



**Order No 32/2022 of 2 June 2022  
by the Director of the National Science Centre  
amending Order No 56/2020  
on the evaluation of monographs in research projects  
funded by the National Science Centre**

Pursuant to § 2 (3) of the Organisational Regulations of the National Science Centre's Office and according to the tasks of the Scientific Coordinators of the National Science Centre, as adopted by Order No 75/2021 of 26 November 2021 of 26 November 2021 by the Director of the National Science Centre, the following monograph evaluation procedure is hereby adopted for research projects funded by the National Science Centre.

**§ 1. Abbreviations and definitions**

- 1) NCN shall mean the National Science Centre;
- 2) NCN Act shall mean the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2019, item 1384);
- 3) Council shall mean the Council of the National Science Centre;
- 4) Director shall mean the Director of the National Science Centre;
- 5) Coordinator shall mean a scientific coordinator defined in Article 2 (5) of the NCN Act;
- 6) Monograph shall mean a monograph defined in §10 of the Regulation of the Minister of Science and Higher Education on the evaluation of the quality of research activity of 22 February 2019 (Journal of Laws of 2019, item 392);
- 7) Manuscript shall mean a monograph submitted for evaluation to the NCN before its publication;
- 8) Expert shall mean a person nominated by the Council Members and designated by the Director to evaluate the manuscript;
- 9) Research Project shall mean a research project defined in Article 2 (2) of the NCN Act; and
- 10) Expert Team shall mean the Expert Team elected by the Council to evaluate proposals submitted in NCN calls and assess the financial settlements for awarded research funds.

**§ 2. General provisions**

- 1) In the course of a research project that has received NCN funding for monograph publication, the principal investigator shall submit the manuscript for evaluation to the NCN. The publication costs shall be deemed eligible if the manuscript is evaluated successfully. The list of potentially eligible costs can be found in Annex 1 hereto;
- 2) The manuscript shall be delivered to the NCN electronically together with the monograph submission form filled out by the principal investigator pursuant to Annex 2 hereto. The manuscript and monograph submission form shall be delivered to the NCN via the Electronic Delivery Box to the following address: /ncn/SkrytkaESP.
- 3) The manuscript and monograph submission form shall be delivered to the NCN no later than 9 months before the end date of the research project;
- 4) The complete NCN manuscript evaluation procedure shall take up to 9 months. In specific cases, this period may be extended by the NCN. The manuscript evaluation period shall start on the date the manuscript and monograph submission form are delivered to the Electronic Delivery Box of the NCN;
- 5) The evaluation shall comprise an eligibility check and merit-based evaluation;
- 6) The eligibility check shall be performed by a Coordinator while merit-based evaluation shall be performed by the Experts requested to do so by the Director pursuant to Article 22 (3) of the NCN Act;



- 7) Experts evaluating the manuscript shall adhere to the “Code of ethics for the experts of the National Science Centre” annexed to Order No 81/2019 of 13 December 2019 by the NCN Director;
- 8) In the event of a conflict of interest or a justified suspicion of bias in an Expert’s actions, the Coordinator shall exclude the Expert from the manuscript evaluation procedure.

### **§ 3. Experts**

The Experts shall draft a merit-based evaluation of the manuscript pursuant to the questions included in the merit-based evaluation form, in accordance with the template attached hereto as Annex 4 and final justifications of the recommendation, or lack thereof, for the monograph publication costs to be funded by the NCN, in accordance with the said form.

### **§ 4. Coordinators**

The Coordinators shall:

- 1) carry out the eligibility check of the manuscripts;
- 2) request Experts named by the Council to carry out a merit-based evaluation of the manuscripts;
- 3) organise the merit-based evaluation of the manuscripts, including:
  - providing the Experts with the manuscripts for evaluation;
  - collecting Experts’ evaluations and recommendations;
  - assessing the diligence and impartiality of evaluations drafted by the Experts;
  - in the event that the diligence and impartiality assessment is negative, notifying the Director and the Council thereof, and requesting another Expert recommended by the Council to evaluate the manuscript;
- 4) submitting the results of manuscript evaluation (and the evaluation(s) alone) to the NCN’s Researcher Projects Administration Department for the purposes of informing the entity and the principal investigator whether or not the monograph publication costs have been deemed eligible and disclosing the evaluation(s).

