

**Beethoven LIFE 1**

A call for Polish-German research projects  
in life sciences  
2018-2019

**Information for Applicants**

(for Polish research teams)

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## Introduction

In 2014, the National Science Centre (NCN) in collaboration with the Deutsche Forschungsgemeinschaft (DFG) announced the “Beethoven” funding opportunity, addressed to researchers in the arts, humanities and social sciences. In the next edition, the funding initiative was extended to cover physical sciences and engineering. In 2017, the NCN and the DFG decided to include life sciences in the joint initiative. In view of having adopted the Lead Agency Procedure for the evaluation of life sciences projects, a separate call for proposals has been singled out from the “Beethoven” funding initiative, offering funding to Polish-German projects in life sciences, under the name of “Beethoven LIFE.” At the same time, the original “Beethoven” call, addressed to researchers in the arts, humanities and social sciences, and in physical sciences and engineering, has been renamed “Beethoven Classic.”

In 2018, the National Science Centre (NCN) in cooperation with the Deutsche Forschungsgemeinschaft (DFG) announced the first Beethoven LIFE call, with the intention to support high-quality research in life sciences. The call seeks to provide funding to research projects carried out jointly by researchers from Poland and Germany and to strengthen bilateral international cooperation.

## Lead Agency Procedure

The objective of the Lead Agency Procedure (LAP) is to facilitate the application for the funding of joint research projects for research teams, and to facilitate the review of proposals for agencies. The LAP seeks also to prevent problems resulting from the use of the parallel review procedure, e.g. the situation in which a proposal is approved by one agency and rejected by the other.<sup>1</sup>

According to the LAP, at least two research funding agencies from different countries jointly announce and launch funding initiatives with calls for international (bi- or multilateral) research projects. Research teams intending to carry out a research project submit domestic proposals (including a joint proposal) to their respective national agencies, in accordance with the applicable terms. Then, each agency runs an independent eligibility check of the proposals in accordance with its own applicable rules. Subject to merit-based evaluation are proposals which have been approved at the eligibility check stage by all agencies participating in the programme.

The merit-based evaluation of all proposals, in contrast to the eligibility check, is performed only by the national agency which acts as the Lead Agency in the call. The evaluation is governed by such terms as apply to it.

The Lead Agency is also the one responsible for selecting the projects for funding. After the proposals have been reviewed at the merit-based evaluation stage, the Lead Agency shares the list of projects recommended for funding with its partner agency/agencies, which, in turn, make the final funding decisions, in accordance with its/their applicable rules. Then, each agency signs a funding agreement for a joint project with the Principal Investigator who has submitted the research proposal with the national agency.

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<sup>1</sup> [https://www.scienceurope.org/wp-content/uploads/2015/11/SE\\_WSRReport\\_POL\\_LAP\\_fin.pdf](https://www.scienceurope.org/wp-content/uploads/2015/11/SE_WSRReport_POL_LAP_fin.pdf).

### **DFG as the Lead Agency**

In the Beethoven LIFE 1 call, the DFG acts as the Lead Agency. Proposals undergo separate eligibility check procedures at the NCN and the DFG, in accordance with the agencies' respective requirements. The proposals approved as eligible by both agencies will undergo merit-based evaluation, which will be performed by the German agency alone, in accordance with the terms applicable in the [DFG Individual Research Grants Programme Guidelines](#) concerning the merit-based evaluation, carried out at the DFG are available on the agency's website. The scheme of communications between the agencies at specific stages of application, the eligibility check, the merit-based evaluation, as well as the approval of ranking lists, passing decisions and signing of agreements is outlined in the **Scheme** (page 7 of this document).

Terms of the call for the DFG are laid down by DFG documents applicable in the [Individual Research Grants Programme](#):

- [DFG Guidelines Research Grants Programme](#)
- [DFG Proposal Preparation Instructions Project Proposals](#)
- [DFG Guidelines for Publication Lists](#)
- [DFG Guidelines for the Written Review](#)
- [DFG Guidelines for the Review of Research Grants](#)
- [DFG Decision-Making Process](#)
- [Information on the proposal cycle at the DFG: from submission to decision.](#)

In the call, the proposal submitted in the ZSUN/OSF system must be accompanied by the project description (hereinafter referred to as the "Project Description"), which must be composed based on a specific [DFG form](#).

