

Annex 1 to Order No 44/2025 of 2 July 2025 by the Director of the National Science Centre laying down the General Terms of the Funding Agreement for a Research Component covered by Projects Funded under the POLISH RETURNS NAWA 2024 Programme

## **THE GENERAL TERMS OF THE FUNDING AGREEMENT FOR A RESEARCH COMPONENT COVERED BY PROJECTS FUNDED UNDER THE POLISH RETURNS NAWA 2024**

### **§ 1. General Information**

1. These General Terms of the Funding Agreement (hereinafter referred to as the “GTFA”) for a Research Component covered by Projects Funded under the Polish Returns NAWA 2024 Programme of the Polish National Agency for Academic Exchange (hereinafter referred to as the “NAWA”) shall lay down the terms and conditions for the implementation, funding and settlement of a research component covered by the funding proposal registered in the OSF submission system administered by OPI (National Information Processing Institute), and recommended for funding in the call launched by the National Science Centre (hereinafter referred to as the “NCN”) for NCN-funding of research components (hereinafter referred to as the “Research Component” or “Research Components”) in projects funded under the Polish Returns NAWA 2024 Programme launched by the Polish National Agency for Academic Exchange.
2. On the Research Component start date, the National Science Centre and the applicant (hereinafter referred to as the “Entity” or “Applicant”) shall conclude, implicitly and without any additional statements of will, a funding agreement for the Research Component (hereinafter referred to as the “Agreement”) pursuant to the “GTFA”.
3. The Research Component start date shall be set in the funding proposal submitted to the National Science Centre and shall coincide with the NAWA project start date. If the date on which the funding decision for the Research Component (hereinafter referred to as the “decision”) becomes final after the start date referred to in the preceding sentence, the Research Component shall start on the date that the decision becomes final.
4. The Research Component implementation period shall be laid down in the proposal submitted to the National Science Centre.
5. The Research Component implementation period shall end when the period referred to in §1 (4) expires.
6. The Research Component shall be carried out in the Entity which has been awarded funding in a specific amount pursuant to a decision.
7. The Research Component shall be carried out by a person (hereinafter referred to as the “Returning Scientist”) identified by the Applicant in the proposal submitted to the NAWA in collaboration with the Project Group specified in the proposal.

