the Project Promoter or project partner(s), which meet cumulatively the following criteria:

- they are incurred between the first and final dates of eligibility of a project as specified in the project contract; for unit costs, the actions constituting the basis for payment are carried out between the first and final dates of eligibility of a project as specified in the project contract;[1]
- they are connected with the subject of the project contract, and they are indicated in the detailed budget of the project;
- they are proportionate and necessary for the implementation of the project;
- they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- for actually incurred cost, they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and/or project partner and determined according to the applicable accounting standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles;
- they comply with the requirements of applicable tax and social legislation;
- they comply with the requirements of the applicable public-procurement law, in line with Article 8.16 of the Regulation and as described in the guidelines on public procurement issued by Polish Ministry of Funds and Regional Policy (relevant only to Polish entities)
- project contract has been signed,
- costs are in compliance with this Guide,
- costs are in compliance with the applicable provisions of the EU law and the national law, in particular with the public procurement law (if applicable).

Eligible are the costs calculated in compliance with the applicable accounting principles and the principles of financial management and the practices of the Beneficiary (accounting policy). Each Beneficiary settles project costs in compliance with the practices (rules) adopted in their institution. The possibility to settle costs incurred in compliance with the accounting principles applied at a given institution does not mean that the Beneficiaries may create new principles especially for project purposes.

The Polish Beneficiary of the project shall be obliged to bear the costs in accordance with the Art. 44(3) and the Art. 162(3) of the Public Finance Act.

[1] All costs disclosed in the settlement must be incurred during the period of cost eligibility and paid within 30 days from the date of completion of the project, no later than the date of submission of the final report. The cut-off date for expenditure eligibility in the programme is 31st March 2029.

4.6. Documentation of expenditure incurred[2]

Costs should be documented in a manner which enables the evaluation of the project performance in financial and substantive terms.

The Beneficiary implementing the project are obliged to maintain separate accounting records for the project in a manner which enables the identification of individual accounting and bank operations.

The Beneficiaries who are not obliged to maintain any accounting records under applicable laws (accounting law, tax laws), are obliged to record documents involving transactions made in relation to project implementation (accounting ledgers and tax ledgers).

A proof that a cost has been incurred shall be provided by means of an invoice or other accounting document of equivalent probative value. All original accounting documents relating to the incurred direct actual costs must be correctly described so that their relation to the implemented project is visible. To limit the potential risk of double funding, invoices for incurred costs (or similar accounting documentation) should have the project's unique number/ accounting cost centre / unique accounting code. This should also be marked on any documentation relating to each invoice. The description of the document should include information such as number of the project contract, number of Work Package according to the project proposal within which the cost has been incurred, eligible amount in relation to a given Work Package and cost category.

4.7. Prohibition of double funding

Double funding, either in whole or in part, of a particular costs is prohibited.

Double funding refers to a situation where, in particular:

- the same costs for the same activity were funded twice, both within the project and using national, EU and/or other funds,
- VAT costs have been funded from the project, and the tax amount has subsequently been recovered form the state budget under the VAT act (this applies to the Project Promoter and Polish Project Partners),
- fixed asset were purchased using national, EU and/or other funds under a different project, and the depreciation costs of these fixed assets were subsequently included in a project,
- the same cost was included in the settlement of another project, and the same cost was subsequently included in the current project.

Recognising a cost incurred under the project as financed from the beneficiary's own resources (income generated from operations, other sources) is not considered double funding, even if these funds constitute public funds within the meaning of the Public Finance Act.

[2] Please note that the currency used for completing the online application form, payments to and from the Programme Promoter, and reporting shall be in the Polish zloty (PLN).

5. VAT as an eligible cost

VAT constitutes eligible cost only where it has been incurred by the Beneficiary in connection with eligible costs, and the Beneficiary does not have a legal possibility to recover the VAT.

The possible VAT recovery is considered under the provisions of the VAT national law. The Beneficiary is obliged to submit a statement on VAT eligibility. The lack of legal possibility to recover VAT occurs if the Beneficiary is not entitled to reduce the amount of due tax (related to taxable activities in the project) by the amount of charged tax (related to costs of purchased goods and services and fixed assets).

Such situations may arise in the following cases:

1) No revenue has been/shall be generated as part of the project - the purchased goods, services or fixed assets are not used for taxable sales, or no direct and indisputable connection exists within the project between the purchased goods, services or fixed assets and taxable transactions.

2) The Beneficiary is a VAT-exempt entity.

3) The Beneficiary only conducts VAT-exempt transactions.

If the Beneficiary uses the goods/services/fixed assets purchased as part of a project to conduct both VAT-exempt and taxable transactions, only a part of charged tax calculated on a proportional basis may count as eligible cost (refers to the Polish Beneficiaries only)

Should any reasons for recovering VAT by a given entity occur, the Beneficiary undertakes to inform the PO thereof, and make settlement adjustments, and to refund the tax amount financed from the grant upon the completion of the project.

Adjustments to the accounts in connection with a change in the VAT eligibility, a change in the VAT structure ratio may be made:

- by adjustment of the payment request to which they refer,
- cumulatively in the current payment request,
- or in the Final Report.

Adjustments should be also made where tasks/project have already been completed.

A taxpayer carrying out 'mixed' activities after the end of the tax year is required to determine the actual level of the structure ratio and to adjust the accrued tax settlement for the previous tax year. Consequently, the Beneficiary is obliged to adjust the settlement of the co-financing (also after the submission of the Final Report), inform the Programme Operator about the adjustment and reimburse the funds (non-eligible part of VAT) to the Programme Operator.

