



Procedure for submitting proposals under NCN calls

Proposals for calls announced by the National Science Centre shall be submitted electronically via the ZSUN/OSF platform (Integrated Services for Science/Funding Stream Support), available online at: <https://osf.opi.org.pl/>.

The procedure is divided into the following stages:

- 1) Registering/logging in as an editor/assistant editor/reader and principal investigator in OSF proposals;
- 2) Creating a new proposal form appropriate for the current open call;
- 3) Filling in the proposal form in accordance with system requirements;
- 4) Adding required annexes;
- 5) Verifying that the proposal form is complete;
- 6) Disabling the editing of the proposal form;
- 7) Downloading, signing and attaching submission confirmation receipts; and
- 8) Electronic submission via the ZSUN/OSF platform.

Detailed guidelines for individual stages

Stage 1

Registering/logging in as an editor/assistant editor/reader and principal investigator in OSF proposals.

You can sign in to the ZSUN/OSF platform in one of two ways:

- using your ZSUN/OSF login and password

or

- via a Trusted Profile.

Registration/logging in with the ZSUN/OSF login and password:

You can sign in to the ZSUN/OSF platform with your login and password.

If you do not have a Proposal Editor account on the ZSUN/OSF platform, you must first register at <https://osf.opi.org.pl/>, using the [Zarejestruj się jako redaktor wniosków](#) [For Proposal Editors only: create an account] button. To be able to set up an account, you need to have an active e-mail address: this is where your activation link will be sent. If you provide false or incorrect address, the system will not be able to activate your account.



The system forces a password change after 30 days. If the last login occurred long ago, the system will ask you to introduce your old password and then provide a new one.

If you have forgotten your password, you can generate a new one by pressing the [Pobierz login i hasło \[Get Login and Password\]](#) link, submitting the e-mail address associated with the account and clicking [Potwierdź \[Confirm\]](#). A message will be sent to the address provided, asking you to confirm that you have requested a new password.

Registering/logging in via a Trusted Profile

You can also access the ZSUN/OSF platform via a Trusted Profile. To do so, you need to have a verified Trusted Profile account, which then needs to be associated with your account in the ZSUN/OSF platform. Click the [Zaloguj się przez Profil Zaufany \[Log in via a Trusted Profile\]](#) link and follow the instructions as they appear on screen.

You can also register in the system via a Trusted Profile by clicking the [Zarejestruj się przez Profil Zaufany \[Register via a Trusted Profile\]](#) link.

Should you experience any technical issues with your ZSUN/OSF account, please contact the OPI technical support team by phone: +48 (22) 351 71 01, +48 (22) 351 71 04, +48 (22) 351-70-89 or via an online contact form available at <https://osf.opi.org.pl/app/adm/start.do>

Choose your status:

To fill out a proposal form, individuals who enjoy more than one type of permission in the system need to choose the following option:

[chcę się zalogować z uprawnieniami redaktora/redaktora pomocniczego/czytelnika ORAZ kierownika projektów we wnioskach ZSUN/OSF \[I Want to Log in as an Editor/Assistant Editor/Reader AND Principal Investigator in ZSUN/OSF Proposals\]](#).

Stage 2

Creating and completing a new proposal form appropriate for the current open call.

In order to submit a proposal in an NCN call, pick [Nowy wniosek \[New Proposal\]](#) from the left-hand side menu and choose the *Narodowe Centrum Nauki* [National Science Centre] tab to see a table with a list of all open NCN calls.



Please note! Once you have logged in as a proposal editor and you have new, but not submitted, NCN proposals that you saved in prior call editions, the system will show you a list of all drafts in progress. Please do not fill in forms created in editions that are already closed.

Stage 3

Filling in the proposal form in accordance with system requirements.

The form must be filled out with all the information specified on the ZSUN/OSF platform form.

To open new windows in different tabs, click the Edytuj [Edit] button. Each piece of information needs to be saved individually through the Zapisz [Save] button.

The system will notify you if any fields are left empty or contain incorrect values.

Please pay attention to the language in which a given piece of information should be introduced. If you choose the wrong language, it will not be possible to submit the proposal for merit-based evaluation.

You can edit data in individual tabs, change annexes or delete your proposal (Usuń wniosek [Delete Proposal] button) until you disable the editing of the proposal.

Stage 4

Adding required annexes.

Files can be added via the Dodaj plik [Add File] button. Only PDF files will be accepted.

Some documents do not need to be signed at all, while others need to bear a qualified electronic signature in the PAdES format. Others still can be signed in two different ways: by hand or with the PAdES qualified electronic signature. All information on the required signatures and formats is provided in relevant sections of the proposal form.

