

BEETHOVEN LIFE 1 CALL FOR PROPOSALS

DATA REQUIRED IN THE DOMESTIC PROPOSAL FOR FUNDING A POLISH PART OF THE POLISH-GERMAN RESEARCH PROJECT UNDER THE BEETHOVEN LIFE 1

Information required in the electronic proposal form.

All sections with the exception of C1 and I refer solely to the Polish applicant.

A. APPLICANT¹

1. Applicant's legal status
2. Name² and legal address (phone number., Elektroniczna Skrzynka Podawcza ESP (ePUAP),³ email address, website)⁴
3. NIP, REGON
4. 7-digit community identification code
5. Entity legal status
6. Regulatory authority
7. Charter status with respect to awarding titles and the activity profile of the institution
8. Does the organisation belong to the public finances sector?
9. Does the entity receive any operating support grant from the budget for science?
10. Does the funding constitute state aid?⁵
11. Host institution's head (*title/academic degree, name and surname, position*)
12. Is the institution under forced administration or the subject of liquidation or bankruptcy proceedings?⁶

A.1. PARTNERS/HOST INSTITUTIONS

Required information is identical with points 2-12 in section A. Fill out separately for each partner of a joint entity and/or for partners within the applicant's institution in a proposal.

B. GENERAL INFORMATION

1. Title of the project²

¹The following are all considered to be joint entities: research consortia, scientific networks, research centres of the Polish Academy of Sciences and academic research centres, with the exception of academic research centres established as a unit within a single Higher Education institution. If the applicant is a joint entity they should enter the data of the institution acting as the leader. The leader of the joint entity is the institution employing the principal investigator.

² To be filled out in Polish and English. The language versions must be identical.

³ Documents between the NCN and the host institution are exchanged by means of an electronic mail account known as Elektroniczna Skrzynka Podawcza ESP (ePUAP). In the case of joint entities, documents are delivered to the address of the entity's leader as identified in the proposal.

⁴ Universities provide this information both for the main entity and for its basic administrative unit (in accordance with the university's statute) acting as the host institution for the research project.

⁵ No state aid will be awarded in this call.

⁶ Pursuant to Article (9) (a) (1) of the Act on the Principles of Funding Science of 30 April 2010, institutions under forced administration or subjects of liquidation or bankruptcy proceedings are ineligible to apply for financial resources for research for tasks referred to in Article 5 of the same Act.

2. Discipline panel (*choose only one from the list given*)⁷
3. Auxiliary NCN Review Panel (*max. three, including at least one from the panel to which the proposal is being submitted*)
4. Is the project carried out as international collaboration?⁸ (*if so, choose relevant country/countries*)
5. Keywords (*other than those in panel descriptions*)²
6. Project duration (in months)
7. Number of investigators in the research project
8. Estimated costs in PLN
9. Acronym

C.1. ABSTRACT FOR THE GENERAL PUBLIC⁹

(*no more than 1 standard page¹⁰, in Polish and in English, the language versions must be identical*)

Specify the objective of the project, describe the research to be carried out in the project and give reasons for attempting this particular research topic.

C.2. JUSTIFYING THAT THE PROPOSED RESEARCH FULFILS THE CRITERIA OF BASIC RESEARCH¹¹ (*up to 2,500 characters with spaces, in English*)

D. INVESTIGATORS IN THE PROJECT

D.1. PRINCIPAL INVESTIGATOR OF THE POLISH RESEARCH TEAM

1. Given name(s) and surname, professional title/academic degree
2. Host institution for the research project ¹²
3. Phone number, ePUAP account address¹¹/email address¹³
4. PESEL number/gender, date of birth and country¹⁴
5. Type of employment¹⁵
6. Type of post¹⁶
7. Period of receiving remuneration (*in months*)

⁷ According to the discipline panels for the Polish-German research projects under the BEETHOVEN LIFE 1 call, outlined in annex 1 to Resolution No 81/2018 of the NCN Council of 6 September 2018.

