



Attachment no 1 POLONEZ 3 Call Text

POLONEZ 3 APPLICATION FORM

**DATA REQUIRED IN THE APPLICATION FOR FUNDING RESEARCH FELLOWSHIPS
FOR INCOMING RESEARCHERS**

Information to be entered in the electronic application form.

**Printed version includes only the sections: A1-4 & 10, B, D1.1 & D1.3, G, I:
Attachments 4 & 5**

A. HOST INSTITUTION¹

1. Legal status
2. Name and address (phone number, email address, website)
3. 7-digit community identification number
4. NIP, REGON
5. Organisational status
6. Classification by the regulatory authority
7. Charter status with respect to awarding degrees and 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 questionnaire²
11. Is the entity placed under receivership, in liquidation, or is it the subject of bankruptcy proceedings?
12. Head of Unit (*title/degree, name, position*)

¹ To be filled out with details of the institution where the applicant is planning his/her fellowship. Fellowships may be based in the following entities where research is carried out on a continuous basis:

- 1) research organisations
- 2) university research centres established within a single university structure
- 3) scientific libraries
- 4) enterprises with the status of a research and development centre as defined in the Act of 30 May 2008 on Certain Forms of Support for Innovation Activities
- 5) organisational institutions having legal personality status, established on Polish territory
- 6) enterprises conducting research in a different organisational form than forms set forth in 1-5.

² If the grant is considered state aid, the host institution must apply for state aid.



B. GENERAL INFORMATION

1. Title of the proposal
2. Primary NCN review panel (only one can be chosen from the list)
3. Auxiliary NCN review panels (up to three can be chosen, including one to which the proposal is directly submitted)
4. Key words (other than those included in discipline panel descriptions)
5. Is the research intended as international collaboration?³ (If so, state the country/countries of collaboration)
6. Duration of the fellowship (as planned, in months: 12 or 24)
7. Estimated budget in PLN, including the budget in the first year of the fellowship
8. Number of investigators
9. Date of commencement of the fellowship

C.1. JUSTIFICATION – BASIC RESEARCH⁴ (up to 2,500 characters, incl. spaces)

(Explanation proving the compliance of the proposed research with the criteria of basic research)

C.2. BRIEF DESCRIPTION OF THE PLANNED RESEARCH

(up to 1 standard page)

1. Research objectives/hypothesis
2. Research methodology
3. Expected impact of the planned research on the development of science, civilisation and society

C.3. BRIEF DESCRIPTION OF THE RESEARCH IN LAYMAN'S TERMS, AIMED AT THE GENERAL PUBLIC⁵

³ As international collaboration shall be deemed work on research tasks together with researchers from research institutions located abroad. The following shall not be deemed as international collaboration:

- a) participation in international conferences;
- b) dissemination of the research abroad;
- c) realisation of research tasks by Polish teams abroad, without the contribution of researchers from abroad;
- d) collaboration with foreigners employed by Polish research institutions.

⁴ Optional.

⁵ If the project is awarded funding the description for the general public will be published on the NCN and OPI websites along with the information about the call results. This description should include only information which the applicant wishes to share on these websites.

(up to 1 standard page)

7. State the aim of the planned research, describe the research to be carried out, give reasons for dealing with the subject.

C.4. IMPACT OF THE FELLOWSHIP AND CHOICE OF THE HOST INSTITUTION FOR THE ADVANCEMENT OF THE APPLICANT'S CAREER

1. Description of the host institution

(justifiability of choosing the host institution, adequate research and mentoring support, the research achievements of the host institution in the field of the planned research)

2. Description of the expected outcome of the fellowship for the applicant's career

(Please include also activities other than research, e.g. teaching, if planned)

C.5. ETHICS ISSUES

[HORIZON 2020 Ethics issues table]

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/ethics-eit_en.pdf]

D. INFORMATION ON THE APPLICANT AND HIS/HER RESEARCH PARTNER

D.1. APPLICANT'S AND RESEARCH PARTNER'S PERSONAL DATA

1. Name and surname, title/degree

2. PESEL number/date and place of birth⁶

3. Type of employment

4. Type of position

5. Did the applicant, in the period of 5 years (applies to Life Sciences and Physical Sciences and Engineering) or 10 years (applies to Arts, Humanities and Social Sciences) preceding the date of submitting the proposal, have breaks in his/her research career, such as: parental leave, work outside of the research sector, military service, prolonged illness (*in the case of an affirmative answer, describe the case and give the total number of months*)

6. Will the applicant's family⁷ come to live with him/her in Poland during his/her fellowship as a fellow for a period of 3 months or more?

