

MINIATURA PROPOSAL COMPLETION IN THE OSF SYSTEM

***PLEASE NOTE: As of MINIATURA 7, the applicants may draft their proposals in Polish or in English (except for fields that must be completed in both language versions)**

Selected section in the OSF system	Sub-section	Language	Description
DURATION [in months]			<p>The duration of the research activity is 12 months at most. In the OSF system, the duration of the research activity is indicated: 12 months.</p> <p>PLEASE NOTE: The duration of the research activity will not be presented in the application form or in the printout.</p> <p>PLEASE 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	<p>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> <hr/> <p>Has the person named in this proposal as the person to carry out a research activity been already named in</p>		<p>Carrying out a research activity under the MINIATURA call may be performed by a person only once.</p> <hr/> <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 Withdrawn by the applicant.2.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 final.3. Rejected at the stage of eligibility check but the NCN Director's decision to refuse funding has not become final yet.4. 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 7 call and was rejected at the stage of merit-based evaluation, this person may not be indicated again as the person carrying out a research activity in the proposal in the MINIATURA 7 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 7 call and this proposal was rejected as ineligible, another proposal in which a given person is indicated as the person carrying out a research activity may be submitted in the MINIATURA 7 call only after the decision of the NCN Director refusing funding of the proposal that did not meet the eligibility criteria 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 fellowship candidate in another proposal submitted within the NCN call for which the funding decision has not become final, such a proposal must not be submitted to the MINIATURA 7 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 7 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 adopted by the NCN Council; A research field must be selected according to the current list of panels available at the NCN's website .
	Auxiliary NCN Review Panels		Choose from the list: HS1_001-HS6_021, ST1_001-ST11_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.



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	Type of research activity to be carried out		<p>Select the type of research activity planned:</p> <ul style="list-style-type: none">a) preliminary/pilot studies,b) library and archive searches,c) fellowships,d) research visits,e) consultations <p>The terms of the call will not define the research activities that can be funded within the framework of MINIATURA 7 call. Applicants alone shall therefore select the type of research activity the funding of which they request.</p> <p>PLEASE NOTE: You can only apply for funding for one research activity per proposal.</p>
APPLICANT	Applicant's status		<p>The applicant's status indicated in the proposal must be factually and legally correct.</p> <p>Only the following entities may apply for NCN funding of a research activity:</p> <ol style="list-style-type: none">1. universities;2. federations of science and HE entities;3. research institutes of the Polish Academy of Sciences operating pursuant to the Act on the Polish Academy of Sciences of 30 April 2010;4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010;5. international research institutes established pursuant to other acts and acting in the Republic of Poland;5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019;



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			<p>5b. institutes operating within the Łukasiewicz Research Network; 11. scientific libraries; 13. legal entities with registered office in Poland. <u>In the case specified in Point 13, applicants must belong to the public finances sector.</u></p> <p>PLEASE NOTE: In the MINIATURA 7 call, an applicant <u>must not</u> be a natural person or a group of entities or an entity for which funding will constitute state aid.</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 number: (22) 351-71-01.</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 the 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 the NCN should be attached to the proposal.</p> <p>The power of attorney/authorisation must be included in the electronic submission [<i>elektroniczna wysyłka</i>] 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>PLEASE NOTE: Provision of the Electronic Delivery Box address is obligatory.</p>
	Address of registered office and contact address		<p>Fill in the required fields as indicated in the system.</p>



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	Bank account		<p>This section should contain the applicant's bank account number and the name of the bank.</p> <p>The account number must be separate for all projects, fellowships, scholarships and research activities funded by the National Science Centre.</p>
	Does the entity belong to the public finances sector? (YES/NO)		<p>If YES, classification of entities according to the Act on Public Finances:</p> <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 associations<ol style="list-style-type: none">2.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 management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President9. Polish National Health Fund (NFZ)<ol style="list-style-type: none">10.a independent public health care centres, self-governing independent public health care centres



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			<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</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>
	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>



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	Does the entity receive any operating support for research activities?	Polish or English	<p>When the applying entity does not receive any operating support for research activities, the proposal submitted to the OSF submission system must be appended with a document (in Polish or English) including:</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/participating entity;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 authorised representative (acceptable files must bear an electronic signature in PAdES¹ format or a document's scan signed by hand).</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> <p>For Level Two fill in the required fields as indicated in the system.</p>
STATE AID	Does the requested funding constitute state aid?		<p>No state aid will be granted for the MINIATURA 7 call. The system will automatically select NO. It is not possible to edit this field.</p>

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. At the NCN's request, the applicant must prove that the electronic signature complies with the eIDAS Regulation.