Taxpayers applying the proportion to deduct VAT are obliged to prepare an adjustment in accordance with the rules applicable to adjustments made by taxpayers performing mixed activities.

6. Own contribution of the Beneficiary

In certain cases, the Beneficiary is obliged to make own contribution in a declared amount to cover a part of eligible costs in the implemented project. Own contribution may only take the form of a cash contribution. It should be categorised and have the character of eligible expenditure in compliance with this Guide.
It is subject to a substantive evaluation as to whether it is reasonable to contribute to the project. The payment of own contribution is subject to accounting records on separate synthetic, analytical and off-balance sheet accounts. The Beneficiary may also keep additional document registers allowing to separate all the operations related to the given project in a layout making it possible to obtain the information required for financial reporting of the project and control of the use of funds as well as making an own contribution.

Own contribution in cash - financial resources with which the entity shall cover the expenditure relating to the implementation of a given project. The cash contribution is subject to accounting records by means of current accounting of economic operations connected with the implementation of the project.

7. Annexes:

Annex 1. ***Catalogue of eligible costs for research organisation and other entities***

Annex 2. ***Catalogue of eligible costs for enterprises***

Annex 3. ***Catalogue of non- eligible costs***

Annex 4. ***Guidelines for auditors conducting external audits of Project Promoters and Polish project partners***

Annex 5. ***Template for the certification of costs of the donor project partner***

Annex 1. Catalogue of eligible costs for research organisation and other entities

W – Staff costs

The cost of staff assigned to the project (**Principal Investigator, research employees, technical and support staff)**, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration[3]**,** to the extent that these remunerations are directly related to the implementation of the project.

Research Managers and Administrators - under this cost category, Beneficiaries have possibility to include the salary of research managers and administrators (if included in section 4.3 of project proposal), who will be responsible for coordination, communication, and achievement of project objectives (the end-to-end planning, execution, and closing of a project, ensuring it meets goals within scope, time, and budget constraints).

Only the costs of the actual hours worked by the persons directly carrying out work under the project may by charged. Working time is the total number of hours, excluding holidays, personal time sick leave, or other allowances. Working time should be recorded throughout the duration of the project by timesheets or suitable time recording system, adequately supported by evidence of their reality and reliability.

Documenting the work performed for the project

- **for an employment/work contract – payroll**,
  1) if a staff member is employed to work exclusively on the project (100%, full-time), a clear reference to the project should be included in the contact to avoid any ambiguities; in that case, the time sheets are not required;
  2) costs related to individuals who work on part-time assignment on the project may be calculated as a fixed percentage of the gross employment costs, in line with a fixed percentage of time worked on the project per month, with no obligation to establish a separate working time registration system. The employer shall issue a document for employees setting out that fixed percentage, indicating the scope of responsibilities within the project.

     The percentage should be fixed in the task assignment document or in the employment contract. The document should be up-to-date and reflect proportionally the level of engagement of an employee in the project activities. Percentage should remain the same for the whole duration of the project and could be changed only in justified cases (the employer will have to issue an amendment to the document setting out the fixed percentage of time on the project).

[3] actual on the project proposal submission

3) if a given employee is not engaged in the project on a full-time basis or fixed percentage, the eligible part of the remuneration is determined on the basis of **time sheets** with the description of tasks performed - for persons who do not work on a regular basis on the project, e.g. 1 month = 2 hours of work for the project shown in the time sheet, the next month = 5 hours of work,

- **for mandate contract – receipt, acceptance report.**
- **for contract for specific task – receipt, acceptance report.**

Eligible costs constitute the following payroll and non-payroll components of the personnel remuneration, proportionally to a given employee's involvement in the project:

- base remuneration;
- remuneration charges on the part of the employer, including pension contribution, disability pension contribution, accident contribution, Guaranteed Employee Benefits Fund (FGSP) contribution, Labor Fund contribution;
- remuneration charges on the part of the employee, including pension insurance contribution, disability pension insurance contribution, sickness insurance contribution, health care contribution
- advance payment of income tax;
- rewards/bonuses/allowances [4] , including discretionary bonuses, bonuses paid on a periodic basis, one-off rewards which: (i) were provided for in the work regulations or remuneration regulations of a given institution, (ii) were granted in accordance with the applicable remuneration principles, and (iii) apply to all employees of a given entity. In the case of periodic bonuses, the amount of eligible expense should correspond to the ratio of the period during which a given employee was employed in the project to the period for which the bonus is granted;
- other mandatory remuneration components.

The following costs are not eligible under this category:

- staff involved in management, accounting, or other administrative activities related to the project;
- persons authorized to represent the applicant (including board members, authorized signatories, and unit managers).

UNIT COSTS FOR CALCULATION OF STAFF COSTS

Beneficiaries have the opportunity to use unit costs (hourly rates) to calculate staff costs in the form of hourly rate by dividing the annual gross employment costs by 1,720 hours (Art. 8.6.2, point a) of Regulation).

[4] If changes occur in the Beneficiary's remuneration rules during the course of the project, the rules in effect on the date the project proposal was submitted shall be considered the governing document, as the basis for planning the project budget.

