Instructions on submitting the proposal

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Last update: 08.04.2016

POLONEZ 2

funding opportunity for incoming researchers who want to carry out research

in host institutions in Poland

Instructions on submitting the proposal in POLONEZ 2

HOW TO COMPLETE THE POLONEZ 2 APPLICATION FORM

All proposals must be submitted via the NCN electronic submission system OSF. Please consider that there will be a substantial amount of information required in the application form, and a number of attachments which you need to prepare in advance and convert into PDF files before uploading. Therefore it is highly recommended to start working on your proposal in due time to meet the 15th of June 2016 deadline for sending both the electronic and paper versions.

The amount of information we ask for may seem excessive, and some questions appear to be redundant, but a more complex form at the initial stage helps us to process your application more efficiently at the later stage, as well as ensuring we meet all necessary legal requirements and perform a thorough analysis and evaluation of the program.

We kindly ask that you report all errors in the OSF system you may come across during the application process by writing to polonez@ncn.gov.pl. We will do our best to implement all necessary corrections as soon as possible.

A. HOST INSTITUTION DATA

Before filling in your application, please ask the Host Institution for the following information. It is necessary to complete the proposal. This table must not be submitted via the OSF system, it only helps you to obtain information form the Host Institution which must be provided in the OSF system.

I.	Host institution data (level 1)	
	Entity name in Polish	
	Entity name in English	
	Legal Address:	
	Street:	
	Town/city:	
	Postal code:	
	Region:	
	7-digit Community Identification Code:	

	Phone Number:	
	Fax Number:	
	Email address:	
	WWW:	
	Tax Id number:	
	REGON:	
	KRS (optional):	

	Address for correspondence:	
	Street:	
	Town/city:	
	Postal code:	
	Region:	

II.	**Organisational status of the Host Institution chosen from the list:**	
	☐ Institution of HE[1]	
	☐ Academic unit of the Polish Academy of Sciences	
	☐ Research institute, with the exception of institutes incorporated into the Institution of HE	
	☐ International academic institute operating within the territory of the Republic of Poland	
	☐ Polish Academy of Arts and Sciences	
	☐ Foundation	
	☐ Association	
	☐ Others entitled to apply on the basis of the Act of 30th of April 2010[2]	
	☐ Enterprise	
	Does the organisation belong to the public finances sector?	☐ Yes ☐ No
	Is the entity placed under receivership, in liquidation, or is it the subject of bankruptcy proceedings? Pursuant to article 9a, section 1 of the Act of 30 April 2010 on the Principles of Financing Science (Journal of Laws of 2014, item no 1620 with subsequent changes), the proceedings of granting financial resources for science for the completion of tasks referred to in article 5 do not allow for applicants placed under receivership, in liquidation or who are the subjects of bankruptcy proceedings.	☐ Yes ☐ No

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[1] Higher Education
[2] Act of 30th April 2010 on the Principles of Financing Science

	Does the entity receive any operating support grants from the budget for science[3]?	☐ Yes ☐ No

III.	**Head of Unit:**	
	Academic Title in English:	
	Name:	
	Surname:	
	Position/Title in English:	

IV.	**Host Institution (level 2)[4]:**	
	Entity name in Polish:	
	Entity name in English:	
	Street:	
	Town/city:	
	Postal code:	
	Region:	
	Phone Number:	
	Fax Number:	
	Email address:	
	WWW:	

V.	**Classification by regulatory authority[5]**
	☐ Institution of HE supervised by the Ministry of Science and Higher Education
	☐ Military institution of HE (in accordance with article 2.1 item 25)
	☐ State services institutions of HE (in accordance with article 2.1 item 25)
	☐ Arts institution of HE (in accordance with article 2.1 item 26)
	☐ Medical institution of HE (in accordance with article 2.1 item 27)
	☐ Maritime institution of HE (in accordance with article 2.1 item 28)
	☐ Institution of HE or a higher theological seminary run by a church or denominational union

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[3] "Operating support grant" (in Polish: *dotacja statutowa*) is funds that the Host Institution receives in order to be able to perform the tasks defined in its statute, sustaining the continuity of research and development work undertaken in this institution.

[4] A department/division/office etc. within the Host Institution (if relevant), which will be responsible for the POLONEZ project.

[5] The articles cited in section V refer to the Law of Higher Education

VI.	**Charter status with respect to awarding titles and the activity profile of the institution[6]:**
	☐ AUU - university (in the understanding of article 3.1)
	☐ AUT - technical university (in the understanding of article 3.2)
	☐ AUPR - university with an agricultural academic profile (according to the criteria enumerated in article 3.3, independently of the name used by the institution of HE)
	☐ AUPE - university of an economics profile (according to the criteria enumerated in article 3.3, independently of the name used by the institution of HE)
	☐ AUPP - university of a teaching training profile (according to the criteria enumerated in article 3.3, independently of the name used by the institution of HE) University profile (please, fill in): ……………………………………..
	☐ AUPI - university of another profile (according to the criteria enumerated in article 3.3, independently of the name used by the institution of HE) University profile (please, fill in): ……………………………………..
	☐ AP - school of technology (in the understanding of article 3.4)
	☐ AA - academy (in the understanding of article 3.5)
	☐ AS - institution of HE possessing the right to award PhD level degrees in a single discipline
	☐ ZZ - vocational institution of HE (in the understanding of article 2.1.23)
VII.	**State aid questionnaire[7]**
	1. Does the entity run economic activity according to the meaning of EU competition law (e.g. does it provide services or offer goods on the market)?	☐ Yes ☐ No
	2. Will the requested funding for the fellowship be allocated only to the non-economic activity of the entity (i.e. the research does not involve engaging in economic activity, is not related to it and its results will not be used to run such activity)?	☐ Yes ☐ No
	3. If economic and non-economic activity is conducted, can both types of activity, their costs, financing and revenue, be separated? (Evidence of due allocation of costs, funding and revenue can consist of the annual financial statements of the relevant entity).	☐ Yes ☐ No
	Additional questions ONLY for potential state-aid beneficiaries:	
	1. Size of the enterprise* * A large enterprise is an enterprise which does not meet the criteria referred to in Annex 1 to the Commission Regulation (EU)	☐ Micro ☐ Small

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[6] The articles cited in section VI refer to the Law of Higher Education

[7] Applicants unfamiliar with the concept of "state aid" may look at the basic information provided by the European Commission http://ec.europa.eu/competition/state_aid/overview/index_en.html. Polish Host Institutions are encouraged to consult the NCN website dedicated to state aid (in Polish): https://www.ncn.gov.pl/finansowanie-nauki/pomoc-publiczna

	No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.	☐ Medium ☐ Large
	2. Is the project carried out in cooperation with the research organisation referred to in Article 2(83) of the Commission Regulation (EU) No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty?	☐ Yes ☐ No
VIII.	**Collaborating Units[8] within Host Institution (optional)**	
	Entity name in English:	
	Street:	
	Town/city:	
	Postal code:	
	Region:	
	Phone Number:	
	Fax Number:	
	Email:	
	WWW	
	Does the entity receive any operating support grants from the budget for science?	☐ Yes ☐ No

RESEARCH PARTNER'S AND INVESTIGATORS' DATA

I.	**Research Partner**	
	First Name:	
	Second Name:	
	Surname:	
	Position/title:	☐ PhD/Dr ☐ MA/MSc
	Former surname:	
	Phone Number:	
	Fax Number:	
	Email:	
	PESEL:	
	If the Research Partner is a foreigner Date of birth (yyyy-mm-dd): Country:	
	Did the research partner, in the period of 5 years prior to the date of submitting the proposal, have breaks in his/her research career, such as: parental leave, work outside of	☐ Yes ☐ No If "yes", please specify the length

