



## CALL FOR PROPOSALS SONATA BIS 8

### DATA REQUIRED IN THE PROPOSAL AND ANNEXES FOR FUNDING A RESEARCH PROJECT AIMED TO ESTABLISH A NEW RESEARCH TEAM<sup>1</sup>,

### CARRIED OUT BY PERSONS WITH AN ACADEMIC DEGREE OR TITLE, WHO HAVE BEEN AWARDED A DOCTORATE WITHIN 5 TO 12 YEARS<sup>2</sup> OF SUBMITTING THE PROPOSAL

*Information required in the electronic proposal form*

#### A. APPLICANT/HOST INSTITUTION<sup>3</sup>

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

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<sup>1</sup> For the purpose of this call, a new research team consists of researchers, including new employees, who do not hold a habilitation degree or a title of professor, who have not yet cooperated with one another as one research team on research tasks funded in competitive calls and who are appointed by the principal investigator who conducts cutting-edge basic research.

<sup>2</sup> The principal investigator is a person who has been awarded a doctorate between 1<sup>st</sup> January 2006 and 31<sup>st</sup> December 2013. This period does not include career breaks related to: maternity leave, adoption leave, paternal leave, parental leave granted in compliance with the Labour Code, nor periods of sickness benefit or physiotherapy benefit granted on account of being unfit to work, including any caused by a health condition requiring rehabilitation. 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.

<sup>3</sup> The applicant who is a natural person enters the data of the host institution in which they intend to carry out the research project. If the applicant is a natural person, the host institution may not be a joint entity. The following are all considered as joint entities: research consortia, scientific networks, research centres of the Polish Academy of Sciences and academic research centres shared by higher education institutions, with the exception of academic research centres established as a unit within a single HE institution. If the applicant is a joint entity they should enter the data of the institution acting as the leader. The leader of the joint entity is the institution employing the principal investigator.

<sup>4</sup> To be filled out in Polish and English. The language versions must be identical.

<sup>5</sup> 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.

<sup>6</sup> Universities provide this information both for the main entity and for its basic administrative unit (in accordance with the university's statute) acting as the host institution for the research project.

<sup>7</sup> No state aid will be awarded in this call.

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



## A.1. PARTNERS/HOST INSTITUTIONS

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

## B. GENERAL INFORMATION

1. Title of the project<sup>4</sup>
2. Discipline panel (*choose only one from the list given*)
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?<sup>9</sup> (*if so, choose relevant country/countries*)
5. Keywords (*other than those in panel descriptions*)<sup>4</sup>
6. Project duration (in months)
7. Number of investigators in the research project
8. Estimated costs in PLN

## C. ABSTRACT

(no more than 1 standard page,<sup>10</sup> in English)

1. Research objective/research hypothesis
2. Research methodology
3. Project's expected scientific and societal impact

### C.1. ABSTRACT FOR THE GENERAL PUBLIC<sup>11</sup>

(no more than 1 standard page<sup>10</sup> 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 RESEARCH<sup>12</sup> (up to 2,500 characters, in English)

### C.3. INFORMATION ON A POTENTIAL CONFLICT OF INTEREST<sup>12</sup>

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.<sup>13</sup>

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<sup>9</sup> 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) disseminating information on the project abroad;
- c) carrying out research tasks by a Polish research team abroad without the participation of investigators from foreign research institutions;
- d) collaboration with researchers from abroad employed by Polish research institutions.

<sup>10</sup> Page format: A4; font: Times New Roman; font size: no smaller than 11; lead: single; margins left and right: 2 cm; margins top and bottom: 1.5 cm.

<sup>11</sup> If the project is recommended for funding, the abstract for the general public will be published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call's results. The abstract should include only such data as the host institution and principal investigator wish to make public on these websites.

<sup>12</sup> Optional.

<sup>13</sup> The final choice of expert reviewers is up to the NCN.