To calculate the hourly rate, use the so-called 1,720 hours method:

Hourly rate = Latest documented annual gross employment cost/ 1,720 hours

Staff costs should then be calculated by multiplying the hourly rate by the number of hours actually worked:

Staff costs = Hourly rate * Number of hours actually worked on the project

In case of employees working part-time on the project, the corresponding pro-rata of 1,720 hours should be used. For example,
If a person is employed on a 0.5 FTE basis (e.g., 0.5 of the full-time equivalent), the denominator would be 860 hours: Hourly rate = Latest documented annual gross employment costs/ 860 hours

The denominator, 1,720 hours, is a standard annual "working time". The "latest" documented annual gross employment cost means that the most recent data needs to be used. It does not have to be related to a calendar or financial year though. The important part is that the data should cover 12-month period (being that the 12-month preceding the end of the reporting period, the 12-month before the project contract is signed; the 12-month of the previous calendar year, and so on). The latest annual gross employment costs need to be documented: this can be done through accounts, payroll reports, referencing to publicly available agreements or documents, etc. The supporting documents have to be auditable.

NOTE: Only productive working hours can be reported (sick leaves and other leaves are not covered). The time-registration system should be in place (e.g. time sheets). The number of hours declared per person for a given year cannot exceed the number of hours used for the calculation of the hourly rate: for employees working full-time – not more than 1,720 hours; for part-time – not more than the corresponding pro-rata of 1,720 hours (Article 8.6.3).

Beneficiaries must choose one method for calculating staff costs in their budget (actual costs or unit cost) – it is not possible to use mixed method within budget of the same partner.

Most partners (such as universities, university colleges, health authorities) from Norway should use the same rates for personnel costs as in Horizon Europe projects. Indirect costs (overheads) are calculated as a flat rate of 25% of all the direct costs, excluding subcontracting.

However, Norwegian research institutes which report personnel rates to the Research Council of Norway, and have those personnel rates calculated and approved by the RCN, may use those as a simplified cost option (ref. Regulation art. 8.3.2b). This means they should use the same rates as in applications to RCN calls. It is important to note that in such cases, no indirect or overhead costs should be included in the budget, as they are already included in the personnel rates.

Link to list of institutes with personnel rates approved by the Research Council of Norway which can be used as unit costs in EEA and Norway Grants projects:

https://www.forskningsradet.no/en/financing/research-organisations/approved-research-organisations/Approved research organisations under points 2 to 6:

- Organisations covered by the Guidelines for central government basic funding of research institutes and research groups.
- Other organisations covered by the Government's Strategy for Comprehensive Institute Policy.
- Health trusts/hospitals with statutory tasks in research and development and private, non-profit hospitals that are included in the Ministry of Health and Care Services' measurement system for research
- Other entities in the public sector that are required to carry out research
- Research organisations approved following an application to the Research Council

Norwegian universities and university colleges that budget and report their costs to the Research Council of Norway in accordance with the Norwegian Full Cost Model (TDI-model), may use the simplified cost options (ref. Regulation art. 8.3.2 b)) in the form of unit costs to calculate:

Personnel costs and indirect costs covering

- Personnel costs of academic staff and
- Personnel costs of other staff directly attributed to the project, excluding technical staff not directly attributed to the project
- Indirect costs of general services and research activities, excluding indirect costs of using RIR

Expenditure covered by the abovementioned unit costs cannot be included in other cost categories of the project. Double funding of costs is prohibited.

E – Subcontracting

Subcontracting in this category is defined exclusively as the outsourcing to third parties the substantive project tasks, directly related to the achievement of the project's objectives, in particular:

- conducting specialized research or development work, and expert assessments that are an integral part of the project;
- preparing analyses, reports, studies, or substantive concepts;
- designing, developing, testing, or validating solutions, products, processes, or tools that are the subject of the project;
- providing specialized substantive consulting services;
- conducting tests, measurements, audits, or substantive evaluations necessary for the implementation of the project.

Category E does not include costs associated with outsourcing auxiliary or support activities to external entities, in particular:

- administrative, accounting, human resources, and legal services for the project;
- organizational and logistical services, including the organization of meetings, events, and travel;
- technical and IT services of a maintenance or support nature;
- promotional and informational activities that are not substantive in nature;
- auxiliary editorial, graphic design, translation, and proofreading services;
- recruiting participants and managing the recruitment process for medical trials (medical research).

NOTE: Costs may be classified under this category if the specific task or work have a direct contribution to achieving the project's objectives. The eligibility of a cost is determined by the substantive nature of the task/work and its direct impact on the achievement of the project's objectives, rather than by the manner in which it is carried out or the fact that it is outsourced to an external entity.

Subcontracting costs are excluded from the basis for calculating a project's indirect costs (overheads).

Eligible forms include contracts for specific work (in the case of natural person) and B2B contracts.

The costs of category E are considered up to 70% of the total eligible costs.

A – Equipment and intangible assets

I. Costs of equipment

Under this category are eligible costs of scientific research equipment and other devices used for research purposes.

Depreciation of equipment constitute an eligible cost if all of the following conditions are met:

- the equipment is necessary for the proper implementation of the project and directly used in connection with the project;
- equipment, IT infrastructure or other devices (equipment) used for research purposes will be recorded in the register of fixed assets of entities purchasing them.

Only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered eligible expenditure.

The residual value of a fixed asset after the project implementation is not an eligible cost.