### **§2. Terms of the Research Component**

1. The Applicant shall carry out the Research Component pursuant to:
  - a. the applicable laws,

- b. these GTFA and information provided by the Applicant in the funding proposal for the Research Component submitted to the OSF submission system, in particular:
    - cost of the Research Component,
    - budget summary,
    - brief description of the Research Component in the proposal submitted to the NAWA,
  - c. principles of good practice in the Research Component-related scientific discipline/field,
  - d. any required permits, consents and/or approvals:
    - from a designated bioethics committee,
    - from a designated ethics committee for testing on animals,
    - required under the Act on Microorganisms and GMOs,
    - to carry out research on protected species and on protected areas,
    - to carry out clinical trials subject to the Pharmaceutical Law or Act on Medical Devices,
    - other permits required pursuant to the best practice in a field,
  - e. the Terms and regulations of the Call for Proposals for NCN funding of Research Components in research projects funded under the Polish Returns NAWA 2024 Programme launched by the Polish National Agency for Academic Exchange, adopted pursuant to NCN Council Resolution No 32/2024 of 21 March 2024, and Annex to NCN Council Resolution No 61/2024 of 6 June 2024 on the Costs in Research Components funded by the National Science Centre within the framework of the projects funded under the programmes launched by the Polish National Academy for Academic Exchange,
  - f. NCN's Open Access Policy adopted pursuant to Order No 38/2020 of 27 May 2020 by the NCN Director, as amended by Order No 40/2020 of 31 May 2020, available on the NCN website (([https://www.ncn.gov.pl/sites/default/files/pliki/zarzadzenia-dyrektora/zarzadzenieDyr38\\_2020.pdf](https://www.ncn.gov.pl/sites/default/files/pliki/zarzadzenia-dyrektora/zarzadzenieDyr38_2020.pdf), [https://ncn.gov.pl/sites/default/files/pliki/zarzadzenia-dyrektora/zarzadzenieDyr40\\_2020.pdf](https://ncn.gov.pl/sites/default/files/pliki/zarzadzenia-dyrektora/zarzadzenieDyr40_2020.pdf)) as amended by the NCN Director, and
  - g. internal rules and regulations of the Applicant, in so far as they are in line with the GTFA.
2. Any statements made under the funding procedure by the authorised representatives of the Applicant or by the Returning Scientist shall be binding during the Research Component implementation period. In the case of any change in the facts provided by the Applicant in their original statement, the Applicant shall immediately notify the National Science Centre thereof.
  3. The Applicant and the Returning Scientist shall achieve the main purpose laid down in the proposal.
  4. The Applicant shall supervise the Research Component and correct disbursement of the funds and shall be liable to the National Science Centre for the proper performance of the Agreement.
  5. The funds allocated to the Research Component shall be managed by the Applicant and shall only be disbursed at the request of the Returning Scientist.
  6. The National Science Centre shall not be held liable for any damage caused by third parties and related with the Research Component.
  7. During the Research Component implementation period, the Applicant shall pay remuneration to collective investigators laid down in the funding agreement pursuant to written agreements concluded with collective investigators.
  8. The Returning Scientist shall make substantial amendments and modify the Research Component cost as long as it is in line with the Entity's rules and regulations, otherwise the amendments and modifications shall be made upon the Returning Scientist's request and with the Applicant's approval.

9. If any circumstances arise that could not have been foreseen at the proposal submission stage, the Research Component implementation period may, upon the Returning Scientist's request and with the Applicant's approval, be extended by up to 6 months beyond the original Research Component end date (in full calendar months). The Applicant's approval shall be delivered to the National Science Centre no later than one month before the original Research Component end date. The date the approval is sent to the National Science Centre shall be deemed the date of delivery.
10. The National Science Centre's approval shall be required for any amendments of modifications of the Research Component other than referred to in §2 (8) and § 2 (9) hereof. Such approval shall also be required in the event of any amendment of the Agreement on the Polish Returns NAWA 2024 Programme between the Applicant and the NAWA that affects the implementation of the Research Component pursuant to the GTFA.
11. Amendments and modifications referred to in §2 (8), §2 (9) and 2 (10) shall not result in an increased funding for the Research Component from the National Science Centre.
12. The rationale of any modification of the Research Component shall be assessed by the Expert Team during the evaluation of the final report or audit referred to in § 4 (1) (a).
13. Any modification affecting the implementation of the Research Component that is contrary to the GTFA may result in:
  - a. the termination of the Agreement by the National Science Centre with immediate effect (subject to §4 (6)) if it finds out about the modification during the Research Component implementation period or
  - b. a negative final decision of the Expert Team.

### **§3. Financial Management**

1. The National Science Centre shall disburse the funds to the Applicant as a one-off wire transfer to the Applicant's bank account specified in the proposal and designated for the funds for research received from the National Science Centre.
2. The Applicant shall keep financial and accounting records for the Research Component and shall keep funds on the bank account specified in §3 (1) or account designated for the Research Component by the Applicant.
3. The costs and liabilities created during the Research Component implementation period shall be recorded and paid, respectively, by the final report date, within 30 days of the Research Component end date.
4. Funds shall be disbursed as long as they are available on the National Science Centre's bank account.
5. Funds disbursed to the Entity and not used in a calendar year may be used in the next years of implementation of the Research Component.
6. Unused funds shall be returned to the following bank accounts:
  - **No 45 1130 1150 0012 1243 1420 0002** for funds disbursed by the National Science Centre in the current budget year,
  - **No 88 1130 1150 0012 1243 1420 0004** for funds disbursed by the National Science Centre in the past budget years.
7. The total bank interest earned by the Applicant in a year on funds disbursed thereto by the National Science Centre shall be returned to National Science Centre's bank account **No 88 1130 1150 0012 1243 1420 0004** held by *Bank Gospodarstwa Krajowego* o/Kraków by the end of the first quarter of the next year.

