

MAESTRO 17 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]			Funding may be requested in the MAESTRO 17 call for projects lasting: 36 months, 48 months, 60 months. Further sections depend on this information. <u>Project duration cannot be changed later.</u> If the project duration changes, a new proposal must be made.
GENERAL INFORMATION	Project title	Polish and English	Title of the research project 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		Select a research field according to the current list of panels available on the NCN website . Choose from the list: HS1-HS6, ST1-ST11, NZ1-NZ9. You must not choose more than one.
	Auxiliary NCN Review Panels		Choose from the list: HS1_01-HS6_22, ST1_01-ST11_16, NZ1_01-NZ9_12 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted. Proposals are reviewed within the panels to which they have been submitted.

			<p>It is not possible to change the panel after the proposal has been submitted.</p> <p>Auxiliary review panels help us select experts and external reviewers for the merit-based evaluation of the proposal.</p> <p>By decision of the Chair of the Expert Panel, interdisciplinary proposals may be additionally reviewed 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; 5c. the Centre of Postgraduate Medical Education 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;

			<p>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> <p>The applicant's status indicated in the proposal must comply with the facts and the legal situation.</p> <p>PLEASE NOTE: If an individual applies, the project must not be carried out by a group of entities or entity for which project funding constitutes state aid.</p> <p>If a group of entities or an individual applies, please provide the name, country and status of the participating entity(ies).</p> <p>Applicants outside the public finance sector or unable to provide a sufficient warranty of proper project performance, who have been in operation for less than 5 years, shall be subject to an additional analysis of their legal, organisational and financial situation. If a natural person applies, the participating entity shall be analysed, and if a group of entities applies, each group member shall be analysed.</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.</p> <p>In the case of entities of the Polish HE and science system, data is downloaded from the POL-on system.</p> <p>Enter data of entities outside the system from the REGON database.</p> <p>Enter data of entities outside both systems manually.</p>

			<p>If the participating entity's data is downloaded from the POL-on system or REGON database, most of the information will be downloaded automatically.</p> <p>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		Only entities with their registered office in Poland may be indicated.
	Leader		<p>If a group of entities applies, name the leader. PI's employer acts as the leader of the group of entities.</p>
	Agreement on collaboration for the purposes of completion of the requested research project	Polish	<p>If a group of entities applies, an agreement on collaboration for the purposes of completion of the requested research project must be attached.</p> <p>PLEASE NOTE: A group of entities must only include entities with registered office in Poland. The agreement template is available in the OSF submission system and call text.</p> <p>The agreement template contains the required parts and must not be modified or supplemented with additional cooperation arrangements between entities.</p>

		<p>PLEASE NOTE: In the OSF submission system, the agreement is generated as a PDF file. If entities change, a new agreement must be downloaded, signed and uploaded to the system.</p> <p>Although a group of entities may sign additional documents governing cooperation within the group, they must not be attached to the proposal in the OSF submission system.</p> <p>Attach the agreement on collaboration in PDF format with electronic signature or the document's scan signed by hand.</p> <p>PLEASE NOTE: Agreements containing mixed forms of signatures are accepted, e.g. the leader signs the document with a qualified electronic signature, while the partner(s) signs it by hand. In this case, the agreement should first be signed by hand and then scan of the document with handwritten signature must be signed with a qualified 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 signatures of the authorised representatives of entities within the group of entities. If the document is not signed by the authorised representative of the entity, a power of attorney must be attached to the proposal under the <u><i>Elektroniczna wysyłka wniosku</i></u> [Electronic submission] tab or to the Agreement.</p>
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 confirmation of proposal submission is signed by an authorised representative of the entity and not by the head of the entity, a power of attorney/authorisation to represent the entity for proposal submission</p>

			<p>purposes must be attached to the proposal. The power of attorney must be included under the <u>Elektroniczna wysyłka wniosku</u> [Electronic submission] 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. If the applicant is not registered in the Commercial Register of the National Court Register, the option “not applicable” must be ticked.</p>
	Contact information		<p>In this tab, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box (ePUAP) address, e-delivery address (EDA), website address, etc.). The Electronic Delivery Box (ePUAP) address should have the format: /user-id/box-name.</p> <p>Proposal-related correspondence, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address.</p> <p>PLEASE NOTE: Electronic Delivery Box (ePUAP) address must be provided. E-delivery address (EDA).</p> <p>At present, it is not required to provide one’s electronic delivery (e-delivery) address.</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.:</p>