II. Costs of intangible assets

Costs of technical knowledge and patents purchased or used under licence, obtained from third parties under market terms, i.e. intangible assets in the form of patents, licences, know-how and non-patented technical knowledge. Costs of software, which, in accordance with the Beneficiary's accounting policies, is classified as intangible assets.

If the purchased intangible assets are not used 100% for the project and/or their total depreciation period does not coincide with the project implementation period, the depreciation costs of a given intangible asset are eligible. If a longer-term contract is purchased for software licenses, going beyond the project implementation period, it should be treated pro-rata, and the costs going beyond the project completion should be covered by own funds.

NOTE: The Beneficiary is obliged to verify the possibility of settling the purchase of intangible assets within the project on the basis of generally applicable regulations and internal rules, including, among others, the accounting policy. If the Beneficiary, in accordance with the adopted accounting policy, makes depreciation write-offs, only these write-offs may be settled within the project.

UNIT COSTS

Norwegian universities and university colleges that budget and report their costs to the Research Council of Norway in accordance with the Norwegian Full Cost Model (TDI-model), may use the simplified cost options (ref. Regulation art. 8.3.2 b)) in the form of unit costs to calculate:

Costs attributable to the use of Research infrastructure resources (RIR) covering

- Costs of new or second-hand equipment connected to the RIR
- Costs of consumables and supplies connected to the use of the RIR
- Costs arising from other contracts connected to the use of the RIR
- Indirect costs connected to the RIR

Expenditure covered by the abovementioned unit costs cannot be included in other cost categories of the project. Double funding of costs is prohibited.

Op - Other direct costs

I. Travel and subsistence

Travel and subsistence allowances for staff and participants in the project, provided that this corresponds to the usual policy of the Project Promoter and project partner on travel allowances.

The following principles should be applied to travel and subsistence allowances:

1) travel must be clearly linked to the delivery of the project and carried out by the staff of the Project Promoter, project partner and/or participant in the project,
2) any direct payment by individuals must be supported by a proof of reimbursement where actually incurred costs are used
3) an expenditure item covered by the daily allowance cannot be eligible in addition to the daily allowance,
4) the principle of sound financial management should apply to the choice of transport and accommodation,
5) travel and accommodation costs of external experts and service providers should not be included under this heading, but under costs entailed by other contracts awarded by a project promoter for carrying out the project,
6) a proof of expenditure for costs actually incurred must be available (e.g., invoice of travel agent, plane tickets, e-tickets, boarding passes, meal receipt, list of participants, minutes, agenda, etc.).

The eligible costs in this category include:
- travel costs,
- subsistence,
- accommodation,
- conference fees.

II. Consumables and supplies

Costs of consumables and supplies refer to expenses for materials, goods, and items that are necessary for the implementation of the project. These costs are eligible provided they are identifiable, directly assigned to the project, and used for the project objectives.

Examples of eligible costs under this cost category:
- laboratory chemicals and reagents,
- raw materials required for prototype development,
- software licences for project-specific tasks (which do not meet the criteria of intangible assets),
- small tools/equipment (as a rule, all purchases which do not meet the criteria of category A (equipment)),
- safety items (e.g., protective goggles).

If a longer-term contract is purchased for software licenses, going beyond the project implementation period, it should be treated pro-rata, and the costs going beyond the project completion should be covered by own funds.

III. Other costs that are not subject to the above classification incurred in the period and proportion of use in the project (including)

- expenditures related to the maintenance of technological lines and experimental installations etc.,

- elements used for construction and permanently installed in a prototype, pilot or demonstration installation,
- external services – including maintenance services, expenditures related to repairs, transport services, rental of laboratory space;
- expenditures related to training of employees carrying out research tasks (expenditures regarding training should be planned in the application for project funding and result from justified reasons (e.g. appearance of new, innovative solutions on the market - new materials, new technologies, new techniques for performing a specific task, etc.) - which allow the task to be performed more effectively, giving it new additional features),
- expenditure on training related to the operation of used scientific and research equipment,
- expenditures including an external audit or obtaining a proof of expenditure (report by an independent auditor/public officer),
- expenditures covering advisory services and equivalent services - e.g. technology broker services,
- expenditures relating to the first patent application;
- expenditures related to maintaining a separate bank account (commissions and other fees),
- paid use of scientific and research equipment and other devices (costs are eligible for funding to the extent necessary for the implementation of the project and for the period required for its implementation. In the case of an operating lease, only the principal instalments (excluding interest and other charges) are eligible for funding, whereas in the case of a finance lease, depreciation costs are eligible),
- costs of activities aimed at strengthening the recruitment and retention of medical trial participants, e.g. costs of recruitment and qualification of participants, costs of diagnostic tests and medical procedures resulting from the trial protocol, costs of medical materials and devices, costs of participants' insurance and justified costs related to the participation in the trial;
- expenditures related to promotional activities, dissemination, outreach and awareness-raising, such as organisation of seminars, workshops or public events; preparation of communication and educational materials; development of digital content (e.g. websites, videos, podcasts), and activities promoting research results to non-academic audiences;
- expenditures related to networking, collaboration and professional exchange, such as organisation or participation in networking meetings, matchmaking events, conferences, study visits, or national and international professional networks,
- expenditures related to stakeholder and citizen engagement, such as consultation workshops, dialogue meetings, co-creation and other participatory formats that support the societal uptake and use of research results,
- expenditures related to capacity-building and skills development of staff involved in the project implementation, such as training courses, seminars, peer-learning activities, aimed at strengthening competences in high quality research management, knowledge transfer and valorisation.

