

UWERTURA 3 CALL FOR PROPOSALS

DATA REQUIRED IN THE PROPOSAL AND ANNEXES TO THE PROPOSAL FOR FUNDING OF FELLOWSHIPS IN FOREIGN RESEARCH TEAMS USING ERC GRANTS

Information required in the electronic proposal form.

A. APPLICANT

1. Applicant's legal status
2. Name¹ and registered office address (telephone number, electronic mail account (ePUAP)², email address, website)³
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 business profile of the institution
8. Does the institution belong to the public finances sector?
9. Does the requested funding constitute state aid? ⁴
10. Host institution's head (*title/academic degree, name and surname, position*)
11. Is the institution under forced administration or the subject of liquidation or bankruptcy proceedings?

B. GENERAL INFORMATION

1. Name of fellowship⁵
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. Keywords (*other than those in panel descriptions*)¹
5. Fellowship duration (*3 to 6 months*)
6. Estimated costs in PLN

C. INFORMATION ON THE ERC GRANTEE AND THE RESEARCH INSTITUTION HOSTING THE PLANNED FELLOWSHIP

1. Place of the fellowship (state)⁶
2. Name and address of the research institution
3. Name and address of the ERC grantee
4. Title of the grant carried out by the ERC grantee

¹ To be filled out in Polish and English. The language versions must be identical.

² Documents between the NCN and the host institution are exchanged by means of an electronic mail account (ePUAP).

³ Universities provide this information both for the main entity and for its basic administrative unit (in accordance with the university's charter).

⁴ No state aid will be awarded in this call. In order to determine whether the funding constitutes state aid for an institution, read the *Rules governing application for state aid*.

⁵ Related to the subject of the research project to be submitted in response to an ERC call for proposals. To be filled out in Polish and English. The language versions must be identical.

⁶ According to the list of countries where a foreign fellowship can be planned, as defined in Annex No 1 to NCN Council Resolution No 110/2018 of 8 November 2018.

5. Type of the funding scheme in which the ERC grantee was allocated a grant

D. INFORMATION ON THE FELLOWSHIP CANDIDATE

1. Name(s), professional title/ degree
2. Telephone number, electronic mail account (ePUAP)⁷, email address⁸
3. PESEL/ gender, date of birth and country⁹
4. Nature of participation
5. Does the fellowship candidate hold a doctoral degree
6. Have the fellowship candidate, before the year of submitting the proposal¹⁰, taken maternity leave, adoption leave, paternity 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 physiotherapy? (*If yes, quote the number of months of the leave*)
7. Residence address, correspondence address
8. Employer and post(s) occupied

D.1. SCIENTIFIC ACHIEVEMENTS (*in English*)

1. Academic and research career (*university, institute or other organisational unit, academic specialty, date of award of academic degree or title*)
2. Achievements:

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

- a) 5 of the most important publications¹¹ published¹² over the last 5 years¹³ 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 journals and the number of citations for particular publications; no self-citations allowed*),
- b) all publications presented above must be attached as pdf files, no larger than 10 MB each; for monographs attach a file with at least the title page, copyright page, contents and a selection of fragments containing the author's chief theses,
- c) the total number of citations for all publications to date, no self-citations allowed, and the h-index value (required source: *Web of Science™ Core Collection*);

for HS (Arts, Humanities and Social Sciences)

- a) 5 of the most important publications^{11,11} published¹² over the last 5¹³ years before the submission of the proposal, the evaluation of which will take into account the quality of the journal¹⁰, 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 the number of citations for particular publications; no self-citations allowed*),
- b) all publications presented above must be attached as pdf files, no larger than 10 MB each; for monographs attach a file with at least the title page, copyright page, contents and a selection of fragments containing the author's chief theses,

⁷ Optional.

⁸ Documents between the NCN and the fellow are exchanged by means of an electronic mail account (ePUAP) or e-mail address provided herein.

⁹ Applies to foreigners.

¹⁰ The time of submitting the proposal is assumed as the final day of submitting proposals in response to the call, i.e. 15 March 2019.

¹¹ Titles in the language of the publication. If the publications have not been released in English, translate their titles into English and indicate the original titles in square brackets.

¹² One may list works yet to be published as long as acceptance letters from publishers are uploaded in section I Annexes, confirming that the work has been accepted for publication.

¹³ This period includes breaks referred to in section D.6.