### **Documents to be submitted to the NCN by the Polish research team**

A proposal requesting funding to a joint research project must be submitted to the NCN and DFG by the Polish and German research teams, accordingly. The domestic proposal submitted to the NCN includes:

- a complete and filled out proposal form in the ZSUN/OSF system in the scope required by [annex 2](#) to Resolution No 81/2018 of the NCN Council of 6 September 2018,
- the joint project description, prepared on the [DFG form](#),
- CVs together with lists of publications for both Principal Investigators in the project and members of the Polish and German research teams, composed in accordance with the [requirements of the DFG](#),
- confirmation of submitting the proposal signed by the Polish Principal Investigator and the authorised representative of the entity applying for funding (on a form generated by the ZSUN/OSF system).

Furthermore:

- a) Polish entities receiving no operating support grants from the budget for science are required to provide the following information (in English):



- information on research carried out over the period of 2 years before submitting the proposal, together with a list of publications affiliated with the applicant/Host Institution,
- Information on research equipment and other instrumentation/facilities crucial to research activities.

b) Additionally, Polish joint entities are required to submit (in Polish):

- joint entity agreement.

**Signatures:** Signatures are not required in the joint project description nor CVs and lists of publications. Polish applicants should deliver PDF versions of the following documents, **signed in their own handwriting<sup>2</sup> or bearing an electronic signature:**

- 1) confirmation of submitting the proposal signed by the authorised representative of the entity acting as the applicant for the Polish part of the joint project,
- 2) confirmation of submitting the proposal signed by the Principal Investigator in the Polish part of the joint project,
- 3) information on research carried out over the period of 2 years before submitting the proposal, together with a list of publications affiliated with the Host Institution/applicant (in English; applies to entities receiving no operating support grants from the budget for science),
- 4) information on research equipment and other instrumentation/facilities crucial to research activities (in English; applies to entities receiving no operating support grants from the budget for science),
- 5) joint entity agreement (applies to Polish joint entities).

**A joint entity** may be established by Polish organisational units. The following are deemed joint entities:

- scientific consortia,
- research networks,
- research centres of the Polish Academy of Sciences,
- academic research centres, with the exception of academic research centres established as a unit within a single higher education institution.

A joint entity is established pursuant to an agreement, which must specify the following elements:

- parties to the agreement, identifying the leader<sup>3</sup>,
- subject-matter of the agreement,
- term of the agreement, including duration of the research project,
- authorisation for a representative of the leader to act on behalf of the entire joint entity in the proceedings of applying for funding and implementation of a research project,
- the leader's commitment to pass information received from the NCN to the other parties,
- signatures of persons authorised to represent all entities forming the joint entity.

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<sup>2</sup> In this case a scan of the document signed in the signatory's own handwriting should be attached to the proposal in the ZSUN/OSF system.

<sup>3</sup> The leader of the joint entity is the institution employing the principal investigator.



In addition, each of the organisational units constituting the joint entity receiving no operating support grants from the budget for science is required to provide information (in English) on research carried out over the period of 2 years before submitting the proposal, together with a list of publications affiliated with the Host Institution, and information on research equipment and other instrumentation/facilities crucial to research activities.

