



### **Weave-UNISONO**

Call for proposals carried out as multilateral cooperation under the Weave Programme pursuant to the Lead Agency Procedure

## **Guidelines for Polish research teams**

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PLEASE NOTE: A list of amendments to the Guidelines published on 11 March 2020<sup>1</sup> is available [here](#).

PLEASE NOTE: A list of amendments to the Guidelines published on 20 May 2020<sup>1</sup> is available [here](#).

The [Weave Programme](#) is based on multilateral cooperation between research funding institutions associated in [Science Europe](#). It aims to simplify the submission and evaluation procedures for international multilateral research projects and builds on the Lead Agency Procedure (“LAP”) which is a new proposal review standard adopted by the European research funding institutions. It is meant to make it easier for international research teams to apply for funds for joint research projects and to streamline the evaluation of proposals by research-funding institutions.

The key principles of the procedure include:

- the use of domestic calls carried out by partner institutions to perform merit-based evaluation not only of domestic proposals, but also international bilateral and multilateral ones, which compete with domestic proposals on an equal footing;
- trust in the quality of *peer-review* among institutions undertaking such cooperation. Thus, projects involving two or more research groups from different countries 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 partner institutions 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.

As of 2021, the National Science Centre will continue to cooperate with the following partner institutions:

- *Austrian Science Fund – Fonds zur Förderung der wissenschaftlichen Forschung* (the FWF) from Austria,
- *Czech Science Foundation – Grantová agentura České Republiky* (the GAČR) from the Czech Republic,
- *Slovenian Research Agency – Javna agencija za raziskovalno dejavnost Republike Slovenije* (the ARRS) from Slovenia,
- *Swiss National Science Foundation* (the SNSF) from Switzerland, and

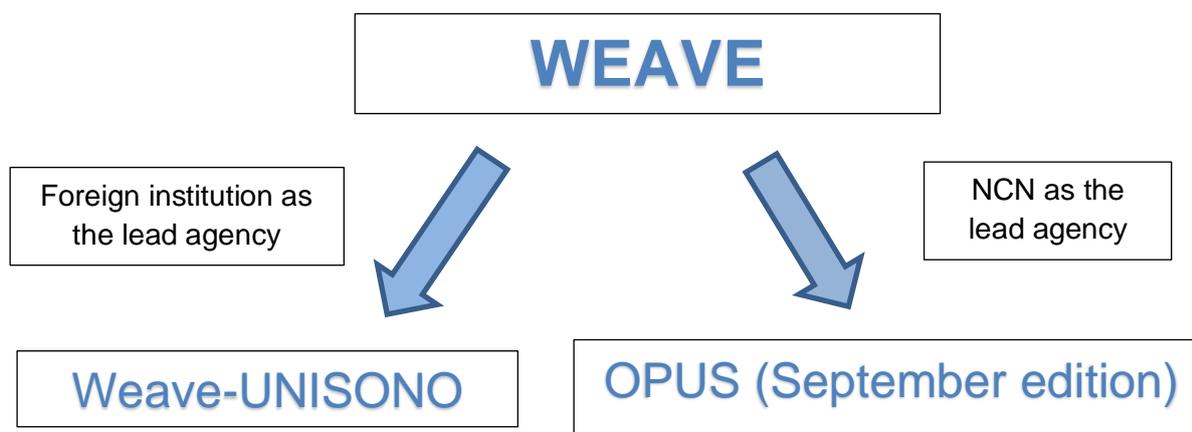
- *German Research Foundation – Deutsche Forschungsgemeinschaft* (the DFG) from Germany.

The NCN cooperation is expected to be extended in the next few years to include other research funding organisations involved in the Weave Programme.

Under the Weave Programme, NCN proposals covering all academic disciplines may be submitted to the NCN under two separate calls, depending on the lead agency (foreign partner institution or NCN), i.e.:

- under the **Weave-UNISONO** call, in the case of NCN proposals for which joint proposals will be submitted to and evaluated by the **foreign partner institutions as the lead agencies** (in 2021: the FWF, GAČR, ARRS, SNSF or DFG);
- under the **OPUS call announced in September**, in the case of NCN funding proposals for research projects performed pursuant to the Lead Agency Procedure and evaluated by the **NCN as the lead agency**.

**Diagram 1. NCN call for NCN proposals under the Weave Programme**



The Weave-UNISONO call for proposals is addressed at Polish research teams intending to carry out research projects jointly with **foreign research teams from the Austria, the Czech Republic, Slovenia, Germany or Switzerland** that apply for parallel funding of their research projects under the Weave Programme to one (in the case of bilateral projects) or two (in the case of trilateral projects) respective **partner institutions**, i.e. **FWF, GAČR, ARRS, DFG** or **SNSF**. The acceptable 2021 cooperation options are described in [Table 1](#).

Under Weave-UNISONO, funding will also be awarded to trilateral research projects submitted by foreign research teams applying to the lead agency, i.e. to FWF, GAČR, ARRS, DFG or SNSF, to be carried out jointly with the Polish research team applying to the NCN

and **with the participation of another foreign** research team applying for funding under the Weave Programme to its respective **institution cooperating** with a lead agency.

Therefore, cooperation may be sought with research teams from:

- Luxembourg (funded by the FNR – *Luxembourg National Research Fund*), in the case of trilateral research projects (with the participation of Polish research teams) submitted to the SNSF (Switzerland) or the FWF (Austria) or the DFG (Germany) or GAČR (Czech Republic) as the lead agency;
- Belgium – Flanders (funded by the FWO – *Research Foundation – Flanders*), in the case of trilateral research projects (with the participation of Polish research teams) submitted to the SNSF (Switzerland) or the FWF (Austria) as the lead agency;
- Belgium – Wallonia (funded by the F.R.S.-FNRS – *Fund for Scientific Research – Wallonia-Brussels*), in the case of trilateral research projects (with the participation of Polish research teams) submitted to the SNSF (Switzerland) as the lead agency;
- Croatia (funded by the HRZZ – *Croatian Science Foundation*), in the case of trilateral research projects (with the participation of Polish research teams) submitted to the SNSF (Switzerland) or the ARRS (Slovenia) as the lead agency.

The acceptable 2021 cooperation options are described in [Table 1](#).

If a research project is recommended for funding as a result of merit-based evaluation of the lead agency the NCN will award funds to the Polish research team, while the other partner institutions (FWF, GAČR, ARRS, DFG or SNSF) or cooperating institutions (FWO, F.R.S.-FNRS, FNR or HRZZ) will award funds to the foreign research teams.

Under Weave-UNISONO, funding may be awarded to research projects carried out by the Polish research team and one or two foreign research teams cooperating under the Weave Programme, as well as research projects involving additional partners from foreign research institutions that do not apply for research funding to the partner and cooperating institutions. In these cases, foreign research teams must acquire project funding from other sources.

**Table 1. The acceptable 2021 cooperation options between Polish and foreign research teams within the framework of Weave-UNISONO**

Lead agency to which the foreign partner submits a proposal with the participation of a Polish team	Third team acceptable in the case of trilateral projects (country and relevant institution funding the team under WEAVE Programme)								
	Austria	Slovenia*	Czech Republic*	Germany*	Switzerland	Luxembourg	Belgium – Flanders	Belgium – Wallonia	Croatia
	<a href="#">FWF</a>	<a href="#">ARRS</a>	<a href="#">GAČR</a>	<a href="#">DFG</a>	<a href="#">SNSF</a>	<a href="#">FNR</a>	<a href="#">FWO</a>	<a href="#">F.R.S.-FNRS</a>	<a href="#">HRZZ</a>
Austria ( <a href="#">FWF</a> )		YES	YES	YES	YES	YES	YES	NO	NO
Slovenia* ( <a href="#">ARRS</a> )	YES		YES	NO	YES	NO	NO	NO	YES
Czech Republic* ( <a href="#">GAČR</a> )	YES	YES		YES	YES	YES	NO	NO	NO
Germany* ( <a href="#">DFG</a> )	YES	NO	YES		YES	YES	NO	NO	NO
Switzerland ( <a href="#">SNSF</a> )	YES	YES	YES	YES		YES	YES	YES	YES

**\*PLEASE NOTE:** In the case of research projects involving research teams from the **Czech Republic, Germany or Slovenia** that apply for research funding to the GAČR, DFG or ARRS, project implementation periods **cannot exceed 36 months**.  
The implementation period of a project carried out by the Polish and foreign research teams may be changed subject to the rules of the NCN and respective partner institutions involved in the project.

## **Lead agency under Weave-UNISONO**

Under Weave-UNISONO, the following may act as the lead agency: the **FWF**, **GAČR**, **ARRS**, **SNSF** or **DFG**.

The partner institution relevant for the coordinating applicant in a proposal acts as the lead agency. The coordinating applicant is named by all research teams involved in the project and is responsible for submitting a complete proposal to the lead agency according to its terms. The lead agency relevant for a proposal is chosen pursuant to the terms laid down in the section: [How to submit a proposal under Weave-UNISONO](#).

**PLEASE NOTE: The NCN cannot act as the lead agency under Weave-UNISONO.**

Proposals for research projects carried out pursuant to the Lead Agency Procedure may be submitted to the NCN as the lead agency under the September edition of the OPUS call.

Proposals will undergo an eligibility check carried out by both the lead agency (FWF, GAČR, ARRS, SNSF or DFG), as well as the NCN and partner/cooperating institutions relevant for the teams involved in the project pursuant to their respective requirements. Proposals approved during the eligibility check by all institutions involved in the eligibility check will undergo a merit-based evaluation performed by the lead agency (FWF, GAČR, ARRS, SNSF or DFG) according to its rules.

