

COMPLETION OF SONATA BIS 15 PROPOSALS IN THE OSF SYSTEM

Proposal forms must be filled in with information specified in the NCN Council Resolution applicable to the call and proposal form in the OSF submission system.

	Sub-section	Language	Description
DURATION [in months]			<p>Funding may be requested in the SONATA BIS 15 for projects lasting: 36 months, 48 months, 60 months.</p> <p>Further sections depend on this information. <u>Project duration cannot be changed later.</u></p> <p>If the planned duration of the project changes, a new proposal must be made.</p>
GENERAL INFORMATION	Project title	Polish and English	<p>Title of the research project in Polish and in English.</p> <p>The title in English must be identical to the title in Polish.</p>
	Keywords	Polish and English	<p>Keywords in English must be identical to the keywords in Polish.</p>
	Primary NCN Review Panel		<p>Select a research field according to the current list of panels available on the NCN website. Choose from the list: HS1-HS6, ST1-ST11, NZ1-NZ9. You must not choose more than one.</p> <p>A new list of review panels is in place as of the calls launched on 16 December 2024. Therefore, please make sure that your proposal has been drafted in accordance with the current list of review panels.</p>
	Auxiliary NCN Review Panels		<p>Choose from the list: HS1_01-HS6_22, ST1_01-ST11_16, NZ1_01-NZ9_12 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted.</p> <p>Proposals are reviewed within the panels to which they have been submitted.</p>

	Sub-section	Language	Description
			<p>It is not possible to change the panel after the proposal has been submitted.</p> <p>Auxiliary review panels help us select experts and external reviewers for the merit-based evaluation of the proposal.</p> <p>By decision of the Chair of the Expert Panel, interdisciplinary proposals may be additionally reviewed by an expert from another panel.</p>
APPLICANT	Applicant's status		<p>Only the following entities may apply for NCN funding for a research project:</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 Polish Academy of Sciences of 30 April 2010; 4. research institutes, operating pursuant to the Act on Research Institutes of 30 April 2010; 5. international research institutes established pursuant to other acts and acting in the Republic of Poland: <ol style="list-style-type: none"> 5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019; 5b. institutes operating within the Łukasiewicz Research Network; 5c. Centre of Postgraduate Medical Education 6. Polish Academy of Arts and Sciences; 7. other institutions 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 laid down in the Act on Research Institutes of 30 April 2010; 10. research centre of the Polish Academy of Sciences laid down in the Act on the Polish Academy of Sciences of 30 April 2010; 11. scientific libraries;

	Sub-section	Language	Description
			<p>12. companies operating as R&D centres within the meaning of the Act on Certain Forms of Support to Innovative Activities of 30 May 2008;</p> <p>13. legal entities with their registered office in Poland;</p> <p>13.a. President of the Central Office of Measures</p> <p>14. natural persons;</p> <p>15. companies conducting research in another organisational form than laid down in points 1-13.</p> <p>The applicant's status indicated in the proposal must comply with the facts and the legal situation.</p> <p>PLEASE NOTE: If an individual applies, the project must not be carried out by a group of entities or entity for which project funding constitutes state aid.</p> <p>If a group of entities or an individual applies, please provide the name, country and status of the participating entity(ies).</p> <p>Applicants outside the public finance sector or unable to provide a sufficient warranty of proper project performance, who have been in operation for less than 5 years, shall be subject to an additional analysis of their legal, organisational and financial situation. If a natural person applies, the participating entity shall be analysed, and if a group of entities applies, each group member shall be analysed.</p>
PARTICIPATING ENTITIES	Entity name	Polish and English	<p>Entity's name in Polish and English.</p> <p>Entity (level I only), lower organisational levels must not be entered.</p> <p>In the case of entities of the Polish HE and science system, data is downloaded from the POL-on system.</p> <p>Enter data of entities outside the system from the REGON database.</p> <p>Enter data of entities outside both systems manually.</p>

	Sub-section	Language	Description
			<p>If the participating entity's data is downloaded from the POL-on system or REGON database, most of the information will be downloaded automatically.</p> <p>Verify the data and correct any invalid or outdated data.</p> <p>The National Science Centre cannot modify the participating entity's data.</p> <p>PLEASE NOTE: Level II data must not be entered.</p>
	Country		Only entities with their registered office in Poland may be indicated.
	Leader		<p>If a group of entities applies, name the leader.</p> <p>PI's employer acts as a leader of the group of entities.</p>
	Agreement on collaboration for the purposes of completion of the requested research project	Polish	<p>If a group of entities applies, an agreement on collaboration for the purposes of completion of the requested research project must be attached.</p> <p>PLEASE NOTE: A group of entities must only include entities with registered office in Poland. The agreement template is available in the OSF submission system and call text.</p> <p>The agreement template contains the required parts and must not be modified or supplemented with additional cooperation arrangements between entities.</p> <p>PLEASE NOTE: In the OSF submission system, the agreement is generated as a PDF file. If entities change, a new agreement must be downloaded, signed and uploaded to the system.</p> <p>Although a group of entities may sign additional documents governing cooperation within the group, they must not be attached to the proposal in the OSF submission system. Attach the agreement on collaboration in PDF format with electronic signature or the document's scan signed by hand</p> <p>PLEASE NOTE: 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. In this case, the agreement</p>

	Sub-section	Language	Description
			<p>should first be signed by hand and then with a qualified electronic signature in the PAdES format.</p> <p>Documents signed electronically should be affixed with an advanced electronic signature or a qualified electronic signature compliant with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>PLEASE NOTE: The agreement must contain signatures of the authorised representatives of entities within the group of entities. entities If the document is not signed by the authorised representative of the entity, a power of attorney must be attached to the proposal under the <i>Elektroniczna wysyłka wniosku</i> [Electronic submission] tab or to the Agreement.</p>
INFORMATION ON PARTICIPATING ENTITY	Head of the entity/ Authorised representative		<p>Fill in the required fields as indicated in the system.</p> <p>If the confirmation of proposal submission is signed by an authorised representative of the entity and not by the head of the entity, a power of attorney/authorisation to represent the entity for the submission purposes must be attached to the proposal.</p> <p>The power of attorney must be included under the <i>Elektroniczna wysyłka wniosku</i> [Electronic submission] tab.</p>
	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)		<p>Fill in the required fields as indicated in the system.</p> <p>If the applicant is not registered in the Commercial Register of the National Court Register, the option “not applicable” must be ticked.</p>
	Contact information		<p>In this section, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box (ESP (ePUAP)) address, e-delivery address (EDA), website address, etc.). The Electronic Delivery Box (ESP (ePUAP)) address should be in the format: /user-id/box-name.</p>

