

SHENG 2

Polish-Chinese Funding Initiative

Guidelines for Polish Research Teams

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General information on the SHENG 2 Call

In 2018, the National Science Centre (the “NCN”) and the National Natural Science Foundation of China (the “NSFC”) launched the first SHENG 1 call aimed to promote the highest quality research in selected academic disciplines and to support international cooperation between researchers from the two countries engaged in joint research projects.

Joint Polish-Chinese proposals submitted by the Polish research team to the NCN and by the Chinese research team to the NSFC were subject to a parallel evaluation by the two agencies according to their respective rules.

The SHENG 1 call attracted a lot of attention among researchers. 30 out of 250 submitted proposals were recommended for funding (with 1 proposal in the area of Arts, Humanities and Social Sciences, 7 in the area of Life Sciences and 22 in the area of Physical Sciences and Engineering).

In the second edition of the SHENG call, joint Polish-Chinese research proposals will also be subject to a parallel evaluation.

Under SHENG 2¹, funding will be awarded to basic research proposals in the following NCN panels and NSFC departments:

NSFC department	NCN panel
Chemical Sciences	ST4
Engineering and Materials Sciences	ST5 ST8
Life Sciences Medicine Sciences	NZ1, NZ2, NZ3, NZ4, NZ5, NZ6, NZ7, NZ8, NZ9 HS6 (HS6_001-HS6_007, HS6_013 - HS6_014).

¹ The SHENG 3 call announcement is planned for December 2022. Under the third edition of the call, projects in the following research domains will be funded:

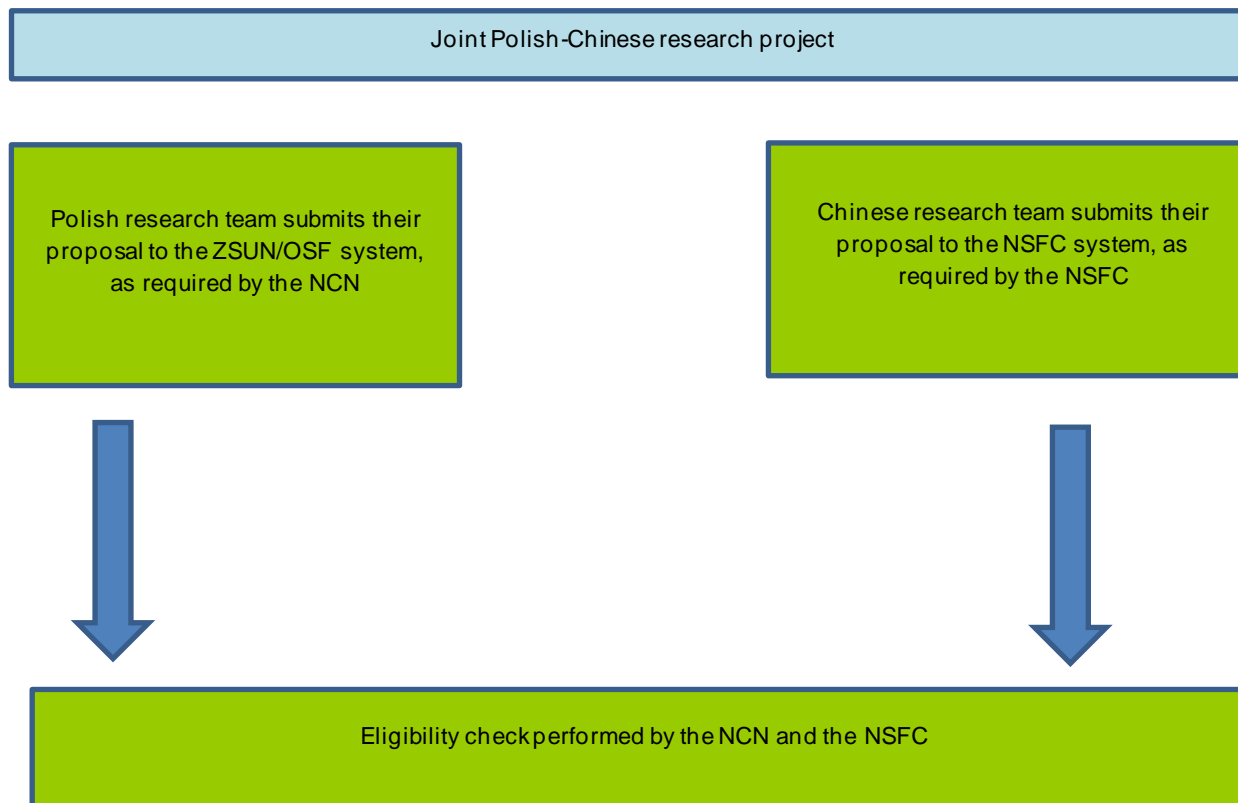
- NSFC Departments: Mathematical and Physical Sciences, Information Sciences, Earth Sciences, Management Sciences;
- NCN panels: ST1, ST2, ST3, ST6, ST7, ST9, ST10, HS4.

