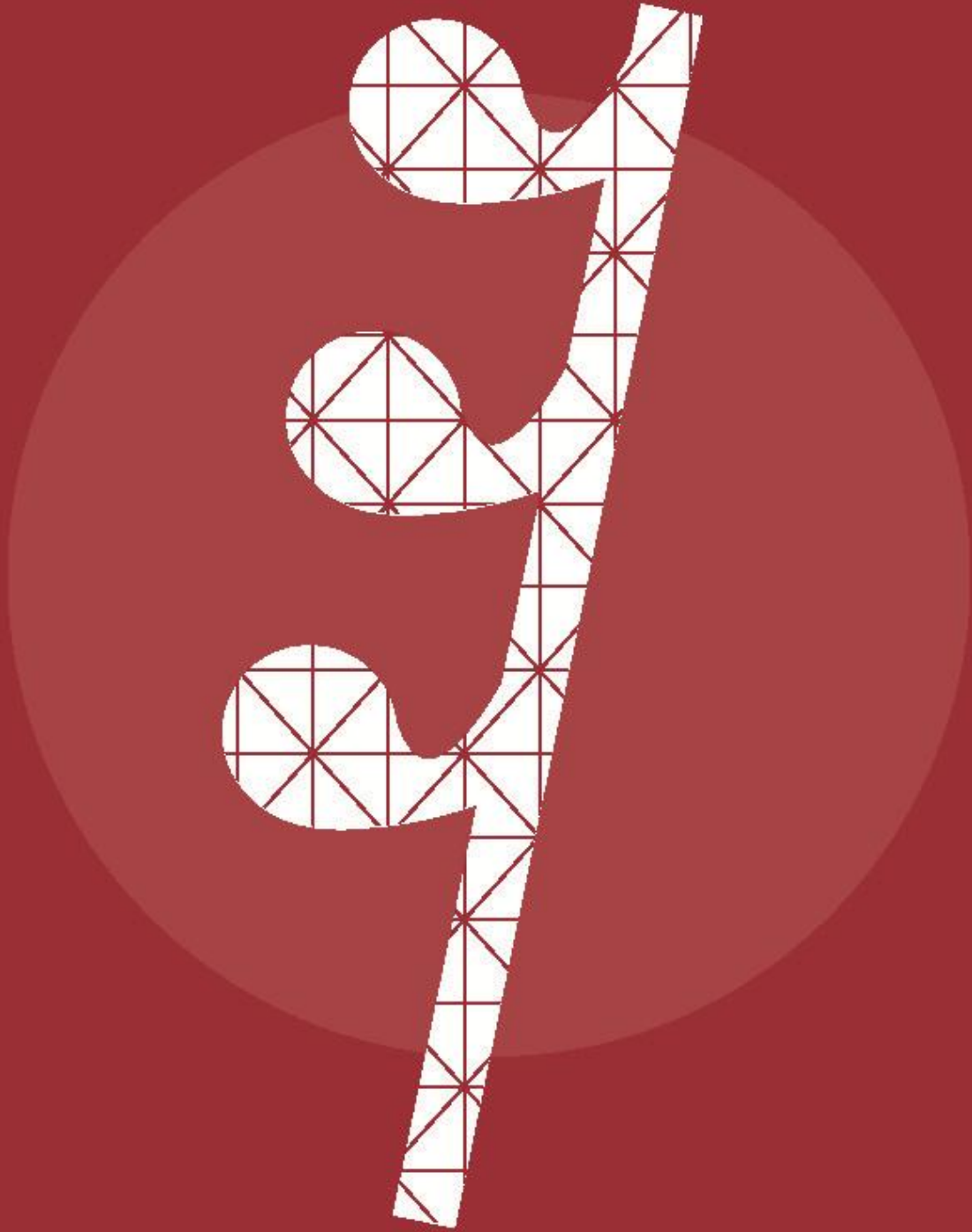




GUIDELINES FOR APPLICANTS



POLONEZ



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POLONEZ 1

funding opportunity for incoming researchers who want to carry out research

in host institutions in Poland

GUIDELINES FOR APPLICANTS

I. ABOUT POLONEZ

POLONEZ is an NCN fellowship programme, co-funded from the EU H2020 Marie Skłodowska-Curie Actions, supporting international incoming researchers working in the broad field of **basic research**, regardless of their nationality. It is targeted at researchers who may apply for 12- or 24-month fellowships in host institutions in Poland, both academic and non-academic, public or private. Apart from living and mobility allowances, amounting to € 4 350 gross per month (and a family allowance of € 300 gross per month, which will be paid taking due account of the researcher's family situation), they are offered a grant to cover the costs of the proposed research. The fellows are also given an opportunity to participate in a variety of research and non-research training programmes provided by the NCN and the host institution.

