

**Terms and regulations on awarding funding for research tasks
funded or co-funded under international calls
BiodivERsA Call 2018 and QuantERA Call 2019
launched by the National Science Centre
and carried out as multilateral collaboration**

Chapter I

General provisions

§ 1. This Resolution lays down the terms and conditions of awarding funding for the research tasks to be carried out by Polish research teams in the projects submitted as proposals to international calls BiodivERsA Call 2018 and QuantERA Call 2019 launched by the National Science Centre and carried out as multilateral cooperation, hereinafter referred to as “international calls.”

§ 2. Awarding funding for research tasks carried out by foreign research teams is governed by rules adopted by the agencies co-organising the international call.

§ 3. The amount of funding allocated for the implementation of research tasks funded by the National Science Centre (NCN) under international calls are set out by the NCN Council. In individual cases, the Council may increase the funding earmarked for a given call.

§ 4. Detailed terms of international calls for proposals are governed in each case by separate documents approved by the agencies launching a given call.

Chapter II

International calls: eligible applicants

§ 5. Proposals requesting funding of research projects under international calls may be submitted by the entities referred to in Article 27 (1) (1–7 and 9) of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended), in which research projects will be carried out by Polish research teams, i.e.:

- 1) entities referred to in Article 7 (1) (1, 2 and 4 - 8) of the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, Item 1668);
- 2) groups of entities including at least two entities referred to in point 1 or at least one of those entities and at least one enterprise;
- 3) science and technology facilities as defined in the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2018, Item 736, as amended);
- 4) research centres of the Polish Academy of Sciences as defined in the Act on the Polish Academy of Sciences (Journal of Laws of 2018, item 1475, as amended);
- 5) scientific libraries;
- 6) enterprises established as research and development centres as defined in the Act on Certain Forms of Support for Innovative Activities of 30 May 2008 (Journal of Laws of 2018, items 141 and 1669);
- 7) legal entities established in the territory of the Republic of Poland;
- 8) enterprises conducting research and established in organisational forms different from the forms defined in points 1–7,

hereinafter referred to as the “applicants”

Chapter III

International calls: terms of entry

- § 6. Under international calls proposals may be submitted for funding of research projects:
- 1) which constitute basic research within the meaning of Article 4 (2) (1) of the Act on Higher Education and Science of 20 July 2018, in any of the disciplines specified by the NCN's panels, as adopted by the NCN Council Resolution No 102/2016 of 10 November 2016;
 - 2) whose principal investigators hold at least a doctorate;
 - 3) whose duration is 24, 36, 48 or 60 months, with the reservation that it may not exceed the maximum duration of the project laid down in the documentation approved by the agencies launching a given international call;
 - 4) in which the requested costs comply with the rules set out in **annex 1** to this document, concerning the costs in research projects funded or co-funded under international calls launched by the NCN.

Chapter IV

Submission of proposals

§ 7. Applicants requesting funding or co-funding of research projects from the NCN under international calls submit a joint proposal together with their foreign partners, in accordance with a procedure approved by the agencies launching a given international call.

§ 8. A joint proposal referred to in §7 may only be annexed to one proposal submitted to the NCN.

§ 9. In the case of applicants referred to in §5 (2), the proposal to the NCN is submitted by a leader specified in the agreement on collaboration concluded by a group of entities for the purposes of joint completion of the requested research project. The leader of the group of entities is the institution employing the principal investigator. Each entity included in the group of entities has a separate budget, however the cap on the total funds for remuneration referred to in point 2 (1) of **annex 1** to this document applies jointly to the entire group of entities.

§ 10. In a one-stage call¹, the applicants submit preliminary proposals to the NCN no later than on the final day of the international call for proposals. In a two-stage call², the preliminary proposal should be submitted only in the second stage, no later than on the final day of the call for international full proposals.

§ 11. The applicants submit the so-called preliminary NCN proposals in an electronic form via the ZSUN/OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) proposal submission system at www.osf.opi.org.pl, in accordance with the data required, set out in **annex 2** to this document.

§ 12. The applicants whose projects have been recommended for funding submit the so-called complementary NCN proposals, in accordance with the data required, set out in **annex 2** to this document.

¹ In a one-stage call the applicants submit only a full proposal.

² In a two-stage call the applicants first submit a joint *pre- or outline proposal*, and if successful, in the second stage they submit a *full proposal*.



§ 13. The applicant referred to in § 12 is required to:

- 1) fill out a complementary NCN proposal and annexes thereto in the ZSUN/OSF system, in accordance with the data required, set out in **annex 2** to this document;
- 2) submit a complete proposal together with the required annexes electronically via the ZSUN/OSF system, together with a confirmation of proposal submission bearing a qualified electronic signature or the document's scan with the signature in the signatory's own handwriting³.

§ 14. Complementary proposals must be submitted to the NCN within 30 days after the receipt of the information on the results of the international call.

§ 15. The NCN accepts only proposals that are complete and meet the terms of an international call adopted by the agencies launching a given call and the terms set out in chapters II and III of this document.

Chapter V

Evaluation of proposals of research projects

§ 16. Preliminary and complementary proposals are subject to eligibility checks and merit-based evaluation.

§ 17. The eligibility check of proposals submitted under the procedure referred to in chapter IV is carried out by NCN Coordinators.

§ 18. Proposals may be rejected as ineligible also at a later stage of the evaluation procedure.

§ 19. Eligibility check consists in:

- 1) evaluation of whether the proposal complies with the terms of an international call and the terms set out in chapter III;
- 2) evaluation of whether the requested costs stated in the joint proposal and the complementary NCN proposal comply with the terms governing the costs in research projects funded or co-funded under international calls launched by the NCN, set out in **annex 1** to this document.

§ 20. Should any doubts arise concerning the eligibility check, an NCN Coordinator may apply to the NCN Director for the consultation of an external expert.

§ 21. The merit-based evaluation is open only to research proposals evaluated positively at the stage of the eligibility check.

§ 22. The terms of the merit-based evaluation of proposals for funding of research projects, including the mode, criteria of selecting expert reviewers and the measures for ensuring impartiality of the entire process are in each case laid down by separate documents approved by the agencies launching a given international call.

