

The sole purpose of the following template is to present the scope of information necessary to fill in the WEAVE-UNISONO application in the ZSUN/OSF system. The layout and appearance of fields in this form may not be the same as in the application in the ZSUN/OSF system.  
Applications should be submitted only through the ZSUN/OSF system: <https://osf.opi.org.pl>

**WEAVE-UNISONO call for research projects  
NCN proposal template**

An NCN proposal concerns the Polish part of the project, with the exception of the following sections: **JOINT PROPOSAL, ABSTRACT FOR THE GENERAL PUBLIC and INTERNATIONAL COOPERATION**

**NEW PROPOSAL**

From the commencement of the work on the NCN proposal in ZSUN/OSF, the Polish research team shall have 45 calendar days to complete the proposal and send it to the NCN, after which date the proposal cannot be submitted, and a new proposal must be drafted and completed in ZSUN/OSF.

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

- by 30 September 2021 (inclusive) - may include research projects carried out by Polish research teams from 2022 onwards; the following years will be included in the project budget, depending on the project duration:

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

- by 1 October 2021 (inclusive) - may include research projects carried out by Polish research teams from 2023 onwards; the following years will be included in the project budget, depending on the project duration:

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

1.	Programme	choose WEAVE-UNISONO
2.	List of partner institutions/ Lead agency	<p>Please indicate the research-funding institution relevant for the foreign research team, to which a funding proposal will be submitted within WEAVE programme:</p> <p>1. in the case of bilateral projects: please indicate the lead agency relevant for the foreign research team:</p> <ul style="list-style-type: none"> <li>• from Austria - FWF;</li> <li>• from Switzerland - SNSF;</li> <li>• from the Czech Republic - GAČR (PLEASE NOTE: submission at GAČR as a lead agency will be open in February 2021 r.)</li> <li>• from Slovenia - ARRS (PLEASE NOTE: submission at ARRS as a lead agency will be open in Autumn 2021 r.)</li> <li>• from Germany - DFG (PLEASE NOTE: submission at DFG as a lead agency will be open in Autumn 2021 r.)</li> </ul> <p>2. in the case of trilateral projects: please indicate the lead agency relevant for the foreign research team (FWF, SNSF, GAČR, ARRS or DFG) and the research-funding institution relevant for the third foreign research team involved in the project, in accordance with acceptable configurations of cooperation as indicated in the call announcement.</p> <p>Choose from the list:</p> <ol style="list-style-type: none"> <li><b>1. *ARRS - Slovenian Research Agency</b></li> <li><b>2. *DFG - German Research Foundation</b></li> <li>3. FNR - Luxembourg National Research Fund</li> <li>4. F.R.S.-FNRS - Fund for Scientific Research - Wallonia-Brussels</li> <li><b>5.* FWF - Austrian Science Fund</b></li> <li>6. FWO - Research Foundation - Flanders</li> <li><b>7. *GAČR - Czech Science Foundation</b></li> <li>8. HRZZ - Croatian Science Foundation</li> <li><b>9. *SNSF - Swiss National Science Foundation</b></li> </ol> <p>Choose the lead agency among the agencies listed above.</p> <p>* research-funding institutions that may act as a lead agency</p>
3.	Duration [in months]	<p>choose from the list: 24, 36, 48</p> <p>Projects involving research teams applying for funding at GAČR or DFG or ARRS can have a maximum duration of 36 months.</p> <p>Further sections depend on this information. Entry cannot be changed later.</p>

**GENERAL INFORMATION**

1.	Proposal title in Polish	
2.	Proposal title in English	the title must be the same as the title in Polish
3.	Acronym	optional
4.	Keywords in Polish	
5.	Keywords in English	the same as the key words in Polish
6.	Research field	HS, ST, NZ – filled in automatically based on the Primary NCN Review Panel
7.	Primary NCN Review Panel	choose from the list: HS1-HS6, ST1-ST10, NZ1-NZ9. Choose only one.
8.	Auxiliary NCN Review Panels	choose from the list: HS1_001-HS6_021, ST1_001-ST10_016, NZ1_001-NZ9_013 from 1 to 3, including at least one from the panel, to which a proposal is submitted

Joint proposal

1.	Joint proposal	<i>Please upload the joint proposal submitted on the international level, in a PDF format. The NCN approves files without any signature, with scanned signature or electronic signature. The "Scanned document" function allows you to submit files without signatures as well as scans of documents with signatures.</i>
2.	Additional documents submitted on the international level	<i>Only if additional documents are submitted on the international level; in such a case please merge all documents in one PDF file and attach below. The NCN approves files without any signature, with scanned signature or electronic signature. The "Scanned document" function allows you to submit files without signatures as well as scans of documents with signatures.</i>