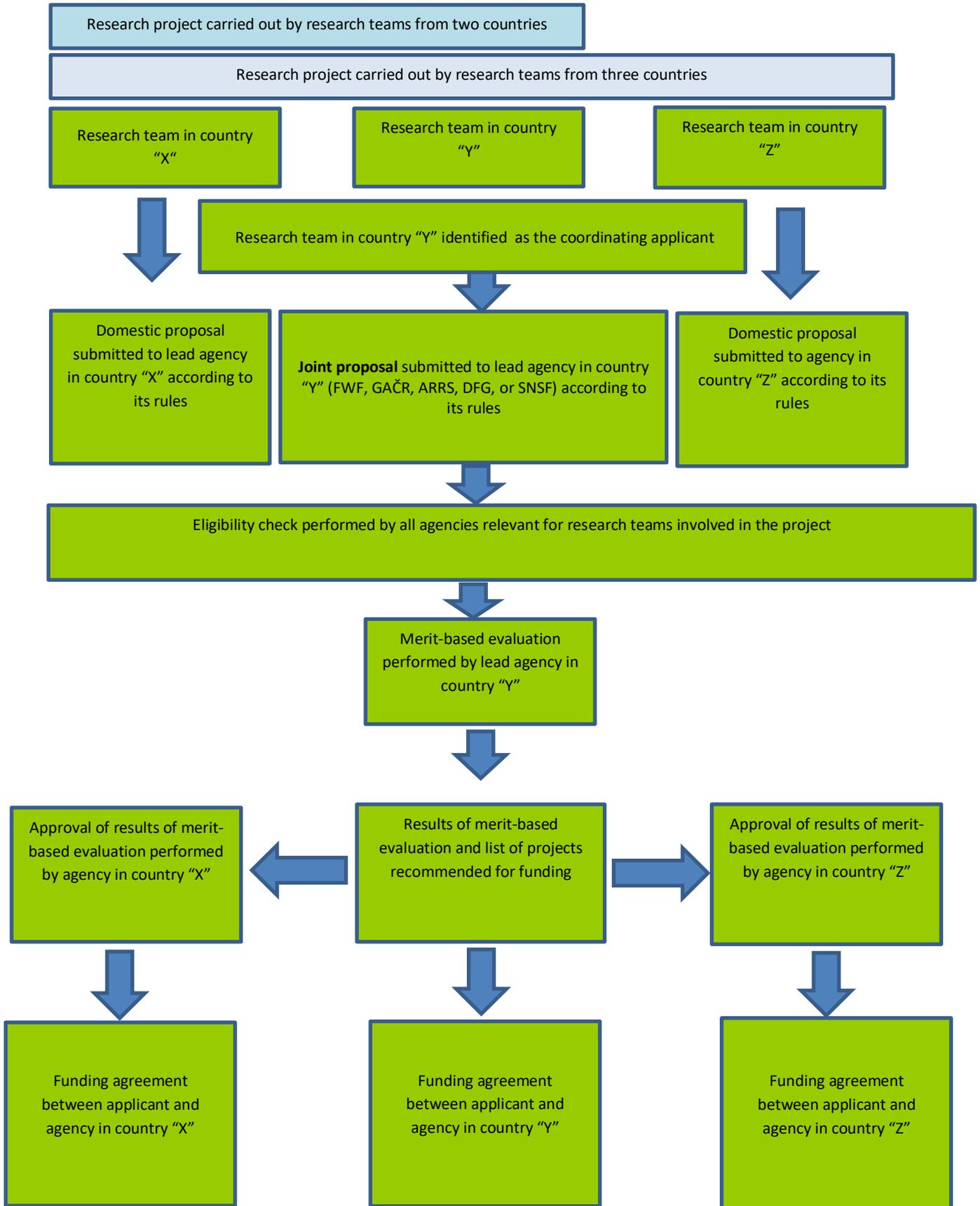
If a research project is recommended for funding as a result of the lead agency's merit-based evaluation, the NCN will award funding to the Polish research team, whilst the other partner institutions (FWF, GAČR, ARRS, DFG or SNSF) or cooperating institutions (FWO, F.R.S.-FNRS, FNR or HRZZ) will award funding to the foreign research teams.

This document lays down the guidelines for Polish research teams submitting NCN proposals under Weave-UNISONO. Foreign research teams must apply the rules of their respective partner institutions, i.e. the FWF, GAČR, ARRS, DFG or SNSF or cooperating institutions, i.e. FWO, F.R.S.-FNRS, FNR or HRZZ.

Below is a diagram presenting the individual stages of the Weave-UNISONO call procedure, i.e. submission of proposals, eligibility check and merit-based evaluation, approval of rating lists, issue of decisions and execution of agreements. The diagram also presents the communication process among the agencies in individual stages of the call.



Diagram. Individual stages of the procedure and communication process among agencies in the Weave-UNISONO call



## II. HOW TO SUBMIT A PROPOSAL UNDER Weave-UNISONO?

### 1. Preparation of joint proposals

#### Addressees of the Weave-UNISONO call

The Weave-UNISONO call for proposals is addressed at Polish research teams that submit their funding proposals jointly with foreign research teams from **Austria, the Czech Republic, Slovenia, Germany or Switzerland** to the NCN and one (in the case of **bilateral** projects) or two (in the case of **trilateral** projects) respective partner institutions, i.e. **FWF, GAČR, ARRS, DFG or SNSF**.

Under Weave-UNISONO, funding will also be awarded to **trilateral** research projects to be carried out jointly by the Polish research team applying for NCN funding jointly with a foreign research team applying to the lead agency, i.e. to the **FWF, GAČR, ARRS, DFG or SNSF**, with the participation of another foreign research team from **Luxembourg, Belgium – Flanders, Belgium – Wallonia or Croatia** applying for funding under the Weave Programme to its respective cooperating institution, i.e. to the **FNR, FWO, F.R.S.- FNRS or HRZZ**. The acceptable 2021 cooperation options are described in [Table 1](#).

#### How to choose the lead agency?

A partner institution (**FWF, GAČR, ARRS, DFG or SNSF**) relevant for the coordinating applicant in the proposal acts as the lead agency.

The research teams involved in the scientific cooperation (co-applicants) identify the coordinating applicant among themselves, i.e. a foreign research team from the Czech Republic, Austria, Slovenia, Germany or Switzerland to perform the organisational and coordinating duties and to submit a complete joint proposal to the lead agency, i.e. **FWF, GAČR, ARRS, DFG or SNSF**.

#### How to draft joint proposals?

Joint proposals must be drafted by the co-applicants according to the requirements of the call launched by the lead agency for the purposes of the Weave Programme and must include all documents required thereby.

Each lead agency in the Weave-UNISONO call (**FWF, GAČR, ARRS, DFG and SNSF**) applies its own guidelines regarding the form, framework and contents of the joint proposal, which is why the lead agency in charge of merit-based evaluation of the proposal must be identified **before** the joint proposal is drafted (by identifying the coordinating applicant). Once the lead agency in charge of merit-based evaluation of the proposal is identified, its

guidelines for drafting joint proposals must be read and the joint proposal must be drafted accordingly.

The terms of the call, requirements for drafting joint proposals and guidelines for the lead agency's merit-based evaluation are laid down in the documents applicable to its domestic call launched for the purposes of the Weave Programme, i.e.:

- [Stand-Alone Projects](#), and, in the case of clinical research: [FWF Clinical Research Programme](#) (if the **FWF** is the lead agency);
- [Evaluation based on the lead agency Principle \(LA Projects\)](#) (if the **GAČR** is the lead agency);
- [National Research Projects](#) (if the **ARRS** is the lead agency);
- [Project Funding](#) (if the **SNSF** is the lead agency); and
- [Individual Research Grants Programme](#) (if the **DFG** is the lead agency).

### How to submit joint proposals?

Joint proposals, including all documents and annexes thereto, must be drafted according to the requirements of the domestic call launched by the lead agency for the purposes of the Weave Programme and must be submitted to the lead agency by the coordinating applicant affiliated in the lead agency's country by the date set thereby.

In addition, each research team involved in the project must submit a set of required documents to its respective partner or cooperating institution that does not act as the lead agency (including the joint proposal, if required by the partner/ cooperating institution), i.e.:

- research teams from Austria to the [FWF](#),
- research teams from the Czech Republic to the [GAČR](#),
- research teams from Slovenia to the [ARRS](#),
- research teams from Germany to the [DFG](#),
- research teams from Switzerland to the [SNSF](#),
- research teams from Luxembourg to [FNR](#),
- research teams from Belgium – Flanders to [FWO](#),
- research teams from Belgium – Wallonia to [F.R.S.-FNRS](#) and
- research teams from Croatia to [HRZZ](#).

A research team from Poland must submit an NCN proposal<sup>1</sup> to the NCN under the Weave-UNISONO call, via the ZSUN/OSF submission system, including the joint proposal submitted to the lead agency. More information on drafting NCN proposals can be found in the section:

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<sup>1</sup> NCN proposal means a proposal for NCN funding of the Polish part of a research project under the Weave-UNISONO call, submitted to the ZSUN/OSF submission system and including a joint proposal identical to the one submitted to the lead agency.



