



OPUS 30	
OPUS is addressed to researchers, regardless of their career stage, who seek to perform a research project.	
COMPLETION OF OPUS PROPOSAL IN THE OSF SUBMISSION SYSTEM The guidelines are for your reference purposes only. Proposal forms must be filled in with information specified in the NCN Council Resolution applicable to the call and in the proposal form in the OSF submission system. Proposals must be submitted through the system by 15 December 2025, 2 pm.	
CREATION OF NEW PROPOSAL	
Duration	The current OPUS call is open to OPUS proposals (with no international cooperation under the Lead Agency Procedure) or OPUS LAP proposals (with international cooperation under the Lead Agency Procedure). A proposal submitted on the wrong form will be disregarded. Both types of proposals may cover additional/ other international cooperation, e.g., with the use of large international research equipment by the Polish research teams, collaboration with partners from foreign research institutions which do not apply for funding for that purpose under initiatives involving LAP cooperation, launched by the partner institutions. Under the call, funding may be sought for projects lasting: 12 months, 24 months 36 months or 48 months. Further sections of the proposal are determined by the information provided here. Project duration cannot be changed later. If the project duration changes, a new proposal must be created.
NEW PROPOSAL / REPEATED PROPOSAL	
Was the proposal covering research tasks overlapping with the tasks specified in this proposal submitted to the previous OPUS call? (YES/NO)	If a proposal covering research tasks overlapping with the tasks specified in this proposal, was submitted to the previous OPUS call, enter "YES."
If "YES", enter OPUS proposal registration number	For example, if an OPUS proposal was submitted to OPUS 29 (57 th NCN call), enter its registration number as follows: 2025/57/B/???/?????
GENERAL INFORMATION	
Project Title	Polish and English. The title in Polish must be identical to the title in English.
Keywords	Polish and English. Keywords in English must be identical to the keywords in Polish
Primary NCN Review Panel	A research field must be selected according to the applicable review panels on the NCN website. Choose from the list: HS1-HS6, ST1-ST11, NZ1-NZ9. Only one panel can be chosen.
Auxiliary NCN Review Panel	Choose 1 – 3 auxiliary NCN review panels from the list: HS1_01-HS6_22, ST1_01-ST11_16, NZ1_01-NZ9_12, including at least one from the panel, to which the proposal is submitted. Proposals are evaluated in the panel to which they are submitted. The panel cannot be changed once the proposal has been submitted. Auxiliary review panels allow to select experts and external reviewers for a merit-based evaluation of proposals. The Chair of the Expert Team may decide to have interdisciplinary proposals additionally evaluated by an expert from another panel.
APPLICANT	
Applicant Status	Only the following entities are allowed to seek funding of their research projects:



	1. universities; 2. federations of science and HE entities; 3. research institutes of the Polish Academy of Sciences, operating pursuant to the Act on 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. Medical Centre of Postgraduate Education 6. Polish Academy of Arts and Sciences; 7. other institutions 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 centres of the Polish Academy of Sciences laid down in the Act on the Polish Academy of Sciences of 30 April 2010; 11. scientific libraries; 12. companies operating as R&D centres within the meaning of the Act on Certain Forms of Support to Innovative Activities of 30 May 2008; 13. legal entities with their registered office in Poland; 13a. President of the Central Office of Measures 14. natural persons; 15. companies conducting research in another organisational form than laid down in points 1-13. Applicant is solely responsible for choosing their status, and no guidance is provided by the NCN Officers in order to maintain impartiality. The applicant status specified in the proposal must comply with the facts and legal status. The status will be verified during the eligibility check. PLEASE NOTE: If a proposal is submitted by a natural person, the participating entity must not be a group of entities or entity for which project funding constitutes state aid. If a proposal is submitted by a group of entities a natural person, enter the name, country and status of the participating entity/entities. PLEASE NOTE: One must not be named as both the principal investigator and authorised representative of the participating entity in the proposal. Additional analysis of the legal and organisational situation as well as financial standing of applicants outside of the public finance sector and operating for less than 5 years or unable to establish sufficient assurance of proper project implementation. If a natural person applies, the analysis is performed with respect to the participating entity; if a group of entities, the analysis is performed with respect to each partner.
PARTICIPATING ENTITIES	
Entity Name	Polish and English Entity (level I only), lower organisational levels must not be entered. For entities of the Polish HE and science system, data is downloaded from the POL-on system. Enter data of entities outside the system from the REGON database. Enter data of entities outside both systems manually. If the participating entity's data is downloaded from the POL-on system or REGON database, most of the information will be downloaded automatically. Verify the data and correct any invalid or outdated data.



