

MINIATURA 9 PROPOSAL COMPLETION IN THE OSF SUBMISSION SYSTEM

***PLEASE NOTE:** The applicants may draft their proposals in Polish or in English (except for fields that must be completed in both language versions)

Proposals must be completed with information outlined in the relevant NCN Council Resolution and proposal form in the OSF submission system.

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. This information will not be shown on the proposal form or 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 investigator performing a research activity performed a research activity under any previous edition of the MINIATURA call? (YES/NO)</p> <p>Has the person named in this proposal as the investigator performing a research activity been already named in another proposal submitted</p>		<p>Carrying out a research activity under the MINIATURA call may be performed by a person only once.</p> <p>Answer YES or NO.</p> <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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	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 Withdrawn by the applicant.2.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>Only one proposal may be submitted under a MINIATURA call, in which a researcher is specified as carrying out a research activity.</p> <p>If a proposal in which a person was indicated as the investigator performing a research activity was submitted in the MINIATURA 9 call and was rejected at the stage of merit-based evaluation, this person may not be indicated again as the investigator performing a research activity in the proposal in the MINIATURA 9 call.</p> <p>If a proposal in which a given person was indicated as the investigator performing a research activity was submitted in the MINIATURA 9 call and this proposal was rejected as ineligible, another proposal in which a given person is indicated as the investigator performing a research activity may be submitted in the MINIATURA 9 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 investigator performing 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 the answer is YES, the proposal must not be submitted.. If a person indicated in the proposal as an investigator performing a research activity applies, a person named as the principal investigator or 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 MINIATURA 9. MINIATURA is open to proposals under which researchers carrying out a research activity have not acted as the principal investigator in any of the projects funded by the NCN and are not the winning applicants of an ETIUDA call for doctoral scholarships or a call for fellowships (including FUGA and UWERTURA) funded by the NCN.
GENERAL INFORMATION	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.
	Research field		HS, ST, NZ – to be completed automatically based on the review panel.
	Primary NCN Review Panel		The MINIATURA 9 call is open to basic research proposals for the purposes of Article 2 (1) of the NCN Act. Research can be carried out in the form of preliminary studies, library and archive searches or research visits, as long as research involves any discipline or group of disciplines covered by the NCN panels adopted by the NCN Council. A research field must be selected according to the current list of panels available on the NCN website .



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			Choose from NCN review panels: HS1-HS6, ST1-ST11, NZ1-NZ9. You can only choose one.
	Auxiliary NCN Review Panels		Choose from the list: HS1_01-HS6_22, ST1_01-ST11_16, NZ1_01-NZ9_12 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted.
	Type of research activity to be carried out		<p>MINIATURA 9 is open to basic research proposals for the purposes of Article 2 (1) of the NCN Act. Research can be carried out in the form of:</p> <ul style="list-style-type: none">• preliminary studies,• library and archive searches or• research visits, <p>as long as:</p> <ul style="list-style-type: none">• the research topic falls within any discipline or group of disciplines covered by the NCN panels adopted by the NCN Council,• research has not been funded by the NCN or from any other sources,• research duration does not exceed 12 months,• research funding amounts to PLN 5,000 - PLN 50,000. <p>MINIATURA 9 is open to proposals for research activities.</p> <p>Research activities can be carried out in more than one form, as long as it is well-justified, crucial for the research activity and necessary to achieve the goals.</p>



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			<p>The terms of the call will not define the research activities that can be funded within the framework of MINIATURA 9 call. Applicants alone shall therefore select the type of research activity the funding of which they request.</p>
APPLICANT	Applicant's status		<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;5b. Institutes operating within the Łukasiewicz Research Network;11. Scientific libraries;13. Legal entities with registered office in Poland. <p><u>In the case specified in Point 13, applicants must belong to the public finances sector.</u></p> <p>The applicant's status outlined in the proposal must be legally correct and must reflect the facts.</p>



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			PLEASE NOTE: In the MINIATURA 9 call, an applicant <u>must not be</u> a natural person or a group of entities or an entity for which funding will constitute state aid.
PARTICIPATING ENTITIES	Entity's name	Polish	Entity's name in Polish. 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 data of the participating entity are downloaded from the POL-on system or REGON database, most of the information will be downloaded automatically. Verify the data and correct any erroneous or outdated data. The National Science Centre cannot modify the participating entity's data. PLEASE NOTE: Level II data must not be entered.
	Country		Only entities with their registered office in Poland may be indicated.
INFORMATION ON PARTICIPATING ENTITY	Head of the entity/ Authorised representative		Fill in the required fields as indicated in the system. 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.



