SONATINA 9 PROPOSAL COMPLETION 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.

Selected section in the OSF system	Sub - section	Language	Description
DURATION [in months]			Ongoing projects can apply for funding in the call: 24 months, 36 months, Further sections depend on this information. <u>Project duration cannot be changed later.</u> If the planned duration of the project changes, a new proposal must be made.
GENERAL INFORMATION	Project title	Polish and English	Title of the research project in Polish and in English. The title in English must be identical to the title in Polish.
	Keywords	Polish and English	Keywords in English must be identical to the keywords in Polish.
	Primary NCN Review Panel		A research field should be selected in line with 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. 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.
	Auxiliary NCN Review Panels		Choose from the list: HS1_01-HS6_022, 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. Proposals are reviewed within the panels to which they have been submitted. The panel must not be changed once the proposal has been

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			submitted. Auxiliary review panels help us to select experts and external reviewers for the merit-based evaluation of proposals. By the decision of the Chair of the Expert Team, interdisciplinary proposals may be additionally reviewed by an expert from another panel.
INFORMATION ON THE FELLOWSHIP	Duration [in months]		3-6 months The duration of the fellowship may be divided as long as it takes place in the same research centre and the NCN funds will cover the cost of one-off travel expenses.
	Host institution		**Only one research centre hosting the foreign fellowship may be identified in the proposal.**
	Address		Street, town/city, postal code, region, country
	Host		professional title / academic degree, name, surname
	Distance from the place of residence		The shortest distance between the place of residence and the host institution for the foreign fellowship. Choose from the list: 1. < 500 2. 500 – 999 3. 1 000 – 1 499 4. 1 500 – 2 499 5. 2 500 – 4 999 6. 5 000 – 10 000 7. > 10 000
	Minor child/ mentor accompanying the principal investigator		Submit a statement to the effect that that the principal investigator will be accompanied by:

Selected section in the OSF system	Sub - section	Language	Description
			- a minor child of the principal investigator or under legal guardianship of the principal investigator or - the guardian of the principal investigator if the principal investigator is a holder of a certificate of severe or moderate disability, including the time during which they will accompany the principal investigator in his/her fellowship. **PLEASE NOTE**: If the principal investigator is accompanied by any other person whose living expenses are not covered by the proposal, such person's travel expenses must not be covered from the project costs. An accompanying family member/ family members may accompany the principal investigator in the entire fellowship or any part thereof. **PLEASE NOTE**: An additional amount can only be spent on the cost of living. The return travel expenses are not increased if the principal investor is accompanied by any person.
	Justification of the choice	English	Justification of the choice of the host institution in terms of reputation, equipment or specific scientific achievements, description of research conducted, compliance of research with research performed under the project, research/ tasks to be conducted during the fellowship, potential use of knowledge and skills acquired during the fellowship in the principal investigator's future career as a scientist. To be attached as a PDF file (up to 10 MB). No more than: 2 A4 pages. Recommended formatting: top-bottom margins: at least 1.5 cm, left-right margins: at least 2 cm, font: Times New Roman or equivalent, font size: at least 11, interline: single.
	Consent for the fellowship	English	A research institute's consent for the principal investigator to participate in the foreign fellowship.

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			The document (in English) should include: the date of the document, the name of the host institution for the foreign fellowship, the name of the mentor, the name of the principal investigator, the number of months of the fellowship, the research facility offered by the foreign host institution (optional), signature of the mentor or authorised representative of the host institution for the foreign fellowship. **PLEASE NOTE:** The document submitted to the system must include the above information. Attach a document's scan signed by hand or a document bearing an electronic signature in PAdES[1] format as PDF file.
APPLICANT	Applicant's status		Only the following entities may apply for NCN funding for a research project: 1. university; 2. federation of science and HE entities; 3. research institutes of the Polish Academy of Sciences, operating pursuant to the Act on Research Institutes 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 separate Acts, operating in the Republic of Poland; 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; 6. Polish Academy of Arts and Sciences; 7. other institutions involved in research independently on a continuous basis;

