SONATA 20 PROPOSAL COMPLETION IN THE OSF SYSTEM

Proposal forms must be filled in with information specified in the NCN Council Resolution applicable to the call and proposal form in the OSF submission system.

Selected section in the OSF system	Sub-section	Language	Description
DURATION [months]			Funding may be requested in the SONATA 20 call for projects lasting: − 12 months, − 24 months, − 36 months. Further sections depend on this information. <u>Project duration cannot be changed later</u>. If the planned duration of the project changes, a new proposal must be made.
GENERAL INFORMATION	Project title	Polish and English	Title of the research project must be given in Polish and in English. The title in English must be identical to the title in Polish.
	Keywords	Polish and English	Keywords in English must be identical to the keywords in Polish.
	Primary NCN Review Panel		A research field should be selected in line with the current list of panels available at [NCN website](). Choose from the list: HS1-HS6, ST1-ST11, NZ1-NZ9. You must not choose more than one.
	Auxiliary NCN Review Panels		Choose from the list: HS1_001-HS6_021, ST1_001-ST11_016, NZ1_001-NZ9_013 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted. Proposals are evaluated in the panel to which they are submitted. The panel cannot be changed once the proposal has been submitted. Auxiliary review panels allow to select experts and external experts for merit-based evaluation of proposals. Interdisciplinary proposals may be additionally evaluated by an expert from another panel if so is decided by the Chair of the Expert Team.

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APPLICANT	Applicant's status		Only the following entities may apply for NCN funding for a research project: 1. universities; 2. federations of science and HE entities; 3. research institutes of the Polish Academy of Sciences, operating pursuant to the Act on Polish Academy of Sciences of 30 April 2010; 4. research institutes, operating pursuant to the Act on Research Institutes of 30 April 2010; 5. international research institutes established pursuant to other acts and acting in the Republic of Poland; 5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019; 5b. institutes operating within the Łukasiewicz Research Network; 6. Polish Academy of Arts and Sciences; 7. other institutions involved in research independently on a continuous basis; 8. groups of entities (at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company); 9. scientific and industrial centres laid down in the Act on Research Institutes of 30 April 2010; 10. research centres of the Polish Academy of Sciences laid down in the Act on the Polish Academy of Sciences of 30 April 2010; 11. scientific libraries; 12. companies operating as R&D centres within the meaning of the Act on Certain Forms of Support to Innovative Activities of 30 May 2008; 13. legal entities with their registered office in Poland; 13a. President of the Central Office of Measures 14. natural persons;

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			15. companies conducting research in another organisational form than laid down in points 1-13. The applicant's status indicated in the proposal must comply with the facts and legal status. **PLEASE NOTE**: If the applicant is a natural person, the research project must not be carried out by a group of entities or entity for which project funding constitutes state aid. If the applicant is a group of entities or natural person, enter the name, country and status of the participating entity/entities.
PARTICIPATING ENTITIES	Entity name	Polish and English	Entity's name in Polish and English. Entity (level I only), lower organisational levels must not be entered. In the case of entities of the Polish HE and science system, data is downloaded from the POL-on system. Enter data of entities outside the system from the REGON database. Enter data of entities outside both systems manually. If the participating entity's data is downloaded from the POL-on system or REGON database, most of the information will be downloaded automatically. Verify the data and correct any invalid or outdated data. The National Science Centre cannot modify the participating entity's data. **PLEASE NOTE**: Level II data cannot be entered.
	Country		Only entities with their registered office in the Republic of Poland may be indicated.
	Leader		If the applicant is a group of entities, a leader shall be chosen. The PI's employer acts as a leader of the group of entities.
	Agreement on collaboration for the purposes of	Polish	If the applicant is a group of entities, an agreement on cooperation for the implementation of the research project applied for should be attached.

Selected section in the OSF system	Sub-section	Language	Description
	completion of the requested research project		**PLEASE NOTE:** The group of entities may comprise only entities established in the territory of the Republic of Poland. **The specimen document is available in the OSF system and in the call announcement.** The document should be signed by the persons authorised to represent the entities comprising the group of entities. **The specimen document contains the necessary elements and may not be modified or supplemented by additional arrangements concerning cooperation between the entities.** PLEASE NOTE: The specimen document in the OSF system is generated in the form of a PDF file. If the entities change, a new specimen document should be downloaded, signed, and then uploaded in the system. A group of entities has the right to sign additional documents governing cooperation within the group, but these should not be attached to the proposal in the OSF system. Annex the document signed electronically in PDF format or scan of the document signed by hand. PLEASE NOTE: Agreements containing mixed forms of signatures will be accepted, e.g., the leader signs the document with a qualified electronic signature, the partner(s) sign(s) it by hand. In this case, the agreement should first be signed by hand and then with a qualified electronic signature in the PAdES format. **Documents signed electronically should be affixed with an advanced electronic signature or a qualified electronic signature** compliant 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/EC.

Selected section in the OSF system	Sub-section	Language	Description
			PLEASE NOTE: The agreement must contain the signatures of the persons representing the entities making up the group of entities. If the document is signed by a person other than the one indicated as representing the entity (i.e., the authorised person), the relevant power of attorney must be attached to the proposal in the *Electronic submission* tab or the power of attorney should be attached to the *Agreement*.
INFORMATION ON PARTICIPATING ENTITY	Head of the entity/ Authorised representative		Fill in the required fields as indicated in the system. If the acknowledgement of submission is signed by a person authorised to represent the entity and not the head of the entity, a power of attorney/authorisation to represent the entity for the purposes of submitting the proposal to NCN should be attached to the proposal. The power of attorney should be attached in the *Electronic submission* tab.
	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)		Fill in the required fields as indicated in the system. If the applicant is not registered in the Register of Companies of the National Court Register (KRS), the option "not applicable" should be ticked.
	Contact information		In this section , please provide your contact details (e.g., phone, e-mail address, Electronic Delivery Box (ePUAP) address, e-delivery address (EDA), website address, etc.). The ESP (ePUAP) address must be in the following format: /identyfikator_użytkownika/nazwa_skrytki [/user_identifier/box_address] Communication concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address. **PLEASE NOTE: Provision of the entity's Electronic Delivery Box (ePUAP) address is obligatory. E-delivery address (EDA).**

