

MAESTRO 15 PROPOSAL COMPLETION IN THE OSF SYSTEM

Selected section in the OSF system	Sub-section	Language	Description
DURATION [in months]			<p>Ongoing projects can apply for funding under the call: 36 months, 48 months, 60 months.</p> <p>Further sections depend on this information. Project duration <u>cannot be changed later</u>. If the planned duration of the project changes, a new proposal must be made.</p>
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		<p>A research field should be selected in line with the current list of panels available on the NCN website.</p> <p>PLEASE NOTE: The list of panels has been modified.</p>
	Auxiliary NCN Review Panels		<p>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.</p> <p>Proposals are reviewed within the panels to which they have been submitted. It is not possible to change the panel after the proposal has been submitted. Auxiliary review panels help to select experts and external reviewers for the merit-based evaluation of the proposal.</p> <p>Interdisciplinary proposals, by decision of the Chair of the Expert Team, may receive additional evaluation by an expert from another panel.</p>



APPLICANT	Applicant's status		<p>The applicant's status indicated in the proposal must comply with the facts and legal status.</p> <p>Only the following entities may apply for NCN funding for a research project:</p> <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 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 1-9 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;14. natural persons; and15. companies conducting research in another organisational form than laid down in sections 1-13.
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			<p>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.</p> <p>If the applicant is a group of entities or a natural person, provide the identifying entity's name, country and status.</p>
PARTICIPATING ENTITIES	Entity name	Polish and English	<p>Participating entity's name in Polish and English.</p> <p>Participating entity(-ies) can be added from either the OPI Database or from outside the OPI Database. If the data of the participating entity is entered from the OPI database, most of the information will be downloaded automatically.</p> <p>The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone number: (22) 351-71-01. The National Science Centre cannot change the participating entity's data.</p>
	Country		Only entities with their registered office in Poland may be indicated.
	Leader		<p>If the applicant is a group of entities, a leader must be specified. The PI's employer acts as a leader of the group of entities.</p>
	Agreement on collaboration for the purposes of completion of the requested research project	Polish	<p>If the applicant is a group of entities, an agreement on cooperation for the implementation of the research project applied for should be attached.</p> <p>PLEASE NOTE: The group of entities may comprise only entities established in the territory of the Republic of Poland.</p> <p>The specimen document is available in the OSF system and in the call announcement.</p> <p>The document should be signed by the authorised representative of the entities comprising the group of entities.</p> <p>The specimen document contains the necessary elements and may not be modified or supplemented by additional arrangements concerning cooperation between the entities.</p> <p>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.</p>

			<p>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.</p> <p>Annex the agreement in PDF format with a qualified electronic signature or scan of the document signed by hand.</p> <p>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 scan of the document signed by hand should be signed with an electronic signature in the PAdES format.</p> <p>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.</p> <p>PLEASE NOTE: The agreement must contain the signatures of the authorised representatives of 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 <i>Electronic submission</i> tab or the power of attorney should be attached to the <i>Agreement</i>, for example, as its last page.</p>
<p>INFORMATION ON PARTICIPATING ENTITY</p>	<p>Head of the entity/ Authorised representative</p>		<p>Fill in the required fields as indicated in the system.</p> <p>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 <i>Electronic submission</i> tab.</p>

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		<p>In this section, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box (ESP (ePUAP)) address, e-delivery address (EDA), website address, etc.). The Electronic Delivery Box (ESP (ePUAP)) address should be in the format: /user-id/box-name.</p> <p>Communication concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address.</p> <p>PLEASE NOTE: Provision of the entity’s Electronic Delivery Box (ePUAP) address is obligatory.</p> <p>E-delivery address (EDA).</p> <p>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) once the Minister competent for Digital Affairs publishes an announcement in the Journal of Laws of the Republic of Poland setting the date for implementation of technical solutions allowing the NCN to deliver and collect correspondence via the public registered electronic delivery service or public hybrid service</p>
Address of registered office and contact address		Fill in the required fields as indicated in the system.



Does the entity belong to the public finances sector? (YES/NO)		<p>If YES, classification of entities according to the Act on Public Finances:</p> <ol style="list-style-type: none">1. public authorities, including government administration authorities, state control and law protection authorities, as well as courts and tribunals2. local government units and their associations<ol style="list-style-type: none">2.a metropolitan associations3. budgetary units4. local government budgetary enterprises5. executive agencies6. public sector enterprises7. special purpose state funds8. Polish Social Insurance Institution (ZUS) and funds under its management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President9. Polish National Health Fund (NFZ)10.a independent public health care centres, self-governing local government independent public health care centres10.b independent public health care centres, other independent public health care centres11. public higher education (HE) institutions12. Polish Academy of Sciences and its organisational units13.a state or local government cultural institutions, cultural institutions financed by the state13.b state or local government cultural institutions, cultural institutions financed by local governments14. other legal entities financed by the state or local governments, established pursuant to other acts to perform public tasks, with the exception of enterprises, research institutes, institutes operating within the Łukasiewicz Research Network, banks and commercial law companies
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ENTITY (level II)	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)		<p>An entity under receivership, in liquidation, or subject to bankruptcy proceedings <u>cannot be</u> the applicant or the entity implementing the research project.</p> <p>If you answer “YES”, the system will block further completion of the proposal.</p>
	Does the entity receive any operating support for research?	English	<p>When the entity applying for the funding call does not receive subsidies to perform a scientific activity, the proposal submitted in the OSF system shall be attached with (in English):</p> <ul style="list-style-type: none"> • information on scientific research performed in the last two years before submission of the proposal together with a list of publications affiliated with the applicant/participating entity; • information on scientific and research instruments and other equipment used for research. <p>File format: PDF; an electronic signature in the PAdES¹ format or a scan of a document signed by hand will be accepted.</p> <p>In the case of a group of entities: a separate document is required for each of the entities not receiving an operating support for research.</p> <p>Optionally, Level II data may be added. Provide the name in Polish and in English, the address of the registered office and contact details.</p>