			<p>AE:PL-12345-67890-ABCDE-12</p> <p>PLEASE NOTE: Proposal-related correspondence, including the funding decision, will be sent to your EDA or ESP address. Therefore, before your proposal is submitted to the NCN, make sure that your EDA and ESP addresses in the proposal are correct.</p>
	Address of registered office and contact address		<p>Fill in the required fields as indicated in the system.</p>
STATE AID	Will the requested project constitute state aid?		<p>The principal investigator (PI) and the authorised representative(s) of the entity must read the rules governing application for state aid.</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 2026, • end date, • enterprise size: micro/small/medium/large, • information on the enterprise, • 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: Annexes must be signed with a qualified electronic signature in the PAdES format by the authorised representative of the enterprise.</p>

			<p>The principal investigator (PI) must not act as the authorised representative of the applicant. If copies of annexes are submitted (e.g. a copy of financial statements), they must be certified as true copies (the clause “certified as a true copy” placed on each page of the document or the clause “certified as a true copy from page ...to page ...” placed on the first page of the document, together with a legible signature of the authorised representative of the entity). The copy certified as true copy of the original should be scanned, signed with a qualified electronic signature in the PAdES format and attached to the proposal in PDF format.</p>
INTERNATIONAL COOPERATION	Type of cooperation Countries Entities	English	<p>In this section, 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,

			<p>d) cooperation with foreign researchers employed by Polish entities.</p> <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 confirming 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 <u>Osoby wskazane we wniosku</u> [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 must include the most important information on the project, as it is included in the call for a review.</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 <u>Osoby wskazane we wniosku</u> [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 must include the project’s goal, description of research, reasons for attempting a particular research topic, and potential research findings. 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 NCN website together with information on the call results based on the consent provided in the <u>Oświadczenia administracyjne</u> [Administrative declarations] section.</p> <p>The abstract must be dedicated to 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 10 MB). File size: No more than 1 A4 page. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.</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 <u>Osoby wskazane we wniosku</u> [Persons identified in the proposal] section.</p>
RESEARCH TASKS		Polish and English	<p>Research tasks performed by the Polish research team in Polish and English.</p> <p>Both language versions must be identical.</p> <p>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 agreement.</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 <u>Osoby wskazane we wniosku</u> [Persons identified in the proposal] section.</p>

RESEARCH TEAM	Number of team members	English	<p>In this section, enter information on the research team (number of team members, type of participation, scope of work, required qualifications). Specify the number of research team members performing the project, including the principal investigator (PI) and other investigators, as well as those who are not remunerated.</p> <p>Pursuant to the Regulations, under MAESTRO, PhD student(s) and post-doc(s) must be involved in the project for at least 72 months.</p> <p>Possible types of participation to choose from: principal investigator (PI), scholarship recipient /student/PhD student¹, post-doc, senior researcher, employee in a specialist auxiliary post, 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>PLEASE NOTE: If researcher's details downloaded from the OPI database are out of date, you may correct them on the form available at: https://nauka-polska.pl/#/peopleUpdate?k=w0m9gg or contact OPI officers at: aktualizacja@opi.org.pl.</p> <p>Short and long project descriptions must include information on the composition of the research team and qualifications of research team members, including (if applicable) information on achievements of co-investigations in the project.</p>
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¹ 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>If the names of co-investigators are known to the Principal Investigator at the proposal submission state, they can be entered in the <u>Zakres prac</u> [Scope of work] or <u>Wymagane kwalifikacje</u> [Required qualifications] sections.</p> <p>PLEASE NOTE: The proposal must not include the names of researchers selected in an open call procedure, i.e., post-docs remunerated from the NCN budget or under NCN scholarships for students and PhD students awarded pursuant to the Regulations on awarding scholarships in NCN-funded research projects.</p> <p>Information on the research team must also be included in short and full project descriptions (composition of the research team and assignment of research tasks, required qualifications of co-investigators in the project; for co-investigators known at the proposal submission stage and remunerated from the budget for additional remuneration: achievements confirming their qualifications necessary to perform the tasks in the project and financed from the additional remuneration budget: achievements confirming their qualifications necessary to perform the tasks).</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 <u>Osoby wskazane we wniosku</u> [Persons identified in the proposal] section.</p> <p>A post-doc type position is a full-time post, scheduled by the project's principal investigator for a person who has obtained their PhD degree in the year of employment in the project or within 12 years before 1 January of the year of employment in the project². The period may be extended by the time of long-term (in excess of 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work. In addition, the period may be extended by the number of months of a childcare leave</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.

