

National Science Centre
Council

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**POLONEZ 3 Call Text
Resolution No. 81/2016
of 8th September 2016
of the NCN COUNCIL**

**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**

Pursuant to Article 18(4) and Article 21 of the Act on the National Science Centre of 30 April 2010 (Journal of Laws 2015.839 as amended), the NCN Council lays down the terms and conditions, as well as the regulations for the **POLONEZ 3 call for proposals for research projects carried out by incoming researchers**, later referred to as “**fellowships**”. This call for proposals aims to develop the careers of researchers through supporting their international mobility and enabling them to carry out ambitious research projects in excellent host institutions in Poland. The call for proposals is co-financed with the Horizon 2020 funds within the Maria Skłodowska-Curie COFUND.

1. Applicants:

Fellowships are targeted at incoming researchers, later referred to as “applicants” who wish to carry out research in:

- 1) research organisations;
- 2) university research centres established within a single university structure;
- 3) scientific libraries;
- 4) enterprises with a research and development centre status as stated in the Act of 30 May 2008 on Certain Forms of Support for Innovation Activities;
- 5) organisational institutions having legal personality status and which have been established in the Republic of Poland;
- 6) enterprises conducting research in other organisational forms than those specified in 1(1)-1(5).

located in the Republic of Poland.

2. Conditions for submitting a proposal:



- 2.1. Only proposals for financing fellowships lasting 12 or 24 months may be submitted.
- 2.2. A proposal may be submitted only by a person who on the call opening date (15 September 2016):
- holds a doctoral degree¹ or has at least four years of full-time equivalent research experience;
 - in the period of the three preceding years has not resided or carried out their main activity (work², studies) in Poland for more than 12 months;
 - in the period of the three preceding years has not had the role of a Principal Investigator in research projects carried out in a host institution in Poland, including a project financed by the NCN;
 - is not full-time employed on a permanent contract of employment in an institution which is indicated as a host institution in the POLONEZ application;
- and has not had the role of a Principal Investigator in any other proposal submitted in response to an NCN call for proposal announced on the 15th September 2016 (including the POLONEZ 3 call for proposals) or any other proposal undergoing an evaluation or appeal procedure.
- 2.3. Proposals must pertain to basic research as stated in the Article 2(3)(a) of the Act on financing science in research disciplines of 30 April 2010 included in the NCN Panels lists, effective on the date of the call for proposal.
- 2.4. The proposal must contain a declaration of the host institution in compliance with the rules laid down in **Attachment 4** hereto, including the host institution's undertaking to, among other things:
- employ the applicant on the basis of a full-time employment contract for the entire period of the fellowship in line with the terms and conditions set forth in item 3.1;
 - provide the applicant with appropriate conditions for their research work, including office/laboratory space and the research equipment necessary to carry out the research;
 - indicate a research partner – an employee³ of the host institution of the fellowship, who provides scientific support with the implementation of the project and helps the fellow integrate with the research community of the host institution;
 - ensure the administrative and financial support of the fellowship, including handling the arrival and stay of the applicant in Poland, and to appoint an administrative officer responsible for these activities;

¹ In the meaning of the law of the country where the degree was awarded.

² Work in Poland is construed as employment by an entity domiciled in the Republic of Poland on the basis of an employment contract, including part-time work.

³ An employee of the host institution is understood as a person employed at the host institution on an employment contract.



- e) organise at least one study visit related to the applicant's professional interests lasting from 1 to 10 business days per year during the fellowship period. Study visits may not be organised in institutions where the fellow has been previously employed. Please note that:
- the first type of institution, where study visits may be organised, includes public or private universities, Polish Academy of Sciences institutes or research institutes as stated in Article 2 (9: a-d) and 2 (10) of the Act on Financing Science;
 - the second type of institution, where study visits may be organised, includes all other institutions, also those located outside of Poland;
 - fellows who realise their fellowships in the first type of institution shall carry out study visits only in the second type of institution, whereas fellows who realise their fellowships in the second type of institution shall carry out visits only in the first type of institution.
- f) support the applicant in obtaining the required consent, opinions, authorisations or permits if the research carried out within the fellowship requires formal certification of compliance with ethical standards.

