



CALL FOR PROPOSALS HARMONIA 10

DATA REQUIRED IN THE PROPOSAL AND ANNEXES FOR FUNDING A RESEARCH PROJECT CARRIED OUT IN COOPERATION WITH INTERNATIONAL PARTNERS, WHICH IS NOT CO-FUNDED FROM FOREIGN RESOURCES

Information required in the electronic proposal form.

a) APPLICANT/HOST INSTITUTION¹

1. Applicant's legal status
2. Name² and legal address (phone number, Elektroniczna Skrzynka Podawcza ESP (ePUAP),³ email address, website)⁴
3. NIP, REGON
4. 7-digit community identification code
5. Entity legal status
6. Regulatory authority
7. Charter status with respect to awarding titles and the activity profile of the institution
8. Does the organisation belong to the public finances sector?
9. Does the entity receive any operating support grant from the budget for science?
10. State aid questionnaire⁵ (see *template in Annex no 3*)
11. Enterprise size⁶, cooperation with a research and knowledge-dissemination organisation⁷
12. Host institution's head (*title/academic degree, name and surname, position*)
13. Is the institution under forced administration or the subject of liquidation or bankruptcy proceedings?⁸

A.1. PARTNERS/HOST INSTITUTIONS

Required information identical with points 2-13 in section A. Fill out separately for each partner in an application by a joint entity.

¹ The applicant who is a natural person enters the data of the host institution in which they intend to carry out the research project. If the applicant is a natural person, the host institution may not be a joint entity. The following are all considered as joint entities: research consortia, scientific networks, research centres of the Polish Academy of Sciences and academic research centres shared by higher education institutions, with the exception of academic research centres established as a unit within a single HE institution. If the applicant is a joint entity they should enter the data of the institution acting as the leader. The leader of the joint entity is the institution employing the principal investigator.

² To be filled out in Polish and English. The language versions must be identical.

³ Documents between the NCN and the host institution are exchanged by means of an electronic mail account known as Elektroniczna Skrzynka Podawcza ESP (ePUAP). In the case of joint entities, documents are delivered to the address of the entity's leader as identified in the proposal.

⁴ Universities provide this information both for the main entity and for its basic administrative unit (in accordance with the university's statute) acting as the host institution for the research project.

⁵ If the requested funds constitute state aid, the entity applies for state aid.

⁶ Applies to entities applying for state aid. Micro, small, medium or large enterprises – within the meaning of ANNEX I to the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty Text with EEA relevance.

⁷ Applies to entities applying for State aid. Research and knowledge-dissemination organisation – within the meaning of article 2 point 83 of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty Text with EEA relevance.

⁸ Pursuant to art. 9a section 1 of the act of 30th April on the principles of funding science, institutions under forced administration or subjects of liquidation or bankruptcy proceedings are ineligible to apply for financial resources for research for tasks referred in art. 5 of the same act.



B. GENERAL INFORMATION

1. Definition of international cooperation, research project
 - a) carried out as international cooperation under a direct agreement with a partner or partners representing foreign research institutions;
 - b) carried out as bilateral international programmes and initiatives;
 - c) carried out as multilateral international programmes and initiatives;
 - d) whereby Polish teams use large-scale international research infrastructure.
2. Type of international cooperation (*new, continued*)
3. Foreign research institution(s)⁹ (*name, address*)
4. Name and type of the international programme or initiative¹⁰
5. Research infrastructure¹¹ (*name and address of the facility, name of the infrastructure*)
6. Title of the project²
7. Discipline panel (*choose only one from the list given*)
8. Auxiliary NCN Review Panel (*max. three, including at least one from the panel to which the proposal is being submitted*)
9. Keywords (*other than those in panel descriptions*)²
10. Project duration (in months)
11. Number of investigators in the research project
12. Estimated costs in PLN
13. Research project's start and end dates¹²
14. Research project's location¹³

C. ABSTRACT

(*no more than 1 standard page,¹⁴ in English*)

1. Research objective/research hypothesis
2. Research methodology
3. Project's expected scientific and societal impact
4. Benefits of the cooperation with a foreign partner, the added value of international cooperation.

C.1. ABSTRACT FOR THE GENERAL PUBLIC¹⁵

(*no more than 1 standard page¹⁴ in Polish and in English, the language versions must be identical*)

Specify the objective of the project, describe the research to be carried out in the project and give reasons for attempting this particular research topic.

⁹ For each foreign research institution specify one foreign partner and indicate the leading foreign partner among them. The leading foreign partner is required to complete the scientific achievements section. This does to apply to B.1.(d) whereby Polish teams use large-scale international research infrastructure.

¹⁰ Applies to research projects carried out as international programmes and initiatives.

¹¹ Applies to research projects whereby Polish teams use large-scale international research infrastructure.

¹² In the case of entities applying for state aid the start date of the research project is 1 July 2019.

¹³ Applies to entities applying for state aid. Enter the address, town, municipality, district, province in as much detail as possible. If the project is to be carried out in several locations, specify them in the order of volume and significance of the parts of the project carried out in each.

¹⁴ Page format: A4; font: Times New Roman; font size: at least 11; lead: single; margins left and right: 2 cm; margins top and bottom: 1.5 cm.