			<p>granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.</p> <p>A senior researcher position is a full-time employment position co-financed by the participating entity employing the senior researcher and scheduled by the principal investigator for a person who has been conferred their PhD degree at least 7 years before the proposal submission date³, has expertise, unique competencies and experience necessary to perform the tasks in the project.</p> <p>Students mean students of first or second-cycle degree programme or uniform Master's studies at universities in Poland. 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. The costs of salaries and scholarships 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). A 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>If the principal investigator's details are entered from the OPI database, most of the information will be uploaded automatically. Data must be verified.</p> <p>PLEASE NOTE: If researcher's details downloaded from the OPI database are out of date, you may correct them on the form available at: https://nauka-polska.pl/#/peopleUpdate?_k=w0m9qg or contact OPI officers at:</p>

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

			<p>aktualizacja@opi.org.pl.</p> <p>The National Science Centre cannot change the principal investigator's details.</p> <p>Restriction on submitting proposals to NCN calls are laid down in §8 of the Regulations, pursuant to which the same person must not be named as the principal investigator in more than one proposal submitted to the same call. Therefore, only one proposal in which the same person is named as the principal investigator may be subject to an evaluation.</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 01.01.2015 and 16.09.2025 (<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, • 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:
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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.

			<ul 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 (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 time includes evidenced project-related trips and holiday, time off work and other excused absence from work governed by the applicable laws.</p>
	PhD degree	Polish	<p>Enter the year in which the degree was conferred.</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)		<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</p>

			<p>for another research project under MAESTRO in so far as they meet at least one of the following conditions:</p> <p>they are ERC grant winners,</p> <p>they have submitted a grant proposal to the ERC over the past 5⁵ years which has been evaluated at least in stage I of the call.</p> <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 2020 and 2025* 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> <p>information on ERC proposals (name of the call, title of the proposal, date of the proposal);</p> <p>document confirming completion of stage I of the evaluation or recommendation of the proposal for stage II of the call.</p> <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>
	Information on career breaks – scientific and research track record		<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>You may enter information on career breaks that extend the period from which academic achievements can be demonstrated, i.e.: projects and</p>

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, whichever manner of accounting for career breaks is preferable.

			<p>publications; for research in arts: artistic achievements and achievements in research in art (the other parts of the scientific and research achievements section concern the whole period of principal investigator's research activity).</p> <ul style="list-style-type: none"> • Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected over a period of 10 years prior to the proposal submission year. Number of days. • Childcare leaver granted pursuant to the Labour Code. Number of days. • For women only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. If the number of children is quoted as well as the number of days of childcare leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.
	Academic disciplines		<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, enter the details of the principal investigator (PI) and their personal data, contact details and addresses: residence address, correspondence address, Electronic ID of the researcher.</p> <p>PLEASE NOTE: Enter a Electronic Delivery Box (ePUAP) address, e-mail address or e-delivery address (EDA) in the contact information tab. The Electronic Delivery Box (ePUAP) address should be in the following format: /user-id/box-name.</p> <p>Principal investigators (PI) who have no Electronic Delivery Box (ePUAP) must provide their e-mail address.</p>

			<p>At present, it is not required to provide one's electronic delivery (e-delivery) address.</p> <p>If a natural person applies, proposal-related correspondence, including the funding decision, shall be delivered to their Electronic Delivery Box (ePUAP) or to the principal investigator's e-mail address, should they have no Electronic Delivery Box (ePUAP).</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 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. Available option: no employment.</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 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: 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); 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. long career breaks or non-academic professional activity).</p>
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			<p>The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech.</p> <p>The description must be clear and explicit.</p> <p>Page limit: 8,000 characters , with spaces.</p> <p>PLEASE NOTE: Do not disclose any <u>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.</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>
		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 01.01.2015 to 16.09.2025) 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>To be recognised a well-established and outstanding researcher, one must annex at least 5 out of 10 publications covering the period of 10 years prior to the proposal submission year (starting from 2015; whereas the period must not be extended by any career break).</p> <p>For research in art, 2 to 10 most important artistic achievements of international significance or significant for the Polish culture and up to 10 most important papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2015 to 16.09.2025). If more than one publication is listed, attach 1-3 of them in PDF format.</p>

				<p>For research in art, to be recognized a well-established and outstanding researcher, at least 2 artistic achievements must be attached (publications may also be included).</p> <p>The publication period can be extended by career breaks in <u>Informacje o przerwach – ankieta dorobku</u> [Information on career breaks – scientific and research track record].</p> <p><u>An extension period does not apply to the statutory definition of a well-established and outstanding researcher.</u></p> <p>Enter 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>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 01.01.2015 to 16.09.2025) 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 from which publications, artistic achievements or achievements in research in art must be provided will be extended by the career breaks disclosed in the <u>Informacje o przerwach – ankieta dorobku</u> [Information on career breaks – scientific and research track record] section.</p>

				<p><u>Extensions do not apply to the statutory definition of a well-established and outstanding researcher.</u></p>
		NCN – funded research		<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Information on research project management⁶ or other research funding under NCN calls in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2015 to 16.09.2025).</p> <p>The period from which publications must be provided will be extended by any career breaks disclosed in the <u>Informacje o przerwach – ankieta dorobku</u> [Information on career breaks – scientific and research track record] section.</p> <p>Extensions do not apply to the statutory definition of a well-established and outstanding researcher.</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.</p> <p>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>

⁶ Acting as the principal investigator shall also be understood as management/coordination of a research group in international projects or programmes.

