

Sir Roger Penrose Institute
for Interdisciplinary Sciences

Regulations of the Guarantee Reserve for Support Programmes

implementing document to the Regulations of the Fund
for Research and Systemic Analysis Support

Document defining the rules for establishing, financing,
accounting for and using the Guarantee Reserve
for Support Programmes maintained within the Institute's Fund
for Research and Systemic Analysis Support.

The Guarantee Reserve for Support Programmes
and these Regulations were approved
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1. General Provisions

1. These Regulations define the rules for establishing, financing, accounting for and using the Guarantee Reserve for Support Programmes, maintained by the Sir Roger Penrose Institute for Interdisciplinary Sciences.
2. The Guarantee Reserve for Support Programmes is a separated part of the Fund for Research and Systemic Analysis Support.
3. The Guarantee Reserve for Support Programmes serves to ensure minimum continuity of financing for support programmes implemented as part of the statutory activity of the Institute.
4. The Reserve does not constitute a separate investment fund, capital deposit, foundation, legal entity or financial entity within the meaning of separate regulations.
5. The Reserve has the nature of an internal safeguarding mechanism ensuring the possibility of launching and implementing support programmes also in periods when the current inflows of the Fund or the resources assigned to individual programmes are insufficient.
6. The establishment of the Reserve does not create, on the part of any person, institution or organisation, any claim to receive support.
7. In matters not regulated by these Regulations, the provisions of the Regulations of the Fund for Research and Systemic Analysis Support and the regulations of the respective support programmes shall apply.

2. Definitions

For the purposes of these Regulations, the following terms shall have the meanings set out below:

1. **Institute** – the Sir Roger Penrose Institute for Interdisciplinary Sciences.
2. **Fund** – the Fund for Research and Systemic Analysis Support.
3. **Reserve** – the Guarantee Reserve for Support Programmes.
4. **Management Board** – the Management Board of the Institute or another competent body authorised to make financial and organisational decisions on behalf of the Institute.
5. **Support programme** – a programme implemented by the Institute as part of its statutory activity, financed in whole or in part from the resources of the Fund or the Reserve.
6. **Guarantee pool** – an amount separated from the Reserve to secure the implementation of support programmes in a given month, quarter or other period indicated by the Management Board.
7. **Net profit of the Institute** – the positive financial result of the Institute determined after deducting operating costs, taxes and other due charges, in accordance with the accounting principles applied by the Institute.

8. **External resources** – donations, targeted fundraising campaigns, subsidies, grants, contributions from sponsors, partners or other resources transferred to the Institute for purposes consistent with the Regulations of the Fund and these Regulations.

3. Purpose of the Reserve

1. The purpose of the Reserve is to secure minimum continuity of support programmes conducted by the Institute.
2. The Reserve may be used in particular when:
 - a) the current resources of the Fund are insufficient to launch a call,
 - b) the resources assigned to a given support programme are insufficient to grant even one item of support,
 - c) the Institute launches a new support programme and needs a start-up pool,
 - d) external resources allocated to support programmes have not yet been transferred or settled,
 - e) the net profit of the Institute has not yet been determined for a given period,
 - f) the Management Board considers that continuation of a support programme requires the temporary use of guarantee resources.
3. The Reserve is not intended to finance the general operating costs of the Institute, except for costs directly related to the launch, administration or implementation of support programmes, if the Management Board makes such a decision.
4. The Reserve is not intended for the payment of cash funds to applicants, unless separate regulations of a support programme, consistent with the Regulations of the Fund and these Regulations, expressly provide for another form of support.
5. As a rule, the Reserve is intended to finance non-refundable, targeted co-financing of access to publications, licences, materials, programmes or other benefits specified in the regulations of the respective support programmes.