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[8] Collaborating units are departments, divisions etc., which will be involved in the research project presented in your application (if there are any), other than the leading unit selected in section IV of this table.

	the research sector, military service, prolonged illness?	of the leave (months):
	Type of employment in the project:	☐ Full-time position ☐ Non full-time position ☐ No remuneration
	Type of position: (the POLONEZ 2 grant application includes several sections which are shared with other National Science Centre funding schemes, so you are kindly asked to select "Other")	☐ Other
	Project-related remuneration period (months):	
II.	**Co-Investigators' data (separately for each investigator)**	
	Role in the project (in English):	
	Type of employment in the project:	☐ Full-time position ☐ No full-time position ☐ No remuneration
	Type of position: (the POLONEZ 2 grant application includes several sections which are shared with other National Science Centre funding schemes, so you are kindly asked to select "Other")	☐ Other
	Project-related remuneration period (months):	

We also strongly encourage consulting with the Host Institution on these parts of your application:

1. **Description of the Host Institution**
   Justifiability of choosing the Host Institution, adequate research and mentoring support, research achievements of the Host Institution in the field of the planned research

2. **Impact of the fellowship**
   Description of the expected outcome of the fellowship for the applicant's career (including activities other than research, e.g. teaching, if planned)

3. **Description of the plan for popularising the results of the research**

   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. Please note that popularisation of research is considered as actions addressed to the general public, who are not part of the scientific community.

4. **Ethics issues**

   The Host Institution should provide you with information about Polish legislation concerning the ethics issues listed in the table.
   Please remember however, that it is not enough to simply respect national regulations; you will find more support on how to fill in this form in the European Commission document "Guidance - How to complete your ethics self-assessment"

(http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf)

5. **Financial Resources/Financial resources - entity**

You need to agree on the budget (including forms of employment concerning your co-investigators and your research partner, and their salaries) with your Host Institution as they should be familiar with their own internal regulations, tax regulations, and the like.

6. **Attachments**

> **PLEASE, remember to enclose** Attachment no. 4 – Declarations of the Host - INFORMATION ON THE COMMITMENTS OF THE HOST INSTITUTION OF THE FELLOWSHIP **and** Attachment no. 5: State Aid **with your application or have them sent directly to the National Science Centre by the Host Institution, before 15 June 2016.**

Attachments no. 4 and 5 must be the original documents with hand-written signatures and stamps. Scans or copies of these documents are not acceptable. Attachment no 4 and 5 must be completed in English.

B. HOW TO ACCESS THE OSF SUBMISSION SYSTEM

1. **How to log in?**

To log in to OSF please click on https://osf.opi.org.pl and select **Get Login and Password**. When you click on the "**Get Login and Password**" link you will see the following screen:
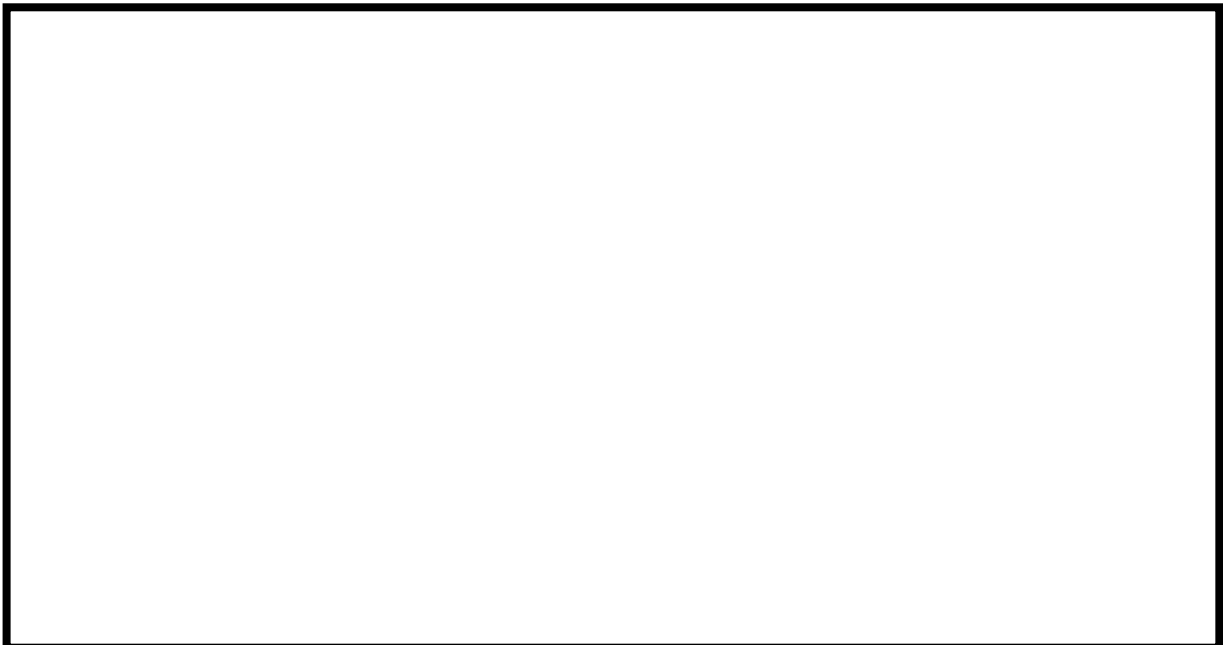
Once you provide your email address, you will see a message in red:
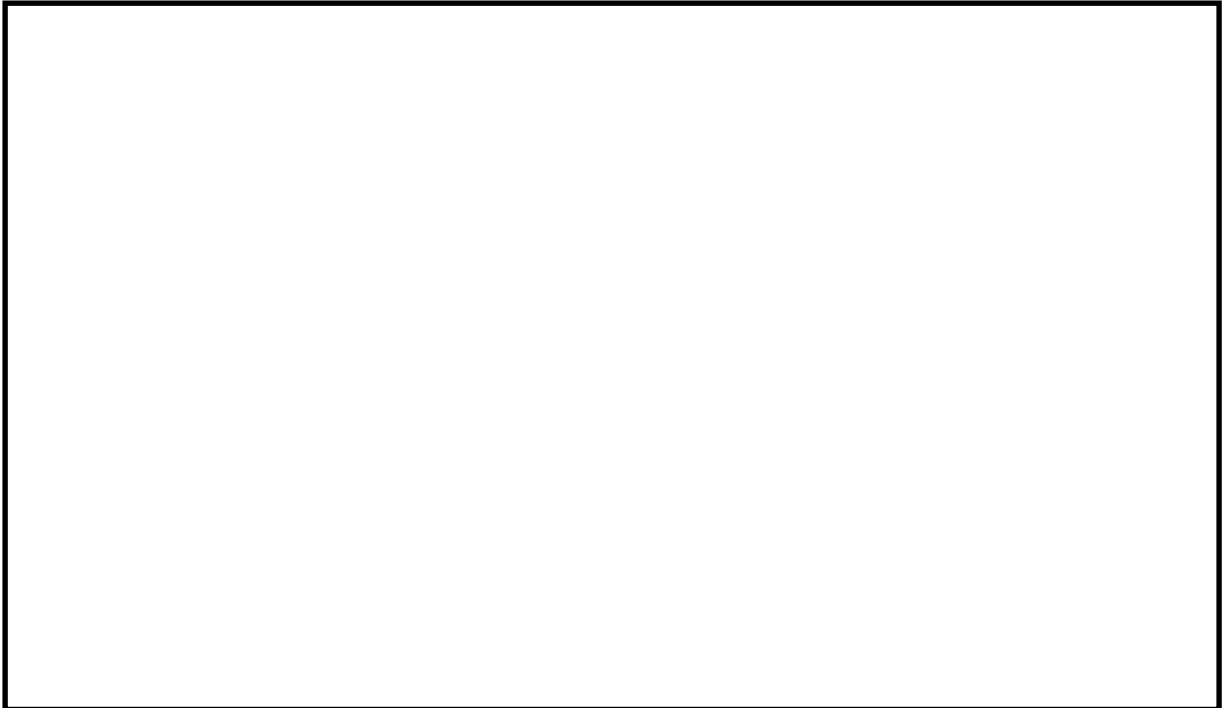
Please note:

1) **it may take a while for you to receive your confirmation email,**

2) be sure to check your "spam" folder if you have not received a message from the OSF system.