2.5. The costs of the fellowship must comply with the rules set forth in **Attachment 3** hereto on the costs in the POLONEZ 3 call for proposals.

3. Forms of fellowship financing

3.1. The entity specified by the applicant as the host institution shall receive:

- a) funds to employ the applicant on the basis of a full-time employment contract in the amount of:
- EUR⁴ 31,500 in the case of a fellowship lasting 12 months or
 - EUR 63,000 in the case of a fellowship lasting 24 months;
- b) mobility allowance:
- EUR 20,700 in the case of a fellowship lasting 12 months or
 - EUR 41,400 in the case of a fellowship lasting 24 months;
- c) family allowance⁵:
- EUR 3,600 in the case of a fellowship lasting 12 months or
 - EUR 7,200 in the case of a fellowship lasting 24 months;
- d) research grant amounting to:
- in the domain of Humanities, Social Sciences and the Arts (HS):
- PLN 80,000 in the case of a fellowship lasting 12 months,
 - PLN 96,000 per year in the case of a fellowship lasting 24 months;
- in the domain of Life Sciences (NZ) and Physical Sciences and Engineering (ST):

⁴ All sums in euro, referred to in the document, are translatable into Polish currency according to the exchange 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.

⁵ A family allowance is awarded to persons whose spouse/partner and/or child(children) have changed their place of residence and come to Poland with such persons for the period of at least 3 months during the fellowship period.



- PLN 112,000 in the case of a fellowship lasting 12 months,
- PLN 160,000 per year in the case of a fellowship lasting 24 months;
- e) overheads at 20%.

3.2. The fellowship must start on the first day of a calendar month, not earlier than 1 September 2017 and not later than 1 January 2018.

4. Procedure and deadline for proposal submission

- 4.1. The scope of data to be provided in the proposal and attachments to the proposal for fellowship financing in the POLONEZ 3 call for proposals is specified in Attachment 1 hereto.
- 4.2. The proposal for fellowship financing with the required attachments must be submitted in English electronically in the period from 15 September to 15 December 2016 via the OSF (Financing Streams Handling) available at www.osf.opi.org.pl.
- 4.3. The proposal for fellowship financing printed out from the OSF system with one copy signed by the applicant must be submitted from 15 September to 15 December 2016 to the following address: Narodowe Centrum Nauki, ul. Królewska 57, 30-081 Kraków, with a note: "Konkurs POLONEZ 3" (POLONEZ 3 call for proposals). A proposal with a postmark of the postal operator by the deadline is deemed as having been submitted on time.

5. Proposal evaluation rules:

- 5.1. Proposals are subject to an eligibility check and peer review.
- 5.2. The eligibility check of proposals is carried out by the NCN Coordinators.
- 5.3. An Expert Team may disqualify a proposal as ineligible at a further evaluation stage.
- 5.4. The eligibility check comprises the verification of the proposal's compliance with all the requirements laid down herein.
- 5.5. Only the proposals which have been declared eligible by the NCN Coordinator are peer reviewed.
- 5.6. The peer review is performed by Expert Teams appointed for a specific domain, i.e. HS, ST, NZ and by External Reviewers.
- 5.7. Expert Teams evaluate proposals in two stages:
 - 1) Stage I – a preliminary evaluation takes place on the basis of data provided in the proposal and attachments thereto. It involves two separate reviews by two members of the Expert Team subsequently endorsed by the Expert Team. The second stage of the evaluation covers only the proposals classified on the top positions on the ranking list whose total budget shall not exceed twice the amount of the resources allocated by the NCN Council for each research domain (HS, ST or NZ), as recommended by the Council.
 - 2) Stage II – specialist external evaluation takes place on the basis of the data provided in the proposal and attachments thereto. It involves at least two individual peer reviews by at least two External Reviewers other than the members of the Expert Team evaluating the proposal in stage I (in compliance with Article 11(11) of the NCN Act) and an interview with



the applicant held by the Expert Team members in English using available telecommunications tools. Expert Team members determine the final proposal evaluation on the basis of all the individual reviews, the result of the interview, analysis and discussion of the proposals.