§ 23. An NCN Coordinator presents for the NCN Director's approval a ranking list of projects to be conducted in collaboration with Polish research teams, which were recommended for funding in the final international ranking list agreed by the agencies co-organising an international call.

Chapter VI

Mode of funding

§ 24. Funds for the completion of research projects carried out by the Polish applicants

³ Applies to calls in which the funding decision is made by the NCN, which transfers the funding directly to the applicant's account, pursuant to an agreement concluded between the NCN, the applicant and the principal investigator of the Polish part of the project.



recommended for funding are awarded by way of a decision of the NCN Director (subject to § 3), unless otherwise provided in the separate regulations for a given call. Funds for tasks carried out by foreign partners are granted according to the rules agreed by the agencies co-organising an international call.

§ 25. Funds for the applicants classified as enterprises are granted pursuant to the Regulation of the Minister of Science and Higher Education of 9 September 2015 on the terms and mode of granting state aid via the National Science Centre (Journal of Laws of 2015, item 1381).

§ 26. The funds are transferred to the applicant host institution and in the case of a group of entities, to the leader of the group, pursuant to a funding agreement concluded between the NCN, the host institution and the principal investigator of the Polish research team.

§ 27. Within the deadline specified in the decision, the applicant is obliged to submit to the NCN a draft funding agreement, including the project's work plan and breakdown of costs, and to perform other actions ordered in the decision. Failure to meet the deadline is equivalent to resignation from concluding the funding agreement.

§ 28. Appeals (if any) will be addressed and decided upon by the agencies launching a given international call.

prof. dr hab. Janusz Janeczek

Chairman of the Council
of the National Science Centre

Annex 1 to the terms and regulations on awarding funding for tasks funded or co-funded under international calls BiodivERsA Call 2018 and QuantERA Call 2019 launched by the National Science Centre and carried out as multilateral collaboration, as laid down in the NCN Council Resolution No 86/2018 of 28 September 2018

**TYPES OF COSTS IN RESEARCH PROJECTS
FUNDED BY THE NATIONAL SCIENCE CENTRE UNDER
INTERNATIONAL CALLS BIODIVERSA CALL 2018 AND QUANTERA CALL 2019
CARRIED OUT AS MULTILATERAL COOPERATION**

ELIGIBLE COSTS are expenditures eligible for funding from NCN resources and fulfilling all of the following criteria:

- 1) they are critical to the completion of the project,
- 2) they have been incurred from the day on which the funding decision of the NCN Director became legally binding until the final date of the research project's implementation⁴,
- 3) they are incurred in line with the principle of advisability and frugality, and in line with the principle of obtaining optimal effects from given resources,
- 4) they allow for identification, are verifiable and scrupulously documented and duly recorded in an account book,
- 5) they conform with applicable 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 this document.

The following shall not be deemed eligible costs:

- 1) costs of visits and consultations by collaborators from foreign research institutions, who receive separate funding for the project from the agencies co-organising the international call for proposals,
- 2) reserves for future liabilities, interest due and other expenditures for debt-servicing, interest and other expenditures for late payments, contractual penalties, fines, penalties and payments for the costs of judicial proceedings,
- 3) VAT, if the host institution is entitled to reclaim VAT,
- 4) costs of proceedings related to conferment of academic degrees/titles,
- 5) costs of fees paid for pre-publishing reviews.

The eligibility of costs is assessed during the proposal evaluation, evaluation of the annual report, evaluation of the final report, review of the project and during the external audit.

Eligible costs incurred by the host institution are subdivided into direct and indirect costs.

1. **Indirect costs** are the costs related indirectly to the research project, and essential for the proper realisation of the funding agreement.

The maximum limit for indirect costs is 40 per cent of direct costs, excluding "costs of research equipment, devices and software."

⁴ If the funding agreement is not signed for reasons attributable to the applicant host institution or principal investigator, reimbursement of the costs incurred cannot be demanded of the NCN. Making records of costs and settling all liabilities accrued during the project implementation is possible by the date of submitting the final report, no later, however, than within 60 days of the research project end date.

Indirect costs shall be covered by a lump sum and considered as incurred expenditure. The host institution shall arrange with the project's principal investigator for the distribution of at least 25 per cent of the indirect costs' value.

2. **Direct costs** are costs directly related to the completion of the research project; the following direct costs may be distinguished:

- costs of the salaries and NCN scholarships,
- costs of research equipment, devices and software,
- other direct costs.

The following expenditures may not be covered from direct costs:

- 1) salaries of the administrative and financial staff (performing services related to personnel, accounting, legal issues, including the outsourcing of accounting to an accountancy office),
- 2) costs of renovation of facilities,
- 3) costs of adapting/upgrading facilities, so that they can meet the needs of the research tasks,
- 4) fees and rent for the use of facilities, property taxes, etc.,
- 5) utilities (cost of electricity, heating, heating gas, water, as well as other transmission fees, sewage, etc.), telecommunications charges (telephone, Internet) and mail and courier services, excluding the services referred to in point 2.3.2.
- 6) costs of cleaning, janitorial and security services to facilities,
- 7) cost of non-life insurance,
- 8) handling and administrative fees,
- 9) cost of banking services, including: opening and maintaining a sub-account or separate account for the research project, bank fees,
- 10) costs of external audits,
- 11) costs of organising conferences, workshops, seminars, meetings (with the exception of personal costs in points 2.3.3 and 2.3.4),
- 12) costs of subscriptions (with the exception of the cost of data and access to data referred to in point 2.3.6),
- 13) fees for membership in organisations, associations, etc.

All expenses outlined above in points 1-13 may be covered as indirect costs.

2.1. Costs of salaries and NCN scholarships⁵ – include the costs of salaries and related expenditures,⁶ and scholarships.

Salaries may be paid **only to persons employed as members of the research team, i.e. the principal investigator and other investigators in the project**. Project funds may also be used to cover scholarships for doctoral candidates and students involved in the project.

Budget for the salaries and NCN scholarships for members of the research team may include resources for:

- a) *full-time remuneration* i.e. salaries paid pursuant to a full-time contract of employment to the principal investigator in the project and persons employed as post-docs,
- b) *additional remuneration* for members of the research team,
- c) *the NCN scholarships* for doctoral candidates and students.

⁵ For a group of entities, the budget for salaries and NCN scholarships is shared by all individual host institutions that form the group of entities.