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			Pursuant to the Electronic Delivery of Documents Act of 18 November 2020 (Journal of Laws of 2020, item 2320), the National Science Centre will be required to deliver communications via the public registered electronic delivery service or public hybrid service. At present, it is not required to provide one's electronic delivery (e-delivery) address. More on the date as of which communications must be delivered to the electronic delivery address will be published on the NCN's website (www.ncn.gov.pl). How is an e-delivery address structured? An e-delivery address is comprised of letters and numbers as follows: AE:PL-XXXXX-XXXXX-YYYY-ZZ where: AE - electronic address PL - ISO 3166 country code (in this example, Poland) X - numbers Y - letters Z - checksum number, e.g.: AE:PL-12345-67890-ABCDE-12
	Address of registered office and contact address		Fill in the required fields as indicated in the system
STATE AID	Will the requested project constitute state aid?		**The principal investigator (PI) and the person(s) representing the entity must read the rules governing application for state aid.** **If state aid is sought, fill in the section as indicated in the system.** The following information must be provided: • start date: for this call edition, 1 October 2025 is the start date, • end date, • enterprise size: micro/small/medium/large, • information on the enterprise,

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			• is the project carried out in collaboration with a research organisation defined in Article 2 (83) of the 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), • annexes, in accordance with the instruction available on the NCN website in the State aid section. **PLEASE NOTE: All annexes must be signed with a qualified electronic signature in PAdES format by the authorised representative of the enterprise.** A person who is the principal investigator (PI) must not act as the authorised representative of the Applicant. If copies of annexes are submitted (e.g. a copy of financial statements), they must be certified as true copies (the clause "certified as a true copy" placed on each page of the document or the clause "certified as a true copy from page ...to page ..." placed on the first page of the document, together with a legible signature of the authorised representative of the entity). The copy certified as true copy of the original should be scanned, signed with a qualified electronic signature in the PAdES format and attached to the proposal in PDF format.
INTERNATIONAL COOPERATION	Type of cooperation Countries Entities	English	In this section you should answer the question " Does the project include any international cooperation?" If "YES", please provide information on the planned international cooperation (country and entity) together with a description of the benefits resulting from the cooperation: The following are not considered international cooperation: 　a.　participation in international conferences, 　b.　dissemination of information on the project abroad,

Selected section in the OSF system	Sub-section	Language	Description
			c. implementation of research tasks by a Polish research team abroad without participation of investigators from foreign research institutions, d. cooperation with foreign researchers employed by Polish entities. **PLEASE NOTE:** The proposal should not be accompanied by any documents proving international cooperation. In the case of international cooperation, only the benefits of the cooperation need to be described. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section
ABSTRACT		English	To be completed in English, up to 4500 characters, with spaces (plain text – no formulas, no graphics). The abstract must include the most important information on the project, as it is included in the call for a review. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
ABSTRACT FOR THE GENERAL PUBLIC		Polish and English	Abstract for the general public must be attached in Polish and in English. Both language versions must be identical. The abstract for the general public must include the project's goal, description of research, reasons for attempting a particular research topic, and substantial results expected. It may include drawings/charts/diagrams. Should the project be recommended for funding, the abstract for the general public will be published on the websites of the National Science Centre alongside the information on the call's results based on a consent

Selected section in the OSF system	Sub-section	Language	Description
			provided in the *Oświadczenia administracyjne* [Administrative declarations] section. The abstract must be dedicated to the general public, including persons who are not experts in a given area or who are not scientists. The descriptions must be attached as two separate PDF files (up to 10 MB). File size: No more than 1 A4 page. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
RESEARCH TASKS		Polish and English	Research tasks planned to be performed by a Polish scientific team should be presented in both Polish and English. Both language versions must be identical. The purchase of research equipment, participation in conferences, preparation of publications, etc. are not regarded as research tasks. If funding is granted, the research plan will be attached to the agreement. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
RESEARCH TEAM	Number of team members	English	This section should include information on the research team (number of team members, type of participation, scope of work, required qualifications). Provide the number of all members of the research team planned to carry out the project (including the principal investigator (PI) and other co-investigators, including those not remunerated).

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			Possible types of participation to choose from: principal investigator (PI), co-investigator, post-doc, scholarship grantee / student/ PhD student. Members of the research team can be added: − principal investigator (PI) from either the OPI Database or from outside the OPI Database; − co-investigator, post-doc, scholarship grantee/ student/ PhD student – from outside the OPI Database. **PLEASE NOTE:** If researcher's details downloaded from the OPI database are out of date, you may correct them on the form available at: https://nauka-polska.pl/#/peopleUpdate?_k=w0m9qg or contact OPI officers at: aktualizacja@opi.org.pl, phone: +48 22 212 53 46 or +48 22 212 53 09. The names of co-investigators known to the principal investigator at the proposal submission stage must be entered in this section. **PLEASE NOTE:** The proposal must not include the names of researchers selected in an open call procedure, i.e.**, post-docs remunerated from the NCN budget or under NCN scholarships for students and PhD students** awarded pursuant to the Regulations on awarding scholarships in NCN-funded research projects. Information on the research team must also be included in short and full project descriptions (composition of the research team and assignment of research tasks, required qualifications of co-investigators in the project; for co-investigators known at the proposal submission stage and remunerated from the budget for additional remuneration: achievements

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			confirming their qualifications necessary to perform the tasks in the project).
			One-person teams do not have to describe their achievements in the short/ full project descriptions. Instead, information that the team members are described in the Research Team section may be included in the descriptions.
			A post-doc position is a full-time position planned by the principal investigator (PI) for a person who has acquired a PhD degree in the year of employment in the project or within 12 years before 1 January of their employment in the project.[1] This period may be extended by the time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, the period may be extended by the number of months of a childcare leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable. **Students** shall be understood as students of a full-time study programme for first cycle qualifications, second cycle qualifications, or long cycle programmes carried out in universities in Poland. **PhD students** shall be understood as doctoral school students within the meaning of the Act on Higher Education of 27 July 2005 or doctoral school students within the meaning of the Act on Higher Education of 20 July 2018.