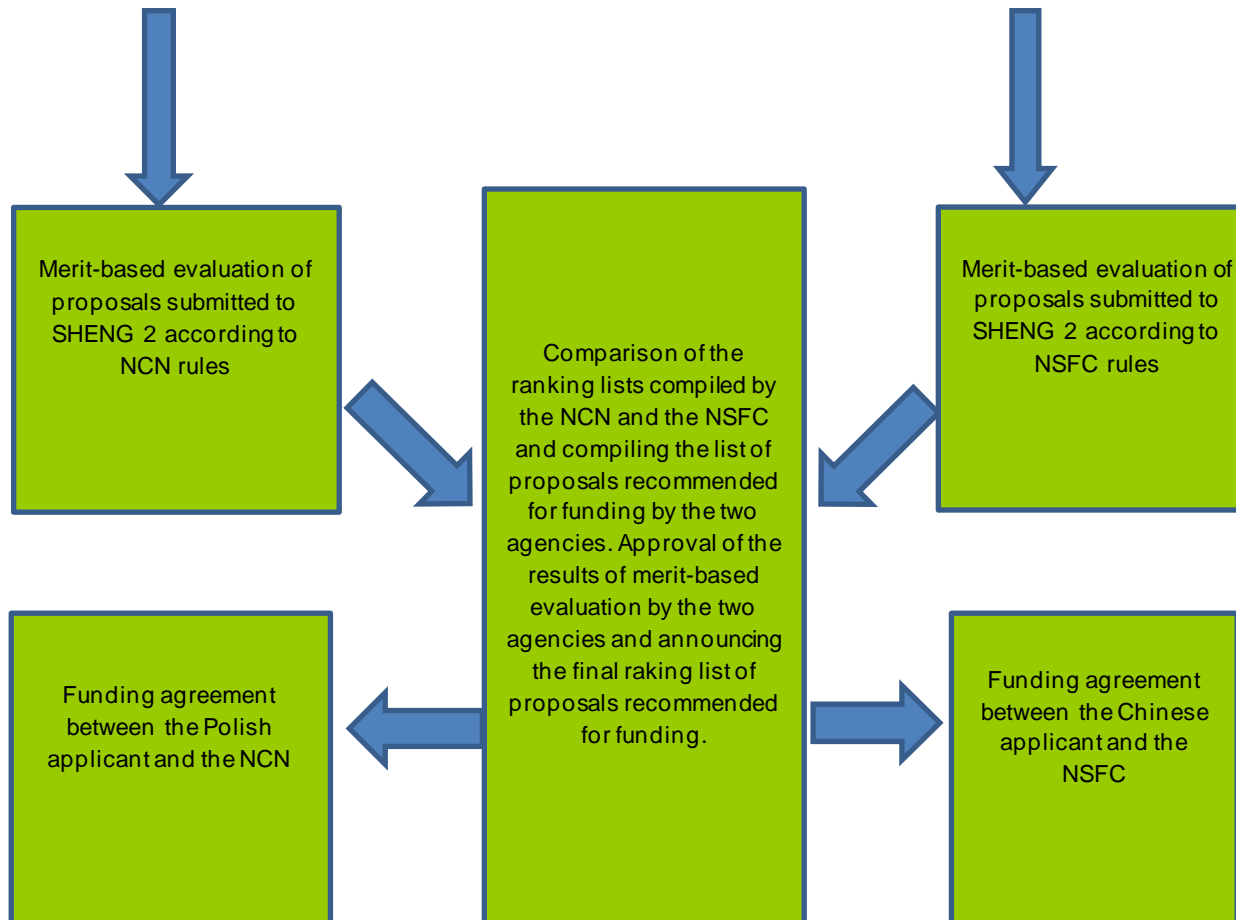
This document lays down the guidelines for the Polish research teams submitting NCN proposals under SHENG 2 and contains information on how to prepare and submit NCN proposals and joint Polish-Chinese proposals that must be submitted by the Polish applicants to the ZSUN/OSF system.

The document is intended for Polish applicants, which is why it contains NCN's rules and requirements of the call and does not include NSFC's requirements that must be followed by the Chinese research teams. In order to receive any information or explanations concerning the Chinese requirements, contact the Chinese partner and/or the NSFC.

Under SHENG 2, the Polish and Chinese research teams that apply for project funding must meet the eligibility criteria of the NCN and the NSFC, respectively. If a proposal is rejected by one agency, it will not be subject to merit-based evaluation by the other agency.

Diagram: Individual stages of the proposal submission and evaluation procedure under SHENG 2





Preparation of NCN proposal as well as joint project description (JPD) and CVs together with publication list in the ZSUN/OSF system

Polish research teams are bound by all NCN eligibility criteria specified in the resolution and announcement of the SHENG 2 call. Before drafting a proposal, read the call announcement and call documents.

Documents to be provided to the NCN by the Polish research team

Funding proposals for joint research projects must be submitted to the NCN and the NSFC by the Polish and Chinese research teams respectively.

Funding proposal for a joint Polish-Chinese research project submitted to the NCN in the ZSUN/OSF system contain:

- **NCN proposal** comprising a complete proposal filled out in the ZSUN/OSF system in compliance with the call documentation and call announcement;
- Joint Project Description (JPD) prepared in English jointly with the Chinese partner;
- CVs of Polish and Chinese principal investigators and co-investigators together with publication lists drafted in English according to the [template](#) provided in the call announcement. CVs together with publication lists must be provided for those Polish research team members who are not selected in an open call procedure and hold at least a PhD degree.

Information provided in the JPD as well as CVs together with publication lists must be consistent with information in the appropriate sections of NCN proposals submitted to the ZSUN/OSF system and annexes thereto.

The NCN requires the **electronic version of the proposal** only.

Completed Joint Project Descriptions as well as CVs together with publication lists do not have to bear a signature.

Polish and Chinese applicants must submit identical joint project description to their respective agencies. In the case of discrepancies between the joint project description submitted to the NSFC and the NCN, the proposal may be rejected at the stage of eligibility check.

PLEASE NOTE: Persons to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget as well as under NCN scholarships for students and PhD students granted pursuant to the [Regulations for awarding scholarships in NCN-funded research projects](#), must not be named in NCN proposals, JPD and/or CVs together with publication lists.

Additionally, an NCN proposal submitted to the ZSUN/OSF system must be appended with PDF files of the following documents concerning the Polish applicant, signed by hand² or with a qualified electronic signature in PAdES format:

- 1) confirmation of submitting the proposal signed by the authorised representative(s) of the entity acting as the applicant for the Polish part of the joint project (in the case of a group of entities: the Polish entity acting as the leader), generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab;
- 2) confirmation of submitting the proposal signed by the principal investigator for the Polish part of the joint project, generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab;
- 3) **in the case of Polish entities that do not receive any institutional core funding for research** (in the case of a group of entities: required for each organisational unit comprised by a group of entities that does not receive any institutional core funding for research):
 - information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to scientific research (*in English*);
- 4) **in the case of a group of Polish entities (laid down in Article 27 (1) (2) of the NCN Act)³:**
 - research project cooperation agreement (*in Polish*);
- 5) **when applying for state aid**, the Polish applicant must complete additional sections of the proposal and submit additional annexes according to the guidelines available on the NCN website in the [Pomoc publiczna](#) [State aid] section.

PLEASE NOTE: The NCN does not require any additional documents (agreements) to confirm cooperation between the Polish and Chinese research teams nor signatures of the foreign research teams members to be affixed under the proposal submitted to SHENG 2 or under any other document annexed thereto.

