

**Order No 7/2025
of 24 January 2025
by the Director of the National Science Centre
laying down the General Terms of the Funding Agreement
for a Research Activity under Miniatura 9**

Pursuant to Article 2 (3) of the Organizational Regulations of the National Science Centre's Office and pursuant to the tasks of the Scientific Coordinators of the National Science Centre laid down in Order No 62/2024 of 31 October 2024 by the Director of the National Science Centre and Article 34 (1) of the Act on the National Science Centre of 30 April 2010 (consolidate text in the Journal of Laws 2023, item 153), it is hereby decided as follows:

§1.

The General Terms of the Funding Agreement for a Research Activity under MINIATURA 9 are hereby laid down and attached as Annex 1.

§2.

This Order shall enter into effect on the date of signing.

The English version of this document does not constitute a sworn translation and has been prepared as an auxiliary document for your convenience. In the event of any doubts as to the interpretation of its provisions, the Polish version shall prevail.

GENERAL TERMS OF THE FUNDING AGREEMENT FOR A RESEARCH ACTIVITY

MINIATURA 9

§1. General Information

1. These General Terms of the Funding Agreement for a Research Activity under MINIATURA 9 (hereinafter referred to as the "GTFA") shall lay down the terms and conditions for the implementation, funding, and settlement of a research activity covered by the funding proposal registered in the OSF submission system administered by OPI (National Information Processing Institute), and recommended for funding under the MINIATURA 9 call of the National Science Centre, hereinafter referred to as the "Research Activity".
2. On the Research Activity start date, the National Science Centre and the applicant (hereinafter referred to as the "Entity" or "Applicant") shall conclude, implicitly and without any additional statements of will, a funding agreement for the Research Activity (hereinafter referred to as the "Agreement") pursuant to the GTFA.
3. The date on which the funding decision by the NCN Director becomes final shall be deemed the Research Activity start date. If the Appeal Committee of the NCN Council awards funding for the Research Activity, the date the decision of the Appeal Committee of the NCN Council is served on the Applicant shall be the Research Activity start date.
4. The Research Activity shall be carried out in the Entity which has been awarded funding in a specific amount pursuant to a decision.
5. The Research Activity shall be carried out by a person named by the Applicant in the proposal, which person shall hereinafter be referred to as the "Investigator performing a research activity".
6. The Research Activity shall be carried out over a period of 12 months.

§2. Terms of the Research Activity

1. The Applicant shall carry out the Research Activity pursuant to:
 - a. the applicable laws,
 - b. these GTFA and information uploaded by the Applicant to the OSF submission system when submitting a proposal to the MINIATURA 9 call, in particular:
 - cost of the Research Activity,
 - brief description of the Research Activity,
 - c. principles of good practice in the respective scientific discipline/ field,
 - d. any required permits, consents and/or approvals:
 - from a designated bioethics committee,
 - from a designated ethics committee for testing on animals,
 - required under the Act on microorganisms and GMOs,