#### APPLICANT

1.	Applicant's status	<ol style="list-style-type: none"> <li>1. Higher Education entity</li> <li>2. Federation of science and HE entities</li> <li>3. Research institute of the Polish Academy of Sciences</li> <li>4. Research institute</li> <li>5. International research institute</li> <li>5a. Łukasiewicz Centre</li> <li>5b. Institute operating within the Łukasiewicz Research Network</li> <li>6. Polish Academy of Arts and Sciences</li> <li>7. Entity involved in research independently on a continuous basis (not listed in sections 1-6)</li> <li>8. Group of entities (at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company)</li> <li>-</li> <li>10. Research centre of the Polish Academy of Sciences</li> <li>11. Scientific library</li> <li>-</li> <li>13. Legal entity established with registered office in Poland</li> <li>14. Natural person</li> </ol>
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#### LIST OF ENTITIES: ENTITY STATUS (if the applicant is a natural person or group of entities)

1.	Entity name	
	Country	
	Entity status	<ol style="list-style-type: none"> <li>1. Higher Education entity</li> <li>2. Federation of science and HE entities</li> <li>3. Research institute of the Polish Academy of Sciences</li> <li>4. Research institute</li> <li>5. International research institute</li> <li>5a. Łukasiewicz Centre</li> <li>5b. Institute operating within the Łukasiewicz Research Network</li> <li>6. Polish Academy of Arts and Sciences</li> <li>7. Entity involved in research independently on a continuous basis (not listed in sections 1-6)</li> <li>-</li> <li>9. Scientific and industrial centre</li> <li>10. Research centre of the Polish Academy of Sciences</li> <li>11. Scientific library</li> <li>12. Company operating as R&amp;D centre</li> <li>13. Legal entity established with registered office in Poland</li> <li>-</li> <li>15. Company conducting research in another organisational form than laid down in sections 1-13</li> </ol>
...		

#### PARTICIPATING ENTITIES

1.	Entity's name in Polish	
2.	Entity's name in English	
3.	Country	<i>only entities with registered office in Poland may be indicated</i>
4.	Leader	<i>if the applicant is a group of entities, a leader shall be chosen PI's employer acts as the leader of the group of entities</i>
5.	Agreement on collaboration for the purposes of completion of the requested research project [in Polish]	<i>if the applicant is a group of entities, the Agreement on Collaboration between the members of the group of entities is obligatory; the Agreement shall concern the project and specify the leader; PDF file, electronic signature or scan of the signed document required model document available in the ZSUN/OSF system and call announcement</i>

#### INFORMATION ON PARTICIPATING ENTITY/ENTITIES

##### Entity (level 1)

1.	Entity's name in Polish	
2.	Entity's name in English	
4.	Address of registered office	<i>street, street No., apartment No., postcode, town/city, voivodeship, country</i>
5.	Contact information	<i>street, street No., apartment No., postcode, town/city, voivodeship, country, phone No., e-mail, www</i>

6.	ePUAP	<i>Electronic delivery box ESP (ePUAP) Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address. ESP (ePUAP).</i>
7.	Does the entity belong to the public finances sector? (YES/NO)	
8.	If YES, classification of entities according to the Act on Public Finances	<ol style="list-style-type: none"> <li>1. Public authorities, including government administration authorities, state control and law protection authorities as well as courts and tribunals</li> <li>2. Local government units and their associations</li> <li>2.a Metropolitan associations</li> <li>3. Budgetary units</li> <li>4. Local government budgetary enterprises</li> <li>5. Executive agencies</li> <li>6. Public sector enterprises</li> <li>7. Special purpose state funds</li> <li>8. Polish Social Insurance Institution (ZUS) and funds under its management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President</li> <li>9. Polish National Health Fund (NFZ)</li> <li>10.a Independent public health care centres, self-governing independent public health care centres</li> <li>10.b Independent public health care centres, other independent public health care centres</li> <li>11. Public higher education (HE) institutions</li> <li>12. Polish Academy of Sciences and its organisational units</li> <li>13.a Cultural institutions financed by state or local government, cultural institutions financed by state, financed by local authority</li> <li>13.b Cultural institutions financed by state or local government, cultural institutions financed by local authority</li> <li>14. Other legal entities financed by state or local government, established pursuant to other acts to perform public tasks, with the exception of enterprises, research institutes, institutes operating within the Łukasiewicz Research Network, banks and commercial law companies</li> </ol>
9.	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)	<i>an entity being under receivership, in liquidation or subject to bankruptcy proceedings cannot be the applicant nor the place of realisation of the project</i>
10.	Does the entity receive any operating support for research? (YES/NO)	
11.	If NO, information on research carried out over the last 2 years, together with a list of publications and information on research equipment crucial to research activities [in English]	<i>PDF file, electronic signature or scan of the signed document required</i>
12.	Head of the entity / authorised representative	<i>professional title / academic degree, name, surname, position</i>
13.	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)	
<b>Entity (level 2) (if applicable)</b>		
1.	Entity's name in Polish	
2.	Entity's name in English	
4.	Legal address	<i>street, street No., apartment No., postcode, town/city, voivodeship, country</i>
5.	Contact information	<i>phone No., e-mail, www</i>
<b>STATE AID</b>		
1.	Does the requested funding constitute state aid? (YES/NO)	<i>Only NO can be entered. State aid will not be provided in the call. To determine whether or not the project funding constitutes state aid read the Rules governing application for state aid available in ZSUN/OSF and in the call announcement.</i>