The letter from the OSF system reads as follows (slight differences may occur depending on your email programme):
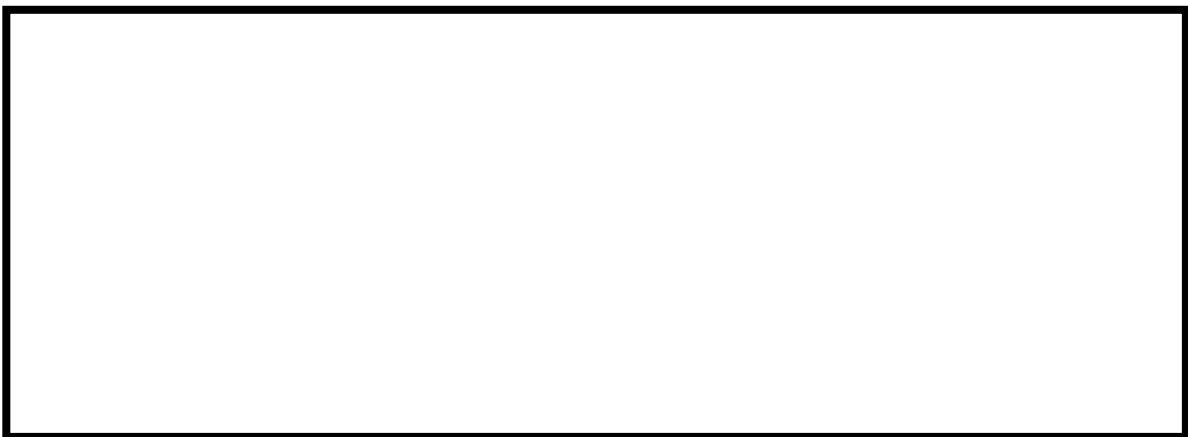
Once you have clicked on the link, you will get a confirmation email containing your login and password details. Please log in with your new password.
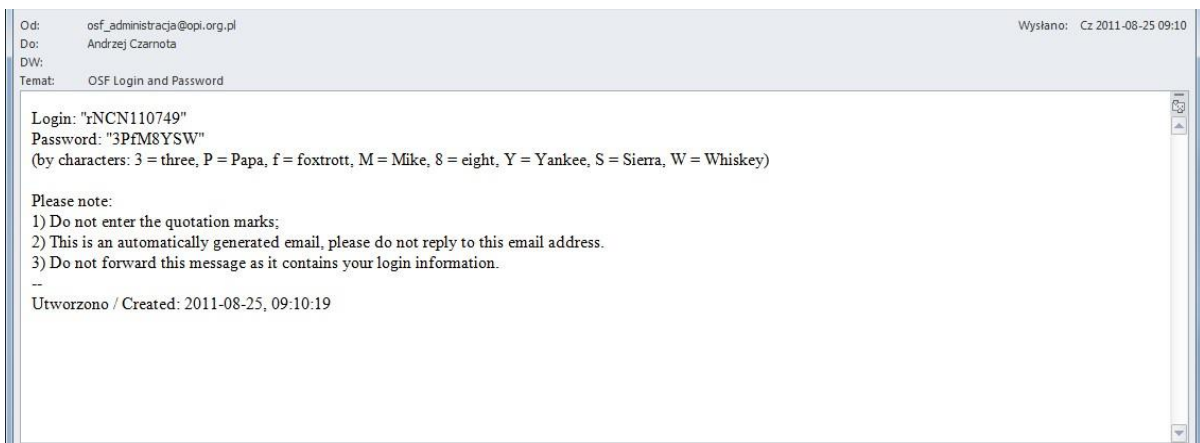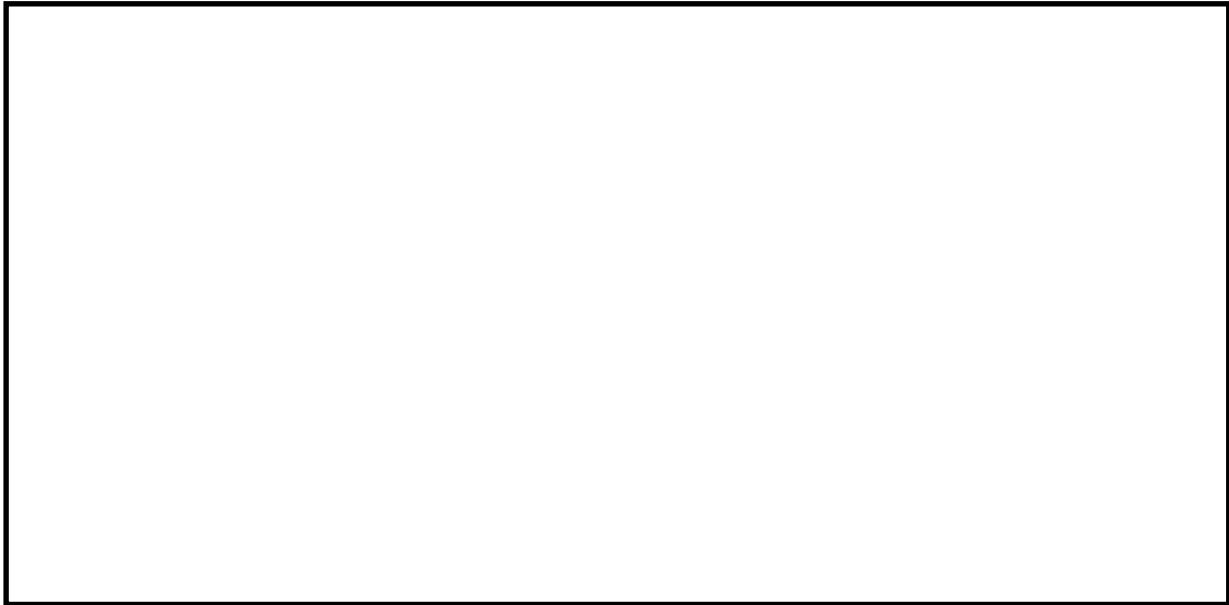
2. The most common problems with the OSF account

➢ **My login username and/or password do not match!**

There are three possible explanations:

a) you did not enter your username or password correctly;

b) your browser remembers your old username and password;

c) your password is no longer valid:

• you may have logged into your account and changed your password. If you forget your password, simply generate a new one following the procedure described above;

• you may have requested a new password more than once. Please make sure that you use your login details as stated in the last email generated by the system.

➢ **My automatic password is impossible to remember. How do I change it?**

Log in and go to: "My personal details\Edit your Password."