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[1] 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 identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

Selected section in the OSF system	Sub - section	Language	Description
			8. groups of entities comprising 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 of 30 April 2010 on research institutes; 10. research centres of the Polish Academy of Sciences within the meaning of the Act of 30 April 2010 on the Polish Academy of Sciences; 11. scientific libraries; 12. companies operating as R&D centres within the meaning of the Act of 30 May 2008 on certain forms of support to innovative activities; 13. legal entities established with their registered office in Poland; 13a. President of the Central Office of Measures; 14. natural persons. **The Applicant's status indicated in the proposal must comply with the facts and the legal situation.** **PLEASE NOTE**: If an individual applies , the research project must not be carried out by a group of entities. If a group of entities or an individual applies , enter the name, country and status of the participating entity/entities.
PARTICIPATING ENTITIES	Entity's name	Polish and English	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 higher education and science system in Poland, 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.

Selected section in the OSF system	Sub - section	Language	Description
			Verify the data and correct any invalid or outdated data. The National Science Centre cannot modify the participating entity's data. **PLEASE NOTE**: Level II data cannot be entered.
	Country		Only entities with their registered office in Poland may be indicated.
	Leader		If the applicant is a group of entities, a leader shall be chosen. PI's employer acts as a leader of the group of entities.
	Agreement on collaboration for the purposes of completion of the requested research project	Polish	If a group of entities applies, an agreement on collaboration for the purposes of completion of the requested research project must be attached. **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.** **The agreement template contains the required parts and must not be modified or supplemented with additional cooperation arrangements between entities.** **PLEASE NOTE:** In the OSF submission system, the agreement is generated as a PDF file. In the event of a change of entities, a new agreement must be downloaded, signed and uploaded to the system. A group of entities has the right to sign additional documents governing cooperation within the group, which, however, 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. The document must be signed by authorised representatives of the entities comprising the group of entities.

Selected section in the OSF system	Sub - section	Language	Description
			PLEASE NOTE: Agreements containing mixed forms of signatures will be accepted, e.g. the leader will sign the document with a qualified electronic signature, while the partner(s) will sign it by hand. In this case, the agreement should first be signed by hand and then a scan of the handwritten document should be signed with a qualified electronic signature in the PAdES format. **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. **PLEASE NOTE:** The agreement must contain the signatures of the persons representing the entities comprising the group of 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 _Elektroniczna wysyłka wniosku_ [Electronic submission] tab or to the Agreement.
INFORMATION ON PARTICIPATING ENTITY	Head of the entity/Authorised representative		Fill in the required fields as indicated in the system. 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 in the scope of submitting the proposal to NCN should be attached to the proposal. The power of attorney must be included under the _Elektroniczna wysyłka wniosku_ [Electronic submission] tab.
	NIP (tax identification number), REGON (statistical identification		Fill in the required fields as indicated in the system. If the applicant is not registered in the Commercial Register of the National Court Register, the option "not applicable" should be ticked.

Selected section in the OSF system	Sub - section	Language	Description
	number) and KRS (court register number)		
	Contact information		In this tab, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box (ePUAP) address, e-delivery address (EDA), website address, etc.). The Electronic Delivery Box (ePUAP) address should have the format: /user-id/box-name Communication concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address. **PLEASE NOTE: Electronic Delivery Box (ePUAP) address must be provided.** **E-delivery address (EDA)** 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. How is an e-delivery address structured? 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,

Selected section in the OSF system	Sub - section	Language	Description
			e.g.: AE:PL-12345-67890-ABCDE-12 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 or ESP address in the proposal is correct.
	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?		Only a **"NO"** answer is acceptable. No state aid will be granted for the call. In order to determine if project financing does not constitute state aid, it is necessary to review the State aid rules, available in OSF and in the call text.
INTERNATIONAL COOPERATION	Type of cooperation Countries Entities	English	In this section, answer the question "Does the project include any international cooperation?" If "YES", please provide information on the planned international cooperation (country and entity) together with a description of the benefits resulting from the cooperation. The following are not considered international cooperation: a) participation in international conferences; b) dissemination of information on the project abroad; c) implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign research institutions; d) cooperation with foreign researchers employed by Polish entities.