2.	Declaration: PI and authorised representatives of the institution are familiar with the state aid rules	
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#### RESEARCH TASKS

No.	Name of the research task in Polish	Name of the research task in English	Entities
1.	<i>the purchase of research equipment, participation in conferences, preparation of publications, etc. are not considered research tasks</i>	<i>the name of the task must be the same as the name in Polish</i>	<i>choose from the list of added entities</i>
2.			
...			

#### SIMILAR RESEARCH TASKS

1.	Is the PI applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)	
2.	List of potential funding sources	<i>If the answer to the question above is „YES”</i>
3.	Is the entity applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)	
4.	List of potential funding sources	<i>If the answer to the question above is „YES”</i>
5.	Is PI currently working or has he/she completed research tasks similar in scope to the tasks included in this proposal? (YES/NO)	
6.	Description of similar tasks and justification of the need to fund them [in English]	

#### Authorship/co-authorship of the project

1.	PI is the author of the project descriptions/ a co-author of the project descriptions	
2.	Authors of the project descriptions	<i>if “co-author of project descriptions” is chosen</i>

#### ETHICAL ISSUES

*Before filling out the form, read the Guidelines for applicants to complete the Ethics Issues form in the research project and Code of the National Science Centre on research integrity and applying for research funding, both of which can be found in the call announcement.*

*Please refer to the research to be carried out by Polish research teams(s).*

*To be filled out in English. If you flagged any of ethical issues included in the Ethics Issues Table, please describe measure taken to ensure that the research is carried out conforming to the common law (if applicable) and rules of good practice in the respective domain/discipline. Please refer to each identified issues separately.*

1.	<b>Studies on human embryos or human embryonic and fetal tissue</b>
	Does your research involve the use of human embryos? (YES/NO)
	Does your research involve the use of human embryonic or fetal tissues/cells? (YES/NO)
	Does your research involve Human Embryonic Stem Cells (hESCs)? (YES/NO)
2.	<b>Humans</b>
	Does your research involve human participants? (YES/NO) <i>If YES, fill in section 4.</i>
	Does your research involve physical or psychological interventions on the study participants? (YES/NO) <i>If YES, fill in section 4.</i>
	Does your research involve processing of genetic information? (YES/NO) <i>If YES, fill in section 4.</i>
	Is your research considered as medical experiment under the Act of 5 December 1996, the professions of doctor and dentist? (YES/NO) <i>If YES, fill in section 4.</i>