II. APPLICANTS

The applicant is a researcher with a PhD degree or at least four years of full-time equivalent research experience who has not resided or carried out their main activity (work, studies, etc.) in Poland for more than 12 months in the 3 years immediately prior to the call announcement (15th of September 2015), the **timeframe is: 15th of September 2012 – 14th September 2015**.

- A researcher holding a PhD degree should provide **a copy of the document certifying the award of the PhD degree¹** and its **translation into English or Polish**, if the language of the original is neither English nor Polish; a **scan of this document should be attached to the electronic proposal** (Please see also section V. 11: *Attachment 1*).
- A researcher without a PhD should submit **documents proving four years of full-time equivalent research experience**, e.g. a declaration signed by a representative of the institution where research has been carried out or a dean of the institute or faculty or the applicant's academic tutor and **their translation into English or Polish**, if the language of the original is neither English nor Polish; a **scan(s) of the document(s) should be attached to the electronic proposal** (Please see also section V. 11: *Attachment 2*).
- **All researchers** should provide documents proving that between 15th of September 2012 and 14th of September 2015 they have not resided or carried out their main activity (work², studies, etc.) in Poland. Such documents may be: a working contract, a residential permit/confirmation, visa, health insurance, rental agreement, university enrolment certificate, proof of income tax return, phone bills, etc. **Please note that these documents do not have to be translated.**

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

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

The applicant must prepare a list of these documents and attach scans to the electronic proposal (Please see also section V. 11: *Attachment 3*).

WHO MAY NOT APPLY:

- ❖ researchers, who in the 3 years before the call announcement (15th September 2015) have had the role of Principal Investigators in research projects carried out in Poland (including projects funded by the NCN); a Principal Investigator (PI) is also a person whose project has been granted funding but has not yet started; if he/she would like to apply for POLONEZ, he or she must resign from the grant;
- ❖ researchers, who have had the role of PI in the application submitted to the NCN in the September 2015 edition of the NCN calls for proposals (OPUS 10, PRELUDIUM 10, SONATA 10) or in the application currently under evaluation or in the redress procedure. Results of OPUS 9, PRELUDIUM 9, SONATA 9 will be announced in November 2015;
- ❖ One researcher may act as an applicant in only a single proposal submitted under POLONEZ 1.

Researchers who submitted applications in NCN calls for proposals but were not granted funding **may apply** within POLONEZ 1.

ALL RESEARCHERS, IRRESPECTIVE OF THEIR AGE AND NATIONALITY, MAY APPLY IF THEY FULFILL THE ABOVE CRITERIA.

III. HOST INSTITUTION OF THE FELLOWSHIP

POLONEZ fellowships may be carried out in:

- research organisations,
- university research centres established within a single university structure,
- scientific libraries,
- enterprises with the status of research and development centres,
- organisational institutions having legal personality status established in the Republic of Poland,
- enterprises other than those mentioned above

that are located in Poland³.

Please keep in mind that the host institution must:

- employ the fellow on a full time contract for the entire duration of the fellowship;
- indicate a research partner of the fellow who supports the fellow's integration within the research community of the host institution (for more information please see paragraph V. 7. B);
- provide the fellow with appropriate office/laboratory space, equipment, facilities and ensure optimum working conditions;

³ Institutions for which the funds received from the NCN to finance the fellowship are classified as state aid may be named in the application as the host institution, provided that the laws in force on the opening date of the call for proposals allow NCN to award state aid.

- provide administrative and financial support (including issues connected with relocation) and appoint an administrative officer responsible for these activities;
- organise at least one study visit a year beneficial to the development of the fellow's career (1-10 days);



Study visits may be organised in institutions located both in or outside of Poland and may not be held in the institution where the fellow has been previously employed.

