

MAESTRO 16 PROPOSAL COMPLETION IN THE OSF SYSTEM

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

Selected section in the OSF system	Sub-section	Language	Description
DURATION [in months]			<p>Ongoing projects can apply for MAESTRO 16 funding under the call: 36 months, 48 months, 60 months.</p> <p>Further sections depend on this information.</p> <p><u>Project duration cannot be changed later.</u></p> <p>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		A research field should be selected in line with the current list of panels available on the NCN website . Choose from the NCN list: HS1-HS6, ST1-ST11, NZ1-NZ9. You must not choose more than one.
	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</p>

			<p>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>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 1-7 or at least one institution as such together with at least one company); 9. scientific and industrial centres laid down in the Act on Research Institutes of 30 April 2010; 10. research centre of the Polish Academy of Sciences laid down in the Act on the Polish Academy of Sciences of 30 April 2010; 11. scientific libraries; 12. companies operating as R&D centres within the meaning of the Act on Certain Forms of Support for Innovative Activities of 30 May 2008; 13. legal entities with registered office in Poland; 13a. President of the Central Office of Measures; 14. natural persons; 15. companies conducting research in another organisational form than laid down in sections 1-13.

			<p>The applicant's status indicated in the proposal must comply with the facts and the legal situation.</p> <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. 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's name	Polish and English	<p>Entity's name in Polish and English. Entity (level I only), lower organisational levels must not be entered. In the case of entities of the Polish HE and science system, data is downloaded from the POL-on system. Enter data of entities outside the system from the REGON database. Enter data of entities outside both systems manually. If the participating entity's data is downloaded from the POL-on system or REGON database, most of the information will be downloaded automatically. Verify the data and correct any invalid or outdated data. The National Science Centre cannot modify the participating entity's data.</p> <p>PLEASE NOTE: Level II data must not be entered.</p>
	Country		<p>Only entities with their registered office in Poland may be indicated.</p>
	Leader of joint entity		<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>

	<p>Agreement on collaboration for the purposes of completion of the requested research project</p>	<p>Polish</p>	<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>
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INFORMATION ON PARTICIPATING ENTITY	Head of the entity/ Authorised representative		<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)		<p>Fill in the required fields as indicated in the system.</p> <p>If the applicant is not registered in the Register of Companies of the National Court Register (KRS), the option “not applicable” should be ticked.</p>
	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. 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</p>

			<p>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)</p> <p>How is an e-delivery address structured? An e-delivery address is comprised of letters and numbers as follows: AE:PL-XXXXX-XXXXX-YYYY-ZZ where: AE - electronic address PL - ISO 3166 country code (in this example, Poland) X - numbers Y - letters Z - checksum number, e.g.: AE:PL-12345-67890-ABCDE-12</p>
	Address of registered office and contact address		Fill in the required fields as indicated in the system.
STATE AID	Will the requested project constitute state aid?		<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, fill in the section as indicated in the system. The following information must be provided:</p> <ul style="list-style-type: none"> • start date: in this case: 1 April 2025, • end date, • enterprise size: micro/small/medium/large, • information on the enterprise,

			<ul style="list-style-type: none"> • is the project carried out in collaboration with a research organisation defined in Article 2 (83) of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (YES/NO), • annexes, as required by the instructions 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 and choose the type of cooperation as follows:</p>

			<ol style="list-style-type: none"> 1. international cooperation with partners from foreign research institutions that do not apply for funding for this purpose within the framework of programmes launched by partner institutions, organised in cooperation with the NCN pursuant to the Lead Agency Procedure; 2. international cooperation with the use of large international research equipment by the Polish research teams. <p><u>The following are not considered international cooperation:</u></p> <ol style="list-style-type: none"> a) participation in international conferences, b) dissemination of information on the project abroad, c) implementation of research tasks by a Polish research team abroad without participation of investigators from foreign research institutions, d) cooperation with foreign researchers employed by Polish entities. <p>Under the MAESTRO call, if you tick “YES”, international cooperation will be included in the evaluation of the proposal</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>To be completed in English, up to 4500 characters, with spaces (plain text – no formulas, no graphics).</p> <p>The abstract is included in the call for a review, therefore it must include the most important information on 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.</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 website 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 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</p>

			entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.
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)¹ 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>Members of the research team can be added as follows:</p> <ul style="list-style-type: none"> – principal investigator (PI) and senior researcher can be added from either the OPI Database or outside the OPI Database, – investigator, post-doc, scholarship recipient/student/PhD student can be added from outside the OPI Database. <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>