- c) where possible, indicate the total number of citations for all publications to date, no self-citations allowed, and the h-index value (preferred source: *Web of Science™ Core Collection or Scopus*);
3. Information concerning all research projects, currently conducted and concluded, awarded funding under NCN calls. The foregoing applies to principal investigators¹⁴ only (*project titles and numbers, sources of funding, years and places of implementation and list of publications*¹¹ resulting from each project separately).

E. FELLOWSHIP FUNDING

1. Duration of fellowship in a foreign research institution (*in months*).
2. The shortest distance between the place of residence and the host institution hosting the fellowship¹⁵.

F. BREAKDOWN OF COSTS

(*type of NCN funding, funds to cover the cost of fellowships in a foreign research institution*¹⁶, *funds to cover the cost of travel to the host institution hosting the fellowship*¹⁷, *total NCN funding; all amounts in PLN*)

G. DECLARATIONS (in Polish)

G.1. DECLARATIONS BY A FELLOWSHIP CANDIDATE

1. I hereby declare that I was conferred the doctorate degree in by in (*year*).
2. I hereby declare that I shall act as a principal investigator in an ERC call for proposals to be implemented at a Polish institution, within 18 months of completing the fellowship in a research team conducting research financed by ERC.
3. I hereby declare that the cost of staying at and travel to a foreign research institution hosting a fellowship under this call neither is nor was funded under a proposal submitted in response to other calls for proposals announced by the National Science Centre, nor from any other sources. I also declare, that I am applying/not applying¹⁸ for funding of my fellowship from the NCN resources and/or from other sources (*in the event of choosing "I am applying," indicate the addressee of the other proposal and indicate the planned host institution for the fellowship*).
4. I hereby declare that should I receive funding of the fellowship specified in this proposal from another source, I shall immediately notify the NCN thereof and shall:
 - a) notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding of the fellowship in a foreign research institution under this call for proposals or
 - b) resign from accepting the funding from another source.
5. I hereby declare that should I receive funding of the fellowship specified in this proposal pursuant to a decision of the NCN Director, I shall:

¹⁴ For the purposes of information on the research projects presented in the principal investigator's achievements section, the function of principal investigator also includes leadership/ coordination of a research team in international projects or programs.

¹⁵ Pursuant to the table of rates set forth in Annex No 2 to the NCN Council Resolution No 110/2018 of 8 November 2018.

¹⁶ The applicant shall be allocated flat-rate funds of PLN 15,000 per month, multiplied by the percentage correction rate set for a given country, according to the values set forth in the tables included in Annex No 1 to the NCN Council Resolution No 110/2018 of 8 November 2018, to cover the costs of a fellowship candidate staying at a foreign research institution.

¹⁷ The applicant shall be allocated flat-rate funds of PLN 1,000 to PLN 10,000, depending on the distance between the place of residence and a foreign research institution, according to the rates set forth in Annex No 2 to the NCN Council Resolution No 110/2018 of 8 November 2018, to cover the cost of return travel of a fellowship candidate to the research institution hosting the foreign fellowship.

¹⁸ Delete as appropriate.

- a) notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding of the fellowship in a foreign research institution granted by the NCN Director under this call for proposals or
 - b) resign from applying for funding from another source.
6. I declare that I am aware that:
- a) the NCN with its registered office in Krakow at ul. Twardowskiego 16, 30-312 Krakow is the controller of the personal data provided in the proposal,
 - b) the NCN's designated Data Protection Officer can be contacted via electronic mail at iod@ncn.gov.pl, by phone at +48 12 341 9113 or directly at the registered office of the data controller,
 - c) to fulfil its legal tasks, the NCN processes personal data based on Article 6(1)(c) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 2016, No 119, p.1), in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (consolidated text Journal of Laws of 2018, item 947),
 - d) personal data will be processed for the purpose of evaluation of the proposal for funding of a research project and, if funding is granted for its completion, for the purpose of supervision, financial and accounting operations, audits performed in the course of and after the completion of the project, evaluation of implementation and settlement of the funding agreement and for the purposes of determining, pursuing and defending against any claims. In addition, personal data will be processed for the purpose of evaluating the NCN's own tasks, reporting, dissemination of the information on the NCN's calls for proposals and their results throughout the scientific community and for archiving purposes,
 - e) personal data will be processed for the period necessary to achieve the purposes indicated in sub-point d) and for the period of storage, as defined by the NCN's records management procedures and the Uniform File Classification System,
 - f) provision of personal data is a statutory requirement and without its disclosure the purposes described in sub-point d) cannot be achieved,
 - g) the recipients of the personal data may only be entities authorised to collect personal data based on the generally applicable provisions of law, and within the scope defined in Article 31 of the Act on the National Science Centre of 30 April 2010 also individuals using the NCN's website,
 - h) personal data may be transferred for processing to third party companies or individuals commissioned to provide services. Such third parties process data based on personal data transfer contracts and are also obliged to keep the data being processed confidential,
 - i) the data subject has the right to access their personal data, correct their personal data and restrict the processing of their personal data, and
 - j) the data subject has the right to lodge a complaint with the President of the Office of Personal Data Protection if they consider that the processing of their personal data does not comply with the General Data Protection Regulation.
7. I declare that:
- a) I am familiar with the principles of communicating the decisions of the NCN Director, and
 - b) I have read the *Code of the National Science Centre on Research Integrity and Applying for Research Funding* and I shall apply it.

