



OPUS COMPLETION IN THE OSF SYSTEM

Section in the OSF system	Subsection	Language	Description
DURATION [in months]			<p>Funding may be requested in the OPUS 25 call for projects lasting: 12 months, 24 months, 36 months, 48 months.</p> <p>Further sections depend on this information. <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>
NEW/REPEATED PROPOSAL	Was the proposal submitted to the previous edition of the OPUS call? (YES/NO)		<p>Under OPUS 24 + Weave, proposals could have been submitted to OPUS 24 or OPUS 24 LAP (carried out in international collaboration pursuant to the Lead Agency Procedure, with the NCN acting as the Lead Agency).</p> <p>If a proposal was submitted to the previous edition of the call, answer “YES”</p>
	If “YES”, please indicate the OPUS proposal registration number		<p>A proposal covering research tasks overlapping with those indicated in an earlier proposal may be submitted in two consecutive OPUS calls, provided that:</p> <ul style="list-style-type: none"> a) it was approved for Stage II of the merit-based evaluation and was not awarded funding; b) it was not approved for merit-based evaluation on the grounds that it did not meet the terms of the call, had an unreasonable budget or was submitted to a wrong panel; c) it was rejected as ineligible. <p>If, for example, a proposal was submitted to OPUS 24, enter its registration number as follows: 2022/47/B/??/?/?? or 2022/47/I/??/?/??</p>
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.



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	Primary NCN Review Panel		A research field should be selected in line with the current list of panels available on the NCN's website. Please note: The Review Panel has been modified.
	Auxiliary NCN Review Panels		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. Proposals are reviewed within the panels to which they have been submitted. It is not possible to change the panel after the proposal has been submitted. Auxiliary review panels help to select experts and external reviewers for the merit-based evaluation of the proposal. Interdisciplinary proposals, by decision of the Chair of the Expert Panel, may be additionally reviewed by an expert from another panel.
APPLICANT	Applicant's status		The applicant's status indicated in the proposal must comply with the facts and the legal situation. Only the following entities may apply for NCN funding of a research project: 1. universities; 2. federation of science and HE entities; 3. research institutes of the Polish Academy of Sciences operating pursuant to the Act on Research Institutes of 30 April 2010; 4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010; 5. international research institutes established pursuant to separate Acts, operating in the Republic of Poland; 5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019; 5b. institutes operating within the Łukasiewicz Research Network; 6. Polish Academy of Arts and Sciences; 7. other institutions involved in research independently on a continuous basis;



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			<p>8. groups of entities comprising at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company;</p> <p>9. scientific and industrial centres within the meaning of the Act of 30 April 2010 on research institutes;</p> <p>10. research centres of the Polish Academy of Sciences within the meaning of the Act of 30 April 2010 on the Polish Academy of Sciences;</p> <p>11. scientific libraries;</p> <p>12. companies operating as R&D centres within the meaning of the Act of 30 May 2008 on certain forms of support to innovative activities;</p> <p>13. legal entities established with their registered office in Poland;</p> <p>13a. President of the Central Office of Measures;</p> <p>14. natural persons;</p> <p>15. companies conducting research in another organisational form than laid down in sections 1-13.</p> <p>Please note: If the applicant is a natural person, the entity carrying out the research project must not be a group of entities or entity for which project funding will constitute state aid.</p> <p>If the applicant is a group of entities or an individual, enter their name, country and status of the participating entity/ies.</p>
PARTICIPATING ENTITIES	Entity's name	Polish and English	<p>Entity's name in Polish and English</p> <p>Participating entity(-ies) can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the data of the participating entity are 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.</p> <p>The National Science Centre does not have the possibility to change the data of the participating entity.</p>



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	Country		Only entities with their registered office in Poland may be indicated.
	Leader		If a group of entities applies, the leader must be identified. PI's employer acts as the leader of the group of entities.
	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.</p> <p>The agreement template is available in the OSF system and call announcement.</p> <p>The document must be signed by the authorised representatives of the entities comprising the group of entities.</p> <p>The agreement template contains the necessary elements and must not be amended or supplemented by additional cooperation arrangements between entities.</p> <p>Please note: In the OSF system, the agreement is generated as a PDF file. If entities change, a new agreement must be downloaded, signed and then uploaded to the system.</p> <p>A group of entities is authorised to sign additional documents governing cooperation within the group, but these must not be attached to the proposal in the OSF 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 will be accepted, e.g., the leader will sign the document with a qualified electronic signature, while the partner(s) will sign it by hand. In this case, the agreement should first be signed by hand and then a scan of the document signed by hand should 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</p>