Polish research team's duty to submit a complete proposal

Polish research teams must ensure that their proposals submitted to the NCN are complete. A proposal that has been submitted to the NCN via

² In this case, a scan of the document signed by hand must be attached to the proposal in the ZSUN/OSF system.

³ If a research project is carried out by at least two Polish entities, they must form a group of entities specified in Article 27(1) (2) of the NCN Act and only in this form can they apply for NCN funding. Each entity in the group of entities shall have its own budget although the budget for salaries and scholarships specified in the Regulation of awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN as regards research projects shall be the same for all entities in the group of entities. The entity that employs the principal investigator shall act as the leader of the group of entities. If, pursuant to Article 27 (1) (2) of the NCN Act, the entities cannot form a group of entities, they can not apply for NCN funding of a joint research project.

the ZSUN/OSF system cannot be amended and no file submitted to the ZSUN/OSF system can be replaced if it forms a part of the proposal.

Therefore, the principal investigators are recommended to carefully verify whether all sections of NCN proposals (with annexes thereto), joint project description as well as CVs together with publication lists have been correctly completed. If any section of the joint project description is left blank, the proposal may be rejected at the stage of eligibility check by both the NSFC and the NCN.

Project budget

The budget of tasks to be performed by the Polish research teams must comply with the regulations on the costs planned in the project, including costs relating to the budget for salaries and scholarships laid down in Annex 2 to NCN Council Resolution No 136/2020 of 11 December 2020 on the terms and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the SHENG 2 Polish-Chinese Funding Initiative. The rules for awarding NCN scholarships are laid down in the Regulations for awarding scholarships.

Creating a project budget is one of the most important aspects in the project planning which aims at identifying the required resources and estimating the costs. The project budget must be justified as regards the subject and scope of research, based on realistic calculations and must specify the expenditures to be covered by the NCN (eligible costs).

If an unjustified budget is planned and/or discrepancies are found in the project costs of the Polish research team in the NCN proposal and the joint project description (JPD), the proposal may be rejected.

Costs in the project are subdivided into direct and indirect costs.

Direct costs include:

- 1) salaries:
 - full time remuneration: funds for full-time employment of the principal investigator or post-doc(s),
 - additional remuneration for members of the research team,
 - salaries and scholarships for students and PhD students,
- 2) purchase or manufacturing of research equipment, devices and software,
- 3) purchase of materials and small equipment,
- 4) outsourced services,
- 5) business trips,

- 6) visits and consultations (PLEASE NOTE: The costs of consultations and visits of Chinese partners who receive project funding from the NSFC are not eligible),
- 7) compensation for collective investigators and
- 8) other costs crucial to the research project which comply with Annex 2 to NCN Council Resolution No 136/2020 of 11 December 2020 on the terms and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the SHENG 2 Polish-Chinese Funding Initiative, including:
 - costs of purchasing data/databases or access thereto,
 - specialist publications/teaching aids, and
 - costs of publishing the results of research. The costs of publication of monographs may be incurred once positively reviewed by the NCN. The cost of publication of monographs (as defined in §10 of the Regulation on evaluation of the quality of research activity issued by the Minister of Science and Higher Education on 22 February 2019 (Journal of Laws of 2019, item 392) resulting from research projects are not eligible until positively reviewed by the NCN.

Indirect costs may not exceed 20% of direct costs.

Pursuant to the Order of the NCN Director, the Open Access Policy at the NCN has been adopted, concerning open access to publications resulting from the research projects, scholarships and fellowships as well as research activities funded or co-funded by the National Science Centre.

Hence, additionally, **indirect costs of up to 2% of direct costs** may be spent on Open Access to publications and research data.

When developing the budget, it is necessary to consider the following:

1. NCN proposals must specify the budget for tasks to be performed by the Polish team, while the JPD – for the tasks to be performed by the Polish and Chinese research teams together with detailed justification of individual cost categories for research tasks to be carried out by the Polish and Chinese research teams;
2. the budget in the NCN proposal must be specified in PLN; in the JPD – in EUR;
3. the budget planned for the Polish team in the JPD must be consistent with the budget in the NCN proposal submitted to the ZSUN/OSF system;
4. exchange rate to calculate the budget of the Polish part of the project in the JPD: EUR 1 = PLN 4.4385 (exchange rate published by the National Bank of Poland on 11 December 2020);
5. the minimum funding for the Polish part of the project throughout its performance: PLN 250,000; and
6. the maximum funding: not specified (the costs must be justified as regards the subject and scope of research).

PLEASE NOTE: It is recommended to copy the justification of the costs of the Polish research team from the NCN proposal submitted to the ZSUN/OSF system and pasted to the appropriate section of the JPD. All amounts in the JPD must be specified in EUR.

PLEASE NOTE: The merit-based evaluation of proposals submitted to SHENG 2 is carried out on the basis of the joint project description and covers (*inter alia*) evaluation of justification of the costs planned for the Polish part of the research project as regards the subject and scope of research, hence justification of the costs planned for the Polish research team in the joint project description must be comprehensive, detailed and identical to the justification of the costs in the ZSUN/OSF system. **It is not sufficient to provide the justifications in the budget provided in the ZSUN/OSF system only as it is not subject to merit-based evaluation performed by the experts. If the costs in the JPD are not justified, the proposal may be rejected.**

For example: justification of the costs planned for the Polish research team:

- justification of the costs planned for the Polish research team in an NCN proposal in the ZSUN/OSF system may be copied and pasted to the appropriate section of the JPD concerning the justification of the costs of the Polish research team. The costs of the research project in the JPD must be specified in EUR.

Justifications of the costs in NCN proposals submitted to the ZSUN/OSF system:

Other direct costs

Other direct costs

+ Add + Change order

No.	Other direct costs				
1.	Name / description [in English]	other costs	4	4	4
	Category	Materials and small equipment			
	Entity	University of Warsaw			
	Total cost [PLN]		12		
	Calculation and merit-based justification for the purchase [in English]	merit-based justification for the purchase			
2.	Name / description [in English]	other costs	100	100	100
	Category	Materials and small equipment			
	Entity	University of Warsaw			
	Total cost [PLN]		300		
	Calculation and merit-based justification for the purchase [in English]	merit-based justification for the purchase			

Justification of the costs: Part V.1 of the JPD

Name/ description	Category of costs	Entity (Host institution)	Year			Calculation (in EUR) and merit- based justification for the purchase
			2022	2023	2024	

Enter justification of the costs consistent with information in the ZSUN/OSF system. The costs must be quoted in EUR.

