

The following application form is intended only to present the scope of information necessary to complete this application.
The layout and appearance of fields in this form may not be the same as the application form in the OSF system.
Applications should be submitted only through the OSF system: <https://osf.opi.org.pl>

**SHENG 3 call for Polish-Chinese research projects
application form – template**

NEW PROPOSAL

1.	Duration [in months]	choose from the list: 36 Further sections depend on this information. Entry cannot be changed later.
----	----------------------	---

GENERAL INFORMATION

1.	Proposal title in Polish	
2.	Proposal title in English	the title must be identical to the title in Polish
3.	Keywords in Polish	
4.	Keywords in English	identical to the key words in Polish
5.	Research field	HS, ST filled automatically based on the Primary NCN Review Panel
6.	Primary NCN Review Panel	choose from the list: HS4, ST1, ST2, ST3, ST6, ST7, ST9, ST10. Choose only one.
7.	Auxiliary NCN Review Panels	choose from the list: HS1_001-HS6_021, ST1_001-ST11_016, NZ1_001-NZ9_013 from 1 to 3, including at least one from the panel, to which a proposal is submitted

ADDITIONAL INFORMATION

	Acronym (obligatory)	the same as in the joint proposal / joint project description
	Joint project	Formal requirements the Joint Project Description (JPD) must be written in English, according to the template provided in the call documentation. Please do not attach any CVs or publication lists to the JPD. The JPD must be delivered as PDF file (up to 10 MB). There is a strict limit of 30 pages for the Joint Project Description. Recommended formatting: A4, font Arial, size: 11-12, line spacing: 1,15 left-right margins: 2,5 cm, top-bottom margins 1,5 cm.

Information on Polish and foreign research teams

	<p>Please upload the CVs of the Principal Investigators and Co-Investigators of the Polish and foreign research teams drafted in English in the template provided in the call documents.</p> <p>Each Principal Investigator and Co-investigator (name) should attach a list of up to 10 of the most important papers published over the period of 10 years prior to the submission of the proposal. Older publications can be cited only if the Principal Investigator or Co-investigator has taken significant career breaks, as laid down in the Resolution on the terms and regulations of the SHENG 3 call for proposals.</p> <p>In the case of papers that have been accepted for publication but not yet published, attach the acceptance letters from the editor or provide the article's DOI in the list of publications. If these conditions are not fulfilled, the respective paper will not be considered in the review process.</p> <p>CVs together with publication lists must be provided for Polish research team members only who are not selected in an open call procedure and hold at least a PhD degree. Names of persons to be selected in an open call procedure, including persons to be employed as post-docs from the NCN budget, must not be provided.</p> <p>The documents must be attached as PDF files (up to 10 MB, A4).</p>	
	CV of the Polish PI and research team members	PDF file
	CV of the foreign PI and research team members	PDF file

Authorship/co-authorship

	Author(s) of the project description(s)	
--	---	--

APPLICANT

1.	Applicant's status	1. Higher Education entity
----	--------------------	----------------------------

LIST OF ENTITIES: ENTITY STATUS (if the applicant is a natural person or group of entities)

1.	Entity name	
	Country	
	Entity status	1. Higher Education entity 2. Federation of science and HE entities 3. Research institute of the Polish Academy of Sciences 4. Research institute 5. International research institute 5a. Łukasiewicz Centre 5b. Institute operating within the Łukasiewicz Research Network 6. Polish Academy of Arts and Sciences 7. Entity involved in research independently on a continuous basis (not listed in sections 1-6) - 9. Scientific and industrial centre 10. Research centre of the Polish Academy of Sciences 11. Scientific library 12. Company operating as R&D centre 13. Legal entity established with registered office in Poland 13a. President of the Central Office of Measures - 15. Company conducting research in another organisational form than laid down in sections 1-13
...		