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			<p>Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>Please note: The agreement must contain the signatures of the persons representing the entities comprising the group of entities. If the document is signed by a person other than the one indicated as representing the entity (i.e., the authorised person), the relevant power of attorney must be attached to the proposal in the <i>Elektroniczna wysyłka wniosu</i> [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 acknowledgement of submission is signed by an authorised representative of the entity rather than 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 must be attached to the proposal in the <i>Elektroniczna wysyłka wniosu</i> [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.</p> <p>If the applicant is not registered in the Register of Companies of the National Court Register, 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 (ePUAP) address, website address, etc.). The Electronic Delivery Box (ePUAP) address should have the following format: must be in the format /user_ID/Box_address.</p> <p>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ESP (ePUAP)) address.</p> <p>Please note: Provision of the Electronic Delivery Box address is obligatory.</p>



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	Address of registered office and contact address		Fill in the required fields as indicated in the system.
	Does the entity belong to the public finances sector? (YES/NO)		<p>If YES, classification of entities according to the Act on Public Finances:</p> <ol style="list-style-type: none">1. public authorities, including government administration authorities, state control and law protection authorities as well as courts and tribunals2. local government units and their associations<ol style="list-style-type: none">2.a metropolitan associations3. budgetary units4. local government budgetary enterprises5. executive agencies6. public sector enterprises7. special purpose state funds8. Polish Social Insurance Institution (ZUS) and funds under its management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President9. Polish National Health Fund (NFZ)<ol style="list-style-type: none">10.a independent public health care centres, self-governing independent public health care centres10.b independent public health care centres, other independent public health care centres11. public higher education (HE) institutions12. Polish Academy of Sciences and its organisational units<ol style="list-style-type: none">13.a cultural institutions financed by state or local government, cultural institutions financed by state, financed by local authority13.b cultural institutions financed by state or local government, cultural institutions financed by local authority14. other legal entities financed by state or local government, established pursuant to other acts to perform public tasks, with the exception of



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			enterprises, research institutes, institutes operating within the Łukasiewicz Research Network, banks and commercial law companies
	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)		An entity under receivership, in liquidation or subject to bankruptcy proceedings <u>cannot be</u> the applicant nor participating entity for the project. If you answer "YES", the system will block further completion of the proposal.
	Does the entity receive any operating support for research?	English	<p>When the entity applying for funding does not receive any operating support for research, the proposal submitted in the OSF system shall be appended with (in English):</p> <ul style="list-style-type: none"> • information on research performed in the last two years before proposal submission together with a list of publications affiliated with the applicant/participating entity; • information on research equipment and other devices crucial to research. <p>File format: PDF; a file with an electronic signature in PAdES format¹ or a scan of the document signed by hand is accepted.</p> <p>In the case of a group of entities applying: a separate document is required for each entity that does not receive any operating support for research.</p>
Entity (level II)			Optionally, Level II data may be added. Enter the name in Polish and in English, registered office address and contact details.
STATE AID	Will project funding constitute state aid?		<p>The principal investigator (PI) and authorised representative(s) of the entity must be familiar with the rules governing application for state aid.</p> <p>If state aid is sought, the applicant is required to complete the additional tabs:</p> <ul style="list-style-type: none"> • enterprise details • detailed statement of expenditure

¹ Documents signed with an electronic signature should bear an advanced electronic signature or a 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.



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			<ul style="list-style-type: none">annexes, in accordance with the guidelines available on the NCN website in the State aid section. <p>Please note: All annexes must be signed with a qualified electronic signature in PAdES format by the authorised representative(s) of the company. The person who is the principal investigator must not at the same time be the authorised representative of the applicant. In the case of attachments submitted in the form of a copy of a document (e.g. a copy of the financial statements), this copy must be certified as a true copy of 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 certified true copy should be scanned, signed with a qualified electronic signature in PAdES format and attached to the proposal as a PDF file.</p>
INTERNATIONAL COLLABORATION	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 its type:</p> <ol style="list-style-type: none">international collaboration with partners from foreign research institutions that do not apply for funding for that purpose within the framework of programmes launched by partner institutions in collaboration with the NCN pursuant to the Lead Agency Procedure,international collaboration with the use of large-scale 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">participation in international conferences;dissemination of information on the project abroad;



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			<p>c) implementation of research tasks by a Polish research team abroad without the participation of researchers from foreign research institutions;</p> <p>d) cooperation with foreign researchers employed by Polish entities.</p> <p>Under the OPUS call, if you mark “YES”, the international collaboration will be included in the evaluation of the proposal.</p> <p>Please note: The proposal must not be accompanied by any documents proving international cooperation. In the case of international cooperation, only the benefits of such cooperation need to be described.</p>
ABSTRACT		English	The abstract should contain the most important information about the project, as it is included in the invitation to review.
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 goal, description of research, reasons for attempting a particular research topic and substantial results expected. It may include drawings/charts/diagrams.</p> <p>Should the project qualify for funding, the abstract for the general public will be published on the websites of the National Science Centre and Information Processing Centre (OPI) alongside the information on the call’s results in the <i>Oświadczenia administracyjne</i> [Administrative declarations] section.</p> <p>The abstract must be targeted for the general public, including persons who are not experts in a particular field or researchers.</p> <p>The descriptions must be attached as two separate PDF files (up to 10 MB). File format: 1 page, A4.</p> <p>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>