¹⁵ If the project is recommended 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. The abstract should include only such data as the host institution and principal investigator wish to make public on these websites.



C.2. JUSTIFYING THAT THE PROPOSED RESEARCH FULFILS THE CRITERIA OF BASIC RESEARCH¹⁶ (*up to 2,500 characters, in English*)

C.3. INFORMATION ON A POTENTIAL CONFLICT OF INTEREST¹⁶

A list of up to 3 persons who in the principal investigator's opinion should not be involved in the proposal's review because of a likely conflict of interest. Specify the person(s)'s name, surname and affiliation.¹⁷

D. INVESTIGATORS IN THE PROJECT

D.1. PRINCIPAL INVESTIGATOR'S DATA

1. Given name(s) and surname, professional title/academic degree
2. Research project's location¹⁸
3. Phone number, ePUAP account address¹²/email address¹⁹
4. PESEL number/gender, date of birth and country²⁰
5. Type of employment²¹
6. Type of post²²
7. Period of receiving remuneration (in months)²³
8. Is the principal investigator a holder of a doctorate²⁴?
9. Is the principal investigator currently enrolled in a doctoral programme?
10. Has the principal investigator before the year of submitting the proposal²⁵ benefited from maternity leave, adoption leave, paternal leave, parental leave granted in compliance with the Labour Code, or periods of sickness benefit or physiotherapy benefit granted on account of being unfit to work, including any caused by a health condition requiring rehabilitation? (*If so, specify the number of months*)
11. Legal address, mailing address
12. Employer and post(s) occupied

¹⁶ Optional.

¹⁷ The final choice of expert reviewers is up to the NCN.

¹⁸ The principal investigator is obliged to carry out research activities at the location indicated as the research project's location for at least 50 per cent of the project's duration. This period includes business trips necessary for the project's completion, in particular those connected with participation in scientific conferences, field work or library and archive searches.

¹⁹ Documents between the NCN and the host institution are exchanged by means of an electronic mail account known as ePUAP or email address as indicated here.

²⁰ Applies to foreigners.

²¹ In the project; choose from the list: full-time remuneration, additional remuneration, without remuneration.

²² In the project; choose from the list: others.

²³ Applies to the principal investigator only.

²⁴ Pursuant to art. 2 point 3 of the Act of 30th April 2010 on the National Science Centre, a person at the beginning of their career in research is to be understood as a person without a doctorate degree or who has obtained their doctorate degree within 7 years of applying for funding of research or experimental development. This period does not include maternity leave, adoption leave, paternal leave, parental leave granted in compliance with the Labour Code, nor periods of sickness benefit or physiotherapy benefit granted on account of being unfit to work, including any caused by a health condition requiring rehabilitation.

²⁵ The date of submitting the proposal is the deadline for proposal submission under the call, i.e. 17th September 2018



D.2. SCIENTIFIC ACHIEVEMENTS OF THE PRINCIPAL INVESTIGATOR AND THE LEADING FOREIGN PARTNER²⁶ (*in English*)

1. Academic and research career (*university, institute or other organisational unit, date of award of academic degree or title*);
2. Achievements²⁷:

for the PE (Physical Sciences and Engineering) and LS (Life Sciences) panels

- a) 3-10 of the most important publications²⁸, published²⁹ over a period of 5 years³⁰ before the submission of the proposal, indicating those in JCR-listed journals, and monographs of international impact (*indicate current five-year impact factor of the journal and the number of citations for particular publications; no self-citations allowed*),
- b) the 3 most important publications from the above list (*it is mandatory to attach pdf files, no larger than 10 MB each; for monographs attach a file with at least the title, copyright page, contents and a selection of fragments containing the author's chief theses*),
- c) the total number of citations for all publications to date, without self-citations, and the h-index value (required source: *Web of Science™ Core Collection*);

for HS (Social Sciences and Humanities)

- a) 3-10 of the most important publications²⁸, published²⁹ over a period of 10 years³⁰ before the submission of the proposal, the evaluation of which will take into account the quality of the journal, e.g. whether it is listed in the JCR database or on any other comparable list (if any such apply), and monographs of nationwide or international impact (*where possible, please indicate current five-year impact factor of the journal and the number of citations for particular publications; no self-citations allowed*)
- b) the 3 most important publications from the above list (it is mandatory to attach pdf files, no larger than 10 MB each; for monographs attach a file with at least the title, copyright page, contents and a selection of fragments containing the author's chief theses)
- c) where possible, indicate the total number of citations for all publications to date, without self-citations, and the h-index value (*preferred source: Web of Science™ Core Collection or Scopus*);

or research in art: music, fine arts, theatre, film

up to 10 of the most important artistic achievements and achievements in research in art with a nationwide or international impact, e.g. authoring and publishing a work of art (*a musical score, a record*), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a festival with an international impact, directing an international artistic venture;

3. Information concerning all research projects²³, currently conducted and concluded within 5 years³⁰ of submitting the proposal (applies only to principal investigator³¹), awarded funding in national and/or international calls (*titles, project numbers, sources of funding, host institutions and a list of publications²⁷ resulting from each project separately*);
4. Information on similar research tasks²³ carried out, currently or in the past, by the principal investigator (*title of the project, principal investigator, main research tasks, source of funding, justification for the need for funding in the light of similar tasks stated above*);

²⁶ This does to apply to projects whereby Polish teams use large-scale international research infrastructure.