O - Overheads

Additional indirect costs incurred in connection with the implementation of the project.

Indirect costs are all eligible costs that cannot be directly attributed to the project. They may not include any eligible direct costs. Indirect costs shall represent a fair apportionment of the overall overheads of the Project Promoter and project partners.

The following types of costs may be included in this category:

- expenditures related to the rental or maintenance of buildings, cleaning and security of premises,
- expenditures related to the adaptation of rooms for the purposes of the project implementation,
- infrastructure maintenance expenditures - costs of utilities (electricity, gas, heating, water), waste disposal, periodic maintenance and inspection of equipment,
- remuneration costs of management, administrative, technical and support staff related to the unit's ongoing operations and only indirectly related to the implementation of the project (unit managers, accounting, human resources, occupational health and safety),
- postal, telephone, internet and courier services,
- expenditures for office and stationery supplies, printing and photocopying services,
- expenditures on office equipment and facilities,
- expenditures on property insurance.

The catalogue is not closed.

Indirect eligible costs shall be settled on a flat rate of 25%[5] of the total direct eligible costs, excluding costs for subcontracting, by applying the following formula:

$O = (W + A + Op) \times 25\%$

[5] In case of Norwegian research institutes, Norwegian universities and university colleges that use the simplified cost options in the form of specific unit costs to calculate costs of personnel or cost attributable to the use of Research infrastructure resources (RIR) (further details can be found in the description of the relevant cost category) no indirect or overhead costs should be included in the budget, as they are already included in the unit costs.

W – Staff costs

The cost of staff assigned to the project (**Principal Investigator, research employees, technical and support staff)**, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration[6]**,** to the extent that these remunerations are directly related to the implementation of the project.

Research Managers and Administrators - under this cost category, Beneficiaries have possibility to include the salary of research managers and administrators (if included in section 4.3 of project proposal), who will be responsible for coordination, communication, and achievement of project objectives (the end-to-end planning, execution, and closing of a project, ensuring it meets goals within scope, time, and budget constraints).

Only the costs of the actual hours worked by the persons directly carrying out work under the project may by charged. Working time is the total number of hours, excluding holidays, personal time sick leave, or other allowances. Working time should be recorded throughout the duration of the project by timesheets or suitable time recording system, adequately supported by evidence of their reality and reliability.

Documenting the work performed for the project

- **for an employment/work contract – payroll**,
  4) if a staff member is employed to work exclusively on the project (100%, full-time), a clear reference to the project should be included in the contact to avoid any ambiguities; in that case, the time sheets are not required;
  5) costs related to individuals who work on part-time assignment on the project may be calculated as a fixed percentage of the gross employment costs, in line with a fixed percentage of time worked on the project per month, with no obligation to establish a separate working time registration system. The employer shall issue a document for employees setting out that fixed percentage, indicating the scope of responsibilities within the project
     The percentage should be fixed in the task assignment document or in the employment contract. The document should be up-to-date and reflect proportionally the level of engagement of an employee in the project activities. Percentage should remain the same for the whole duration of the project and could be changed only in justified cases (the employer will have to issue an amendment to the document setting out the fixed percentage of time on the project).
  6) if a given employee is not engaged in the project on a full-time basis or fixed percentage, the eligible part of the remuneration is determined on the basis of **time sheets** with the

[6] actual on the project proposal submission

description of tasks performed - for persons who do not work on a regular basis on the project, e.g. 1 month = 2 hours of work for the project shown in the time sheet, the next month = 5 hours of work,

- **for mandate contract – receipt, acceptance report.**
- **for contract for specific task – receipt, acceptance report.**

Eligible costs constitute the following payroll and non-payroll components of the personnel remuneration, proportionally to a given employee's involvement in the project:

- base remuneration;
- remuneration charges on the part of the employer, including pension contribution, disability pension contribution, accident contribution, Guaranteed Employee Benefits Fund (FGSP) contribution, Labor Fund contribution;
- remuneration charges on the part of the employee, including pension insurance contribution, disability pension insurance contribution, sickness insurance contribution, health care contribution
- advance payment of income tax;
- rewards/bonuses/allowances [7], including discretionary bonuses, bonuses paid on a periodic basis, one-off rewards which: (i) were provided for in the work regulations or remuneration regulations of a given institution, (ii) were granted in accordance with the applicable remuneration principles, and (iii) apply to all employees of a given entity. In the case of periodic bonuses, the amount of eligible expense should correspond to the ratio of the period during which a given employee was employed in the project to the period for which the bonus is granted;
- other mandatory remuneration components.

The following costs are not eligible under this category:

- staff involved in management, accounting, or other administrative activities related to the project;
- persons authorized to represent the applicant (including board members, authorized signatories, and unit managers).

UNIT COSTS FOR CALCULATION OF STAFF COSTS

Beneficiaries have the opportunity to use unit costs (hourly rates) to calculate staff costs in the form of hourly rate by dividing the annual gross employment costs by 1,720 hours (Art. 8.6.2, point a) of Regulation).

To calculate the hourly rate, use the so-called 1,720 hours method:

Hourly rate = Latest documented annual gross employment cost/ 1,720 hours

[7] If changes occur in the Beneficiary's remuneration rules during the course of the project, the rules in effect on the date the project proposal was submitted shall be considered the governing document, as the basis for planning the project budget.

