

**Order No 37/2020 of 26 May 2020**  
**of the Director of the National Science Centre**  
**on the detailed procedure for evaluating proposals for funding of a single research**  
**activity under the MINIATURA 4 call for proposals**

Pursuant to Article 30 (3) of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2019, item 1384) and pursuant to Article 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 laid down in Order No 26/2020 of 21 April 2020 of the Director of the National Science Centre, it is hereby decided as follows:

§ 1.

The detailed procedure for evaluating proposals under the MINIATURA 4 call by the Expert Teams is hereby laid down and attached as Annex 1.

§ 2.

The Scientific Coordinators shall organise the work of the Expert Team established to evaluate proposals submitted to the MINIATURA 4 call.

§ 3.

The Order shall come into force on the date of signing.

Director of the National Science Centre

Annex 1 to Order No 37/2020 of the  
Director of the National Science Centre  
on the detailed procedure for evaluating  
proposals for funding of a single research  
activity under the MINIATURA 4 call for  
proposals

#### § 1.

The Order lays down the detailed procedure for evaluating proposals under the MINIATURA 4 call by the Expert Teams.

#### § 2.

Whenever this Order refers to:

- a) Council, it shall mean the Council of the National Science Centre;
- b) Director, it shall mean the Director of the National Science Centre;
- c) Coordinator, it shall mean a person employed as a Scientific Coordinator at the National Science Centre,
- d) Expert, it shall mean an Expert Team member; and
- e) Ranking List, it shall mean a ranking list of proposals recommended for funding, submitted in a given month.

### **§ 3. Coordinators**

The duties of the Coordinators shall include:

- a) running eligibility checks on proposals;
- b) naming Experts to draft individual reviews;
- c) referring proposals for merit-based evaluation;
- d) assessing the accuracy and impartiality of individual reviews drafted by the Experts;  
and
- e) presenting the Director with the ranking lists for his approval.

### **§ 4. Experts**

The duties of the Experts shall include drafting individual reviews of proposals assigned by the Coordinator.

## § 5. Evaluation of proposals

1. Proposals shall be subject to an eligibility check and merit-based evaluation.
2. Eligibility check shall be carried out by the Coordinators.
3. Merit-based evaluation shall be conducted by the Experts.
4. Only proposals approved as eligible by the Coordinator shall be accepted for merit-based evaluation.
5. Proposals shall undergo a single-stage merit-based evaluation.
6. Merit-based evaluation of proposals shall consist in individual reviews drafted by three members of the Expert Team working independently in accordance with the criteria established for the MINIATURA call by the Council.
7. Merit-based evaluation shall be performed on the basis of information specified in the proposal.
8. Experts may also reject a proposal on formal grounds at the stage of merit-based evaluation.
9. A proposal shall not be recommended for funding if it has been given the score of “no” by at least two Experts, in the same criterion subject to evaluation.
10. A proposal shall be recommended for funding if it meets all of the following conditions:
  - 1) it has been given the score of “yes” by at least two Experts evaluating the proposal in each criterion below:
    - a) Does the research conducted by a person to carry out a research activity meet the criterion of basic research?
    - b) Does the research activity meet the other requirements of the call announcement?
    - c) Is the estimated cost of a research activity reasonable?
  - 2) its final grade has attained a minimum of 70% of points for the following criteria:
    - a) evaluation of scientific achievements of a person to carry out a research activity;
    - b) merit-based evaluation of a research activity;
  - 3) it has been given at least two positive recommendations by the Experts evaluating the proposal;
  - 4) it has been within the pool of 50% of proposals submitted in a given month within the core areas reaching the highest score-based evaluation; and
  - 5) it has been within the pool of funds available in a given month.

11. 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 available funding allocated by the NCN Council for a given month.

#### **§ 6. Ranking Lists**

1. The Coordinators shall establish ranking lists on the basis of the list of proposals recommended for funding.
2. The Coordinator shall provide the Director with the ranking lists for his approval.