- to carry out research on protected species and on protected areas,
 - to carry out clinical trials subject to the Pharmaceutical Law or Act on Medical Devices,
 - other permits required pursuant to the best practice in a field,
- e. the Terms and regulations of the MINIATURA call for research activities annexed to NCN Council Resolution No 114/2024 of 14 November 2024, in particular Annex 1 to the Terms and regulations (Costs in research activities funded by the National Science Centre under the MINIATURA call) and Annex to NCN Council Resolution No 101/2024 of 10 October 2024 (NCN MENTORING Initiative Regulations),
 - f. NCN's Open Access Policy concerning Open Access to publications, adopted pursuant to Order No 38/2020 of 27 May 2020 by the NCN Director, as amended by Order No 40/2020 of 31 May 2020, available on the NCN website (https://www.ncn.gov.pl/sites/default/files/pliki/zarzadzenia-dyrektora/zarzadzenieDyr-38_2020.pdf, https://ncn.gov.pl/sites/default/files/pliki/zarzadzenia-dyrektora/zarzadzenieDyr-40_2020.pdf), as amended by the NCN Director, and
 - g. internal rules and regulations of the Applicant, in so far as they are in line with the GTFA.
2. Any statements made under the funding procedure by the authorised representatives of the Applicant or the Investigator Performing a Research Activity shall be binding during the Research Activity implementation period. In the case of any change in the facts provided by the Applicant in their original statement, the Applicant shall immediately notify the National Science Centre thereof. The Applicant and the Investigator Performing a Research Activity shall achieve the main purpose laid down in the proposal.
 3. The Applicant shall supervise the Research Activity and correct disbursement of the funds and shall be liable to the National Science Centre for the proper performance of the Agreement.
 4. The funds allocated to the Research Activity shall be managed by the Applicant and shall only be disbursed at the request of the Investigator Performing a Research Activity.
 5. The National Science Centre shall not be held liable for any damage hereunder caused by third parties and related to the Research Activity.
 6. During the Research Activity implementation period, the Applicant shall pay remuneration to collective investigators laid down in the funding agreement pursuant to written agreements concluded with collective investigators.
 7. In the event of any circumstances unforeseen at the proposal submission stage, at the request of the Investigator Performing a Research Activity and upon the Applicant's approval, the Research Activity may be modified as follows to achieve the goal of the Research Activity:
 - a. funds may be carried over between the items of the "Other direct costs" section of the budget table,
 - b. the "Justification and calculation" part of the "Other direct costs" section of the budget table can be modified,
 - c. the costs in the „Other direct costs" section of the budget table can be modified,
 - d. new costs may be added to the „Other direct costs" section of the budget table,
 - e. the Research Activity implementation period referred to in § 1 (6) may be extended to 6 months from the original end date, expressed in full months.
 8. The Applicant's approval, in a document form or electronic format, for the extended implementation period referred to in §2 (7) (e) shall be delivered to the National Science Centre no later than one month before the original Research Activity end date. The date the approval is sent to the National Science Centre shall be deemed the date of delivery.
 9. The National Science Centre's approval requested by the Applicant, shall be required for the Research Activity to be extended over the period laid down in §2 (7) (e). The extension period shall be expressed in full months.
 10. Modifications referred to in §2 (7), §2 (8) and §2 (9) shall not result in an increase in the funding awarded for the Research Activity by the National Science Centre.
 11. A (a) modification of the main purpose of the Research Activity, (b) change of the Applicant, and/or (c) change of the Investigator Performing a Research Activity, shall be unacceptable.
 12. The rationale of any changes and modifications of the Research Activity shall be assessed by the Expert Team during the evaluation of the final report.

13. Any changes and/or modifications of the Research Activity contrary to the GTFA may result in:
 - a. the termination of the Agreement by the National Science Centre if it finds out about such changes and/or modifications during the Research Activity implementation period or
 - b. a negative final decision of the Expert Team.

§3. Financial Management

1. The National Science Centre shall disburse the funds to the Applicant by wire transfer to the Applicant's bank account specified in the proposal and designated to the funds for research received from the National Science Centre.
2. The Applicant shall keep financial and accounting records for the Research Activity and shall keep funds on the bank account specified in proposal or account designated for the Research Activity by the Applicant.
3. The costs and liabilities created during the Research Activity shall be recorded and paid, respectively, by the final report date, within 30 days of the Research Activity end date.
4. Funds shall be disbursed as long as they are available on the National Science Centre's bank account.
5. Funds disbursed but not used in one calendar year may be used in the next years of the Research Activity term.
6. During the Research Activity term, indirect costs shall not be increased as compared to the initial amount specified in the proposal and percentage ratio referred to in Annex 1 to the the Terms and regulations of the MINIATURA call for research activities launched by the National Science Centre (i.e. Costs in research activities funded by the National Science Centre under the MINIATURA call).
7. If the funds used as the basis for calculating indirect costs are not spent or are misused, they shall be proportionally reduced and returned to the National Science Centre's bank account.
8. Unused funds shall be returned to the following bank accounts:
Account No 45 1130 1150 0012 1243 1420 0002 for funds disbursed by the National Science Centre in the current budget year,
No 88 1130 1150 0012 1243 1420 0004 for funds disbursed by the National Science Centre in the past budget years.
9. The total bank interests earned by the Applicant in a year on funds disbursed thereto by the National Science Centre shall be returned to National Science Centre's bank account **No 88 1130 1150 0012 1243 1420 0004** held by Bank Gospodarstwa Krajowego o/Kraków by the end of the first quarter of the next year.