## D. INVESTIGATORS IN THE PROJECT

*Apart from the principal investigator, the members of the research team cannot be academic staff members who hold a habilitation degree or the title of professor<sup>14</sup>.*

*This call allows for the creation of new post-doc<sup>15</sup> type position(s) provided that the aggregate time of employment of all persons employed at such positions is no more than twice the time planned for the project's duration. The minimum duration of an individual employment contract at this position is 6 months.*

*This call requires that a scholarship for a doctoral candidate or candidates<sup>16</sup> must be awarded for the aggregate period of at least 36 months in compliance with the Regulations on awarding scholarships in NCN-funded research projects as adopted by the resolution of the Council of the NCN no 96/2016 of 27<sup>th</sup> October 2016.*

*This call allows for the creation of one specialist auxiliary position<sup>17</sup> at which more than one person may be employed pursuant to a full-time contract of employment, provided that the aggregate time of employment of all individuals employed at such post is no more than the time of the project's duration. The minimum duration of an individual employment at this position is 6 months.*

### D.1. PRINCIPAL INVESTIGATOR'S DATA

1. Given name(s) and surname, professional title/academic degree
2. Research project's location<sup>18</sup>
3. Phone number, ePUAP account address<sup>12</sup>/email address<sup>19</sup>
4. PESEL number/gender, date of birth and country<sup>20</sup>
5. Type of employment<sup>21</sup>
6. Type of post<sup>22</sup>
7. Period of receiving remuneration (in months)
8. Is the principal investigator going to apply for the reduction of their obligatory teaching load<sup>23</sup>?  
(if so, specify the total number of hours of the obligatory teaching load)

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<sup>14</sup> This condition must be met on the final day of submitting proposals under the call, i.e. on 15<sup>th</sup> September 2018.

<sup>15</sup> A post-doc type position is a full-time post, planned by the project's principal investigator for a person at the beginning of their career in research, who has been awarded their doctorate degree within 7 years of joining the project. This period does not include breaks related to: maternity leave, adoption leave, paternal leave, parental leave granted in compliance with the Labour Code, nor periods of sickness benefit or physiotherapy benefit granted on account of being unfit to work, including any caused by a health condition requiring rehabilitation. 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.

<sup>16</sup> According to the Act on higher education of 27<sup>th</sup> July 2005, a doctoral candidate (*doktorant*) is a participant of a doctoral programme.

<sup>17</sup> An investigator collaborating on project-related research problems, having specialist knowledge or experience, e.g. a lab-manager, senior technician etc.

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

<sup>19</sup> 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.

<sup>20</sup> Applies to foreigners.

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

<sup>22</sup> In the project; choose from the list: others.

<sup>23</sup> The host institution that employs the principal investigator under a full-time contract of employment in the capacity of academic teacher (as defined in Act on higher education of 27<sup>th</sup> July 2005), may receive funding to cover a 50% reduction of the principal investigator's obligatory teaching load, amounting to PLN 100 for every teaching hour reduced. The reduction does not apply to principal investigators with remuneration paid from the pool allocated for full-



9. Is the principal investigator a holder of a doctorate<sup>24</sup>?
10. Has the principal investigator before the year of submitting the proposal<sup>25</sup> benefited from maternity leave, adoption leave, paternal leave, parental leave granted in compliance with the Labour Code, or periods of sickness benefit or physiotherapy benefit granted on account of being unfit to work, including any caused by a health condition requiring rehabilitation? (*If so, specify the number of months*)
11. Number of children<sup>26</sup>
12. Legal address, mailing address
13. 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, date of award of academic degree or title*);
2. Achievements:

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

- a) 3-10 of the most important publications<sup>27</sup>, published<sup>28</sup> over a period of 5 years<sup>29</sup> before the submission of the proposal, indicating those in JCR-listed journals, and monographs of international impact (*indicate current five-year impact factor of the journal and the number of citations for particular publications; no self-citations allowed*),
- b) the 3 most important publications from the above list (*it is mandatory to attach pdf files, no larger than 10 MB each; for monographs attach a file with at least the title, copyright page, contents and a selection of fragments containing the author's chief theses*),
- c) the total number of citations for all publications to date, without self-citations, and the h-index value (required source: *Web of Science™ Core Collection*);

