

OPUS PROPOSAL COMPLETION IN THE ZSUN/OSF SYSTEM

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
DURATION [in months]			<p>Ongoing projects can apply for funding under the call:</p> <p>12 months, 24 months, 36 months, 48 months,</p> <p>Further sections depend on this information. Project duration <u>cannot be changed later</u>.</p> <p>If the planned duration of the project changes, a new proposal must be made.</p>
NEW PROPOSAL/PROPOSAL RESUBMITTED	<p>Has the proposal been submitted under a previous OPUS call for proposals? (YES/NO)</p>		<p>In the OPUS 20 call, it was possible to submit both an OPUS 20 proposal and an OPUS 20 LAP proposal (in international cooperation, within the LAP in which NCN was the lead agency).</p> <p>If any of these proposals were submitted in the previous edition, answer 'YES'.</p>
	<p>If YES, please indicate the OPUS or OPUS LAP proposal registration number</p>		<p>A proposal cannot be submitted in two successive editions of the OPUS call, with the exception of proposals which, in the previous call,</p>

			<p>a. were qualified for the second stage of merit-based evaluation,</p> <p>b. were not recommended for the second stage of merit-based evaluation merely on the grounds that they had not met the terms of the call, had provided for unjustified costs or had been submitted to the wrong panel or</p> <p>c. were rejected at the stage of eligibility check.</p> <p>E.g. If the proposal was submitted to the OPUS 20 call, please indicate the registration number, format: 2020/39/B/???/????? or 2020/39/I/???/?????</p>
GENERAL INFORMATION	Project title	Polish and English	<p>Title of the research project in Polish and in English.</p> <p>The title in English must be identical to the title in Polish.</p>
	Keywords	Polish and English	Keywords in English must be identical to the keywords in Polish.
	Primary NCN Review Panel		A research field should be selected in line with the current list of panels available at the NCN's website .
	Auxiliary NCN Review Panels		Choose from the list: HS1_001-HS6_021, ST1_001-ST10_016, NZ1_001-NZ9_013 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted.
APPLICANT	Applicant's status		<p>The applicant's status indicated in the proposal must be factually and legally correct.</p> <p>Only the following entities may apply for NCN funding for a research project:</p> <ol style="list-style-type: none"> 1. Higher Education Entity; 2. federations of science and HE entities;



			<ol style="list-style-type: none">3. research institutes of the Polish Academy of Sciences, operating pursuant to the Act on Research Institutes of 30 April 2010;4. research institutes, operating pursuant to the Act on Research Institutes of 30 April 2010;5. international research institutes established pursuant to separate Acts, operating in the Republic of Poland:<ol style="list-style-type: none">5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019;5b. institutes operating within the Łukasiewicz Research Network;6. Polish Academy of Arts and Sciences;7. other institutions involved in research independently on a continuous basis;8. groups of entities comprising at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company;9. scientific and industrial centres within the meaning of the Act of 30 May 2008 on certain forms of support to innovative activities;10. research centre of the Polish Academy of Sciences;11. scientific libraries;12. companies operating as R&D centres within the meaning of the Act of 30 May 2008 on certain forms of support to innovative activities;13. legal entities established with their registered office in Poland;14. natural persons;
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			<p>15. companies conducting research in another organisational form than laid down in sections 1-13.</p> <p>NOTE: if the applicant is a natural person, the entity carrying out the research project may not be a group of entities.</p>
PARTICIPATING ENTITIES	Entity's name	Polish and English	<p>Entity's name in Polish and English</p> <p>Participating entity(-ies) can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the data of the participating entity is entered from the OPI database, most of the information will be downloaded automatically.</p> <p>The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the data of the participating entity.</p>
	Country		Only entities with their registered office in Poland may be indicated.
	Leader of joint entity		<p>If the applicant is a group of entities, a leader shall be chosen.</p> <p>The PI's employer acts as a leader of the group of entities.</p>
	Agreement on collaboration for the purposes of completion of the requested research project	Polish	<p>If the applicant is a group of entities, an agreement on cooperation for the implementation of the research project applied for should be attached.</p> <p>NOTE: the group of entities may comprise only entities established in the territory of the Republic of Poland.</p> <p>Specimen document is available in the ZSUN/OSF system and call announcement.</p>