PLEASE NOTE:

- if the costs planned for Polish research teams in the JPD are not well-justified, the proposal may be rejected at the stage of eligibility check;
- in the case of discrepancies between the costs planned for Polish research teams in the NCN proposal and in the JPD, the proposal may be rejected at the stage of eligibility check.

Electronic submission of proposals in the ZSUN/OSF system

The funding proposals for Polish and Chinese research projects must be submitted to two submission systems: ZSUN/OSF (*Zintegrowany System Usług dla Nauki/Obstuga Strumieni Finansowania*), available at <https://osf.opi.org.pl>) and NSFC system available at <http://isisn.nsf.gov.cn/egrantweb/>.

Once all the tabs in the ZSUN/OSF system have been filled in and the proposal form has been verified for completeness, you must block any further editing by clicking the *Zablokuj do NCN* [Block to NCN] button. Then, download the confirmation of proposal submission signed by the authorised representative(s) of the host institution and the principal investigator, complete it and annex it to the proposal.

A funding proposal together with all required annexes must be submitted to the NCN electronically via the ZSUN/OSF system available at www.osf.opi.org.pl by **15 March 2021, 4 p.m. CET**.

Chinese applicants must submit their proposals via the NSFC system available at <http://isisn.nsf.gov.cn/egrantweb/> by **15 March 2020, 4 p.m. CST.**

PLEASE NOTE: Applicants must not submit any hard copies to the NCN in order to submit their proposal to SHENG 2. However, the Chinese agency applies different rules applicable to the submission of proposals that must be met by the Chinese applicants.

Evaluation of proposals

Eligibility check

Proposals shall be subject to eligibility check performed by both the NCN and the NSFC according to their respective rules. Proposals approved as eligible by both the NCN and the NSFC shall be accepted for merit-based evaluation performed in parallel by the NCN and the NSFC.

The eligibility check is the first stage of proposal review. At NCN, the eligibility check is performed by scientific coordinators pursuant to the eligibility criteria applicable to SHENG 2.

The applicants' most frequent errors resulting in the proposal being rejected at the stage of eligibility check performed by the NCN:

- failing to provide a justification of the costs planned for the Polish research team in the joint project description (JPD). The justification of the costs planned for the Polish research team in the JPD must be comprehensive and well detailed and must comply with justifications of the costs in the NCN proposal in the ZSUN/OSF system;
- miscalculating the budget (cost differences in the budget for the tasks to be performed by the Polish team in the JPD and in the NCN proposal as a consequence of (for example) miscalculation of the EUR/PLN exchange rate or inconsistency of the expenses planned);
- naming persons to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget as well as under NCN scholarships for students and PhD students granted pursuant to the Regulations for awarding scholarships in NCN-funded research projects in NCN proposals or JPD.
- inconsistency of information in the NCN proposal and joint project description;
- completing particular sections of the proposals in the ZSUN/OSF system in another language than required by the Resolution and/or call announcement
- incompleteness of the proposal;
- submitting the proposal to only one agency involved.

Merit-based evaluation

Only proposals that have been approved as eligible by both the NCN and the NSFC shall be accepted for merit-based evaluation.

Polish-Chinese proposals submitted to SHENG 2 shall be subject to a parallel evaluation procedure performed by the NCN and the NSFC, which means that each agency shall carry out an individual merit-based evaluation.

Proposals submitted to SHENG 2 shall be evaluated by both the NCN and the NSFC pursuant to the same criteria:

- 1) evaluation of the scientific achievements of principal investigators of the Polish and Chinese research teams;
- 2) evaluation of the scientific value of the project;
- 3) evaluation of justification of the costs and feasibility of the project's completion.

At the NCN, proposals qualified for merit-based evaluation shall be evaluated by the NCN Expert Teams elected by the NCN Council and at least two external reviewers. At the first stage of eligibility check performed by the NCN, proposals shall be evaluated independently by members of the Expert Team.

In the case of a proposal which is assigned an auxiliary review panel specifying disciplines covered by NCN review panels other than the one to which the proposal was submitted, the chair of the Expert Team may decide to seek another opinion from a member of another Expert Team.

The score allotted to a proposal is a starting point to the discussion on the proposal at the first panel meeting. The Expert Team decides whether to reject the proposal or recommend it for the second stage of merit-based evaluation. Expert Teams compile ranking lists of proposals recommended for the second stage of merit-based evaluation.

At the second stage of specialist merit-based evaluation performed by NCN, proposals submitted to SHENG 2 are evaluated by external reviewers who are not members of the Expert Team reviewing the proposal at the first stage of merit-based evaluation. External reviewers' opinions are discussed by the Expert Team at the second panel meeting. Then, the Expert Team decides on the final evaluation of the proposal based on the individual reviews, analyses of and discussions on the proposals.

Following the discussions, the Expert Teams compile the list of proposals recommended for funding.

The list of proposals recommended for funding by the NCN Expert Team is the basis for the final ranking list compiled pursuant to the comparison of the results of merit-based evaluation performed by the NCN and the NSFC. Funding in SHENG 2 is only awarded to projects recommended by both the NCN and the NSFC.

Once the final ranking list is compiled based on the comparison of the results of merit-based evaluation performed by the NCN and the NSFC, information on the results of merit-based evaluation in SHENG 2 shall be made available in the ZSUN/OSF system and communicated to the applicants electronically by way of a decision of the NCN Director.

Pursuant to the proposal evaluation procedure applicable to SHENG 2, the detailed justification of Chinese merit-based evaluation and reviews must be requested from the the NSFC via the Chinese partner.

PLEASE NOTE: In SHENG 2, decisions shall not be delivered to the applicants after the first stage of merit-based evaluation.