- support the fellow in obtaining the required consents, opinions, authorisations or permits if the research carried out within the fellowship requires formal certification with ethical standards (For more information please see paragraph VI);
- support the fellow in the popularisation of his/her research (for more information please see paragraph V. 10. B);
- abide by the rules included in the:

European Charter for Researchers:

<http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>

Code of Conduct for the Recruitment of Researchers:

<http://ec.europa.eu/euraxess/index.cfm/rights/codeOfConduct>

The host institution should also engage in preparing the attachments to the proposal listed below:

- Information on the research portfolio of the applicant's research partner (please see paragraph V. 7. B);
- description of the host institution and the relevance of the fellowship for the development of the fellow's career (please see paragraph V. 6);
- information on the commitment of the host institution to the fellowship (Attachment 4 to the POLONEZ 1 Application Form);
- information as whether the host institution receives or does not receive state aid, plus a questionnaire (Attachment 5 to the POLONEZ 1 Application Form);
- if the host institution does not receive statutory funding: information regarding research realised in this institution in the last 2 years, together with a research publication list and information on the research equipment that facilitates carrying out research (Attachment 6 to the POLONEZ 1 Application Form).

IV. FUNDING

The FELLOW receives:

- **remuneration:** EUR⁴ 4 350 gross (= PLN 17 443 gross)/month (salary + mobility allowance) = ca. 9 760 PLN net/month
- **family allowance** (for fellows whose families stay in Poland for at least 3 months during the fellowship period):
EUR 300 gross (= PLN 1203 gross)/month = ca. 760 PLN net/month
- **research grant:**

| | 12-month fellowship | 24-month fellowship |
|--|---------------------|-----------------------------|
| Arts, Humanities and Social Sciences | 80 000 PLN | 96 000 PLN per year |
| Life Sciences, Physical Sciences and Engineering | 112 000 PLN | 160 000 PLN per year |

HOST INSTITUTION receives overheads (indirect costs): 20% of direct costs.

V. HOW TO COMPLETE THE POLONEZ 1 APPLICATION FORM

Proposals must be submitted via the NCN electronic submission system OSF. Access to the system will be available on the 15th of September 2015. For more information on how to submit your proposal please see paragraph VII.

1. HOST INSTITUTION

We strongly encourage consulting with the host institution for this part of your application.

Please provide data regarding the host institution of your fellowship (e.g. *name and address, legal status, if it belongs to the public finance sector?; does it receive statutory funding?, etc.*). Some of the information required is already in the OSF system, some needs to be chosen from a drop-down menu.

2. GENERAL INFORMATION

In this section you must include basic information about your proposal, such as:

- the title of the proposal,
- information on the topic of the proposal,
- budget, including budget in the first year of the fellowship (in PLN),
- duration (fellowship may last 12 or 24 months) and
- start date of the fellowship (fellowships must start on the first day of a calendar month, not earlier than 1st September 2016 and not later than 1 January 2017)

You must also state if the research will be carried out in international cooperation, and choose a discipline panel by which the proposal will be evaluated as well as auxiliary discipline panels.

The full list of **discipline panels** may be found here: <https://ncn.gov.pl/finansowanie-nauki/panele-ncn?language=en>.

⁴ According to the POLONEZ 1 Call Text EUR exchange rate amounts to EUR=4.0101 PLN.

3. JUSTIFICATION – BASIC RESEARCH

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

4. BRIEF DESCRIPTION OF THE PLANNED RESEARCH

Here you should provide a short description of the research planned (up to 1 standard page⁵). It should include:

- A. Research objectives/hypothesis,
- B. Research methodology,
- C. Expected impact of the planned research on the development of science, civilization and society.

5. BRIEF DESCRIPTION OF THE RESEARCH IN LAYMAN'S TERMS, AIMED AT THE GENERAL PUBLIC

Describe the research planned within the POLONEZ fellowship in layman's terms (up to 1 standard page). You may structure your contribution by answering the following questions:

- A. What is this all about?
- B. Why should the public care?
- C. What is happening now?
- D. Where is it going? What is the goal of your research?

6. THE RELEVANCE OF THE FELLOWSHIP AND CHOICE OF THE HOST INSTITUTION FOR THE ADVANCEMENT OF THE APPLICANT'S CAREER

We strongly encourage consulting with the host institution on this part of your application.

A. Description of the Host Institution

In this section you should justify the choice of the host institution, taking into consideration:

- the compatibility of the host institution with your research interest,
- the host institution's research achievements in the field of the planned research,
- adequate research and mentoring support.

B. Description of the expected outcome of the fellowship for the applicant's career

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

⁵ Page size: A4, font: Times New Roman, size 11(12), single line spacing, margins: 2 (left & right), 1.5 (bottom).