### **§4. National Science Centre's Supervision of the Research Component**

1. The National Science Centre's supervision of the Research Component shall include:
  - a. audits at the Applicant's premises by the audit team designated by the Director,
  - b. Director's authorisation to discontinue funding of the Research Component and terminate the Agreement with immediate effect in the cases laid down in the GTFA.
2. At the National Science Centre's request, the Returning Scientist and the Applicant shall provide the National Science Centre with information and/or source documents of Research Component progress and disbursement of project funds, as well as documents evidencing any modifications made with the Applicant's consent. The National Science Centre shall have a right to discontinue funding of the Research Component and terminate the Agreement with immediate effect if any irregularities are found when reviewing the above-mentioned documents.
3. If any irregularities are found in the performance of the Research Component or other factors jeopardising its proper performance, the Applicant or the Returning Scientist shall immediately notify the National Science Centre thereof.
4. The National Science Centre may discontinue funding of the Research Component if:
  - a. the funds are spent significantly contrary to the GTFA,
  - b. the audit obligations are not complied with, and
  - c. the Research Component is performed in breach of the GTFA, as evidenced in the post-audit statement.
5. In the cases laid down in §4 (4), the National Science Centre shall terminate the Agreement with immediate effect.
6. Should the Agreement be terminated with immediate effect, the Applicant shall reimburse the funds disbursed thereto and not yet reimbursed, to the National Science Centre's bank account, within 21 days of the date the notice of termination is served on the Applicant. If the funds are not reimbursed on time, i.e., by the date referred to in the preceding sentence, the Applicant shall pay default interest to the National Science Centre totalling no more than laid down in Article 481 §2<sup>1</sup> of the Civil Code.
7. The National Science Centre may also terminate the Agreement with immediate effect (subject to §4 (6)) in the event that the Applicant's organisational or legal changes jeopardise the performance of the Research Component.
8. The Applicant shall immediately notify the National Science Centre of any events referred to in §4 (7).
9. The Agreement may be terminated by mutual consent of the parties, at the Applicant's request delivered to the National Science Centre during the Research Component implementation period, for any reasons preventing the proper performance of the Research Component that cannot be attributable to the Parties.
10. The Agreement may be terminated by mutual consent of the parties:
  - a. if the funds disbursed are returned to the National Science Centre's bank account in their entirety or
  - b. if the National Science Centre is provided with a request to recognise the cost of Research Component, unused funds are returned to the National Science Centre's bank account and the final report is submitted by the date specified by the National Science Centre.
11. Audits on Entity's premises shall be subject to the Procedure for auditing undertakings selected in the calls funded by the National Science Centre laid down in Annex 1 to Order No 15/2021 by the NCN Director of 24 February 2021 published on the NCN website under the Audit tab ([https://ncn.gov.pl/sites/default/files/pliki/zarzadzenia-dyrektora/zarzadzenieDyr-15\\_2021.pdf](https://ncn.gov.pl/sites/default/files/pliki/zarzadzenia-dyrektora/zarzadzenieDyr-15_2021.pdf))).
12. The National Science Centre shall perform audits on Applicant's premises during the Research Component implementation period and within 5 years thereafter.

