

# DAINA 3

Call for Polish-Lithuanian Research Projects

## Guidelines for Polish Research Teams



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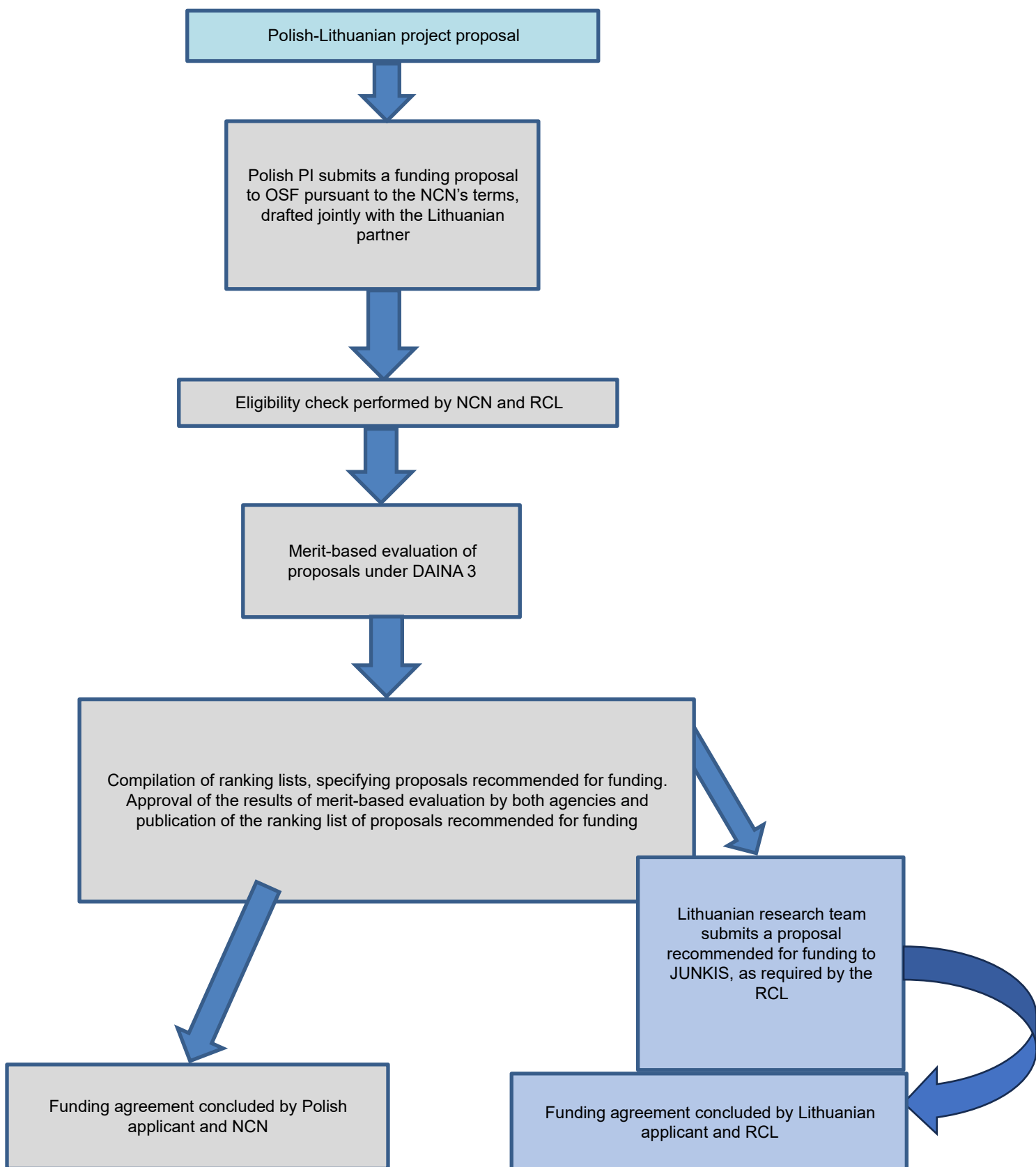
### General information on DAINA 3

In 2017, the National Science Centre (NCN) and the Research Council of Lithuania (RCL) launched the first DAINA call designed to promote the highest quality Polish-Lithuanian research in all academic disciplines. The purpose of the call was to support international cooperation between researchers from the two countries engaged in joint research projects. The initiative attracted a lot of attention from researchers. In 2023, the NCN and the RCL launched the third round of the DAINA call for basic research in all academic disciplines covered by [26 NCN panels](#).