### **§ 5. Eligibility check**

- 1) The eligibility check shall be performed by the Coordinator to the extend laid down in Annex 3 hereto;
- 2) In the event of any formal infringements, the principal investigator may correct and resubmit the manuscript. The corrected manuscript shall be delivered pursuant to §2 (2) hereto.
- 3) In the case described in §5 (2) hereto, the manuscript evaluation time specified in §2 (4) hereof shall be suspended. The manuscript evaluation time shall be resumed once the manuscript and the form are delivered to the NCN with any formal errors corrected.

### **§ 6. Merit-based evaluation**

- 1) The merit-based evaluation shall be performed by an Expert designated by the Council, appointed by the Director, in cooperation with the Coordinator, ensuring the absence of any conflict of interest;
- 2) The Expert shall fill out the merit-based evaluation form attached hereto as Annex 4;
- 3) Experts shall base their evaluations merely on the basis of the manuscript and information in the monograph submission form. They shall not have access to the project description on the basis of which the manuscript was written;
- 4) The manuscripts shall be evaluated by one Expert, who shall recommend whether or not the monograph publication costs should be deemed eligible;



- 5) In the event of any doubt as to its diligence or impartiality, the Coordinator shall withdraw the evaluation and request another evaluation as provided for in Point 1 above;
- 6) In the event that a manuscript receives two evaluations that are contradictory in terms of their recommendations, a third Expert shall be appointed, in accordance Point 1 above. He/she shall base his/her evaluation on the submitted manuscript and include the evaluations of the other two Experts;
- 7) The evaluation(s) shall be delivered to the entity and principal investigator electronically by the Mentor, to their respective Electronic Delivery Box addresses, or shall be made available via the OSF system;
- 8) In the event of a negative evaluation, the manuscript shall not be resubmitted for a second evaluation to deem monograph publication costs eligible.

#### **§ 7. Final provisions**

- 1) The Expert Team responsible for the financial settlement of funds for research shall be notified of the outcome of the manuscript evaluation procedure;
- 2) In the event that the outcome is negative and the monograph publication costs cannot be deemed eligible by the NCN, this shall not be considered an independent (sole) basis for not presenting a financial settlement of the whole project.

#### **§ 8. Validity**

- 1) Order No 56/2020 of 1 July 2020 by the Director of the National Science Centre on the evaluation of monographs, is hereby repealed.
- 2) This Order shall enter into effect on the date it is signed.
- 3) This Order shall also apply to the manuscripts delivered to the National Science Centre before it enters into effect unless their evaluation was completed by then.

Director of the National Science Centre



Annex 1  
to Order No 32/2022 of 2 June 2022 by  
the Director of the National Science  
Centre amending Order No 56/2020 on  
the evaluation of monographs in research  
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### **Monograph publication costs and NCN evaluation procedure**

1. The following monograph publication costs shall oblige the principal investigator to submit the manuscript for evaluation to the NCN:
  - printing;
  - typesetting and page layout;
  - graphic design;
  - final proofreading;
  - editing;
  - open access;
  - translation.

The above costs shall be deemed ineligible until the evaluation procedure is completed and the manuscript receives a positive review from the NCN.

2. The following monograph publication costs shall not require the submission of the manuscript for NCN evaluation:
  - proofreading before submission to the publishing house.

The above cost is eligible under the project.



Annex 2  
to Order No 32/2022 of 2 June 2022 by  
the Director of the National Science  
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**Monograph submission form for principal investigators**

*Please note: Irrespective of the language of the monograph, the submission form shall be filled out in English. Answer all questions.*

1. Has the monograph been evaluated by the NCN?
  - yes
  - no
  
2. Specify the monograph publication costs to be funded by the NCN (choose from the list):
  - printing;
  - typesetting and page layout;
  - graphic design;
  - final proofreading;
  - editing;
  - open access;
  - translation.
  