Selected section in the OSF system	Sub - section	Language	Description
			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 *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
ABSTRACT		English	To be completed in English, up to 4500 characters, with spaces (plain text – no formulas, no graphics). The abstract should contain the most important information about the project, as it is included in the invitation of experts to review it. 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 *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
ABSTRACT FOR THE GENERAL PUBLIC		Polish and English	Abstract for the general public must be attached in Polish and in English. Both language versions must be identical. The abstract for the general public should include the project's goal, description of research, reasons for attempting a particular research topic, and substantial results expected. It may include drawings/charts/diagrams. Should the project qualify for funding, the abstract for the general public will be published on the National Science Centre's and National Research Institute (OPI PIB)'s websites alongside the information on the call's results based on consent given in the *Oświadczenia administracyjne* [Administrative declarations] section. The abstract must be for the general public, including persons who are not experts in a given area or who are not scientists. The descriptions must be attached as two separate PDF files (up to 10 MB).

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			Maximum file size: 1 page, A4. 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. 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 *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
RESEARCH TASKS		Polish and English	Research tasks performed by the Polish research team in Polish and English. Both language versions must be identical. The purchase of research equipment, participation in conferences, preparation of publications, etc. <u>are not regarded</u> as research tasks. If funding is granted, the Research plan will be attached to the agreement . 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 *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
RESEARCH TEAM	Number of team members	English	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 members of the research team carrying out the project, including the principal investigator (PI) and other investigators, including persons who are not paid any salary. Possible types of participation to choose from: principal investigator (PI), co-investigator. Members of the research team can be added as follows: - the principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database

Selected section in the OSF system	Sub - section	Language	Description
			- investigator can be added from outside the OPI Database. **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, phone: +48 22 212 53 46 or +48 22 212 53 09. The names of co-investigators known to the principal investigator at the proposal submission stage must be entered in this section. 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). One-person teams do not have to describe their achievements in the short/ full project descriptions. Instead, the principal investigator may provide include information that the team members are described in the Research Team section may be mentioned in the descriptions. The costs of salaries and scholarships are laid down in Point 2 (1) of the Annex to the Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects 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 *Osoby wskazane we wniosku* [Persons identified in the proposal] section.

Selected section in the OSF system	Sub - section	Language	Description
PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	This section must include information on the principal investigator (PI). A principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database. If the principal investigator's details are entered from the OPI database, most of the information will be uploaded automatically. The data must be verified. **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, phone: +48 22 212 53 46 or +48 22 212 53 09. The National Science Centre cannot change the principal investigator's details. Restriction on submitting proposals in 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. . Therefore, only one proposal in which the same person is named as the principal investigator may be subject to an evaluation. A principal investigator must be an individual who earned a PhD degree in the proposal submission year or within 3 years[2] prior to the proposal submission year[3] (between 1 January 2022 and 31 December 2024) or will be awarded a PhD degree by 30 June of the calendar year, in which the call for proposal ends, i.e. 30 June 2025, and whose scientific

[2] The period may be extended by a time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, the period may be extended by the number of months of a child care 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.
[3] The end date of the call for proposals shall be deemed the proposal submission date.

Selected section in the OSF system	Sub - section	Language	Description
			achievements include at least one paper published or accepted for publication[4].
			For research in art, a principal Investigator may be a person whose scientific achievements include at least one paper that has been published or accepted for publication[5] or at least one artistic achievement and achievement in research in art.
			The principal investigator (PI) of a project under the SONATINA call may perform such function only once.
			A person, who has been previously indicated as the principal investigator (PI) in a proposal under the SONATINA 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 SONATINA call.
			A person, who has been indicated as the principal investigator (PI) under the SONATINA call for which the funding agreement has been terminated must not be indicated as the principal investigator (PI) of a project in another proposal submitted in the SONATINA call.
			The principal investigator (PI) must be a person employed pursuant to a full-time employment contract for the research project performance period in another institution than the one from which the principal investigator has earned a PhD degree.