### for HS (Social Sciences and Humanities)

- a) 3-10 of the most important publications<sup>27</sup>, published<sup>28</sup> over a period of 10 years<sup>29</sup> before the submission of the proposal, the evaluation of which will take into account the quality of the journal, e.g. whether it is listed in the JCR database or on any other comparable list (if any such apply), and monographs of nationwide or international impact (*where possible, please indicate current five-year impact factor of the journal and the number of citations for particular publications; no self-citations allowed*)
- b) the 3 most important publications from the above list (it is mandatory to attach pdf files, no larger than 10 MB each; for monographs attach a file with at least the title, copyright page, contents and a selection of fragments containing the author's chief theses)
- c) where possible, indicate the total number of citations for all publications to date, without self-citations, and the h-index value (*preferred source: Web of Science™ Core Collection or Scopus*);

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#### *time salaries*

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

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

<sup>26</sup> Women may extend the period after the PhD award by 18 months for every child born or adopted. A woman may choose whichever manner of accounting for career breaks listed in points 10 and 11 she finds preferable.

<sup>27</sup> Titles in the language of the publication. If the publications have not been released in English, translate their titles into English and indicate the original titles in square brackets.

<sup>28</sup> One may list works yet to be published as long as acceptance letters from publishers are uploaded as attachments to the electronic proposal in section I ANNEXES.

<sup>29</sup> This period does not include career breaks indicated in section D.1. In the case of women who completed section D.1.(11), the aggregate career breaks cannot exceed 5 years.



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

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

3. Information concerning all research projects, currently conducted and concluded within 5 years<sup>29</sup> of submitting the proposal (applies only to principal investigator<sup>30</sup>), awarded funding in national and/or international calls (*titles, project numbers, sources of funding, host institutions and a list of publications*<sup>27</sup> resulting from each project separately);
4. Information on similar research tasks carried out, currently or in the past, by the principal investigator (*title of the project, principal investigator, main research tasks, source of funding, justification for the need for funding in the light of similar tasks stated above*);
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 (plenary lectures given as invited keynote speakers, and in the case of research in the field of arts: active participation in international exhibitions, festivals, or other artistic events in visual, musical, theatrical or film arts (*up to 1,500 characters with spaces*)).

### D.3. OTHER INVESTIGATORS

1. Nature of contribution to the project
2. Function in the project
3. Host institution
4. Type of employment<sup>31</sup>
5. Type of post<sup>32</sup>
6. Period of receiving remuneration (in months)

### D.4. SPECIALIST AUXILIARY POST

1. Nature of contribution to the project
2. Function in the project
3. Host institution
4. Type of employment<sup>33</sup>
5. Type of post<sup>34</sup>
6. Period of receiving remuneration (in months)

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<sup>30</sup> In the information on research projects, for the purpose of this presentation of achievements, acting as principal investigator also includes being the leader/coordinator of a research team in international projects or programmes

<sup>31</sup> In the project; choose from the list: full-time remuneration, additional remuneration, scholarship, without remuneration.

<sup>32</sup> In the project; choose from the list: post-doc type, doctoral candidate, student, others

<sup>33</sup> In the project; choose: full-time remuneration.

<sup>34</sup> In the project; choose: specialist auxiliary post.

## E. WORK PLAN

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

## F. BREAKDOWN OF PROJECT'S COSTS<sup>36</sup>

### F.1. GENERAL BREAKDOWN OF COSTS<sup>37</sup>/BREAKDOWN OF PROJECT'S COSTS

#### 1. National Science Centre contribution<sup>38</sup> (in Polish)

Item	Year ...	Year ...	Year ...	Total
Direct costs, including:				
– salaries and scholarships <sup>39</sup>				
– costs of the reduction of the PI' s obligatory teaching load <sup>40</sup>				
– costs of research equipment, devices and software				
– other direct costs				
Indirect costs <sup>41</sup>				
Total costs				

#### 2. Salaries and scholarships for investigators in the project<sup>42</sup>

*(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,<sup>43</sup> all information to be provided in English)*

#### 3. List of the research equipment planned for purchase or construction, devices and software<sup>44</sup>

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

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

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

<sup>38</sup> 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.