PARTICIPATING ENTITIES		
1.	Entity's name in Polish	
2.	Entity's name in English	
3.	Country	<i>only entities with registered office in Poland may be indicated</i>
4.	Leader of joint entity	<i>If the applicant is a group of entities, a leader shall be chosen PI's employer acts as a leader of the group of entities</i>
5.	Agreement on collaboration for the purposes of completion of the requested research project [in Polish]	<i>If the applicant is a group of entities, annex the Agreement on collaboration for the purposes of completion of the requested research project between the members of the group of entities drafted in accordance with the specimen. The specimen document is available in the OSF system and call announcement.</i> <i>The specimen cannot be amended or supplemented, however the group of entities may sign other documents on cooperation that must not be annexed to the proposal.</i> <i>PDF file, electronic signature* or scan of the signed document is required.</i>
INFORMATION ON PARTICIPATING ENTITY/ENTITIES		
Entity (level 1)		
1.	Entity's name in Polish	
2.	Entity's name in English	
3.	Address of registered office	<i>street, street No., apartment No., postcode, town/city, voivodeship, country</i>
4.	Contact information	<i>street, street No., apartment No., postcode, town/city, voivodeship, country, phone No., e-mail, www</i>
5.	ePUAP	<i>Electronic delivery box ESP (ePUAP) Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address. ESP (ePUAP). address shall be as follows: /user ID/ESP name</i>
6.	Does the entity belong to the public finances sector? (YES/NO)	
7.	If YES, classification of entities according to the Act on Public Finances	<i>1. Public authorities, including government administration authorities, state control and law protection authorities as well as courts and tribunals 2. Local government units and their associations 2.a Metropolitan associations 3. Budgetary units 4. Local government budgetary enterprises 5. Executive agencies 6. Public sector enterprises 7. Special purpose state funds 8. Polish Social Insurance Institution (ZUS) and funds under its management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President 9. Polish National Health Fund (NFZ) 10.a Independent public health care centres, self-governing independent public health care centres 10.b Independent public health care centres, other independent public health care centres 11. Public higher education (HE) institutions 12. Polish Academy of Sciences and its organisational units 13.a Cultural institutions financed by state or local government, cultural institutions financed by state, financed by local authority 13.b Cultural institutions financed by state or local government, cultural institutions financed by local authority 14. Other legal entities financed by state or local government, established pursuant to other acts to perform public tasks, with the exception of enterprises, research institutes, institutes operating within the Łukasiewicz Research Network, banks and commercial law companies</i>
8.	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)	<i>an entity being under receivership, in liquidation or subject to bankruptcy proceedings cannot be the applicant nor the participating entity</i>
9.	Does the entity receive any operating support for research? (YES/NO)	
10.	If NO, information on research carried out over the last 2 years, together with a list of publications and information on research equipment crucial to research activities [in English]	<i>PDF file electronic signature* of the authorised representative of the entity (applicant) or scan of the signed document required</i>
11.	Head of the entity / authorised representative	<i>professional title / academic degree, name, surname, position</i>
12.	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)	<i>KRS - optional</i>
Entity (level 2) (if applicable)		
1.	Entity's name in Polish	
2.	Entity's name in English	
4.	Legal address	<i>street, street No., apartment No., postcode, town/city, voivodeship, country</i>
5.	Contact information	<i>phone No., e-mail, www</i>

