

Annex to NCN Council Resolution No 111/2021 of 24 November 2021 amending the terms and regulations of the MINIATURA call for research activities

Terms and regulations of the MINIATURA call for research activities launched by the National Science Centre

I. Addressees of the call

The call is addressed at individuals with a PhD degree who intend to apply for funding of future research projects under calls launched by the National Science Centre as well as other national or international calls. The main objective of the call is to finance research activities for the purposes of the future research projects.

II. Eligible applicants

§1. Proposals for awarding funding to carry out a research activity, hereinafter “proposal”, may be submitted by entities described in Article 7 (1) (1), Article 7 (1) (2), and Article (7) (1) (4)-(6) (b) of the Act on Higher Education and Science of 20 July 2018 (consolidated text in Journal of Laws of 2021, item 478) and in Article 27 (1) (5) and Article 27 (1) (7) of the Act on the National Science Centre of 30 April 2010 (consolidated text in Journal of Laws of 2019, item 1384, hereinafter: the “NCN Act”), hereinafter: the “applicants”.

§2. In the case referred to in Article 27 (1) (7) of the NCN Act, applicants must be public finance institutions.

§3. Applicants must be entities for which funding does not constitute state aid.

§4. Entities that are under receivership, in liquidation or subject to bankruptcy proceedings must not be applicants.

III. Terms of entry

§5. The following proposals may be submitted under a given edition of the MINIATURA call:

- 1) to carry out one of the following research activities that are not and have not been funded by the NCN or from any other sources:
 - a) preliminary /pilot studies,
 - b) library and archive searches,
 - c) fellowships,
 - d) research visits, and
 - e) consultations,
- 2) which comprise basic research laid down in Article 2 (1) of the NCN Act, in any of the academic disciplines defined in the NCN panels adopted by the NCN Council,
- 3) which cover research activities planned for up to 12 months,

- 4) the amount of financing for which ranges from 5,000 PLN to 50,000 PLN,
- 5) under which a person who intends to carry out the research activity:
 - a) has been conferred a PhD degree within the last 12 years before the proposal submission year¹. In the case of multiple PhD holders, the reference date is the date of award of the first PhD;
 - b) has been employed by the applicant pursuant to an employment contract;
 - c) has not acted as the principal investigator in any of the projects funded by the NCN,
 - d) is not a winning applicant of an ETIUDA call for doctoral scholarships or a call for fellowships (including FUGA and UWERTURA) funded by the NCN, and
 - e) is not an applicant, principal investigator or fellowship candidate under a proposal that has been submitted or qualified for funding under another NCN call,
- 6) under which an applicant shall present (in Polish):
 - a) proposal title related to a selected type of research activity that will be carried out,
 - b) type of a research activity that will be carried out,
 - c) brief description of a research activity that will be carried out (1 standard page, A4),
 - d) description of the link between a research activity that will be carried out and research project that will be submitted under future NCN calls and/or other national or international calls as well as justification of the need to have it completed in view of potential impact on the scientific level of the future research project (1 standard page, A4),
 - e) information on the scientific achievements of the person who intends to carry out a research activity containing:
 - their career in research, the most important publications/ artistic achievements/ achievements in research in art, participation in research projects, research experience, scholarships, prizes and awards (no more than 6,000 characters),
 - publication or artistic achievement: the most important publication in pdf format (in the language of publication) or the most important artistic achievement or achievement in research in art,
 - justification for choosing the annexed publication or presented artistic achievement or achievement in research in art (no more than 1,500 characters).
 - f) expenditures planned to carry out the research activity prepared in accordance with the terms set forth in **Annex 1** hereto on the *Costs in research activities funded by the National Science Centre under the MINIATURA call*,
 - g) general budget,
 - h) information on the data management plan concerning data generated or used in the course of a research activity, as required by the proposal,
 - i) information on the ethical aspects, including consents, opinions, permits and/or approvals necessary to carry out a research activity in compliance with

¹ This period may be extended by the time of long-term (over 90 days) evidenced sickness leave or physiotherapy leave granted on account of being unfit for work/unfitness for 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 option is more advantageous.