¹ Documents signed electronically must 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.

STATE AID	Will the requested project constitute state aid?		<p>The principal investigator (PI) and authorised representative(s) of the entity must read the state aid rules.</p> <p>If state aid is sought, the applicant is required to complete additional tabs:</p> <ul style="list-style-type: none"> • information on the company • detailed statement of expenditure • annexes, in accordance with the instruction available on the NCN website in the State aid section. <p>PLEASE NOTE! All annexes must be signed with a qualified electronic signature in the PAdES format by the authorised representative of the company.</p> <p>A person, who is the principal investigator (PI) must not be the authorised representative of the applicant at the same time. In the case of attachments submitted in the form of a copy of the document (e.g. a copy of the financial statements), this copy must be certified as a true to the original (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 to the original should be scanned, signed with a qualified electronic signature in the PAdES format and attached as the PDF format to the proposal.</p>
INTERNATIONAL COOPERATION	Type of cooperation Countries Entities	English	<p>In this section you, answer the question “Does the project include any international cooperation?”</p> <p>If “YES”, please provide information on the planned international cooperation (country and entity) together with a description of the benefits resulting from the cooperation:</p> <p><u>The following are not considered international cooperation:</u></p> <ol style="list-style-type: none"> participation in international conferences, dissemination of information on the project abroad,

			<p>c) implementation of research tasks by a Polish research team abroad without participation of investigators from foreign research institutions,</p> <p>d) cooperation with foreign researchers employed by Polish entities.</p> <p>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.</p> <p>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 <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
ABSTRACT		English	<p>The abstract should contain the most important information about the project, as it is included in the invitation of experts to review it.</p> <p>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 <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
ABSTRACT FOR THE GENERAL PUBLIC		Polish and English	<p>Abstract for the general public must be attached in Polish and in English. Both language versions must be identical.</p> <p>The abstract for the general public should include the project's goal, description of research, reasons for attempting a particular research topic, and forecasted most important outcome. It may include drawings/charts/diagrams.</p> <p>Should the project be recommended for funding, the abstract for the general public will be published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call's results based on consent given in the <i>Administrative statements</i> section.</p> <p>The abstract must be targeted at the general public, including persons who are not experts in a given area or who are not scientists.</p> <p>The descriptions must be attached as two separate PDF files (up to 10MB). Maximum file size: 1 page, A4. Recommended formatting: top-bottom</p>

			<p>margins: 1.5cm, left-right margins: at least 2cm, Times New Roman or equivalent, font size: at least 11, interline: single.</p> <p>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 <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
RESEARCH TASKS		Polish and English	<p>Research tasks planned to be performed by a Polish scientific team should be presented in both Polish and English.</p> <p>Both language versions must be identical. The purchase of research equipment, participation in conferences, preparation of publications, etc. <u>are not regarded</u> as research tasks.</p> <p>If funding is granted, the Research plan will be attached to the contract.</p> <p>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 <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
RESEARCH TEAM	Number of team members	English	<p>This section should provide information on the research team (number of team members, type of participation, and scope of work, required qualifications).</p> <p>Provide the number of all members of the research team planned to carry out the project (including the principal investigator (PI) and other contractors, including those not remunerated).</p> <p>Under the MAESTRO call, PhD student(s)² or post-doc(s) should be involved in the project performance for the total period of at least 72 months, pursuant to the Regulations.</p> <p>Possible types of participation to choose from: principal investigator (PI), fellow/student/PhD student, post-doc, senior researcher, person employed at the specialist auxiliary post, co-investigator.</p> <p>Only the name of the principal investigator (PI) and senior researcher will be entered in this section. If the principal investigator deems it necessary</p>

² Participants of doctoral studies within the meaning of the Act on Higher Education of 27 July 2005 or PhD students in doctoral schools within the meaning of the Act on Higher Education and Science of 20 July 2018.

