



Attachment no 1 POLONEZ 1 Call Text

## POLONEZ 1 APPLICATION FORM

### DATA REQUIRED IN THE APPLICATION FOR FUNDING RESEARCH FELLOWSHIPS FOR INCOMING RESEARCHERS

Information to be entered in the electronic application form.

Printed version includes only the sections: A1-4 & 10, B, D1.1 & D1.3, G, I:  
Attachments 5 & 6

#### A. HOST INSTITUTION<sup>1</sup>

1. Legal status
2. Name and address (phone number, fax, email address, website)
3. 7-digit community identification number
4. NIP, REGON
5. Organisational status
6. Classification by the regulatory authority
7. Charter status with respect to awarding degrees and titles, and the activity profile of the institution
8. Does the organisation belong to the public finances sector?
9. Does the entity receive any operating support grant from the budget for science?
10. Head of Unit (*title/degree, name, position*)

#### B. GENERAL INFORMATION

1. Title of the proposal
2. Primary NCN review panel (only one can be chosen from the list)

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<sup>1</sup>To be filled out with details of the institution where the applicant is planning his/her fellowship. Fellowships may be based in the following entities where research is carried out on a continuous basis:

- 1) research organisations
- 2) university research centres established within a single university structure
- 3) scientific libraries
- 4) enterprises with the status of a research and development centre as defined in the Act of 30 May 2008 on Certain Forms of Support for Innovation Activities
- 5) organisational institutions having legal personality status, established on Polish territory
- 6) enterprises conducting research in a different organisational form than forms set forth in 1-5.

3. Auxiliary NCN review panels (up to three can be chosen, including one to which the proposal is directly submitted)
4. Is the research to be carried out intended as international collaboration?<sup>2</sup> (If so, state the country/countries of collaboration)
5. Duration of the fellowship (as planned, in months: 12 or 24)
6. Estimated budget in PLN, including budget in the first year of the fellowship
7. Date of commencement of the fellowship

### **C.1. JUSTIFICATION – BASIC RESEARCH<sup>3</sup>** (up to 2,500 characters, incl. spaces)

(Explanation proving the compliance of the proposed research with the criteria of basic research)

### **C.2. BRIEF DESCRIPTION OF THE PLANNED RESEARCH**

(up to 1 standard page)

1. Research objectives/hypothesis
2. Research methodology
3. Expected impact of the planned research on the development of science, civilization and society

### **C.3. BRIEF DESCRIPTION OF THE RESEARCH IN LAYMAN'S TERMS, AIMED AT THE GENERAL PUBLIC**

(up to 1 standard page)

State the aim of the planned research, describe the research to be carried out, give reasons for dealing with the subject.

## **D. INFORMATION ON THE APPLICANT AND HIS/HER RESEARCH PARTNER**

### **D.1. APPLICANT'S PERSONAL DATA**

1. Name and surname, title/degree
2. PESEL number/date and place of birth<sup>4</sup>

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<sup>2</sup>As international collaboration shall be deemed work on research tasks together with researchers from research institutions located abroad. The following shall not be deemed as international collaboration:

- a) participation in international conferences;
- b) dissemination of the research abroad;
- c) realisation of research tasks by Polish teams abroad, without contribution of researchers from abroad;
- d) collaboration with foreigners employed by Polish research institutions.

<sup>3</sup> Optional.

<sup>4</sup> To be entered by foreigners who do not hold a PESEL number.

3. Address, phone number, fax, email address
4. Affiliation (employment) and occupied post(s)
5. Did the applicant, in the period of 5 years (applies to Life Sciences and Physical Sciences and Engineering) or 10 years (applies to Arts, Humanities and Social Sciences) preceding the date of submitting the proposal, have breaks in his/her research career, such as: parental leave, work outside of the research sector, military service, prolonged illness (*in the case of an affirmative answer, describe the case and give the total number of months*)
6. Will the applicant's family<sup>5</sup> come to live with him/her in Poland during his/her fellowship as a fellow for a period of 3 months or more?