			<p>The document should be signed by the persons authorised to represent the entities comprising the group of entities.</p> <p>The specimen document contains the necessary elements and cannot be supplemented by additional cooperation arrangements.</p> <p>The provisions of the specimen document may not be modified or supplemented by additional arrangements between the entities.</p> <p>A group of entities has the right to sign additional documents governing cooperation within the group, but these should not be attached to the proposal in the ZSUN/OSF system.</p> <p>File format: PDF; qualified electronic signature in PAdES format or scan of a handwritten document required.</p> <p>NOTE: agreements containing mixed forms of signatures will be accepted, e.g. the leader signs the document with a qualified electronic signature, while the partner(s) sign(s) it by hand. In this case, the agreement should first be signed by hand and then a scan of the handwritten document should be signed with a qualified electronic signature in the PAdES standard.</p> <p>NOTE: the agreement must contain the signatures of the persons representing the entities comprising the group of entities. If the document is signed by a person other than the one indicated as representing the entity (i.e. the authorised person), the relevant power of attorney must be attached to the proposal.</p>
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INFORMATION ON PARTICIPATING ENTITY	Head of the entity/ Authorised representative		<p>Fill in the required fields as indicated in the system.</p> <p>If the acknowledgement of submission is signed by a person authorised to represent the entity and not the head of the entity, a power of attorney/authorisation to represent the entity for the purposes of submitting the proposal to NCN should be attached to the proposal.</p>
	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)		<p>Fill in the required fields as indicated in the system.</p> <p>If the applicant is not registered in the Register of Companies of the National Court Register, the option "not applicable" should be ticked.</p>
	Contact information		<p>In this section, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box address, website address, etc.).</p> <p>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address.</p> <p>NOTE: provision of the Electronic Delivery Box address is obligatory.</p>
	Address of registered office and contact address		<p>Fill in the required fields as indicated in the system.</p>

	<p>Does the entity belong to the public finances sector? (YES/NO)</p>		<p>If YES, classification of entities according to the Act on Public Finances</p> <ol style="list-style-type: none">1. public authorities, including government administration authorities, state control and law protection authorities as well as courts and tribunals2. local government units and their associations<ol style="list-style-type: none">2.a metropolitan associations3. budgetary units4. local government budgetary enterprises5. executive agencies6. public sector enterprises7. special purpose state funds8. Polish Social Insurance Institution (ZUS) and funds under its management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President9. Polish National Health Fund (NFZ)<ol style="list-style-type: none">10.a independent public health care centres, self-governing independent public health care centres10.b independent public health care centres, other independent public health care centres11. public higher education (HE) institutions12. Polish Academy of Sciences and its organisational units13.a cultural institutions financed by state or local government, cultural institutions financed by state, financed by local authority
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			<p>13.b Cultural institutions financed by state or local government, cultural institutions financed by local authority</p> <p>14. other legal entities financed by state or local government, established pursuant to other acts to perform public tasks, with the exception of enterprises, research institutes, institutes operating within the Łukasiewicz Research Network, banks and commercial law companies</p>
	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)		<p>An entity being under receivership, in liquidation or subject to bankruptcy proceedings cannot be the applicant nor the entity carrying out the research project.</p> <p>If you answer "YES", the system will block further completion of the proposal.</p>
	Does the entity receive any operating support for research?	English	<p>When the entity applying for the funding call does not receive subsidies to perform a scientific activity, the proposal submitted in the ZSUN/OSF system shall be attached with (in English):</p> <ul style="list-style-type: none"> • information on scientific research performed in the last two years before submission of the proposal together with a list of publications affiliated with the applicant/host institution; • information on scientific and research instruments and other equipment used for research. <p>File format: PDF; qualified electronic signature in PAdES format or scan of a handwritten document required.</p>

			<p>In the case of a group of entities: a separate document is required for each of the entities not receiving a research subvention.</p>
STATE AID	Will the requested project constitute state aid?		<p>The Principal Investigator (PI) and the person(s) representing the entity are obliged to be familiar with the rules governing application for state aid.</p> <p>In case of applying for state aid, the applicant is obliged to fill in additional fields in the proposal and to submit additional attachments according to the instruction available on the NCN website under the section State aid.</p> <p>NOTE! All attachments should be signed with a qualified electronic signature in PAdES format by the person(s) authorised to represent the company.</p> <p>The person who is the principal investigator (PI) may not at the same time be the person representing the applicant. In the case of attachments submitted in the form of a copy of a document (e.g. a copy of the financial statements), this copy must be certified as a true copy of the original (the clause "certified as a true copy" placed on each page of the document or the clause "certified as a true copy from page ...to page ..." placed on the first page of the document, together with a legible signature of the person authorised to represent the entity) placed on the first page of the document, together with a legible signature of the person authorised to represent the entity). The certified true copy should be scanned, signed with a qualified electronic signature in PAdES format and attached as a PDF to the proposal.</p>

INTERNATIONAL COOPERATION	Type of cooperation Countries Entities	English	<p>In this section you should answer the question “ Does the project include any international cooperation ?”</p> <p>If “YES”, please provide information on the planned international cooperation (country and entity) together with a description of the benefits resulting from the cooperation or choose its type:</p> <ol style="list-style-type: none"> 1. International cooperation with partners from foreign scientific institutions that do not apply for funding for this purpose within the framework of programmes announced by partner institutions, organised in cooperation with NCN on the basis of lead agency procedure; 2. International cooperation with the use of large international research equipment by the Polish research teams. <p>The following are not considered international cooperation:</p> <ol style="list-style-type: none"> 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) cooperation with foreign researchers employed by Polish entities. <p>In the OPUS call, if you mark "YES", the international cooperation will be taken into account in the evaluation of the proposal.</p> <p>NOTE: the proposal should not be accompanied by any documents proving international cooperation. In the case of international cooperation, only the benefits of the cooperation need to be described.</p>
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ABSTRACT		English	<p>The abstract should contain the most important information about the project, as it is included in the invitation to review.</p> <p>Limit up to 4500 characters, including spaces (plain text – no designs or graphics).</p>
ABSTRACT FOR THE GENERAL PUBLIC		Polish and English	<p>Abstract for the general public must be attached in Polish and in English.</p> <p>Both language versions must be identical.</p> <p>The abstract for the general public should include the project's goal, description of research, reasons for attempting a particular research topic and substantial results expected. May include drawings/ charts/ schematics.</p> <p>Should the project qualify 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.</p> <p>The abstract must be targeted at the general public, including persons who are not experts in a given area or who are not scientists.</p> <p>The descriptions must be attached as two separate PDF files (up to 10 MB).</p> <p>File format: 1 page, A4. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.</p>

