



SHENG 4

Polish-Chinese Funding Initiative

Guidelines for Polish Research Teams

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General information on SHENG 4

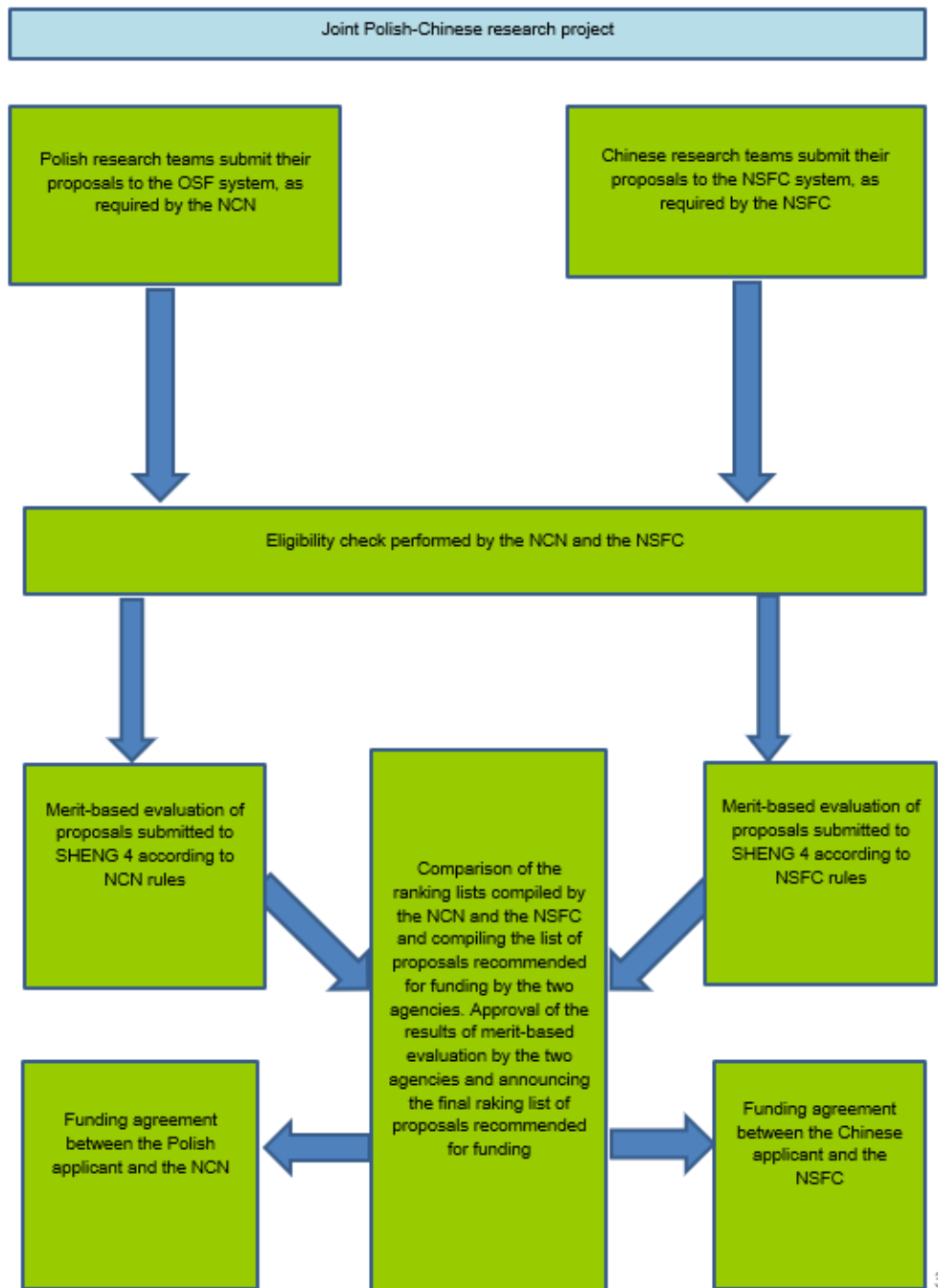
In 2018, the National Science Centre (NCN) and the National Natural Science Foundation of China (NSFC) launched the first SHENG call aimed to promote the highest quality research in selected academic disciplines and to support international cooperation between researchers from the two countries engaged in joint research projects. Joint Polish-Chinese proposals submitted by the Polish research team to the NCN and by the Chinese research team to the NSFC were subject to a parallel evaluation by the two agencies according to their respective rules.

Under SHENG 4, funding will be awarded to basic research proposals in the following NCN panels and NSFC departments:

Department NSFC	Panel NCN
Chemical Sciences Engineering and Materials Sciences	ST4,ST5, ST8 ,ST11
Life Science	NZ1, NZ2, NZ3, NZ4, NZ5, NZ6, NZ7, NZ8, NZ9
Health Science	HS6 (HS6_01-HS6_08, HS6_14 – HS6_15)

This document lays down the guidelines for the Polish research teams submitting proposals under SHENG 4 and provides information for Polish applicants on how to prepare and submit proposals, including Joint Polish Descriptions, to the OSF submission system. IT does not include NSFC's requirements that must be followed by the Chinese research teams. In order to receive any information or explanations concerning the Chinese requirements, contact the Chinese partner and/or the NSFC. Under SHENG 4, the Polish and Chinese research teams that apply for project funding must meet the eligibility criteria of the NCN and the NSFC, respectively. If a proposal is rejected by one agency, it will not be subject to a merit-based evaluation by the other agency.

Diagram: Individual stages of the proposal submission and evaluation procedure under SHENG 4



Preparation of NCN proposals as well as joint project descriptions (JPD) and CVs together with publication lists in the OSF submission system

Polish research teams are bound by the eligibility criteria of the National Science Centre, as laid down in the resolution and SHENG 4 call text. Before drafting a proposal, read the call text and call documents.

Documents required by the National Science Centre from the Polish research team

Funding proposals for joint research projects must be submitted to the NCN and the NSFC by the Polish and Chinese research teams, respectively.

Funding proposals for a joint Polish-Chinese research projects submitted to the NCN in the OSF submission system contain:

- **proposal** comprising a complete proposal form filled out in the OSF submission system according to the call documents and call text;
- **[Joint Project Description \(JPD\)](#)** prepared in English jointly with the Chinese partner;
- **CVs of Polish and Chinese principal investigators and co-investigators together with publication lists** drafted in English according to the **[template](#)** provided in the call text. CVs together with publication lists must be provided for those Polish research team members who are not selected in an open call procedure and hold at least a PhD degree.

Information provided in the JPD as well as CVs together with publication lists must be consistent with information in respective parts of the proposal submitted to the OSF submission system and annexes thereto. The NCN requires an **electronic version of the proposal**. Completed Joint Project Descriptions as well as CVs together with publication lists do not have to be signed. Polish and Chinese applicants must submit identical joint project descriptions to their respective agencies. Any discrepancies between the joint project descriptions submitted to the NSFC and the NCN may result in the proposal being rejected at the stage of eligibility check.