<sup>39</sup> The budget for scholarships for each month of the project's duration may not exceed PLN 13,5 K. The principles of granting scholarships are outlined in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 48/2018 of 7<sup>th</sup> June 2018 and the "Regulations on awarding scholarships for young researchers in the NCN-funded research projects," as adopted by the resolution of the Council of the NCN no 96/2016 of 27<sup>th</sup> October 2016.

<sup>40</sup> For applicants who plan to reduce the principal investigator's teaching load and have so indicated in section D.1.(8).

<sup>41</sup> The maximum limit for indirect costs (overheads) is 40 per cent of direct costs, excluding the costs of research equipment, devices and software.

<sup>42</sup> The rules of funding salaries and scholarships are set out in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 48/2018 of 7<sup>th</sup> June 2018

<sup>43</sup> Only in the event of indicating a larger sum of remuneration than the one defined by "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 48/2018 of 7<sup>th</sup> June 2018.

<sup>44</sup> In accordance with the definition set out in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 48/2018 of 7<sup>th</sup> June 2018.



(name,<sup>45</sup> cost estimate, planned year of purchase or construction, location and merit-based justification for the purchase, all information to be provided in English)

**4. Information on other direct costs<sup>46</sup> in the project and their justification**

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

**4.1 Materials and small equipment**

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

**4.2 Outsourced services**

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

**4.3 Conferences and 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 and relevance for the tasks in the project)

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

**6. Specialist auxiliary post**

(justification of the need for the creation of specialist auxiliary post(s), fulfilment of the conditions for employment at such post based on a full-time employment contract, in English)

**F.2. BREAKDOWN OF PROJECT'S COSTS/PROJECT'S TASKS TO BE IMPLEMENTED AT SEPARATE HOST INSTITUTIONS<sup>47</sup>**

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

<sup>45</sup> To be filled out in Polish and English. The language versions must be identical.

<sup>46</sup> Definitions of individual categories of direct costs are set out in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 48/2018 of 7<sup>th</sup> June 2018,

<sup>47</sup> In the case of a joint entity, enter a separate breakdown for each separate host institution not applying for state aid.



**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 *(discipline)* .....  
by ....., in the year .....<sup>48</sup>
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 applying<sup>49</sup> for funding of the research tasks from other sources *(in the event of choosing "I am applying," indicate the addressee of the other proposal and indicate the planned host institution for the project)*.
3. Should I receive funding from another source, I will immediately inform the Centre of this fact and:
  - a) resign from applying for funding of research tasks under this call for proposals,<sup>50</sup> 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,<sup>51</sup> 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 Director of the NCN I will:
  - a) resign from accepting the resources granted for the completion of tasks by the Director of the NCN under this call for proposals<sup>50</sup>, 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<sup>51</sup>, or
  - c) resign from applying for funding of research tasks from other sources.
5. I declare that I am aware that:
  - a) National Science Centre with its registered office in Krakow at ul. Królewska 57, 30-081 Kraków („the Centre”) is the controller of the personal data provided in the proposal.
  - b) the Centre’s designated Data Protection Officer can be contacted via electronic mail at [iod@ncn.gov.pl](mailto:iod@ncn.gov.pl), by phone at +48 12 341 9113 or directly at the registered office of the data controller;
  - c) the Centre processes personal data based on Article 6(1)(c) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) in conjunction with Article 20 of the Act of 30 April 2010 on the National Science Centre (consolidated text Journal of Laws of 2018, item 947);
  - d) personal data will be processed for the purpose of evaluation of the proposal for funding of a research project and, if funding is granted for its completion, for the purpose of supervision, financial and accounting operations, audits performed in the course of and after the completion of the project, evaluation of implementation and settlement of the funding agreement. In addition, personal data will be processed for the purpose of evaluating the Centre’s own tasks, reporting, dissemination of the information on the Centre’s calls for

<sup>48</sup> Applies to PhD holders.

<sup>49</sup> Delete as appropriate.

<sup>50</sup> Applies to natural-person applicants.