## **§5. Settlement of the Agreement**

1. The Applicant shall provide the National Science Centre with access to publications (if any) evidenced in the final report.
2. All publications, except for monographs, monograph chapters, peer-reviewed collected papers and post-conference publications resulting from the Research Component shall have a unique persistent identifier (e.g. DOI (preferably), URN or Handle) and shall be made available in open access pursuant to the NCN's Open Access Policy, as referred to in §2 (1) (f) hereof.
3. The Applicant shall displace the National Science Centre's full name in Polish (*Narodowe Centrum Nauki*) or English (*National Science Centre, Poland*) as well as correct Research Component registration number, in all publications and papers resulting from the Research Component. Publications in which the National Science Centre is not displaced as the Research Component funding institution shall not be regarded as Research Component results and shall be disregarded in its settlement procedure. Furthermore, the Returning Scientist shall display the following notice on the AAM: *"This research was funded in whole or in part by [Funder] [Grant number]. For the purpose of Open Access, the author has applied a CC-BY public copyright licence to any Author Accepted Manuscript (AAM) version arising from this submission"*.
4. The data underpinning the scientific publications resulting from the Research Component shall be well-documented pursuant to the FAIR Principles standing for Findability, Accessibility, Interoperability or Reusability (the so-called "FAIR Data"). They shall be made available in a repository, where possible, pursuant to the Creative Commons Public Domain license (CC0 license).
5. The Applicant shall include the description of Research Component results for the general public in the final report alongside any graphic materials and shall consent to their publication in the information materials of the National Science Centre.
6. The Applicant shall submit a final report to the National Science Centre compliant with information provided in Appendix 1 to the GTFA. The final report shall be submitted within 30 days of the Research Component end date.
7. If the final report is not submitted within the deadline laid down in §5 (6), an incorrect or incomplete report is submitted, even though 30 days have lapsed since a request to submit, complete or correct it, the National Science Centre shall have a right to terminate the Agreement with immediate effect, subject to §4 (6).
8. The final report shall include, *inter alia*, the total costs forecasted and incurred from the Research Component start date to its end date, constituting the financial report on the Research Component.
9. The Director shall settle the Agreement once the financial statement submitted by the Applicant has been submitted and once the merit-based evaluation of the Research Component has been successfully completed by the Expert Team.
10. As a result of the settlement, the Agreement shall be deemed:
  - a. performed,
  - b. performed with an obligation to reimburse part of the funds,
  - c. not performed with an obligation to reimburse the funds in their entirety.
11. The merit-based evaluation of final reports shall focus on the evaluation of:
  - a. Research Component implementation, and
  - b. relevance of spending.
12. If the Research Component was completed but it generated negative results, the Agreement must not be deemed "not performed".
13. Unused funds designated for the Research Component shall be returned within 30 days of the Research Component end date and no later than on the date the final report is submitted.
14. Improperly used funds shall be returned to the National Science Centre's bank account within 21 days of the date the request for repayment is made.
15. If the Applicant delays with the return of unused funds (in relation to the deadline laid down in §5 (13)) or delays with the return of improperly used funds (in relation to the deadline laid down in §5 (14)), the Entity shall pay interest for delay to National Science Centre, in the maximum

amount laid down in Article 481 § 2<sup>1</sup> of the Polish Civil Code. This clause shall also apply to the return of improperly used funds discovered during audits or ad hoc supervision.

16. If the Agreement is not performed or is unduly performed for reasons that can be attributable to the Applicant, as a consequence of a gross breach by the Applicant or the Returning Scientist of their obligations hereunder, the National Science Centre shall be entitled to charge a contractual penalty on the Entity equivalent to 5% of the awarded funding. Charging a contractual penalty shall not exclude the possibility to claim damages in excess of the amount of the reserved penalty on general terms.
17. If the competent state authorities decide, based on separate provisions and audits performed pursuant to § 4 (12), that the final report has been drafted incorrectly or is unreliable, the National Science Centre may request that the Agreement settlement procedure be repeated.
18. Pursuant to Article 35 (a) of the Act on the National Science Centre, the Applicant may request that the National Science Centre write off financial liabilities resulting from the settlement of funds awarded pursuant to Article 33 (1) of the Act, postpone the deadline to repay the debt or divide it into instalments. The National Science Centre reserves the right to review the requests received within 21 days of the date the Applicant is served a request for repayment of the funds.