			<p>to name the co-investigators, he/she may enter them in the description of the proposal.</p> <p>A post-doc post 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 a period of 7 years before 1 January of their employment in the project.³ 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; 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.</p> <p>A specialist auxiliary post is a full-time position planned by the principal investigator (PI) for a person supporting project implementation, e.g. such as a lab-manager, a senior technician, a statistical analyst, etc.</p> <p>A senior researcher position is a full-time position co-funded by the participating entity in which employment at this position is planned, scheduled by the project's principal investigator for a person who has been conferred a PhD degree within 7 years before submission of the proposal³⁴, has expertise, unique skills and experience necessary to carry out the research tasks entailed by the project.</p> <p>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 <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section (except for the information that must be entered in the Research team section).</p> <p>PLEASE NOTE: The proposal should not indicate by name people, who will be selected in open calls, i.e. people planned to be employed from the NCN budget in a post-doc position and within the framework of NCN</p>
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³ In the case of multiple PhD holders, the reference date is the date of award of the first PhD degree.

⁴ The end date of the call for proposals shall be deemed the proposal submission date.

			<p>scholarships for students and PhD students granted in accordance with the Regulation on awarding scholarships in NCN-funded research projects.</p> <p>Principles of planning the costs of salaries and scholarships and their amounts are laid down in Point 2 (1) of the annex to the Regulations on awarding funding for research tasks funded by the National Science Centre.</p>
PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	<p>This tab 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.</p> <p>If the principal investigator (PI) data is entered from the OPI database, most of the information will be uploaded automatically.</p> <p>The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone number: (22) 351-71-01. The National Science Centre cannot change the principal investigator's data.</p> <p>The call is addressed to <u>well-established and outstanding researchers</u> intending to carry out research projects aimed at conducting pioneering research, including interdisciplinary research, which is significant for the development of science, goes beyond the current state of the art and may result in scientific discoveries.</p> <p>The principal investigator (PI) must be a person who meets the criteria of a well-established and outstanding researcher (hereinafter: "well-established and outstanding researcher criteria"), who:</p> <ol style="list-style-type: none"> 1. is at least a PhD holder, 2. in the proposal submission year or over the period of 10 years prior to the proposal submission year, i.e. between 01.01.2013 and 15.09.2023 (<u>this period is not extended by career breaks specified in the form</u>): <ul style="list-style-type: none"> • has had at least five papers published in renowned Polish and/or international academic press/journals,

			<ul style="list-style-type: none"> • has acted as the principal investigator⁵ in at least two research projects funded in national and/or international calls for proposals (projects need not to be completed, they may be ongoing projects), • meets at least three of the criteria below: <ol style="list-style-type: none"> a) has been a member of a scientific committee of at least one renowned international conference, b) has had at least one monograph published, c) has delivered lectures at renowned international conferences, d) has received an international award or prize, e) is or was a member of renowned associations, international scientific organisations or academia, f) has other significant scientific achievements. <p>For research in arts, a person who is an author of works of art of international significance or works significant for the Polish culture and/or has actively participated in international exhibitions, festivals, artistic events in fine arts, music, theatre and film.</p> <p>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 in the host institution for the project throughout the project implementation.</p> <p>PLEASE NOTE: The principal investigator must reside in Poland for at least 50% of the project duration period and be available to the host institution</p> <p>The principal investigator (PI) must reside in Poland for at least 50% of the project duration period and be available to the participating entity for the project. The foregoing does not apply to evidenced project-related business trips or holiday, time off work and other absence from work governed by the applicable laws.</p>
	PhD degree	Polish	<p>Fill in the required fields as indicated in the system.</p> <p>Enter the year in which the degree was conferred, field in Polish and English, discipline in Polish and English, and name of the institution (conferred: name of the institution in the original language [transcription</p>

⁵ Acting as the principal investigator of the project shall be also understood to mean heading/coordinating work of a research group under the project or international programmes.

			<p>into Latin characters], name of the institution in English) which conferred the degree.</p> <p>In the case of multiple PhD holders, the date of award of the first PhD must be provided.</p>
	Project eligibility of the principal investigator (PI)	Polish	<p>In this tab, answer the following question: <i>“Has the principal investigator managed a research project funded under MAESTRO?”</i>.</p> <p>According to the terms of the call, principal investigators who have managed a research project funded under MAESTRO may submit a funding proposal for another research project under MAESTRO in so far as they meet at least one of the following conditions:</p> <ol style="list-style-type: none"> a) they are ERC grant winners, b) they have submitted a grant proposal to the ERC over the past 5 years⁶ which has been evaluated at least in stage I of the call. <p>If your answer is “YES”, answer the following question: <i>“Is the principal investigator an ERC grant winners?”</i>.</p> <p>If your answer is “NO”, answer the following question: <i>“Has the principal investigator submitted a grant proposal to the ERC between 2018 and 2023* which has been evaluated at least in stage I of the call?”</i>.</p>
	Information on ERC funding proposal		<p>In this tab, provide the following information:</p> <ul style="list-style-type: none"> - information on ERC proposals (name of the call, title of the proposal, date of the proposal); - document confirming completion of stage I of the evaluation or recommendation of the proposal for stage II of the call. <p>The subject of ERC proposals does not have to be the same as the subject of proposals submitted under MAESTRO.</p> <p>The documents must be uploaded as a single PDF file.</p> <p>PLEASE NOTE: Tab must be completed in English.</p>

⁶ The 5-year period shall be calculated from the year preceding the year in which the next MAESTRO proposal is submitted. This period can be extended by long-term (in excess of 90 days) 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 Code and in the case of women, by 18 months for every child born or adopted child, whichever manner of accounting for career breaks is preferable.