				<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>Enter the title, registration number, source(s) of funding, call name, amount, currency, participating entity, start date, end date, evaluation result (only when project data is downloaded automatically), 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 scientific publications – a brief description of other research outputs.</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 recommended for funding by the Ministry of Science and Higher Education and whose documents have been</p>
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			submitted to the National Science Centre must be entered in the <u>Inne projekty badawcze spoza NCN</u> [Other research projects outside NCN] section.
		Other non-NCN research project	<p>PLEASE NOTE: Tab to be completed in English. Data to be entered manually. Provide information on other research project management under (non-NCN) national or international calls in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2015 to 16.09.2025).</p> <p>The period from which the projects must be presented will be extended by any career breaks disclosed in the <u>Informacje o przerwach – ankieta dorobku</u> [Information on career breaks – scientific and research track record] section.</p> <p>Enter up to 5 projects in which you have acted as the principal investigator 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 research; - have been selected in national or international calls; and - are not and have not been funded from the operating support funds. <p>Acting as a principal investigator also means managing/coordinating a research team in international projects or programmes. Enter the title, registration number, source(s) of funding, amount, currency, participating entity, start date, end date, list of major publications resulting from the project, publications added by the editor, in the absence of scientific publications – a brief description of other research outputs.</p>

				<p>PLEASE NOTE: This section should indicate projects recommended for funding by the Ministry of Science and Higher Education and whose documents were 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: No more than 1,800 characters.</p> <p>PLEASE NOTE: The tab must not be left empty. If major achievement is missing, enter: none.</p>
SENIOR RESEARCHER	Information		<p>PLEASE NOTE: All tabs of this section must be completed in English.</p> <p>In this section, enter information on the senior researcher.</p> <p>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.</p> <p>This is a full-time position, co-financed by the participating entity employing a senior researcher.</p> <p>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.</p> <p>If senior researcher's data is entered from the OPI database, most of the information will be downloaded automatically.</p>	

			<p>If researcher's details downloaded from the OPI database are out of date, you may correct them on the form available at: https://nauka-polska.pl/#/peopleUpdate?k=w0m9gg or contact OPI officers at: aktualizacja@opi.org.pl.</p> <p>The National Science Centre cannot change the senior researcher's data.</p>
	Participation in the project	English	Specify the type of participation, senior researcher's employer and scope of work.
	Senior researcher's eligibility for the call	Polish and English	<p>In this section, answer the following questions: "Is a prospective senior researcher a PhD holder?"</p> <p>According to the terms of the call, a prospective senior researcher must be a holder of a PhD degree awarded at least 7 years before the proposal submission year.</p> <p>If the answer is "YES", enter the PhD award date (for researchers with multiple PhDs, the date of the first PhD award is the reference date).</p>
	Information on career breaks		<p>You may enter information on career breaks extending the period from which scientific achievements must be shown, i.e., projects and publications, and for research in art: artistic achievements and achievements in research in art (the other elements apply to the entire period of 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 unfitness for work collected over a period of 10 years prior to the proposal submission year. Number of days. • Childcare leave granted pursuant to the Labour Code. Number of days.