²⁷ In the case of the leading foreign partner, list publications related to the thematic scope of the project

²⁸ Titles in the language of the publication. If the publications have not been released in English, translate their titles into English and indicate the original titles in square brackets.

²⁹ One may list works yet to be published as long as acceptance letters from publishers are uploaded as attachments to the electronic proposal in section I ANNEXES.

³⁰ This period does not include the number of months indicated in section D.1.(10).

³¹ In the information on research projects, for the purpose of this presentation of achievements, acting as principal investigator also includes being the leader/coordinator of a research team in international projects or programmes



5. Research experience gained in Poland and abroad over the past 10 years²³ (*country, institution, type of stay, duration of stay*);
6. The most important international and Polish awards for research²³ (*type of award, place and date*) and other research activities (plenary lectures given as invited keynote speakers, and in the case of research in the field of arts: active participation in international exhibitions, festivals, or other artistic events in visual, musical, theatrical or film arts (*up to 1,500 characters with spaces*)).

D.3. RESULTS OF INTERNATIONAL COOPERATION SO FAR³² (*in English*)

(list of publications²⁸ resulting from the cooperation, including publications in renown academic journals)

D.4. OTHER INVESTIGATORS

1. Nature of contribution to the project
2. Function in the project
3. Host institution
4. Type of employment³³
5. Type of post³⁴
6. Period of receiving remuneration (in months)

E. WORK PLAN

Itemised description of the planned research tasks in subsequent stages of the project's completion and the tasks' defined host institutions,³⁵ in Polish and in English; language versions must be identical.

³² Applies to projects whereby Polish teams use large-scale international research infrastructure

³³ In the project; choose from the list: full-time remuneration, additional remuneration, scholarship, without remuneration.

³⁴ In the project; choose from the list: post-doc type, doctoral candidate, student, others

³⁵ The following, among others, are not considered to be research tasks: purchase of research equipment, participation in a conference, preparation of publications etc.

F. BREAKDOWN OF PROJECT'S COSTS³⁶F.1. GENERAL BREAKDOWN OF COSTS³⁷/BREAKDOWN OF PROJECT'S COSTS1. National Science Centre contribution³⁸ (*in Polish*)

Item	Year ...	Year ...	Year ...	Total
Direct costs, including:				
– salaries				
– other direct costs				
Indirect costs ³⁹				
Total costs				

2. Salaries and scholarships for investigators in the project⁴⁰

(function and scope of the tasks performed in the project, period of receiving remuneration/scholarship in the project in months, all information to be provided in English)

3. Information on other direct costs⁴¹ in the project and their justification

(type of cost, its value and relevance for the tasks in the project, all information to be provided in English)

3.1 Materials and small equipment

(cost, justification and relevance for the tasks in the project)

3.2 Outsourced services

(cost, justification and relevance for the tasks in the project)

3.3 Conferences and business trips

(cost, justification and relevance for the tasks in the project)

3.4 Visits and consultations

(cost, justification and relevance for the tasks in the project)

3.5 Other costs

(cost, justification and relevance for the tasks in the project)

3.6. Collective investigators

³⁶ Costs in research projects funded by the NCN are outlined in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 48/2018 of 7th June 2018

³⁷ If the applicant is a joint entity, the data under this heading concern the general breakdown of costs in the project.

³⁸ The list is generated automatically by the system, based on the breakdown/breakdowns in section F.2. and/or the detailed breakdown/breakdowns in section F.3., if any.

³⁹ The maximum limit for indirect costs (overheads) is 40 per cent of direct costs, excluding the costs of research equipment, devices and software.

⁴⁰ The rules of funding salaries and scholarships are set out in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 48/2018 of 7th June 2018

⁴¹ Definitions of individual categories of direct costs are set out in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 48/2018 of 7th June 2018.



(cost, function in the project, number of persons and relevance for the tasks in the project)

4. Description of the investigators' required qualifications (in English)

F.2. BREAKDOWN OF PROJECT'S COSTS/PROJECT'S TASKS TO BE IMPLEMENTED AT SEPARATE HOST INSTITUTIONS⁴²

(entity not applying for state aid, data required identical with those in F.1., point 1)

F.3. DETAILED BREAKDOWN OF COSTS IN THE PROJECT / PROJECT'S INDIVIDUAL PARTS⁴³

(entity applying for state aid, type of expenditure, cost heading,⁴⁴ type of cost,⁴⁵ total gross cost, eligible cost,⁴⁶ own assets, subsidies from the NCN)

G. DECLARATIONS (in Polish)

G.1. DECLARATIONS BY THE PRINCIPAL INVESTIGATOR

1. I declare that I was granted the doctorate degree in (discipline)
by, in the year⁴⁷
2. I declare that the proposed research tasks neither are nor were funded from NCN resources, nor from other sources. I hereby declare that I am applying/not applying⁴⁸ for funding of the research tasks from other sources (in the event of choosing "I am applying," indicate the addressee of the other proposal and indicate the planned host institution for the project).
3. Should I receive funding from another source, I will immediately inform the Centre of this fact and:
 - a) notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding under this call for proposals, or
 - b) resign from accepting the funding from another source.
4. Should I receive funding of the research tasks specified in this proposal, by decision of the Director of the NCN I will:
 - a) notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding under this call for proposals, or
 - b) resign from applying for funding of research tasks from other sources.
5. I declare that I am aware that:
 - a) National Science Centre with its registered office in Krakow at ul. Królewska 57, 30-081 Kraków („the Centre”) is the controller of the personal data provided in the proposal.

