

PRELUDIUM BIS 3 PROPOSAL COMPLETION IN THE ZSUN/OSF SYSTEM

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
DURATION [in months]			<p>Ongoing projects can apply for funding in the PRELUDIUM BIS 3 call: 36 months, 48 months.</p> <p>Further sections depend on this information. Project duration <u>cannot be changed</u> later.</p> <p>If the planned duration of the project changes, a new proposal must be made.</p>
GENERAL INFORMATION	Project title	Polish and English	<p>Title of the research project in Polish and in English.</p> <p>The title in English must be identical to the title in Polish.</p>
	Keywords	Polish and English	Keywords in English must be identical to the keywords in Polish.
	Primary NCN Review Panel		A research field should be selected in line with the current list of panels available at the NCN's website .
	Auxiliary NCN Review Panels		<p>Choose from the list: HS1_001-HS6_021, ST1_001-ST10_016, NZ1_001-NZ9_013 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted.</p> <p>The proposal is evaluated in the panel to which it was submitted. It is not possible to change the panel after the proposal has been submitted. Auxiliary identification terms help to select experts and external experts</p>

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			for the merit-based evaluation of the proposal. Interdisciplinary proposals, by decision of the Chair of the expert panel, may receive additional evaluation by an expert from another panel.
FELLOWSHIP INFORMATION	Name of foreign research centre		The name of the research centre where the PhD student's placement is planned should be given.
	Address		Street, town, postcode, region, country
	Fellowship period [in months]		Select from the list. From 3 or 6 months.
	Year in which the fellowship started		Indicate the planned year of commencement of the fellowship
	Justification of choice	English	<p>Provide a merit-based justification for the choice of centre and the link between the placement and the research project, as well as information about the host.</p> <p>Text limit: 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. The description must be delivered as PDF file (up to 10 MB).</p>
APPLICANT	Applicant's status		The applicant's status indicated in the proposal must be factually and legally correct.

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			<p>Only the following entities may apply for NCN funding for a research project:</p> <ol style="list-style-type: none"> 1. Higher Education entities 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, 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,
PARTICIPATING ENTITIES	Entity name	Polish and English	<p>Entity's name in Polish and English</p> <p>Participating entity can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the data of the participating entity is entered from the OPI database, most of the information will be downloaded automatically.</p> <p>The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the data of the participating entity.</p>
	Country		Only entities with registered office in Poland may be indicated

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INFORMATION ON PARTICIPATING ENTITY	Head of the entity / Authorised representative		<p>Fill in the required fields as indicated in the system.</p> <p>If the acknowledgement of confirmation is signed by a person authorised to represent the entity and not the head of the entity, a power of attorney/authorisation to represent the entity in the scope of submitting the proposal to NCN should be attached to the proposal. The power of attorney must be included under the <i>Electronic submission</i>.</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 tab, 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 format: /user-id/box-name</p> <p>Communication concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address.</p> <p>NOTE: Provision of the entity’s Electronic Delivery Box (ePUAP) address is obligatory.</p>
	Address of registered office and contact address		<p>Fill in the required fields as indicated in the system.</p>

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	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 tribunals 2. Local government units and their associations <ol style="list-style-type: none"> 2.a Metropolitan associations 3. Budgetary units 4. Local government budgetary enterprises 5. Executive agencies 6. Public sector enterprises 7. Special purpose state funds 8. Polish Social Insurance Institution (ZUS) and funds under its management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President 9. Polish National Health Fund (NFZ) 10.a Independent public health care centres, self-governing independent public health care centres 10.b Independent public health care centres, other independent public health care centres 11. Public higher education (HE) institutions 12. Polish Academy of Sciences and its organisational units 13.a Cultural institutions financed by state or local government, cultural institutions financed by state, financed by local authority