7. Address, phone number, email address

8. Affiliation (employment) and occupied post(s)

⁶ To be entered by foreigners who do not hold a PESEL number.

⁷ To be understood as spouse/partner and/or child(ren)

D.2. ACHIEVEMENTS OF THE APPLICANT AND HIS/HER RESEARCH PARTNER

Questionnaire about the applicant's achievements

1. Track record of the applicant's career (*name of the university, institute or other organisational unit, field of expertise/specialisation, date of conferment of degree*)

2. Information on achievements:

- for Physical Sciences and Engineering, and Life Sciences

a) 3 – 10 of the most important papers⁸ published over the period of 5 years⁹ prior to the submission of the proposal, including an index of publications in JCR-listed journals and internationally recognised research monographs (indicating the five-year impact factor of the journals and the number of citations per publication excluding self-citations)

b) the total number of citations, self-citations not included; the h-index (*source: Web of Science™ Core Collection*),

c) 3 of the most notable publications from those listed above (*it is obligatory to attach an electronic version of each, in pdf format, not larger than 10 MB each, and in the case of a monograph – a file including at least a front page, an editorial, table of contents and a selection of the fragments containing the author's most important theses must be attached*)

- for Social Sciences and Humanities

a) 3 – 10 of the most important papers¹⁰ published over the period of 10 years¹¹ prior to the submission of the proposal, including an index of publications in JCR-listed journals (the quality of the journal will be a major factor in the evaluation of achievements) and internationally recognised research monographs (if possible indicating the five-year impact factor of the journals and the number of citations per publication excluding self-citations)

b) where possible, give the total number of citations, self-citations not included; the h-index (*preferred sources: Web of Science™ Core Collection, Scopus*),

c) 3 of the most notable publications from those listed above (*it is obligatory to attach an electronic version of each, in pdf format not larger than 10 MB each, and in the case of a monograph – a file including at least a front page, an editorial, table of contents and a selection of the fragments containing the author's most important theses must be attached*)

- and/or for the Arts: music, fine arts, theatre, film

up to 10 of the most important artistic achievements and achievements in research in art (dating from the period of 10 years prior to the submission of the proposal) having a

⁸ Titles of the works in the language of their original publication.

⁹ Breaks in research career (referred to in D.1. 5) above shall not be counted as part of this period.

¹⁰ Titles of the works in the language of their original publication.

¹¹ Breaks in research career (referred to in D.1. 5) above shall not be counted as part of this period.

nationwide or international impact, e.g. the authorship and publication of 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 that has an international impact, directing an international artistic venture

3. Research projects with the applicant as the Principal Investigator or participant (titles and ID numbers of projects, sources of funding, dates and places of research, role in the project, and the list of the chief publications resulting from each project separately)

4. Research experience at home and abroad (*country, institution, type of research expedition, duration*)

5. The most important research prizes and awards (*type of prize/award, place and date*) and other research-related activity (*keynote lectures at conferences, and in the case of research activity in the field of art – active participation in international exhibitions, festivals and artistic events, up to 1500 characters*)

6. Scholarships and awards

7. Other professional experience of importance

Questionnaire about the applicant's research partner's achievements

1. Name and surname

2. Track record of the research partner's career (*name of the university, institute or other organisational unit, field of expertise/specialisation, date of conferment of degree*)

3. Did the applicant's research partner, in the period of 5 years (applies to Life Sciences and Physical Sciences and Engineering) or 10 years (applies to Arts, Humanities and Social Sciences) preceding the date of submitting the proposal, have breaks in their research career, such as: parental leave, work outside of the research sector, military service, prolonged illness (*in the case of an affirmative answer, describe the case and give the total number of months*)

4. Information on achievements:

- for Physical Sciences and Engineering and Life Sciences

a) 3 – 10 of the most important papers¹² published over the period of 5 years¹³ prior to the submission of the proposal, including an index of publications in JCR-listed journals and internationally recognised research monographs (indicating the five-year impact factor of the journals and the number of citations per publication excluding self-citations)

¹² Titles of the works in the language of their original publication.