	The National Science Centre cannot modify the participating entity's data.
Country	Only entities located in Poland can be entered.
Leader	If a group of entities applies, it is required to identify the leader. The principal investigator'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 If a group of entities applies, the agreement on collaboration for the purposes of completion of the requested research project must be annexed. PLEASE NOTE: Only entities located in Poland may compose a group of entities. The agreement template is available in the OSF submission system and in the call text. The agreement template includes the required information and documents, and must not be modified or supplemented by additional provisions on cooperation between the parties. PLEASE NOTE: The agreement is generated in PDF format in the OSF submission system. If the entities are modified, a new agreement must be downloaded, signed, and uploaded in the system. Although a group of entities may sign additional documents governing collaboration within the group, they should not be annexed to the proposal in the OSF submission system Annex the cooperation agreement with electronic signature in PDF format or scan of the document signed by hand. Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with <i>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</i>. PLEASE NOTE: Agreement must be signed by the authorised representative of the entities forming the group of entities. If signed by anyone other than the authorised representative of the entity, a power of attorney must be attached to the proposal in the <u>Elektroniczna wysyłka</u> [Electronic Submission] tab or annexed to the Agreement. Agreements containing mixed forms of signatures will be accepted, e.g., the leader signs the agreement with a qualified electronic signature, while partner/s sign/s it by hand. In this case, the agreement must be signed by hand and then with a qualified electronic signature in the PAdES format.
PARTICIPATING ENTITY DATA	
Head of Entity/ Authorised Representative	Fill in the required fields as indicated by the system. If the confirmation of proposal submission is signed by an authorised representative of the entity rather than the head of the entity, the proposal must be accompanied by a power of attorney/ authorisation to represent the entity for proposal submission purposes. The power of attorney must be attached in the <u>Elektroniczna wysyłka</u> [Electronic Submission] tab.
NIP (Tax Identification Number), REGON (Statistical Identification Number) and KRS (Court Register Number)	Fill in the required fields as indicated by the system. If the applicant is not registered in the Companies Register of the National Court Register (KRS), tick "not applicable".
Contact Details	In this section, enter the contact details (e.g. phone no, e-mail address, Electronic Delivery Box (ePUAP) address, electronic-delivery address (ADE), website address, etc.). For a group of entities, enter the details of each member individually. The ESP (ePUAP) address must be in the following format: /identyfikator_użytkownika/nazwa_skrytki [/user_identifier/box_address] PLEASE NOTE: Provision of the entity's Electronic Delivery Box (ePUAP) address is obligatory. Electronic-delivery address (ADE). At present, it is not required to provide one's electronic delivery (e-delivery) address. How is an electronic-delivery address structured? An e-delivery address is composed 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 Communication concerning the proposal, including the funding decision, will be sent to the ESP (ePUAP) address or ADE. Verify the addresses provided in the proposal and confirm that they have been activated with the respective operators (in particular the ADE).
Registered Address and Contact Address	Fill in the required fields as indicated by the system.
STATE AID	
Will the Project Funding Constitute State Aid?	The principal investigator and authorised representative of the entity must read the rules governing application for state aid. If state aid is sought, fill in the section as indicated by the system. The following information must be provided by the applicant: • Start date: for OPUS 30 proposals: 1 October 2026 • End date • Enterprise size: micro/small/medium/large • Information on the enterprise • Is the project carried out in collaboration with a research organisation set out 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, in accordance with the guidelines available on the NCN website in the State Aid section. PLEASE NOTE All annexes must be signed with a qualified electronic signature in PAdES format by the authorised representative of the enterprise. The principal investigator cannot 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 (with the clause "Certified as True Copy" on each page of the document or the clause "Certified as True Copy from Page ...to Page ..." 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 must be scanned, signed with a qualified electronic signature in the PAdES format and attached to the proposal in PDF format.
INTERNATIONAL COOPERATION	
Type of Collaboration / Countries / Entities	English. If a project is carried out in international cooperation, enter information on the cooperation (country and entity) together with a description of the benefits resulting from the cooperation. <u>The following are not considered international cooperation:</u> a. participation in international conferences, b. dissemination of information on the project abroad c. implementation of research tasks by a Polish research team abroad without participation of investigators from foreign research institutions, d. cooperation with foreign researchers employed by Polish entities. If "YES" is ticked in OPUS, proposal evaluation includes international cooperation. PLEASE NOTE: The proposal should not be accompanied by any documents confirming international cooperation, in the case of which, only the benefits of the cooperation need to be described. The NCN finances research projects performed by a Polish entity. If the project is carried out in international cooperation, foreign partners must have their own sources of funding secured. If this section includes the names of persons involved in the preparation of the proposal or project performance, their names must be entered in the <u>Osoby wskazane we wniosku</u> [Individuals identified in the proposal] section.



	PLEASE NOTE: The applicant and principal investigator jointly decide if the proposal should include international cooperation and NCN Officers provide no guidance in this respect to ensure impartiality. If a proposal involves international cooperation under the Lead Agency Procedure, an OPUS LAP proposal is required.
ABSTRACT	
Abstract	English. Up to 4500 characters, with spaces (plain text – no formulas, no graphics). The abstract is annexed to the call for a review, therefore it must include the key information on the project. If this section includes the names of persons involved in the preparation of the proposal or project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Individuals identified in the proposal] section.
ABSTRACT FOR THE GENERAL PUBLIC	
Abstract for the General Public	Polish and English The abstract for the general public must be annexed in Polish and English Both language versions must be identical. The abstract must be written for the general public and must include the project's goal, description of research, reasons for attempting a particular research topic, and key results expected. It may include drawings/charts/diagrams. If the project is recommended for funding, the abstract for the general public is published on the NCN website alongside the information on the call results pursuant to a consent provided in the <i>Oświadczenia administracyjne</i> [Administrative declarations] section. The abstract must be addressed to the general public, including non-experts in a given area and non-scientists. Descriptions must be attached as two separate PDF files (up to 10 MB). File size: 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. If this section includes the names of persons involved in the preparation of the proposal or project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Individuals identified in the proposal] section.
RESEARCH TASKS	
Research Tasks	Polish and English. Research tasks to be carried out by the research team must be described in Polish and English Both language versions must be identical. The purchase of research equipment, participation in conferences, preparation of publications, etc. <u>are not regarded</u> as research tasks. If funding is granted, Plan badań [Research Tasks] will be attached to the agreement. If this section includes the names of persons involved in the preparation of the proposal or project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Individuals identified in the proposal] section.
RESEARCH TEAM	
Number of Team Members	English. Enter information on the research team (number of team members, type of participation, scope of work, required professional qualifications). Provide the number of all research team members carrying out the project, including the principal investigator and other co-investigators (including those not remunerated). Types of participation to choose from under OPUS: • Principal investigator , • Co-investigator, • Post-doc, • Scholarship grantee / student/ PhD student,



