



IMPRESS-U

Call for proposals carried out as multilateral cooperation under the IMPRESS-U Programme pursuant to the Lead Agency Procedure

Guidelines for Polish research teams

2023



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Based on an agreement made in 2023 by and between the National Science Centre (NCN), National Science Foundation (NSF), the Polish National Agency for Academic Exchange (NAWA), National Research Foundation of Ukraine (NRFU), Latvian Council of Science (LCS), Research Council of Lithuania (LMT), Estonian Research Council (ETAG), National Academy of Sciences (NAS) and Office of Naval Research Global (ONRG), NCN joined the International Multilateral Partnerships for Resilient Education and Science System in Ukraine (IMPRESS-U) initiative. The goals of the partnership initiative are to:

- support excellence in science and engineering research, education and innovation through international collaboration; and
- promote and catalyse integration of Ukrainian researchers in the global research community.

The IMPRESS-U programme is carried out as a multilateral collaboration pursuant to the Lead Agency Procedure (LAP), with the NSF acting as the lead agency and the NCN being one of the partner institutions participating in the programme.

The IMPRESS-U call for proposals has been launched by the NCN for the purposes of the IMPRESS-U programme. The call is addressed to Polish research teams applying for co-funding of joint projects in collaboration with foreign research teams from Ukraine and the United States of America and, optionally, Lithuania, Latvia and/or Estonia.

The key principle of the Lead Agency Procedure is the use of domestic calls carried out by the lead agency to perform merit-based evaluation not only of domestic proposals, but also international ones, which compete with domestic proposals on an equal footing.

Thanks to this, projects involving two or more research groups from different countries will be evaluated by only one institution – the lead agency. Other partner institutions will accept the results of the merit-based evaluation performed by the lead agency and award funding to research projects recommended for funding in the course of such evaluation.

This document defines the guidelines for Polish research teams submitting domestic proposals within the framework of the IMPRESS-U call for proposals and contains information concerning the preparation and submission of domestic proposals which must be submitted by Polish applicants via the OSF submission system. It doesn't include the requirements of the lead agency or partner agencies that must be met by the teams cooperating as part of the IMPRESS-U call for proposals. Foreign research teams must fulfil the requirements of the relevant partner institutions.

To obtain more information and clarifications regarding the formal requirements of the lead agency and/or partner agencies, please contact those agencies directly.

In order to facilitate the process of establishing the international research teams that will apply for project funding under the IMPRESS-U call, the Partner Search Tool for finding potential partners has been made available at the following link:
<https://www2.ncn.gov.pl/partners/impressu/>



Lead Agency under IMPRESS-U

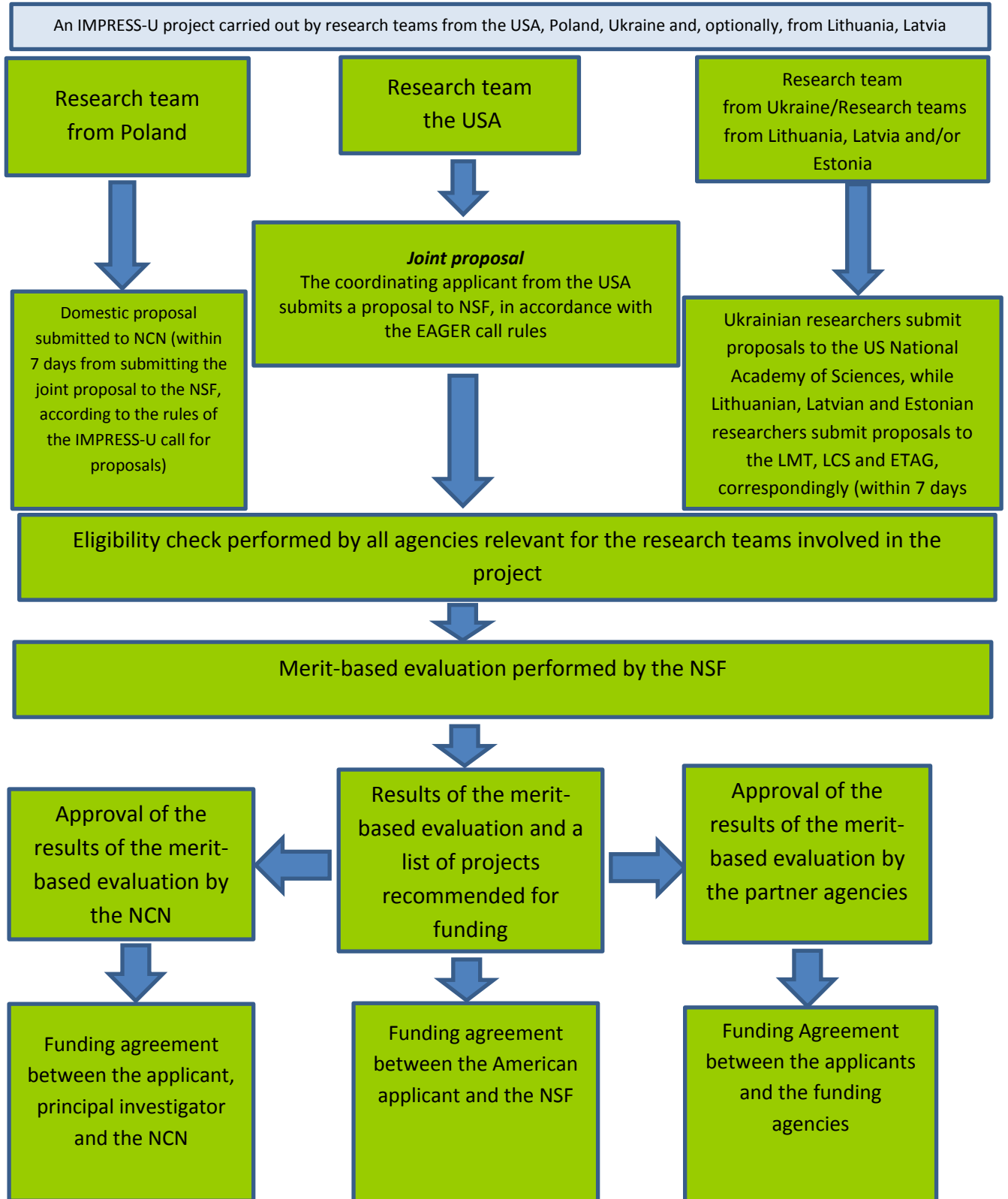
NSF acts as the lead agency responsible for the merit-based evaluation of proposals submitted under IMPRESS-U.