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RESEARCH TASKS		Polish and English	<p>Research tasks to be 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 Tasks will be attached to the agreement.</p>
RESEARCH TEAM	Number of research team members	English	<p>This section must include information on the research team (number of team members, type of participation, scope of work, required qualifications).</p> <p>Specify the number of all members of the research team carrying out the project, including the principal investigator (PI) and other investigators, including persons who are not remunerated.</p> <p>Possible types of participation to choose from: principal investigator (PI), investigator, post-doc, scholarship recipient /student/PhD student, senior researcher.</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>Only the principal investigator (PI) and senior researcher will be named in the proposal.</p> <p>A post-doc type post 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 7 years before 1 January of the year of employment in the project². This period may be extended by the time of long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work. In addition, the period may be extended by the</p>

² For researchers with multiple PhDs, the date of the first PhD award is deemed the reference date.



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			<p>number of months of a child care 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> <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 date³⁴, 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.</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: Persons selected in open calls must not be named in the proposal, i.e., persons employed as post-docs 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. The costs of salaries and scholarships will be planned, and their amount defined, in Point 2.1 of the Annex to the Regulations on awarding funding for research tasks funded by the National Science Centre.</p>
PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	<p>This section should include information on the principal investigator (PI). A principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the details of the principal investigator (PI) are added from the OPI Database, most of the information will be downloaded automatically.</p>

³ For researchers with multiple PhDs, the date of the first PhD award is deemed the reference date.

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



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			<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: (22) 351-71-01.</p> <p>The National Science Centre has no possibility to change the data of the principal investigator (PI).</p> <p>The principal investigator must be a person whose scientific achievements include at least one paper published or accepted for publication⁵.</p> <p>For research in art, the principal investigator must be a person whose scientific achievements include at least one paper published or accepted for publication⁶ or at least one artistic achievement and achievement in research in art.</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).</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 for the project. The foregoing obligation does not apply to evidenced project-related business trips and holiday, time off work and other excused absence from work governed by the applicable laws.</p>

⁵ The paper must be published in the proposal submission year or over the last 10 years prior to the proposal submission year. This period may be extended by the time of long-term (in excess of 90 days) documented sick leaves or physiotherapy leaves 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.

⁶ A paper or artistic achievement or achievement in research in art must be published or accepted for publication in the proposal submission year or over the last 10 years prior to the proposal submission year. This period may be extended by the time of long-term (in excess of 90 days) documented sick leaves or physiotherapy leaves 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.



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	PhD degree		<p>Fill in the required fields as indicated in the system.</p> <p>If the answer is “YES”, the following information should be provided: year in which the degree was conferred, field in Polish and English, discipline in Polish and English, and name of the institution (conferred by: name of the entity in the original language [transcription into Latin alphabet], name of the entity in English) that conferred the degree.</p> <p>In the OPUS call, the principal investigator (PI) does not need to hold a PhD degree.</p> <p>For researchers with multiple PhDs, enter the date of the first PhD award.</p>
	Information on career breaks – scientific and research track record	Polish	<p>You may enter information on career breaks extending the period from which scientific achievements may 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 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 before the proposal submission year. Number of days.• Parental leave 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 parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.



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	Academic disciplines			Mandatory. Provide information on the main academic discipline (according to the classification of the Ministry of Science and Higher Education) to which the principal investigator (PI) is assigned. A maximum of two may be indicated. The discipline indicated first will automatically be indicated as the main discipline. This selection can be changed.
	Early-stage researcher			Section displayed only if, based on the annual date of obtaining a PhD degree, it is presumed that the principal investigator (PI) may be an early-stage researcher.
	Personal and contact details		Polish	In this section, enter the personal details of the principal investigator (PI), including contact details and addresses: residence, correspondence, electronic ID of the researcher. Please note: Please enter a valid e-mail address or Electronic Delivery Box (ePUAP) address or e-mail address in the contact details tab. Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address or e-mail address. The Electronic Delivery Box (ePUAP) address should be provided as follows: /user-id/box-name. If the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP), the e-mail address should be provided. Researcher's electronic identifier – optional, ORCID system identifier (www.orcid.org)
	Employment		Polish and English	The name of the entity in Polish and English and the position held. Also the option – without employment.
	Academic and Research	Academic and Research Career	English	Please note: Tab to be completed in English. In this tab, enter key information on your academic and research career, scientific and artistic activity other than publication- or grant-related activity, other scientific achievements and other major aspects allowing the expert