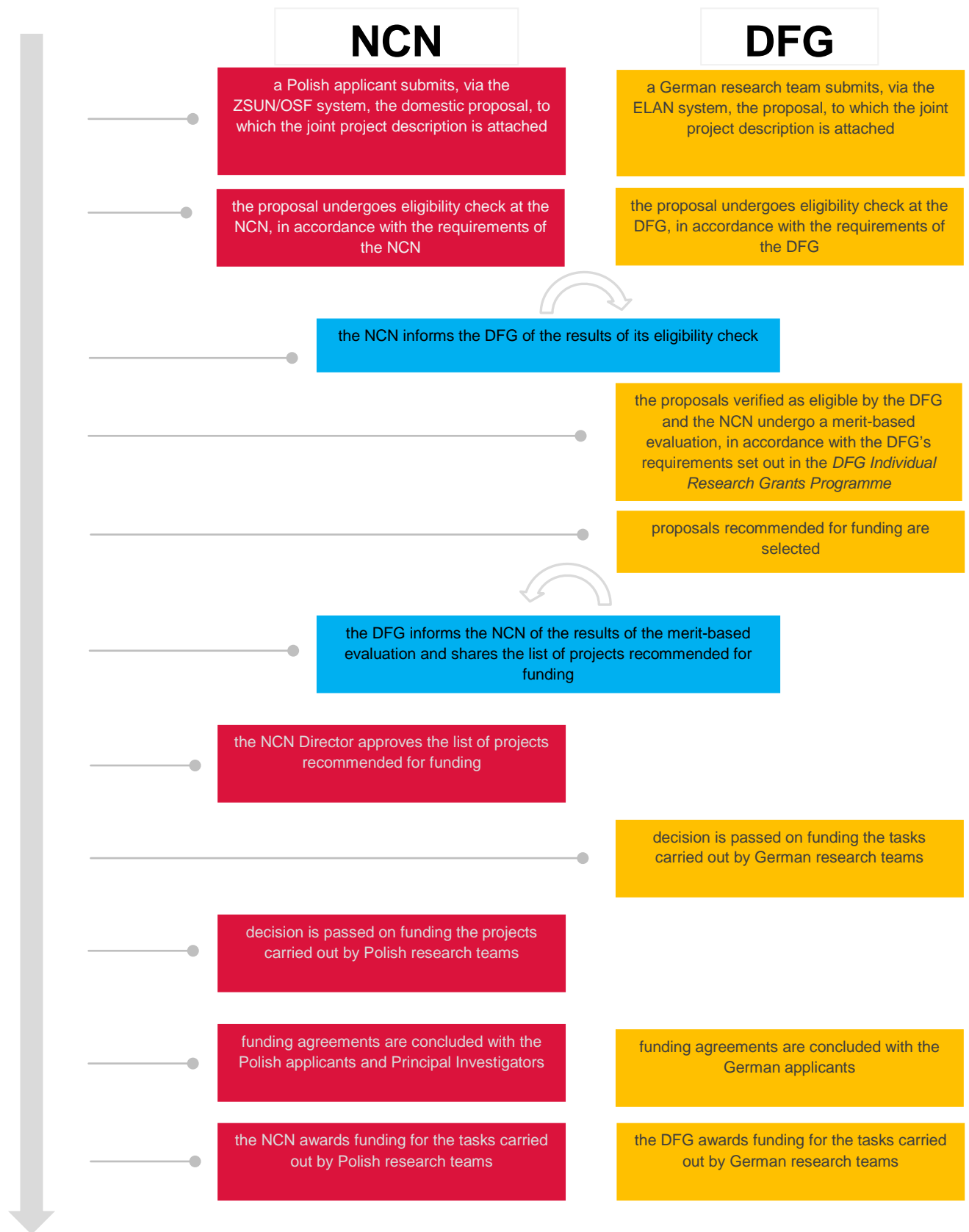
The confirmation of submitting the proposal must be signed by the applicant, who acts as the leader of the joint entity, and by the Principal Investigator, employed by the leader of the joint entity.

### **Additional information**

The Polish applicants submitting the proposal to the NCN must comply with the formal requirements of the NCN specified in the following documents of the NCN:

1. [Resolution No 81/2018 of the Council of the National Science Centre of 6 September 2018 on the terms of the international bilateral call for Polish-German research projects Beethoven LIFE 1,](#)
2. [annex 1 to Resolution No 81/2018 of the NCN Council of 6 September 2018, "List of disciplines for Polish-German research projects under the Beethoven LIFE 1 call",](#)
3. [annex 2 to Resolution No 81/2018 of the NCN Council of 6 September 2018 "The Beethoven LIFE 1 call. Data required in the domestic proposal for funding a Polish part of the Polish-German research project under the Beethoven LIFE call",](#)
4. [Resolution No 80/2018 of the NCN Council of 6 September 2018 on the terms of 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.](#)

Diagram. Process of submitting and reviewing proposals under the Beethoven LIFE 1 call



### **Applicant's duty to send in a complete proposal**

Applicants are obliged to ensure that the joint proposal contains sufficient information for evaluation, since no changes will be possible once it has been submitted to the ZSUN/OSF system. Furthermore, applicants cannot amend the files constituting the proposal in the ZSUN/OSF system once it has been electronically submitted to the NCN.

