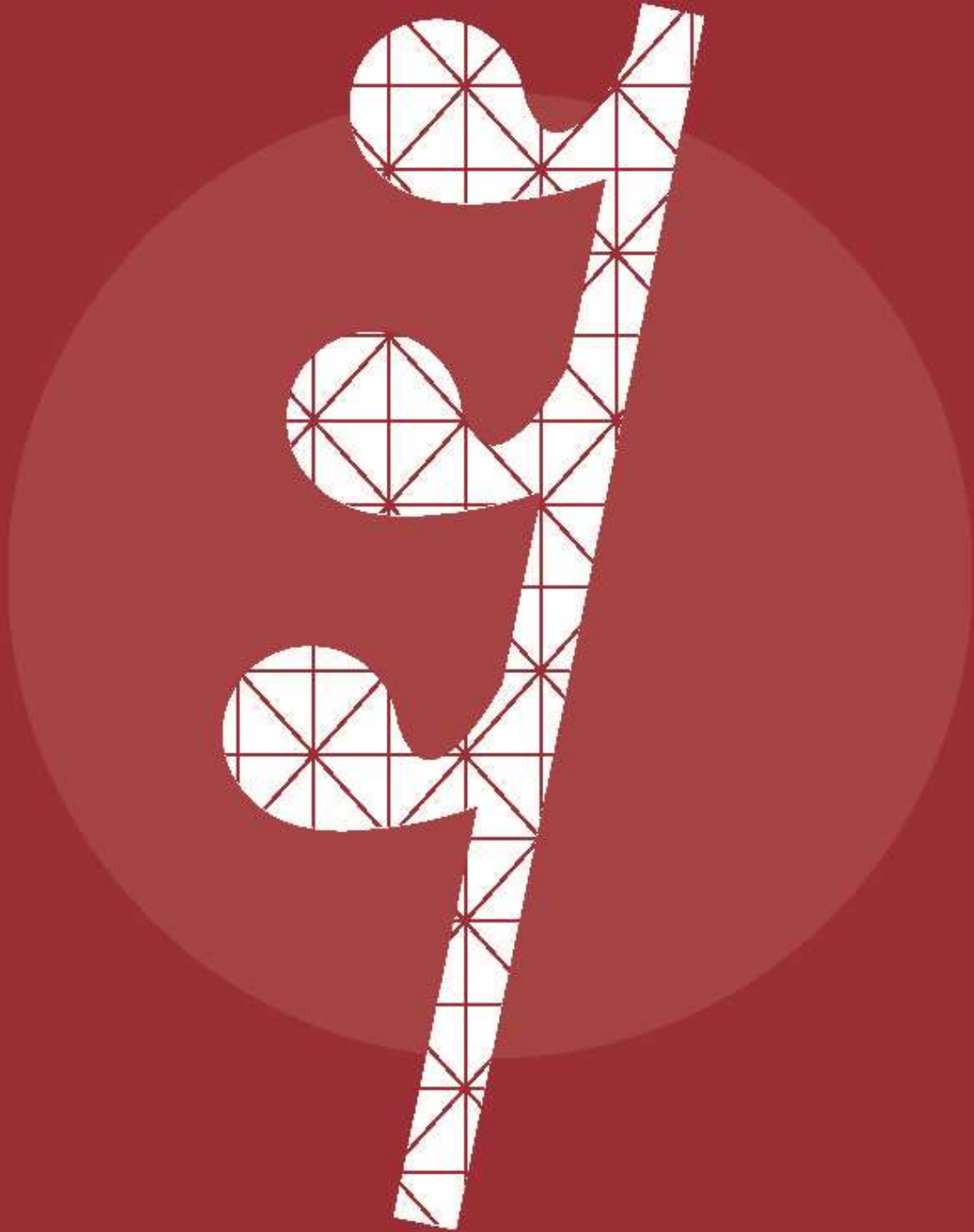




GUIDELINES FOR APPLICANTS



POLONEZ

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POLONEZ 3

funding opportunity for incoming researchers who want to carry out research in host institutions in Poland GUIDELINES FOR APPLICANTS

I. ABOUT POLONEZ

POLONEZ is the 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 his/ her main activity (work, studies, etc.) in Poland for more than 12 months in the 3 years immediately prior to the call announcement (15th September 2016), the **timeframe for this call is: 15th of September 2013 – 14th of September 2016.**

- 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 [Instructions on submitting the proposal in POLONEZ 3](#) section D 16: *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 by 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 [Instructions on submitting the proposal in POLONEZ 3](#) section D 16: *Attachment 2*).

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

→ **All researchers** should provide documents proving that between 15th of September 2013 and 14th of September 2016 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, health insurance, rental agreement, university enrolment certificate, proof of income tax return, etc. **Please note that these documents do not have to be translated.**

The applicant must prepare a list of these documents and attach both the list and the scans to the electronic proposal (Please see also [Instructions on submitting the proposal in POLONEZ 3](#) section D 16: *Attachment 3*).

WHO MAY NOT APPLY:

- ❖ researchers, who in the 3 years before the call announcement (15 September 2016) 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 September 2016 edition of the NCN calls for proposals (OPUS 12, PRELUDIUM 12, SONATA 12) or in the application currently under evaluation or in the redress procedure. Results of OPUS 11, PRELUDIUM 11, SONATA 11 will be announced in November 2016;
- ❖ researchers who are already permanently employed by an institution indicated as a host institution in the POLONEZ application;
- ❖ one researcher may act as an applicant in only a single proposal submitted under POLONEZ 3.

Researchers who submitted applications in NCN calls for proposals including POLONEZ 1 and POLONEZ 2, but were not granted funding **may apply** within POLONEZ 3.