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			<p>13.b Cultural institutions financed by state or local government, cultural institutions financed by local authority</p> <p>14. Other legal entities financed by state or local government, established pursuant to other acts to perform public tasks, with the exception of enterprises, research institutes, institutes operating within the Łukasiewicz Research Network, banks and commercial law companies</p>
	<p>Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)</p>		<p>An entity being under receivership, in liquidation or subject to bankruptcy proceedings <u>cannot be</u> the applicant nor the entity realising the research project.</p> <p>If you answer “YES”, the system will block further completion of the proposal.</p>
	<p>Does the entity receive any operating support for research?</p>	<p>English</p>	<p>When the entity applying for funding call does not receive subsidies to perform a scientific activity, the proposal submitted in the ZSUN/OSF system shall be appended with (in English):</p> <ul style="list-style-type: none"> • information on scientific research performed in the last two years before proposal submission together with a list of publications affiliated with the applicant/host institution, • information on scientific equipment and other devices that allow performance of scientific research.

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			File format: PDF; a file with an electronic signature in PAdES format ¹ or a scan of a handwritten document is accepted.
Entity (level II)			Optionally, Level II data may be added. Provide the name in Polish and in English, the address of the registered office and contact details.
STATE AID	Will the requested project constitute state aid?		Only a “NO” answer is acceptable. No state aid will be granted for the call. In order to determine if project financing does not constitute state aid, it is necessary to review the Principles of instances of state aid, available in ZSUN/OSF and in the announcement of the call
INTERNATIONAL COOPERATION	Type of cooperation Countries Entities	English	In this tab you should answer the question “Does the project include any international cooperation?” If “YES”, please provide information on planned international 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 the participation of investigators from foreign research institutions; d) cooperation with foreign researchers employed by Polish entities.

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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			<p>Note! The proposal should not be accompanied by any documents proving international cooperation. In the case of international cooperation, only the benefits of the cooperation need to be described.</p>
ABSTRACT		English	<p>The abstract should contain the most important information about the project, as it is included in the invitation of experts to review it.</p> <p>Maximum length is 4,500 characters, including spaces (plain text – no designs or graphics).</p>
ABSTRACT FOR THE GENERAL PUBLIC		Polish and English	<p>Abstract for the general public must be attached in Polish and in English.</p> <p>Both language versions must be identical.</p> <p>The abstract for the general public should include the project's goal, description of research, reasons for attempting a particular research topic, and 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 National Science Centre's and the Information Processing Centre of the National Research Institute (OPI)'s websites alongside the information on the call's results based on consent given in the <i>Administrative statements</i> section.</p> <p>The abstract must be for the general public, including persons who are not experts in a given area or who are not scientists.</p> <p>The descriptions must be attached as two separate PDF files (up to 10 MB).</p>

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			Maximum file size: 1 page, 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.
RESEARCH TASKS		Polish and English	<p>Research tasks planned to be performed by a Polish scientific team should be presented in both Polish and English.</p> <p>Both language versions must be identical. The purchase of research equipment, participation in conferences, preparation of publications, etc. <u>are not regarded</u> as research tasks.</p> <p>If funding is granted, the Research plan will be attached to the contract.</p>
RESEARCH TEAM	Number of team members	English	<p>This section should provide information on the research team (number of team members, type of participation, scope of work, required qualifications).</p> <p>The research team includes only the principal investigator (PhD student's supervisor) and the PhD student.</p> <p>Possible type of participation to choose: principal investigator (PI), doctoral school student.</p> <p>Only the principal investigator (PI) is mentioned by name.</p>
PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	<p>This section should provide 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>NOTE! Restrictions to submission of proposals in NCN calls contained in §8 of the Regulations do not apply to the principal investigator (PI) in the Preludium Bis call.</p>

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			<p>If the principal investigator (PI) data is entered from the OPI database, most of the information will be pulled in 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 numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the data of the principal investigator (PI).</p> <p>The principal investigator (PI) call might be a person whose scientific achievements included at least one paper that had been published or accepted for printing.²</p> <p>For research in art, a principal Investigator may be a person whose scientific achievements include at least one paper that has been published or accepted for printing,³ or at least one artistic and scientific achievement.</p> <p>On the end date of the PRELUDIUM BIS 3 call for proposals, i.e. 15.12.2021, the principal investigator must meet the requirements of a PhD supervisor laid down in Article 190 (4)-(6) of the Act on Higher</p>

² 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 a time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, the period may be extended by the 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.