⁸ Under BEETHOVEN LIFE 1 call, Polish-German collaboration is compulsory. Other countries may be added optionally. International collaboration means that research tasks are carried out together with investigators from research institutions abroad. The following are not considered international collaboration:

- a) participation in international conferences;
- b) disseminating information on the project abroad;
- c) carrying out research tasks by a Polish research team abroad without the participation of investigators from foreign research institutions;
- d) collaboration with researchers from abroad employed by Polish research institutions.

⁹ Should the project be qualified for funding, the abstract for the general public will be published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call's results. The abstract should include only such data as the host institution and principal investigator wish to make public on these websites.

¹⁰ Page size: A4; font size: no smaller than 11; lead: single; margins: left and right: 2 cm, top and bottom: 1.5 cm.

¹¹ Optional.

¹² The principal investigator is bound to carry out research activities at the host institution for the project for at least 50 per cent of the project's duration. This period includes business trips necessary for the project's completion, in particular ones connected with field studies, participation in scientific conferences or library and archive searches.

¹³ Documents between the NCN and the principal investigator are exchanged by means of an electronic mail account known as ePUAP or email address as indicated here.

¹⁴ Applies to foreigners.

¹⁵ In the project; choose from the list: full-time remuneration, additional remuneration, without remuneration.

¹⁶ In the project; choose from the list: others.

8. Is the principal investigator the holder of a doctorate¹⁷ ?
9. Did the principal investigator before the year of submitting the proposal¹⁸ benefit from maternity leave, adoption leave, paternal leave, parental leave granted in compliance with the Labour Code, or periods of sickness benefit or physiotherapy benefit granted on account of being unfit to work, including any caused by a health condition requiring rehabilitation? *(If so, specify the number of months)*
10. Legal address, mailing address
11. Employer and post(s) occupied

D.2. OTHER INVESTIGATORS

(members of the Polish research team, the list should be identical with the list in the joint proposal¹⁹)

1. Nature of contribution to the project
2. Function in the project
3. Host institution
4. Type of employment²⁰
5. Type of post²¹
6. Period of receiving remuneration *(in months)*

E. WORK PLAN

Itemised description of the planned research tasks in subsequent stages of the project's completion and the tasks' defined host institutions,²² in Polish and in English; language versions must be identical.

¹⁷ Pursuant to Article 2 (3) of the Act on the National Science Centre of 30 April 2010, a person at the beginning of their career in research is to be understood as a person without a doctorate degree or who has obtained their doctorate degree within 7 years before applying for funding of research or experimental development. This period does not include maternity leave, adoption leave, paternity leave or parental leave granted in compliance with the Labour Code, nor periods of sickness benefit or physiotherapy benefit granted on account of being unfit to work, including any caused by a health condition requiring physiotherapy.

¹⁸ The time of submitting the proposal is assumed as the final day of submitting proposals under the call, i.e. **17 December 2018**.

¹⁹ A joint proposal is to be understood as the proposal submitted by a German team in the DFG ELAN system, including all documents required by the DFG according to the terms of the DFG *Individual Research Grants Programme*.

²⁰ In the project; choose from the list: full-time remuneration, additional remuneration, scholarship, without remuneration.

²¹ In the project; choose from the list: post-doc type, doctoral candidate, student, others. According to the Act on Higher Education of 27 July 2005, a doctoral candidate (*doktorant*) is a participant of a doctoral programme. A post-doc type position is a full-time post, planned by the project's principal investigator for a person who has been awarded their doctorate degree within 7 years before joining the project. This period does not include breaks related to: maternity leave, adoption leave, paternal leave, parental leave granted in compliance with the Labour Code, nor periods of sickness benefit or physiotherapy benefit granted on account of being unfit to work, including any caused by a health condition requiring rehabilitation. Women may extend the 7-year period by 18 months for every child born or adopted. A woman may choose whichever manner of accounting for career breaks she finds preferable.

²² The following, among others, are not considered to be research tasks: purchase of research equipment, participation in a conference, preparation of publications etc.