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>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.² The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child 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 proposal^{2 3}, has expertise, unique skills and experience necessary to carry out the research tasks entailed by the project.</p> <p>Students mean students of first or second-cycle degree programme or uniform master's studies at universities in Poland.</p> <p>PhD students mean participants in PhD programmes pursuant to the Act on Higher Education of 27 July 2005 or PhD students at doctoral schools pursuant to the Act on Higher Education and Science of 20 July 2018.</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 scholarships</p>
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² In the case of multiple PhD holders, the reference date is the date of award of the first PhD degree.

³ The end date of the call for proposals shall be deemed the proposal submission date.

			<p>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 as regards research projects.</p>
PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	<p>This section must include information on the principal investigator (PI). The principal investigator (PI) can be added from either the OPI Database pursuant to their PESEL [Personal Identification Number] or from outside the OPI Database.</p> <p>Restrictions on submitting proposals in NCN calls are laid down in §8 of the Regulations according to which in a specific call edition, the same person can only be named as the principal investigator in one proposal. Therefore, only one proposal in which the same person is named as the principal investigator may be subject to an evaluation.</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 case of erroneous or outdated data, contact the Information Processing Center of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01 or at https://lil-helpdesk.opi.org.pl/. The National Science Centre cannot change the data of the principal investigator (PI). The call is addressed to well-established and outstanding researchers 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,

		<p>2. in the proposal submission year or over the period of 10 years prior to the proposal submission year, i.e. between 01.01.2014 and 17.09.2024 (<u>this period is not extended by career breaks specified in the form</u>):</p> <ul style="list-style-type: none"> • has had at least five papers published in renowned Polish and/or international academic press/journals, • has acted as the principal investigator⁴ 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 must be a person employed at the host institution for the project for the entire project duration period pursuant to at least a part-time employment contract. This condition must be met by the start date of the project (inclusive). The foregoing does not apply to recipients of retirement pension under the social security plan.</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</p>
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⁴ 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.

			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.
	PhD degree	Polish	Enter the year in which the degree was conferred. In the case of multiple PhD holders, the date of award of the first PhD must be provided.
	Project eligibility of the principal investigator (PI)	Polish	In this tab, answer the following question: <i>“Has the principal investigator managed a research project funded under MAESTRO?”</i> . 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: <ul 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 years⁵ which has been evaluated at least in stage I of the call. If your answer is “YES”, answer the following question: <i>“Is the principal investigator an ERC grant winners?”</i> . If your answer is “NO”, answer the following question: <i>“Has the principal investigator submitted a grant proposal to the ERC between 2019 and 2024* which has been evaluated at least in stage I of the call?”</i> .
	Information on ERC funding proposal		In this tab, provide the following information: <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. The subject of ERC proposals does not have to be the same as the subject of proposals submitted under MAESTRO. The documents must be uploaded as a single PDF file.

⁵ 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>PLEASE NOTE: Tab must be completed in English.</p>
	<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.</p> <ul style="list-style-type: none"> • 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. • Both maternity and paternity leaves granted pursuant to the Labour Code. A number of days should be given. • 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>Academic disciplines</p>		<p>Mandatory.</p> <p>Provide information on the main scientific discipline according to the Classification of fields and disciplines of science and disciplines of the arts to which the principal investigator (PI) is assigned. No more than two. The first discipline will be automatically indicated as the main one. You can adjust your choice.</p>