	Sub-section	Language	Description
			<p>Proposal-related correspondence, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address.</p> <p>PLEASE NOTE: Electronic Delivery Box (ePUAP) address must be provided.</p> <p>E-delivery address (EDA)</p> <p>At present, it is not required to provide one's electronic delivery (e-delivery) address.</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> <p>PLEASE NOTE: Proposal-related correspondence, including the funding decision, will be sent to your EDA or ESP address. Therefore, before your proposal is submitted to the NCN, make sure that your EDA and ESP addresses in the proposal are correct.</p>
	Address of registered office and contact address		Fill in the required fields as indicated in the system.
STATE AID	Will the requested project constitute state aid?		<p>The principal investigator (PI) and the authorised representative (s) of the entity must read the rules governing application for state aid.</p> <p>If state aid is sought, fill in the section as indicated in the system. The following information must be provided:</p> <ul style="list-style-type: none"> start date: in this case: 1 July 2026,

	Sub-section	Language	Description
			<ul style="list-style-type: none"> • end date, • enterprise size: micro/small/medium/large, • information on the enterprise, • is the project carried out in collaboration with a research organisation defined in Article 2 (83) of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (YES/NO), annexes, in accordance with the instruction available on the NCN website in the State aid section. <p>PLEASE NOTE: Annexes must be signed with a qualified electronic signature in the PAdES format by the authorised representative of the enterprise.</p> <p>The principal investigator (PI) must not act as the authorised representative of the applicant. If copies of annexes are submitted (e.g. a copy of financial statements), they must be certified as true copies (the clause “certified as a true copy” placed on each page of the document or the clause “certified as a true copy from page ...to page ...” placed on the first page of the document, together with a legible signature of the authorised representative of the entity). The copy certified as true copy of the original should be scanned, signed with a qualified electronic signature in the PAdES format and attached to the proposal in PDF format.</p>
INTERNATIONAL COOPERATION	Type of cooperation	English	<p>In this section, answer the question “ Does the project include any international cooperation?”</p> <p>If “YES”, please provide information on the planned international cooperation (country and entity) together with a description of the benefits resulting from the cooperation.</p> <p><u>The following are not considered international cooperation:</u></p> <ol style="list-style-type: none"> participation in international conferences, dissemination of information on the project abroad,
	Countries		
	Entities		

	Sub-section	Language	Description
			<p>c. implementation of research tasks by a Polish research team abroad without participation of investigators from foreign research institutions,</p> <p>d. cooperation with foreign researchers employed by Polish entities.</p> <p>PLEASE NOTE: The proposal should not be accompanied by any documents proving international cooperation. In the case of international cooperation, only the benefits of the cooperation need to be described. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
ABSTRACT		English	<p>To be completed in English, up to 4500 characters, with spaces (plain text – no formulas, no graphics).</p> <p>The abstract is subject to a review, therefore it must include the most important information on the project.</p> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
ABSTRACT FOR THE GENERAL PUBLIC		Polish and English	<p>Abstract for the general public must be attached in Polish and in English. Both language versions must be identical.</p> <p>The abstract for the general public must include the project's goal, description of research, reasons for attempting a particular research topic, and potential results findings. It may include drawings/charts/diagrams. Should the project be recommended for funding, the abstract for the general public will be published on the NCN website together with information on the call results based on the consent provided in the <i>Oświadczenia administracyjne</i> [Administrative declarations] section. The</p>

	Sub-section	Language	Description
			<p>abstract must be dedicated to the general public, including persons who are not experts in a given area or who are not scientists.</p> <p>The descriptions must be attached as two separate PDF files (up to 10 MB). File size: 1 A4 page. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.</p> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
RESEARCH TASKS		Polish and English	<p>Research tasks performed by a Polish research team in Polish and English. Both language versions must be identical.</p> <p>The purchase of research equipment, participation in conferences, preparation of publications, etc. <u>are not regarded</u> as research tasks.</p> <p>If funding is granted, the Research Plan will be attached to the agreement</p> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
RESEARCH TEAM	Number of team members	English	<p>In this section, enter information on the research team (number of team members, type of participation, scope of work, required qualifications). Specify the number of all research team members carrying out the project, including the principal investigator (PI) and other investigators, as well as those who receive no remuneration. Pursuant to the Regulations, under SONATA BIS, PhD student(s)¹ must be involved in the project for at least 36 months . Apart from the principal investigator, co-investigators involved in the project must not hold an academic title, title of professor,</p>

Participants of doctoral studies within the meaning of the Act on Higher Education of 27 July 2005 or PhD students in a doctoral school within the meaning of the Act on Higher Education and Science of 20 July 2018.

	Sub-section	Language	Description
			<p>habilitation degree or equivalent degree or title² and must not have cooperated in the implementation of a research project funded following a call for proposals.</p> <p>A new team can be created if at least one person is engaged, who has not carried out research projects in the forecasted research team.</p> <p>Specify the number of research team members performing the project, including the principal investigator (PI) and other investigators, as well as those who are not remunerated.</p> <p>Possible types of participation to choose from: principal investigator (PI), fellow/student/doctoral student, post-doc, specialist auxiliary post, specialist contractor.</p> <p>Members of the research team can be added:</p> <ul style="list-style-type: none"> – principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database, – investigator, post-doc, person employed at the specialist supporting position, scholarship recipient/ student/ PhD student can be added from outside the OPI Database. <p>PLEASE NOTE: If researcher's details downloaded from the OPI database are out of date, you may correct them on the form available at: https://nauka-polska.pl/#/peopleUpdate?_k=w0m9qg or contact OPI officers at: aktualizacja@opi.org.pl.</p> <p>In this section, enter the names of co-investigators known to the principal investigator at the proposal submission stage.</p> <p>Short and long project descriptions must include information on the composition of the research team and qualifications of research team</p>

² This condition must be satisfied as at the end date of proposal submission for the call. This does not apply to persons implementing the project, who have an academic title, a title of professor, a habilitation degree or an equivalent degree or title, receive it in the course of project implementation.