4. Sources of Financing of the Reserve

1. The Reserve may be financed in particular from:
 - a) the Institute's own resources allocated for this purpose by resolution of the Management Board,
 - b) a part of the net profit of the Institute,
 - c) resources transferred from unused programme pools,
 - d) resources unused due to the expiry of granted support,
 - e) donations,
 - f) targeted fundraising campaigns,

- g) subsidies,
 - h) grants,
 - i) contributions from sponsors or partners,
 - j) other resources consistent with the law, the statute of the Institute, the Regulations of the Fund and the purpose of the Reserve.
2. The Management Board of the Institute may allocate up to 10% of the Institute's net profit to the Reserve, unless a resolution of the Management Board specifies a different amount of allocation or another method of financing the Reserve.
 3. The allocation to the Reserve may be settled quarterly, annually or in another period adopted by the Management Board, taking into account the financial situation of the Institute and the needs of support programmes.
 4. The Management Board may temporarily suspend, limit or increase the allocation to the Reserve if required by the financial, organisational, statutory or substantive situation of the Institute.
 5. Resources derived from targeted fundraising campaigns, donations, subsidies or grants may finance the Reserve only where the purpose for which they were transferred permits such use.
 6. The acceptance of external resources for the Reserve may not lead to any limitation of the scientific, analytical, publishing or methodological independence of the Institute.
 7. The Institute may refuse to accept external resources if their acceptance could compromise the independence of the Institute, its credibility, statutory objectives or ethical principles of scientific and analytical activity.

5. Guarantee Pool

1. The Management Board may establish a guarantee pool intended to finance support programmes in a given period.
2. A guarantee pool may be established in particular for:
 - a) one month,
 - b) one quarter,
 - c) one year,
 - d) the first call in a new support programme,
 - e) a pilot period of operation of a support programme,
 - f) another period indicated in a resolution of the Management Board.
3. In the initial period of operation of the Fund, the Management Board of the Institute may establish a quarterly guarantee pool in the amount of PLN 10 000, intended to launch the first calls under support programmes.

4. The establishment of a guarantee pool does not entail an obligation to grant support up to the full amount of that pool.
5. The unused part of a guarantee pool may:
 - a) remain in the Reserve,
 - b) be transferred to the next call,
 - c) be transferred to the next settlement period,
 - d) be allocated to another support programme,
 - e) be allocated to other purposes of the Fund consistent with the Regulations of the Fund.
6. The decision on how to use the unused part of a guarantee pool is made by the Management Board.
7. The establishment of a guarantee pool may be announced on the Institute's website, in call documents or in the official communication channels of the Institute.

6. Rules for Using the Reserve

1. The resources of the Reserve may be used exclusively for purposes consistent with the Regulations of the Fund, these Regulations and the regulations of the respective support programmes.
2. The resources of the Reserve may be used for:
 - a) launching a call under a support programme,
 - b) granting support under a programme,
 - c) supplementing an insufficient programme pool,
 - d) ensuring a minimum start-up pool for a new programme,
 - e) maintaining continuity of a programme in the period between quarterly settlements of the Fund,
 - f) other purposes directly related to the implementation of support programmes.
3. The resources of the Reserve may be used only on the basis of a decision of the Management Board or a person authorised by the Management Board.
4. The resources of the Reserve may not be used for purposes unrelated to the statutory activity of the Institute.
5. The resources of the Reserve may not be used in a manner that would violate the scientific, analytical, publishing or methodological independence of the Institute.
6. The resources of the Reserve may not be paid to applicants in cash, transferred as freely disposable funds or converted into purposes other than those indicated in the decision granting support.

7. Relationship of the Reserve to Support Programmes

1. The Reserve may secure financing for one or more support programmes implemented by the Institute.
2. The assignment of the Reserve's resources to a specific support programme is decided by the Management Board.
3. Launching the Reserve for one support programme does not entail an obligation to launch it for other programmes.
4. The Reserve may be used both for programmes addressed to institutions and for programmes addressed to individuals, provided that the regulations of the relevant programme allow financing from the resources of the Fund or the Reserve.
5. If the resources of the Reserve come from a targeted fundraising campaign, donation, subsidy or grant allocated to a specific type of support, they should be used in accordance with the purpose for which they were transferred.
6. Resources allocated for one-off support for private individuals are used in the first instance for support programmes addressed to individuals.

8. Accounting Records of the Reserve

1. The resources of the Reserve may be recorded within the separated accounting records of the Fund or on a separate accounting account, in accordance with the accounting principles applied by the Institute.
2. The accounting records of the Reserve should make it possible to determine:
 - a) the source of the resources,
 - b) the amount of resources allocated to the Reserve,
 - c) the amount of resources allocated to specific guarantee pools,
 - d) the amount of resources used,
 - e) the amount of unused resources,
 - f) the amount of resources transferred to subsequent periods or programmes.
3. Resources derived from targeted fundraising campaigns, donations, subsidies or grants may be recorded separately if required by the purpose for which they were transferred, financing conditions or a decision of the Management Board.
4. Detailed rules for the accounting treatment of the Reserve's resources may be specified in the Institute's internal documents or in accordance with the recommendations of the person responsible for the Institute's accounting.