§4. National Science Centre's Supervision of the Research Activity

1. The National Science Centre's supervision of the Research Activity shall include:
 - a. audit at the Applicant's registered office by an audit team designated by the Director,
 - b. Director's authorisation to discontinue funding of the Research Activity and terminate the Agreement with immediate effect in the cases laid down herein.
2. At the National Science Centre's request, the Investigator Performing a Research Activity and the Applicant shall provide the National Science Centre with information or source documents of Research Activity progress and disbursement of project funds, as well as documents evidencing modifications made with the Applicant's consent. The National Science Centre shall have a right to discontinue funding and terminate the Agreement with immediate effect based on the analysis of the above-mentioned documents.
3. Should any irregularities be found in the performance of the Research Activity or other factors jeopardising its proper performance, the Applicant or the Investigator Performing a Research Activity shall immediately notify the National Science Centre thereof.
4. The National Science Centre may discontinue funding of the Research Activity in the event that:

- a. funds are spent substantially contrary to the GTFA,
 - b. the audit obligations are not complied with, and
 - c. the Research Activity is performed in gross breach of the GTFA, as evidenced in the final audit report.
5. In the cases referred to in §4 (4), the National Science Centre shall terminate the Agreement with immediate effect.
 6. Should the Agreement be terminated with immediate effect, the Applicant shall reimburse all funds disbursed thereto and not yet reimbursed to the National Science Centre's bank account, within 21 days of the date the notice of termination is served on the Applicant. If the funds are not reimbursed by the Applicant on time, i.e., by the date referred to in the preceding sentence, the Applicant shall pay default interest to the National Science Centre totalling no more than laid down in Article 481 §2¹ of the Civil Code.
 7. The National Science Centre may also withhold funding and terminate the Agreement with immediate effect in the event that the Applicant's organisational or legal changes jeopardise the performance of the Research Activity.
 8. The Applicant shall immediately notify the National Science Centre of any changes referred to in §4 (7).
 9. The Agreement may be terminated by mutual consent of the parties, at the Applicant's request delivered to the National Science Centre during the Research Activity implementation period, for any reasons preventing the proper performance of the Research Activity that cannot be attributable to the Parties.
 10. The Agreement may be terminated by mutual consent of the parties:
 - a. if the funds disbursed are returned to the National Science Centre's bank account in their entirety or
 - b. if the National Science Centre is provided with a request to recognise the cost of Research Activity, unused funds are returned to the National Science Centre's bank account, and the final report is submitted by the date specified by the National Science Centre.
 11. Audits on Entity's premises shall be subject to the Procedure for Auditing Undertakings laid down in Annex 1 to Order No 15/2021 by the NCN Director of 24 February 2021 published on the website of the National Science Centre (https://ncn.gov.pl/sites/default/files/pliki/zarzadzenia-dyrektora/zarzadzenieDyr-15_2021.pdf).
 12. The National Science Centre may perform audits on Applicant's premises during the Research Activity implementation period and 5 years thereafter.