PLEASE NOTE: Names of persons selected in an open call procedure, including prospective post-docs remunerated from the NCN budget and recipients of NCN scholarships for students and PhD students granted pursuant to the Regulations for awarding scholarships in NCN-funded research projects, must not be revealed in proposals, JPDs and CVs together with publication lists.

Furthermore, proposals submitted to the OSF submission system must be appended with PDF files of the following documents concerning the Polish applicant, **signed by hand¹ or with a qualified electronic signature in PAdES format:**

- 1) confirmation of proposal submission signed by the authorised representative(s) of the entity acting as the applicant for the Polish part of the joint project (in the case of a group of entities: the Polish entity acting as the leader), generated automatically by the OSF submission system when completing the work on the proposal under the *Elektroniczna wysyłka wniosku* [Electronic submission] tab;
- 2) confirmation of proposal submission signed by the principal investigator for the Polish part of the joint project, generated automatically by the OSF submission system when completing the work on the proposal under the *Elektroniczna wysyłka wniosku* [Electronic submission] tab;
- 3) in the case of Polish entities that do not receive any institutional core funding for research (in the case of a group of entities: required for each organisational unit in a group of entities that does not receive any institutional core funding for research):
 - information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to research (*in English*);

¹ In this case, a scan of the document signed by hand must be attached to the proposal in the OSF system.

- 4) in the case of a group of Polish entities (laid down in Article 27 (1) (2) of the NCN Act)²: [research project cooperation research project cooperation agreement](#) (*in Polish*);
- 5) when applying for state aid, Polish applicants must complete additional sections of the proposal and submit additional annexes according to the guidelines available on the NCN website in the [Pomoc publiczna](#) [State aid] section.

PLEASE NOTE: The NCN does not require any additional documents (agreements) to confirm cooperation between the Polish and Chinese research teams nor signatures of the foreign research teams members to be affixed on the proposal submitted to SHENG 4 or other documents annexed thereto.

Polish research team's duty to submit a complete proposal

Polish research teams must ensure that their proposals submitted to the NCN are complete. Proposals submitted to the NCN via the OSF submission system must not be amended or modified, and no file submitted to the OSF submission system can be replaced if it forms a part of the proposal. Therefore, the principal investigators are recommended to make sure that all sections of proposals (with annexes thereto), joint project description as well as CVs together with publication lists, have been duly completed. If any section of the joint project description is left blank, the proposal may be rejected at the stage of eligibility check by the NSFC and the NCN.

Project budget

The budget of tasks performed by the Polish research teams must comply with the regulations on the costs covered by the project, including cost of salaries and scholarships laid down in [Annex 2 to NCN Council Resolution No 115/2024 of 14 November 2024](#) on the terms and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the SHENG 4 Polish-Chinese Funding Initiative. NCN scholarships are awarded pursuant to the [Regulations for awarding scholarships](#).

Creating a project budget is one of the most important aspects in the project planning which aims at identifying the required resources and estimating the costs. The project budget must be well-justified as regards the subject and scope of research, based on realistic calculations and must specify the expenditures covered by the NCN (eligible costs).

If an unjustified budget is planned or any discrepancies are found in the project costs of the Polish research team in the proposal and joint project description (JPD), the proposal may be rejected.

Project costs are subdivided into direct and indirect costs.

Direct costs include:

1. salaries:
 - full time remuneration: funds for full-time employment of the principal investigator or post-doc(s),
 - additional remuneration for members of the research team,
 - salaries and scholarships for students and PhD students,
2. purchase or manufacturing of research equipment, devices and software,

² If a research project is carried out by at least two Polish entities, they must form a group of entities specified in Article 27 (1) (2) of the NCN Act and only in this form can they apply for NCN funding. Each entity in the group of entities shall have its own budget although the budget for salaries and scholarships specified in the Regulation of awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN as regards research projects shall be the same for all entities in the group of entities. The entity that employs the principal investigator acts as the leader of the group of entities. If, pursuant to Article 27 (1) (2) of the NCN Act, the entities cannot form a group of entities, they cannot apply for NCN funding of a joint research project.

3. purchase of materials and small equipment,
4. outsourcing,
5. business trips,
6. visits and consultations (**PLEASE NOTE:** The costs of consultations and visits of Chinese partners who receive project funding from the NSFC are not eligible),
7. compensation for collective investigators and
8. other costs crucial to the research project that comply with [Annex 2 to NCN Council Resolution No 115/2024 of 14 November 2024](#) on the terms and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the SHENG 4 Polish-Chinese Funding Initiative , including:
 - costs of purchasing data/ databases or access thereto,
 - specialist publications/ teaching aids.

Indirect costs must not exceed 20% of direct costs.

Pursuant to the Order of the NCN Director, the NCN's Open Access Policy has been adopted, concerning open access to publications resulting from the research projects, scholarships and fellowships as well as research activities funded or co-funded by the National Science Centre.

Hence, **additional amount of indirect costs of up to 2% of direct costs** may be spent on Open Access to publications and research data.

When developing the project budget, it is necessary to consider the following:

1. proposals must specify the budget for tasks performed by the Polish team, while the JPD – for the tasks performed by the Polish and Chinese research teams together with justification of individual cost categories for research carried out by the Polish and Chinese research teams;
2. the budget in a proposal must be specified in PLN; **in the JPD – in EUR;**
3. the budget of Polish teams in the JPD must be consistent with the budget in proposals submitted to the OSF submission system;
4. the EUR exchange rate used to calculate the budget of the Polish part of the project in the JPD: **EUR 1 = PLN 4.3365** (exchange rate published by the National Bank of Poland on 14 November 2024); and
5. the maximum funding of a single project is not specified (the costs must be justified as regards the subject and scope of research).

PLEASE NOTE: It is recommended to copy the justification of the costs of the Polish research team from a proposal submitted to the OSF submission system and pasted to the appropriate section of the JPD. **All amounts in the JPD must be converted to EUR.**

PLEASE NOTE: The merit-based evaluation of proposals submitted to SHENG 4 is carried out on the basis of the joint project description and covers (*inter alia*) evaluation if the costs of the Polish part of the research project are justified as regards the subject and scope of research, hence justification of the costs of the Polish research team in the joint project description must be comprehensive, detailed and identical to the justification of the costs in the OSF submission system. **It is not sufficient to provide the justifications in the budget in the OSF submission system as it is not subject to a merit-based evaluation performed by the experts. If the costs in the JPD are not justified, the proposal may be rejected.**

Justifications of the costs in proposals submitted to the OSF submission system:

Other direct costs

Other direct costs

No.	Other direct costs			Year 2026	Year 2027	Year 2028
1.	Name / description [in English]	other costs	4	4	4	
	Category	Materials and small equipment				
	Entity	University of Warsaw				
	Total cost [PLN]		12			
	Calculation and merit-based justification for the purchase [in English]		merit-based justification for the purchase			
2.	Name / description [in English]	other costs	100	100	100	
	Category	Materials and small equipment				
	Entity	University of Warsaw				
	Total cost [PLN]		300			
	Calculation and merit-based justification for the purchase [in English]		merit-based justification for the purchase			

Justification of the costs: Part IV.1 of the JPD

Name/ description	Category of costs	Entity (Host institution)	Year			Calculation (in EUR) and merit-based justification for the purchase
			2026	2027	2028	

Enter justification of the costs consistent with information in OSF submission system. The costs must be converted into EUR.

