



CALL FOR PROPOSALS PRELUDIUM 15

DATA REQUIRED IN THE RESEARCH PROJECT PROPOSAL AND ITS ANNEXES SUBMITTED AS FUNDING APPLICATION FOR A PROJECT

CARRIED OUT BY RESEARCHERS AT THE BEGINNING OF THEIR CAREER, HOLDING NO DOCTORATE DEGREE

Information required in the electronic proposal form.

A. APPLICANT / HOST INSTITUTION¹

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. State aid questionnaire⁵ (*see template in Annex no 4*)
11. Enterprise size,⁶ cooperation with a research and knowledge-dissemination organisation⁷
12. Host institution's head (*title/academic degree, name and surname, position*)
13. Is the institution under forced administration or the subject of liquidation or bankruptcy proceedings?⁸

¹ The applicant who is a natural person enters data of the host institution in which they intend to carry out the research project. If the applicant is a natural person, the host institution may not be a composite entity or an entity for which the funding of the research project constitutes state aid. The following are all considered as composite entities: research consortia, scientific networks, science and technology facilities, research centres of the Polish Academy of Sciences and academic research centre shared by higher education institutions, with the exception of academic research centres operating as elements in the structure of a single higher education institution. If the applicant is a composite entity, in section A points 2-13 they should enter the data of the entity acting as leader.

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 dispatched by means of an electronic mail account known as Elektroniczna Skrzynka Podawcza ESP (ePUAP). In the case of composite entities documents are dispatched to the address of the entity's leader as identified in the application.

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 If the requested funding constitutes state aid, the entity must apply for state aid.

⁶ Applies to entities applying for state aid. Micro, small, medium or large enterprises – within the meaning of ANNEX I to 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 Text with EEA relevance.

⁷ Applies to entities applying for state aid. Research and knowledge-dissemination organisation – within the meaning of article 2 point 83 of the Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty Text with EEA relevance.

⁸ Pursuant to art. 9a section 1 of the act of 30th April on the principles of funding science (Journal of Laws of 2016, item 2045, as amended) institutions under forced administration or subjects of liquidation or bankruptcy proceedings are excluded from the proceedings of granting financial resources for the tasks referred to in point 5.



A.1. PARTNERS / HOST INSTITUTION

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

B. GENERAL INFORMATION

1. Title of the project²
2. *Discipline panel (choose only one from the list given)*
3. Auxiliary NCN Review Panel (*max. three, including at least one from the panel to which the proposal is being submitted*)
4. Is the project carried out as international collaboration?⁹ (*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. Research project's start and end dates¹⁰
10. Research project's location.¹¹

C. ABSTRACT

(no more than 1 standard page¹², in English)

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

C.1. ABSTRACT FOR THE GENERAL PUBLIC¹³

(no more than 1 standard page,¹² 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 RESEARCH¹⁴ (*up to 2,500 characters, in English*)

C.3. INFORMATION ON THE PROPOSAL

⁹ As international collaboration is understood as conducting research tasks together with investigators from research institutions abroad. The following are not considered as 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.

¹⁰ In the case of entities applying for state aid the start date of a research project is 1st April 2019.

¹¹ Applies to entities applying for state aid. Enter the address, town, municipality, district, province specifically as possible. If the project is to be carried out in several locations, specify them in the order of volume and significance of the parts of the project carried out in each.

¹² Page format: A4; font: Times New Roman; font size: no smaller than 11; lead: single; margins left and right: 2 cm; margins up and down: 1.5 cm.

¹³ If the project is recommended for funding, the abstract for the general public will be published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call for proposal's results. The abstract should include only such data as the host institution and principal investigator wish to make public on these websites.

¹⁴ Optional.