3. **Optional step: change your password if you wish to**

You may wish to change your password at any stage of the proposal preparation process. To do so, follow the steps described below:

   a) click on the **Main page** button,

   b) select **My personal data** followed by **Edit Password**,

   c) enter your new password and repeat it using the following box:

Edit your Password

Please make sure that your new password meets all of the following requirements:
1. It must consist of 8 characters or more (the system distinguishes between the lower and the upper case).
2. It must contain at least one letter in the lower case and at least one letter in the upper case.
3. It must contain at least one digit.
4. It cannot be one of your former passwords that you used in the past 3 months.
If you have problem creating a password meeting these requirements, use the "Help me create password" option.

New password: [   ]
Repeat new password: [   ]

Suggest password

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4. **An auxiliary editor**

There is also the possibility to set an auxiliary editor by clicking on the **Auxiliary editors** button. You will find this button in the menu on the left side of the screen, once you have introduced the title of your proposal and the relevant discipline panel in the dialogue box. An auxiliary editor is a person who has the right to access the application and edit it, in order to help with the preparation of the proposal. You can add as many auxiliary editors as you want.

   An auxiliary editor may be added to the proposal in the following ways:

   a) new auxiliary editor – this option should be chosen if the person you want to add has not yet been registered in the system,

   b) by using the option "my applications" you can add a person who has been already registered in the OSF system, in your other applications, as an editor or a reader,

Registered OSF user – using his/her login, if he/she has already been registered in the OSF system.

You can "remove" each of the added auxiliary editors at any time. Please note: in order to enable the auxiliary editor to log into the system, you should inform him/her about the login and password that you selected for him/her in the "auxiliary editors" section of your proposal.

5. Reader

A proposal reader is a person who may ONLY read the content of the application, but may not introduce any changes.

A proposal reader may be added by using three of the following methods:

    a) new proposal reader – this option should be used if you want to add a person who has not yet been registered in the system,

    b) from "my applications" – using this option you can add a person who has been already registered in the system as an editor or a reader,

    c) registered OSF user – using his/her login, if he/she has already been registered in the OSF system.

You can "remove" each of the added readers at any time by using the "remove access to this proposal" option.

Please note: In order to enable the reader to log into the system, you should give him/her the login and password.

C. *HOW TO CREATE YOUR PROJECT PROPOSAL IN THE OSF SYSTEM*

Once logged in, click on the button **New proposal** and then from the list of proposals handled by the National Science Centre please choose the option **"POLONEZ-2** Proposal for a research project carried out by an incoming researcher, co-financed with the Horizon 2020 framework programme within the Marie Skłodowska-Curie COFUND"

Fill in the project title and choose an appropriate discipline panel from the list by which the proposal will be evaluated. The project title and the panel chosen will be later editable in the **"General information"** section.

Then you will see the following screen:

On the left side you will see 16 sections of your proposal, referring to the Host Institution, the applicant, the project description, ethics issues and budget. Each of them should be filled out to fulfil eligibility requirements.

PLEASE ALWAYS REMEMBER THAT

a) in order to provide the information required you need to click on the "edit" button, usually in the right upper corner of each section's main screen, which opens a window with appropriate boxes to fill in;

b) you must save all data entered in the particular edit controls, by clicking the "save" button;

c) the maximum number of pages or characters given for a particular section cannot be exceeded;

d) a "standard type-written page" means: page size: A4, font: Times New Roman, size: 11 (12), single line spacing, margins: 2 (left & right), 1.5 (top/ bottom);

e) all attachments must be PDF files only;

f) the maximum size of each pdf file attached is 17MB;

g) data in some sections ("Brief description of the planned research", "Description for the general public", and "Full project description") may be submitted only by uploading a PDF file including the content required.

h) you can edit and modify all information or change attachments up until the proposal is sent to NCN;

i) you should check the proposal's completeness before submission. In order to do this please click on the "Check completeness" blue hyperlink in the upper part of the screen, and then, when the box appears with a list of all sections requiring modification, click on "view details".
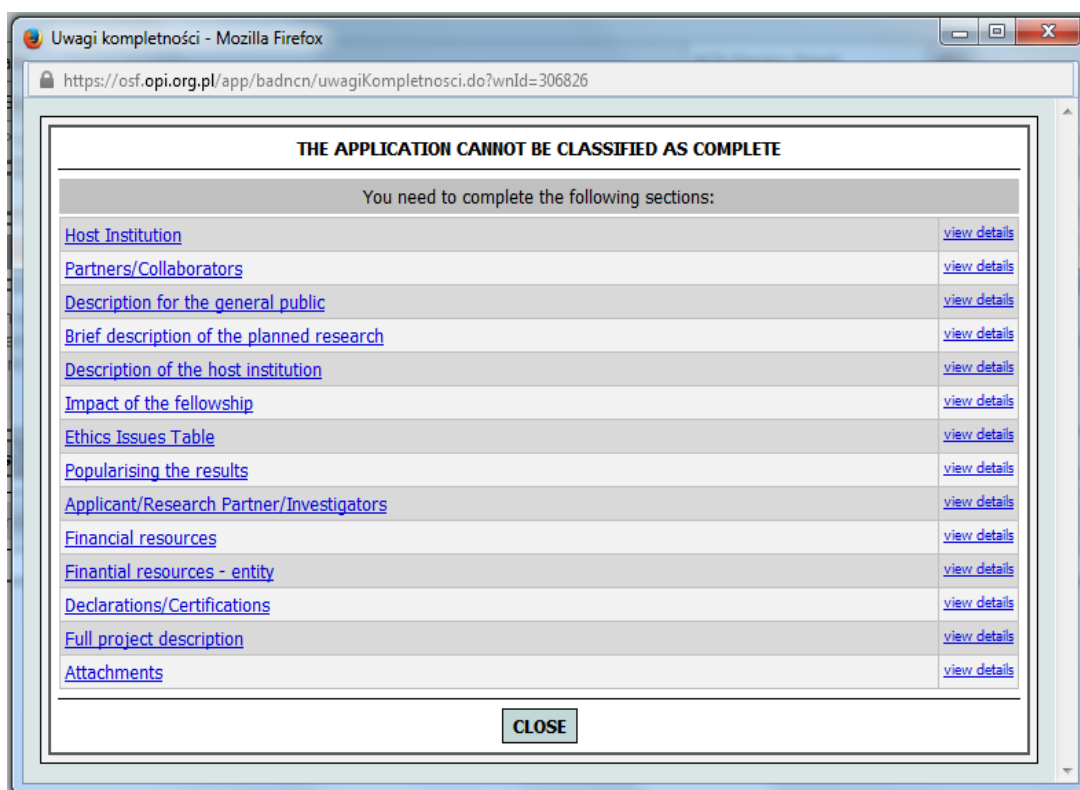
D. HOW TO FILL IN YOUR PROJECT PROPOSAL.

Please start filling out the proposal from two sections: **Host Institution and General Information**. This will make it possible for you (or your auxiliary editor – please see point B.4 above) to edit other sections, such as: Applicant/Research Partner/Investigator, Financial resources, Financial resources – entity etc. Remember that at each stage you can always click on the "check completeness" link, to see whether there is still some data missing in a particular section that you are filling in.

1. HOST INSTITUTION

**We strongly encourage consulting with the Host Institution for this part of your application.**

In order to complete the Polonez 2 application form you will need a lot of detailed information referring to your Host Institution. Please see the table at the beginning of this chapter, which includes a list of questions/data that should be provided by the Host Institution in each section. Make sure the institution provides you with this information before the date you wish to submit the application, or that it is introduced into the OSF system directly by an "auxiliary editor" representing the institution.

Note that there are two options for providing the information in the "Host Institution" section of the application:

Select from the OPI database – preferable for research institutions and organisations

This database created by the National Information Processing Institute (OPI) is a complex IT system that gathers information about science and higher education architecture in Poland.