F. BREAKDOWN OF PROJECT'S COSTS^{23, 24}

F.1. GENERAL BREAKDOWN OF COSTS²⁵/ BREAKDOWN OF PROJECT'S COSTS

1. National Science Centre contribution²⁶ (in Polish)

Item	Year ...	Year ...	Year ...	Total
Direct costs, including:				
- salaries and related items as well as scholarships ²⁷				
- costs of research equipment, devices and software				
- other direct costs				
Overheads ²⁸				
Total costs				

2. Salaries and scholarships for investigators in the project²⁹

(function and scope of the tasks performed in the project, period of receiving remuneration/scholarship in the project in months, overall planned remuneration/scholarship, all information to be provided in English)

3. List of the research equipment, devices and software planned for purchase or construction³⁰

(name,³¹ cost estimate, planned year of purchase or construction, location and merit-based justification for the purchase, all information to be provided in English)

4. Information on other direct costs³² in the project and their justification (type of cost, its value and relevance for the tasks in the project, all information to be provided in English)

4.1 Materials and small equipment

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

4.2 Outsourced services

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

²³ Costs in research projects funded by the NCN are outlined in the annex to Regulations on awarding funding for the implementation of research tasks funded by the National Science Centre under international calls carried out as bilateral cooperation pursuant to the lead agency procedure, as adopted by Resolution No 80/2018 of the NCN Council of 6 September 2018 (the „Regulations”).

²⁴ The costs of the research project carried out by the Polish research team given in PLN in ZSUN/OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) must be identical with the costs given in EUR in the joint project description . The costs given in joint project description should be calculated on the basis of the average exchange rate quoted by the National Bank of Poland on the day the NCN Council adopted Resolution No 81/2018 of 6 September 2018 on the terms of conducting the BEETHOVEN LIFE 1 call for proposals for Polish-German research projects, namely: **1 Euro = 4,3218**. The costs of the project implementation in ZSUN / OSF should be given in PLN, rounded down to the total values, and in joint project description, in EUR, rounded down to two decimal places.

²⁵ If the applicant is a joint entity, the data under this heading concern the general breakdown of costs in the project.

²⁶ The list is generated automatically by the system, based on the breakdown/breakdowns in section F.2.

²⁷ The budget for scholarships for each month of the project's duration may not exceed PLN 9,000. The principles of granting scholarships are outlined in annex to Regulations and Regulations on awarding scholarships for research projects funded from the NCN resources, as adopted by Resolution No 96/2016 of 27 October 2016 of the NCN Council.

²⁸ The maximum limit for overheads under the research projects amounts to 40 per cent of direct costs applied for, excluding costs of research equipment, devices and software.

²⁹ The rules of funding salaries and scholarships are set out in annex to Regulations.

³⁰ According to the definition set out in annex to Regulations.

³¹ To be filled out in Polish and English. The language versions must be identical.

³² Definitions of individual categories of direct costs are set out in annex to Regulations.

4.3 Business trips

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

4.4 Visits and consultations

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

4.5 Other costs

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

4.6. Collective investigators

(cost, function in the project, number of persons, justification and relevance for the tasks in the project)

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

F.2. BREAKDOWN OF PROJECT'S COSTS/PROJECT'S INDIVIDUAL PARTS ³³

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

G. DECLARATIONS *(in Polish)*

G.1. DECLARATIONS BY THE PRINCIPAL INVESTIGATOR

1. I declare that I was granted the doctorate degree in
by³⁴
2. I declare that the proposed research tasks neither are nor were funded from NCN resources, nor from other sources. I hereby declare that I am applying/not applying³⁵ for funding of the research tasks from NCN resources and other sources *(in the event of choosing "I am applying," indicate the addressee of the other proposal and indicate the planned host institution for the project).*
3. Should I receive funding of the research tasks specified in this proposal, from another source, I will immediately inform the NCN of this fact and:
 - a) notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding under this call for proposals, or
 - b) resign from accepting the funding from another source.
4. Should I receive funding of the research tasks specified in this proposal, by decision of the Director of the NCN I will:
 - a) notify the authorised representative of the entity acting as the applicant of my resignation from accepting the resources granted for the completion of research tasks by the NCN Director under this call for proposals, or
 - b) resign from applying for funding of research tasks from other sources.
5. I declare that I am aware that:
 - a) the National Science Centre ("NCN") with its registered office in Krakow at ul. Królewska 57, 30-081 Kraków („the Centre”) is the controller of the personal data provided in the proposal.