FILLING OUT NCN PROPOSAL IN THE ZSUN/OSF SYSTEM

Section in the ZSUN/OSF system	Subsection	Description
Implementation period [months]		Projects can be carried out over the period of 36 months. Any changes of the duration period of projects performed by the Polish and Chinese research teams shall be subject to the rules and regulations of the NCN and the NSFC, respectively.
BASIC INFORMATION	Project title	The project title in English must be identical to the title in the joint project description (JPD) and title provided by Chinese applicants in the NSFC system. The title in English must be identical to the title in Polish.
	Keywords	Keywords must be provided in Polish and in English and must be separated by commas or semicolons. Keywords in both language versions must be identical.
	NCN Review Panels	Polish applicants must select a review panel according to the list of panels attached as Annex 1 to NCN Council Resolution No 136/2020 of 11 December 2020 . Proposals submitted to SHENG 2 may cover the following NCN review panels: <ul style="list-style-type: none"> •ST4, ST5, ST8, •NZ 1, NZ2, NZ3, NZ4, NZ5, NZ6, NZ7, NZ8, NZ9, •HS6: HS 6_1, HS6_2, HS6_3, HS6_4, HS6_5, HS6_6, HS6_7, HS6_13, HS6_14.
ADDITIONAL INFORMATION	Acronym	Project acronym must consist of up to 12 characters. The Polish and Chinese research teams must use the same acronym for their joint project submitted under SHENG 2. Project acronym for the same project in the ZSUN/OSF electronic submission system, NSFC submission system and JPD must be the same.
	Joint proposal [in English]	In this section, attach a PDF file of the JPD prepared jointly by the Polish and Chinese research teams in accordance with the template annexed to the call announcement. More information on how to draft a JPD can be found on page 26 of these Guidelines for applicants. A JPD <u>does not</u> have to be signed by hand or with an electronic signature in PAdES format.
	Information on members of Polish and foreign research teams [in English]	Upload CVs for the principal investigators and co-investigators of the Polish and Chinese research teams (up to 3 pages per person) in English, with publication lists of principal investigators and co-investors (whose names are provided). CVs with publication lists must be drafted according to the template provided in the call documents. Each principal investigator and co-investigator (whose name is provided) should attach a list of up to 10 papers published over the period of 10 years prior to the submission of the proposal. Older publications can

Section in the ZSUN/OSF system	Subsection	Description
		<p>be cited only if the Polish principal investigator or members of the Polish research team have taken significant career breaks specified in the Resolution on the terms and regulations of SHENG 2⁴. In the case of papers that have been accepted for publication but not yet published, the principal investigator and members of the Polish research team are required to attach letters from publishers confirming that the papers have been accepted for publication or provide their DOI in the publication list. If these requirements are not met, the publications will be disregarded in the proposal evaluation procedure. CVs with publication lists must be provided for those Polish research team members only who are not selected in an open call procedure and hold at least a PhD degree. Names of persons to be selected in an open call procedure, including persons to be employed as post-docs from the NCN budget, must not be provided.</p>
	Project authorship / co-authorship	Name project authors/co-authors.
APPLICANT	Applicant's status	<p>Proposals for NCN funding of the Polish part of the research project may be submitted by the following entities:</p> <ol style="list-style-type: none"> 1. Higher Education entities; 2. federations of science and HE entities; 3. research institutes of the Polish Academy of Sciences operating pursuant to the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2019, item 1183, as amended); 4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2019, item 1350, as amended); 5. international research institutes established pursuant to other acts and acting in the Republic of Poland; 5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019 (Journal of Laws, item 534); 5b. institute operating within the Łukasiewicz Research Network; 6. Polish Academy of Arts and Sciences; 7. other entities involved in research independently on a continuous basis; 8. groups of entities (at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company); 9. scientific and industrial centres within the meaning of the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2019, item 1350, as amended); 10. research centres of the Polish Academy of Sciences within the meaning of the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2019, item 1183, as amended); 11. scientific libraries;

⁴ In the case of the Polish principal investigator and members of the Polish research team, this period may be extended by the long-term (in excess of 90 days) documented sick leaves or physiotherapy leaves granted on account of being unfit to work. In addition, the period may be extended by the number of months of a child care leave granted pursuant to the Polish Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.

Section in the ZSUN/OSF system	Subsection	Description
		<p>12. companies operating as R&D centres within the meaning of the Act on Certain Forms of Support for Innovative Activity of 30 May 2008 (Journal of Laws of 2019, item 1402),</p> <p>13. legal entities established with their registered office in Poland,</p> <p>14. natural persons, and</p> <p>15. companies conducting research in another organisational form than laid down in sections 1-13.</p>
PARTICIPATING ENTITIES	Research project cooperation agreement concluded by a group of Polish entities	<p>If the applicant is a group of Polish entities, attach a cooperation agreement by a group of Polish entities (in Polish). The agreement must concern the project and identify its leader. File format: PDF; the document must bear an electronic signature in PAdES format or scan of the signed document. A template of the agreement is available in the ZSUN/OSF system and on the NCN website. An agreement template contains all necessary elements and may be supplemented with additional provisions governing cooperation between the parties.</p>
DETAILS OF THE PARTICIPATING ENTITY	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)	<p>Proposals cannot be submitted by Polish entities under forced administration, in liquidation or subject to bankruptcy proceedings.</p>
	Does the entity receive any institutional core funding for research?	<p>If the Polish entity applying for funding under SHENG 2 does not receive any institutional core funding for research, the proposal submitted to the ZSUN/OSF system must include the following information (in English):</p> <ol style="list-style-type: none"> 1) information on research carried out over the last 2 years preceding submission of the proposal, together with a list of publications affiliated with the applicant/participating entity, 2) information on research equipment and other instruments/facilities crucial to research. <p>File format: PDF; the document must bear an electronic signature in PAdES format or scan of the document signed by hand.</p> <p>In the case of a group of Polish entities, the above information must be provide for each organisational unit in the group of entities that does not receive any institutional core funding for research .</p>
STATE AID	Will project funding constitute state aid?	<p>In order to determine if project funding constitutes state aid, please read the <i>Rules governing application for state aid</i> available in the ZSUN/OSF system and on the NCN webpage (https://www.ncn.gov.pl/finansowanie-nauki/pomoc-publiczna?language=en).</p> <p>In the case of entities applying for state aid, the Polish applicant must fill in additional sections of the proposal and submit additional annexes, in accordance with the guidelines available on the NCN website in the <u>State aid</u> section.</p> <p>In the case of entities for which funding constitutes state aid, a proposal submitted under the SHENG 2 call must include the detailed costs and other documents and declarations related to applying for state aid via the NCN, as required by the proposal (in Polish).</p> <p>PLEASE NOTE: All annexes must be signed with a qualified electronic signature in PAdES format by the authorised representative/s of the enterprise. The principal investigator for the project cannot be the</p>