⁶ The amounts of salaries quoted in the document are gross amounts. The amounts quoted shall include also non-wage labour costs, including social and health insurance contributions and other elements of remuneration, financed by the host institution. These resources shall also cover the additional annual bonus, should the host institution be obliged to pay it.

A research team member may be paid a salary from the project's direct costs only in one of the forms listed above in points a) through c).

2.1.1. Full-time remuneration:

Principal investigators may be paid a salary from the pool allocated for full-time remuneration pursuant to a full-time contract of employment as long as they meet all of the following conditions:

- a) at the time of receiving such remuneration they are not receiving any other remuneration paid from the resources granted as direct costs under NCN calls;
- b) at the time of receiving such remuneration they are not employed pursuant to another contract of employment⁷ nor do they receive a pension from the social security system;
- c) funding for their employment is⁸ PLN 190,000 per annum.

Person at a *post-doc* type post⁹ may be paid a salary from the pool allocated for full-time remuneration pursuant to a full-time contract of employment as long as they meet all of the following conditions:

- a) have been selected in an open competition procedure, carried out by a three-person recruitment committee appointed by the head of the project's host institution, composed of the project's principal investigator as its chair and at least two other persons selected by him/her, who have all the necessary scientific or professional qualifications. The assessment of the candidates is carried out pursuant to the criteria outlined in the announcement of the competition, and the results are made public by posting on the website of the project's host institution;
- b) the principal investigator in the project has not been thesis supervisor/auxiliary thesis supervisor of their doctorate;
- c) for a period of two years preceding their employment in the project they have not been employed pursuant to a contract of employment by the host institution where the research project will be carried out;
- d) at the time of receiving such remuneration they are not receiving any other remuneration paid from the resources granted as direct costs under NCN calls;
- e) in the period of receiving the salary they are not employed pursuant to another contract of employment⁵;
- f) funding for their employment⁶ is PLN 120,000 per annum.

The criterion set forth in point b) may be waived for only one person employed at the post-doc type post in the project with a salary paid from the pool allocated for full-time remuneration.

International calls allow for employment of individuals at the post-doc type posts provided that the aggregate time of employment of all persons employed at such posts is no more than twice

⁷ Applies also to contracts of employment concluded with an employer with registered office outside the territory of the Republic of Poland.

⁸ If full-time salary is not received on a continuous basis during the entire course of the project's completion, the total costs budgeted for this purpose should be proportionally reduced.

⁹ A "Post-doc" type post is to be understood as a full-time post, planned by the project's principal investigator for a person who has obtained their doctorate degree within 7 years before joining the project. This period does not include career breaks related to maternity leave, adoption leave, paternity leave, parental leave granted in compliance with the Labour Code, periods of maternity benefit or parental benefit, or periods of sickness benefit or rehabilitation benefit granted on account of being unfit to work, including any caused by a health condition requiring physiotherapy. Women may extend the 7-year period by 18 months for every child born or adopted. A woman may choose whichever manner of accounting for career breaks she finds preferable.

the time planned for the project's duration. The minimum duration of an individual employment contract at this post is 6 months.

2.1.2. Additional remuneration:¹⁰

The project funds may be directed toward payment of additional remuneration, which may be used to finance employment pursuant to full- or part-time employment contracts as well as pursuant to civil law contracts. Member of a research team employed pursuant to a contract of employment by a host institution may not receive additional remuneration pursuant to a civil law contract.

When calculating the budget for additional remuneration, the calculation shall exclude from the research team (i.e. principal investigator and other investigators) any persons who in the period of the project's duration are to be paid from the *full-time remuneration* pool of another NCN-funded project, and persons are to receive the NCN scholarships under the project. The number of persons thus determined shall be the basis for the calculation of the budget for additional remuneration.

The amounts set out below serve solely the purpose of calculating the maximum budget for additional remuneration in a given project. The maximum budget for the salary of the principal investigator may not be increased once the project has entered the stage of implementation.

Under international calls, the budget for additional remuneration calculated for each month of the project's implementation, for all investigators, amounts in total to no more than:

- a) should the principal investigator not plan to be employed pursuant to a full-time contract of employment, with salary paid from the pool allocated for full-time remuneration:
- PLN 6,000 for one person;
 - PLN 7,500 for two persons, of which no more than PLN 6,000 for the principal investigator;
 - PLN 8,500 for three persons, of which no more than PLN 6,000 for the principal investigator;
 - PLN 9,500 for four persons, of which no more than PLN 6,000 for the principal investigator;
 - PLN 10,500 for five or more persons, of which no more than PLN 6,000 for the principal investigator;

Furthermore, if a research team is created by **a group of entities** and is to employ **over 5 people**, the budget for remuneration for investigators may amount to no more than:

- PLN 11,500 for six persons, of which no more than PLN 6,000 for the principal investigator;
- PLN 12,500 for seven or more persons, of which no more than PLN 6,000 for the principal investigator

- b) should the principal investigator plan to be employed pursuant to a full-time contract of employment, with salary paid from the pool allocated for full-time remuneration:
- PLN 1,500 for one person;
 - PLN 2,500 for two persons;
 - PLN 3,500 for three persons;
 - PLN 4,500 for four or more persons;

¹⁰ The employment paid for from the pool allocated for additional remuneration is not subject to the restrictions set forth in point 2.1.1.

Furthermore, if a research team is created by a group of entities and is to employ **over 4 people**, the budget for remuneration for investigators may amount to no more than:

- PLN 5,500 for five persons;
- PLN 6,500 for six or more persons.

2.1.3. NCN Scholarships:

The NCN scholarships¹¹ may be awarded provided that:

- a) they are granted in compliance with the Regulations on awarding scholarships in the NCN-funded research projects, as specified in the NCN Council Resolution No 85/2018 of 26 September 2018;
- b) in the period of receiving the NCN scholarship, the investigator may not receive remuneration from the NCN funds;¹²
- c) the total amount of all NCN scholarships received by one investigator does not exceed PLN 4,500 a month. This amount must not include the doctoral scholarship funded from the NCN resources under the ETIUDA call.

Under international calls, the total monthly budget for NCN scholarships may not exceed PLN 13,500. The amount indicated serves solely the purpose of calculating the maximum budget for scholarships in a given project.