Has the proposal been submitted under the previous edition of the PRELUDIUM or OPUS call?¹⁵ Yes/No

C.4. INFORMATION ON A POTENTIAL CONFLICT OF INTEREST¹⁴

A list of up to 3 persons who in the principal investigator's opinion should not be involved in the proposal's review because of a likely conflict of interest. Specify the person(s)'s name, surname and affiliation.¹⁶

D. INVESTIGATORS IN THE PROJECT

D.1. PRINCIPAL INVESTIGATOR'S¹⁷ AND PI SUPERVISOR'S DATA

1. Given name(s) and surname, professional title/academic degree
2. Research project's location¹⁸
3. Phone number, ePUAP account address¹⁴ /email address¹⁹
4. PESEL number/gender, date of birth and country²⁰
5. Type of employment²¹
6. Type of post²²
7. Period of receiving remuneration (in months)
8. Is the principal investigator the holder of a doctorate²³?
9. Is the principal investigator a doctoral candidate enrolled in a doctoral programme?
10. Did the principal investigator before the year of submitting the proposal²⁴ benefit from 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? (*If so, specify the number of months*)
11. Legal address,²⁵ mailing address
12. Employer and post(s) occupied

¹⁵ In the PRELUDIUM and OPUS calls proposals submitted under the previous edition of these calls are excluded from the merit-based evaluation, with the exception of proposals that:

- a) were rejected at the eligibility check stage;
- b) were not approved for the second stage of the merit-based evaluation solely for failure to meet the call's conditions or for presenting unjustified costs to be incurred, or for submitting the proposal to a wrong panel;
- c) were approved for the second stage of the merit-based evaluation.

¹⁶ The final choice of expert reviewers is up to the NCN.

¹⁷ If the applicant is a composite entity, the principal investigator should be employed by the leader composite entity's leader.

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

¹⁹ Documents between the NCN and the host institution are dispatched by means of an electronic mail account known as ePUAP or email address as indicated here.

²⁰ Applies to foreigners.

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

²² In the project; choose from the list: doctoral candidate, student, others. The term *doctoral candidate* is to be understood, pursuant to the act on higher education of 27th July 2005, to signify a participant of a doctoral programme.

²³ Pursuant to art. 2 point 3 of the act of 30th April 2010 on the National Science Centre, a person at the beginning of their career in research is to be understood as a person without a doctorate degree or who has obtained their doctorate degree within 7 years of applying for funding of research or experimental development. This period does not include maternity leave, adoption leave, paternal leave, parental leave granted in compliance with the Labour Code, nor periods of sickness benefit or physiotherapy benefit granted on account of being unfit to work, including any caused by a health condition requiring rehabilitation.

²⁴ The time of submitting the proposal is assumed as the final day of submitting proposals under the call, i.e. 15th June 2018.

²⁵ Applies to the principal investigator.



D.2. PRINCIPAL INVESTIGATOR'S AND PI SUPERVISOR'S SCIENTIFIC ACHIEVEMENTS (in English)

1. Academic and research career (*university, institute or other organisational unit, date of award of academic degree or title, for doctoral candidates: mode of the doctoral programme, doctoral scholarships received, publications, participation in conferences, scientific contributions, participation in research projects, fellowships in Poland and abroad*);

2. Achievements:

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

- a) up to 10 of the most important publications²⁶ published²⁷ over a period of 5 years²⁸ before the submission of the proposal, indicating those in JCR-listed journals and monographs of international impact (*indicate current five-year impact factor of the journal and the number of citations for particular publications; no self-citations allowed*),
- b) the total number of citations for all publications to date, without self-citations, and the h-index value (required source: *Web of Science™ Core Collection*)²⁹;

for HS (Social Sciences and Humanities)

- a) up to 10 of the most important publications²⁶ published²⁷ over a period of 10 years before the submission of the proposal, the evaluation of which will take into account the quality of the journal, e.g. whether it is listed in the JCR database or on any other comparable list (if any such apply), and monographs of nationwide or international impact (*where possible, please indicate current five-year impact factor of the journal and number of citations for particular publications; no self-citations allowed*)
- b) where possible indicate the total number of citations for all publications to date, without self-citations, and the h-index value (*preferred source: Web of Science™ Core Collection or Scopus*)²⁹;

and/or the research in art: music, fine arts, theatre, film

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

3. Information concerning all research projects,²⁹ currently conducted and concluded within 5 years²⁸ of submitting the proposal (applies only to principal investigator³⁰), awarded funding in national and/or international calls (titles, project numbers, sources of funding, host institutions and a list of publications²⁶ resulting from each project separately);
4. Information on similar research tasks carried out, currently or in the past, by the principal investigator (*title of the project, principal investigator, main research tasks, source of funding, **justification for the need for funding in the light of the above similar tasks as the above***);
5. Research experience²⁹ gained in Poland and abroad over the past 10 years (*country, institution, type of stay, duration of stay*);
6. The most important international and Polish awards for research (type of award, place and

²⁶ Titles in the language of the publication. If the publications have not been released in English, translate their titles into English and add to them the original titles in square brackets.