	<p>Information on career breaks – scientific and research track record</p>		<p>PLEASE NOTE: Career breaks do not apply to the well-established and outstanding researcher criteria that the principal investigator (PI) must meet.</p> <p>It is possible to introduce information on career breaks that have extended the period from which scientific achievements should be presented, i.e.: projects and publications, and in the case of research in arts, artistic achievements and achievements in research in arts. Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of being incapable for work received over a period of 10 years before the proposal submission year. A number of days should be given.</p> <p>Both maternity and paternity leaves granted pursuant to the Labour Code. A number of days should be given.</p> <p>For maternity leaves only: Children born/adopted. A number of children should be given. The period may be extended by 18 months for every child born or adopted. If the number of children is given, as well as the number of days of a parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for a career break.</p>
	<p>Academic disciplines</p>		<p>Mandatory.</p> <p>Provide information on the main scientific discipline (according to the classification of the Ministry of Science and Higher Education) to which the principal investigator (PI) is assigned. A maximum of two may be indicated. The discipline indicated first will automatically be indicated as the main discipline. This selection can be changed.</p>
	<p>Personal and contact details</p>	<p>Polish</p>	<p>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.</p> <p>PLEASE NOTE: In the contact detail tab, enter your correct Electronic Delivery Box (ePUAP) address or email address or electronic delivery (e-delivery) address.</p> <p>E-delivery address (EDA).</p> <p>Pursuant to the Electronic Delivery of Documents Act of 18 November 2020 (Journal of Laws of 2020, item 2320), the National Science Centre</p>

			<p>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) once the Minister competent for Digital Affairs publishes an announcement in the Journal of Laws of the Republic of Poland setting the date for implementation of technical solutions allowing the NCN to deliver and collect correspondence via the public registered electronic delivery service or public hybrid service.</p> <p>Communication concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) or e-mail address. If the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP) address then only the e-mail address should be provided.</p> <p>Researcher's electronic identifier – optional, ORCID system identifier (www.orcid.org)</p>
	Employment	Polish and English	<p>The name of the entity in Polish and English and the position held. Also the option – without employment.</p>
	Academic and research track record	Academic and research career	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>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.</p> <p>RECOMMENDED TEMPLATE:</p> <ul style="list-style-type: none"> • 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;

				<p>For research in arts, information on active participation in renowned artistic events);</p> <ul style="list-style-type: none"> • prizes and awards (date, type and place of award); the most important national and international awards for research or artistic activity; • membership in scientific associations and organisations (information on membership and invited membership in prestigious associations as well as Polish and international scientific and academic organisations); • membership in scientific committees of renowned international conferences (name and year of conference); • other major achievements (e.g. training young staff, teaching, organisational and social activity, patents, cooperation with business 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). <p>The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech. The description must be clear and explicit. Page limit: 8,000 characters.</p> <p>PLEASE NOTE: Do not disclose any sensitive data for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process personal data as part of its statutory tasks.</p> <ul style="list-style-type: none"> • *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.
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	Publication record	<p>In this tab 5 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 01.01.2013 to 15.09.2023) should be indicated and one to three major publications mentioned in the list should be attached, as PDF files. At least 5 out of 10 publications that may be annexed must, pursuant to well-established and outstanding researcher criterion, cover the period of the last 10 years prior to the proposal submission year.</p> <p>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.</p> <p>For research in arts, 2 to 10 major works of art of international significance or significant for the Polish culture and a list of up to 10 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 01.01.2013 to 15.09.2023). If one or more publications are listed, one to three of them to be attached as PDF files.</p> <p>The period from which the publications must be presented will be extended by the breaks specified in the <u>Information on career breaks – scientific and research track record</u>.</p> <p><u>Extensions do not apply to the statutory definition of a well-established and outstanding researcher.</u></p>
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	<p>Artistic achievements</p>	<p>PLEASE NOTE: Tab to be completed in English. A description of 2 to 10 most important artistic achievements or 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 01.01.2013 to 15.09.2023) of national or international 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. Optional tab. The period of artistic achievements or achievements in research in arts may be extended by career breaks specified in the <i>Information on career breaks – scientific and research track record</i>. <u>Extensions do not apply to the statutory definition of a well-established and outstanding researcher.</u></p>
	<p>NCN – funded research</p>	<p>PLEASE NOTE: Tab to be completed in English. Information should be presented on managing research projects 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 year⁷ (i.e. from 01.01.2013 to 15.09.2023). Provide the title, registration number, source(s) of funding, call name, amount, currency, participating entity, start date, end date, evaluation result (only in the case of automatic downloading of project data), list of major 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.</p>

⁷ This period can be extended by long-term (in excess of 90 days) 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 Code and in the case of women, by 18 months for every child born or adopted child, whichever manner of accounting for career breaks is preferable.