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	Track Record		<p>team to accurately evaluate your scientific achievements as a stage in the career.</p> <p>RECOMMENDED TEMPLATE</p> <p>Information on education, academic degrees/titles and employment (date degree/ title conferred, discipline, start date and end date, institution, position)</p> <p>Research visits and fellowships in Poland and abroad (length of the visit, country, institution, type of visit)</p> <p>Lectures and presentations (information on keynote speeches and presentations delivered at renowned international conferences; for research in arts, information on active participation in renowned artistic events)</p> <p>Prizes and awards (date, type of award and place; the most important national and international awards for research or artistic activity)</p> <p>Other significant achievements (e.g. training young staff, teaching, organisational and social activity, patents, cooperation with the economic 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 of the track record is recommended but optional. The idea of the researcher's current CV implies freedom of expression.</p> <p>The description should be clear and explicit (page limit: up to 8000 characters).</p> <p>Please note: Do not disclose any sensitive data for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process personal data as part of its statutory tasks.</p> <p>* It is not allowed to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union</p>



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	Publication Record		<p>memberships, genetic data, biometric data to clearly identify a natural person or data concerning their health, sex life or sexual orientation.</p> <p>In this section, enter 1 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 01.01.2013 to 15.06.2023) and annex one to three publications from that list as PDF files.</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 period of 10 years prior to the proposal submission year (i.e., from 01.01.2013 to 15.06.2023). If one or more publications are listed, annex one to three of them as PDF files. A maximum of 10 may be indicated in total: publications or artistic achievements and achievements in research in art.</p> <p>The following information should be provided: authors, title in original language [and English translation of the title], journal, title of monograph in 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), DOI.</p> <p>The period from which the publications must be presented will be extended by the breaks indicated in the <i>Information on career breaks – scientific and research track record</i>.</p>
	Artistic Achievements		<p>Please note: Tab to be completed in English.</p> <p>For research in art, description of up to 10 of the most important 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 01.01.2013 to 15.06.2023) with a nationwide or international impact, e.g. authoring and publishing a work of art (a musical score, a record),</p>



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				<p>directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in an international or national festival with an international impact, directing an international artistic venture.</p> <p>A maximum of 10 may be indicated in total: publications or artistic achievements and achievements in research in art.</p> <p>The period from which the publications or artistic achievements or achievements in research in art must be presented will be extended by any breaks indicated in the <i>Information on career breaks – scientific and research track record</i>.</p>
		NCN - funded research		<p>Please note: Tab to be completed in English.</p> <p>Information on managing research projects⁷ 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 01.01.2013 to 15.06.2023).</p> <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 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 <i>Information on career breaks – scientific and research track record</i>.</p> <p>If the data of the principal investigator (PI) are entered from the OPI database, the information on NCN projects is downloaded automatically. The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone number: (22) 351-71-01.</p>

⁷ Acting as a principal investigator shall also be understood as management/coordination of a research group in international projects or programmes.



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			<p>For research completed and settled, information on the outcome of the recommendation and the NCN's decision will be visible.</p> <p>Please note: Projects that have been recommended for funding by the Ministry of Science and Higher Education and whose documentation has been submitted to the National Science Centre should be indicated in the section: <u>Other research projects outside NCN</u>.</p>
	Other non-NCN research project		<p>Please note: Tab to be completed in English. Data to be entered manually. Provide information on managing other research projects financed within other national or international calls (other than NCN calls) in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e., from 01.01.2013 to 15.06.2023). Enter up to five projects in which one has acted as principal investigator and which:</p> <ul style="list-style-type: none">– are or have been carried out in the proposal submission year or over the period of 10 years prior to the proposal submission year;– are or have been funded from the funds for science;– have been selected in domestic or international calls; and– are not and have not been funded from the operating support funds. <p>Acting as a principal investigator shall also be understood as management/coordination of a research group in international projects or programmes.</p> <p>Provide 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 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>.</p>



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			<p>Please note: Projects that have been recommended for funding by the Ministry of Science should be indicated in this section.</p>
	Research achievements		<p>Please note: Tab to be completed in English. Description of one, the most important scientific achievement Page limit: up to 8000 characters. Please note: The field must not be left empty. If the most important achievement is missing, enter: none.</p>
SENIOR RESEARCHER	Information		<p>Please note: All tabs of the Senior Researcher section to be completed in English. 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. A senior researcher can be added from either the OPI Database or from outside the OPI Database. If the data of the senior researcher is entered from the OPI database, most of the information will be downloaded automatically. The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone number (22) 351-71-01. The National Science Centre does not have the possibility to change the data of the senior researcher.</p>
	Participation in the project	English	Specify the type of participation, the entity where the senior researcher will be employed and the 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?" According to the terms of the call, a prospective senior researcher must be a PhD holder awarded at least 7 years before the proposal submission year.</p>