5.8. The proposal evaluation takes into account in particular:

- 1) compliance with the basic research criterion set forth in Article 2(3)(a) of the Act on financing science of 30 April 2010;
- 2) the research achievements of the applicant and his or her research partner employed at the host institution;
- 3) the quality of the research or tasks to be performed;
- 4) the impact of the research carried out during the fellowship on the development of the discipline;
- 5) the impact of the fellowship on the applicant's career;
- 6) the dissemination of the results of the research carried out within the fellowship;
- 7) the adequacy of the host institution selection by the applicant;
- 8) justification of the costs requested;
- 9) the manner of the proposal preparation, enabling its reliable evaluation.

5.9. The following rules apply to the evaluation by the Expert Team:

- 1) the percentage weight of specific criteria in the individual proposal evaluation and the nature of such evaluations are specified in Attachment 2 hereto;
- 2) at the stage of preliminary review referred to in item 5.7 and the external review carried out by experts not sitting on the Expert Team, the proposal is awarded points which serve as a starting point for the discussion on the final evaluation made by the Expert Team and the final number of points awarded;
- 3) additional information obtained during the interview with applicants, referred to in 5.7.2, may influence the final number of points awarded by experts in each category making up 100% of the evaluation score, in accordance with Annex 2 to this resolution. The quality of the presentation of the project by applicants is not a separate criterion;
- 4) the Expert Team's final evaluation decision is based on proposal analysis and the discussion on the reasonability of proposal financing in relation to other proposals submitted in response to the call;
- 5) the final evaluation of a proposal at a specific peer review stage has the form of assigning a rank to the proposal on the preliminary ranking list determined by the Expert Team after stage I and on the ranking list after stage II, on the basis of the number of points awarded;
- 6) a proposal which, as a result of a decision of the Expert Team, was awarded zero points or "no" for any of the evaluated criteria is not eligible for financing;

- 5.10. The Expert Team may recommend financing for proposals which have been awarded at least 75 percent points when the maximum number of points is 100, subject to item 5.11.
- 5.11. The Expert Team recommends financing for fellowship proposals whose total budget does not exceed the total sum of the resources allocated by the NCN Council for each research domain (HS, ST, NZ)
- 5.12. If two or more proposals with the same number of points are ranked at the last position eligible for financing within the number referred to above, the final ranking list order is determined by the degree of interdisciplinarity of the proposed research. Proposals with more interdisciplinary research are preferred. The degree of research interdisciplinarity is evaluated by the Expert Team.
- 5.13. The Expert Team may prepare a reserve list with proposals conditionally recommended for financing, which exceed the total sum of the resources allocated by the Council for a specific domain (HS, ST, NZ), but meet the criteria referred to in item 5.10.
- 5.14. The NCN Director may qualify the proposals referred to in item 5.13 for financing if the applicants desist from signing an agreement for the performance and financing of fellowships referred to in item 5.11. Conditionally recommended proposals must be classified for financing in compliance with the reserve ranking list. The rules set forth in item 5.12 apply to the financing of conditionally recommended proposals.

6. Expert Team selection criteria and procedure

- 6.1. Pursuant to Article 18(7) of the NCN Act, the NCN Council appoints the Expert Team members responsible for proposal evaluations. The Council makes the decision pursuant to the following rules:
 - 1) The candidates are selected from amongst outstanding Polish and foreign researchers, including the awardees of previous NCN calls for proposals, taking into account their research achievements and experience in research project evaluation in Poland and abroad as well as their experience in the realisation of research projects financed as a result of calls for proposals in Poland and abroad.
 - 2) The candidates are evaluated on the grounds of information in available bibliometrics sources describing the achievements of researchers, mainly the Web of Science, as well as Scopus etc., other sources appropriate for specific scientific domains and available lists of people who have been awarded funds in completed Polish and foreign calls for research project proposals.
- 6.2. Expert Team members are appointed in compliance with the rules laid down in the “National Science Centre Expert Corpus – establishment and rules of procedure” appended to the NCN Council resolution of 18/2013 of 14 February 2013, pursuant to the following procedure:
 - 1) The Council, having received opinions on candidates submitted by relevant Commissions, appoints members of Expert Teams for each call, aiming at maintaining gender balance.
 - 2) At the Council's request, the National Science Centre Director appoints Expert Teams for each call.

