

Annex to NCN Council Resolution No 97/2023 of 12 October 2023 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 a single research activity for the purposes of the future research projects.

II. Eligible applicants

§1. Funding proposals for a research activity, hereinafter: “proposals”, 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 2023, item 742, as amended) 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 2023, item 153, 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 apply.

III. Terms of entry

§5. The following proposals may be submitted to a MINIATURA call edition:

- 1) to carry out a single research activity that is not and has not been funded by the NCN or from any other sources. A research activity may be carried out in the form of:
 - a) preliminary /pilot studies,
 - b) library and archive searches,
 - c) fellowships,
 - d) research visits, and
 - e) consultations.

A research activity may be carried out in more than one of the forms laid down in § 5 (1) (a) – (e), as long as it is well-justified, crucial for the research activity and necessary to achieve the goals.

- 2) which comprise basic research for the purposes of 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 to or qualified for funding under another NCN call,
- 6) under which an applicant shall present the following information (in Polish or in English):
 - 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).

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.

- 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 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 MINIATURA call edition, in which a person is identified as the investigator performing a research activity, with the exception laid down in §10.

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

§10. A proposal in which a person is identified as the investigator performing a research activity, which has been rejected as ineligible, 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 OSF submission system available at: www.osf.opi.org.pl.

§12. Proposals shall be completed with information specified in the proposal form available in the OSF submission system. The call text sets forth the required information.

§13. Only complete proposals meeting all requirements set forth in the call text 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 template of which is annexed to the call text.

VI. Submission of proposals (procedure and date)

§15. The call for proposals under the MINIATURA call shall be open during the period set forth in the call text.

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

§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 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 date the call is launched.

VIII. Evaluation of proposals (procedure and criteria)

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

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

§21. The eligibility check shall consist in verification of the proposal’s completeness and verification whether the proposal meets all eligibility criteria set forth in the call text and verification whether the expenditure specified in the proposal complies with the terms set forth in **Annex 1** hereto.

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

§23. A merit-based evaluation of proposals shall be conducted by the Expert Team members.

§24. The Expert Team members evaluating a 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. The following aspects shall be reviewed in the course of a merit-based evaluation of proposals:

- 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 text.

§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 an 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 text.

§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.

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