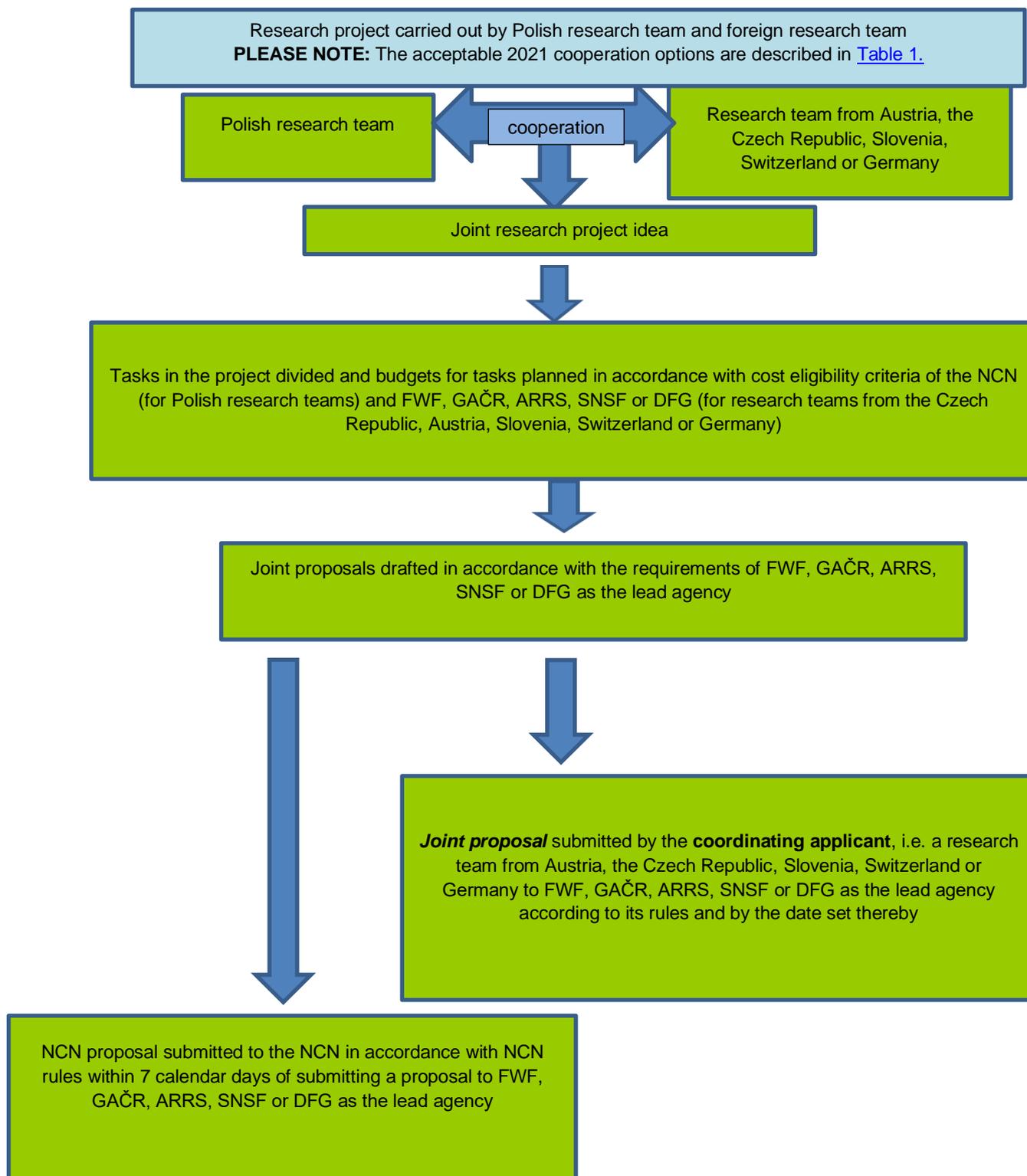
Preparation and submission of NCN proposals together with joint proposals in the ZSUN/OSF system.

Joint proposals submitted to the lead agency and NCN as well as other partner/cooperation institutions involved in the project must be identical. The proposal may be rejected as ineligible in the case of any discrepancies in the joint proposal, including joint project description, CVs and/or publication lists.

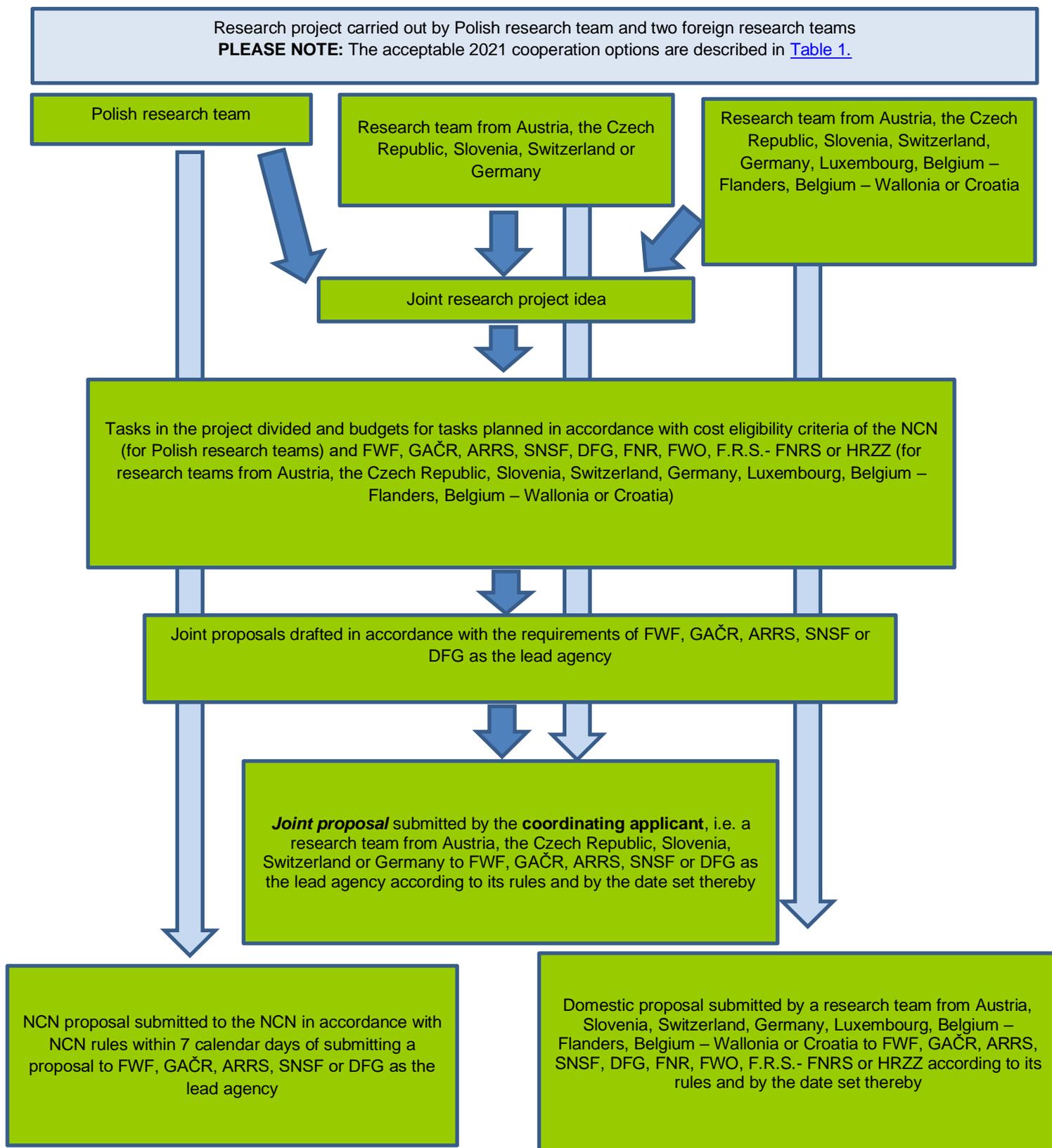
**PLEASE NOTE:** Information in the NCN proposal must be consistent with information in the joint proposal. Otherwise, the proposal may be rejected as ineligible.

**PLEASE NOTE:** Information in the NCN proposal relevant for the merit-based evaluation (e.g. composition and remuneration of the research team or costs) must be included in the joint proposal to assess the relevance of the costs planned for the Polish part of the research project as regards the subject and scope of the research as well as the feasibility of the project. Otherwise, the proposal may be rejected as ineligible.

**Individual stages of work on the proposal in the case of research projects carried out as bilateral cooperation between Polish research teams and research teams from Austria, the Czech Republic, Slovenia, Switzerland or Germany applying for research funding to their respective partner institutions acting as the lead agency (i.e. FWF, GAČR, ARRS, SNSF or DFG).**



**Individual stages of work on the proposal in the case of research projects carried out as trilateral cooperation between Polish research teams and two foreign research teams applying for research funding to their respective institutions participating in the Weave Programme.**



## 2. Dates for submitting proposals in 2021

### A. Dates for submitting joint proposals and announcing results of evaluation by the partner institutions acting as the lead agencies in 2021:

#### The Weave-UNISONO call:

<p><b>FWF (Austria)</b></p>	<p>Proposals can be submitted on an on-going basis from January 2021. Detailed FWF guidelines: <a href="#">FWF Stand-Alone Projects</a> <a href="#">FWF Clinical Research Programme</a> (for clinical research) <a href="#">FWF Weave Information for Applicants</a></p> <p>The decision on the date of awarding funding will be taken within 12 months of the domestic proposal submission date (on average 7-8 months from the domestic proposal submission date).</p>
<p><b>GAČR (Czech Republic)</b></p>	<p>Submission deadline for proposals: 22 February – 22 April 2021. NCN proposals must be submitted electronically via the ZSUN/OSF submission system <b>by 29 April 2021 at the latest.</b> Detailed GAČR guidelines: <a href="#">Evaluation based on the lead agency principle (LA projects)</a> Announcement of results: end of 2021/ beginning of 2022</p>
<p><b>ARRS (Slovenia)</b></p>	<p>Call for proposals: autumn 2021 (the exact dates will be available at a later date) Detailed ARRS guidelines: <a href="#">National Research Projects</a> (the link will be provided at a later date) Announcement of results: May/ June 2022</p>
<p><b>SNSF (Switzerland)</b></p>	<p>Two submission deadlines for proposals: 1 April 2021 (NCN proposals must be submitted electronically via the ZSUN/OSF submission system <b>by 8 April 2021 at the latest</b>) and 1 October 2021 (NCN proposals must be submitted electronically via the ZSUN/OSF submission system <b>by 8 October 2021 at the latest</b>). Evaluation of proposals submitted between 2 October and 31 March will start on 1 April; evaluation of proposals submitted between 2 April and 30 September will start on 1 October.</p>



	<p>Detailed SNSF guidelines:</p> <p><a href="#">SNSF Project Funding</a></p> <p><a href="#">Information on Weave</a></p> <p>Announcement of results:</p> <ul style="list-style-type: none"> <li>• for proposals submitted to the SNSF by 1 April 2021: September/October 2021</li> <li>• for proposals submitted to the SNSF by 1 October 2021: March/April 2022.</li> </ul>
<b>DFG (Germany)</b>	<p>Proposals can be submitted on an on-going basis from 15 September 2021.</p> <p>Detailed DFG guidelines:</p> <p><a href="#">Individual Research Grants Programme</a></p> <p>The decision on the date of awarding funding will be taken within 12 months of the domestic proposal submission date (on average 8-10 months).</p>

**The OPUS 22 call:**

<b>NCN</b>	Submission deadline for proposals under the OPUS 22 call: 15 September– 15 December 2021
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**B. Dates for submitting proposals for joint research projects in 2021 by the foreign research teams to their respective institutions if they do not act as the lead agencies:**

<b>GAČR (Czech Republic)</b>	From January 2021, as soon as possible following the submission of a joint proposal to the lead agency, within 7 calendar days at the latest, in accordance with the requirements of the GAČR
<b>FWF (Austria)</b>	From January 2021, as soon as possible following the submission of a joint proposal to the lead agency, within 7 calendar days at the latest, in accordance with the requirements of the FWF.