2.2. Costs of research equipment, devices and software¹³ – this category includes costs of the research equipment, other devices and software to be purchased or constructed, as necessary to conduct the research tasks in the project.

Research equipment (as defined by the Central Statistical Office) is to be understood as set(s) of testing, measurement and laboratory apparatus[es] of limited application and high technical parameters (usually several orders of magnitude higher than typical apparatus used for production or exploitation purposes), which in accordance with the accounting policies of the host institution constitute the host institution's fixed assets.

Purchase of research equipment may not constitute the main goal of the project.

Other devices – other devices outside the scope of the definition of research equipment, which in accordance with the accounting policies of the host institution constitute the host institution's fixed assets.

Software – software purchased to meet the requirements of the research project, which in accordance with the accounting policies of the host institution constitutes the host institution's intangible assets.

The value of research equipment shall be determined in accordance with the Accounting Law and it includes, among others: costs of transportation, loading and unloading, insurance of the transported goods, installation/assembly, customs and excise duty, and the value of software if it is treated as a component of the research equipment.

2.3. Other direct costs – this category includes costs qualifying neither as “costs of salaries

¹¹ In the case of entities applying for state aid, the cost of NCN scholarships is non-eligible.

¹² Does not apply to the ETIUDA call.

¹³ The project's resources may not be used to fund or co-fund the purchase or construction of research equipment and IT infrastructure with a value in excess of PLN 500,000 (Article 365 (2) (b) of the Act on Higher Education and Science of 20 July 2018).

and NCN scholarships” nor “costs of research equipment, devices and software.”

2.3.1. Materials and small devices – cost of purchasing materials and consumables for direct use over the course of the project, including, among others:

- raw materials, half-finished products, reagents,
- stationery, office items and supplies,
- small laboratory devices, IT hardware and small office devices (e.g. a computer, licensing costs and software development, printers, scanners, monitors, copiers) and other devices, as long as they are not qualified as tangible or intangible assets according to the accounting policies of the host institution.

2.3.2. Outsourcing: costs of services rendered by third parties (incorporated as well as self-employed individuals), including, among others:

- cost of research services (laboratory analyses, statistical reports, polls, etc.),
- cost of purchasing other specialist services critical to the completion of the research in due form (proofreading, editing, graphics, counselling, monitoring, etc.),
- cost of postal, courier and transport services directly related to the completion of a given research task,
- cost of renting a venue, cost of catering, etc., which are essential to the completion of research tasks that include subjects/respondents.

Persons who are recipients of salaries or scholarships in the project may not be involved in research tasks as subcontractors directly or indirectly (via institutions that employ them).

2.3.3. Business trips – costs of business trips of the members of the research team, including, among others:

- costs of participation in seminars/conferences related to the subject of the research,
- costs of trips (including business trips) critical to the completion of the research, e.g. preliminary archival and library research, fieldwork, etc.

Costs of business trips include:

- daily allowance and reimbursement of travel costs, as set forth by the regulations passed in accordance with art. 77⁵ § 2 of the Polish Labour Code,
- individual insurance,
- conference fees,
- other costs, as long as they are considered justified and essential to the completion of the research, such as: visas, vaccinations, etc.

Long-term expeditions may be eligible if their costs have been calculated in line with the principle of advisability and frugality, based on a solid assessment of their actual costs.

2.3.4. Visits and consultations – costs of individual visits by external collaborators and/or consultants closely connected to the subject of the research, excluding the costs indicated as ineligible above.

The eligible costs in this category are limited to personal costs such as allowances, reimbursement of travel costs and accommodation.

2.3.5. Collective investigators – total cost of gratification for persons carrying out one-time responsibilities (e.g. interviewers) as well as study participants. The minimum number of such investigators is 5 persons. This category does not include technicians and lab managers.

A detailed cost estimate shall be drafted, describing the objective of the expenditure and its total cost, as well as the number of persons receiving benefits, the value of individual benefit and the form of benefit (monetary or material).

2.3.6. Other costs – other costs not included in any of the previous categories, among others:

- costs of purchasing data/databases or access thereto,
- specialist publications/teaching aids,
- costs of publishing the results of research carried out under the project in a journal/ journals of international impact.

The research project may include actions intended to promote it and disseminate its results. Anticipated costs generated by such actions, as long as they meet the conditions of eligibility, shall be entered in the categories “*Costs of salaries and scholarships*,” “*Outsourcing*,” etc., accordingly.

3. **Cost eligibility** for entities applying for state aid.

If state aid is applied for, the applicant may include in the project only eligible costs, as set out in this annex (with the exception of costs of scholarships) and which are also eligible pursuant to the Regulation of the Minister of Science and Higher Education of 9 September 2015 on the terms and mode of granting state aid via the National Science Centre (Journal of Laws of 2015, item 1381).

Individual items should be grouped as follows:

W – costs of salaries together with non-wage labour costs for persons employed in a research project to the extent in which these salaries are directly connected with the completion of the project (in the case of salaries for collective investigators, *Wz* should be chosen);

A – costs of research equipment and instruments to the extent and for the period in which they are used for the completion of the project; if the research equipment and instruments are not used for the completion of the project over the entire period of use, only depreciation costs corresponding to the period of the project’s completion are eligible. Depreciation costs should be calculated based on the applicable accountancy regulations;

G – costs of buildings and land to the extent and for the period in which they are used for the completion of the project; in the case of land – costs of leasing the land and actually incurred capital costs; in the case of buildings, only depreciation costs corresponding to the period of the project’s completion are eligible. Depreciation costs should be calculated based on the applicable accountancy regulations;

E – costs of research conducted based on contracts, costs of knowledge and patents purchased or used pursuant to license agreements with external parties on a full competition basis, as well as costs of consultancy and parallel services used solely for the completion of the research project;

Op – other operating costs, including cost of materials, supplies and similar products directly related to the completion of the research project;

O – additional general costs (indirect costs).