9. Transparency of Information on the Reserve

1. The Institute may publish on its website information on the establishment of the Reserve, the amount of a guarantee pool, programmes financed from the Reserve and the results of calls covered by support from the Reserve.
2. Information on the amount of the Reserve or a guarantee pool may be published in particular before the start of a call under a support programme.
3. The Institute is not obliged to publish the full internal accounting records of the Reserve, detailed accounting documents or information whose disclosure could violate the legal, organisational or financial interest of the Institute.
4. Transparency of information on the Reserve is intended to ensure transparency of support programmes and to build trust in the manner of allocating resources.

10. Expiry or Return of Resources to the Reserve

1. Resources granted under support that have not been used within the time limit indicated in the decision of the Institute or in the regulations of the support programme return to the Fund or the Reserve, in accordance with the decision of the Management Board.
2. If support was granted from the resources of a guarantee pool, unused resources as a rule return to the Reserve.
3. Resources returned to the Reserve may be used for:
 - a) the next call,
 - b) the next support programme,
 - c) supplementing a programme pool,
 - d) rebuilding the Reserve,
 - e) other purposes consistent with these Regulations and the Regulations of the Fund.
4. In the event of withdrawal of support due to a breach of programme regulations, the resources corresponding to the withdrawn support may return to the Reserve or be allocated in another manner consistent with the decision of the Management Board.

11. Decisions of the Management Board

1. The Management Board makes decisions concerning:
 - a) the establishment of the Reserve,
 - b) the amount of the allocation to the Reserve,
 - c) the establishment of a guarantee pool,
 - d) the assignment of Reserve resources to a specific support programme,
 - e) the transfer of resources between guarantee pools,

- f) the use of unused Reserve resources,
 - g) the suspension, limitation or termination of the operation of the Reserve.
2. Decisions of the Management Board may be made in the form of resolutions, orders, internal decisions or other forms appropriate to the organisation of the Institute's work.
 3. The Management Board may authorise a designated person or team to conduct the day-to-day operation of the Reserve, prepare information on guarantee pools, maintain auxiliary records or communicate on matters concerning support programmes.
 4. No provision of these Regulations limits the right of the Management Board to make decisions necessary to protect the financial liquidity, independence, continuity of operation and statutory objectives of the Institute.

12. Suspension or Termination of the Reserve

1. The Institute may suspend, limit or terminate the operation of the Reserve at any time if required by the financial, organisational, statutory, legal or substantive situation of the Institute.
2. Suspension of the Reserve does not automatically mean suspension of the Fund or all support programmes, unless the Management Board decides otherwise.
3. Termination of the Reserve does not affect support already properly granted, unless the support was granted on the basis of false data, a breach of the regulations or other circumstances justifying the withdrawal of support.
4. In the event of termination of the Reserve, unused resources may be transferred to the Fund, to another support programme or to other statutory purposes of the Institute, in accordance with the decision of the Management Board and applicable law.

13. Amendments to the Regulations

1. The Institute may amend these Regulations at any time, in particular in the event of changes in the rules for financing the Fund, changes in the rules of operation of the Reserve, the launch of new support programmes, changes in the structure of the Institute's funds, changes in applicable law or the need to clarify procedures.
2. The amended Regulations shall apply from the date of their publication on the Institute's website, unless the Institute specifies a later effective date.
3. An amendment to the Regulations does not affect support already granted, unless the amendment results from applicable law, a breach of programme rules by the applicant or the need to protect copyrights, legal interests, financial liquidity or the independence of the Institute.

14. Final Provisions

1. In matters not regulated by these Regulations, decisions are made by the Management Board of the Institute.
2. These Regulations constitute an implementing document to the Regulations of the Fund for Research and Systemic Analysis Support.
3. In the event of discrepancies between these Regulations and the Regulations of the Fund, the provisions of the Regulations of the Fund shall prevail, unless the Regulations of the Fund expressly allow a given matter to be regulated differently in the Regulations of the Reserve.
4. These Regulations enter into force on the date of publication on the Institute's website.