7. INFORMATION ON THE APPLICANT AND HIS/HER RESEARCH PARTNER AND THE PERSONNEL INVOLVED IN THE RESEARCH TASKS

A. APPLICANT'S PERSONAL DATA

Here you shall provide basic information such as name, degree/title, date and place of birth, address, affiliation. You should also indicate any career breaks taken in the period of:

- a) 5 years in the case of Life Sciences, Physical Sciences and Engineering;
- b) 10 years in the case of Arts, Humanities and Social Sciences.

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

In this section you shall also inform the NCN if your family will come to live in Poland during your fellowship for at least 3 months.

B. ACHIEVEMENTS OF THE APPLICANT AND HIS/HER RESEARCH PARTNER

We strongly encourage consulting with the host institution on this part of your application.

Questionnaire on the applicant's achievements

Here you should include:

- your academic track record,
- list of your publications, number of citations and the h-index (if relevant) (and attach the 3 most notable publications) or – in the case of arts – a list of your most important research and artistic achievements,
- realised research projects,
- information about your research experience, as well as most important prizes and awards,
- information on your professional achievements other than research (business, industry, etc.).

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

Questionnaire on the applicant's research partner's achievements

A research partner is the person indicated by the host institution (an employee of this institution) responsible for supporting the fellow's integration with the research community of the host institution.

The research partner may receive remuneration:

- a) from direct costs – provided that (s)he participates in research tasks planned by the fellow;
- b) from indirect costs (e.g. for organising a study visit for the fellow) – upon the decision of the host institution.

The research partner together with the host institution should support the applicant in writing a proposal.

In this section you should provide information about your research partner and :

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

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



C. INFORMATION ON THE PERSONNEL INVOLVED IN RESEARCH TASKS

Within the POLONEZ grant you may employ personnel that will be involved in the research tasks. In this section you should add information on their position or role in the planned research and indicate the character of this position (if he or she will receive full-time remuneration or other), without providing their names. You should also provide information on how many months they will be engaged in the planned research. For more information please see *Attachment no 3* to the POLONEZ 1 Call Text section A. 2.2.1. In the section *Budget* of the proposal you must also describe the scope of their work in the research and estimate their salary.

8. BUDGET

We strongly encourage consulting with the host institution on this part of your application.

ELIGIBLE EXPENSES:

→ **Remuneration for the fellow**⁶:

living allowance: **EUR 2 625 gross**, mobility allowance: **EUR 1 725 gross**⁷, family allowance (for researchers whose families move to Poland for at least 3 months during the fellowship): **EUR 300 /month**⁸.

→ **Research grant:**

- remuneration for personnel participating in research tasks (e.g. students, PhD-students, post-docs, senior researchers, technicians etc.);
- devices and software;
- materials;
- subcontracting;
- travel and subsistence costs;
- subcontracting;
- visits and consultations;
- costs of databases;
- publication of research results;
- costs of research popularisation.

Please keep in mind that from direct costs included in the POLONEZ budget you may not cover costs of:

- organisation of conferences, workshops, seminars, meetings,
- remuneration for administrative personnel (these costs must be covered from overheads),
- purchase of research equipment.

⁶ Remuneration for the fellow is calculated automatically in the OSF system according to information provided in sections: *General Information* and *Applicant's Personal Data*.

⁷ Living allowance along with mobility allowance account for ca. PLN 17 433 gross/month which amounts to ca. PLN 9 760 /month.

⁸ Family allowance accounts for 1203 PLN gross/month which amounts to PLN 760 net/month.

The host institution of the fellowship receives 20% overheads (indirect costs) which may cover such expenses as:

- legal, financial and administrative services, cleaning costs, janitorial and security services,
- costs of adapting/upgrading facilities,
- media,
- postal and telecommunication services,
- bank and administrative fees, insurance,
- conference and meeting organisation costs (excluding personal costs),
- subscriptions, membership fees,
- **organisation of study visit(s).**

Indirect costs (20% of direct costs: funding for the applicant and funding for the research grant) are a lump sum. The NCN will not ask for any documents, invoices or bills proving that any of these expenses have been incurred.