NARODOWE CENTRUM NAUKI

prof. dr hab. Janusz Janeczek
Chairman of the Council
of the National Science Centre

Annex 2 to the terms and regulations on awarding funding for tasks funded or co-funded under international calls BiodivERsA Call 2018 and QuantERA Call 2019 launched by the National Science Centre and carried out as multilateral collaboration, as laid down in the NCN Council Resolution No 86/2018 of 28 September 2018

**DATA REQUIRED IN THE INITIAL AND COMPLEMENTARY PROPOSALS
FOR FUNDING OR CO-FUNDING OF RESEARCH PROJECTS CARRIED OUT UNDER
INTERNATIONAL CALLS BIODIVERSA CALL 2018 AND QUANTERA CALL 2019
LAUNCHED BY THE NATIONAL SCIENCE CENTRE AND
CARRIED OUT AS MULTILATERAL COLLABORATION**

Information required in the electronic preliminary proposal form does not include sections C.1 and E and annexes under sections I and J. These should be completed when complementary proposal is submitted.

A. APPLICANT

1. Applicant's legal status
2. Name¹⁴ and legal address (phone number., Elektroniczna Skrzynka Podawcza ESP (ePUAP),¹⁵ email address, website)¹⁶
3. NIP, REGON
4. 7-digit community identification code
5. Entity legal status
6. Regulatory authority
7. Charter status with respect to awarding titles and the activity profile of the institution
8. Does the organisation belong to the public finances sector?
9. Does the entity receive any institutional core funding for research activity?
10. Does the funding constitute state aid¹⁷?
11. Enterprise size¹⁸, cooperation with a research organisation¹⁹
12. Host institution's head (*title/academic degree, name and surname, position*)
13. Is the institution under forced administration or the subject of liquidation or bankruptcy proceedings?

A.1. PARTNERS/HOST INSTITUTIONS IN A GROUP OF ENTITIES

Required information is identical with points 2-13 in section A. Fill out separately for each partner

¹⁴ To be filled out in Polish and English. The language versions must be identical.

¹⁵ Documents between the NCN and the host institution are exchanged by means of an electronic mail account known as Elektroniczna Skrzynka Podawcza ESP (ePUAP). In the case of a group of entities, documents are delivered to the address of the group's leader specified in the proposal.

¹⁶ Universities provide this information both for the main entity and for its basic administrative unit (in accordance with the university's statute) acting as the host institution for the research project.

¹⁷ In order to establish if the funding constitutes state aid for an entity, read the "Rules governing application for state aid". If the funding constitutes state aid, the entity applies for state aid.

¹⁸ Applies to entities applying for state aid. Micro, small, medium or large enterprises – as defined in Annex I to the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

¹⁹ Applies to entities applying for state aid. Research organisations mean organisations defined in Article 2 (83) of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

of a group of entities in a proposal.

B. GENERAL INFORMATION

1. Title of the project¹⁴
2. Discipline panel (*choose only one from the list given*)
3. Auxiliary NCN Review Panel (*max. three, including at least one from the panel to which the proposal is being submitted*)
4. Is the project carried out as international collaboration?²⁰ (*if so, choose relevant country/countries*)
5. Project duration (*in months*)
6. Keywords¹⁴ (*other than those in panel descriptions*)
7. Acronym of the research project
8. Research project's start and end dates²¹
9. Research project's location.²²

C.1. ABSTRACT FOR THE GENERAL PUBLIC²³

(no more than 1 standard page²⁴, in Polish and in English, the language versions must be identical)

Specify the objective of the project, describe the research to be carried out in the project and give reasons for attempting this particular research topic.

C.2. JUSTIFYING THAT THE PROPOSED RESEARCH FULFILS THE CRITERIA OF BASIC RESEARCH (*up to 2,500 characters with spaces, in English*)

D. INVESTIGATORS IN THE PROJECT

D.1. PRINCIPAL INVESTIGATOR'S DATA

1. Given name(s) and surname(s), professional title/academic degree
2. Host institution for the research project ²⁵

²⁰ International collaboration means that research tasks are carried out together with investigators from research institutions abroad. The following are not considered international collaboration:

- a) participation in international conferences;
- b) dissemination of information on the project abroad;
- c) implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign research institutions;
- d) collaboration with foreign researchers employed by Polish research institutions.

²¹ Applies to entities applying for state aid.

²² Applies to entities applying for state aid. "Research project's location" is to be understood as the location at which project research will be carried out. Enter the address, village/town/city, municipality, district, province as specifically as possible. If the project is to be carried out in several locations, specify them in the order of volume and significance of the parts of the project carried out in each.

²³ Should the project be qualified for funding, the abstract for the general public will be published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call's results. The abstract should include only such data as the host institution and principal investigator wish to make public on these websites.

²⁴ Page size: A4; font size: no smaller than 11; lead: single; margins: left and right: 2 cm, top and bottom: 1.5 cm.

²⁵ The principal investigator is bound to carry out research activities at the host institution for the project for at least 50 per cent of the project's duration. This period includes business trips necessary for the project's completion, in

3. Phone number, ePUAP account address²⁶/email address²⁷
4. PESEL number/gender, date of birth and country²⁸
5. Type of employment²⁹
6. Type of post³⁰
7. Is the principal investigator the holder of a doctorate?
8. Did the principal investigator before the year of submitting the proposal³¹ benefit from maternity leave, adoption leave, paternity leave, parental leave granted in compliance with the Labour Code, or periods of maternity benefit or parental benefit, or periods of sickness benefit or rehabilitation benefit granted on account of being unfit to work, including any caused by a health condition requiring physiotherapy? (*If so, specify the number of months*)
9. Legal address, mailing address
10. Employer and post(s) occupied

D.3. OTHER INVESTIGATORS

1. Nature of contribution to the project
2. Function in the project
3. Host institution
4. Type of employment³²
5. Type of post³³
6. Period of receiving remuneration (*in months*)

E. WORK PLAN

(in Polish and in English, the language versions must be identical)

Itemised description of the planned research tasks in subsequent stages of the project's completion and the tasks' defined host institutions³⁴.

particular ones connected with field studies, participation in scientific conferences or library and archive searches.

²⁶ Optional.

²⁷ Documents between the NCN and the principal investigator are exchanged by means of an electronic mail account known as ePUAP or email address as indicated here.

²⁸ Applies to foreigners.

²⁹ In the project; choose from the list: full-time remuneration, additional remuneration, without remuneration.

³⁰ In the project; choose from the list: others.

³¹ The time of submitting the proposal is assumed as the final day of submitting proposals under the call.