³ The artistic and artistic-scientific work or achievement must have been published or accepted for publication in the proposal submission year or over the last 10 years prior to the proposal submission year. The period may be extended by the time of any long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves in connection with inability to work. In addition, the period may be extended by the 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.

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			<p>Education and Science of 20 July 2018 (Journal of Laws 2018, item 1668, as amended). The principal investigator must be the PhD supervisor of the PhD student carrying out the research project.</p>
	PhD degree	Polish	<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 case of persons who have obtained more than one PhD degree, the date on which the first degree was obtained should be indicated.</p>
	Information on career breaks – scientific and research track record		<p>Possibility of introducing information on career breaks which extend the period from which to show scientific achievements, i.e.: projects and publications, and in the case of scientific activities in the field of creativity and art: artistic and artistic-scientific achievements (the other elements of the questionnaire concern the whole period of scientific activity of the principal investigator (PI)).</p> <p>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.</p> <p>Both maternity and paternity: Parental leaves granted pursuant to the Labour Code. Number of days.</p>

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			<p>For maternity 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.</p>
	Academic disciplines		<p>Mandatory field.</p> <p>Provide information on the main scientific 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.</p>
	Early-stage researcher		<p>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.</p>
	Personal data and contact information	Polish	<p>In this section you need to fill in the personal data of the principal investigator (PI), including contact details and addresses: residence, correspondence, Electronic ID of the researcher.</p> <p>NOTE: Please enter a valid e-mail address or Electronic Delivery Box address in the contact information tab.</p> <p>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 in the format: /user-id/box-name</p>

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				<p>In case the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP) the e-mail address should be provided.</p> <p>Researcher's electronic identifier – optional, ORCID system identifier (www.orcid.org)</p>
	Employment		Polish and English	<p>The name of the entity in Polish and English and the position held.</p> <p>Possibility to choose the option – without employment.</p>
	Academic and research track record	Academic and research career	English	<p>NOTE: Tab to be completed in English.</p> <p>This section should provide information on the scientific career of the principal investigator (PI).</p> <p>Information on academic degrees/ titles: date degree/ title conferred, institution, discipline; academic career: start date – end date, institution, position.</p>
Publication record		<p>From 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 01.01.2011 to 15.12.2021) and attach, as PDF files, one to three publications from this list.</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 01.01.2011 to 15.12.2021). If one or more publications are listed, one to three of them to be attached in .pdf format. A maximum of 10 may be</p>		

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				<p>indicated in total: publications or artistic and artistic-scientific achievements.</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 <u><i>Information on career breaks – scientific and research track record</i></u>.</p>
		Artistic achievements		<p>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 01.01.2011 to 15.12.2021) 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 festival with an international impact, directing an international artistic venture.</p> <p>A maximum of 10 may be indicated in total: publications or artistic and artistic-scientific achievements.</p> <p>The period from which the publications or artistic or artistic and research achievements must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record</i></u>.</p>

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		NCN – funded research		<p>NOTE: Tab to be completed in English.</p> <p>Information on managing research projects ⁴or other research funding obtained from NCN calls in the year of proposal or in the last 10 years before the year of proposal (i.e. from 01.01.2011 to 15.12.2021).</p> <p>The period from which the projects must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record.</i></u></p> <p>Provide the title, registration number, source(s) of funding, call name, amount, currency, implementer, start date, end date, evaluation result (only in the case of automatic enrolment 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>If the data of the principal investigator (PI) is 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 numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>For studies completed and settled, information on the outcome of the recommendation and the Centre's decision will be visible.</p> <p>Note! Projects that have been selected for funding by the Ministry of Science and Higher Education and whose documentation has been</p>

⁴ Acting as a principal investigator also means management/coordination of a research team in international projects or programmes.