		<p>The period from which the projects must be presented will be extended by the breaks indicated in the <u>Information on career breaks – scientific and research track record</u>. <u>Extensions do not apply to the statutory definition of a well-established and outstanding researcher.</u></p> <p>If the principal investigator (PI) data is entered from the OPI database, information on the NCN projects will be uploaded automatically. The data should be verified, and in the case of erroneous 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.</p> <p>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: <i>Other non-NCN research projects</i>.</p>
	Other non-NCN research project	<p>PLEASE NOTE: Tab to be completed in English. Data to be entered manually.</p> <p>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 prior the proposal submission year (i.e. from 01.01.2013 to 15.09.2023).</p> <p>Enter only those projects (<u>no more than 5</u>) in which a person has acted as the principal investigator (PI) and which:</p> <ul style="list-style-type: none"> - 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. <p>Acting as a principal investigator (PI) shall also be understood as managing/coordinating a research team in international projects or programmes.</p>

				<p>Provide the title, registration number, source(s) of funding, call name, amount, currency, participating entity, start date, end date, list of major publications resulting from the project, publications added by the editor and in the absence of publications, a brief description of other research outputs.</p> <p>The period from which the projects must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record</i></u>.</p> <p>PLEASE NOTE: This tab should indicate projects which have been recommended for funding by the Ministry of Science and Higher Education and whose documents have been submitted to the National Science Centre.</p>
		Major research achievements		<p>PLEASE NOTE: Tab to be completed in English.</p> <p>When filling in this tab, please read the well-established and outstanding researcher criteria.</p> <p>Description of up to three major research achievements. Page limit: up to 1,800 characters.</p> <p>PLEASE NOTE: The tab must not be left empty. If the major achievement is missing, write: none.</p>
SENIOR RESEARCHER POSITION	Information		English	<p>PLEASE NOTE: All tabs in the Senior Researcher’s scientific track record must be completed in English.</p> <p>In this tab provide information on the Senior Researcher.</p> <p>A senior researcher can be added from either the OPI Database or from outside the OPI Database. If the senior researcher data is entered from the OPI database, most of the information will be uploaded automatically. The National Science Centre does not have a possibility to change the data of the senior researcher.</p> <p>PLEASE NOTE: The creation of the post is optional. Both the rationale for its creation and the scientific track record, competences and qualifications shall be subject to merit-based evaluation.</p>
	Participation in the project		English	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Specify the type of participation, entity, and scope of work.</p>

	Senior Researcher's eligibility for the call	Polish and English	<p>This tab should answer the questions: <i>"Does the person planned for the position of the Senior Researcher have a PhD degree?"</i></p> <p>According to the terms of the call, the person intended to be recruited as a researcher should have obtained a PhD degree at least 7 years prior to the proposal submission date. Career breaks do not affect the eligibility of an individual for employment in that position.</p> <p>If you have answered "YES", please indicate the degree awarding date, the field (for those who have obtained more than one doctoral degree, the reference date is the date of obtaining the first one) and the scientific discipline, as well as the name of the subject.</p>
	Information on career breaks		<p>Here information on career breaks can be entered that extend the period from which scientific achievements should be shown, i.e.: projects and publications, and for research in arts: artistic achievements and achievements in research in arts (the other information concern the whole period of the researcher's research activity).</p> <p>Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of being incapable for work received over a period of 10 years prior to the proposal submission year. A number of days should be given. Parental leaves granted in accordance with arising under the Labour Code. A number of days should be given.</p> <p>For maternity leaves only: Children born/adopted. A number of children should be given. The period may be extended by 18 months for every child born or adopted. If the number of children is given, as well as the number of days of a parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for a career break.</p>
	Personal data		<p>This tab should contain the personal data of the Senior Researcher, i.e. name, surname, title/degree, date of birth, or PESEL number (if applicable), nationality, gender.</p>

	Justification for recruitment		English	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>This tab should provide:</p> <ol style="list-style-type: none"> 1. justification of the need for a Senior Researcher position in the project; 2. justification for employing the indicated person, taking into account his/her unique competences and specialised qualifications to perform the research tasks planned in the project. <p>Page limit: up to 4,500 characters.</p>
	Academic and research track record	Academic and research career	English	<p>This tab should provide information on the scientific career of the senior researcher.</p> <p>CV must be drafted according to the template in the OSF.</p>
Publication record		<p>From 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 01.01.2013 to 15.09.2023) should be indicated.</p> <p>For research in arts, 1 to 10 of the 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 10 years prior to the proposal submission year⁷ (i.e. from 01.01.2013 to 15.09.2023).</p> <p>The period from which the publications must be presented will be extended by the career breaks indicated in the <i><u>Information on career breaks – scientific and research track record</u></i>.</p> <p>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 venue, volume/journal number, pages, ISBN/ISSN, editors, open access (YES/NO), number of citations without self-citations, publication status (published/accepted for publication), publication DOI no., information on whether or not the publication-related data was made available (YES/NO), publication related data DOI number (or other permanently assigned identifier).</p>		