³² In the project; choose from the list: full-time remuneration, additional remuneration, scholarship, without remuneration.

³³ In the project; choose from the list: post-doc type, doctoral candidate, student, others. A doctoral candidate (*doktorant*) shall be understood as including doctoral candidates within the meaning of Article 200 (8) of the Act on Higher Education and Science as well as persons who have their conferment procedure for a doctoral degree commenced on terms and conditions applicable before the Act on Higher Education and Science entered into effect. A post-doc type position is a full-time post, planned by the project's principal investigator for a person who has been conferred their doctoral degree within 7 years before joining the project. This period does not include breaks related to maternity leave, adoption leave, paternity leave, parental leave granted in compliance with the Labour Code, periods of maternity benefit or parental benefit, nor periods of sickness benefit or rehabilitation benefit granted on account of being unfit to work, including any caused by a health condition requiring physiotherapy. Women may extend the period following conferment of their doctoral degree by 18 months for every child born or adopted. A woman may choose whichever manner of accounting for career breaks she finds preferable.

³⁴ The following, among others, are not considered to be research tasks: purchase of research equipment, participation in a conference, preparation of publications, etc.

F. BREAKDOWN OF PROJECT'S COSTS^{35,36}

F.1. GENERAL BREAKDOWN OF COSTS IN PLN

1. National Science Centre contribution³⁷ (in Polish)

Item	Year ...	Year ...	Year ...	Total
Direct costs, including:				
- salaries, including non-wage labour costs, as well as NCN scholarships				
- costs of research equipment, devices and software				
- other direct costs				
Indirect costs				
Total project costs				

2. Investigators in the project and their salaries

(function and scope of the tasks performed in the project, period of receiving remuneration/scholarship in the project in months, overall planned NCN remuneration/scholarship, all information to be provided in English)

3. List of the research equipment, devices and software planned for purchase or construction

(name,³⁸ cost estimate, planned year of purchase or construction, location and merit-based justification for the purchase, all information to be provided in English)³⁹

4. Information on other direct costs in the project and their justification

(type of cost, its value and relevance for the tasks in the project, all information to be provided in

³⁵ Costs in research projects funded by the NCN under international calls for proposals are outlined in annex 1 to the terms and regulations on awarding funding for tasks funded or co-funded under international calls launched by the National Science Centre and carried out as multilateral collaboration, as adopted by the NCN Council Resolution No 86/2018 on 28 September 2018.

³⁶ The breakdown of costs set out in section F must be identical with the breakdown of costs set out in the joint proposal referred to in §7 of the terms and regulations on awarding funding for tasks funded or co-funded under international calls launched by the National Science Centre and carried out as multilateral collaboration, as adopted by the NCN Council Resolution No 86/2018 on 28 September 2018. The breakdown of costs should be calculated on the basis of the average exchange rate quoted by the National Bank of Poland on the day the NCN Council adopted the resolution establishing the allocation of funds for research projects under a specific international call for proposals. The costs of the project implementation in EUR should be calculated according to the above exchange rate into PLN and rounded down to the total values.

³⁷ The list is generated automatically by the system, based on the breakdown/breakdowns of costs set out in section F.2.

³⁸ To be filled out in Polish and English. The language versions must be identical.

³⁹ In the case of entities applying for state aid, costs of research equipment and instruments to the extent and for the period in which they are used for the completion of the project are deemed eligible costs. If the research equipment and instruments are not used for the completion of the project over the entire period of use, only depreciation costs corresponding to the period of the project's completion, calculated based on the applicable accountancy regulations, are deemed eligible costs.



English)

4.1 Materials and small devices

(cost, justification and relevance for the tasks in the project)

4.2 Outsourcing

(cost, justification and relevance for the tasks in the project)

4.3 Business trips

(cost, justification and relevance for the tasks in the project)

4.4 Visits and consultations

(cost, justification and relevance for the tasks in the project)

4.5 Other costs

(cost, justification and relevance for the tasks in the project)

4.6. Collective investigators

(cost, function in the project, number of persons, justification and relevance for the tasks in the project)

F.2. BREAKDOWN OF PROJECT'S COSTS/PROJECT'S INDIVIDUAL PARTS ⁴⁰

(entity not applying for state aid, data required identical with those in F.1.)

F.3. DETAILED BREAKDOWN OF COSTS IN THE PROJECT/PROJECT'S INDIVIDUAL

PARTS⁴¹ *(entity applying for state aid, type of expenditure, cost heading⁴², type of cost⁴³, total gross cost, eligible cost⁴⁴, own contribution, NCN contribution)*

⁴⁰ In the case of a group of entities, enter a separate breakdown of the project's individual parts for each separate host institution in the proposal not applying for state aid.

⁴¹ In the case of a group of entities, enter a separate detailed breakdown of the project's individual parts for each separate host institution in the proposal applying for state aid.

⁴² Categories of eligible costs in compliance with the Regulation of the Minister of Science and Higher Education of 9 September 2015 on the conditions and mode of granting state aid via the National Science Centre applicable on the date of the call of proposal announcement, with the exception of the costs of land ownership transfers.

⁴³ B – direct costs, P – overheads.

⁴⁴ State the value of expenditure eligible for state aid. In this field do not enter VAT that the entity applying for state aid is in a legal position to recover. A legal position to recover VAT is understood as both a legal position to have the amount of tax due reduced by the amount of input tax, and a legal position to recover the difference between the amounts, or receive an input tax refund.