3. Is at least one of the authors a member of the project team?
  - a) yes
  - b) no

4. Keywords

(Max. 1800 characters)

5. Abstract (max.1800 characters)

(Max. 1800 characters)

6. Describe how the monograph is related to the research project (max.1800 characters)

(Max. 1800 characters)



Annex 3  
to Order No 32/2022 of 2 June 2022 by  
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### Eligibility check by Coordinators

*Please note: Irrespective of the language of the monograph, the form shall be filled out in English.*

1. Has the monograph been evaluated by the NCN?
  - a) yes
  - b) no

*Please note: If the answer is “yes”, the monograph shall be rejected from the evaluation procedure as not eligible, if it has received a negative review in the merit-based evaluation.*

2. Specification of monograph publication costs to be funded by the NCN (choose from the list):
  - printing;
  - typesetting and page design;
  - graphic design;
  - final proofreading before publication;
  - editing;
  - open access;
  - translation.

*Please note: If none of the above costs is indicated (and thus planned within the framework of the project), the monograph shall not be subject to a merit-based evaluation.*

3. Does the monograph meet the criteria for scientific monographs for the purposes of §10 of the Regulation on the evaluation of the quality of research activity by the Minister of Science and Higher Education of 22 February 2019 (Journal of Laws of 2019, item 392).<sup>1</sup>
  - a) yes
  - b) no

*Please note: If the answer is “no”, the monograph shall be rejected as not eligible and excluded from merit-based evaluation.*

4. Is the attached file complete (does its editing allow for merit-based evaluation)?
  - a) yes
  - b) no

*Please note: If the answer is “no”, the monograph shall be rejected as not eligible and excluded from merit-based evaluation.*

5. Is at least one of the authors a member of the research team?

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<sup>1</sup> § 10. 1. A scientific monograph is a peer-reviewed book publication that: 1) presents a certain scientific issue in an original and creative way; 2) includes footnotes, a bibliography or another scientific apparatus typical of the discipline in question. 2. The following are also considered to be a scientific monograph: 1) a peer-reviewed translation that includes footnotes, a bibliography or another scientific apparatus typical of the discipline in question and a) renders into Polish a work of importance for science or culture, b) renders into another modern language a work of importance for science or culture, originally published in Polish; 2) a scientific edition of primary sources.



- a) yes
- b) no

*Please note: If the answer is “no”, the monograph shall be rejected as not eligible and excluded from merit-based evaluation.*

6. Have the text fields in the form been filled out?
- a) yes
  - b) no

*Please note: if the answer is “no”, the monograph shall be rejected as not eligible and excluded from merit-based evaluation.*

Required text fields in the form:

- Keywords
- Abstract (max. 1800 characters)
- Description of how the monograph is related to the research project (max. 1800 characters)



Annex 4  
to Order No 32/2022 of 2 June 2022 by  
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### Merit-based evaluation for monographs funded by the National Science Centre

#### GENERAL INFORMATION

|                                 |  |
|---------------------------------|--|
| Monograph author(s)             |  |
| Monograph title                 |  |
| Project title                   |  |
| Project ID/ registration number |  |

#### PART I. PRELIMINARY EVALUATION

*Please note: If the answer to any question below is "no", the monograph publication costs shall not be eligible for NCN funding.*

| NO | QUESTION   | YES | NO |
|----|--|-----|----|
| 1. | Is the monograph related to the research project?  |     |    |
| 2. | Has the research presented in the monograph been carried out in compliance with applicable law and good ethical standards? |     |    |

#### PART II. REVIEW

*(A descriptive evaluation, in which the following aspects should be addressed: scientific value, relevance of research methods and techniques chosen, interpretation and presentation of the outcome, selection and use of literature, content organization, language quality and editing.)*

*At least 300 characters*

#### PART III. RECOMMENDATIONS

1. Recommended for funding
2. Not recommended for funding

*300-3000 characters*

Justification of the recommendation