## D.2. ACHIEVEMENTS OF THE APPLICANT AND HIS/HER RESEARCH PARTNER

### Questionnaire about the applicant's achievements

1. Track record of the applicant's career (*name of the university, institute or other organisational unit, field of expertise/specialisation, date of conferment of degree*)
2. Information on achievements:

#### - for Physical Sciences and Engineering, and Life Sciences

- a) 1 – 10 of the most important papers<sup>6</sup> published over the period of 5 years<sup>7</sup> prior to the submission of the proposal, including an index of publications in JCR-listed journals and internationally recognised research monographs (indicating the five-year impact factor of the journals and the number of citations per publication)
- b) the total number of citations, self-citations not included; the h-index (*source: Web of Science™ Core Collection*),
- c) 3 of the most notable publications from those listed above (*it is obligatory to attach an electronic version of each, in pdf format*)

#### - for Social Sciences and Humanities

- a) 1 – 10 of the most important papers<sup>8</sup> published over the period of 10 years<sup>9</sup> prior to the submission of the proposal, including an index of publications in JCR-listed journals (the quality of the journal will be a major factor in the evaluation of achievements) and internationally recognised research monographs (if possible indicating the five-year impact factor of the journals and the number of citations per publication)
- b) where possible, give the total number of citations, self-citations not included; the h-index (*preferred sources: Web of Science™ Core Collection, Scopus*),

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<sup>5</sup> To be understood as spouse/partner and/or child(ren)

<sup>6</sup> Titles of the works in the language of their original publication.

<sup>7</sup> Breaks in research career (referred to in D.1. 5) above shall not be counted as part of this period.

<sup>8</sup> Titles of the works in the language of their original publication.

<sup>9</sup> Breaks in research career (referred to in D.1. 5) above shall not be counted as part of this period.

c) 3 of the most notable publications from those listed above (*it is obligatory to attach an electronic version of each, in pdf format*)

- and/or for the Arts: music, fine arts, theatre, film

up to 10 of the most important artistic achievements and achievements in research in art (dating from the period of 10 years prior to the submission of the proposal) having a nationwide or international impact, e.g. authorship and publication of a work of art (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a festival that has an international impact, directing an international artistic venture

3. Research projects with the applicant as the Principal Investigator or participant (titles and ID numbers of projects, sources of funding, dates and places of research, role in the project, and the list of the chief publications resulting from each project separately)

4. Research experience at home and abroad (*country, institution, type of research expedition, duration*)

5. Most important research prizes and awards (*type of prize/award, place and date*) and other research-related activity (*keynote lectures at conferences, and in the case of research activity in the field of art – active participation in international exhibitions, festivals and artistic events*)

6. Scholarships and awards

7. Other professional experience of importance

### **Questionnaire about the applicant's research partner's achievements**

1. Name and surname

2. Track record of the research partner's career (*name of the university, institute or other organisational unit, field of expertise/specialisation, date of conferment of degree*)

3. Did the applicant's research partner, in the period of 5 years (applies to Life Sciences and Physical Sciences and Engineering) or 10 years (applies to Arts, Humanities and Social Sciences) preceding the date of submitting the proposal, have breaks in your research career, such as: parental leave, work outside of the research sector, military service, prolonged illness (*in the case of an affirmative answer, describe the case and give the total number of months*)

4. Information on achievements:

- for Physical Sciences and Engineering and Life Sciences

a) 1 – 10 of the most important papers<sup>10</sup> published over the period of 5 years<sup>11</sup> prior to the submission of the proposal, including an index of publications in JCR-listed journals and

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<sup>10</sup> Titles of the works in the language of their original publication.

internationally recognised research monographs (indicating the five-year impact factor of the journals and the number of citations per publication)

b) total number of citations, self-citations not included; the h-index (*source: Web of Science™ Core Collection*),

c) 3 of the most notable publications from those listed above (*it is obligatory to attach an electronic version of each, in pdf format*)

- for Social Sciences and Humanities

a) 1 – 10 of the most important papers<sup>12</sup> published over the period of 10 years<sup>13</sup> prior to the submission of the proposal, including an index of publications in JCR-listed journals (the quality of the journal will be a major factor in the evaluation of achievement) and internationally recognised research monographs (if possible indicating the five-year impact factor of the journals and the number of citations per publication)

b) where possible, give the total number of citations, self-citations not included; the h-index (*preferred sources: Web of Science™ Core Collection, Scopus*),

c) 3 of the most notable publications from those listed above (*it is obligatory to attach an electronic version of each, in pdf format*)

- and/or for the Arts: music, visual arts, theatre, film

up to 10 of the most important artistic achievements and achievements in research in art (dating from the period of 10 years prior to the submission of the proposal) with a nationwide or international impact, e.g. authorship and publication of a work of art (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a festival that has international impact, directing an international artistic venture

### **D.3. THE RELEVANCE OF THE FELLOWSHIP AND CHOICE OF THE HOST INSTITUTION FOR THE ADVANCEMENT OF THE APPLICANT'S CAREER**

#### 1. Description of the host institution

*(justifiability of choosing the host institution, adequate research and mentoring support, research achievements of the host institution in the field of the planned research)*

#### 2. Description of the expected outcome of the fellowship for the applicant's career

*(Please include also activities other than research, e.g. teaching, if planned)*

### **E. BUDGET REQUIRED BY THE RESEARCH**

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<sup>11</sup> Breaks in research career (referred to above in point 3) above shall not be counted as part of this period.

