

Annex to NCN Council Resolution No 114/2024 of 14 November 2024 amending the terms and regulations of the MINIATURA call for research activities.

TERMS AND REGULATIONS OF THE MINIATURA CALL FOR RESEARCH ACTIVITIES

I. Purpose of the call

The main purpose of the call is to fund research activities for the purposes of future research projects submitted to NCN calls and/or other national or international calls for research project.

II. Addressees of the call

§1. The call is addressed at researchers:

- 1) with a PhD degree awarded within 12 years prior to the proposal submission date¹
- 2) whose scientific achievements include at least one paper published or at least one artistic achievement or achievement in research in art,
- 3) employed by the applicant pursuant to an employment contract.

III. Applicants

§2. 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 2024, item 1571) 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: “applicants”.

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

§4. Entities for which funding constitutes state aid shall not be eligible to apply.

§5. Entities that are under receivership, in liquidation or subject to bankruptcy proceedings as well as entities that cannot provide a research activity performance warranty, shall not be eligible to apply.

IV. Terms of participation in the call

§6. MINIATURA calls shall be open to proposals covering basic research for the purposes of Article 2 (1) of the NCN Act, that can be carried out in the form of preliminary studies, library and archive searches or research visits², provided that the following terms are met:

- 1) the research theme covers any academic discipline or group of disciplines defined in the NCN panels adopted by the NCN Council,
- 2) research has not been funded by the NCN or from other sources,

¹ For multiple PhD holders, the reference date is the date of award of the first PhD. 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. In addition, this period may be extended by the number of months of childcare 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.

² Research activities may be carried out in more than one form, as long as it is well justified.

- 3) research duration must not exceed 12 months, and
- 4) funding must range from PLN 5,000 to PLN 50,000.

V. Restrictions on proposal submission

- §7. Researchers can perform a research activity under MINIATURA only once.
- §8. Only one proposal may be submitted to a MINIATURA call, in which one is identified as the investigator performing a research activity, except as laid down in §9.
- §9. A proposal, in which one is identified as the investigator performing a research activity may be re-submitted to the same edition of the MINIATURA call if it was rejected on the grounds that it did not meet the eligibility criteria. The proposal shall be re-submitted after the NCN Director's decision to refuse funding has become final.
- §10. A proposal in which one is identified as the investigator performing a research activity and which has been rejected at the stage of a merit-based evaluation, must not be re-submitted to the same edition of the MINIATURA call.
- §11. A researcher identified in the proposal as the investigator performing a research activity must not be:
- 1) identified as the authorised representative of the applicant,
 - 2) the principal investigator of a project funded by the NCN,
 - 3) a winning applicant of ETIUDA, FUGA or UWERTURA calls,
 - 4) an applicant or principal investigator in a proposal submitted to or recommended for funding under an NCN call,
 - 5) an NCN Council member,
 - 6) a former NCN Council member if the Expert Team evaluating proposal in the MINIATURA call, to which the proposal has been submitted, was formed when they were in office.

VI. Proposal submission procedure

- §12. Proposals shall be filed electronically via the OSF submission system available at: www.osf.opi.org.pl.
- §13. Proposals shall be completed with information specified in the proposal form available in the OSF submission system, the template of which is annexed to the call text.
- §14. Only complete proposals meeting all requirements set forth in the call text shall be admitted to the call.
- §15. Submission of a proposal to 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.

VII. Required information

- §16. Proposals shall be completed with information (in Polish or English) specified in the proposal form, including:
- 1) description of the research activity (*no more than 1 page, A4*)

- 2) relevance of the research activity to the research project submitted to NCN calls and/or other national or international calls, as well as justification why the research activity is crucial for the project (*no more than 1 page, A4*),
- 3) research achievements of the investigator performing a research activity:
 - one research paper in PDF format with justification for choosing it or the most important artistic achievement or achievement in research in art with justification for choosing it;
 - the most important information on career in research and research or artistic activity, or activity in research in art, including publication record, participation in research projects, research experience, lectures and presentations, awards and other significant achievements (*no more than 6000 characters, with spaces*);
- 4) research activity budget drafted pursuant to the document "Costs in research activities funded by the National Science Centre under the MINIATURA call", annexed to a Resolution on the call ;
- 5) data management plan concerning data generated or used in the course of the research activity, as required by the proposal form;
- 6) information on the ethical aspects of the project, including any consents, opinions, permits and/or approvals necessary to carry out the project in compliance with generally applicable laws and best practices adopted for a specific academic discipline, as required by the proposal form;
- 7) in the case of research activities which include clinical trials with a medicinal product or a medical device, a detailed justification of the non-commercial nature of the trials; and
- 8) declarations by the applicant, as required by the proposal form.