⁴² In the case of a joint entity, enter a separate breakdown for each separate host institution not applying for state aid.

⁴³ In the case of a joint entity, enter a separate detailed breakdown for each separate host institution applying for state aid.

⁴⁴ Categories of eligible costs in compliance with the directive of the Minister of Science and Higher Education of 9th September 2015 on the conditions and mode of granting State aid via the National Science Centre (Journal of Laws of 2015, item 1381), with the exception of the costs of land ownership transfers.

⁴⁵ B – direct costs, P – indirect costs (overheads)

⁴⁶ State the value of expenditures eligible for state aid. Do not enter VAT that the entity applying for state aid is in a legal position to recover. A legal position to recover VAT is understood as both a legal position to have the amount of tax due reduced by the amount of input tax, and a legal position to recover the difference between the amounts, or receive an input tax refund.

⁴⁷ Applies to PhD holders.

⁴⁸ Delete as appropriate.



- b) the Centre's designated Data Protection Officer can be contacted via electronic mail at iod@ncn.gov.pl, by phone at +48 12 341 9113 or directly at the registered office of the data controller;
 - c) the Centre processes personal data based on Article 6(1)(c) 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) in conjunction with Article 20 of the Act of 30 April 2010 on the National Science Centre (consolidated text Journal of Laws of 2018, item 947);
 - d) personal data will be processed for the purpose of evaluation of the proposal for funding of a research project and, if funding is granted for its completion, for the purpose of supervision, financial and accounting operations, audits performed in the course of and after the completion of the project, evaluation of implementation and settlement of the funding agreement. In addition, personal data will be processed for the purpose of evaluating the Centre's own tasks, reporting, dissemination of the information on the Centre's calls for proposals throughout the scientific community, implementation of other activities regulated by the generally applicable laws and for archiving purposes;
 - e) personal data will be processed for the period necessary to achieve the purposes indicated in point d) and to investigate possible related claims, for the period required by generally applicable laws and for the period of storage as defined by the Centre's records management procedures and the Uniform File Classification System;
 - f) provision of personal data is a statutory requirement and without their disclosure the purposes described in point d) cannot be achieved;
 - g) the recipients of the personal data may only be entities authorised to collect personal data based on the generally applicable provisions of law, and within the scope defined in article 31 of the Act of 30 April 2010 on the National Science Centre also individuals using the Centre's website;
 - h) personal data may be transferred for processing to third party companies or individuals commissioned to provide services. Such third parties process data based on personal data transfer contracts and are also obliged to keep the data being processed confidential;
 - i) the data subject has the right to access their personal data, correct their personal data and restrict the processing of their personal data;
 - j) the data subject has the right to lodge a complaint with the President of the Office of Personal Data Protection if they consider that the processing of their personal data does not comply with the General Data Protection Regulation.
6. I declare that the project covers research which⁴⁸:
- a) requires permission and/or approval of the relevant bioethics committee;
 - b) requires permission by an ethics committee appropriate for testing on animals;
 - c) requires permission pursuant to the law on genetically modified organisms and microorganisms;
 - d) requires permission and/or approval allowing for carrying out research on protected species or within protected areas;
 - e) requires other permissions, in accordance with good practice for a given field/discipline;
 - f) involves a clinical trial subject to the act of 6th September 2001, as amended, on pharmaceutical law, or to the act of 20th May 2010, as amended, on medical products,
- and I commit myself to obtain all such permissions, recommendations and authorisations as may be required.



In the event of choosing one or more options in clauses a) through e), and also in the event of planning research that does not require specific permissions but may require additional explanations, a description must be provided of the actions taken to ensure that the research will be carried out conforming to the rules of good practice in the respective field/discipline, and state whether such permissions have been issued, or provide information on how these conditions will be fulfilled (*up to 2,500 characters with spaces*).

In the case of basic research indicated in point f), which includes a clinical trial using a pharmaceutical product or a medical device, a detailed justification of the non-commercial nature of the trial must be provided (*up to 2,500 characters with spaces*).

7. I declare that I am the author/co-author⁴⁹ of the full and short description of the research project presented in this proposal.
8. I declare that:
 - a) I am familiar with the principles of communicating the decisions of the Director of the National Science Centre;
 - b) I agree to having the proposal vetted with anti-plagiarism software and to storing the project's contents in the software's database;
 - c) I am familiar with the contents of the *Code of reliable practices of research and applying for funding from the National Science Centre*, and I commit myself to apply it.