Under DAINA 3, funding will be provided to proposals covering basic research in any of [26 NCN panels](#).

This document lays down the guidelines for the Polish research teams submitting proposals under DAINA 3 and contains NCN's rules and requirements of the call and does not include RCL's requirements that must be followed by the Lithuanian research teams. For additional information or explanations, please contact the Lithuanian partner and/or RCL.

**Diagram: Individual stages of the proposal submission and evaluation procedure under DAINA 3**



## Drafting proposals in the OSF submission system

Polish research teams must meet all eligibility criteria specified in the resolution and DAINA 3 call text. Before drafting a proposal, please read the [call text and call documents](#).

The call is open to proposals:

- 1) for research tasks that have not been funded by the NCN or from other sources;
- 2) that cover basic research for the purposes of Article 2 (1) of the NCN Act in any of the academic disciplines covered by the NCN panels adopted by the NCN Council;
- 3) that cover research based on a balanced and complementary contribution of Polish and Lithuanian research teams;
- 4) that cover research projects carried out over a period of 36 months;
- 5) in which the requested funding for the entire duration of the Polish part of the research project **is no more than PLN 1,000,000**;
- 6) in which the principal investigator is at least a PhD holder;
- 7) only complete proposals that comply with all terms of the call text will be accepted by the NCN.

The call is also addressed to **natural persons**.

State aid **cannot** be requested under **the call**.

## Documents to be provided to the NCN by the Polish research team

Funding proposals for joint Polish-Lithuanian research projects must be submitted to the NCN via the OSF submission system as follows:

- proposals drafted in English jointly with the Lithuanian partner are completed in the OSF submission system in compliance with the call documents and call text;
- proposals submitted to the OSF submission system must contain the [Budget Table](#) including the cost to be incurred by the Lithuanian research team, according to the rules of the RCL.

Additionally, proposals submitted to the OSF submission system must include the following documents in PDF format, signed by hand<sup>1</sup> or electronically<sup>2</sup>:

- 1) confirmation of proposal submission signed by the **authorised representative(s) of the entity acting as the applicant** for the Polish part of the project;
- 2) confirmation of proposal submission signed by the principal investigator for the Polish part of the project;
- 3) confirmations of proposal submission for the (1) entity and (2) principal investigator are generated automatically by the OSF submission system when completing the work on the proposal under the [Elektroniczna wysyłka wniosku](#) [Electronic Submission] tab;
- 4) **in the case of Polish entities that do not receive any operating support for research** (in the case of a **group of entities: required for each organisational unit** in the group of entities that does not receive any operating support for research):
  - information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to scientific research (in English);

<sup>1</sup> In this case, a scan of the document signed by hand must be attached to the proposal in the OSF submission system.

<sup>2</sup> Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with 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 (hereinafter: "eIDAS Regulation"). At the NCN's request, applicants must demonstrate that their signatures comply with the eIDAS Regulation.

- 5) in the case of a group of Polish entities (defined in Article 27 (1) (2) of the NCN Act)<sup>3</sup>, a Research project cooperation agreement (in Polish).

### Project budget for research tasks performed by the Polish research teams

The budget for Polish research teams must comply with the regulations on the costs planned in the project, including costs for salaries and scholarships laid down in Annex 1 to NCN Council Resolution No 114/2023 of 7 December 2023, [laying down the terms of and regulations on awarding funding for research tasks carried out by the Polish research teams, funded by the NCN under the DAINA 3 call for Polish and Lithuanian research projects](#). NCN scholarships are awarded pursuant to the [Regulations on awarding scholarships](#).

