



Proposal submission procedure applicable to the NCN scheme for researchers from Ukraine allowing them to continue research in Poland

Proposals under the scheme must be submitted electronically via the Electronic Platform of Public Administration Services, hereinafter referred to as “ePUAP”, by the date specified in the call text. The call for proposals will start on 14 March 2022 and will continue until the date specified by the NCN Director which will be immediately communicated to the applicants on the NCN website.

The proposal submission procedure consists of the following stages:

- 1) Downloading the proposal form from [here](#)
- 2) Completing the proposal form;
- 3) Drafting annexes to the proposal (Annex 1: Researcher’s CV and Annex 2: Integration plan and collaboration to date);
- 4) Verifying that the proposal is complete;
- 5) Signing the final version of the proposal. The proposal form for the National Science Centre in PDF format must bear a qualified electronic signature or advanced electronic signature of the authorised representative of the institution. The electronic signature must be in line with the eIDAS Regulation, include a valid qualified certificate and have a PAdES extension.
- 6) Submitting the proposal electronically to the National Science Centre via ePUAP, by the date specified in the call text.

Downloading the proposal form and annexes

To find out more on how to fill in the proposal form, go to [Annex 1 to NCN Council Resolution No 37/2022 of 21 March 2022](#) on the terms and conditions of the scheme launched by the National Science Centre allowing researchers from Ukraine to continue research in Poland.

Verifying that the proposal is complete

Only complete proposals appended with the required annexes are eligible as call entries.

The applicant is required to make sure that all required sections and boxes have been duly completed, have been entered in the correct language and the required annexes have been attached.

Signing the proposal

Once the proposal has been completed, it must be signed by the authorised representative(s) of the applicant. The proposal form to the National science Centre in PDF format must bear a qualified electronic signature or advanced electronic signature of the authorised representative



of the institution. The electronic signature must be in line with the eIDAS Regulation, include a valid qualified certificate and have a PAdES extension.

Should the proposal be signed by a person other than the head / authorised representative of the institution, an authorization/ power of attorney must be submitted to the NCN. The authorization to sign the proposal may be scanned and attached to the documents, or submitted separately to the address of the electronic delivery box of the National Science Centre (/ncn/SkrytkaESP).

Submitting the proposal to the National Science Centre

Once the proposal has been completed and signed by the authorised representative(s), it should be appended with the required annexes and submitted to the National Science Centre electronically via ePUAP.

In order to submit the proposal directly from ePUAP:

- follow the link: <https://obywatel.gov.pl/wysluj-pismo-ogolne> and click on **Wyślij pismo ogólne** ["re: general"];
- log in to ePUAP;
- fill out the letter in accordance with the instructions below:

Box in ePUAP form	Filling in
<i>Wybierz urząd lub instytucję, do której składasz pismo</i> [Choose the office or institution for submission of the letter]	The National Science Centre
<i>Rodzaj pisma</i> [type of letter]	Proposal
<i>Tytuł pisma</i> [title of letter]	Proposal to the NCN scheme for researchers from Ukraine allowing them to continue research in Poland
<i>Treść pisma</i> [contents]	Any
<i>Załączniki</i> [Annexes]	Annex the following documents: <ul style="list-style-type: none">• proposal bearing a signature• annexes constituting an integral part of the proposal• authorisation (if applicable)
<i>Dane kontaktowe</i> [contact details]	Fill out all boxes marked with *

- sign the general letter (optional: it is possible to send the general letter unsigned);

The general letter may be lacking a signature by the authorized representative(s) of the applicant.

- submit the letter to the National Science Centre.



Upon submitting the letter, an Official Confirmation of Service (UPP.xml) will be sent to the ePUAP delivery box from which the proposal has been sent out, confirming receipt of the document.

PLEASE NOTE: Receiving the Official Confirmation of Service (UPP) certifies that the proposal has been effectively submitted.

PLEASE NOTE: The applicant who owns a system for electronic documentation management integrated with ePUAP may submit the proposal to the NCN via that system.

Please do not send hard copies of the proposal form to the National Science Centre. A proposal submitted electronically shall be deemed effectively served.

The English version of this Resolution does not constitute a certified translation and has been prepared as an auxiliary document for your convenience. In the case of any discrepancies between the language versions, the Polish version shall prevail.