	• Senior researcher. Research team can be added as follows: • Principal investigator and Senior researcher from either the OPI Database or from outside the OPI Database, • Co-investigator, Post-doc, Scholarship grantee/ student/ PhD student from outside the OPI Database 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=w0m9qq or contact OPI officers at: aktualizacja@opi.org.pl . Information on the research team members and their qualifications, including achievements of co-investigators in the project (if any), must also be included in short and full project descriptions. The names of co-investigators known to the principal investigator at the proposal submission stage must be included in the <i>Zakres prac</i> [Scope of work] or <i>Wymagane kwalifikacje</i> [Required professional qualifications sections]. PLEASE NOTE: The proposal must not include the names of researchers selected in an open call procedure, i.e., prospective post-docs remunerated from the NCN budget or recipients of NCN scholarships for students and PhD students awarded pursuant to the <i>Regulations on awarding scholarships in NCN-funded research projects</i> . PLEASE NOTE: Single-member teams do not have to have their achievements described in the short and detailed project descriptions. Instead, the principal investigator may provide in the descriptions that team members are described in the <i>Zespół badawczy</i> [Research Team] section. If this section includes the names of persons involved in the preparation of the proposal or project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Individuals identified in the proposal] section. <u>A post-doc position</u> is a full-time position planned by the principal investigator for a person who has acquired a PhD degree in the year of employment in the project or within 12 years before 1 January of their employment in the project. For multiple PhD holders, the reference date is the date of award of the first PhD. This period may be extended by the time of long-term (over 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. Additionally, it 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. <u>A senior researcher</u> 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 date, has expertise, unique competencies and experience necessary to perform the tasks in the project. <u>Students</u> mean students of study programmes for first cycle qualifications, second cycle qualifications, or long cycle programmes carried out in universities in Poland. <u>PhD students</u> mean doctoral school students within the meaning of the <i>Act on Higher Education</i> of 27 July 2005 or doctoral school students within the meaning of the <i>Act on Higher Education and Science</i> of 20 July 2018.
PRINCIPAL INVESTIGATOR (PI)	
Information	Polish and English. Information about principal investigator (PI) must be provided. The principal investigator can be added from either the OPI Database pursuant to their PESEL [Personal Identification Number] or from outside the OPI Database, If the principal investigator's details are entered from the OPI database, most of the information will be uploaded automatically. <u>The data must be verified.</u> 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=w0m9qq or contact OPI officers at: aktualizacja@opi.org.pl . The National Science Centre cannot modify the principal investigator's details. <u>Restriction on submitting proposals to NCN calls are laid down in §8 of the <i>Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects</i> (further referred to as the <i>Regulations on awarding funding for research tasks</i>).</u>



	A researcher may act as the principal investigator only once per call. Therefore, only one proposal in which the same researcher is named as the principal investigator, can be subject to an evaluation. The principal investigator in a project submitted to OPUS must be a researcher whose scientific achievements include at least one paper published or accepted for publication. For research in art, the principal investigator must be a researcher whose scientific achievements include at least one paper published or accepted for publication or at least one artistic achievement or achievement in research in art. The principal investigator must be employed by the participating entity for the project pursuant to at least half-time employment contract for the entire project duration. This requirement must be met by the project start date but does not apply to recipients of pension under a social insurance scheme. The principal investigator is required to spend at least 50% of the project duration period in Poland or at the foreign division of the participating entity. The foregoing only applies to entities specified in Article 7 (1), (1), (2) and (4) – (7) of the Act on Higher Education and Science and entities specified in Article 27 (1) (3) – (5) of the NCN Act. In the event of other entities involved in the projects, the principal investigator is required to spend at least 50% of the project duration period in Poland, regardless of whether they have branches or divisions abroad. During the project period, the principal investigator is required to be available to the participating entity for the project. This period includes evidenced project-related business trips, holidays, time off work and other excused absence from work governed by applicable law.
PhD degree	Polish. Fill in the required fields as indicated by the system. If “YES”, enter the year in which the degree was conferred. For multiple PhD holders, enter the date of award of the first PhD. The principal investigator in the OPUS call does not have to be a PhD holder, in which case the questions prompted by the system must be answered.
Information on Career Breaks - Scientific Track Record	You may enter information on career breaks that extend the period from which academic achievements must be demonstrated, i.e.: • scientific publications; for research in arts: artistic achievements and achievements in research in art, • information on research project management or other funding awarded under NCN calls, • information on research project management where funding is awarded under other national or international calls. You can enter the following career breaks: • Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work over the past 10 years prior to the proposal submission year (enter the number of days). • Childcare leave granted pursuant to the Labour Code (enter the number of days). • <u>For women only</u>: Children born/ adopted. 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 career break (enter the number of children). PLEASE NOTE: No documents evidencing career breaks or parenthood need to be annexed to the proposal. The applicant confirms that information in the proposal is true and correct.
Academic Disciplines	Enter information on the main scientific discipline according to the <i>Classification of Fields and Disciplines of Science and Disciplines of the Arts</i>, to which the principal investigator is assigned. No more than two. The first discipline will be automatically indicated as the main one. You can adjust your choice.
Young researcher	This section will only appear if according to the year of doctoral degree conferment it cannot be clearly determined whether or not the PI is a young researcher for the purposes of the statutory definition. Enter the PhD award date. Information on principal investigator's career breaks over a period of 7 years since their PhD award date. Career breaks on account of maternity leave, adoption leave, paternity leave or parental leave granted pursuant to the Labour Code of 26 June 1974, or maternity allowance or parental allowance or sickness benefit or rehabilitation benefit



		collected on account of unfitness for work, including any caused by a health condition requiring physiotherapy over a period of 7 years since their PhD award date. Enter the total number of days.
Personal Data and Contact Details		Polish. Enter personal data of the principal investigator and contact details, including residence address, address for correspondence and researcher's electronic ID. PLEASE NOTE: Enter your correct ePUAP (Electronic Delivery Box) address, e-mail address or electronic delivery address (ADE). Provision of the one's e-mail address is obligatory. TheePUAP address must be in the following format: /identyfikator_uzytkownika/nazwa_skrytki [/user_idenfier/box_address] If an a natural person applies, communication concerning the proposal, including the funding decision, will be sent to their ePUAP address or, if it is missing, to the principal investigator's e-mail address. At present, it is not required to provide one's ePUAP and ADE address. Electronic-delivery address (ADE). How is an electronic-delivery address structured? An electronic-delivery address is composed 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 ID - optional, ORCID system identifier (http://www.orcid.org/)
Employment		Polish and English. Enter the name of the entity employing the principal investigator and the position held. You can also choose: "Not currently employed".
Academic and Research Track Record	Academic and Research Career	English. 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. RECOMMENDED TEMPLATE: <u>Information on education, academic degrees/titles and employment</u> (date degree/title conferred, institution, discipline; start date – end date, institution, and position). <u>Research stays at home and abroad</u> (length of the visit, country, institution, type of visit). <u>Lectures and presentations</u> (information on keynote speeches and presentations delivered at prestigious international conferences and in the case in arts, information on active participation in renowned artistic events). <u>Prizes and awards</u> (date, type of award and place; the most important national and international awards for research or artistic activity). <u>Other significant achievements</u> (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). <u>Other key information impacting the evaluation of the academic and research career</u> (e.g., concerning long career breaks or non-academic professional activity). The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech. The description should be clear and explicit.



