

MINIATURA PROPOSAL COMPLETION IN THE ZSUN/OSF SYSTEM

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
DURATION [in months]			<p>The duration of the research activity is 12 months at most. In the ZSUN/OSF system, the duration of the research activity is indicated: 12 months.</p> <p>It is not possible to edit this field.</p> <p>NOTE! The duration of the research activity may be shorter than 12 months. The submission of the final report on the implementation of the research activity is considered as the end of the activity.</p>
ELIGIBILITY QUESTIONS	Has the person named in the proposal as the person to carry out a research activity performed a research activity under any previous edition of the MINIATURA call? (YES/NO)		<p>Carrying out a research activity under the MINIATURA call may be performed by a person only once.</p> <p>NOTE! It also applies to a person carrying out a research activity in the previous editions of the MINIATURA call, whose agreement for the implementation was terminated before the end of the activity, e.g. by mutual agreement of the parties.</p>
	Has the person named in this proposal as the person to carry out a research activity been already named in		<p>If you answer YES, please indicate the status of the proposal submitted in this edition of the call.</p> <p>Select the relevant status of the previous proposal from the list:</p>



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	another proposal submitted under the present MINIATURA call? (YES/NO)		<ol style="list-style-type: none">1. Withdrawn by the applicant.2. Rejected at the stage of eligibility check and the NCN Director's decision to refuse funding has become final3. Rejected at the stage of eligibility check but the NCN Director's decision to refuse funding has not become final yet4. Rejected at the stage of merit-based evaluation <p>If a proposal in which a person was indicated as the person carrying out a research activity was submitted in the MINIATURA 5 call and was rejected at the stage of merit-based evaluation, this person may not be indicated again in the proposal in the MINIATURA 5 call.</p> <p>If a proposal in which a given person was indicated as the person carrying out a research activity was submitted in the MINIATURA 5 call and this proposal was rejected for formal reasons, another proposal in which a given person is indicated as the person carrying out a research activity may be submitted in the MINIATURA 5 call only after the decision of the NCN Director concerning the refusal to grant funding to a proposal that did not meet formal requirements has become final.</p>



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	Is the person named in the proposal as the person to carry out a research activity an applicant, principal investigator or fellowship candidate in another proposal submitted under an NCN call, for which the funding decision has not become final yet? (YES/NO)		If a person indicated in the proposal as a person carrying out a research activity is at the same time an applicant, a person indicated as a Principal Investigator or a candidate for a traineeship in another proposal submitted within the NCN call for which the funding decision has not become final, such an proposal cannot be submitted in the MINIATURA 5 call.
GENERAL INFORMATION	Project title	Polish and English	The title of the proposal related to the selected type of research activity planned to be carried out 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		The MINIATURA 5 call is open to proposals that include basic research within the meaning of Article 2 (1) of the NCN Act, in any of scientific fields defined in NCN panels, and which have been accepted by the Council of the NCN; A research field should be selected in line with the current list of panels available at the NCN's website .



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	Auxiliary NCN Review Panels		Choose from the list: HS1_001-HS6_021, ST1_001-ST10_016, NZ1_001-NZ9_013 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted.
	Type of research activity to be carried out		Select the type of research activity planned to be carried out: <ul style="list-style-type: none">a) preliminary/pilot studies,b) library and archive searches,c) fellowships,d) research visits,e) consultations The terms of the call will not define the research activities that can be funded in the MINIATURA 5 call. Applicants alone shall therefore select the type of activity for which they wish to apply for co-funding. NOTE! You can only apply for funding for one research activity per proposal .
APPLICANT	Applicant's status		The applicant's status indicated in the proposal must be factually and legally correct. Only the following entities may apply for NCN funding for a research project: <ul style="list-style-type: none">1. University;2. Federation of science and HE entities3. Research institute of the Polish Academy of Sciences;



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			<p>4. Research institute; 5. International research institute; 5a. Łukasiewicz Centre 5b. Institute operating within the Łukasiewicz Research Network 11. Scientific library.</p> <p>NOTE! In the MINIATURA 5 call, an applicant cannot be a natural person or a group of entities.</p>
PARTICIPATING ENTITIES	Entity's name	Polish and English	<p>Entity's name in Polish and English</p> <p>Participating entity(-ies) can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the data of the participating entity is entered from the OPI database, most of the information will be downloaded automatically.</p> <p>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) at the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the data of the participating entity.</p>
	Country		Only entities with their registered office in Poland may be indicated.