	Sub-section	Language	Description
			<p>members, including (if applicable) information on achievements of co-investigations in the project.</p> <p>If the names of co-investigators are known to the Principal Investigator at the proposal submission state, they can be entered in the <i>Zakres prac</i> [Scope of work] or <i>Wymagane kwalifikacje</i> [Required qualifications] sections.</p> <p>PLEASE NOTE: The proposal must not include the names of researchers selected in an open call procedure, i.e., post-docs remunerated from the NCN budget or under NCN scholarships for students and PhD students awarded pursuant to the Regulations on awarding scholarships in NCN-funded research projects.</p> <p>Information on the research team must also be included in short and full project descriptions (composition of the research team and assignment of research tasks, required qualifications of co-investigators in the project; for co-investigators known at the proposal submission stage and remunerated from the budget for additional remuneration: achievements confirming their qualifications necessary to perform the tasks in the project and financed from the additional remuneration budget: achievements confirming their qualifications necessary to perform the tasks).</p> <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p> <p>Post-doc position is a full-time post, scheduled by the project's principal investigator (PI) for a person who has obtained their PhD degree in the year of employment in the project or within 12 years before 1 January of</p>

	Sub-section	Language	Description
			<p>the year of employment in the project.³ The period may be extended by the time of any long-term (in excess of 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work. In addition, the period may be extended by the number of months of a childcare leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.</p> <p>Specialist supporting position is a full-time position planned by the principal investigator (PI) for a person supporting project implementation, e.g. such as a lab-manager, a senior technician, a statistical analyst, etc. Students shall mean students of first or second-cycle degree programme or uniform master's studies at universities in Poland. PhD students shall mean participant in PhD programmes pursuant to the Act on Higher Education of 27 July 2005 or PhD students at doctoral schools pursuant to the Act on Higher Education and Science of 20 July 2018.</p> <p>PLEASE NOTE: The proposal should not indicate by name people, who will be selected in open calls, i.e. people planned to be employed from the NCN budget in a post-doc position and within the framework of NCN scholarships for students and PhD students granted in accordance with the Regulation on awarding scholarships in NCN-funded research projects. Principles of planning remuneration costs and scholarships and their amount are defined in 2.1. of the annex to the Regulations on awarding funding for research tasks funded by the National Science Centre. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>

³ For researchers with multiple PhDs, the date of the first PhD award is deemed the reference date.

	Sub-section	Language	Description
PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	<p>This section must include information on the principal investigator (PI). A principal investigator (PI) can be added from either the OPI Database pursuant to their PESEL [Personal Identification Number] or from outside the OPI Database.</p> <p>If the principal investigator's details are entered from the OPI database, most of the information will be uploaded automatically. Data must be verified.</p> <p>PLEASE NOTE: If researcher's details downloaded from the OPI database are out of date, you may correct them on the form available at: https://nauka-polska.pl/#/peopleUpdate?_k=w0m9qg or contact OPI officers at: aktualizacja@opi.org.pl.</p> <p>The National Science Centre cannot change the principal investigator's details.</p> <p>Restriction on submitting proposals to NCN calls are laid down in §8 of the Regulations, pursuant to which the same person must not be named as the principal investigator in more than one proposal submitted to the same call.</p> <p>Therefore, only one proposal in which the same person is named as the principal investigator may be subject to an evaluation.</p> <p>The principal investigator (PI) of a project submitted under the SONATA BIS 15 call must be a person, who has a PhD degree acquired within the period of 5 to 12 years before the proposal submission year⁴ (i.e. from 1 January 2013 to 31 December 2020).</p> <p>The principal investigator's call (PI) must be a person whose scientific achievements include at least one paper that has been published or accepted for printing.⁵</p>

⁴ The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child rearing leave granted in line with the Labour Code; in the case of women by 18 months for each born or adopted child, if such presentation of the breaks to the scientific career was more advantageous.

⁵ A work or artistic achievement or achievement in research in arts must be published or accepted for publication in the proposal submission year or over the period of the last 10 years prior to the proposal submission year. The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally,

	Sub-section	Language	Description
			<p>For research in art, the principal Investigator (PI) must be a person whose scientific achievements include at least one paper that has been published or accepted for printing, or at least one artistic and scientific achievement.⁶</p> <p>The principal investigator (PI) of a project under the SONATA BIS call may perform such function only once.</p> <p>A person, who has been previously indicated as the principal investigator (PI) in a proposal under the SONATA BIS call, which has been qualified for funding, but the contract for the implementation and funding of a research project has not been signed with the National Science Centre may be indicated again as the principal investigator (PI) in the currently open SONATA BIS call.</p> <p>A person, who has been indicated as the principal investigator (PI) under the SONATA BIS call for which the contract for the implementation and funding of a research project has been terminated may not be indicated as the principal investigator (PI) of a project in another proposal submitted in the SONATA BIS call.</p> <p>PLEASE NOTE: A person, who has been indicated as the principal investigator (PI) in a proposal submitted in the OPUS call for which a decision on funding has not become final <u>must not</u> be named as the principal investigator (PI) in a proposal under the SONATA BIS call. This does not apply to principal investigators (PIs) in proposals under the OPUS LAP call.</p>

the period could also be extended by the number of months of a child care leave granted in line with the Labour Code and in the case of women, by 18 months for each born or adopted child, whichever manner of accounting for career breaks is preferable.

⁶ A work or an artistic achievement and an achievement in research in arts must be published or accepted for publication in the proposal submission year or over the period of the last 10 years prior to the proposal submission year. The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child rearing leave granted in line with the Labour Code; in the case of women by 18 months for each born or adopted child, whichever manner of accounting for career breaks is preferable.

	Sub-section	Language	Description
			<p>The principal investigator must be a person employed at the host institution for the project for the entire project duration period pursuant to at least a part-time employment contract. This condition must be met by the start date of the project (inclusive). The foregoing does not apply to recipients of retirement pension under the social security plan.</p> <p>PLEASE NOTE: The principal investigator must reside in Poland for at least 50% of the project duration period and be available to the host institution</p> <p>The principal investigator (PI) must reside in Poland for at least 50% of the project duration period and be available to the participating entity for the project. The foregoing does not apply to evidenced project-related business trips or holiday, time off work and other absence from work governed by the applicable laws.</p>
	PhD degree	Polish	<p>Fill in the required fields as indicated in the system</p> <p>In the case of multiple PhD holders, the date of award of the first PhD must be provided.</p> <p>Under the SONATA BIS 15 call the principal investigator (PI) must have a doctorate degree acquired within the period of 5 to 12 years before the proposal submission year⁷ (from 1 January 2013 to 31 December 2020).</p>
	Information on career breaks – scientific and research track record		<p>You may enter information on career breaks extending the period from which scientific achievements must be shown, i.e., projects and publications, and for research in art: artistic achievements and achievements in research in art (the other elements apply to the entire period of researcher's research activity).</p> <ul style="list-style-type: none"> Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected over a period of 10 years prior to the proposal submission year. <p>Number of days.</p>

⁷ The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child rearing leave granted in line with the Labour Code; in the case of women by 18 months for each born or adopted child, whichever manner of accounting for career breaks is preferable