RESEARCH TASKS		Polish and English	<p>Research tasks planned to be performed by the Polish scientific team in Polish and English.</p> <p>Both language versions must be identical. The purchase of research equipment, participation in conferences, preparation of publications, etc. <u>are not regarded</u> as research tasks.</p> <p>If funding is granted, the Research plan will be attached to the contract.</p>
PROJECT TEAM	Number of team members	English	<p>This section should provide information on the research team (number of team members, type of participation, scope of work, required qualifications).</p> <p>Provide the number of all members of the research team planned to carry out the project (including the principal investigator (PI) and other contractors, including those not remunerated).</p> <p>Possible types of participation to choose from: principal investigator (PI), fellow/student/doctoral student, post-doc, senior researcher, contractor.</p> <p>Only the principal investigator (PI) and senior researcher.</p> <p>A post-doc position is a full-time position planned by the principal investigator (PI) for a person who has acquired a scientific doctorate more than 7 years before the year such person was employed in the project. The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave in connection with inability to work. Additionally, the period could also be extended by the time of child rearing leave granted in line with the Labour Code; in the case of women by 18 months for each born or adopted child, if such</p>

			<p>presentation of the breaks to the scientific career was more advantageous.</p> <p>A Senior Researcher position is a full-time position, co-financed by the participating entity, in which employment in this position is planned by the principal investigator (PI) for a person who has obtained a doctoral degree at least 7 years before the date of proposal¹, and has completed a foreign post-doctoral fellowship(s), possessing specialist knowledge, unique competencies and the experience necessary to perform the research tasks planned in the project.</p> <p>NOTE: the proposal should not indicate by name people who will be selected in open calls, i.e. people planned to be employed from the NCN budget in a post-doc position and within the framework of NCN scientific scholarships for students and PhD students granted in accordance with the Regulations for awarding scientific scholarships in research projects financed from the funds of the National Centre of Science.</p> <p>The indication by name of candidates for post-doc positions or NCN research fellowships is grounds for rejection of the proposal on formal grounds.</p> <p>Principles of planning remuneration costs and scholarships and their amount are defined in 2.1 of the attachment to the Regulations on granting funds for the implementation of tasks financed by the National Science Centre.</p>
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PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	<p>This section should provide information on the principal investigator (PI). A principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the principal investigator (PI) data are entered from the OPI database, most of the information will be pulled in automatically.</p> <p>The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the data of the principal investigator (PI).</p> <p>The principal investigator's call (PI) might be a person whose scientific achievements include at least one paper that has been published or accepted for printing.</p> <p>For research in art, a principal Investigator (PI) may be a person whose scientific achievements include at least one paper that has been published or accepted for printing, or at least one artistic and scientific achievement.</p> <p>The principal investigator (PI) may only be a person employed on the basis of an employment contract for at least half of the full-time employment in the entity planned as the site of the research project throughout the project implementation. This requirement does not apply to persons drawing a pension from a social insurance scheme.</p> <p>NOTE: the principal investigator (PI) is obliged to stay for at least 50% of the project's duration on the territory of the Republic of Poland and remain at the disposal of the participating entity implementing the</p>
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			<p>project. Included in this time are documented by business trips that are directly related to the project and holidays regulated by Labour law.</p>
	PhD degree		<p>Fill in the required fields as indicated in the system.</p> <p>In the OPUS call, the principal investigator (PI) does not need to hold a PhD degree.</p> <p>In the case of persons who have obtained more than one doctoral degree, the date on which the first degree was obtained should be indicated.</p>
	Information on career breaks – scientific and research track record	Polish	<p>It is possible to introduce information on career breaks that have extended the period from which to show scientific achievements, i.e.: projects and publications, and in the case of scientific activities in the field of creativity and art: artistic and artistic-scientific achievements (the other elements of the questionnaire concern the whole period of scientific activity of the principal investigator (PI)).</p> <p>Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected over a period of 10 years before the proposal submission year. Number of days.</p> <p>Both maternity and paternity: Parental leaves granted pursuant to the Labour Code. Number of days.</p> <p>For maternity only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. If the number of children is quoted as well as the number of days of parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.</p>

