



NARODOWE CENTRUM NAUKI



ALPHORN-COVID-19

International Call for Research Projects on COVID-19

Guidelines for Polish Research Teams



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I. INTRODUCTION

Lead Agency Procedure

The ALPHORN-COVID-19 call is carried out pursuant to the Lead Agency Procedure.

The Lead Agency Procedure (LAP) is a new standard used to evaluate proposals applied by the European research funding agencies. It is to facilitate international research teams to apply for funds for joint research projects and to simplify the evaluation of proposals by research funding agencies.¹ The key principles of the procedure include:

- the use of domestic calls carried out by partner agencies to perform merit-based evaluation not only of domestic proposals, but also bilateral and multilateral ones, which compete with domestic proposals on an equal footing;
- trust in the quality of *peer-review* among agencies undertaking such cooperation. Thus, projects involving two or more research groups from different countries to perform joint research will only be evaluated by a lead agency relevant for one of the teams participating in a project in the call that constitutes a permanent element of such agency's offer. Other agencies co-organising the call will accept the results of merit-based evaluation performed by the lead agency and award funding to research projects recommended for funding in the course of such evaluation.

The lead agency in the ALPHORN-COVID-19 call for proposals

Under the ALPHORN-COVID-19 call for proposals, the Swiss National Science Foundation (the "SNSF") shall act as the Lead Agency.

Under the ALPHORN-COVID-19 call, funding shall be awarded to research projects on COVID-19 to be carried out as international cooperation:

- jointly by research teams from Poland and Switzerland, for which cooperation between these research teams is indispensable (research projects carried out in bilateral Polish-Swiss cooperation) and
- jointly by research teams from Poland and Switzerland, with the participation of research teams from one of the following countries: Germany, Austria, the Czech Republic, Slovenia, Luxembourg and South Tyrol (trilateral projects).

The call subjects are described in more detail in the documents of the [SNSF National Research Programme NRP 78 - COVID-19](#).

Proposals shall be subject to an eligibility check performed by:

- the NCN and SNSF as the lead agency (in the case of Polish-Swiss bilateral projects);
- NCN, SNSF and DFG, FWF, GAČR, ARRS, FNR or Provincial Administration South Tyrol/Alto Adige (in the case of trilateral research projects).

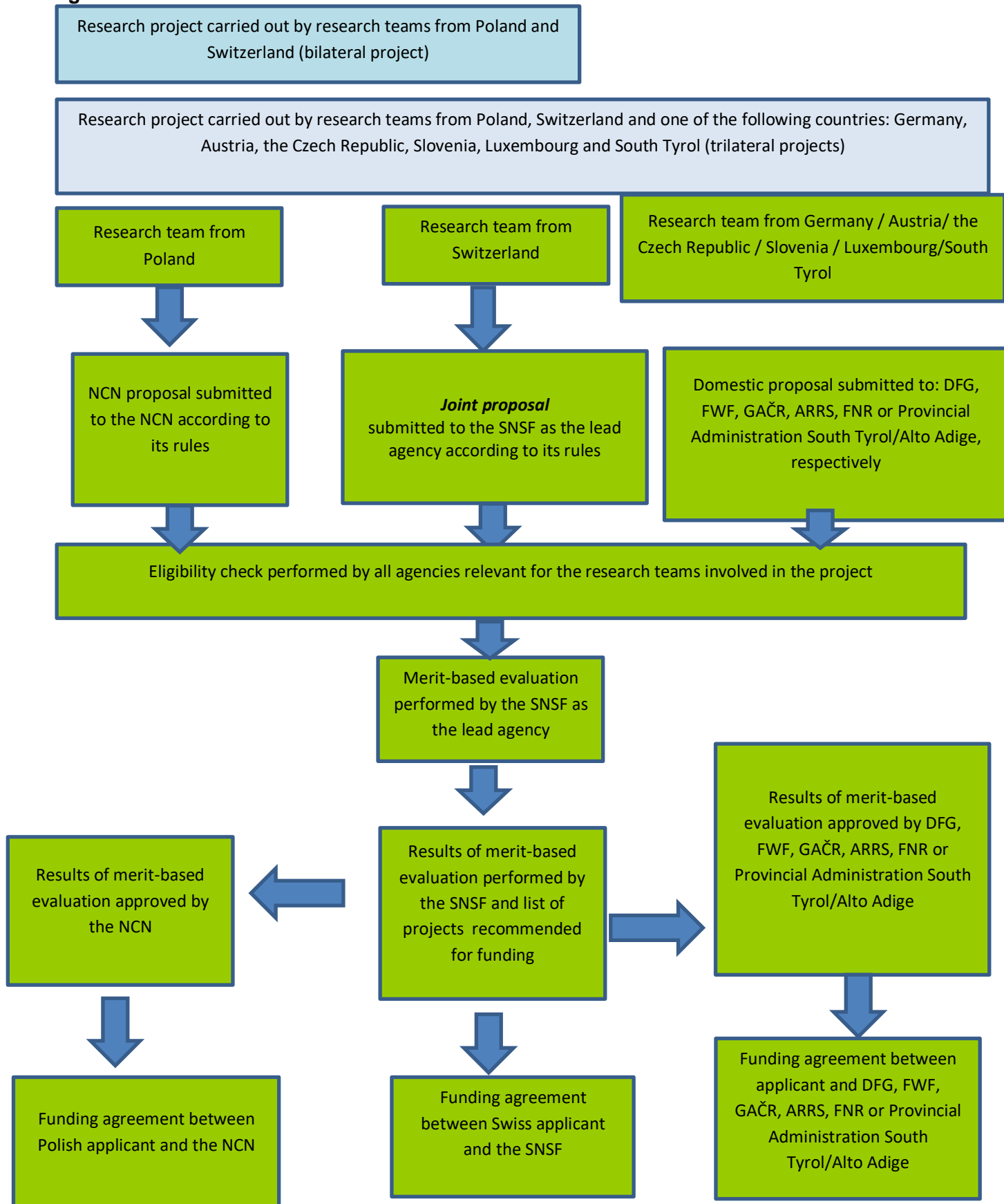
¹ More on LAP at: <https://www.scienceurope.org/wpcontent/uploads/2015/11/SEWSReportPOLLAPfin.pdf>