Section in the OSF system	Subsection	Language	Description
			If the answer is "YES", enter the date of PhD award, field (for researchers with multiple PhDs, the date of the first PhD award is deemed the reference date), discipline and name of the entity.
	Information on career breaks		<p>You may enter information on career breaks extending the period from which scientific achievements may 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 before the proposal submission year. Number of days.• Parental leave 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 parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for the career break.
	Personal details		In this section, enter the details of the senior researcher, i.e., name, title/degree, date of birth or PESEL [Personal Identification Number] (if applicable), nationality, gender
	Justification of employment	English	<p>In this section, enter the following information:</p> <ol style="list-style-type: none">1. justification of the need to create a senior researcher position in the project;2. justification for employing the person concerned, including their unique competences and specialised qualifications to perform the research tasks planned in the project. <p>Page limit: up to 4,500 characters.</p>



Section in the OSF system	Subsection		Language	Description
	Academic and Research Track Record	Academic and Research Career	English	<p>Please note: Tab to be completed in English.</p> <p>In this tab, enter key information on the academic and research career of the senior researcher, scientific and artistic activity other than publication- or grant-related activity, other scientific achievements and other major aspects allowing the expert team to accurately evaluate the scientific achievements as a stage in the career.</p> <p>RECOMMENDED TEMPLATE</p> <p>Information on education, academic degrees/titles and employment (date degree/ title conferred, discipline, start date and end date, institution, position)</p> <p>Research visits and fellowships in Poland and abroad (length of the visit, country, institution, type of visit)</p> <p>Lectures and presentations (information on keynote speeches and presentations delivered at renowned international conferences; for research in arts, information on active participation in renowned artistic events)</p> <p>Prizes and awards (date, type of award and place; the most important national and international awards for research or artistic activity)</p> <p>Other significant achievements (e.g. training young staff, teaching, organisational and social activity, patents, cooperation with the economic 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-term career breaks or non-academic professional activity)</p> <p>The above template of the track record is recommended but optional. The idea of the researcher's current CV implies freedom of expression.</p> <p>The description should be clear and explicit (page limit: up to 8000 characters).</p>



Section in the OSF system	Subsection	Language	Description
			<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>* It is not allowed to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union memberships, genetic data, biometric data to clearly identify a natural person or data concerning their health, sex life or sexual orientation.</p>
	Publication Record		<p>1 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 01.01.2013 to 15.06.2023).</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 period of 10 years prior to the proposal submission year (i.e., from 01.01.2013 to 15.06.2023).</p> <p>The period from which the publications must be presented will be extended by the breaks indicated in the <i>Information on career breaks – scientific and research track record</i>.</p>
	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 art (in the proposal submission year or over the period of 10 years prior to the proposal submission year, i.e. from 01.01.2013 to 15.06.2023) 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 a domestic or foreign festival with a an international impact, directing an international artistic venture.</p>



Section in the OSF system	Subsection	Language	Description
			<p>A maximum of 10 may be indicated in total: publications or artistic achievements and achievements in research in art.</p> <p>The period from which the publications or artistic achievements or achievements in research in art must be presented will be extended by the breaks indicated in the <i>Information on career breaks – scientific and research track record</i>.</p>
ETHICAL ISSUES		English	<p>Please note: Tab to be completed in English.</p> <p>Before completing the questionnaire in the OSF system, you should read the two documents attached to the call announcement: <i>Guidelines for applicants to complete the Ethics Issues form in the proposal</i> and <i>Code of the National Science Centre on research integrity and applying for research funding</i>, Then, the questionnaire should be completed.</p> <p>The questions within each group of questions must be answered. If individual questions do not apply to the planned project, the “NO to all” button can be used to mark the answer “NO to all” questions or to all questions in a given group.</p> <p>If the answer to any of the questions on the form is YES, please describe what actions have/will be taken to ensure that the research planned in the OPUS proposal is carried out in accordance with the principles of good practice in the scientific field/discipline concerned and provide information on whether any approvals have already been given or how these conditions will be met.</p> <p>Please note: There is no obligation to attach consents/permissions or information on consents/permits already obtained to the proposal. In the case of research requiring such approvals/permits, these should be obtained prior to commencement of the research and included in the next annual/final report.</p> <p>In the case of a research project involving a clinical trial with the use of medicinal product or medical devices, detailed justification of a non-commercial nature of such trials must be provided.</p>



Section in the OSF system	Subsection	Language	Description
DATA MANAGEMENT PLAN		English	<p>NOTE: Tab to be completed in English.</p> <p>Before completing this part of the proposal, please read the document “Guidelines for applicants to complete the data management plan in the proposal”. It is possible to tick “not applicable”.</p> <p>The NCN acknowledges that some projects will not generate, re-use or analyse research data and similar materials. In these cases, a short explanation is required as an answer to the 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>Answer the questions:</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 yeas, the source of funding should be provided. 2. 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 YES, indicate ongoing and completed research tasks for which double funding might be suspected if funding is obtained for research tasks covered by this proposal. The explanation should clearly indicate the differences between the research tasks and justify the need to fund the research tasks in this proposal.</p>
	Authorship/co-authorship of the project		<p>The question whether the principal investigator (PI) is the author of the project descriptions or a co-author should be answered. If the principal investigator (PI) is a co-author of the project descriptions, the authors of the project descriptions should be indicated. The information must be factually and legally correct.</p>
	Entity(-ies)		<p>Information about applying for funding for the research tasks indicated in the proposal from other sources shall also be given by the entity/entities (if a group of entities applies).</p> <p>The following question must be answered:</p>