Staff costs should then be calculated by multiplying the hourly rate by the number of hours actually worked:

Staff costs = Hourly rate * Number of hours actually worked on the project

In case of employees working part-time on the project, the corresponding pro-rata of 1,720 hours should be used. For example,
If a person is employed on a 0.5 FTE basis (e.g., 0.5 of the full-time equivalent), the denominator would be 860 hours: Hourly rate = Latest documented annual gross employment costs/ 860 hours

The denominator, 1,720 hours, is a standard annual "working time". The "latest" documented annual gross employment cost means that the most recent data needs to be used. It does not have to be related to a calendar or financial year though. The important part is that the data should cover 12-month period (being that the 12-month preceding the end of the reporting period, the 12-month before the project contract is signed; the 12-month of the previous calendar year, and so on). The latest annual gross employment costs need to be documented: this can be done through accounts, payroll reports, referencing to publicly available agreements or documents, etc. The supporting documents have to be auditable.

NOTE: Only productive working hours can be reported (sick leaves and other leaves are not covered). The time-registration system should be in place (e.g. time sheets). The number of hours declared per person for a given year cannot exceed the number of hours used for the calculation of the hourly rate: for employees working full-time – not more than 1,720 hours; for part-time – not more than the corresponding pro-rata of 1,720 hours (Article 8.6.3).

Beneficiaries must choose one method for calculating staff costs in their budget (actual costs or unit cost) – it is not possible to use mixed method within budget of the same partner.

E – Subcontracting

Subcontracting in this category is defined exclusively as the outsourcing to third parties the substantive project tasks, directly related to the achievement of the project's objectives, in particular:

- conducting specialized research or development work, and expert assessments that are an integral part of the project;
- preparing analyses, reports, studies, or substantive concepts;
- designing, developing, testing, or validating solutions, products, processes, or tools that are the subject of the project;
- providing specialized substantive consulting services;
- conducting tests, measurements, audits, or substantive evaluations necessary for the implementation of the project

Category E does not include costs associated with outsourcing auxiliary or support activities to external entities, in particular:

- administrative, accounting, human resources, and legal services for the project;
- organizational and logistical services, including the organization of meetings, events, and travel;
- technical and IT services of a maintenance or support nature;
- promotional and informational activities that are not substantive in nature;
- auxiliary editorial, graphic design, translation, and proofreading services;
- recruiting participants and managing the recruitment process for medical trials (medical research).

NOTE: Costs may be classified under this category if the specific task or work have a direct contribution to achieving the project's objectives. The eligibility of a cost is determined by the substantive nature of the task/work and its direct impact on the achievement of the project's objectives, rather than by the manner in which it is carried out or the fact that it is outsourced to an external entity.

Eligible forms include contracts for specific work (in the case of natural person) and B2B contracts.

The costs of category E are considered up to 70% of the total eligible costs.

A – Equipment and intangible assets

I. Costs of equipment

Under this category are eligible costs of scientific research equipment and other devices used for research purposes,

Depreciation of equipment constitute an eligible cost if all of the following conditions are met:
- the equipment is necessary for the proper implementation of the project and directly used in connection with the project;
- equipment, IT infrastructure or other devices (equipment) used for research purposes will be recorded in the register of fixed assets of entities purchasing them.

Only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered eligible expenditure.

The residual value of a fixed asset after the project implementation is not an eligible cost.

II. Costs of intangible assets

Costs of technical knowledge and patents purchased or used under licence, obtained from third parties under market terms, i.e. intangible assets in the form of patents, licences, know-how and non-patented technical knowledge. Costs of software, which, in accordance with the Beneficiary's accounting policies, is classified as intangible assets.

If the purchased intangible assets are not used 100% for the project and/or their total depreciation period does not coincide with the project implementation period, the depreciation costs of a given intangible asset are eligible. If a longer-term contract is purchased for software licenses, going beyond the project implementation period, it should be treated pro-rata, and the costs going beyond the project completion should be covered by own funds.

NOTE: The Beneficiary is obliged to verify the possibility of settling the purchase of intangible assets within the project on the basis of generally applicable regulations and internal rules, including, among others, the accounting policy. If the Beneficiary, in accordance with the adopted accounting policy, makes depreciation write-offs, only these write-offs may be settled within the project.

O - Overheads

Additional indirect costs incurred in connection with the implementation of the project.

Indirect costs are all eligible costs that cannot be directly attributed to the project. They may not include any eligible direct costs. Indirect costs shall represent a fair apportionment of the overall overheads of the Project Promoter and project partners.

The following types of costs may be included in this category:
I. Indirect costs:

- expenditures related to the rental or maintenance of buildings, cleaning and security of premises,
- expenditures related to the adaptation of rooms for the purposes of the project implementation,
- infrastructure maintenance expenditures - costs of utilities (electricity, gas, heating, water), waste disposal, periodic maintenance and inspection of equipment,
- remuneration costs of management, administrative, technical and support staff related to the unit's ongoing operations and only indirectly related to the implementation of the project (unit managers, accounting, human resources, occupational health and safety),
- postal, telephone, internet and courier services,
- expenditures for office and stationery supplies, printing and photocopying services,
- expenditures on office equipment and facilities,
- expenditures on property insurance.