Proposals approved during the eligibility check by all agencies involved in the eligibility check shall be qualified for a merit-based evaluation to be performed by the SNSF as the lead agency in accordance with the terms applicable to the [SNSF National Research Programme NRP 78 - COVID-1](#).

Below is a diagram showing the individual stages of the ALPHORN-COVID-19 procedure, i.e. proposal submission, eligibility check and merit-based evaluation, approval of rating lists, issue of decisions and execution of agreements. The diagram also shows the communication process among the institutions involved in individual stages of the call.

Diagram. Individual stages of the procedure and communication process among the agencies involved in the ALPHORN-COVID-19 call





II. HOW TO SUBMIT A PROPOSAL IN THE ALPHORN-COVID-19 CALL?

1. Preparation of joint proposals

Joint proposals are drafted by Polish research teams jointly with foreign research team(s) pursuant to the rules of the National Research Programme NRP 78 - COVID-19 and submitted to the SNSF as the lead agency by the Swiss research teams according to the rules of the SNSF **by 25 May 2020, 5 p.m.**

The detailed terms of the call and merit-based evaluation of joint proposals by the SNSF as the lead agency are laid down in the documents applicable to the [SNSF National Research Programme NRP 78 - COVID-19](#).

In addition, each research team involved in a project must submit a funding proposal to the relevant research funding agency, including a set of documents required thereby (e.g. a joint proposal, if required by the institution); proposals are submitted by the relevant research teams to:

- the NCN (in the case of Polish-Swiss bilateral projects) and
- additionally, to the DFG (Deutsche Forschungsgemeinschaft) or FWF (Austrian Science Fund) or GAČR (Grantová agentura České republiky) or ARRS (Javna agencija za raziskovalno dejavnost Republike Slovenije) or FNR (Luxembourg National Research Fund) or Provincial Administration South Tyrol/Alto Adige (in the case trilateral projects), under bilateral or multilateral programmes launched by the SNSF in cooperation therewith pursuant to the Lead Agency Procedure.

The ALPHORN-COVID-19 call is open to NCN proposals² to which joint proposals are attached. Such joint proposals must be drafted jointly by the research teams from Poland and Switzerland (in the case of Polish-Swiss bilateral projects) as well as research teams from Poland and Switzerland together with a research team from one of the following countries: Germany, Austria, the Czech Republic, Slovenia, Luxembourg and South Tyrol (in the case trilateral projects).