## **§6. Final Provisions**

1. The rights and obligations of the parties as well as claims against the National Science Centre arising from the Agreement shall not be transferred to third parties without the National Science Centre's consent.
2. Any amendments to the GTFA or other related actions shall be in an electronic format or document form, unless the GTFA or call documents provide otherwise.
3. Final reports submitted to the National Science Centre shall be in an electronic format or document form.
4. The Applicant shall notify the National Science Centre, in an electronic format, document form or in writing, of any changes to the essential data provided to the National Science Centre in the proposal, e.g., change of Applicant's name, address, ESP address, REGON (statistical number) and NIP (tax identification number), and Applicant's bank account number or Returning Scientist's data, i.e. information on PESEL (personal identification number) assigned to the Applicant, change of their name, address, e-PUAP address, and e-mail address, within 7 days, otherwise any and all activities carried out by the National Science Centre with the use of invalid data shall be deemed effective with respect to the Applicant.
5. Pursuant to the GTFA, an electronic format shall mean a statement of will submitted in an electronic format and signed with a qualified electronic signature in PAdES format.
6. Pursuant to the GTFA, a written form shall mean a statement of will in the form of a document signed by hand.
7. Pursuant to this GTFA, a document form shall mean a statement of will in an electronic format signed with an advanced electronic signature in PAdES format pursuant to Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.
8. Documents shall be delivered to the National Science Centre in a document form or electronic format via its Electronic Delivery Box to the address: /ncn/SkrytkaESP or to the NCN's e-delivery address (EDA) as follows: AE:PL-30168-16398EHSIE-12.
9. Whenever the GTFA refer to the return or reimbursement of funds, the date National Science Centre's bank account is credited with the funds shall be deemed the date the funds are returned or reimbursed.

10. The Applicant and the Returning Scientist shall participate in any surveys and evaluation research conducted by the National Science Centre during the Research Component implementation period and within 5 years thereafter.
11. Any disputes arising hereunder shall be resolved by a common court with jurisdiction over the registered office of the National Science Centre.
12. Any Appendices to the GTFA shall constitute an integral part thereof.

## Appendix 1: Information required in the Research Component Final Report

| KEY INFORMATION   |                     |           |
|---|---------------------|-----------|
| PROPOSAL ID   | REGISTRATION NUMBER | REPORT ID |
| <b>A. APPLICANT CARRYING OUT THE RESEARCH COMPONENT</b><br>Entity's name, address, telephone number, e-mail, website, NIP (tax identification number), REGON (statistical number), Head of Entity (name, academic title, position). |                     |           |
| <b>B. DETAILS OF THE RETURNING SCIENTIST</b><br>Academic degree/title, name, telephone number, e-mail, gender, nationality (country), PESEL (personal identification number).   |                     |           |
| <b>C. INFORMATION ON THE RESEARCH COMPONENT</b><br>Title, amount, Research Component implementation period, start date (YYYY-MM-DD), end date (YYYY-MM-DD), auxiliary NCN review panels (according to the proposal).                |                     |           |