			<ul style="list-style-type: none"> For women only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. If the number of children is quoted as well as the number of days of childcare leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.
Personal data			In this section, enter the details of the senior researcher, i.e., name, title/degree, date of birth or PESEL (if applicable), nationality, gender.
Justification for recruitment		English	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>In this section, enter the following information:</p> <ol style="list-style-type: none"> justification of the need for a senior researcher position in the project; 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>
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		Publication record	<p>Enter 1 to 10 of the most important papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2015 to 16.09.2025).</p> <p>For research in art, up to 10 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 01.01.2015 to 16.09.2025).</p> <p>Enter the following information: authors, title in the original language [and English translation of the title], journal, title of monograph in the original language, year of publication, publisher, place of publication, volume/book number, pages, ISBN/ISSN, editors, open access (YES/NO), number of citations without self-citation, publication status (published/accepted for publication), publication DOI number, information on whether or not the publication-related data was made available (YES/NO), DOI number of publication-related data (or other permanently assigned identifier).</p> <p>The period from which the publication record must be provided will be extended by any career breaks disclosed in the <u>Informacje o przerwach – ankieta dorobku badacza</u> [Information on career breaks – researcher’s scientific and research track record] section.</p>
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		Artistic achievements	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Tab only available for research in art. 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 01.01.2015 to 16.09.2025) with a nationwide or international impact, e.g. authoring and publishing a work of art (a musical score, a record), 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 up to 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 disclosed in the <i><u>Information on career breaks – scientific and research track record</u></i>.</p>
ETHICAL ISSUES		English	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Before completing the section in the OSF submission system, read the following documents annexed to the call text: the Guidelines for applicants to complete the Ethics Issues form in the proposal and Code of the National Science Centre on research integrity and applying for research funding.</p> <p>Then complete the relevant sections.</p> <p>Answer the questions in each individual group. If individual questions do not apply to the project, use the <i><u>NIE na wszystkie</u></i> [NO to all] button to answer „NO to all” questions or all question in a group.</p> <p>When the answer to any question is YES, describe the measures that have been/ will be taken to ensure that the research covered by the MAESTRO proposal is carried out in compliance with applicable law and best practices</p>

			<p>in a field/discipline as well as provide information on any consent granted or information on how the requirements will be fulfilled.</p> <p>PLEASE NOTE: There is no obligation to attach any consent or permit to the proposal or include information on consents or permits that have been already granted. In the case of research that require any such consents or permits, they must be granted beforehand and annexed to the nearest annual/ final report.</p> <p>In the case of research projects which include clinical trials with a medicinal product or a medical device, provide a detailed justification of the non-commercial nature of the trials.</p>
DATA MANAGEMENT PLAN		English	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Before completing this part of the proposal, read the following document "Guidelines for applicants to complete the data management plan in the proposal". You can tick: "Not applicable".</p> <p>The NCN acknowledges that some projects will not generate, re-use or analyse research data or similar materials. In these cases, a short explanation is required as an answer to question 1.1. How will new data be collected or produced and/or how will existing data be re-used?</p>
SIMILAR RESEARCH TASKS	Principal Investigator (PI)	English	<p>The following questions must be answered:</p> <ul style="list-style-type: none"> • Is the principal investigator (PI) applying for funding of the research tasks included in this proposal also from other sources? (YES/NO) If the answer is YES, enter the sources of funding. • Is the principal investigator (PI) currently working on or has he/she completed research tasks similar to the tasks included in this proposal? (YES/NO) <p>If the answer is YES, enter the 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</p>

			differences between the research tasks and justify the need to fund the research tasks in this proposal.
	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 of research tasks specified in the proposal from other sources must also be provided by the entity/entities (if a group of entities applies).</p> <p>Answer the following question:</p> <ul style="list-style-type: none"> Is the entity applying for funding of research tasks included in this proposal also from other sources? <p>If YES, enter the sources of funding.</p>
SHORT PROJECT DESCRIPTION		English	<p>A short project description (up to 5 pages) must include the following information:</p> <ol style="list-style-type: none"> scientific goal of the project (description of the problem to be solved, research questions or hypotheses); significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, impact of the project results on the development of the research field and scientific discipline); concept and work plan (general work plan, specific research goals, results of preliminary research, research work programme, e.g. a Gantt chart, including milestones, risk analysis);

		<p>4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);</p> <p>5) composition and qualifications of the research team, including (if applicable) achievements of the co-investigators identified in the proposal;</p> <p>6) project literature (a reference list for publications included in the project description, with full bibliographic data).</p> <p>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>Information on Page 6 (except for the short project description) other than project literature shall be rejected as ineligible.</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>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: Experts evaluating the proposal at the stage 1 of merit-based evaluation have no access to the full project description; therefore this description must include the information necessary for the proposal to be evaluated.</p> <p>The description must be delivered in PDF format (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 researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in</p>
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			the <u>Osoby wskazane we wniosku</u> [Persons identified in the proposal] section.
FULL DESCRIPTION		English	<p>A full project description (up to 15 pages) must include the following information:</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 the specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline); 3) concept and work plan (general work plan, specific research goals, results of preliminary research, research work programme, e.g. a Gantt chart, including milestones, risk analysis); 4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research); 5) composition and qualifications of the research team, including (if applicable) achievements of the co-investigators identified in the proposal; 6) project literature (a reference list for publications included in the project description, with full bibliographic data). <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>Information on Page 16 (except for the short project description) other than project literature shall be rejected as ineligible.</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>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</p>