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[4] The paper must be published in the proposal submission year or over the last 10 years prior to the proposal submission year. This period may be extended by a time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, the period may be extended by the number of months of a child care 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.

[5] The artistic and artistic-scientific work or achievement must have been published or accepted for publication in the year of proposal or within the last 10 years before the year of proposal. The period may be extended by a time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, the period may be extended by the number of months of a child care 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.

Selected section in the OSF system	Sub - section	Language	Description
			PLEASE NOTE: The principal investigator (PI) must stay in Poland for at least 50% of the project performance period and be available to the participating entity. The foregoing obligation includes evidenced project-related business trips or holiday, time off work and other excused absence from work governed by the applicable laws.
	PhD degree		Fill in the required fields as indicated in the system. If the answer is "YES", the following information should be provided: year in which the degree was conferred. In the case of persons who have obtained more than one PhD degree, the date on which the first degree was obtained should be indicated. **PLEASE NOTE:** A document confirming that the principal investigator (PI) has earned a PhD degree must be submitted to OSF. File format: electronically signed files in PAdES[6] format are acceptable as well as document scans signed by hand, both in PDF format. If the answer is "NO", a declaration must be submitted to OSF confirming that the principal investigator is intending to earn a PhD degree by 30 June 2025, i.e. a document containing a declaration by the PhD supervisor or certificate of the forecasted award date of the PhD issued by a competent institution. File format: electronically signed files in PAdES[7] format are acceptable as well as document scans signed by hand, both in PDF format.

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[6] 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 identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

[7] 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 identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

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	Information on career breaks – scientific and research track record		Possibility of introducing information on career breaks which extend the period from which to show scientific achievements, i.e.: projects and publications, and in the case of scientific activities in the field of creativity and art: artistic and artistic-scientific achievements (the other elements of the questionnaire concern the whole period of scientific activity of the principal investigator (PI)). • Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected over a period of 10 years before the proposal submission year. Number of days. • Both maternity and paternity: Parental leave granted pursuant to the Labour Code. Number of days. • For maternity 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 parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.
	Academic disciplines		Mandatory field. Provide information on the main scientific discipline (according to the classification of the Ministry of Education and Science) to which the principal investigator (PI) is assigned. A maximum of two may be indicated. The discipline indicated first will automatically be indicated as the main discipline. This selection can be changed.
	Early-stage researcher		Section displayed only 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 according to the statutory definition. Enter the PhD award date.

Selected section in the OSF system	Sub - section	Language	Description
			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.
	Personal data and contact information	Polish	In this section you need to fill in your personal data, contact details and addresses: residence, correspondence, Electronic ID of the researcher. **PLEASE NOTE:** Please enter a valid Electronic Delivery Box (ePUAP) address, e-mail address or e-delivery address (EDA) in the contact information tab. 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. Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address or e-mail address or e-delivery address (EDA) of the principal investigator. The Electronic Delivery Box (ePUAP) address should be in the format: /user-id/box-name. How is an e-delivery address structured? An e-delivery address is comprised of letters and numbers as follows:

Selected section in the OSF system	Sub - section		Language	Description
				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-12In case the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP) the e-mail address should be provided. **Researcher's electronic identifier** – optional, ORCID system identifier (www.orcid.org)
	Employment		Polish and English	The name of the entity in Polish and English and the position held. Possibility to choose the option – without employment.
	Academic and Research Track Record	Academic and Research Career	English	**PLEASE NOTE:** Tab to be completed in English. 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. **RECOMMENDED TEMPLATE**: **Information on education, academic degrees/titles and employment** (date degree/title conferred, institution, discipline; start date – end date, institution, and position) **Research visits and fellowships in Poland and abroad** (duration, country, institution, type of visit) **Lectures and presentations** (information on keynote speeches and presentations delivered at prestigious international conferences; For