II. Operational costs incurred in the period and proportion of use in the project (including):

- expenditures related to the maintenance of technological lines and experimental installations etc.,
- elements used for construction and permanently installed in a prototype, pilot or demonstration installation,

- external services – including maintenance services, expenditures related to repairs, transport services, rental of laboratory space;
- expenditures related to training of employees carrying out research tasks (expenditures regarding training should be planned in the application for project funding and result from justified reasons (e.g. appearance of new, innovative solutions on the market - new materials, new technologies, new techniques for performing a specific task, etc.) - which allow the task to be performed more effectively, giving it new additional features),
- expenditure on training related to the operation of used scientific and research equipment,
- expenditures including an external audit or obtaining a proof of expenditure (report by an independent auditor),
- expenditures covering advisory services and equivalent services - e.g. technology broker services,
- expenditures relating to the first patent application;
- expenditures related to maintaining a separate bank account (commissions and other fees),
- expenditures related to promotional activities, dissemination, outreach and awareness-raising, such as organisation of seminars, workshops or public events; preparation of communication and educational materials; development of digital content (e.g. websites, videos, podcasts); and activities promoting research results to non-academic audiences,
- expenditures related to networking, collaboration and professional exchange, such as organisation or participation in networking meetings, matchmaking events, conferences, study visits, or national and international professional networks,
- expenditures related to stakeholder and citizen engagement, such as consultation workshops, dialogue meetings, co-creation and other participatory formats that support the societal uptake and use of research results,
- expenditures related to capacity-building and skills development of staff involved in the project implementation, such as training courses, seminars, peer-learning activities, aimed at strengthening competences in high quality research management, knowledge transfer and valorisation,
- paid use of scientific and research equipment and other devices (costs are eligible for funding to the extent necessary for the implementation of the project and for the period required for its implementation. In the case of an operating lease, only the principal instalments (excluding interest and other charges) are eligible for funding, whereas in the case of a finance lease, depreciation costs are eligible),
- travel and subsistence allowances (travel costs, subsistence, accommodation),
- conference fees,
- costs of consumables and supplies (materials, goods, and items that are necessary for the implementation of the project). e.g. (laboratory chemicals and reagents, raw materials required for prototype development, software licences for project-specific tasks (which do not meet the criteria of intangible assets), small tools/equipment (as a rule, all purchases which do not meet the criteria of category A (equipment)), safety items (e.g., protective goggles),
- costs of activities aimed at strengthening the recruitment and retention of medical trial participants, e.g. costs of recruitment and qualification of participants, costs of diagnostic tests and medical procedures resulting from the trial protocol, costs of medical materials and

devices, costs of participants' insurance and justified costs related to the participants' participation in the trial.

The catalogue is not closed.

Indirect eligible costs shall be settled on a flat rate of 20% of the total direct eligible costs, by applying the following formula:

O = (W + A + E) x 20%

Annex 3. Catalogue of non-eligible cost

As a general rule, non-eligible expenditures are considered to be:

1) expenditures which have not been incurred in the eligibility period,
2) expenditures which do not meet the eligibility criteria defined in the Guide,
3) not documented or insufficiently documented expenditures,
4) expenditures incurred in breach of the provisions of the Public Procurement Act (if applicable),
5) VAT which is recoverable under the law,
6) fines, penalties, and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project,
7) in case of leasing - tax, margin of the financing party, interest on refinancing costs, insurance charges, overheads,
8) charges for financial transactions and other purely financial costs, with the exception of costs related to bank accounts required under the project contract,
9) interest on debt, debt service charges and late payment charges,
10) costs associated with the acquisition of land or the purchase of real estate,
11) excessive or reckless expenditure,
12) costs of traineeships and research and doctoral scholarships,
13) the following payroll and non-payroll components:
    - anniversary service award,
    - redundancy payments,
    - unused leave compensation,
    - group life insurance premium - treated as taxable employee income,
    - co-payment for medical benefits,
    - use of a company car - commuting to work from home,
    - co-financing paid from the Company Social Benefit Fund (taxable employee income),
    - benefits financed from the Social Insurance Institution funds (e.g. maternity leave),
    - remuneration for overtime work,
    - expenditure on periodic and preliminary examinations,
    - glasses subsidy,
    - allowances for language skills, non-smoking and other allowances determined by employers,
    - meal vouchers for employees,
    - contributions for the State Fund for the Rehabilitation of Disabled Persons.
14) provisions for losses or potential future liabilities,
15) costs covered from other sources,
16) exchange rate losses.

Non-eligible costs cannot constitute part or whole of the required own contribution of the Beneficiary implementing the project.

Annex 4. Guidelines for auditors conducting external audits of Project Promoters and Polish project partners.

The Annex defines the method and procedures of performing external audits of expenditures incurred for projects with a total value of co-financing granted exceeds PLN 3 000 000, further referred to as "audit".