			<p>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: Experts evaluating the proposal at stage 2 of merit-based evaluation have no access to the short project description; therefore, the description must include the information necessary for the project to be evaluated.</p> <p>The description must be delivered as a PDF format (up to 10MB). 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 researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in the <u><i>Osoby wskazane we wniosku</i></u> [Persons identified in the proposal] section.</p>
SALARIES AND SCHOLARSHIPS	Principal Investigator (PI)		<p>PLEASE NOTE: Pursuant to the Regulations, 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</p> <p>Salaries shall be paid pursuant to the Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects applicable to the MAESTRO call, to which the proposal is submitted. Principal investigator's salary can only be paid from one category: FTE remuneration (full-time remuneration) or additional remuneration. The principal investigator (PI) can also choose the option "without remuneration".</p> <p>Choose the employment type Choose the employment type in the proposal:</p> <ul style="list-style-type: none"> • FTE remuneration; • additional remuneration; • without remuneration.

			<p>The FTE remuneration for the principal investigator (PI) 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 employment of a principal investigator (PI) pursuant to a full-time or part-time employment contract is also possible with funds under the category of additional remuneration.</p> <p>Pursuant to the Regulations the budget of additional remuneration shall be calculated as follows: the composition of the research team shall exclude persons to be employed under the FTE remuneration budget and under the budget of salaries and scholarships for students and PhD students.</p> <p>Therefore, where a principal investigator (PI) is employed from the FTE remuneration budget, they shall not receive additional remuneration.</p> <p>Remuneration of the principal investigator (PI):</p> <p>PLN 220,000 per annum when the principal investigator is employed on the FTE remuneration basis.</p> <p>no more than PLN 10,000 per month when the principal investigator is not employed on the FTE remuneration basis.</p> <p>If the principal investigator (PI) is not remunerated, in the type of employment enter: without remuneration.</p>
	Post-doc		<p>PLEASE NOTE: Pursuant to the Regulations, 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.</p> <p>Choose the type of employment:</p> <ul style="list-style-type: none"> • FTE remuneration <p>Remuneration for a post-doc – PLN 140,000 per annum.</p>

			<p>Higher remuneration can be entered, as long as it is justified with specific circumstances provided in the proposal. The Expert Team reviews the reasons for an increase in the remuneration.</p> <p>A prospective post-doc must meet all of the following conditions:</p> <ul style="list-style-type: none"> a) they must be selected in an open call procedure, carried out by a recruitment committee created by the head of the participating entity for the project, composed of the principal investigator as its chair and at least two persons appointed by the principal investigator, who have necessary scientific and/or professional qualifications. The candidates will be assessed pursuant to the criteria outlined in the call text, subject to an obligatory eligibility criterion according to which a PhD degree must be conferred in the year of employment in the project or within 12 years before 1 January of the year of employment in the project. This period may be extended by a time of long-term (in excess of 90 days) documented sick leave or physiotherapy leave granted on account of being unfit to work. In addition, the period may be extended by the number of months of a childcare leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable. The abovementioned period must not be shortened or extended by the call organisers. The call results are posted on the website of the host institution for the project; b) their PhD degree was awarded by another institution than the one employing them at this post or they have completed a continuous and evidenced post-doctoral fellowship of at least 10 months in another institution than the participating entity for the project and in another country than the one in which they have been conferred a PhD degree; c) they will be employed for a period of at least 6 months; d) when the remuneration is paid, they will be receiving no other remuneration from the funds allocated as direct costs under research projects funded in NCN calls;
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			<p>e) when the remuneration is paid, they will be receiving no remuneration from another employer pursuant to an employment contract, including an employer with registered office outside of Poland; and</p> <p>f) when the remuneration is paid, they will be receiving no retirement pension under the social security plan.</p> <p>Several post-docs may be employed provided that the total employment period of all post-docs does not exceed twice the expected project performance period and no post-doc is employed for less than 6 months. If a group of entities applies for funding, post-docs may be employed by more than one entity, as long as each post-doc meets the above-mentioned conditions.</p> <p>The FTE remuneration for a post-doc 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>
	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 type of employment must be selected in the proposal. Choose the employment type in the proposal:</p> <ul style="list-style-type: none"> salaries and scholarships for students and PhD students <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>The budget for salaries and scholarships for students and PhD students may cover funds for:</p> <ol style="list-style-type: none"> NCN scholarships for students and PhD students, doctoral scholarships, salaries 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</p>