¹³ Breaks in research career (referred to above in point 3) above shall not be counted as part of this period.

b) total number of citations, self-citations not included; the h-index (*source: Web of Science™ Core Collection*),

c) 3 of the most notable publications from those listed above (*it is obligatory to attach an electronic version of each, in pdf format not larger than 10 MB each, and in the case of a monograph – a file including at least a front page, an editorial, table of contents and a selection of the fragments containing the author's most important theses must be attached*)

- for Social Sciences and Humanities

a) 3 – 10 of the most important papers¹⁴ published over the period of 10 years¹⁵ prior to the submission of the proposal, including an index of publications in JCR-listed journals (the quality of the journal will be a major factor in the evaluation of the achievement) and internationally recognised research monographs (if possible indicating the five-year impact factor of the journals and the number of citations per publication)

b) where possible, give the total number of citations, self-citations not included; the h-index (*preferred sources: Web of Science™ Core Collection, Scopus*),

c) 3 of the most notable publications from those listed above (*it is obligatory to attach an electronic version of each, in pdf format not larger than 10 MB each, and in the case of a monograph – a file including at least a front page, an editorial, table of contents and a selection of the fragments containing the author's most important theses must be attached*)

- and/or for the Arts: music, visual arts, theatre, film

up to 10 of the most important artistic achievements and achievements in research in art (dating from the period of 10 years prior to the submission of the proposal) with a nationwide or international impact, e.g. authorship and publication of 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 that has international impact, directing an international artistic venture

D.3. OTHER INVESTIGATORS

1. Role in the project
2. Part in the project
3. Host Institution
4. Type of employment
5. Type of position

E. BUDGET REQUIRED BY THE RESEARCH

¹⁴ Titles of the works in the language of their original publication.

¹⁵ Breaks in research career (referred to above in point 3) above shall not be counted as part of this period.

(type of expenses, expected cost broken down into (1) salaries for the personnel involved in the research and (2) other costs)

F. FORMS OF FUNDING OF THE FELLOWSHIP

(funding for the applicant;¹⁶ funding for the research proper;¹⁷ indirect costs of the host institution¹⁸; total budget)

1. Duration				
Duration of the fellowship as planned (months) :		Commencement date:		
2. Contribution of the National Science Centre in funding the fellowship				
	Year 2017	Year 2018	Year 2019	Total
	1	2	4	5
Funding for the applicant				
Living allowance				
Mobility allowance				
Family allowance				
Funding for the planned research				
Personnel costs				

¹⁶ The host institution receiving a fellow will be offered a lump sum of EUR 31 500 or EUR 63 000 (the former in the case of fellowships of 12 months, the latter in the case of fellowships of 24 months, respectively) for employing the applicant. The host institution receiving a fellow will be offered a lump sum of EUR 20 700 or EUR 41 000 (the former in the case of fellowships of 12 months, the latter in the case of fellowships of 24 months, respectively) for paying the costs related to the fellow's temporary relocation. For covering the costs of the fellow's family allowance, the host institution will be offered a lump sum of EUR 3 600 or EUR 7 200 (the former in the case of fellowships of 12 months, the latter in the case of fellowships of 24 months, respectively)

Eligible for family allowance are individuals whose spouse/partner and/or child(ren) change their place of residence and come to Poland to stay with them for a period of at least 3 months during the course of the fellowship.

¹⁷ The host institution shall receive funding for the research worth:

a) in the Arts, Humanities and Social Sciences (HS):

- PLN 80 000 for 12-month fellowships,
- PLN 96 000 per year for 24-month fellowships.

b) in Life Sciences (NZ) and Physical Sciences and Engineering (ST):

- PLN 112 000 for 12-month fellowships,
- PLN 160 000 per year for 24-month fellowships.

¹⁸ The host institution's indirect costs shall amount to 20 per cent of direct costs (funding for the applicant and funding for the research proper), including costs of ensuring optimal conditions for the fellow for carrying out his/her research, including providing office/laboratory space and the research equipment necessary for the completion of the research and ensuring sufficient administrative and financial services and support to the fellow, as well as costs of organising study visit(s).