²⁷ One may enter works yet to be published as long as they support the publication's pdf file with communications confirming acceptance of the work for publication.

²⁸ This period does not include the months specified in section D.1. point 10.

²⁹ To be filled by the PI supervisor.

³⁰ In the information on research projects, for the purpose of this presentation of achievements, acting as principal investigator is also to be understood as directing the work of a Polish research group under international funding schemes.



date) and other research activities (*keynote speeches at conferences and in the case of arts, active participation in international exhibitions, festivals, artistic events and projects in fine arts, music, theatre and film, up to 1,500 characters with spaces*).

D.3. OTHER INVESTIGATORS

1. Nature of contribution to the project
2. Function in the project
3. Host institution
4. Type of employment³¹
5. Type of post³²
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 host institutions defined for particular tasks,³³ in Polish and in English; language versions must be identical.

³¹In the project; choose from the list: others, without remuneration.

³²In the project; choose from the list: others.

³³The following, among others, are not considered to be research tasks: purchase of research equipment, participation in a conference, publication etc.

F. BREAKDOWN OF PROJECT'S COSTS³⁴

F.1. GENERAL BREAKDOWN OF COSTS³⁵ /BREAKDOWN OF PROJECT'S COSTS

1. National Science Centre contribution³⁶ (in Polish)

Item	Total
Direct costs, including:	
– salaries and scholarships	
– costs of research equipment, devices and software,	
– other direct costs:	
Overheads ³⁷	
Total costs	

2. Salaries for investigators in the project³⁸

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

3. List of the research equipment planned for purchase or construction, devices and software³⁹

(name,⁴⁰ cost estimate, planned year of purchase or construction, location and merit-based justification for the purchase, all information to be provided in English)⁴¹

4. Information on other direct costs⁴² 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 instruments

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

4.2 Outsourcing

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

³⁴ Costs in research projects funded by the NCN are outlined in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 16/2018 of 8th March 2018

³⁵ If the applicant is a composite entity, the data under this heading concern the general breakdown of costs in the project.

³⁶ The list is generated automatically by the system, based on the breakdown/breakdowns in section F.2. and / or the detailed breakdown/breakdowns in section F.3., if any.

³⁷ The maximum limit for overheads amounts to 40 per cent of direct costs, excluding costs of research equipment, devices and software.

³⁸ The rules of funding salaries are set out in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 16/2018 of 8th March 2018.

³⁹ In accordance with the definition set out in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 16/2018 of 8th March 2018, Under the PRELUDIUM call, the research equipment and instruments to be purchased may not exceed 30 per cent of the funding requested in the project.

⁴⁰ To be filled out in Polish and English. The language versions must be identical.

⁴¹ In the case of entities applying for state aid, the costs of research-equipment and instruments are eligible to the extent and for the period in which they are used for the completion of the project. If the research equipment and instruments are not used for the completion of the project over the entire period of use, only depreciation costs corresponding to the period of the project's completion, calculated based on the applicable accountancy regulations, are deemed eligible.

⁴² Definitions of individual categories of direct costs are set out in "Annex no 4 to Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre (Narodowe Centrum Nauki, NCN) as regards research projects, post-doctoral fellowships and doctoral scholarships," as adopted by the resolution of the Council of the NCN no 16/2018 of 8th March 2018,



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 and relevance for the tasks in the project)

F.2. BREAKDOWN OF PROJECT'S COSTS / PROJECT'S INDIVIDUAL PARTS⁴³

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

F.3. DETAILED BREAKDOWN OF COSTS IN THE PROJECT / PROJECT'S INDIVIDUAL PARTS⁴⁴

(entity applying for state aid, type of expenditure, cost heading,⁴⁵ type of cost,⁴⁶ total gross cost, eligible cost,⁴⁷ own contribution, subsidies from the NCN)

⁴³ In the case of a composite entity, enter a separate breakdown of the project's individual parts for each separate host institution in the proposal not applying for state aid.

⁴⁴ In the case of a composite entity, enter a separate detailed breakdown of the project's individual parts for each separate entity in the proposal applying for state aid.