	Sub-section	Language	Description
			<ul style="list-style-type: none"> • Childcare leaver granted pursuant to the Labour Code. Number of days. • For women only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. If the number of children is quoted as well as the number of days of childcare leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.
	Academic disciplines		<p>Mandatory field.</p> <p>Provide information on the main scientific discipline according to the Classification of fields and disciplines of science and disciplines of the arts to which the principal investigator (PI) is assigned. No more than two. The first discipline will be automatically indicated as the main one. You can adjust your choice.</p>
	Early-stage researcher		<p>Section only displayed if, based on the annual PhD award date, it cannot be clearly specified whether or not the principal investigator is an early-stage (young) researcher</p> <p>Enter the PhD award date.</p> <p>Information on principal investigator's career breaks over a period of 7 years of their PhD award date. Career breaks on account of maternity leave, adoption leave, paternity leave or parental leave granted pursuant to the Labour Code of 26 June 1974, or maternity allowance or parental allowance or sickness benefit or rehabilitation benefit collected on account of unfitness for work, including any caused by a health condition requiring physiotherapy over a period of 7 years of their PhD award date. Total number of days.</p>
	Personal data and contact information	Polish	In this section, enter the details of the principal investigator (PI) and their personal data, contact details and addresses: residence address,

	Sub-section	Language	Description
			<p>correspondence address, Electronic ID of the researcher.</p> <p>PLEASE NOTE: Enter a valid Electronic Delivery Box (ePUAP) address, e-mail address or e-delivery address (EDA) in the contact information tab. The Electronic Delivery Box (ePUAP) address should be in the following format: /user-id/box-name.</p> <p>Principal investigators (PI) who have no Electronic Delivery Box (ePUAP) must provide their e-mail address.</p> <p>At present, it is not required to provide one's electronic delivery (e-delivery) address.</p> <p>If a natural person applies, proposal-related correspondence, including the funding decision, shall be delivered to their Electronic Delivery Box (ePUAP) or to the principal investigator's e-mail address, should they have no Electronic Delivery Box (ePUAP).</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> <p>Researcher's electronic identifier – optional, ORCID system identifier (www.orcid.org).</p>
	Employment	Polish and English	<p>The name of the entity in Polish and English and the position held.</p> <p>Available option: no employment.</p>

	Sub-section		Language	Description
	Academic and research track record	Academic and research career	English	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>In this tab, provide the key information on your academic and research career, scientific or artistic activity other than publication- or grant-related activity, other scientific achievements and other major aspects allowing the expert team to accurately evaluate your scientific achievements as a stage in the career.</p> <p>RECOMMENDED TEMPLATE:</p> <p>Information on education, academic degrees/titles and employment (date degree/title conferred, institution, discipline; start date – end date, institution, and position)</p> <p>Research visits and fellowships in Poland and abroad (duration, country, institution, type of visit)</p> <p>Lectures and presentations (information on keynote speeches and presentations delivered at prestigious international conferences; For research in arts, information on active participation in renowned artistic events)</p> <p>Prizes and awards (date, type and place of award; the most important national and international awards for research or artistic activity)</p> <p>Other major achievements (e.g. training young staff, teaching, organisational and social activity, patents, cooperation with business environment, membership in editorial boards of renowned academic press/ journals, reviewing)</p> <p>Other key information impacting the evaluation of the academic and research career (e.g. concerning long career breaks or non-academic professional activity).</p> <p><u>The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech.</u></p> <p>The description should be clear and explicit. Page limit: 8,000 characters, with spaces</p> <p>PLEASE NOTE: Do not disclose any <u>sensitive data</u> for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National</p>

	Sub-section		Language	Description
				<p>Science Centre is not authorised to process personal data as part of its statutory tasks.</p> <p><i>*It is not allowed to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union memberships, as well as processing genetic data, biometric data to clearly identify a natural person or data concerning their health, sex life or sexual orientation.</i></p>
		Publication record		<p>Enter 1 to 10 most important papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2015 to 16.09.2025) and annex one to three of them as PDF files.</p> <p>For research in art, up to 10 most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2015 to 16.09.2025). If at least one publication is listed, attach 1-3 if them in PDF format. Enter up to 10 publications or artistic achievements and achievements in research in art.</p> <p>Enter the following information: authors, title in the original language [and its translation into English], journal, monograph title in the original language, publication year, publishers, publication place, volume/journal number, pages, ISBN/ISSN, editors, open access (YES/NO), number of citations without self-citations, publication status (published/accepted for publication), DOI number (or other permanently assigned identifier). The period from which publications must be provided will be extended by the career breaks disclosed in the <i>Informacje o przerwach – ankieta dorobku</i> [Information on career breaks – scientific and research track record] section.</p>

	Sub-section		Language	Description
		Artistic achievements		<p>PLEASE NOTE: Tab to be completed in English.</p> <p>For research in art, up to 10 most important artistic achievements and achievements in research in art (in the proposal submission year or over the period of 10 years prior to the proposal submission year, i.e. from 01.01.2015 to 16.09.2025) with a national or international impact, e.g. authoring and publishing a work of art (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a foreign or Polish festival with an international impact, directing an international artistic venture. Enter up to 10 publications or artistic achievements and/or achievements in research in art.</p> <p>The period from which publications, artistic achievements or achievements in research in art must be provided will be extended by the career breaks disclosed in the <i>Informacje o przerwach – ankieta dorobku</i> [Information on career breaks – scientific and research track record] section.</p>
		NCN – funded research		<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Information on research project management or other research funding under NCN calls in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2015 to 16.09.2025).</p> <p>Research project management means acting as the principal investigator in a project submitted to NCN calls, such as OPUS, SONATINA, SONATA, SONATA BIS, MAESTRO, HARMONIA, SYMFONIA, PRELUDIUM (the mentor is not the principal investigator), PRELUDIUM BIS or to international calls. Other research funding under NCN calls means:</p> <ul style="list-style-type: none"> – Fuga or UWERTURA fellowships; – ETIUDA scholarships and scholarship programme for researchers from Ukraine; – research activities under MINIATURA;

	Sub-section		Language	Description
				<p>– research components in projects funded under the NAWA programmes.</p> <p>In this section, you must not enter research projects or other awarded funding if you have acted as, for example:</p> <ul style="list-style-type: none"> – mentor under PRELUDIUM, etc.; – research supervisor under ETIUDA; – co-investigator – scholarship grantee/ student/ PhD student/ post-doc/ person employed at the specialist supporting position under SONATA BIS, MAESTRO/ senior researcher under OPUS, MAESTRO, etc. <p>Enter the title, registration number, source(s) of funding, call name, amount, currency, participating entity, start date, end date, evaluation result (only when project data is downloaded automatically), list of major publications resulting from the project, publications added by the editor (i.e. published after the submission of the report), in the absence of scientific publications – a brief description of other research outputs.</p> <p>The period from which projects must be presented will be extended by the career breaks disclosed in the <i>Informacje o przerwach – ankieta dorobku</i> [Information on career breaks – scientific and research track record] section.</p> <p>In the <i>Dane pobrane automatycznie</i> [Data downloaded automatically] section, project data is entered automatically based on the principal investigator's PESEL number. For research completed and settled, information on the recommendation and decision of the National Science Centre will be available.</p> <p>In the <i>Dane wprowadzane ręcznie</i> [Data entered manually] section, the applicant enters information that has not been entered in the <i>Dane pobrane automatycznie</i> [Data downloaded automatically] section. The</p>