Selected section in the OSF system	Sub - section	Language	Description
			research in arts, information on active participation in renowned artistic events) **Prizes and awards** (date, type and place of award; the most important national and international awards for research or artistic activity) **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) **Other key information impacting the evaluation of the academic and research career** (e.g. concerning long career breaks or non-academic professional activity). The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech. The description should be clear and explicit. Page limit: 8,000 characters. **PLEASE NOTE**: Do not disclose any sensitive data for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process personal data as part of its statutory tasks. *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.*
	Publication Record		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. between 01.01.2015 to 17.03.2025) and annex one to three of them as PDF files. For research in art, up to 10 most important papers published or accepted

Selected section in the OSF system	Sub - section	Language	Description
			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. between 01.01.2015 and 17.03.2025). If one or more publication/s is/are listed, annex one to three of them as PDF files. A total of up to 10 publications or artistic achievements and achievements in research in art can be specified. Enter the following information: authors, title in original language [and English translation of the title], journal, title of monograph in original language, year of publication, publisher, place of publication, volume/book number, pages, ISBN/ISSN, editors, open access (YES/NO), number of citations without self-citation, publication status (published/accepted for publication), publication DOI number, information on whether or not the publication-related data was made available (YES/NO), publication-related data DOI number (or other permanently assigned identifier). The period from which the publications must be provided will be extended by the breaks indicated in the *Informacje o przerwach – ankieta dorobku* [Information on career breaks – scientific and research track record].
	Artistic Achievements		**PLEASE NOTE:** Tab to be completed in English. For research in art, up to 10 of the 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. between 01.01.2015 and 17.03.2025) 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 festival with an international impact, directing an international artistic venture.

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			Enter a total of up to 10 publications or artistic achievements and/or achievements in research in art. 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 _Informacje o przerwach – ankieta dorobku_ [Information on career breaks – scientific and research track record] section.
	NCN - funded research		**PLEASE NOTE**: Tab to be completed in English. Information on research project management[8] 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. between 01.01.2015 and 17.03.2025). 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 funding awarded under NCN calls means: - FUGA or UWERTURA fellowships; - ETIUDA scholarships and scholarship programme for researchers from Ukraine; - research activities under MINIATURA; - research components in projects funded under the NAWA programmes. In this section, you **must not** enter research projects or other awarded funding if you have acted as, for example: - mentor under PRELUDIUM, etc.; - research supervisor under ETIUDA;

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[8] Acting as a principal investigator also means management/coordination of a research team in international projects or programmes.

Selected section in the OSF system	Sub - section	Language	Description
			- co-investigator - scholarship grantee/ student/ PhD student/ post-doc/ senior researcher under OPUS, MAESTRO, etc.. 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 publications – a brief description of other research outputs. The period from which the projects must be presented will be extended by the breaks disclosed in the *Informacje o przerwach – ankieta dorobku* [Information on career breaks – scientific and research track record] section. . If the data of the principal investigator (PI) are entered from the OPI database, the information on NCN projects is downloaded automatically. The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB).. For studies completed and settled, information on the outcome of the recommendation and the Centre's decision will be visible. In the *Dane wprowadzane ręcznie* [Data entered manually] section, the Applicant enters information that has not been entered in the *Dane pobrane automatycznie* [Data downloaded automatically] section. The foregoing applies to DIOSCURI, EXPRESS CALL TO FUND RESEARCH INTO COVID-19, ARTIQ, NCN PROGRAMMES FOR STUDENTS AND PHD STUDENTS FROM UKRAINE, where proposals were submitted outside of the OSF submission system.