G.2. STATEMENT BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS APPLICANT;⁵⁰

1. I declare that the proposed research tasks neither are nor were funded from the NCN resources, nor from other sources. I hereby declare that the host institution I represent is applying/not applying⁴⁸ for funding of the research tasks from other sources (*in the event of choosing "is applying," indicate the addressee of the other proposal and indicate the planned host institution for the project*).
2. Should the tasks specified in this proposal receive funding from another source, I will immediately inform the Centre of this fact and:
 - a) resign from applying for funding of research tasks under this call for proposals or
 - b) resign from accepting the funding from another source.
3. Should funding for the research tasks specified in this proposal be granted by the decision of the Director of the NCN I will:
 - a) resign from accepting the resources granted for the completion of tasks by the Director of the NCN under this call for proposals, or
 - b) resign from applying for funding of research tasks from other sources.
4. I declare that the principal investigator has read the proposal and if it qualifies for funding they agree to actively participate in the completion of the research project.
5. Should the project qualify for funding, acting on behalf of the host institution I represent, I hereby declare – with regard to the part of the project for which the host institution is responsible – to:
 - a) include the project in the financial plan of the host institution;
 - b) employ the project's principal investigator in compliance with the proposal and principles set out for the call;

⁴⁹ Co-authors should provide the names of all other co-authors.

⁵⁰ If the applicant is a joint entity, declarations must be signed by the leader and all partners in the joint entity.



- c) employ investigators necessary to conduct the project in compliance with the proposal and principles set out for the call;
 - 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;
 - e) provide the project with administrative and accounting assistance;
 - f) supervise the completion of the project and proper disbursement of project monies.
6. I declare that the project covers research which⁴⁸:
- a) requires permission and/or approval of the relevant bioethics committee;
 - b) requires permission by an ethics committee appropriate for testing on animals;
 - c) requires permission pursuant to the law on genetically modified organisms and microorganisms;
 - d) requires permission and/or approval allowing for carrying out research on protected species or within protected areas;
 - e) requires other permissions, in accordance with good practice for a given field/discipline;
 - f) involves clinical research subject to the act of 6th September 2001, as amended, on pharmaceutical law, or to the act of 20th May 2010, as amended, on medical products,

and I commit myself to obtain all such permissions, recommendations and authorisations as may be required.

In the event of choosing one or more options in clauses a) through e), and also in the event of planning research that does not require specific permissions but may require additional explanations, a description must be provided of the actions taken to ensure that the research will be carried out conforming to the rules of good practice in the respective field/discipline, and state whether such permissions have been issued, or provide information on how these conditions will be fulfilled (*up to 2,500 characters with spaces*).

In the case of basic research indicated in point f), which includes a clinical trial using a pharmaceutical product or a medical device, a detailed justification of the non-commercial nature of the trial must be provided (*up to 2,500 characters with spaces*).

7. If this project is recommended for funding, I agree to have the project's abstract for the general public, referred to in section C.1. published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call for proposal's results⁵⁴.
8. On behalf of the host institution I represent, I declare that:
- a) I am familiar with the principles of communicating the decisions of the Director of the National Science Centre;
 - b) I agree to having the proposal vetted with anti-plagiarism software and to storing the project's contents in the software's database;
 - c) I am familiar with the contents of the *Code of reliable practices of research and applying for funding from the National Science Centre*, and I commit myself to apply it.



H. DESCRIPTION OF RESEARCH PROJECT

SHORT DESCRIPTION OF THE PROJECT

(up to 5 standard pages⁵¹ in English)

FULL DESCRIPTION OF THE PROJECT

(no more than 15 standard pages⁵⁷ in English)

The short and full descriptions should be divided into the following chapters:

1. Research objective
(scientific problem aimed to be solved by the proposed project, scientific questions and hypotheses)
2. Significance of the project
(state of the art, justification for tackling scientific problems by the proposed project, justification for the innovative nature of the research, the impact of the project's results on the development of the research field and scientific discipline);
3. Work plan
(outline of the work plan, specific research goals, results of initial research, risk analysis)
4. Methods of research
(manner of conducting research, methods, techniques and tools, data reduction and treatment schemes, equipment and devices used in the research);
5. Rationale for the choice of the leading foreign partner and of international cooperation, participation in the bilateral or multilateral programme or for the choice of the large research infrastructure
(is the choice of the partner adequate in relation to the proposed scope of research, significance of the project for international cooperation, benefits of international cooperation, added value of the cooperation with the foreign partner, the scope of cooperation)
6. Information on the regulations governing participation in the international multilateral programme⁵² or initiative or rules of using large international infrastructure
(regulations in force, costs incurred by the Polish team, services already paid for/provided)
7. Literature
(list of literature referencing all positions included by the author in the short and full description of the research project, with full bibliographic data).

⁵¹ Page format: A4; font: Times New Roman; font size: no smaller than 11; lead: single; margins left and right: 2 cm; margins top and bottom: 1.5 cm. The page count includes literature references.

⁵² Only in reference to multilateral programmes or projects whereby Polish teams use a large international infrastructure.