	Does the proposed research include applicable non-commercial clinical trial that must be registered in Central Register of Clinical Trials ( <a href="https://www.clinicaltrialsregister.eu/">https://www.clinicaltrialsregister.eu/</a> ) under the Act of 6 September 2001 (as amended) Pharmaceutical Law or the Act of 20 May 2010 (as amended) on medical devices? (YES/NO) <i>If YES, please justify non-commercial aspect of your research and fill in section 4..</i>	
3.	<b>Human cells/tissues</b>	
	Does your research involve human cells or tissues (other than from Human Embryos, i.e. section 1) commercially available? (YES/NO)	
	Does your research involve human cells or tissues obtained within the project or from another project, laboratory or institution (non-commercial)? (YES/NO)	
4.	<b>Personal data</b>	
	Does your research involve personal data processing? (YES/NO)	
	Does your research involve further processing of personal data (secondary use) from other sources outside the research entity? (YES/NO)	
5.	<b>Animals</b>	
	Does your research involve vertebrate animals or cephalopods? (YES/NO)	
	Does your research involve the use of animal biological specimens (e.g. blood, urine or others)? (YES/NO)	
	Does your research involve animal cells or tissues commercially available? (YES/NO)	
6.	<b>Scientific collaboration with countries outside the European Union</b>	
	In case non-EU countries are involved, do the research-related activities undertaken in these countries raise potential ethics issues? (YES/NO)	
	Do you plan to use local human, cultural or natural resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? (YES/NO)	
	Do you plan to import or export any material from non-EU countries into the EU? (YES/NO) <i>For data imports or exports, please fill in also section 4.</i>	
	If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen? (YES/NO)	
	Could the situation in the country put the individuals taking part in the research at risk? (YES/NO)	
7.	<b>Environment, Health and Safety (including genetically modified material)</b>	
	Does your research involve the use of organisms and microorganisms, tissues or cells genetically modified (GMO, GMM)? (YES/NO)	
	Does your research deal with endangered fauna and/or flora and/or protected areas? (YES/NO)	
	Does your research involve the use of elements that may cause harm to humans, including research staff? (YES/NO) <i>For research involving human participants, please fill in also section 2.</i>	
8.	<b>Cultural heritage</b>	
	Does the research involve the usage of cultural heritage resources, such as humans, flora, fauna, their material remains, tangible and intangible cultural achievements or sites protected due to their cultural value? (YES/NO)	
9.	<b>Abuse and dual use</b>	
	Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required? (YES/NO)	
	Does your research output have the potential for malevolent/criminal/terrorist abuse? (YES/NO)	
Description of the measures taken to ensure that the research will be carried out in compliance with the rules of good scientific practice in the given field/discipline. Information on any permissions already issued or description of how the relevant requirements will be fulfilled [in English] up to 10 000 characters		
A detailed justification that research includes clinical trial related to a medicinal product or a medical device is of non-commercial nature [in English] up to 2500 characters		
I hereby declare that: - if any approvals, opinions or permits of competent authorities/committees are required for the research, I shall obtain them beforehand; - I am aware of my obligation to provide the NCN with the approvals, opinions and permits required for the project with the annual and final reports; - I am also aware that if a research project is carried out without the required approvals, opinions and permits, there is a possibility that it will not be settled and the funds will have to be reimbursed in their entirety or in part.		<i>Declaration to be made by the PI even if there are no ethics issues when the proposal is submitted and no research is planned that would require any approvals, opinions or permits.</i>
<b>ABSTRACT FOR THE GENERAL PUBLIC</b>		
The description for general public must be in Polish and in English. The language versions must be identical. The descriptions must be attached as two separate PDF files. File format: 1 page, A4. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: 2 cm, font: Times New Roman or equivalent, font size: at least 11, interline: single. The description should be written for general public and should include the project goal, description of research, reasons for attempting a particular research topic and substantial results expected. Should the project qualify for funding, the abstract for the general public will be published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call's results.		
<b>INTERNATIONAL COOPERATION</b>		
<i>To be filled out in English.</i> <i>International cooperation means that research tasks are carried out together with investigators from foreign entities.</i> <i>The following are not considered international cooperation:</i> <i>a) participation in international conferences;</i> <i>b) dissemination of information on the project abroad;</i> <i>c) implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign entities;</i> <i>d) cooperation with foreign researchers employed by Polish entities.</i>		
<i>This section will be automatically filled in on the basis of the research-funding institutions indicated above.</i> <i>In the case of cooperation with foreign research team(s) from other countries, please indicate those countries in the section below.</i>		
1.	Is the project carried out as international cooperation? (YES/NO)	
If YES:		
2.	Nature of cooperation	<i>International cooperation under NCN multilateral calls for proposals (LAP)</i>