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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 PDF proposal to NCN is signed by a person authorised to represent the entity and not 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.</p> <p>The power of attorney/authorisation must be included in the electronic submission section.</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 Register of Companies of the National Court Register, the option "not applicable" should be ticked.</p>
	Contact information		<p>In this section, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box address, website address, etc.).</p> <p>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address.</p> <p>NOTE: Provision of the Electronic Delivery Box address is obligatory.</p>



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	Address of registered office and contact address		Fill in the required fields as indicated in the system.
	Bank account		This section should contain the applicant's bank account number and the name of the bank. The account number must be separate for all projects, traineeships, scholarships and research activities funded by the Centre.
	Does the entity belong to the public finances sector? (YES/NO)		If YES, classification of entities according to the Act on Public Finances: <ol style="list-style-type: none">1. public authorities, including government administration authorities, state control and law protection authorities as well as courts and tribunals2. local government units and their associations2.a metropolitan associations3. budgetary units4. local government budgetary enterprises5. executive agencies6. public sector enterprises7. special purpose state funds8. Polish Social Insurance Institution (ZUS) and funds under its



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			<p>management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President</p> <p>9. Polish National Health Fund (NFZ)</p> <p>10.a independent public health care centres, self-governing independent public health care centres</p> <p>10.b independent public health care centres, other independent public health care centres</p> <p>11. public higher education (HE) institutions</p> <p>12. Polish Academy of Sciences and its organisational units</p> <p>13.a cultural institutions financed by state or local government, cultural institutions financed by state, financed by local authority</p> <p>13.b Cultural institutions financed by state or local government, cultural institutions financed by local authority</p> <p>14. other legal entities financed by state or local government, established pursuant to other acts to perform public tasks, with the exception of enterprises, research institutes, institutes operating within the Łukasiewicz Research Network, banks and commercial law companies</p>



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	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)		<p>An entity being under receivership, in liquidation or subject to bankruptcy proceedings <u>cannot be</u> the applicant nor the entity carrying out the research project.</p> <p>If you answer "YES", the system will block further completion of the proposal.</p>
	Does the entity receive any operating support for research?	Polish	<p>When the entity applying for the funding call does not receive subsidies to perform a scientific activity, the proposal submitted in the ZSUN/OSF system shall be attached with (in Polish):</p> <ul style="list-style-type: none">▫ information on research performed in the last two years before submission of the proposal together with a list of publications affiliated with the applicant/host institution;▫ information on research equipment and other instruments used for research. <p>File format: PDF; the document must be signed by the head of the entity or a person authorised to represent it (qualified electronic signature in PAdES format or a scan of a handwritten document required).</p>
	Entity Level Two		<p>Optional.</p> <p>Level Two can be added from either the OPI Database or from outside the OPI Database.</p>



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STATE AID	Does the requested funding constitute state aid?		<p>For Level Two fill in the required fields as indicated in the system.</p> <p>No state aid will be granted for the MINIATURA 5 call. The system will automatically select NO. It is not possible to edit this field.</p> <p>The person carrying out a research activity and person(-s) representing the entity are obliged to be familiar with the rules governing application for state aid.</p>
	Statement: <u>A person to carry out a research activity and authorised representatives of the entity are familiar with the state aid rules.</u>		The answer must also be given for proposals for which the funding does not constitute state aid.
DESCRIPTION	Description	Polish	<p>Synthesis description of the research activity planned to be carried out.</p> <p>The description must be delivered as PDF file (up to 10 MB).</p> <p>Text limit: 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.</p>
	Description of the connection between the research activity and research project as well as rationale for completion	Polish	Description of the connection between the research activity and research project to be submitted under future NCN calls and other domestic or international calls as well as rationale for completion of the research activity in view of its potential impact on the scientific quality of the future