Each proposal will undergo an eligibility check carried out by both the lead agency (NSF) as well as the NCN and the partner institutions relevant for the teams involved in the project pursuant to their respective requirements. Proposals approved during the eligibility check by all institutions involved in the eligibility check will undergo a merit-based evaluation performed by the NSF according to its rules.

If a research project is recommended for funding as a result of the lead agency's merit-based evaluation, the NCN will award funding to the Polish research team, whilst the other partner institutions will award funding to the foreign research teams.

The diagram below illustrates the individual stages of the IMPRESS-U call procedure, i.e. submission of proposals, eligibility check and merit-based evaluation, approval of the ranking lists, issue of decisions and execution of agreements. The diagram also shows the communication process among the agencies in the individual stages of the call.

Diagram. The individual stages of the procedure and the communication process among agencies in the IMPRESS-U call



II. HOW TO SUBMIT A PROPOSAL UNDER IMPRESS-U?

1. Preparation of joint proposals

Addressees of the IMPRESS-U call for proposals

The IMPRESS-U call for proposals is addressed to Polish research teams which will plan joint research together with teams from Ukraine and the USA (optionally also from Lithuania, Latvia and/or Estonia) within the framework of a joint research project.

The joint research project must be carried out by a Polish research team and partner research teams, each of which must indicate the principal investigator in their proposal. The joint research project must include a coherent research plan and be based on a balanced and complementary contribution from all the research teams involved in the project.

The IMPRESS-U call is open to joint proposals covering the subject area of the [EAGER](#) call, within the framework of which joint proposals submitted to the IMPRESS-U call will be submitted to the NSF.

PLEASE NOTE: Only proposals that meet the criterion of basic research, as defined in Art. 2(1) of the NCN Act, may be submitted to the NCN.

PLEASE NOTE: The IMPRESS-U programme can be used to fund projects submitted for merit-based evaluation by NSF not only as part of the [EAGER](#) call but also via the so-called International Supplements, or additional measures involving international cooperation, taken as part of the NSF-funded projects which are already underway. Polish researchers who are members of the team seeking International Supplements funding for projects already underway at the NSF can only apply for funding from the Polish National Agency for Academic Exchange (NAWA). The call text as well as call documents and guidelines for applicants are available at: <https://www.nawa.gov.pl/>.

How to draft joint proposals?

Joint proposals must be drafted by the co-applicants according to the requirements of the call launched by the lead agency and must include all documents required by the agency.

We recommend that Polish applicants have their joint proposals verified by the authorities of the host institution for the project before it is submitted to the lead agency.

The terms of the call, requirements for drafting joint proposals and guidelines for merit-based evaluation performed by the lead agency are laid down in the documents applicable to the [EAGER](#) call launched for the purposes of the IMPRESS-U programme.

PLEASE NOTE: Foreign partner institutions (including the lead agency) may apply their own eligibility criteria (e.g. as regards project ethics approvals/ permits, intellectual property rights agreements) that may also impose obligations on Polish research teams. As a result, the Polish research team must always keep in contact with their partner research teams to obtain information about the requirements that the agencies potentially funding their work may have in place that could affect the eligibility criteria applicable to the Polish team.

How to submit joint proposals?

Joint proposals, including all documents and annexes thereto, must be drafted according to the requirements of the NSF applicable to the [EAGER](#) call launched for the purposes of the IMPRESS-U programme and must be submitted to the NSF by the coordinating applicant affiliated in the USA, by the date set by the NSF.

Furthermore, each research team involved in a project must submit a set of required documents (including the joint proposal, if required by the partner institution) to its respective partner institution that does not act as the lead agency.

Under the IMPRESS-U call, foreign research teams may apply for co-funding of their joint research projects to the following partner institutions:

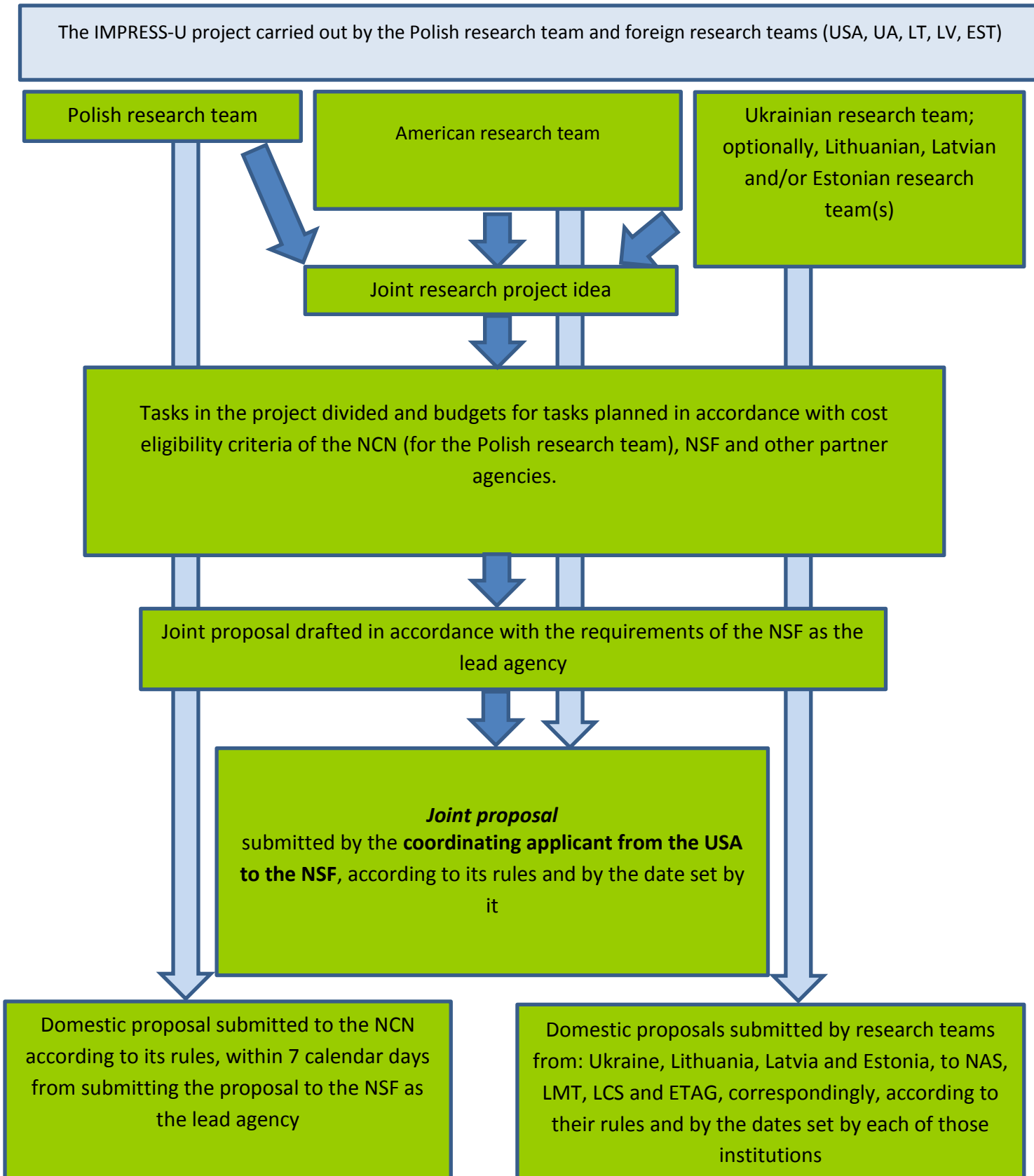
- US National Academy of Sciences (US NAS) – for research teams from Ukraine;
- Research Council of Lithuania (LMT) – for research teams from Lithuania;
- Latvian Council of Science (LCS) – for research teams from Latvia;
- Estonian Research Council (ETAG) – for research teams from Estonia.

A research team from Poland must submit a domestic proposal (containing the joint proposal submitted to the lead agency) to the NCN under the IMPRESS-U call via the OSF submission system. For more information on how to draft a domestic proposal, please go to the following section: [Preparation and submission of domestic proposals together with joint proposals in the OSF submission system](#).

PLEASE NOTE: information included in the domestic proposals must be consistent with the data provided in the joint applications. Otherwise the proposal may be rejected at the eligibility check stage.



The individual stages of work on the proposal in the case of research projects carried out as multi-lateral cooperation between research teams from Poland, the USA, Ukraine and/or Lithuania, Latvia and Estonia, applying for research funding to their respective institutions participating in the IMPRESS-U programme.



2. Joint proposal submission dates

The IMPRESS-U call for proposals at NSF, the lead agency, will be open continuously between 17 July 2023 and 31 December 2025. Projects will be qualified for funding following their evaluation by the NSF until the funds set by a partner institution have been depleted or until the end of the merit-based evaluation of proposals submitted in the above-indicated period.

3. Preparation and submission of domestic proposals with joint proposals in the OSF submission system

The IMPRESS-U call launched by the NCN is open to domestic proposals:

- for **research** that hasn't been funded by the NCN or from other sources;
- in which the principal investigator is at least a PhD holder;
- which involve basic research for the purposes of Article 2 (1) of the NCN Act in any of the scientific disciplines covered by the NCN panels, within the scope specified in the terms of the lead agency's call and the IMPRESS-U call text;
- which cover research based on a coherent and complementary contribution of research teams under a multilateral collaboration between Polish, Ukrainian and American research teams.
Under the IMPRESS-U call, collaboration is also allowed with research teams from Lithuania, Latvia and/or Estonia;
- accompanied by **joint proposals** drafted by the co-applicants pursuant to the terms of the call launched by the lead agency and pursuant to Section [II. 1. Preparation of joint proposals](#); joint proposals annexed to the domestic proposals must be **the same as** the ones submitted to the lead agency and the information included in the domestic proposals must be **consistent** with the data in the joint proposals;
- which cover the Polish part of the research project planned to be carried out over a period of 24 months, whereas the duration of the foreign project parts must be the same as the duration of the Polish project part;
- in which the **principal investigators** of each research team involved in the project are identified and a Polish research team member identified in the proposal as the principal investigator is in charge of the Polish part of the project;
- in which the **budget** of the Polish part of the project specified in the domestic proposal and the joint proposal is drafted pursuant to the [Regulations on awarding funding for research tasks funded by the National Science Centre under international calls carried out as multilateral cooperation pursuant to the Lead Agency Procedure](#));



- which are **complete**, i.e. comply with all the requirements laid down in the resolution, the regulations and [the IMPRESS-U call announcement](#).

Polish research teams submit their domestic proposals to the NCN via the OSF (Funding Streams Management) submission system available at <https://osf.opi.org.pl>), **as soon as possible following the submission of a joint proposal to the lead agency, however, not later than within 7 calendar days**. Proposals can be submitted via the OSF system on an ongoing basis.

***Example:** If the joint proposal is submitted to the NSF as the lead agency on 1 October 2023, the domestic proposal must be submitted to the NCN by 8 October 2023.*

If on the day the joint proposal is submitted to the lead agency, the NCN proposal form is not available in the OSF submission system, the domestic proposal must be submitted to the NCN within 7 calendar days from the date the information concerning form availability in the OSF submission system is published on the NCN website at: <https://www.ncn.gov.pl>.