<b>ARRS (Slovenia)</b>	As soon as possible following the submission of a joint proposal to the lead agency, within 7 calendar days at the latest, in accordance with the requirements of the ARRS.
<b>SNSF (Switzerland)</b>	From January 2021, as soon as possible following the submission of a joint proposal to the lead agency, within 7 calendar days at the latest, in accordance with the requirements of the SNSF.
<b>DFG (Germany)</b>	From the beginning of 2021, as soon as possible following the submission of a joint proposal to the lead agency, within 7 calendar days at the latest, in accordance with the requirements of the DFG.
<b>NCN</b>	See Chapter 3. <a href="#">Preparation and submission of NCN proposals with joint proposals in the ZSUN/OSF submission system</a>

**PLEASE NOTE:** Research teams from Luxembourg, Belgium–Flanders, Belgium–Wallonia or Croatia that apply for research funding under the Weave Programme to the cooperating institutions, i.e. FNR, FWO, F.R.S.- FNRS or HRZZ must also submit a set of required documents to their respective institutions, including the joint proposal (if required), by the date set thereby.

### 3. Preparation and submission of NCN proposals with joint proposals in the ZSUN/OSF submission system

The Weave-UNISONO call launched by the NCN is open to NCN proposals:

- covering **basic research** that has neither been funded by the NCN nor from other sources;
- covering research based on a **sustainable and complementary contribution** by the research teams under bilateral or trilateral cooperation (see [Table 1](#));
- to which **joint proposals are attached**, drafted jointly by the co-applicants pursuant to the terms of the call launched by the lead agency and pursuant to section II.1 ([Preparation of joint proposals](#)); the acceptable 2021 cooperation options are described in [Table 1](#); joint proposals annexed to NCN proposals must be **consistent with** the ones submitted to the lead agency and information in the NCN proposals must be the consistent with information in the joint proposals;



- which cover research projects planned for 24, 36 or 48 months (if possible, the same or as similar as possible for all research teams involved in the project); **PLEASE NOTE:** In the case of research projects involving research teams from the **Czech Republic, Germany or Slovenia** that apply for research funding to the GAČR, DFG or ARRS, projects may be planned for a period of **no longer than 36 months**;
- in which a **principal investigator** is identified for each research team involved in the project, whereas the Polish part of the project must be managed by the principal investigator of the Polish research team;
- in which the **budget** of the Polish part of the project specified in the NCN proposal and joint proposal has been drafted pursuant to the [Regulations on awarding funding for research tasks funded by the National Science Centre under international calls carried out as multilateral cooperation pursuant to the Lead Agency Procedure](#) and calculated according to the exchange rate specified in the [Weave-UNISONO call announcement](#); and
- **which are complete**, i.e. include all information specified in the [Resolution on the terms of the international Weave-UNISONONO call](#) and comply with the requirements laid down in the [Weave-UNISONO call announcement](#).

Polish research teams submit their NCN proposals to the NCN via the ZSUN/OSF submission system available at <https://osf.opi.org.pl>, **as soon as possible following the submission of a joint proposal to the lead agency, within 7 calendar days at the latest**. Proposals can be submitted to the ZSUN/OSF submission system on an on-going basis.

**Example:** *If a joint proposal is submitted to the FWF as the lead agency on 15 June 2021, an NCN proposal must be submitted to the NCN by 22 June 2021.*

If on the day the joint proposal is submitted to the lead agency, an NCN proposal form is not available in the ZSUN/OSF submission system, it must be submitted to the NCN within 7 calendar days of the date that the information that the NCN proposal form is available in the ZSUN/OSF submission system is published on the NCN website (<https://www.ncn.gov.pl/>) and in the ZSUN/OSF submission system.

**PLEASE NOTE:** Once the work on the NCN proposal has started in the ZSUN/OSF submission system, the Polish research team has **45 calendar days to complete the proposal and submit** it to the NCN. After that, the proposal can **no longer be edited**, in which case a Polish research team that has not sent its proposal to the NCN must prepare a



new proposal and complete it in the ZSUN/OSF submission system **which may impact the budget for research tasks performed by the Polish research teams specified in the NCN proposal**. More information can be found in the section: [Creating a budget for tasks to be performed by the Polish research teams](#). **PLEASE NOTE:** The 45-day period applies only to the period during which NCN proposals may be edited in the ZSUN/OSF submission system. Under WEAVE-UNISONO, NCN proposals must be submitted to the NCN via the ZSUN/OSF submission system as soon as possible following the submission of joint proposals to the lead agency, within 7 calendar days at the latest.

Polish research teams are bound by the NCN eligibility criteria laid down in the [Weave-UNISONO call announcement](#).

Restrictions to submitting NCN proposals are laid down in Chapter III of the [Regulations](#). More information on how to fill in the NCN proposals under the Weave-UNISONO call in the ZSUN/OSF submission system can be found below in the section: [Filling out NCN proposals in ZSUN/OSF](#).

**PLEASE NOTE:** Information in the NCN proposal relevant for the merit-based evaluation (e.g. composition and remuneration of the research team or costs) must be included in the joint proposal to assess the relevance of the costs planned for the Polish part of the research project as regards the subject and scope of the research as well as the feasibility of the project. Otherwise, the proposal may be rejected as ineligible.

#### **4. Creating a budget for research tasks to be performed by the Polish research teams**

**PLEASE NOTE:** The budget specified in the joint proposal for research tasks to be performed by the partner research teams must comply with the cost eligibility provisions of the partner or cooperating institution relevant for a given research team.

The budget of the Polish part of the project specified in the NCN proposal and in the joint proposal must be drafted pursuant to the provisions concerning the costs in the project in the Types of costs in research projects funded by the National Science Centre ([Annex to the Regulations](#)). NCN scholarships are awarded pursuant to the [Regulations on awarding scholarships](#).

When developing the budget, emphasis should be put on determining the required resources and exact estimation of expenses. The budget must be well justified with regard to the subject and scope of the research, based on real calculations and itemised expenses to be covered from NCN resources (so-called eligible costs). The proposal may be rejected if an 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.

**PLEASE NOTE:** NCN proposals **processed** in the ZSUN/OSF submission system:

- **by 30 September 2020 (inclusive)** may include research projects to be carried out by the Polish research teams **from 2020 onwards**.

The following years will be included in the project budget, depending on the project implementation period:

- 2022-2023 for two-year projects,
- 2022-2023-2024 for three-year projects,
- 2022-2023-2024-2025 for four-year projects;

– **from 1 October 2021 (inclusive)** may include research projects to be carried out by the Polish research teams **from 2023 onwards**.

The following years will be included in the project budget, depending on the project implementation period:

- 2023-2024 for two-year projects,
- 2023-2024-2025 for three-year projects and
- 2023-2024-2025-2026 for four-year projects.

**In the case of joint proposals submitted to the lead agencies covering Polish team budgets for 2022 onwards, make sure that:**

- **work on NCN proposals in the ZSUN/OSF submission system starts before 30 September 2021 and**
- **NCN proposals are submitted to the NCN within 45 days of the date work on the proposal has started in the ZSUN/OSF submission system.**

**If the work on NCN proposals in the ZSUN/OSF submission system starts before 30 September 2021, with project performance scheduled to begin in 2022, and the NCN proposal is not completed and submitted within 45 days of the date the work on the proposal starts in the ZSUN/OSF submission system, a new proposal will have to be created. A new NCN proposal (created after 1 October 2021) may cover a research project starting in 2023. If a proposal has already been submitted to the lead agency for a research project involving 2022 funding, the information in the NCN proposal will be inconsistent with information in the joint proposal and as a result, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.**

The applicants may incur pre-financing costs from their own resources before the funding agreement is signed by the NCN, the applicant and the principal investigator. Such pre-

financing costs are deemed eligible from the date the funding decision by the NCN Director becomes final until the date the research project is completed.

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, other 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 receive parallel funding from the partner institution or cooperating institution are 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 ([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. The costs of publication of monographs (as defined in §10 of the [Regulation on evaluation of the quality of research activity issued by the Minister of Science and Higher Education on 22 February 2019](#) (Journal of Laws of 2019, item 392) resulting from the research projects are not eligible until positively reviewed by the NCN.

Indirect costs may not exceed 20% of direct costs.

Pursuant to the [Order](#) of the NCN Director, the [NCN's open access policy](#) has been adopted, concerning open access to publications resulting from the research projects, scholarships and fellowships as well as research activities funded or co-funded by the National Science Centre. Additionally, indirect costs of up to 2% of direct costs may be spent on open access to publications and research data.

**PLEASE NOTE: The cost of open access to publications may only be incurred as indirect costs. The cost of open access planned as direct costs will be regarded as a formal error.**

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

1. NCN proposals in ZSUN/OSF must specify the budget for tasks to be performed by the Polish team and joint proposals, for the tasks to be performed by all research teams involved in the project;
2. the budget for the tasks to be performed by the Polish research team in the NCN proposal in ZSUN/OSF must be specified in PLN and in the joint proposal, in EUR, rounded down to total values;
3. the budget planned for the Polish team in the joint proposal must be consistent with the budget in the NCN proposal in ZSUN/OSF, otherwise the proposal may be rejected as ineligible;
4. **the budget of the Polish part of the project in the joint proposal should be calculated according to the following exchange rate: 1 EUR = 4.4385 PLN;**
5. the minimum and maximum funding for the tasks to be performed by the Polish research team is not specified (the costs must be justified as regards the subject and scope of research).