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			<p>research project.</p> <p>The justification must be delivered as PDF file (up to 10 MB).</p> <p>Text limit: 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.</p>
RESEARCH TEAM	Number of team members	Polish	<p>This section should provide information about the person carrying out a research activity.</p> <p>Under the MINIATURA5 call, a research team may include only the person carrying out a research activity. The number of team members is automatically entered into the system: 1.</p>
PERSON TO CARRY OUT A RESEARCH ACTIVITY	Information	Polish and English	<p>This section should provide information about the person carrying out a research activity. Person can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the data of the person carrying out a research activity is entered from the OPI database, most of the information will be downloaded automatically.</p> <p>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) on the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89. The National Science Centre does not have the</p>



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			<p>possibility to change the data of the person implementing the research activity.</p> <p>The person carrying out a research activity may be a person who obtained a PhD degree within 12 years prior to the year of proposal¹ (a PhD degree obtained not earlier than 1 January 2009).</p> <p>The person carrying out a research activity may be a person whose scientific achievements include at least one paper that has been published.</p> <p>For research in art: a person carrying out a research activity may be a person who describes one the most important artistic achievement or achievement in research in art with a nationwide 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.</p> <p>The person carrying out a research activity may only be a person employed on the basis of an employment contract in the applicant entity for the research activity. The condition has to be complied with by the proposal submission date in the call.</p> <p>The conditions of the call for proposals do not stipulate the working time needed to employ the person planned to implement the research activity</p>

¹ For those who have obtained more than one doctoral degree, the reference date shall be the date on which the first was obtained.



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			<p>in the applicant entity.</p> <p>In the MINIATURA 5 call it is not possible to plan remuneration for the person carrying out a research activity.</p>
	PhD	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 should be indicated.</p> <p>The person planned to carry out a research activity must hold a PhD degree.</p> <p>When asked: Is the person carrying out a research activity a PhD holder? It is not possible to select a NO answer.</p>
	Information on career breaks – qualification period		<p>It is possible to introduce information on career breaks that extend the period of eligibility for the call.</p> <p>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.</p> <p>Child care leave granted pursuant to the Labour Code. Number of days.</p> <p>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 child</p>



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			care 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 the Ministry of Science and Higher Education) 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.</p>
	Young researcher		<p>Section displayed only if, based on the annual date of obtaining a PhD degree, it is presumed that the person indicated to carry out a research activity may be a young researcher.</p> <p>The information is collected for statistical purposes and does not affect eligibility for the call or any element of the proposal form.</p> <p>The daily date of the award of the doctoral degree should be indicated.</p> <p>The possibility to indicate breaks in research activity related to periods of maternity leave, leave on maternity leave conditions, paternity leave, parental leave or parental leave, granted under the rules laid down in the Act of 26 June 1974 – Labour Code, or periods of receiving maternity allowance or parental benefit, or periods of receiving sickness allowance or</p>



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			rehabilitation benefit due to inability to work, including due to a disease requiring medical rehabilitation, within 7 years from the date of obtaining the doctoral degree. Total number of days.
	Personal data and contact information	Polish	<p>In this section you need to fill in the personal data of the person carrying out a research activity, including contact details and addresses: residence, correspondence, Electronic ID of the researcher.</p> <p>NOTE: Please enter your correct Electronic Delivery Box address or e-mail address in the contact details tab.</p> <p>In the MINIATURA call the funding decision is sent only to the applicant.</p> <p>In case the person carrying out a research activity does not have an Electronic Delivery Box address then only the e-mail address should be provided.</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>It is not possible to select the option – without employment – in the proposal. The person implementing the measure must be employed by the applicant entity on the basis of an employment contract. The requirement has to be complied with by the proposal submission date in the call.</p>