Section in the ZSUN/OSF system	Subsection	Description
		and the National Information Processing Institute (OPI) together with information on the call results.
RESEARCH PLAN		It is necessary to specify the research tasks to be performed by the Polish research team in Polish and English. Both language versions must be identical. The research plan must not include the tasks to be performed by the Chinese Research team. Research tasks do not include (e.g.) the purchase of research equipment, participation in conferences, preparation of publications, etc.
RESEARCH TEAM	Number of team members	In this section, enter the details of the Polish research team only. Specify the number of all members of the Polish research team (including the principal investigator, scholarship recipients, students and post-docs as well as co-investigators and persons who are not paid any remuneration) involved in the project. In addition, describe the scope of tasks to be performed by particular co-investigators and required qualifications. Information must be provided in English. Persons to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget as well as under NCN scholarships for students and PhD students granted pursuant to the Regulations for awarding scholarships in NCN-funded research projects must not be named in NCN proposals, JPD and/or CVs of co-investigators annexed to the proposal. The rules for planning the costs of salaries and scholarships are laid down in the annex to the NCN Council Resolution on the terms and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the SHENG 2 Polish-Chinese Funding Initiative.
	PRINCIPAL INVESTIGATOR (PI)	In this section, enter information on the principal investigator in the Polish research team. The principal investigator of the Polish research team under SHENG 2 must be at least a PhD holder and must meet the eligibility criteria laid down in Resolution No 136/2020 of the NCN Council of 11 December 2020 on the terms and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the SHENG 2 Polish-Chinese Funding Initiative. Restrictions on the number of NCN proposals are described in point 5 of the Resolution. In the Research Team - principal investigator (PI) section, specify the academic degree, career breaks (if any) ⁴ , place of employment and discipline on the list of the Ministry of Science and Higher Education to which the PI is assigned, personal data, contact details, residence address, correspondence address and researcher's electronic ID.
ETHICS ISSUES		This section must be completed in English and must include all research tasks to be carried out by the Polish research team. Before completing relevant section in the ZSUN/OSF system, read the following documents annexed to the call announcement: Guidelines for applicants to complete the Ethics Issues form in the research project and Code of the National Science Centre on research integrity and applying for research funding . Then, complete the relevant sections. When the answer to any question is YES, describe the measures taken/ to be taken to ensure that the research covered by the SHENG 2 proposal are carried out in compliance with the rules of good scientific practice in a given field/ discipline as well as provide information on any permission already issued or description on how the relevant requirements will be fulfilled. PLEASE NOTE: Information provided in the ETHICS ISSUES section of the ZSUN/OSF submission system must comply with information in Section IV.2 of the JPD.

Section in the ZSUN/OSF system	Subsection	Description
DATA MANAGEMENT PLAN		<p>The data management plan submitted to the ZSUN/OSF submission system concerns the Polish part of the research project.</p> <p>Before completing this section, read the Guidelines for completing the data management plan for a research project.</p> <p>This section must be completed in English. You can tick the answer: “Does not apply” in the relevant section. The NCN acknowledges that in certain projects no research data or similar materials will be generated, reused or analysed. In such cases, a brief description should be provided in reply to question 1.1 How will new data be collected or produced and/or how will existing data be re-used.</p>
SIMILAR RESEARCH TASKS		<p>This section must be completed in English and concerns the Polish principal investigator and Polish entity. Answer all questions and save the data in the proposal form. If the principal investigator is completing or has already completed similar research tasks to the ones presented in the proposal submitted to SHENG 2, he/she must justify the need to have them funded.</p>
PERSONNEL COSTS AND SCHOLARSHIPS RESEARCH EQUIPMENT OTHER COSTS OPEN ACCESS BUDGET SUMMARY		<p>The Polish research teams may plan their research projects in the ZSUN/OSF submission system starting from 2022.</p> <p>To find out more about the rules of planning the costs, read Annex 2 and Regulations for awarding scholarships in NCN-funded research projects .</p> <p>Requested funding for the entire duration of the Polish part of the research project must be at least 250,000 PLN.</p> <p>Costs of the project carried out by the Polish research team and calculation thereof must be the same when specified in PLN in the project budget submitted to the ZSUN/OSF system and in EUR in the joint project description (JPD). The project budget in the joint project description must be converted according to the following exchange rate: 1 EUR = 4.4385 PLN (exchange rate published by the National Bank of Poland on 11 December 2020). Costs of the project in the ZSUN/OSF system must be specified in PLN; in the joint project description (JPD), in EUR, rounded down to total values. The total cost of the Polish part of the research project in the ZSUN/OSF system will be automatically converted from PLN into EUR according to the following exchange rate: EUR 1 = PLN 4.4385. The total cost of the Polish part of the project specified in Sections V.1 and V.3 of the JPD must be consistent with the total cost automatically converted into EUR in the ZSUN/OSF system. Justifications of the costs planned for the Polish research team in the NCN proposal in the ZSUN/OSF system may be copied and pasted to the appropriate section of the joint project description (JPD) concerning justification of the costs of the Polish research team.</p>
Administrative declarations		<p>In this part of the proposal, administrative declarations are added; they must be approved by the Polish principal investigator and authorised representative of the Polish entity</p>

Section in the ZSUN/OSF system	Subsection	Description
Personal data protection		<p>Information on the processing of personal data.</p> <p>Personal data provided in the proposal by the principal investigators and applicants will be processed by the National Science Centre until the end of the projects and settlement thereof (should funding be provided). Afterwards, they will be used for statistical purposes. Any data collected will be processed for the purposes of evaluating proposals, projects and research tasks carried out by the NCN as well as dissemination of information on the calls launched by the NCN.</p> <p>Data processing also includes monitoring, supervision and evaluation of the settlement of the projects funded by the NCN. For more information, see https://www.ncn.gov.pl/dane-osobowe?language=en</p>
<p>ELECTRONIC SUBMISSION <i>The section will appear after clicking "Disable to NCN"</i></p>	<p>Confirmation of submitting the proposal – principal investigator (PI)</p> <p>Confirmation of submitting the proposal – entity</p>	<p>The proposal will be accompanied by a confirmation of submitting the proposal signed by the authorised representative(s) of the Polish entity and Polish principal investigator. Confirmations must bear a qualified electronic signature in PAdES format or a scan of the documents signed by hand must be attached in PDF format. Confirmations are generated automatically by the ZSUN/OSF system at the completion of the proposal under the Electronic submission tab.</p> <p>If the applicant is a group of Polish entities, a confirmation must only be signed by the authorised representative of the leader of the group of entities.</p>

Joint Project Description (JPD)

The joint project description (JPD) as well as CVs with publication lists submitted to the ZSUN/OSF submission system **must be drafted in English**; their templates are annexed to the call announcement. Applicants are not required to have any section of the JPD, CVs or publication lists translated into Polish.