If the document is signed by hand, its scan should be added to the proposal in the Skan dokumentu: Dodaj plik [Document Scan: Add File] section. The original should be stored until the end of the proposal review process, and if the proposal is qualified for funding, until the day on which the funding agreement is signed. If the document bears an electronic signature, it should be added in the Plik podpisany elektronicznie: Dodaj plik [Electronically Signed File: Add File] section.



Stage 5

Verifying that the proposal form is complete

To be accepted, the proposal must be complete and meet all the requirements specified in the call.

You can check whether your form is complete by clicking the *Sprawdź kompletność* [Verify Completeness] button; once you press the *Przejdź do sekcji* [Go to Section] button, you will be redirected to the section that contains incomplete data.

Automatic verification may be helpful, but the Applicant is still required to make sure that:

- all the required sections and fields have been filled out correctly;
- all the required annexes have been added;
- they have been prepared in the required language and added in the correct places.

Automatic verification does not exempt the Applicant from ultimate responsibility for the content of individual tabs.

Stage 6

Disabling the editing of the proposal form.

Once you have filled in the proposal form and verified that it is complete, you can disable any further editing by clicking the *Zablokuj do NCN* [Disable to NCN] button. Afterwards, you will only be able to introduce changes to the abbreviated and full-length descriptions of the research project.

When editing is disabled, a new tab will show up in the left-hand side menu: *Wysyłka elektroniczna* [Electronic Submission].



Stage 7

Downloading, signing and attaching submission confirmation receipts.

When you click the Wysyłka elektroniczna [Electronic Submission] tab, a message will pop up to inform you that the final version of the proposal is ready for electronic submission to the National Science Centre.

The proposal has not yet been marked as *Wysłany* [Sent] and is not available to NCN staff. At this stage, it can still be enabled by the editor through the Powrót do edycji [Return to Editing] button, so that corrections can still be introduced.

At this stage, remember to download:

- a submission confirmation receipt from the principal investigator (PI);
and
- a submission confirmation receipt from the head of the institution / authorised representative.

These should be signed and attached to the proposal.

The receipts can be signed in either of the following two ways: by hand or by qualified electronic signature in the PAdES format. **The qualified signature should include a valid qualified certificate and have a PAdES extension.**

If the document is signed by hand, its scan should be added to the proposal in the section entitled: Dodaj skan potwierdzenia [Add Receipt Scan]. The original should be stored until the end of the proposal review process and, if the proposal is qualified for funding, until the day on which the funding agreement is signed. If the document bears an electronic signature, it should be added via: Dodaj potwierdzenie podpisane elektronicznie [Add Electronically Signed Receipt].

If the confirmation has been signed by a person other than the head of the institution /authorised representative, a relevant authorisation/power of attorney should be sent to the NCN. The authorisation to sign documents can be scanned and attached along with the confirmation receipt or submitted to the electronic inbox of the National Science Centre: /ncn/SkrytkaESP.

The confirmation receipt by the principal investigator (PI) and head of the institution /authorised representative downloaded from the ZSUN/OSF platform bear an electronic seal (OPI PIB). When you attach a file with an electronic signature, the system will verify whether the document matches a given proposal and its final version, as well as check if it contains an OPI seal and electronic signature. The system does not verify the validity of certificates for attached files. The only accepted electronic signature format is PAdES.

The verification process can produce the following outcomes:



1. document scan:
 - approved – the document attached with the proposal is in the correct format. The system will allow the submission of the proposal.
 - rejected – the document attached contains an electronic signature. The system will reject the annex and the proposal will not be submitted.
2. electronically signed file:
 - approved – the system will approve the submission. The document contains an OPI seal, bears an electronic signature in the PAdES format and matches the relevant proposal and its final version.
 - rejected – the proposal cannot be submitted by the system because the document attached is incorrect. Verify that it has not been modified after download; its OPI seal may have been removed or its electronic signature is in a format other than PAdES.

If the signature verification status is negative, you will need to download another confirmation receipt, sign it and attach it to the proposal again.

Stage 8

Electronic submission via the ZSUN/OSF platform

Once you have filled out the form and attached all the required files and confirmation receipts, the proposal should be electronically submitted to the National Science Centre via the Wyślij do NCN [Send to NCN] button. Once the file has been submitted, its status will change to *Wysłany* [Sent].

Do not send a paper version of the proposal to the National Science Centre. The proposal is considered as correctly submitted only when presented in electronic form.

Once the NCN has registered the proposal, its status will change to Przyjęty [Accepted].

PLEASE NOTE! When this happens, no further changes can be introduced to its content.