	Personal and contact details	Polish	<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 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)</p> <p>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address or e-mail address or e-delivery address (EDA) of the principal investigator. The Electronic Delivery Box (ePUAP) address should be in the following format: /user-id/box-name.</p> <p>How is an e-delivery address structured?</p> <p>An e-delivery address is comprised of letters and numbers as follows: AE:PL-XXXXX-XXXXX-YYYY-ZZ where: AE - electronic address PL - ISO 3166 country code (in this example, Poland) X - numbers Y - letters Z - checksum number, e.g.: AE:PL-12345-67890-ABCDE-12</p> <p>In case the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP), their e-mail address should be provided.</p>
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				<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	English	<p>PLEASE NOTE: Tab to be completed in English. In this tab, provide the key information on your academic and research career, scientific or artistic activity other than publication- or grant-related activity, other scientific achievements and other major aspects allowing the expert team to accurately evaluate your scientific achievements as a stage in the career.</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; For research in arts, information on active participation in renowned artistic events); • prizes and awards (date, type and place of award); the most important national and international awards for research or artistic activity; <p>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);</p> <ul style="list-style-type: none"> • membership in scientific committees of renowned international conferences (name and year of conference);

				<ul style="list-style-type: none"> • 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><u>The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech.</u></p> <p>The description must be clear and explicit. Page limit: 8,000 characters.</p> <p>PLEASE NOTE: Do not disclose <u>any sensitive data</u> for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process personal data as part of its statutory tasks. *It is not allowed to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union memberships, as well as processing genetic data, biometric data to clearly identify a natural person or data concerning their health, sex life or sexual orientation.</p>
		<p>Publication record</p>		<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 01.01.2014 to 17.09.2024) should be indicated and one to three major publications mentioned in the list should be attached, and annex one to three of them as PDF files.</p> <p>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>For research in art, up to 10 most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the</p>

			<p>period of 10 years prior to the proposal submission year (i.e. from 01.01.2014 to 17.09.2024). If one or more publication/s is/are listed, annex one to three of them as PDF files.</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 (or other permanently assigned identifier).</p> <p>The period from which the publications must be presented will be extended by the breaks specified in the <i><u>Information on career breaks – scientific and research track record.</u></i></p> <p><i><u>Extensions do not apply to the statutory definition of a well-established and outstanding researcher.</u></i></p>
		Artistic achievements	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>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 01.01.2014 to 17.09.2024) 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.</p> <p>The period of artistic achievements or achievements in research in arts may be extended by career breaks specified in the <i><u>Information on career breaks – scientific and research track record.</u></i></p> <p><i><u>Extensions do not apply to the statutory definition of a well-established and outstanding researcher.</u></i></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 year⁶ (i.e. from 01.01.2014 to 17.09.2024).</p> <p>Research project management means acting as the principal investigator in a project submitted to NCN calls, such as OPUS, SONATINA, SONATA, SONATA BIS, MAESTRO, HARMONIA, SYMFONIA, PRELUDIUM (the mentor is not the principal investigator), PRELUDIUM BIS or to international calls. Other research funding under NCN calls means:</p> <ul style="list-style-type: none"> – Fuga or UWERTURA fellowships; – ETIUDA scholarships and scholarship programme for researchers from Ukraine; – research activities under MINIATURA; – research components in projects funded under the NAWA programmes. <p>In this section, you must not enter research projects or other awarded funding if you have acted as, for example:</p> <ul style="list-style-type: none"> – mentor under PRELUDIUM, etc.; – research supervisor under ETIUDA; – co-investigator – scholarship grantee/ student/ PhD student/ post-doc/ person employed at the specialist auxiliary position under SONATA BIS, MAESTRO/ senior researcher under OPUS, MAESTRO, etc.. <p>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</p>
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⁶ 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>editor (i.e. published after the submission of the report), 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>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>In the <u>Dane pobrane automatycznie</u> [Data downloaded automatically] section, project data is entered automatically based on the principal investigator's PESEL number. For research completed and settled, information on the recommendations and decision of the National Science Centre will be available.</p> <p>In the <u>Dane wprowadzane ręcznie</u> [Data entered manually] section, the applicant enters information that has not been entered in the <u>Dane pobrane automatycznie</u> [Data downloaded automatically] section. The foregoing applies to Dioscuri, Express call to fund research into Covid-19, Artiq, NCN programmes for students and PhD students from Ukraine, where proposals are completed outside of the OSF submission system.</p> <p>This section can also be used in specific cases when the data cannot be entered automatically because the PESEL number is missing or has been changed.</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: <u>Other non-NCN research projects</u>.</p>
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		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 01.01.2014 to 17.09.2024).</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. 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>
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		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. Description of up to three major research achievements. Page limit: No more than 1,800 characters. PLEASE NOTE: The tab must not be left empty. If the major achievement is missing, write: none.</p>
SENIOR RESEARCHER POSITION	Information		<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. A senior researcher position is optional. Both the rationale for its creation and the person's achievements, competences and qualifications shall be subject to a merit-based evaluation. This is a full-time position, co-financed by the participating entity employing a senior researcher. The funding must be at least PLN 70,000 per year.</p> <p>A senior researcher can be added from either the OPI Database pursuant to their PESEL number or from outside the OPI Database. If senior researcher's data 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 or https://lil-helpdesk.opi.org.pl/The National Science Centre cannot change the data of the researcher (Senior Researcher).</p>
	Participation in the project	English	Specify the type of participation, entity, and scope of work.