1. The audit is carried out by an auditor, who is:
    - *a person who meets the conditions specified in Art. 286 of the Act of 27 August 2009 on public finances; or*
    - *a legal person or an organizational unit without legal personality employing the persons referred to in point 1 to carry out the audit.*
2. The auditor cannot be:
    - *a subsidiary of the audited entity;*
    - *entity auditing the financial statements of the audited entity in the period of 3 years preceding the audit.*
3. The audited entity selects the auditor in accordance with public procurement regulations/the principle of competition.
4. The manager of the audited entity, in compliance with the provisions on the protection of classified information and secrets protected by law, ensures the conditions necessary for the efficient conduct of the audit, in particular provides facilities, equipment and documentation, and enables immediate provision of information and explanations by employees of the audited entity.
5. The auditor has the right to inspect the accounting books and documents constituting the basis for the entries made therein, as well as information and data related to the audit, including those contained on IT data carriers, to make copies thereof and to make extracts, summaries or printouts from them, in compliance with the provisions on protection of classified information and secrets protected by law.
6. Employees of the audited entity, at the auditor's request, provide information and explanations and confirm copies of documents as true copies and prepare extracts, summaries and printouts, to the extent necessary to achieve the purpose of the audit and in accordance with the methodology of selecting the samples of documents subject to examination presented by the auditor.
7. The purpose of carrying out a project audit is for the auditor to issue an opinion on:
    - *reliability of numerical and descriptive data contained in documents related to the implemented project;*
    - *expenses and achieving the assumed effects related to the audited project, in accordance with the requirements contained in the application, decision or agreement;*
    - *correctness of documentation and recognition of economic operations in separate accounting records for a given project.*
8. A project audit includes checking:

- *achievement of the project objective and compliance of the project implementation with the project contract;*
- *correct accounting of expenditure incurred as part of the implemented project, their validity, method of documentation and separation in accounting records;*
- *payment of project-related expenditure;*
- *reliability and timeliness of project implementation reports;*
- *timeliness of settlement of funds received for the implementation of the project;*
- *method of monitoring the implementation of the project's objectives;*
- *method of storing and securing project documentation;*
- *compliance with accounting, public procurement and public finance regulations, including compliance with public finance discipline;*
- *functioning of the internal control system in relation to project implementation;*
- *implementation of conclusions and recommendations from previous inspections and audits*.

9. The project audit begins at least after 50% of the planned project expenses have been completed and ends before submitting the final project implementation report.
10. If conducting an audit requires specialized knowledge, skills or qualifications, the auditor may appoint an appraiser at his own expense.
11. Based on the collected evidence, the auditor prepares a written audit report, further referred to as the "report".
12. The auditor is obliged to maintain confidentiality and not violate the secrets of the audited entities within the meaning of the provisions on combating unfair competition.
13. The report includes:
    - *date of preparation;*
    - *name and the address of the audited entity'*
    - *name and the number of the project;*
    - *auditor's declaration of independence from the audited entity;*
    - *names, surnames and description of the auditors' authorizations;*
    - *audit objectives;*
    - *subjective and objective scope of the audit;*
    - *the date on which the audit was carried out;*
    - *a short description of the activities of the audited entity in the area covered by the audit;*
    - *assessment of the adequacy and effectiveness of the management and control system in the area of activity of the audited entity covered by the audit;*
    - *information about the selection method and sample size for the study;*
    - *presenting the results of the audit in which irregularities were found;*
    - *determining irregularities in the activities of the audited entity and analysing their causes and effects;*
    - *recommendations regarding the removal of identified irregularities in the activities of the audited entity*;
14. The auditor attaches the opinion (referred to in point 7) to the report.

15. The report is submitted to the audited entity within 7 days from the date of completion of the audit.
16. The audit report is kept by the audited entity for a period of at least 10 years and made available to NCBR upon request.
17. The audited entity provides NCBR with one copy of the report and position on the findings contained in the report, if any, within 21 days from the date of receipt of the report, unless the provisions of the project contract provide otherwise.
18. The auditor is obliged to provide explanations in the scope covered by the NCBR audit and to persons authorized by NCBR.

Annex 5. Template for the certification of costs of the donor project partner

This is issued for the certification purposes as required by Article 8.12.3(b) and (c) of the Regulations on the implementation of the EEA/ Norwegian Financial Mechanisms 2021-2028.

We confirm that procedures have been performed to provide assurance as to the relevance and conformity with the Regulations, national law and relevant national accounting practices of the costs declared by the Donor project partner.

Project/ initiative reference:	*Fill in*
Project/ initiative title:	*Fill in*
Entity responsible for the certification:	*Name of entity*
Type of entity:	*Auditor/ Competent and independent public officer*
Start date of declared expenditure:	*DD.MM.YYYY*
End date of declared expenditure:	*DD.MM.YYYY*
Expenditure declared[8] this period:	*Fill in amount [EUR/PLN]*[9]

The [Auditor[10]/ Competent and independent public officer[11]] hereby certifies that:

i. The costs declared by the Donor project partner are in accordance with the Regulations on the EEA/ Norwegian Financial Mechanisms 2021-2028[12].
ii. The costs declared are in accordance with the relevant law and national accounting practices.
iii. The [Auditor/ Competent and independent public officer] has not been involved in the preparation of the relevant financial statements and is independent from the Donor project partner.

	The Auditor / Competent and independent public officer	**Optional second signature**
Name		
Signature		
Position		
Date		

[8] A breakdown of costs certified (per cost category) must be provided as an annex to the certificate
[9] The reporting currency and exchange rate should be fixed in the project contract/ partnership agreement
[10] An auditor (in Norway, "statsautorisert revisor") shall be qualified to carry out statutory audits of accounting documents
[11] For organisations having public entity status, the audit report can be issued by an employee who holds the responsibility of verification of the organisation's expenditure. For example, in Norway this can be a "regnskapsrapport" issued by a qualified employee. For organisations who do not have the status as a public entity, an external audit report is required (in Norwegian this is equivalent to a "revisorrapport").
[12] Provisions on eligibility of expenditure are specified in Chapter 8 of the Regulations