In order to select data from the OPI database, please enter your Host Institution's name, town or street. Then choose an appropriate institution (level 1) from the list and an appropriate faculty/department/division/office, etc. within the Host Institution (level 2), if relevant.
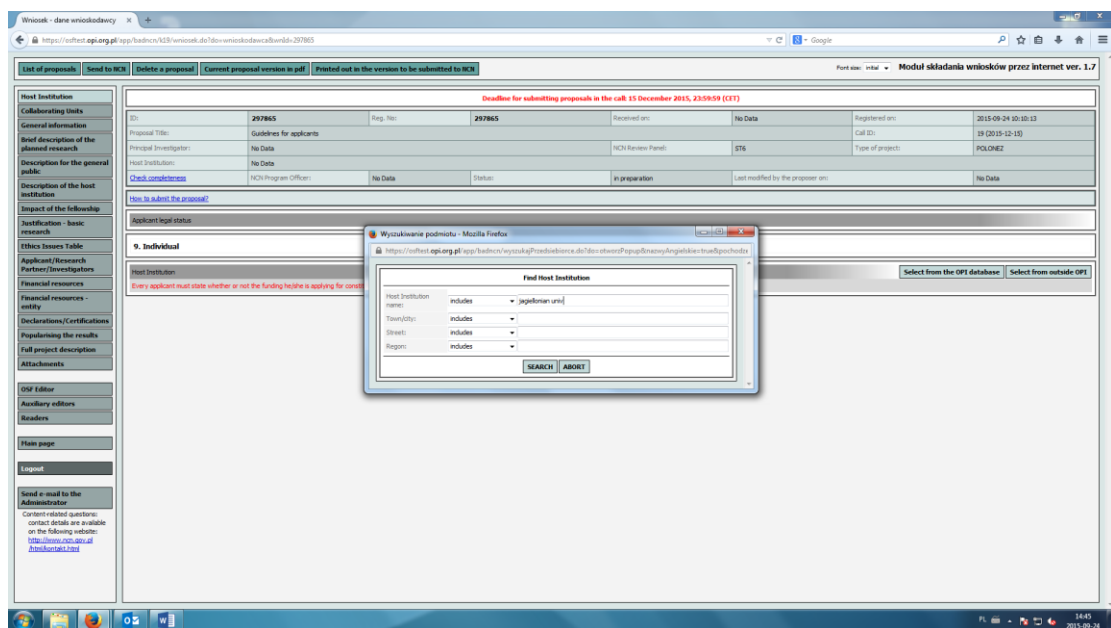

If you see a „+" sign on the left, please click it and select a relevant faculty/department. If you see a link to a "supervisory body" in a line below, please click the last organisation (highest level) listed in this line and then select a relevant faculty/department. Please note, that smaller units supervised by faculties/departments, cannot be selected as host institutions.

As soon as you select the institution some of the information required is automatically imported from the database into your application form, some still needs to be chosen from a drop-down menu or entered into a textbox. Please note that the only field in the "Host

Institution" section that you do not need to complete is the KRS (National Court Register Number) – just tick "not available" if you do not know this number.

Select from outside the OPI – preferable for enterprises, associations and foundations
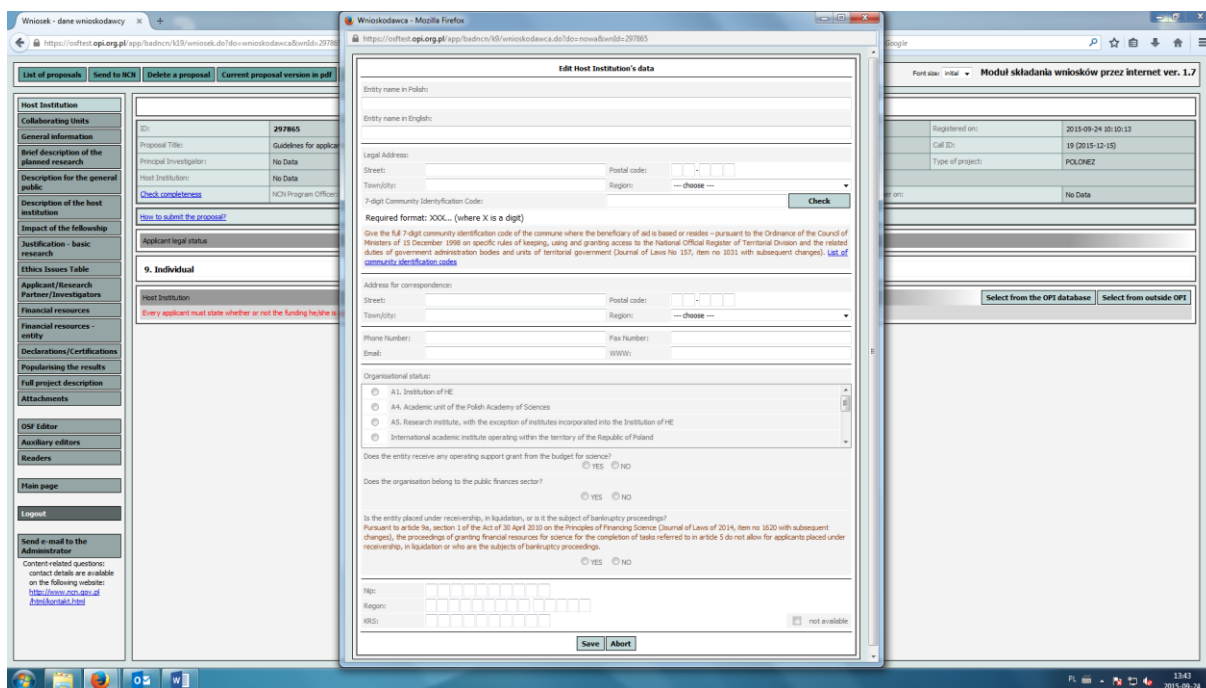
Choosing this option you will need to enter all the information by yourself (please remember that the table provided at the beginning of this chapter, filled in in advance for you by a representative of the Host Institution, would greatly facilitate this task) or ask an institutional "auxiliary editor" to complete it for you. Please do not hesitate to contact your Host Institution if you have any questions or doubts.

STATE AID[9] QUESTIONNAIRE

In this section you are asked to complete the state aid questionnaire. Before you complete the questionnaire, select the "declaration template" option and read the information on the rules for applying for state aid. To fill in the questionnaire, select the "edit declaration" option and answer (YES/NO) to the questions generated by the system. Depending on the answers, you will need to answer one, two or three questions. To make sure your answers are correct, we recommend consulting competent staff from the administrative and financial departments of the Host Institutions. If the financing is classified as state aid for the Host Institution, the applicant should obtain information from the Host Institution on its size (large, medium, small

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[9]   Applicants unfamiliar with the concept of "state aid" may look at the basic information provided by the European Commission http://ec.europa.eu/competition/state_aid/overview/index_en.html. Polish Host Institutions are encouraged to consult the NCN website dedicated to state aid (in Polish): https://www.ncn.gov.pl/finansowanie-nauki/pomoc-publiczna

or micro) and cooperation of the Host Institution with a research organisation in implementing the project.

Once the questionnaire is completed, select the "print declaration" option. The declaration on state aid generated by the system and the completed questionnaire must be printed out, duly signed by a person/persons authorised to represent the institution, and submitted, in paper, to the NCN, either appended to the hard copy of the application sent by the POLONEZ candidate, or sent directly by the Host Institution (since the questionnaire is considered an integral part of the application it should be post stamped on 15 June 2016 at the latest).