	Sub-section		Language	Description
				<p>foregoing applies to Dioscuri, Express call to fund research into Covid-19, Artiq, NCN programmes for students and PhD students from Ukraine, where proposals are completed outside of the OSF submission system. This section can also be used in specific cases when the data cannot be entered automatically because the PESEL number is missing or has been changed.</p> <p>PLEASE NOTE: Projects that have been recommended for funding by the Ministry of Science and Higher Education and whose documents have been submitted to the National Science Centre must be entered in the <i>Inne projekty badawcze spoza NCN</i> [Other research projects outside NCN] section.</p>
		Other non-NCN research project		<p>PLEASE NOTE: Tab to be completed in English. Data to be entered manually. Provide information on other research project management under (non NCN) national or international calls in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2015 to 16.09.2025). Enter up to 5 projects in which you have acted as the principal investigator and which:</p> <ul style="list-style-type: none"> - are or have been carried out in the proposal submission year or in the last 10 years prior to the proposal submission year; - are or have been funded from the funds for research; - have been selected in national or international calls; and - are not and have not been funded from the operating support funds. <p>Acting as a principal investigator also means managing/coordinating a research team in international projects or programmes. Enter the title, registration number, source(s) of funding, amount, currency, participating entity, start date, end date, list of major publications resulting from the project, publications added by the editor, in the absence of publications – a brief description of other research outputs.</p>

	Sub-section		Language	Description
				<p>The period from which the projects must be provided will be extended by the career breaks disclosed in the <i>Informacje o przerwach – ankieta dorobku</i> [Information on career breaks – scientific and research track record] section</p> <p>PLEASE NOTE: This section should indicate projects recommended for funding by the Ministry of Science and Higher Education and whose documents were submitted to the National Science Centre.</p>
		Major research achievement		<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Description of major research achievements.</p> <p>Page limit: No more than 1,800 characters.</p> <p>PLEASE NOTE: The tab must not be left empty. If major achievement is missing, enter: none.</p>
ETHICAL ISSUES			English	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Before completing the 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 proposal and the Code of the National Science Centre on research integrity and applying for research funding.</p> <p>Then complete the relevant sections. Answers to questions should be provided in each group of questions. 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 a group. When the answer to any of the questions is YES, describe the measures s that have been/will be taken to ensure that the research under the call is carried out in compliance with applicable law and best practices in a field/discipline as well as provide information on any consent granted or information on how the 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 consents or permits that have been already granted.. In the case of research that require any such consents</p>

	Sub-section	Language	Description
			<p>or permits, they must be granted beforehand and annexed to the nearest annual/ final report.</p> <p>In the case of research projects which include clinical trials with a medicinal product or a medical device, provide a detailed justification of the non-commercial nature of the trials.</p>
DATA MANAGEMENT PLAN		English	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Before completing this part of the proposal, read the following document the Guidelines for applicants to complete the data management plan in the proposal. You can tick: “Not applicable”. The NCN acknowledges that some projects will not generate, re-use, or analyse research data and similar materials. In such cases, a short explanation is required as an answer to question 1.1. How will new data be collected or produced or how will the existing data be re-used?</p>
SIMILAR RESEARCH TASKS	Principal Investigator (PI)	English	<p>The following questions must be answered:</p> <ol style="list-style-type: none"> 1. Is the principal investigator (PI) applying for funding of the research tasks included in this proposal also from other sources? (YES/NO) 2. If the answer is YES, enter the sources of funding. Is the principal investigator (PI) currently working on or has completed research tasks similar to the tasks included in this proposal? (YES/NO). <p>If the answer is YES, enter the ongoing and completed research tasks for which double funding might be suspected if funding is obtained for research tasks covered by this proposal. The explanation should clearly indicate the differences between the research tasks and justify the need to fund the research tasks in this proposal. If researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
	Authorship/co-authorship of the project		<p>The principal investigator is:</p> <ul style="list-style-type: none"> • the author of project descriptions, • co-author of project descriptions.

	Sub-section	Language	Description
			Please explain if the principal investigator (PI) is the author or co-author of the project descriptions. If he/she is a co-author, name the authors of the project descriptions.
	Entity(-ies)		<p>Information about applying for funding for the research tasks specified in the proposal from other sources must also be provided by the entity/entities (if the applicant is a group of entities). Answer the following question:</p> <ul style="list-style-type: none"> Is the entity applying for funding of the research tasks included in this proposal also from other sources? <p>If YES, the sources of funding should be indicated.</p>
SHORT DESCRIPTION		English	<p>The short project description (up to 5 pages) must include the following information:</p> <ol style="list-style-type: none"> scientific goal of the project (description of the problem to be solved, research questions or hypotheses); significance of the project (state of the art to date, justification for tackling a specific scientific problem, justification for a pioneering nature of research, an impact of the project results on the development of the research field and scientific discipline); concept and work plan (general work plan, specific research goals, results of preliminary research, a research work programme, e.g. a Gantt chart, including milestones, risk analysis); research methodology (underlying scientific methodology, methods, techniques and research tools, methods of result analysis, equipment and devices to be used in research); composition and qualifications of the research team, including (if applicable) achievements of the co-investigators identified in the proposal; reasons justifying the creation of a new research team; project literature (a reference list for publications included in the project description, with full bibliographic data).