The joint proposals submitted to the SNSF as the lead agency and other institutions involved must be identical. If discrepancies are found in the two versions of the joint proposal, including in the joint project description, CVs and/or list of publications, the proposal may be rejected at the stage of eligibility check.

2. Preparation and submission of NCN proposals together with joint proposals in the ZSUN/OSF system

Under the ALPHORN-COVID-19 call, the National Science Centre shall accept NCN proposals accompanied by joint proposals drafted by Polish research teams in cooperation with a foreign research team/s pursuant to the rules of the [SNSF National Research Programme NRP 78 - COVID-19](#) and provisions of Section II.1 Preparation of joint proposals.

² NCN proposal means a proposal for NCN funding of the Polish part of a research project under the ALPHORN-COVID-19 call, submitted to the ZSUN/OSF system and including a joint proposal submitted to the SNSF as the lead agency.

Polish research teams shall submit NCN proposals to the NCN via the ZSUN/OSF (*Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania*) system available at <https://osf.opi.org.pl> **as soon as soon as possible following submission of the joint proposal to the SNSF, by 26 May 2020, 4 p.m. at the latest.**

Polish research teams are bound by all NCN formal requirements specified in the [announcement of the ALPHORN-COVID-19 call for proposals](#). Before drafting the proposal, please read the call announcement and call documents which form an integral part of the call announcement. To read the complete announcement **at the NCN's website**, please click on:

« Scroll down all questions »

3. Documents to be provided to the NCN by the Polish research team

Proposals submitted to the NCN in the ZSUN/OSF system shall contain:

- an NCN proposal comprising a complete proposal filled out in the ZSUN/OSF system to the extent compliant with the [call documents](#);
- the joint proposal **identical with the version submitted to the SNSF as the lead agency comprising all documents submitted to the SNSF mySNF electronic submission system, including:**
 - a) research project description in compliance with the rules applicable in the [SNSF National Research Programme NRP 78 - COVID-19 \(in English\)](#); and
 - b) CVs with lists of publications by principal investigators of the research teams participating in the performance of the research project, in compliance with the rules applicable in the [SNSF National Research Programme NRP 78 - COVID-19 \(in English\)](#).

PLEASE NOTE! Persons who are to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget, cannot be named in NCN proposals and/or joint proposals.

NCN proposals must be appended with the same joint proposal that has been submitted to the SNSF as the lead agency.

Information in the joint proposal must be consistent with information in particular sections of the NCN proposal in OSF and other annexes thereto.

The budget table identical to the one submitted to the SNSF must also be annexed to the NCN proposals.

Additionally, the proposal in the ZSUN/OSF system must be appended with PDF files of the following documents **signed by hand³ or with a **qualified electronic signature**:**

1. confirmation of submitting the proposal signed by the authorised representative(s) of the entity acting as the applicant for the Polish part of the

³ In this case, a scan of the document signed by hand must be attached to the proposal in the ZSUN/OSF system.



- joint project, generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab;
2. confirmation of submitting the proposal signed by the Polish principal investigator generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab;
 3. **in the case of Polish entities that do not receive any institutional core funding for research activities:**
 - information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to scientific research (in English);
 4. **in the case of a group of Polish entities (laid down in Article 27 (1) (2) of the NCN Act):**
 - [agreement on collaboration for the purposes of completion of the requested research project](#) (in Polish).

Group of entities

The following shall be deemed to be a group of Polish entities:

1. at least two Polish entities referred to in Article 7 (1) (1), Article 7 (1) (2) and Article 7 (1) (4)-(8) of the Act on Higher Education and Science of 20 July 2018, i.e.:
 - universities,
 - federations of science and HE entities,
 - research institutes of the Polish Academy of Sciences, operating pursuant to the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2018, item 736);
 - international research institutes established pursuant to separate Acts, operating in the Republic of Poland,
 - Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019 (Journal of Laws, item 534),
 - institutes operating within the Łukasiewicz Research Network,
 - Polish Academy of Arts and Sciences,
 - other institutions involved in research independently on a continuous basis, or
2. at least one institution as such together with at least one enterprise.

A group of Polish entities is established pursuant to an [agreement](#) laying down the following:

- parties to the agreement and the leader,
- subject-matter and term of the agreement covering the project duration period,
- authorisation for a representative of the leader to act on behalf of the entire group of entities in the course of application for funding and implementation of a research project,
- the leader's duty to pass information received from the NCN to the other parties, and
- signatures of authorised representatives of all members of the group of entities.