	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.</p> <p>If you have answered "YES", please indicate the degree awarding date (for those who have obtained more than one doctoral degree, the reference date is the date of obtaining the first one).</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> <ul style="list-style-type: none"> • 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. • 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.
	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>PLEASE NOTE: Tab to be completed in English.</p> <p>In this tab, provide the key information on senior researcher's 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 their scientific achievements as a stage in their career.</p> <p>RECOMMENDED TEMPLATE:</p> <p>Information on education, academic degrees/titles and employment (date degree/title conferred, institution, discipline; start date – end date, institution, and position)</p> <p>Research visits and fellowships in Poland and abroad (duration, country, institution, type of visit)</p> <p>Lectures and presentations (information on keynote speeches and presentations delivered at prestigious international conferences; For research in art, information on active participation in renowned artistic events)</p> <p>Prizes and awards (date, type and place of award; the most important national and international awards for research or artistic activity)</p> <p>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)</p>

				<p>Other key information impacting the evaluation of the academic and research career (e.g. concerning long career breaks or non-academic professional activity).</p> <p>The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech.</p> <p>The description should be clear and explicit. Page limit: up to 8,000 characters, with spaces.</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> <p><i>*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.</i></p>
		<p>Publication record</p>		<p>Enter 1 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 01.01.2014 to 17.09.2024) should be indicated.</p> <p>For research in art, up to 10 of the most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2014 to 17.09.2024).</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</p>

			<p>data was made available (YES/NO), publication related data DOI number (or other permanently assigned identifier).</p> <p>The period from which the publications must be presented will be extended by the career breaks indicated in the Information on career breaks – scientific and research track record.</p>
		Artistic achievements	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Tab only available for research in art. 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 (i.e. from 01.01.2014 to 17.09.2024) 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>Enter no more than 10 publications or artistic achievements and/or achievements in research in art.</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>Information on career breaks – scientific and research track record</i>.</p>
ETHICAL ISSUES			<p>English</p> <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 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>
<p>DATA MANAGEMENT PLAN</p>		<p>English</p>	<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. If the answer is YES, enter the sources of funding.</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 principal investigator is:</p> <ul style="list-style-type: none"> • the author of project descriptions • co-author of project descriptions. <p>Please explain if the principal investigator (PI) is the author or co-author of the project descriptions. If he/she is a co-author, name the other authors of the project descriptions.</p> <p>Information must comply with the facts and the legal situation.</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> <p>Is the entity applying for funding of the research tasks included in this proposal also from other sources?</p> <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, a research work programme, e.g. a Gantt chart, including milestones, risk analysis); 4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of result analysis, equipment and devices to be used in research); 5) research team, if applicable (composition of the research team and assignment of research tasks, required qualifications of investigators in the project; for investigators known at the proposal submission stage and remunerated from the budget for additional salaries: achievements confirming qualifications necessary to perform the tasks); 6) project literature (a reference list for publications included in the project description, with full bibliographic data). <p>The above-mentioned sections, including references to literature, are mandatory and if any of them is/are missing, the project will be rejected on the grounds that it does not meet the eligibility criteria. Text limit: of 5 pages A4 applies to the description (Points 1-5). The project literature (Point 6) does not count towards the page limit.</p> <p>The system does not verify compliance of the description with the eligibility criteria of the page limit. The applicant is responsible for ensuring that the description is correct. If the page limit is exceeded, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.</p>
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			<p>PLEASE NOTE:</p> <p>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.</p> <p>The description must be delivered as a PDF file (up to 10MB).</p> <p>. 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>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 and hypotheses); 2) significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline); 3) concept and work plan (general work plan, specific research goals, results of preliminary research, a research work programme, e.g. a Gantt chart, including milestones, risk analysis); 4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research); 5) research team, if applicable (composition of the research team and assignment of research tasks, qualifications of investigators in the project; for investigators known at the proposal submission stage and remunerated from the budget for additional salaries: achievements confirming qualifications necessary to perform the tasks);

