DRAFT

CONTENT-RELATED CRITERIA FOR THE FINAL PROJECT PROPOSAL for Polish – Swiss Research Programme WITHIN THE THEMATIC AREA "Research and development" WITHIN THE PRIORITY 4. Human and Social Development SWISS-POLISH CO-OPERATION PROGRAMME

BASIC INFORMATION	
APPLICATION RECORD NO.	
APPLICATION TITLE	
NAME OF THE APPLICANT	
FIRST NAME AND FAMILY NAME OF THE EXPERT/ EXPERTS	

A zero point score in any of the below criteria results in a necessity of making corrections and renewed submission of the application for evaluation purposes.

NAME OF CRITERION	**CRITERION DESCRIPTION**	CRITERION 0/1	**REMARKS**
I. Significance			
1. The programme significantly contributes to development of the knowledge based economy through the enhancement of the knowledge level and in particular through research as well as know-how and technology transfer	The appraisal consists in checking whether the programme has a very strict relation and direct, clearly defined impact onto development of the knowledge based economy through the enhancement of the knowledge level and in particular through applied research as well as know-how and technology transfer.		

2. The programme complies with the European Union legislation (with respect to compliance with state aid principles).	The appraisal consists in checking whether the programme complies with the European Union legislation (with respect to compliance with state aid principles).		
3. The programme complies with national legislation.	The appraisal consists in checking whether the programme complies with national legislation.		
4. The programme has at least neutral impact on the implementation of horizontal policies.	At the stage of content-related appraisal, the fact whether the programme has at least neutral impact on the horizontal policies will be subject to obligatory evaluation. The appraisal will be performed from the perspective of excluding negative impact. Characteristics of a policy related with equality of opportunities for men and women will be subject to evaluation, as well as non-discrimination, sustainable development in line with the description in the application for co-financing. It will also be evaluated whether the programme has at least neutral or positive impact on the environment. This results from the fact that pursuant to Art. 17 of Council Regulation (EC) No. 1083/2006, aid from structural funds cannot be granted to projects leading to degradation or significant deterioration of the condition of the natural environment.		
Total			
II. Institutional capability for programme management/ implementation			
1. Executing Agency (operator) possesses institutional, technical and personnel capability for programme implementation, guaranteeing stable programme management (in compliance with the adopted objectives).	The criterion is used to evaluate material and staff resources of the Executing Agency (operator) with respect to timely execution of the programme. The evaluating party verifies whether the applicant has described the resources which, in its opinion, are indispensable and sufficient for programme implementation. If it results from programme specificity that additional technical resources (e.g. additional office space) or personnel resources are indispensable for programme implementation and		

	they are not taken into account in the investment framework and there is no information about plans for acquiring them, the programme is to be deemed as failing to meet this criterion.		
2. Executing Agency (operator) has experience as regards management /implementation of projects and/or programmes relevant to the nature of this programme.	The appraisal consists in checking whether Executing Agency (operator) has experience as regards management /implementation of projects and/or programmes relevant to the nature of this programme.		
Total			
III.Polish – Swiss research Programme management and implementation scheme			
1. The presented management and implementation structure is transparent, cost-effective, cohesive, effective and justified from the perspective of the specific nature and the needs of the programme's beneficiaries.	Under this criterion rationality and cohesion of the proposed solutions are assessed, as well as their efficiency from the point of view of the specific nature and the needs of the programme's beneficiaries.		
2. The presented programme appraisal and selection procedure under the programme is well-considered, transparent and relevant to the specific nature of its beneficiaries.	Under this criterion rationality and cohesion of the proposed selection procedure are assessed, as well as its accordance to the conceptual elements of the programme. Executing Agency (operator) should establish the conditions of participating in the calls, including criteria of formal and content-related appraisal of applications, as well as present the initial version of the application form for the final beneficiaries. The process of awarding grants and signing agreements should also be described (including transmitting information to beneficiaries on awarding grants and service of concluded co-financing agreements).		
3. The presented scheme of cash flows is well-considered, effective and relevant to the specific nature of the programme's beneficiaries.	The efficiency of the scheme of cash flows is assessed as well as level of management costs for beneficiaries, the manner and level of securing public funds, expenditure procedures (including manner and time of paying the financial means to		