4.	Countries					
5.	Entities	<i>Enter all foreign entities co-performing tasks in the project. Full names of the entities must be provided.</i>				
<b>RESEARCH TEAM</b>						
1.	Number of team members					
No.	Nature of contribution to the project	Name	Entity	Scope of work [in English]	Required professional qualifications [in English]	
1.	<i>Principal Investigator (PI) can be added from the OPI database pursuant a PESEL number or outside OPI</i>	<i>name and surname</i>				
2.	<i>Co-Investigator/Post-doc/Scholar</i>	<i>Co-Investigator_1 Post-doc_1 Scholar_1</i>				
3.	<i>Co-Investigator/Post-doc/Scholar</i>	<i>Co-Investigator_2 Post-doc_2 Scholar_2</i>				
...						
<b>PRINCIPAL INVESTIGATOR (PI) - INFORMATION</b>						
Professional title/academic degree, name and surname						
1.	Contribution to the project Nature of contribution to the project, entity, scope of work [in English]					
2.	PhD Is the Principal Investigator a PhD holder? (YES/NO) if yes: year of PhD award, academic branch / branch of art in Polish, academic branch / branch of art in English, academic discipline / discipline of art in Polish, academic discipline / discipline of art in English, awarded by: Entity's name in the original language [transcription to Latin], entity's name name in English					
	If the Principal Investigator is not a doctorate holder: Does the Principal Investigator participate in a doctoral programme? (YES/NO) if YES: Entity's name in the original language [transcription to Latin], Entity's name <u>name</u> in English, country					
	If the Principal Investigator doesn't participate in a doctoral programme: Is the Principal Investigator employed as an academic teacher? (YES/NO)					
3.	Young researcher ( <i>this section will only appear if according to the year of doctoral degree conferment it cannot be clearly determined whether or not the PI is a young researcher for the purposes of the statutory definition</i> )					
<i>Please help us to establish whether the PI fulfils the criterion of a young researcher. The information below is for statistical purposes only and shall not affect the eligibility for the call or any part of the proposal form.</i>						
	PhD date					
	One can enter information on the career breaks by selecting: I wish to include information on PI's career breaks within 7 years after being awarded a doctorate If this option is chosen, the following fields will appear:					
	Career breaks on account of maternity leave, adoption leave, paternity leave or parental leave granted pursuant to the Labour Code of 26 June 1974, or maternity allowance or parental allowance or sickness benefit or rehabilitation benefit collected on account of unfitness for work, including any caused by a health condition requiring physiotherapy within 7 years after being awarded a doctorate. Total number of days.					
5.	Academic disciplines Main academic discipline (according to the classification of the Ministry of Science and Higher Education) <i>One can enter up to two academic disciplines; if two academic disciplines are entered, specify the main discipline</i>					
6.	Personal data name, middlename, surname, previous surname(s), professional title/academic degree, PESEL (if any), date of birth, citizenship, gender					
7.	Contact information phone No., e-mail, electronic delivery box ESP (ePUAP) <i>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address.</i>					
8.	Home address, correspondence address ( <i>if different from home address</i> ) street, street No., apartment No., postcode, town/city, voivodeship, country					
9.	Reasercher's electronic identifier <i>optional, ORCID system identifier (www.orcid.org)</i>					
10.	Employment entity's name and position in Polish, entity's name and position in English / not currently employed					
<b>PERSONNEL COSTS AND SCHOLARSHIPS</b>						
No.	Name / nature of contribution to the project	Entity	Type of employment	Project-related remuneration period [in months]	Annual cost [PLN]	Total salary cost on grant [PLN]
	Justification of the remuneration amount [in English] ( <i>in the cases specified in the regulations only</i> )					

RESEARCH EQUIPMENT						
1.	Name of research equipment in Polish					
2.	Name of research equipment in English					
3.	Description [in English]					
4.	Merit-based justification for the purchase [in English]					
5.	Entity					
6.	Year of purchase or construction					
7.	Unit cost [PLN]					
8.	Number of units					
9.	NCN's contribution [PLN]					
10.	Entity's contribution (if any) [PLN]					
OTHER DIRECT COSTS						
Other direct costs						
1.	Name / description [in English]					
2.	Category	1. Materials and small equipment/ 2. Outsourced services /3. Bussines trips /4. Visits and consultations /5. Collective investigators /6. Other costs				
3.	Entity					
4.	Calculation and merit-based justification for the purchase [in English]					
5.	Annual cost [PLN]	Year ...	Year ...	Year ...	Year ...	TOTAL
OPEN ACCESS						
<i>Cost of open access to publications and research data (max 2% of direct costs).</i>						
	Entity	Indirect costs of Open Access				
1.		<i>forecasted costs of open access (up to 2% of direct costs)</i>				
....						
TOTAL COSTS OF THE ENTITIES <i>(calculated automatically)</i>						
1.	Entity name					
2.	General indirect costs [%]	<i>up to 20% of direct costs</i>				
3.	Indirect costs of OA [%]	<i>up to 2% of direct costs</i>				
		Year ...	Year ...	Year ...	Year ...	TOTAL
<b>Direct costs, including:</b>						
- personnel costs and scholarships, including:						
	-- full-time employment salary					
	-- additional salary					
	-- remuneration and scholarships for students and doctoral candidates					
- research equipment/device/software costs						
- other direct costs						
<b>Indirect costs, including:</b>						
	- general indirect costs					
	- indirect costs of OA					
<b>Total costs</b>						
TOTAL COSTS <i>(calculated automatically)</i>						
		Year ...	Year ...	Year ...	Year ...	TOTAL
<b>Direct costs, including:</b>						
- personnel costs and scholarships, including:						
	-- full-time employment salary					
	-- additional salary					
	-- remuneration and scholarships for students and doctoral candidates					
- research equipment/device/software costs						
- other direct costs						
<b>Indirect costs, including:</b>						
	- general indirect costs					