[The agreement](#) must be drawn up in Polish and must be attached to the proposal in the ZSUN/OSF system as a PDF file signed by hand³ or with a qualified electronic signature.

Furthermore, **each** organisational unit in the group of entities that does not receive any institutional core funding for research activities shall append its proposal in the ZSUN/OSF system with information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to



research (in English), signed by hand or with a qualified electronic signature.

Confirmations of submitting the proposal shall be signed by an authorised representative(s) of the entity acting as the leader of the group of entities and by the principal investigator employed by the leader of the group of entities. The confirmations shall be generated automatically by the ZSUN/OSF system when completing the work on the proposal and downloaded from the *Electronic submission* tab.

4. Project budget

The budget of tasks to be performed by the Polish research teams must comply with the regulations on the costs planned in the project, including costs relating to the budget for salaries and scholarships laid down in the following document: [Types of costs in research projects funded by the National Science Centre under the ALPHORN-COVID-19 call \(annex to the Regulations\)](#). The rules for awarding NCN scholarships are laid down in the [Regulations on awarding scholarships](#).

PLEASE NOTE!!! The budget of the Polish part of the project included in the [budget table](#) which forms a part of the joint proposal submitted to the SNSF must include justifications for all amounts provided therein. It is not enough to only provide the justifications in the budget completed in the OSF system only as the budget presented in the OSF system is not subject to merit-based evaluation performed by the experts. If the costs quoted in the [budget table](#) of the joint proposal submitted to the SNSF are not justified, the proposal may be rejected.

Creating a project budget is one of the most important aspects in the project planning which aims at identifying the required resources and estimating the costs. The project budget must be justified as regards the subject and scope of research, based on calculations and must specify the expenditures to be covered by the NCN (the so-called eligible costs).

The proposal may be rejected if unreasonable budget is planned and/or discrepancies occur between the costs of projects to be carried out by Polish research teams in the NCN proposal and the joint proposal.

Costs in the project include direct costs and indirect costs.

Direct costs include:

- 1) salary:
 - full time remuneration: funds for full-time employment of the principal investigator or post-doc(s),
 - additional remuneration for members of the research team,
 - salaries and scholarships for students and PhD students,
- 2) purchase or manufacturing of research equipment, devices and software,
- 3) purchase of materials and small instruments,
- 4) outsourced services,
- 5) business trips,
- 6) visits and consultations (**PLEASE NOTE:** The costs of consultations and visits of foreign partners who at the same time receive project funding from the foreign research institutions that receive parallel funding for the research project from the lead agency and foreign research funding agencies **not eligible**),
- 7) compensation for collective investigators and



- 8) other costs crucial to the research project which comply with the [Types of costs in research projects funded by the National Science Centre under the ALPHORN-COVID-19 call \(annex to the Regulations\)](#), including:
- costs of purchasing data/databases or access thereto,
 - specialist publications/teaching aids, and
 - costs of publishing the results of research. The cost of publication of monographs may be incurred once positively reviewed by the NCN.

Indirect costs may not exceed 20% of direct costs.

When developing the budget, it is necessary to consider the following:

1. NCN proposals shall specify the budget for tasks to be performed by the Polish team; a joint proposal – for the tasks to be performed by all research teams involved in the project, as required by the SNSF;
2. the budget in the NCN proposal shall be specified in PLN and in the [budget table](#) of the joint proposal - in EUR;
3. the budget planned for the Polish team in the [budget table](#) of the joint proposal must be consistent with the budget in the NCN proposal;
4. the EUR exchange rate to calculate the budget of the Polish part of the project in the [budget table](#) of the joint proposal: EUR 1 = PLN 4.5432 (exchange rate as at 29 April 2020);
5. the minimum funding for the Polish part of the project throughout its performance: PLN 150,000; and
6. the maximum funding: not specified (the costs must be justified as regards the subject and scope of research).