	Academic disciplines		<p>Mandatory field.</p> <p>Provide information on the main scientific discipline (according to the classification of the Ministry of Science and Higher Education) to which the principal investigator (PI) is assigned. A maximum of two may be indicated. The discipline indicated first will automatically be indicated as the main discipline. This selection can be changed.</p>
	Early-stage scientist		<p>Section only displayed if, based on the annual date of award of the doctoral degree, it is presumed that the principal investigator (PI) may be a young researcher.</p>
	Personal data and contact information	Polish	<p>In this section you need to fill in the data of the principal investigator (PI), contact details and addresses: residence, correspondence, Electronic ID of the researcher.</p> <p>NOTE: please enter your correct Electronic Delivery Box address or e-mail address in the contact details tab.</p> <p>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address or e-mail address.</p> <p>In case the principal investigator (PI) does not have an Electronic Delivery Box address then only the e-mail address should be provided.</p> <p>Researcher's electronic identifier – optional, ORCID system identifier (www.orcid.org)</p>
	Employment	Polish and English	<p>The name of the entity in Polish and English and the position held.</p> <p>Also the option – without employment.</p>

	Academic and Research Track Record	Academic and Research Career	English	<p>NOTE: all sections of the principal investigator's (PI) academic performance questionnaire must be completed in English.</p> <p>This section should provide information on the scientific career of the principal investigator (PI).</p> <p>Information on academic degrees/titles: date degree/title conferred, institution, discipline; academic career: start date – end date, institution, position.</p>
		Publication Record		<p>From 1 to 10 of the most important papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2011 to 15.06.2021) and attach, as PDF files, one to three publications from this list.</p> <p>For research in art, up to 10 of the most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2011 to 15.06.2021). If one or more publications are listed, one to three of them to be attached as PDF files.</p> <p>The period from which the publications must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record</i></u>.</p>
		Artistic Achievements		<p>For research in art: description of up to 10 of the most important artistic achievements and achievements in research in art (in the proposal submission year or over the period of 10 years prior to the proposal submission year, i.e. from 01.01.2011 to 15.06.2021) with a nationwide or</p>

				<p>international impact, e.g. authoring and publishing a work of art (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a festival with an international impact, directing an international artistic venture.</p> <p>Optional.</p> <p>A maximum of 10 may be indicated in total: publications or artistic and artistic-scientific achievements.</p> <p>The period from which the publications or artistic or artistic and scientific achievements must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record.</i></u></p>
		<p>NCN - funded research</p>		<p>Information on managing research projects or other research funding obtained from NCN calls in the year of proposal or in the last 10 years before the year of proposal (i.e. from 01.01.2011 to 15.06.2021).</p> <p>The period from which the projects must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record.</i></u></p> <p>If the data of the principal investigator (PI) are entered from the OPI database, the information on NCN projects is downloaded automatically. The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) on the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>For studies completed and settled, information on the outcome of the recommendation and the Centre's decision will be visible.</p>

				<p>Note! Projects that have been selected for funding by the Ministry of Science and Higher Education and whose documentation has been submitted to the National Science Centre should be indicated in the section: <i>Other research projects outside NCN</i>.</p>
		European projects		<p>Involvement in research projects not co-financed from the Polish budget (national budgets⁴), selected in the European Union research and innovation programmes (ERC, 7TH FRAMEWORK PROGRAMME, HORIZON 2020 AND HORIZON EUROPE).</p> <p>Only projects that:</p> <ul style="list-style-type: none"> - are or have been carried out in the year of proposal or within 10 years prior to the year of proposal (i.e. from 01.01.2011 to 15.06.2021); - are or have been funded from the funds for science; - were selected through calls; - are not and have not been funded by the Polish/national budget. <p>The period from which the projects must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record</i></u>.</p>
		Other non-NCN research project		<p>Data to be entered manually.</p> <p>Information on managing other research projects financed within national or international calls (other than NCN) in the year of applying or in the last 10 years before the year of applying (i.e. from 01.01.2011 to 15.06.2021).</p> <p>Enter projects in which one has acted as principal investigator (PI) and which:</p>



			<ul style="list-style-type: none">- are or have been carried out in the year of proposal or within 10 years prior to the year of proposal;- are or have been funded from the funds for science;- have been selected in domestic or international calls; and- are not and have not been funded from the operating support funds. <p>Acting as a principal investigator (PI) shall also be understood as management/coordination of a research team in international projects or programmes.</p> <p>The period from which the projects must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record</i></u>.</p> <p>NOTE: this section should indicate projects which were qualified for funding by the Ministry of Science and Higher Education and whose documentation was submitted to the National Science Centre.</p>
		Research achievements	<p>Description of one, the most important scientific achievement.</p> <p>Note: The field must not be empty. If the most important achievement is missing, write: none.</p>
		Research experience	<p>Scientific experience gained in Poland and abroad (period of stay, country, institution, type of stay).</p> <p>Optional.</p>
		Distinctions and awards	<p>The most important national or international distinctions resulting from conducting scientific research and other scientific and artistic activities.</p> <p>Optional.</p>



		Lectures and papers		<p>Information on keynote speeches and presentations delivered at renowned international conferences and in the case of the arts, information on active participation in international exhibitions, festivals, artistic events and projects in fine arts, music, theatre and film.</p> <p>Optional.</p>
		Other major scientific achievements		<p>Information on other relevant learning achievements and scholarly activities.</p> <p>Optional.</p>
SENIOR RESEARCHER	Information			<p>This section should provide information on the Senior Researcher.</p> <p>A senior researcher can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the senior researcher data are entered from the OPI database, most of the information will be pulled in automatically.</p> <p>The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the senior researcher data.</p> <p>NOTE: the creation of a post is optional. Both the rationale for its creation and the person's achievements, competences and qualifications shall be subject to a substantive assessment.</p>
	Contribution to the project		English	Specify the type of participation, the entity and the scope of work.