G. DECLARATIONS *(in Polish)*

G.1. DECLARATIONS BY THE PRINCIPAL INVESTIGATOR

1. I declare that I was granted the doctorate degree in by
2. I declare that the proposed research tasks neither are nor were funded by NCN, nor from other sources. I hereby declare that I am applying/not applying⁴⁵ for funding of the research tasks by NCN as well as from other sources (*in the event of choosing "I am applying," indicate the addressee of the other proposal and indicate the planned host institution for the project*).
3. Should I receive funding of the research tasks specified in this proposal from another source, I will immediately inform the NCN of this fact and will:
 - a) notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding of research tasks under this call for proposals, or
 - b) resign from accepting the funding from another source.
4. Should I receive funding of the research tasks specified in this proposal by decision of the NCN Director, I will:
 - a) notify the authorised representative of the applicant host institution of my resignation from accepting the resources granted for the completion of research tasks by the NCN Director under this call for proposals, or
 - b) resign from applying for funding of research tasks from other sources.
5. I declare that I am aware that:
 - a) the National Science Centre ("NCN") with its registered office in Krakow at ul. Królewska 57, 30-081 Kraków is the controller of the personal data provided in the proposal;
 - b) the NCN's designated Data Protection Officer can be contacted via electronic mail at iod@ncn.gov.pl, by phone at +48 12 341 9113 or directly at the registered office of the data controller;
 - c) to fulfil its legal tasks, the NCN processes personal data based on Article 6(1)(c) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 2016, No 119, p.1), in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (consolidated text Journal of Laws of 2018, item 947);
 - d) personal data will be processed for the purpose of evaluation of the proposal for funding of a research project and, if funding is granted for its completion, for the purpose of supervision, financial and accounting operations, audits performed in the course of and after the completion of the project, evaluation of implementation and settlement of the funding agreement and for the purposes of determining, pursuing and defending against any claims. In addition, personal data will be processed for the purpose of evaluating the NCN's own tasks, reporting, dissemination of the information on the NCN's calls for proposals and their results throughout the scientific community implementation of other activities regulated by the generally applicable laws and for archiving purposes;
 - e) personal data will be processed for the period necessary to achieve the purposes indicated in sub-point d) and for the period required by generally applicable laws and for the period of storage, as defined by the NCN's records management procedures and the Uniform File Classification System;
 - f) provision of personal data is a statutory requirement and without its disclosure the

⁴⁵ Delete as appropriate.



- purposes described in sub-point d) cannot be achieved;
- g) the recipients of the personal data may only be entities authorised to collect personal data based on the generally applicable provisions of law, and within the scope defined in Article 31 of the Act on the National Science Centre of 30 April 2010 also individuals using the NCN's website;
 - h) personal data may be transferred for processing to third party companies or individuals commissioned to provide services. Such third parties process data based on personal data transfer contracts and are also obliged to keep the data being processed confidential;
 - i) the data subject has the right to access their personal data, correct their personal data and restrict the processing of their personal data;
 - j) the data subject has the right to lodge a complaint with the President of the Office of Personal Data Protection if they consider that the processing of their personal data does not comply with the General Data Protection Regulation.

6. I declare that the project covers research work which:⁴⁵

- a) requires permission or approval of the relevant bioethics committee;
- b) requires permission by an ethics committee appropriate for testing on animals;
- c) requires permission pursuant to the law on genetically modified organisms and microorganisms;
- d) requires permission or approval allowing for carrying out research on protected species or within protected areas;
- e) requires other permissions, in accordance with good practice for a given academic field/discipline;
- f) involves clinical research subject to Pharmaceutical Law of 6 September 2001, as amended or Act on Medical Products of 20 May 2010, as amended,

and I commit myself to obtain the required permissions, recommendations, approvals and authorisations before commencing the research.

In the event of choosing one or more options set forth in sub-points a) - e), and also in the event of planning research that does not require specific permissions but may require additional explanations, a description must be provided of the actions taken to ensure that the research will be carried out conforming to the rules of good practice in the respective academic field/discipline, and it must be stated whether such permissions have been issued, or provide information on how these conditions will be fulfilled (*up to 2,500 characters with spaces, in English*).

In the case of basic research referred to in sub-point f), which includes clinical research using a pharmaceutical or a medical product, a detailed justification that the research is of non-commercial nature must be provided (*up to 2,500 characters with spaces, in English*).

7. I declare that I am a co-author of the project description in the joint proposal drawn up in collaboration with foreign partners.

8. I declare that:

- a) I am familiar with the principles of communicating the decisions of the NCN Director;
- b) I agree to having the proposal verified with anti-plagiarism software and the project's contents stored in the software's database;
- c) I have read the *Code of the National Science Centre on Research Integrity and Applying*



for Research Funding, and I commit myself to apply it.

G.2. STATEMENT BY AN AUTHORISED REPRESENTATIVE OF THE APPLICANT HOST INSTITUTION⁴⁶

1. I declare that the proposed research tasks neither are nor were funded from the NCN resources, nor from other sources. I hereby declare that the host institution I represent is applying/not applying⁴⁵ for funding of the research tasks from the NCN resources and from other sources (*in the event of choosing "is applying," indicate the addressee of the other proposal and indicate the planned host institution for the project*).
2. Should I receive funding of the research tasks specified in this proposal from another source, I will immediately inform the NCN of this fact and will:
 - a) resign from applying for funding of research tasks or
 - b) resign from accepting the funding from another source.
3. Should I receive funding of the research tasks specified in this proposal by decision of the NCN Director, I will:
 - a) resign from accepting the resources granted for the completion of the research tasks by the NCN Director under this call for proposals or
 - b) resign from applying for funding from other sources.
4. Should the research project be qualified for funding, acting on behalf of the host institution I represent, I commit myself to:
 - a) include the project in the financial plan of the host institution;
 - b) employ the project's principal investigator in compliance with the proposal and principles set out for the call;
 - c) employ investigators necessary to conduct the research project in compliance with the proposal and principles set out for the call;
 - d) provide the conditions required for the completion of the research, including access to laboratory/office premises and research equipment required for the completion of the research;
 - e) provide the project with administrative and accounting assistance;
 - f) supervise the completion of the research project and proper disbursement of project funds.
5. I declare that the research project covers research work which:⁴⁵
 - a) requires permission or approval of the relevant bioethics committee;
 - b) requires permission by an ethics committee appropriate for testing on animals;
 - c) requires permission pursuant to the law on genetically modified organisms and microorganisms;
 - d) requires permission or approval allowing for carrying out research on protected species or within protected areas;
 - e) requires other permissions, in accordance with good practice for a given field/discipline;
 - f) involves clinical research subject to Pharmaceutical Law of 6 September 2001, as amended or Act on Medical Products of 20 May 2010, as amended,

and I commit myself to obtain the required permissions, recommendations, approvals and authorisations before commencing the research.

