HOW TO COMPLETE UNISONO PROPOSALS IN THE OSF SYSTEM (Proposals for funding of the Polish part of a project in ERA-NET type multilateral calls)

Selected section in the OSF system	Sub-Section	Description
DURATION [in months]		Funding for ongoing projects may be requested under the call, lasting: • 24 months* or • 36 months* *Depending on the recommendations as to the project duration at international level. Further sections depend on this information. Project duration must not be changed later. If the project duration changes, a new proposal must be made.
GENERAL INFORMATION	**Project Title and Keywords**	Title of the research project must be provided **in Polish and in English**. The title in English must be identical to the title in Polish. Acronyms (if any): The acronym must be the same as provided in the joint proposal. Keywords must be provided in **Polish and in English**. Keywords in Polish must be identical to the keywords in English.
	NCN Review Panel	Select a research field according to the current list of panels available on the NCN website. Auxiliary NCN review panel: Choose from the list: HS1_001-HS6_021, ST1_001-ST10_016, and 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.
	Joint Proposal	Annex a final version of a joint proposal submitted at international level in PDF format. The document may be annexed as a file without a signature ("Scan of the document"), as a scan with a signature ("Scan of the document") or a file with an electronic signature ("Document signed electronically"). **Additional documents submitted at international level** Applies when additional documents are submitted at international level. They must then by combined in a single PDF file and annexed to this section. Combined documents may be submitted as files without a signature ("Scan of the document"), scans with a signature ("Scan of the document") or files with an electronic signature ("Document signed electronically"). If **no** additional document is submitted at international level, **you may leave this section blank**.

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APPLICANT	**Applicant's Status**	The applicant's status indicated in the proposal must comply with the facts and legal status. Only the following entities may apply for NCN funding of their research projects: 1. universities; 2. federations of science and HE entities; 3. research institutes of the Polish Academy of Sciences, operating pursuant to the Act on the 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 entities 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 for Innovative Activities of 30 May 2008; 13. legal entities with registered office in Poland; 13a. President of the Central Office of Measures; 14. natural persons; 15. companies conducting research in another organisational form than laid down in sections 1-13a.

Selected section in the OSF system	Sub-Section	Description
		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.
PARTICIPATING ENTITIES	**Level 1 Entities**	Participating entity(-ies) may be added from either the **OPI Database** or from **outside the OPI Database**. Only entities with their headquarters in Poland may be entered. If the applicant is a group of Polish entities: • name the leader of a group of entities. The principal investigator's employer acts as the leader of a group of entities, • annex a research project cooperation agreement concluded by a group of entities (in Polish, in PDF format). A template agreement is available in the OSF system and in the call text on the NCN website. Download the agreement that will be downloaded automatically. It will include a list of entities specified in the form as well as the name of the leader and proposal ID. **PLEASE NOTE: The terms of the agreement must not be amended or supplemented with other regulations between the entities.** **A group of entities may sign other documents governing the cooperation within the group, however, they must not be annexed to the funding proposal.** The agreement must be annexed as a PDF file (up to 10 MB). Annex a scan of the document signed by hand (Scan of the document) OR agreement with an electronic signature ("File signed electronically"). **PLEASE NOTE: The agreement must be signed by the authorised representatives of the entities in the group of entities. If the document is signed by a person other than the authorised representative of the entity, a power of attorney must be attached to the proposal in the *Elektroniczna wysyłka* [Electronic submission] tab or to the agreement (as a last page).**
	Data of Participating Entity	If the data of the participating entity is entered from the OPI database, most of the information is downloaded automatically. If the data of the participating entity is entered from outside of the OPI database, fill in the required fields as required by the system.