PLEASE NOTE: the call for domestic applications may be ended if the total amount of funds allocated by the NCN Council for projects performed by the Polish research teams under IMPRESS-U has been depleted or if the total amount of funds set by any partner institution has been depleted. If the NCN Director makes a decision to end the call, such information will be published on the NCN website at: www.ncn.gov.pl

Polish research teams are bound by the NCN eligibility criteria laid down in the [IMPRESS-U call announcement](#).

For more information on how to fill out the domestic proposals under the IMPRESS-U call in the OSF submission system, please go to the following section: [FILLING OUT DOMESTIC PROPOSALS IN OSF](#).

Please keep in mind that the partner institutions participating in the IMPRESS-U programme have their own proposal submission requirements.

Restrictions to submitting domestic proposals are laid down in Chapter [III of the Regulations](#).

PLEASE NOTE: To prevent or slow down the decrease of the success rate in NCN calls, the NCN Council has introduced certain restrictions when applying for funding of research projects. Since 15 March 2023, the total number of NCN projects carried out by an individual and of the submitted NCN proposals under evaluation or deemed eligible for funding, in which this individual is the

principal investigator, may not be higher than two. This number is increased to three when at least one of the projects or proposals is related to an international call (the limits do not take into account the PRELUDIUM BIS and DIOSCURI calls).

Please be informed that the above limits related to the total number of proposals under evaluation/deemed eligible for funding/carried out research projects in which an individual is the principal investigator, does not apply to the IMPRESS-U call.

Please note, however, that submitting a proposal under the IMPRESS-U call will count towards the limits applicable in other NCN calls for research project proposals.

4. Creating a budget for research tasks to be performed by the Polish research teams

PLEASE NOTE: The budget specified in the joint proposal for research tasks to be performed by the partner research teams must comply with the cost eligibility provisions of the partner institution relevant for a research team.

The budget for the Polish part of the project specified in the domestic proposal and in the joint proposal must be drafted pursuant to the provisions concerning the planned project costs, which are included in the [cost catalogue](#) for NCN-funded research projects. NCN scholarships are awarded pursuant to the [Regulations on awarding scholarships](#).

When developing the budget, emphasis should be put on determining the required resources and exact estimation of expenses.

The budget must be well-justified with regard to the subject and scope of the research, based on realistic calculations and must itemise expenses to be covered by the NCN (the so-called “eligible costs”).

The proposal may be rejected if an unreasonable budget is planned and/or discrepancies occur between the costs of projects to be carried out by Polish research teams in the NCN proposal and the joint proposal.

The applicants may incur pre-financing costs from their own resources before the funding agreement is signed by the NCN, the applicant and the principal investigator.

Such pre-financing costs are deemed eligible from the date the NCN Director's funding decision becomes final until the date the research project is completed.

Costs in the project include direct costs and indirect costs.

Direct costs include:

1. salary:

- full time remuneration: funds for full-time employment of the principal investigator or post-doc(s);
- additional remuneration for members of the research team;
- salaries and scholarships for students and PhD students;

2. purchase or manufacturing of research equipment, other devices and software;

3. purchase of materials and small instruments;

4. outsourced services;

5. business trips;

6. visits, consultations (**PLEASE NOTE:** (the costs of consultations and visits of foreign partners who receive parallel funding for the research project from their respective partner institution are not eligible, **except for costs of consultations and visits by members of the partner team from Ukraine**;

7. compensation for collective investigators;

8. other costs crucial to the research project which comply with the [cost catalogue](#) for NCN-funded research projects, including

– costs of purchasing data/databases or access thereto,

– specialist publications/teaching and professional aids,

– the costs of publication of monographs (as defined in §10 [Regulation on Evaluation of the Quality of Research Activity passed by the Minister of Science and Higher Education on 22 February 2019](#) (Journal of Laws of 2019, item 392) resulting from the research projects, are not eligible unless positively reviewed by the NCN.

Indirect costs include:



- indirect cost of Open Access (up to 2% of direct costs) that may be designated only for the cost of open access to publications or research data; pursuant to the [Order of the NCN Director](#), the NCN's Open Access Policy has been established with regard to publications resulting from research projects, scholarships and fellowships as well as research activities funded or co-funded by the National Science Centre.
- other indirect costs (up to 20% of direct costs) that may be spent on costs that are related indirectly to the research project, including the cost of open access to publications and research data. During the project's implementation, the participating entity must agree coverage of at least 25% of the indirect costs with the principal investigator.

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 an error and may result in the proposal being rejected as ineligible.

When developing the budget, it is necessary to consider the following:

1. domestic proposals in OSF must specify the budget for tasks to be performed by the Polish team, while joint proposals, for the tasks to be performed by all research teams involved in the project;
2. the budget planned for the Polish team in the joint proposal must be consistent with the budget in the domestic proposal in OSF, otherwise the proposal may be rejected as ineligible;
3. the minimum and maximum funding for the tasks to be performed by the Polish research team is not specified (the costs must be justified as regards the subject and scope of research).

PLEASE NOTE: Read the NSF's guidelines on putting the budgets of foreign research teams in the joint proposals. It is recommended that Polish principal investigators first draft the budget of the Polish team in the domestic proposal in OSF and then include it in the joint proposal submitted to the NSF. **The NSF does not require the budgets of foreign teams to be converted into USD.**

5. Documents to be provided to the NCN by the Polish research team

Proposals submitted to the NCN in the **OSF** submission system contain:

- the domestic proposal comprising a complete proposal filled out in the OSF submission system according to the [call documents](#);
- **the joint proposal in PDF format identical with the proposal submitted to the NSF, comprising all documents submitted to the lead agency's electronic submission system;**

PLEASE NOTE: Names of persons to be selected in an open call procedure must not be provided in the NCN proposal or joint proposal, including persons to be employed as post-docs under the NCN budget and under NCN scholarships for students and PhD students awarded pursuant to the [Regulations for awarding scholarships in the NCN-funded research projects](#).