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,

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.

→ organisational institutions having legal personality status established in the Republic of Poland,

→ enterprises other than those mentioned above

that are located in Poland³.

On the [POLONEZ website](#), the applicants and the Host Institutions can find [Partner Search Tool](#) which is a match-making tool for POLONEZ 3 applicants, created in order to establish new cooperation between potential incoming researchers and Host Institutions in Poland. Please note that if you have already found host institution or researcher, registering in Partner Search Tool is not necessary.

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 [Instructions on submitting the proposal in POLONEZ 3](#) section D 10). Research partner is an employee of the host institution employed on an employment contract at the host institution;
- provide the fellow with appropriate office/laboratory space, equipment, facilities and ensure optimum working conditions;
- provide administrative and financial support (including issues connected with relocation) and appoint an administrative officer responsible for these activities;
- organize 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.

Please note the study visit is not the planned research the fellow will carry out in the Host Institution. It is a visit (trip) the fellow will undertake outside the host institution. The costs of the study visit are covered from the indirect costs received by the Host Institution.

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.

- 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 [Instructions on submitting the proposal in POLONEZ 3](#) section D 9);
- support the fellow in the popularisation of his/her research (for more information please see [Instructions on submitting the proposal in POLONEZ 3](#) section D 10). **Please note that popularisation of research is considered as actions understandable by the general public, who are not part of the scientific community;**
- 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 in English to the proposal listed below:

- Information on the research portfolio of the applicant's research partner (please see [Instructions on submitting the proposal in POLONEZ 3](#) section D 10);
- description of the host institution and the relevance of the fellowship for the development of the fellow's career (please see [Instructions on submitting the proposal in POLONEZ 3](#) section D 6);
- information on the commitment of the host institution to the fellowship ([Attachment 4 to the POLONEZ 3 Application Form](#));
- information on whether financing of the research project proposed should be considered/ should not be considered state aid, and a state aid questionnaire ([Attachment 5 to the POLONEZ 3 Application Form](#));
- if the host institution does not receive operating support grant³: 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 3 Application Form).

IV. FUNDING

The FELLOW receives:

- **remuneration:** EUR⁴ 4 350 gross (= PLN ca. 18 228 gross)/month (salary + mobility allowance) = ca. 10 597 PLN net/month

⁴ According to the POLONEZ 3 Call Text EUR exchange rate amounts to EUR= 4.2 PLN.

- **family allowance** (for fellows whose families stay in Poland for at least 3 months during the fellowship period):
EUR 300 gross (= PLN ca.1257 gross)/month = ca. 791 PLN net/month
- **research grant:**

	12-month fellowship Maximum amount	24-month fellowship Maximum amount
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 indirect costs: 20% of direct costs.

V. HOW TO COMPLETE THE POLONEZ 3 APPLICATION FORM

All proposals must be submitted via the NCN electronic submission system OSF. For more information please see [Instructions on submitting the proposal in POLONEZ 3.](#)

VI. PROPOSAL EVALUATION

Proposals submitted under the POLONEZ 3 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 3Call Text](#)).

POLONEZ 3 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, the applicant receives a written decision. The Host Institution receives information via e-mail.

MERIT-BASED EVALUATION INDIVIDUAL ASSESSMENT BY THE EXPERT TEAM MEMBERS	<p>If the proposal is rejected, reviews, conclusions of experts' discussions and the number of points awarded are made available via the personal account of the applicant in the OSF submission system. The applicant whose proposal was rejected receives a written decision, the Host Institution receives information via e-mail.</p> <p>If the proposal is recommended for the second stage of the merit-based evaluation, it is assessed by the external referees.</p>
MERIT-BASED EVALUATION EXPERT TEAM MEETING	
MERIT-BASED EVALUATION INDIVIDUAL ASSESSMENT BY EXTERNAL REFEREES	<p>Reviews by external referees as well as reviews, conclusions of experts' discussions during the expert team meeting and the number of points awarded are sent via e-mail to the applicants by the discipline coordinators.</p>
MERIT-BASED EVALUATION INTERVIEWS WITH THE APPLICANTS (carried out in English by Expert Team members via telecommunication equipment)	<p>Conclusions of the interviews and discussions, number of points awarded are made available via the personal account of the applicant.</p>
MERIT-BASED EVALUATION EXPERT TEAM MEETING (RANKING LIST)	
FINAL RANKING SIGNED BY THE NCN DIRECTOR	<p>Financial promissory note (sent to the applicant) + funding decision issued by the NCN director (sent to the host institution)</p>

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. The proposals from the waiting list may appear on the ranking list only if applicants from the ranking list will resign from having their proposal financed;
- min. 50% of expert team members + external referees must be international researchers;
- min. 40% of expert team members + external referees must be women.

VII. 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

VIII. POLONEZ TIMEFRAME

	Call announcement	Deadline	Fellowships start between:
POLONEZ 3	15 th September 2016	15 th December 2016	1 st September 2017 – 1 st January 2018

IX. POLONEZ 3 CALL DOCUMENTS

[POLONEZ 3 Call Text](#)

1. [Attachment 1: Application Form](#)
2. [Attachment 2: Evaluation Sheet](#)
3. [Attachment 3: Eligible Costs](#)
4. [Attachment 4: Declarations of the Host](#)
5. [Attachment 5: State Aid](#)

X. WITHDRAWAL OF THE PROPOSAL

To withdraw the proposal, the applicant should send an official document containing legible signature and information that he/she wants to withdraw the proposal from further evaluation on the address as below:

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

XI. CONTACT

polonez@ncn.gov.pl

tel: 0048 12 341 9091

tel: 0048 12 341 9139