I. ANNEXES

Annex no 1⁵³

1. Information concerning research carried out over the period of 2 years before submitting the proposal, together with a list of publications affiliated with the applying entity/host institution.
2. Information concerning research equipment and other instrumentation/facilities crucial to scientific research.

Annex no 2⁵⁴

Joint entity agreement

(Required elements of the joint entity agreement: the parties to the agreement, the leader, the subject of the agreement, duration of the agreement covering the period of the completion of the research project, authorisation for the representative of the leader to act on behalf of the entire joint entity over the course of application proceedings and the completion of the research project, the leader's declaration to communicate information received from the NCN to the other parties, signatures of authorised representatives of all entities comprising the joint entity.)

Annex no 3⁵⁵

State aid questionnaire

Annex no 4⁵⁶

Documents and declarations submitted in relation to applying for state aid:

1. Filled out and signed Information provided on applying for other types of aid than aid in agriculture and fishery (Annex no 1 to the ordinance of the Council of Ministers of 29th March 2010).
2. Financial reports from the last 3 fiscal years, compiled in compliance with the extant accountancy regulations.⁵⁷
3. Certificate confirming that State aid has not been received for costs charged to the proposed research project.
4. Certificate confirming VAT eligibility.
5. Statement that no disqualifying circumstances prevent the entity from receiving State aid for the completion of the research project.
6. Information on the depreciation of the research equipment, quoting depreciation rates.⁵⁸
7. Statement concerning cooperation of the enterprise with an organisation doing research on that organisation's not contributing financially to the completion of the research project.⁵⁹

⁵³ Applies to entities not receiving any operating support grant from the budget for science. Applicants who are natural persons enter the data for the entity acting as the host institution. This document should either bear a qualified electronic signature, or the signature in the signatory's own handwriting. In any case, the PDF version of the document should be uploaded in the ZSUN/OSF submission system.

⁵⁴ Applies to joint entities. The agreement should either bear a qualified electronic signature, or the signature in the signatory's own handwriting. In any case, the PDF version of the agreement should be uploaded in the ZSUN/OSF submission system.

⁵⁵ Documents should either bear a qualified electronic signature or the signature in the signatory's own handwriting. In any case, the PDF version of the documents should be uploaded in the ZSUN/OSF submission system – one for each entity listed in the proposal.

⁵⁶ Documents should bearing a qualified electronic signature should be submitted by each entity listed in the proposal which applies for state aid.

⁵⁷ Applies to medium and large enterprises.

⁵⁸ Applies to entities applying for state aid, whose projects include purchase of research equipment and other instruments.

⁵⁹ Applies to enterprises cooperating with organisations doing research. The entity should prove that the cooperation meets at least one of the conditions set out in the point 28 letters a) through d) of the Framework for State aid for research and development and innovation (Official Journal of the EU C 198, 27 June 2014, pp 1-29).

Annex no 5⁶⁰

Research project framework cooperation agreement between the institutions cooperating on the completion of the research project (*in English*)

Prepared according to the template:

RESEARCH PROJECT
FRAMEWORK COOPERATION AGREEMENT⁶¹

between

.....
name of the Polish institution

and

.....
name of the foreign institution

1. Personal details of cooperative partners and their collaborators. (*name and surname, academic degrees and titles, research institution, country, telephone, e-mail*)
2. Statement of the aims of new/established international cooperation.
3. Task division between project partners as listed in the work program, stating the level of engagement and support of all involved partner institutions and the infrastructure to be made available.

Principal Investigator

signature

Foreign Partner⁶²

signature

⁶⁰ Applies to projects carried out as international cooperation under a direct agreement with a partner or partners representing foreign research institutions and projects carried out as bilateral or multilateral international programmes and initiatives. The agreement should either bear a qualified electronic signature, or the signature in the signatory's own handwriting. In any case, the PDF version of the agreement should be uploaded in the ZSUN/OSF submission system.

⁶¹ Provide a separate agreement for each of the partners

⁶² Partner who is an individual researcher.



Annex no 6⁶³

A document to confirm participation in an international programme or initiative.

Annex no 7⁶⁴

A document granting access to a large international infrastructure.

Annex no 8⁶⁵

Acceptance letters from publishers that confirm that the work has been accepted for publication.

Annex no 9⁶⁶

Declarations by foreign partners.

⁶³ Applies to projects carried out as bilateral or multilateral international programmes and initiatives. The agreement should either bear a qualified electronic signature, or the signature in the signatory's own handwriting. In any case, the PDF version of the agreement should be uploaded in the ZSUN/OSF submission system.

⁶⁴ Applies to projects whereby Polish teams use a large international infrastructure. Documents should either bear a qualified electronic signature or the signature in the signatory's own handwriting. In any case, the PDF version of the documents should be uploaded in the ZSUN/OSF submission system – one for each entity listed in the proposal.

⁶⁵ Applies to all individuals who in the section on scientific achievements have listed works accepted for publication. A PDF containing all acceptance letters from publishers should be uploaded in the ZSUN/OSF submission system.

