

Proposal submission procedure under the Call for Proposals for NCN funding of Research Components in research projects funded under the Polish Returns Programme launched by the Polish National Agency for Academic Exchange

Proposals in the calls launched by the National Science Centre ("NCN") shall be submitted electronically via the OSF submission system available at: <https://osf.opi.org.pl/>.

The procedure is divided into the following stages:

- 1) reading the call text applicable to the proposal,
- 2) registering/logging in as an editor/assistant editor/reader and principal investigator in OSF proposals,
- 3) creating a new proposal form appropriate for the current open call,
- 4) filling in the proposal form in accordance with the NCN Council Resolution applicable to the call and data required by the system,
- 5) adding required files,
- 6) verifying that the proposal form is complete,
- 7) disabling the editing of the proposal form,
- 8) downloading the final version of the proposal, signing it and submitting it to the system; and
- 9) electronic submission via the OSF submission system.

Step-by-step instructions

Stage 1:

Reading the call text applicable to the proposal

If you are intending to submit a proposal, read all call documents included in the call text, in particular:

- terms and regulations of the call laid down in the applicable NCN Council Resolution,
- proposal form template; and
- this proposal submission procedure.

Stage 2:

Registering/logging in as an editor/assistant editor/reader and principal investigator in OSF proposals

You can register/ log in to the OSF submission system in a number of ways. Polish users may:

- use their OSF login and password or
- use their Trusted Profile or
- use the MCL OPI-BIP central logging module.

Foreign users may log in to the system using their OSF login and password.

To find out about the most up-to-date forms of logging in to the system, please go to: <https://osf.opi.org.pl>.

Once you have chosen the way to log in to the system, follow the messages that will pop up.

Instructions to register /log in with the OSF login and password:

You can log in to the OSF system with your login and password.

If you do not have a proposal editor account in the OSF submission system, you must first register at <https://osf.opi.org.pl/>, using the Zarejestruj się jako redaktor wniosków [For Proposal Editors only: create an account] button. To be able to set up an account, you need to have an active e-mail address: this is where your activation link will be sent. If you provide false or incorrect address, the system will not be able to activate your account.

If you have forgotten your password, you can generate a new one by pressing the Pobierz login i hasło [Get Login and Password] link, submitting the e-mail address associated with the account and clicking Potwierdź [Confirm]. A message will be sent to the address provided, asking you to whether you wish to receive a new password.

Should you experience any technical issues with your OSF account, please contact the OPI technical support team by phone: +48 (22) 351 71 01 or via an online contact form available at <https://osf.opi.org.pl/app/adm/start.do>.

Choose your status:

Individuals who enjoy more than one type of permission in the system need to choose the following option: chcę się zalogować z uprawnieniami redaktora/redaktora pomocniczego/czytelnika ORAZ kierownika projektów we wnioskach OSF [I Want to Log in as an Editor/Assistant Editor/Reader AND Principal Investigator in OSF Proposals].

Stage 3:

Creating and filling in a new proposal form appropriate for the current open call

In order to submit a proposal, pick Nowy wniosek [New Proposal] from the left-hand side menu and choose the Narodowe Centrum Nauki [National Science Centre] tab to see a table with a list of current open calls and NCN calls. Choose the right call from the calls launched by the NAWA.

Please note: Once you have logged in as a proposal editor and you have new, but not submitted, NCN proposals that you saved in prior call editions, the system will show you a list of all drafts in progress. Do not fill in forms created in the editions that are already closed.

Stage 4:

Filling in the proposal form in accordance with the NCN Council Resolution applicable to the call and data required by the system

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

To open new windows in the OSF submission system, click the Edytuj [Edit] button. Each piece of information needs to be saved individually through the Zapisz [Save] button.

The system will send an alert if you forget to fill out a mandatory field or fill it out with an incorrect value. However, it will not notify you if you omit any fields that are optional.

You can edit data in individual tabs, change annexes or delete your proposal (Usuń wniosek [Delete Proposal] button) until you disable the editing of the proposal.

Stage 5: **Adding required files**

All required documents must be added as PDF files which is the only accepted format. The maximum file size is 10 MB. To add files, please click the [Dodaj plik](#) [Add file] button.