### INFORMATION ON THE RESEARCH COMPONENT

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| <b>D. SCIENTIFIC REPORT</b><br>Description of the Research Component performance. Page limit: up to 2 typescript pages (page size: A4, font: Times New Roman, font size: 11 or higher, lead: single, left-right margins: 2 cm, top-bottom margins: 1.5 cm).  |
| <b>D1. DESCRIPTION OF RESEARCH COMPONENT RESULTS FOR GENERAL PUBLIC</b><br>A description of the Research Component (completed) for the general public drafted in Polish and in English. No more than one typescript page.<br><b>The Applicant and Returning Scientist hereby consent to the publication (free of charge) of the description alongside any graphic elements in the information materials of the National Science Centre.</b>  |
| <b>E. PAPERS SUBMITTED FOR PUBLICATION, ACCEPTED FOR PUBLICATION OR PUBLISHED AS A RESULT OF THE RESEARCH COMPONENT</b><br>Publications must be appended with a pdf file (for papers submitted or accepted for publication) or link (for papers published) and the unique persistent identifier (e.g. DOI) and must contain information that the Research Component has been funded by the National Science Centre, including proposal registration number.  |
| <b>PAPERS IN JOURNALS</b><br>Publication status (published, accepted for publication, submitted), open access, licence (CC BY or equivalent), OA model (Route 1:<br>Open Access journal or Open Access platform registered, or with pending registration, in the Directory of Open Access Journals; Route 2: AAM or VoR of a paper published in a subscription (hybrid) journal; Route 3: transformative journal/ journal covered by an Open Access licence within the framework of a transformative agreement), costs incurred from project funds for Open Access publication fee, date of submission to the publisher/publishing house (date of submission must follow date of the funding decision becoming final), author/s, title, publication title, volume, pages, publisher, publication year, DOI or any other persistent identifier (if DOI has not been assigned), link to the open access publication, PDF of publication.   |
| <b>BOOKS</b><br>Publication status (published, accepted for publication, submitted), open access, licence (CC BY, CC BY-ND, CC BY SA, other), open access publication option (golden or green), embargo period, costs incurred from project funds for Open Access publication fee, date of submission to the publisher/publishing house (date of submission must follow date of the funding decision becoming final), author/s, book title, volume, pages, publisher, publication venue, OA publication year, DOI or any other persistent identifier (if DOI has not been assigned), link to the open access publication, PDF of publication.  |
| <b>CHAPTERS IN BOOKS</b><br>Publication status (published, accepted for publication, submitted), open access, licence (CC BY or equivalent), open access publication option (golden or green), embargo period, costs incurred from project funds for open access publication fee, date of submission to the publisher/publishing house (date of submission must follow date of the funding decision becoming final), author/s, title, book title, volume, pages, publisher, publication venue, publication year, DOI or any other persistent identifier (if DOI has not been assigned), link to the open access publication, PDF of publication.   |
| <b>PAPERS IN POST-CONFERENCE PUBLICATIONS</b><br>Publication status (published, accepted for publication, submitted), open access, licence (CC BY or equivalent), open action publication option (Route 1: open access journal or open access platform registered, or with pending registration, in the Directory of Open Access Journals; Route 2: AAM or VoR of a paper published in a subscription (hybrid) journal; Route 3: transformative journal/ journal covered by an open access licence within the framework of a transformative agreement), costs incurred from project funds for open access publication fee, date of submission to the publisher/publishing house (date of submission must follow date of the funding decision becoming final), author/s, title, post-conference volume title, conference title, pages, publisher, publication venue, publication year, conference date, DOI or other persistent identifier (if DOI has not been assigned), link to the open access publication, PDF of publication. |

**ARTISTIC ACHIEVEMENTS\***

- type of achievement (e.g., a work of art, a conservation and restoration work, a musical score, a record, directing a movie, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a foreign or domestic festival with an international impact, directing an international artistic venture)
- author/ artist
- title/ name
- year
- venue
- publisher/ producer (if applicable)
- distributor (if applicable)
- prizes, awards (if applicable)
- information material on the achievement or a website with information materials on the achievement and/or a record of the achievement (e.g., exhibition catalogue, festival catalogue, conservation and restoration documents, program of a play, description of the distributor)
- cost of achievement covered by the project funds.

\* Project-related research findings must be evaluated and published in a journal/s of international impact.

**OPEN DATA or METADATA:** type, title, author, open access repository submission date, language, licence, persistent identifier (e.g. original DOI including the phrase "doi", e.g. "doi:10.1234/abc"), link to the data.