2. COLLABORATING UNITS

In the "Host Institution" section, you had an opportunity to select the Host Institution (level 1) and a key organisational unit within it (level 2), which will welcome you as a fellow if your application is successful. In the "Collaborating units" section there is the possibility to add other units (level 2) within your Host Institution (other departments, divisions etc., which will be involved in the research project presented in your application), if there are any.

(The involvement of more than one unit in the project is not considered in the evaluation criteria and it does not increase or decrease your chances of success.)

3. GENERAL INFORMATION

In this section you must include basic information about your proposal, such as:
   a) the title of the proposal,
   b) information on the topic of the proposal,
   c) the duration (fellowship may last 12 or 24 months),
   d) the start date of the fellowship (fellowships must start on the first day of a calendar month, not earlier than 1st February 2017 and not later than 1st June 2017),
   e) the number of project investigators,
   f) key words.

Make sure that the number of project investigators includes yourself, your research partner, and all other co-investigators that you plan to involve in your project, with the exception of "collective investigators" i.e, groups of at least 5 individuals with a uniform scope of work, e.g. a team of pollsters, respondents/subjects etc. (see point 11 "Financial Resources", below)

The "Estimated budget" line will be filled in automatically once you have completed the "Financial resources" and "Financial resources – entity" sections.

You must also state if the research will be carried out in international cooperation, i.e. whether the research tasks will be completed in collaboration with researchers from foreign research institutions. (The involvement of international researchers in the project is not considered in the evaluation criteria and it does not increase or decrease your chances of success.) In this section you also choose a discipline panel that matches your proposal from the drop-down

menu, including the primary review panel and auxiliary review panels (at least one auxiliary review panel specifying a sub-discipline within the selected primary review panel must be selected. The two other review panels are optional and may be selected from other research fields as well, which could be particularly helpful in the case of interdisciplinary projects). Please click on the "**Add"** button to choose auxiliary discipline panels.

POLONEZ applications will be assessed by 3 groups of experts divided by broad research fields – Humanities, Social Sciences and Arts;   Life Sciences; Physical Sciences and Engineering. Therefore, regardless of which panel you choose within one of the three research fields above, it will be discussed by the same group of experts. However, you should strive to select the matching panel to make sure that your proposal receives individual reviews by the experts experienced in your specific research area.

4. BRIEF DESCRIPTION OF THE PLANNED RESEARCH

Here you should provide a short description of the research planned (up to 1 standard page). It should include:
   a) research objectives/hypothesis,
   b) research methodology,
   c) expected impact of the planned research on the development of science, civilization and society.
   This section can only be filled in by uploading a PDF file with the required content.

5. DESCRIPTION FOR THE GENERAL PUBLIC

Describe the research planned within the POLONEZ fellowship in layman's terms, which will make your idea understandable – on a basic level – to the general public outside the research community (up to 1 standard page). You may structure your contribution by answering the following questions:
   a) What is this all about?
   b) Why should the public care?
   c) What is happening now?
   d) Where is it going? What is the goal of your research?

Please note in the event of your project being awarded funding the brief description of the research aimed at the general public will be published both on the National Science Centre and OPI website.

6. DESCRIPTION OF THE HOST INSTITUTION

We strongly encourage consulting with the Host Institution on this part of your application.

In this section you should justify your choice of Host Institution, taking into consideration:

a) the compatibility of the Host Institution with your research interest,

b) the Host Institution's research achievements in the field of the planned research,

c) adequate research and mentoring support.

7. IMPACT OF THE FELLOWSHIP

We strongly encourage consulting with the Host Institution on this part of your application.

Here you should describe the expected impact of the fellowship on your career. Please include also the activities other than research (e.g. teaching) which will contribute to the development of your transferable skills, if such activities are planned within the scope of the project.

8. JUSTIFICATION – BASIC RESEARCH (OPTIONAL SECTION)

Please justify (up to 2,500 characters with spaces) that the research planned within this proposal meets all *basic research* criterion. *Basic research* is defined as experimental or theoretical endeavours undertaken to gain new knowledge of the foundations of phenomena and observable facts, without any direct commercial use.

Filling out this field is not obligatory. It is, however, advisable to fill it in, if you expect that the character of the project might suggest it is "commercially driven", and raise concerns during the review process.

9. ETHICS ISSUES TABLE

We strongly encourage consulting with the Host Institution on this part of your application.

In this section you should answer a number of Yes/No questions referring to various ethics issues of your research which you will find in 10 different sub-sections.

> If you flagged any of the ethical issues included in the Ethics Issues Table at the end of this section, please describe the measures taken to ensure that the research is carried out conforming to the rules of good practice as well as national and EU regulations in the respective domain/discipline. Please refer to each identified issue separately and provide a relevant explanation. It is highly recommended that you consult the European Commission document "Guidance - How to complete your ethics self-assessment"
> (http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf) while completing the table.

Please note that if an Expert Panel assessing the proposal on the first stage of the merit-based evaluation states that ethics issues are evident, but have not yet been acknowledged by the applicant, the proposal will be rejected

10. APPLICANT/RESEARCH PARTNER/INVESTIGATORS

Applicant's personal data

Here you shall provide basic information about yourself, such as name, degree/title, date and place of birth, address, affiliation.

The POLONEZ 2 grant application includes several sections which are shared with other National Science Centre funding schemes, such as "type of position". However, in the case of POLONEZ, you are kindly asked to select "Other".

You should also indicate any career breaks taken in the period of:

a) 5 years in the case of Life Sciences, Physical Sciences and Engineering;

b) 10 years in the case of Arts, Humanities and Social Sciences

before submitting the application.

Please describe the reasons for taking a break (e.g. parental leave, military service, work outside of research sector, prolonged illness) and provide the total number of months.

In this section you shall also inform the NCN if your family will come to live in Poland during your fellowship for at least 3 months. This entitles you to receive a family allowance (see section IV FUNDING in the Guidelines, above). Please, note that if your family lives in Poland already at the stage of your application, you will not be entitled to family allowance, as this is dedicated to support the **international mobility** of families.
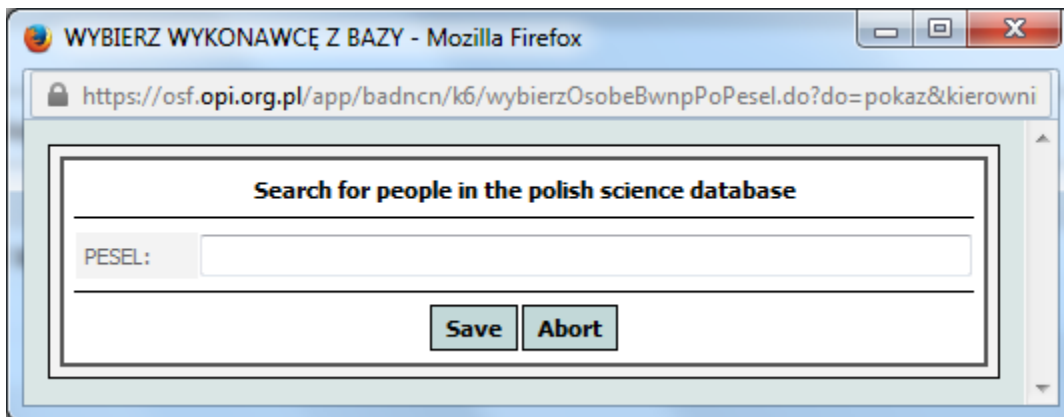
Research partner's personal data

There are two options for providing the information in the "Research partner" section of the application:

➤ "Select from the OPI database" – this database, created by the National Information Processing Institute (OPI), is a complex IT system that gathers information about science and higher education architecture in Poland. In order to find a researcher in this database, please provide his/her PESEL (personal identification number).