In the event of choosing one or more options set forth in sub-points a) - e), and also in the

⁴⁶ If the applicant is a group of entities, declarations must be completed by the leader and all members of the group of entities.

event of planning research that does not require specific permissions but may require additional explanations, a description must be provided of the actions taken to ensure that the research will be carried out conforming to the rules of good practice in the respective academic field/discipline, and state whether such permissions have been issued, or provide information on how these conditions will be fulfilled (*up to 2,500 characters with spaces, in English*).

In the case of basic research referred to in sub-point f), which includes clinical research using a pharmaceutical or a medical product, a detailed justification that the research is of non-commercial nature must be provided (*up to 2,500 characters with spaces, in English*).

6. Should the research project be qualified for funding, I agree to have the project's abstract for the general public, referred to in section C.1., published on the NCN's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call for proposal's results.
7. Acting on behalf of the host institution I represent, I declare that:
 - a) I am familiar with the principles of communicating the decisions of the NCN Director;
 - b) I have read the rules for granting state aid and the funding of the research project will / will not⁴⁵ constitute state aid for the host institution;
 - c) I agree to having the proposal verified with anti-plagiarism software and to storing the project's contents in the software's database;
 - d) I have read the *Code of the National Science Centre on Research Integrity and Applying for Research Funding*, and I commit myself to apply it.



I. ANNEXES

Annex 1⁴⁷ (in English)

1. Information concerning research carried out over the period of 2 years before submitting the proposal, together with a list of publications affiliated with the applying entity/host institution.
2. Information concerning research equipment and other instrumentation/facilities crucial to scientific research.

Annex 2⁴⁸

Agreement on collaboration concluded by the group of entities for the purposes of completing the requested research project

(Required elements of the agreement on collaboration: indicating the parties to the agreement on collaboration, indicating the leader, indicating the subject-matter of the agreement on collaboration, duration of the agreement on collaboration, covering the period of the completion of the research project, authorisation for the representative of the leader to act on behalf of the entire group of entities over the course of proceedings of applying for funding and completion of the research project, the leader's declaration to communicate information received from the NCN to the other parties of the MoU, signatures of authorised representatives of all entities comprising the group of entities.)

Annex 3⁴⁹

Documents and declarations submitted in relation to applying for state aid:

- 1) Information form, completed and signed, necessary to apply for other types of aid than aid in agriculture and fishery (annex 1 to the Regulation of the Council of Ministers of 29 March 2010; Journals of Laws of 2010, Item 312, No 53, as amended).
- 2) Financial reports from the last 3 fiscal years, prepared in compliance with the accountancy regulations.⁵⁰
- 3) Certificate confirming that state aid has not been received for eligible costs applied for.
- 4) Certificate confirming VAT eligibility.
- 5) Statement that no disqualifying circumstances prevent the entity from receiving state aid for the completion of the research project.
- 6) Information on the depreciation of research equipment, quoting depreciation rates.⁵¹
- 7) Statement concerning cooperation of the enterprise with a research organisation confirming that the organisation does not contribute financially to the completion of the research project.⁵²

⁴⁷ Applies to entities not receiving any institutional core funding for research activities. The proposal should be accompanied with this document bearing a qualified electronic signature, or the document's scan with the signature in the signatory's own handwriting in PDF format.

⁴⁸ Applies to the group of entities. The proposal should be accompanied with this document bearing a qualified electronic signature, or the document's scan with the signature in the signatory's own handwriting in PDF format.

⁴⁹ Documents bearing qualified electronic signatures should be submitted by each entity in the proposal applying for state aid.

⁵⁰ Applies to medium-sized and large enterprises.

⁵¹ Applies to entities applying for state aid, whose projects include purchase of research equipment and other instruments.

⁵² Applies to enterprises carrying out a research project in collaboration with research organisations. The entity should prove that the collaboration meets at least one of the conditions set out in point 28 (a) – (d) of the Framework for state aid for research and development and innovation (Official Journal of the EU C 198, 27 June 2014, pp. 1-29).

Annex 4⁵³

Copy of the complete joint proposal submitted under an international call for proposals.

⁵³ Documents should be attached in PDF format.



J. CONFIRMATION OF PROPOSAL SUBMISSION⁵⁴

1) Template of confirmation of proposal submission by the host institution:

**CONFIRMATION OF PROPOSAL SUBMISSION⁵⁵ UNDER AN NCN CALL
BY AN AUTHORISED REPRESENTATIVE OF THE APPLICANT HOST INSTITUTION**

Acting on behalf of the host institution I represent, I declare that I fully accept the proposal No submitted via the ZSUN/ OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) electronic submission system under the call for funding of a research project titled “.....” with the value of PLN (PLN.....), which, in the event of receiving funding, will be carried out by the principal investigator in the abovementioned project, Mr/Ms, and I confirm that the host institution I represent acts as the applicant.

In light of the above, I declare that I have read the terms of the call for proposals and I am aware of my liability for providing false information in the proposal submitted via the ZSUN/OSF electronic submission system, in particular the abovementioned declarations concerning the host institution I represent. I declare that the information given in the proposal and attached documents complies with both the facts and the law.

.....
*Signature of the legal representative of the
applicant⁵⁶*

**CONFIRMATION OF PROPOSAL⁶⁶ SUBMISSION UNDER AN NCN CALL
BY THE PRINCIPAL INVESTIGATOR**

I declare that in the event of awarding funding to the research project titled “.....” pursuant to the proposal No submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) electronic submission system under the call, I will participate in its completion as principal investigator.

In light of the above, I declare that I have read the terms of the call for proposals and I am aware of my liability for providing false information in the proposal submitted via the ZSUN/OSF electronic submission system, in particular the abovementioned declarations concerning myself. I declare that the information given in the proposal and attached documents complies with both the facts and the law.

.....
Principal investigator's signature

prof. dr hab. Janusz Janeczek,
Chairman of the Council

⁵⁴ The proposal should be accompanied with this document bearing a qualified electronic signature, or the document's scan with the signature in the signatory's own handwriting in PDF format.

⁵⁵ The original confirmation should be kept on file till the conclusion of proposal evaluation, and if the research project is recommended for funding, till the conclusion of the funding agreement.

⁵⁶ If the applicant is a group of entities, the confirmation is signed solely by the authorised representative of the group of entities' leader.

The English version of this document does not constitute a sworn translation and has been prepared as an auxiliary document for your convenience. In case of any doubts as to the interpretation of its provisions, the Polish version shall prevail.