⁴⁵ Categories of eligible costs in compliance with the Directive of the Minister of Science and Higher Education of 9th September 2015 on the conditions and mode of granting state aid via the National Science Centre, with the exception of the costs of land ownership transfers.

⁴⁶ B – direct costs, P – overheads

⁴⁷ State the value of expenditures eligible for state aid. In this field do not enter VAT that the entity applying for state aid is in a legal position to recover. A legal position to recover VAT is understood as both a legal position to have the amount of tax due reduced by the amount of input tax, and a legal position to recover the difference between the amounts, or receive an input tax refund.



G. DECLARATIONS *(in Polish)*

**G.1. DECLARATIONS BY A NATURAL-PERSON APPLICANT;
DECLARATIONS BY THE PRINCIPAL INVESTIGATOR**

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 I am applying /not applying⁴⁸ for funding of the research tasks from other sources *(in the event of choosing "I am applying," indicate the addressee of the other application and indicate the planned host institution for the project).*
2. Should I receive funding from another source, I will immediately inform the Centre of this fact and:
 - a) resign from applying for the funding of research tasks under this call for proposals,⁴⁹ or
 - b) notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding under this call for proposals,⁵⁰ or
 - c) 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 Director of the NCN I will:
 - a) resign from accepting the resources granted for the completion of tasks by the Director of the NCN under this call for proposals,⁴⁹ or
 - b) notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding under this call for proposals,⁵⁰ or
 - c) resign from applying for funding of research tasks from other sources.
4. I declare that I give my consent to have my personal data processed and I am aware that:
 - a) the legal basis for processing personal data by the National Science Centre is art. 23 section 1 point 2 of the Personal Data Protection Act of 29th August 1997 hereinafter referred to as "the Personal Data Protection Act." Whereas from 25th May 2018, processing of personal data shall be carried out pursuant to Article 6, section 1 (a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th 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) (Official Journal of the European Union, L 119 of 2016, page 1, hereinafter referred to as "Regulation";
 - b) personal data processing is necessary for the performance of the tasks set out in the act of 30th April 2010 on the National Science Centre, whereas from 25th May 2018, personal data will be processed pursuant to the free consent of the data subject;
 - c) personal data included in the funding proposal will be processed solely for the purpose of its evaluation, evaluation of the Centre's own tasks, and disseminating information on the Centre's calls for proposals;
 - d) personal data included in the proposal will be made available to other parties, who – commissioned by the NCN – will perform an evaluation of the proposal or who are charged with the evaluation of the Centre's own tasks. During the evaluation procedure these data may be relayed on a one-off basis to third countries, including countries considered by the European Commission as not offering an adequate level of data protection, which, in individual cases, is the prerequisite of the proposal evaluation;

⁴⁸ Delete as appropriate.

⁴⁹ Applies to natural-person applicants.

⁵⁰ Applies to principal investigators not acting as applicant.



- e) providing these personal data is voluntary, however refusal to provide them is tantamount to abstaining from submitting the proposal to evaluation under the call for proposals;
 - f) the data subject may revoke their consent to have their personal data processed at any moment, however a revocation of the consent shall be tantamount to withdrawing the proposal from the call, which does not affect the legality of the processing which has taken place before the revocation of the consent;
 - g) persons whose personal data are being processed by the National Science Centre have the right to access their own data and correct them pursuant to the provisions of the Personal Data Protection Act and the Regulation, i.e.: they have the right to access their personal data, to rectify their personal data, to transmit their personal data, to erase their personal data, to restrict data processing, to object to having their personal data processed, to lodge a complaint with the competent supervisory authority in the event of deciding that the processing of personal data is inappropriate or does not comply with the objectives of personal data processing as stated;
 - h) should the data subject request to be granted information on their personal data and to exercise and enjoy other rights with regard to the personal data processed by the National Science Centre, they shall contact the Data Protection Officer, and from the date on which the Regulation becomes directly applicable – the Data Protection Inspector (email: iod@ncn.gov.pl).
5. I declare that the project covers research work⁴⁸ which:
- a) requires permission and/or approval of the relevant bioethics committee;
 - b) requires permission by an ethics committee appropriate for testing on animals;
 - c) requires permission pursuant to the law on genetically modified organisms and microorganisms;
 - d) requires permission and/or approval allowing for carrying out research on protected species or within protected areas;
 - e) requires other permissions, in accordance with good practice for a given field / discipline;
 - f) involves clinical research subject to the act of 6th September 2001, as amended, on pharmaceutical law, or to the act of 20th May 2010, as amended, on medical products,
- and I commit myself to obtain all such permissions, recommendations and authorisations as may be required.
- In the event of choosing one or more options in clauses a) through e), and also in the event of planning research that does not require specific permissions but may require additional explanations, a description must be provided of the actions taken to ensure that the research will be carried out conforming to the rules of good practice in the respective field/discipline, and state whether such permissions have been issued, or provide information on how these conditions will be fulfilled (*up to 2,500 characters with spaces*).
- In the case of basic research referred to in 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*).
6. In the event of recommending the project for funding I agree to have the project's abstract for the general public, referred to in section C.1. published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call for proposal's results.⁴⁹