Domestic proposals must be accompanied by the same version of the joint proposal that was submitted to the lead agency.

Information included in the joint proposal must be consistent with the information in the individual sections of the domestic proposal submitted in OSF and its annexes.

a) Additionally, the proposal in the OSF system must be appended with PDF files of the following documents **signed by hand¹ or with a qualified electronic signature:**

1. confirmation of submitting the proposal signed by the authorised representative(s) of the entity acting as the applicant for the Polish part of the joint project (in the case of a **group of entities**: the Polish entity acting as its **leader**), generated automatically by the OSF submission system when completing the work on the proposal under the *Electronic submission* tab;
2. confirmation of submitting the proposal signed by the Polish principal investigator generated automatically by the OSF submission system when completing the work on the proposal under the *Electronic submission* tab;

¹ In this case, a scan of the document signed by hand must be attached to the proposal in OSF.



3. in the case of Polish entities **that do not receive any institutional core funding** for research (in the case of a **group of entities, required for each organisational unit** in the group of entities that does not receive any institutional core funding for research):
 - information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to the research (in English);
4. **in the case of a group of Polish entities** (mentioned in Article 27(1)(2) of the NCN Act):
 - [research project cooperation agreement](#) (in Polish).

PLEASE NOTE: The NCN **does not require** any documents (agreements) confirming cooperation between Polish and foreign research teams to be submitted nor signatures to be affixed by members of the foreign research teams on domestic proposals or other documents annexed thereto.

6. Polish research team's duty to submit a complete proposal to the NCN

Polish research teams must ensure that their proposals submitted to the NCN are complete. A proposal that has been submitted to the NCN via OSF cannot be amended and no file submitted to the OSF system can be replaced if it forms a part of the proposal.

Therefore, we suggest that principal investigators carefully verify whether all sections of the joint proposal, including joint project descriptions and annexes, have been correctly appended. If any section of the joint domestic proposal is left blank, the proposal may be rejected at the stage of eligibility check by all partner institutions involved in the project.

The lead agency may request respective applicants to complete or amend certain information. If a joint proposal submitted to the lead agency is amended as regards information on the Polish part of the project and re-submitted at the request of the lead agency:

- 1) **before the domestic proposal is submitted**, the amended joint proposal must be annexed to the domestic proposal in the OSF system;
- 2) **after the domestic proposal is submitted**: the amended joint proposal submitted to the lead agency must be submitted to the NCN electronically, within 3 days of submitting the amended joint proposal to the lead agency:



a) by e-mail sent from the e-mail address of the principal investigator or applicant (host institution) specified in the domestic proposal, with the following e-mail addresses (included in the NCN proposal) entered in the CC field:

- applicant's e-mail address (if the e-mail is sent by the principal investigator),
- principal investigator's e-mail address (if the e-mail is sent by the applicant).

OR

b) in an electronic format, to the Electronic Correspondence Register (ESP) address of the National Science Centre at: /ncn/SkrytkaESP, from the Electronic Correspondence Register (ESP) address of the applicant/ entity specified in the proposal as the participating entity (institution).

The NCN confirms the receipt of the amended joint proposal by e-mail, to the e-mail addresses of the principal investigator and applicant (participating entity) given in the domestic proposal.

III. EVALUATION OF PROPOSALS

1. Eligibility check

Proposals undergo an eligibility check performed by the NCN, NSF and partner institutions relevant for the research teams involved in the project in accordance with their respective requirements. Proposals approved as eligible by all institutions performing the evaluation are recommended for merit-based evaluation performed by the NSF according to the terms of the [EAGER](#) call for proposals.

The eligibility check is the first stage of the proposal review. At the NCN, it is carried out by scientific coordinators.

The eligibility check carried as part of the IMPRESS-U call for proposal includes:

- 1) verification of the completeness of the domestic proposal vis-à-vis the elements specified in the IMPRESS-U call announcement;
- 2) an assessment as to whether the proposal meets all the requirements laid down in the IMPRESS-U call announcement;



- 3) verification of the compliance of the planned costs indicated in the domestic proposals and in the joint proposal with the principles defined in the document: *“Costs in research projects funded by the National Centre for Science under the international IMPRESS-U call for proposals organised as part of a multi-lateral collaboration in line with the Lead Agency Procedure”*;
- 4) verification whether the joint proposal attached to the domestic proposal is the same as the joint proposal submitted to the lead agency;
- 5) verification whether the data included in the joint proposal is consistent with the data in the domestic proposal;
- 6) in the case of applicants from outside the public finance sector or not receiving any core funding for research, an analysis of the legal, organisational and financial situation of the applicant to evaluate whether the applicant can sufficiently guarantee that the project will be carried out adequately; this analysis may in particular cover the period in which the applicant has conducted continuous research, an analysis of the applicant’s assets, including whether it has an adequate research, scientific, administrative and office infrastructure, as well as an analysis of charter documents based on which the applicant carries out its operations. In the case of applicants who are natural persons, the analysis mentioned in the preceding sentence is conducted with respect to the participating entity while in the case of applicants which are a group of entities, the analysis concerns each of the group's members.

The most frequent errors made by applicants resulting in a proposal’s being rejected at the stage of eligibility check at the NCN include:

- inconsistency of information in the joint proposal and the domestic proposal;
- failure to submit the domestic proposal on time;
- naming persons to be selected in an open call procedure in the domestic proposal, joint proposal or project description, including persons to be employed as post-docs from the NCN budget and under NCN scholarships for students and PhD students awarded pursuant to the [Regulations for awarding scholarships in the NCN-funded research projects](#);
- incompleteness of the proposal;
- completing particular sections of the domestic proposals in the OSF submission system in another language than required by the call documents;
- submission of the proposal to only one partner institution involved.