		Page limit: 8,000 characters. PLEASE NOTE: Do not disclose any sensitive data for the purposes of Article 9 (1) of the Personal Data Protection Regulation, i.e. personal details 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 an individual or data concerning their health, sex life or sexual orientation. The National Science Centre is not authorised to process any such data as part of its statutory tasks.
	Publication Record	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 (01.01.2015 - 15.12.2025), and attach 1 to 3 most important publications from the list as PDF files. For research in arts, enter up to 10 most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in arts in the proposal submission year or over the period of 10 years prior to the proposal submission year (01.01.2015 - 15.12.2025). <u>If one or more publications are entered, attach 1 to 3 of them as PDF files. You must not enter more than 10 publications or artistic achievements and achievements in research in art.</u> Provide the following information: author/s, title in the original language with translation into English, journal, monograph title in the original publication language, year of the publication, publisher, place of publication, volume/issue, pages, ISBN/ISSN, editors, open access (YES/NO), total number of citations without self-citations, publication status (published/accepted for publication), publication DOI number, information if data associated with the publication was made available (YES/NO), DOI number (or other persistent identifier) of data associated with the publication. The publication period to be disclosed will be extended by the career breaks, as provided in the <u>Informacje o przerwach – ankieta dorobku</u> [Information on career breaks – scientific and research track record] tab.
	Artistic Achievements	English. For research in art: a 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. 01.01.2015 - 15.12.2025) 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 or 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. You must not indicate more than 10 publications or artistic achievements and achievements in research in arts. The period from which artistic achievements and achievements in research in arts must be presented will be extended by the career breaks, as provided in the <u>Informacje o przerwach – ankieta dorobku</u> [Information on career breaks – scientific and research track record] tab.
	NCN-Funded Research	English. Enter information on research project management or other research funding awarded under NCN calls in the proposal submission year or over the period of 10 years prior to the proposal submission year (01.01.2015 - 15.12.2025). Research project management means acting as the principal investigator in an NCN project, such as OPUS, SONATINA, SONATA, SONATA BIS, MAESTRO, HARMONIA, SYMFONIA, PRELUDIUM (the mentor is not the principal investigator), PRELUDIUM BIS or to international calls, as well as managing/ coordinating a research team in international projects or programmes. Other research funding under NCN calls means: • FUGA or UWERTURA fellowships, • ETIUDA scholarships and scholarship programmes for researchers from Ukraine, • research activities under MINIATURA, • research components in projects funded under NAWA programmes. In this section, you must not enter research projects or other funding awarded under NCN calls if you have acted as a: • mentor under PRELUDIUM, etc., • research supervisor under ETIUDA, • co-investigator / chief investigator under OPUS, MAESTRO, etc.,



		• scholarship grantee/ student/ PhD student/ post-doc/ senior researcher under OPUS, MAESTRO, etc.. Provide the title, registration number, source(s) of funding, name of the call, amount of funding, currency, participating entity, start date, end date, evaluation result (only when project data is loaded automatically), list of the most important 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 results. The period from which the projects must be presented will be extended by the career breaks entered in the <u>Informacje o przerwach – ankieta dorobku</u> [Information on career breaks – scientific and research track record] tab. The <u>Dane pobrane automatycznie</u> [Automatically downloaded data] section is completed automatically pursuant to the principal investigator's PESEL number. For research completed and settled, information on NCN recommendation and decision will appear. In the <u>Dane wprowadzane ręcznie</u> [Manually entered data] section, the applicant enters information that has not been entered in the <u>Dane pobrane automatycznie</u> [Automatically downloaded data] section. The foregoing applies to Dioscuri, Express call to fund research into Covid-19, ARTIQ, NCN programmes for students or researcher PhD students from Ukraine, where proposals are completed outside of the OSF submission system. 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. PLEASE NOTE: Projects recommended for funding by the Ministry of Science and Higher Education and whose documents have been submitted to the National Science Centre must be entered in the <u>Inne projekty badawcze spoza NCN</u> [Other non-NCN research projects] section.
	Other Non-NCN Research Projects	English Data to be entered manually. Enter information on managing other research projects funded under domestic or international (non-NCN) calls in the proposal submission year or over the period of the 10 years prior to the proposal submission year (01.01.2015 - 15.12.2025). The period from which the projects must be presented will be extended by the career breaks entered in the <u>Informacje o przerwach – ankieta dorobku</u> [Information on career breaks – scientific track record] section. Present only those projects (up to 5) in which you have acted as a principal investigator and which: • have been or are carried out in the proposal year or within 10 years before the proposal year, • have been or are funded from the budget for science, • have been selected in domestic or international calls and • have not and are not funded from the budget for statutory activity. Acting as a principal investigator shall also be understood as managing/coordinating a research group in international projects or programs.. Enter the project title, registration number, source(s) of funding, amount of funding, currency, participating entity, start date, end date, list of the most important publications resulting from the project, in the absence of publications – a brief description of other research results. In the absence of the project registration number, enter a number that can help experts identify the project. PLEASE NOTE: Enter projects recommended for funding by the Ministry of Science and Higher Education and whose documents have been submitted to the National Science Centre.
	Research Achievements	English. Description of the most important research achievement (up to 1800 characters). PLEASE NOTE: The tab must not be left empty. If major achievements are missing, enter: none.
SENIOR RESEARCHER		
Information		English. Enter information on the senior researcher.