- generally applicable laws and best practices adopted for a specific academic discipline, as required by the proposal,
- j) 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,
 - k) in the case of research activities carried out in the host institutions that do not receive any operating support for research activity, information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments crucial to the research and
 - l) declaration of the applicant, as required by the proposal.

IV. Restrictions on proposal submission

§6. A person carrying out a research activity must not, at the same time, act as the authorised representative of the applicant.

§7. A research activity under the MINIATURA call may be carried out by the same person only once.

§8. Only one proposal may be submitted in a given edition of the MINIATURA call, under which a person carries out a research activity, with the exception specified in §10.

§9. A proposal in which a person is named as the investigator performing a research activity, which has been rejected at the stage of merit-based evaluation, must not be re-submitted under the same edition of the MINIATURA call.

§10. A proposal in which a person is named as the investigator performing a research activity, which has been rejected at the stage of eligibility check, may be re-submitted under the same edition of the MINIATURA call only after the decision by the NCN Director refusing funding has become final.

V. Submission of proposals (rules)

§11. Proposals shall be filed electronically via the ZSUN/OSF proposal submission system available at: www.osf.opi.org.pl.

§12. Proposals shall be completed with information specified in the proposal form available in the ZSUN/OSF proposal submission system. The required information has been provided in the call announcement.

§13. Only complete proposals meeting all requirements set forth in the call announcement shall be accepted to the call.

§14. Submission of a proposal in the call shall mean that the applicant accepts the "General terms and conditions of the funding agreement for a research activity", the specimen of which has been attached to the call announcement.

VI. Submission of proposals (procedure and date)

§15. The call for proposals under the MINIATURA call shall be open during the period specified in the call announcement.

§16. The call for proposals may be suspended if the total amount of requested funding has exceeded twice the amount of funding allocated by the NCN Council for research activities under a given edition of the MINIATURA call.

§17. The NCN Director shall decide on the suspension of the call for proposals under the MINIATURA call.

VII. Selection of the Expert Teams (criteria and procedure)

§18. The detailed criteria and procedure for selecting the Expert Team shall be set forth by the Council in the document: "Expert Teams of the National Science Centre – Establishing and Appointing" applicable on the call announcement date.

VIII. Evaluation of proposals (procedure and criteria)

§19. Proposal are subject to an eligibility check and merit-based evaluation.

§20. The eligibility check is carried out by the coordinators.

§21. Eligibility check shall consist in verification of the proposal's completeness and verification whether the proposal meets all eligibility criteria set out in the call announcement and verification whether the expenditure specified in the proposal complies with the terms set out in **Annex 1** hereto.

§22. Only proposals approved as eligible by the coordinator shall be accepted for merit-based evaluation.

§23. The merit-based evaluation shall be conducted by the Expert Team members.

§24. The Expert Team members evaluating the proposal may also reject it as ineligible at a later stage of the evaluation procedure.

§25. Proposals shall undergo a single-stage merit-based evaluation.

§26. In the course of merit-based evaluation of proposals, the following shall be reviewed in particular:

- 1) meeting the basic research criterion, as defined in Article 2 (1) of the NCN Act,
- 2) justification of the costs as regards the subject and scope of a research activity,
- 3) assessment of the research activity and justification thereof in view of the research project submitted under future NCN calls and/or other national or international calls,

- 4) evaluation of scientific achievements of the person who intends to carry out a research activity and
- 5) preparation of the proposal and compliance with the other requirements of the call announcement.

§25. The merit-based evaluation of proposals shall be based on:

- 1) individual reviews drafted by three Expert Team members and
- 2) individual reviews by reviewers carried out in accordance with the proposal evaluation criteria applicable to the MINIATURA call for research activities attached hereto as **Annex 2**.