³³ In the case of a joint entity, enter a separate breakdown of the project's individual parts for each separate host institution in the proposal not applying for state aid.

³⁴ Applies to persons holding a doctorate degree.

³⁵ Delete as appropriate.

- b) the NCN's designated Data Protection Officer can be contacted via electronic mail at iod@ncn.gov.pl, by phone at +48 12 341 9113 or directly at the registered office of the data controller;
- c) to fulfil its legal tasks, the NCN processes personal data based on Article 6(1)(c) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 2016, No 119, p.1), in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (consolidated text Journal of Laws of 2018, item 947);
- d) personal data will be processed for the purpose of evaluation of the proposal for funding of a research project and, if funding is granted for its completion, for the purpose of supervision, financial and accounting operations, audits performed in the course of and after the completion of the project, evaluation of implementation and settlement of the funding agreement and for the purposes of determining, pursuing and defending against any claims. In addition, personal data will be processed for the purpose of evaluating the NCN's own tasks, reporting, dissemination of the information on the NCN's calls for proposals and their results throughout the scientific community and for archiving purposes;
- e) personal data will be processed for the period necessary to achieve the purposes indicated in sub-point d) and for the period of storage, as defined by the NCN's records management procedures and the Uniform File Classification System;
- f) provision of personal data is a statutory requirement and without its disclosure the purposes described in sub-point d) cannot be achieved;
- g) the recipients of the personal data may only be entities authorised to collect personal data based on the generally applicable provisions of law, and within the scope defined in Article 31 of the Act on the National Science Centre of 30 April 2010 also individuals using the NCN's website available at the Bulletin of Public Information [*Biuletyn Informacji Publicznej BIP*];
- h) personal data may be transferred for processing to third party companies or individuals commissioned to provide services. Such third parties process data based on personal data transfer contracts and are also obliged to keep the data being processed confidential;
- i) the data subject has the right to access their personal data, correct their personal data and restrict the processing of their personal data;
- j) the data subject has the right to lodge a complaint with the President of the Office of Personal Data Protection if they consider that the processing of their personal data does not comply with the General Data Protection Regulation.

6. I declare that the project covers research work which:³⁵

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

and I commit myself to obtain the required permissions, recommendations, approvals and authorisations before commencing the research.

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

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

7. I declare that I am the author/co-author³⁶ of the joint project description annexed to this proposal for funding of the research project.
8. I declare that:
 - a) I am familiar with the principles of communicating the decisions of the NCN Director;
 - b) I agree to having the proposal vetted with anti-plagiarism software and the project's contents stored in the software's database;
 - c) I have read the *Code of the National Science Centre on Research Integrity and Applying for Research Funding*, and I commit myself to apply it.

G.2. STATEMENT BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS APPLICANT³⁷

1. I declare that the proposed research tasks neither are nor were funded from the NCN resources, nor from other sources. I hereby declare that the entity I represent is applying/not applying³⁵ for funding of the research tasks from the NCN resources and from other sources (*in the event of choosing "is applying," indicate the addressee of the proposal and indicate the planned host institution for the project*).
2. Should I receive funding from another source, I will immediately inform the NCN of this fact and:
 - a) resign from applying for funding of research tasks under this call for proposals or
 - b) resign from accepting the funding from another source.
3. Should I receive funding of the research tasks specified in this proposal, by decision of the NCN Director I will:
 - a) resign from accepting the resources granted for the completion of the research tasks by the NCN Director under this call for proposals or
 - b) resign from applying for funding from other sources.

³⁶ Co-authors should provide the names of all other co-authors.