PLEASE NOTE:

- **the detailed justification of the costs** must be provided in the [budget table](#) of the joint proposal; they must comply with the ones provided in the ZSUN/OSF system;
- the PLN costs in the [budget table](#) will be automatically converted into EUR at the following exchange rate: EUR 1 = PLN 4.5432 (exchange rate as at 29 April 2020);
- **the merit-based evaluation will be carried out by the SNSF as the lead agency on the basis of the joint proposal and will cover (*inter alia*) evaluation of justification of the costs planned for the Polish part of the research project as regards the subject and scope of research, hence justification of the costs planned for the Polish research team in the [budget table](#) of the joint proposal must be comprehensive, detailed and consistent with justification of the costs in the ZSUN/OSF system.**

For example: justification of the costs planned for the Polish research team:

- justification of the costs planned for the Polish research team in an NCN proposal in the ZSUN/OSF system may be copied and pasted to the appropriate section of the [budget table](#).

Justifications in NCN proposals submitted to the ZSUN/OSF system:



Other direct costs

Other direct costs

[+ Add](#) [Change order](#)

| No. | Other direct costs | | | | |
|-----|---|-------------------------------|--|-----------|-----------|
| 1. | Name / description [in English] | other costs | Year 2020 | Year 2021 | Year 2022 |
| | Category | Materials and small equipment | 4 | 4 | 4 |
| | Entity | University of Warsaw | | | |
| | Total cost [PLN] | | 12 | | |
| | Calculation and merit-based justification for the purchase [in English] | | merit-based justification for the purchase | | |
| 2. | Name / description [in English] | other costs | Year 2020 | Year 2021 | Year 2022 |
| | Category | Materials and small equipment | 100 | 100 | 100 |
| | Entity | University of Warsaw | | | |
| | Total cost [PLN] | | 300 | | |
| | Calculation and merit-based justification for the purchase [in English] | | merit-based justification for the purchase | | |

Research equipment

[+ Add](#)

| No. | Research equipment | | | |
|-----|---|----------------------|--------------------------------------|-------|
| 1. | Name of research equipment in Polish | Research equipment | | |
| | Name of research equipment in English | Research equipment | | |
| | Description [in English] | Research equipment | | |
| | Merit-based justification for the purchase [in English] | | | |
| | Merit-based justification for the purchase | | | |
| | Entity | University of Warsaw | Year of purchase or construction | 2020 |
| | Unit cost [PLN] | 1 000 | Number of units | 1 |
| | NCN's contribution [PLN] | 0 | Entity's contribution (if any) [PLN] | 1 000 |

Justification of the costs in the [budget table](#) :

IMPORTANT: the table below will serve as a basis of the merit-based evaluation carried out by SNSF, therefore it is crucial to include comprehensive and detailed justification of the costs planned for the Polish research team in this table. Data introduced below must be consistent with justification of the costs in ZSUN/OSF. If the costs planned for Polish research team are not justified in detail in the table below, the proposal may be rejected at the stage of eligibility check

| Cost category | justification of the costs planned for the Polish research team to be provided here | Requested sum (in PLN) | Requested funds (in EUR) |
|--|---|------------------------|--------------------------|
| Personnel costs and scholarships (Please list and justify each position) | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| Research equipment, devices and software (Please list and justify each position) | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| Materials and small equipment (Please list and justify each position) | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |

PLEASE NOTE:

- if the costs planned for Polish research teams in the **budget table** of the joint proposal are not justified in detail, the proposal may be rejected at the stage of eligibility check;
- where unjustified costs are planned, the NCN Director may allocate less funds for research projects to be carried out by Polish research teams under the ALPHORN-COVID-19 call than planned in the NCN proposal or may refuse to allocate any funds; and
- in the case of discrepancies between the costs planned for Polish research teams in the NCN proposal in the ZSUN/OSF system and the **budget table** of the joint proposal, the proposal may be rejected at the stage of eligibility check.

5. Polish research team's duty to submit complete proposal to NCN

Polish research teams must ensure that their proposals submitted to the NCN are complete. A proposal that has been submitted to the NCN via the ZSUN/OSF system cannot be amended and no file submitted to the ZSUN/OSF system can be replaced if it forms a part of the proposal.



Therefore, we suggest that principal investigators carefully verify whether all sections of the joint proposal, including joint project descriptions and annexes, have been correctly completed. If any section of the joint proposal is left blank, the joint proposal may be rejected at the stage of eligibility check by all agencies involved.

PLEASE NOTE:

Polish and Swiss research teams must submit identical joint proposals to the NCN and the SNSF. In the case of discrepancies between the joint proposals, including joint project descriptions, budget table and CVs and/or lists of publications submitted to the NCN and the SNSF, the proposal may be rejected at the stage of eligibility check.