G.2. STATEMENT BY AN AUTHORISED REPRESENTATIVE OF THE APPLICANT

1. I hereby declare that the cost of staying at and travel to a foreign research institution under this call neither is nor was funded under a proposal submitted in response to other calls for proposals announced by the National Science Centre, nor from any other sources. I also declare that the entity I represent is applying/not applying¹⁸ for funding of the fellowship from the NCN resources and from other sources (*in the*

event of choosing "is applying," indicate the addressee of the proposal and indicate the planned host institution for the fellowship).

2. I hereby declare that should I receive funding of the fellowship specified in this proposal from another source, I shall immediately notify the NCN thereof and shall:
 - a) resign from applying for funding of a fellowship in a foreign research institution under this call for proposals or
 - b) resign from accepting the funding from another source.
3. I hereby declare that should I receive funding of the fellowship specified in this proposal pursuant to the decision of the NCN Director, I shall:
 - a) resign from the funds granted for the fellowship in a foreign research institution by the NCN Director under this call for proposals or
 - b) resign from applying for funding from another source.
4. Should the fellowship qualify for funding, acting on behalf of the entity I represent, I undertake to:
 - a) include the fellowship in the financial plan of the entity;
 - b) pay the funds included in this proposal designated for the fellowship by a person named in the proposal and
 - c) supervise the fellowship and proper disbursement of the funds allocated by the NCN.
5. Should the fellowship qualify for funding, I agree to:
 - a) have the following information published on the NCN's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call results: name of the entity (applicant), name and surname and academic title of a person awarded with fellowship, position on a ranking list, name of the research institution hosting the fellowship and fellowship duration,
 - b) provide the European Research Council ("ERC") with the following information: name of the entity (applicant), name and surname, gender and academic title of a person awarded with fellowship, position on a ranking list, name of the ERC grantee, name of the research institution hosting the fellowship and fellowship duration, as well as authorisation for the ERC to process such data under the ERC Fellowship to visit ERC Grantee programme.
6. Acting on behalf of the entity I represent, I declare that:
 - a) I am familiar with the principles of communicating the decisions of the NCN Director,
 - b) I have read the rules for granting state aid and the funding shall not constitute state aid for the entity and
 - c) I have read the *Code of the National Science Centre on Research Integrity and Applying for Research Funding* and I undertake to apply it.

H. DESCRIPTION OF A RESEARCH PROJECT TO BE SUBMITTED IN RESPONSE TO AN ERC CALL FOR PROPOSALS (type of ERC call for proposals, description of up to 2 pages¹⁹ in English)

Research concept and plan

(research problem, general research plan, research procedure, as well as research methods, techniques and tools)

H.1. GROUNDS FOR SELECTING AN ERC GRANTEE HOSTING THE FELLOWSHIP (up to 1 page¹⁹ in English)

¹⁹ Page size: A4; font size: no smaller than 11; lead: single; margins: left and right: 2 cm, top and bottom: 1.5 cm.

(description of research carried out by an ERC grantee, compliance of research with the project to be submitted in response to an ERC call for proposals, potential use of skills and knowledge acquired during the fellowship in the proposal submitted in response to an ERC call for proposals)

I. ANNEXES

Annex No 1²⁰

Document in English confirming a fellowship approval by the person named in the proposal, issued by the ERC grantee and research institution hosting the ERC grant.

(document date, name of the research institution hosting the fellowship, name and surname of the ERC grantee, name and surname of the fellowship candidate, number of fellowship months, signature of the ERC grantee and authorised representative of the research institution hosting the fellowship)

Annex No 2²¹

Acceptance letters from publishers confirming that the work has been accepted for publication.