		Artistic achievements		<p>PLEASE NOTE: Tab to be completed in English.</p> <p>A description of up to 10 of the most important artistic achievements and achievements in research in arts (in the proposal submission year or over the period of 10 years prior to the proposal submission year) of nationwide or international significance, e.g. authoring and publishing a work of art (a musical score, a recording), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, participating in an international festival or a national festival of international significance, directing an international artistic venture.</p> <p>Optional.</p> <p>The period from which the publications or artistic achievements or achievements in research in arts must be presented will be extended by the career breaks indicated in the <i><u>Information on career breaks – scientific and research track record.</u></i></p>
ETHICAL ISSUES			English	<p>PLEASE NOTE: Section to be completed in English.</p> <p>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.</p> <p>Then, the questionnaire should be completed.</p> <p>Answers to questions should be provided in each group of questions. If individual questions do not apply to the project that is planned, using the “NOT all” button you may tick an answer “NOT all questions” or all question in a given group of them.</p> <p>If the answer to any of the questions on the form is YES, please describe what actions have been/will be taken to ensure that the research carried out in that respect 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.</p> <p>PLEASE NOTE: There is no obligation to attach consents/permissions or information on consents/permissions already obtained to the proposal. In</p>

			<p>the case of studies which require such approvals/permissions, these should be obtained prior to commencement of the study and included in the next annual/final report.</p> <p>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.</p>
DATA MANAGEMENT PLAN		English	<p>PLEASE NOTE: Section should be completed in English.</p> <p>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 may choose the answer: “not applicable”.</p> <p>The NCN recognises 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?</p>
SIMILAR RESEARCH TASKS	Principal Investigator (PI)	English	<p>These questions must be answered:</p> <ol style="list-style-type: none"> 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). <p>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.</p> <p>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 <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section</p>

	Authorship/co-authorship of the project		<p>The question whether the principal investigator (PI) is the author or coauthor of the project descriptions should be answered. If the principal investigator (PI) is a co-author of the project descriptions, the authors of the project descriptions should be indicated. The information must be factually and legally correct.</p> <p>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 <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section</p>
	Entity(-ies)		<p>Information about applying for funding for the research tasks indicated in the proposal from other sources should also be given by the entity/entities (if the applicant is a group of entities).</p> <p>The following question must be answered:</p> <ol style="list-style-type: none"> 1. Is the entity applying for funding of the research tasks included in this proposal also from other sources? <p>If YES, the sources of funding should be indicated.</p>
SHORT PROJECT DESCRIPTION		English	<p>The short project description (up to 5 pages) must include:</p> <ol style="list-style-type: none"> 1) scientific goal of the project (description of the problem to be solved, research questions or hypotheses); 2) significance of the project (state of the art to date, justification for tackling a specific scientific problem, justification for a pioneering nature of research, an impact of the project results on the development of the academic discipline and field); 3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis); 4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of result analysis, equipment and devices to be used in research); 5) list of project literature (a reference list for publications included in the project description, with full bibliographic data). <p>The above-mentioned sections, including references to literature, are mandatory. Failure to include any of them shall constitute a reason for rejecting the proposal as ineligible.</p>

			<p>PLEASE NOTE: Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the full project description; therefore the short project description should include the information necessary for the proposal to be evaluated. The description must be delivered as a PDF file (up to 10MB). Maximum length: 5 pages, 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. 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 <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section</p>
<p>FULL DESCRIPTION</p>		<p>English</p>	<p>The full project description (up to 15 pages) must include:</p> <ol style="list-style-type: none"> 1. scientific goal of the project (description of the problem to be solved, research questions or hypotheses); 2. significance of the project (state of the art to date, justification for tackling a specific scientific problem, justification for a pioneering nature of the project, an 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, risk analysis); 4. research methodology (underlying scientific methodology, methods, techniques and research tools, methods of result analysis, equipment and devices to be used in research); 5. project literature (a reference list for publications included in the project description, with full bibliographic data). <p>The above-mentioned sections, including references to literature, are required. Failure to include any of them shall constitute a reason for rejection of the proposal on formal grounds.</p> <p>PLEASE NOTE: Experts evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description; therefore this</p>

		<p>description should include the information necessary for the project to be evaluated.</p> <p>The description must be delivered as a PDF file (up to 10MB).</p> <p>Maximum length: 15 pages, 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.</p> <p>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 <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
<p>SALARIES AND SCHOLARSHIPS</p>	<p>Principal Investigator (PI)</p>	<p>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 MAESTRO call under which the proposal is submitted.</p> <p>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”.</p> <p>The employment type should be selected in the proposal:</p> <ul style="list-style-type: none"> • FTE remuneration; • additional remuneration; • no remuneration. <p>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.</p> <p>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.</p> <p>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</p>

			<p>the budget for salaries and scholarships for students and PhD students, if the budgets are provided for in the call.</p> <p>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.</p> <p>Remuneration for the principal investigator (PI):</p> <ul style="list-style-type: none"> - PLN 220,000 per year, when the principal investigator plans his/her employment on the FTE remuneration basis; - max. PLN 10,000 per month when the principal investigator does not plan his/her employment on the FTE remuneration basis. <p>The principal investigator does not have to plan his/her remuneration in which case the option: no remuneration should be chosen.</p>
	<p>Post-doc</p>		<p>PLEASE NOTE: Under the MAESTRO call, full-time employment of a post-doc(s) or PhD student(s) is required for the total period of at least 72 months pursuant to the Regulations.</p> <p>The employment type should be selected in the proposal:</p> <ul style="list-style-type: none"> • FTE remuneration <p>Remuneration for a post-doc – PLN 140,000 per year.</p> <p>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. The justification shall be drafted in English.</p> <p>A prospective post-doc must meet all the following conditions:</p> <ol style="list-style-type: none"> a) must be selected in an open call held by a Recruitment Committee formed by the principal investigator (PI) for the project, 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 7 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) 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 Code and in the case of women, by 18