The SNSF may request the relevant applicant to supplement or modify certain information.

If a joint proposal submitted to the SNSF as the lead agency is amended **to the extent concerning the Polish part of the research project** and re-submitted at the SNSF's request:

- a) **before the NCN proposal is submitted**, the amended joint proposal must be attached to the NCN proposal in the ZSUN/OSF system;
- b) **after the NCN proposal is submitted**, the amended joint proposal submitted to the SNSF must be submitted to the NCN electronically, within 3 days of submitting the amended joint proposal to the SNSF:
 - a) by e-mail sent from the e-mail address of the principal investigator or applicant (Host Institution) specified in the NCN proposal, with the following e-mail addresses (specified in the NCN proposal) entered in the CC field:
 - applicant's e-mail address (if the e-mail is sent by the principal investigator),
 - principal investigator's e-mail address (if the e-mail is sent by the applicant),
 - b) in an electronic format, to the Electronic Correspondence Register (ESP) address of the National Science Centre at: /ncn/SkrytkaESP;

The NCN shall confirm the receipt of the amended joint proposal by e-mail, to the e-mail addresses of the principal investigator and applicant (Host Institution) specified in the NCN proposal.

6. Electronic submission of proposals

Under the ALPHORN-COVID-19 call, NCN proposals must be submitted to the NCN electronically, via the ZSUN/OSF system available at <https://osf.opi.org.pl/>. The NCN does not require hard copies of proposals submitted under the ALPHORN-COVID-19 call. Please note that the other research funding agencies involved may apply their own requirements concerning submission of proposals.

III. EVALUATION OF PROPOSALS

1. Eligibility check

Proposals shall be subject to eligibility check performed by:

- the NCN and SNSF as the lead agency (in the case of Polish-Swiss bilateral projects);
- NCN, SNSF and DFG, FWF, GAČR, ARRS, FNR or Provincial Administration South Tyrol/Alto Adige (in the case of trilateral research projects).

Only proposals positively evaluated in the eligibility check by all evaluating agencies will qualify for merit-based evaluation to be performed by the SNSF as the lead agency pursuant to the rules of the [SNSF National Research Programme NRP 78 - COVID-19](#).

The eligibility check is the first stage of proposal review. At the NCN, the eligibility check is performed by scientific coordinators pursuant to the formal criteria applicable to the ALPHORN-COVID-19 call.

The applicants' most frequent errors resulting in the proposal being rejected at the stage of eligibility check performed by the NCN include:

- failure to provide a justification of the costs planned for the Polish research team in the [budget table](#) of the joint proposal; the merit-based evaluation is carried out by the SNSF as the lead agency on the basis of the joint proposal and covers (*inter alia*) evaluation of justification of the costs planned for the Polish part of the research project as regards the subject and scope of research, hence justification of the costs planned for the Polish research team in the [budget table](#) of the joint proposal must be comprehensive and well detailed and must comply with justifications of the costs in the ZSUN/OSF system;
- miscalculation of the budget (cost differences in the budget for the tasks to be performed by the Polish team in the [budget table](#) of the joint proposal and in the NCN proposal in the ZSUN/OSF system as a consequence of (for example) wrong conversion of the EUR/PLN exchange rate or inconsistency of the expenses planned). **PLEASE NOTE: Under the ALPHORN-COVID-19 call, the budget for the Polish part of the research project in the [budget table](#) will be automatically converted according to the following exchange rate: EUR 1 = PLN 4.5432 (exchange rate as at 29 April 2020);**
- naming, in the joint proposal or project description, persons who are to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget;
- inconsistency of information in the joint proposal and NCN proposal;
- incompleteness of the proposal; and
- submission of the proposal to one agency involved only.

2. Merit-based evaluation

Joint proposals are subject to merit-based evaluation. The terms of merit-based evaluation are specified by the SNSF as the lead agency.

The detailed terms of merit-based evaluation performed by the SNSF are laid down in the documents applicable to the [SNSF National Research Programme NRP 78 - COVID-19](#).

Under the merit-based evaluation performed by the SNSF as the lead agency, the project shall be verified for compliance with the basic research criterion.