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			The person carrying out a research activity and authorised representative(s) of the entity must be familiar with the state aid rules available in the OSF submission system and call text.
	Statement: A person to carry out a research activity and authorised representatives of the entity are familiar with the state aid rules.		The answer must also be given for proposals for which the funding does not constitute state aid.
DESCRIPTION	Description	Polish or English	Synthesis description of the research activity planned to be carried out. The description (in Polish or English) must be delivered as PDF file (up to 10 MB). 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.
	Description of the link between the research activity to be carried out and a research project to be submitted to future NCN calls and/or other national or international calls as well as justification thereof	Polish or English	Description of the link between the research activity to be carried out and a research project to be submitted to future NCN calls and/or other national or international calls as well as justification in view of the potential impact on the scientific level of the future research project. The justification (in Polish or in English) must be delivered as a PDF file (up to 10 MB).



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			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.
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 MINIATURA 7 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 number: (22) 351-71-01, (22).</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 proposal² (a PhD degree obtained not earlier than 1 January 2011).³</p>

² For those who have obtained more than one doctoral degree, the reference date shall be the date on which the first was obtained.

³ This period may be extended by a time of long-term (in excess of 90 days) documented sick leave or rehabilitation leave granted on account of being unfit to work. In addition, this period may be extended by the number of months of 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.



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			<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 must be a person whose scientific achievements include at least one paper published or who describes 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 Polish or foreign festival with an international impact, directing an international artistic venture.</p> <p>One may carry out a research activity under the MINIATURA call only once.</p> <p>PLEASE NOTE: The person carrying out a research activity must not be the authorised representative of the applicant.</p> <p>The person carrying out a research activity must be a person employed by the host institution for the research activity pursuant to an employment contract. The condition must be met on the proposal submission date inclusive.</p> <p>The terms of the call do not specify the working time expected of the person to carry out the research activity at the applying institution.</p> <p>Under MINIATURA 7, remuneration for the person carrying out a research activity must not be planned.</p>



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	PhD	Polish and English	<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 to carry out a research activity must hold a PhD degree.</p> <p>The answer to a question: "Is the person carrying out a research activity a PhD holder?" must not be "NO".</p>
	Information on career breaks – Academic and Research Track Record		<p>Career breaks extending the period of eligibility for the call may be entered.</p> <p>Long-term (in excess of 90 days) documented sick leave or rehabilitation leave granted on account of being unfit to work after the PhD degree award date. Number of days.</p> <p>Child care leave granted pursuant to the Labour Code. Number of days.</p> <p>For women only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. If the number of children is quoted as well as the number of days of child care leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for the career break.</p>
	Academic disciplines		<p>Mandatory.</p> <p>Enter information on the main academic discipline (according to the classification of the Ministry of Science and Higher Education) to which the person carrying out a research activity is assigned. No more than two. The</p>



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	Early-stage researcher		<p>discipline indicated first will automatically be indicated as the main discipline. This selection can be changed.</p> <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 an early-stage 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 PhD degree should be indicated.</p> <p>Breaks in the research activity may be entered, on account of maternity leave, adoption leave, paternity leave or parental leave or child-care 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 within 7 years after being awarded a PhD degree. Total number of days.</p>
	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 address or address for correspondence, Electronic ID of the applicant.</p> <p>PLEASE NOTE: Enter your correct Electronic Delivery Box address or e-mail address in the contact details tab. In the MINIATURA call, the funding decision is sent to the applicant only.</p>



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			<p>In case the person carrying out a research activity does not have an Electronic Delivery Box address, 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 carrying out the research activity must be employed by the applying institution pursuant to an employment contract. The condition must be met on the proposal submission date inclusive.</p>	
	Academic and Research Track Record	Scientific achievements	Polish	<p>This section should provide information on the research achievements of the person carrying out the research activity, including: academic and research career, most important publications/artistic achievements/achievements in research in art, participation in research projects, research experience, scholarships, prizes and awards.</p> <p>Page limit: 6000 characters.</p> <p>It is up to the applicant to decide which research 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>



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	Artistic achievement		<p>PLEASE NOTE: The selected publication must be published. A publication that is accepted for publication cannot be identified.</p> <p>For research in art: 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 Polish or foreign festival with an international impact, directing an international artistic venture <u>together with a justification for the choice of artistic achievement</u> (max. 1500 characters).</p> <p>Tab to be filled in only for research in art.</p>
OTHER 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>The budget must be well justified with regard to the subject and scope of the research, based on realistic calculations and must specify the expenses to be covered by the NCN resources (so-called eligible costs).</p>



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			<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 may be planned.</p> <p>Eligible costs are expenditures eligible for funding from NCN resources as long as they meet all of the following conditions:</p> <ol style="list-style-type: none">1) are critical to the completion of the research activity,2) have been incurred in the period of eligibility, i.e. from the day of the funding decision by the NCN Director becoming final until the end date of the research activity,3) are advisable and frugal;4) may be identified and verified,5) conform with all rules and regulations, including the rules and regulations of the participating entity 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 in the MINIATURA call. <p>Direct costs can be planned under the following categories:</p> <ul style="list-style-type: none">• materials and small equipment;• outsourced services;• business trips;• collective investigators;• other costs.