		A senior researcher position is optional. The rationale for its creation and the person's achievements, competences and qualifications are 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 annum. A senior researcher can be added from either the OPI Database pursuant to an individual PESEL number or from outside the OPI Database. If the senior researcher's details are entered from the OPI database, most of the information will be downloaded automatically. 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. The National Science Centre cannot change the senior researcher's data.
Participation in the Project		English. Specify the type of participation, entity employing the senior researcher and scope of work.
Senior Researcher's Eligibility for the Call		Answer the question whether the prospective senior researcher holds a PhD degree. According to the terms of the call, the prospective senior researcher must hold a PhD degree awarded at least 7 years before the proposal submission year. The end date of the call for proposals is deemed the proposal submission date. 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).
Information on Career Breaks		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 sections apply to the entire period of researcher's scientific activity). You may enter the following career breaks: • 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. Enter the number of days. • Childcare leave granted pursuant to the Labour Code. Enter the number of days. • For women only: Children born/adopted. Enter the 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 the career break. PLEASE NOTE: No documents evidencing career breaks or parenthood need to be annexed to the proposal. The applicant confirms that information in the proposal is true and correct.
Personal Details		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 of employment		English. Enter the following information: 1. justify why a senior researcher's position need to be created; 2. justify why the person concerned is employed, referring to their unique competences and expertise necessary to perform the project tasks. Page limit: up to 4,500 characters.
Academic and Research Track Record	Academic and Research Career	English. 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 evaluate their scientific achievements as a stage in the career. RECOMMENDED TEMPLATE: <u>Information on education, academic degrees/ titles and employment</u> (date degree/ title conferred, institution, discipline; start date – end date, institution, and position) <u>Research stays and home and abroad</u> (length of the visit, country, institution, type of visit).



		<u>Lectures and presentations</u> (information on keynote speeches and presentations delivered at renowned international conferences and in the case of arts, information on active participation in renowned artistic events) <u>Prizes and awards</u> (date, type of award and place; the most important national and international awards for research or artistic activity) <u>Other significant achievements</u> (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) <u>Other key information impacting the evaluation of the academic and research career</u> (e.g. concerning long career breaks or non-academic professional activity) The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech. The description should be clear and explicit. Page limit: 8,000 characters, with spaces. PLEASE NOTE: Do not reveal any sensitive data for the purposes of Article 9 (1) of the Personal Data Protection Regulation, i.e., 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. The National Science Centre is not authorised to process personal data as part of its statutory tasks.
	Publication Record	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 (01.01.2015 - 15.12.2025). If one or more publications are entered, attach 1 to 3 of them as PDF files. You must not enter more than 10 publications or artistic achievements and achievements in research in art. For research in art, up to 10 of the most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the period of 10 years prior to the proposal submission year (01.01.2015 - 15.12.2025). If one or more publications are entered, attach 1 to 3 of them as PDF files. You must not enter more than 10 publications or artistic achievements and achievements in research in art. Enter the following information: authors, title in the original publication language [and English translation of the title], journal, title of monograph in the original publication language, year of publication, publisher, place of publication, volume/issue, pages, ISBN/ISSN, editors, open access (YES/NO), total 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). 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.
	Artistic achievements	English. 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., 01.01.2015 -15.12.2025) 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, actively participating in a foreign or Polish festival with an international impact, directing an international artistic venture. Enter a total of up to 10 publications or artistic achievements and/or achievements in research in art. The period of publications, artistic achievements or achievements in research in art will be extended by the 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.
ETHICAL ISSUES		
Ethical Issues		English. Before completing the relevant section in the OSF submission system, please read the following documents: Read the <i>Guidelines for applicants to complete the Ethics Issues form in the proposal</i> and the <i>Code of the National Science Centre on research integrity and applying for research funding</i>. Then, complete the relevant sections in the OSF submission system.



	Answer the questions in each individual group. If individual questions do not apply to the project, use the <u>NIE na wszystkie</u> [NO for all] button to answer “NO for all” questions or all question in a group. If the answer to any question on the form is “YES”, please describe what actions have been/will be taken to ensure that the research covered by the proposal will be carried out according to applicable law and best practices in a scientific field/discipline concerned and provide information on the consents granted to date and on how the conditions will be met. PLEASE NOTE: There is no obligation to attach any consents or permits, or information on consents and permits already granted. For research requiring such consents or permits, they must be obtained beforehand and included in the next annual/final report. If the research includes clinical trials with a medicinal product or medical device, a detailed justification of the non-commercial nature of the trial must be provided.
DATA MANAGEMENT PLAN	
Data Management Plan	English. Before this part is completed, read the <i>Guidelines for applicants to complete the Data Management Plan <u>form</u> in the proposal</i>, annexed to the call text. You can tick “Does not apply”. The NCN acknowledges that some projects will not generate, re-use or analyse research data or similar materials, in which case a short explanation is required as an answer to the question: 1.1 How will new data be collected or produced or how will the existing data be re-used?
SIMILAR RESEARCH TASKS	
Principal Investigator	Answer the questions on double funding. 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 show the differences between the research tasks and justify the need to fund the research tasks in this proposal. If this section includes the names of persons involved in the preparation of the proposal or forecasted project performance, their names must also be entered in the <u>Osoby wskazane we wniosku</u> [Individuals identified in the proposal] section. PLEASE NOTE: - Proposals comprising overlapping research tasks can only be submitted once the funding decision for the previous proposal is final. - A researcher identified as the principal investigator in a proposal submitted to an OPUS call, for which the funding decision is not yet final, must not be named as the principal investigator in a proposal submitted to SONATA BIS. The foregoing does not apply to principal investigators in OPUS LAP proposals. - A researcher performing a research activity covered by a proposal submitted to a MINIATURA call, for which the funding decision is not final, must not be named as the principal investigator.
Authorship/Co-Authorship of the Project	It is necessary to answer to the question of whether the principal investigator is the author or co-author of project descriptions? If the principal investigator is a co-author of project descriptions, name the authors. The information must comply with the facts and legal status.
Entity/ Entities	Information about applying for funding of research tasks covered by the proposal from other sources must also be provided by the entity and if a group of entities applies, all entities in the group. It is necessary to answer the question of whether the entity applying for funding of the research tasks included in this proposal also from other sources. In case the entity is also applying for funding from other sources, please enter the sources of funding.
SHORT DESCRIPTION	
Short Description	English. The short project description (up to 5 pages) must include: scientific goal of the project (description of the problem to be solved, research questions and hypotheses),