Information in the JPD must comply with information in the appropriate sections of the NCN proposal submitted to the ZSUN/OSF submission system and annexes thereto.

Page limit and formatting: There is a limit of 30 pages for the JPD (page size: A4, font: Arial; font size: 11 or 12, line spacing: 1,5; left-right margins: 2 cm, top-bottom margins 1,5 cm). A JPD file exceeding the limit of 30 pages will be rejected by the ZSUN/OSF system, hence the proposal will not be submitted. Additional explanatory information on particular sections included in the JPD (below section headings) can be deleted in order to save space. Section headings in the JPD and their numbers cannot be deleted.

Section number	Name	I CORE DATA
I.1	Title of the Research Project	The title of the project in English must be identical to the one in the NCN proposal submitted to the ZSUN/OSF and NSFC systems.
I.2	Acronym	The acronym must consist of one word of up to 12 characters. The acronym must be the same for the project when provided in the ZSUN/OSF and NSFC systems and in the JPD.
INFORMATION ON POLISH AND CHINESE PRINCIPAL INVESTIGATORS		
I.3, 4		In this part of the JPD, provide personal data of the Polish and Chinese principal investigators as well as name and contact details of the Polish and Chinese host institutions for the project.
SUBJECT CLASSIFICATION ACCORDING TO THE DISCIPLINE PANELS		
I.5		Polish applicants must select a discipline panel according to the applicable list of NCN panels applicable to SHENG 2, while Chinese applicants must refer to NSFC classification.
KEYWORDS		
I.6		Enter at least one and at most six keywords separated by a semicolon.
FORECASTED PROJECT START DATE		
I.7		Under SHENG 2, joint Polish-Chinese research projects must be carried out over a period of 36 months. It is recommended that the Polish and Chinese projects start at a similar time. The Chinese research projects must start on 1 January 2022, while the Polish research projects must not start before mid-January 2022. The joint Polish-Chinese research projects for which funding constitutes state aid must start between 1 March and 30 June 2022..
SUMMARY		
I.8		The summary should contain: research project objectives, research hypothesis, research project methodology, expected impact of the research project on the development of science and added value of bilateral international cooperation.
II RESEARCH TEAM		
II		<p>In table II of the joint project description (JPD), complete the following information:</p> <ul style="list-style-type: none"> personal data of the principal investigators and members of the Polish and Chinese research teams. PLEASE NOTE! Persons to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget as well as under NCN scholarships for students and PhD students granted pursuant to the <u>Regulations for awarding scholarships in NCN-funded research projects</u> must not be named. In such a case, specify the other members of the research team without entering their personal data but specify their character only (post-doc, scholarship grantee, student, PhD student). In the case of the Polish principal investigator and members of the Polish research team, specify the number of months of career breaks⁴ (if any); specify the host institution for the project; provide the type and nature of the post in the project and scope of tasks to be performed in the

		<p>project.</p> <p>In SHENG 2, there is no optimum number of researchers taking part in the project, but the research team must be appropriate for the research and will be evaluated by the Expert Team.</p> <p>The data in the JPD, in the ZSUN/OSF system and in CVs with publication lists must be consistent.</p>
III DESCRIPTION OF THE RESEARCH PROJECT		
III.1.	Objectives and tasks	In this section, describe briefly the scientific objectives and research tasks to be performed in the project (describe the idea of the project, the scientific problem/hypothesis; scientific objectives with particular attention to the originality of the research project and its importance for the development of science; each objective or task should be described separately).
III.2.	Current knowledge in a given field and preliminary work	In this section, present the analysis of the problem, describe the current state of knowledge in the field under the project; explain novelty of proposed research. The description should explain the research context and justify the innovative impact of the research on the development of science.
III.3.	Work programme including proposed research methods	<p>The work programme must contain:</p> <ul style="list-style-type: none"> • description of research methodology or methods to be used in the project, data management plan, access to specialist research equipment, detailed list of tasks to be performed (in the case of experimental research, a plan of all planned experiments must be attached); • description of possible risks in the research, presentation of critical paths and management plan to avoid or mitigate them; • PLEASE NOTE: Polish applicants must follow the rules on the data management plan in place at the NCN and presented in the call documents (read the Guidelines for completing the data management plan for a research project and complete the appropriate sections concerning the data management plan in the NCN proposal submitted to the ZSUN/ OSF system (in English).
III.4.	Added value of international cooperation; importance of Polish-Chinese cooperation	<p>In this section, describe the added value and importance of Polish-Chinese cooperation (description of the value of the proposed international cooperation with project partners from Poland/China [and other countries, if applicable, and if such partners are funded from their respective national resources]; justify project feasibility, including the possibility of achieving project objectives by the partners from Poland and China as well as their qualifications and commitment to the tasks assigned to them; show the complementarity of such cooperation between the partners and explain how the partners are balanced in relation to the objectives of the project; describe the planned continuation of collaboration after the end of the project.</p> <p>The rationale and complementarity of Polish-Chinese cooperation is subject to merit-based evaluation under SHENG 2.</p> <p>There is no need to submit any additional documents to the NCN to confirm cooperation between the Polish and Chinese research teams applying for funding under SHENG 2</p>
III.5.	Planned results	<p>In this section, refer to the dissemination of project results: scientific publications, presentations at conferences, scholarly monographs, doctoral and habilitation dissertations resulting from the research tasks performed in the project (if any).</p> <p>Please remember that joint Polish-Chinese publications are mandatory for the project submitted under SHENG 2 to be finally evaluated. In this part, describe the impact of the research results on the development of the academic discipline within which the project is implemented and on the economic and social environment as well as describe how the results may be applied in other disciplines.</p>

