

“Beethoven CLASSIC 3”

Polish-German Funding Initiative

Call for proposals 2018-2019

INFORMATION FOR APPLICANTS

A complete Beethoven CLASSIC 3 proposal consists of the Joint Project Description (JPD) (please use the template provided), the CVs and the lists of publications of the Principal Investigators and the Co-Investigators as well as supplementary documents as needed. The JPD and CVs must be written in English. There is a strict limit of 25 pages for the Joint Project Description (font size: 11, line spacing: 1, left-right margins: 2 cm, top-bottom margins: 1,5 cm). Applicants are obliged to ensure that the joint proposal contains sufficient information for evaluation. Please note that no signatures are required in the Joint Project Description or CVs with a list of publications.

Research teams that are carrying or have carried out a research project in Beethoven 1 or Beethoven 2 can apply for funding within Beethoven CLASSIC 3.

Revised proposals from Beethoven 1 or Beethoven 2 can be submitted to Beethoven CLASSIC 3. Please note that the re-submitted project will be evaluated on the basis of the Joint Project Description submitted to Beethoven CLASSIC 3 only. Attachments with response to previous reviews are not accepted.

Grants that are considered state aid will not be offered.

Corresponding section of JPD	Criteria	GERMAN APPLICANTS	POLISH APPLICANTS
I CORE DATA			
I.5.	Subject Classification	<p>German applicants are asked to refer to DFG's subject structure (DFG-Fachsystematik).</p> <p>Proposals are accepted in the subjects 101-113, 301-312, 406 (please refer to DFG's subject classification). Proposals in the subject areas 317-02 and 410-01 are accepted if they have a clear humanities and social sciences focus.</p> <p>Please note that Polish-German research projects in the area of Life Sciences should be submitted to Beethoven LIFE 1 call.</p> <p>As a rule, the proposals submitted to "Beethoven CLASSIC 3" cannot be shifted to "Beethoven LIFE 1" and vice versa.</p>	<p>Polish applicants must refer to NCN's subject areas described in Annex no. 1 to the NCN Council Resolution no. 82/2018 of 6 September 2018. Proposals are accepted in the subjects covered by the panels HS1, HS2, HS3, HS4, HS5, HS6 and ST1.1-1.14, 1.16-1.17, 2.1-2.9, 2.11-2.12, 2.14-2.18, ST 3.1-3.18, ST 4.1-4.17, ST 5.1-5.24, ST 9.1-9.18.</p>
I.7.	Duration	<p>Applicants may seek funding for projects with a duration of 24 or 36 months.</p>	<p>Research projects at the Polish side must start within the period between 15 January 2020 and 31 August 2020.</p>

II RESEARCH TEAM

II.1.

Research team

Please indicate the two Principal Investigators (one Polish PI and one German PI), the Co-Investigators and other research team members (if applicable). There is no optimum number of researchers taking part in the project. All research team members listed in this section should have a significant role in the research and their presence as members of the research team should be justified. Principal Investigator is defined as a researcher responsible for carrying out research and managing the research team. S/he is also in charge of leading the project activities at her/his host institution. There are two PIs involved in each project, one from the German and one from the Polish side.

For Principal Investigators and all Co-Investigators (listed by their names), CVs (see section VI) should be attached.

The Principal Investigator (PI) and all Co-Investigators must fulfil the DFG's eligibility rules, which can be found in the '[Guidelines for Research Grants Programme](#)' (DFG form 50.01).

A Co-Investigator is a researcher, who has a significant role in the research project, applies for funds from the DFG, but does not take the role of the Principle Investigator.

1. The Principal Investigator (PI):
 - a. must have at least a PhD degree when submitting a proposal;
 - b. may take that role in only one proposal submitted under BEETHOVEN CLASSIC 3 and under calls for proposals with the same deadline as BEETHOVEN CLASSIC 3;
2. a Co-Investigator is a research team member who has a significant role in the research. For Co-Investigators holding a PhD degree (or equivalent) please indicate the name, last name and title or research position and attach a CV together with a publication list;
3. research team members other than PIs and Co-investigators (such as scholarship grantees, post-docs or technical staff) should also be entered into the table. However, their CVs

			<p>needn't be attached to the application;</p> <p>4. the number of scholarship grantees and post-docs for which funds are requested should be indicated in the budget table (see section V of this document). Please note, however, that on the Polish side, no personal data (names) should be introduced for scholarship grantees and post-docs.</p> <p>5. eligible Host Institutions:</p> <ol style="list-style-type: none"> 1) academic or research organisations, 2) research consortia, 3) research networks and units within institutions of higher education that do not constitute their basic administrative units, 4) research centres of the Polish Academy of Sciences, 5) academic research centres shared by higher education institutions, 6) scientific libraries, 7) other legal entities established in the territory of the Republic of Poland.
<p>II.2.</p>	<p>Cooperation partners</p>	<p>Please list all academic cooperation partners who are not funded by the project. Such cooperation partners can (but need not) be based outside Germany or Poland. <u>You must not attach CVs for cooperation partners.</u></p>	

