

## Appendix 2

Rules for the provision and disbursement of funds from the IPC PAS Open Science Project (PON).

- 1) The purpose of the PON is to provide financial support to the Institute's employees and doctoral students affiliated with the IPC PAS to ensure open access to scientific publications.
- 2) The PON includes two pools of funds:
  - a) The Project pool – which includes the costs of open access (OA) for grants funded by external Institutions;
  - b) The KO pool – funded by the general costs of the IPC. This amount is determined annually by the Director of the IPC PAS by way of a decision.
- 3) All employees of the IPC PAS and doctoral students affiliated with the IPC PAS may apply for financial support from the PON.
- 4) PON funds may not be used to finance the publication of articles in open access model if open access can be financed under the programs of the Virtual Library of Science (<https://wbn.icm.edu.pl/>) or agreements made directly by the IPC PAS. This does not apply to cases where the limits under the aforementioned programs have already been exhausted or shall be exhausted during the publication acceptance process by the publisher. Information on limits and contracts may be obtained from the IPC PAS Library.
- 5) The following priorities for access to PON funds shall be established (from highest to lowest):
  - a) Priority I: Any manuscript sent to a journal in which the limit under the contracts referred to in item 4) has been exhausted during the review process. The fee shall be financed from the PON.
  - b) Priority II: The manuscript contains results of research funded under an IPC PAS grant, the terms of which require open access to publications resulting from that grant; in addition, the first or corresponding author is affiliated with the IPC PAS and is a principal investigator or contractor in the aforementioned grant; the journal fulfills the project requirements. The fee shall be funded by the PON subject to item 6).
  - c) Priority III: The manuscript contains results of research funded under an IPC PAS grant; in addition, the first or corresponding author is affiliated with the IPC PAS and is a principal investigator or contractor in the aforementioned grant; the journal publishes and its current impact factor is equal to or greater than 6. The fee shall be funded by the PON subject to item 6).
  - a) Priority IV: The first or corresponding author is affiliated with IPC PAS and the employee applying for financing the publication justified the need for open access. The fee shall be funded by the PON if authorized by the Deputy Director for Scientific Affairs. Hybrid journals have a lower financing priority if it is possible to share the AAM or preprint free of charge.
- 6) The procedure for using the PON shall be conducted as follows:
  - b) On each occasion, staff members fill in an application for payment of open access to publications in accordance with the Institute's regulations and submit it to the IPC PAS Library. The application should contain the following data:
    - i. journal and publisher,
    - ii. authors of the manuscript (with an indication of corresponding authors),
    - iii. their affiliations,
    - iv. envisioned type of OA license,
    - v. sources of funding,

- vi. cost of publication,
  - vii. whether the publication is the result of a grant to which the IPC is a contracting party and an indication of whether the grant requires open publication,
  - viii. the document may also contain other elements relevant to the decision-making process, e.g., information about the exhaustion of the pool in the national license or the impossibility of covering costs from other grants for which acknowledgments are included in the manuscript.
- c) A staff member of the IPC PAS Library verifies the information in the application and attachments and adds the following data:
- i. whether the journal is covered by a national/institutional license,
  - ii. whether it is open or hybrid,
  - iii. provides the current impact factor of the journal.
- d) The staff member of the IPC PAS Library forwards the application to the Deputy Director for Scientific Affairs for a final decision, taking into account the availability of funds.
- e) The invoice for the publication is processed in accordance with the Institute's regulations in the ERP system, indicating in the invoice description the research funding source, e.g., the project to which the publication relates (budget category "OA indirect costs" or its equivalent); the PON project should also be indicated as a related project and the invoice should be sent for approval to the "PON-related invoices" level.
- f) Approval of the expenditure from the Fund is authorized by the Deputy Director for Scientific Affairs.
- 7) The costs of publication in journals published by the Multidisciplinary Digital Publishing Institute (MDPI) shall only be covered by the PON if the conditions of Priority II are fulfilled and only up to the limit of the "OA indirect costs" category (or equivalent) of the grant funding the research in question.