In this section you should provide a budget table of the planned research. Please keep in mind that the costs must be calculated in PLN⁹ (gross). The budget table should be divided into two sections: *personnel costs* for investigators involved in the planned research and *other costs*.

| No. | Position or role in the proposed research tasks ¹⁰ | Scope of work in the proposed research tasks | Research-related remuneration period (months) ¹¹ | Total salary (gross) in PLN |
|---------------|---|--|---|-----------------------------|
| | | | | |
| | | | | |
| TOTAL: | | | | |

In the above table you should fill in information on the scope of work performed within the research grant by yourself and the personnel as well as the total salary (gross) intended for the personnel.

| No. | Item | Cost (gross) in PLN |
|---------------|------|---------------------|
| | | |
| | | |
| TOTAL: | | |

⁹ According to the POLONEZ 1 Call Text EUR exchange rate amounts to EUR=4.0101 PLN.

¹⁰ This information will be automatically copied from section *Information on the personnel involved in research tasks*.

¹¹ This information will be automatically copied from section *Information on the personnel involved in research tasks*.

The *Other costs* table is divided into the categories below:

- Devices and software
- Materials
- Outsourcing and subcontracting
- Travel and subsistence costs (business trips), including conference attendance fees of research team members
- Visits and consultations
- Other costs (not listed in other categories, including the cost of disseminating the research results).

Please add items within the categories and indicate their costs. **A detailed description of these categories may be found in the Attachment no 3 to the POLONEZ 1 Call Text.**

9. APPLICANT'S DECLARATION

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

- possession of a PhD degree or 4 years of full-time research experience,
Researchers in possession of a PhD degree should also indicate the date of the PhD award, the name of the institution where it was obtained, as well as the discipline in which the degree was awarded).
- confirmation that you have spent at least 24 months outside of Poland in the period between 15th September 2012 – 14th September 2015,
- participation in NCN-funded research projects,
- applying for grants from other sources (it is also required to name the institution where the proposal has been submitted),
- ethics issues included in the proposal (for more information please see paragraph VI),
- consent to process your personal data for the purpose of proposal evaluation.

10. DESCRIPTION OF THE RESEARCH AND DISSEMINATION OF ITS RESULTS

A. DESCRIPTION OF THE RESEARCH TO BE CARRIED OUT BY THE APPLICANT DURING HIS/HER FELLOWSHIP

Please describe the research you plan to perform within the POLONEZ fellowship. The description should include the following:

1. research objectives
2. significance of the planned research
3. work plan
4. research methodology
5. literature

B. DESCRIPTION OF THE PLAN FOR POPULARISING THE RESULTS OF THE RESEARCH

We strongly encourage consulting the host institution on this part of your application.

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

- seminars and workshops for university, secondary or primary education students,
- participation in events promoting research,
- articles in the general press,
- organising exhibitions or concerts.

11. ATTACHMENTS (to the POLONEZ 1 Application Form)

Attachment 1 (submitted only by applicants who have a PhD degree)

Copy of PhD¹² (or equivalent) diploma or its translation into English or Polish, if the language of the original is neither English nor Polish

- A scan of this document should be attached to the electronic proposal (no hard copy required).

Attachment 2 (submitted only by applicants who do not have a PhD degree)

A document confirming a minimum of 4 years full-time research experience, and its translation into English or Polish, if the language of the original is neither English nor Polish

- Scan(s) of the document(s) should be attached to the electronic proposals (no hard copy required).

Attachment 3

A list of documents confirming that in the 3 years prior to the call announcement (15th September 2012 - 14th September 2015) the applicant has not resided or carried out his/her main activity (work, studies, etc.) in Poland for more than 12 months.

Please list all documents and attach:

- Scans of these documents to the electronic proposal (these documents do not have to be translated, no hard copies required).

Attachment 4

We strongly encourage consulting with the host institution on this part of your application.

Information on the commitments made by the host institution of the fellowship.

(Please see Attachment 4 to the POLONEZ 1 Call Text)

This attachment includes information on the host institution's commitments towards the fellow. In this document the host institution should also describe a planned study visit for the fellow (please see also paragraph III).

- A scan of this document signed by a representative of the host institution should be attached to the electronic proposal, a hard copy should also be sent to the NCN (it may be sent directly to the NCN by the host institution).

Attachment 5

We strongly encourage consulting with the host institution on this part of your application.

Information on whether the host institution receives or does not receive state aid

(Please see Attachment 5 to the POLONEZ 1 Call Text)

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

- A scan of the document signed by a representative of the host institution should be attached to the electronic proposal, a hard copy should also be sent to the NCN (it may be sent directly to the NCN by the host institution)

Attachment 6 (submitted only by host institutions which do not receive statutory funding)

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

- A scan of the document signed by a representative of the host institution should be attached to the electronic proposal, no hard copy required.