STATE AID (in the case of state aid, all documents must bear a qualified electronic signature** in the PAdES format)			
1.	Does the requested funding constitute state aid? (YES/NO)	state aid rules available in the OSF system and call announcement	
2.	Declaration: PI and authorised representatives of the institution are familiar with the state aid rules	also for projects for which funding does not constitute state aid	
Only for projects, for which the funding constitutes state aid			
3.	Start date	Please indicate the date between 01/03/2024 - 28/06/2024.	
4.	End date		
5.	Place		
6.	Company size	micro/small/medium/large	
7.	Is the project carried out in cooperation with a research organisation, as defined in Article 2 (83) Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty? (YES/NO)		
8.	Information given when applying for aid other than aid in agricultural or fisheries sector, de minimis aid or de minimis aid in agricultural or fisheries sector (Attachment 1 to the Council of Ministers' Regulation of 29 March 2010, Journal of Laws 2010, number 53 item 312, as amended)	specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**	
9.	If medium or large is chosen in item 6: Financial statements for the past 3 financial years, prepared pursuant to the Accounting Act	attach the document in a PDF format bearing a qualified electronic signature**	
10.	Declaration that the company does not receive state aid to cover the requested eligible costs	specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**	
11.	Declaration on the eligibility of VAT tax (template)	specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**	
12.	Declaration that no circumstances exist to exclude granting of the state aid to cover the project costs (template)	specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**	
13.	Information pertaining to equipment depreciation costs, including depreciation rates (template)	specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**	
14.	If "YES" is chosen in item 7: Declaration that the research organisation cooperating with the company does not financially contribute towards the project costs	specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**	
RESEARCH TASKS (Polish research team)			
Present research tasks to be carried out by the Polish research team.			
No.	Name of the research task in Polish	Name of the research task in English	Entities
1.	the purchase of research equipment, participation in conferences, preparation of publications, etc. are not be regarded as research tasks	the names of the research tasks in Polish and English must be identical	choose from the list of Polish entities entered
2.			
...			
SIMILAR RESEARCH TASKS			
1.	Is the PI applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)		
2.	List of potential funding sources	If the answer to the question above is „YES”	
3.	Is the entity applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)		
4.	List of potential funding sources	If the answer to the question above is „YES”	
5.	Is the PI currently working on or has he/she completed research tasks similar to the tasks included in this proposal? (YES/NO)		

6.	Description of similar tasks and justification of the need to fund them [in English]	<p>Please list below ongoing and completed research tasks, which might be deemed double funding, if this proposal is successful. The explanation should specify the differences between similar research tasks and provide justification of the need to fund the research tasks included in the proposal.</p> <p>up to 4500 characters</p>
Authorship/co-authorship of the project		
1.	PI is the author of the project descriptions/ a co-author of the project descriptions	
2.	Authors of the project descriptions	if "co-author of project descriptions" is chosen
ETHICAL ISSUES		
<i>To be filled out in English.</i>		
<p>Before filling out the form, read the Guidelines for applicants to complete the Ethics Issues form in the research project and Code of the National Science Centre on research integrity and applying for research funding, both of which can be found in the call announcement. When filling out the form, please refer to the ethics issues in the Polish part of research project.</p> <p>If you flagged any ethics issues in the Ethics Issues Table, describe measures taken to ensure that research is carried out in compliance with the applicable laws and best practices in the research domain. Refer to each issue separately.</p>		
1.	Studies on human embryos or human embryonic and fetal tissue	
	Does your research involve the use of human embryos? (YES/NO)	
	Does your research involve the use of human embryonic or fetal tissues/cells? (YES/NO)	
	Does your research involve Human Embryonic Stem Cells (hESCs)? (YES/NO)	
2.	Humans	
	Does your research involve human participants? (YES/NO) <i>If YES, fill in section 4.</i>	
	Does your research involve physical or psychological interventions on the study participants? (YES/NO) <i>If YES, fill in section 4.</i>	
	Does your research involve processing of genetic information? (YES/NO) <i>If YES, fill in section 4.</i>	
	Is your research considered as medical experiment under the Act of 5 December 1996, the professions of doctor and dentist? (YES/NO) <i>If YES, fill in section 4.</i>	
	Does the proposed research include applicable non-commercial clinical trial that must be registered in Central Register of Clinical Trials (https://www.clinicaltrialsregister.eu/) under the Act of 6 September 2001 (as amended) Pharmaceutical Law or the Act of 20 May 2010 (as amended) on medical devices? (YES/NO) <i>If YES, please justify non-commercial aspect of your research and fill in section 4.</i>	
3.	Human cells/tissues	
	Does your research involve human cells or tissues (other than from Human Embryos, i.e. section 1) commercially available? (YES/NO)	
	Does your research involve human cells or tissues obtained within the project or from another project, laboratory or institution (non-commercial)? (YES/NO)	
4.	Personal data	
	Does your research involve personal data processing? (YES/NO)	
	Does your research involve further processing of personal data (secondary use) from other sources outside the research entity? (YES/NO)	
5.	Animals	
	Does your research involve vertebrate animals or cephalopods? (YES/NO)	
	Does your research involve the use of animal biological specimens (e.g. blood, urine or others)? (YES/NO)	
	Does your research involve animal cells or tissues commercially available? (YES/NO)	
6.	Scientific collaboration with countries outside the European Union	
	In case non-EU countries are involved, do the research-related activities undertaken in these countries raise potential ethics issues? (YES/NO)	
	Do you plan to use local human, cultural or natural resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? (YES/NO)	
	Do you plan to import or export any material from non-EU countries into the EU? (YES/NO) <i>For data imports or exports, please fill in also section 4.</i>	
	If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen? (YES/NO)	
	Could the situation in the country put the individuals taking part in the research at risk? (YES/NO)	
7.	Environment, Health and Safety (including genetically modified material)	
	Does your research involve the use of organisms and microorganisms, tissues or cells genetically modified (GMO, GMM)? (YES/NO)	
	Does your research deal with endangered fauna and/or flora and/or protected areas? (YES/NO)	
	Does your research involve the use of elements that may cause harm to humans, including research staff? (YES/NO) <i>For research involving human participants, please fill in also section 2.</i>	
8.	Cultural heritage	
	Does the research involve the usage of cultural heritage resources, such as humans, flora, fauna, their material remains, tangible and intangible cultural achievements or sites protected due to their cultural value? (YES/NO)	
9.	Abuse and dual use	
	Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required? (YES/NO)	
	Does your research output have the potential for malevolent/criminal/terrorist abuse? (YES/NO)	
Description of the measures taken to ensure that the research will be carried out in compliance with the rules of good scientific practice in the given field/discipline. Information on any permissions already issued or description of how the relevant requirements will be fulfilled [in English] up to 10 000 characters.		
A detailed justification that research includes clinical trial related to a medicinal product or a medical device is of non-commercial nature [in English] up to 2500 characters		