	- indirect costs of OA					
<b>Total costs</b>						
<b>EURO exchange rate: 4,4385 PLN</b>						
<b>Total costs [EUR]</b>						
<b>DATA MANAGEMENT PLAN</b>						
<i>To be filled out in English. Please refer to the research to be carried out by Polish research team(s).</i>						
<i>The NCN recognises that some projects will not generate, re-use or analyse research data and similar materials. In these cases, a short explanation is required as an answer to the question 1.1. How will new data be collected or produced and/or how will existing data be re-used.</i>						
<i>Under each question, a text box for description (up to 1000 characters). You can select "not applicable"</i>						
<b>1.</b>	<b>Data description and collection or re-use of existing data</b>					
1.1	How will new data be collected or produced and/or how will existing data be re-used?					
1.2	What data (for example the kinds, formats, and volumes) will be collected or produced?					
<b>2.</b>	<b>Documentation and data quality</b>					
2.1	What metadata and documentation (for example methodology or data collection and way of organising data) will accompany data?					
2.2	What data quality control measures will be used?					
<b>3.</b>	<b>Storage and backup during the research process</b>					
3.1	How will data and metadata be stored and backed up during the research process?					
3.2	How will data security and protection of sensitive data be taken care of during the research?					
<b>4.</b>	<b>Legal requirements, codes of conduct</b>					
4.1	If personal data are processed, how will compliance with legislation on personal data and on data security be ensured?					
4.2	How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?					
<b>5.</b>	<b>Data sharing and long-term preservation</b>					
5.1	How and when will data be shared ? Are there possible restrictions to data sharing or embargo reasons?					
5.2	How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?					
5.3	What methods or software tools will be needed to access and use the data?					
5.4	How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?					
<b>6.</b>	<b>Data management responsibilities and resources</b>					
6.1	Who (for example role, position, and institution) will be responsible for data management (i.e the data steward)?					
6.2	What resources (for example financial and time) will be dedicated to data management and ensuring the data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?					
<b>PERSONAL DATA PROTECTION</b>						
<p><i>Acting pursuant to Article 13 (1) and (2) and Article 14 (1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 2016, No 119, p.1), this is to inform all those applying for funding of a research project, scientific activity, fellowship or doctoral scholarship, all those involved in the drafting of project documents and members of the project teams that:</i></p> <p><i>a. the National Science Centre ("NCN") with its registered office in Krakow at ul. Twardowskiego 16, 30-312 Kraków, is the controller of your personal data,</i></p> <p><i>b. the NCN's designated Data Protection Officer can be contacted via electronic mail at iod@ncn.gov.pl, by phone at +48 12 341 9126 or directly at the registered office of the data controller,</i></p> <p><i>c. the NCN shall process your personal data pursuant to Article 6 (1) (c) of the General Data Protection Regulation, in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended),</i></p> <p><i>d. your personal data shall be processed for the purpose of:</i></p> <ul style="list-style-type: none"> <li><i>- evaluation of the proposal for funding of a research project, scientific activity, fellowship or doctoral scholarship,</i></li> <li><i>- supervision, financial and accounting operations, audits performed in the course of and after the completion of the research project, scientific activity, fellowship or doctoral scholarship, evaluation of implementation thereof and settlement of funding agreements, if funding is granted for the completion of a research project, scientific activity, fellowship or doctoral scholarship, and</i></li> <li><i>- evaluating the NCN's own tasks, reporting, dissemination of the information on the NCN's calls for proposals throughout the scientific community, implementation of other activities regulated by generally applicable laws and for archiving purposes,</i></li> </ul> <p><i>e. your personal data shall be processed from the moment it has been collected for as long as it is necessary to achieve the purposes indicated in point d) and to pursue related claims, for the period required by generally applicable laws and for the period of storage as defined by the NCN's records management procedures and the Uniform File Classification System,</i></p> <p><i>f. provision of your personal data is a statutory requirement and without its disclosure the purposes described in point d) cannot be achieved,</i></p> <p><i>g. the recipients of your personal data may only be entities authorised to collect personal data pursuant to generally applicable laws and, to the extent specified in Article 31 of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended), individuals using the NCN's website,</i></p> <p><i>h. your personal data may be transferred for processing to third parties, such as the National Information Processing Institute with its registered office at al. Niepodległości 188b, 00-608 Warsaw. Such third parties process data based on personal data transfer contracts and are also bound to keep the data being processed confidential,</i></p> <p><i>i. you have the right to access your personal data, correct your personal data and restrict the processing of your personal data, and</i></p> <p><i>j. you have the right to lodge a complaint with the President of the Personal Data Protection Office if the General Data Protection Regulation is violated,</i></p> <p><i>k. in the case of calls carried out as international cooperation, the institution(s) co-launching the call is(are) the Joint Controller(s) of your personal data.</i></p>						
<b>ADMINISTRATIVE DECLARATIONS</b>						
<i>where the applicant is not a natural person</i>						
<b>1.</b>	<b>Declarations by the PI</b>					