VIII. NCN MENTORING

- §17. Proposals may cover NCN Mentoring, whereby NCN mentors provide their guidance on drafting funding proposals submitted to NCN calls.
- §18. NCN MENTORING is provided in compliance with the call text laid down by the NCN Council.
- §19. NCN Mentors referred to in §17 must be researchers who:
- 1) have been entered into the NCN Mentor database available on the NCN webpage,
 - 2) have agreed to provide support to investigators performing a research activity in their development of a research project submitted to NCN calls,
 - 3) are not employed by the applicant pursuant to an employment contract,
 - 4) are not NCN Council members.

IX. Submission of proposals (procedure and date)

- §20. The call for proposals under the MINIATURA call shall be open during the period set forth in the call text.
- §21. The call for proposals may be suspended if the total costs budgeted in the proposal exceed twice the amount of funding allocated by the NCN Council for research activities under a MINIATURA call.
- §22. The NCN Director shall decide on the suspension of the call for proposals under the MINIATURA call.

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

§23. The criteria and procedure for selecting the Expert Team shall be set forth by the NCN Council in the document "Expert Teams of the National Science Centre – Establishing and Appointing," annexed to the call text.

XI. Evaluation of proposals (procedure and criteria)

§24. Proposals shall be subject to an eligibility check and merit-based evaluation.

§25. The eligibility check shall be performed by the coordinators.

§26. The eligibility check shall consist in:

- a) verification of the proposal's completeness,
- b) verification whether the proposal meets all eligibility criteria set forth in the call text,
- c) verification whether the budgeted costs are in line with the document "Costs in research activities funded by the National Science Centre under the MINIATURA call," annexed to a Resolution on the call.

§27. Only proposals approved as eligible shall be recommended for a merit-based evaluation.

§28. Proposals may also be rejected as ineligible in the course of a merit-based evaluation.

§29. A merit-based evaluation of proposals shall be performed by the Expert Team members pursuant to the document "Evaluation of proposals submitted to the MINIATURA call for research activities," annexed to a Resolution on the call.

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

§31. The following aspects shall be reviewed in the course of a merit-based evaluation of proposals:

- 1) compliance with the basic research criterion for the purposes of Article 2 (1) of the NCN Act,
- 2) scientific achievements of the investigator performing a research activity,
- 3) scientific quality, feasibility and potential impact of the research activity on the development of the discipline,
- 4) justification of the research activity in view of its potential impact on the scientific quality of the research project submitted to future NCN calls and/or other national or international calls,
- 5) justification of the project costs with regard to the subject and scope of the research activity, and
- 6) development of the proposal and compliance with the other requirements of the call text.

§32. The merit-based evaluation shall be based on individual reviews drafted by three Expert Team members.

§33. Proposals shall be recommended for funding if they meet all of the following conditions:

- a) their minimum final grade is 70 points,
- b) the score of "yes" has been awarded for the cost criterion in at least two individual reviews, and
- c) the costs budgeted in the proposal are within the pool of funds available in a given month.

- §34. Proposals recommended for funding that have been given the same final score-based evaluation shall be recommended for funding as long as the total costs budgeted in all of them fall within the pool of funds available for each month.
- §35. Should the Committee of Appeals of the NCN Council revoke the NCN Director's decision to refuse funding and the proposal be re-evaluated, the applicable provisions hereof shall apply. Nevertheless, the proposal must be re-evaluated within 5 months after the decision by the Committee of Appeals to revoke the NCN Director's decision, becomes final.

XII. Funding decision

- §36. The decision to award or refuse funding for a research activity shall be taken by the NCN Director within 5 months of the proposal submission date.

XIII. Call budget

- §37. The NCN Council shall decide on the MINIATURA call budget in a separate Resolution.
- §38. Funds shall be divided in proportion to the number of months of the call for proposals specified in the call text.
- §39. Funds not used in one month shall be carried forward to the next.
- §40. The NCN Council may decide to increase the call budget during the call.

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