	- 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), - 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), - research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices used in research), - composition and qualifications of the research team, including (if applicable) achievements of the co-investigators named in the proposal, - project literature (a reference list for publications included in the project description, with full bibliographic data). 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. Completion of any section on page 6 and onwards of the short project description - other than project literature – will result in the proposal being rejected on the grounds that it does not meet the eligibility criteria. 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. 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. PLEASE NOTE: Experts evaluating the proposal at stage 1 of the merit-based evaluation have no access to the detailed project description, therefore this description must include information necessary for the proposal to be evaluated. The description must be delivered in PDF format (up to 10 MB). 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. If researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered again in the <u>Osoby wskazane we wniosku</u> [Individuals identified in the proposal] section.
DETAILED DESCRIPTION	
Detailed Description	English. The detailed project description (up to 15 pages) must include: - scientific goal of the project (description of the problem to be solved, research questions and hypotheses), - 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), - 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), - research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices used in research), - composition and qualifications of the research team, including (if applicable) achievements of the co-investigators named in the proposal, - project literature (a reference list for publications included in the project description, with full bibliographic data). 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. Completion of any section on page 16 and onwards of the detailed project description, other than project literature, will result in the proposal being rejected on the grounds that it does not meet the eligibility criteria. 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.



	The system does not verify compliance of the description with the page limit criteria. 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. PLEASE NOTE: Experts evaluating the proposal at stage 2 of the merit-based evaluation have no access to the short project description, therefore this description must include information necessary for the proposal to be evaluated. The description must be delivered in PDF format (up to 10 MB). 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. If researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered again in the <i>Osoby wskazane we wniosku</i> [Individuals identified in the proposal] section.
PERSONNEL COSTS AND SCHOLARSHIPS	
Principal Investigator (PI)	Salary must be planned pursuant to Annex 2 to the <i>Regulations on awarding funding for research tasks – Costs in research projects</i> applicable to the respective OPUS call. The principal investigator's salary must fall within one of the following categories: • full-time salary • additional salary • no remuneration. The full-time employment salary for the principal investigator can also be planned for a period shorter than the project period, the amount proportionally lower for the period for which it is planned. The principal investigator employed pursuant to an employment contract can also be salary under the additional salary category. The additional salary budget is calculated as follows: the composition of the research team excludes persons employed under the full-time employment salary budget and under the budget for salaries and scholarships for students and PhD students. Hence, if the principal investigator's employment is planned under the full-time employment salary budget, they are not entitled to receive additional salary. Principal investigator's salary limits: • PLN 170,000 per annum if the principal investigator is employed on the full-time employment salary basis; • up to PLN 3,000 per month if the principal investigator is not employed on the full-time employment salary basis. The principal investigator does not have to be remunerated, in which case enter: "No remuneration".
Post-doc	Choose the type of employment: • full-time salary Post-doc salary of PLN 140,000 – PLN 210,000 per annum can be paid from the project budget, provided that a prospective post-doc meets all of the conditions laid down in Annex 2 to Regulations on awarding funding for research tasks – Costs in research projects, as applicable to the OPUS call to which the proposal is submitted. The total post-doc salary budget per project year set out in the proposal must not exceed PLN 280,000. The full-time employment post-doc salary can also cover a period shorter than the project period, in the amount proportionally decreased for the period for which it is planned. If a group of entities apply, post-docs may be employed by more than one institution, provided that the above mentioned conditions are met
Scholarship Grantee/ Student/ PhD Student	Choose the type of employment: • scholarship/student or PhD student salary This category covers the cost of salaries and scholarships together with non-wage labour costs of students and PhD students who are not PhD holders and are involved in the project tasks. The total budget for salaries and scholarships for students and PhD students per each project month set out in proposal must not exceed PLN 13,000.



	The budget for salaries and scholarships for students and PhD students can cover: - doctoral scholarships for PhD students, - NCN scholarships for students and PhD students, - salaries for students and PhD students. The total budget for salaries and scholarships for students and PhD students must be planned at the proposal submission stage. The exact form in which the salary will be paid cannot be specified. The principal investigator will only be able to pay students and PhD students from the budget outlined in the proposal once the project performance starts. If a research project is carried out in entity for which project funding constitutes state aid, funds for students and PhD students can only be planned as indicated under letter c. A. <u>Doctoral scholarships</u> can only be arranged and awarded if a PhD student meets the requirements laid down in the Act on Higher Education and Science of 20 July 2018, necessary to receive the doctoral scholarship for the duration of the project tasks (except for the period of suspension of education at the doctoral school). The monthly doctoral scholarship for a student or PhD student involved in the project tasks, paid from the budget for salaries and scholarships for students and PhD students, must not exceed PLN 6,500. B. <u>NCN scholarships</u> for students and PhD students can be arranged provided that they are awarded pursuant to the <i>Regulations on awarding NCN scholarships in research projects funded by the National Science Centre</i>, as laid down by the NCN Council. The monthly NCN scholarship for a student or PhD student involved in the project tasks that can be paid from the budget for salaries and scholarships for students and PhD students must not exceed PLN 5,000. C. <u>The salary for a student or PhD student</u> involved in project tasks can only be paid under a full-time or part-time employment contract or civil-law contract. Students or PhD students employed pursuant to an employment contract in the participating entity for the project must not be remunerated pursuant to a civil-law contract. The monthly salary for students and PhD students involved in project tasks and paid from the budget for salaries and scholarships for students and PhD students must not exceed PLN 5,000. <u>Restrictions on salaries and scholarships</u> 1. Salary and scholarship caps in NCN-funded research projects The total amount of salaries and scholarships for students or PhD students in NCN-funded research projects must not exceed PLN 8,500 per person per month. The foregoing amount does not include the principal investigator's PRELUDIUM salary. 2. PhD students who are doctoral scholarship recipients PhD students who are recipients of doctoral scholarships funded: - within the budget of doctoral schools - from external sources, including the NCN can also be paid salaries or scholarships under NCN-funded projects, in the amount of up to PLN 3,000 per person, per month. The foregoing amount does not include the principal investigator's PRELUDIUM salary.
Senior Researchers	The type of employment must be selected in the proposal: - full-time salary. Only one senior researcher may be involved in the project, who must be specified by name. The qualifications of the senior researcher and reasons for their employment are subject to an eligibility check and merit-based evaluation. Senior researcher's full-time employment salary of PLN 70,000 per annum may be paid from the project funds, provided that the participating entity for the project will co-finance their salary in the amount of at least PLN 70,000 per annum from its funds and the senior researcher meets all of the following conditions: - they will be employed full time for at least 6 months and the participating entity employing them at this position will co-finance their salary in the amount of at least PLN 70,000 per annum from its funds; - when the salary is paid, they will be receiving no other salary from the funds allocated as direct costs under research projects funded in NCN calls;