7. I declare that I am the author/co-author⁵¹ of the full and short description of the research project presented in this proposal.

8. I declare that:
 - a) I am familiar with the principles of communicating the decisions of the Director of the National Science Centre;
 - b) I agree to having the proposal vetted with anti-plagiarism software and to storing the project's contents in the software's database;
 - c) I am familiar with the contents of *The Code of the National Science Centre on Research Integrity and Applying for Research Financing*, and I commit myself to apply it.

⁵¹ Co-authors should provide the names of all other co-authors.



**G.2. STATEMENTS BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS APPLICANT⁵²;
STATEMENTS BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS A HOST INSTITUTION OF THE RESEARCH PROJECT.**

1. I declare that the proposed research tasks neither are nor were funded from the NCN resources, nor from other sources. I hereby declare that I am applying /not applying⁴⁸ for funding of the research tasks from other sources (*in the event of choosing "I am applying," indicate the addressee of the other application and indicate the planned host institution for the project*).
2. Should I receive funding from another source, I will immediately inform the Centre of this fact and:
 - a) resign from applying for funding of research tasks under this call for proposals,⁵³ or
 - b) notify the natural person acting as applicant of the resignation from applying for funding under this call for proposals,⁵⁴ or
 - c) 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 Director of the NCN I will:
 - a) resign from accepting the resources granted for the completion of tasks by the Director of the NCN under this call for proposals,⁵³ or
 - b) notify the natural person acting as applicant of the resignation from accepting the resources granted for the completion of tasks by the Director of the NCN under this call for proposals,⁵⁴ or
 - c) resign from applying for funding of research tasks from other sources.
4. Should the project be qualified for funding, acting on behalf of the entity I represent, I hereby declare – with regard to the part of the project for which the entity is responsible – 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 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 project and proper disbursement of project monies.
5. I declare that the project covers research work⁴⁸ which:
 - a) requires permission and / or approval of the relevant bioethics committee;
 - b) requires permission by an ethics committee appropriate for testing on animals;
 - c) requires permission pursuant to the law on genetically modified organisms and microorganisms;
 - d) requires permission and / or approval allowing for carrying out research on protected species or within protected areas;
 - e) requires other permissions, in accordance with good practice for a given field /

⁵² If the applicant is a composite entity, declarations must be signed by the leader and all partners in the composite entity.

⁵³ Applies to the authorised representative of the entity acting as applicant.

⁵⁴ Applies to the authorised representative of the entity acting as a planned location of the research project.



f) involves clinical research subject to the act of 6th September 2001, as amended, on pharmaceutical law, or to the act of 20th May 2010, as amended, on medical products, and I commit myself to obtain all such permissions, recommendations and authorisations as may be required.

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

In the case of basic research referred to in 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*).

6. In the event of recommending the project for funding I agree to have the project's abstract for the general public, referred to in section C.1. published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call for proposal's results.⁵³
7. On behalf of the entity I represent, I declare that:
 - a) I am familiar with the principles of communicating the decisions of the Director of the National Science Centre;
 - b) I agree to having the proposal vetted with anti-plagiarism software and to storing the project's contents in the software's database;
 - c) I am familiar with the contents of *The Code of the National Science Centre on Research Integrity and Applying for Research Financing*, and I commit myself to apply it.