Template of Annex No 1:

LETTER OF SUPPORT

I hereby consent that Mr/Mrs (name and surname of the fellow) will conduct the (number of months of the fellowship duration) – month fellowship in my research team at (name of the host institution). This fellowship will be financed under the UWERTURA scheme organized by the National Science Centre in cooperation with the European Research Council as part of the “Fellowship to Visit ERC Grantee” programme.

I declare, that I am aware of that:

1. National Science Centre (“the Centre”) with headquarters in Krakow at ul. Twardowskiego 16, 30-312 Kraków is the administrator of provided personal data.
2. The Centre’s designated Data Protection Officer can be contacted via electronic mail at iod@ncn.gov.pl, by phone at +48 12 341 9113 or directly at the registered office of the data controller.
3. The Centre processes provided personal data based on Article 6(1)(c) of General Data Protection Regulation, in conjunction with Article 20 of the Act of 30 April 2010 on the National Science Centre (consolidated text Journal of Laws of 2018, item 947).
4. Personal data will be processed for the purpose of:
 - a) evaluation of the proposal for funding of a research project, scientific activity, fellowship or doctoral scholarship
 - b) supervision, financial and accounting operations, audits performed in the course of and after the completion of the project, scientific activity, fellowship or doctoral scholarship, evaluation of implementation and settlement of funding agreements – if funding is granted for the completion of a research project, scientific activity, fellowship or doctoral scholarship.
5. Personal data will be processed from the moment they have been collected as long as it is necessary to achieve the purposes indicated in point 4 and to investigate possible related claims, for the period required by generally applicable laws and for the period of storage as defined by the Centre’s records management procedures and the Uniform File Classification System.
6. Provision of personal data is a statutory requirement and without their disclosure the purposes described in point 4 cannot be achieved.

²⁰ The proposal should be accompanied with this document bearing a qualified electronic signature or the document’s f with the signature in the signatory’s own handwriting in PDF format.

²¹ Applies to persons who have indicated works accepted for publication in the “Publication” section. The proposal should be supported with a document in PDF format, including all acceptance letters confirming that the work has been accepted for publication.

7. The recipients of your personal data may only be entities authorised to collect personal data based on the generally applicable provisions of law and to the extent specified in Article 31 of the Act of 30 April 2010 on the National Science Centre (consolidated text Journal of Laws of 2018, item 947), individuals using the Centre's website.
8. Personal data may be transferred for processing to third party companies or individuals commissioned to provide services. Such third parties process data based on personal data transfer contracts and are also obliged to keep the data being processed confidential.
9. You have the right to access your personal data, correct your personal data and restrict the processing of your personal data.
10. You have the right to lodge a complaint with the President of the Office of Personal Data Protection if the General Data Protection Regulation is violated.

.....
Date and place of issue

.....
*Name and surname of the host researcher
(ERC Grantee)*

(signature)

Acting in the name of (*name of the host institution*), I consent that Mr/Mrs (*name and surname of the fellow*) will conduct the (*number of months of the fellowship duration*) – month fellowship in the research team of (*name and surname of the ERC Grantee*) at the (*name of the host institution*). This fellowship will be financed under the UWERTURA scheme organized by the National Science Centre in cooperation with the European Research Council as a part of the “Fellowship to Visit ERC Grantee” programme.

.....
Date and place of issue

.....
*Name and surname of the person authorized to represent
the host institution*

(signature)

J. CONFIRMATION OF SUBMITTING THE PROPOSAL²²

CONFIRMATION OF SUBMITTING THE PROPOSAL²³ IN RESPONSE TO AN NCN CALL FOR PROPOSALS BY AN AUTHORISED REPRESENTATIVE OF THE ENTITY ACTING AS THE APPLICANT

Acting on behalf of the entity I represent, I declare that I fully accept proposal No, titled "....." with a value of PLN (PLN.....), submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) electronic submission system under the call for a fellowship in a foreign research team using an ERC grant which, in the event of receiving funding, will be carried out by a fellowship candidate named in the proposal, i.e. Mr/Ms and I confirm that the entity I represent is the applicant in the call.

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

.....
Signature of the authorised representative of the applicant

CONFIRMATION OF SUBMITTING THE PROPOSAL²³ IN RESPONSE TO AN NCN CALL FOR PROPOSALS BY THE FELLOWSHIP CANDIDATE

I declare that in the event of awarding funding to the fellowship in a foreign research team using an ERC grant pursuant to proposal No, titled "....." submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) electronic submission system under the call I agree to conduct the fellowship named in the proposal.

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

.....
Fellowship candidate's signature

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

²² The original confirmation 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.

²³ The original confirmation 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.