<sup>51</sup> Applies to principal investigators not acting as applicants.





proposals throughout the scientific community, implementation of other activities regulated by the generally applicable laws and for archiving purposes;

- e) personal data will be processed for the period necessary to achieve the purposes indicated in point d) and to investigate possible related claims, for the period required by generally applicable laws and for the period of storage as defined by the Centre's records management procedures and the Uniform File Classification System;
- f) provision of personal data is a statutory requirement and without their disclosure the purposes described in point d) cannot be achieved;
- g) the recipients of the personal data may only be entities authorised to collect personal data based on the generally applicable provisions of law, and within the scope defined in article 31 of the Act of 30 April 2010 on the National Science Centre also individuals using the Centre's website;
- h) personal data may be transferred for processing to third party companies or individuals commissioned to provide services. Such third parties process data based on personal data transfer contracts and are also obliged to keep the data being processed confidential;
- i) the data subject has the right to access their personal data, correct their personal data and restrict the processing of their personal data;
- j) the data subject has the right to lodge a complaint with the President of the Office of Personal Data Protection if they consider that the processing of their personal data does not comply with the General Data Protection Regulation.

6. I declare that the project covers research which<sup>49</sup>:

- a) requires permission and/or approval of the relevant bioethics committee;
- b) requires permission by an ethics committee appropriate for testing on animals;
- c) requires permission pursuant to the law on genetically modified organisms and microorganisms;
- d) requires permission and/or approval allowing for carrying out research on protected species or within protected areas;
- e) requires other permissions, in accordance with good practice for a given field/discipline;
- f) involves a clinical trial subject to the act of 6<sup>th</sup> September 2001, as amended, on pharmaceutical law, or to the act of 20<sup>th</sup> May 2010, as amended, on medical products,

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

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

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

7. If this project is recommended for funding, I agree to have the project's abstract for the general public, referred to in section C.1. published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call for proposal's results<sup>50</sup>.



8. I declare that I am the author/co-author<sup>52</sup> 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 Director of the National Science Centre;
  - b) I agree to having the proposal vetted with anti-plagiarism software and to storing the project's contents in the software's database;
  - c) I am familiar with the contents of the *Code of reliable practices of research and applying for funding from the National Science Centre*, and I commit myself to apply it.

## **G.2. STATEMENT BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS APPLICANT;<sup>53</sup>**

### **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 host institution I represent is applying/not applying<sup>49</sup> for funding of the research tasks from other sources (*in the event of choosing "is applying," indicate the addressee of the other proposal and indicate the planned host institution for the project*).
2. Should the tasks specified in this proposal receive funding from another source, I will immediately inform the Centre of this fact and:
  - a) resign from applying for funding of research tasks under this call for proposals<sup>54</sup> or
  - b) notify the natural person acting as applicant of the resignation from applying for funding under this call for proposals,<sup>55</sup> or
  - c) resign from accepting the funding from another source.
3. Should funding for the research tasks specified in this proposal be granted by the decision of the Director of the NCN I will:
  - a) resign from accepting the resources granted for the completion of tasks by the Director of the NCN under this call for proposals<sup>54</sup>, or
  - b) notify the natural person acting as applicant of the resignation from accepting the resources granted for the completion of tasks by the Director of the NCN under this call for proposals<sup>55</sup>, or
  - c) resign from applying for funding of research tasks from other sources.
4. Should the project qualify for funding, acting on behalf of the host institution I represent, I hereby declare – with regard to the part of the project for which the host institution is responsible – to:
  - a) include the project in the financial plan of the host institution;
  - b) employ the project's principal investigator in compliance with the proposal and principles set out for the call;
  - c) employ investigators necessary to conduct the project in compliance with the proposal and principles set out for the call;

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<sup>52</sup> Co-authors should provide the names of all other co-authors.

<sup>53</sup> If the applicant is a joint entity, declarations must be signed by the leader and all partners in the joint entity.

<sup>54</sup> Applies to the authorised representative of the entity acting as applicant.

<sup>55</sup> Applies to the authorised representative of the entity acting as a planned location of the research project.