I hereby declare that:

- if any approvals, opinions or permits of competent authorities/committees are required for the research, I shall obtain them beforehand;
- I am aware of my obligation to provide the NCN with the approvals, opinions and permits required for the project with the annual and final reports;
- I am also aware that if a research project is carried out without the required approvals, opinions and permits, there is a possibility that it will not be settled and the funds will have to be returned in their entirety or in part.

ABSTRACT

The description in English, up to 4500 characters, with spaces (plain text - no formulas, no graphics), shall include the most important information on the project allowing the experts requested to review the project to assess their competencies to perform the review.

ABSTRACT FOR THE GENERAL PUBLIC

The description for general public must be in Polish and in English. The language versions must be identical. The descriptions must be attached as two separate PDF files (up to 10 MB).

File format: 1 page, A4.
 Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: 2 cm, font: Times New Roman or equivalent, font size: at least 11, interline: single.
 The description should be written for general public and should include the project goal, description of research, reasons for attempting a particular research topic and substantial results expected.
 Should the project qualify for funding, the abstract for the general public will be published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call's results.

INTERNATIONAL COOPERATION

To be filled out in English.

International cooperation means that research tasks are carried out together with investigators from foreign entities.

The following are not considered international cooperation:

- a) participation in international conferences;
- b) dissemination of information on the project abroad;
- c) implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign entities;
- d) cooperation with foreign researchers employed by Polish entities.

Information on Polish-Chinese cooperation is added for reporting purposes; a brief description of the planned cooperation is sufficient. If the participation of partners from the third countries is planned in the project, select the appropriate country/countries from the list, indicate their source of financing and briefly describe the planned cooperation.

1.	Is the project carried out as international cooperation? (YES/NO)	
2.	Countries	China must be listed Other countries may be listed (optional)
3.	Entities	Enter full name of the foreign entity/ entities with which project tasks will be carried out.
4.	Description of advantages of international cooperation [in English]	

RESEARCH TEAM

In this section, enter the data of the Polish research team.