⁶⁶ Documents should either bear a qualified electronic signature or the signature in the signatory's own handwriting. In any case, the PDF version of the documents should be uploaded in the ZSUN/OSF submission system – one for each foreign partner listed in the proposal



Template of annex no 3:

STATE AID QUESTIONNAIRE

Acting on behalf established in I declare that for the Entity I represent, the funding requested from the National Science Centre for the completion of a research project titled constitutes/does not constitute⁶⁷ state aid, referred to in art. 107 section 1 of the Treaty on the Functioning of the European Union (consolidated version, Official Journal of the EU 2010 C 83, p 1).

*Authorised representative of the entity
Legible signature*

STATE AID QUESTIONNAIRE

1	Is the Entity an enterprise within the meaning of EU competition law (e.g. does it trade in goods or services)?	YES ¹		NO ²	
---	---	------------------	--	-----------------	--

¹ In the case of „YES” move on to question no 2.

² In the case of “NO” stop filling out the form and complete the statement. The answer indicates that the NCN resources granted will not constitute state aid, referred to in art. 107 section 1 TFEU.

2	Will the funding applied for exclusively support non-economic activity (i.e. the project does not consist of economic activity, nor is it related to it, nor will its results be used to perform such an activity)? ³	YES ⁴ .		NO ⁵ .	
---	--	--------------------	--	-------------------	--

³ In the case of entities other than research and knowledge-dissemination organisations, in order to judge whether a given form of the entity’s activities may be considered as a non-economic activity, please consult the decisions of the European Commission (e.g. points 17-25 of the EC decision no N293/2008; points 12-26 of the EC decision no N540/2008; points 51-55 of the EC decision no N470/2008; points 96-108 of the EC decision SA.20829) and the jurisprudence of the European Court of Justice (among others, the judgment in case C-138/11; opinion in case C-205/03 P).

⁴ In the case of “YES” move on to question no 3.

⁵ In the case of “NO” stop filling out the form and complete the statement. NCN resources granted will constitute state aid, referred to in art. 107 section 1 TFEU.

3	When carried out by one entity, can commercial and non-commercial type activities be dealt with separately, including their costs, funding and revenue? (Evidence of due allocation of costs, funding and revenues may consist of the annual financial statements of the relevant entity).	YES ⁶ .		NO ⁷ .	
---	--	--------------------	--	-------------------	--

⁶ In the case of “YES” stop filling out the form and complete the statement. The answers indicate that the NCN resources granted will not constitute state aid, referred to in art. 107 section 1 TFEU.

⁷ In the case of “NO” stop filling out the form and complete the statement. NCN resources granted will constitute state aid, referred to in art. 107 section 1 TFEU.

I declare that the above information is true, complete and relevant, and it has been provided to the best of my knowledge and on a best effort basis.

*Authorised representative of the entity
Legible signature*

⁶⁷ Delete as appropriate.



INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

Pursuant to art. 107 section 1 of the Treaty on the Functioning of the European Union (TFEU), any aid granted by a Member State or through state resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods shall, in so far as it affects trade between Member States, be incompatible with the internal market. There are, however, exceptions from this general rule of prohibition to grant state aid, including, among others, the possibility of granting, under certain conditions, aid for research, development and innovative activities (horizontal aid).

Significantly, the concept of state aid applies only to an enterprise, understood as an enterprise within the meaning of Article 1 of ANNEX I to the Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108. An enterprise is considered to be any entity engaged in an economic activity, irrespective of its legal form and sources of funding (ruling of the European Court of Justice in Case C-41/90 Klaus Höfner and Fritz Elser v Macrotron GmbH, ECR 1991 I-1979). It may also be a not-for-profit organisation (non-profit organisation: e.g. ruling of 21st September 1999 in Case C-67/96 Albany, ECR 1999 I-5751). Under European Union law, an enterprise may also be an entity of the public sector carrying out economic activity, including a research and knowledge-dissemination organisation to the extent in which it carries out economic activity.

A research and knowledge-dissemination organisation within the meaning of article 2 point 83 of the Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty Text means any entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities) irrespective of its legal status (organised under public or private law) or way of financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental development or to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer. Where such an entity also pursues economic activities, the financing, costs and revenues of these economic activities must be accounted for separately. Undertakings that can exert a decisive influence upon such an entity, in the quality of, for example, shareholders or members, may not enjoy preferential access to the results generated by it.

The European Commission in the Framework for state aid for research and development and innovation (2014/C 198/01) (Official Journal of the EU C 198, 27th June 2014, pp 1-29) (hereinafter referred to as "Framework") has outlined examples of types of economic and non-economic activities of research and knowledge-dissemination organisations.

The Commission is, however, of the opinion that the primary activity of research and knowledge-dissemination organisations is normally of a non-economic nature, in particular:

- education for more and better skilled human resources,
- independent R&D for more knowledge and better understanding, including collaborative R&D,
- wide dissemination of research results on a non-exclusive and non-discriminatory basis, for example through teaching, open-access databases, open publications or open software.

As economic activity of research and knowledge-dissemination organisations the Commission considers renting out equipment or laboratories to undertakings, supplying services to undertakings or performing contract research.