We therefore suggest that Principal Investigators carefully double check whether all parts of the joint project have been filled out properly. Leaving any section of the joint project description blank may cause the proposal to be rejected at the stage of eligibility check at both agencies. The versions of the joint project description submitted by the German and the Polish applicants to their respective agencies must be identical. Any discrepancies between the versions of the joint project description submitted to the DFG and the NCN may result in rejection of the proposal at the stage of eligibility check.

### **Submitting proposals to the ZSUN/OSF system**

**Electronic submission of the proposals:** under the Beethoven LIFE 1 call, proposals must be submitted to the NCN electronically, via the ZSUN/OSF system available [here](#). Applicants need not send any paper documents to the NCN in order to submit the proposal under the Beethoven LIFE 1 call. It should, however, be noted that the German agency applies separate requirements as regards submitting proposals, which apply to German applicants.

Deadline for submitting proposals to the ZSUN/OSF system:

**17 December 2018 (Monday), 23:59 CET.**

### **Contact at the NCN**

For further information, please visit the website of the Beethoven LIFE 1 call or contact NCN coordinators or NCN staff.

#### **NCN coordinator: Life Sciences**

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*(phone calls are answered between 9 a.m. and 1 p.m.)*

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### Filling out domestic proposals in the ZSUN/OSF system

Section in the ZSUN/OSF system	Subsection	Description
<b>A. Applicant</b>	1. Applicant's legal status	<p>Proposals for funding a Polish part of the research project by the NCN may be submitted by entities for which the funding will not constitute state aid:</p> <ol style="list-style-type: none"> <li>1. academic or research organisations</li> <li>2. research consortia</li> <li>3. research networks and organisational units within higher education institutions that do not constitute their basic administrative units</li> <li>4. research centres of the Polish Academy of Sciences</li> <li>5. academic research centres</li> <li>6. scientific libraries</li> <li>7. legal entities with their registered office in Poland.</li> </ol>
	9. Does the entity receive any operating support grant from the budget for science?	<p>If the entity applying for funding under the Beethoven LIFE 1 call receives no operating support grant from the budget for science, support the proposal submitted to the ZSUN/OSF system with the following information (in English):</p> <ul style="list-style-type: none"> <li>• information on research carried out over the period of 2 years prior to submitting the proposal, together with a list of publications affiliated with the applicant/Host Institution,</li> <li>• information on research equipment and other instrumentation/facilities crucial to research activities</li> </ul>
	10. Will the funding granted constitute state aid?	No state aid will be offered under the call.
	12. Is the entity under forced administration or the subject of liquidation or bankruptcy proceedings?	Applicants under forced administration or the subject of liquidation or bankruptcy proceedings are ineligible to apply.
<b>B. General information</b>	1. Project title	The title in English must be identical with the title entered in the joint Project Description and the title entered by the German applicant in the ELAN system.



		The title in English must comply with the title in Polish.
	2. Discipline panel	The panel must be selected in accordance with the list of Life Sciences panels (annex 1 to the List of panels available <a href="#">HERE</a> ).
	4. Is the project carried out as an international collaboration?	<p>Under the call, collaboration with the German partner is obligatory; researchers from institutions representing third countries may be included in the project.</p> <p>The international collaboration must be of a scientific nature. The following are therefore <b>not considered</b> as international collaboration:</p> <ol style="list-style-type: none"><li>participation in international conferences,</li><li>dissemination of information on the project abroad,</li><li>implementation of research tasks by a Polish research team abroad without the participation of researchers from foreign research institutions,</li><li>collaboration with foreign researchers employed by Polish research institutions.</li></ol>
	6. Research project duration	The project may be carried out for a period of 24 or 36 months. The research project carried out by a Polish research team must begin on 15 January 2020 at the earliest and on 31 August 2020 at the latest.
	7. Number of investigators in the research project	<p>Enter the number of Polish investigators: all members of the Polish research team (including the Principal Investigator, Co-Investigators, scholarship grantees and post-docs as well as persons receiving no remuneration) who will participate in the implementation of the project for the Polish party. The Principal Investigator must be the holder of at least a doctorate. One may act as Principal Investigator only in one proposal submitted to calls under the same edition as Beethoven LIFE 1.</p> <ol style="list-style-type: none"><li>A Co-Investigator is a member of the research team who plays a significant part in the project. In the category of Co-Investigator fall members of research teams holding a doctorate (with the exception of post-docs) and persons holding no doctorate (e.g. doctoral candidates or postgraduate students, as well as lab managers).</li><li>The project may provide for scholarships as long as these comply with the <a href="#">Regulations on awarding scholarships in NCN-funded research projects</a> (annex to Resolution of the NCN Council No</li></ol>



