

## COMPLETION OF PRELUDIUM BIS PROPOSALS IN THE OSF SYSTEM

Section in the OSF system	Subsection	Language	Description
<b>DURATION [in months]</b>			<p>Funding may be requested in the call for projects lasting: 36 months or 48 months.</p> <p>Further sections depend on this information. <u>Project duration cannot be changed later.</u></p> <p>If the planned duration of the project changes, a new proposal must be made.</p>
<b>GENERAL INFORMATION</b>	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	<p>Keywords in English must be identical to the keywords in Polish.</p>
	Primary NCN Review Panel		<p>A research field should be selected in line with the current list of panels available on the <a href="#">NCN's website</a>.</p> <p><b>PLEASE NOTE:</b> The list of panels has been modified.</p>
	Auxiliary NCN Review Panels		<p>Choose from the list: HS1_001-HS6_021, ST1_001-ST11_016, NZ1_001-NZ9_013 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted.</p> <p>Proposals are reviewed within the panels to which they have been submitted. It is not possible to change the panel after the proposal has been submitted. Auxiliary review panels help to select experts and external reviewers for the merit-based evaluation of the proposal.</p> <p>Interdisciplinary proposals, by decision of the Chair of the Expert Team, may receive additional evaluation by an expert from another panel.</p>
<b>INFORMATION ON THE FELLOWSHIP</b>	Name of the foreign research institution		<p>Enter the name of the research institution hosting the PhD student's fellowship.</p>
	Address		<p>Street, town/ city, post-code, region, country</p>



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	Fellowship duration [in months]		Choose from the list. 3 to 6 months.
	Fellowship start year		Enter the forecasted fellowship start year.
	Justification	English	<p>Enter the justification for choosing the host institution and combining the fellowship with the research project, as well as information on the host. File format: 1 page, A4.</p> <p>Recommended formatting: top-bottom margins: at least 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single. Enter PDF files (up to 10 MB).</p>
<b>APPLICANT</b>	Applicant's status		<p>The applicant's status indicated in the proposal must be factually and legally correct.</p> <p>Only the following entities may apply for NCN funding for a research project:</p> <ol style="list-style-type: none"><li>1. universities,</li><li>2. federation of science and HE entities,</li><li>3. research institutes of the Polish Academy of Sciences,</li><li>4. research institutes, and</li><li>5. international research institutes.</li></ol>
<b>PARTICIPATING ENTITIES</b>	Name of entity	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 number: (22) 351-71-01. The National Science Centre cannot change the participating entity.</p>
	Country		Only entities with their registered office in Poland may be indicated.



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INFORMATION ON PARTICIPATING ENTITY	Head of the entity/Authorised representative		Fill in the required fields as indicated in the system. If the acknowledgement of submission is signed by an authorised representative of the entity and not the head of the entity, a power of attorney/authorisation to represent the entity for the purposes of submitting the proposal to NCN should be attached to the proposal. A power of attorney must be annexed to the <i>Electronic submission</i> tab.
	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)		Fill in the required fields as indicated in the system. If the applicant is not registered in the Register of Companies of the National Court Register, the option "not applicable" should be ticked.
	Contact information		In this section, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box (ESP (ePUAP)) address, e-delivery address (EDA), website address, etc.). The Electronic Delivery Box (ESP (ePUAP)) address should be in the format: /user-id/box-name. Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ESP (ePUAP)) address. <b>PLEASE NOTE: Provision of the Electronic Delivery Box (ESP (ePUAP)) address is obligatory.</b>  <b>E-delivery address (EDA).</b> Pursuant to the Electronic Delivery of Documents Act of 18 November 2020 (Journal of Laws of 2020, item 2320), the National Science Centre will be required to deliver communications via the public registered electronic delivery service or public hybrid service. At present, it is not required to provide one's electronic delivery (e-delivery) address. More on the date as of which communications must be delivered to the electronic delivery address will be published on the NCN's website ( <a href="http://www.ncn.gov.pl">www.ncn.gov.pl</a> ) once the Minister competent for Digital Affairs publishes an announcement in the Journal of Laws of the Republic of Poland setting the date for implementation of