	<p>Eligibility of Senior Researcher for the call</p>	<p>Polish and English</p>	<p>This section should answer the questions:</p> <p>“Does the person planned for the position of the Senior Researcher have a PhD?</p> <p>According to the terms of the call, the person intended to be recruited as a researcher should have obtained a doctoral degree at least 7 years before the date of proposal. Career breaks do not affect the eligibility of an individual for employment in that position.</p> <p>If you answered "YES", please indicate the date of award of the degree, the field (for those who have obtained more than one doctoral degree, the reference date is the date of obtaining the first one) and the scientific discipline, as well as the name of the subject.</p> <p>Has the proposed Senior Researcher completed a documented traineeship(s) of at least 24 months in total in organisations other than the project provider(s), including at least 10 months of continuous and documented postdoctoral training in an organisation other than the project provider and in a country other than the country where the doctorate was awarded?</p> <p>Please tick 'YES'.</p> <p>Fulfilment of this formal condition will be verified on the basis of data included in the tab: <i>Experience gained at home and abroad</i>.</p> <p>The lack of information enabling the verification of this criterion will constitute a basis for the rejection of the proposal for formal reasons.</p>
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	Information on career breaks		<p>Here one can enter information on career breaks that extend the period from which to show scientific achievements, i.e.: projects and publications, and in the case of scientific activities in the field of creative and artistic work: artistic and artistic-scientific achievements (the remaining elements of the questionnaire concern the whole period of the researcher's scientific activities).</p> <p>Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected over a period of 10 years before the proposal submission year. Number of days.</p> <p>Both maternity and paternity: Parental leave granted pursuant to the Labour Code. Number of days.</p> <p>For maternity only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. If the number of children is quoted as well as the number of days of parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.</p>
	Personal data		<p>This section should contain the data of the Senior Researcher, i.e. name, surname, title/degree, date of birth or PESEL (if applicable), nationality, gender.</p>
	Justification for recruitment	English	<p>This section should provide:</p> <ol style="list-style-type: none"> 1. justification of the need for a Senior Researcher position in the project; 2. justification for employing the indicated person, taking into account his/her unique competences and specialised

			<p>qualifications to perform the research tasks planned in the project.</p> <p>Limit up to 4500 characters.</p>
Academic and Research Track Record	Academic and Research Career	English	<p>This section should provide information on the scientific career of the senior researcher.</p> <p>Information on academic degrees/titles: date degree/title conferred, institution, discipline; academic career: start date – end date, institution, position.</p>
	Publication Record		<p>From 1 to 10 of the most important papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2011 to 15.06.2021) and attach.</p> <p>For research in art, up to 10 of the most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2011 to 15.06.2021).</p> <p>The period from which the publications must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record</i></u>.</p>
	Artistic Achievements		<p>For research in art: description of up to 10 of the most important artistic achievements and achievements in research in art (in the proposal submission year or over the period of 10 years prior to the proposal submission year, i.e. from 01.01.2011 to 15.06.2021) with a nationwide or</p>

				<p>international impact, e.g. authoring and publishing a work of art (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a festival with an international impact, directing an international artistic venture.</p> <p>Optional.</p> <p>A maximum of 10 may be indicated in total: publications or artistic and artistic-scientific achievements.</p> <p>The period from which the publications or artistic or artistic-scientific achievements must be presented will be extended by the breaks indicated in the <i>Information on career breaks – scientific and research track record</i>.</p>
		<p>Scientific experience</p>		<p>Scientific experience gained in Poland and abroad (period of stay, country, institution, type of stay).</p> <p>NOTE: This section should also include information on documented post-doctoral training(s) of a total duration of at least 24 months in entities other than the participating entity(ies) implementing the project, including at least 10 months of continuous and documented post-doctoral training in an entity other than the participating entity implementing the project and in a country other than the country where the doctoral degree was obtained.</p>
		<p>Other major scientific achievements</p>		<p>Information on other relevant learning achievements and scholarly activities.</p> <p>Optional.</p>