- d) provide the conditions required for the completion of the research, including access to laboratory/office premises and research equipment required for the completion of the research;
- e) provide the project with administrative and accounting assistance;
- f) supervise the completion of the project and proper disbursement of project monies.

5. I declare that the project covers research which<sup>49</sup>:

- a) requires permission and/or approval of the relevant bioethics committee;
- b) requires permission by an ethics committee appropriate for testing on animals;
- c) requires permission pursuant to the law on genetically modified organisms and microorganisms;
- d) requires permission and/or approval allowing for carrying out research on protected species or within protected areas;
- e) requires other permissions, in accordance with good practice for a given field/discipline;
- f) involves clinical research subject to the act of 6<sup>th</sup> September 2001, as amended, on pharmaceutical law, or to the act of 20<sup>th</sup> May 2010, as amended, on medical products,

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

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

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

6. If this project is recommended for funding, I agree to have the project's abstract for the general public, referred to in section C.1. published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call for proposal's results<sup>54</sup>.

7. I declare that the principal investigator's obligatory teaching load will be reduced by 50%<sup>56</sup>.

8. On behalf of the host institution I represent, I declare that:

- a) I am familiar with the principles of communicating the decisions of the Director of the National Science Centre;
- b) I agree to having the proposal vetted with anti-plagiarism software and to storing the project's contents in the software's database;
- c) I am familiar with the contents of the *Code of reliable practices of research and applying for funding from the National Science Centre*, and I commit myself to apply it.

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<sup>56</sup> In the case when the principal investigator plans to apply for the teaching load reduction



## H. DESCRIPTION OF RESEARCH PROJECT

### SHORT DESCRIPTION OF THE PROJECT

*(up to 5 standard pages<sup>57</sup> in English)*

### FULL DESCRIPTION OF THE PROJECT

*(no more than 15 standard pages<sup>57</sup> in English)*

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

**1. Research objective**

*(scientific problem aimed to be solved by the proposed project, scientific questions and hypotheses)*

**2. Significance of the project**

*(state of the art, justification for tackling scientific problems by the proposed project, justification for the innovative nature of the research, the impact of the project's results on the development of the research field and scientific discipline);*

**3. Work plan**

*(outline of the work plan, specific research goals, results of initial research, risk analysis)*

**4. Methods of research**

*(manner of conducting research, methods, techniques and tools, data reduction and treatment schemes, equipment and devices used in the research);*

**5. Rationale for the establishment of a new research team**

**6. Literature**

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

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<sup>57</sup> Page format: A4; font: Times New Roman; font size: no smaller than 11; lead: single; margins left and right: 2 cm; margins top and bottom: 1.5 cm. The page count includes literature references.



## **I. ANNEXES**

### **Annex no 1**<sup>58</sup>

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 2**<sup>59</sup>

Joint entity agreement

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

### **Annex no 3**<sup>60</sup>

State aid questionnaire

### **Annex no 4**<sup>61</sup>

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

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<sup>58</sup> Applies to entities not receiving any operating support grant from the budget for science. Applicants who are natural persons enter the data for the entity acting as the host institution. This document should either bear a qualified electronic signature, or the signature in the signatory's own handwriting. In any case, the PDF version of the document should be uploaded in the ZSUN/OSF submission system.

<sup>59</sup> Applies to joint entities. The agreement should either bear a qualified electronic signature, or the signature in the signatory's own handwriting. In any case, the PDF version of the agreement should be uploaded in the ZSUN/OSF submission system.

<sup>60</sup> Documents should either bear a qualified electronic signature or the signature in the signatory's own handwriting. In any case, the PDF version of the documents should be uploaded in the ZSUN/OSF submission system – one for each entity listed in the proposal.

<sup>61</sup> Applies to all individuals who in the section on scientific achievements have listed works accepted for publication. A PDF containing all acceptance letters from publishers should be uploaded in the ZSUN/OSF submission system.



Template of annex no 3:

**STATE AID QUESTIONNAIRE**

Acting on behalf ..... established in ..... I declare that for the Entity I represent, the funding requested from the National Science Centre for the completion of a research project titled ..... constitutes/does not constitute<sup>62</sup> state aid, referred to in art. 107 section 1 of the Treaty on the Functioning of the European Union (consolidated version, Official Journal of the EU 2010 C 83, p 1).

