

Sir Roger Penrose Institute  
for Interdisciplinary Sciences

# **Institutional Application for Support**

under the Programme for the Support  
of Research on Complex Systems

Fund for Research  
and Systemic Analysis Support of the Institute

Form intended for institutions, organisational units,  
libraries, universities, research, educational,  
analytical and social organisations applying for support  
for access to publications, licences or access packages  
to the Report K\* series and other publications of the Institute.  
approved by Resolution of the Management Board of the Institute  
No. 6/05/2026 of 9 May 2026

Version 0.1

Wieliczka 2026

## Instructions for Completing the Application

1. The application should be completed in Polish or English.
2. The application should be submitted within the call period indicated on the Institute's website, in accordance with the regulations of the relevant support programme.
3. The application should be signed by the person or persons authorised to represent the Applicant in accordance with the registration document, statute, power of attorney or another basis of representation.
4. The application should be submitted as a scan of the signed document or as a document signed with a qualified electronic signature, trusted signature or another form of electronic signature accepted by the Institute.
5. One signature placed under this form covers all data, declarations and consents contained in the application.
6. The application must include the Applicant's registration document or another document confirming its existence, legal status and manner of representation.
7. If attachments have been drawn up in a language other than Polish or English, both a copy of the original and a translation into Polish or English must be attached. The translation does not have to be a certified translation, unless the conditions of a given call provide otherwise.
8. The application is assessed exclusively on the basis of data, declarations and attachments submitted within the call period. The Institute does not request the supplementation of formal deficiencies, missing attachments or missing translations, unless the conditions of a given call expressly provide otherwise.
9. An incomplete application, an unsigned application, an application submitted after the deadline, an application submitted in a language other than Polish or English, or an application containing untranslated attachments shall be left without consideration.

## 1. Applicant's Details

Full name of the Applicant

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Legal form of the Applicant

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Registered office address of the Applicant

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Country of registration / registered office

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KRS / NIP / REGON number or other relevant registration number

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Applicant's website, if any

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E-mail address for contact regarding the application

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Telephone number for contact, if the Applicant wishes to provide it

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## 2. Registration Document

1. The application must include a document confirming the existence of the Applicant, its legal status and manner of representation.
2. A registration document may include in particular:
  - a) a current extract from the National Court Register,
  - b) an extract from the relevant register,
  - c) the statute together with a document confirming the persons authorised to represent the Applicant,
  - d) an act establishing the unit,
  - e) a registration document appropriate for the country of the Applicant's registered office,
  - f) another document allowing the legal status and representation of the Applicant to be determined.

Type of attached registration document:

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Date of issue or download of the document, if applicable:

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### 3. Persons Authorised to Sign the Application

Please indicate the person or persons authorised to sign the application in accordance with the Applicant's representation rules, registration document, statute, power of attorney or another basis of authorisation.

First name and sur-name	Function	Basis of representation	Remarks

If the application is signed by an attorney-in-fact, a power of attorney or another document confirming authorisation must be attached.

### 4. Contact Person

First name and surname of the contact person

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Function / position of the contact person

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E-mail address of the contact person

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Telephone number of the contact person, if the Applicant wishes to provide it

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### 5. Tax Status and VAT

#### 5.1. Applicant's VAT Taxpayer Status

Please tick the appropriate answer:

- The Applicant is an active VAT taxpayer.
- The Applicant is a VAT-exempt taxpayer.
- The Applicant is not a VAT taxpayer.
- The Applicant is a foreign entity to which other tax rules apply.
- Other / requires explanation.

Explanation if "other" or "foreign entity" has been selected

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#### 5.2. Right to Deduct VAT

Please tick the appropriate answer:

- The Applicant has the right to deduct VAT in full.
- The Applicant has the right to deduct VAT in part.
- The Applicant does not have the right to deduct VAT.
- Not applicable.

**Explanation in the case of partial VAT deduction or special tax status**

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**Information:** If the Applicant is an active VAT taxpayer and has the right to deduct VAT, support may be granted only in relation to the net amount.