All the required files must be annexed before the editing of the proposal is blocked. Once the proposal is blocked for NCN, the files that have been annexed earlier cannot be modified.

Once the proposal has been enabled (through the [Powrót do edycji](#) [Return to Editing] button), download a new proposal for NCN in PDF format, sign it and annex it again.

Stage 6: **Verifying that the proposal form is complete**

To be accepted, the proposal must be complete and meet all the requirements laid down in the call text.

You can check whether your form is complete by clicking the [Sprawdź kompletność](#) [Verify Completeness] button; once you press the [Pokaż szczegóły](#) [Show Details] button, you will be redirected to the section that contains incomplete data.

Automatic verification may be helpful, but the Applicant is still required to make sure that:

- all the required sections and fields have been filled in correctly;
- all the required annexes have been added;
- the required information has been prepared in the required language and added in the correct places.

The functionality of the system does not verify whether optional fields have been filled out.

Automatic verification does not exempt the Applicant from ultimate responsibility for the contents of individual tabs.

Stage 7: **Disabling the editing of the proposal form**

Once you have filled in the proposal form and verified that it is complete, you can disable any further editing by clicking the [Zablokuj do NCN](#) [Disable to NCN] button.

When editing is disabled, a new tab will show up: [Wysyłka elektroniczna](#) [Electronic Submission].

Stage 8: **Downloading the final version of the proposal, signing it and submitting it to the system**

When you click the Wysyłka elektroniczna [Electronic Submission] tab, a message will pop up to inform you that the final version of the proposal is ready for electronic submission to the National Science Centre. The proposal has not yet been marked as Wysłany [Sent] and is not available to NCN staff. At this stage, it can still be enabled by the editor through the Powrót do edycji [Return to Editing] button, so that corrections can still be introduced.

At this stage, remember to generate and download **a proposal for NCN in PDF format and append it with an electronic signature of the authorised representative(s) of the Applicant.**

Proposals for NCN in PDF format must bear an electronic signature, i.e. an advanced 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 (hereinafter: “eIDAS Regulation”).

Electronic signatures must bear a valid qualified certificate and have a PAdES extension. At the NCN's request, Applicants must demonstrate that their electronic signatures comply with the eIDAS Regulation.

PDF is the only format accepted in the OSF submission system, therefore, electronic signatures must be in the PAdES format.

Proposals that have been signed must be added in the Elektroniczna wysyłka [Electronic Submission] section.

Once the proposal has been signed and submitted to the system, the system will verify whether the document corresponds to the proposal in question and its current version, and whether it contains an OPI seal and an electronic signature. The system does not verify the validity of certificates for electronically signed files.

The verification process can produce the following outcome:

- approved – the system will approve the submission. The document contains an OPI seal, bears an electronic signature in the PAdES format and matches the relevant proposal and its final version.
- rejected – the proposal cannot be submitted by the system because the document attached is incorrect. Verify that it has not been modified after download; its OPI PIB seal may have been removed or its electronic signature is in a format other than PAdES or it may be lacking a handwritten signature.

If the signature verification status is negative, you will need to download a new proposal in PDF format, sign it and attach it to the proposal again.

At this point, you can edit files that have been annexed, view them or delete them (Opcje: zmień plik, usuń [Options: Change File, Delete]).

Once the proposal has been enabled (through the Powrót do edycji [Return to Editing] button), download a new proposal for NCN in PDF format, sign it and annex it again.

Please note: Electronic signature must be placed on the FINAL version of the proposal in PDF format.

Stage 9:**Electronic submission via the OSF submission system**

Once you have annexed the proposal in PDF with a signature to the system, it should be electronically **submitted to the National Science Centre** via the Wyślij do NCN [Send to NCN] button. Once the file has been submitted, its status will change to Wysłany [Sent].

Do not send a hardcopy of the proposal to the National Science Centre. The proposal is considered as correctly submitted only when presented in electronic form.

Once the NCN has registered the proposal, its status will change to Przyjęty [Accepted].

Please note: After that, the proposal can no longer be modified.