ETHICAL ISSUES		English	<p>Before completing the questionnaire in the ZSUN/OSF system, you should read the two documents attached to the notice of the call: Guidelines for applicants to complete the Ethics Issues form in the proposal and Code of the National Science Centre on research integrity and applying for research funding. The questionnaire should then be completed.</p> <p>If the answer to any of the questions on the form is YES, please describe what actions have been/will be taken to ensure that the research planned in the OPUS proposal is carried out in accordance with the principles of good practice in the scientific field/discipline concerned and provide information on whether any approvals have already been given or how these conditions will be met.</p> <p>NOTE: there is no obligation to attach consents/permissions or information on consents/permissions already obtained to the proposal. In the case of studies which require such approvals/permissions, these should be obtained prior to commencement of the study and included in the forthcoming annual/final report.</p>
DATA MANAGEMENT PLAN		English	<p>NOTE: data should be provided in English.</p> <p>Before completing this part of the proposal, please read the document "Guidelines for applicants to complete the data management plan in the proposal". It is possible to tick "not applicable" in the questionnaire.</p> <p>The NCN recognises that some projects will not generate, re-use or analyse research data and similar materials. In these cases, a short explanation is required as an answer to question 1.1. How will new data be collected or produced and/or how will existing data be re-used?</p>
	Principal Investigator (PI)	English	These questions must be answered:

SIMILAR RESEARCH TASKS			<p>Is the principal investigator (PI) applying for funding of the research tasks included in this proposal also receiving funding from other sources? (YES/NO)</p> <p>If YES, fill in the sources of funding</p> <p>Is the principal investigator (PI) currently working on or has he/she completed research tasks similar to the tasks included in this proposal? (YES/NO)</p> <p>If YES, indicate ongoing and completed research tasks for which double funding might be suspected if funding is obtained for research tasks covered by this proposal. The explanation should clearly indicate the differences between the research tasks and justify the need to fund the research tasks in this proposal.</p>
	Authorship/co-authorship of the project		<p>The question whether the principal investigator (PI) is the author of the project descriptions or a co-author should be answered. If the principal investigator (PI) is a co-author of the project descriptions, the authors of the project descriptions should be indicated. The information must be factually and legally correct.</p>
	Entity(-ies)		<p>Information about applying for funding for the research tasks indicated in the proposal from other sources shall also be given by the entity/entities (in case the applicant is a group of entities).</p> <p>The question must be answered:</p> <p>Is the entity applying for funding of the research tasks included in this proposal also receiving funding from other sources?</p> <p>If YES, fill in the sources of funding</p>

SHORT DESCRIPTION		English	<p>The summary description (up to 5 pages) must include:</p> <ol style="list-style-type: none"> 1) the scientific goal of the project (description of the problem to be solved, research questions and hypotheses); 2) the significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline); 3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis); 4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research); 5) project literature (a reference list for publications included in the project description, with full bibliographic data). The above-mentioned sections, including references to literature, are required. <p>Failure to include any of them shall constitute a reason for rejection of the proposal on formal grounds.</p> <p>NOTE:</p> <p>Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the detailed project description, therefore this description should include information necessary for the proposal to be evaluated.</p> <p>The description must be delivered as a PDF file (up to 10 MB).</p> <p>Text limit: 5 pages, A4.</p>
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			<p>Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.</p>
DETAILED DESCRIPTION		English	<p>The detailed description (up to 15 pages) must include:</p> <ol style="list-style-type: none"> 1) the scientific goal of the project (description of the problem to be solved, research questions and hypotheses); 2) the significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline); 3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis); 4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research); 5) project literature (a reference list for publications included in the project description, with full bibliographic data). The above-mentioned sections, including references to literature, are required. <p>Failure to include any of them shall constitute a reason for rejection of the proposal on formal grounds.</p> <p>NOTE:</p> <p>Experts evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description, therefore this description should include information necessary for the project to be evaluated.</p>