	the final beneficiaries).		
4. The presented monitoring, reporting and control system is transparent, effective and adequate for the specific character of the Polish – Swiss Research Programme and its beneficiaries.	Evaluation concerns the methodology of monitoring co-financing agreements in substantial and financial perspective, procedure for carrying out controls of beneficiaries, reporting by the Executing Agency (operator) and programme's beneficiaries (including methods of reporting, counteracting and reacting to irregularities).		
Total			
IV. Methodology			
1. Activities proposed by the Executing Agency (operator) within the programme are indispensable and directly related with objectives and expected results.	Validity and rationality of the schedule of activities, as well as their direct relation with the objectives and expected results are subject to appraisal.		
2. The programme schedule and financial plan (schedule of Executing Agency expenses and payments of grants) is rational, detailed, its implementation is feasible and justified from the point of the specific nature of the Polish – Swiss Research Programme.	Clarity and details of the planned activities and of the financial schedule (indicated in the application or in form of attachments to the application) are subject to appraisal.. It is also evaluated whether the activities within the above documents are feasible to implement.		
3. Determination of the potential beneficiaries/ target groups and planned activities are adequate for the needs, determined on the basis of the initial analysis of needs.	The evaluation comprises determination whether potential beneficiaries/ target groups were identified accurately and clearly. The criterion evaluates justification for the necessity of implementation of the programme and whether and in what manner the programme could contribute to facilitate the access for potential beneficiaries to the sources of investment financing.		
4The presentation and the quality of the Programme framework (incl. the expected results and the correspondent indicators) are	The criterion enables the evaluation of the consistency between programme objectives determined in the application for co-financing and objective implementation indicators. A proper		

adequate and comprehensive. Its content is, objectively verifiable and reflects the established programme objectives.	presentation of the programme objectives will enable their easy identification and translation into specific values.		
Total			
V. Budget			
1. The scheduled expenses, including expenses related with programme management, are eligible within the framework of the activity, justified, rational and adequate to the programme scope and objectives.	The evaluation comprises verification whether all expenses indicated by the Executing Agency as eligible comply with the subject matter documents and principles and are justified, rational and adequate with respect to the scope and objectives of the programme. In particular, the eligibility of expenses under article 5.5 of the Framework Agreement is assessed.		
2. The value of programme management costs does not exceed max.10% of the total eligible costs of the Polish – Swiss Research Programme. The proposed expenditures within the management costs are justified, based on market prices and adequate to the scope and objectives of the programme from the point of view of planned actions.	The evaluation comprises verification whether the management costs of Executing Agency (operator) does not exceed 10% of the total eligible costs of the Polish – Swiss Research Programme. It needs to be reviewed whether the level of these costs indicated by the Executing Agency (operator) is justified (on the grounds of detailed cost estimate), based on market prices and proportional to the expected outcomes.		
Total			
VI. Programme sustainability			
The programme contains potential catalytic/ multiplier effects (including the possibility of programme continuation, extension of programme impact and transfer of information). Products generated as a result of activities scheduled in the programme will continue to function after programme completion.	The evaluation consists in checking whether the programme contains multiplier effects, which enables its implementation after the end of co-financing. The results will continue to function after its completion.		
Total			

VII. Risk and risk management			
The evaluation of risk related with programme implementation was performed and the adopted method of risk management is appropriate and sufficient.	The evaluation consists in checking whether correct analysis of risk related with programme implementation was performed and whether sufficient risk management method was indicated.		
Total			
VII. Information and promotion			
Promotional and information activities are scheduled within the programme, whose aim is to popularise information about the programme itself and the sources of financing.	It is evaluated whether Executing Agency (operator) planes promotional and information activities popularising knowledge about the programme, their adequacy to the scope of the programme and the recipients and the sources of its financing.		
Total			
TOTAL NUMBER OF POINTS			

RECOMMENDATIONS

JUSTIFICATION

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Date *Signature of the Expert/ Experts*