Selected section in the OSF system	Sub - section	Language	Description
			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. **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 *Inne projekty badawcze spoza NCN* [Other research projects outside NCN] section.
	Other non-NCN research project		**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. between 01.01.2015 and17.03.2025). Enter up to 5 projects in which you have acted as principal investigator and which: − were (or have been) performed in the proposal submission year or over the period of 10 years prior to the proposal submission year; − have been funded from the funds for research; − have been selected in national or international calls; and − have not been funded from the operating support funds. Acting as the principal investigator isalso understood as management/coordination of a research team in international projects or programmes. Enter the title, registration number, source(s) of funding, amount, currency, implementer, start date, end date, list of major publications

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			resulting from the project, publications added by the editor, in the absence of publications – a brief description of other research outputs. The period from which the projects must be provided will be extended by any career breaks disclosed in the *Informacje o przerwach – ankieta dorobku* [Information on career breaks – scientific and research track record] section. **PLEASE NOTE:** This section should indicate projects which were recommended for funding by the Ministry of Science and Higher Education and whose documentation was submitted to the National Science Centre.
	Major research achievements		**PLEASE NOTE:** Tab to be completed in English**.** Description of the most important research achievement. Page limit: No more than 1 800 characters. **PLEASE NOTE:** The tab must not be empty. If the most important achievement is missing, write: none**.**
ETHICAL ISSUES		English	**PLEASE NOTE:** Tab to be completed in English. Before completing the questionnaire in the OSF system, you should read the two documents attached to the notice of the call: *Guidelines for applicants to complete the Ethics Issues form in the proposal* and *Code of the National Science Centre on research integrity and applying for research funding*. Then complete the relevant sections. Answer the questions in each individual group. If individual questions do not apply to the project, use the *NIE na wszystkie* [NO to all] button to answer „NO to all" questions or all question in a group. When the answer to any question is YES, describe the measures that have been/ will be taken to ensure that the research covered by the SONATINA proposal is carried out in compliance with applicable law and best

Selected section in the OSF system	Sub - section	Language	Description
			practices in a field/discipline as well as provide information on any consent granted or information on how the requirements will be fulfilled.

PLEASE NOTE: There is no obligation to attach consents/permissions or information on consents/permissions already obtained to the proposal. In the case of studies which require such consents/permissions, these should be obtained prior to commencement of the study and included in the forthcoming annual/final report.
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. |
| **DATA MANAGEMENT PLAN** | | English | **PLEASE NOTE** : Tab to be completed in English.
Before completing this part of the proposal, please read the document "Guidelines for applicants to complete the data management plan in the proposal ". You can tick: "Does not apply".
The NCN acknowledges that some projects will not generate, re-use or analyse research data or similar materials. In these cases, a short explanation is required as an answer to question 1.1. How will new data be collected or produced and/or how will existing data be re-used? |
| **SIMILAR RESEARCH TASKS** | Principal investigator (PI) | English | The following questions must be answered:
1. Is the principal investigator (PI) applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)
If YES, fill in the sources of funding.
2. Is the principal investigator (PI) currently working on or has he/she completed research tasks similar to the tasks included in this proposal? (YES/NO)
If the answer is YES, enter the ongoing and completed research tasks for which double funding might be suspected if funding is obtained for |

Selected section in the OSF system	Sub - section	Language	Description
			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 the answer is YES, enter the sources of funding.
	Authorship/co-authorship of the project		The principal investigator is: • the author of project descriptions • co-author of project descriptions. 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. Information must comply with the facts and the legal situation. 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 *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
	Entity(-ies)		Information about applying for funding for the research tasks indicated in the proposal from other sources shall also be given by the entity/entities (if a group of entities applies). Answer the following question: • Is the entity applying for funding of research tasks included in this proposal also from other sources? If YES, enter the sources of funding.
SHORT DESCRIPTION		English	A short project description (up to 5 pages) must include the following information: 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

Selected section in the OSF system	Sub - section	Language	Description
			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, 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. research team, if applicable (composition of the research team and assignment of research tasks, required qualifications of investigators in the project; for investigators known at the proposal submission stage and remunerated from the budget for additional salaries: achievements confirming qualifications necessary to perform the tasks);
			6. project literature (a reference list for publications included in the project description, with full bibliographic data).
			Text limit of 5 pages A4 applies to the description (Points 1-5). The project literature (Point 6) does not count towards the page limit.
			Information on Page 6 (except for the short project description) other than project literature shall be rejected as ineligible.
			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.
			One-person teams do not have to describe their achievements in the short/ full project descriptions. Instead, information that the team members are described in the Research Team section may be included in the descriptions.