1.	Number of team members				
No.	Nature of contribution to the project	Name	Entity	Scope of work [in English]	Required professional qualifications [in English]
1.	Principal Investigator (PI) can be added from the OPI database pursuant a PESEL number or outside OPI	name and surname			
2.	Co-Investigator Post-doc Scholarship grantee/Student/PhD student	Co-Investigator_1 Post-doc_1 Scholarship grantee/Student/PhD student_1			
3.	Co-Investigator Post-doc Scholarship grantee/Student/PhD student	Co-Investigator_2 Post-doc_2 Scholarship grantee/Student/PhD student_2			
...					

PRINCIPAL INVESTIGATOR (PI) - INFORMATION

Professional title/academic degree, name and surname

1.	Contribution to the project
2.	Nature of contribution to the project, entity, scope of work [in English]
3.	PhD
4.	Is the Principal Investigator a PhD holder? (YES/NO) year of PhD award, academic branch / branch of art in Polish, academic branch / branch of art in English, academic discipline / discipline of art in Polish, academic discipline / discipline of art in English, awarded by: Entity's name in the original language [transcription to Latin], entity's name name in English (Please note: in the SHENG 3 call, the PI may be a person with at least a PhD degree)

4.	Young researcher (<i>this section will only appear if according to the year of doctoral degree conferment it cannot be clearly determined whether or not the PI is a young researcher for the purposes of the statutory definition</i>)					
<i>Please help us to establish whether the PI fulfils the criterion of a young researcher. The information below is for statistical purposes only and shall not affect the eligibility for the call or any part of the proposal form.</i>						
	PhD data					
	<i>One can enter information on the career breaks by selecting: I wish to include information on PI's career breaks within 7 years after being awarded a doctorate If this option is chosen, the following fields will appear:</i>					
	Career breaks on account of maternity leave, adoption leave, paternity leave or parental leave granted pursuant to the Labour Code of 26 June 1974, or maternity allowance or parental allowance or sickness benefit or rehabilitation benefit collected on account of unfitness for work, including any caused by a health condition requiring physiotherapy within 7 years after being awarded a doctorate. Total number of days.					
5.	Academic disciplines					
	The main academic discipline (according to the classification of the Ministry of Education and Science) <i>One can enter up to two academic disciplines; if two academic disciplines are entered, specify the main discipline</i>					
6.	Personal data					
	name, middlename, surname, previous surname, professional title/academic degree, PESEL (if any), date of birth, citizenship, gender					
7.	Contact information					
	phone No., e-mail, electronic delivery box ESP (ePUAP) <i>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address. electronic delivery box ESP (ePUAP) shall be as follows: /user ID/ESP name</i>					
8.	Home address, correspondence address (<i>if different from home address</i>)					
	street, street No., apartment No., postcode, town/city, voivodeship, country					
9.	Researcher's electronic identifier					
	<i>optional, ORCID system identifier (www.orcid.org)</i>					
10.	Employment					
	entity's name and position in Polish, entity's name and position in English / not currently employed					
PERSONNEL COSTS AND SCHOLARSHIPS						
No.	Name / nature of contribution to the project	Entity	Type of employment	Project-related remuneration period [in months]	Annual cost [PLN]	Total salary cost on grant [PLN]
	Justification of the remuneration amount [in English] (<i>in the cases specified in the regulations only</i>)					
RESEARCH EQUIPMENT						
1.	Name of research equipment in Polish					
2.	Name of research equipment in English					
3.	Description [in English]					
4.	Merit-based justification for the purchase [in English]					
5.	Entity					
6.	Year of purchase or construction					
7.	Unit cost [PLN]					
8.	Number of units					
9.	NCN's contribution [PLN]					
10.	Entity's contribution (if any) [PLN]					
OTHER DIRECT COSTS						
Other direct costs						
1.	Name/description [in English]					
2.	Category	1. Materials and small equipment/ 2. Outsourced services / 3. Business trips / 4. Visits and consultations / 5. Collective investigators/ 6. Other costs				
3.	Entity					
4.	Calculation and merit-based justification for the purchase [in English]					
5.	Annual cost [PLN] (first year of the project must be 2024)	Year ...	Year ...	Year ...	Year ...	TOTAL
OPEN ACCESS						
<i>Cost of open access to publications and research data (max 2% of direct costs).</i>						
	Entity	Indirect costs of Open Access				
1.	<i>forecasted costs of open access (up to 2% of direct costs)</i>					
....						
TOTAL COSTS OF THE ENTITIES (<i>calculated automatically</i>)						
<i>PLEASE NOTE: Polish research teams may plan their research projects in the OSF submission system starting from 2024.</i>						
1.	Entity name					
2.	General indirect costs [%]	<i>up to 20% of direct costs</i>				
3.	Indirect costs of OA [%]	<i>up to 2% of direct costs</i>				
		Year ...	Year ...	Year ...	Year ...	TOTAL
Direct costs, including:						
- personnel costs and scholarships, including:						

