

WORKSHOP PARTICIPANTS – PROM project implementation scheme

ING PAN	STUDENT (assisted by the course instructor)
1. Announcement of recruitment (at least three competitions) – email notification	
	2. Submission of the application (by email to: prom.workshops@twarda.pan.pl); the original must be delivered in person (on the day of arrival in Poland – to the course leader).
3. Information about whether or not you have been selected	REGISTRATION IN THE NAWA SYSTEM
4. Signing the agreement and information clauses – Ms B. Osłowska-Lesiak (send scans to: beatao@twarda.pan.pl; originals must be delivered at the time of payment of the scholarship advance).	
5. Sending an invitation (if necessary)	
	6. Advance payment of 80% of the allocated funds (on the day of arrival in Poland; the course leader arranges the payment date with the accounting department in advance)
	7. Participation in the workshop
	8. Substantive assessment of the course, receipt of a certificate
9. Evaluation of activities	
10. Payment of the remaining 20% of the allocated funds (on the day of departure from ING PAN)	- Promotional materials (short note, 1–2 photos, ongoing social media coverage) - Evaluation survey