Section in the OSF system	Subsection	Language	Description
			“Is the entity applying for funding of the research tasks included in this proposal also receiving funding from other sources?” If YES, enter the sources of funding.
SHORT DESCRIPTION		English	<p>Short description (up to 5 pages), including 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 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, 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) project literature (a reference list for publications included in the project description, with full bibliographic data). <p>The above-mentioned sections, including references to literature, are required. Failure to include any of them shall form grounds for rejection of the proposal on the grounds that it is ineligible.</p> <p>Please note: Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the full project description, therefore this description should include information necessary for the proposal to be evaluated.</p> <p>The description must be delivered as a PDF file (up to 10 MB). Text limit: 5 pages, A4. 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>



Section in the OSF system	Subsection	Language	Description
FULL DESCRIPTION		English	<p>Full description (up to 15 pages), including 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 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, 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) project literature (a reference list for publications included in the project description, with full bibliographic data). <p>The above-mentioned sections, including references to literature, are required. Failure to include any of them shall form grounds for rejection of the proposal on the grounds that it is ineligible.</p> <p>Please note: Experts evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description, therefore this description must include information necessary for the proposal to be evaluated.</p> <p>The description must be delivered as a PDF file (up to 10 MB). Text limit: 5 pages, A4. 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>
PERSONNEL COSTS AND SCHOLARSHIPS	Principal investigator	Polish and English	Remuneration should be planned according to the Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects applicable to OPUS 25.



Section in the OSF system	Subsection	Language	Description
			<p>The remuneration of the principal investigator (PI) can only be planned under one category: FTE remuneration or additional remuneration. The principal investigator (PI) may also choose the option “without remuneration”.</p> <p>The type of employment must be selected 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 planned to be employed from the FTE remuneration budget, he/she shall not be entitled to receive additional remuneration.</p> <p>Remuneration of the principal investigator (PI):</p> <ul style="list-style-type: none">• PLN 170,000 per annum when the principal investigator plans to be employed under the FTE remuneration:• No more than PLN 3,000 per month when the principal investigator does not plan to be employed under the FTE remuneration. <p>The principal investigator does not have to plan their remuneration, in which case in the type of employment enter: no remuneration.</p>
	Post-doc		<p>The type of employment must be selected in the proposal:</p> <ul style="list-style-type: none">• FTE remuneration



Section in the OSF system	Subsection	Language	Description
			<p>Remuneration for a post-doc: PLN 140,000 per annum, provided that all of the following conditions are met by the person to be employed at that position:</p> <ul style="list-style-type: none">a) they are selected by means of open competition procedure, carried out by a recruitment committee created by the head of the project's host entity, composed of the project's principal investigator as its chair and at least two other persons appointed by the principal investigator, who have necessary scientific or professional qualifications. The assessment of the candidates is carried out pursuant to the criteria outlined in the call announcement, 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 7 years before 1 January of the year of employment in the project Błąd! Nie zdefiniowano zakładek. This period may be extended by a time of long-term (in excess of 90 days) documented sick leaves or physiotherapy leaves 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 above-mentioned period must not be shortened or extended any longer by the call organisers. The call results are posted on the website of the host institution for the project;b) they did not have the principal investigator as their research supervisor or auxiliary supervisor of their PhD dissertation.c) their PhD degree has been awarded by another institution than the one planned to employ 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 host institution for the project and in another country than the one in which they have been conferred a PhD



Section in the OSF system	Subsection	Language	Description
			<p>degree;</p> <p>d) they will be employed for a period of at least 6 months;</p> <p>e) at the time of receiving remuneration, they will not be receiving any other remuneration paid from the funds granted to research projects under NCN calls under the heading of direct costs;</p> <p>f) in the period of receiving the remuneration 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>g) in the period of receiving the remuneration they will be receiving no pension from the social security system.</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.</p> <p>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>Higher remuneration may be entered as long as it is justified with specific circumstances specified in the proposal. The reasons to raise the remuneration shall be reviewed by the Expert Team.</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>The type of employment must be selected in the proposal:</p> <ul style="list-style-type: none">• scholarship/salaries for students or PhD student.