	Sub-section	Language	Description
			<p>Text limit of 5 pages A4 applies to the description (Points 1-5). The project literature (Point 7) does not count towards the page limit.</p> <p>Information on Page 6 (except for the short project description) other than project literature shall be rejected as ineligible.</p> <p>The above-mentioned sections, including references to literature, are mandatory and if any of them is/are missing, the project will be rejected on the grounds that it does not meet the eligibility criteria.</p> <p>The system does not verify compliance of the description with the eligibility criteria of the page limit. The applicant is responsible for ensuring that the description is correct. If the page limit is exceeded, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.</p> <p>PLEASE NOTE: Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the full project description; therefore, the short project description should include the information necessary for the proposal to be evaluated.</p> <p>The description must be delivered in PDF format (up to 10MB). Recommended formatting: top-bottom margins: 1.5cm, left-right margins: at least 2cm, Times New Roman or equivalent, font size: at least 11, interline: single. If researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section..</p>
FULL DESCRIPTION		English	The full description (up to 15 pages) must include:

	Sub-section	Language	Description
			<ol style="list-style-type: none"> 1) scientific goal of the project (description of the problem to be solved, research questions and hypotheses); 2) significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline); 3) concept and work plan (general work plan, specific research goals, results of preliminary research, a research work programme, e.g. a Gantt chart, including milestones, risk analysis); 4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research); 5) composition and qualifications of the research team, including (if applicable) achievements of the co-investigators identified in the proposal; 6) reasons justifying the creation of a new research team; 7) project literature (a reference list for publications included in the project description, with full bibliographic data). <p>Text limit of 15 pages A4 applies to the description (Points 1-5). The project literature (Point 7) does not count towards the page limit.</p> <p>Information on Page 16 (except for the short project description) other than project literature shall be rejected as ineligible.</p> <p>The above-mentioned sections, including references to literature, are mandatory and if any of them is/are missing, the project will be rejected on the grounds that it does not meet the eligibility criteria.</p> <p>The system does not verify compliance of the description with the eligibility criteria of the page limit. The applicant is responsible for</p>

	Sub-section	Language	Description
			<p>ensuring that the description is correct. If the page limit is exceeded, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.</p> <p>PLEASE NOTE: Experts evaluating the proposal at the second stage of the merit-based evaluation have no access to the short project description; therefore the description should include the information necessary for the project to be evaluated.</p> <p>The description must be delivered as a PDF file (up to 10MB). Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2cm, Times New Roman or equivalent, font size: at least 11, interline: single.</p> <p>If researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
SALARIES AND SCHOLARSHIPS	Principal Investigator (PI)	English	<p>Salaries shall be paid pursuant to the Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects applicable to the current edition of SONATAS BIS, to which the proposal is submitted.</p> <p>Principal investigator's salary can only be paid from one category: FTE remuneration (full-time remuneration) or additional remuneration. The principal investigator (PI) can also choose the option "without remuneration". Choose the employment type in the proposal:</p> <ul style="list-style-type: none"> • FTE remuneration; • additional remuneration; • without remuneration.

	Sub-section	Language	Description
			<p>The FTE remuneration for the principal investigator (PI) may be planned for a period that is shorter than the implementation period of the research project, in amounts proportionally lower for the period for which it is planned.</p> <p>The employment of a principal investigator (PI) on the basis of a full-time or part-time employment contract is also possible with funds under the category of additional remuneration.</p> <p>Pursuant to the Regulations, the budget of additional remuneration shall be calculated as follows: a composition of the research team excludes the persons to be employed under the FTE remuneration budget and under the budget for remuneration and scholarships for students and PhD students.</p> <p>Therefore, where a principal investigator (PI) is employed from the FTE remuneration budget, they shall not receive additional remuneration.</p> <p>Remuneration for the principal investigator (PI):</p> <ul style="list-style-type: none"> - PLN 190,000 per annum, when the principal investigator is employed on the FTE remuneration basis; - no more than PLN 8,000 per month when the principal investigator is not employed on the FTE remuneration basis. <p>If the principal investigator (PI) is not remunerated, in the type of employment enter: without remuneration.</p>
	Post-doc		<p>Choose the type of employment:</p> <ul style="list-style-type: none"> • FTE remuneration <p>Remuneration for a post-doc position – PLN 140,000 per annum.</p>

	Sub-section	Language	Description
			<p>Higher remuneration can be entered, as long as it is justified with specific circumstances provided in the proposal. The Expert Team reviews the reasons for an increase in the remuneration.</p> <ul style="list-style-type: none"> a) A prospective post-doc must meet all of the following conditions: they must be selected in an open call procedure, carried out by a recruitment committee created by the principal investigator performing the project, composed of the principal investigator as its chair and at least two persons appointed by the principal investigator, who have necessary scientific and/or professional qualifications. The candidates will be assessed pursuant to the criteria outlined in the call text, subject to an obligatory eligibility criterion according to which a PhD degree must be conferred in the year of employment in the project or within a period of 12 years before 1 January of their employment in the project. This period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or physiotherapy leave granted on account of being unfit to work. In addition, the period may be extended by the number of months of a childcare leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable. The abovementioned period must not be shortened or extended by the call organisers. The call results are posted on the website of the host institution for the project; b) their PhD degree was awarded by another institution than the one employing them at this post or they have completed a continuous and evidenced post-doctoral fellowship of at least 10 months in another institution than the participating entity for the project and in another country than the one in which they have been conferred a PhD degree; c) they will be employed for a period of at least 6 months;

	Sub-section	Language	Description
			<p>d) when the remuneration is paid, they will be receiving no other remuneration from the funds allocated as direct costs under research projects funded in NCN calls;</p> <p>when the remuneration is paid, they will be receiving no remuneration from another employer pursuant to an employment contract, including an employer with registered office outside of Poland; and when the remuneration is paid, they will be receiving no retirement pension under the social security plan. Several post-docs may be employed provided that the total employment period of all post-docs does not exceed twice the expected project performance period and no post-doc is employed for less than 6 months. If a group of entities applies for funding, post-docs may be employed by more than one entity, as long as each post-doc meets the above-mentioned conditions.</p> <p>The FTE remuneration for a person in a post-doc position may be planned for a period that is shorter than the implementation period of the research project, in amounts proportionally lower for the period for which it is planned.</p>
	Scholarship grantee/Student/PhD student		<p>The type of employment must be selected in the proposal: scholarship and scholarships for students and PhD students</p> <p>PLEASE NOTE: Under the SONATA BIS call it is required to engage a PhD student(s) for the total period of at least 36 months pursuant to the Regulations.</p> <p>This category covers the cost of salaries and scholarships together with non-wage labour costs of students and PhD students who are not yet PhD holders and are intended to be involved in the project tasks.</p>

	Sub-section	Language	Description
			<p>a) The budget for salaries and scholarships for students and PhD students may cover funds for: NCN scientific scholarships for students and PhD students,</p> <p>b) doctoral scholarships,</p> <p>c) salaries for students and PhD students.</p> <p>Doctoral scholarships can only be paid to PhD students who meet the requirements laid down in the Act on Higher Education and Science of 20 July 2018, necessary to receive the doctoral scholarship for the duration of the project tasks (except for the period of suspension of education at the doctoral school).</p> <p>The monthly doctoral scholarship for a PhD student involved in the project tasks that can be paid from the budget for salaries and scholarships for students and PhD students must not exceed:</p> <ul style="list-style-type: none"> • PLN 5,000 to the month of the mid-term evaluation of a PhD student; • PLN 6,500 after the month of the mid-term evaluation of a PhD student. <p>NCN scholarships for students and PhD students can only be awarded in compliance with the Regulations on awarding NCN scholarships in research projects funded by the National Science Centre, laid down by the NCN Council.</p> <p>The monthly NCN scholarship for a student or PhD student involved in the project tasks that can be paid from the budget for salaries and scholarships for students and PhD students must not exceed PLN 5,000.</p> <p>The monthly salary for students or PhD students can only be paid for employment pursuant to a full-time or part-time employment contract or for project tasks pursuant to a civil-law contract. Students or PhD students</p>

