

OPUS 16 CALL FOR PROPOSALS

DATA REQUIRED IN THE PROPOSAL AND ANNEXES TO THE PROPOSAL FOR FUNDING OF RESEARCH PROJECTS, INCLUDING FUNDING OF PURCHASE OR CONSTRUCTION OF RESEARCH EQUIPMENT NECESSARY FOR THE COMPLETION OF THE PROJECT

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 [tax identification number], REGON [statistical number]
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. Does the funding constitute state aid?⁵
11. Enterprise size,⁶ cooperation with a research 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

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 or an entity for which the funding of the research project constitutes state aid. The following are all considered as joint entities: research consortia, scientific networks, science and technology centres, research centres of the Polish Academy of Sciences and academic research centres shared by higher education institutions, with the exception of academic research centres operating as elements in the structure of a single higher education institution. If the applicant is a joint entity, they should enter the data of the institution acting as leader. The institution employing the principal investigator is the leader of the joint entity.

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

⁵ In order to establish if the funding constitutes state aid for an entity, read the "Rules governing application for state aid". If the funding constitutes 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.

⁷ Applies to entities applying for state aid. Research organisations mean organisations defined in Article 2 (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.

⁸ Pursuant to Article (9) (a) (1) of the Act on the Principles of Funding Science of 30 April 2010, institutions under forced administration or subjects of liquidation or bankruptcy proceedings are ineligible to apply for financial resources for research for tasks referred to in Article 5 of the same Act.

A.1. PARTNERS/HOST INSTITUTIONS

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

B. GENERAL INFORMATION

1. Title of the project²
2. Discipline panel (*choose only one from the list*)
3. Auxiliary NCN Review Panel (*max. three, including at least one from the panel to which the proposal is being submitted*)
4. Is the project carried out as international collaboration?⁹ (*if so, choose relevant country/countries*)
5. Keywords (*other than those in panel descriptions*)²
6. Project duration (*in months*)
7. Number of investigators in the research project
8. Estimated costs in PLN
9. Research project's start and end dates¹⁰
10. Research project's location.¹¹

C. ABSTRACT

(up to 1 standard page,¹² in English)

1. Research objective/research hypothesis
2. Research methodology
3. Expected scientific and societal impact of the project

C.1. ABSTRACT FOR THE GENERAL PUBLIC¹³

(up to 1 standard page,¹² 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.

C.2. JUSTIFYING THAT THE PROPOSED RESEARCH FULFILS THE CRITERIA OF BASIC RESEARCH¹⁴ (up to 2,500 characters, in English)

C.3. INFORMATION ON THE PROPOSAL

⁹ International collaboration means that research tasks are carried out together with investigators from research institutions abroad. The following are not considered international collaboration:

- a) participation in international conferences;
- b) dissemination of information on the project abroad;
- c) implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign research institutions;
- d) collaboration with foreign researchers employed by Polish research institutions.

¹⁰ In the case of entities applying for state aid the start date of a research project is 1 October 2019.

¹¹ Applies to entities applying for state aid. Enter the address, village/town/city, municipality, district, province as specifically 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.

¹² Page size: A4; font size: no smaller than 11; lead: single; margins: left and right: 2 cm, top and bottom: 1.5 cm.

¹³ Should the project be qualified 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.

¹⁴ Optional.

Has the proposal been submitted under the previous edition of the PRELUDIUM or OPUS call?¹⁵
Yes/No

C.4. INFORMATION ON A POTENTIAL CONFLICT OF INTEREST¹⁴

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.¹⁶

D. INVESTIGATORS IN THE PROJECT

D.1. PRINCIPAL INVESTIGATOR'S DATA

1. Given name(s) and surname(s), professional title/academic degree
2. Research project's location¹⁷
3. Phone number, ePUAP account address¹⁴/email address¹⁸
4. PESEL number/gender, date of birth and country¹⁹
5. Type of employment²⁰
6. Type of post²¹
7. Period of receiving remuneration (*in months*)
8. Is the principal investigator the holder of a doctorate²²?
9. Did the principal investigator before the year of submitting the proposal²³ benefit from maternity leave, adoption leave, paternity leave or 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 physiotherapy? (*If so, specify the number of months*)
10. Legal address, mailing address
11. Employer and post(s) occupied

D.2. PRINCIPAL INVESTIGATOR'S SCIENTIFIC ACHIEVEMENTS (*in English*)

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

¹⁵ In the OPUS and PRELUDIUM calls, proposals can only be submitted once within 12 months. The foregoing restriction does not apply to proposals which, during the previous calls for proposals:

- a) were approved for the second stage of the merit-based evaluation;
- b) were not approved for the second stage of the merit-based evaluation solely on the grounds that they did not meet the call's conditions or presented unjustified costs to be incurred or the proposal was submitted to the wrong panel;
- c) were rejected during formal evaluation.