Section in the OSF system	Subsection	Language	Description
			<p>Under OPUS 22, budget for salaries and scholarships for students and PhD students per each month of project performance must not exceed PLN 10,000.</p> <p>The total amount of NCN-funded salaries and scholarships for students or PhD students in a single research project or several projects financed by the NCN must not exceed PLN 5,000 per month. Such an amount shall not include doctoral scholarships funded under ETIUDA or salary for the principal investigator under PRELUDIUM.</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 scholarshipssalaries for students and PhD students. <p>In the case of a research project carried out in an institution for which funding will constitute state aid, funds for students and PhD students may 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 whose 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 of PLN 70,000 per annum may be planned within the funds for the research project, provided that the participating entity will co-finance 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 the person to be employed in this capacity:</p> <ol style="list-style-type: none">they will be employed full time for at least 6 months and the participating entity to provide employment at this position will co-



Section in the OSF system	Subsection	Language	Description
			<p>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 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 pension under the social insurance scheme.</p> <p>The FTE remuneration for the 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. 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>
	Investigator		<p>The type of employment must be selected 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 employed in the project as part of the FTE remuneration, their remuneration shall be paid from the pool allocated for additional remuneration.</p>



Section in the OSF system	Subsection	Language	Description
			<p>Additional remuneration may be planned for research team members to be employed pursuant to full-time or part-time employment contracts and civil law contracts.</p> <p>In the OPUS 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 may be paid additional remuneration otherwise than pursuant to a civil law contract.</p> <p>The budget of 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 of additional remuneration under the research project. The maximum budget of additional remuneration planned for the principal investigator must not be increased at the project performance stage.</p> <p>Under the OPUS call, the total budget of additional remuneration per each month of project performance, for all investigators must not exceed:</p> <ul style="list-style-type: none">a) when the principal investigator does not plan to be employed under the FTE remuneration:<ul style="list-style-type: none">– PLN 3,000 per one person;– PLN 4,500 per two persons, including up to PLN 3,000 for the principal investigator; and– PLN 5,500 per three or more persons, including up to PLN 3,000 for the principal investigator;b) when the principal investigator plans to be employed under the FTE remuneration:<ul style="list-style-type: none">– PLN 1,500 per one person; and



Section in the OSF system	Subsection	Language	Description
			<p>– PLN 2,500 per two or more persons.</p> <p>For more information on the budget planning, see Regulations and Regulations on awarding scholarships in NCN-funded research projects.</p> <p>If an unjustified budget is provided, proposals may be rejected.</p>
RESEARCH EQUIPMENT			<p>This category covers the cost of purchase or manufacturing of research equipment, other devices and software crucial to research.</p> <p>The project costs must not be used to finance or co-finance the purchase or manufacturing of research equipment and IT infrastructure with the unit value of over PLN 500,000.</p> <p>Leasing costs of research equipment are non-eligible costs.</p>
OTHER COSTS			<p>In the section “Other direct costs”, enter the 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 as regards research projects.</p> <p>Direct costs may be planned in the following categories:</p> <ul style="list-style-type: none">• materials and small equipment;• outsourced services (in the case of publications subject to the NCN Open Access Policy, the costs of services related to the preparation of manuscripts for submission to publishers are eligible costs);• business trips;• visits and consultations;• collective investigators;• other (other costs).



Section in the OSF system	Subsection	Language	Description
OPEN ACCESS			<p>Indirect costs of open access of up to 2% of the direct costs, which can only be used for the cost of open access to publications or research data.</p> <p>Please enter the cost of open access planned for the whole project performance period (in PLN).</p> <p>The costs of open access publication of papers can only be planned as part of indirect costs. OA costs must not be planned as direct costs, except for the publication of monographs.</p> <p>The National Science Centre allows for the possibility of covering part of the open access publication costs from the other indirect costs or entity's own resources.</p> <p>More information on open access can be found here.</p>
BUDGET SUMMARY			<p>This section includes a summary breakdown of costs, broken down into years, according to the project performance period (if the project performance period exceeds 12 months).</p> <p>The amount of indirect costs must be provided in this section.</p> <p><u>Indirect costs</u> are costs that are indirectly related to the research project and crucial to the project. Indirect costs include:</p> <ul style="list-style-type: none">– indirect cost of open access (up to 2% of direct costs) that must be planned under the heading of Open Access;– other indirect costs (<u>up to 20% of direct costs</u>) that may be spent on costs that are related indirectly to the research project, including the cost of open access to publications and research data. <p><u>At the stage of project performance, the participating entity shall agree with the principal investigator (PI) the coverage of a minimum of 25% of the indirect costs.</u></p> <p>This section shows the percentage of indirect cost of open access.</p>
Administrative declarations			<p>This section of the proposal contains administrative declarations that must be approved by the principal investigator (PI) and authorised representative of the entity.</p>