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[1] In the case of persons who have obtained more than one doctoral degree, the date of obtaining the first of them shall be a reference date.

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			The cost of salaries and scholarships shall be planned and specified in 2.1. of the Annex to the Regulations on awarding funding for research tasks funded by the National Science Centre. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	This section should provide information on the principal investigator (PI). The principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database. If the principal investigator's details are entered from the OPI database, most of the information will be uploaded automatically. The data must be verified. **PLEASE NOTE**: If researcher's details downloaded from the OPI database are out of date, you may correct them on the form available at: https://nauka-polska.pl/#/peopleUpdate?_k=w0m9qg or contact OPI officers at: aktualizacja@opi.org.pl, phone: +48 22 212 53 46 or +48 22 212 53 09. The National Science Centre cannot change the principal investigator's details. Restriction on submitting proposals to NCN calls are laid down in §8 of the Regulations, pursuant to which the same person must not be named as the principal investigator in more than one proposal submitted to the same call. Therefore, only one proposal in which the same person is named as the principal investigator may be subject to an evaluation.

Selected section in the OSF system	Sub-section	Language	Description
			. The principal investigator (PI) of a project submitted under the SONATA call must be a PhD holder awarded within 2 to 7 years before the proposal submission year[2] (i.e., from 1 January 2017 to 31 December 2022), whose scientific achievements include at least one paper published or accepted for publication.[3] For research in art, the principal investigator (PI) must be a person whose scientific achievements include at least one paper published or accepted for publication[4] or at least one artistic achievement or achievement in research in art. **One may act as the principal investigator (PI) in a project submitted to the SONATA call only once.** A person, who has been previously indicated as the principal investigator (PI) in a proposal under the SONATA call, which has been qualified for funding, but the funding agreement has not been signed with the National Science Centre <u>may</u> be indicated again as the principal investigator (PI) in the currently open SONATA call. A person, who has been indicated as the principal investigator (PI) under the SONATA call for which the funding agreement has been terminated

[2] The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child rearing leave granted in line with the Labour Code; in the case of women by 18 months for each born or adopted child, if such presentation of the breaks to the scientific career was more advantageous.

[3] A work or artistic achievement or achievement in research in arts must be published or accepted for publication in the proposal submission year or over the period of the last 10 years prior to the proposal submission year. The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child care leave granted in line with the Labour Code and in the case of women, by 18 months for each born or adopted child, whichever manner of accounting for career breaks is preferable.

[4] A work or artistic achievement and achievement in research in arts must be published or accepted for publication in the proposal submission year or over the period of the last 10 years prior to the proposal submission year. The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child rearing leave granted in line with the Labour Code; in the case of women by 18 months for each born or adopted child, whichever manner of accounting for career breaks is preferable.

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			may not be indicated as the principal investigator (PI) of a project in another proposal submitted to the SONATA call. The principal investigator (PI) must be a person employed pursuant to an employment contract for at least half of the full-time employment in the entity planned as the site of the research project throughout the project implementation. This condition must be met not later than on the commencement date of project implementation. This requirement does not apply to persons drawing a pension from a social insurance scheme. **PLEASE NOTE:** The principal investigator (PI) is obliged to stay for at least 50% of the project's duration within the territory of the Republic of Poland and remain at the disposal of the participating entity implementing the project. The foregoing obligation does not apply to evidenced project-related business trips or holiday governed by the applicable laws.
	PhD degree		Fill in the required fields as indicated in the system. Enter the year in which the degree was conferred.
	Information on career breaks – scientific and research track record	Polish	You may enter information on career breaks that extend the period from which academic achievements can be demonstrated, i.e.: projects and publications; for research in arts: artistic achievements and achievements in research in art (the other parts of the scientific and research achievements section concern the whole period of principal investigator's research activity). • Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected over a period of 10 years prior to the proposal submission year. Number of days. • Childcare leaver granted pursuant to the Labour Code. Number of days.

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			For women only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. If the number of children is quoted as well as the number of days of childcare leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.
	Academic disciplines		Mandatory field. Provide information on the main scientific discipline according to the Classification of fields and disciplines of science and disciplines of the arts to which the principal investigator (PI) is assigned. No more than two. The first discipline will be automatically indicated as the main one. You can adjust your choice.
	Early-stage researcher		Section displayed only if, based on the annual PhD award date, it cannot be clearly specified whether or not the principal investigator is an early-stage (young) researcher in accordance with the statutory definition. Enter the PhD award date. Information on principal investigator's career breaks over a period of 7 years of their PhD award date. 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 over a period of 7 years of their PhD award date. Total number of days.
	Personal and contact details	Polish	In this section you need to fill in the data of the principal investigator (PI), including contact details and addresses: residence, communication, Electronic ID of the researcher.

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			PLEASE NOTE: Please enter your correct Electronic Delivery Box (ePUAP) or electronic delivery (e-delivery) address or e-mail address in the contact details tab. E-delivery address (EDA). Pursuant to the Electronic Delivery of Documents Act of 18 November 2020 (Journal of Laws of 2020, item 2320), the National Science Centre will be required to deliver communications via the public registered electronic delivery service or public hybrid service. At present, it is not required to provide one's electronic delivery (e-delivery) address. More on the date as of which communications must be delivered to the electronic delivery address will be published on the NCN's website (https://www.ncn.gov.pl/en). Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address or e-mail address or e-delivery address (EDA) of the principal investigator. The Electronic Delivery Box (ePUAP) address should be in the following format: /identyfikator_użytkownika/nazwa_skrytki [/identifier_user/box_name] How is an e-delivery address structured? An e-delivery address is comprised of letters and numbers as follows: AE:PL-XXXXX-XXXXX-YYYY-ZZ where: AE - electronic address PL - ISO 3166 country code (in this example, Poland) X - numbers Y - letters Z - checksum number, e.g.: AE:PL-12345-67890-ABCDE-12