PLEASE NOTE:

- any discrepancies between the costs of the Polish research team in the proposal and JPD may result in the proposal being rejected as ineligible.

Electronic submission of proposals in the OSF submission system

The funding proposals for Polish and Chinese research projects must be submitted to two submission systems:

- OSF submission system (<https://osf.opi.org.pl>) and
- NSFC system (<https://grants.nsf.gov.cn/pmpweb/login>).

Once all the tabs in the OSF submission system have been filled in and the proposal form has been verified for completeness, disable editing by clicking the *Zablokuj do NCN* [Block to NCN] button. Then, download the confirmation of proposal submission signed by the authorised representative(s) of the host institution and the principal investigator, complete it and annex it to the proposal.

A funding proposal together with all required annexes must be submitted to the NCN electronically via the OSF submission system available at www.osf.opi.org.pl by **17 March 2025, 4 p.m. CET**. Chinese applicants must submit their proposals via the NSFC system available at <https://grants.nsf.gov.cn/pmpweb/login> by **17 March 2025, 4 p.m. CST**.

PLEASE NOTE: Applicants must not submit any hard copies to the NCN to submit their proposal to SHENG 4. However, the Chinese agency may apply its own rules to the submission of proposals that must be met by the Chinese research teams.

Evaluation of proposals

Eligibility check

Proposals shall be subject to an eligibility check performed by both the NCN and the NSFC according to their respective rules. Proposals approved as eligible shall be recommended for merit-based evaluation performed in parallel by the NCN and the NSFC. The eligibility check is the first stage of proposal review. NCN eligibility check is performed by its scientific coordinators pursuant to the eligibility criteria applicable to SHENG 4.

The most frequent errors made by the applicants resulting in the proposal being rejected at the stage of eligibility check performed by the NCN:

- failing to justify the costs of the Polish research team in the joint project description (JPD);
- miscalculating the budget (cost differences in the budget for the tasks of the Polish team in the JPD and in the proposal as a consequence of, e.g., miscalculation of the EUR/PLN exchange rate or inconsistency of the expenses planned);
- revealing the names of persons selected in an open call procedure, including persons employed as post-docs and remunerated from the NCN budget as well as under NCN scholarships for students and PhD students granted pursuant to the [Regulations for awarding scholarships in NCN-funded research projects](#) in proposals or JPDs;
- inconsistency of information in the proposal and JPD;
- completing specific sections of the proposals in the OSF submission system in the wrong language inconsistent with the Resolution and/or call text;
- incompleteness of the proposal;
- submitting the proposal to only one agency involved.

Merit-based evaluation

Only proposals that have been approved as eligible by both the NCN and the NSFC shall be accepted for a merit-based evaluation.

Polish-Chinese proposals submitted to SHENG 4 shall be subject to a parallel evaluation procedure performed by the NCN and the NSFC, which means that each agency shall carry out an individual merit-based evaluation.

Proposals submitted to SHENG 4 shall be evaluated by both the NCN and the NSFC pursuant to the following criteria:

1. evaluation of the scientific achievements of principal investigators of the Polish and Chinese research teams;
2. evaluation of the scientific value of the project; and
3. evaluation of justification of the costs and feasibility of the project's completion.

At the NCN, proposals recommended for a merit-based evaluation shall be evaluated by the NCN Expert Teams elected by the NCN Council and at least two external reviewers. At the first stage of an eligibility check performed by the NCN, proposals shall be evaluated independently by members of the Expert Team.

In the case that a proposal which is assigned an auxiliary review panel specifying disciplines covered by NCN review panels other than the one to which the proposal was submitted, the chair of the Expert Team may decide to seek another opinion from a member of another Expert Team.

The score allotted to a proposal is a starting point to the discussion on the proposal at the first panel meeting. The Expert Team decides whether to reject the proposal or recommend it for the second stage of merit-based evaluation. Expert Teams compile ranking long lists of proposals recommended for the second stage of merit-based evaluation.

At the second stage of a specialist merit-based evaluation performed by NCN, proposals submitted to SHENG 4 are evaluated by external reviewers who are not members of the Expert Team reviewing the proposal at the first stage of merit-based evaluation. Opinions of the external reviewers are then discussed by the Expert Team at the second panel meeting. Members of the Expert Team then decide on the final evaluation of the proposal based on the individual reviews, analyses of and discussions on the proposals. Following the discussions, the Expert Teams shall compile a list of proposals recommended for funding.

A list of proposals recommended for funding by the NCN Expert Team shall be the basis for the final ranking list compiled based on the comparison of the results of a merit-based evaluation performed by the NCN and the NSFC. Funding in SHENG 4 is only awarded to projects recommended by both the NCN and the NSFC.

Once the final ranking list is compiled based on the comparison of the results of a merit-based evaluation performed by the NCN and the NSFC, information on the results of the merit-based evaluation under SHENG 4 shall be made available in the OSF submission system and communicated to the applicants electronically by way of a decision of the NCN Director. Pursuant to the proposal evaluation procedure applicable to SHENG 4, a detailed justification of a Chinese merit-based evaluation and reviews must be requested from the NSFC via the Chinese partner.

PLEASE NOTE: In SHENG 4, decisions shall not be delivered to the applicants after the end of the first stage of a merit-based evaluation.

FILLING OUT NCN PROPOSALS IN THE OSF SUBMISSION SYSTEM

Section in OSF	Subsection	Description
IMPLEMENTATION PERIOD [MONTHS]		Projects may be carried out over the period of 36 months. Modification of the duration of projects carried out by the Polish and Chinese research teams shall be subject to the rules and regulations of the NCN and the NSFC, respectively.
BASIC INFORMATION	Project title	The project title in English must be identical to the title in the joint project description (JPD) and title provided by Chinese applicants in the NSFC system. The title in English must be identical to the title in Polish.
	Keywords	Keywords must be provided in Polish and in English and must be separated by commas or semicolons. Keywords in both language versions must be identical.
	NCN Review Panels	Polish applicants must select a review panel according to the list of panels attached to NCN Council Resolution No 115/2024 of 14 November 2024 as Annex 1 . Proposals submitted to SHENG 4 may cover the following NCN review panels: <ul style="list-style-type: none"> • NZ1-NZ9, • ST4, ST5, ST8, ST11 • HS6 (HS6_01-HS6_08, HS6_14 – HS6_15)
ADDITIONAL INFORMATION	Acronym	Project acronyms must consist of up to 12 characters. The Polish and Chinese research teams must use the same acronym for their joint project submitted to SHENG 4. Project acronyms in the OSF electronic submission system, NSFC submission system and JPD must be the same.
	Joint proposal [in English]	In this section, attach a PDF file of the JPD prepared jointly by the Polish and Chinese research teams in accordance with the template annexed to the call text. For more information on how to draft a JPD, please go to page 22 hereof. A JPD does not have to be signed by hand or with an electronic signature in PAdES format.
	Information on members of Polish and foreign research teams [in English]	Upload CVs for the principal investigators and co-investigators of the Polish and Chinese research teams in English, with publication lists and names of principal investigators and co-investors. CVs with publication lists must be drafted according to the template provided in the call documents. Each principal investigator and co-investigator (whose name is provided) should attach a list of up to 10 papers published over the period of 10 years prior to the proposal submission date. Older publications can be cited