➤ "Select from outside OPI".

Please note that if you decide to fill in your research partner's data "from outside OPI" and they have already been included in the OPI database, the system will recognise the PESEL number and ask you to go back and select the partner from the OPI database.
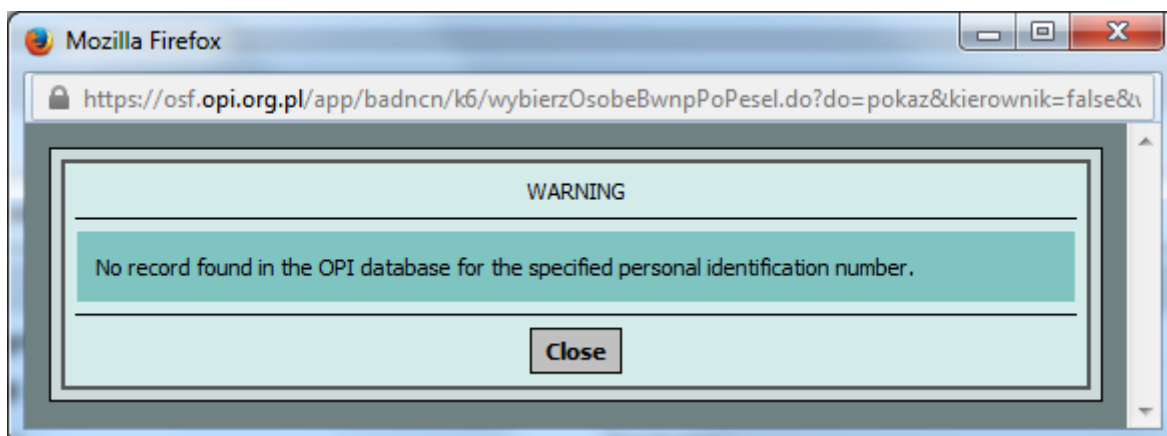
It is best therefore to start by clicking on the "Select from the OPI database" and introducing the PESEL number.

If your research partner is already included in the system – the form will fill up with some data automatically, while others will still require editing. **You will get access to the section of the form where your research partner's track record should be reported only after you complete all personal information fields.**

If your research partner is not in the OPI database – you will be informed by the system that no record was found. Then click the "Select from outside OPI" button, and fill in the box as required.

Achievements of the applicant and his/her research partner

1) **Questionnaire on the applicant's achievements**

Here you should include:

a) your academic track record,

b) a list of your publications, number of citations and the h-index, if relevant, (and attach the 3 most notable publications) or – in the case of Arts – a list of your most important research and artistic achievements,

c) realised research projects,

d) information about your research experience, as well as the most important prizes and awards,

e) information on your professional achievements other than research (business, industry, etc.).

For detailed instructions please see [Attachment 1 APPLICATION FORM to the POLONEZ 2 Call Text](#) – D 2.

2) Questionnaire on the applicant's research partner's achievements

We strongly encourage consulting with the Host Institution and research partner on this part of your application.

A research partner is the person indicated by the Host Institution (an employee of this institution) responsible for supporting your integration with the research community of the Host Institution, and willing to share with you his/her research experience and knowledge to support the implementation of your research project. You may have several co-investigators in the research team working on your project but **only one research partner**. Your research partner must be included in your proposal in the number of "project investigators" (see point 3, "General Information", above), and they will also appear in the "Financial Resources" section dedicated to investigator/staff costs. (see point 11 below). (However, it is not compulsory that he/she is directly involved in the execution of specific research tasks).

The research partner may receive remuneration:

a) from direct costs – provided that they participate in research tasks planned by the fellow;

b) from indirect costs (e.g. for organising a study visit for the fellow) – upon the decision of the Host Institution.

The research partner together with the Host Institution should support the applicant in writing a proposal.

In the questionnaire on the partner's achievements, you should provide information about your research partner and:

a) his/her track record,

b) his/her career breaks,

c) a list of his/her publications, number of citations and the h-index ,if relevant, (and attach the 3 most notable publications) or – in the case of Arts – a list of his/her most important research and artistic achievements;

For detailed instructions please see Attachment 1 APPLICATION FORM to the POLONEZ 2 Call Text – D 2.

Information on the personnel involved in research tasks

Within the POLONEZ grant, you may employ personnel that will be involved in research tasks. In this section you should add information on their position or role in the planned research and indicate the character of this position (if he or she will receive full-time remuneration or other), without providing their names. You should also provide information on how many months they will be engaged in the planned research. For more information please see Attachment no 3 ELIGIBLE COSTS to the POLONEZ 2 Call Text section A. 2.2.1. In the section *Budget* of the proposal you must also describe the scope of their work in the research and estimate their salary[10].

11. FINANCIAL RESOURCES

There are two sections referring to budget: "Financial resources" and "Financial resources – entity". **We strongly encourage consulting with the Host Institution on this part of the application, as well as checking carefully the eligibility of the planned costs in the** Attachment no 3 ELIGIBLE COSTS to the POLONEZ 2 Call Text**.**

In this section you should provide a budget table of the planned research. Please keep in mind that the costs must be calculated in PLN[11] (gross).

The first sub-section "**Forms of funding the fellowship"** is filled in automatically based on the data entered under "General information" and "Financial resources – Entity" section, which you will be working on at a later stage.

The second sub-section, "**Budget",** is divided into two tables: **Investigator/Staff costs** and **Other direct costs.**

Investigator/Staff costs

Before you fulfil this table please complete the section **Applicant/Research Partner/Investigators**. The system will copy the names of investigators and partner, the type and character of their position as well as the research-related remuneration period. Then you should fill in the table with information on the scope of work performed within the research project by yourself and other personnel as well as the total salary (gross) intended for the personnel.

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[10] There are no regulations concerning the salaries for co-investigators or the research partner. Please remember however that during the peer review process, experts will evaluate your budget as "justified" or "unjustified".

[11] According to the POLONEZ 2 Call Text, the EUR exchange rate amounts to EUR=4.1881 PLN.

Please note that there is no possibility to finance **scholarships** for undergraduate, graduate or PhD students within the framework of the POLONEZ funding scheme. **You may plan the financial remuneration for the students involved in your project, but it will not be classified as "scholarship" for tax purposes.**

Please remember that the purpose of this table is to list research-related tasks to be performed by each individual investigator. Administrative and other types of duties are not to be included and their cost should be covered from the overheads.

Other direct costs

The Other costs table is divided into the categories below:

    a) Materials and small devices (expendable goods for direct use in the project)

    b) Outsourcing and subcontracting

    c) Travel and subsistence costs (business trips), including conference attendance fees of research team members

    d) Visits and consultations

    e) Other costs (not listed in other categories, including the cost of disseminating the research results)..

    f) Collective investigators (groups of at least 5 individuals with a uniform scope of work, such as teams of pollsters, research respondents/subjects etc.)

Please add items within the categories and indicate their costs. **A detailed description of these categories may be found in the** Attachment no 3 ELIGIBLE COSTS to the POLONEZ 2 Call Text.

12. FINANCIAL RESOURCES – ENTITY

In this section you should provide only information about personnel costs and other direct costs for research, **divided into particular calendar years**. Information on "Funding for the applicant" will be automatically incorporated by the system after filling out **General Information**. Please remember that:

    a) the total sum in the "Personnel costs" line, must correspond to the sum of the "Total salary cost on grant" of all researchers included in the "Investigator/Staff Costs" sheet of the "FINANCIAL RESOURCES" section (see point 11 above),

    b) the total sum in the "Other direct cost for research" must correspond to the "Other costs" sheet in the "FINANCIAL RESOURCES" section, **including also "Collective investigators"** (see point 11 above). **Note, that "Collective investigators" are not to be included in "Personnel costs".**

If the data in the "FINANCIAL RESOURCES" and the "FINANCIAL RESOURCES – ENTITIES" sections is contradictory, an alert in red font will appear under the budget table in the "FINANCIAL RESOURCES" section.