**PLEASE NOTE:** It is recommended to plan the budget of the Polish research team simultaneously in PLN in the ZSUN/OSF submission system and in EUR in the joint proposal; the amounts requested from the NCN by the Polish research team and the **detailed justification thereof, as provided in the ZSUN/OSF submission system, must be disclosed in the relevant section of the joint proposal.** It is not enough to provide the justifications in the budget completed in the ZSUN/OSF submission system only as the budget therein is not subject to the lead agency's merit-based evaluation. If the costs planned for the Polish part of the project are not justified in the joint proposal, the proposal may be rejected.

**The merit-based evaluation is performed by the lead agency pursuant to the joint proposal and comprises, inter alia, evaluation of the relevance of the costs planned for the Polish part of the research project as regards the subject and scope of the research, hence the justification of the costs planned for the Polish research team in the joint proposal must be comprehensive, detailed and consistent with the justification of the costs in the ZSUN/OSF submission 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 submission system may be copied and pasted to the appropriate section of the joint proposal:

Other direct costs

Other direct costs

+ Add   - Change order

No.			
1.	Name / description [in English]	other	
	Category	Mat. equipment	
	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	
	Category	Mat. equipment	
	Entity	University of Warsaw	
	Total cost [PLN]		300
	Calculation and merit-based justification for the purchase [in English]		merit-based justification for the purchase

Justification of the costs may be copied from the NCN proposal in ZSUN/OSF and pasted to the appropriate section of the joint proposal



Justification of the costs may be copied from the NCN proposal in ZSUN/OSF and pasted to the appropriate section of the joint proposal



Research equipment

+ Add

No.			
1.	Name of research equipment		
	Name of 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 may be copied from the NCN proposal in ZSUN/OSF and pasted to the appropriate section of the joint proposal



PLEASE NOTE:

- if the costs planned for Polish research teams in the joint proposal are not justified in detail in compliance with information in ZSUN/OSF, 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 Weave-UNISONO 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 and the joint proposal, the proposal may be rejected at the stage of eligibility check.

#### PLEASE NOTE:

Read the guidelines of the respective lead agency concerning costs of partner research teams included in the joint proposals and justification of the costs planned for such research teams. **The budget of the Polish part of the project in the joint proposal should be calculated according to the following exchange rate: 1 EUR = 4.4385 PLN. Costs planned for Polish research teams in the joint proposal must be justified in detail in compliance with information in ZSUN/OSF. Otherwise the proposal may be rejected as ineligible**

According to the [FWF guidelines \(FWF Clinical Research Programme](#) for clinical research), information on applications, costs of Austrian and partner research teams and detailed justification of funding requested by the Austrian and partner research teams must be included in *Annex 2: Information on research institution(s) and justification of requested funding*. In order to read the FWF guidelines, contact the Austrian research team and the [FWF](#) directly.

According to the [GAČR guidelines](#), costs of partner research teams and detailed justification of funding requested by the Czech and partner research teams must be included in *Part C: Justification of Project Proposal*.. For further details as regards GAČR guidelines, contact the Czech research team and the [GAČR](#) directly.

For further details as regards ARRS guidelines, contact the Slovenian research team and the [ARRS](#) directly.

According to the [SNSF](#) guidelines, costs of partner research teams and detailed justification of funding requested by such teams must be included in the [budget table](#) annexed to the SNSF call documents. PLEASE NOTE: Once the budget table in Excel is completed, make sure that the entire cell content in Excel format is visible (in particular, justification of the costs). The budget table must be attached to the NCN proposal in the ZSUN/OSF

submission in the JOINT PROPOSAL section. To find out more about the [SNSF guidelines](#), contact the Swiss research team and the [SNSF](#) directly.

For further details as regards DFG guidelines, contact the German research team and the [DFG](#) directly.

## 5. Documents to be provided to the NCN by the Polish research team

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

- an NCN proposal comprising a complete proposal filled out in the ZSUN/OSF system in compliance with the [call documents](#);
- the joint proposal in pdf format **identical with the proposal submitted to the lead agency**, comprising **all documents submitted to the lead agency's electronic submission system, including**:
  - a) research project description according to the terms of the call launched by the lead agency (*in English*);
  - b) CV with a list of publications by members of the research teams involved in the research project, whose names are known at the proposal submission stage, according to the terms of the call launched by the lead agency;

**PLEASE NOTE:** Names of persons to be selected in an open call procedure must not be provided in the NCN proposal or joint proposal, including persons to be employed as post-docs from the NCN budget and under NCN scholarships for students and PhD students awarded pursuant to the [Regulations for awarding scholarships in the NCN-funded research projects](#).

**NCN proposals must be appended with the same joint proposal that has been submitted to 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.**

- c) **additionally, the proposal in the ZSUN/OSF system** must be appended with PDF files of the following documents **signed by hand<sup>2</sup> 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 joint project (in the case of a **group of entities**: the Polish entity acting as its leader), generated automatically by the ZSUN/OSF submission 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 submission system when completing

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<sup>2</sup> In this case, a scan of the document signed by hand must be attached to the proposal in ZSUN/OSF.



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 (in the case of a **group of entities, required for each organisational unit** in the group of entities that does not receive any institutional core funding for research):
  - 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);
4. **in the case of a group of Polish entities** (laid down in Article 27 (1) (2) of the NCN Act):
  - [research project cooperation agreement](#) (in Polish).

**PLEASE NOTE:** The NCN **does not require** any documents (agreements) confirming cooperation between Polish and foreign research teams to be submitted nor signatures to be affixed by members of the foreign research teams on NCN proposals or other documents annexed thereto.

## 6. Polish research team's duty to submit complete proposal to the 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 ZSUN/OSF 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 or NCN proposal is left blank, the proposal may be rejected at the stage of eligibility check by all partner institutions involved in the project.

The lead agency (FWF, GAČR, ARRS, DFG or SNSF) may request respective applicants to complete or amend certain information. If a joint proposal submitted to the lead agency is amended as regards information on the Polish part of the project and re-submitted at the request of the lead agency:

- 1) **before the NCN proposal is submitted**, the amended joint proposal must be annexed to the NCN proposal in the ZSUN/OSF system;
- 2) **after the NCN proposal is submitted**, the amended joint proposal submitted to the lead agency must be submitted to the NCN electronically, within 3 days of submitting the amended joint proposal to the lead agency:



- 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 (included 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 from the Electronic Correspondence Register (ESP) address of the applicant/ entity specified in the proposal as the host institution.

The NCN confirms the receipt of the amended joint proposal by e-mail, to the e-mail addresses of the principal investigator and applicant (host institution) included in the NCN proposal.

## 7. Electronic submission of proposals

Under the Weave-UNISONO call, NCN proposals must be submitted to the NCN electronically, via the ZSUN/OSF submission system available at <https://osf.opi.org.pl/>, **as soon as possible following the submission of a joint proposal to the lead agency, within 7 calendar days at the latest.**

If on the day the joint proposal is submitted to the lead agency, an NCN proposal form is not available in the ZSUN/OSF submission system, it must be submitted to the NCN within 7 calendar days of the date that the information that the NCN proposal form is available in the ZSUN/OSF submission system is published on the NCN website (<https://www.ncn.gov.pl/>) and in the ZSUN/OSF submission system.

Proposals must be submitted to the NCN **electronically**.

**PLEASE NOTE:** Once the work on the NCN proposal has started in the ZSUN/OSF submission system, the Polish research team has **45 calendar days to complete the proposal and submit** it to the NCN. After that, the proposal can **no longer be edited**, in which case a Polish research team that has not sent its proposal to the NCN must prepare a new proposal and complete it in the ZSUN/OSF submission system **which may impact the budget for research tasks performed by the Polish research teams specified in the NCN proposal**. More information can be found in the section: [Creating a budget for tasks to be performed by the Polish research teams](#). **PLEASE NOTE:** The 45-day period applies only to the period during which NCN proposals may be edited in the ZSUN/OSF submission system. Under WEAVE-UNISONO, NCN proposals must be submitted to the NCN via the



ZSUN/OSF submission system as soon as possible following the submission of joint proposals to the lead agency, within 7 calendar days at the latest.

Please note that the partner/cooperating institutions participating in the Weave Programme may apply their own requirements concerning submission of proposals. Each foreign research team involved in the project must submit a set of required documents to its respective partner or cooperating institution, including joint proposal (if required by the partner/cooperating institution).

### III. EVALUATION OF PROPOSALS

#### 1. Eligibility check

Proposals undergo an eligibility check performed by the NCN, lead agency and partner/cooperating institutions relevant for the research teams involved in the project in accordance with their respective requirements. The proposals approved as eligible by all institutions performing the evaluation are recommended for merit-based evaluation performed solely by the lead agency relevant for the coordinating applicant according to the terms of its call launched for the purposes of the Weave Programme.

The eligibility check is the first stage of the proposal review. At the NCN, it is carried out by scientific coordinators based on the eligibility criteria applicable to the [Weave-UNISONO call](#).