<sup>12</sup> Titles of the works in the language of their original publication.

<sup>13</sup> Breaks in research career (referred to above in point 3) above shall not be counted as part of this period.

(type of expenses, expected cost broken down into (1) salaries for the personnel involved in the research and (2) other costs)

**F. FORMS OF FUNDING OF THE FELLOWSHIP**

(funding for the applicant;<sup>14</sup> funding for the research proper;<sup>15</sup> indirect costs of the host institution<sup>16</sup>; total budget)

1. Duration				
Duration of the fellowship as planned (months) :		Commencement date:		
2. Contribution of the National Science Centre in funding the fellowship				
	Year 2016	Year 2017	Year 2018	Total
	1	2	3	4
Funding for the applicant				
Living allowance				
Mobility allowance				
Family allowance				
Funding for the planned research				
Personnel costs				
Other costs of research				

<sup>14</sup> The host institution receiving a fellow will be offered a lump sum of EUR 31 500 or EUR 63 000 (the former in the case of fellowships of 12 months, the latter in the case of fellowships of 24 months, respectively) for employing the applicant. The host institution receiving a fellow will be offered a lump sum of EUR 20 700 or EUR 41 000 (the former in the case of fellowships of 12 months, the latter in the case of fellowships of 24 months, respectively) for paying the costs related to the fellow's temporary relocation. For covering the costs of the fellow's family allowance the host institution will be offered a lump sum of EUR 3 600 or EUR 7 200 (the former in the case of fellowships of 12 months, the latter in the case of fellowships of 24 months, respectively) Eligible for family allowance are individuals whose spouse/partner and/or child(ren) change their place of residence and come to Poland to stay with them for a period of at least 3 months during the course of the fellowship.

<sup>15</sup> The host institution shall receive funding for the research worth:

a) in the Arts, Humanities and Social Sciences (HS):

- PLN 80 000 for 12-month fellowships,
- PLN 96 000 per year for 24-month fellowships;

b) in the Life Sciences (NZ) and Physical Sciences and Engineering (ST):

- PLN 112 000 for 12-month fellowships,
- PLN 160 000 per year for 24-month fellowships.

<sup>16</sup> The host institution's indirect costs shall amount to 20 per cent of direct costs (funding for the applicant and funding for the research proper), including costs of ensuring optimal conditions for the fellow for carrying out his/her research, including providing office/laboratory space and research equipment necessary for the completion of the research and ensuring administrative and financial services and support to the fellow, as well as costs of organisation of study visit(s).

Indirect costs				
Total				

## G. APPLICANT'S DECLARATION

1. I hereby declare that on the day of opening the call (i.e. 15<sup>th</sup> September 2015) I:

- am(was) a holder of a doctoral degree in (*name of the discipline*)<sup>17</sup>, awarded by (*name of the awarding institution*)<sup>18</sup>,
- have (had) 4 years of full-time research experience<sup>19</sup>.

2. I hereby declare that in the course of the three years preceding the date of the opening the call for proposals, I did not reside or carry out my main activity (work<sup>20</sup>, studies, etc.) in Poland for a period longer than twelve months.

3. I hereby declare that the proposed research tasks included in this application neither are nor were funded from NCN resources, or from other sources. I also declare that I am applying / I am not applying<sup>21</sup> for funding from other sources (*if "I am applying" was chosen, state the place of filing the application and the entity named as the host institution of the fellowship*).

4. Should I receive funding of the research tasks specified in this proposal, I will inform the National Science Centre of this fact, and I will:

- a. resign from applying for funding from the National Science Centre, or
- b. resign from accepting the funding from another source.

5. Should I receive funding for the tasks specified in this proposal, by decision of the Director of the NCN, I will resign from applying for funding from other sources.

6. I hereby declare that I am not acting as Principal Investigator to any research proposal submitted to a NCN call issued on 15<sup>th</sup> September 2015 (including POLONEZ 1), or to any research proposal under evaluation or appeal proceedings.

7. I hereby declare that in the period of 3 years preceding 15<sup>th</sup> September 2015 I was not a principal investigator to research project hosted by a Polish institution, including projects funded by the NCN.

<sup>17</sup> In accordance with the regulations being in force in the country where the degree was awarded.

<sup>18</sup> Holders of doctoral degrees attach a document testifying the conferment of a degree, along with a translation of the document, into Polish or English, if the language of the original is neither Polish nor English.