Selected section in the OSF system	Sub - section	Language	Description
			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. **PLEASE NOTE:** Experts evaluating the proposal at stage 1 of the merit-based evaluation have no access to the full project description, therefore this description must include information necessary for the proposal to be evaluated. The description must be delivered in PDF format (up to 10 MB). 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. If researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
FULL DESCRIPTION		English	A full project description (up to 15 pages) must include the following information: 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, research work programme, e.g. a Gantt chart, including milestones, risk analysis);

Selected section in the OSF system	Sub - section	Language	Description
			4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);
			5) research team, if applicable (composition of the research team and assignment of research tasks, qualifications of investigators in the project; for investigators known at the proposal submission stage and remunerated from the budget for additional salaries: achievements confirming qualifications necessary to perform the tasks);
			6) project literature (a reference list for publications included in the project description, with full bibliographic data).
			Text limit of 15 pages A4 applies to the description (Points 1-5). The project literature (Point 6) does not count towards the page limit.
			The project literature (Point 6) does not count towards the page limit.
			Information on Page 6 (except for the short project description) other than project literature shall be rejected as ineligible.
			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.
			One-person teams do not have to describe their achievements in the short/ full project descriptions. Instead, information that the team members are described in the Research Team section may be included in the descriptions.
			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.

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			PLEASE NOTE: Experts evaluating the proposal at stage 1 of the merit-based evaluation have no access to the full project description, therefore this description must include information necessary for the proposal to be evaluated. The description must be delivered in PDF format (up to 10 MB). Page limit: 15 pages, A4. 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. If researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
SALARIES AND SCHOLARSHIPS	Principal Investigator (PI)	Polish and English	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 SONATINA 9 to which the proposal is submitted. Principal investigator's salary must only be scheduled as "**Full-time remuneration".** The type of employment must be selected in the proposal: • FTE remuneration The FTE remuneration for the principal investigator (PI) must not be planned for a period that is shorter than the project performance period, in the amount proportionally lower for the period for which it is planned Remuneration of the principal investigator (PI): - **PLN 140,000** per annum under the FTE remuneration.
	Co-investigators		The type of employment must be selected in the proposal: • additional remuneration; • without remuneration.

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			Additional remuneration is designated for the research team members, except for the principal investigator (PI). Additional remuneration may be planned for research team members to be employed pursuant to full-time or part-time employment contracts or civil law contracts. Additional remuneration under SONATINA can be used for salaries for students and PhD students. A member of the research team who is paid remuneration under an employment contract in the entity performing the research project, may be paid additional remuneration solely in a form other than under a civil law contract. The budget for additional remuneration is calculated in such a way as to exclude persons employed under the budget for full-time salaries from the research team. The budget of additional remuneration shall be calculated as follows: the composition of the research team excludes the persons to be employed under the budget of additional salaries. The number of persons calculated as such shall be the basis for the calculation of the maximum budget for additional remuneration in a research project. In the **SONATINA** call, the budget for additional remuneration per each month of project performance specified in the proposal for all co-investigators, with the exception of the principal investigator, shall be up to PLN 1,500. To find out more on the budget planning, please read the Regulations. If an unreasonable budget is provided, proposals may be rejected.
OTHER COSTS			Costs must be planned pursuant to Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects.