			<p>The description must be delivered as PDF file (up to 10 MB).</p> <p>Text limit: 15 pages, A4.</p> <p>Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.</p>
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PERSONNEL COSTS AND SCHOLARSHIPS	PI	Polish and English	<p>Remuneration should be planned in accordance with the Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects applicable to the Opus call under which the proposal is submitted.</p> <p>The remuneration of the principal investigator (PI) can only be planned under one category: full-time remuneration or additional remuneration. The principal investigator (PI) also has the option to select "no remuneration".</p> <p>The FTE remuneration for the principal investigator (PI) may be planned for a period that is shorter than the performance period of the research projects, in amounts proportionally lower for the period for which it is planned.</p> <p>The employment of a principal investigator (PI) on the basis of a full-time or part-time employment contract is also possible with funds under the category of additional remuneration.</p> <p>According to the Regulations the budget of additional remuneration shall be calculated as follows: the composition of the research team excludes the persons to be employed under the FTE remuneration budget and under the budget for remuneration and scholarships for under- and post-graduate students if the budgets are provided for in the call.</p> <p>Therefore, when it's planned that a principal investigator (PI) be employed from the full-time salary budget, he/she is not entitled to receive additional remuneration.</p> <p>Remuneration for the principal investigator (PI) – PLN 150,000 per year if the principal investigator is employed on a full-time basis; in the case of</p>
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			employment other than full-time the principal investigator may receive remuneration of up to PLN 3,000 per month.
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	Post-doc		<p>Remuneration for a post-doc – PLN 120,000 per year (in justified cases, this amount may be increased), provided that the person intended for employment fulfils all the following conditions:</p> <ul style="list-style-type: none"> a) will be selected under an open competition held by a recruitment commission nominated by the principal investigator (PI) performing the research project, composed of the principal investigator (PI) as the chairperson and a minimum of two persons designated by the principal investigator (PI) holding the appropriate scientific or professional qualifications. The candidate shall be assessed on the basis of the criteria set out in the call announcement, and the results of the call shall be made public by posting on the website of the entity to perform the research project; b) the project leader was not the supervisor or associate supervisor of his/her dissertation; c) obtained a doctoral degree in an entity other than the one where the post is planned to be filled or completed a continuous and documented post-doctoral training of at least 10 months in an entity other than the participating entity implementing the project and in a country other than the country where the doctoral degree was obtained; d) will be employed for a minimum of 6 months; e) when the remuneration is paid, such person is not paid any other remuneration from funds allocated as indirect costs under research projects financed under NCN's calls;
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			<p>f) when the remuneration is paid, such person is not paid remuneration from any other employer under an employment contract, including an employer domiciled in Poland.</p> <p>Where the applicant is no. 8 (Group of entities) it is possible for a group of entities to schedule this position in more than one entity, provided that each of these individuals meets the above conditions.</p> <p>It is permitted to employ several people in post-doc positions provided that the total duration of employment of all people in these positions does not exceed twice the planned duration of the project and the employment of one person is not shorter than 6 months.</p> <p>It is possible to specify a higher amount of remuneration if this is justified with circumstances specified in the proposal. The reasons for increasing the remuneration shall be reviewed by the Team.</p> <p>The FTE remuneration for a person in a post-doc position may be planned for a period that is shorter than the performance period of the research projects, in amounts proportionally lower for the period for which it is planned.</p>
	<p>Scholarship grantee/Student/PhD student</p>		<p>Scholarships and remuneration for students and doctoral students (the maximum budget is PLN 10,000 for each month of the project). The total amount of remuneration and scholarships financed under NCN for under- and post-graduate students under one or more research projects financed by NCN may not exceed PLN 5,000 monthly.</p> <p>Within the budget for remuneration and scholarships for under- and post-graduate students, it is possible to plan funds for:</p> <ul style="list-style-type: none"> – NCN scientific scholarships for students and doctoral students, – doctoral scholarships, – remuneration for students and doctoral students.

			<p>In the event that the requested funding constitutes state aid, the remuneration cannot be paid in the form of NCN research scholarships for students and doctoral students, or doctoral scholarships.</p>
	<p>Senior Researcher position</p>		<p>It is possible to plan the participation of only one person, who must be indicated by name. The qualifications of this person and the rationale for creating the post will be subject to formal and substantive evaluation.</p> <p>Full-time remuneration for the position of Senior Researcher can be planned within the project's funds in the amount of PLN 60,000 per year, provided that this remuneration will be co-financed from the funds of the entity in which the project is implemented in the amount of at least PLN 60,000 per year and the person planned to be employed in this position will fulfil all the following conditions:</p> <p>a) will be employed for a period of not less than 6 months on a full-time basis and their remuneration will be subsidised from the funds of the participating entity in which the employment in this position is planned, in the amount of at least PLN 60,000 per year;</p> <p>b) has completed a documented post-doctoral fellowships or fellowships of a total duration of at least 24 months in entities other than the participating entity(ies) implementing the project, where employment in this position is planned, including at least 10 months of continuous and documented post-doctoral fellowship in an entity other than the participating entity(ies) implementing the project and in a country other than the country where the doctoral degree was obtained;</p> <p>c) when the remuneration is paid, such person is not paid any other remuneration from funds allocated as indirect costs under research projects financed under NCN calls;</p>

			<p>d) when the remuneration is paid, such person is not paid remuneration with any other employer under an employment contract, including an employer domiciled in Poland;</p> <p>e) the principal investigator (PI) will not be paid any pension benefit from the social insurance system.</p> <p>NOTE: in this section, the person representing the participating entity where the post is envisaged must submit a declaration that they commit to subsidising the post with at least PLN 60,000 per year.</p>
	Investigator		<p>Additional remuneration for members of the research team – if the principal investigator (PI) does not plan to work full-time on the project, his/her salary is included in the additional salary pool. Additional remuneration may be planned for members of the research team to be employed under employment contracts in full or part-time jobs and under civil law contracts.</p> <p>In the OPUS call, it is not possible to plan remuneration for students or PhD students within the additional remuneration.</p> <p>A member of the research team who is paid remuneration under an employment contract in the entity performing the research project, may be paid additional remuneration solely in a form other than under a civil law contract.</p> <p>The budget for additional remuneration shall be calculated as follows: the composition of the research team excludes the persons to be employed under the FTE remuneration budget and under the budget of remuneration and scholarships for under- and post-graduate students if the budgets are provided for in the call.</p>