			<p>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.</p> <p>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> <p>The monthly salary for students or PhD students 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-</p>
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		<p>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>
	Senior researcher	<p>The type of employment must be selected in the proposal:</p> <ul style="list-style-type: none"> • FTE remuneration <p>Only one senior researcher may participate in the project and their name must be specified in the proposal. The qualifications of a senior researcher and reasons for their employment shall be subject to an eligibility check and merit-based evaluation.</p> <p>FTE remuneration for a senior researcher in the amount of PLN 70,000 per annum, may be planned from the funds for the research project, provided that the participating entity co-finances their remuneration in the amount of at least PLN 70,000 per annum from its funds and all of the following conditions are met by a prospective senior researcher:</p> <p>a) they will be employed full time for at least 6 months and the participating entity employing them at this position will co finance their remuneration in the amount of at least PLN 70,000 per annum from its funds;</p>

			<p>b) when the remuneration is paid, they will be receiving no other remuneration from the funds allocated as direct costs under research projects funded in NCN calls;</p> <p>c) when the remuneration is paid, they will be receiving no remuneration from another employer pursuant to an employment contract, including an employer with registered office outside of Poland;</p> <p>d) when the remuneration is paid, they will be receiving no retirement pension under the social security plan.</p> <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 section, an authorised representative of the participating entity employing the senior researcher must submit a declaration that it will finance employment of the senior researcher in the amount of at least PLN 70,000 per annum.</p>
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	Specialist supporting position	<p>Choose the employment type in the proposal:</p> <ul style="list-style-type: none"> FTE remuneration <p>A specialist supporting 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 supporting 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"> will be employed for at least 6 months ; when the remuneration is paid, they will be receiving no other remuneration paid from the funds granted to research projects under NCN calls under the heading of direct costs; when the remuneration is paid, they will be receiving no remuneration from another employer pursuant to an employment contract, including an employer with registered office outside of Poland, when the remuneration is paid, they will be receiving no pension under the social security scheme. <p>Full-time remuneration for a person in the specialist supporting 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 supporting 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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	Co-Investigator	<p>Choose the employment type in the proposal:</p> <ul style="list-style-type: none"> • additional remuneration • without remuneration. <p>Additional remuneration for members of the research team, if the principal investigator (PI) does not plan their employment in the project as part of the FTE remuneration, their remuneration will be paid from the pool allocated for additional remuneration. Additional remuneration may be planned for research team members employed pursuant to full-time or part-time employment contracts and civil law contracts.</p> <p>Under MAESTRO call, remuneration for students or PhD students must not be paid from the pool allocated for additional remuneration.</p> <p>Research team members remunerated by a participating entity pursuant to an employment contract must not be paid additional remuneration pursuant to a civil law contract.</p> <p>The budget for additional remuneration shall be calculated as follows: the 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 research project. The maximum budget for additional remuneration planned for the principal investigator must not be increased during the project performance.</p> <p>Under MAESTRO call, the total budget of additional remuneration per each month of project performance, for all co-investigators, must not exceed:</p> <ol style="list-style-type: none"> a) when the principal investigator does not plan to be employed under the FTE remuneration:
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			<ul style="list-style-type: none"> – PLN 10,000 per person; – PLN 11,500 per two persons, including up to PLN 10,000 for the principal investigator ; – PLN 12,500 per three persons, including up to PLN 10,000 for the principal investigator; – PLN 13,500 per four persons, including up to PLN 10,000 for the principal investigator and – PLN 14,500 per five or more persons, including up to PLN 10,000 for the principal investigator. <p>b) when the principal investigator plans to be employed under the FTE remuneration:</p> <ul style="list-style-type: none"> – PLN 1,500 per person; – PLN 2,500 per two persons; – PLN 3,500 per three persons; – PLN 4,500 per four or more persons. <p>To find out more on the budget planning, please read the Regulations and Regulations on awarding scholarships in NCN-funded research projects. If an unreasonable budget is provided, proposals may be rejected.</p>
RESEARCH EQUIPMENT		Polish and English	<p>This category covers the cost of purchase or manufacturing of research equipment, other devices and software crucial to research.</p> <p>The project funds must not be used to finance or co-finance the purchase or manufacturing of research equipment and IT infrastructure with cost of over PLN 500,000 per unit.</p> <p>The cost of leasing of research equipment is non-eligible</p>