**PLEASE NOTE:** The budget of the Polish research team for the entire project performance period **must not exceed PLN 1,000,000**.

When developing the budget, emphasis should be put on determining the required resources and exact estimation of expenses. The budget must be well justified with regard to the subject and scope of the research, based on realistic calculations and must itemise expenses to be covered by the NCN (the so-called “eligible costs”). The proposal may be rejected if an unreasonable budget is planned. The applicants may incur pre-financing costs from their own resources before the funding agreement is concluded by the NCN, the applicant and the principal investigator. Such prefinancing costs are deemed eligible from the date the funding decision by the NCN Director becomes final until the project end date.

Costs in the project are subdivided into **direct** and **indirect** costs.

#### Direct costs include:

- 1) salaries:
  - full time remuneration: funds for full-time employment of the principal investigator or post-doc(s),
  - additional remuneration for members of the research team,
  - salaries and scholarships for students and PhD students,
- 2) purchase or manufacturing of research equipment, devices and software,
- 3) purchase of materials and small equipment,
- 4) outsourced services,
- 5) business trips,
- 6) visits and consultations (**PLEASE NOTE!** The costs of consultations and visits of Lithuanian partners who receive parallel project funding from the RCL are not eligible),
- 7) compensation for collective investigators and
- 8) other costs crucial to the research project which comply with [Annex 1](#) to NCN Council Resolution No 114/2023 of 7 December 2023, [laying down the terms of and regulations on awarding funding for research tasks carried out by the Polish research teams, funded by the NCN under the DAINA 3 call for Polish and Lithuanian research projects](#), including:

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<sup>3</sup> If a research project is carried out by at least two Polish entities, they must form a group of entities defined in Article 27 (1) (2) of the NCN Act and only as such can they apply for NCN funding. Each entity in the group of entities has its own budget, however the budget for salaries and scholarships defined in the Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects is shared by all entities in the group of entities. The entity that employs the principal investigator acts as the leader of the group of entities. If pursuant to Article 27 (1) (2) of the NCN Act, the entities cannot form a group of entities, they are not eligible to apply for NCN funding of a joint research project.



- costs of purchasing data/databases or access thereto,
- specialist publications/teaching aids, and
- costs of publishing the results of research. The cost of publication of monographs may be incurred once positively reviewed by the NCN. The costs of publication of monographs (as defined in §10 of the [Regulation on evaluation of the quality of research activity by the Minister of Science and Higher Education on 22 February 2019 \(Journal of Laws 2019, item 392\)](#) resulting from the research projects are not eligible until positively reviewed by the NCN.

**PLEASE NOTE:** Names of persons to be selected in open calls must not be disclosed in the proposal, including persons to be employed as post-docs and remunerated from the NCN budget.

**Indirect costs** include:

- indirect costs (up to 2% of direct costs) that may be designated only for the cost of open access to publications or research data; pursuant to the [Order of the NCN Director](#), the NCN's Open Access Policy was established with regard to publications resulting from research projects, scholarships and fellowships as well as research activities funded or co-funded by the National Science Centre;
- other indirect costs (up to 20% of direct costs) that may be spent on costs that are related indirectly to the research project, including the cost of open access to publications and research data. During the project performance, the host institution will agree with the principal investigator the coverage of a minimum of 25% of the indirect costs.

**PLEASE NOTE:** The cost of open access to publications may only be incurred as indirect costs. The cost of open access planned as direct costs will be regarded as an error and may result in the proposal being rejected as ineligible.

### **Project budget for research tasks performed by the Lithuanian research teams**

Proposals submitted to DAINA 3 via the OSF submission system must include a budget table identifying the Lithuanian project budget developed pursuant to the RCL rules, where:

- the costs must be well-justified. Lithuanian project costs in the budget table will be subject to a merit-based evaluation in order to make sure that the project costs are justified with regard to the subject and scope of the research,
- the budget table in PDF format must be appended to the relevant section of the DAINA proposal in the OSF submission system.