Section in OSF	Subsection	Description
		<p>by the Polish principal investigator or members of the Polish research team who have taken significant career breaks specified in the Resolution on the terms and regulations of SHENG 4³</p> <p>In the case of papers that have been accepted for publication but not yet published, the principal investigator and members of the Polish research team are required to attach letters from publishers confirming that their papers have been accepted for publication or provide their DOI in the publication list.</p> <p>If these requirements are not met, the publications will be disregarded in the proposal evaluation procedure. CVs with publication lists must be provided for those Polish research team members only who are not selected in an open call procedure and are at least PhD holders. Names of persons to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget, must not be revealed.</p>
	Project authorship / co-authorship	Name project authors/co-authors.
APPLICANT	Applicant's status	<p>Proposals for NCN funding of the Polish part of the research project may be submitted by the following entities:</p> <ol style="list-style-type: none"> 1. universities, 2. federations of science and HE entities, 3. research institutes of the Polish Academy of Sciences operating pursuant to the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2020, item 1796, as amended), 4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2022, item 498, as amended), 5. international research institutes established pursuant to other acts and acting in the Republic of Poland, 5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019 (Journal of Laws of 2020, item 2098), 5b. institute operating within the Łukasiewicz Research Network, 6. Polish Academy of Arts and Sciences, 7. other entities involved in research independently on a continuous basis, 8. groups of entities (at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company), 9. scientific and industrial centres within the meaning of the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2022, item 498, as amended), 10. research centres of the Polish Academy of Sciences within the meaning of the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2019, item 1183, as amended); 11. scientific libraries, 12. companies operating as R&D centres within the meaning of the Act on Certain Forms of Support for Innovative Activity of 30 May 2008 (Journal of Laws of 2022, item 2474), 13. legal entities with their registered office in Poland,

³ In the case of the Polish principal investigator and members of the Polish research team, this period may be extended by the long-term (in excess of 90 days) documented sick leaves or physiotherapy leaves granted on account of being unfit for work. In addition, the period may be extended by the number of months of a child care leave granted pursuant to the Polish 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.

Section in OSF	Subsection	Description
		<p>13a. President of the Central Office of Measures, 14. natural persons, and 15. companies conducting research in another organisational form than laid down in sections 1-13.</p> <p>PLEASE NOTE: If a natural person applies, the research project must not be carried out by a group of entities or entity for which project funding constitutes state aid. If a group of entities or a natural person apply/ applies, enter their name, country and status of the participating entity/entities.</p>
PARTICIPATING ENTITIES	Name of entity	<p>Entity's name in Polish and English. Entity (level I only), lower organisational levels must not be entered. In the case of entities of the Polish HE and science system, data is downloaded from the POL-on system. Enter data of entities outside the system from the REGON database. Enter data of entities outside both systems manually. If the participating entity's data is downloaded from the POL-on system or REGON database, most of the information will be downloaded automatically. Verify the data and correct any invalid or outdated data. The National Science Centre cannot modify the participating entity's data.</p>
	Country	Only entities located in Poland can be listed.
	Leader	If a group of Polish entities applies, name the leader. The principal investigator's employer acts as the leader of the group of entities.
	Research project cooperation agreement	<p>If a group of Polish entities applies, annex a research project cooperation agreement (in Polish). The agreement must concern the project and include the name of the leader. File format: PDF. Attach the document signed electronically in PAdES format or scan of the document signed by hand. The agreement template is available in the OSF submission system and <u>on the NCN website</u>.</p> <p>The agreement must be signed by the authorised representatives of the Polish entities in the group of entities. The agreement template includes the necessary information and annexes, and must not be supplemented with new provisions governing cooperation between the entities.</p> <p>A group of entities may enter into other agreements governing cooperation within the group, which must not, however, be annexed to the proposal submitted to the OSF submission system.</p> <p>PLEASE NOTE: Agreements in the OSF submission system are generated in PDF format. If the entities change, a new agreement must be downloaded, signed and uploaded. Attach a PDF document signed electronically or scan of the document signed by hand. Agreements containing mixed forms of signatures will be accepted, e.g., the leader signs the document with a qualified electronic signature, the partner(s) sign(s) it by hand. If such is the case, the agreement must first be signed by hand and then a scan of the document signed by hand must be signed with an electronic signature in the PAdES format. Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic</p>

Section in OSF	Subsection	Description
		<p>identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>PLEASE NOTE: The agreement must be signed by the authorised representatives of the entities in the group of entities. If the document is signed by a person other than the authorised representative of the entity, a power of attorney must be attached to the proposal in the <u><i>Elektroniczna wysyłka</i></u> [Electronic submission] tab or to the agreement, for example at the end (as the last page).</p>
PARTICIPATING ENTITIES	Head of entity / authorised representative	<p>Fill in the required fields as required by the system.</p> <p>If the confirmation of proposal submission is signed by an authorised representative of the entity rather than the head of the entity, a power of attorney/authorisation to represent the entity for the purposes of submitting the proposal to the NCN must be attached to the proposal.</p> <p>The power of attorney must be attached in the <u><i>Elektroniczna wysyłka</i></u> [Electronic submission] tab</p>
	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)	<p>Fill in the fields as required by the system. If the applicant is not registered in the Commercial Register of the National Court register, tick “does not apply.”</p>
	Contact Information	<p>In this section, please provide your contact details (phone No, e-mail address, Electronic Delivery Box (ESP (ePUAP)) address, website address, etc.). Communication concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address.</p> <p>PLEASE NOTE: Provision of the entity’s Electronic Delivery Box (ePUAP) address is obligatory. E-delivery address (EDA).</p> <p>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 (www.ncn.gov.pl).</p> <p>How is an e-delivery address structured?</p> <p>An e-delivery address is comprised of letters and numbers as follows: AE:PL-XXXXX-XXXXX-YYYY-ZZ where: AE - electronic address PL - ISO 3166 country code (in this example, Poland) X - numbers Y - letters Z - checksum number, e.g.: AE:PL-12345-67890-ABCDE-12</p>
	Registered office address and contact address	<p>Fill in the fields as required by the system.</p>
STATE AID	Will project funding constitute state aid?	<p>In order to determine if project funding constitutes state aid, please read the <i>Rules governing application for state aid</i> available in the OSF submission system and on the NCN website in the State Aid section.</p>