III DESCRIPTION OF THE RESEARCH PROJECT

<p>III.1.</p>	<p>Current knowledge in this field and preliminary work</p>	<ul style="list-style-type: none"> • Please explain briefly and precisely the state of the art in the research field in its direct relationship to your project. This description should make clear in which context you situate your own research and in what areas you intend to make a unique, innovative and promising contribution. • To illustrate and enhance your presentation you may refer to others' and your own publications. Please list all cited publications in the main reference list under section III.4. of the Joint Project Description. This reference list is not considered your list of publications. • Please refer to your preliminary project-related work (also previous projects funded under Beethoven 1 and Beethoven 2, if applicable) in this section. • Please note that reviewers may, but are not required to, read any of the works you cite. The description of the state of the art must be understandable and comprehensive without consulting additional literature.
<p>III.2.</p>	<p>Objectives</p>	<ul style="list-style-type: none"> • Please give a concise description of your project's scientific objectives with particular attention to the innovative nature of the research project proposed and its importance for the development of science. • Please indicate if you anticipate results that may be relevant outside academia (such as science policy, technology, economy or society). • Please note that the subject of the research project does not have to concern or refer to Polish-German cooperation as such.
<p>III.3.</p>	<p>Work programme including proposed</p>	<p>The quality of the work programme is critical to the success of a funding proposal.</p> <p>The work programme must include:</p>

	<p>research methods, role of the participating researchers and added value of international cooperation</p>	<ul style="list-style-type: none"> • a detailed account of the steps planned during the proposed funding period (for experimental projects, a schedule detailing all planned experiments should be provided) as well as a risk assessment; • a detailed description of the methods that you plan to use in the project: what methods are already available? What methods need to be developed? What assistance is needed from outside your own group/host institution?; • information on the scope of work in the project of each research team member; • a description of the added value of the proposed international cooperation; note that a high level of integration will be a necessary condition for funding within the present joint funding initiative. There is no need to submit any copies of Polish-German agreement before submitting the proposal in BEETHOVEN CLASSIC 3 call or before receiving funding from the NCN or DFG. <p>Please note that the work programme should correspond to sections V.1, V.2 and V.3 of the Joint Project Description.</p>
<p>III.4.</p>	<p>References</p>	<p>Please list all publications cited in sections III.1-III.3 of the Joint Project Description.</p>
<p>IV FURTHER INFORMATION</p>		
<p>IV.1.</p>	<p>Host Institution</p>	<p>Please describe the Host Institutions' commitment to the project, i.e. whether it provides access to facilities, research equipment and other resources necessary to implement the proposed research.</p> <p>Polish applicants should note that the administrative personnel costs have to be covered from the indirect costs. For detailed information please refer to: Annex no. 2 to the NCN Council Resolution no. 82/2018 of 6 September 2018.</p>

<p>IV.2.</p>	<p>Ethical issues</p>	<p>If there are any ethical issues raised in the research proposal, please describe how they are addressed.</p> <p>Please indicate whether the research envisaged requires a permit from one or several authorised bodies.</p> <hr/> <p>If applicable, German applicants must include an opinion of the ethics committee of the institution within which their research will be carried out. For more information about the conditions under which an ethics committee opinion is necessary, please consult the FAQs under Informationen für Geistes- und Sozialwissenschaftler/innen.</p> <p>For Polish Applicants, e.g., permits from the Bioethics Committee or the ethics committee for testing on animals etc., in accordance with regulations on modified organisms, using protected species or protected areas. If a permit is required – in section G of the application form in the ZSUN/OSF system the Applicant has to commit to obtain all such permissions, recommendations and authorizations as may be required or enter the permit’s ID number.</p> <p>Please note that Polish Applicants have to follow the “NCN Code of ethics on research integrity and application for funding” – Annex to Resolution no. 39/2016 of the NCN Council of 11 May 2016, as well as the “NCN Council’s recommendations for studies involving human participation”</p> <p>Please see also HERE information on consequences of performing testing on animals without a permit.</p>
<p>IV.4.</p>	<p>Ongoing or past cooperation with other researchers</p>	<p>Please list researchers with whom you have collaborated scientifically within the past 3 years and those with whom you have agreed to cooperate on this proposal (e.g. researchers with whom you have co-authored publications, carried out research projects etc.). This information will assist the DFG and NCN scientific officers in avoiding potential conflicts of interest during the review process.</p>

V BUDGET

V.1. and V.2.