			<p>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 organisers. The results of the call shall be made public by posting on the website of the participating entity for the research project;</p> <ul style="list-style-type: none"> b) the principal investigator has not been a supervisor or auxiliary supervisor of his/her dissertation; c) 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 training 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; d) will be employed for a minimum of 6 months; e) when the remuneration is paid, such person is not paid any other remuneration from the funds allocated as indirect costs under f) research projects financed under NCN's calls; 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; g) when the remuneration is paid, such person will not receive any pension under the social insurance scheme. <p>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.</p> <p>It is permitted to employ several post-docs provided that the total employment of all post-docs does not exceed twice the planned duration of the project and the employment of one post-doc is not shorter than 6 months.</p> <p>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.</p>
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	<p>Scholarship grantee/Student/PhD student</p>	<p>PLEASE NOTE: Under the MAESTRO call, a PhD student(s) or post-doc(s) shall be employed for the total period of at least 72 months pursuant to the Regulations.</p> <p>The employment type should be selected in the proposal:</p> <ul style="list-style-type: none"> • scholarship/remuneration of a student or PhD student <p>Under the MAESTRO call, the budget of remuneration and scholarships for students and PhD students per each month of the project shall be at least PLN 15,000.</p> <p>The total amount of remuneration and scholarships financed under NCN for students and PhD students under one or more research projects financed by NCN must not exceed PLN 5,000 monthly. This amount shall not include a PhD scholarship financed under the ETIUDA call and the remuneration of the principal investigator (PI) in the PRELUDIUM call. Within the budget for salaries and scholarships for students and PhD students, it is possible to plan funds for:</p> <ol style="list-style-type: none"> a. NCN scholarships for students and PhD students, b. doctoral scholarships, c. remuneration for students and PhD students. <p>In the case of a project implemented in the entity for which funding will constitute state aid, funds for students and PhD students may be planned only in the form indicated in point c.</p>
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	Senior Researcher position	<p>The employment type should be selected in the proposal:</p> <ul style="list-style-type: none"> FTE remuneration <p>It is possible to plan the participation of one person only, who must be indicated by name. The qualifications of such person and the rationale for creating the post will be subject to the eligibility check and merit-based evaluation.</p> <p>FTE remuneration for the Senior Researcher can be planned within the project's funds in the amount of PLN 70,000 per year, provided that this remuneration will be co-financed from the funds of the entity in which the project is implemented in the amount of at least PLN 70,000 per year and the person planned to be employed in this position will fulfil all the following conditions:</p> <ol style="list-style-type: none"> will be employed for a period of not less than 6 months on a fulltime basis and his/her remuneration will be subsidised from the funds of the participating entity in which the employment in this position is planned, in the amount of at least PLN 70,000 per year; 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; 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; when the remuneration is paid, such person is not paid any pension benefit from the social insurance system. <p>PLEASE NOTE: In this tab, an authorised representative of the participating entity where the post is envisaged must submit a statement that they undertake to subsidise the remuneration with at least PLN 70,000 per year.</p> <p>Full-time remuneration for a Senior Researcher may be planned for a period that is shorter than the project implementation period, in amounts proportionally lower for the period for which it is planned.</p>
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Specialist auxiliary position

The employment type should be selected in the proposal:

- FTE remuneration

A specialist auxiliary position is a full-time position under an employment contract on a full-time basis. A person employed in this position supports project implementation, e.g. as a lab-manager, a senior technician, a statistical analyst, etc.

Full-time remuneration in a specialist auxiliary position may be planned under the funds of the research project **in the amount not exceeding PLN 100,000 per year**, provided that the person intended for employment jointly fulfils all the following conditions:

- a) will be employed for a minimum of 6 months;
- b) 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;
- c) 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,
- d) when the remuneration is paid, such person is not paid any pension under the social insurance scheme.

Full-time remuneration for a person in the specialist auxiliary 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.

It is permitted to create one specialist auxiliary position under which it may be planned to employ more than one person, provided that the total duration of employment of all persons in this position does not exceed the planned duration of the project.

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 MAESTRO 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 entity implementing the research project, 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 MASTRO call, the budget for additional remuneration per each month of project implementation, for all investigators, may amount to a maximum of:

- a) when the principal investigator (PI) does not plan to be employed under the FTE remuneration:
 - PLN 10,000 for one person;
 - PLN 11,500 for two persons, of which a maximum of PLN 10,000 for the principal investigator (PI);