Selected section in the OSF system	Sub-section		Language	Description
				In case the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP), their e-mail address should be provided. . **Researcher's electronic identifier** – optional, ORCID system identifier (http://www.orcid.org/)
	Employment		Polish and English	The name of the entity in Polish and English and the position held. Also the option – without employment.
	Academic and research track record	Academic and research career	English	**PLEASE NOTE: Tab to be completed in English.** In this tab, provide the key information on your academic and research career, scientific or artistic activity other than publication- or grant-related activity, other scientific achievements and other major aspects allowing the Expert Team to accurately evaluate your scientific achievements as a stage in the career. **RECOMMENDED TEMPLATE**: **Information on education, academic degrees/titles and employment** (date degree/title conferred, institution, discipline; start date – end date, institution, and position) **Research visits and fellowships in Poland and abroad** (duration, country, institution, type of visit) **Lectures and presentations** (information on keynote speeches and presentations delivered at prestigious international conferences; For research in arts, information on active participation in renowned artistic events) **Prizes and awards** (date, type and place of award; the most important national and international awards for research or artistic activity) **Other major achievements** (e.g., training young staff, teaching, organisational and social activity, patents, cooperation with business

Selected section in the OSF system	Sub-section	Language	Description
			environment, membership in editorial boards of renowned academic press/ journals, reviewing) **Other key information impacting the evaluation of the academic and research career** (e.g., concerning long career breaks or non-academic professional activity). <u>The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech.</u> The description should be clear and explicit. Page limit: 8,000 characters. **PLEASE NOTE: Do not disclose <u>any sensitive data</u> for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process any such data as part of its statutory tasks.** **It is not allowed to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union memberships, as well as processing genetic data, biometric data to clearly identify a natural person or data concerning their health, sex life or sexual orientation.*
	Publication record		In this section, 1 to 10 of the major papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of the last 10 years prior to the proposal submission year (i.e., from 01.01.2014 to 16.12.2024) should be indicated and one to three major publications mentioned in the list should be attached as PDF files. For research in arts, no more than 10 major papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in arts in the proposal submission year or over the period of the last 10 years prior to the proposal submission year (i.e., from 01.01.2014 to 16.12.2024) should be indicated. If one or more

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			publications are indicated, one to three of them should be attached as PDF files. A maximum number of 10 publications or artistic achievements and achievements in research in arts may be indicated. Provide the following information: authors, title in the original language [and its translation into English], journal, monograph title in the original language, publication year, publishers, publication place, volume/journal number, pages, ISBN/ISSN, editors, open access (YES/NO), number of citations without self-citations, publication status (published/accepted for publication), DOI number of the publication, data associated with the publication been made available? (YES/NO), DOI number (or other permanently assigned identifier) of data associated with the publication. The period from which the publications must be presented will be extended by the breaks indicated in the *Information on career breaks – scientific and research track record.*
	Artistic achievements		**PLEASE NOTE:** Tab to be completed in English. A description of 1 to 10 of the major artistic achievements and achievements in research in arts (in the proposal submission year or over the period of the last 10 years prior to the proposal submission year, i.e. from 01.01.2014 to 16.12.2024) of international or national significance, e.g., authoring and publishing a work of art (musical score, recording), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in an international festival or a national festival of international significance, directing an international artistic venture. **No more than 10 may be indicated in total: publications or artistic achievements and achievements in research in arts.** The period from which the artistic or artistic and scientific achievements must be presented will be extended by the breaks indicated in the *Information on career breaks – scientific and research track record.*

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	NCN – funded research		**PLEASE NOTE: Tab to be completed in English.** Information on managing research projects[5]or other research funding obtained from NCN calls in the proposal submission year or over the period of the 10 years prior to the proposal submission year (i.e., from 01.01.2014 to 16.12.2024). Research project management means acting as the principal investigator in a project submitted to NCN calls, such as Opus, Sonatina, Sonata, Sonata Bis, Maestro, Harmonia, Symfonia, Preludium (the mentor is not the principal investigator), Preludium Bis or to international calls. Other research funding under NCN calls means: - Fuga or Uwertura fellowships; - Etiuda scholarships; - research activities under Miniatura; research components in projects funded under the NAWA programmes.In this section, you **must not** enter research projects or other awarded funding if you have acted as, for example: - mentor under Preludium, etc.; - - research supervisor under Etiuda; - - co-investigator / chief investigator under Opus, Maestro, etc.; - - scholarship grantee/ student/ PhD student/ post-doc/ senior researcher under Opus, Maestro, etc.. Provide the title, registration number, source(s) of funding, call name, amount, currency, participating entity, start date, end date, evaluation result (only when project data is loaded automatically), list of major

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[5] Acting as a principal investigator (PI) shall also be understood as managing/coordinating a research team in international projects or programmes.

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			publications resulting from the project, publications added by the editor (i.e., published after the submission of the report), in the absence of publications – a brief description of other research outputs.
			The period from which the projects must be presented will be extended by the breaks indicated in the _Information on career breaks – scientific and research track record._
			If the data of the principal investigator (PI) is entered from the OPI database, the information on NCN projects is uploaded automatically. The data should be verified, and in the case of incorrect or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone number: (22) 351-71-01.
			For studies completed and settled, information on the outcome of the recommendation and the NCN's decision will be visible.
			In the _Dane wprowadzane ręcznie_ [Data entered manually] section, the applicant enters information that has not been entered in the _Dane pobrane automatycznie_ [Data downloaded automatically] section. The foregoing applies to Dioscuri, Express call to fund research into Covid-19, Artiq, NCN programmes for students and PhD students from Ukraine, where proposals are completed outside of the OSF submission system.
			This section can also be used in specific cases when the data cannot be entered automatically because the PESEL number is missing or has been changed.
			PLEASE NOTE: Projects that have been selected for funding by the Ministry of Science and Higher Education and whose documents have been submitted to the National Science Centre must be entered in the section: _Other non-NCN research projects._ '