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			The power of attorney/authorisation must be included in the Electronic submission [<i>Elektroniczna wysyłka</i>] section.
	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)		Fill in the required fields as indicated in the system. If the applicant is not registered in the Register of Companies of the National Court Register, the option “not applicable” should be ticked.
	Contact details		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) At present, it is not required to provide one’s electronic delivery (e-delivery) address. 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)



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			X - numbers Y - letters Z - checksum number, e.g.: AE:PL-12345-67890-ABCDE-12
	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, fellowships, scholarships and research activities funded by the National Science Centre.
STATE AID	Does the requested funding constitute state aid?		If the answer is YES, the proposal must not be submitted. No state aid will be granted for the MINIATURA 9 call. The system will automatically select NO. It is not possible to edit this field. The investigator performing 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: An investigator performing 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.



Selected section in the OSF system	Sub-section	Language	Description
DESCRIPTION	Description	Polish or English	<p>Synthesis description of the research activity planned to be carried out.</p> <p>The description (in Polish or English) 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 link between the research activity and research project as well as justification thereof	Polish or English	<p>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.</p> <p>The justification (in Polish or in English) must be delivered as a 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>
INVESTIGATOR PERFORMING 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 based on the PESEL number entered, or from outside the OPI Database.</p> <p>If the data of the investigator performing a research activity is entered from the OPI database, most of the information will be downloaded automatically.</p> <p>PLEASE NOTE: If the data of the investigator downloaded from the OPI database is out of date, you can correct the data on the form available on</p>



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			<p>https://nauka-polska.pl/#/peopleUpdate? k=w6n87o or contact the OPI officer at: aktualizacja@opi.org.pl.</p> <p>Research activities must be performed by researchers who have been awarded their PhD degree within 12 years prior to the proposal submission year¹ (a PhD degree must be awarded after 1 January 2013).²</p> <p>Research activities must be performed by researchers whose scientific achievements include at least one paper published or at least one paper published or at least one artistic achievement or achievement in research in art.</p> <p>The scientific achievements of the investigator performing a research activity must include the following information, in Polish or English:</p> <ul style="list-style-type: none">• one research paper in PDF format with justification for choosing it or the most important artistic achievement or achievement in research in art, with justification for choosing it;• the most important information on career in research and research or artistic activity, or activity in research in art, including publication record, participation in research projects, research experience, lectures and presentations, awards and other significant achievements (no more than 6000 characters, with spaces); <p>A research activity under MINIATURA can only be performed once.</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.

² 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>PLEASE NOTE: The investigator performing a research activity must not be the authorised representative of the applicant.</p> <p>The investigator performing a research activity specified in the proposal must not be an NCN Council member or former NCN Council member if the Expert Team evaluating proposals in the MINIATURA call, to which the proposal has been submitted, was formed when they were in office.</p> <p>The investigator performing 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 investigator performing a research activity at the applying institution.</p> <p>Under MINIATURA 9, remuneration for the investigator performing a research activity must not be planned.</p>
	PhD (YES/NO)	Polish and English	<p>The question “Is the investigator performing a research activity a PhD holder?” must not be answered: NO. 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 investigator performing a research activity must hold a PhD degree.</p>



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	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>Childcare 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 childcare 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 academic fields and disciplines and disciplines of the arts) to which the investigator performing a research activity is assigned. No more than two. The discipline indicated first will automatically be indicated as the main discipline. This selection can be changed.</p>
	Early-stage researcher		<p>Section displayed only if, based on the annual PhD award date, it cannot be clearly determined whether or not the investigator performing a research activity is an early-stage researcher within the meaning of the statutory definition.</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, address for correspondence, Electronic ID of the applicant.</p>



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			<p>PLEASE NOTE: Please enter a valid Electronic Delivery Box (ePUAP) address, e-mail address or e-delivery address (EDA) in the contact information tab.</p> <p>In the MINIATURA call, a funding decision is sent to the applicant only.</p> <p>At present, it is not mandatory to provide one's electronic delivery (e-delivery) address.</p> <p>The Electronic Delivery Box (ePUAP) address should be in the format: /user-id/box-name.</p> <p>How is an e-delivery address structured?</p> <p>An e-delivery address is comprised of letters and numbers as follows:</p> <p>AE:PL-XXXXX-XXXXX-YYYY-ZZ</p> <p>where:</p> <ul style="list-style-type: none">AE - electronic addressPL - ISO 3166 country code (in this example, Poland)X - numbersY - lettersZ - checksum number, <p>e.g.:</p> <p>AE:PL-12345-67890-ABCDE-12</p> <p>In case the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP) the e-mail address should be provided.</p>



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			<p>Researcher's electronic identifier – optional, ORCID system identifier (www.orcid.org)</p>	
	Employment	Polish	<p>The name of the entity in Polish 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	Selected scientific publication	Polish or English	<p>In this section, enter information on the selected scientific publication and attach it as a PDF file (up to 10 MB). In addition, justify your choice (in Polish or English) (no more than 1500 characters).</p> <p>PLEASE NOTE! The selected publication must be published. Papers that have been accepted for publication must not be entered.</p>
		Selected artistic achievement or achievement in research in art		<p>Tab to be completed for research in art. Describe the selected artistic achievement or achievement in research in art <u>and justify your choice</u> (in Polish or English) (no more than 1500 characters).</p>
		Career in research and research or artistic		<p>In this section, enter the most important information on the career in research and research or artistic activity, or activity in research in art of the investigator performing a research activity, including publication record,</p>