	Sub-section	Language	Description
			<p>employed pursuant to an employment contract in a participating entity for the project must not be remunerated pursuant to a civil-law contract.</p> <p>The monthly salary for students and PhD students involved in the project tasks and paid from the budget for salaries and scholarships for students and PhD students must not exceed PLN 5,000.</p> <p>Under SONATA BIS 15, the budget for salaries and scholarships for students and PhD students per each month of project performance must not exceed PLN 10,000.</p> <p>The foregoing amount may be raised by an additional PLN 1,500 per each PhD students receiving a doctoral scholarship after the month of their mid-term evaluation, however the total raise per each month of project performance must not exceed PLN 3,000.</p> <p>The total amount of salaries and scholarships paid from the NCN budget under letters a) - c) per student or PhD student in one or more research project(s) funded from the NCN budget must not exceed PLN 5,000 per month and may be raised to PLN 6,500 per month if the funds are paid as a doctoral scholarship after the month of a mid-term evaluation of the PhD student involved in the project tasks. The foregoing amount does not include the principal investigator's salary under PRELUDIUM.</p> <p>When collecting doctoral scholarships under PRELUDIUM BIS, one must not collect any other scholarships or salaries paid under the heading of direct costs in other project funded under NCN calls, with the exception of the principal investigator's salary under PRELUDIUM.</p> <p>If a research project is carried out in an institution for which funding will constitute state aid, funds for students and PhD students can only be planned as indicated under letter c).</p>
	Specialist position supporting		The type of employment must be selected in the proposal:

	Sub-section	Language	Description
			<ul style="list-style-type: none"> FTE remuneration <p>A specialist supporting position is a full-time position under an employment contract on a full-time basis. A person employed in this position supports project implementation, e.g. as a lab-manager, a senior technician, a statistical analyst, etc.</p> <p>Full-time remuneration in a specialist supporting position may be planned under the funds of the research project in the amount not exceeding PLN 100,000 per year, provided that the person intended for employment jointly fulfils all the following conditions:</p> <ol style="list-style-type: none"> will be employed for a minimum of 6 months; when the remuneration is paid, such person is not paid any other remuneration from the funds allocated as direct costs under research projects financed under NCN's calls; when the remuneration is paid, such person is not paid remuneration from any other employer under an employment contract, including an employer with its registered office outside the Republic of Poland, and when the remuneration is paid, such person is not paid any pension benefit from the social insurance system. <p>Full-time remuneration for a person in the specialist supporting position may be planned for a period that is shorter than the implementation period of the research project, in amounts proportionally lower for the period for which it is planned.</p> <p>It is permitted to create one specialist supporting position under which it may be planned to employ more than one person, provided that the total duration of employment of all persons in this position does not exceed the planned duration of the project.</p>
	Co-Investigator		Choose the employment type in the proposal:

	Sub-section	Language	Description
			<ul style="list-style-type: none"> • additional remuneration • without remuneration. <p>Additional remuneration for members of the research team – if the principal investigator (PI) does not plan their employment in the project as part of the FTE remuneration, their remuneration will be paid from the pool allocated for additional remuneration.</p> <p>Additional remuneration may be planned for members of the research team employed under employment contracts in full or part-time jobs and under civil law contracts.</p> <p>In the SONATA BIS call, it is not possible to plan remuneration for students or PhD students within the additional remuneration.</p> <p>Research team members remunerated by a participating entity pursuant to an employment contract must not be paid additional remuneration pursuant to a civil law contract.</p> <p>The budget for additional remuneration shall be calculated as follows: the composition of the research team excludes the persons to be employed under the FTE remuneration budget and under the budget of remuneration and scholarships for students and PhD students.</p> <p>The number of persons calculated as specified above will constitute the basis to calculate the maximum budget for additional remuneration under a research project. The maximum budget for additional remuneration planned for the principal investigator must not be increased during the project performance.</p> <p>a) In the SONATA BIS call, the budget for additional remuneration per each month of project implementation, for all co-investigators, must not exceed: when the principal investigator does not plan to be employed under the FTE remuneration:</p>

	Sub-section	Language	Description
			<ul style="list-style-type: none"> – PLN 8,000 per person; – PLN 9,500 per two persons, including up to PLN 8,000 for the principal investigator; – PLN 10,500 per three persons, including up to PLN 8,000 for the principal investigator; – PLN 11,500 per four persons, including up to PLN 8,000 for the principal investigator <p>b) when the principal investigator plans to be employed under the FTE remuneration:</p> <ul style="list-style-type: none"> – PLN 1,500 per one person; – PLN 2,500 per two persons; – PLN 3,500 per three or more persons; <p>More information on the rules of planning the costs may be found in the Regulations and in the Regulations on awarding scholarships in NCN-funded research projects.</p> <p>If unjustified costs are planned, a proposal may be rejected.</p>
RESEARCH EQUIPMENT			<p>This category covers the cost of purchase or manufacturing of research equipment, other devices and software crucial to research.</p> <p>The project funds must not be used to finance or co-finance the purchase or manufacturing of research equipment and IT infrastructure with cost of over PLN 500,000 per unit. The cost of leasing of research equipment is non-eligible.</p>
OTHER COSTS			<p>Costs must be planned pursuant to the Regulations on awarding funding for research tasks funded by the National Science Centre.</p> <p>The project budget must be justified as regards the subject and scope of research, based on realistic calculations and must specify the expenses paid from NCN resources (the so-called “eligible cost”).</p>

	Sub-section	Language	Description
			<p>Costs identified in the Regulations as not eligible must not be provided for. Eligible costs are subdivided into direct and indirect costs. The Regulations lay down the costs to be paid as direct costs and the costs to be paid as indirect costs. The type of costs, their amount and justification for spending must be entered in the <i>Inne koszty bezpośrednie</i> [Other direct costs] section.</p> <p>Direct costs may be planned under the following categories:</p> <ul style="list-style-type: none"> • materials and small equipment; • outsourced services; • business trips, • visits and consultations, • collective investigators, • other (other costs). <p>If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>
OPEN ACCESS (OA)			<p>Indirect costs of open access: this category can include the cost of open access to publications and/or research data (up to 2% of direct costs). Please enter the amount of Open Access costs planned for the entire project implementation period (in PLN). The costs of publication subject to the NCN Open Access Policy can only be planned as part of indirect costs.</p> <p>The National Science Centre allows for the possibility of covering part of the costs of open access publication from the remaining indirect costs or from the entity's contribution. Additional information on Open Science is available here.</p>