Justification of requested modules/funds

You need to justify every module requested.

You can apply for all modules of the Research Grant Programme. Explain each item for each applicant (stating last name, first name). Follow the outline given in the relevant Guidelines (Leitfäden) documents: http://www.dfg.de/foerderung/programme/einzelfoerderung/sachbeihilfe/formulare_merkblaetter/index.jsp on DFG's General Research Grants Programme (Sachbeihilfe). Note that there are both general guidelines (50.01) as well as specific guidelines for each individual module (52.01 – 52.07) to be followed. See also the information on personnel rates (60.12) as well as the information on the payment of doctoral students (55.02).

You need to justify every cost item requested.

You can apply for the following cost items: salaries and scholarships, research equipment, devices and software, materials and small devices, outsourcing, business trips (by members of the Polish research team), visits and consultations (travel expenses by external collaborators and/or consultants), travel and subsistence costs for participants in project meetings and seminars, other costs (including publication costs, excluding review fees), collective investigators, indirect costs (max. 40% of the direct costs excluding costs of research equipment, devices and software).

PLEASE NOTE:

1. The EUR costs in the JPD must be calculated based on the EUR exchange rate as in the Annex no. 3 to the resolution no. 82/2018 of Council of NCN of 06/09/2018 (namely: 1 EUR = 4,3218 PLN).
2. The budget of the Polish part of the Polish-German research project must be at least PLN 150,000. There is no maximum limit for the Polish part of the project.
3. Applicants may seek funding for research equipment up to PLN 150,000 for a single item in the areas of Arts, Humanities and Social Sciences, and up to up to PLN 500,000 in the areas of Chemistry,

Mathematics, Physics and Astronomy.

4. When preparing the project budget, Polish applicants must adhere to the rules included in [Annex no. 2 to the NCN Council Resolution no. 82/2018 of 6 September 2018](#).
5. The budget may include granting of scholarships provided they meet the rules included in the following document:
 - a. [NCN Council Resolution no. 82/2018 of 6 September 2018](#),
 - b. [Annex to the NCN Council Resolution no. 96/2016 of 27 October 2016](#) – Regulations on awarding scholarships in NCN-funded research projects.
6. Indirect costs must not exceed a maximum of 40% of the direct costs excluding costs of research equipment, devices and software and may not be increased during the course of the research project.
7. Applicants may not seek funding for administrative personnel. Such costs are included in the indirect costs.
8. According to NCN rules, the cost of organising a conference, such as catering or meeting room rentals, should be included in indirect costs. Including the indirect costs in the category of direct costs can be the basis for refusing a proposal.

Please confirm that the research tasks performed by the Polish research team included in the proposal have not

			been funded from other sources (see Annex no. 3 to the NCN Council Resolution no. 82/2018 of 6 September 2018).
V.3.	Budget table	For the purpose of this Joint Project Description and its evaluation, please indicate all amounts in Euro.	
			<ul style="list-style-type: none"> • Polish applicants must provide the Polish budget in PLN in the ZSUN/OSF system. • The EUR expenses and costs of the project incurred by the Polish applicants and provided in the Joint Project Description must equal the budget provided in the breakdown of project costs in the ZSUN/OSF. Severe discrepancies between the EUR budgets in the JPD and PLN budgets in the ZSUN/OSF may lead to the rejection of the joint proposal. • The EUR costs in the JPD must be calculated based on the EUR exchange rate as in Annex no. 2 to the NCN Council Resolution no. 82/2018 of 6 of September 2018 (namely: 1 EUR=4,3218 PLN). • The PLN costs in the ZSUN/OSF must be rounded down to total values and EUR costs in the JPD – rounded down to two decimal places.

Information: CVs INCLUDING PUBLICATION LISTS

- Please upload the CVs (3 pages max. per person) together with publication lists for the Principal Investigators and Co-Investigators (listed by their

names) and the Joint Project Description as attachments in the ZSUN/OSF and ELAN submission system.