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	activity, or activity in research in art		participation in research projects, research experience, lectures and presentations, awards and other significant achievements. Page limit: 6000 characters, with spaces. The applicant decides which achievements to disclose in the proposal. Information in this section is evaluated by the experts.
DIRECT COSTS	Other direct costs	Polish or English	<p>In this section, enter the cost of a research activity paid under the direct costs.</p> <p>Expenses must be planned according to the document Costs in research activities funded by the National Science Centre under the MINIATUTRA call. Only Eligible Costs must be planned.</p> <p>The budget must be well-justified with regard to the subject and scope of the research activity, based on realistic calculations and must itemise expenses covered from the NCN resources, the so-called Eligible Costs.</p> <p>According to the terms of the call, funding (total direct and indirect costs) must be between PLN 5,000 and PLN 50,000.</p> <p>Direct costs include:</p> <ul style="list-style-type: none">• costs directly related to the implementation of a research activity,• NCN MENTORING costs, planned in accordance with the NCN MENTORING Initiative Regulations, specified by the NCN Council <p>Expenditure must be named/ described, assigned to a specific category, entity, its amount and calculation must be provided, and it must be justified.</p> <p>Direct costs can be planned under the following categories:</p> <ul style="list-style-type: none">• materials and small equipment,



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			<ul style="list-style-type: none">• outsourced services,• business trips,• collective investigators,• other costs,• NCN Mentoring costs. <p>NCN Mentors must be researchers who:</p> <ol style="list-style-type: none">1. have been entered into the <u>NCN Mentor database</u> available on the NCN website,2. have agreed to provide support to investigators performing a research activity in their development of a research project submitted to NCN calls,3. are not employed by the applicant pursuant to an employment contract,4. are not NCN Council members. <p>NCN Mentoring budget must be up to PLN 1,500.</p> <p>No remuneration may be paid in the MINIATURA call other than to collective investigators and NCN Mentors.</p> <p>A collective investigator means at least two people with a homogeneous scope of responsibilities e.g. interviewers, research participants. The category does not include technicians and laboratory staff.</p> <p>A collective investigator must not be employed by the host entity for the research activity.</p> <p>When this cost category is planned, a detailed budget must be outlined in the proposal, including the purpose of the expenses and total cost, number</p>



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			<p>of remunerated researchers, and value and form of individual remuneration (in cash or in kind). The call documents do not specify the type of agreement that should be concluded by collective investigators.</p> <p>Costs of travel, accommodation, per diems can only be planned for the researchers carrying out a research activity.</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> <p><u>Indirect costs</u> are the 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>Eligible costs that must not be funded as direct costs may be funded as indirect costs.</p>
ETHICAL ISSUES		Polish or English	<p>Before completing the relevant section in the OSF system, read two documents annexed to the call announcement: 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.</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</u> [NO to all] 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 applicable laws and best practice in a</p>



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			<p>given research 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 obtained to the proposal. In the case of studies which require such approvals/permits, these should be obtained prior to commencement of the study and included in the forthcoming annual/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 or English	<p>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.</p> <p>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?</p>
SIMILAR RESEARCH ACTIVITIES	Investigator performing a research activity	Polish or English	<p>Answer the following questions:</p> <p>Is the investigator performing a research activity applying for funding of the research activity included in this proposal also from other sources? (YES/NO)</p> <p>If YES, fill in the sources of funding.</p>



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			<p>Is the investigator performing a research activity currently working or has he/she completed research activity similar to the activity included in this proposal? (YES/NO)</p> <p>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 differences between the research activities and justify the need to fund the research activities in this proposal.</p> <p>If YES, fill in the sources of funding.</p>
	Authorship/co-authorship of a research activity		<p>The investigator performing a research activity is:</p> <ul style="list-style-type: none">• author of the activity description• co-author of the activity description. <p>The question whether the investigator performing a research activity is the author of the project description, or a co-author should be answered. If the investigator performing 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.</p>
	Entity		<p>Information that funding has been sought for the research activities indicated in the proposal from other sources shall also be given by the applicant.</p> <p>The following question must be answered:</p> <p>Is the entity applying for funding of the research activity covered by this proposal also from other sources?</p>



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			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.
Personal Data Protection			Information on personal data processing. 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/en/dane-osobowe
Experts	Information on possible conflict of interest – information for NCN staff only		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. Provide their names and affiliations. The final decision on the selected experts is taken by the NCN



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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 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 a person authorised to represent 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 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.</p> <p>PLEASE NOTE: In the MINIATURA 9 call, no agreement is signed. A research activity starts on the date the funding decision becomes final.</p> <p>The research activity is funded and implemented pursuant to 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>