*Authorised representative of the entity  
Legible signature*

**STATE AID QUESTIONNAIRE**

1	Is the Entity an enterprise within the meaning of EU competition law (e.g. does it trade in goods or services)?	YES <sup>1</sup>		NO <sup>2</sup>	
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<sup>1</sup> In the case of „YES” move on to question no 2.

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

2	Will the funding applied for exclusively support non-economic activity (i.e. the project does not consist of economic activity, nor is it related to it, nor will its results be used to perform such an activity)? <sup>3</sup>	YES <sup>4</sup> .		NO <sup>5</sup> .	
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<sup>3</sup> In the case of entities other than research and knowledge-dissemination organisations, in order to judge whether a given form of the entity’s activities may considered as a non-economic activity, please consult the decisions of the European Commission (e.g. points 17-25 of the EC decision no N293/2008; points 12-26 of the EC decision no N540/2008; points 51-55 of the EC decision no N470/2008; points 96-108 of the EC decision SA.20829) and the jurisprudence of the European Court of Justice (among others, the judgment in case C-138/11; opinion in case C-205/03 P).

<sup>4</sup> In the case of “YES” move on to question no 3.

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

3	When carried out by one entity, can commercial and non-commercial type activities be dealt with separately, including their costs, funding and revenue? (Evidence of due allocation of costs, funding and revenues may consist of the annual financial statements of the relevant entity).	YES <sup>6</sup> .		NO <sup>7</sup> .	
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<sup>6</sup> In the case of “YES” stop filling out the form and complete the statement. The answers indicate that the NCN resources granted will not constitute state aid, referred to in art. 107 section 1 TFEU.

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

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

*Authorised representative of the entity  
Legible signature*

<sup>62</sup> Delete as appropriate.



## INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

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

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

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

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

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

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

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

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

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

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



## J. CONFIRMATION OF PROPOSAL SUBMISSION<sup>63</sup>

### 1) Template of confirmation of proposal submission by a natural person:

#### **CONFIRMATION OF PROPOSAL SUBMISSION<sup>64</sup> 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..... (in words: PLN .....), planned to be carried out at ....., pursuant to the proposal ID ..... 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 OSF electronic submission system, in particular the abovementioned declarations concerning myself. I declare that the information given in the proposal and attached documents is in accordance with both the facts and the law.

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

#### **CONFIRMATION OF PROPOSAL SUBMISSION<sup>64</sup> UNDER AN NCN CALL BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS THE PROJECT'S HOST INSTITUTION**

On behalf of the entity I represent, I declare that I fully accept the proposal ID ..... submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki/ Obsługa Strumieni Finansowania) electronic submission system under the ..... call for funding of a research project titled "....." with a value of PLN ..... (in words: PLN.....), which, in the event of receiving funding, will be carried out 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 OSF electronic submission system, in particular the abovementioned declarations concerning the entity I represent. I declare that the information given in the proposal and attached documents is in accordance with both the facts and the law.

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

<sup>63</sup> 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.

<sup>64</sup> The original copy should be stored by the end date of the proposal evaluation, and if the project is recommended for funding – by the date of signing the funding agreement.





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

**CONFIRMATION OF PROPOSAL SUBMISSION<sup>64</sup> UNDER AN NCN CALL  
BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY  
ACTING AS THE APPLICANT**

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

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

.....  
*Signature of the legal representative of the applicant<sup>65</sup>*

**CONFIRMATION OF PROPOSAL SUBMISSION<sup>64</sup> UNDER AN NCN CALL  
BY THE PRINCIPAL INVESTIGATOR**

I declare that if funding is awarded to the research project titled “.....” pursuant to the proposal ID ..... submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki/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 OSF electronic submission system, in particular the abovementioned declarations concerning myself. I declare that the information given in the proposal and attached documents is in accordance with both the facts and the law.

.....  
*Principal investigator's signature*

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

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