VI. ETHICS ISSUES

All applicants are obliged to complete an Ethics Issues table:

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/ethics-eit_en.pdf

Applicants who flag ethics issues in the Ethics Issues Table have to additionally provide a description of measures taken to ensure that the research is carried out conforming to the rules of good practice in the respective domain/discipline (up to 2,500 characters). Please see part G of Attachment 1 to the POLONEZ 2 Call Text).

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

VII. PROPOSAL SUBMISSION

Proposals must be submitted via the OSF online system: <https://osf.opi.org.pl>. In the system you must provide information included in the POLONEZ 1 Application Form (Attachment 1 of the POLONEZ 1 Call Text) and upload the attachments to the proposal (as described above). The application must be sent electronically to the NCN by the 15th December 2015.

In addition you must send hard copies of the application and attachments 4 and 5 to the NCN at the following address: Narodowe Centrum Nauki, ul. Królewska 57, 30-081 Krakow, with a note: "Konkurs POLONEZ 1" (POLONEZ 1 call for proposals). These documents must be sent to the NCN by the 15th December 2015. A proposal with a postmark by the deadline is deemed as having been submitted on time.

Please keep in mind that hard copies of attachments 4 and 5 (signed by the representative of the host institution) may be sent directly to the NCN by the host institution.

VIII. PROPOSAL EVALUATION

Proposals submitted under the POLONEZ 1 call for proposals will be evaluated according to the following criteria:

1. quality of the fellow (25%)
2. quality of the planned research (25%)
3. relevance of the fellowship (20%)
4. dissemination of the results of the fellowship (10%)

5. selection of the partner and host institution (20%)

6. budget

Detailed information about the criteria is included in the *POLONEZ Evaluation Sheet* (Attachment 2 to the POLONEZ 1 Call Text).

POLONEZ 1 EVALUATION

| NCN | APPLICANTS |
|--|--|
| ANNOUNCEMENT OF THE CALL | Call published on the NCN website. The OSF electronic submission system is opened. |
| ELIGIBILITY CHECK | Results are made available in the personal account of the applicant. If rejected, both the host institution and the applicant receive a written decision. |
| MERIT-BASED EVALUATION INDIVIDUAL ASSESSMENT BY THE EXPERT TEAM MEMBERS | Reviews, conclusions of experts' discussions and the number of points awarded are made available via the personal account of the applicant. If rejected, both the host institution and the applicant receive a written decision. |
| MERIT-BASED EVALUATION EXPERT TEAM MEETING | |
| MERIT-BASED EVALUATION INDIVIDUAL ASSESSMENT BY EXTERNAL REFEREES | Reviews by external referees, conclusions of the interviews and discussions, number of points awarded are made available via the personal account of the applicant. |
| MERIT-BASED EVALUATION INTERVIEWS WITH THE APPLICANTS (carried out in English by Expert Team members via telecommunication equipment) | |
| MERIT-BASED EVALUATION EXPERT TEAM MEETING (RANKING LIST) | |
| FINAL RANKING SIGNED BY THE NCN DIRECTOR | Financial promissory note (sent to the applicant) + funding decision issued by the NCN director (sent to the host institution) |

Please note that:

- only proposals receiving at least a score of 75% may be qualified for funding;
- the expert team draws up a final ranking list together with a waiting list;
- min. 50% of expert team members + external referees must be international researchers;
- min. 40% of expert team members + external referees must be women.

IX. TRAINING PROGRAMME PROVIDED BY THE NCN

All POLONEZ fellows will be obliged to participate in **at least 3 training courses** developing the research and non-research competencies of the applicant, organised and financed by the NCN. The training programme will include topics such as:

1. Project management skills and team management skills
2. Ethics in science
3. Intellectual property
4. Technology transfer and commercialisation of research
5. Science communication
6. Preparing grant applications
7. Presentation and public speaking skills

X. POLONEZ TIMEFRAME

| | Call announcement | Deadline | Fellowships start between: |
|------------------|---------------------------------|--------------------------------|---|
| POLONEZ 1 | 15 th September 2015 | 15 th December 2015 | 1 st September 2016 – 1 st January 2017 |

POLONEZ 2

Call announcement: 15th March 2016

Deadline: 15th June 2016

POLONEZ 3

Call announcement: 15th September 2016

Deadline: 15th December 2016