III.6.	References	List all publications cited in sections III.1 – III.5 of the joint project description.
IV FURTHER INFORMATION		
IV.1.	The Host/Implementing Institution's premises, scientific infrastructure and services to be used within the project	In this section, describe the commitment of Polish and Chinese entities to the project (i.e. whether they provide access to facilities, research equipment, administrative and financial support services and other necessary items). PLEASE NOTE: For Polish applicants only: the administrative personnel costs may only be covered from indirect costs. For more information on the project costs, refer to "Costs in research projects funded by the National Science Centre under SHENG 2".
IV.2.	Ethics Issues	Before completing Ethics Issues section in the ZSUN/OSF system, the Polish applicants must read the Guidelines for applicants to complete the Ethics Issues form in the research project and Code of the National Science Centre on research integrity and applying for research funding . The description of ethics issues in the JPD must concern the entire Chinese research project. PLEASE NOTE: Information provided in this section of the JPD for the Polish research team must be consistent with information in the NCN proposal in the Kwestie etyczne [Ethics Issues] section of the ZSUN/OSF system. Chinese applicants must follow NSFC rules on ethics issues in research, as outlined in the NSFC documents.
IV.3	Cooperating researchers	Provide names of researchers with whom principal investigators cooperated between 2017 and 2020 and researchers who have agreed to cooperate on the project (e.g. co-publishers of papers, co-investigators in research, etc.). Hence, the NCN coordinators will be able to avoid a potential conflict of interest in the course of merit-based evaluation.
IV.4	Similar research tasks	If Polish and Chinese principal investigators have implemented or implement similar research tasks to the ones covered by the proposal, they must justify the need to have the tasks covered by the proposal submitted to SHENG 2 funded. In addition, the ZSUN/OSF section concerning similar research tasks must be completed with regard to the Polish principal investigators and host institutions. Information in the JPD must be consistent with information in the NCN proposal.
IV.5	Use and transfer of intellectual property	When the proposal is submitted, a statement must be signed to the effect that if funding is awarded, the Polish and Chinese applicants will agree on the terms of the use and transfer of intellectual property.
V BUDGET		
V.1.	Costs of tasks planned by the Polish research team	Under SHENG 2, the following cost items may be financed by the Polish applicants: salaries and scholarships, purchase or manufacturing of research equipment, devices and software, materials and small equipment (intangible assets for direct use); outsourcing (outsourced services for the host institution); business trips by members of the research team (including participation in seminar/conference related to the project); visits and consultations (PLEASE NOTE! The costs of consultations and visits of collaborators from the Chinese partner institutions who at the same time receive project funding from National Natural Science Foundation of China are not eligible), other costs (that cannot be included in any other category, including the cost of publications, with the exception of reviewing costs); and compensation for collective investigators. Please remember that the cost of publication of monographs resulting from the research project are not eligible until positively reviewed by the NCN. Indirect costs may not exceed 20% of direct costs. Additionally, indirect costs of up to 2% of direct costs may be spent on Open Access to publications and research data. The project budget must be justified as regards the subject and scope of research, based on realistic

		<p>calculations and must specify the expenditures to be covered by the NCN (eligible costs) in particular years of project performance. All costs must be justified and related to the research tasks in the project. The budget in the JPD must be consistent with the budget in the NCN proposal in the ZSUN/OSF system. We recommend that the justification of the costs of the Polish research team in the NCN proposal in the ZSUN/OSF system be copied and pasted to the appropriate section of the JPD. All amounts in the JPD must be quoted in EUR. PLEASE NOTE! If discrepancies are found in the costs and expenditures provided in the NCN proposal in the ZSUN/OSF system and in the JPD, the proposal may be rejected at the stage of eligibility check. For more information on the eligibility of costs for projects implemented by the Chinese research teams, contact NSFC.</p>
<p>V.3</p>	<p>Budget table of the Polish research team</p>	<p>All amounts in the JPD must be quoted in EUR. Make sure that the costs and amounts in EUR in Sections V.1. and V.3. of the JPD are the same as the amounts applied for in the proposal submitted to ZSUN/OSF. The budget table of the Polish research team in the JPD must be completed by calculating the amounts in the budget in the NCN proposal submitted to the ZSUN/OSF system based on the EUR exchange rate (1 EUR = 4.4385 PLN). PLEASE NOTE! The total cost in PLN in the NCN proposal submitted to the ZSUN/OSF system <u>will be automatically converted into EUR according to</u> the following exchange rate: 1 EUR = 4.4385 PLN (exchange rate as of 11 December 2020) and must comply with the total EUR costs of the Polish research team in the budget table of the JPD.</p>
<p>Information on CVs together with publication lists</p>		
		<p>CVs together with publication lists of the principal investigators and members of the Polish and Chinese research teams must be drafted in English, according to the template provided in the call announcement, and must be annexed to the proposal submitted to the ZSUN/OSF system as PDF files. The following information must be provided:</p> <ol style="list-style-type: none"> 1. Academic and research career: information on academic degrees/titles: date degree/title conferred, institution, discipline. Academic career: start date – end date, institution, position. 2. Publication record: up to 10 most important papers published or accepted for publication (in the case of papers by members of the Polish research teams that have been accepted for publication, attach letters of acceptance from publishers confirming that the papers have been accepted for publication or provide their DOI) in the proposal submission year or over the period of 10 years prior to the proposal submission year. In the case of principal investigators and members of the Polish research team, the 10-year period is extended by any career breaks specified in the form. 3. Information on research project management under national or international calls: only projects in which one acted as the principal investigator and/or projects implemented in the proposal submission year or over the period of 10-years prior to the proposal submission year. In the case of principal investigators and members of the Polish research teams, the 10-year period is extended by any career breaks specified in the form. 4. The most important research achievement. 5. Research experience at home and abroad; 6. Most important prizes and awards: the most important national and international prizes and awards for research and other research activity and research in art.

CONTACT DETAILS

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For more information, read the announcement of SHENG 2 and should you have any more questions, contact the NCN officers.

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