	-- full-time employment salary					
	-- additional salary					
	-- student and PhD student scholarships and salaries					
	- research equipment, device, software costs					
	- other direct costs					
Indirect costs, including:						
	- general indirect costs					
	- indirect costs of OA					
Total costs						

TOTAL COSTS (calculated automatically)

		Year ...	Year ...	Year ...	Year ...	TOTAL
Direct costs, including:						
- personnel costs and scholarships, including:						
	-- full-time employment salary					
	-- additional salary					
	-- student and PhD student scholarships and salaries					
	- research equipment, device, software costs					
	- other direct costs					
Indirect costs, including:						
	- general indirect costs					
	- indirect costs of OA					
Total costs						

EURO exchange rate: 4.6976 PLN

Total costs [EUR]

SPECIFIC COST BREAKDOWN (for projects for which funding constitutes state aid)

1.	Type of expenditure	
2.	Cost category	
3.	Cost type	
4.	Total gross cost [PLN]	
5.	Eligible cost [PLN]	
6.	Own contribution [PLN]	
7.	NCN contribution [PLN]	
8.	Year	

DATA MANAGEMENT PLAN

To be filled out in English.

Before filling out the form, read the Guidelines for completing the data management plan for a research project that can be found in the call announcement. Please refer to the research to be carried out by Polish research team(s).

The NCN recognises that some projects will not generate, re-use or analyse research data and similar materials. In these cases, a short explanation is required as an answer to the question 1.1. How will new data be collected or produced and/or how will existing data be re-used. Under each question, a text box for description (up to 1000 characters).

1.	Data description and collection or re-use of existing data
1.1	How will new data be collected or produced and/or how will existing data be re-used?
1.2	What data (for example the types, formats, and volumes) will be collected or produced?
2.	Documentation and data quality
2.1	What metadata and documentation (for example methodology or data collection and way of organising data) will accompany data?
2.2	What data quality control measures will be used?
3.	Storage and backup during the research process
3.1	How will data and metadata be stored and backed up during the research process?
3.2	How will data security and protection of sensitive data be taken care of during the research?
4.	Legal requirements, codes of conduct
4.1	If personal data are processed, how will compliance with legislation on personal data and on data security be ensured?
4.2	How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?
5.	Data sharing and long-term preservation
5.1	How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?
5.2	How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?
5.3	What methods or software tools will be needed to access and use the data?
5.4	How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?
6.	Data management responsibilities and resources
6.1	Who (for example role, position, and institution) will be responsible for data management (i.e the data steward)?
6.2	What resources (for example financial and time) will be dedicated to data management and ensuring the data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?

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 of a research project, scientific activity, fellowship, doctoral scholarship or research component 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:
 - examining the proposal for funding of a research project, scientific activity, fellowship, doctoral scholarship or research component,
 - supervision, financial and accounting operations, audits performed in the course of and after the completion of the research project, scientific activity, fellowship, doctoral scholarship or research component, evaluation of implementation thereof and settlement of funding agreements, if funding is granted for the completion of a research project, scientific activity, fellowship, doctoral scholarship or research component, and
 - evaluating the NCN's own tasks, reporting, dissemination of the information on funding awarded by the NCN 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 generally applicable laws 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.

