



Proposal submission procedure in the MINIATURA call

Proposals in the MINIATURA call launched by the National Science Centre (the "NCN") are submitted electronically via the ZSUN/OSF (*Zintegrowany System Usług dla Nauki/Obstuga Strumieni Finansowania*) submission system, available at: www.osf.opi.org.pl.

The proposal submission procedure consists of the following stages:

- 1) reading the announcement of the call to which the proposal is submitted,
- 2) registering/logging in the system as an OSF Editor/Supporting Editor/Reader and principal investigator in OSF proposals,
- 3) creating a new proposal form appropriate for the current open call,
- 4) filling in the proposal form in accordance with the NCN Council Resolution applicable to the call in question and system requirements,
- 5) adding required annexes,
- 6) verifying that the proposal is complete,
- 7) blocking the editing of the proposal,
- 8) downloading the final version of the proposal, signing it and submitting it to the system and
- 9) submitting the proposal electronically, via the ZSUN/OSF submission system.

Detailed step-by-step instructions.

Re. 1)

Please read the announcement of the call to which the proposal is submitted.

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

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

Re. 2)

Registering/logging in the system as an OSF Editor/Supporting Editor/Reader and principal investigator in OSF proposals.

You can sign and log in to the ZSUN/OSF submission system in a few ways. Polish entities can sign and log in to the ZSUN/OSF submission system:

- using your ZSUN/OSF login and password or
- via a Trusted Profile or



– via the OPI-PIB MCL central logging module.

Foreign users may only log in using their login and password to the ZSUN/OPI submission system.

Information on the most current login forms are available at <https://osf.opi.org.pl>

Once you have selected a particular login form, follow the prompts.

Detailed instructions on how to register / log in to the ZSUN/OSF submission system with your login and password.

Logging into the ZSUN/OSF submission system is possible after providing a login and password.

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

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

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>.

Please select your Login Role:

Those who have more than one status in the system and want to compete the proposal must chose:

log in the system as an OSF Editor/Supporting Editor/Reader AND principal investigator in OSF proposals.

Re. 3)

Creating and completing 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 Poland tab to see a table with a list of currently open NCN calls.

PLEASE NOTE! After logging in as an editor and if new, but not sent, NCN proposals were created in previous editions, the system will display a list of proposals in preparation. Do not fill in proposals created under editions whose recruitment has already ended.

Re. 4)



Filling in the proposal form in accordance with the NCN Council Resolution applicable to the call in question and system requirements

The form must be filled out with the information specified in the NCN Council Resolution applicable to the call in question and proposal form in the ZSUN/OSF submission system.

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

The system will notify you if any required fields are left empty or contain incorrect values. The system will not notify you if any optional fields are left empty.

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. 5)

Adding required documents

Required documents must be added as PDF files (only PDF files will be accepted). File size must not exceed 10 MB. Files can be added via the Załącz plik [Attach File] button.

Some of the documents attached:

- do not have to be signed,
- must be signed electronically in the PAdES format (applies only to proposal submitted to the NCN in PDF format),
- may be signed either by hand or electronically (applies only to the Authorisation to represent the entity).

Files can be added via the Załącz plik [Attach File] button.

If a document is signed by hand, it must be scanned and annexed in the Skan dokumentu: Dodaj plik [Document's scan: Add file] field. The original document must be kept by the end date of the proposal evaluation procedure and if the proposal is recommended for funding, until the research activity start date.

Documents signed electronically must bear a qualified electronic signature or advance electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (hereinafter: the "eIDAS Regulation").

At the NCN's request, the applicant must prove that the electronic signature complies with the eIDAS Regulation.

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

If a document is signed electronically, it must be annexed to Plik podpisany elektronicznie: Dodaj plik [File Signed Electronically: Add File].



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, download a new PDF file of the proposal for the NCN, sign it again and attach to the proposal.

Re. 6)

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](#) [Check Completeness] button; once you press [Pokaż szczegóły](#) [Navigate to Section] 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;
- the required information has been prepared in the required language and added in the correct places.

The system does not verify if optional fields are completed.

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

Re. 7)

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. 8)

Downloading the final version of the proposal, signing it and submitting it to the system

When you click the [Elektroniczna wysyłka](#) [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 an electronic signature by the authorised representative(s) of the institution acting as the.**

A proposal form submitted to the NCN in PDF format must bear a qualified electronic signature or advanced electronic signature in compliance with the eIDAS Regulation. **The electronic signature must include a valid qualified certificate and have a PAdES format.** The signed proposal must be attached in Wysyłka elektroniczna [Electronic Submission].

Once the proposal bearing a signature has been submitted, the system will verify whether the document matches a given proposal and its final version, bears an OPI signature as well as electronic signature. The system does not verify the validity of certificates for attached files signed electronically. **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. Make sure that after download, the document has not been amended, its OPI seal has not been removed and its electronic signature is in PAdES format,

If the signature verification status is negative, you must download a new proposal form in PDF format, sign it and submit it to the proposal.

At this point, you can also change, preview or delete a previously added proposal file (options: zmień plik [change file], usuń [delete]).

If the proposal has been signed by someone other than the head of the entity, then an authorisation 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 handwritten document.

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 submit it to the proposal.

PLEASE NOTE! The electronically signed PDF of the proposal must refer to its LAST version.

Re. 9) Submitting the proposal form electronically, via the ZSUN/OSF submission system.

Once a PDF file of the proposal form in PDF has been submitted to the system, the **proposal only in electronic format should be sent to the National Science Centre with the Wyślij**



do NCN [Submit to NCN] button. Once the proposal 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.