Selected section in the OSF system	Sub-Section	Description

		• **Head of entity / authorised representative**
		Fill in the required fields as required by the system. If the document is signed by the authorised representative of the entity, not the head of entity, a power of attorney / authorisation to represent the entity must be attached to the proposal.
		The power of attorney must be annexed to the *Elektroniczna wysyłka* [Electronic submission] tab.
		• **NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)**
		Fill in the required fields as required by the system. If the applicant is not entered into the Commercial Register of the National Court Register (KRS), tick "does not apply".
		• **Contact details**
		In this section, enter the contact details (telephone number, e-mail address, Electronic Delivery Box (ePUAP) address, www, etc.)
		PLEASE NOTE: The Electronic Delivery Box (ePUAP) address of the entity must be entered. This is where any proposal-related correspondence will be sent, including the funding decision.
		• **Registered Office Address and Contact Address**
		Fill in the required fields as required by the system
		• **Additional information**
		  - **Does the entity belong to the public finances sector? (YES/NO)**
		  If the answer is „YES", classification of entities according to the Act on Public Finances – choose the appropriate status according to the list in the system
		  - **Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)**
		  An entity under receivership, in liquidation or subject to bankruptcy proceedings must not be the applicant or host institution for a research project.
		  If the answer is „YES", the system will block any further processing of the proposal.
		  - **Does the entity receive any operating support for research? (YES/NO)**

Selected section in the OSF system	Sub-Section	Description
		If an entity applying for funding <u>has not received any operating support for research</u>, the proposal submitted to the OSF system must be appended with **a document** including the following information (**in English**): 1) information on research carried out over the past 2 years preceding submission of the proposal together with a list of publications affiliated with the applicant/participating entity; 2) information on research equipment and other instruments/ facilities crucial to research. File format: **PDF**; **electronic signature** in PAdES format or **scan of the document signed by hand**. Documents singed 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/EC. **PLEASE NOTE: In the case of a group of Polish entities, the above information is required for each entity that does not receive any operating support for research**. • Level 2 entities Level 2 entity/ies may be added from either the **OPI Database** or from **outside the OPI Database**. Adding level 2 entity/ies is **optional.**
STATE AID	**Will the requested project constitute state aid?**	In order to determine if the project funding constitutes state aid, the principal investigator (PI) and authorised representative/s of the entity must read the **State Aid rules** available in the OSF system and on the NCN website (https://www.ncn.gov.pl/en/finansowanie-nauki/pomoc-publiczna). In the case of applying for the state aid, the applicant must fill in the additional sections of the proposal, i.e. • Project term and location • Company information • Specific cost breakdown

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		• Attachments according to the instructions available on the NCN website in the State aid section (https://www.ncn.gov.pl/en/finansowanie-nauki/pomoc-publiczna). **PLEASE NOTE: All annexes must be signed with an electronic signature in the PAdES format by the head of entity or authorised representative of the entity.** **PLEASE NOTE: This section applies to each entity in the group of entities (each partner and the leader) and the authorised representatives thereof must represent that they have read the State Aid rules. When applying for state aid, the entity in the group of entities must also complete the additional sections of the proposal.**

INTERNATIONAL COOPERATION		This section must be completed in English.
		International cooperation is referred to when research tasks are carried out jointly with researchers from foreign institutions.
		In this section, answer the question: "Will the project be carried out as international collaboration"? If the answer is „YES", choose the type of cooperation: Cooperation under international networks (ERA-NET, other).
		   - **Countries**
		Countries of the foreign partner(s) must be entered. Other countries may also be entered.
		   - **Entities**
		Enter all foreign entities co-performing research tasks in the project. **Enter full names**.
		The following are not deemed international cooperation:
		• participation in international conferences;
		• dissemination of information on the project abroad;
		• implementation of the research tasks by a Polish research team abroad without the participation of researchers from the foreign research institutions; and
		• cooperation with foreign researchers employed in Polish institutions.
		PLEASE NOTE: The NCN does not require any documents confirming international cooperation between Polish and foreign research teams (e.g. agreements). Furthermore,

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		foreign research team members are not required to sign NCN proposals or any document annexed thereto.
ABSTRACT FOR THE PUBLIC		Abstract for the public must be drafted in **two language versions, in Polish and in English**. Both language versions must be identical. The descriptions must be attached as two separate PDF files (separately in Polish and in English; up to 10MB each file). Maximum file size: 1 page, A4. Recommended formatting: top-bottom margins: 1.5cm, left-right margins: at least 2cm, Times New Roman or equivalent, font size: at least 11, interline: single. The abstract for the public should 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 public will be published on the National Science Centre's and *Ośrodek Przetwarzania Informacji* (OPI)'s websites alongside the information on the call results.
RESEARCH TASKS		Research tasks performed by the Polish research team must 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 annexed to the agreement. **PLEASE NOTE: The Research Tasks must not include tasks performed by the foreign partner teams.**
RESEARCH TEAM	**Number of Team Members**	Enter the number of Polish investigators, i.e. all members of the Polish research team (including the principal investigator, scholarship grantees and post-docs as well as other co-investigators and persons who are not paid any remuneration) involved in the project (Polish side). **PLEASE NOTE: Names of persons to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget and under NCN scholarships for students and PhD students awarded pursuant to the Regulations for**