PLEASE NOTE: Due to the Russian invasion of Ukraine, pursuant to the [NCN Council Resolution](#), proposals submitted in response to NCN calls must not provide for any collaboration between Polish and Russian entities. Proposals providing for such collaboration will be rejected as ineligible.

2. Merit-based evaluation

Joint proposals are subject to merit-based evaluation, which is carried out in accordance with the terms of the [EAGER](#) call for proposals. Following the merit-based evaluation, the NSF provides the NCN and the other partner institutions involved with information on the results of the merit-based evaluation and a list of research projects recommended for funding.

Under the IMPRESS-U call for proposals, if the circumstances in §30, §38 and §40 of the [Regulations](#) occur, an additional proposal evaluation by the NCN will be possible in the case of proposals recommended for funding by NSF. This applies in particular to the evaluation of the Polish part of a research project, with respect to:

- the basic character of the planned research;
- compliance of the cost with the subject and scope of research in proposals recommended for funding by the lead agency;
- ethical aspects of proposals recommended for funding by the lead agency;
- the non-commercial nature of research that includes clinical trials with a medicinal product or a medical device.

Next, the list of projects recommended for funding is approved by the NCN Director and by the partner institutions relevant the foreign research teams.

Funds for research projects to be carried out by the Polish research teams will be allocated by the NCN Director provided that the partner institutions allocate funds to the foreign research teams.

The terms of awarding funding for research tasks by the National Science Centre under international calls carried out as multilateral collaboration pursuant to the Lead Agency Procedure are laid down in the [Regulations](#).

Research projects must be carried out by the Polish and foreign research teams pursuant to the terms of the NCN and the respective partner institutions.

IV. FILLING OUT DOMESTIC PROPOSALS IN THE OSF

Selected section in OSF	Sub-section	Description
PREPARING A NEW PROPOSAL		Under the IMPRESS-U programme, a domestic proposal must be submitted to the NCN via the OSF submission system as soon as possible following the submission of the joint proposal to the lead agency (NSF), however, not later than within 7 calendar days .
	List of partner institutions/Lead agency	The US National Science Foundation (NSF) must be selected as the lead agency, while the US National Academy of Sciences (NAS) and the National Research Foundation of Ukraine (NRFU) must be selected as the partner agencies. Additionally, the following can be selected from the list: Estonia: Estonian Research Council (ETAG); Latvia: Latvian Council of Science (LCS); Lithuania: Research Council of Lithuania (LMT).
	Completion period [in months]	Projects can be carried out over a period of 24 months. The project duration period must be the same or as similar as possible for all research teams involved in the project. The duration period of projects carried out by the Polish and foreign research teams may be changed subject to the terms and conditions of the NCN and respective partner institutions.
BASIC INFORMATION	Title in English	The project title in English must be identical to the title in the joint project and submission system of the lead agency. The title in English must be identical to the title in Polish.
	Acronym	Optional.



Selected section in OSF	Sub-section	Description
	NCN Review Panel	A review panel should be selected according to the current list of panels available at the NCN website
	Joint proposal	All application documents submitted to the lead agency, consolidated into a single PDF file, must be identical to the ones submitted in the lead agency's submission system . The application documents may be submitted as a file without a signature (choose the "Document scan" option), as a scan signed by hand (choose the "Document scan" option) or as a file signed electronically (choose the "Document signed electronically" option).
	Additional documents submitted at the international level	Optional, <u>may be left blank</u>. In this section, additional documents may be submitted at international level, consolidated into a single PDF file. The application documents may be submitted as a file without a signature (choose the "Document scan" option), as a scan signed by hand (choose the "Document scan" option) or as a file signed electronically (choose the "Document signed electronically" option).
APPLICANT/ PARTICIPATING ENTITY	Applicant's status	Proposals for NCN funding of the Polish part of the research project may be submitted by entities for which such funding does not constitute state aid , such as: <ol style="list-style-type: none">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 separate acts, operating in the Republic of Poland:



Selected section in OSF	Sub-section	Description
		<p>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, 7a. President of the Central Office of Measure; 8. groups of entities (at least two entities mentioned in sections 1-7 or at least one of those institutions together with at least one company); 9. research centres of the Polish Academy of Sciences as defined in the Act on the Polish Academy of Sciences of 30 April 2010; 10. scientific libraries; 11. legal entities with a registered office in Poland; and 12. natural persons.</p> <p>PLEASE NOTE: If the applicant is a natural person, a group of entities must not be the participating entity. The applicant's status specified in the proposal must comply with the facts and the legal status.</p>
<p>PARTICIPATING ENTITIES</p>	<p>Research project cooperation agreement concluded by a group of Polish entities.</p>	<p>If the applicant is a group of Polish entities, then:</p> <ul style="list-style-type: none"> • specify its leader; the principal investigator's employer is the leader of the Polish group of entities; • attach the research project cooperation agreement (in Polish) in PDF format. <p>The template agreement is available in the OSF submission system and on the NCN website. The template includes the required elements and must not be supplemented with other provisions on cooperation between the parties.</p> <p>A group of entities may sign additional documents governing cooperation within the framework of the group but must not annex them to the proposal submitted to the OSF submission system.</p>



Selected section in OSF	Sub-section	Description
		<p>Please note: Agreements in the OSF submission system are generated in PDF format. If the entities change, a new agreement must be downloaded, signed and uploaded.</p> <p>Attach the document in PDF format signed electronically or a scan of the document signed by hand to the OSF submission system.</p> <p>Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>Please note: Agreements containing mixed forms of signatures will be accepted, e.g. the leader signs the document electronically, the partner(s) sign(s) it by hand. In such a case, the agreement must first be signed by hand and then electronically in PAdES format.</p> <p>PLEASE NOTE: The agreement must be signed by the authorised representatives of the entities in the group of entities. If a document is signed by anyone other than the authorised representative of the entity (i.e. authorised person), a respective power of attorney must be annexed to the proposal, for example, as the last page of the document.</p>
<p>DETAILS OF THE PARTICIPATING ENTITY</p>	<p>Is the entity under forced administration, in liquidation or subject to bankruptcy proceedings? (YES/NO)</p>	<p>Entities under forced administration, in liquidation or subject to bankruptcy proceedings must not be named as applicants or participating entities for the project.</p>
	<p>Does the entity receive any institutional core</p>	<p>If a Polish entity applying for funding under the IMPRESS-U call does not receive any institutional core funding for research, the proposal submitted to the OSF system must include the following information (in English):</p>