- Please do not attach any CVs or publication lists to the JPD.
- CVs do not count towards the strict limit of 25 pages for the Joint Project Description.
- **Each individual CV should include details on academic and research career, research projects led (if applicable), research experience at home and abroad (if applicable) and most important prizes and grants.**
- Each PI and Co-investigator should attach a list of a maximum of 10 of the most relevant publications published over the period of 10 years prior to the submission of the proposal. Please note that the lists of publications do not count towards the limit of 3 pages per person for a CV.
- In the case of manuscripts that have been accepted for publication but not yet published please submit the acceptance letters from the editor as the attachments to the proposal in the ZSUN/OSF and ELAN systems or provide the article's DOI in the list of publication. If these conditions are not fulfilled, the respective publication will not be considered in the review process.
- Breaks in research career shall not be counted as part of the 10-year publication period. Older publications can be cited only if the applicant has taken significant career breaks within the last 10 years (see section II.1). A career break is understood as: maternity leave, adoption leave, paternity leave, parental leave granted in compliance with the Labour Code, periods of sickness benefit or rehabilitation benefit granted on account of unfitness for work, including any caused by a health condition requiring rehabilitation.

OTHER NECESSARY DOCUMENTS

Please note that there is no need to submit any copies of Polish-German agreement before submitting the proposal under the BEETHOVEN CLASSIC 3 call or before receiving funding from the NCN or DFG.

Polish applicants must submit the following documents:

1. scan of a consortium agreement, where applicable (i.e. if a research consortium **of two Polish entities** applies for funding);
2. a Host Institution which does not receive a subsidy from the budget for

science should attach to the proposal information (in English) concerning:

- research carried out within two years prior to the submission of the proposal together with a list of the publications by researchers employed in that institution;
- research infrastructure which ensures successful research performance.

PROPOSAL SUBMISSION

- All proposals must be submitted both to the NCN proposal submission system ZSUN/OSF and to the DFG via the proposal submission system ELAN by **17 December 2018, 23:59 CET**.
- The submission to the ZSUN/OSF system and the ELAN system does not have to be done simultaneously.
- Joint Project Descriptions and CVs submitted for the same project to the NCN and DFG must be identical. A project may be rejected if the proposals submitted to the two agencies differ.

The DFG submission website (ELAN) can be found at: <http://elan.dfg.de>. Please note that when submitting the proposal via ELAN, the Polish Principal Investigators and Co-Investigators must, for technical reasons, be entered as “participating individuals”. Within ELAN, only those who apply for funds from DFG count as “applicants”.

Please also note that in order to prevent server overload towards the end of the submission period, it is advisable to upload your proposal well before the deadline.

Detailed information about ELAN is available at:

The NCN submission website can be found at: <https://osf.opi.org.pl>. In order to prevent server overload towards the end of the submission period, it is advisable to upload your proposal well before the deadline.

The complete proposal should be submitted by the Polish applicant via the ZSUN/OSF submission system together with the information required and the attachments to the proposal (as described in [Annex no. 3 to the NCN Council Resolution no. 82/2018](#)). PLEASE NOTE that the information required in the ZSUN/OSF system concerns only the Polish research team/applicant (except for the projects summary, summary for general public as well as the attachments, such as the Joint Project Description and CVs).

- [ELAN -Flyer](#)
- [ELAN - FAQ](#).

As usual in ELAN, please select “Proposal Submission” and “New Project”. Later, in the “Proposal Data” form, select the appropriate [call for proposal](#), depending on the subject of your proposal:

- “NCN-DFG 2019 Natural Sciences”: proposals in Chemistry, Mathematics, Physics and Material Sciences
- “NCN-DFG 2019 Humanities and Social Sciences”: proposals in Humanities and Social Sciences.

German applicants are responsible for ensuring that they have a working ELAN account before the final submission deadline. Please note that it takes up to five working days to set up an ELAN account.

An electronic signature verification should be attached to the proposal and sent via the ZSUN/OSF submission system (or a scan of a signed document).

Please note that no changes can be made to the proposal, Joint Project Description, CVs and list of publications after the proposal has been submitted in the ZSUN/OSF system.

Personal data processing by the NCN:

Please note that the personal data you provide in the application will be processed by the National Science Centre until the closing and settlement of the projects and thereafter for statistical purposes. The collected data will be processed in order to evaluate the proposal, the project as well as the tasks performed by the NCN and for dissemination of information about the calls organised by the NCN. The processing of data includes also monitoring, supervision and evaluation of the implementation and settlement of the projects funded by the NCN. For more information, please see [here](#).

CALL DOCUMENTS

- 1) Call Text
- 2) Joint Project Description Template
- 3) Information for Applicants (this document)
- 4) Evaluation Sheet for Reviewers

All relevant documents can be found on the DFG website.

- [Beethoven CLASSIC 3 Call Text](#)
- [Beethoven CLASSIC 3 Joint Project Description Template](#)
- [Beethoven CLASSIC 3 Information for Applicants](#) (this document)
- [Beethoven CLASSIC 3 Reviewer Evaluation Sheet](#)

All relevant documents can be found on the [NCN website](#).

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