**F. STATEMENT OF COSTS FORECASTED AND INCURRED – FINANCIAL STATEMENT**

| Cost incurred on Research Component |             |                          |                |
|-------------------------------------|-------------|--------------------------|----------------|
| No                                  | Expenditure | Research Component Costs |                |
|                                     |             | Costs forecasted         | Costs incurred |
| 1                                   |             |                          |                |
| 2                                   |             |                          |                |
|                                     |             |                          |                |
| <b>Total cost incurred</b>          |             |                          |                |
|                                     |             | Research Component Costs |                |
|                                     |             | Costs forecasted         | Costs incurred |
| Overall cost                        |             |                          |                |

Description of changes and justification thereof

**INFORMATION AND REPRESENTATIONS**

|  |  |            |                     |
|--|--|------------|---------------------|
| 1. I hereby represent that the individuals listed in this report have read the disclosure requirements at <a href="https://ncn.gov.pl/dane-osobowe">https://ncn.gov.pl/dane-osobowe</a> (disclosure requirements under Article 14 (1) and Article 14 (2) of the General Data Protection Regulation (OJ EU L 2016, No 119, p. 1). |  |            |                     |
| 2. I hereby represent that <sup>1</sup><br>The project is <b>not</b> related to business and the project funding <b>does not</b> constitute state aid./<br>The project is related to business and the entire project funding or its part constitutes state aid   |  |            |                     |
| 3. The documents confirming the Project performance can be viewed:   |  |            |                     |
| a) entity, address:  |  |            |                     |
| b) authorised person:  |  |            |                     |
| c) telephone number:   |  | d) e-mail: |                     |
| 4. Documents comprising Project deliverables is available on the participating entity's premises:  |  |            |                     |
| a) entity, address:  |  |            |                     |
| b) authorised person:  |  |            |                     |
| c) telephone number:   |  | d) e-mail: | e) telephone number |
| 5. Person responsible for drafting the report:   |  |            |                     |
| a) name:   |  |            |                     |
| b) telephone /fax number   |  | c) e-mail: |                     |

The data management plan described in the proposal must be adhered to during the Research Component performance.

**DATA MANAGEMENT PLAN****1. DESCRIPTION OF THE DATA AND THE EXTRACTION OR REUSE OF AVAILABLE DATA**

<sup>1</sup> Delete as appropriate

|  | PLAN | EXECUTION |
|--|------|-----------|
| How to obtain and process new data and/or reuse available data   |      |           |
| Acquired or processed data (e.g. type, format, quantity)   |      |           |
| <b>2. DOCUMENTATION AND DATA QUALITY</b>   |      |           |
|  | PLAN | EXECUTION |
| Metadata and documents (e.g. methodology or data extraction and ordering) accompanying data                                    |      |           |
| Data quality control measures in place   |      |           |
| <b>3. STORAGE AND BACKUP DURING RESEARCH</b>   |      |           |
|  | PLAN | EXECUTION |
| Storage and backup of data and metadata during the research process  |      |           |
| Method used to safeguard data security and protection of sensitive data during the research process                            |      |           |
| <b>4. LEGAL REQUIREMENTS, CODE OF CONDUCT</b>  |      |           |
|  | PLAN | EXECUTION |
| Method used to safeguard compliance with the personal data and data security rules when processing personal data               |      |           |
| Method used to manage other legal issues, e.g. intellectual property rights or ownership. Effective legislation                |      |           |
| <b>5. ACCESS TO DATA AND LONG-TERM STORAGE OF DATA</b>   |      |           |
|  | PLAN | EXECUTION |
| The way and timing of making the data available. Possible restrictions on giving access to data or reasons for embargoes       |      |           |
| Method used to select data to be stored and the location of long-term data storage (e.g. repository or data archive)           |      |           |
| Methods or software tools to access and use the data   |      |           |
| Method used to ensure that a unique and persistent identifier (e.g. Digital Object Identifier (DOI)) is used for each data set |      |           |
| <b>6. DATA MANAGEMENT TASKS AND RESOURCES</b>  |      |           |
|  | PLAN | EXECUTION |
| Person (e.g. function, position and institution) responsible for data management (e.g. data steward)                           |      |           |
| Resources (e.g. financial and time) to manage data and ensure traceability, access, interoperability and re-use of data        |      |           |

REPORT DRAFTED ON  
Head of Entity/ Entity's Authorised Representative