- 3) The number of Expert Team members should ensure the efficient conclusion of the call procedure and cannot be lower than 5 people.
- 4) Each Expert Team must include foreign experts. Foreign experts mean researchers employed in scientific entities outside the Republic of Poland.
- 5) Expert Team work is managed by the Chairman appointed by the Council at the request of the relevant Council Commissions (K-1, K-2 and K-3) or, during the Team work, by a member appointed by the Chair of the Team.

7. Results of the call for proposals:

The call for proposals shall be concluded and the results announced by 30 May 2017.

8. Financing:

- 8.1. If a fellowship is awarded financing, the National Science Centre Director issues a funding promise and a decision awarding the funds to the fellowship host institution. The agreement on the fellowship performance and funding is concluded on condition that the entity named in the proposal as the host institution employs the applicant as the fellow.
- 8.2. The funds are transferred to the fellowship host institution on the basis of an agreement for the performance and funding of the fellowship concluded by the Director of the National Science Centre with such an institution and the applicant.
- 8.3. The agreement specifies:
 - 1) terms and conditions of the performance of the fellowship;
 - 2) terms and conditions of the applicant's employment;
 - 3) the amount awarded for the performance of the fellowship and the manner of their disbursement by the Centre;
 - 4) measurable and expected results of the research performed within the fellowship, including the obligation to evaluate and publish the results in international publications;
 - 5) the manner and procedure of the Centre's supervision of the fellowship;
 - 6) the manner of the financial settlement of the fellowship;
 - 7) the manner and scope of the final evaluation of the fellowship.
- 8.4. The fellowship host institution is obliged, in the period specified in the decision, to submit to the National Science centre a fellowship draft agreement containing the plan of research and the cost estimate, and to perform other decisions specified in the decision. Failure to meet this deadline is tantamount to reneging on the agreement on the performance and funding of the fellowship.
- 8.5. During the fellowship the applicant must participate in at least three training courses which develop their various competences. The training courses will be organised and financed by the NCN.



- 8.6. During the fellowship the applicant cannot receive remuneration in other projects financed by the National Science Centre.

9. Appeal procedure

- 9.1. The applicant may appeal against a decision refusing to award funds for the fellowship to the Evaluation Review Committee of the National Science Centre Council in the period of 14 days from the date of receipt of the decision. The appeal may be submitted only if the call for proposals procedure has been breached or in the case of any other formal breach.
- 9.2. The Evaluation Review Committee of the National Science Centre Council settles the appeal not later than 3 months from the date of its submission.
- 9.3. If the Evaluation Review Committee of the NCN Council repeals the decision of the NCN Director refusing the funding and sends the proposal for re-evaluation, the following rules apply:
- 1) The document “National Science Centre Expert Corpus – establishment and rules of procedure” and the provisions hereof apply accordingly to the proposal re-evaluation, with reservation that the re-evaluation should be completed within 5 months from the date on which the decision of the Evaluation Review Committee of the NCN Council repealing the decision of the NCN Director became final.
 - 2) As a result of the re-evaluation of the proposal, the Expert Team issues an opinion on the reasonability of awarding funding to the evaluated proposal, taking into account the quality of the proposals previously evaluated in response to the call.
 - 3) If the Expert Team issues a positive opinion, the Director, having endorsed the decision, issues a promise and decision to award funds for the research.
 - 4) The decision, referred to in item 3, has no legal or financial effects for the applicants whose proposals have been awarded financing in the call for proposals, even if the amount allocated to the call has already been fully spent.
 - 5) No proposal may be re-evaluated by experts and Discipline Coordinators who had previously participated in its evaluation, concluded with the NCN Director’s decision and subsequently repealed by the Evaluation Review Committee of the NCN Council.

10. Allocated funds:

The National Science Centre Council determines the value of funds allocated to the fellowship in the POLONEZ 3 call for proposals at PLN **30 million**.

Prof. Michał Karoński

Chair of the National Science Centre Council