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

- failure to include a comprehensive and detailed justification of the costs in the joint proposal, consistent with the justification of the costs in the ZSUN/OSF submission system planned for the Polish research team; **the merit-based evaluation is carried out by the lead agency on the basis of the joint proposal and covers (inter alia) evaluation of the justification of the costs planned for the Polish part of the research project as regards the subject and scope of research, hence the justification of the costs planned for the Polish research team in the joint proposal must be comprehensive, detailed and consistent with the justification of the costs in ZSUN/OSF;**
- inconsistency of information in the joint proposal and the NCN proposal;
- failure to submit the proposal on time;
- naming persons to be selected in an open call procedure in the NCN proposal or joint proposal or joint project description, including persons to be employed as post-docs from the NCN budget and under NCN scholarships for students and PhD students



awarded pursuant to the [Regulations for awarding scholarships in the NCN-funded research projects](#);

- miscalculating the budget (cost differences in the budget for the tasks to be performed by the Polish team in the joint proposal and in the NCN proposal as a consequence of (for example) miscalculation of the EUR/PLN exchange rate or inconsistency of the expenses planned in the NCN proposal and joint proposal); **PLEASE NOTE: The budget of the Polish part of the project in the joint proposal under Weave-UNISONO must be calculated according to the exchange rate specified in the Weave-UNISONO call announcement (1 EUR = 4.4385 PLN)**;
- incompleteness of the proposal;
- completing particular sections of the NCN proposals in the ZSUN/OSF submission system in another language than required by the call documents;
- submission of the proposal to only one partner institution involved.

## 2. Merit-based evaluation

Joint proposals are subject to merit-based evaluation. The terms of merit-based evaluation of joint proposals are specified by the lead agency relevant for the coordinating applicant, i.e. the FWF, GAČR, ARRS, DFG or SNSF.

The NCN performs an additional merit-based evaluation of NCN proposals recommended for funding by the lead agency in the cases laid down in the [Regulations](#).

The terms of the lead agency's merit-based evaluation are specified in the documents applicable to its domestic call launched for the purposes of the Weave Programme ([see page 10](#)).

The lead agency performs a merit-based evaluation of proposals under its domestic call launched for the purposes of the Weave Programme by comparing them with other proposals submitted to the call.

Every year, the institutions participating in the Weave Programme agree on a threshold which is made public. The threshold is set at 20%. Out of all proposals chosen by the lead agency, only those within the threshold will be recommended for funding. Pursuant to a mutual agreement between the lead agency and partner/cooperating institutions, funding may be awarded to proposals that are not within the threshold.

Following the merit-based evaluation, the lead agency provides the NCN and, in the case of trilateral cooperation, the other partner/cooperating institutions involved, with information on the results of the merit-based evaluation and list of research projects recommended for funding.



The list is then approved by the NCN Director and, in the case of trilateral cooperation, by the partner/cooperating institutions relevant the foreign research teams.

Funds for research projects to be carried out by the Polish research teams will be allocated by the NCN Director provided that the partner/cooperating institutions allocate funds to the foreign research teams.

The detailed terms of awarding funding for research tasks by the National Science Centre under international calls carried out as multilateral cooperation pursuant to the Lead Agency Procedure are laid down in the [Regulations](#).

Research projects must be carried out by the Polish and foreign research teams pursuant to the terms of the NCN and respective partner/cooperating institutions.

#### IV. FILLING OUT NCN PROPOSALS IN ZSUN/OSF

Selected section in ZSUN/OSF	Subsection	Description
<p><b>PREPARING A NEW PROPOSAL</b></p>		<p>From the commencement of the work on the NCN proposal in ZSUN/OSF, the Polish research team has 45 calendar days to complete the proposal and submit it to the NCN. After that, the proposal can no longer be edited, in which case a Polish research team that has not sent its proposal to the NCN must prepare a new proposal and complete it in ZSUN/OSF. <b>PLEASE NOTE:</b> The 45-day period applies only to the period during which NCN proposals may be edited in the ZSUN/OSF submission system. Under WEAVE-UNISONO, NCN proposals must be submitted to the NCN via the ZSUN/OSF submission system as soon as possible following the submission of joint proposals to the lead agency, within 7 calendar days at the latest.</p> <p><b>PLEASE NOTE:</b> NCN proposals processed in the ZSUN/OSF submission system:</p> <ul style="list-style-type: none"> <li>- <b>by 30 September 2020 (inclusive)</b> may include research projects to be carried out by the Polish research teams <b>from 2020 onwards</b>;</li> <li>- <b>from 1 October 2021 (inclusive)</b> may include research projects to be carried out by the Polish research teams <b>from 2023 onwards</b>.</li> </ul> <p>More information on the budget planning in NCN proposals submitted to the ZSUN/OSF submission system can be found in the section: <a href="#">Budget for tasks to be performed by the Polish research teams</a>.</p>
	<p>List of partner institutions/ lead agency</p>	<p>Choose the research funding institution relevant for the foreign research team, to which a proposal is submitted under the Weave Programme:</p> <ol style="list-style-type: none"> <li>1. in the case of bilateral cooperation, choose the lead agency relevant for the foreign partner team from:           <ul style="list-style-type: none"> <li>• Austria (the FWF);</li> <li>• Switzerland (the SNSF);</li> <li>• the Czech Republic (the GAČR) (<b>PLEASE NOTE:</b> Call for proposals at the GAČR as the lead agency starts in February 2021);</li> <li>• from Slovenia (the ARRS) (<b>PLEASE NOTE:</b> Call for proposals at the ARRS as the lead agency starts in autumn 2021);</li> <li>• from Germany (the DFG) (<b>PLEASE NOTE:</b> Call for proposals at the DFG as the lead agency starts on 15 September 2021);</li> </ul> </li> <li>2. in the case of trilateral cooperation, choose the lead agency (FWF, SNSF, GAČR, ARRS or DFG) and research funding (partner/ cooperating) institution relevant for the third research team involved</li> </ol>



Selected section in ZSUN/OSF	Subsection	Description
		<p>in the project according to the acceptable 2021 cooperation options described in <a href="#">Table 1</a>.</p> <p>Projects can be carried out over a period of 24, 36 or 48 months.</p> <p><b>PLEASE NOTE:</b> In the case of research projects involving research teams from the <b>Czech Republic or Germany or Slovenia</b> that apply for research funding to the GAČR, DFG or ARRS, a project implementation period <b>cannot exceed 36 months</b>.</p> <p>The implementation period of a project carried out by the Polish and foreign research teams may be changed on the terms and conditions of the NCN and respective partner institutions.</p>
<b>BASIC INFORMATION</b>	Title in English	The project title in English must be identical to the title in the joint project and submission system of the lead agency. The title in English must be identical to the title in Polish.
	Acronym	Optional.
	NCN review panel	A review panel must be selected according to the current list of panels available at the <a href="#">NCN website</a> .
	Joint proposal	<p>All application documents submitted to the lead agency consolidated into a single PDF file must be identical to the ones submitted to the lead agency's submission system. The application documents may be submitted as a file without a signature (choose the "Document's scan" option), as a scan signed by hand (choose the "Document's scan" option) or as a file signed electronically (choose the "Document signed electronically" option).</p> <p>For joint proposals submitted to the SNSF: attach the <a href="#">budget table</a> in this section.</p>
	Additional documents submitted at the international level	<p>Optional, may <u>be left blank</u>.</p> <p>In this section, other additional documents may be submitted at the international level, consolidated into a single PDF file.</p> <p>They may be submitted as a file without a signature (choose the "Document's scan" option), as a scan signed by hand (choose the "Document's scan" option) or as a file signed electronically (choose the "Document signed electronically" option).</p>
<b>APPLICANT / PARTICIPATING ENTITY</b>	Applicant's status	<p>Proposals for NCN funding of the Polish part of the research project may be submitted by entities for which such funding <b>does not constitute state aid</b>, such as:</p> <ol style="list-style-type: none"> <li>1. universities;</li> <li>2. federations of science and HE entities;</li> <li>3. research institutes of the Polish Academy of Sciences operating pursuant to the Act on the Polish</li> </ol>



Selected section in ZSUN/OSF	Subsection	Description
		<p>Academy of Sciences of 30 April 2010;</p> <p>4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010;</p> <p>5. international research institutes established pursuant to separate Acts, operating in the Republic of Poland;</p> <p>5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network;</p> <p>5b. institutes operating within the Łukasiewicz Research Network;</p> <p>6. Polish Academy of Arts and Sciences;</p> <p>7. other institutions involved in research independently on a continuous basis;</p> <p>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);</p> <p>9. research centres of the Polish Academy of Sciences as defined in the Act on the Polish Academy of Sciences of 30 April 2010;</p> <p>10. scientific libraries;</p> <p>11. legal entities established with a registered office in Poland; and</p> <p>12. natural persons.</p>
<b>PARTICIPATING ENTITIES</b>	Research project cooperation agreement concluded by a group of Polish entities	<p>If the applicant is a group of Polish entities:</p> <ul style="list-style-type: none"> <li>• specify its leader; the principal investigator's employer is the leader of the Polish group of entities;</li> <li>• annex the research project cooperation agreement (in Polish) for the project specifying the leader, concluded by a group of Polish entities. File format: PDF; qualified electronic signature in PAdES format or scan of the document signed by hand.</li> </ul> <p>The template of the agreement is available in the ZSUN/ OSF submission system and on the NCN website: <a href="https://www.ncn.gov.pl/sites/default/files/pliki/regulaminy/porozumienie_o_wspolpracy_na_rzecz_realizacji_projektu_badawczego.docx">https://www.ncn.gov.pl/sites/default/files/pliki/regulaminy/porozumienie_o_wspolpracy_na_rzecz_realizacji_projektu_badawczego.docx</a></p> <p>The template includes the required elements and may be supplemented with other provisions on cooperation.</p>
<b>DETAILS OF THE PARTICIPATING ENTITY</b>	<p>Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)</p> <p>Does the entity receive any institutional core funding for research?</p>	<p>Entities under forced administration, in liquidation or subject to bankruptcy proceedings cannot be applicants or participating entities for the project.</p> <p>If a Polish entity applying for funding under the Weave-UNISONO call does not receive any institutional core funding for research, the proposal submitted to the ZSUN/OSF system must include the following information (in English):</p> <ol style="list-style-type: none"> <li>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;</li> <li>2) information on research equipment and other instruments/facilities crucial to research.</li> </ol> <p>File format: PDF; electronic signature in PAdES format or scan of the document signed by hand.</p> <p>In the case of a group of Polish entities, the above information is required for each organisational unit in the</p>