ADMINISTRATIVE DECLARATIONS*where the applicant is not a natural person*

1.	Declarations by the PI
	<p><i>I hereby declare that:</i></p> <ol style="list-style-type: none">1. the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;2. should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall:<ol style="list-style-type: none">a) in the event that funding is received from the NCN:<ul style="list-style-type: none">- resign from applying for funding from another sourceor- notify the authorised representative of the entity acting as the applicant of my resignation from funding of research tasks allocated by the NCN Director orb) in the event that funding is received from another source:<ul style="list-style-type: none">- notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding under this call of proposal organised by the NCNor- resign from accepting funding from other source;3. should the proposal be recommended for funding, the results generated during the research project shall be evaluated and published in a journal/journals of international impact;4. should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;5. I have read the rules according to which the decision of the NCN Director is delivered;6. I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database; and7. I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;8. In the event that funding is granted by the NCN, I will stay on the territory of Poland for at least 50% of the project duration pursuant to the Resolution laying down the terms of and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the SHENG 3 funding opportunity for Polish-Chinese research projects;9. the joint project description annexed to the NCN proposal in the OSF system is the same as the joint project description to be submitted to the partner agency;10. I am aware that the National Science Centre ("NCN") processes personal data of members of the Polish research team and foreign research team/s revealed in the proposal (and/or annexes thereto) and shall notify thereof all those whose data has been revealed in the proposal (and/or annexes thereto) by providing them with information on personal data processing;
2.	Declarations by the head of the entity / authorised representative
	<p><i>I hereby declare that:</i></p> <ol style="list-style-type: none">1. the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;2. should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall:<ol style="list-style-type: none">a) in the event that funding is received from the NCN:<ul style="list-style-type: none">- resign from applying for funding from another sourceor- resign from funding of research tasks allocated by the NCN Director orb) in the event that funding is received from another source:<ul style="list-style-type: none">- resign from applying for funding under this call of proposal organised by the NCNor- resign from accepting funding from other source;3. should the research project be awarded funding, acting on behalf of the entity I represent, I shall:<ol style="list-style-type: none">a) include the research project in the financial plan of the entity;b) employ the principal investigator and investigators necessary to conduct the research project in compliance with the proposal and terms of the call;c) employ the principal investigator for the project duration period pursuant to at least a part-time employment contract;d) provide the conditions required for the completion of the research, including access to laboratory/office premises and research equipment required for the completion of the research;e) provide the project with administrative and accounting assistance;f) supervise the completion of the research project and proper disbursement of project monies;4. should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;5. I have read the rules according to which the decision of the NCN Director is delivered;6. I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database; and7. I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;8. the joint project description annexed to the NCN proposal in the OSF system is the same as the joint project description to be submitted to the partner agency.9. I am aware that should the project duration specified in the proposal be extended I shall continue to employ the principal investigator for the entire project extension period pursuant to at least a part-time employment contract.*** <p>***does not apply to recipients of social security pension</p>

