On-line conferences registration fees funding process

1. Registration fees for on-line international conferences are funded from the designated subsidy under the item 67 of state budget, chapter 73095, task “International scientific cooperation ”.
2. Funding, mentioned in point 1, is introduced in connection with COVID-19, as a result of suspension of mobility programmes.
3. Financing of registration fees is made available to scientists and PhD students   
   of the Polish Academy of Sciences (PAN) who intend to take part in on-line conferences to present their research work or a publication. Financing will be granted only to a person presenting the paper, even if the publication was co-authored.
4. It is allowed to finance a registration fee of scientists from outside the structures of PAN, provided that a paper is co-authored by an employee or a PhD student from a scientific unit of PAN.
5. The level of financing of registration fee for an on-line conference is determined and approved by the Vice-President of PAN in charge of the international cooperation.
6. Applications are invited on a continuous basis beginning from 1 August 2020.   
   The call for applications is announced on the website [www.pan.pl](http://www.pan.pl) and through   
   the e-mail correspondence sent out to PAN scientific units.
7. Applications for financing the task mentioned in section 1 are to be submitted, only electronically, to the address: [bwz@pan.pl](mailto:bwz@pan.pl).
8. After a formal verification of applications, the International Cooperation Department of the Academy (BWZ PAN) forwards the documents to the Deans of the PAN’s Divisions for a substantive evaluation.
9. BWZ PAN forwards to applicants the information regarding the reimbursement   
   of registration fee.
10. Reimbursement of the awarded amount is executed on the basis of the following documents delivered to BWZ PAN: a detailed substantive report, conference agenda and accounting document issued by a respective scientific unit. To   
    the accounting document a payment receipt should be attached. The above documents should be submitted to BWZ PAN within 7 days from the end of an on-line conference.
11. The substantive report is subject to the acceptance by the authorised representative of the respective Division, who also describes the accounting document in terms of substance within 5 working days from the receipt of the above mentioned documents.
12. The copy of substantive report mentioned in point 10 is kept by BWZ PAN.
13. Further processing of the accounting document is regulated by the separate procedure.