Selected section in the OSF system	Sub-Section	Description
		awarding scholarships in the NCN-funded research projects, must not be provided in either NCN proposals or joint proposals. The costs of salaries and scholarships are planned pursuant to the Terms and regulations on awarding funding for research tasks funded or co-funded under international calls launched by the National Science Centre and carried out as multilateral collaboration UNISONO. **Research team:** Enter information on members of the Polish research team. **Principal investigator (PI)** The principal investigator can be added from either the OPI Database or from outside the OPI Database. Enter their type of cooperation: **Principal investigator (PI)** where the principal investigator acts merely as the head of the Polish research team. **Principal investigator (PI) – Coordinator** where the principal investigator also acts as the coordinator of the international consortium that submits a joint proposal. If the principal investigator's data is entered from the OPI database, most details (personal information, contact details, residence address, correspondence address, researcher's electronic ID) will be downloaded automatically. If the principal investigator's data is entered from outside the OPI database, fill in the required fields as required by the system and specify the scope of work covered by the project (in English). The National Science Centre cannot amend the principal investigator's data. **Other members of the research team, i.e. investigators, post-docs, scholarship grantees/ students/ PhD students:** Other members of the research team must be added using the *Dodaj spoza bazy* [Add from outside the database] button. Enter information on research team members, i.e. scope of work in the project (in English) and required qualifications (in English). **PLEASE NOTE: Information in this section must also be included in the relevant section of the joint proposal. Otherwise, the proposal may be rejected as ineligible. It is not enough**

Selected section in the OSF system	Sub-Section	Description
		to provide information in the NCN proposal only as it is not subject to merit-based evaluation.
SIMILAR RESEARCH TASKS		This section concerns: • **the Polish principal investigator (PI)** If the Polish principal investigator (PI) applies for funding of the research tasks included in the proposal also from other sources, the sources of funding must be indicated. If the principal investigator (PI) currently works on or has completed research tasks similar to the tasks included in the NCN proposal submitted to the UNISONO call, similar research tasks must be described and funding of tasks covered by the NCN proposal must be well-justified. Enter <u>ongoing and completed</u> research tasks for which double funding might be suspected if funding is awarded to research tasks covered by this proposal. The explanation should clearly show the differences between the research tasks and justify the need to fund the research tasks covered by this proposal (**in English**). • **Entity/ies (if funding is requested by a group of entities)** If an entity applies for funding of the research tasks included in the proposal also from other sources, the sources of funding must be indicated (applies to all entities in the group of entities). Answer all questions and enter your answers in the proposal form.
DATA MANAGEMENT PLAN		This section must be completed **in English.** It applies to any data generated/ used during the Polish part of the research project. Before completing this part of the proposal, read the <u>Guidelines for applicants to complete the data management plan for a research project</u>. You can tick the answer: "Does not apply". The NCN accepts that in certain projects no research data or similar materials will be generated, reused, or analysed. In such cases, a brief description should be provided in reply to the following question: *How will new data be collected or produced and/or how will existing data be re-used?*
ETHICS ISSUES		This section must be completed **in English**. Before completing relevant section in the OSF system, read the two following documents annexed to the call announcement: <u>Guidelines for applicants to complete the ethics issues</u>