Selected section in the OSF system	Sub-section	Language	Description
	Other non-NCN research project		**PLEASE NOTE:** Tab to be completed in English. Data to be entered manually. Information on managing other research projects financed within national or international calls (other than NCN) in the proposal submission year or in the last 10 years before the proposal submission year (i.e., from 01.01.2014 to 16.12.2024). Enter only those projects (no more than 5) in which a person has acted or acts as the principal investigator (PI) and which: - are or have been carried out in the proposal submission year or in the last 10 years prior to the proposal submission year; - are or have been funded from the funds for science; - have been selected in national or international calls; and - are not and have not been funded from the funds for statutory activities. Acting as a principal investigator (PI) shall also be understood as managing/coordinating a research team in international projects or programmes. Provide the title, registration number, source(s) of funding, amount, currency, participating entity, start date, end date, list of major publications resulting from the project, publications added by the editor, in the absence of publications – a brief description of other research outputs. The period from which the projects must be presented will be extended by the breaks indicated in the *Information on career breaks – scientific and research track record.* **PLEASE NOTE:** This tab should indicate projects which have been recommended for funding by the Ministry of Science and Higher

Selected section in the OSF system	Sub-section		Language	Description
				Education and whose documents have been submitted to the National Science Centre.
		Major research achievements		**PLEASE NOTE:** Tab to be completed in English. Description of the most important research achievement. Page limit: No more than 1,800 characters. **PLEASE NOTE:** The tab must not be left empty. If the major achievement is missing, write: none.
ETHICAL ISSUES			English	**PLEASE NOTE:** Section to be completed in English. Before completing the questionnaire in the OSF system, please read the two documents attached to the notice of the call: the *Guidelines for applicants to complete the Ethics Issues form in the proposal* and the *Code of the National Science Centre on research integrity and applying for research funding.* Then, complete the relevant sections. **Answer the questions in each individual group. If individual questions do not apply to the project, use the _NIE na wszystkie_ [NO to all] button to answer „NO to all" questions or all question in a group.** If the answer to any of the questions on the form is YES, please describe what actions that have been/will be taken to ensure that the research carried out under the SONATA call will be in accordance with the applicable law and the principles of good practice in a scientific field/discipline concerned and provide information on whether any approvals have already been given or information on how these conditions will be met. **PLEASE NOTE:** There is no obligation to attach consents/permissions or information on consents/permissions already obtained to the proposal. In the case of studies which require such approvals/permissions, these should be obtained prior to commencement of the study and included in the forthcoming annual/final report.

Selected section in the OSF system	Sub-section	Language	Description
			In the case of a research project a component of which is a clinical trial planned with the use of a medicinal product or a medical device, detailed justification for a non-commercial nature of such trials should be presented.
DATA MANAGEMENT PLAN		English	**PLEASE NOTE:** Section to be completed in English. Before completing this part of the proposal, please read the document the Guidelines for applicants to complete the data management plan in the proposal. You can tick "Does not apply." The NCN acknowledges that some projects will not generate, re-use or analyse research data and similar materials. In such cases, a short explanation is required as an answer to question 1.1. How will new data be collected or produced or how will the existing data be re-used?
SIMILAR RESEARCH TASKS	Principal Investigator (PI)	English	These questions must be answered: 1. 1. Is the principal investigator (PI) applying for funding of the research tasks included in this proposal also from other sources? (YES/NO) If YES, the sources of funding should be indicated. 2. Is the principal investigator (PI) currently working on or has completed research tasks similar to the tasks included in this proposal? (YES/NO). If YES, indicate ongoing and completed research tasks for which double funding might be suspected if funding is obtained for research tasks covered by this proposal. The explanation should clearly indicate the differences between the research tasks and justify the need to fund the research tasks in this proposal. If the answer is YES, enter the sources of funding.
	Authorship/co-authorship of the project		The principal investigator is: • the author of project descriptions • co-author of project descriptions.

Selected section in the OSF system	Sub-section	Language	Description
			Please explain if the principal investigator (PI) is the author or co-author of the project descriptions. If he/she is a co-author, name the other authors of the project descriptions. Information must comply with the facts and the legal situation. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
	Entity(-ies)		Information about applying for funding for the research tasks indicated in the proposal from other sources must also be provided by the entity/entities (if a group of entities applies). . Answer the following question: • Is the entity applying for funding of the research tasks included in this proposal also from other sources? If YES, enter the sources of funding.
SHORT DESCRIPTION		English	The short project description (up to 5 pages) must include: 1. scientific goal of the project (description of the problem to be solved, research questions and hypotheses); 2. significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline); 3. concept and work plan (general work plan, specific research goals, results of preliminary research, research work programme, e.g. a Gantt chart, including milestones, risk analysis);

Selected section in the OSF system	Sub-section	Language	Description
			4. research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);
			5. research team, if applicable (composition of the research team and assignment of research tasks, required qualifications of investigators in the project; for investigators known at the proposal submission stage and remunerated from the budget for additional salaries: achievements confirming qualifications necessary to perform the tasks);
			6. project literature (a reference list for publications included in the project description, with full bibliographic data).
			Text limit of 5 pages A4 applies to the description (Points 1-5). The project literature (Point 6) does not count towards the page limit.
			The above-mentioned sections, including references to literature, are mandatory and if any of them is/are missing, the project will be rejected on the grounds that it does not meet the eligibility criteria.
			One-person teams do not have to describe their achievements in the short/ full project descriptions. Instead, information that the team members are described in the Research Team section may be included in the descriptions.
			The system does not verify compliance of the description with the eligibility criteria of the page limit. The applicant is responsible for ensuring that the description is correct. If the page limit is exceeded, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.
			PLEASE NOTE: Experts evaluating the proposal at stage 1 of the merit-based evaluation have no access to the full project description, therefore