¹⁶ The final choice of expert reviewers is up to the NCN.

¹⁷ The principal investigator is bound to carry out research activities at the host institution for the project for at least 50 per cent of the project's duration. This period includes business trips necessary for the project's completion, in particular ones connected with field studies, participation in scientific conferences or library and archive searches.

¹⁸ 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.

¹⁹ Applies to foreigners.

²⁰ In the project; choose from the list: full-time remuneration, additional remuneration, without remuneration.

²¹ In the project; choose from the list: others.

²² Pursuant to Article 2 (3) of the Act on the National Science Centre of 30 April 2010, 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 before applying for funding of research or experimental development. This period does not include maternity leave, adoption leave, paternity leave or 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 physiotherapy.

²³ The time of submitting the proposal is assumed as the final day of submitting proposals under the call, i.e. 17 December 2018.

2. Achievements:

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

- a) 3-10 of the most important publications²⁴ published²⁵ over a period of 5 years²⁶ 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 HSS (Humanities and Social Sciences)

- a) 3-10 of the most important publications²⁴ published²⁵ over a period of 10 years 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) 3 of the 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*);

and/or research in art: music, fine arts, 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 projects, currently conducted and concluded within 5 years²⁶ before submitting the proposal (applies only to principal investigator²⁷), awarded funding in national or international calls (titles, project numbers, sources of funding, duration (in years), host institutions and a list of publications²⁴ resulting from each project separately);
4. Information on similar research tasks applied for funding, 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 of the planned research tasks in the light of similar tasks as the above***);
5. Research experience gained in Poland and abroad over the past 10 years (*country, institution, type of stay, duration of stay*);
6. The most important international and Polish awards for research (*type of award, place and date*) and other research activities (*keynote speeches at conferences and in the case of arts, active participation in international exhibitions, festivals, artistic events and projects in fine arts*),

²⁴ Titles in the language of the publication. If the publications have not been released in English, translate their titles into English and indicated in square brackets next to the original titles.

²⁵ One may enter works yet to be published provided that letters confirming acceptance of the work for publication are attached to Section I. Annexes.

²⁶ This period includes the months specified in point 9 of section D.1.

²⁷ For the purposes of information on the research projects presented in the PI's achievements section, acting as principal investigator includes leadership/ coordination of a research team in international projects or programs.

music, theatre and film, up to 1,500 characters with spaces).

D.3. OTHER INVESTIGATORS

1. Nature of contribution to the project
2. Function in the project
3. Host institution
4. Type of employment²⁸
5. Type of post²⁹
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 host institutions defined for particular tasks,³⁰ in Polish and in English; language versions must be identical.

²⁸ In the project; choose from the list: full-time remuneration, additional remuneration, scholarship, without remuneration.

²⁹ In the project; choose from the list: post-doc type, doctoral candidate, student, others. Pursuant to the Act on Higher Education of 27 July 2005, the term doctoral candidate is to be understood as a participant of a doctoral programme. A "post-doc" type post is to be understood as a full-time post planned by the principal investigator for a person who has obtained their doctorate degree within 7 years before joining the project. This period does not include maternity leave, adoption leave, paternity leave or 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. Women may extend the 7-year period by 18 months for every child born or adopted. A woman may choose whichever manner of accounting for career breaks she finds preferable.

³⁰ 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 COSTS³¹

F.1. GENERAL BREAKDOWN OF COSTS³²/BREAKDOWN OF PROJECT'S COSTS

1. National Science Centre contribution³³ (in Polish)

Item	Year ...	Year ...	Year ...	Total
Direct costs, including:				
– salaries and related items as well as scholarships ³⁴				
– costs of research equipment, devices and software				
– other direct costs				
Overheads ³⁵				
Total costs				

2. Salaries and scholarships for investigators in the project³⁶

(function and scope of the tasks performed in the project, period of receiving remuneration/scholarship in the project in months, overall planned remuneration/scholarship, justification of the sum of remuneration,³⁷ all information to be provided in English)

3. List of the research equipment, devices and software planned for purchase or construction³⁸

(name,³⁹ cost estimate, planned year of purchase or construction, location and merit-based justification for the purchase, all information to be provided in English)⁴⁰

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

³¹ Costs in research projects funded by the NCN are outlined in "Annex No 2 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 NCN Council Resolution No 76/2018 of 6 September 2018.

