



## **Proposal submission procedure under the MINIATURA call**

Under the calls announced by the National Science Centre, proposals are submitted electronically via the ZSUN/OSF (*Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania*) system, available at: [www.osf.opi.org.pl](http://www.osf.opi.org.pl).

### **The proposal submission procedure is divided into the following stages:**

- 1) Registering/logging in the system as an editor/co-editor/reader and principal investigator in OSF proposals;
- 2) Creating a new proposal form appropriate for the current open call;
- 3) Filling in the proposal form in accordance with system requirements;
- 4) Adding files;
- 5) Verifying that the proposal form is complete;
- 6) Blocking the editing of the proposal form;
- 7) Downloading the final version of the proposal, signing it by an authorised representative and submitting it to the system;
- 8) Submitting the proposal form electronically, via the ZSUN/OSF submission system.

Re. 1

### **Registering/logging in the system as an editor/co-editor/reader and principal investigator in OSF proposals**

You can sign in the ZSUN/OSF system in one of two ways:

- using your ZSUN/OSF login and password

or

- via a Trusted Profile.

#### Registration/logging in with the ZSUN/OSF login and password:

You can sign in to the ZSUN/OSF system with your login and password.

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

The system forces a password change after 30 days. If the last login occurred long ago, the system will ask you to enter your old password and then provide a new one.



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

#### Registering/logging in via a Trusted Profile

You can also access the ZSUN/OSF system via a Trusted Profile. To do so, you need to have a verified Trusted Profile account, which then needs to be associated with your account in the ZSUN/OSF system. Click the [Zaloguj się przez Profil Zaufany \[Log in via a Trusted Profile\]](#) link and follow the instructions as they appear on screen.

You can also register in the system via a Trusted Profile by clicking the [Zarejestruj się przez Profil Zaufany \[Register via a Trusted Profile\]](#) link.

Should you experience any technical issues with your ZSUN/OSF account, please contact the OPI technical support team by phone: +48 (22) 351 71 01, +48 (22) 351 71 04, +48 (22) 351-70-89 or via an online contact form available at <https://osf.opi.org.pl/app/adm/start.do>

#### Choose your status:

To fill out a proposal form, individuals who enjoy more than one type of permission in the system need to choose the following option:

chcę się zalogować z uprawnieniami redaktora/redaktora pomocniczego/czytelnika ORAZ kierownika projektów we wnioskach ZSUN/OSF [I Want to Log in as an Editor/Co- Editor/Reader AND Principal Investigator in ZSUN/OSF Proposals].

Re. 2

#### **Creating a new proposal form appropriate for the current open call**

In order to submit a proposal in an NCN call, pick [Nowy wniosek \[New Proposal\]](#) from the left-hand side menu and choose the National Science Centre tab to see a table with a list of currently open NCN calls.

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

Re. 3

#### **Filling in the proposal form in accordance with system requirements**

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REGON: 121361537, NIP: 6762429638



The form must be filled out with the information specified on the ZSUN/OSF system form.

To open new windows in different tabs, click the [Edytuj \[Edit\]](#) button. Each piece of information needs to be saved individually through the [Zapisz \[Save\]](#) button.

The system will notify you if any fields are left empty or contain incorrect values.

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

Re. 4

### **Adding files**

Files can be added via the [Dodaj plik \[Add File\]](#) button. Only PDF files will be accepted. All required files must be added before the proposal is blocked. Once the proposal is blocked to NCN, files that have been added cannot be edited.

Each time the proposal is unblocked through the [Powrót do edycji \[Return to Editing\]](#) button, you should download a new proposal for NCN in PDF format, sign it again and attach to the proposal.

Re. 5

### **Verifying that the proposal form is complete**

To be accepted, the proposal must be complete and meet all the requirements specified in the call announcement.

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

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

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

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

Re. 6

### **Blocking the editing of the proposal form**



Once you have filled in the individual tabs of the proposal form and verified that it is complete, you can block any further editing by clicking the **Zablokuj do NCN [Block to NCN]** button.

When editing is blocked, a new tab will show up in the left-hand side menu: **Wysyłka elektroniczna [Electronic Submission]**.

Re. 7

### **Downloading the final version of the proposal, signing it by an authorised representative and submitting it to the system**

When you click the **Wysyłka elektroniczna [Electronic Submission]** tab, a message will pop up to inform you that the final version of the proposal is ready for electronic submission to the National Science Centre.

The proposal has not yet been marked as Wysłany [Sent] and is not available to NCN officers. At this stage, it can still be unblocked by the editor through the **Powrót do edycji [Return to Editing]** button, so that corrections can still be introduced.

At this point, a **proposal for NCN in PDF format** should be generated, downloaded and signed with qualified electronic signature by the authorised representative of the institution acting as the applicant. **The qualified signature should include a valid qualified certificate and have a PAdES extension**. The proposal bearing a signature should be attached in the **Wysyłka elektroniczna [Electronic Submission]** section.

In the same section you can also change the proposal file, view it or remove it (available options: zmień plik [Change File], usuń [Remove])

If the proposal has been signed by a person other than the authorised representative of the institution, a power of attorney should be sent to the NCN. The power of attorney with an authorisation to sign documents can be scanned and attached along with other annexes or submitted to the Electronic Delivery Box of the National Science Centre: /ncn/SkrytkaESP.

Once the proposal bearing a signature has been submitted, the system will verify whether the document matches a given proposal and its final version, as well as check if it contains an electronic signature. **The system does not verify the validity of certificates for attached files**. The only accepted electronic signature format is PAdES.

The verification process can produce the following outcomes:

- approved – the system will allow the submission of the proposal. The document attached contains an OPI seal, bears an electronic signature in the PAdES format, and matches the relevant proposal and its final version.



- rejected – the proposal cannot be submitted by the system because the attached document is incorrect. After download, the document might have been modified, its OPI seal removed or its electronic signature might be in a format other than PAdES.

If the signature verification status is negative, you must download a new proposal form in PDF format, sign it with your current qualified electronic signature with appropriate extension and attach it to the proposal again.

Every time the proposal is unblocked through the Powrót do edycji [Return to Editing] button, you must download a new proposal form for NCN in PDF format, sign it and attach it to the proposal again.

**PLEASE NOTE! The LATEST version of the proposal in PDF format must be signed.**

Re. 8

### **Submitting the proposal form electronically, via the ZSUN/OSF submission system**

Once the proposal form signed with a qualified signature in the PAdES format by an authorised representative of the institution acting as the applicant has submitted to the system, the **proposal** should be electronically **submitted to the National Science Centre** via the ZSUN/OSF submission system, using the Wyślij do NCN [Submit to NCN] button. Once the file has been submitted, its status will change to **Wysłany [Sent]**.

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

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

**PLEASE NOTE!** After that, no further changes can be introduced to the proposal.