<i>where the applicant is a natural person</i>	
1.	Declarations by the natural person acting as the applicant
	<p><i>I hereby declare that:</i></p> <ol style="list-style-type: none"> 1. <i>the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;</i> 2. <i>should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall:</i> <ol style="list-style-type: none"> a) <i>in the event that funding is received from the NCN:</i> <ul style="list-style-type: none"> - <i>resign from applying for funding from another source</i> or - <i>resign from funding of research tasks allocated by the NCN Director or</i> b) <i>in the event that funding is received from another source:</i> <ul style="list-style-type: none"> - <i>resign from applying for funding under this call of proposal organised by the NCN</i> or - <i>resign from accepting funding from other source;</i> 3. <i>should the proposal be recommended for funding, the results generated during the research project shall be evaluated and published in a journal/journals of international impact;</i> 4. <i>should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;</i> 5. <i>I have read the rules according to which the decision of the NCN Director is delivered;</i> 6. <i>I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database; and</i> 7. <i>I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;</i> 8. <i>In the event that funding is granted by the NCN, I will stay on the territory of Poland for at least 50% of the project duration pursuant to the Resolution laying down the terms of and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the SHENG 3 funding opportunity for Polish-Chinese research projects;</i> 9. <i>the joint project description annexed to the NCN proposal in the OSF system is the same as the joint project description to be submitted to the partner agency;</i> 10. <i>I am aware that the National Science Centre ("NCN") processes personal data of members of the Polish research team and foreign research team/s revealed in the proposal (and/or annexes thereto) and shall notify thereof all those whose data has been revealed in the proposal (and/or annexes thereto) by providing them with information on personal data processing;</i>
2.	Declarations by the head of the entity/authorised representative
	<p><i>I hereby declare that:</i></p> <ol style="list-style-type: none"> 1. <i>the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;</i> 2. <i>should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall:</i> <ol style="list-style-type: none"> a) <i>in the event that funding is received from the NCN:</i> <ul style="list-style-type: none"> - <i>resign from applying for funding from another source</i> or - <i>notify the natural person acting as the applicant of my resignation from funding of research tasks allocated by the NCN Director or</i> b) <i>in the event that funding is received from another source:</i> <ul style="list-style-type: none"> - <i>notify the natural person acting as the applicant of my resignation from applying for funding under this call of proposal organised by the NCN</i> or - <i>resign from accepting funding from other source;</i> 3. <i>should the research project be awarded funding, acting on behalf of the entity I represent, I shall:</i> <ol style="list-style-type: none"> a) <i>include the research project in the financial plan of the entity;</i> b) <i>employ the principal investigator and investigators necessary to conduct the research project in compliance with the proposal and terms of the call;</i> c) <i>employ the principal investigator for the project duration period pursuant to at least a part-time employment contract;</i> d) <i>provide the conditions required for the completion of the research, including access to laboratory/office premises and research equipment required for the completion of the research;</i> e) <i>provide the project with administrative and accounting assistance;</i> f) <i>supervise the completion of the research project and proper disbursement of project monies;</i> 4. <i>should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;</i> 5. <i>I have read the rules according to which the decision of the NCN Director is delivered;</i> 6. <i>I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database; and</i> 7. <i>I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;</i> 8. <i>the joint project description annexed to the NCN proposal in the OSF system is the same as the joint project description to be submitted to the partner agency.</i> 9. <i>I am aware that should the project duration specified in the proposal be extended I shall continue to employ the principal investigator for the entire project extension period pursuant to at least a part-time employment contract.***</i> <p>***does not apply to recipients of social security pension</p>

ELECTRONIC SUBMISSION	
1.	PI's declaration <i>Attach a confirmation signed by hand and scanned OR signed with an electronic signature* in the PAdES format</i>
	Download the PI's declaration Attach the scan of the PI's declaration/Upload the electronically signed* PI's declaration
2.	Entity's confirmation of submitting the proposal <i>Attach a confirmation signed by hand and scanned OR signed by qualified electronic signature in the PAdES format</i>
	Download the confirmation of submitting the proposal by Head of the entity/ authorised representative Attach a confirmation scan/ confirmation signed with an electronic signature* Attach the authorization to represent the entity (only if the confirmation has been signed by the authorised representative of the entity) <i>Attach the authorization signed by hand and scanned OR signed with an electronic signature* in the PAdES format.</i>
EXPERTS - for the information of NCN staff only	
	Experts – potential conflict of interest Indicate up to 3 people who, according to the PI, should not be involved in the evaluation of proposal due to a potential conflict of interest. Provide their names and affiliations. The final decision on the selected reviewers is taken by the NCN
1.	Full name Affiliation
2.	Full name Affiliation
3.	Full name Affiliation
*Both qualified and advanced electronic signatures are acceptable. Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/WE **Only qualified electronic signature is acceptable.	