Selected section in the OSF system	Sub-section	Language	Description
			this description must include information necessary for the proposal to be evaluated. The description must be delivered in PDF format (up to 10 MB). Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single. If researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
FULL DESCRIPTION		English	The full project description (up to 15 pages) must include: 1. scientific goal of the project (description of the problem to be solved, research questions and hypotheses); 2. significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline); 3. concept and work plan (general work plan, specific research goals, results of preliminary research, research work programme, e.g. a Gantt chart, including milestones, risk analysis); 4. research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research); 5. research team, if applicable (composition of the research team and assignment of research tasks, qualifications of investigators in the project; for investigators known at the proposal submission stage and remunerated from the budget

Selected section in the OSF system	Sub-section	Language	Description
			for additional salaries: achievements confirming qualifications necessary to perform the tasks); 6. project literature (a reference list for publications included in the project description, with full bibliographic data). **Text limit of 15 pages A4 applies to the description (Points 1-5). The project literature (Point 6) does not count towards the page limit.** The above-mentioned sections, including references to literature, are mandatory and if any of them is/are missing, the project will be rejected on the grounds that it does not meet the eligibility criteria. One-person teams do not have to describe their achievements in the short/ full project descriptions. Instead, information that the team members are described in the Research Team section may be included in the descriptions. The system does not verify compliance of the description with the eligibility criteria of the page limit. The applicant is responsible for ensuring that the description is correct. If the page limit is exceeded, the proposal may be rejected on the grounds that it does not meet the eligibility criteria. **PLEASE NOTE:** Experts evaluating the proposal at stage 2 of merit-based evaluation have no access to the short project description; therefore, this description must include information necessary for the project to be evaluated. The description must be delivered in PDF format (up to 10 MB). Text limit of 15 pages A4 applies. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.

Selected section in the OSF system	Sub-section	Language	Description
			If researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
SALARIES AND SCHOLARSHIPS	Principal Investigator (PI)	Polish and English	Remuneration should be planned in accordance with the Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects applicable to the SONATA 20 call. The remuneration of the principal investigator (PI) can only be planned under one category: **full-time remuneration or additional** remuneration. The principal investigator (PI) also has the option to select "**no remuneration**". The employment type should be selected in the proposal: - FTE remuneration; - additional remuneration; - no remuneration. **The FTE remuneration** for the principal investigator (PI) may be planned for a period that is shorter than the implementation period of the research project, in amounts proportionally lower for the period for which it is planned. The employment of a principal investigator (PI) on the basis of a full-time or part-time employment contract is also possible with funds under the category of **additional remuneration.** According to the Regulations the budget of **additional remuneration** shall be calculated as follows: a composition of the research team excludes the persons to be employed under the FTE remuneration budget and under the budget for salaries and scholarships for students and PhD students.

Selected section in the OSF system	Sub-section	Language	Description
			Therefore, when it's planned that the principal investigator (PI) be employed under the FTE remuneration budget, he/she is not entitled to receive additional remuneration. Remuneration for the principal investigator (PI): - **PLN 160,000** per year, when the principal investigator **plans his/her employment on the FTE remuneration basis**; - **max. PLN 2,000** per month when the principal investigator (PI) **does not plan his/her employment on the FTE remuneration basis**. The principal investigator does not have to plan his/her remuneration in which case the option: no remuneration should be chosen.

	Post-doc		The employment type should be selected in the proposal:
			    a) FTE remuneration
			Remuneration for a **post-doc** position – **PLN 140,000 per year**.
			It is possible to specify a higher remuneration amount, if this is justified with special circumstances that must be presented in the proposal. The reasons for increasing the remuneration amount shall be reviewed by the Expert Team.
			A prospective post-doc must meet all the following conditions:
			    a) must be selected in an open call held by a Recruitment Committee formed by the principal investigator (PI) for the project, composed of the principal investigator as its Chair and at least two researchers specified thereby, who have necessary scientific or professional qualifications. The candidates shall be assessed pursuant to the criteria outlined in the call text, however in order to be eligible for the call, one must be conferred a PhD degree in the year of employment in the project or within 12 years before the first of January of the year of employment in the project. This period can be extended by long-term (in excess of 90 days)

Selected section in the OSF system	Sub-section	Language	Description
			documented sick leaves or physiotherapy leaves granted on account of being unfit to work. In addition, this period may be extended by the number of months of a childcare leave granted pursuant to the Labour Core and in the case of women intending to participate in the call, by 18 months for every child born or adopted child, whichever manner of accounting for career breaks is preferable. The said period must not be shortened or additionally extended by the call organisers. The results of the call shall be made public by posting on the website of the participating entity for the research project; b) has obtained a PhD degree in an entity other than the one where the post is planned to be filled or completed a continuous and documented post-doctoral fellowship of at least 10 months in an entity other than the participating entity for the project and in a country other than the country where the PhD degree has been obtained; c) will be employed for a minimum of 6 months; d) when the remuneration is paid, such person is not paid any other remuneration from the funds allocated as direct costs under research projects financed under NCN's calls; e) when the remuneration is paid, such person is not paid remuneration from any other employer under an employment contract, including an employer with its registered office outside the Republic of Poland; f) when the remuneration is paid, such person will not receive any pension under the social insurance scheme. It is permitted to employ several post-docs provided that the total employment of all post-docs does not exceed twice the planned duration

Selected section in the OSF system	Sub-section	Language	Description
			of the project and the employment of one post-doc is not shorter than 6 months. Where the applicant is a group of entities, it is possible for a group of entities to plan this position in more than one entity, provided that each of these individuals meets the above conditions. The FTE remuneration for a person in a post-doc position may be planned for a period that is shorter than the implementation period of the research project, in amounts proportionally lower for the period for which it is planned.
	Scholarship grantee/Student/PhD student		The employment type should be selected in the proposal: • scholarships/ salaries for students or PhD students This category covers the cost of salaries and scholarships together with non-wage labour costs of students and PhD students who are not yet PhD holders and are intended to be involved in the project tasks. Within the budget for salaries and scholarships for students and PhD students, it is possible to plan funds for: a. NCN scholarships for students and PhD students, b. doctoral scholarships, c. salaries for students and PhD students. Doctoral scholarships can only be paid to PhD students who meet the requirements laid down in the Act on Higher Education and Science of 20 July 2018, necessary to receive the doctoral scholarship for the duration of the project tasks (except for the period of suspension of education at the doctoral school).