Other costs of research				
Indirect costs				
Total ¹⁹				

1. Personnel costs

(role in the project, project-related remuneration period, total remuneration, type of employment)

2. Information about other direct costs²⁰, justification of costs (type of cost, the amount, relation to the research tasks)

2.1. Materials and small devices (cost, justification and relation to research task)

2.2. Subcontracting (cost, justification and relation to research task)

2.3. Travel costs (cost, justification and relation to research task)

2.4. Visits and consultations (cost, justification and relation to research task)

2.5. Other costs (cost, justification and relation to research task)

2.6. Collective investigators (cost, justification and relation to research task)

¹⁹ All sums in euro referred to in the document are translatable into Polish currency according to the buying rate announced by Bank Gospodarstwa Krajowego S.A. on 8th September 2016, i.e. 1 EUR = 4.2 PLN. Resources thus calculated will be granted and transferred to the host institution of the fellowship, in Polish currency, after rounding up to the nearest whole number.

²⁰ In accordance with Annex 3 to the NCN Council's Resolution no 81/2016 on September 2016 on the terms and conditions of the POLONEZ 3 call for proposals and the regulations on awarding funding for research projects carried out by incoming researchers.

G. APPLICANT'S DECLARATION

1. I hereby declare that on the day of opening the call (i.e. 15th September 2016), I:

- am(was) a holder of a doctoral degree in (*name of the discipline*)²¹, awarded by (*name of the awarding institution*)²²,
- have (had) 4 years of full-time research experience²³.

2. I hereby declare that in the course of the three years preceding the date of the opening of the call for proposals, I did not reside or carry out my main activity (work²⁴, studies, etc.) in Poland for a period longer than twelve months.

3. I hereby declare that the proposed research tasks included in this application neither are nor were funded from NCN resources, or from other sources. I also declare that I am applying / I am not applying²⁵ for funding from other sources (*if "I am applying" was chosen, state the place where the application was filled in and the entity named as the host institution of the fellowship*).

4. I declare that I have not been employed at the host institution indicated in this application on the permanent contract of employment.

5. Should I receive funding for the research tasks specified in this proposal, I will inform the National Science Centre of this fact, and I will:

- a. resign from applying for funding from the National Science Centre, or
- b. resign from accepting funding from another source.

6. Should I receive funding for the tasks specified in this proposal, by decision of the Director of the NCN, I will resign from applying for funding from other sources.

7. I hereby declare that I am not acting as Principal Investigator to any research proposal submitted to an NCN call issued on 15th September 2016 (including POLONEZ 3), or to any research proposal under evaluation or appeal proceedings.

8. I hereby declare that in the period of 3 years preceding 15th September 2016, I was not a Principal Investigator to a research project hosted by a Polish institution, including projects funded by the NCN.

²¹ In accordance with the regulations in force in the country where the degree was awarded.

²² Holders of doctoral degrees attach a document testifying the conferment of a degree, along with a translation of the document, into Polish or English, if the language of the original is neither Polish nor English.

²³ Individuals without doctoral degrees attach documents testifying 4 years of full time experience in research, along with translations of those documents, into Polish or English, if the language of the original is neither Polish nor English.

²⁴ Work in Poland shall be understood as employment by an entity domiciled in the Republic of Poland, on the basis of an employment contract, including part-time work.

²⁵ Cross out the option which is not true for you.

9. I hereby declare that the research which is the subject of the present proposal has been set forth in the *Ethics issues table* indicated in section C5, and I take it upon myself to obtain all such permissions, recommendations and authorisations as may be required to conduct the research at the host institution of the fellowship.

[Ethics issues table in accordance with the template at

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/ethics-eit_en.pdf

A description of the measures taken to ensure that the research is carried out conforming to the rules of good practice in the respective domain/discipline. (up to 2,500 characters).