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			technical solutions allowing the NCN to deliver and collect correspondence via the public registered electronic delivery service or public hybrid service
	Address of registered office and contact address		Fill in the required fields as indicated in the system.
	Does the entity belong to the public finances sector? (YES/NO)		If "YES", classification of entities according to the Act on Public Finances 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 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



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			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 13.b cultural institutions financed by state or local government, cultural institutions financed by local authority 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
	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)		An entity under receivership, in liquidation or subject to bankruptcy proceedings <u>cannot be</u> the applicant nor the entity carrying out the research project. If you answer "YES", the system will block further completion of the proposal.
	Does the entity receive any operating support for research?	English	When the entity applying for funding call does not receive subsidies to perform a scientific activity, the proposal submitted in the OSF system shall be attached with (in English): <ul style="list-style-type: none"><li>• 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;</li><li>• information on scientific and research instruments and other equipment used for research.</li></ul> File format: PDF; a file with an electronic signature in PAdES format <sup>1</sup> or a scan of a document signed by hand is accepted.
<b>Entity (level II)</b>			Optionally, Level II data may be added. Provide the name in Polish and in English, the address of the registered office and contact details.

<sup>1</sup> 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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STATE AID	Will project funding constitute state aid?		<b>NO</b> is the only acceptable answer. State aid is not allowed under the call. In order to find out if project funding constitutes state aid for the entity, read the State aid rules available in the OSF system and in the call announcement.
INTERNATIONAL COOPERATION	Type of cooperation  Countries  Entities	English	<p>In this section you should answer the question “Does the project include any international collaboration?”</p> <p>If "YES", please provide information on the planned international collaboration (country and entity) together with a description of the benefits resulting from the collaboration.</p> <p><u>The following are not considered international cooperation:</u></p> <ul style="list-style-type: none"><li>a) participation in international conferences;</li><li>b) dissemination of information on the project abroad;</li><li>c) implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign research institutions;</li><li>d) cooperation with foreign researchers employed by Polish entities.</li></ul> <p><b>PLEASE NOTE:</b> The proposal should not be accompanied by any documents proving international collaboration. In the case of international collaboration, only the benefits of the collaboration need to be described.</p> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the “Osoby wskazane we wniosku “[Persons identified in the proposal] section.</p>
ABSTRACT		English	<p>The abstract should contain the most important information about the project, as it is included in the invitation to review.</p> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the “Osoby wskazane we wniosku” [Persons identified in the proposal] section.</p>



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<b>ABSTRACT FOR THE GENERAL PUBLIC</b>		Polish and English	<p>Abstract for the general public must be attached in Polish and in English. Both language versions must be identical.</p> <p>The abstract for the general public must include the project goal, description of research, reasons for attempting a particular research topic and substantial results expected. May include drawings/charts/schematics.</p> <p>Should the project qualify for funding, the abstract for the general public will be published on websites of the National Science Centre and Information Processing Centre (OPI) 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 targeted 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). File format: 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.</p> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the " Osoby wskazane we wniosku "[Persons identified in the proposal] section.</p>
<b>RESEARCH TASKS</b>		Polish and English	<p>Research tasks planned to be performed by the Polish scientific team in Polish and English.</p> <p>Both language versions must be identical.</p> <p>The purchase of research equipment, participation in conferences, preparation of publications, etc. <u>are not regarded</u> as research tasks</p> <p>If funding is granted, the Research Tasks will be attached to the agreement.</p> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be</p>