Section in OSF	Subsection	Description
		<p>If state aid is requested, Polish applicants must fill in additional sections of the proposal and submit additional annexes, in accordance with the guidelines available on the NCN website in the State Aid section. In the case of entities for which funding constitutes state aid, a proposal submitted under the SHENG 4 call must include the detailed costs and other documents and declarations necessary to apply for state aid via the NCN, as required by the proposal (in Polish).</p> <p>PLEASE NOTE: All annexes must be signed with a qualified electronic signature in PAdES format by the authorised representative/s of the enterprise. The principal investigator for the project must not be the authorised representative of the applicant. Copies of the documents annexed to the proposal (e.g. a copy of financial reports) must be confirmed for compliance with the original (the phrase: "CERTIFIED TRUE COPY" must be placed on each page of the document or phrase: "PAGES ... - ... CERTIFIED TO BE TRUE COPY" must be placed on the front page of the document, together with a legible signature of the authorised representative of the entity). A document certified to be a true copy of the original must be scanned, signed with a qualified electronic signature in PAdES format and attached to the proposal in PDF format. The Polish-Chinese research projects for which project funding will constitute state aid must start between 1 March and 30 June 2026.</p>
RESEARCH PLAN		<p>Research tasks performed by the Polish research team must be provided in Polish and English. Both language versions must be identical. The research plan must not include the tasks performed by the Chinese research team. Research tasks do not include the purchase of research equipment, participation in conferences, preparation of publications, etc.</p>
SIMILAR RESEARCH TASKS		<p>This section must be completed in English. It applies to the Polish principal investigator and Polish entity. Answer all questions and save the data in the proposal form. If the principal investigator has completed similar research tasks to the ones presented in the proposal submitted to SHENG 4, they must justify the need to have them funded.</p>
ETHICS ISSUES		<p>This section must be completed in English and must include all research tasks carried out by the Polish research team. Before completing relevant section in the OSF submission system, read the following documents annexed to the call text: Guidelines for applicants to complete the ethics issues form in the research project and Code of the National Science Centre on research integrity and applying for research funding. Then, complete the relevant sections. When the answer to any question is YES, describe the measures taken/ to be taken to ensure that the research covered by SHENG 4 proposals are carried out in accordance with the best scientific practices in a given field/ discipline as well as provide information on any permits that have been or explain how the relevant requirements will be fulfilled.</p> <p>PLEASE NOTE: Information provided in the ETHICS ISSUES section of the OSF submission system must comply with information in Section V.2 of the JPD.</p>
SUMMARY		<p>To be completed in English, including all research tasks to be performed by the Polish research team jointly with the Chinese research team.</p> <p>Page limit: up to 4500 characters, with spaces (plain text - no formulas, no graphics).</p>

Section in OSF	Subsection	Description
		The description shall include the most important information on the project allowing the experts requested to review the project to assess their competencies to perform the review.
ABSTRACT FOR THE GENERAL PUBLIC		Project's abstract for the general public must be attached in Polish and English and must concern the joint Polish-Chinese research project, not only research tasks carried out by the Polish research team. The abstract for the general public in each language version must not be longer than one standard page (page format: A4, font size: at least 11, font: Times New Roman or equivalent, lead: single, left-right margins: 2cm, top-bottom margins: 1.5cm). The description should be written for general public and should include the project goal, description of research, reasons for attempting a particular research topic and substantial results expected. The abstract for the general public must be addressed to a wide audience, including people who are neither experts in a given field nor researchers. Should the project qualify for funding, the abstract for the general public will be published on the websites of the National Science Centre and the National Information Processing Institute (OPI) together with information on the call results.
INTERNATIONAL COOPERATION	Countries Entities	The system will automatically enter China. Another cooperating country may be entered. Information on cooperation with Chinese entities is required for reporting purposes; you can enter a short description of cooperation. Enter other cooperating countries than China (if any) from the list; identify their funding source and briefly describe the cooperation. International cooperation must be merit-based. The following are not deemed international cooperation: a) participation in international conferences; b) dissemination of information on the project abroad; c) implementation of the research tasks by a Polish research team abroad without the participation of researchers from foreign research institutions; d) cooperation with foreign researchers employed in Polish institutions. Provide full names of cooperating research institutions. PLEASE NOTE: The NCN does not require any additional documents (agreements) confirming cooperation between Polish and Chinese research teams nor signatures of the foreign research team members on proposals submitted to the OSF submission system or other documents annexed thereto.
RESEARCH TEAM	Number of team members	In this section, enter information on the Polish research team only. Enter the number of all Polish research team members involved in the project (including the principal investigator, scholarship grantees, students and post-docs as well as other co-investigators and persons who are not paid any remuneration). Additionally, describe the scope of work performed by co-investigators and required qualifications. Information must be entered in English. Names of persons selected in an open call procedure, including prospective post-docs remunerated from the NCN budget and recipients of NCN scholarships for students and PhD students granted pursuant to the Regulations for awarding scholarships in NCN-funded research projects , must not be revealed in proposals, JPDs and CVs of co-investigators annexed to the proposal.

Section in OSF	Subsection	Description
		The budget for salaries and scholarships are laid down in Annex 2 to the NCN Council Resolution on the terms and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the SHENG 4 Polish-Chinese Funding Initiative.
	PRINCIPAL INVESTIGATOR (PI)	<p>In this section, enter information on the principal investigator of the Polish research team. Under SHENG 4, the principal investigator of the Polish research team must be at least a PhD holder who meets the eligibility criteria laid down in NCN Council Resolution No 115/2024 of 14 November 2024 on the terms and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the SHENG 4 Polish-Chinese Funding Initiative.</p> <p>Restrictions on the number of NCN proposals submitted to the call are laid down in Point 5 of the Resolution, In the <i>Zespół badawczy – kierownik (PI)</i> [Research team - principal investigator (PI)] section, enter information on the academic degree, career breaks³ (if any), place of employment and academic discipline (according to the classification of the Ministry of Science and Higher Education) to which the principal investigator is assigned, contact details, residence address, correspondence address, and electronic identifier of the researcher.</p>
PERSONNEL COSTS AND SCHOLARSHIPS	Principal Investigator (PI)	<p>Enter the costs planned by the Polish research team only (in PLN). Remuneration must be planned pursuant to the Regulations. Choose the following type of employment in the proposal:</p> <ul style="list-style-type: none"> • full-time remuneration; • additional remuneration; • no remuneration. <p>Full-time remuneration for the principal investigator may be planned for a period shorter than the project performance period, in the amount reduced proportionally to the period for which it is planned. The budget for additional remuneration is calculated in such a way as to exclude persons employed under the budget for full-time salaries and budget for salaries and scholarships for students and PhD students from the research team. Remuneration for the principal investigator employed full time: PLN 170,000 per annum.</p>
	Post-doc	<p>Choose the following type of remuneration in the proposal:</p> <ul style="list-style-type: none"> • full-time remuneration. <p>Remuneration for post-docs: PLN 140,000 per annum (or more in well-justified cases), provided that the future employee complies with the Regulations. Several researchers may be employed as post-docs, however the total period of employment of all postdocs must not exceed twice the project performance period. Higher remuneration may be entered as long as it is well justified in the proposal. The Expert Team will analyse if the remuneration should be increased. Justification must be drafted in English. Full-time remuneration for a post-doc may be planned for a period shorter than the project performance period, in the amount reduced proportionally to the period for which it is planned.</p>