³⁷ If the applicant is a joint entity, declarations must be completed by the leader and all partners in the joint entity.

4. Should the research project be qualified for funding, acting on behalf of the entity I represent, I commit myself to:
- a) include the project in the financial plan of the entity;
 - b) employ the project's principal investigator in compliance with the proposal and principles set out for the call;
 - c) employ investigators necessary to conduct the research project in compliance with the proposal and principles set out for the call;
 - d) provide the conditions required for the completion of the research, including access to laboratory/office premises and research equipment required for the completion of the research;
 - e) provide the project with administrative and accounting assistance;
 - f) supervise the completion of the research project and proper disbursement of project monies.

5. I declare that the research project covers research work which:³⁵

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

and I commit myself to obtain the required permissions, recommendations, approvals and authorisations before commencing the research.

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

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

6. Should the research project be qualified for funding, I agree to have the project's abstract for the general public, referred to in section C.1., published on the NCN's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call for proposal's results.

7. Acting on behalf of the entity I represent, I declare that:

- a) I am familiar with the principles of communicating the decisions of the NCN Director;

- b) I have read the rules for granting state aid and the funding of the research project will not constitute state aid for the entity;
- c) I agree to having the proposal vetted with anti-plagiarism software and to storing the project's contents in the software's database;
- d) I have read the *Code of the National Science Centre on Research Integrity and Applying for Research Funding*, and I commit myself to apply it.

I. ANNEXES

Annex 1³⁸ *(in English)*

1. Information concerning research carried out over the period of 2 years before submitting the proposal, together with a list of publications affiliated with the applying entity/host institution.
2. Information concerning research equipment and other instrumentation/facilities crucial to scientific research.

Annex 2³⁹

Joint entity agreement

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

Annex 3⁴⁰

Joint project description (Project Description) *(in English)*

Annex 4⁴⁰

CV's together with a list of publications of principal investigators and members of research teams *(in English)*⁴¹

³⁸ Applies to entities not receiving any operating support grant for their statutory activities from the budget for science. The proposal should be accompanied with this document bearing a qualified electronic signature, or the document's scan with the signature in the signatory's own handwriting in PDF format.

³⁹ Applies to Polish joint entities. The proposal should be accompanied with this document bearing a qualified electronic signature, or the document's scan with the signature in the signatory's own handwriting in PDF format.

⁴⁰ Documents should be attached in PDF format.

⁴¹ Applies to principal investigators and members of Polish and German research teams.

J. CONFIRMATION OF SUBMITTING THE PROPOSAL⁴²

Template of confirmation of submitting the proposal by the entity:

CONFIRMATION OF SUBMITTING THE PROPOSAL⁴³ UNDER AN NCN CALL BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS THE APPLICANT

Acting on behalf of the entity I represent, I declare that I fully accept the proposal No submitted via the ZSUN/ OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) electronic submission system under the call for funding of a research project titled “.....” with a value of PLN (PLN.....), which, in the event of receiving funding, will be carried out by the principal investigator in the abovementioned project, Mr/Ms, and I confirm that the entity I represent acts as the applicant.

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

.....
*Signature of the legal
representative of the applicant⁴⁴*

CONFIRMATION OF SUBMITTING THE PROPOSAL⁴³ UNDER AN NCN CALL BY THE PRINCIPAL INVESTIGATOR

I declare that in the event of awarding funding to the research project titled “.....” pursuant to the proposal No submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) electronic submission system under the call, I will participate in its completion as principal investigator.

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

.....
Principal investigator's signature

⁴² The proposal should be accompanied with this document bearing a qualified electronic signature, or the document's scan with the signature in the signatory's own handwriting in PDF format.

⁴³ The original confirmation should be kept on file till the conclusion of proposal evaluation, and if the research project is recommended for funding, till the conclusion of the funding agreement.

⁴⁴ If the applicant is a joint entity, the confirmation is signed solely by the authorised representative of the joint entity's leader.

prof. dr hab. Janusz Janeczek,
Chairman of the Council
of the National Science Centre

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