		96/2016 of 27 October 2016) and the principles set out in the annex to the <a href="#">Regulations on the mode of granting financial resources for the completion of tasks funded by the National Science Centre under international calls carried out as bilateral cooperation pursuant to the Lead Agency Procedure</a> ).
	8. Funding	The sum of the funding for the tasks implemented by the Polish research project should be no less than PLN 250,000; there is no cap on funding for the tasks carried out by the Polish research team. The breakdown of costs in the ZSUN/OSF system should be given in PLN, rounded down to total values.
	9. Acronym	The project's acronym must be identical in the domestic proposals submitted in the ZSUN/OSF and ELAN systems, and in the joint project description.
<b>C.1. Description for the general public</b>	-	The description for the general public should be written in Polish and in English. It must deal with the joint Polish-German project, not only with the research carried out by the Polish research team. The description in either language version may be no longer than 1 standard page (page format: A4; font size: at least 11; lead: single; margins left and right: 2 cm; margins up and down: 1.5 cm).
<b>C.2. Justifying that the proposed research fulfils the criteria of basic research</b>	-	To be filled out in English (up to 2,500 characters, incl. spaces). Filling out this tab is optional.
<b>D.1. Data of the Principal Investigator of the Polish research team</b>	2. The project's Host Institution	The Principal Investigator is bound to carry out research activities at the Host Institution for the project at least 50 per cent of the project's duration. This period includes business trips necessary for the project's completion, in particular those connected with field studies, participation in scientific conferences or library and archive searches.
	8. Is the Principal Investigator a holder of a doctorate?	The Principal Investigator must be the holder of at least a doctorate, regardless of the date of its award.
<b>E. Work plan</b>	-	Enter the work plan of the research carried out by the Polish research team in Polish and English. Language versions must be identical. In the work plan do not include tasks to be carried out by the



		German research team.
<b>F. Breakdown of project costs</b>	-	<p>Enter the breakdown of costs for the research carried out by the Polish research team.</p> <p>The costs of the project carried out by the Polish research team and their calculation must be identical in the project's breakdown of costs in PLN submitted in the ZSUN/OSF system and in the breakdown of costs in EUR stated in the joint project description. The costs given in the 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 <a href="#">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</a>, namely: EUR 1 = PLN 4,3218. The costs of the project implementation in ZSUN/OSF should be given in PLN, rounded down to the total values, and in the joint project description, in EUR, rounded down to two decimal places.</p>
	1. National Science Centre contribution table	<p>Costs in the project include:</p> <ol style="list-style-type: none"><li><b>direct costs</b> which are directly related to the completion of the research project and include:<ul style="list-style-type: none"><li>costs of salaries and scholarships,</li><li>costs of research facilities, equipment and software,</li><li>other direct costs;</li></ul></li><li><b>indirect costs</b> (indirectly related to the research project, and essential for the proper realisation of the funding agreement):</li></ol> <p>they may not exceed 40 per cent of the requested direct costs, excluding costs of research facilities, equipment and software. The Host Institution shall arrange with the Principal Investigator in the project for the distribution of at least 25 per cent of the indirect costs' value.</p>
	3. List of the research equipment, devices and software planned for purchase or construction	<p>The project's resources may not be used to finance or co-finance the purchase or creation of research equipment which forms large or strategic research infrastructure. Large research infrastructure shall be understood as research equipment, including IT infrastructure with a value in excess of PLN 500,000 in the case of research equipment used for research and development in the domains of physical sciences and engineering and life sciences.</p>