## Template budget table

### Cost overview of the partner research team(s)

BUDGET TABLE FOR LITHUANIAN APPLICANTS (EUR)

exchange rate applied 1 EUR = PLN

1,00 € 4,3334 zł

Please enter the costs the detailed justifications of the costs in white cells. Cost must be calculated in accordance with the RCL guidelines.

#### Subject classification

As in the OSF submission system; in the case of an interdisciplinary project, please indicate the main discipline. Please refer to NCN panels and RCL classification.

#### NCN panel [Text]

#### RCL classification [Text]

1. The table below will serve as a basis of the merit-based evaluation carried out by NCN, therefore it is crucial to include comprehensive and detailed justification of the costs planned for the partner research team(s).
2. Once the budget table in Excel is completed, save the file in PDF format and make sure that entire cell content which you had inserted in Excel format is also visible in the PDF file.
3. Then, attach the budget table relevant for the partner research team(s) in PDF format to the appropriate section of the DAINA 3 proposal in the OSF submission system.

| Cost item  |          |        |
|--|----------|--------|
| Remuneration, social insurance and other contributions   | € 100,00 | 433 zł |
| PLEASE ENTER HERE: detailed justification of the costs planned for the research team: ...        |          |        |
| Costs for goods and service costs (including costs of copyright works and costs for secondments) | € 100,00 | 433 zł |
| PLEASE ENTER HERE: detailed justification of the costs planned for the research team: ...        |          |        |
| Costs for the acquisition of non-current assets  | € 100,00 | 433 zł |
| PLEASE ENTER HERE: detailed justification of the costs planned for the research team: ...        |          |        |
| Indirect costs (Up to 20% of costs indicated in lines 1–3)                                       | € 100,00 | 433 zł |
|  |          |        |

When developing the budget, emphasis should be put on the following issues:

- the proposal must include the budget for tasks planned by the Polish research team in the respective section of the OSF submission system and by the Lithuanian research team, in the form of an Excel table, including justification of cost categories;
- **the budget of the Polish part of the project must not exceed PLN 1,000,000;**
- the budget table does not need to be signed.

**PLEASE NOTE:** The merit-based evaluation of proposals submitted to DAINA 3 is carried out on the basis of **short and full project descriptions** and covers, *inter alia*, evaluation of justification of the costs planned for the Polish and Lithuanian parts of the research project with regard to the subject and scope of the research, hence justification of the costs planned for both research teams must be comprehensive.



Cost justifications in proposals submitted to the OSF submission system:

## Other direct costs

External links

[Types of costs](#)

### Other direct costs

If any individual involved, in any manner, in the preparation of the proposal or performance of the project has been identified in this section, they must be also identified in the *Individuals identified in the proposal* section.

+ Add    ⇅ Change order

| No.   | Other direct costs              |  |           |           |           |
|---|---------------------------------|--|-----------|-----------|-----------|
| 1.  |                                 |  | Year 2025 | Year 2026 | Year 2027 |
|   | Name / description [in English] | Materials and small equipment  | 100       | 100       | 100       |
|   | Category                        | Materials and small equipment  |           |           |           |
|   | Entity                          | Akademia Nauk Stosowanych im. Hipolita Cegielskiego w Gnieźnie<br>Uczelnia Państwowa |           |           |           |
|   | Total cost [PLN]                |  | 300       |           |           |
| Calculation and merit-based justification for the purchase [in English] |                                 | merit-based justification for the purchase   |           |           |           |
| 2.  |                                 |  | Year 2025 | Year 2026 | Year 2027 |
|   | Name / description [in English] | Materials and small equipment  | 200       | 200       | 200       |
|   | Category                        | Outsourced services  |           |           |           |
|   | Entity                          | Akademia Nauk Stosowanych im. Hipolita Cegielskiego w Gnieźnie<br>Uczelnia Państwowa |           |           |           |
|   | Total cost [PLN]                |  | 600       |           |           |
| Calculation and merit-based justification for the purchase [in English] |                                 | merit-based justification for the purchase   |           |           |           |

**PLEASE NOTE:** The proposal may be rejected during the eligibility check if it lacks a thorough justification of the **costs for the Polish and Lithuanian research teams (in the OSF submission system for the Polish research team and in the budget table for the Lithuanian research team)**.