³² If the applicant is a joint entity, the data under this heading concerns the general breakdown of costs in the project.

³³ 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.

³⁴ The budget for scholarships for each month of the project's duration may not exceed PLN 9,000. The principles of granting scholarships for research projects of the National Science Centre are outlined in Annex No 2 to Regulations on 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 NCN Council Resolution No 76/2018 of 6 September 2018 and the Regulations on awarding scholarships for young researchers in the NCN-funded research projects, as adopted by the NCN Council Resolution No 96/2016 of 27 October 2016. In the case of entities applying for state aid, the cost of scholarships is ineligible.

³⁵ The maximum limit for overheads under the research projects amounts to 40 per cent of direct costs applied for, excluding costs of research equipment, devices and software.

³⁶ The rules of funding salaries and scholarships are set out in Annex No 2 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 NCN Council Resolution No 76/2018 of 6 September 2018.

³⁷ Only in the event of indicating a larger sum of remuneration for post-docs than defined by "Annex No 2 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 NCN Council Resolution No 76/2018 of 6 September 2018.

³⁸ In accordance with the definition set out in "Annex No 2 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 NCN Council Resolution 76/2018 of 6 September 2018.

³⁹ To be filled out in Polish and English. The language versions must be identical.

⁴⁰ In the case of entities applying for state aid, the costs of research equipment and instruments are eligible to the extent and for the period in which they are used for the completion of the research project. If the research equipment and instruments are not used for the completion of the research project over the entire period of use, only depreciation costs corresponding to the period of the research project's completion, calculated pursuant to the applicable accountancy regulations, are deemed eligible.

⁴¹ Definitions of individual categories of direct costs are set out in "Annex No 2 to Regulations on the mode of granting

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

4.1 Materials and small instruments

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

4.2 Outsourcing

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

4.3 Business trips

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

4.4 Visits and consultations

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

4.5 Other costs

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

4.6. Collective investigators

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

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

F.2. BREAKDOWN OF PROJECT'S COSTS/PROJECT'S INDIVIDUAL PARTS⁴²

(entity not applying for state aid, data required identical with point 1 in section F.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 contribution, subsidies from the NCN)

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 NCN Council Resolution No 76/2018 of 6 September 2018.

⁴² In the case of a joint entity, enter a separate breakdown of the project's individual parts for each separate host institution in the proposal not applying for state aid.

⁴³ In the case of a joint entity, enter a separate detailed breakdown of the project's individual parts for each separate host institution in the proposal applying for state aid.

⁴⁴ Categories of eligible costs in compliance with the Ordinance of the Minister of Science and Higher Education of 9 September 2015 on the conditions and mode of granting state aid via the National Science Centre, with the exception of the costs of land ownership transfers.

⁴⁵ B – direct costs, P – overheads

⁴⁶ State the value of expenditure eligible for state aid. In this field 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.

G. DECLARATIONS *(in Polish)*

G.1. DECLARATIONS BY A NATURAL PERSON APPLICANT; DECLARATIONS BY THE PRINCIPAL INVESTIGATOR

1. I declare that I was granted the doctorate degree in by⁴⁷
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 NCN resources and 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 NCN of this fact and:
 - a) resign from applying for funding of research tasks under this call for proposals,⁴⁹ or
 - b) notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding under this call for proposals,⁵⁰ or
 - c) 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 NCN Director I will:
 - a) resign from accepting the resources granted for the completion of research tasks by the NCN Director under this call for proposals,⁴⁹ or
 - b) notify the authorised representative of the entity acting as the applicant of my resignation from accepting the resources granted for the completion of research tasks by the NCN Director under this call for proposals,⁵⁰
 - c) resign from applying for funding of research tasks from other sources.
5. I declare that I am aware that:
 - a) the National Science Centre ("NCN") 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 NCN'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) to fulfil its legal tasks, the NCN 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) (OJ L 2016, No 119, p.1), in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (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 and for the purposes of determining, pursuing and defending against any claims. In addition, personal data will be processed for the purpose of evaluating the NCN's own tasks, reporting, dissemination of the information on the NCN's calls for proposals and their

⁴⁷ Applies to persons holding a doctorate degree.

⁴⁸ Delete as appropriate.

⁴⁹ Applies to natural-person applicants.

⁵⁰ Applies to principal investigators not acting as applicants.

results 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 sub-point d) 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;
- f) provision of personal data is a statutory requirement and without its disclosure the purposes described in sub-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 on the National Science Centre of 30 April 2010 also individuals using the NCN'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 work which:⁴⁸

- a) requires permission 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 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 academic field/discipline;
- f) involves clinical research subject to Pharmaceutical Law of 6 September 2001, as amended or Act on Medical Products of 20 May 2010, as amended,

and I commit myself to obtain the required permissions, recommendations, approvals and authorisations before commencing the research.

