



Attachment to resolution no 22/2017 of the Council of the NCN of 9th February 2017

CODE OF CONDUCT OF THE MEMBERS OF THE COUNCIL AND EXPERTS OF THE NATIONAL SCIENCE CENTRE

§ 1. Terms defined

- 1) NCN – the National Science Centre.
- 2) Council – the Council of the National Science Centre.
- 3) NCN calls – calls for proposals announced and carried out by the NCN.
- 4) NCN grants – funding granted by the NCN for the completion of research projects, post-doctoral internships, doctoral scholarships, research activities.
- 5) NCN grant application – proposal submitted under NCN calls.
- 6) Principal investigator named in the NCN grant application – principal investigator in the research project applying for funding, candidate for post-doctoral internship, candidate for doctoral scholarship, person assigned to perform the research activity named in the NCN grant application.
- 7) NCN grant director – principal investigator in an NCN-funded research project, person awarded an NCN-funded post-doctoral internship, person awarded an NCN-funded doctoral scholarship, person performing an NCN-funded research activity.

§ 2. General provisions

1. Members of the Council and experts' actions are informed by concern for the advancement of science in Poland, committed to supporting – in matters within their competence – research that is most deserving of promotion and funding.
2. In evaluating NCN grant applications submitted to NCN calls and in evaluating reports on the completion of NCN grants, members of either body maintain objectivity of judgment and impartiality, applying uniform assessment criteria, avoiding, in particular, a conflict of interest.
3. Members of either body proceed with discretion, crucial to the free exchange of opinion, preventing members from relaying to others any content of their debates, views expressed, opinions, motions or demands, as go beyond the approved minutes of their meeting.
4. Members of the Council and experts' actions are informed by concern for the good name of either body and the NCN.

§ 3. Members of the Council's code of conduct

1. Members of the Council make every effort to ensure that the range of research fields and disciplines, criteria for assessing projects and the selection of members of the Expert Team, create optimal conditions favourable to the promotion of the most valuable research projects.
2. Members of the Council may not be named as principal investigators in an NCN grant application or members of a research team under NCN calls carried out during their term in office.



3. During their term in office, a member of the Council may not be named as thesis supervisor or mentor of the principal investigator named in an NCN grant application.
4. Member of the Councils may not participate in appeal procedures concerning an application submitted to NCN calls if:
 - they are a collaborator of the principal investigator named in the NCN grant application or of the host entity submitting the application;
 - they have been involved, to whatever extent, in drafting the proposal;
 - they can draw direct benefits from the favourable outcome of the appeal;
 - they have close relations, referred to in § 3 section 6 with the principal investigator named in the NCN grant application or representatives of the entity applying for funding;
 - they are or were in the past three years employed by the entity employing the principal investigator named in the NCN grant application;
 - another important circumstance occurs that may undermine their reliability and impartiality.
5. Members of the Council may not evaluate reports on the completion of NCN grants in which they participated as principal investigator or investigator.
6. Member of the Council, whose spouse, ancestor, descendant or other next of kin has submitted an NCN grant application, is excluded, for the duration of the dealings with the application, from all activities related to the operations of the panel of disciplines to which the application has been submitted.
7. Should a member of the Council while performing their duties find that a cause exists which may threaten the impartiality of the process of evaluating, NCN grant applications, or reports on the completion of NCN grants, they must forthwith inform the Chair of the Council of this fact.

§ 4. Experts' code of conduct

1. The duty of experts is to carry out a merit-based, reliable, thorough and impartial assessment of the applications submitted under NCN calls and of the reports on the completion of NCN grants, in compliance with the relevant regulations adopted by the Council.
2. Experts are independent in their actions and judgments, being obliged to proceed in accordance with their abilities, experience and to the best of their knowledge.
3. Experts, in performing their duties, comply with the principle of confidentiality in relation to the evaluation process itself, its contents and persons involved in providing it. In particular, they may not exchange their opinions on the research proposal or report under their evaluation with anyone, including other experts; the only exception to that being the discussion during official meetings of the Expert Team.
4. Members of the Expert Team may not be named as principal investigator in an NCN grant application or member of a research team under the NCN call for which they are serving as an expert; the same holds for external expert reviewers in relation to the specific panel of disciplines under the NCN call for which they are serving as an expert.



5. Members of the Expert Team may not be named as thesis supervisors or mentors of the principal investigator named in the NCN grant application submitted under the NCN calls for which they are serving as an expert.
6. Members of the Expert Team for a given panel of disciplines may not have close relations with the principal investigator named in the NCN grant application, in particular, if they are a spouse, ancestor, descendant or sibling of that person.
7. Experts are excluded from evaluating an application submitted under NCN calls if:
 - they are a collaborator of the principal investigator named in the NCN grant application or of the host entity submitting the application;
 - they have been involved, to whatever extent, in drafting the proposal;
 - they can draw direct benefits from recommending the application for funding;
 - they have close relations, referred to in § 4 section 6 with the principal investigator named in the NCN grant application or representatives of the entity applying for funding;
 - they are or were in the past three years employed by the entity employing the principal investigator named in the NCN grant application;
 - another important circumstance occurs that may undermine their reliability and impartiality.
8. Experts are excluded from evaluating reports on the completion of NCN grants if:
 - in the report on the completion of the NCN grant under evaluation they are named as the principal investigator or member of the research team;
 - in the past three years they have acted as the thesis supervisor or mentor to the principal investigator in an NCN grant under evaluation;
 - in the past three years they have published jointly with the principal investigator in the NCN grant under evaluation;
 - they are or were in the past three years employed by the entity employing the principal investigator named in the NCN grant under evaluation;
 - they have close relations, referred to in § 4 section 6 with the principal investigator named in the NCN grant application or representatives of the entity awarded funding;
 - they have a personal conflict with the principal investigator in the NCN grant under evaluation;
 - another important circumstance occurs that may undermine their reliability and impartiality.
9. An expert is excluded from participating in a meeting of the Expert Team if during the meeting in question an evaluation will take place of a report from the completion of an NCN grant in which they have been named as principal investigator or member of a research team.
10. Should a member of the Council while performing their duties find that a cause exists which may threaten the impartiality and reliability of the process of evaluating NCN grant applications, or reports on the completion of NCN grants, they must forthwith inform the Chair of the Council of this fact.
11. Submitting applications for external reviews and the review process should conform with the principles of maximum objectivity of judgment and reliability.



§ 5. Other regulations

In matters not regulated by this *Code of Conduct*, the norms outlined in the guidelines titled *Dobre obyczaje w nauce (Good Manners in Science)* and in the recommendations titled *Dobra praktyka badań naukowych (Good Research Practice)* apply.

prof. dr hab. Janusz Janeczek

Chair of the Council
of the National Science Centre