§28. A proposal shall be recommended for funding if it meets all of the following conditions:

- a) its final grade has attained a minimum of 70% of points,
- b) it has been given the score of "yes" by at least two Expert Team members evaluating the proposal in each criterion subject to evaluation (with the exception of the ethics issues and data management plan), and
- c) it has been within the pool of funds available in a given month.

§29. Proposals that have been given the same final score-based evaluation may be recommended for funding only if they all are within the pool of funds available for a given month.

IX. Funding decision

§30. The funding decision shall be taken within 5 months of the proposal submission date.

§31. The results of the call shall be announced by way of a decision by the NCN Director.

X. Call budget

§32. The NCN Council shall specify the amount of funding allocated to a specific edition of the MINIATURA call in a separate resolution.

§33. Funding shall be divided in proportion to the number of months of the call specified in the call announcement.

§34. Funding that has not been used in a given month shall be carried forward to the next month.

§35. The NCN Council may increase the amount of financial expenditures during the call.

Prof. Dr hab. Jacek Kuźnicki
President of the Council of the
National Science Centre

Annex 1 to the terms and regulations on awarding funding for research tasks funded by the National Science Centre under the MINIATURA call for research activities, as laid down in NCN Council Resolution No 111/2021 of 24 November 2021

COSTS IN RESEARCH ACTIVITIES FUNDED BY THE NATIONAL SCIENCE CENTRE UNDER THE MINIATURA CALL

§1. **Eligible Costs** are expenditures eligible for funding from NCN resources as long as they fulfil all of the following requirements:

- 1) are critical to the completion of the research activity,
- 2) have been incurred throughout the research activity implementation period, i.e. from the day on which the funding decision becomes legally binding until the final date of the research activity's implementation,
- 3) are advisable and frugal;
- 4) may be identified and verified,
- 5) comply with the 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 herein.

§2. The following shall not be deemed eligible costs under the MINIATURA call for proposals:

- 1) provisions for future liabilities, debt interest and other debt servicing expenses, interest and other amounts due on account of late payments, contractual penalties, fines, penalties and expenses to cover the costs of litigation,
- 2) VAT, if the host institution is entitled to reclaim it,
- 3) costs of proceedings related to conferment of academic degrees/titles,
- 4) costs of producing and publishing papers, costs of fees paid for pre-publishing reviews,
- 5) Article Processing Charges in hybrid journals, as defined in the Open Access Policy of the NCN,
- 6) publishing fees (i.e. editing, translation, copies, printed drawings in colour, submission fees) in the case of Open Access publications, with the exception of Article Processing Charges in the press/ journals in compliance with routes 1 and 3 described in the Open Access Policy;
- 7) costs of leasing, purchase, construction or manufacturing of research equipment¹, devices and software²,
- 8) costs of remuneration and scholarships, with the exception of remuneration for collective investigators³ who are not employees of the host institution for the research activity,
- 9) purchase costs of IT hardware and office equipment (e.g. computers, licensing costs and software development, printers, scanners, monitors, copiers),
- 10) costs of organising conferences, workshops, seminars, meetings, exhibitions, competitions,
- 11) costs of travel, accommodation, allowances, if not designated for a person to carry out a research activity and

¹ According to the definition of the Polish Central Statistical Office (GUS), research equipment shall mean a set(s) of testing, measurement and laboratory apparatus of limited application and high technical parameters (usually several orders of magnitude higher than typical apparatus used for production or exploitation purposes) classified, according to the accounting policy of the host institution, as fixed assets.

² Other devices not falling within the definition of research equipment classified, according to the accounting policy of the host institution, as fixed assets. Software shall mean any software classified, according to the accounting policy of the host institution, as intangible assets.

³ A collective investigator shall mean at least two persons with the same obligations, e.g. interviewers, research participants. This category does not include technicians and lab managers.

12) costs of participation in training courses.

§3. The eligibility of costs is checked during the proposal evaluation.

§4. Eligible costs are subdivided into direct and indirect costs.