OTHER COSTS		Polish and English	<p>Costs must be planned pursuant to the Regulations on awarding funding for research tasks funded by the National Science Centre.</p> <p>The project budget must be justified as regards the subject and scope of research, based on realistic calculations and must specify the expenses paid from NCN resources (the so-called “eligible cost”).</p> <p>Costs identified in the Regulations as not eligible must not be provided for. Eligible costs are subdivided into direct and indirect costs.</p> <p>The Regulations lay down the costs to be paid as direct costs and the costs to be paid as indirect costs.</p> <p>The type of costs, their amount and justification for spending must be entered in the <i>Inne koszty bezpośrednie</i> [Other direct costs] section.</p> <p>Direct costs can be planned in 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 researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
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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, except for the publication of monographs, monograph chapters and peer-reviewed collective works.</p> <p>The National Science Centre allows certain open access publication costs to be paid as other direct costs or entity's contribution.</p> <p>More information on Open Science can be found on the NCN website.</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 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. 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>In this section, enter a summary breakdown of the costs by year, according to the declared project performance period (if the project performance period is longer than 12 months).</p> <p>In this section, the percentage of open access indirect costs and other indirect costs will be presented.</p>
SPECIFIC COST BREAKDOWN			<p>Applies to entities where project funding constitutes state aid.</p> <p>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 <p>PLEASE NOTE: The total cost in category O (indirect costs) must not exceed 20% of the total cost in categories A, W, E and G.</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 project end date and project settlement (if funding is awarded) and afterwards will be used for statistical purposes. The data collected will be processed for the purposes of evaluating the proposal, project and tasks carried out by the NCN, and dissemination of information on the calls organised by the NCN. Data processing includes monitoring, supervision and evaluation of the implementation and settlement of projects funded by the NCN. For more information, please refer to:</p> <p>https://ncn.gov.pl/en/dane-osobowe</p>
EXPERTS	Information on potential conflict of interest –for NCN staff only		<p>In this part of the proposal, the principal investigator (PI) may indicate up to 3 researchers who should not evaluate the proposal due to a potential conflict of interest.</p> <p>Their names and affiliations should be provided.</p> <p>The NCN will select researchers to act as the experts.</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 researchers involved in the preparation of the proposal or project performance. An organised list of such individuals will allow faster verification of a potential conflict of interest that may occur at any stage of project implementation and settlement.</p> <p>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

			<ul style="list-style-type: none"> – description/ short description/ full description – other costs: visits/ consultations <p>PLEASE NOTE: This section includes a new declaration concerning names of researchers involved in the preparation of the proposal or project performance disclosed in the proposal. They must be notified that they are identified in the proposal.</p> <p>This section is not subject to an evaluation.</p>
ELECTRONIC SUBMISSION <i>The section will appear after clicking "Block for NCN"</i>	PI's confirmation of proposal Submission Entity's confirmation of proposal submission		<p>Once you have filled in the individual tabs of the proposal form and verified that it is complete, you can block any further editing by clicking <i>the <u>Zablokuj do NCN</u></i> [Block to NCN] button. Once the proposal has been blocked to NCN, only the short and full project descriptions can be edited.</p> <p>Once the proposal has been blocked for editing, a new <i><u>Elektroniczna wysyłka</u></i> [Electronic submission] tab will appear on the left-hand side menu.</p> <p>In this section, download:</p> <ul style="list-style-type: none"> • principal investigator's confirmation of proposal submission and • entity's confirmation of proposal submission. <p>The confirmations of proposal submission from the principal investigator and 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.</p> <p>Confirmations of proposal submission must be signed and attached to the proposal before it is sent to the NCN.</p> <p>Confirmations may be signed in two ways: by hand or electronically.</p>

		<p>If a group of entities applies, a confirmation of proposal submission is signed by the authorised representative of the leader of the group of entities.</p> <p>If a confirmation is signed by hand, its scan must be appended here: <u><i>Dodaj skan potwierdzenia</i></u> [Add confirmation scan]. The original must be kept until the end date of the proposal evaluation procedure, and if the proposal is recommended for funding, until the date of signing the funding agreement. If a confirmation is signed electronically, it must be appended here: <u><i>Dodaj potwierdzenie podpisane automatycznie</i></u> [Add confirmation signed electronically]. If a confirmation is signed electronically, it must be affixed with an advanced electronic signature or qualified electronic signature complying with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. At the NCN's request, applicants must prove that their electronic signatures comply with the eIDAS Regulation. PDF is the only format acceptable in the OSF system. Therefore, electronic signatures must be in the PAdES format.</p> <p>If the principal investigator's confirmation of proposal submission is signed by anyone other than the principal investigator, an authorisation to represent the principal investigator (PI) must be attached to this section. The authorisation may be attached to the proposal in an electronic format or as a scan of the document signed by hand.</p> <p>If the entity's confirmation of proposal submission is not signed by the principal investigator but their authorised representative (rector, director, etc.), a power of attorney/ authorisation to represent the entity for the purposes of submitting the proposal to the NCN must be annexed to this section. A power of attorney/ authorisation must be attached in an electronic format or as a scan of the document signed by hand. When electronically signed files are attached to a proposal, the system verifies that the document relates to the proposal and its final version, and that it contains the OPI seal</p>
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			<p>and electronic signature. The system does not verify the validity of certificates of attached electronically signed files. PAdES is the only acceptable format for electronic signatures.</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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