Section in the OSF system	Subsection	Language	Description
			Please note: This section includes a new declaration concerning persons involved in the preparation of the proposal or project performance whose names are entered into the proposal. All such persons must be notified that their names are entered into the proposal.
Personal data protection			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 the projects and settlement thereof (should funding be provided). Afterwards, it will be also used for statistical purposes. Any data collected will be processed for the purposes of evaluating proposals, projects and research tasks carried out by the NCN as well as dissemination of information on NCN calls. Data processing includes monitoring, supervision and evaluation of the implementation and settlement of the projects funded by the NCN. For more information, go to https://www.ncn.gov.pl/dane-osobowe?language=pl .
Experts	Information on possible conflict of interest – for NCN staff only		In this part of the proposal, the principal investigator (PI) may specify up to 3 people who, in the principal investor’s opinion, must not be involved in the evaluation of the proposal due to a potential conflict of interest. Provide their names and affiliations. The NCN takes the ultimate decision in this respect.
ELECTRONIC SUBMISSION <i>The section will appear after clicking “Block for the NCN”</i>	Confirmation of proposal submission – principal investigator (PI) Confirmation of proposal submission– entity		Once all the tabs have been completed and the proposal has been verified for completeness, you must block any further editing of the proposal by clicking the <u>Zablokuj do NCN</u> [Block to NCN] button. Once the editing of the NCN proposal has been blocked, only a short and full project descriptions may be edited. Once the proposal has been blocked for editing, an <u>Elektroniczna wysyłka</u> [Electronic submission] tab will appear in the left-hand menu. Download the following from the section: <ul style="list-style-type: none">confirmation of proposal submission by the principal investigator (PI) and



Section in the OSF system	Subsection	Language	Description
			<ul style="list-style-type: none">• confirmation of proposal submission by the entity. <p>The confirmations must be signed and annexed to the proposal before they are submitted to the NCN.</p> <p>Files with the confirmations of proposal submission may be reviewed or removed in order for other files to be annexed. If you return to editing having annexed any confirmation file, it will be removed from the proposal.</p> <p>Once the proposal has been blocked for editing again, you have to download the confirmations again, sign them and annex them to the proposal.</p> <p>If a group of entities applies for funding, a confirmation must only be signed by the authorised representative of the leader of the group of entities.</p> <p>Confirmations may be signed by hand or with an electronic signature.</p> <p>If a confirmation is signed by hand, annex its scan in the <i><u>Dodaj skan potwierdzenia</u></i> [Add a confirmation scan] section. The original must be kept until the end of the proposal evaluation procedure and, if the proposal is recommended for funding, until the day of signing the funding agreement.</p> <p>Confirmations of proposal submission signed with an electronic signature must bear an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>At the NCN's request, the applicant must prove that the electronic signature complies with the eIDAS Regulation.</p> <p>PDF is the only format acceptable in the OSF submission system, therefore electronic signatures must be in PAdES format.</p> <p>In this section, download confirmations of proposal submission by the authorised representative/s of the entity and principal investigator (PI). Confirmations of proposal submission must be signed with a qualified</p>



Section in the OSF system	Subsection	Language	Description
			<p>electronic signature in PAdES format or with a trusted signature in PAdES format and confirmation's scan must be annexed to the proposal in PDF format.</p> <p>If a confirmation of proposal submission is signed electronically, annex it in the <i>Dodaj potwierdzenie podpisane elektronicznie</i> [Add confirmation signed electronically] section.</p> <p>If the conformation of proposal submission by the principal investigator (PI) is not signed by the principal investigator (PI), an authorisation to represent the principal investigator (PI) must be annexed in this section. An electronic authorisation may be annexed to the proposal or scan of the authorisation signed by hand.</p> <p>If the confirmation of proposal submission by the entity is not signed by the head of the entity, an authorisation to represent the entity must be annexed in this section. An electronic authorisation may be annexed to the proposal or scan of the authorisation signed by hand.</p> <p>Confirmations of proposal submission by the principal investigator (PI) and entity downloaded from the OSF submission system bear an electronic signature of OPI PIB to ensure integrity of the data on the document generated from the OPI BIP system (one may verify that the data has not been amended, added or removed without authorisation) and to confirm that the data originates from the OSF submission system.</p> <p>When files with electronic signatures are annexed to the proposal, the system verifies if the document concerns the proposal and its final version, contains OPI's signature as well as electronic signature. The system does not verify the validity of the certificates on the annexed files with electronic signatures. Electronic signatures are accepted as long as they are in PAdES format.</p> <p>Please note: Confirmations that relate to the final version of the proposal must be attached to the proposal.</p>



Section in the OSF system	Subsection	Language	Description
PERSONS SPECIFIED IN THE PROPOSAL		Polish	<p>This section is to remind you that the applicant must notify all persons specified in the proposal that their details (name, affiliation) are included in the proposal. The foregoing applies to persons involved in the preparation of the proposal or project performance. It will also allow to verify a potential conflict of interest at each stage of evaluation of the proposal or project performance and settlement.</p> <p>Enter the names of persons whose names are entered in any part of the proposal, in particular in the following sections:</p> <ul style="list-style-type: none">– international collaboration,– abstract,– abstract for the general public,– research plan,– research team,– similar research tasks/co-authorship of the project description,– descriptions/short project descriptions/full project description,– other: visits/consultation.