Selected section in the OSF system	Sub-section	Language	Description
			The monthly doctoral scholarship for a PhD student involved in the project tasks that can be paid from the budget for salaries and scholarships for students and PhD students, must not exceed: • PLN 5,000 up to the month of the mid-term evaluation of a PhD student; • PLN 6,500 after the month of the mid-term evaluation of a PhD student. NCN scholarships for students and PhD students can only be awarded in compliance with the [Regulations on awarding NCN scholarships in research projects funded by the National Science Centre](), laid down by the NCN Council. The monthly NCN scholarship for a student or PhD student involved in the project tasks that can be paid from the budget for salaries and scholarships for students and PhD students must not exceed PLN 5,000. The salary for a student or PhD student can only be paid for employment pursuant to a full-time or part-time employment contract or for project tasks pursuant to a civil-law contract. Students or PhD students employed pursuant to an employment contract in a participating entity for the project must not be remunerated pursuant to a civil-law contract. The monthly salary for students and PhD students involved in the project tasks and paid from the budget for salaries and scholarships for students and PhD students must not exceed PLN 5,000. Under the SONATA 20 call, the budget for salaries and scholarships for students and PhD students per each month of the project will be up to **PLN 5,000.**

Selected section in the OSF system	Sub-section	Language	Description
			The total amount of salaries and scholarships paid from the NCN budget under letters a. – c. per student or PhD student in one or more research project(s) funded from the NCN budget must not exceed PLN 5,000 per month and may be raised to PLN 6,500 per month if the funds are paid as a doctoral scholarship after the month of a mid-term evaluation of the PhD student involved in the project tasks. The foregoing amount does not include the principal investigator's salary under PRELUDIUM.
			When collecting doctoral scholarships under PRELUDIUM BIS, one must not collect other scholarships or salaries paid under the heading of direct costs in other project funded under NCN calls, with the exception of the principal investigator's salary under PRELUDIUM.
			If a research project is carried out in an institution for which funding will constitute state aid, funds for students and PhD students can only be planned as indicated under letter c).
	Investigator		The employment type should be selected in the proposal: • additional remuneration • no remuneration. Additional remuneration for members of the research team – if the principal investigator (PI) does not plan his/her employment in the project under the full-time remuneration, his/her salary is included in the additional remuneration pool. Additional remuneration may be planned for members of the research team to be employed under employment contracts in full or part-time jobs and under civil law contracts. In the SONATA call, it is not possible to plan remuneration for students or PhD students within the additional remuneration. A member of the research team who is paid remuneration under an employment contract in the participating entity for the research project,

Selected section in the OSF system	Sub-section	Language	Description
			may be paid additional remuneration solely in a form other than under a civil law contract. The budget for additional remuneration shall be calculated as follows: a composition of the research team excludes the persons to be employed under the FTE remuneration budget and under the budget of salaries and scholarships for students and PhD students. The number of persons calculated as specified above will constitute the basis to calculate the maximum budget for additional remuneration under a given research project. The maximum budget for additional remuneration planned for the principal investigator (PI) may not be increased when the project is being implemented. In the SONATA call, the budget for additional remuneration per each month of project implementation, for all investigators, may amount to a total of: a) when the principal investigator (PI) does not plan to be employed under the FTE remuneration: – PLN 2,000 for one person; – PLN 3,500 for two persons or more persons, of which a maximum of PLN 2,000 for the principal investigator (PI); b) when the principal investigator (PI) plans to be employed under the FTE remuneration: – PLN 1,500 for one or more persons; More information on the costs can be found in the Regulations and Regulations on awarding scholarships in NCN-funded research projects. If unjustified costs are planned, a proposal may be rejected.

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RESEARCH EQUIPMENT		Polish and English	This category covers the purchase or development costs of scientific and research instruments, other equipment and software required to perform scientific work. **The project may not finance or co-finance the purchase or production of scientific and research equipment and IT infrastructure the unit value of which exceeds PLN 500,000.** Leasing research equipment is a non-eligible cost.
OTHER COSTS		Polish and English	In the section "Other direct costs", indicate a relevant type of costs, their amount, and the justification for their expenditure. Costs must be planned according to the Regulations on awarding funding for research tasks funded by the National Science Centre. Direct costs may be planned under the following categories: • materials and small equipment; • outsourced services; • business trips, • visits and consultations, • collective investigators, • other (other costs). If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.

Selected section in the OSF system	Sub-section	Language	Description
OPEN ACCESS (OA)			Indirect costs of open access: this category can include the cost of Open Access to publications and/or research data (up to 2% of direct costs). Please enter the amount of Open Access costs planned for the entire project implementation period (in PLN). The costs of publication subject to the NCN Open Access Policy can only be planned as part of indirect costs. Open access costs must not be planned as direct costs. The National Science Centre allows certain open access publication costs to be paid as other indirect costs or entity's contribution. More information on Open Science can be found on the NCN website.
OTHER DIRECT COSTS			In this section, enter the amount of other indirect costs. For entities where no state aid is planned, enter a percentage [%]. Indirect costs of up to 20% of direct costs can be planned. They may be allocated to costs indirectly related to the project, including costs of open access to publications and/or research data. For entities where state aid is planned, enter the [PLN] amount of other indirect costs in particular years of project performance and the percentage [%] will be calculated automatically. Indirect costs in projects where state aid is requested are calculated differently, therefore, we recommend that you complete the Budget section starting with the Specific cost breakdown to make sure that the maximum costs are calculated correctly. Read the new rules according to which indirect costs are calculated. During the project performance, the participating entity must arrange with the principal investigator for the distribution of at least 25% of the indirect cost's value.