Selected section in the OSF system	Sub - section	Language	Description
			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"). Costs identified in the Regulations as not eligible must not be provided for. Eligible costs are subdivided into direct and indirect costs. The Regulations specify which costs may be paid as direct costs and which can be paid as indirect costs. PLEASE NOTE: Under SONATINA, project funds must not be used to finance the purchase or manufacturing of research equipment, devices or software. The type of costs, their amount and justification for spending must be entered in the *Inne koszty bezpośrednie* [Other direct costs] section. Direct costs include: - materials and small equipment; - outsourced services; - business trips; - visits and consultations; - collective investigators; - other (other costs). If researchers involved in the drafting of the proposal or project performance are identified in this section, their names must be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section..
OPEN ACCESS (OA)			Indirect costs of open access: this category icnludes 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 for the project performance period (in PLN). The cost of publication subject to the NCN's Open Access Policy can only be planned as part of indirect costs. Open access costs must not be

Selected section in the OSF system	Sub - section	Language	Description
			planned as direct costs.The National Science Centre allows certain open access publication costs to be paid as other indirect costs or entity's contribution. More information on Open Science can be found on the NCN website.
OTHER DIRECT COSTS			In this section, enter the amount of other indirect costs. Enter a percentage [%]. 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. 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			This section will include a summary breakdown of forecasted costs. This section will include the percentage of forecasted indirect costs of Open Access and other indirect costs.
ADMINISTRATIVE DECLARATIONS			This section of the proposal contains administrative declarations that must be accepted by both the principal investigator (PI) and authorised representative of the participating entity.
PERSONAL DATA PROTECTION			Information on personal data processing. Personal data provided by principal investigators (PIs) and Applicants in the proposal will be processed by the National Science Centre until the project end date and project settlement (if funding is awarded), and afterwards will be used for statistical purposes. The data collected will be processed for the purposes of evaluating the proposal, project and tasks carried out by the NCN, and dissemination of information on the calls organised by the NCN. Data processing includes monitoring, supervision and evaluation of the implementation and settlement of projects funded

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			by the NCN. For more information, please refer to https://www.ncn.gov.pl/dane-osobowe?language=pl
EXPERTS	Information on potential conflict of interest – for NCN staff only		In this part of the proposal, the principal investigator (PI) may indicate up 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	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 implementation and settlement of projects. Identify all individuals named in any part of the proposal, in particular, in the following sections: − 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. **PLEASE NOTE**: This section includes a new declaration concerning names of researchers involved in the preparation of the proposal or project performance disclosed in the proposal. They must be notified that they are identified in the proposal.

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			This section is not subject to an evaluation.
ELECTRONIC SUBMISSION *The section will appear after clicking "Block for the NCN"*	PI's confirmation of proposal submission Entity's confirmation of proposal submission		Once you have filled in the individual tabs of the proposal form and verified that it is complete, you can block any further editing by clicking the _Zablokuj do NCN_ [Block to NCN] button. Once the proposal has been blocked to NCN, only the short and full project descriptions can be edited. Once the proposal has been blocked, a new _Elektroniczna wysyłka_ [Electronic submission] tab will appear on the left-hand side. In this section, download: • principal investigator's confirmation of proposal submission and • entity's confirmation of proposal submission. 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. Confirmations of proposal submission must be signed and attached to the proposal before it is sent to the NCN. Confirmations may be signed in two ways: by hand or electronically. 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. If a confirmation is signed by hand, its scan must be appended here: _Dodaj skan potwierdzenia_ [Add confirmation scan]. The original must be kept

Selected section in the OSF system	Sub - section	Language	Description
			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. If a confirmation is signed electronically, it must be appended here: _Dodaj potwierdzenie podpisane automatycznie_ [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. 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.** 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. If the entity's confirmation of proposal submission is signed by anyone other than the principal investigator, an authorisation to represent the entity 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. When electronically signed files are attached to a proposal, the system verifies that the document relates to the proposal and its final version, and that it contains the OPI seal and electronic signature. The system does not verify the validity of certificates of attached electronically

Selected section in the OSF system	Sub - section	Language	Description
			signed files. **PAdES is the only acceptable format for electronic signatures**. **PLEASE NOTE:** Confirmations that relate to the final version of the proposal must be attached to the proposal.