## **6. Subject of the Application**

### **6.1. Type of Support**

Please tick the appropriate answer:

- single volume of the Report K\* series,
- special volume of the Report K\* series,
- analytical monograph published by the Institute,
- annual access package to the Report K\* series,
- academic licence,
- library licence,
- institutional licence,
- other publications or materials of the Institute covered by the support programme.

**Title of the publication, licence or access package to which the application relates**

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**Gross price of the publication, licence or access package**

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**Net price of the publication, licence or access package, if applicable**

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**Requested level of support, as a percentage or amount**

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**Amount the Applicant declares to cover from its own funds or other sources**

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## **7. Purpose of Using the Publication or Access**

Please briefly describe how the Applicant intends to use the publication, licence or access package. The description should be factual and concise.

**Purpose of use:**

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## **8. Justification of the Need for Support**

Please briefly and factually justify the need for support. The justification should refer to the nature of the Applicant's activity, the planned use of the publication and the significance of access to the Institute's materials for scientific, educational, research, analytical or social activity.

**Justification:**

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## **9. Possibility of Financing from Other Sources**

Please indicate whether the Applicant is able to finance the publication, licence or access package from other sources.

- The Applicant can finance the purchase in full from its own funds.
- The Applicant can finance the purchase partially from its own funds.
- The Applicant cannot finance the purchase from its own funds without support.
- The Applicant can apply for financing from other sources.
- The Applicant has no realistic possibility of obtaining financing from other sources.

## 10. Other Financing for the Same Publication, Licence or Package

Please indicate whether the Applicant is applying, has applied or has received financing for the same publication, licence or access package from another source.

- The Applicant is not applying for and has not received other financing for the same publication, licence or access package.
- The Applicant is applying for other financing.
- The Applicant has received other financing.
- The Applicant has received a refusal of financing from another source.

If the Applicant is applying, has applied or has received other financing, please complete the table below.

<b>Financing institution</b>	<b>Programme name</b>	<b>Amount requested / granted</b>	<b>Status</b>	<b>Remarks</b>

**Information:** The total value of support granted by the Institute and financing obtained from other sources may not exceed 100% of the price of the publication, licence or access package to which the application relates. In the case of active VAT taxpayers entitled to deduct VAT, this limit applies to the net amount.

## 11. Declaration on Income or Financing Capacity

The Applicant makes the following declaration in order to enable the Institute to assess whether the granting of support is justified. The declaration does not require attaching financial certificates, unless the conditions of a given call provide otherwise.

Please tick the appropriate answer:

- The Applicant has sufficient funds to finance the purchase in full, but applies for support due to the public, research, educational or social nature of the use of the publication.
- The Applicant has funds to finance the purchase partially.
- The Applicant currently does not have funds to finance the purchase without support.
- The Applicant has budgetary funds, but their use for the purchase of the publication requires cost reduction or co-financing.
- Other situation.

## Brief description of the situation, if it requires explanation

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### 12. Attachments

The following documents should be attached to the application:

1. The Applicant's registration document or another document confirming its existence, legal status and manner of representation.
2. A power of attorney or another document confirming authorisation to sign the application, if the application is signed by a person not directly indicated in the registration document or the relevant representation document.
3. A copy of the original and a translation into Polish or English, if any attachment has been drawn up in a language other than Polish or English.
4. Other documents confirming the truthfulness of the data contained in the application, if the Applicant considers them necessary or if they have been indicated in the conditions of a given call.

**List of attachments submitted with the application:**

No.	Name of attachment	Document language
1.		
2.		
3.		
4.		
5.		