§5. Settlement of the Agreement

1. The Applicant shall provide the National Science Centre with access to the publications resulting from the Research Activity and evidenced in the final report.
2. The publications, except for monographs, monograph chapters, peer-reviewed collected papers and post-conference publications resulting from the Research Activity shall have a unique persistent identifier (e.g. DOI (preferably), URN or Handle) and shall be made available in Open Access pursuant to the NCN's Open Access Policy, as referred to in §2 (1) (f) hereof. The Open Access publication cost shall be well-evidenced and disclosed in the final report. The exception laid down in the first sentence shall not apply to peer-reviewed post-conference publications that are the only project outcome subject to settlement.
3. The Applicant shall displace the National Science Centre's full name in Polish (*Narodowe Centrum Nauki*) or English (*National Science Centre, Poland*) as well as correct Research Activity registration number, in the publications and papers resulting from the Research Activity. Publications in which the National Science Centre is not displaced as the Research Activity funding institution shall not be regarded as Research Activity results and shall be disregarded in its settlement procedure. Furthermore, the Applicant shall display the following notice on the AAM: "*This research was funded in whole or in part by [Funder] [Grant number]. For the purpose of Open Access, the author has applied a CC-BY public*

copyright licence to any Author Accepted Manuscript (AAM) version arising from this submission”.

4. The data underpinning the scientific publications resulting from the Research Activity shall be well-documented pursuant to the FAIR Principles standing for Findability, Accessibility, Interoperability or Reusability (the so-called “FAIR Data”). They shall be made available in a repository and, where possible, pursuant to the Creative Commons Public Domain license (CC0 license).
5. The Applicant shall include the description of Research Activity results for the general public in the final report alongside any graphic materials and shall consent to their publication in the information materials of the National Science Centre.
6. The Applicant shall submit a final report to the National Science Centre compliant with the template annexed hereto as Appendix 1. The final report shall be submitted within 30 days of the Research Activity end date.
7. If the final report is not submitted within the deadline laid down in §7(6), an incorrect or incomplete report is submitted, even though 30 days have lapsed since a request to submit, complete or correct it, the National Science Centre shall have a right to terminate the Agreement with immediate effect.
8. The final report shall include, *inter alia*, the total costs forecasted and incurred from the Research Activity start date to its end date, constituting the financial report on the Research Activity.
9. Should an NCN MENTORING Initiative be completed, information to this effect shall be laid down in the final report, including description of the mentoring, cost, scope and outcome thereof, as well as information on the project submitted to NCN calls.
10. The Director shall settle the Agreement once the financial statement submitted by the Applicant has been submitted and once the merit-based evaluation of the Research Activity has been successfully completed by the Expert Team.
11. As a result of the settlement, the Agreement shall be deemed:
 - a. performed,
 - b. performed with an obligation to reimburse part of the funds,
 - c. not performed with an obligation to reimburse the funds in their entirety.
12. The merit-based evaluation of final reports shall include focus on the evaluation of:
 - a. Research Activity implementation,
 - b. relevance of spending
13. If the Research Activity was completed but it generated negative results, the Agreement must not be deemed “not performed”.
14. Unused funds designated for the Research Activity shall be returned within 30 days of the Research Activity end date and no later than on the date the final report is submitted.
15. If the Applicant does not return the funds by the date referred to in §5(14), the Applicant shall pay interest for delay to the National Science Centre, in the maximum amount laid down in Article 481 § 2¹ of the Polish Civil Code.
16. Improperly used funds shall be returned to the National Science Centre’s bank account within 21 days of the date the request for repayment is made. If the funds are not returned by the Applicant by the date referred to in the preceding sentence, the Entity shall pay interest for delay to National Science Centre, in the maximum amount laid down in Article 481 § 2¹ of the Polish Civil Code. This clause shall also apply to the return of improperly used funds discovered during the external audit or audit or ad hoc supervision.
17. If the Agreement is not performed or is unduly performed for reasons that can be attributable to the Applicant, as a consequence of a gross breach by the Applicant or the Investigator Performing a Research Activity of their obligations hereunder, the National Science Centre shall be entitled to charge a contractual penalty on the Entity equivalent to 5% of the awarded funding. Charging a contractual penalty shall not exclude the possibility to claim damages in excess of the amount of the reserved penalty on general terms.
18. If the competent state authorities decide, based on separate provisions and audits referred to in § 4 (12), that the final report has been drafted incorrectly or is unreliable, the National Science Centre may request that the Agreement settlement procedure be repeated.