Selected section in OSF	Sub-section	Description
	funding for research?	<ol style="list-style-type: none">1) information on research carried out over the last 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. <p>File format: PDF; electronic signature in PAdES format or a scan of the document signed by hand.</p> <p>Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>In the case of a group of Polish entities, the above information is required for each organisational unit in the group of entities that does not receive any institutional core funding for research.</p>
STATE AID	Will project funding constitute state aid?	State aid will not be granted under the call. In order to determine if project funding constitutes state aid, please read the <i>Rules governing application for state aid</i> available in the OSF system and on the website of the National Science Centre: https://www.ncn.gov.pl/finansowanie-nauki/pomoc-publiczna .
RESEARCH PLAN		It is necessary to specify the research tasks to be performed by the Polish research team in Polish and English. Both language versions must be identical. The research plan must not include tasks to be performed by the foreign research teams. Research tasks do not include the purchase of research equipment, participation in conferences, preparation to publications, etc.



Selected section in OSF	Sub-section	Description
SIMILAR RESEARCH TASKS		This section must be completed in English and concerns the Polish principal investigator and Polish entity. Answer all questions and save the data in the proposal form. If the principal investigator has performed similar research tasks to the ones presented in the domestic proposal submitted to IMPRESS-U, he/she must justify the need to have them funded.
	Project authorship/co-authorship	Name project authors/ co-authors.
ETHICAL ISSUES		<p>This section must be completed in English and must include all research tasks to be performed by the Polish research team.</p> <p>Before completing the relevant section in the OSF system, read the two documents annexed to the call announcement: Guidance for applicants to complete the ethics issues form in the research project and Code of the National Science Centre on research integrity and applying for research funding. A questionnaire should then be completed.</p> <p>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 a given group.</p> <p>When the answer to any question is YES, describe the measures taken/to be taken to ensure that the research covered by the NCN proposal is carried out in compliance with the rules of best practice in a given field/discipline as well as provide information on any permits already issued or information on how the relevant requirements will be fulfilled. Information in the domestic proposal must be consistent with the information in the joint proposal.</p> <p>PLEASE NOTE: There is no obligation to attach any approvals or permit to the proposal or include information on approvals or permits that have been already granted. In the case of research that requires any such approvals or permits, they must be granted beforehand and annexed to the nearest annual/ final report.</p> <p>In the case of research projects which include clinical trials with a medicinal product or a</p>



Selected section in OSF	Sub-section	Description
		<p>medical device, a detailed justification of the non-commercial nature of the trials must be provided.</p> <p>PLEASE NOTE: Foreign partner institutions (including lead agencies) may apply their eligibility requirements (e.g. as regards project ethics approvals/ permits, intellectual property rights agreements) that may entail obligations also for the Polish research teams. The Polish research teams must be familiar with any requirements that the foreign partner institutions (including lead agencies) may have in place in this regard and must be in contact with the partner research teams.</p>
ABSTRACT FOR THE GENERAL PUBLIC		<p>The project's abstract for the general public must be attached in Polish and English. Both language versions must be identical. The abstract must concern the joint research project rather than just the research tasks to be carried out by the Polish research team. The abstract for the general public in each language version must not be longer than one standard page (page format: A4, font size: at least 11, font: Times New Roman or equivalent, lead: single, left-right margins: min. 2 cm, top-bottom margins: min. 1.5 cm). The abstract must be addressed to a wide audience, including people who are neither experts in a given field nor researchers.</p> <p>If the project is recommended for funding, the abstract for the general public will be published on the websites of the National Science Centre and Ośrodek Przetwarzania Informacji (OPI) alongside information on the call results.</p>
INTERNATIONAL COOPERATION	Countries	<p>This section must be completed in English.</p> <p>International cooperation must be merit-based. International cooperation means research tasks carried out jointly with researchers from foreign research institutions.</p> <p><u>The following are not deemed international cooperation:</u></p> <ul style="list-style-type: none">a) participation in international conferences;b) dissemination of information on the project abroad;c) implementation of the research tasks by a Polish research team abroad without the participation of researchers from foreign research institutions; andd) cooperation with foreign researchers employed in Polish institutions.



Selected section in OSF	Sub-section	Description
		<p>The OSF submission system automatically inserts information on the country/countries based on information provided in the proposal when selecting the partner institutions, to which the funding proposal is submitted under the IMPRESS-U programme.</p> <p>In the case of research projects performed jointly with research teams from other countries that do not apply for funding under the IMPRESS-U programme, this section may be completed with additional countries and information on international cooperation (in English).</p> <p>PLEASE NOTE: The NCN does not require any documents (agreements) confirming cooperation between Polish and foreign research teams to be provided nor does it require NCN proposals or documents attached thereto to be signed by members of the foreign research teams.</p>
	Entities	Provide the full names of the foreign research institutions from the countries specified above, with which cooperation is planned under the project.
RESEARCH TEAM	Number of team members	<p>Specify the number Polish investigators – all members of the Polish research team (including the principal investigator, scholarship recipients and post-docs as well as other co-investigators and persons who are not paid any remuneration) involved in the Polish part of the project.</p> <p>PLEASE NOTE: Names of persons to be selected in an open call procedure must not be provided in the domestic proposal or joint proposal, including persons employed as post-docs from the NCN budget and under NCN scholarships for students and PhD students awarded pursuant to the Regulations for awarding scholarships in NCN-funded research projects. The costs of salaries and scholarships are planned pursuant to the Regulations</p>
COSTS		Polish research teams may plan their research projects in the OSF submission system