## 13. Applicant's Declarations

By signing this application, the Applicant declares that:

1. the data provided in the application are true, current and consistent with the factual state;
2. the persons signing the application are authorised to represent the Applicant or have appropriate authorisation to sign the application;
3. the attached registration document or other document confirming the Applicant's legal status is true and current as of the date of submitting the application;
4. the Applicant has read the Regulations of the Programme for the Support of Research on Complex Systems;
5. the Applicant has read the Regulations of the Fund for Research and Systemic Analysis Support;
6. the Applicant has read the Regulations of the Guarantee Reserve for Support Programmes, if the call is financed or co-financed from the resources of the Reserve;
7. the Applicant accepts the rules of participation in the Programme and acknowledges that support is not granted automatically;
8. the Applicant acknowledges that the Institute does not request the supplementation of formal deficiencies, missing attachments or missing translations, unless the conditions of a given call expressly provide otherwise;
9. the Applicant acknowledges that an incomplete application, an unsigned application, an application submitted after the deadline, an application submitted in a language other than Polish or English, or an application containing untranslated attachments shall be left without consideration;
10. the Applicant acknowledges that support is non-refundable, targeted and may be used only for the purpose indicated in the decision of the Institute;
11. the Applicant acknowledges that support is not paid in cash, is not transferred by bank transfer to the Applicant and may not be converted into another purpose, service, publication or benefit;
12. the Applicant undertakes to use the granted support within the time limit indicated in the decision of the Institute;
13. the Applicant acknowledges that support not used within the time limit indicated in the decision of the Institute expires, and the resources corresponding to the unused support return to the Fund or the Reserve;
14. the Applicant undertakes to use the publication, licence or access package in accordance with the Institute's licensing rules;
15. the Applicant acknowledges that the granting of support does not mean the transfer of copyright, extension of the licence or consent to further distribution of the publication;
16. the Applicant undertakes not to make the publication available to unauthorised persons or entities;

17. the Applicant acknowledges that multi-user, library, academic, departmental or institutional access requires an appropriate licence;
18. the Applicant declares that the information concerning VAT status and the right to deduct VAT is true;
19. the Applicant acknowledges that in the case of active VAT taxpayers entitled to deduct VAT, support may be granted only in relation to the net amount;
20. the Applicant declares that the information concerning financing from other sources is true and complete;
21. the Applicant acknowledges that the total value of support granted by the Institute and financing obtained from other sources may not exceed 100% of the price of the publication, licence or access package to which the application relates;
22. the Applicant undertakes to promptly inform the Institute of obtaining other financing for the same publication, licence or access package, if this occurs after submitting this application;
23. the Applicant acknowledges that concealment of information on financing from other sources may result in refusal to grant support, withdrawal of support or refusal to participate in subsequent calls;
24. the Applicant declares that the information concerning the possibility of financing the purchase from its own funds or other sources is true;
25. the Applicant acknowledges that decisions of the Institute concerning the granting of support, refusal to grant support, amount of support, leaving the application without consideration or transferring the consideration of applications to a later date are discretionary;
26. the Applicant acknowledges that no appeal is available against decisions of the Institute;
27. the Applicant acknowledges that one Applicant may receive support under the Programme no more than once in a calendar year;
28. the Applicant accepts the rules for publishing call results as set out in the Regulations of the Programme for the Support of Research on Complex Systems;
29. the Applicant acknowledges that if support is granted, the Institute may publish on its website the Applicant's name, the name of the programme, the project title, purpose of support or title of the publication to which the support relates, and the percentage or amount of support granted;
30. the Applicant acknowledges that the Institute does not publish the content of the application, justification, contact details, addresses, identification numbers, financial information or any other data not listed in the programme regulations;
31. the Applicant acknowledges that data provided in the application will be processed for the purpose of considering the application, implementing the Programme, contacting the Applicant, documenting the support granted and publishing call results within the scope specified in the programme regulations.

## 14. Applicant's Signature

This application should be signed in accordance with the Applicant's representation rules. The signature covers the entire application, including all data, declarations and consents contained in the form.

**Place and date**

**Signature of authorised person/persons**

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**First name, surname and function of the person signing the application:**

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**Second person signing the application, if joint representation is required:**

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