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		[form in the research project](#) and [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 questions in each group. When the answer to any question is YES, describe the measures taken/to be taken to ensure that the research covered by the proposal is carried out in compliance with the best practice standards applicable to a particular academic discipline/ field as well as provide information on any permission already issued or a description on how the relevant requirements will be fulfilled. **PLEASE NOTE: There is no obligation to attach aby permit or approval to the proposal or include information on permits or approvals that have been already granted. In the case of research that require any such permits or approvals, they must be granted beforehand and annexed to the next annual/ final report. In the case of research projects which include clinical trials with a medicinal product or a medical device, a detailed justification of the non-commercial nature of the trials must be provided.** **PLEASE NOTE: Eligibility requirements (e.g. as regards project ethics approvals/ permits, intellectual property rights agreements) applicable at international level/ applied by foreign partner institutions that may entail obligations also for the Polish research teams. The Polish research teams must be familiar with the ethics eligibility requirements applicable at international level and/or requirements that the foreign partner institutions may have in place in this regard and must be in contact with the Call Secretariat / partner research teams.**
SALARIES AND SCHOLARSHIPS		Enter the cost of salaries and scholarships for members of the Polish research team: • **Principal investigator (PI)** The salary of the principal investigator (PI) can only be planned under one category: FTE remuneration or additional remuneration. The principal investigator (PI) may also choose "no remuneration". The employment type should be selected in the proposal:

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		- 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) based on a full-time or part-time employment contract is also possible with funds under the category of additional remuneration. 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. 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. **PLEASE NOTE: If the principal investigator also acts as the coordinator of the international consortium that submits a joint proposal, the budget of FTE remuneration /additional remuneration may be increased.** • **Post-docs** The employment type should be selected in the proposal: - FTE remuneration The FTE remuneration for a post-doc 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. **PLEASE NOTE: It is possible to specify a higher FTE remuneration amount for a post-doc, if it is justified with special circumstances presented in the proposal. If such is the case, the remuneration amount must be justified in the NCN proposal.** • **Scholarship Grantee/ Student/ PhD Student** The employment type should be selected in the proposal: - Scholarship/salary for a student or PhD student

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		The budget for salaries and scholarships for students and PhD students may be designated for:
		    a. NCN scholarships for students and PhD students
		    b. PhD scholarships
		    c. salaries for students and PhD students
		In the case of projects carried out in an institution for which funding constitutes state aid, funds for students and PhD students can only be planned in the form listed under letter c).
		PLEASE NOTE: Where the principal investigator (PI) also acts as the coordinator of the international consortium that submits a joint proposal, the budget of salaries/ scholarships for students and PhD students may be increased.
		    • 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 as part of the FTE remuneration, his/her remuneration is included in the additional remuneration pool.
		Additional remuneration may be planned for members of the research team to be employed under employment contracts (full-time jobs or part-time jobs) and under civil law contracts.
		PLEASE NOTE: Salaries/ scholarships must be planned pursuant to the Terms and regulations on awarding funding for research tasks funded or co-funded under international calls launched by the National Science Centre and carried out as multilateral collaboration UNISONO and pursuant to the Regulations for awarding scholarships in the NCN-funded research projects.
		PLEASE NOTE: Information in this section must also be included in the relevant section of the joint proposal submitted at international level. Otherwise, the proposal may be rejected as ineligible. It is not enough to provide information in the NCN proposal only as it is not subject to merit-based evaluation.

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RESEARCH EQUIPMENT		Enter the cost of purchase or manufacturing of research equipment, other devices and software crucial to research to be carried out by the Polish research team pursuant to the Terms and regulations on awarding funding for research tasks funded or co-funded under international calls launched by the National Science Centre and carried out as multilateral collaboration UNISONO. Project funds may not be used to finance or co-finance the purchase or manufacturing of research equipment and IT infrastructure with a value more than **PLN 500,000** per unit. **PLEASE NOTE: In the relevant section of a joint proposal, enter the funds requested from the NCN by the Polish research teams and provided in this section, as well as detailed justifications of the costs. Otherwise, the proposal may be rejected as ineligible. It is not enough to enter the justifications in the NCN proposal only which is not subject to the merit-based evaluation.**
OTHER COSTS		In the section "Other costs", indicate a relevant type of direct costs, their amount and the justification for their expenditure. The description (name) of the costs must be in **English**. Enter the costs of research carried out by the Polish research team only. The costs must be planned pursuant to the Terms and regulations on awarding funding for research tasks funded or co-funded under international calls launched by the National Science Centre and carried out as multilateral collaboration UNISONO. Direct costs may be planned under the following categories: • **materials and small equipment.** • **outsourcing** (in the case of publications subject to the NCN Open Access Policy, such costs relate to services concerning preparation of a manuscript for its submission to publishers), • **business trips**, • **visits and consultations** (except the cost of consultations and visits of collaborators from foreign research institutions that receive parallel project funding from institutions co-organising an international call) , • **collective investigators,** • **other** (other costs).