<sup>19</sup> Individuals without doctoral degrees attach documents testifying 4 years of full time experience in research, along with translations of those documents, into Polish or English, if the language of the original is neither Polish nor English.

<sup>20</sup> Work in Poland shall be understood as employment by an entity domiciled in the Republic of Poland, on the basis of an employment contract, including part-time work.

<sup>21</sup> Cross out the option which is not true for you.



8. I hereby declare that the research which is the subject of the present proposal has been set forth in the table below, and I take it upon myself to obtain all such permissions, recommendations and authorizations as may be required to conduct the research at the host institution of the fellowship.

*[Ethics issues table in accordance with the template at*

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/ethics/ethics-eit\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/ethics-eit_en.pdf)

A description of measures taken to ensure that the research is carried out conforming to the rules of good practice in the respective domain/discipline. (up to 2,500 characters).

9. I am aware that:

a) my personal data may be processed by the National Science Centre in accordance with the article 23., section 1, subsection 2, of the Act on personal data protection of 29th August 1997., as personal data are vital to tasks specified in the Act of 30th April 2010, on the National Science Centre;

b) my personal data included in the proposal shall be processed solely for the purpose of its evaluation, and in the event of awarding funding – for the purpose of due supervision;

c) my personal data included in the proposal shall be made available to third parties, commissioned by the National Science Centre with the task of the proposal's evaluation, and in the event of awarding funding to the proposal – with the task of due supervision;

d) I am free not to enter my personal data in the proposal, albeit a refusal to give them shall be tantamount to rendering the proposal null and void;

e) individuals whose personal data is processed by the National Science Centre have the right to access and modify this data in accordance with the Act on personal data protection.

10. I hereby declare that in the event of being awarded funding, I give my consent to the publication on the website of the NCN – along with information on the results of the call for proposal – of a brief description of the research from section C.3.

11. Under penalty of perjury, I hereby declare that the information included in the research proposal no. ID ... and in the attached documents submitted via the OSF online system is true, complete and relevant, and it has been provided to the best of my knowledge and on a best effort basis.

.....

Applicant's signature

Place and date of drafting the proposal: .....



## **H. DESCRIPTION OF THE PLANNED RESEARCH AND DISSEMINATION OF ITS RESULTS**

### **H.1. DESCRIPTION OF THE RESEARCH TO BE CARRIED OUT BY THE APPLICANT DURING HIS/HER FELLOWSHIP**

*(up to 10 standard pages<sup>22</sup>)*

#### **1. Research objectives**

*(research problem aimed at being solved by the proposed research, research hypotheses)*

#### **2. Significance of the planned research**

*(state of the art, justification for tackling specific research problems by the proposed research, the impact of the research results on the development of the research field and research discipline, the economic and societal impact)*

#### **3. Work plan**

*(outline of the work plan, critical paths, state of preliminary and initial research indicating the feasibility of the research objectives)*

#### **4. Research methodology**

*(underlying scientific methodology, data reduction and treatment schemes, type and degree of access to the equipment to be used in the proposed research)*

#### **5. Literature**

### **H.2. DESCRIPTION OF THE PLAN FOR POPULARISING THE RESULTS OF THE RESEARCH**

*(types and frequency of actions, types of groups of audience and their expected size; the description must include at least 2 forms of popularising actions, e.g. seminars and workshops for university and secondary education students, participation in events promoting research, articles in the general press)*

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<sup>22</sup> Page size: A4, font: Times New Roman, size 11(12), single line spacing, margins: 2 (left & right), 1.5 (bottom).



## I. ATTACHMENTS

### **Attachment 1**<sup>23</sup>

Copy of the PhD diploma or its translation into English or Polish, if the language of the original is neither English nor Polish

### **Attachment 2**<sup>24</sup>

Document confirming a minimum of 4 years of full-time research experience, and its translation into English or Polish, if the language of the original is neither English nor Polish

### **Attachment 3**

A list and copies of documents confirming that in the 3 years prior to the call announcement (15<sup>th</sup> September 2015) the applicant has not resided or carried out his/her main activity (work, studies, etc.) in Poland for more than 12 months

### **Attachment 4**

Information on the commitments made by the host institution of the fellowship

### **Attachment 5**

Information on whether the host institution receives or does not receive state aid, plus a questionnaire

### **Attachment 6**<sup>25</sup>

Information on the research carried out in the host institution of the fellowship in the past 2 years, along with a list of publications and research equipment and other equipment enabling research.

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<sup>23</sup> To be supplied by applicants with doctorate.

<sup>24</sup> To be supplied by applicants without doctorate.

<sup>25</sup> Applies to the entity intended as host institution of the fellowship, which does not receive funds for its core activity from the state budget for science.