**PROPOSAL FORM TEMPLATE**

**[*light boxes to be filled out by the applicant*;** to be completed in Polish unless otherwise stated**]**

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| **BACKGROUND INFORMATION** | | | |
| **APPLICANT** | | | |
| 1. | Applicant’s status (*choose from the drop-down list*) | | 1. University |
| 1. *Universities* 2. *federations of science and HE entities* 3. *research institutes of the Polish Academy of Sciences* 4. *research institutes* 5. *international research institutes* 6. *Łukasiewicz Centre* 7. *institutes operating within the Łukasiewicz Research Network* 8. *Polish Academy of Arts and Science* 9. *institutions involved in research independently on a continuous basis* 10. *scientific and industrial centres* 11. *research centres of the Polish Academy of Sciences* 12. *scientific librari*es 13. *compani*es *operating as R&D centre* |
| **APPLICANT'S DETAILS** | | | |
| Entity (level 1) | | | |
| 1. | Entity’s name | | Click or press here to insert a text. |
| 2. | Address of registered office | | Click or press here to insert a text. |
| *street, house number, apartment number, postal code, town, province, country* |
| 3. | Contact information | | Click or press here to insert a text. |
| *street, house number, apartment number, postal code, town, province, country, telephone, e-mail address, website* |
| 4. | ePUAP | | Click or press here to insert a text. |
| *ESP Electronic Submission Box (ePUAP) Correspondence concerning the proposal, including the funding information, should be sent to the Electronic Delivery Box (ESP) address. The ESP (ePUAP) address should have the following format: /Identyfikator\_użytkownika/nazwa\_skrytki [/user\_identifier/box\_name]:* |
| 5. | Head/authorised representative of the entity | | Click or press here to insert a text. |
| *title/degree, first name, last name, position/function* |
| 6. | NIP, REGON, KRS (*tax identification number; statistical identification number; court register number*) | | Click or press here to insert a text. |
| *KRS – optional* |
| Entity (level 2) (*if applicable*) | | | |
| 1. | Entity’s name | | Click or press here to insert a text. |
| 2. | Address of registered office | | Click or press here to insert a text. |
| *street, house number, apartment number, postal code, town, province, country* |
| 3. | Contact information | | Click or press here to insert a text. |
| *telephone, e-mail address* |
| **INFORMATION ON THE STUDENT/RESEARCHER** | | | |
| 1. | Personal data | Click or press here to insert a text. | |
| *name, second name, surname, professional title/academic degree, date of birth, citizenship, gender* | |
| 2. | Professional title (*or equivalent*) | Click or press here to insert a text. | |
| *year of award* | |
| 3. | Research field (*select from the drop-down list*) | Select an element. | |
| 1. HS – Arts, Humanities and Social Sciences 2. ST – Physical Sciences and Engineering 3. NZ – Life Sciences | |
| NCN Review Panel (*choose from the drop-down list, selection of an incorrect panel shall not affect the evaluation*) | Select an element. | |
| 4. | Contact information (*if possible*) | Click or press here to insert a text. | |
| *telephone, e-mail address* | |
| 5. | Name of the institution in Ukraine where the student/researcher has studied or has pursued PhD studies (*aspirantura*) or has been employed | Click or press here to insert a text. | |
| 6. | Date of leaving Ukraine (if still in Ukraine, provide an approximate date) | Click or press here to insert a text. | |
| *dd.mm.yyyy* | |

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| **INFORMATION ON THE MENTOR** (employment in the institution acting as the applicant is required) | | |
| 1. | Personal data | Click or press here to insert a text. |
| *name, second name, surname, title/degree* |
| 2. | Contact information | Click or press here to insert a text. |
| *telephone, e-mail address* |
| 3. | Position | Click or press here to insert a text. |
| *position* |

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| **BUDGET** | | | |
| Programme implementation period (6 to 12 months) | | Click or press here to insert a text. | |
| Scholarship  (*PLN 3,500 to PLN 5,000 per month*) | Click or press here to insert an amount. | | Click or press here to insert a text. |
| *Multiply the scholarship amount per month by the number of months in the programme* | | *no justification needed* |
| Cost of hosting a student/researcher  (*up to PLN 1,500 per month*) | Click or press here to insert an amount. | | Click or press here to insert a text. |
| *Multiply the cost of hosting per month by the number of months in the programme* | | *justification needed* (*type of costs, e.g. language courses, costs enabling the preparation of the MSc thesis/PhD dissertation, psychological care, legal care, etc.*) |
| TOTAL  (*scholarship and cost of hosting the student/researcher, totalling PLN 5,000 per month*)  *Note: The total amount must not exceed PLN 60,000 if the maximum period is 12 months.* | Click or press here to insert an amount. | | |
| *Multiply the total number of months in the programme by PLN 5,000* | | |

**Annex 1:** Student’s/Researcher’s CV

[*in PDF format*]

CV shall contain:

* scientific track record (degree date, institution, discipline);
* list of major publications (*if applicable*);

the most important artistic achievements or achievements in research in art (*if applicable*);

* information on education/work (start year and end year, institution, position), academic fellowships (start date and end date, institution), ongoing projects, awards and prizes (*if applicable*);
* other information crucial to research career.