19. Pursuant to Article 35 (a) of the Act on the National Science Centre, the Applicant may request that the National Science Centre remit financial liabilities resulting from the settlement of funds awarded pursuant to Article 33 (1) of the Act, postpone the deadline to return the funds or divide it into instalments. The National Science Centre reserves the right to review the requests received within 21 days of the date the Applicant is served a letter requesting the return of funds.

§6. Final Provisions

1. The rights and obligations as well as claims against the National Science Centre arising from the Agreement shall not be transferred to third parties without the National Science Centre's consent.
2. Any amendments to the GTFA or other related actions shall be in writing or in electronic format, unless the GTFA or call documents provide otherwise.
3. Final reports submitted to the National Science Centre shall be in writing or in electronic format.
4. The Applicant shall notify the National Science Centre, in an electronic format, document form or in writing, of any changes to the essential data included in the proposal, e.g., its name, address, ESP address, REGON (statistical number) and NIP (tax identification number), and Applicant's bank address number or Investigator Performing a Research Activity's data, i.e. information on PESEL (personal identification number), change of their name, address, e-PUAP address, and e-mail address, within 7 days, otherwise any and all activities carried out by the National Science Centre with the use of invalid data shall be deemed effective with respect to the Applicant.
5. Pursuant to this GTFA, an electronic format shall mean a statement of will submitted in an electronic format and signed with a qualified electronic signature in PAdES format.
6. Pursuant to this GTFA, a written form shall mean a statement of will in the form of a document signed by hand.
7. Pursuant to this GTFA, a document form shall mean a statement of will submitted in an electronic format and signed with an advanced electronic signature in PAdES format pursuant to Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.
8. Documents shall be delivered to the National Science Centre in an electronic format or document form via its Electronic Delivery Box to the address: /ncn/SkrytkaESP or electronic delivery address (EDA): AE:PL-30168-16398-EHSIE-12.
9. Whenever this Agreement refers to the return or reimbursement of funds, the date National Science Centre's bank account is credited with the funds shall be deemed the date the funds are returned or reimbursed.
10. The Applicant and the Investigator Performing a Research Activity shall participate in any surveys and evaluation research conducted by the National Science Centre during the Research Activity implementation period and within 5 years thereafter.
11. Any disputes arising hereunder shall be resolved by a common court with jurisdiction over the registered office of the National Science Centre.
12. Any Appendices to these GTFA shall constitute an integral part thereof.