	<p>I hereby declare that:</p> <ol style="list-style-type: none"> <li>1. the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;</li> <li>2. should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall: <ol style="list-style-type: none"> <li>a) in the event that funding is received from the NCN: <ul style="list-style-type: none"> <li>- resign from applying for funding from another source</li> </ul> </li> <li>or</li> <li>- notify the authorised representative of the entity acting as the applicant of my resignation from funding of research tasks allocated by the NCN Director or</li> <li>b) in the event that funding is received from another source: <ul style="list-style-type: none"> <li>- notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding under this call of proposal organised by the NCN</li> </ul> </li> <li>or</li> <li>- resign from accepting funding from other source;</li> </ol> </li> <li>3. should the proposal be recommended for funding, the results generated during the research project shall be evaluated and published in a journal/journals of international impact;</li> <li>4. should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;</li> <li>5. I have read the rules according to which the decision of the NCN Director is delivered;</li> <li>6. I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database; and</li> <li>7. I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;</li> <li>8. the version of the joint proposal attached to the domestic proposal in the ZSUN/OSF system is identical to the version of the joint proposal submitted on the international level.</li> <li>9. I am aware that the National Science Centre ("NCN") processes personal data of members of the Polish research team and foreign research team/s revealed in the proposal (and/or annexes thereto) and shall notify thereof all those whose data has been revealed in the proposal (and/or annexes thereto) by providing them with the information on personal data processing;</li> <li>10. should I receive funding, I shall stay at the place and on terms laid down in the applicable Regulations on awarding funding for research tasks funded by the National Science Centre.*</li> </ol> <p>-----</p> <p>*for WEAVE-UNISONO: I shall reside in Poland for at least 50% of the project duration period 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.</p>
2.	<p><b>Declarations by the head of the entity / authorised representative</b></p> <p>I hereby declare that:</p> <ol style="list-style-type: none"> <li>1. the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;</li> <li>2. should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall: <ol style="list-style-type: none"> <li>a) in the event that funding is received from the NCN: <ul style="list-style-type: none"> <li>- resign from applying for funding from another source</li> </ul> </li> <li>or</li> <li>- resign from funding of research tasks allocated by the NCN Director or</li> <li>b) in the event that funding is received from another source: <ul style="list-style-type: none"> <li>- resign from applying for funding under this call of proposal organised by the NCN</li> </ul> </li> <li>or</li> <li>- resign from accepting funding from other source;</li> </ol> </li> <li>3. should the research project be awarded funding, acting on behalf of the entity I represent, I shall: <ol style="list-style-type: none"> <li>a) include the research project in the financial plan of the entity;</li> <li>b) employ the principal investigator and investigators necessary to conduct the research project in compliance with the proposal and terms of the call;</li> <li>c) employ the principal investigator for the project duration period pursuant to at least a part-time employment contract;</li> <li>d) provide the conditions required for the completion of the research, including access to laboratory/office premises and research equipment required for the completion of the research;</li> <li>e) provide the project with administrative and accounting assistance;</li> <li>f) supervise the completion of the research project and proper disbursement of project monies;</li> </ol> </li> <li>4. should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;</li> <li>5. I have read the rules according to which the decision of the NCN Director is delivered;</li> <li>6. I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database; and</li> <li>7. I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;</li> <li>8. the version of the joint proposal attached to the domestic proposal in the ZSUN/OSF system is identical to the version of the joint proposal submitted on the international level;</li> <li>9. I am aware that should the project duration specified in the proposal be extended I shall continue to employ the principal investigator for the entire project extension period pursuant to at least a part-time employment contract.</li> </ol>
where the applicant is a natural person	
1.	Declarations by the natural person acting as the applicant