I. ANNEXES

Annex no 1

DESCRIPTION OF RESEARCH PROJECT

1. SHORT DESCRIPTION OF THE PROJECT

(up to 5 standard pages⁵⁵ in English)

2. FULL DESCRIPTION OF THE PROJECT

(no more than 15 standard pages⁵⁵ in English)

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

1. Research objective

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

2. Significance of the project

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

3. Work plan

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

4. Methods of research

(manner of conducting research, methods, techniques and tools, methods of results analysis, equipment and devices used in the research);

5. Literature

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

Annex no 2⁵⁶

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

Annex no 3⁵⁷

Composite entity agreement

(Required elements of the composite entity agreement: indicating the parties to the agreement, indicating the leader, indicating the subject of the agreement, duration of the agreement, covering the period of the completion of the research project, authorisation for the representative of the leader to act on behalf of the entire composite entity over the course of proceedings of applying for funding and completion of the research project, the leader's undertaking to pass information

⁵⁵ Page format: A4; font: Times New Roman; font size: no smaller than 11; lead: single; margins left and right: 2 cm; margins up and down: 1.5 cm. The page count includes literature references.

⁵⁶ Applies to entities not receiving any operating support grant from the budget for science. If the applicant is a natural person, enter the data for the entity acting as the host institution. 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.

⁵⁷ Applies to composite 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.



received from the NCN to the other parties, signatures of authorised representatives of all composite entities comprising the composite entity.)

Annex no 4⁵⁸

State aid questionnaire

Annex no 5⁵⁹

Documents and declarations submitted in relation to applying for State aid:

1. Information provided on applying for other types of aid than aid in agriculture and fishery (Annex no 1 to the ordinance of the Council of Ministers of 29th March 2010 - filled out and signed.
2. Financial reports from the last 3 fiscal years, prepared in compliance with the extant accountancy regulations.⁶⁰
3. Certificate confirming that state aid has not been received for costs charged to the proposed research project.
4. Certificate confirming VAT eligibility.
5. Statement that no disqualifying circumstances prevent the entity from receiving state aid for the completion of the research project.
6. Information on the depreciation of the research equipment, quoting depreciation rates.⁶¹
7. Statement concerning cooperation of the enterprise with an organisation doing research, confirming that the organisation does not contribute financially to the completion of the research project.⁶²

Annex no 6⁶³

Acceptance letters from publishers that may serve as proof that the work has been accepted for publication.

Annex no 7⁶⁴

Declarations by the PI supervisor

⁵⁸ Documents bearing qualified electronic signatures should be submitted for each entity in the proposal applying for state aid. In the case of entities not applying for state aid, the document's scan with the signature in the signatory's own handwriting in the PDF format may be attached.

⁵⁹ Documents bearing electronic signatures should be submitted for each entity in the proposal applying for State aid.

⁶⁰ Applies to medium and large enterprises.

⁶¹ Applies to entities applying for state aid, whose projects include purchase of research equipment and other instruments.

⁶² Applies to enterprises cooperating with organisations doing research. The entity should prove that the cooperation meets at least one of the conditions set out in the point 28 letters a) through d) of the Framework for state aid for research and development and innovation (Official Journal of the EU C 198, 27 June 2014, pp 1-29).

⁶³ Applies to persons who have indicated works accepted for publication in the "Achievements" section. The proposal should be supported with a document in PDF format including all communications with the publisher that may serve as proof that the work has been accepted for publication.

⁶⁴ The proposal should be accompanied with this document bearing an electronic signature, or the document's scan with a signature in the signatory's own handwriting in PDF format.



Template of annex no 4:

**STATE AID
QUESTIONNAIRE**

Acting on behalf established in I declare that for the Entity I represent, the funding requested from the National Science Centre for the completion of a research project titled constitutes/does not constitute⁶⁵ state aid, referred to in art. 107 section 1 of the Treaty on the Functioning of the European Union (consolidated version, Official Journal of the EU 2010 C 83, p 1).

Authorised representative of the entity

Legible signature

STATE AID QUESTIONNAIRE

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

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

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

⁴ In the case of „YES” move on to question no 3.

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

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

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

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

*Authorised representative of the entity
Legible signature*

⁶⁵ Delete as appropriate.



INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

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

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

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

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

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

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

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

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

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

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



Template of Annex no 7:

DECLARATIONS BY THE PI SUPERVISOR

1. I declare that I have read the description of the research project, and that I will supervise its implementation.
2. I declare that I give my consent to have my personal data processed and I am aware that:
 - a) the legal basis for processing personal data by the National Science Centre is article 23, section 1, point 2 of the Personal Data Protection Act of 29th August 1997, hereinafter referred to as "the Personal Data Protection Act." Whereas from 25th May 2018, processing of personal data shall be carried out pursuant to Article 6, section 1 (a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th 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) (Official Journal of the European Union, L 119 of 2016, page 1, hereinafter referred to as "Regulation;"
 - b) personal data processing is necessary for the performance of the tasks set out in the act of 30th April 2010 on the National Science Centre, whereas from 25th May 2018, personal data will be processed pursuant to the free consent of the data subject;
 - c) the personal data included in the funding proposal will be processed solely for the purpose of its evaluation, evaluation of the Centre's own tasks, and disseminating information in the Centre's calls for proposals;
 - d) in the event of granting financial resources for the completion of a research project – for the purpose of supervision, control, evaluation of the project's completion, accounting and reporting;
 - e) the personal data included in the proposal will be made available to other parties, who – commissioned by the NCN – will perform an evaluation of the proposal or who are charged with the evaluation of the Centre's own tasks; during the evaluation procedure these data may be relayed on a one-off basis to third countries, including countries considered by the European Commission as not offering an adequate level of data protection, which, in individual cases, is a prerequisite of the proposal evaluation;
 - f) providing these personal data is voluntary, however refusal to provide them is tantamount to abstaining from submitting the proposal to evaluation under the call for proposals;
 - g) the data subject may revoke their consent to have their personal data processed at any moment, however a revocation of the consent shall be tantamount to withdrawing the proposal from the call *which does not affect the legality of the processing which has taken place before the revocation of the consent*;
 - h) persons whose personal data are being processed by the National Science Centre have the right to access their own data and correct them, pursuant to the provisions of the Personal Data Protection Act and the Regulation, i.e.: the right to access their personal data, to rectify their personal data, to transmit their personal data, to erase their personal data, to restrict data processing, to object to having their personal data processed, to lodge a complaint with the competent supervisory authority in the event of deciding that the processing of personal data is inappropriate or does not comply with the objectives of personal data processing as stated;
 - i) should the data subject request to be granted information on their personal data and to exercise and enjoy other rights with regard to the personal data processed by the National Science Centre, they shall contact the Data Protection Officer, and from the data on which the Regulation becomes directly applicable - the Data Protection Inspector (email: iod@ncn.gov.pl).

.....
Signature of the PI supervisor



J. CONFIRMATION OF SUBMITTING THE PROPOSAL⁶⁶

1) Template of confirmation of submitting the proposal by natural person:

CONFIRMATION OF SUBMITTING THE PROPOSAL⁶⁷ UNDER AN NCN CALL

BY A NATURAL PERSON ACTING AS THE APPLICANT

I declare that I am applying for funding of a research project titled "....." with a value of PLN..... (in words: PLN), planned to be carried out at, pursuant to the proposal ID submitted via the OSF (Obsługa Strumieni Finansowania) electronic submission system under the call, and should this project be awarded funding, I will participate in its completion as principal investigator.

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

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

CONFIRMATION OF SUBMITTING THE PROPOSAL⁶⁷ UNDER AN NCN CALL

**BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY
ACTING AS THE PROJECT'S HOST INSTITUTION**

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

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

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

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

⁶⁶ 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.

⁶⁷ The original copy should be stored by the end date of the proposal evaluation, and if the project is recommended for funding – by the date of signing the funding agreement.



CONFIRMATION OF SUBMITTING THE PROPOSAL⁶⁷ UNDER AN NCN CALL

**BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY
ACTING AS THE APPLICANT**

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

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

.....
Signature of the legal representative of the applicant⁶⁸

CONFIRMATION OF SUBMITTING THE PROPOSAL⁶⁷ 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 ID submitted via the OSF (Obsługa Strumieni Finansowania) electronic submission system under the call, I will participate in its completion as principal investigator.

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

.....
Principal investigator's signature

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

⁶⁸ If the applicant is a composite entity the confirmation is signed solely by the authorised representative of the composite entity's leader.