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			<p>Enter the name/description of the expenditure, allocate it to a specific category, subject, and provide its cost and justification and calculation.</p> <p>No remuneration may be paid in the MINIATURA call other than to the collective investigator.</p> <p>A collective investigator means at least two people with similar scope of responsibilities e.g. interviewers, research participants. The category does not cover technicians and laboratory staff.</p> <p>The collective investigator must not be employed by the host institution for the research activity.</p> <p>When planning this cost category, a detailed budget 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 documents do not specify what type of agreement should be entered into with collective investigators.</p> <p>Costs for travel, accommodation, per diems can only be planned for the person carrying out a research activity.</p> <p>Eligible costs in the MINIATURA call do not include the cost of leasing, purchase, construction or modernisation of research equipment, devices and software.</p>
BUDGET SUMMARY	Statement of total costs		<p>This section will present a summary breakdown of expenditure.</p> <p>In addition, enter the amount of indirect costs 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 of open access to publications or research data.</p>
ETHICAL ISSUES		Polish	<p>Before completing the relevant section in the OSF system, read two documents annexed to the call text: <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>. Then, complete the relevant sections.</p> <p>Answer the questions in each individual group. If individual questions do not apply to the research activity, use the <u>NIE na wszystkie [NO to all]</u> button to answer „NO to all” questions or all question in a given group.</p> <p>When the answer to any question is YES, describe the measures taken/to be taken to ensure that the research covered by the MINIATURA proposal is carried out in compliance with the best practice in a given field/discipline as well as provide information on any permission already issued or information on how the relevant requirements will be fulfilled.</p> <p>PLEASE NOTE! There is no obligation to attach consents or permit or information on consents/permit already granted to the proposal. In the case</p>



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			<p>of research requiring any such consents/permits, these should be obtained prior to commencement of the research and included in the final report.</p> <p>In the case of a research activity which includes clinical trials with a medicinal product or a medical device, a detailed justification of the non-commercial nature of the trials must be provided.</p>
DATA MANAGEMENT PLAN		Polish	<p>Before completing this part of the proposal, please read the document <i>"Guidelines for applicants to complete the data management plan in the proposal"</i>. It is possible to tick the answer "not applicable".</p> <p>The NCN recognises that some research activities 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?</p>
SIMILAR RESEARCH ACTIVITIES	Person carrying out a research activity	Polish	<p>Answer the questions:</p> <p>Is the person to carry out a research activity also applying for funding of the research activity included in this proposal from other sources?? (YES/NO)</p> <p>If YES, fill in the sources of funding.</p> <p>Is the person to carry out a research activity currently working or has he/she completed a research activity similar to the activity included in this proposal? (YES/NO)</p> <p>If YES, indicate ongoing and completed research activities for which double funding might be suspected if funding is obtained for the research activity covered by this proposal. The explanation should clearly indicate the</p>



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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 / co-author of the activity description). Answer the question whether the the person carrying out a research activity is the author or co-author of the activity description. 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 entity. Answer the question: Is the entity also applying for funding of the research activity included in this proposal from other sources? If YES, fill in the sources of funding
Administrative declarations			This section of the proposal contains administrative declarations that must be approved by head of entity or authorised representative of 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 applicants in the proposal will be processed by the National Science Centre until the end date of the research activities and their settlement (in the case that funding is received), and afterwards will also be used for statistical purposes. The data will be processed in order to evaluate the proposal and the project as well as the tasks carried out by the NCN and to disseminate information on the calls organised by the NCN. Data processing also includes monitoring, supervision and evaluation of the implementation and settlement of projects funded by the NCN. For more information, see https://www.ncn.gov.pl/dane-osobowe?language=en</p>
Experts	Information on potential conflict of interest – information for NCN staff only		<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 potential 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 to NCN" [Zablokuj do 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 an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>At the NCN's request, the applicant must prove that the electronic signature complies with the eIDAS Regulation.</p> <p>PDF is the only acceptable format in the OSF submission system, therefore electronic signatures must be made in the PAdES format.</p> <p>If the proposal is signed by an authorised representative of the entity, and not the head of the entity (rector, director, etc.), this section should be appended with a power of attorney/ authorisation to represent the entity with regard to the submission of proposals to the NCN. The power of attorney/authorisation must be attached as a scanned hand-signed document or as an electronic document.</p> <p>PLEASE NOTE: In the MINIATURA 7 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,</p>



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			the applicant declares that he/she has read the general terms and conditions of the funding agreement and accepts them.