	Sub-section	Language	Description
TEACHING LOAD DECREASE			<p>The costs of decreasing the teaching load may be planned for the principal investigator (PI) only, who plans for himself/herself remuneration from the additional remuneration budget.</p> <p>An entity which employs the principal investigator (PI) under a full-time employment contract can receive financial resources for decreasing the teaching load of the principal investigator (PI) by 50% amounting to PLN 100 for each hour of the teaching load decrease.</p> <p>Teaching load decrease Please select (YES/NO) If you answer “YES”, please give the number of mandatory teaching hours (per year), the total number of teaching hours to be refunded and the cost breakdown by years.</p> <p>PLEASE NOTE: The entity for which funding will constitute state aid may not plan the costs of teaching load decrease.</p>
OTHER DIRECT COSTS			<p>In this section, enter the amount of other indirect costs. For entities where no state aid is planned, enter a percentage [%]. <u>Indirect costs of up to 20%</u> 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 planned, 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>

	Sub-section	Language	Description
			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.
BUDGET SUMMARY			In this section, enter a summary breakdown of the costs by year, according to the declared project performance period. In this section, the percentage of open access indirect costs and other indirect costs will be presented.
SPECIFIC COST BREAKDOWN			<p>Applies to entities where project funding constitutes state aid.</p> <p>Indirect costs in projects with state aid 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.</p> <ol style="list-style-type: none"> 1. Type of expenditure 2. Cost category 3. Cost type 4. Total gross cost [PLN] 5. Eligible cost [PLN] 6. Own contribution [PLN] 7. NCN funding [PLN] 8. Year <p>PLEASE NOTE: The total cost in category O (indirect costs) must not exceed 20% of the total cost in categories A, W, E and G.</p>
ADMINISTRATIVE DECLARATIONS			This section of the proposal contains administrative statements that must be accepted by both the principal investigator (PI) and authorised representative of the entity.
PERSONAL DATA PROTECTION			<p>Information on personal data processing.</p> <p>Personal data provided by principal investigators (PIs) and applicants in the proposal will be processed by the National Science Centre until the end of implementation of these projects and their settlement (if funding has been received), and after this period it will also be used for statistical</p>

	Sub-section	Language	Description
			purposes. The collected data will be processed in order to evaluate the proposal, the project, as well as the tasks carried out by NCN, dissemination of the information on the calls organised by NCN. Data processing also includes monitoring, supervision, and evaluation of the implementation and settlement of projects that have received funding from NCN. More information can be found on the website (https://www.ncn.gov.pl/dane-osobowe?language=en).
EXPERTS	Information on possible conflict of interest – information only for NCN employees		In this part of the proposal, the principal investigator (PI) may indicate up to 3 researchers who should not evaluate the proposal due to a potential conflict of interest. Their names and affiliations should be provided. The NCN will select researchers to act as the experts.
INDIVIDUALS IDENTIFIED IN THE PROPOSAL		Polish	<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 researchers involved in the preparation of the proposal or project performance.. An organised list of such individuals will allow faster verification of a potential conflict of interest that may occur at any stage of the project implementation and 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 the project - 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</p>

	Sub-section	Language	Description
			in the preparation of the proposal or will be involved in the performance of the project. All such individuals must be notified that they are identified in the proposal.
ELECTRONIC SUBMISSION <i>The section will appear after clicking "Block for the NCN"</i>	Proposal submission confirmation – principal investigator (PI) Proposal submission confirmation – entity		<p>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 <i>Zablokuj do NCN</i> [Block to NCN] button. Once the proposal has been blocked to NCN, only the short and full project descriptions can be edited. Once the proposal has been blocked for editing, a new <i>Elektroniczna wysyłka</i> [Electronic submission] tab will appear on the left-hand side menu.</p> <p>In this section, please download:</p> <ul style="list-style-type: none"> • confirmation of proposal submission by the principal investigator (PI) and • confirmation of proposal submission – entity. <p>The confirmations of proposal submission from the principal investigator and from the entity downloaded from the OSF submission system are affixed with an electronic OPI PIB seal which is used to ensure the integrity of the data on a document that has been generated (it can be verified that data has not been altered, added or deleted in an unauthorised manner). The OPI-PIB seal confirms that the OSF system is the source of data.</p> <p>Confirmations of proposal submission must be signed and attached to the proposal before it is sent to the NCN.</p> <p>Confirmations may be signed in two ways: by hand or electronically.</p> <p>If a group of entities applies, a confirmation of proposal submission is signed by the authorised representative of the leader of the group of entities.</p> <p>If a confirmation is signed by hand, its scan must be appended here: <i>Dodaj skan potwierdzenia</i> [Add confirmation scan]. The original must be kept</p>

	Sub-section	Language	Description
			<p>until the end date of the proposal evaluation procedure, and if the proposal is recommended for funding, until the date of signing the funding agreement.</p> <p>If a confirmation is signed electronically, it must be appended here: <i>Dodaj potwierdzenie podpisane elektronicznie</i> [Add confirmation signed electronically]. If a confirmation is signed electronically, it must be affixed with an advanced electronic signature or qualified electronic signature complying with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>At the NCN's request, applicants must prove that their electronic signatures comply with the eIDAS Regulation. PDF is the only format acceptable in the OSF system. Therefore, electronic signatures must be in the PAdES format.</p> <p>If the principal investigator's confirmation of proposal submission is signed by anyone other than the principal investigator, an authorisation to represent the principal investigator (PI) must be attached to this section. The authorisation may be attached to the proposal in an electronic format or as a scan of the document signed by hand.</p> <p>If the entity's confirmation of proposal submission is not signed by the principal investigator but their authorised representative (rector, director, etc.), a power of attorney/ authorisation to represent the entity for the purposes of submitting the proposal to the NCN must be annexed to this section. A power of attorney/ authorisation must be attached in an electronic format or as a scan of the document signed by hand.</p> <p>When electronically signed files are attached to a proposal, the system verifies that the document relates to the proposal and its final version,</p>

	Sub-section	Language	Description
			and that it contains the OPI seal and electronic signature. The system does not verify the validity of certificates of attached electronically signed files. PAdES is the only acceptable format of the electronic signature. PLEASE NOTE: Confirmations that relate to the final version of the proposal must be attached to the proposal.