In the event of choosing one or more options set forth in sub-points a) - 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 academic field/discipline, and it must be stated whether such permissions have been issued, or provide information on how these conditions will be fulfilled (*up to 2,500 characters with spaces, in English*).

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

7. In the event of recommending the project for funding, I agree to have the project's abstract for the general public, referred to in section C.1. published on the NCN's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call for proposal's results.⁴⁹

8. I declare that I am the author/co-author⁵¹ of the full and short description of the research project presented in this proposal.
9. I declare that:
 - a) I am familiar with the principles of communicating the decisions of the NCN Director;
 - b) I agree to having the proposal vetted with anti-plagiarism software and the project's contents stored in the software's database;
 - c) I have read the *Code of the National Science Centre on Research Integrity and Applying for Research Funding*, and I commit myself to apply it.

⁵¹ Co-authors should provide the names of all other co-authors.

G.2. STATEMENT BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS APPLICANT;⁵²

STATEMENTS BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS A HOST INSTITUTION OF THE RESEARCH PROJECT.

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 entity I represent is applying/not applying⁴⁸ for funding of the research tasks from the NCN resources and from other sources (*in the event of choosing "is applying," indicate the addressee of the proposal and indicate the planned host institution for the project*).
2. Should I receive funding from another source, I will immediately inform the NCN of this fact and:
 - a) resign from applying for funding of research tasks under this call for proposals⁵³ or
 - b) notify the natural person acting as applicant of the resignation from applying for funding of the research tasks under this call for proposals,⁵⁴ or
 - c) resign from accepting the funding from another source.
3. Should I receive funding of the research tasks specified in this proposal, by decision of the NCN Director I will:
 - a) resign from accepting the resources granted for the completion of the research tasks by the NCN Director under this call for proposals,⁵³ or
 - b) notify the natural person acting as applicant of the resignation from accepting the resources granted for the completion of the research tasks by the NCN Director under this call for proposals,⁵⁴ or
 - c) resign from applying for funding from other sources.
4. Should the research project be qualified for funding, acting on behalf of the entity I represent, I commit myself to:
 - a) include the project in the financial plan of the entity;
 - b) employ the project's principal investigator in compliance with the proposal and principles set out for the call;
 - c) employ investigators necessary to conduct the research 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 research project and proper disbursement of project monies.
5. I declare that the research project covers research work which:⁴⁸
 - a) requires permission 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 or approval allowing for carrying out research on protected species or

⁵² If the applicant is a joint entity, declarations must be completed by the leader and all partners in the joint entity.

⁵³ Applies to the authorised representative of the entity acting as applicant.

⁵⁴ Applies to the authorised representative of the entity acting as a host institution for the research project.

- within protected areas;
- e) requires other permissions, in accordance with good practice for a given field/discipline;
- f) involves clinical research subject to Pharmaceutical Law of 6 September 2001, as amended or Act on Medical Products of 20 May 2010, as amended,

and I commit myself to obtain the required permissions, recommendations, approvals and authorisations before commencing the research.

In the event of choosing one or more options set forth in sub-points a) - 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 academic 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 English*).

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

6. Should the research project be qualified for funding, I agree to have the project's abstract for the general public, referred to in section C.1., published on the NCN's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call for proposal's results.⁵³
7. Acting on behalf of the entity I represent, I declare that:
 - a) I am familiar with the principles of communicating the decisions of the NCN Director;
 - b) I have read the rules for granting state aid and the funding of the research project will / will notⁱ constitute state aid for the entity.
 - c) I agree to having the proposal vetted with anti-plagiarism software and to storing the project's contents in the software's database;
 - d) I have read the *Code of the National Science Centre on Research Integrity and Applying for Research Funding*, and I commit myself to apply it.

H. DESCRIPTION OF RESEARCH PROJECT

SHORT DESCRIPTION OF THE RESEARCH PROJECT

(up to 5 standard pages⁵⁵ in English)

FULL DESCRIPTION OF THE PROJECT

(up to 15 standard pages⁵⁵ in English)

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

1. Research objective

(problem aimed to be solved by the applicant, scientific questions and hypotheses)

2. Significance of the project

(state of the art, justification for tackling scientific problems, 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, methods of results analysis, equipment and devices used in the research);

5. Literature

(list of literature referencing all positions included by the author in the description of the research project, with full bibliographic data).