			<p>6) project literature (a reference list for publications included in the project description, with full bibliographic data).</p> <p>The above-mentioned sections, including references to literature, are mandatory and if any of them is/are missing, the project will be rejected on the grounds that it does not meet the eligibility criteria..</p> <p>Text limit of 15 pages A4 applies to the description (Points 1-5). The project literature (Point 6) does not count towards the page limit.</p> <p>The system does not verify compliance of the description with the eligibility criteria of the page limit. The applicant is responsible for ensuring that the description is correct. If the page limit is exceeded, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.</p> <p>PLEASE NOTE:</p> <p>Experts evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description; therefore, the 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>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>
SALARIES AND SCHOLARSHIPS	Principal Investigator (PI)		<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 the budget for salaries and scholarships for students and PhD students.</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>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>
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	Post-doc		<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.</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 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; 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;



			<ul style="list-style-type: none">e) 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;f) 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>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>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>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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	Scholarship grantee/Student/PhD student	<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>This category covers the cost of salaries and scholarships together with non-wage labour costs of students and PhD students who are not yet PhD holders and are intended to be involved in the project tasks.</p> <p>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>Doctoral scholarships can only be paid to PhD students who meet the requirements laid down in the Act on Higher Education and Science of 20 July 2018, necessary to receive the doctoral scholarship for the duration of the project tasks (except for the period of suspension of education at the doctoral school).</p> <p>The monthly doctoral scholarship for a PhD student involved in the project tasks that can be paid from the budget for salaries and scholarships for students and PhD students, must not exceed:</p> <ul style="list-style-type: none"> • PLN 5,000 up to the month of the mid-term evaluation of a PhD student; • PLN 6,500 after the month of the mid-term evaluation of a PhD student. <p>NCN scholarships for students and PhD students can only be awarded in compliance with the Regulations on awarding NCN scholarships in research projects funded by the National Science Centre, laid down by the NCN Council. The monthly NCN scholarship for a student or PhD student involved in the project tasks that can be paid from the budget for salaries and scholarships for students and PhD students must not exceed PLN 5,000.</p>
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			<p>The salary for a student or PhD student can only be paid for employment pursuant to a full-time or part-time employment contract or for project tasks pursuant to a civil-law contract. Students or PhD students employed pursuant to an employment contract in a participating entity for the project must not be remunerated pursuant to a civil-law contract.</p> <p>The monthly salary for students and PhD students involved in the project tasks and paid from the budget for salaries and scholarships for students and PhD students must not exceed PLN 5,000.</p> <p>Under MAESTRO, the budget for salaries and scholarships for students and PhD students per each month of project performance must not exceed PLN 15,000.</p> <p>The foregoing amount may be raised by an additional PLN 1,500 per each PhD students receiving a doctoral scholarship after the month of their mid-term evaluation, however the total raise per each month of project performance must not exceed PLN 4,500.</p> <p>The total amount of salaries and scholarships paid from the NCN budget under letters a. – c. per student or PhD student in one or more research project(s) funded from the NCN budget must not exceed PLN 5,000 per month and may be raised to PLN 6,500 per month if the funds are paid as a doctoral scholarship after the month of a mid-term evaluation of the PhD student involved in the project tasks. The foregoing amount does not include the principal investigator’s salary under PRELUDIUM.</p> <p>When collecting doctoral scholarships under PRELUDIUM BIS, one must not collect any other scholarships or salaries paid under the heading of direct costs in other project funded under NCN calls, with the exception of the principal investigator’s salary under PRELUDIUM.</p> <p>If a research project is carried out in an institution for which funding will constitute state aid, funds for students and PhD students can only be planned as indicated under letter c).</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>The FTE remuneration for a senior researcher may be planned for a period that is shorter than the project performance period, in the amount proportionally lower for the period for which it is planned.</p> <p>The same person may be employed as a senior researcher for the entire project performance period.</p> <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>
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	Specialist auxiliary position	<p>The employment type should be selected in the proposal:</p> <ul style="list-style-type: none"> • FTE remuneration <p>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.</p> <p>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:</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p>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.</p>
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	Investigator	<p>The employment type should be selected in the proposal:</p> <ul style="list-style-type: none"> – additional remuneration – no remuneration. <p>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.</p> <p>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.</p> <p>In the MAESTRO call, it is not possible to plan remuneration for students or PhD students within the additional remuneration.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>In the MASTRO call, the budget for additional remuneration per each month of project implementation, for all investigators, may amount to a maximum of:</p> <ul style="list-style-type: none"> a) when the principal investigator (PI) does not plan to be employed under the FTE remuneration: <ul style="list-style-type: none"> – 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);
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			<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>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; • 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>Indirect costs of open access: this category can include the cost of open access to publications and/or research data (up to 2% of direct costs).</p> <p>Please enter the amount of Open Access costs planned for the entire project implementation period (in PLN).</p> <p>The cost of publication subject to the NCN’s Open Access Policy can only be planned as part of indirect costs. Open access costs must not be planned as direct costs.</p> <p>The National Science Centre allows certain open access publication costs to be paid as other indirect costs or entity’s contribution.</p> <p>Additional information on <i>Open Science</i> is available here.</p>