10. I am aware that:

a) my personal data may be processed by the National Science Centre in accordance with article 23., section 1, subsection 2, of the Act on personal data protection of 29th August 1997, as personal data is vital to tasks specified in the Act of 30th April 2010, on the National Science Centre;

b) my personal data included in the proposal shall be processed solely for the purpose of its evaluation, the evaluation of NCN task realisation and the dissemination of information about NCN calls for proposals, and, in the event of awarding funding – for the purpose of project follow-up and due supervision;

c) my personal data included in the proposal shall be made available to third parties, commissioned by the National Science Centre with the task of the proposal's evaluation and evaluation of NCN tasks realisation, and, in the event of awarding funding to the proposal – with the task of due supervision and managing project follow-up;

d) I am free not to enter my personal data in the proposal, albeit a refusal to give it shall be tantamount to rendering the proposal null and void;

e) individuals whose personal data has been processed by the National Science Centre have the right to access and modify this data in accordance with the Act on personal data protection.

f) the National Science Centre uses anti-plagiarism software and I give my consent to the verification of my proposal with this software and inclusion of the content of my proposal in the software database.

11. I hereby declare that I am aware that NCN applicants shall abide by the rules set forth in the *Code of the National Science Centre on Research Integrity and Applying for Research Financing* and I have familiarised myself with its content and I commit myself to adhering to it.

12. I hereby declare that in the event of being awarded funding, I give my consent to the publication on the NCN's website – along with information on the results of the call for proposal – of a brief description of the research from section C.3.

13. Under penalty of perjury, I hereby declare that the information given in the research proposal no. ID ... and in the attached documents submitted via the National Information Processing Institute online system (OPI) is true, complete and relevant, and it has been provided to the best of my knowledge and on a best effort basis. I confirm that the scans of documents attached to the proposal in the OSF submission system are in accordance with the original documents.

14. I declare that the information included in the print-out of the proposal are in accordance with the information entered into the OSF submission system data base

.....

Applicant's signature

Place and date of drafting the proposal:

H. DESCRIPTION OF THE PLANNED RESEARCH AND DISSEMINATION OF ITS RESULTS

H.1. DESCRIPTION OF THE RESEARCH TO BE CARRIED OUT BY THE APPLICANT DURING HIS/HER FELLOWSHIP

(up to 10 standard pages²⁶)

1. Research objectives

(research problem aimed at being solved by the proposed research, research hypotheses)

2. Significance of the planned research

(state of the art, justification for tackling specific research problems by the proposed research, the impact of the research results on the development of the research field and research discipline, the economic and societal impact)

3. Work plan

²⁶ Page size: A4, font: Times New Roman, size 11(12), single line spacing, margins: 2 (left & right), 1.5 (top, bottom).



(outline of the work plan, critical paths, state of preliminary and initial research indicating the feasibility of the research objectives)

4. Research methodology

(underlying scientific methodology, data reduction and treatment schemes, type and degree of access to the equipment to be used in the proposed research)

5. Literature

H.2. DESCRIPTION OF THE PLAN FOR POPULARISING THE RESULTS OF THE RESEARCH AIMED AT THE GENERAL PUBLIC

(types and frequency of actions, types of groups of audience and their expected size; the description must include at least 2 forms of popularising actions, e.g. seminars and workshops for university and secondary education students, participation in events promoting research, articles in the general press)

I. ATTACHMENTS

Attachment 1²⁷

Copy of PhD diploma and its translation into English or Polish, if the language of the original is neither English nor Polish

Attachment 2²⁸

Document confirming a minimum of 4 years of full-time research experience, and its translation into English or Polish, if the language of the original is neither English nor Polish

Attachment 3²⁹

A list and copies of documents confirming that in the 3 years prior to the call announcement (15th September 2016), the applicant has not resided or carried out his/her main activity (work, studies, etc.) in Poland for more than 12 months

Attachment 4

Information on the commitments made by the host institution of the fellowship

Attachment 5

Information on whether the host institution receives or does not receive state aid, plus a questionnaire

²⁷ To be supplied by applicants with a doctorate. Documents shall be attached as a scan in PDF format.

²⁸ To be supplied by applicants without a doctorate. Documents shall be attached as a scan in PDF format.

²⁹ Documents shall be attached as a scan in PDF format.

Attachment 6³⁰

Information on the research carried out in the host institution of the fellowship in the past 2 years, along with a list of publications and research equipment and other equipment enabling the research.

³⁰ Applies to the entity intended as host institution of the fellowship, which does not receive funds for its core activity from the state budget for science. Documents shall be attached as a scan in PDF format.