	<p>I hereby declare that:</p> <ol style="list-style-type: none"> <li>the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;</li> <li>should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall: <ol style="list-style-type: none"> <li>in the event that funding is received from the NCN: <ul style="list-style-type: none"> <li>resign from applying for funding from another source</li> </ul> </li> <li>or <ul style="list-style-type: none"> <li>resign from funding of research tasks allocated by the NCN Director or</li> </ul> </li> <li>in the event that funding is received from another source: <ul style="list-style-type: none"> <li>resign from applying for funding under this call of proposal organised by the NCN</li> </ul> </li> <li>or <ul style="list-style-type: none"> <li>resign from accepting funding from other source;</li> </ul> </li> </ol> </li> <li>should the proposal be recommended for funding, the results generated during the research project shall be evaluated and published in a journal/journals of international impact;</li> <li>should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;</li> <li>I have read the rules according to which the decision of the NCN Director is delivered;</li> <li>I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database; and</li> <li>I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;</li> <li>the version of the joint proposal attached to the domestic proposal in the ZSUN/OSF system is identical to the version of the joint proposal submitted on the international level;</li> <li>I am aware that the National Science Centre ("NCN") processes personal data of members of the Polish research team and foreign research team/s revealed in the proposal (and/or annexes thereto) and shall notify thereof all those whose data has been revealed in the proposal (and/or annexes thereto) by providing them with the information on personal data processing.</li> <li>should I receive funding, I shall stay at the place and on terms laid down in the applicable Regulations on awarding funding for research tasks funded by the National Science Centre.*</li> </ol> <p>-----</p> <p>*for WEAVE-UNISONO: I shall reside in Poland for at least 50% of the project duration period 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.</p>
2.	Declarations by the head of the entity/authorised representative
	<p>I hereby declare that:</p> <ol style="list-style-type: none"> <li>the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;</li> <li>should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall: <ol style="list-style-type: none"> <li>in the event that funding is received from the NCN: <ul style="list-style-type: none"> <li>resign from applying for funding from another source</li> </ul> </li> <li>or <ul style="list-style-type: none"> <li>notify the natural person acting as the applicant of my resignation from funding of research tasks allocated by the NCN Director or</li> </ul> </li> <li>in the event that funding is received from another source: <ul style="list-style-type: none"> <li>notify the natural person acting as the applicant of my resignation from applying for funding under this call of proposal organised by the NCN</li> </ul> </li> <li>or <ul style="list-style-type: none"> <li>resign from accepting funding from other source;</li> </ul> </li> </ol> </li> <li>should the research project be awarded funding, acting on behalf of the entity I represent, I shall: <ol style="list-style-type: none"> <li>include the research project in the financial plan of the entity;</li> <li>employ the principal investigator and investigators necessary to conduct the research project in compliance with the proposal and terms of the call;</li> <li>employ the principal investigator for the project duration period pursuant to at least a part-time employment contract;</li> <li>provide the conditions required for the completion of the research, including access to laboratory/office premises and research equipment required for the completion of the research;</li> <li>provide the project with administrative and accounting assistance;</li> <li>supervise the completion of the research project and proper disbursement of project monies;</li> </ol> </li> <li>should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;</li> <li>I have read the rules according to which the decision of the NCN Director is delivered;</li> <li>I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database; and</li> <li>I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;</li> <li>the version of the joint proposal attached to the domestic proposal in the ZSUN/OSF system is identical to the version of the joint proposal submitted on the international level;</li> <li>I am aware that should the project duration specified in the proposal be extended I shall continue to employ the principal investigator for the entire project extension period pursuant to at least a part-time employment contract.</li> </ol>
<b>ELECTRONIC SUBMISSION</b>	
1.	Date of the joint proposal submission on the international level <i>The proposal may not be sent to the NCN before the joint proposal is submitted.</i>
2.	PI's declaration <i>Attach a confirmation signed by hand and scanned OR signed by qualified electronic signature in the PAdES format</i>
	Download the PI's declaration Upload the scan of the PI's declaration/Upload the electronically signed PI's declaration
3.	Entity's confirmation of submitting the proposal <i>Attach a confirmation signed by hand and scanned OR signed by qualified electronic signature in the PAdES format</i>
	Download the confirmation of submitting the proposal by Head of the entity/ authorised representative Attach a confirmation scan/ confirmation bearing an electronic signature