Appendix 1: Research Activity Final Report template

KEY INFORMATION		
PROPOSAL ID	REGISTRATION NUMBER	REPORT ID
A. APPLICANT PERFORMING A RESEARCH ACTIVITY Applicant's name, address, telephone number, e-mail, website, NIP (tax identification number), REGON (statistical number), Head of the Entity (name, academic title, position).		
B. INVESTIGATOR PERFORMING A RESEARCH ACTIVITY Academic degree/title, name, telephone number, e-mail, gender, nationality (country), PESEL (personal identification number).		
C. INFORMATION ON THE RESEARCH ACTIVITY Title, amount, research activity implementation period, start date (YYYY-MM-DD), end date (YYYY-MM-DD), auxiliary NCN review panels (according to the proposal).		
INFORMATION ON THE RESEARCH ACTIVITY		
D. SCIENTIFIC REPORT Description of the research activity performance. Page limit: up to 2 typescript pages (page size: A4, font: Times New Roman, font size: 11 or more, lead: single, left-right margins: 2 cm, top-bottom margins: 1.5 cm).		
D1. DESCRIPTION OF RESEARCH RESULTS FOR GENERAL PUBLIC A description of the research activity for the general public drafted in Polish and in English. No more than one typescript page. The applicant and investigator performing a research activity hereby consent to the publication (free of charge) of the description alongside any graphic elements in the information materials of the National Science Centre.		
E. PAPERS SUBMITTED FOR PUBLICATION, ACCEPTED FOR PUBLICATION OR PUBLISHED AS A RESULT OF THE RESEARCH ACTIVITY Attach a pdf file (for papers submitted or accepted for publication) or link (for papers published) and the unique persistent identifier (e.g. DOI). Papers must contain information that the research activity has been funded by the National Science Centre and must include the proposal registration number.		
PAPERS IN JOURNALS Publication status (published, accepted for publication, submitted), Open Access, licence (CC BY, CC BY-ND, CC BY-SA, other), OA model (Route 1: Open Access journal or Open Access platform registered, or with pending registration, in the Directory of Open Access Journals; Route 2: AAM or VoR of a paper published in a subscription (hybrid) journal; Route 3: transformative journal/ journal covered by an Open Access licence within the framework of a transformative agreement), costs incurred from project funds for Open Access publication fee, date of submission to the publisher/publishing house, author/s, title, publication title, volume, pages, publisher, publication year, DOI or any other persistent identifier (if DOI has not been assigned), link to the Open Access publication, PDF of publication.		
BOOKS Publication status (published, accepted for publication, submitted), Open Access, licence (CC BY, CC BY-ND, CC BY-SA, other), OA publication option (golden or green), embargo period, costs incurred from project funds for Open Access publication fee, date of submission to the publisher/publishing house, author/s, book title, volume, pages, publisher, publication venue, OA publication year, DOI or any other persistent identifier (if DOI has not been assigned), link to the Open Access publication, PDF of publication.		
CHAPTERS IN BOOKS Publication status (published, accepted for publication, submitted), Open Access, licence (CC BY, CC BY-ND, CC BY-SA, other), OA publication option (golden or green), embargo period, costs incurred from project funds for Open Access publication fee, date of submission to the publisher/publishing house, author/s, title, book title, volume, pages, publisher, publication venue, publication year, DOI or any other persistent identifier (if DOI has not been assigned), link to the Open Access publication, PDF of publication.		
PAPERS IN POST-CONFERENCE PUBLICATIONS Publication status (published, accepted for publication, submitted), Open Access, licence (CC BY, CC BY-ND, CC BY-SA, other), OA model (Route 1: Open Access journal or Open Access platform registered, or with pending registration, in the Directory of Open Access Journals; Route 2: AAM or VoR of a paper published in a subscription (hybrid) journal; Route 3: transformative journal/ journal covered by an Open Access licence within the framework of a transformative agreement), costs incurred from project funds for Open Access publication fee, date of submission to the publisher/publishing house, author/s, title, post-conference volume title, conference title, pages, publisher, publication venue, publication year, conference date, DOI or other persistent identifier (if DOI has not been assigned), link to the Open Access publication, PDF of publication.		

ARTISTIC ACHIEVEMENTS*

- type of achievement (e.g., a work of art, a conservation and restoration work, a musical score, a record, directing a movie, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a foreign or domestic festival with an international impact, directing an international artistic venture)
- author/ artist
- title/ name
- year
- venue
- publisher/ producer (if applicable)
- distributor (if applicable)
- prizes, awards (if applicable)
- information material on the achievement or a website with information materials on the achievement and/or a record of the achievement (e.g., exhibition catalogue, festival catalogue, conservation and restoration documents, program of a play, description of the distributor)
- cost of achievement covered by the project funds.

* Project-related research findings must be evaluated and published in a journal/s of international impact.

OPEN DATA or METADATA: type, title, author, Open Access repository submission date, language, licence, persistent identifier (e.g. original DOI including the phrase "doi", e.g. "doi:10.1234/abc"), link to data.