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TEACHING LOAD DECREASE			The costs of reduced teaching load may be planned for the principal investigator (PI) only, who plans for himself/herself remuneration from the additional remuneration budget. An entity which employs the principal investigator (PI) under a full-time employment contract can receive financial resources for decreasing the teaching load of the principal investigator (PI) by 50% amounting to PLN 100 for each hour of the teaching load decrease. Teaching load decrease Please select (YES/NO) If you answer "YES", please give the number of mandatory teaching hours (per year), the total number of teaching hours to be refunded and the cost breakdown by years. **PLEASE NOTE:** The entity for which funding will constitute state aid may not plan the costs of teaching load decrease.
BUDGET SUMMARY			This section will present a summary breakdown of the planned costs by year, according to the declared project implementation period (if the project performance period is longer than 12 months). In this section, the percentage of open access indirect costs and other indirect costs will be presented

Selected section in the OSF system	Sub-section	Language	Description
SPECIFIC COST BREAKDOWN			**Applies to entities where project funding constitutes state aid**. Indirect costs in projects with state aid are calculated differently, therefore, we recommend that you complete the Budget section starting with the Specific cost breakdown to make sure that the maximum costs are calculated correctly. 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 funding [PLN] 8. Year **PLEASE NOTE**: The total cost in category O (indirect costs) must not exceed 20% of the total cost in categories A, W, E and G.

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Administrative statements			This section of the proposal contains administrative statements that must be accepted by both the principal investigator (PI) and the person representing the participating entity.
Personal data protection			Information on personal data processing. Personal data provided by principal investigators (PIs) and applicants in the proposal will be processed by the National Science Centre until the end of implementation of these projects and their settlement (if funding has been received), and after this period it will also be used for statistical purposes. The collected data will be processed in order to evaluate the proposal, the project, as well as the tasks carried out by NCN, dissemination of the information on the calls organised by NCN. Data processing also includes monitoring, supervision, and evaluation of the implementation and settlement of projects that have received funding from NCN. For more information, see (https://www.ncn.gov.pl/dane-osobowe?language=en).
Experts	Information on possible conflict of interest –for NCN employees only		In this part of the proposal, the principal investigator (PI) may indicate a maximum of 3 persons who, in his/her opinion, should not evaluate the proposal due to a possible conflict of interest. Provide their names and affiliations. The final decision on the selection of experts is taken by NCN.
INDIVIDUALS IDENTIFIED IN THE PROPOSAL	Polish		In this section, the applicants are reminded of their duty to notify the individuals identified in the proposal that their personal details (name, affiliation) are disclosed in the proposal. The foregoing applies to all individuals involved, in any manner, in the preparation of the proposal or performance of the project. An organised list of such individuals will allow faster verification of a potential conflict of interest that may occur at any stage of project evaluation and project performance and/or settlement.

Selected section in the OSF system	Sub-section	Language	Description
			Identify all individuals named in any part of the proposal, in particular, in the following sections: – international cooperation, – abstract, – abstract for the general public, – research tasks, – research team, – similar research tasks/ co-authorship of the project, – description/ short description/ full description, – other costs: visits/ consultations. **PLEASE NOTE:** This section includes a new representation concerning names of all individuals disclosed in the proposal who have been involved in the preparation of the proposal or will be involved in the performance of the project. All such individuals must be notified that they are identified in the proposal. This section **is not subject** to an evaluation.
ELECTRONIC SUBMISSION *The section will appear after clicking "Block for the NCN"*	Confirmation of proposal submission– principal investigator (PI) Confirmation of proposal submission – entity		Following completion of the proposal's individual tabs and after checking its completeness, please block a possibility of editing the proposal by *Zablokuj do NCN* [Block for NCN] button. After the proposal has been blocked for NCN, only short and full project descriptions can be edited. After the proposal has been blocked, a new *Elektroniczna wysyłka* [Electronic submission] tab will appear on the left-hand side menu. In this section, please download: • confirmation of proposal submission by the principal investigator (PI) and • confirmation of proposal submission by the entity. The confirmations of proposal submission from the principal investigator and from the entity downloaded from the OSF submission system are affixed with an electronic OPI PIB seal which is used to ensure the integrity

Selected section in the OSF system	Sub-section	Language	Description
			of the data on a document that has been generated (it can be verified that data has not been altered, added or deleted in an unauthorised manner). The OPI-PIB seal confirms that the OSF system is the source of data. Confirmations of proposal submission must be signed and attached to the proposal before it is sent to the NCN. Confirmations may be signed in two ways: by hand or electronically. When the applicant is a group of entities, the confirmation shall only be signed by an authorised representative of the leader of the group of entities. If a confirmation has been signed by hand, the proposal must be appended with its scan here: *Dodaj skan potwierdzenia* [Add confirmation scan]. The original must be kept until the proposal evaluation end date, and if the proposal has been recommended for funding, until the date a funding agreement is signed. If a confirmation is signed electronically, it must be appended here: *Dodaj potwierdzenie podpisane elektronicznie* [Add confirmation signed electronically]. If a confirmation is signed electronically, it must be affixed with an advanced electronic signature or qualified electronic signature complying 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/EC. Upon NCN's request the applicant shall be obliged to demonstrate that the electronic signature that has been used is compliant with the eIDAS Regulation. PDF is the only format acceptable in the OSF system. Therefore, electronic signatures must be in the PAdES format. If a confirmation of proposal submission by the principal investigator (PI) has been signed by a person other than the principal investigator (PI),

Selected section in the OSF system	Sub-section	Language	Description
			then authorisation to represent the principal investigator (PI) must be appended in this section. The proposal may be appended with authorisation in the form of an electronic document or a scan of the document signed by hand.
			If the entity's confirmation of proposal submission by an entity is signed by a person other than the head of the entity, but their authorised representative (rector, director, etc.), a power of attorney/ authorisation to represent the entity for the purposes of submitting the proposal to the NCN must be annexed to this section. A power of attorney/ authorisation must be attached in an electronic format or as a scan of the document signed by hand.
			When electronically signed files are attached to a proposal, the system verifies that the document relates to the proposal and its final version, and that it contains the OPI seal and electronic signature. The system does not verify the validity of certificates of attached electronically signed files. **PAdES is the only acceptable format of the electronic signature.**
			PLEASE NOTE: Confirmations that relate to the final version of the proposal must be attached to the proposal.