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			<p>The conditions of the call for proposals do not stipulate the working time needed to employ the person planned to carry out research activity in the applicant entity.</p>	
	Academic and Research Track Record	Scientific achievements	Polish	<p>NOTE! All sections of the academic and research track record tab of the person implementing the research activity must be completed in Polish.</p> <p>This section should provide information on the research achievements of the person who is to carry out the research activity, including: academic and research career, list of most important publications/artistic achievements/ achievements in research in art, participation in research projects, research experience, scholarships, prizes and awards.</p> <p>Limit of 6000 characters.</p> <p>It is up to the applicant to decide which scientific achievements they wish to highlight in the proposal. The information provided in this section is evaluated by experts.</p>
		Selected scientific publication		<p>In this section, please provide information on the most important publication and attach it as a PDF file (up to 10 MB). In addition, a justification for the selection of the attached publication must be provided (max. 1500 characters).</p> <p>NOTE! The selected publication must be published. A publication that is accepted for publication cannot be identified.</p>



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	Artistic achievement		<p>For research in art: please describe one the most important artistic achievement or achievement in research in art with a nationwide 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 together with a justification for the choice of artistic achievement (max. 1500 characters).</p> <p>Tab to be filled in only for creative and artistic research activities.</p>
OTHER DIRECT COSTS	Other direct costs	Polish	<p>This section should show the expenditure planned for the implementation of the research activity under direct costs.</p> <p>According to the terms of the call, the amount of funding, i.e. the sum of other direct costs and indirect costs, must be between PLN 5,000 and PLN 50,000.</p> <p>Direct costs are costs directly related to the implementation of the research activity.</p> <p>Expenses should be planned in accordance with the document <u>Costs in research activities funded by the National Science Centre in the MINIATURA call</u>. Only eligible costs should be planned.</p> <p>Eligible costs are expenditures eligible for funding from NCN resources as long as they fulfil all of the following requirements:</p>



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			<p>1) are critical to the completion of the project,</p> <p>2) have been incurred in the period of eligibility, i.e. from the day on which the decision of the NCN Director to grant funding becomes legally binding until the final date of the research project's implementation,</p> <p>3) are advisable and frugal;</p> <p>4) may be identified and verified,</p> <p>5) conform with all rules and regulations, including the rules and regulations of the host institution and the rules and regulations of the NCN, including the rules set forth in the Costs in research activities funded by the National Science Centre under the MINIATURA call,</p> <p>Direct costs can be planned under categories:</p> <ul style="list-style-type: none">• materials and small equipment;• outsourced services;• business trips;• collective investigators;• other costs. <p>The name/description of the planned expenditure should be given, it should be allocated to a specific category, subject, and its cost and justification and calculation should be provided.</p> <p>No remuneration may be paid in the MINIATURA call other than to the</p>



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			<p>collective investigator.</p> <p>A collective investigator is a minimum of two people with a homogeneous scope of responsibilities e.g. interviewers, research participants. The category does not cover technicians and laboratory staff.</p> <p>The collective investigator may not be an employee of the entity in which the measure is implemented.</p> <p>When planning this cost category a detailed cost estimate must be submitted, including the purpose of the expenses and the overall cost, and the number of remunerated people, value and form of individual remuneration (in cash or in kind). The call documentation does not specify what type of agreement should be planned for collective contractors.</p> <p>Costs for travel, subsistence, accommodation, per diems can only be planned for the person foreseen to carry out a research activity.</p> <p>Eligible costs in the MINIATURA call are not costs of leasing, purchase, production or modernisation of scientific and research apparatus, devices and software.</p>
BUDGET SUMMARY	Statement of total costs		<p>This section will present a summary breakdown of planned costs.</p> <p>In addition, the amount of indirect costs should be indicated in this section.</p>