[*CV in English*]

**Annex 2:** Mentor’s CV

[*in PDF format*]

CV shall contain:

* list of major publications;

the most important artistic achievements or achievements in research in art (*if applicable*);

* information on workplaces, academic fellowships, ongoing projects, awards, and prizes;
* other information crucial to research career.

[*CV in English*]

**Annex 3:** Integration/Reintegration Plan and Cooperation to Date

*[in PDF format;* ***page limit: 1 page****]*

The Annex shall contain:

* work plan integrating the student/researcher with the applicant’s research community during the Programme, also engaging the student/researcher in the research/research projects performed by the applicant’s institution;
* short description of the student’s/researcher’s reintegration into the Ukrainian academic system after the programme;
* description of student’s/researcher’s collaboration with the applicant to date (*if applicable*);
* justification why the program is implemented remotely from Ukraine (*if applicable*).

[*Annex in English*]

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| **PERSONAL DATA PROTECTION** | |
|  | *Acting pursuant to Article 13 (1) and (2) 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), this is to inform all those applying for funding that:*  *a) the National Science Centre (“NCN”) with its registered office in Krakow at ul. Twardowskiego 16, 30-312 Kraków, is the controller of your personal data,*  *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) the NCN shall process your personal data pursuant to Article 6 (1) (c) of the General Data Protection Regulation, in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended),*  *d) your personal data shall be processed for the purpose of:*  *- evaluation of your proposal*  *- supervision, financial and accounting operations, audits performed during and after funding, evaluation of implementation and settlement of funding agreements,*  *- evaluating the NCN’s own tasks, reporting, dissemination of the information on the NCN’s schemes throughout the scientific community, implementation of other activities regulated by generally applicable laws and for archiving purposes,*  *e) your personal data shall be processed from the moment it has been collected for as long as it is necessary to achieve the purposes indicated in point d) and to pursue related claims, for the period required by generally applicable laws and for the period of storage as defined by the NCN’s records management procedures and the Uniform File Classification System,*  *f) provision of your personal data is a statutory requirement and without its disclosure the purposes described in point d) cannot be achieved,*  *g) the recipients of your personal data may only be entities authorised to collect personal data pursuant to law and, to the extent specified in Article 31 of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended), individuals using the NCN’s website,*  *h) your personal data may be transferred for processing to third parties, such as the National Information Processing Institute with its registered office at al. Niepodległości 188b, 00-608 Warsaw. Such third parties process data based on personal data transfer contracts and are also bound to keep the data being processed confidential,*  *i) you have the right to access your personal data, correct your personal data and restrict the processing of your personal data, and*  *j) you have the right to lodge a complaint with the President of the Personal Data Protection Office if the General Data Protection Regulation is violated.* |

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| **ADMINISTRATIVE DECLARATIONS** | |
|  | *Head/ authorised representative of the entity* |
|  | *I hereby declare that: 1. The purpose of this proposal is not and has not been funded from the NCN resources and/or from other sources. 2. Should I apply for or receive funding for that purpose from another source than the NCN:*  *a) in the event that funding is received from the NCN:*  *- I shall resign from applying for funding from another source*  *or*  *- I shall resign from funding allocated by the NCN Director or*  *b) in the event that funding is received from another source:*  *- I shall resign from applying for funding in this NCN programme*  *or*  *- I shall resign from accepting funding from another source.*  *3. I hereby declare that the student/researcher from Ukraine without a PhD degree meets the eligibility criteria covered by the terms and conditions of the programme, has read the proposal and, should he/she be recommended for funding, agrees to carry it out. I shall verify the status/professional title of the student/researcher as well as the date of his/her crossing the border as a result of the war in Ukraine.*  *4. Acting on behalf of the entity I represent that in the case that funding is awarded, I shall: a) include the student’s/researcher’s funding (scholarship under the NCN Special Programme and cost of hosting the student/researcher) in the financial plan of the institution; b) pay the scholarship under the NCN Special Programme to the student/researcher pursuant to the proposal and terms and conditions of the programme;*  *c) ensure cooperation with the mentor for the entire period during which the scholarship under the NCN Special Programme is paid out;*  *d) provide psychological and legal support in connection with the training; e) provide administrative and financial support; f) supervise proper disbursement of project monies.*  *5.Should the proposal be recommended for funding, I agree to have the information on the results of the programme published on the NCN website. The NCN shall protect student’s/researcher’s personal data.*  *6. I have read the Code of the National Science Centre on Research Integrity and Applying for Research Funding and shall apply it.*  *7. I hereby declare that the persons named in the proposal have disclosed their personal data to the extent necessary to submit this proposal and were notified of personal data protection and rules according to which the National Science Centre processes their personal data, included in this form, pursuant to Article 14 (1) and (2) of the General Data Protection Regulation (OJ EU L 2016, No 119, p. 1).*  *8. I hereby declare that I know the state aid rules and project funding shall not constitute state aid for the entity, as referred to in Article 107(1) of the Treaty on the Functioning of the European Union.*  *9. Due to the specific nature and purpose of the programme, I am aware that the submission deadline for proposals under Article 25(2) of the NCN Act has been shortened.* |
|  | The proposal form to the NCN in PDF format must be signed with a qualified electronic signature or advanced electronic signature of the authorised representative of the entity. The electronic signature must be in line with the eIDAS Regulation, include a valid qualified certificate and have a PAdES extension. |