13. DECLARATION / CERTIFICATION

This section includes declarations which must be signed by the applicant, including issues such as:

a) possession of a PhD degree or 4 years of full-time research experience,

   Researchers in possession of a PhD degree should also indicate the date of the PhD award, the name of the institution where it was obtained, as well as the discipline in which the degree was awarded.
   Please answer two YES/NO questions and if you are a holder of a doctoral degree enter the name of the discipline, the name of the awarding institution and the date of the PhD award.

b) confirmation that you spent at least 24 months outside of Poland in the period between 15th March 2013 – 14th June 2016,

c) participation in NCN-funded research projects,

d) applying for grants from other sources (it is also required to name the institution where the proposal has been submitted),

e) ethics issues included in the proposal (for more information please see point 9 ETHICS ISSUES),

f) consent to process your personal data for the purpose of the proposal evaluation.

g) submission of only one application within the POLONEZ 2 call.

14. POPULARISING THE RESULTS

We strongly encourage consulting the Host Institution on this part of your application.

In this section you should describe actions taken in order to popularise the results of your research. Please list at least 2 types of activities you plan to do and explain what group and what target they are aimed at. You may choose activities such as, for example:

a) seminars and workshops for university, secondary or primary education students,

b) participation in events promoting research,

c) articles in the general press,

d) organising exhibitions or concerts.

Please remember that participating in scientific conferences is not considered as popularising the results of the research project.

15. FULL PROJECT DESCRIPTION

Here please describe the research you plan to perform within the POLONEZ fellowship (up to 10 standard pages). The description should include the following:

a) research objectives,

b) significance of the planned research,

c) work plan,

d) research methodology,

e) literature.

Data may be submitted by uploading a PDF file, the content of which will be displayed according to the above description.

16. ATTACHMENTS

In this section please attach pdf files of all attachments required.

Attachment 1 (submitted only by applicants who have a PhD degree)
Copy of PhD[12] (or equivalent) diploma and its translation into English or Polish, if the language of the original is neither English nor Polish.
  ➤ A scan of this document together with the translation (1 file) should be attached to the electronic proposal (no hard copy required).

Attachment 2 (submitted only by applicants who do not have a PhD degree)
A document confirming a minimum of 4 years full-time research experience, and its translation into English or Polish, if the language of the original is neither English nor Polish. There is no specific template for the documents. PhD studies are considered to be full-time research experience.
  ➤ Scan(s) of the document(s) with the translation should be attached to the electronic proposals (no hard copy required).
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If you have a PhD and 4 years of full-time research experience you will be asked to attach only your PhD degree.

Attachment 3
A list of documents confirming that in the 3 years prior to the call announcement (15th March 2013 – 14th March 2016) the applicant did not reside or carry out his/her main activity (work, studies, etc.) in Poland for more than 12 months. These documents can be, for example: flat rental contracts, bills, a certificate of employment, a residence permit, insurance contracts, tax declarations, proof of payment of tuition fees etc. Please note that a scan of a passport containing stamps or visas is not sufficient. We kindly ask you to attach the other documents listed above also.

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[12] In the meaning of the law of the country where the degree was awarded.

Please attach:

- ➢ A **list** of all documents that you provide, in pdf format (a word-format of the list template is available for download under the link "Attachment example"), including information about the dates covered by each document, the name/title of the document in English, and a brief English description of the content,
- ➢ Scans of **all documents** that you have included in the list mentioned above.
- ➢ The documents must confirm that the applicant stayed outside of Poland for minimum 24 months in the timeframe between 15th March 2013 – 14th March 2016.

These documents do not have to be translated, no hard copies required.

Attachment 4

We strongly encourage consulting with the Host Institution on this part of your application.

Information on the commitments made by the Host Institution of the fellowship.

(Please see Attachment 4 DECLARATION OF THE HOST to the POLONEZ 2 Call Text**)**

This attachment includes information on the Host Institution's commitments to the fellow. In this document, the Host Institution should also describe a planned study visit for the fellow (please see also part III of the Guidelines, "Host institution of the fellowship").

- ➢ A scan of this document signed by a representative of the Host Institution should be attached to the electronic proposal; **a hard copy (the original version with hand-written signatures and stamps) should also be sent to the NCN (it may be sent directly to the NCN by the Host Institution, provided that the deadline of 15th June 2016 is respected, see part F, "HOW TO SUBMIT THE PROPOSAL", below).**
- ➢ Attachment no 4 must be filled in in English. Scan/copy of paper version of this attachment is not acceptable.

Attachment 5

We strongly encourage consulting with the Host Institution on this part of your application.

Information on whether the Host Institution receives or does not receive state aid

(Please see Attachment 5 STATE AID to the POLONEZ 2 Call Text)

- ➢ Attachment no 5 must be filled in in English. Scan/copy of paper version of this attachment is not acceptable..
- ➢ Attachment no 5 should be printed from the OSF system, from the section "Host Institution". After filling in the "State aid questionnaire", there will be a possibility to print out this attachment (by clicking "Print declaration").

> ➢ A hard copy of the document signed by a representative of the Host Institution should be sent to the NCN (it may be sent directly to the NCN by the Host Institution) by the 15th of June 2016.

Please note that Attachment no 5 is not visible in the section "Attachments". It is located in "Host Institution" section and can be printed directly from there.

Attachment 6 (submitted only by Host Institutions which do not receive an operating support grant [13])

Information on the research carried out in the Host Institution of the fellowship in the past 2 years, along with a list of publications. research equipment and other equipment facilitating the research

> ➢ A scan of the document signed by a representative of the Host Institution should be attached to the electronic proposal, **no hard copy required**.

E. *HOW TO PROOFREAD YOUR PROPOSAL*

In order to print out the information included in the application form, please click on the "current proposal version in pdf" button on the top of the screen.

ATTENTION: this printout is a tool that allows you to proofread your application and should not be confused with the "Printed out in the version to be submitted to NCN". (see below)

F. *HOW TO SUBMIT THE PROPOSAL*

After filling out the proposal, printing out 1 paper copy (use the button: "Printed out in the version to be submitted to NCN") and signing it as required, a digital version of the documents should be made available to the National Science Centre by clicking on the "Send to the NCN" button (you can find both buttons on the top of the screen). After that no changes and modification are possible. The completed procedure will be confirmed by a change of status in the proposal's heading to "sent." The application must be sent electronically to the NCN by the 15th June 2016.

At the same time the **paper copy**, signed and including attachments 4 and 5 ("Declarations of the Host" - INFORMATION ON THE COMMITMENTS OF THE HOST INSTITUTION OF THE FELLOWSHIP, and "State aid" - DECLARATION ON REQUEST/NO REQUEST FOR PUBLIC AID) **should be sent by post by the 15th June 2016** (the date of the stamp on the envelope will be decisive) or delivered to:

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[13] "Operating support grant" (in Polish: *dotacja statutowa*) is funds that the Host Institution receives in order to be able to perform the tasks defined in its statute, sustaining the continuity of research and development work undertaken in this institution.

Narodowe Centrum Nauki, ul. Królewska 57, 30-081 Kraków, Poland

with a note: POLONEZ 2.

The attachments may be sent directly by the Host Institution.

I. CONTACT

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