	c. when the salary 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; d. when the salary is paid, they will be receiving no retirement pension under the social security plan. The full-time employment salary 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. The same person may be employed as a senior researcher for the entire project performance period. PLEASE NOTE: In this section, the authorised representative of the participating entity employing the senior researcher must submit a declaration that they will finance employment of the senior researcher in the amount of at least PLN 70,000 per annum.
Co-investigators	Choose the type of employment: • additional salary • no remuneration Additional salary for members of the research team. The salary of principal investigator who are not recipients of full-time employment salary in the project, can be paid from the additional salary pool. Additional salary can be paid to the research team members as employed pursuant to full-time or part-time employment contracts, or civil-law contracts. Under OPUS, salaries and scholarships for students and PhD students must not be paid from the budget for additional salary. Research team members remunerated pursuant to an employment contract concluded with the participating entity for the project, must not be paid additional salary pursuant to a civil-law contract. When calculating the budget for additional salary, researchers employed under the full-time employment salary budget and under the budget of salaries and scholarships for students and PhD students will be excluded from the composition of the research team. Based on the number of research team members calculated in this manner, the maximum budget for additional salary in the project will be calculated. The maximum additional salary budget for the principal investigator must not be increased during the project period. Under OPUS, the monthly budget for additional salary for all investigators must not exceed a total of: a. when the principal investigator is not employed under the full-time employment salary: - PLN 3,000 for one person; - PLN 4,500 for two persons, including up to PLN 3,000 for the principal investigator; - PLN 5,500 for three or more persons, including up to PLN 3,000 for the principal investigator; b. when the principal investigator is employed under the full-time employment salary: - PLN 1,500 for one person. - PLN 2,500 for one or more persons. More information on the costs can be found in the <i>Regulations on awarding funding for research tasks</i> and <i>Regulations on awarding scholarships in NCN-funded research projects</i>. If unjustified costs are planned, the proposal may be rejected.
RESEARCH EQUIPMENT	
Research Equipment	Polish and English. This category covers the purchase or manufacturing of research equipment, other devices and software crucial to research. The purchase or manufacturing of research equipment and IT infrastructure with the unit cost of over PLN 500,000 must not be paid from the project budget. The proposal may include a few items of research equipment with the unit cost of up to PLN 500,000 per item. Research equipment leasing costs are not eligible. If unjustified costs are planned, the proposal may be rejected.
OTHER DIRECT COSTS	
Other Direct Costs	Polish and English.



	Costs must be planned pursuant to Annex 2 to the <i>Regulations on awarding funding for research tasks – Costs in research projects</i> applicable to the respective OPUS. The budget must be well justified with regard to the subject and scope of the research, based on realistic calculations and must itemise expenses covered from the NCN resources (eligible costs). Costs identified as “ineligible” in the Costs of research projects section are not acceptable. Eligible costs are subdivided into direct and indirect costs. In the Other direct costs section, specify the type and amount of costs, as well as justification for the expenditure. Direct costs may be planned under the following categories: • materials and small equipment; • outsourced services; • business trips, • visits and consultations, • collective investigators, • other costs. PLEASE NOTE: NCN Officers provide no guidance as to the cost categories. The applicants must assign the costs to the appropriate category. The costs must be planned in accordance with applicable law, <i>Costs in research projects</i> and internal regulations of the participating entity for the project. If this section includes the names of persons involved in the preparation of the proposal or project performance, their names must be entered in the <i>Osoby wskazane we wniosku</i> [Individuals identified in the proposal] section.
OPEN ACCESS (OA)	
Open Access	Indirect costs of Open Access: this category may cover the costs of open access to publications and/or research data (up to 2% of direct costs). Enter the total Open Access costs for the project period (in PLN). The total costs may be planned in the first year of project period. The percentage of forecasted costs will be entered in the <i>Koszty – zestawienie</i> [Budget - Summary] section. The costs of Open Access to publications and research data can be covered by indirect costs. The cost of Open Access to publications can only be covered by indirect costs, if covered by direct costs (under the <i>Inne koszty</i> [Other Direct Costs] section), they will be deemed ineligible The National Science Centre allows certain open access publication costs to be paid as other indirect costs or entity's contribution. More information on Open Science can be found on the NCN website.
OTHER INDIRECT COSTS	
Other Indirect Costs	They may be allocated to costs indirectly related to the project, including costs of open access to publications and/or research data. The participating entity must arrange with the principal investigator for the distribution of at least 25% of the indirect cost's value. Costs classified as ineligible in the <i>Costs in research projects</i> must not be planned or incurred as indirect costs. Enter the amount of other indirect costs. For entities where no state aid is planned, enter a percentage [%]. Indirect costs of up to 20% of direct costs can be planned. 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 read the updated indirect cost calculation guidelines. We recommend that you complete the <i>Budget</i> section starting with the <i>Specific cost breakdown</i> to make sure that the maximum costs are calculated correctly. Other indirect costs are accounted for on a lump-sum basis and regarded as incurred.
BUDGET - SUMMARY	
Budget - Summary	This section will include a summary breakdown of costs per year, according to the project period. This section will include the percentage of indirect costs of Open Access and other indirect costs.