			<p>The number of persons calculated as specified above will constitute the basis to calculate the maximum budget for additional remuneration under the research project. The maximum budget for additional remuneration planned for the principal investigator (PI) may not be increased when the project is being performed.</p> <p>In the OPUS call, the budget for additional remuneration per each month of project performance, for all investigators may amount to a maximum of :</p> <ul style="list-style-type: none">a) when the principal investigator (PI) does not plan to be employed under the FTE remuneration:<ul style="list-style-type: none">– PLN 3 thousand per one person;– PLN 4.5 thousand per two persons, including a maximum of PLN 3 thousand for the principal investigator (PI) ;– PLN 5.5 thousand per three or more persons, including maximum PLN 3 thousand for the principal investigator (PI) .b) when the principal investigator (PI) plans to be employed under the FTE remuneration:<ul style="list-style-type: none">– PLN 1.5 thousand for one person;– PLN 2.5 thousand for two or more persons. <p>More information on the rules of planning the costs may be found in the LAP Regulations and in the Regulations on awarding scholarships in NCN-funded research projects.</p> <p>If unjustified costs are planned, proposals may be rejected.</p>
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RESEARCH EQUIPMENT			<p>This category covers the purchase or development costs of scientific and research instruments, other equipment and software required to perform scientific work.</p> <p>The project may not finance or co-finance the purchase or production of scientific and research equipment and IT infrastructure whose unit value exceeds PLN 500,000.</p> <p>Leasing of scientific and research equipment is a non-eligible cost.</p>
OTHER DIRECT COSTS			<p>In the section "Other direct costs", indicate the relevant type of costs, their amount and the justification for their expenditure.</p> <p>Costs must be planned according to the Regulations on awarding funding for research tasks funded by the National Science Centre.</p> <p>Such costs include:</p> <ul style="list-style-type: none"> • materials and small equipment; • outsourced services; • business trips; • visits and consultations; • collective investigators; • other (other costs).



OPEN ACCESS			<p>Open Access indirect costs of up to 2% of direct costs, which can only be used for costs related to making publications or research data available in open access</p> <p>Please enter the amount of Open Access costs planned for the whole project implementation period (in PLN).</p> <p>The costs of publishing Open Access work can only be planned as part of indirect costs. OA costs, excluding the publication of monographs, cannot be planned under direct costs.</p> <p>The National Science Centre allows for the possibility of covering part of the costs of publishing in open access from the remaining indirect costs or from the entity's own resources.</p>
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Budget summary			<p>This section will present a summary breakdown of planned costs by year, according to the declared project implementation period (if the planned project implementation period is longer than 12 months).</p> <p>The amount of indirect costs should be indicated in this section.</p> <p><u>Indirect costs</u> are costs that are directly related to the research project and required to perform it. Indirect costs consist of:</p> <ul style="list-style-type: none"> – open Access indirect costs of up to 2% of the direct costs to be planned in the Open Access category; – other indirect costs of <u>up to 20% of direct costs</u>, which may be allocated to costs indirectly related to the project, including costs of making publications or research data accessible through open access. <p><u>At the stage of project performance, the host institution shall be obliged to agree with the principal investigator (PI) a minimum 25% of the indirect costs to be covered.</u></p> <p>This section will show the percentage of planned Open Access indirect costs.</p>
Administrative declarations			<p>This section of the proposal contains administrative statements that must be accepted by both the principal investigator (PI) and the person representing the participating entity.</p>
Personal data protection			<p>Information on personal data processing.</p> <p>Personal data provided by principal investigators (PIs) and applicants in the proposal will be processed by the National Science Centre until the</p>



			<p>end of implementation of these projects and their settlement (in case of receiving funding), and after this period will also be used for statistical purposes. The collected data will be processed in order to evaluate the proposal, the project as well as the tasks carried out by NCN, disseminate information on the calls organised by NCN. Data processing also includes monitoring, supervision and evaluation of the implementation and settlement of projects that have received funding from NCN. For more information, see https://www.ncn.gov.pl/dane-osobowe?language=pl</p>
Experts	Information on possible conflict of interest – information only for NCN employees		<p>In this part of the proposal, the principal investigator (PI) may indicate a maximum of 3 persons who, in his/her opinion, should not evaluate the proposal due to a possible conflict of interest.</p> <p>Provide their names and affiliations.</p> <p>The final decision on the selected experts is taken by the NCN</p>

<p>ELECTRONIC SUBMISSION</p> <p><i>The section will appear after clicking "Block for the NCN"</i></p>	<p>PI's confirmation of submitting the proposal</p> <p>Entity's confirmation of submitting the proposal</p>		<p>This section will be available when the proposal is blocked.</p> <p>In this section, download acknowledgements of submission by the person(s) representing the entity and the principal investigator (PI). Confirmations must be signed with a qualified electronic signature in PAdES format or with a trusted signature in PAdES format or by hand, and a scan of this document as a PDF file must be attached to the proposal.</p> <p>Note! Confirmations of submission may also be accompanied by a trusted signature in PAdES format.</p> <p>When the applicant is a group of entities, the confirmation shall be signed solely by a person representing the leader of the group of entities.</p> <p>If the acknowledgement of submission is signed by a person authorised to represent the entity, and not the head of the entity (rector, director, etc.) the proposal should be accompanied by a power of attorney/authorisation to represent the given entity with regard to the submission of proposals to NCN.</p> <p>NOTE: confirmations that relate to the final version of the proposal must be attached to the proposal.</p>
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