F. STATEMENT OF COSTS FORECASTED AND INCURRED – FINANCIAL STATEMENT**Cost incurred on research activity – Other direct costs**

No	Name / description	Research Activity Costs	
		Costs forecasted	Costs incurred
1.			
2.			
3.			
Total			

Information on MENTORING (completed):

- scope
- results, including information on the research project submitted to an NCN call

Statement of costs forecasted and incurred

	Costs forecasted	Costs incurred
Direct costs		
Indirect costs		
Total costs		

Description of changes and justification thereof**INFORMATION ON PERSONAL DATA PROCESSING**

Persons co-drafting the documents of the research activity should be aware that pursuant to Article 14 (1) and (2) of the General Data Protection Regulation:

- a) the National Science Centre with its registered office at ul. Twardowskiego 16, 30-312 Kraków is the controller of personal data provided by persons co-drafting the documents of the research activity to the Entity, which data is collected by the National Science Centre at the reporting stage;
- b) the NCN's designated Data Protection Officer can be contacted by email at iod@ncn.gov.pl or directly at the registered office of the data controller;
- c) to fulfil its legal tasks, the NCN processes personal data of persons co-drafting the documents of the research activity pursuant to Article 6 (1) (c) of the General Data Protection Regulation, in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (consolidated text in Journal of Laws 2023, item 153);
- d) personal data of persons co-drafting the documents of the research activity, i.e. business data concerning their role and contact information will be processed for the purpose of supervision, financial and accounting operations, audits performed in the course of and after the completion of the research activity, evaluation of research activity performance and settlement of the funding agreement and for the purposes of determining, pursuing and defending against any claims. In addition, personal data will be processed for archiving purposes;
- e) from the moment personal data of persons co-drafting the documents of the Research Activity is obtained, it will be processed for the period necessary to achieve the purposes indicated in point d) and for the period of storage, as defined by the NCN's records management procedures and the Uniform File Classification System. To read the privacy notice concerning the processing of your data, please go to: <https://www.ncn.gov.pl/dane-osobowe>.

The data management plan described in the proposal must be adhered to during the Activity.

DATA MANAGEMENT PLAN

1. DESCRIPTION OF THE DATA AND THE EXTRACTION OR REUSE OF AVAILABLE DATA		
	PLAN	EXECUTION
How to obtain and process new data and/or reuse available data		
Acquired or processed data (e.g. type, format, quantity)		
2. DOCUMENTATION AND DATA QUALITY		
	PLAN	EXECUTION
Metadata and documents (e.g. methodology or data extraction and ordering) accompanying data		
Data quality control measures in place		
3. STORAGE AND BACKUP DURING RESEARCH		
	PLAN	EXECUTION
Storage and backup of data and metadata during the research process		
Method used to safeguard data security and protection of sensitive data during the research process		
4. LEGAL REQUIREMENTS, CODE OF CONDUCT		
	PLAN	EXECUTION
Method used to safeguard compliance with the personal data and data security rules when processing personal data		
Method used to manage other legal issues, e.g. intellectual property rights or property. Effective legislation		
5. ACCESS TO DATA AND LONG-TERM STORAGE OF DATA		
	PLAN	EXECUTION
The way and timing of making the data available. Possible restrictions on giving access to data or reasons for embargoes		
Method used to select data to be stored and the location of long-term data storage (e.g. repository or data archive)		
Methods or software tools to access and use the data		
Method used to ensure that a unique and persistent identifier (e.g. Digital Object Identifier (DOI)) is used for each data set		
6. DATA MANAGEMENT TASKS AND RESOURCES		
	PLAN	EXECUTION
Person (e.g. function, position and institution) responsible for data management (e.g. data steward)		
Resources (e.g. financial and time) to manage data and ensure traceability, access, interoperability and re-use of data		

REPRESENTATIONS AND SIGNATURES

1. Documents confirming performance of a research activity that can be viewed at:
 - a) address,
 - b) authorised representative,
 - c) telephone number,
 - d) e-mail.
2. Documents concerning the research activity output is available at the host institution for the research activity.
3. The person drafting the report:
 - a) name,
 - b) telephone/ fax number,
 - c) e-mail.
4. I represent that the persons specified in this report have read the disclosure requirements in the "Information on personal data processing" section.

REPORT DRAFTED ON