SPECIFIC COST BREAKDOWN	
Specific Cost Breakdown	Only applicable to entities where the project funding constitutes state aid. Indirect costs in projects with state aid are calculated differently; therefore, we recommend that you complete the Budget section starting with the Specific cost breakdown to make sure that the maximum costs are calculated correctly. 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 contribution [PLN] 8. Year 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.
PERSONAL DATA PROTECTION	
Personal data protection	Information on personal data processing. Personal data provided by principal investigators and applicants in the proposal will be processed by the National Science Centre until the project end date and settlement (if funding is awarded). Afterwards, it will also be used for statistical purposes. The collected data will be processed in order to evaluate the proposal, project, as well as the tasks carried out by NCN, and dissemination of information on the calls launched by the NCN. Data processing also includes monitoring, supervision, and evaluation of implementation and settlement of NC-funded projects. The data in the proposal must comply with the facts. For more information, please go to https://www.ncn.gov.pl/dane-osobowe?language=en.
ADMINISTRATIVE DECLARATIONS	
Administrative Declarations	Administrative declarations must be approved by the principal investigator and authorised representative of the participating entity.
EXPERTS	
Information on Potential Conflict of Interest (For NCN Officers Only)	The principal investigator may name up to 3 individuals whom they believe should not evaluate the proposal due to a potential conflict of interest. Enter their names and affiliations. The final decision on the selection of experts rests with the NCN.
INDIVIDUALS IDENTIFIED IN THE PROPOSAL	
Individuals Identified in the Proposal	Polish. In this section, the applicants are reminded of their duty to notify the individuals identified in the proposal that their personal details (name, affiliation) are disclosed in the proposal. The foregoing applies to all individuals involved in proposal or project. An organised list of such individuals will allow faster verification of a potential conflict of interest that may occur at any stage of project evaluation, performance and settlement. Identify all individuals named in any part of the proposal, in particular, in the following sections: • International Cooperation, • Abstract, • Abstract for the General Public, • Research Tasks, • Research Team, • Similar Research Tasks/ Co-Authorship of the Project,



	• Description/ Short Description/ Detailed Description, • Other Costs: Visits/ Consultations. The principal investigator and senior researcher not be identified. This section is not subject to an evaluation.
ELECTRONIC SUBMISSION	
Confirmation of submitting the proposal (PI) Confirmation of submitting the proposal (entity)	Once all individual sections of the proposal have been completed and the proposal has been checked for completeness, block it from further editing by clicking the <u>Zablokuj do NCN</u> [Block to NCN] button. Once the proposal is blocked to NCN, only the short and detailed project descriptions can be edited. PLEASE NOTE: Confirmations can be downloaded once the proposal has been completed and blocked from further editing. Please download: • Confirmation of submitting the proposal (PI) and • Confirmation of submitting the proposal (entity). The confirmations of proposal submission from the principal investigator (PI) 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 submission system is the source of data. The seal must not be deleted or modified. Confirmations of proposal submission must be signed and attached to the proposal before it is sent to the NCN. Confirmations can be signed in two ways: by hand or electronically. When the applicant is a group of entities, the confirmation must only be signed by the authorised representative of the leader of the group of entities. Confirmations signed electronically must be appended here: <u>Dodaj potwierdzenie podpisane elektronicznie</u> [Add confirmation with an electronic signature]. Confirmations signed electronically must be affixed with an advanced electronic signature or qualified electronic signature in compliance with <i>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</i>. The NCN may request the applicant to demonstrate that the electronic signature complies with the eIDAS Regulation. PDF is the only format acceptable in the OSF submission system. Therefore, electronic signatures must be in the PAdES format. 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 and electronic signature. The system does not verify the validity of certificates of attached electronically signed files. If the verification result is successful or inconclusive, the proposal may be submitted. If the verification result is unsuccessful, a proposal must not be submitted until a properly signed file is annexed. If the electronic signature is missing, a scan of the document signed by hand may be annexed. The document must be downloaded, printed out, signed by hand, scanned and uploaded to the <u>Skan potwierdzenia</u> [Scan of confirmation] section. The signature must be legible and include the signatory's name. The file that has been scanned must not contain any digital signatures. The applicant must keep the original documents signed by hand until the evaluation end date, and if the proposal is recommended for funding, until the date of signing the funding agreement. If the confirmation of proposal submission (principal investigator) has been signed by anyone other than the principal investigator, an authorisation to represent the principal investigator must be attached in this section. The proposal may be accompanied by an authorisation in the form of an electronic document or a scanned copy of a document signed by hand. If the confirmation of proposal submission (entity) has been signed by anyone other than the head of entity, an authorisation to represent the entity must be attached in this section. The proposal may be accompanied by an authorisation in the form of an electronic document or a scanned copy of a document signed by hand. PLEASE NOTE: Confirmations that relate to the final version of the proposal must be attached to the proposal.



	Personal details in the proposal must be consistent with data in the signature. Verification of signature validity is subject to an eligibility check. Any irregularities identified can be remedied. To submit the proposal, use the <u>Wyślij do NCN</u> [Send to NCN] button at the top of the page. A proposal can only be submitted by the editor, auxiliary editors have no such powers (the <u>Wyślij do NCN</u> [Send to NCN] button will not appear). The proposal is considered submitted once its status changes to "Sent". Please plan your work in advance to ensure your proposal is submitted to the NCN on time. The submission end time, not the start time, matters. The submission deadline (15 December 2025, 2 pm) is final and must not be exceeded.
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