Indirect costs are costs that are related indirectly to the research activity and are essential for the proper implementation of the funding agreement. The maximum amount of indirect costs is **10%** of the direct costs.

Indirect costs may be spent on eligible cost of open access to publications and research data.

Direct costs are costs that are directly related to the completion of the research activity.

§5. The following expenditures cannot be financed as direct costs:

- 1) salaries of the administrative and financial staff (e.g. HR services, legal and accounting services, including the outsourcing of accounting services to an accounting firm),
- 2) costs of renovation of facilities,
- 3) costs of adapting/upgrading facilities so that they can meet the needs of the research activity,
- 4) fees and rent for the use of facilities, property taxes, etc.,
- 5) costs of utilities (electricity, heat, gas and water and other industrial fees, transmission fees, sewage disposal, etc.), telecommunications services (telephone, internet) and postal and courier services, excluding the services directly connected with the research activity,
- 6) costs of cleaning, janitorial and security services to facilities,
- 7) costs of non-life insurance, including cost of civil liability insurance for participants in medical trials and persons who may be directly affected by medical trials,
- 8) handling and administrative fees, including cost of approvals of the Bioethics Committee or Animal Research Ethics Committee,
- 9) costs of depreciation of research equipment and instruments,
- 10) costs of banking services, including: opening and maintaining a sub-account or separate account for the research activity, bank fees,
- 11) costs of external audits,
- 12) costs of subscriptions (with the exception of the costs of data and access to data),
- 13) fees for membership in organisations, associations, etc.,
- 14) costs of participation in conferences, exhibitions and competitions and
- 15) cost of open access to publications and research data.

§ 6. All expenses outlined above in points 1-15 may be planned to be covered as indirect costs.

Prof. Dr hab. Jacek Kuźnicki
President of the Council
of the National Science Centre

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

Annex 2 to the terms and regulations of awarding funding for research tasks funded by the National Science Centre under the MINIATURA call for research activities, as laid down in NCN Council Resolution No 111/2021 of 24 November 2021

**ASSESSMENT OF PROPOSALS
SUBMITTED TO THE MINIATURA CALL FOR RESEARCH ACTIVITIES**

- **Does the research planned by a person who intends to carry out the research activity meet the criterion of basic research? If the answer is YES, no justification is required. If the answer is NO, please justify.**
 - yes
 - no

- **Does the research activity meet the other requirements of the call announcement? If the answer is YES, no justification is required. If the answer is NO, please justify.**
 - yes
 - no

- **Has the proposal been prepared in a reliable manner? If the answer is YES, no justification is required. If the answer is NO, please justify.**
 - yes
 - no

A. ASSESSMENT OF THE SCIENTIFIC ACHIEVEMENTS OF THE PERSON WHO INTENDS TO CARRY OUT THE RESEARCH ACTIVITY (20%)
(career in research; a list of most important publications, including one selected publication and justification for choosing it/ for research in art, the most important artistic achievement or achievement in the research in art with justification for choosing it; participation in research projects; research experience; scholarships; prizes and awards)

- Outstanding / 5
- Very good / 4
- Good /3
- Average /2
- Poor / 1

Justification:

B. MERIT-BASED EVALUATION OF THE RESEARCH ACTIVITY AND JUSTIFICATION THEREOF IN VIEW OF THE FUTURE RESEARCH PROJECT (80%)

(the evaluation should include the scientific quality, feasibility, potential impact of the research activity on the development of the discipline; justification of the research activity in view of its potential impact on the scientific quality of the research project to be submitted under future NCN calls and/or other national or international calls)

- Outstanding / 5
- Very good / 4
- Good /3
- Average /2
- Poor / 1

Justification:

- **Are the costs of the research activity well justified? If the answer is YES, no justification is required. If the answer is NO, please justify.**
 - yes
 - no
- **Have the ethics issues been duly addressed and data management plan been duly prepared? If the answer is YES, no justification is required. If the answer is NO, please justify appropriately to the criterion.**
 - yes
 - no

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