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				<p>submitted to the National Science Centre should be indicated in the section: Other research projects outside NCN</p>

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		Other non-NCN research project		<p>NOTE: Tab to be completed in English.</p> <p>Data to be entered manually</p> <p>Information on managing other research projects financed within national or international calls (other than NCN) in the year of applying or in the last 10 years before the year of applying, i.e. from 01.01.2011 to 15.12.2021.</p> <p>Enter 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 year of proposal or within 10 years prior to the year of proposal, - 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 team in international projects or programmes.</p> <p>Please provide: title, registration number, source(s) of funding, amount, currency, implementer, 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><i>Information on career breaks – scientific and research track record.</i></u></p>



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				<p>Note: This section should indicate projects which were qualified for funding by the Ministry of Science and Higher Education and whose documentation was submitted to the National Science Centre.</p>

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		Major research achievements		<p>NOTE: Tab to be completed in English.</p> <p>Description of one, the most important research achievement.</p> <p>Limit up to 1,800 characters,</p> <p>Note: The tab must not be empty. If the most important achievement is missing, write: none.</p>
		Research experience		<p>NOTE: Tab to be completed in English.</p> <p>Research experience gained in Poland and abroad (period of stay, country, institution, type of stay).</p> <p>Optional tab.</p>
		Awards and prizes		<p>NOTE: Tab to be completed in English.</p> <p>The most important national or international distinctions resulting from conducting scientific research and other scientific and artistic activity</p> <p>Optional tab.</p>
		Speeches and presentations		<p>NOTE: Tab to be completed in English.</p> <p>Information on keynote speeches and presentations delivered at renowned international conferences and in the case of arts, information on active participation in international exhibitions, festivals, artistic events and projects in fine arts, music, theatre and film.</p> <p>Optional tab.</p>
		Other major scientific achievements		<p>NOTE: Tab to be completed in English.</p>

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				<p>Information on other relevant learning achievements and scholarly activities.</p> <p>Optional tab.</p>
PHD STUDENT – Doctoral school student	Entity		Polish	<p>Specify the participating entity</p> <p>NOTE! Since the Preludium BIS 3 call The National Centre for Science allows changing a PhD student selected for a project in the PRELUDIUM BIS call once, not later than by the end of the first year of the project implementation, provided that the entity guarantees payment of a doctoral grant for the full period of PhD student's education in the amount and according to the rules specified in this section.</p>
	Scope of work		English	<p>NOTE: Tab to be completed in English.</p> <p>The scope of work should be provided</p>
	Required qualifications		English	<p>NOTE: Tab to be completed in English.</p> <p>Provide the required qualifications</p>
ETHICAL ISSUES			English	<p>NOTE: Tab to be completed in English.</p> <p>Before completing the questionnaire in the ZSUN/OSF system, you should read the two documents attached to the notice of of the call: Guidelines for applicants to complete the Ethics Issues form</p>

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			<p>in the proposal and Code-of-the-National-Science-Centre-on-Research-Integrity.pdf (ncn.gov.pl). A questionnaire should then be completed. 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 PRELUDIUM BIS 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>Note! There is no obligation to attach consents/permissions or information on consents/permissions already obtained to the proposal. In the case of studies which require such approvals/permissions, these should be obtained prior to commencement of the study and included in the forthcoming annual/final report.</p> <p>In the case of a research project involving a clinical trial that has been planned using a medicinal product or medical devices, detailed justification of a non-commercial nature of such trials must be provided.</p>
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” in the questionnaire.</p> <p>The NCN recognises that some projects will not generate, re-use or analyse research data and similar materials. In these cases, a short</p>

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			<p>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>The questions must be answered:</p> <ol style="list-style-type: none"> 1. Is the PI applying for funding of the research tasks included in this proposal also from other sources? (YES/NO) <p>If YES, fill in the sources of funding</p> <ol style="list-style-type: none"> 2. Is 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.</p> <p>The question must be answered:</p> <p>Is the entity applying for funding of the research tasks included in this proposal also from other sources?</p> <p>If YES, fill in the sources of funding</p>