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			entered in the “Osoby wskazane we wniosku “[Persons identified in the proposal] section.
<b>RESEARCH TEAM</b>	Number of team members	English	<p>This section should include information on the research team (number of team members, type of participation, scope of work, required qualifications). The research team only includes the principal investigator (PhD student’s supervisor) and PhD student.</p> <p>Cooperation to choose from: principal investigator (PI), participant in a doctoral school.</p> <p><b>Only the name of the principal investigator is included in the proposal.</b></p>
<b>PRINCIPAL INVESTIGATOR (PI)</b>	Information	Polish and English	<p>This section should provide information on the principal investigator (PI). The principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database.</p> <p><b>PLEASE NOTE:</b> Restrictions on submitting proposals in NCN calls laid down in <a href="#">§8 of the Regulations</a> do not apply to the principal investigator under <b>Preludium BIS</b>.</p> <p>If the principal investigator (PI) data 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 number: (22) 351-71-01. The National Science Centre cannot modify the data of the principal investigator (PI).</p>





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			<p>The principal investigator (PI) must be a person whose scientific achievements include at least one paper published or accepted for publication<sup>2</sup>.</p> <p>For research in art, the principal investigator must be a person whose scientific achievements include at least one paper published or accepted for publication<sup>3</sup> or at least one artistic achievement and achievement in research in art.</p> <p>On the end date of the call for proposals in Preludium BIS 5, i.e. on 15 September 2023, the principal investigator must be a PhD supervisor pursuant to <u>Article 190 of the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2022, item 574, as amended)</u>. The principal investigator shall be a PhD supervisor of the PhD student who carries out a research project.</p>
	PhD degree	Polish	<p>Fill in the required fields as indicated in the system.</p> <p>If the answer is “YES”, enter the year in which the degree was conferred, field in Polish and English, discipline in Polish and English, and name of the institution (conferred: name of the institution in the original language [transcription into Latin characters], name of the institution in English) which conferred the degree.</p> <p>For researchers with multiple PhDs, enter the date of the first PhD award.</p>

<sup>2</sup> A paper must be published or accepted for publication in the proposal submission year or over the period of 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 leave or physiotherapy leave granted on account of being unfit to work. Additionally, the period could also 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.

<sup>3</sup> A paper or artistic achievement and achievement in research in arts must be published or accepted for publication in the proposal submission year or over the period of 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 leave or physiotherapy leave granted on account of being unfit to work. Additionally, the period could also be extended by the number of months of a childcare leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.



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	Information on career breaks – scientific and research track record		<p>It is possible to enter 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>Parental leave granted pursuant to the Labour Code. Number of days. 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. 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 only displayed if, based on the annual date of awarding of the PhD degree, it is presumed that the principal investigator (PI) may be an early-stage researcher.</p>



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	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><b>PLEASE NOTE:</b> Please enter a valid e-mail address or Electronic Delivery Box (ESP (ePUAP)) address, e-mail address or e-delivery address (EDA) in the contact information tab.</p> <p><b>E-delivery address (EDA).</b> Pursuant to the Electronic Delivery of Documents Act of 18 November 2020 (Journal of Laws of 2020, item 2320), the National Science Centre will be required to deliver communications via the public registered electronic delivery service or public hybrid service. At present, it is not required to provide one's electronic delivery (e-delivery) address. More on the date as of which communications must be delivered to the electronic delivery address will be published on the NCN's website (<a href="http://www.ncn.gov.pl">www.ncn.gov.pl</a>) once the Minister competent for Digital Affairs publishes an announcement in the Journal of Laws of the Republic of Poland setting the date for implementation of technical solutions allowing the NCN to deliver and collect correspondence via the public registered electronic delivery service or public hybrid service. Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ESP (ePUAP)) address or e-mail address of the principal investigator or e-delivery address (EDA). The Electronic Delivery Box (ePUAP) address should be in the format: /user-id/box-name. In case the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP), the e-mail address should be provided.</p> <p><b>Researcher's electronic identifier</b> – optional, ORCID system identifier (<a href="http://www.orcid.org">www.orcid.org</a>)</p>
	Employment	Polish and English	The name of the entity in Polish and English and the position held.