At the same time, in point 18 of the Framework, the Commission explains that: Where the same entity carries out activities of both an economic and non-economic nature, the public funding of the non-economic activities will not fall under Article 107(1) of the Treaty if the two kinds of activities and their costs, funding and revenues can be clearly separated so that cross-subsidisation of the economic activity is effectively avoided. *Evidence of due allocation of costs, funding and revenues can consist of annual financial statements of the relevant entity.*

Pursuant to art. 37 section 1 of the act of 30th April 2010 on the National Science Centre, state aid may be granted via the National Science Centre for the completion of the tasks referred to in art. 20 of the act. The mode and terms of granting aid are regulated by the Directive of the Minister of Science and Higher Education of 9th September 2015 on the terms and mode of granting state aid via the National Science Centre.

Significantly, receiving public aid does not prevent an entity from being granted funding for the completion of a research project from the National Science Centre, but it requires conformity with the principles of granting state aid.



Template of annex no 9:

DECLARATION BY A FOREIGN PARTNER

1. I declare that I have read the funding proposal and if the research project qualifies for funding I agree to participate in the completion of the project.
2. I declare that I am fully aware that:
 - a. National Science Centre with its registered office in Krakow at ul. Królewska 57, 30 -081 Kraków („the Centre”) is the controller of the personal data provided in the proposal;
 - b. the Centre’s designated Data Protection Officer can be contacted via electronic mail at iod@ncn.gov.pl, by phone at +48 12 341 9113 or directly at the registered office of the data controller;
 - c. the Centre processes personal data based on Article 6(1)(c) 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) in conjunction with Article 20 of the Act of 30 April 2010 on the National Science Centre (consolidated text Journal of Laws of 2018, item 947);
 - d. personal data will be processed for the purpose of evaluation of the proposal for funding of a research project and, if funding is granted for its completion, for the purpose of supervision, financial and accounting operations, audits performed in the course of and after the completion of the project, evaluation of implementation and settlement of the funding agreement. In addition, personal data will be processed for the purpose of evaluating the Centre’s own tasks, reporting, dissemination of the information on the Centre’s calls for proposals throughout the scientific community, implementation of other activities regulated by the generally applicable laws and for archiving purposes;
 - e. personal data will be processed for the period necessary to achieve the purposes indicated in point c) and to investigate possible related claims, for the period required by generally applicable laws and for the period of storage as defined by the Centre’s records management procedures and the Uniform File Classification System;
 - f. provision of personal data is a statutory requirement and without their disclosure the purposes described in point c) cannot be achieved;
 - g) the recipients of your personal data may only be entities authorised to collect personal data based on the generally applicable provisions of law;
 - h) personal data may be transferred for processing to third party companies or individuals commissioned to provide services. Such third parties process data based on personal data transfer contracts and are also obliged to keep the data being processed confidential;
 - i) the data subject has the right to access their personal data, correct their personal data and restrict the processing of their personal data;
 - j) the data subject has the right to lodge a complaint with the President of the Office of Personal Data Protection if they consider that the processing of their personal data does not comply with the General Data Protection Regulation.

.....
Signature of the foreign partner



J. CONFIRMATION OF PROPOSAL SUBMISSION⁶⁸

Template of confirmation of proposal submission by the entity:

**CONFIRMATION OF PROPOSAL SUBMISSION⁶⁹ UNDER AN NCN CALL
BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY
ACTING AS THE APPLICANT**

On behalf of the entity I represent, I declare that I fully accept the proposal ID submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki/Obługa Strumieni Finansowania) electronic submission system under the call for funding of a research project titled “.....” with a value of PLN (in words: PLN.....), which, in the event of receiving funding, will be carried out by the principal investigator in the abovementioned project, Mr/Ms, and I confirm that the entity I represent acts as the applicant.

In light of the above, I declare that I have read the terms of the call for proposals and I am aware of my liability for providing false information in the proposal submitted via the OSF electronic submission system, in particular the abovementioned declarations concerning the entity I represent. I declare that the information given in the proposal and attached documents is in accordance with both the facts and the law.

.....
Signature of the legal representative of the applicant⁷⁰

**CONFIRMATION OF PROPOSAL SUBMISSION⁶⁹ UNDER AN NCN CALL
BY THE PRINCIPAL INVESTIGATOR**

I declare that if funding is awarded to the research project titled “.....” pursuant to the proposal ID submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki/Obługa Strumieni Finansowania) electronic submission system under the call, I will participate in its completion as principal investigator.

In light of the above, I declare that I have read the terms of the call for proposals and I am aware of my liability for providing false information in the proposal submitted via the OSF electronic submission system, in particular the abovementioned declarations concerning myself. I declare that the information given in the proposal and attached documents is in accordance with both the facts and the law.

.....
Principal investigator's signature

The English version of this document does not constitute a sworn translation and has been prepared as an auxiliary document for your convenience. In case of any doubts as to the interpretation of its provisions, the Polish version shall prevail.

⁶⁸ The proposal should be accompanied with this document bearing a qualified electronic signature, or the document's scan with the signature in the signatory's own handwriting in PDF format.

⁶⁹ The original should be stored by the end date of the proposal evaluation, and if the project is recommended for funding – by the date of signing the funding agreement.

⁷⁰ If the applicant is a joint entity, the confirmation is signed solely by the authorised representative of the joint entity's leader.