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DESCRIPTION		English	<p>Description of research to be carried out within the research project and related to the doctoral dissertation, 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). The above-mentioned sections, including references to literature, are required. <p>Failure to include any of them shall form grounds for rejection of the proposal on formal grounds.</p> <p>The description must be delivered as PDF file (up to 10 MB).</p> <p>Text limit: 5 pages, 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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PERSONNEL COSTS AND SCHOLARSHIPS	Principal Investigator (PI)	Polish and English	<p>Remuneration should be planned according to the Regulations on awarding funding for research tasks funded by the National Science Centre in the wording applicable to this edition of the PRELUDIUM BIS 3 call.</p> <p>A salary of the principal investigator must be planned under the heading of additional salary, however the principal investigator's total costs (i.e. additional salary and project-related cost) must not exceed 40,000 PLN in the entire project duration period.</p> <p>The principal investigator may also choose a “no salary” option.</p>

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	PhD student		<p>The system will automatically complete the PhD student's salary as follows: 5,000 PLN for the first 18 or 24 months and 6,000 PLN for the next 18 or 24 months for projects carried out over the period of 36 and 48 months, respectively.</p> <p>Should funding be awarded, the scholarship must be disbursed according to the Regulations; the scholarship amount depends on the date of mid-term evaluation and amounts to 5,000 PLN up to the month of PhD student's mid-term evaluation at the doctoral school and 6,000 PLN after the month of PhD student's mid-term evaluation at the doctoral school .</p>
OTHER COSTS			<p>In the tab "Other direct costs", indicate the relevant type of costs, their amount and the justification for their expenditure.</p> <p>NOTE! Starting from the Prelude BIS 3 call, the amount of funding, excluding the costs of the doctoral scholarship, shall be at most PLN 300,000 for the entire period of project implementation, including the funds provided for the principal investigator under the rules set out in the Regulations, not exceeding PLN 40,000</p> <p>Costs must be planned according to Regulations on awarding funding for research tasks funded by the National Science Centre</p> <p>Such costs include:</p> <ul style="list-style-type: none"> • Materials and small equipment, • External services (in the case of publications covered by the NCN Open Access Policy, costs of services related to the preparation of the manuscript for submission to the publishing house are eligible), • Business trips, • Visits and consultations,

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			<ul style="list-style-type: none"> • Collective investigators, Other (other costs).
OPEN ACCESS (OA)			<p>Open Access indirect costs of up to 2% of direct costs, which can only be used for costs related to making publications or research data available in open access</p> <p>Please enter the amount of Open Access costs planned for the whole project implementation period (in PLN).</p> <p>The costs of publishing Open Access work can only be planned as part of indirect costs. OA costs, excluding the publication of monographs, cannot be planned under direct costs.</p> <p>The National Science Centre allows for the possibility of covering part of the costs of publishing in open access from the remaining indirect costs or from the entity's own resources.</p> <p>Additional information on Open Science is available here.</p>

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BUDGET SUMMARY			<p>This section will present a summary breakdown of planned costs by year, according to the declared project implementation period</p> <p>The amount of indirect costs should be indicated in this section.</p> <p><u>Indirect costs</u> are costs that are directly related to the research project and required to perform it. Indirect costs consist of:</p> <ul style="list-style-type: none"> – open Access indirect costs of up to 2% of the direct costs to be planned in the Open Access category – other indirect costs of <u>up to 20% of direct costs</u>, which may be allocated to costs indirectly related to the project, including costs of making publications or research data accessible through open access. <p><u>At the stage of project performance, the host institution shall be obliged to agree with the Principal Investigator (PI) a minimum 25% of the indirect costs to be covered.</u></p> <p>This section will show the percentage of planned Open Access indirect costs.</p>
Administrative statements			<p>This section of the proposal contains administrative statements that must be accepted by both the principal investigator (PI) and the person representing the participating entity.</p>
Personal data protection			<p>Information on personal data processing.</p> <p>Personal data provided by principal investigators and applicants in the proposal will be processed by the National Science Centre until the end of implementation of these projects and their settlement (in case of</p>