<b>Annexes</b>	Confirmations of submitting the proposal	<p>The proposal must be supported with confirmations of submitting the proposal signed by the authorised representative of the entity and the project's Principal Investigator. The confirmation should bear an electronic signature; alternatively scans will be accepted, with the signature in the signatory's own hand, in PDF format.</p> <p>If the applicant is a joint entity, the confirmation for the Polish party is signed solely by the authorised representative of the joint entity's leader.</p>
	Information on research carried out over the period of 2 years before submitting the proposal, together with a list of publications affiliated with the Host Institution  Information on research equipment and other instrumentation/facilities crucial to research activities	<p>Entities receiving no operating support grants from the budget for science are required to submit both documents drawn up in English. The proposal should be accompanied with this document bearing a qualified signature, or the document's scan with the signature in the signatory's own handwriting in PDF format.</p>
	Joint entity agreement	<p>Elements required in the joint entity agreement, which must be drawn up in Polish:</p> <ul style="list-style-type: none"><li>• parties to the agreement, identifying the leader,</li><li>• subject-matter of the agreement,</li><li>• term of the agreement, including duration of the research project,</li><li>• authorisation for a representative of the leader to act on behalf of the entire joint entity in the proceedings of applying for funding and implementation of a research project,</li><li>• the leader's commitment to pass information received from the NCN to the other parties,</li><li>• signatures of persons authorised to represent all entities forming the joint entity.</li></ul>



	Project Description	The document should be written in English, jointly with the German partner research team. The document's versions attached in the ZSUN/OSF and the ELAN systems must be identical. The document's template is available at <a href="#">the DFG website</a> .
	CVs together with publication lists	<p>Compilations of all CVs together with publication lists should be uploaded to the ZSUN/OSF as two separate PDF files: one with collated said documents for the Polish team, the other with collated said documents for the German team.</p> <p>CVs should be written in English, in accordance with the requirements of the DFG set out in "<a href="#">Guidelines for publication list</a>." For Polish research teams, attach CVs of the Co-Investigators who are holders of at least a doctorate. For Polish research teams, do not attach CVs of the persons who will be employed as post-doc investigators or scholarship holders. Persons to assume these positions must be selected in an open competition. Attaching CVs of persons employed at those posts will result in rejecting the proposal at the stage of eligibility check.</p>

### Filling out the joint project description in accordance with NCN's formal requirements

A joint project description is one of the attachments to the proposal. A joint project description, alongside the CVs including publication lists for members of the research teams, constitutes the subject of the merit-based evaluation carried out by the DFG. The table below sets out guidelines referring to specific, selected sections of the document as regards the NCN's formal requirements. In case of any further queries regarding the NCN's formal requirements please contact officers at the NCN. In case of any further queries regarding the form please contact the German partner or the DFG directly.

Section number	Section name	Description
-	<b>First name, last name, city of all German applicants, and first name, last name of the Principal investigator on the Polish side</b>	In the case of the Polish members of the research team enter only the data of the Principal Investigator.



-	<b>Title of the Research Project</b>	The title in English must be identical with the title entered by the German research team in the ELAN system and by the Polish research team in the domestic proposal submitted to the ZSUN/OSF system.
-	<b>Acronym</b>	The project's acronym must be identical in the domestic proposal submitted to the ZSUN/OSF and ELAN systems, and in the joint project description.
-	<b>Subject classification</b>	In the field "NCN panel" enter the panel from the list available <a href="#">HERE</a> ; the information must be identical with the information entered in the domestic proposal submitted in the ZSUN/OSF system in the field for selecting the NCN panel.
4.	<b>Requested modules/funds Polish part – requested funds in EUR</b>	The costs stated in this section must comply with the budget of the Polish team stated in the breakdown of costs in PLN in the ZSUN/OSF system. The budget in EUR stated in the joint project description should be calculated on the basis of the exchange rate quoted on the day of adopting Resolution No 81/2018, i.e. 1 EUR=4,3218 PLN.
5.1	<b>Project requirements Employment status information</b>	Name all members of the Polish research team, bearing in mind that: <ul style="list-style-type: none"><li>• for the Principal Investigator and the Co-Investigators who are holders of at least a doctorate (named at the time of submitting the proposal) it is required to enter the name, surname, academic degree/title, role in the project,</li><li>• for other investigators (technicians, lab managers etc.) it is required to enter the role in the project,</li><li>• for post-doc scholarship holders it is required to enter the name of the position (post-doc/scholarship holder); no names may be entered; persons to assume these positions must be selected in an open competition.</li></ul>
5.2.	<b>First-time proposal data</b>	Applies to German research teams.
5.3.	<b>Composition of the project</b>	In this section enter persons involved in the implementation of the project who will not receive remuneration from the funds of either the DFG or the NCN.