OTHER DIRECT COSTS			<p>In this section, enter the amount of other indirect costs. For entities where no state aid is planned, enter a percentage [%]. <u>Indirect costs of up to 20%</u> of direct costs can be planned. They may be allocated to costs indirectly related to the project, including costs of open access to publications and/or research data.</p> <p>For entities where state aid is planned, enter the [PLN] amount of other indirect costs in particular years of project performance and the percentage [%] will be calculated automatically. Indirect costs in projects where state aid is requested are calculated differently, therefore, we recommend that you complete the Budget section starting with the Specific cost breakdown to make sure that the maximum costs are calculated correctly. Read the new rules according to which indirect costs are calculated.</p> <p>During the project performance, the participating entity must arrange with the principal investigator for the distribution of at least 25% of the indirect cost's value.</p>
BUDGET SUMMARY			<p>This section will present a summary breakdown of the planned costs by year, according to the declared project implementation period. This section will show the percentage of the planned Open Access indirect costs.</p>

SPECIFIC COST BREAKDOWN			<p>Applies to entities where project funding constitutes state aid. Indirect costs in projects with state aid are calculated differently, therefore, we recommend that you complete the Budget section starting with the Specific cost breakdown to make sure that the maximum costs are calculated correctly.</p> <ol style="list-style-type: none"> 1. Type of expenditure 2. Cost category 3. Cost type 4. Total gross cost [PLN] 5. Eligible cost [PLN] 6. Own contribution [PLN] 7. NCN funding [PLN] 8. Year
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. 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>This section will be available once the proposal is blocked. 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>The confirmations of proposal submission from the principal investigator and from the entity downloaded from the OSF submission system are affixed with an electronic OPI PIB seal which is used to ensure the integrity of the data on a document that has been generated (it can be verified that data has not been altered, added or deleted in an unauthorised manner). The OPI-PIB seal confirms that the OSF system is the source of data. Confirmations of proposal submission must be signed and attached to the proposal before it is sent to the NCN. Confirmations may be signed in two ways: by hand or electronically. When the applicant is a group of entities, the confirmation shall be signed solely by a person representing the leader of the group of entities. If a confirmation has been signed by hand, the proposal must be appended with its scan here: <i>Dodaj skan potwierdzenia</i> [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. If a confirmation is signed electronically, it must be appended here: <i>Dodaj potwierdzenie podpisane elektronicznie</i> [Add confirmation signed electronically]. If a confirmation is signed electronically, it must be affixed with an advanced electronic signature or qualified electronic signature complying with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for</p>
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