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			<p>receiving funding), and after this period will also be used for statistical purposes. The collected data will be processed in order to evaluate the proposal, the project as well as the tasks carried out by NCN, disseminate information on the calls organised by NCN. Data processing also includes monitoring, supervision and evaluation of the implementation and settlement of projects that have received funding from NCN. For more information, see Guidelines for applicants to complete the Data Management Plan form in the proposal</p>
Experts	Information on possible conflict of interest – information only for NCN employees		<p>In this part of the proposal, the principal investigator (PI) may indicate a maximum of 3 persons who, in his/her opinion, should not evaluate the proposal due to a possible conflict of interest.</p> <p>Provide their names and affiliations.</p> <p>The final decision on the selected experts is taken by the NCN</p>

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<p>ELECTRONIC SUBMISSION</p> <p><i>The section will appear after clicking "Block for NCN"</i></p>	<p>Confirmation of submitting the proposal (PI)</p> <p>Confirmation of submitting the proposal (entity).</p>		<p>Following completion of the proposal's individual tabs and after checking its completeness, please block a possibility of editing the proposal by "Block for NCN" button. After the proposal has been blocked for NCN, only an description of the research project is possible.</p> <p>After the proposal has been blocked, a new <i>Electronic submission</i> tab will appear on the left-hand side menu.</p> <p>In this section you should download:</p> <ul style="list-style-type: none"> • Confirmation of submitting the proposal (PI) <p>and</p> <p>Confirmation of submitting the proposal (entity).</p> <p>Confirmations must be signed and attached to the proposal.</p> <p>Files with proposal submission confirmations may be viewed or deleted to attach other files. If going back to the edition stage happens after any file with a confirmation has been attached, such file will be deleted from the proposal.</p> <p>After the proposal has been blocked for edition again, the operations of downloading confirmations, signing, and attaching files must be repeated.</p> <p>Proposal submission confirmations may be signed in two ways: by hand or electronically.</p> <p>If a confirmation has been signed by hand, the proposal must be appended with its scan here: Add confirmation scan. The original must be kept until the end date of the proposal evaluation date, and, if the proposal has been qualified for funding, until the execution date of a contract for the research project implementation and funding.</p>

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			<p>An electronically signed confirmation of proposal submission should be affixed with an advanced electronic signature or a qualified electronic signature compliant with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>Upon NCN's request the applicant shall be obliged to demonstrate that the electronic signature that has been used is compliant with the eIDAS Regulation.</p> <p>PDF is the only format acceptable in the ZSUN/OSF system. Therefore, electronic signatures must be in the PAdES format.</p> <p>In this section, download confirmation of submitting the proposal (entity) and confirmation of submitting the proposal (PI). Confirmation of submitting the proposal must be signed with a qualified electronic signature in PAdES format or with a trusted signature in PAdES format or by hand and a scan of this document as a PDF file must be attached to the proposal.</p> <p>If the confirmation of submitting the proposal is electronically signed it should be attached in place: Confirmation with an electronic signature</p> <p>If the confirmation of submitting the proposal (PI) has been signed by someone other than the principal investigator (PI), then authorisation to represent the principal investigator (PI) must be included in this section. The authorisation may be attached to the proposal either as an electronic document or as a scanned document signed by hand.</p> <p>If the confirmation of submitting the proposal (entity) is signed by someone other than the head of the entity, then the authority to</p>

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			<p>represent the entity must be included in this section. The authorisation may be attached to the proposal either as an electronic document or as a scanned document signed by hand.</p> <p>The confirmation of submitting the proposal (PI) and confirmation of submitting the proposal (entity) downloaded from the ZSUN/OSF system are affixed with an electronic OPI PIB seal. This seal is used to ensure the integrity of the data contained within a generated document (it is then possible to verify that data has not been altered, added or deleted in an unauthorised manner). The presence of the OPI-PIB seal confirms that the source of these data is the ZSUN/OSF system.</p> <p>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. The only acceptable format for electronic signatures is PAdES.</p> <p>NOTE: Confirmations that relate to the final version of the proposal must be attached to the proposal</p>