Following the merit-based evaluation, the SNSF shall provide the NCN and other research funding agencies involved (in the case of trilateral research projects) with information on the results of the merit-based evaluation along with the list of research projects recommended for funding. The list will then be approved by the NCN Director who awards funds for research projects to be performed by the Polish research teams. The detailed terms of awarding funding for research tasks to be funded by the National Science Centre under the ALPHORN-COVID-19 call are set forth in the [Regulations](#).

IV. FILLING OUT NCN PROPOSALS IN THE ZSUN/OSF SYSTEM

| Selected section in the ZSUN/OSF system | Subsection | Description |
|---|---|---|
| Implementation period [months] | | Projects can be carried out over the period of 24 months. The project duration period must be identical for all research teams involved in the project. |
| BASIC INFORMATION | Title in English | The project title in English must be identical to the title in the joint project in the SNSF mySNF submission system. The title in English must be identical to the title in Polish. |
| | NCN Review Panel | A review panel must be selected according to the current list of panels available at the NCN's website . |
| | Joint proposal | All application documents, including the budget table, submitted to the SNSF as the lead agency as PDF files must be identical to the ones submitted to the SNSF mySNF submission system. A joint proposal <u>does not</u> have to be signed by hand or electronically . |
| | Additional documents submitted at the international level | Optional – this section may be left empty. |
| APPLICANT | Applicant's status | Proposals for NCN funding of the Polish part of the research project may be submitted by entities for which such funding will not constitute state aid, such as: 1. universities; 2. federations of science and HE entities; 3. research institutes of the Polish Academy of Sciences operating pursuant to the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2018, item 1475); 4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2018, item 736); 5. international research institutes established pursuant to separate Acts, operating in the Republic of Poland; 5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of |



| Selected section in the ZSUN/OSF system | Subsection | Description |
|--|---|--|
| | | <p>21 February 2019 (Journal of Laws, item 534); 5b. institutes operating within the Łukasiewicz Research Network; 6. Polish Academy of Arts and Sciences; 7. other institutions involved in research independently on a continuous basis; 8. groups of entities (at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company); 9. research centres of the Polish Academy of Sciences as defined in the Act on the Polish Academy of Sciences of 30 April 2010; 10. scientific libraries; and 11. legal entities established with registered office in Poland.</p> |
| PARTICIPATING ENTITIES | Agreement on collaboration for the purposes of completion of the research project covered by the proposal | <p>If the applicant is a group of Polish entities, an agreement on collaboration by a group of Polish entities must be attached (in Polish). The agreement must concern the project and identify the leader. File format: PDF; the document must bear an electronic signature or scan of the signed document. A template of the agreement is available in the ZSUN/OSF system and at the NCN's website: https://www.ncn.gov.pl/sites/default/files/pliki/regulaminy/porozumienie_o_wspolpracy_na_rzecz_realizacji_projektu_badawczego.pdf.</p> |
| DETAILS OF THE PARTICIPATING ENTITY | Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO) | Proposals cannot be submitted by entities under forced administration, in liquidation or subject to bankruptcy proceedings . |
| | Does the entity receive any institutional core funding for research activities? | <p>If the entity applying for funding under the ALPHORN-COVID-19 call does not receive any institutional core funding for research activities, the proposal submitted to the ZSUN/OSF system must include the following information (in English):</p> <ol style="list-style-type: none"> 1. information on research carried out over the last 2 years preceding submission of the proposal, together with a list of publications affiliated with the applicant/participating entity, 2. information on research equipment and other instruments/facilities crucial to research. <p>File format: PDF; the document must bear an electronic signature or scan of the signed</p> |