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	Academic and Research Track Record	Academic and Research Career	English	<p>Also the option – without employment.</p> <p><b>PLEASE NOTE:</b> Tab to be completed in English. In this tab, enter key information on your academic and research career, research or artistic activity other than publication- or grant-related activity, other research achievements and other major aspects allowing the expert team to accurately evaluate your scientific track record as a stage in the career.</p> <p><b>RECOMMENDED TEMPLATE</b>  <b>Information on education, academic degrees/titles and employment</b> (date degree/ title conferred, institution, research discipline, start date and end date, institution, position)  <b>Research visits and fellowships in Poland and abroad</b> (length of the visit, country, institution, type of visit)  <b>Lectures and presentations</b> (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)  <b>Prizes and Awards</b> (date, type of award and place; the most important national and international awards for research or artistic activity)  <b>Other significant achievements</b> (for example: training young staff, teaching, organisational and social activity, patents, cooperation with the economic environment, membership in editorial boards of renowned academic press/journals, reviewing)  <b>Other key information impacting the evaluation of the academic and research career</b> (e.g. concerning long career breaks or non-academic professional activity)</p> <p>The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech.</p>



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				<p>The description should be clear and explicit. Page limit: no more than 8,000 characters. <b>PLEASE NOTE:</b> Do not disclose any sensitive data for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process any such data as part of its statutory tasks. *It is not allowed to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union memberships, as well as processing genetic data, biometric data to clearly identify a natural person or data concerning their health, sex life or sexual orientation.</p>
		Publication Record		<p>In this section, enter 1 to 10 of the major papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of the last 10 years prior to the proposal submission year (i.e. from 01.01.2013 to 15.09.2023) and annex one to three major publications mentioned in the list as PDF files. For research in arts, 1 to 10 major 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 the last 10 years prior to the proposal submission year (i.e. from 01.01.2013 to 15.09.2023) should be indicated. If one or more publications are indicated, one to three of them should be attached as PDF files. A maximum number of 10 publications or artistic achievements and achievements in research in arts may be indicated. 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>



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			<p>The period from which the publications must be presented will be extended by the career breaks indicated in the <i>Information on career breaks – scientific and research track record</i> section.</p> <p><b>PLEASE NOTE:</b> Tab to be completed in English. A description of up to 10 of the major artistic achievements and achievements in research in arts (in the proposal submission year or over the period of the last 10 years prior to the proposal submission year, i.e. from 01.01.2013 to 15.09.2023) of international or national significance, e.g. authoring and publishing a work of art (musical score, recording), directing a movie, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in an international festival or a national festival of international significance, directing an international artistic venture.</p> <p><b>No more than 10 publications or artistic achievements and achievements in research in arts may be indicated in total.</b> The period from which the artistic or artistic and scientific achievements must be presented will be extended by the breaks indicated in the <i>Information on career breaks – scientific and research track record</i></p> <p><b>PLEASE NOTE:</b> Tab to be completed in English. Information on managing research projects <b>Błąd! Nie zdefiniowano zakładek.</b> or other research funding obtained from NCN calls in the proposal submission year or over the period of the last 10 years prior to the proposal submission year (i.e. from 01.01.2013 to 15.09.2023).</p> <p>Provide the title, registration number, source(s) of funding, call name, amount, currency, host entity, start date, end date, evaluation result (only in the case of automatic downloading of project data), list of major publications resulting from the project, publications added by the editor (i.e. published after the submission of the report), in the absence of publications – a brief description of other research outputs.</p>
	Artistic Achievements		
	NCN - funded research		