### Polish research team's duty to submit a complete proposal

Polish research teams must ensure that their proposals submitted to the NCN are complete. A proposal that has been submitted to the NCN via the OSF submission system cannot be amended and no file submitted to the OSF submission system can be replaced if it forms a part of the proposal.

Therefore, we suggest that principal investigators carefully verify whether all sections of the proposals and annexes ([the budget table of the Lithuanian partner](#)) have been correctly



completed. If any section of the joint project description is left blank, the proposal may be rejected at the stage of eligibility check by both RCL and NCN.

## Electronic submission of proposals in the OSF submission system

The funding proposals for Polish and Lithuanian research projects must be submitted to the OSF submission system at <https://osf.opi.org.pl>.

Once all the tabs have been filled in and the proposal form in the OSF submission system has been verified for completeness, you must disable any further editing by clicking the Zablokuj do NCN [Disable to NCN] button. Afterwards, download the confirmation of proposal submission signed by the authorised representative(s) of the host institution and the principal investigator and annex it to the proposal.

A funding proposal together with all required annexes must be submitted to the NCN electronically via the OSF submission system by **15 march 2024, 4 p.m..**

The Polish principal investigator may generate a PDF version of the complete proposal in English and deliver it to the Lithuanian partner.

## Evaluation of proposals

### Eligibility check

Proposals shall be subject to eligibility check performed by both NCN and RCL according to their respective rules. Proposals approved as eligible by both NCN and RCL shall be recommended for a merit-based evaluation.

The eligibility check is the first stage of proposal review. At NCN, the eligibility check is performed by scientific coordinators pursuant to the eligibility criteria applicable to DAINA 3.

The applicants' most frequent errors resulting in the proposal being rejected at the stage of eligibility check performed by NCN include:

- failure to complete respective sections of the proposals in the OSF submission system in the required language specified in the call documents;
- disclosing the names of persons to be selected in open calls in the proposal, including persons to be employed as post-docs and remunerated from the NCN budget (*applies to the Polish research team only*); and under NCN scholarships for students and PhD students awarded pursuant to the [Regulations on awarding scholarships in research projects funded by the National Science Centre](#);
- incompleteness of the proposal;
- in response to the Russian invasion of Ukraine, pursuant to a [Resolution adopted by the NCN](#), proposals submitted to the National Science Centre must not provide for any collaboration between Polish and Russian entities. Where any such collaboration is planned, the proposals shall be rejected as ineligible.



## Merit-based evaluation

Polish-Lithuanian proposals submitted to DAINA 3 shall be subject to a merit-based evaluation conducted pursuant to the [proposal evaluation procedure for expert teams under DAINA 3](#). The terms of a merit-based evaluation are laid down in the Resolution and Annexes thereto available [here](#).

Eligible proposals shall be recommended for a merit-based evaluation performed in two stages:

### Stage I:

- individual reviews are drafted by two members of the Expert Team acting independently, based on information in and annexes to the proposal, except for the full project description;
- in the case of proposals which are assigned an auxiliary NCN review panel specifying disciplines covered by NCN review panels other than the one to which the proposal was submitted, the Chair of the Expert Team may decide to seek another review from a member of another Expert Team;
- the evaluation of the proposal is decided upon by the Expert Team, based on the individual reviews;
- a ranking long list of proposals is compiled, specifying proposals recommended for stage II of evaluation;
- justifications for the final decision on proposals not recommended for stage II of evaluation are drafted.

### Stage II:

- individual reviews are drafted by external reviewers, based on information in and annexes to the proposal, except for the short project description;
- the evaluation of the proposal is decided upon by the Expert Team, based on the individual reviews of the external reviewers;
- ranking short lists of proposals are compiled, specifying proposals recommended for funding;
- justifications for the final decision on proposals not recommended for funding are drafted.

Information on the results of merit-based evaluation shall be made available in the OSF submission system and communicated to the applicants electronically by way of a decision of the NCN Director.