| Selected section in the ZSUN/OSF system | Subsection | Description |
|---|------------------------|--|
| | | lead: single, left-right margins: 2cm, top-bottom margins: 1.5cm). The abstract must be addressed to a wide audience, including people who are neither experts in a given field nor researchers. |
| RESEARCH TASK | | It is necessary to specify the research tasks to be performed by the Polish research team in Polish and English. Both language versions must be identical. The research plan must not specify the tasks to be performed by the foreign research teams. |
| RESEARCH TEAM | Number of team members | <p>It is necessary to specify the number of all members of the Polish research team (including the principal investigator, scholarship recipients and post-docs as well as other co-investigators and persons who are not paid any remuneration), who are to be involved in the project on the Polish part. The principal investigator must be at least a PhD holder.</p> <p>Persons to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget must not be named in either NCN or joint proposal.</p> <p>The rules for planning the costs of salaries and scholarships are laid down in the annex to the Regulations on awarding funding for research tasks funded by the National Science Centre under the ALPHORN-COVID-19 call.</p> |
| PERSONNEL COSTS AND SCHOLARSHIPS RESEARCH EQUIPMENT OTHER COSTS BUDGET SUMMARY | | <p>A budget for research to be performed by the Polish research team must be provided. Requested funding for the entire duration of the Polish part of the research project must be at least PLN 150,000.</p> <p>Costs of the project carried out by the Polish research team and calculation thereof must be the same when specified in PLN in the project budget submitted to the ZSUN/OSF system and in EUR in the budget table of the joint proposal.</p> <p>PLEASE NOTE: PLN costs in the budget table will be automatically converted into EUR according to the following exchange rate: EUR 1 = PLN 4.5432 (exchange rate as at 29 April 2020).</p> <p>Costs of the project in the ZSUN/OSF system must be specified in PLN, rounded down to total values; in the budget table of the joint proposal, in EUR, rounded down to two decimal places. More information on the rules for cost planning can be found in the Regulations and Regulations on awarding scholarships in NCN-funded research projects.</p> |
| DATA MANAGEMENT | | This section must be completed with regard to the data generated or used in the course of performance of the Polish part of the research project. |



| Selected section in the ZSUN/OSF system | Subsection | Description |
|--|---|--|
| PLAN | | |
| ELECTRONIC SUBMISSION <i>The section will appear after clicking "Disable to NCN"</i> | Submission deadline for joint proposals on the international level Confirmation of submitting the proposal – principal investigator (PI) Confirmation of submitting the proposal – entity | The submission deadline for a joint proposal to the SNSF as the lead agency cannot be later than submission deadline for a proposal to the NCN via the ZSUN/OSF system. The proposal shall be accompanied by a confirmation of submitting the proposal signed by the head of the entity and principal investigator. Confirmations must bear a qualified electronic signature or be appended with a scan of the document signed by hand in PDF format. Confirmations are generated automatically by the ZSUN/OSF system at the completion of the proposal under the <i>Electronic submission</i> tab. If the applicant is a group of Polish entities, a confirmation must be signed by the representative of the leader of the group of entities. |

V. FILLING OUT JOINT PROPOSALS

Joint proposals (including **all documents submitted to the SNSF as the lead agency**) that are subject to merit-based evaluation by the SNSF must be annexed to the NCN proposal **in PDF format**.

Joint proposals including the [budget table](#) submitted to the ZSUN/OSF system must be the same as the ones submitted to the SNSF mySNF submission system.

Joint proposals must be drafted jointly by all research teams involved in a research project according to the rules of the SNSF applicable to the [SNSF National Research Programme NRP 78 - COVID-19](#) and submitted to the SNSF as the lead agency by the research team from Switzerland **by 25 May 2020, 5 p.m.**

Should you have any more questions or queries regarding NCN's formal requirements, [contact the NCN officers](#). For other matters concerning joint proposals, contact the Swiss research team or the SNSF as the lead agency directly.

The detailed guidelines applicable to the [SNSF National Research Programme NRP 78 - COVID-19](#) are available at [the SNSF's website](#).

The information in the NCN proposal submitted to the ZSUN/OSF system must be consistent with information in the joint proposal as the latter is subject to merit-based evaluation.

Persons who are to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget, must not be named in NCN proposals or joint proposals.

The budget planned for the Polish research team in the [budget table](#) of the joint proposal must be the same as the budget in the NCN proposal; the detailed justification of the costs planned for the Polish research team must be provided in the [budget table](#) of the joint proposal; the merit-based evaluation shall be carried out by the SNSF as the lead agency on the basis of the joint proposal and shall cover (*inter alia*) evaluation of justification of the costs planned for the Polish part of the research project as regards the subject and scope of research, hence justification of the costs planned for the Polish research team in the [budget table](#) of the joint proposal must be comprehensive, detailed and consistent with justification of the costs in the ZSUN/OSF system.

If the costs planned for the Polish research team in the budget table of the joint proposal are not justified in detail, the proposal may be rejected at the stage of eligibility check.

VI. CONTACT DETAILS

NCN Contact Persons

For more information, read the announcement of the [ALPHORN-COVID-19 call for proposals](#) and should you have any more questions, contact the NCN officers.



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