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OPEN ACCESS		Indirect costs of open access (OA) of up to 2% of direct costs that may only be spent on open access to publications and research data. The total costs may be planned in the first year of project performance. The total costs (%) will be indicated in the *Koszty - Zestawienie* [Budget summary] section. The cost of publications governed by the NCN Open Access Policy may only be incurred as indirect costs. The cost of open access must not be incurred as direct costs (except the publication of monographs). The National Science Centre allows for a possibility of covering part of the costs of open access publication from the other indirect costs or from the entity's own resources. Additional information on *Open Science* is available here. **PLEASE NOTE: The cost of open access to publications may only be incurred as indirect costs. the cost of open access planned as direct costs will be regarded as a formal error**.
BUDGET SUMMARY		Budget summaries are broken down into years, according to the declared project implementation period. This section is calculated automatically pursuant to the data provided in each budget item. In the case of groups of entities, budget summaries are created for each entity individually. **Indirect costs** must be specified in this section. **Indirect costs** must not exceed **20% of the direct costs**. In the case of groups of entities, indirect costs must be specified for each entity individually. The **total EUR cost** will be calculated automatically according to the applicable EUR exchange rate (available in the OSF system and in the call announcement).
PERSONAL DATA PROTECTION		Information on personal data processing. Personal data provided by principal investigators and applicants in the proposal will be processed by the National Science Centre until the end of implementation of the projects and their settlement (if funding has been received). Afterwards, they will be also used for statistical purposes. The collected data will be processed to evaluate the proposal, project as well as tasks carried out by the NCN, dissemination of information on the calls launched by NCN. Data processing also includes monitoring, supervision, and evaluation of the implementation and settlement of projects that have received funding from the NCN. For

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		more information, go to the NCN website: Personal data processing since 25 May 2018. (GDPR).
ELECTRONIC SUBMISSION *The section will appear after clicking "Block for NCN"*		At national level, before the proposal is submitted to NCN: 1. check if all information in and annexes to the proposal are correct. Verification of the proposal for completeness in the OSF system by pressing the *Sprawdź kompletność* [Check completeness] button does not guarantee that information has been entered correctly and that the required annexes have been attached. 2. disable editing of the final version of the proposal to NCN (after the proposal has been blocked for NCN, it cannot be edited anymore. Only joint proposal and other documents submitted at international level can be uploaded at this stage); 3. download the confirmation of proposal submission that needs to be signed by the principal investigator and authorised representative(s) of the institution; and 4. annex the confirmation of proposal submission with a signature. Once the proposal is completed and all required annexes are attached, use the *Wyślij do NCN* [Send to NCN] button to submit the proposal to the NCN electronically via the OSF submission system. When the applicant is a group of entities, the confirmation shall be signed solely by a person representing the leader of the group of entities. Confirmations of proposal submission may be signed in two ways: by hand or electronically. If a confirmation has been signed by hand, the proposal must be appended with its scan here: Add confirmation scan. The original must be kept until the proposal evaluation end date, and, if the proposal has been qualified for funding, until the date a funding agreement is signed. An electronically signed confirmation of proposal submission should be affixed with an advanced electronic signature or a qualified electronic signature pursuant to 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.

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		PDF is the only format acceptable in the OSF system. Therefore, electronic signatures must be in the PAdES format. If a confirmation has been signed electronically, it must be appended here: <u>Add electronically signed confirmation</u>. If a confirmation of proposal submission by the principal investigator (PI) has been signed by a person other than the principal investigator (PI), 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 a confirmation of proposal submission by an entity is signed by a person other than the head of the entity, then authorisation to represent the entity 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. A confirmation of proposal submission by the principal investigator (PI) and a confirmation of proposal submission by an entity downloaded from the OSF system are affixed with an electronic OPI PIB seal which is used to ensure integrity of data included in the generated document (then it is possible to verify, if its data has not been changed, supplemented, or deleted in an unauthorised manner). The OPI-PIB seal confirms that the OSF system is the source of such data. After the proposal has been appended with electronically signed files, the system will verify if the document relates to a specific proposal and its final version, if it contains the OPI seal and the electronic signature. The system will not verify the validity of certificates of the attached files that have been electronically signed. 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**.