Section in the OSF system	Subsection		Language	Description
				<p>The period from which the projects must be presented will be extended by the breaks indicated in the <i><u>Information on career breaks – scientific and research track record</u></i>.</p> <p>If the data of the principal investigator (PI) are entered from the OPI database, the information on NCN projects is downloaded automatically. The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone number: (22) 351-71-01.</p> <p>For research completed and settled, information on the outcome of the recommendation and the NCN’s decision will be visible.</p> <p><b>PLEASE NOTE:</b> Projects that have been selected for funding by the Ministry of Science and Higher Education and whose documentation has been submitted to the National Science Centre should be indicated in the section: <i>Other research projects outside NCN</i>.</p>
		Other non-NCN research project		<p><b>PLEASE NOTE:</b> Tab to be completed in English. Data to be entered manually.</p> <p>Information on managing other research projects<sup>4</sup> financed under national or international calls (other than NCN calls) in the proposal submission year or over the period of the last 10 years prior to the proposal submission year (i.e., from 01.01.2013 to 15.09.2023). <u>No more</u> than 5 projects funded under other national and international calls may be indicated. Enter only those projects in which one has acted as principal investigator and which:</p> <ul style="list-style-type: none"> <li>- are or have been carried out in the proposal submission year or over the period of the last 10 years prior to the proposal submission year;</li> <li>- are or have been funded from the funds for research;</li> <li>- have been selected in national or international calls; and</li> </ul>

<sup>4</sup> Acting as a principal investigator (PI) shall also be understood as managing/coordinating the work of a research group in international projects or programmes.



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				<p>- are not and have not been funded from the operating support funds. Provide the title, registration number, source(s) of funding, amount, currency, participating entity, start date, end date, list of major publications resulting from the project, publications added by the editor, in the absence of publications – a brief description of other research outputs. The period from which the projects must be presented will be extended by the breaks indicated in the <i>Information on career breaks – scientific and research track record</i> section.</p> <p><b>PLEASE NOTE:</b> 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>
		The most important research achievements		<p><b>PLEASE NOTE:</b> Tab to be completed in English.</p> <p>Description of the most important research achievement. Page limit: no more than 1800 characters.</p> <p><b>PLEASE NOTE:</b> The tab must not be empty. If the most important achievement is missing, enter: none.</p>
PHD STUDENT - doctoral school student	Entity		Polish	<p><b>PLEASE NOTE: As of this edition of the calls, a PhD degree does not have to be obtained by PhD students.</b></p> <p><b>PLEASE NOTE:</b> Enter the participating entity. The National Science Centre allows for a single change of the PhD student to carry out a research project under PRELUDIUM BIS 5 by the end of first year of project implementation, however the doctoral scholarship shall be paid by the entity for the entire period of PhD student's education, on terms and in the amount specified in this point.</p>
	Scope of work		English	<p><b>PLEASE NOTE:</b> Tab to be completed in English. Specify the scope of work.</p>
	Required qualifications			<p><b>PLEASE NOTE:</b> Tab to be completed in English.</p>





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			Specify the required qualifications.
<b>ETHICAL ISSUES</b>		English	<p><b>PLEASE NOTE:</b> Section to be completed in English.</p> <p>Before completing the questionnaire in the OSF system, you should read the two documents attached to the call text: <a href="#">Guidelines for applicants to complete the Ethics Issues form in the proposal</a> and <a href="#">Code of the National Science Centre on research integrity and applying for research funding</a>.</p> <p>Then, the questionnaire should be completed.</p> <p><b>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.</b></p> <p>If the answer to any of the questions on the form is YES, please describe what actions have/will be taken to ensure that the research planned in the OPUS proposal is carried out in accordance with the principles of good practice in the scientific field/discipline concerned, and provide information on whether any approvals have already been given or how these conditions will be met.</p> <p><b>PLEASE NOTE:</b> 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>
<b>DATA MANAGEMENT PLAN</b>		English	<p><b>PLEASE NOTE:</b> Section to be completed in English. Before completing this part of the proposal, please read the document "</p>