			<ul style="list-style-type: none"> – PLN 12,500 for three persons, of which a maximum of PLN 10,000 for the principal investigator (PI); – PLN 13,500 for four persons, of which a maximum of PLN 10,000 for the principal investigator (PI) and – PLN 14,500 for five persons, of which a maximum of PLN 10,000 for the principal investigator (PI). <p>b) when the principal investigator (PI) plans to be employed under the FTE remuneration:</p> <ul style="list-style-type: none"> – PLN 1,500 for one person; – PLN 2,500 for two persons; – PLN 3,500 for three persons; – PLN 4,500 for four or more persons. <p>More information on the principles of planning the costs may be found in the Regulations and in the Regulations on awarding scholarships in NCN-funded research projects.</p> <p>PLEASE NOTE: If unjustified costs are planned, a proposal may be rejected.</p>
RESEARCH EQUIPMENT		Polish and English	<p>This category covers the purchase or development costs of scientific and research instruments, other equipment and software required to perform scientific work.</p> <p>The project may not finance or co-finance the purchase or production of research equipment and IT infrastructure the unit value of which exceeds PLN 500,000.</p> <p>Leasing research equipment is a non-eligible cost.</p>

OTHER COSTS		Polish and English	<p>In the section “Other direct costs”, indicate a relevant type of costs, their amount, and the justification for their expenditure.</p> <p>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:</p> <ul style="list-style-type: none"> • materials and small equipment; • outsourced services (in the case of publications subject to the NCN Policy on Open Access, such costs relate to services concerning preparation of a manuscript for its submission to publishers), • business trips, • visits and consultations, • collective investigators, • other (other costs). <p>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 <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
OPEN ACCESS (OA)			<p>Open Access indirect costs of up to 2% of the direct costs, which can only be used for the costs related to making publications or research data available through open access.</p> <p>Please enter the amount of Open Access costs planned for the entire project implementation period (in PLN).</p> <p>The costs of publication subject to the NCN Open Access Policy may only be incurred under the heading of indirect costs. With the exclusion of the publications of monographs, chapters of monographs, and reviewed collective works, OA costs may not be planned as part of the direct costs.</p> <p>The National Science Centre allows for a possibility of covering part of the costs of publishing in open access from the remaining indirect costs or from the entity’s own resources.</p> <p>Additional information on <i>Open Science</i> is available here.</p>

BUDGET SUMMARY			<p>This section will present a summary breakdown of the planned costs by year, according to the declared project implementation period. The amount of indirect costs should be indicated in this section.</p> <p><u>Indirect costs</u> are the costs that are indirectly related to the research project and required for its implementation. The indirect costs consist of:</p> <ul style="list-style-type: none"> • open Access indirect costs of up to 2% of the direct costs to be planned in the Open Access category; • other indirect costs of up to 20% of the direct costs, which may be allocated to costs indirectly related to the project, including costs of making publications or research data accessible through open access. <p><u>At the stage of project implementation, the entity shall arrange with the principal investigator (PI) for the distribution of at least 25 per cent of the actual other indirect costs.</u></p> <p>This section will show the percentage of the planned Open Access indirect costs.</p>
ADMINISTRATIVE DECLARATIONS			<p>This section of the proposal contains administrative declarations that must be accepted by both the principal investigator (PI) and the authorised representative of the participating entity.</p>
PERSONAL DATA PROTECTION			<p>Information on personal data processing.</p> <p>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/daneosobowe?language=en.</p>

EXPERTS	Information on potential conflict of interest – information only for NCN employees		<p>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.</p>
INDIVIDUALS IDENTIFIED IN THE PROPOSAL		Polish	<p>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. Identify all individuals named in any part of the proposal, in particular in the following sections:</p> <ul style="list-style-type: none"> – 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 <p>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 have to be notified that they are identified in the proposal.</p>

<p>ELECTRONIC SUBMISSION <i>The section will appear after clicking "Block for NCN"</i></p>	<p>Confirmation of proposal submission– principal investigator (PI) Confirmation of proposal submission – entity</p>	<p>Following completion of the proposal’s individual tabs and after checking its completeness, please block a possibility of editing the proposal by “Block for NCN” button. After the proposal has been blocked for NCN, only an short and full project descriptions can be edited. After the proposal has been blocked, a new <i>Electronic submission</i> tab will appear on the left-hand side menu. In this section, please download:</p> <ul style="list-style-type: none"> • confirmation of proposal submission by the principal investigator (PI) and • confirmation of proposal submission – entity. <p>Confirmations must be signed and attached to the proposal. Files with confirmations of proposal submission may be viewed or deleted to attach other files. If you return to the editing stage once a file has been submitted with a confirmation receipt, the file will be deleted from the proposal form. After the proposal has been blocked for edition again, confirmations must be downloaded, signed and attached again. 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.</p>
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			<p>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.</p> <p>PDF is the only format acceptable in the OSF system. Therefore, electronic signatures must be in the PAdES format.</p> <p>In this section, download confirmations of proposal submission by the authorised representative(s) of the entity and principal investigator (PI). Confirmations must be signed with a qualified electronic signature in PAdES format or with a trusted signature in PAdES format or by hand and their scan must be annexed to the proposal in PDF format.</p> <p>If a confirmation has been signed electronically, it must be appended here: <u>Add electronically signed confirmation.</u></p> <p>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.</p> <p>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.</p> <p>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. Such seal 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 existence of the OPI-PIB seal confirms that the OSF system is the source of such data.</p> <p>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</p>
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			<p>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.</p> <p>PLEASE NOTE: Confirmations that relate to the final version of the proposal must be attached to the proposal.</p>
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