I. ANNEXES

Annexes no. 1⁵⁶ *(in English)*

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 2⁵⁷

Joint entity agreement

(Required elements of the joint entity agreement: indicating the parties to the agreement, indicating the leader, indicating the subject-matter 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 proceedings of applying for funding and completion of the research project, the leader's undertaking to pass information received from the NCN to the other parties of the agreement, signatures of authorised representatives of all entities comprising the joint entity.)

⁵⁵ Page format: A4; 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 the project description and literature references.

⁵⁶ 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. 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.

⁵⁷ Applies to joint entities. 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.

Annex No 3⁵⁸

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

1. Information form, completed and signed, necessary to apply for other types of aid than aid in agriculture and fishery (Annex No 1 to the Ordinance of the Council of Ministers of 29 March 2010).
2. Financial reports from the last 3 fiscal years, prepared in compliance with the accountancy regulations.⁵⁹
3. Certificate confirming that state aid has not been received for eligible costs applied for.
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 research equipment, quoting depreciation rates.⁶⁰
7. Statement concerning cooperation of the enterprise with an organisation doing research confirming that the organisation does not contribute financially to the completion of the research project.⁶¹

Annex No 4⁶²

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

⁵⁸ Documents bearing qualified electronic signatures should be submitted for each entity in the proposal applying for state aid.

⁵⁹ Applies to medium-sized and large enterprises.

⁶⁰ Applies to entities applying for state aid, whose projects include purchase of research equipment and other instruments.

⁶¹ Applies to enterprises carrying out a research project in collaboration with organisations doing research. The entity should prove that the collaboration meets at least one of the conditions set out in point 28 (a) – (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).

⁶² Applies to persons who have indicated works accepted for publication in the “Achievements” section. The proposal should be supported with a document in PDF format, including all communications with the publisher that may serve as proof that the work has been accepted for publication.

J. CONFIRMATION OF SUBMITTING THE PROPOSAL⁶³

1) Template of confirmation of submitting the proposal by a natural person

CONFIRMATION OF SUBMITTING THE PROPOSAL⁶⁴ UNDER AN NCN CALL BY A NATURAL PERSON ACTING AS THE APPLICANT

I declare that I am applying for funding of a research project titled "....." with a value of PLN..... (PLN), planned to be carried out at, pursuant to the proposal No submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki / Obsługa Strumieni Finansowania) electronic submission system under the call, and should this project be awarded funding, 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 ZSUN/OSF electronic submission system, in particular the abovementioned declarations concerning myself. I declare that the information given in the proposal and attached documents complies with both the facts and the law.

.....
Applicant's (principal investigator's) signature

CONFIRMATION OF SUBMITTING THE PROPOSAL⁶⁴ UNDER AN NCN CALL BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS THE HOST INSTITUTION OF THE RESEARCH PROJECT

Acting on behalf of the entity I represent, I declare that I fully accept the proposal No submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) electronic submission system under the call for funding of a research project titled "....." with a value of PLN (PLN.....), which, in the event of receiving funding, will be carried out at the entity I represent by the principal investigator in the abovementioned project, Mr/Ms, acting 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 ZSUN/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 complies with both the facts and the law.

.....
*Signature of the authorised representative of the entity acting as the project's
host institution*

⁶³ 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.

⁶⁴ The original copy should be stored by the end date of the proposal evaluation, and if the project is recommended for

2) Template of confirmation of submitting the proposal by the entity:

**CONFIRMATION OF SUBMITTING THE PROPOSAL⁶⁴ UNDER AN NCN CALL
BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY
ACTING AS THE APPLICANT**

Acting on behalf of the entity I represent, I declare that I fully accept the proposal No submitted via the ZSUN/ OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) electronic submission system under the call for funding of a research project titled “.....” with a value of PLN (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 ZSUN/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 complies with both the facts and the law.

.....
Signature of the legal representative of the applicant⁶⁵

**CONFIRMATION OF SUBMITTING THE PROPOSAL⁶⁴ UNDER AN NCN CALL
BY THE PRINCIPAL INVESTIGATOR**

I declare that in the event of awarding funding to the research project titled “.....” pursuant to the proposal no. submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki /Obsługa 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 ZSUN/OSF electronic submission system, in particular the abovementioned declarations concerning myself. I declare that the information given in the proposal and attached documents complies with both the facts and the law.

.....
Principal investigator's signature

prof. dr hab. Janusz Janeczek,
Chairman of the Council
of the National Science Centre

funding – by the date of signing the funding agreement.

⁶⁵ If the applicant is a joint entity, the confirmation is signed solely by the authorised representative of the joint entity's leader.

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.