Section in OSF	Subsection	Description
	Scholarship recipients/ students/ PhD students	<p>Under SHENG 4, the total budget for salaries and scholarships for students and PhD students per each month of project performance amounts up to PLN 10,000. The total amount of NCN salaries and scholarships for students or PhD students in one or more research project(s) funded by the NCN must not exceed PLN 5,000 per month and may be increased to PLN 6,500 per month if the funds are paid to a PhD student involved in the project as a doctoral scholarship after the month of their mid-term evaluation.</p> <p>The budget for salaries and scholarships for students and PhD students may cover:</p> <ul style="list-style-type: none"> • NCN scholarships for students and PhD students, • doctoral scholarships, • salaries for students and PhD students. <p>If requested funding constitutes state aid, salaries must not be paid out as NCN scholarships for students and PhD students or doctoral scholarships.</p>
	Co-investigators	<p>Choose from:</p> <ul style="list-style-type: none"> • additional remuneration, • no remuneration. <p>Additional remuneration can be paid to research team members employed full-time or part-time according to an employment contract and pursuant to a civil-law contract.</p> <p>Additional remuneration must not be planned for students or PhD students. Research team members remunerated by the participating entity pursuant to an employment contract must not be paid an additional remuneration pursuant to a civil-law contract.</p>
RESEARCH EQUIPMENT		<p>Enter the budget of the Polish research team (PLN). This category covers the cost of purchase or manufacturing of research equipment, other devices and software crucial to research. Project funds must not be used to fund or co-fund the purchase or manufacturing of research equipment and IT infrastructure with a value in excess of PLN 500,000 per unit.</p>
OTHER DIRECT COSTS		<p>The type of costs, their amount and justification for spending must be entered in the <i>Inne koszty bezpośrednie</i> [Other direct costs] section. Enter the budget of the Polish research team (PLN). Other direct costs include:</p> <ul style="list-style-type: none"> • materials and small equipment; • outsourcing; • business trips; • visits and consultations; PLEASE NOTE: The costs of consultations and visits of collaborators that receive parallel project funding from partner institutions are not eligible; • collective investigators, • other (other costs).
OPEN ACCESS		<p>Indirect costs of open access of up to 2% of direct costs that may only be spent on open access to publications and research data.</p>

Section in OSF	Subsection	Description
		<p>Open access costs for the entire project performance period must be entered (in PLN). Open access publication costs can only be planned as indirect costs. OA costs must not be planned as direct costs.</p> <p>The National Science Centre allows for some open access publication costs to be financed from other indirect costs or institution's own resources.</p>
OTHER INDIRECT COSTS		<p>In this section, enter the amount of other indirect costs. For entities where no state aid is forecasted, enter a percentage [%]. Indirect costs of up to 20% of direct costs can be planned. They may be allocated to costs indirectly related to the project, including costs of open access to publications and/or research data.</p> <p>For entities where state aid is forecasted, enter the [PLN] amount of other indirect costs in particular years of project performance and the percentage [%] will be calculated automatically. Indirect costs in projects where state aid is requested are calculated differently, therefore, we recommend that you complete the Budget section starting with the Specific cost breakdown to make sure that the maximum costs are calculated correctly. Read the new rules according to which indirect costs are calculated.</p> <p>During the project performance, the participating entity must arrange with the principal investigator for the distribution of at least 25% of the indirect cost's value.</p>
BUDGET SUMMARY (calculated automatically)		<p>The Polish research teams may plan their research projects in the OSF submission system starting from 2026.</p> <p>To find out more on project cost planning, please read Annex 2 and Regulations for awarding scholarships in NCN-funded research projects.</p> <p>Costs of the project carried out by the Polish research team and calculation thereof must be the same when specified in PLN in the project budget submitted to the OSF submission system and in EUR in the joint project description (JPD).</p> <p>The project budget in the joint project description must be converted according to the following exchange rate: EUR 1 = PLN 4.3365 (exchange rate published by the National Bank of Poland on 14 November 2024).</p> <p>The project cost in the OSF submission system must be specified in PLN; in the joint project description (JPD), in EUR, rounded down to integers.</p> <p>The total cost of the Polish part of the research project in the OSF submission system will be automatically converted from PLN into EUR according to the following exchange rate: EUR 1 = PLN 4.3365.</p> <p>The total cost of the Polish part of the project specified in Sections IV.1 and IV.3 of the JPD must be consistent with the total cost automatically converted into EUR in the OSF submission system.</p> <p>Justifications of the costs planned for the Polish research team in the proposal in the OSF submission system may be copied and pasted to the appropriate section of the joint project description (JPD) concerning justification of the costs of the Polish research team.</p>
ETHICS ISSUES		<p>This section must be completed in English and must include the research tasks carried out by the Polish research team.</p>

Section in OSF	Subsection	Description
		<p>Before completing relevant section in the OSF submission system, read the following documents annexed to the call text: Guidelines for applicants to complete the ethics issues form in the research project and Code of the National Science Centre on research integrity and applying for research funding.</p> <p>Then, complete the relevant sections.</p> <p>Answer all questions in each group. If individual questions do not apply to the project, use the <i>NIE na wszystkie</i> [NO to all] button to answer „NO to all” questions or all question in each group. When the answer to any question is YES, describe the measures taken/ to be taken to ensure that the research covered by SHENG 4 proposals are carried out in accordance with the best scientific practices in a given field/ discipline as well as provide information on any permits that have been granted or explain how the relevant requirements will be fulfilled.</p> <p>PLEASE NOTE: There is no obligation to attach any consent or permit to the proposal or include information on permits or approvals that have been already granted. In the case of research that require any such permits or approvals, they must be granted beforehand and annexed to the nearest annual/ final report. In the case of research projects which include clinical trials with a medicinal product or a medical device, present a detailed justification of the non-commercial nature of the trials.</p> <p>PLEASE NOTE: Information provided in the ETHICS ISSUES section of the OSF submission system must comply with information in Section V.2 of the JPD.</p>
DATA MANAGEMENT PLAN		<p>The data management plan completed in the OSF submission system applies to the Polish part of the research project.</p> <p>Before completing this part of the proposal, read the “Guidelines for applicants to complete the data management plan in the research project.” This section must be completed in English. You can tick the answer: “Does not apply”. The NCN acknowledges that in certain projects no research data or similar materials will be generated, reused or analysed. In such cases, a brief description should be provided in reply to question 1.1: <i>How will new data be collected or produced and/or how will existing data be re-used.</i></p>
PERSONAL DATA PROTECTION		<p>Information on personal data processing.</p> <p>Personal data disclosed in the proposal by the principal investigators and applicants will be processed by the National Science Centre until the end of the projects and settlement thereof (should funding be provided). Afterwards, they will be used for statistical purposes. Any data collected will be processed for the purposes of evaluating proposals, projects and research tasks carried out by the NCN as well as dissemination of information on the calls launched by the NCN.</p> <p>Data processing includes monitoring, supervision and evaluation of the settlement of the projects funded by the NCN. For more information, please go to https://www.ncn.gov.pl/dane-osobowe?language=en</p>
ADMINISTRATIVE DECLARATIONS		<p>In this part of the proposal, administrative declarations are added; they must be approved by the Polish principal investigator and authorised representative of the Polish entity.</p>