Selected section in ZSUN/OSF	Subsection	Description
		group of entities that does not receive any institutional core funding for research.
<b>STATE AID</b>	Will project funding constitute state aid?	State aid will not be granted under the call. In order to determine if project funding constitutes state aid, please read the Rules governing application for state aid available in the ZSUN/OSF system and on the NCN website: <a href="https://www.ncn.gov.pl/finansowanie-nauki/pomoc-publiczna?language=en">https://www.ncn.gov.pl/finansowanie-nauki/pomoc-publiczna?language=en</a> .
<b>RESEARCH PLAN</b>		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 include tasks to be performed by the foreign research teams. Research tasks do not include the purchase of research equipment, participation in conferences, preparation to publications, etc.
<b>SIMILAR RESEARCH TASKS</b>		This section must be completed in English and concerns the Polish principal investigator and Polish entity. Answer all questions and save the data in the proposal form. If the principal investigator has performed similar research tasks to the ones presented in the NCN proposal submitted to Weave-UNISONO, he/she must justify the need to have them funded.
	Project authorship/co-authorship	Name project authors/co-authors.
<b>ETHICS ISSUES</b>		This section must be completed in English and must include all research tasks to be performed by the Polish research team. Before completing the relevant section in the ZSUN/OSF system, read two documents annexed to the call announcement: <a href="#">Guidelines for applicants to complete the ethics issues form in the research project</a> and <a href="#">Code of the National Science Centre on research integrity and applying for research funding</a> . Then complete the relevant sections. When the answer to any question is YES, describe the measures taken/to be taken to ensure that the research covered by the NCN proposal are carried out in compliance with the rules of best practice in a given field/discipline as well as provide information on any permission already issued or a description on how the relevant requirements will be fulfilled. Information in the NCN proposals must be consistent with the information in the joint proposal.
<b>ABSTRACT FOR THE GENERAL PUBLIC</b>		The project's abstract for the general public must be attached in Polish and English and must concern the joint research project, not only research tasks to be carried out by the Polish research team. The abstract for the general public in each language version must not be longer than one standard page (page format: A4, font size: at least 11, font: Times New Roman or equivalent, lead: single, left-right margins: 2 cm, 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. If the project is recommended for funding, the abstract for the general public will be published on the websites of the National Science Centre and Ośrodek Przetwarzania Informacji (OPI) alongside information on the call results.
<b>INTERNATIONAL COOPERATION</b>	Countries	This section must be completed in English. International cooperation must be merit-based. International cooperation means research tasks carried out jointly with researchers from foreign research institutions.



Selected section in ZSUN/OSF	Subsection	Description
		<p>The following are not deemed international cooperation:</p> <ol style="list-style-type: none"><li>participation in international conferences;</li><li>dissemination of information on the project abroad;</li><li>implementation of the research tasks by a Polish research team abroad without the participation of researchers from foreign research institutions; and</li><li>cooperation with foreign researchers employed in Polish institutions.</li></ol> <p>The ZSUN/OSF submission system automatically inserts information on the country/countries deriving from information provided in the proposal and concerning partner/cooperating institutions, to which the funding proposal is submitted under the Weave Programme.</p> <p>In the case of research projects to be performed jointly with research teams from other countries that do not apply for funding under the Weave Programme, this section may be completed with additional countries and information on international cooperation (in English).</p> <p><b>PLEASE NOTE:</b> The NCN does not require any documents (agreements) confirming cooperation between Polish and foreign research teams to be provided nor does it require NCN proposals or documents attached thereto to be signed by members of the foreign research teams</p>
	Entities	Provide the full name of the foreign research institutions from the countries specified above who are to be involved in the project.
<b>RESEARCH TEAM</b>	Number of team members	<p>It is necessary to specify the number Polish investigators – – 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 Polish part of the project.</p> <p><b>PLEASE NOTE:</b> The information from this section must be entered in the relevant section of the joint proposal. Otherwise the proposal may be rejected as ineligible. It is not enough to enter such information in the NCN proposal as it is not subject to merit-based evaluation.</p> <p><b>PLEASE NOTE: Names of persons to be selected in an open call procedure must not be provided</b> in the NCN proposal or joint proposal, including persons to be employed as post-docs from the NCN budget and under NCN scholarships for students and PhD students awarded pursuant to the <a href="#">Regulations for awarding scholarships in the NCN-funded research projects</a>..</p> <p>The costs of salaries and scholarships are planned pursuant to the <a href="#">Annex to the Regulations</a>.</p>
<b>COSTS</b>		<p>Polish research teams may plan their research projects in the ZSUN/OSF submission system <b>from 2022 onwards</b>, however NCN proposals <b>processed</b> in the ZSUN/OSF submission system:</p> <p>- <b>by 30 September 2020 (inclusive)</b> may include research projects to be carried out by the Polish research teams <b>from 2020 onwards</b>.</p> <p>The following years will be included in the project budget, depending on the project implementation period:</p> <ul style="list-style-type: none"><li>2023-2024 for two-year projects;</li><li>2023-2024-2025 for three-year projects; and</li><li>2023-2024-2025-2026 for four-year projects</li></ul>



Selected section in ZSUN/OSF	Subsection	Description
		<p>- <b>from 1 October 2021 (inclusive)</b> may include research projects to be carried out by the Polish research teams <b>from 2023 onwards</b>.</p> <p>The following years will be included in the project budget, depending on the project implementation period:</p> <ul style="list-style-type: none"> <li>• 2023-2024 for two-year projects;</li> <li>• 2023-2024-2025 for three-year projects; and</li> <li>• 2023-2024-2025-2026 for four-year projects.</li> </ul> <p>If the work on NCN proposals in the ZSUN/OSF submission system starts before 30 September 2021, with project performance scheduled to begin in 2022, and the NCN proposal <b>is not completed and submitted within 45 days</b> of the date the work on the proposal starts in the ZSUN/OSF submission system, <b>a new proposal will have to be created</b>. A new NCN proposal (created after 1 October 2021) may cover a research project starting in 2023. If a proposal has already been submitted to the lead agency for a research project involving 2022 funding, <b>the information in the NCN proposal will be inconsistent with information in the joint proposal</b> and, as a result, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.</p> <p>Costs of the project carried out by the Polish research team and calculation thereof in the project budget must be the same when specified in PLN in ZSUN/OSF and in EUR in the joint proposal.</p> <p><b>The budget of the Polish part of the project in the joint proposal should be calculated according to the following exchange rate: 1 EUR= 4.4385 PLN.</b></p> <p>Costs of the project carried out by the Polish research team in the NCN proposal in ZSUN/OSF and in the joint proposal must be rounded down to total values.</p> <p>More information on the rules for cost planning can be found in the <a href="#">Regulations</a> and <a href="#">Regulations on awarding scholarships in NCN-funded research projects</a>.</p>
<b>SALARIES AND SCHOLARSHIPS</b>		<p>Enter the cost of salaries and scholarships of members of the Polish research team.</p> <p><b>PLEASE NOTE:</b> The information from this section must be entered in the relevant section of the joint proposal. Otherwise the proposal may be rejected as ineligible. It is not enough to enter such information in the NCN proposal as it is not subject to merit-based evaluation</p>
	Justification of salary	<p>A higher full-time salary may be specified for a post doc, in so far as it is justified by special circumstances described in the proposal, in which case the relevant justification should be provided in the NCN proposal.</p> <p><b>PLEASE NOTE:</b> The information from this section must be entered in the relevant section of the joint proposal. Otherwise the proposal may be rejected as ineligible. It is not enough to enter such information in the NCN proposal as it is not subject to merit-based evaluation</p>
<b>RESEARCH EQUIPMENT</b>		<p>Enter the cost of purchase or manufacturing of research equipment, other devices and software crucial to research to be carried out by the Polish research team.</p> <p><b>PLEASE NOTE:</b> In the relevant section of a joint proposal, the costs entered in this section, requested from the NCN by the Polish research teams, as well as detailed justifications of the costs must be provided. Otherwise the proposal may be rejected as ineligible. It is not enough to enter the justifications in the NCN</p>



Selected section in ZSUN/OSF	Subsection	Description
		proposal only as they are not subject to the merit-based evaluation.
<b>OTHER COSTS</b>		<p>Enter other costs planned in the budget for research to be carried out by the Polish research teams.</p> <p><b>PLEASE NOTE:</b> In the relevant section of a joint proposal, the costs entered in this section, requested from the NCN by the Polish research teams, as well as detailed justifications of the costs must be provided. Otherwise the proposal may be rejected as ineligible. It is not enough to enter the justifications in the NCN proposal only as they are not subject to the merit-based evaluation.</p>
<b>OPEN ACCESS</b>		<p>Pursuant to the <a href="#">Order</a> of the NCN Director, the <a href="#">NCN's Open Access Policy</a> has been adopted, concerning open access to publications resulting from the research projects, scholarships and fellowships as well as research activities funded or co-funded by the National Science Centre. Additionally, indirect costs of up to 2% of direct costs may be spent on open access to publications and research data.</p> <p><b>PLEASE NOTE: The cost of open access to publications may only be incurred as indirect costs. The cost of open access planned as direct costs will be regarded as a formal error.</b></p>
<b>BUDGET SUMMARY</b>	<b>BUDGET SUMMARY (ENTITIES)</b>  <b>BUDGET SUMMARY (TOTAL)</b>	Budget summaries are calculated automatically.
<b>DATA MANAGEMENT PLAN</b>		<p>This section must be completed in English. It concerns data generated or used in the course of performance of the Polish part of the research project.</p> <p>Before completing this part of the proposal, read the "<a href="#">Guidelines for applicants to complete the data management plan in the research project</a>". You can tick the answer: "Does not apply". The NCN accepts that in certain projects no research data or similar materials will be generated, reused or analysed. In such cases, a brief description should be provided in reply to question 1.1 How will new data be collected or produced and/or how will existing data be re-used.</p>
<b>PERSONAL DATA PROTECTION</b>		<p>Information on the processing of personal data.</p> <p>Personal data disclosed in the proposal by the principal investigators and applicants will be processed by the National Science Centre until the end of the projects and settlement thereof (should funding be provided). Afterwards, they will be used for statistical purposes. Any data collected will be processed for the purposes of evaluating proposals, projects and research tasks carried out by the NCN as well as dissemination of information on the calls launched by the NCN. Data processing includes monitoring, supervision and evaluation of the implementation and settlement of the projects funded by the NCN. For more information, go to <a href="https://www.ncn.gov.pl/dane-osobowe?language=en">https://www.ncn.gov.pl/dane-osobowe?language=en</a></p>