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			<p><a href="#">Guidelines for applicants to complete the data management plan in the proposal</a>". 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 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>
<b>SIMILAR RESEARCH TASKS</b>	Principal investigator (PI)	English	<p>The following questions must be answered:</p> <ol style="list-style-type: none"> <li>1. Is the principal investigator (PI) applying for funding of the research tasks included in this proposal also from other sources? (YES/NO) If YES, specify the sources of funding.</li> <li>2. Is the principal investigator (PI) currently working on or has he/she completed research tasks similar to the tasks included in this proposal? (YES/NO) If YES, specify 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 covered by this proposal.</li> </ol> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the "Osoby wskazane we wniosku "[Persons identified in the proposal] section.</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>



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			<p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the " Osoby wskazane we wniosku" [Persons identified in the proposal] section.</p>
	Entity		<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 following question must be answered: Is the entity applying for funding of the research tasks included in this proposal also from other sources? If YES, fill in the sources of funding.</p>
<b>DESCRIPTION</b>		English	<p>The description of research covered by a project and related to the doctoral dissertation must include:</p> <ol style="list-style-type: none"><li>1) the scientific goal of the project (description of the problem to be solved, research questions and hypotheses);</li><li>2) the 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 a research field and scientific discipline);</li><li>3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);</li><li>4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);</li><li>5) project literature (a reference list for publications included in the project description, with full bibliographic data).</li></ol> <p>The above-mentioned sections, including references to literature, are required and if any of them are missing, the proposal may be rejected as ineligible.</p>



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			<p>Page 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> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the “Osoby wskazane we wniosku” [Persons identified in the proposal] section.</p>
<b>PERSONNEL COSTS AND SCHOLARSHIPS</b>	Principal investigator (PI)		<p>Remuneration should be planned in accordance with the <a href="#">Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects</a> applicable to this edition of the PRELUDIUM BIS call, to which a proposal is submitted.</p> <p>The remuneration of the principal investigator (PI) can only be planned under the category: <b>additional remuneration</b>, however, the total cost planned for the principal investigator (i.e., additional remuneration of the principal investigator and project-related costs) must not exceed 40,000 PLN for the entire project performance period.</p> <p>The principal investigator (PI) may also choose the option: “<b>no remuneration</b>”.</p>
	Participant in a doctoral school		<p>The system will automatically fill in the remuneration of PhD students 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 lasting, respectively, 36 and 48 months.</p> <p>If funding is awarded, the scholarships shall be paid pursuant to the Regulations. The scholarship amount depends on the mid-term evaluation date and is 5,000 PLN by the month of mid-term evaluation at the doctoral school and 6,000 PLN after the month of mid-term evaluation at the doctoral school.</p>



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<b>OTHER COSTS</b>			<p>In the section “Other direct costs”, indicate the relevant type of costs, their amount and the justification for their expenditure.</p> <p>Costs must be planned according to <a href="#">Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects.</a></p> <p>Funding, excluding the cost of doctoral scholarship, must not exceed <b>300,000 PLN for the entire project performance period</b>, including up to 40,000 PLN for the principal investigator pursuant to the Regulations.</p> <p>The costs include:</p> <ul style="list-style-type: none"><li>• Materials and small equipment,</li><li>• Outsourced services (in the case of publications subject to the NCN Open Access Policy, costs of services related to the preparation of the manuscript for submission to the publishing house are eligible),</li><li>• Business trips,</li><li>• Visits and consultations,</li><li>• Collective investigators, and</li><li>• Other (other costs).</li></ul> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the “Osoby wskazane we wniosku” [Persons identified in the proposal] section.</p>