The NCN Director shall allocate funds for the research projects performed by the Polish research teams provided that the RCL shall allocate funds to the Lithuanian research teams. Research projects shall be performed by the Polish and Lithuanian research teams pursuant to the respective rules of the NCN and RCL.



## FILLING OUT NCN PROPOSAL IN THE OSF SUBMISSION SYSTEM

| Section in the OSF submission system           | Subsection                             | Description  |
|--|--|--|
| Implementation period [months]                 |  | Projects can be carried out over the period of 36 months.  |
| <b>KEY INFORMATION</b>                         | <b>Project title</b>                   | Enter the project title in Polish and in English. The title in English must be identical to the title in Polish.   |
|  | <b>Keywords</b>                        | Keywords in English must be identical to keywords in Polish.   |
|  | <b>NCN Review Panel</b>                | A review panel must be selected according to the current list of <a href="#">panels</a> on the NCN website. Proposals may be submitted to DAINA 3 covering basic research in any of 26 NCN review panels.  |
|  | <b>Auxiliary Review Panel</b>          | <b>PLEASE NOTE:</b> It is not possible to change the panel after the proposal has been submitted. A proposal may be rejected if the Expert Team of the National Science Centre concludes that it was referred to the wrong panel. NCN review panels help to select experts and external reviewers for the merit-based evaluation of proposals. By decision of the Chair of the Expert Team, interdisciplinary proposals may be subject to an additional evaluation by an expert from another panel.<br>Choose from the list: HS1_01-HS6_21, ST1_01-ST11_16, NZ1_01-NZ9_13 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted. |
| <b>ADDITIONAL INFORMATION</b>                  | <b>Acronyms</b>                        | Enter the acronym.   |
| <b>Authorship/co-authorship of the project</b> | <b>Author/co-author of the project</b> | Answer the question whether the principal investigator (PI) is the author or co-author of the project descriptions. If the principal investigator (PI) is a co-author of the project descriptions, enter the authors. The information must comply with the fact and legal status.<br>If this section identifies persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.   |
| <b>APPLICANT</b>                               | <b>Applicant's status</b>              | A proposal for NCN funding of the Polish part of the project may be submitted by entities for which project funding will not constitute state aid, such as:<br>1. universities;<br>2. federations of science and HE entities;<br>3. research institutes of the Polish Academy of Sciences;<br>4. research institutes;<br>5. international research institutes;<br>5a. Łukasiewicz Centre;<br>5b. institutes operating within the Łukasiewicz Research Network;<br>6. Polish Academy of Arts and Sciences;  |



|                               |   |   |
|-------------------------------|---|---|
|                               |   | <p>7. other institutions involved in research independently on a continuous basis (not mentioned in sections 1-6);</p> <p>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;</p> <p>-</p> <p>10. research centres of the Polish Academy of Sciences;</p> <p>11. scientific libraries;</p> <p>-</p> <p>13. legal entities established with their registered office in Poland;</p> <p>13a. President of the Central Office of Measures; and</p> <p>14. natural persons.</p> <p><b>PLEASE NOTE:</b> If a <b>natural person</b> applies, the research project <b>must not be carried out by a group of entities or entity for which project funding constitutes state aid</b>. If a group of entities or a natural person applies, enter the name, country and status of the participating entity/entities.<br/>The applicant's status must comply with the facts and legal status.</p>   |
| <b>PARTICIPATING ENTITIES</b> | <b>Entity's name</b>                                      | <p>Polish participating entity/ entities can be added from the OPI database or outside the OPI database. If the data of the participating entity is entered from the OPI database, most of the information is downloaded automatically. The data should be verified, and in the case of incorrect or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at: (22) 351-71-01.</p>  |
|                               | <b>Country</b>  | <p>Only entities located in Poland may be listed.</p>   |
|                               | <b>Leader</b>   | <p>If a group of Polish entities applies, specify its leader. The principal investigator's employer acts as the leader of the group of entities.</p>  |
|                               | <b>Research cooperation project agreement (in Polish)</b> | <p>If a <b>group of Polish entities</b> applies, annex a research project cooperation agreement (in Polish) concerning the project and identifying the leader.</p> <p>The agreement must be signed by the authorised representatives of the Polish entities comprising the group of entities.</p> <p>The agreement template includes the necessary information and must not be supplemented with any provisions on the cooperation between the parties. A group of entities may sign additional documents governing cooperation within the group which must not be attached to the proposal in the OSF submission system.</p> <p>The agreement template is available in the OSF submission system and on the <a href="#">NCN website</a>.</p> <p><b>PLEASE NOTE:</b> Agreements in the OSF submission system are generated in PDF format.</p> <p>If the entities change, a new agreement must be downloaded, signed and uploaded.</p> <p>Attach the document in PDF format or scan of the document signed by hand.</p> <p>Agreements containing mixed forms of signatures will be accepted, e.g., the leader signs the document with a qualified electronic signature, the partner(s) sign(s) it by hand. If such is the case, the agreement must first be signed by hand and then a scan of the document signed by hand must be signed with an electronic signature in the PAdES format.</p> |