Selected section in ZSUN/OSF	Subsection	Description
		<p>In the case of research projects involving research teams from Austria, the Czech Republic, Slovenia and Switzerland, the following partner institutions are the joint controllers of personal data:            FWF: <a href="https://www.fwf.ac.at/en/privacy-policy/">https://www.fwf.ac.at/en/privacy-policy/</a>;            GAČR: <a href="https://gacr.cz/en/legislation/">https://gacr.cz/en/legislation/</a>;            ARRS: <a href="http://www.arrs.si/sl/index.asp">http://www.arrs.si/sl/index.asp</a> ;            SNSF: <a href="http://www.snf.ch/SiteCollectionDocuments/allg_reglement_16_e.pdf">http://www.snf.ch/SiteCollectionDocuments/allg_reglement_16_e.pdf</a>;  <a href="http://www.snf.ch/SiteCollectionDocuments/Annex_I_Ausfuhrungsreglement_Beitragreglement_E.pdf">http://www.snf.ch/SiteCollectionDocuments/Annex_I_Ausfuhrungsreglement_Beitragreglement_E.pdf</a>.            INFORMATION about processing of personal data within the framework of the Multilateral Lead Agency Procedure under the Weave programme:  <a href="https://www.ncn.gov.pl/sites/default/files/pliki/regulaminy/weave_personal_data_protection.pdf">https://www.ncn.gov.pl/sites/default/files/pliki/regulaminy/weave_personal_data_protection.pdf</a>            In the case of research projects involving research teams from Germany, the DFG is the recipient of personal data: <a href="https://www.dfg.de/en/service/privacy_policy/">https://www.dfg.de/en/service/privacy_policy/</a>.</p>
<b>ADMINISTRATIVE DECLARATION</b>		<p>In this part of the proposal, additional administrative declarations are added; they must be approved by the principal investigator of the Polish research team and the authorised representative of the Polish entity.</p>
<p><b>ELECTRONIC SUBMISSION</b></p> <p><i>The section will appear after clicking "Disable to NCN"</i></p>	<p>Submission deadline for joint proposals on the international level</p> <p>Confirmation of submitting the proposal – principal investigator (PI)</p> <p>Confirmation of submitting the proposal – entity</p>	<p>The submission date for a joint proposal to the lead agency cannot be later than the submission date of the proposal to the NCN via the ZSUN/OSF submission system.</p> <p><b>In the case of joint proposals submitted to the lead agencies covering Polish team budgets for 2022 onwards, make sure that:</b></p> <ul style="list-style-type: none"> <li>- work on NCN proposals in the ZSUN/OSF submission system starts before 30 September 2021; and</li> <li>- NCN proposals are submitted to the NCN within 45 days of the date work on the proposal has started in the ZSUN/OSF submission system.</li> </ul> <p>The proposal shall be accompanied by a confirmation of submitting the proposal signed by the authorised representative of the Polish institution and the principal investigator of the Polish research team. Confirmations must bear a qualified electronic signature in PAdES format 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.</p> <p>If the applicant is a group of Polish entities, a confirmation must be signed by the authorised representative of the leader of the group of entities.</p>

## V. CONTACT DETAILS

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### NCN Contact Persons

More information can be found in the [Announcement of the Weave-UNISONO call for proposals](#) and should you have any more questions concerning NCN eligibility criteria, contact the NCN officers.

#### **Coordinator for Arts, Humanities and Social Sciences:**

Dr Ulana Gocman

e-mail: [ulana.gocman@ncn.gov.pl](mailto:ulana.gocman@ncn.gov.pl)

(Before calling, make an e-mail appointment)

#### **Coordinator for Physical Sciences and Engineering:**

Dr Monika Góral-Kurbiel

e-mail: [monika.goral-kurbiel@ncn.gov.pl](mailto:monika.goral-kurbiel@ncn.gov.pl)

(Before calling, make an e-mail appointment)

#### **Coordinator for Life Sciences:**

Dr Magdalena Wyszowska – Kolatko

e-mail: [magdalena.wyszowska-kolatko@ncn.gov.pl](mailto:magdalena.wyszowska-kolatko@ncn.gov.pl)

(Before calling, make an e-mail appointment)

#### **General affairs:**

Dr Magdalena Godowska

e-mail: [magdalena.godowska@ncn.gov.pl](mailto:magdalena.godowska@ncn.gov.pl)

tel.: +48 668 385 353 (contact time: 9 a.m. – 1 p.m.)

Magdalena Krzystyniak

e-mail: [magdalena.krzystyniak@ncn.gov.pl](mailto:magdalena.krzystyniak@ncn.gov.pl)

tel.: +48 880 527 551 (contact time: 9 a.m. – 1 p.m.)

Magdalena Dobrzańska-Bzowska

e-mail: [Magdalena.Dobrzanska-Bzowska@ncn.gov.pl](mailto:Magdalena.Dobrzanska-Bzowska@ncn.gov.pl)

tel.: +48 532 080 275 (contact time: 9 a.m. – 1 p.m.)

### Contact Persons at the Partner Institutions

For matters related to joint proposals, contact the partner research team affiliated in the country of the lead agency or the lead agency directly.

#### **FWF CONTACT PERSON:**

Dr. Christoph Bärenreuter

e-mail: [christoph.baerenreuter@fwf.ac.at](mailto:christoph.baerenreuter@fwf.ac.at)

tel. +43 (0)1 / 505 67 40 – 8702

#### **GAČR CONTACT PERSON:**

Kamila Pětrašová

e-mail: [kamila.petrasova@gacr.cz](mailto:kamila.petrasova@gacr.cz); [la@gacr.cz](mailto:la@gacr.cz)

tel.: +420 227 088 863



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**ARRS CONTACT PERSON:**

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tel.: +386 0 1 400 59 24

**SNSF CONTACT PERSON:**

Elisabeth Schenker

e-mail: [elisabeth.schenker@snf.ch](mailto:elisabeth.schenker@snf.ch)

**CONTACT THE DFG:**

[weave@dfg.de](mailto:weave@dfg.de)

## VI. A list of amendments to the Guidelines published on 16 March 2021

Page 11: The following information has been added:

PLEASE NOTE: Information in the NCN proposal relevant for the merit-based evaluation (e.g. composition and remuneration of the research team or costs) must be included in the joint proposal to assess the relevance of the costs as well as the feasibility of the project. Otherwise, the proposal may be rejected as ineligible.

Page 14: Table A: Dates for submitting joint proposals and announcing results of evaluation by the partner institutions acting as the lead agencies in 2021:

GAČR (Czech Republic): *GAČR submission deadline has been updated and information on NCN deadline has been added:*

Submission deadline for proposals:

22 February – 22 April 2021. NCN proposals must be submitted electronically via the ZSUN/OSF submission system by 29 April 2021 at the latest.

SNSF (Switzerland): *The following information on NCN deadlines has been added:*

Two submission deadlines for proposals: 1 April 2021 (NCN proposals must be submitted electronically via the ZSUN/OSF submission system by 8 April 2021 at the latest) and 1 October 2021 (NCN proposals must be submitted electronically via the ZSUN/OSF submission system by 8 October 2021 at the latest).

Page 17: The following information has been added:

PLEASE NOTE: Information in the NCN proposal relevant for the merit-based evaluation (e.g. composition and remuneration of the research team or costs) must be included in the joint proposal to assess the relevance of the costs as well as the feasibility of the project. Otherwise, the proposal may be rejected as ineligible.

Page 23: *The following information has been updated:*

According to the [GAČR guidelines](#), the costs of the partner research teams and detailed justification of funding requested by the Czech and partner research teams must be included in *Part C: Justification of Project Proposal*. For more information on the GAČR guidelines, contact the Czech research team and the [GAČR](#) directly.

## VII. A list of amendments to the Guidelines published on 20 May 2021

1. Page 16: The following information has been added:

- which cover research projects planned for 24, 36 or 48 months (if possible, the same or as similar as possible for all research teams involved in the project);

2. Pages 17, 25 and 28: The following information has been added:

PLEASE NOTE: The 45-day period applies only to the period during which NCN proposals may be edited in the ZSUN/OSF submission system. Under WEAVE-UNISONO, NCN proposals must be submitted to the NCN via the ZSUN/OSF submission system as soon as possible following the submission of joint proposals to the lead agency, within 7 calendar days at the latest.

3. Pages 39-40: The following information has been added:

In the case of research projects involving research teams from Austria, the Czech Republic, Slovenia and Switzerland, the following partner institutions are the joint controllers of personal data:

- FWF: <https://www.fwf.ac.at/en/privacy-policy/>;
- GAČR: <https://gacr.cz/en/legislation/>;
- ARRS: <http://www.arrs.si/sl/index.asp> ;
- SNSF: [http://www.snf.ch/SiteCollectionDocuments/allg\\_reglement\\_16\\_e.pdf](http://www.snf.ch/SiteCollectionDocuments/allg_reglement_16_e.pdf);  
[http://www.snf.ch/SiteCollectionDocuments/Annex\\_I\\_Ausfuehrungsreglement\\_Beitrag\\_sreglement\\_E.pdf](http://www.snf.ch/SiteCollectionDocuments/Annex_I_Ausfuehrungsreglement_Beitrag_sreglement_E.pdf).

INFORMATION about processing of personal data within the framework of the Multilateral Lead Agency Procedure under the Weave programme.

In the case of research projects involving research teams from Germany, the DFG is the recipient of personal data: [https://www.dfg.de/en/service/privacy\\_policy/](https://www.dfg.de/en/service/privacy_policy/).