Selected section in OSF	Sub-section	Description
		<p>from 2024 onwards.</p> <p>Costs of the project carried out by the Polish research team and calculation thereof in the project budget must be the same when specified in PLN in the OSF and in the joint proposal.</p> <p>More information on the cost planning provisions can be found in the Regulations and in the Regulations on awarding scholarships in NCN-funded research projects.</p>
SALARIES AND SCHOLARSHIPS		Enter the cost of salaries and scholarships of members of the Polish research team.
	Justification of salary	A higher amount of full-time salary may be entered for post docs, in so far as it is justified by special circumstances described in the proposal, in which case the relevant justification should be provided in the domestic proposal.
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.
OTHER COSTS		Enter other costs planned in the budget for research to be carried out by the Polish research teams.
OPEN ACCESS		<p>Indirect costs of open access of up to 2% of direct costs that may only be spent on open access to publications and research data.</p> <p>Open access costs for the entire project performance period must be entered (in PLN).</p> <p>The publication cost of papers subject to the NCN's Open Access Policy NCN's Open Access Policy may only be planned as indirect costs. The cost of Open Access must not be planned as direct costs, with the exception of monograph publication.</p> <p>The National Science Centre allows for some costs of open access publication to be financed from other indirect costs or the institution's own resources.</p>



Selected section in OSF	Sub-section	Description
		<p>To find out more about Open Access, please go here.</p> <p>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.</p>
BUDGET SUMMARY	BUDGER SUMMARY (ENTITIES) BUDGET SUMMARY (TOTAL)	Budget summaries are calculated automatically.
DATA MANAGEMENT PLAN		<p>This section must be completed in English. It concerns data generated or used in the course of performance of the Polish part of the research project.</p> <p>Before completing this part of the proposal, read the “Guidelines for applicants to complete the data management plan in the research project”. 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 question: 1.1. How will new data be collected or produced and/or how will existing data be re-used.</p>
PERSONAL DATA PROTECTION		<p>Information on personal data processing.</p> <p>Personal data disclosed in the proposal by principal investigators and applicants will be processed by the National Science Centre until the end of the projects and settlement thereof (should funding be provided). Afterwards, they will be used for statistical purposes. Any data collected will be processed for the purposes of evaluating proposals, projects and research tasks carried out by the NCN as well as dissemination of information on the calls launched by the NCN. Data processing includes monitoring, supervision and evaluation of the implementation and settlement of the projects funded by the NCN. For more information, go to https://www.ncn.gov.pl/dane-</p>



Selected section in OSF	Sub-section	Description
		osobowe?language=pl
ADMINISTRATIVE DECLARATIONS		In this part of the proposal, additional administrative declarations are added; they must be approved by the principal investigator of the Polish research team and the authorised representative of the Polish entity.
ELECTRONIC SUBMISSION <i>The section will appear after clicking “Block to NCN”</i>	<p>Submission date for joint proposals at international level</p> <p>Confirmation of proposal submission by the principal investigator (PI)</p> <p>Confirmation of proposal submission by the entity</p>	<p>The submission date for joint proposals to the lead agency must not be later than the submission date for the proposal to the NCN via the OSF submission system.</p> <p>Once all the tabs have been completed and the proposal has been verified for completeness, you must block any further editing of the proposal by clicking the Zablokuj do NCN [Block to NCN] button.</p> <p>Once the proposal has been blocked for editing, the Elektroniczna wysyłka [Electronic submission] tab will appear in the left-hand menu.</p> <p>Download the following from the section: confirmation of proposal submission by the principal investigator (PI); and confirmation of proposal submission by the entity.</p> <p>The proposal must be accompanied by a confirmation of proposal submission signed by the authorised representative of the Polish institution and the principal investigator of the Polish research team. Confirmations must bear an advanced electronic signature in PAdES format or accompanies by a scan of the document signed by hand in PDF format.</p> <p>Confirmation of proposal submission signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on</p>



Selected section in OSF	Sub-section	Description
		<p>electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. At the NCN's request, the applicant must prove that its electronic signature complies with the eIDAS Regulation.</p> <p>Confirmations of proposal submission by the principal investigator (PI) and entity downloaded from the OSF submission system bear an electronic OPI PIB seal to ensure integrity of the data included in the generated document (one may verify that the data has not been amended, added or removed without authorisation) and to confirm that the data originates from the OSF submission system.</p> <p>When files with electronic signatures are annexed to the proposal, the system verifies if the document concerns the proposal and its final version, contains OPI's seal as well as electronic signature. The system does not verify the validity of the certificates on the annexed files with electronic signatures. Electronic signatures are accepted only if they are in the PAdES format.</p> <p>PLEASE NOTE: Confirmations of the final proposal submission must be annexed to the proposal.</p> <p>When the applicant is a group of entities, the confirmation must be signed only by the person representing the leader of the group.</p>

V. CONTACT DETAILS

NCN contact persons

More information can be found in the IMPRESS-U call announcement and should you have any more questions or queries concerning NCN eligibility criteria, contact the NCN officers.

General Affairs:

Magdalena Dobrzańska-Bzowska
e-mail: Magdalena.Dobrzanska-Bzowska@ncn.gov.pl
tel.: +48 532 080 275 (contact time: 09:00 am – 1:00 pm)

Coordinator for Physical Sciences and Engineering

Dr inż. Tomasz Szumelda
e-mail: tomasz.szumelda@ncn.gov.pl

Contact Persons at the Partner Institutions

For matters related to the preparation and submission of joint proposals under the [EAGER](#) call for proposals, contact the partner research team affiliated in the USA and/or NSF directly.

For matters related to the application for funding by the Ukrainian partners please contact NAS and NRFU – for matters related to the eligibility requirements and terms of funding applicable to the Ukrainian partners.

NSF (USA) CONTACT PERSON

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