|  |  |  |
|--|--|--|
|  |  | <p>Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with 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.</p> <p><b>PLEASE NOTE:</b> The agreement must be signed by the authorised representatives of the entities in the group of entities. If the document is signed by a person other than the authorised representative of the entity, a power of attorney must be attached to the proposal in the <i>Elektroniczna wysyłka wniosku</i> [Electronic submission] tab or to the agreement, for example at the end (as the last page).</p>   |
| <b>DETAILS OF THE PARTICIPATING ENTITY</b> | <b>Head of Entity / Authorised Representative</b>  | <p>Fill in the required fields as required by the system.</p> <p>If the confirmation of proposal submission is signed by an authorised representative of 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 the NCN must be attached to the proposal.</p> <p>The power of attorney must be attached in the <i>Elektroniczna wysyłka wniosku</i> [Electronic submission] tab.</p>  |
|  | <b>NIP (tax identification number)<br/>REGON (statistical identification number)<br/>KRS (court register number)</b> | <p>Fill in the fields as required by the system.</p> <p>If the applicant is not registered in the Commercial Register of the National Court Register, tick “does not apply”</p>  |
|  | <b>Contact Details</b>   | <p>In this section, provide your contact details (e.g., telephone number, e-mail address, Electronic Delivery Box (ePUAP) address, website, etc.).</p> <p>Communication concerning the proposal, including the funding decision, will be sent to the Electronic Delivery Box (ePUAP) address.</p> <p><b>PLEASE NOTE: The entity’s Electronic Delivery Box (ePUAP) address must be provided.<br/>Electronic delivery address (EDA)</b></p> <p>Pursuant to the Electronic Delivery of Documents Act of 18 November 2020 (Journal of Laws of 2020, item 2320), the National Science Centre will be required to deliver communications via the public registered electronic delivery service or public hybrid service. At present, provision of one’s electronic delivery address is not mandatory. More on the date as of which communications must be sent to the electronic delivery address will be published on the NCN website (<a href="http://www.ncn.gov.pl">www.ncn.gov.pl</a>).</p> |
|  | <b>Registered Office Address and Contact Address</b>   | <p>Fill in the fields as required by the system.</p>   |
|  | <b>Does the entity belong to the public finances sector? (YES/NO)</b>  | <p>If YES, classification of entities according to the Act on Public Finances:</p> <ol style="list-style-type: none"> <li>1. public authorities, including government administration authorities, state control and law protection authorities, as well as courts and tribunals;</li> <li>2. local government units and their associations</li> <li>2a. metropolitan associations</li> <li>3. budgetary units</li> </ol>   |