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			<p><u>Indirect costs</u> – are costs indirectly related to the implementation of the research activity and necessary for the proper implementation of the funding agreement.</p> <p>The maximum amount of indirect costs is 10% of direct costs.</p> <p>Indirect costs may be used for eligible costs related to making publications or research data available in open access.</p>
ETHICAL ISSUES		Polish	<p>Before completing the questionnaire in the ZSUN/OSF system, you should read the two documents attached to the notice of the call: <i>Guidelines for applicants to complete the Ethics Issues form in the proposal</i> and <i>Code of the National Science Centre on research integrity and applying for research funding</i>. The questionnaire should then be completed.</p> <p>If the answer to any of the questions on the form is YES, please describe what actions have been/will be taken to ensure that the research planned in the OPUS proposal is carried out in accordance with the principles of good practice in the scientific field/discipline concerned and provide information on whether any approvals have already been given or how these conditions will be met.</p> <p>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 approvals/permissions, these should be</p>



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			obtained prior to commencement of the study and included in the forthcoming annual/final report.
DATA MANAGEMENT PLAN		Polish	NOTE: Data should be provided in Polish. Before completing this part of the proposal, please read the document "Guidelines for applicants to complete the data management plan in the proposal". It is possible to tick "not applicable" in the questionnaire. The NCN recognises that some projects will not generate, re-use or analyse research data and 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 ACTIVITIES	Person carrying out a research activity	Polish	The questions must be answered: Is the person to carry out a research activity applying for funding of the research activity included in this proposal also from other sources?? (YES/NO) If YES, fill in the sources of funding Is the person to carry out a research activity currently working or has he/she completed research activity similar to the activity included in this proposal? (YES/NO) If YES, indicate 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



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			differences between the research activities and justify the need to fund the research activities in this proposal. If YES, fill in the sources of funding
	Authorship/co-authorship of a research activity		The person carrying out a research activity is: (author of the activity description/co-author of the activity description). The question whether the the person carrying out a research activity is the author of the project description or a co-author should be answered. If the person carrying out a research activity is a co-author of the activity description, the authors of the activity description must be indicated. The information must be factually and legally correct.
	Entity		Information that funding has been sought for the research activities indicated in the proposal from other sources shall also be given by the applicant. The question must be answered: Is the entity applying for funding of the research activity included in this proposal also from other sources? If YES, fill in the sources of funding
Administrative declarations			This section of the proposal contains administrative statements that must be accepted by head of entity or the person authorised to represent the entity.



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Personal Data Protection			<p>Information on personal data processing.</p> <p>Personal data provided by person carrying out a research activities and applicant in the proposal will be processed by the National Science Centre until the end of implementation of these activities and their settlement (in case of receiving funding), and after this period will also be used for statistical purposes. The collected data will be processed in order to evaluate the proposal, the project as well as the tasks carried out by NCN, disseminate 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. For more information, see https://www.ncn.gov.pl/dane-osobowe?language=pl</p>
Experts	Information on possible conflict of interest – information only for NCN employees		<p>In this part of the proposal, the applicant may indicate a maximum of 3 persons who, in his/her opinion, should not evaluate the proposal due to a possible conflict of interest.</p> <p>Provide their names and affiliations.</p> <p>The final decision on the selected experts is taken by the NCN</p>



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<p>ELECTRONIC SUBMISSION</p> <p><i>The section will appear after clicking "Block for the NCN"</i></p>	Electronically signed proposal		<p>This section will be available when the proposal is blocked.</p> <p>In this section, the proposal must be downloaded and signed with a qualified electronic signature in PAdES format.</p> <p>If the proposal is signed by a person authorised to represent the entity, and not the head of the entity (rector, director, etc.) the proposal should be accompanied by a power of attorney/authorisation to represent the given entity with regard to the submission of proposals to NCN. The power of attorney/authorisation must be attached as a scanned hand-signed document or as an electronic document (qualified signature in PAdES format required).</p> <p>NOTE! In the MINIATURA5 call, no agreement is signed. <u>A research activity starts on the date the funding decision becomes final.</u></p> <p>The rules of funding and implementation of the research activity are governed by the general terms and conditions of the funding agreement for a research activity under the MINIATURA call. By submitting the proposal, the applicant declares that he/she has read the general terms and conditions of the funding agreement and accepts them.</p>