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<b>OPEN ACCESS</b>			<p>Indirect cost of open access 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 publication subject to the <a href="#">NCN Open Access Policy</a> can only be planned as part of indirect costs. OA costs, excluding the publication of monographs, monograph chapters and peer-reviewed collected works, must not be planned under the heading of the direct costs.</p> <p>The National Science Centre allows for the possibility of covering part of the costs of open access publication from the remaining indirect costs or from the entity's own resources. Additional information on open science is available <a href="#">here</a>.</p>
<b>BUDGET SUMMARY</b>			<p>This section will present a summary breakdown of planned costs by year, according to the declared project implementation period (if the planned project implementation period is longer than 12 months). The amount of indirect costs should be indicated in this section. <u>Indirect costs</u> are costs that are indirectly related to the research project and required to perform it. Indirect costs consist of:</p> <ul style="list-style-type: none"><li>- indirect cost of open access of up to 2% of the direct costs to be planned in the open access category;</li><li>- other indirect costs of <u>up to 20% of direct costs</u>, which may be allocated to costs indirectly related to the project, including the cost of open access to publications and research data.</li></ul> <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>



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			This section will show the percentage of forecasted indirect cost of open access.
<b>Administrative declarations</b>			This section of the proposal contains administrative statements that must be accepted by both the principal investigator (PI) and the authorised representative of the host institution.
<b>Personal data protection</b>			<p>Information on personal data processing.</p> <p>Personal data provided by principal investigators (PIs) and applicants in the proposal will be processed by the National Science Centre until the end of implementation of these projects and their settlement (in the event of 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 <a href="https://www.ncn.gov.pl/dane-osobowe?language=en">https://www.ncn.gov.pl/dane-osobowe?language=en</a></p>
<b>Experts</b>	Information on possible conflict of interest – for the information of NCN staff only		<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. The final decision on the selected experts is taken by the NCN.</p>
<b>INDIVIDUALS IDENTIFIED IN THE PROPOSAL</b>		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 any manner, in the preparation of the proposal or performance of the project. An organised list of such individuals will allow



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			<p>faster verification of a potential conflict of interest that may occur at any stage of project evaluation and project performance and/or settlement.</p> <p>Identify all individuals named in any part of the proposal, in particular in the following sections:</p> <ul style="list-style-type: none"><li>- international cooperation</li><li>- abstract</li><li>- abstract for the general public</li><li>- research tasks</li><li>- research team</li><li>- similar research tasks/ co-authorship of the project</li><li>- description/ short description/ full description</li><li>- other costs: visits/ consultations</li></ul> <p><b>PLEASE NOTE:</b> This section includes a new representation concerning names of all individuals disclosed in the proposal who have been involved in the preparation of the proposal or will be involved in the performance of the project. All such individuals have been notified that they are identified in the proposal.</p>
<p><b>ELECTRONIC SUBMISSION</b> <i>The section will appear after clicking "Block for the NCN"</i></p>	<p>PI's confirmation of submitting the proposal</p> <p>Entity's confirmation of submitting the proposal</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 a short and full project descriptions may be edited.</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"><li>• Confirmation of submitting the proposal – principal investigator (PI) and</li><li>• Confirmation of submitting the proposal – entity.</li></ul> <p>Confirmations must be signed and attached to the proposal prior.</p>





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			<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. After the proposal has been blocked for edition again, the operations of downloading confirmations, signing, and attaching files must be repeated. Proposal submission confirmations may be signed by hand or electronically. If a confirmation has been signed by hand, the proposal must be appended with its scan here: <a href="#">Add confirmation scan</a>. 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 funding agreement. 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>At the NCN's request, applicants must prove that their electronic signatures comply with the eIDAS Regulation.</p> <p><b>PDF is the only format acceptable in the OSF system. Therefore, electronic signatures must be in the PAdES format.</b></p> <p>In this section, download confirmations of proposal submission by the authorised representative(s) of the entity and principal investigator (PI). Confirmations must be signed with a qualified electronic signature in PAdES format or with a trusted signature in PAdES format or by hand and their scan must be annexed to the proposal in PDF format.</p> <p>If a confirmation has been signed electronically, it must be appended here: <a href="#">Add electronically signed confirmation</a>.</p>



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			<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 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 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 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. <b>The only acceptable format for electronic signatures is PAdES.</b></p> <p><b>PLEASE NOTE:</b> Confirmations that relate to the final version of the proposal must be attached to the proposal.</p>