Section in OSF	Subsection	Description
<p>ELECTRONIC SUBMISSION <i>The section will appear after clicking "Block to NCN"</i></p>	<p>Confirmation of proposal submission – principal investigator (PI) Confirmation of proposal submission – entity</p>	<p>The proposal will be accompanied by a confirmation of proposal submission signed by the authorised representative(s) of the Polish entity and Polish principal investigator. Confirmations must bear a qualified electronic signature in PAdES format or a scan of the documents signed by hand and must be attached in PDF format. Confirmations are generated automatically by the OSF submission system at the completion of the proposal under the <u><i>Elektroniczna wysyłka wniosku</i></u> [Electronic submission] tab.</p> <p>If the applicant is a group of entities, Polish confirmations must only be signed by the authorised representative(s) of the leader of the group of entities.</p> <p>Once all the tabs have been completed and the proposal has been verified for completeness, you must block any further editing of the proposal by clicking the <u><i>Zablokuj do NCN</i></u> [Block to NCN] button. Once the proposal has been blocked for editing, an <u><i>Elektroniczna wysyłka</i></u> [Electronic submission] tab will appear in the left-hand menu.</p> <p>Download the following from the section:</p> <ul style="list-style-type: none"> • confirmation of proposal submission (principal investigator) and • confirmation of proposal submission (entity). <p>Confirmations must be signed and annexed to the proposal.</p> <p>If you return to editing having annexed any confirmation file, it will be removed from the proposal.</p> <p>Once the proposal has been blocked for editing again, you have to download the confirmations again, sign them and annex them to the proposal.</p> <p>If the applicant is a group of entities, confirmations must be signed by the authorised representative of the leader of the group of entities.</p> <p>Confirmations of proposal submission may be signed by hand or electronically.</p> <p>If a confirmation is signed by hand, annex its scan in the <u><i>Dodaj skan potwierdzenia</i></u> [Add a confirmation scan] section. The original must be kept until the end date of the proposal evaluation procedure and once the proposal has been recommended for funding, until the date of signing the funding agreement.</p> <p>Confirmations must bear an advanced electronic signature or qualified 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.</p> <p>At the NCN's request, the applicant must prove that the electronic signature complies with the eIDAS Regulation.</p> <p>PDF is the only format acceptable in the OSF submission system, therefore electronic signatures must be in PAdES format.</p> <p>If the confirmation is signed electronically, it must be annexed to the <u><i>Dodaj potwierdzenie podpisane elektronicznie</i></u> [Add confirmation with an electronic signature] section.</p> <p>If a confirmation of proposal submission (principal investigator) is signed by anyone other than the principal investigator, an authorisation to represent the principal investigator must be annexed to this section. The electronic authorisation must be annexed to the proposal or scan of the authorisation signed by hand.</p> <p>Confirmations of proposal submission by the principal investigator and entity downloaded from the OSF submission system bear an electronic signature of OPI PIB to ensure integrity of the data on the document generated from the OPI BIP system (one may verify that the data has not been amended, added or removed without authorisation) and to confirm that the data originates from the OSF submission system.</p>

Section in OSF	Subsection	Description
		When files with electronic signatures are annexed to the proposal, the system verifies if the document concerns the proposal and its final version, contains OPI's seal as well as electronic signature. The system does not verify the validity of the certificates on the annexed files with electronic signatures. Electronic signatures are accepted as long as they are in PAdES format.
REVIEWERS	Information on potential conflict of interest – for NCN staff only	In this part of the proposal, the principal investigator may specify up to 3 researchers they believe must not evaluate the proposal due to a potential conflict of interest. Enter their name and affiliation. Experts are ultimately chosen by the NCN.
INDIVIDUALS IDENTIFIED IN THE PROPOSAL		<p>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 faster verification of potential conflicts of interest that may occur at any stage of project evaluation, 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"> – international cooperation – abstract – abstract for the general public – research tasks – research team – similar research tasks/ co-authorship of project descriptions – description/ short description/ full description – other costs: visits/ consultations. <p>PLEASE NOTE: 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 to be notified that they are identified in the proposal.</p>

Joint Project Description (JPD)

[The joint project description](#) (JPD) as well as CVs with [publication lists](#) submitted to the OSF submission system **must be drafted in English** according to the templates annexed to the call text. Applicants are not required to have any section of the JPD, CVs or publication lists translated into Polish.

Information in the JPD must comply with information in the appropriate sections of the proposal submitted to the OSF submission system and annexes thereto.

Page limit and formatting: There is a limit of 30 pages for the JPD (page size: A4, font: Arial; font size: 11 or 12, line spacing: 1.15; left-right margins: 2.5 cm, top-bottom margins 1.5 cm). A JPD file exceeding the limit of 30 pages will be rejected by the OSF submission system and the proposal will not be submitted. Additional explanatory information on particular sections included in the JPD (below section headings) can be deleted in order to save space. They are listed below as section headings. Section headings in the JPD and their numbers must not be deleted.

JPD section number	Name	I. CORE DATA
I.1	Research Project Title	The title of the project in English must be identical to the one in the proposal submitted to the OSF and NSFC submission systems.
I.2	Acronym	The acronym must consist of one word of up to 12 characters. The acronym must be the same for the project when provided in the OSF and NSFC submission systems and in the JPD.
INFORMATION ON POLISH AND CHINESE PRINCIPAL INVESTIGATORS		
I.3, 4		In this part of the JPD, provide personal data of the Polish and Chinese principal investigators as well as name and contact details of the Polish and Chinese host institutions for the project.
SUBJECT CLASSIFICATION ACCORDING TO THE DISCIPLINE PANELS		
I.5		Polish applicants must select a discipline panel according to a list of NCN panels applicable to SHENG 4, while Chinese applicants must refer to the NSFC classification.
KEYWORDS		
I.6		Enter at least one and no more than six keywords separated by a semicolon.
FORECASTED PROJECT START DATE		
I.7		Under SHENG 4, joint Polish-Chinese research projects must be carried out over a period of 36 months. It is recommended that the Polish and Chinese projects start at a similar time. Chinese research projects must start on 1 January 2026, while the Polish research projects must not start before mid-January 2026. The joint Polish-Chinese research projects for which funding constitutes state aid must start between 1 March and 30 June 2026.
SUMMARY		
I.8		The summary should contain: research project objectives, research hypothesis, research project methodology, expected impact of the research project on the development of science and added value of bilateral international cooperation.
II RESEARCH TEAM		
II		In Table II of the JPD, enter:

		<ul style="list-style-type: none"> personal data of the principal investigators and members of the Polish and Chinese research teams. PLEASE NOTE: Names of persons selected in an open call procedure, including prospective post-docs remunerated from the NCN budget and recipients of NCN scholarships for students and PhD students granted pursuant to the Regulations for awarding scholarships in NCN-funded research projects, must not be revealed. Specify members of the research team by their post (post-doc, scholarship grantee, student, PhD student) but without their personal data; for the Polish principal investigator and members of the Polish research team, the number of months of career breaks³ (if any); the host institution for the project; type and nature of the post in the project and scope of tasks to be performed in the project. <p>The number of co-investigators is not specified in SHENG 4, however the research team must be appropriate for the research and will be evaluated by the Expert Team.</p> <p>The data in the JPD, in the OSF submission system and in CVs with publication lists must be consistent.</p>
III DESCRIPTION OF THE RESEARCH PROJECT		
III.1.	Objectives and tasks	In this section, describe briefly the scientific objectives and research tasks to be performed in the project (describe the idea of the project, the scientific problem/hypothesis; scientific objectives with particular attention to the originality of the research project and its importance for the development of science; each objective or task should be described separately).
III.2.	Current knowledge in a given field and preliminary work	In this section, analyse the research problem, describe the current state of knowledge in the field under the project; explain novelty of proposed research. The description should explain the research context and justify the innovative impact of the research on the development of science.
III.3.	Work programme including proposed research methods	<p>The work programme must contain:</p> <ul style="list-style-type: none"> description of research methodology or methods to be used in the project, data management plan, access to specialist research equipment, detailed list of tasks to be performed (in the case of experimental research, attach a plan of all experiments planned); description of possible risks in the research, presentation of critical paths and management plan to avoid or mitigate them; PLEASE NOTE: Polish applicants must follow the data management plan in place at the NCN and presented in the call documents (read the Guidelines for applicants to complete the data management plan for a research project and complete the appropriate sections concerning the data management plan in the proposal submitted to the OSF submission system (in English).
III.4.	Added value of international cooperation; importance of Polish-Chinese cooperation	In this section, describe the added value and importance of Polish-Chinese cooperation (description of the value of the proposed international cooperation with project partners from Poland/China [and other countries, if applicable, and specify if such partners are funded from their respective national resources]; justify project feasibility, including the possibility of achieving project objectives by the partners from Poland and China as well as their qualifications and commitment to the tasks assigned to them; show the complementarity of such cooperation between the partners and explain how the partners are balanced in

		<p>relation to the objectives of the project; describe forecasted continuation of collaboration after the end of the project.</p> <p>The rationale and complementarity of Polish-Chinese cooperation is subject to a merit-based evaluation under SHENG 4. There is no need to submit any additional documents to the NCN to confirm cooperation between the Polish and Chinese research teams applying for funding under SHENG 4.</p>
III.5.	Forecasted results	<p>In this section, refer to the dissemination of project results: scientific publications, presentations at conferences, monographs, doctoral and habilitation dissertations resulting from the research tasks performed in the project (if any).</p> <p>Please remember that joint Polish-Chinese publications are mandatory for the project submitted to SHENG 4 to be finally settled. In this part, describe the impact of the research results on the development of the academic discipline within which the project is implemented and on the economic and social environment as well as describe how the results may be applied in other disciplines.</p>
III.6.	References	List all publications mentioned in sections III.1 – III.5 of the JPD.
V BUDGET		
IV.1.	Costs of tasks planned by the Polish research team	<p>Under SHENG 4, the following cost items may be financed by the Polish applicants: salaries and scholarships, purchase or manufacturing of research equipment, devices and software, materials and small equipment (intangible assets for direct use); outsourcing (outsourced services for the participating entity); business trips by members of the research team (including participation in project-related seminars/conferences); visits and consultations (PLEASE NOTE: The costs of consultations and visits of collaborators from the Chinese partner institutions who receive project funding from National Natural Science Foundation of China are not eligible), other costs (that cannot be included in any other category, including the cost of publications, with the exception of reviewing costs); and compensation for collective investigators. Indirect costs must not exceed 20% of direct costs. Additionally, indirect costs of up to 2% of direct costs may be spent on Open Access to publications and research data.</p> <p>The project budget must be well-justified as regards the subject and scope of research, based on realistic calculations and must specify the expenditures to be covered by the NCN (eligible costs) in particular years of project performance. All costs must be justified and related to the research tasks in the project. The budget in the JPD must be consistent with the budget in the proposal in the OSF submission system.</p> <p>We recommend that the justification of the costs of the Polish research team in the proposal submitted to the OSF submission system be copied and pasted to the appropriate section of the JPD. All amounts in the JPD must be quoted in EUR.</p> <p>PLEASE NOTE: If discrepancies are found in the costs and expenditures specified in a proposal submitted to the OSF submission system and in the JPD, the proposal may be rejected at the stage of an eligibility check.</p> <p>For more information on the eligibility of costs for projects implemented by the Chinese research teams, please contact the NSFC.</p>
IV.3	Budget table of the Polish research team	All amounts in the JPD must be quoted in EUR. Make sure that the expenditures and costs in EUR in Sections V.1. and V.3. of the JPD are consistent with the funds requested in the OSF submission system.

		<p>The budget table of the Polish research team in the JPD must be completed by calculating the amounts in the budget in the proposal submitted to the OSF submission system based on the EUR exchange rate, where EUR 1 = PLN 4.3365</p> <p>PLEASE NOTE: The total PLN cost in the NCN proposal submitted to the OSF submission system will be converted automatically according to the exchange rate published on 14 November 2024, where EUR 1 = PLN 4.3365 and must be consistent with the total EUR cost of the Polish research team in the budget table of the JPD.</p>
V FURTHER INFORMATION		
V.1.	Participating entity's premises, scientific infrastructure and services to be used within the project	<p>In this section, describe the commitment of Polish and Chinese entities to the project (i.e. whether they provide access to facilities, research equipment, administrative and financial support services and other necessary items). PLEASE NOTE: For Polish applicants only: the administrative personnel costs may only be covered from indirect costs. For more information on the project costs, please refer to Costs in research projects funded by the National Science Centre under SHENG 4.</p>
V.2.	Ethics Issues	<p>Before completing Ethics Issues section in the OSF submission system, the Polish applicants must read the Guidelines for applicants to complete the ethics issues form in the research project and Code of the National Science Centre on research integrity and applying for research funding. The description of ethics issues in the JPD must concern the entire Polish and Chinese research project. PLEASE NOTE: Information provided in this section of the JPD for the Polish research team must be consistent with information in the <i>KWESTIE ETYCZNE</i> [ETHICS ISSUES] section of the proposal submitted to the OSF submission system.</p> <p>Chinese applicants must follow NSFC rules on ethics issues in research, as outlined in the NSFC documents.</p>
V.3	Cooperating researchers	<p>Provide names of researchers cooperating with the principal investigators between 2021 and 2024 and researchers who have agreed to cooperate on the project (e.g. co-publishers of papers, co-investigators in research, etc.). This will allow the NCN coordinators to avoid a potential conflict of interest in the course of a merit-based evaluation.</p>
V.4	Similar research tasks	<p>If Polish and Chinese principal investigators have implemented similar research tasks to the ones covered by the proposal, they must justify the need to have the tasks covered by the proposal submitted to SHENG 4, funded.</p> <p>Furthermore, the OSF section concerning similar research tasks must be completed with regard to the Polish principal investigators and entities. Information in the JPD must be consistent with information in the proposal.</p>
V.5	Use and transfer of intellectual property	<p>When the proposal is submitted, a statement must be issued to the effect that if funding is awarded, the Polish and Chinese applicants will agree on the terms of the use and transfer of intellectual property.</p>
Information on CVs together with publication lists		

		CVs together with publication lists of the principal investigators and members of the Polish and Chinese research teams must be drafted in English, according to the template provided for in the call text, and must be annexed to the proposal submitted to the OSF submission system as PDF files.
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CONTACT DETAILS

NCN Contact Persons:

For more information, please read the SHENG 4 call text and should you have any more questions or queries, contact the NCN officers.

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