|                              |   |   |
|------------------------------|---|---|
|                              |   | <p>4. local government budgetary enterprises</p> <p>5. executive agencies</p> <p>6. public sector enterprises</p> <p>7. special purpose state funds</p> <p>8. Polish Social Insurance Institution (ZUS) and funds under its management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President</p> <p>9. Polish National Health Fund (NFZ)</p> <p>10.a independent public health care centres, self-governing local government independent public health care centres</p> <p>10.b independent public health care centres, other independent public health care centres</p> <p>11. public higher education (HE) institutions</p> <p>12. Polish Academy of Sciences and its organisational units</p> <p>13.a state or local government cultural institutions, cultural institutions financed by the state</p> <p>13.b state or local government cultural institutions, cultural institutions financed by local governments</p> <p>14. other legal entities financed by the state or local governments, 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> |
|                              | <p><b>Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)</b></p> | <p>Entities under forced administration, in liquidation or subject to bankruptcy proceedings must not be applicants or participating entities.</p> <p>If you choose 'YES', the system will disable any further editing of the proposal.</p>   |
|                              | <p><b>Does the entity receive any operating support for research?</b></p>                                     | <p>If a Polish entity applying for funding under DAINA 3 does not receive any operating support for research, the proposal submitted to the OSF submission system must include the following information (<b>in English</b>):</p> <ol style="list-style-type: none"> <li>1) information on research carried out over the last 2 years prior to the proposal submission, together with a list of publications affiliated with the applicant/participating entity,</li> <li>2) information on research equipment and other instruments/facilities crucial to research.</li> </ol> <p>File format: PDF; electronic signature in PAdES format<sup>4</sup> or scan of a document signed by hand.</p> <p>In the case of a group of entities: a separate document is required for each entity that does not receive any operating support for research.</p>  |
| <p><b>STATE AID</b></p>      | <p><b>Will project funding constitute state aid?</b></p>  | <p>The principal investigator and authorised representative(s) of the entity must read the <a href="#">State Aid rules</a>. <b>State aid shall not be granted</b> in this call. In order to determine if project funding constitutes state aid, please read the <i>Rules governing application for state aid</i> available in the OSF submission system and on the NCN website in the <a href="#">State Aid</a> section.</p>  |
| <p><b>FOREIGN ENTITY</b></p> |   | <p>In this section, enter the details of the Lithuanian host institution for the project. In this section, enter the details of the Lithuanian partner's entity. <b>Only one entity</b> can be entered.</p>   |

<sup>4</sup> Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with 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.

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| <b>RESEARCH PLAN (Polish research team)</b>     |   | <p>Enter the tasks performed by the Polish research team <b>in Polish and in English</b>. Both language versions must be identical. Research tasks do not include the purchase of research equipment, participation in conferences, preparation to publications, etc.</p> <p>If funding is granted, the Research Plan will be annexed to the agreement.</p> <p>If a research task is performed together with foreign partners, it must be described in both (Polish and Lithuanian) research plans.</p> <p>If this section identifies persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>   |
| <b>RESEARCH PLAN (Lithuanian research team)</b> |   | <p>Enter the tasks performed by the Lithuanian research team involved in the collaboration (<b>in English only</b>). Research tasks do not include the purchase of research equipment, participation in conferences, preparation to publications, etc.</p>   |
| <b>SIMILAR RESEARCH TASKS</b>                   | <b>Polish Principal Investigator (PI)</b>     | <p>This section must be completed <b>in English</b>. It concerns the Polish principal investigator and Polish entity. Answer all questions and save the data in the proposal form. If the principal investigator has already completed similar research tasks to the ones described in the proposal submitted to DAINA 3, he/she must justify the need to have them funded.</p> <p>Page limit: 4500 characters.</p> <p>If this case, list ongoing and completed research tasks, which might be deemed double funding, if this proposal is successful.</p> <p>The explanation should specify the differences between similar research tasks and provide justification of the need to fund the research tasks included in the proposal.</p> <p>If this section identifies persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>   |
|   | <b>Polish Entity(ies)</b>                     | <p>The entity(ies) must provide information on requesting funding for research tasks specified in the proposal from other sources (if a group of entities apply).</p>  |
| <b>SIMILAR RESEARCH TASKS</b>                   | <b>Lithuanian Principal Investigator (PI)</b> | <p>This section must be completed in English. It concerns the Lithuanian principal investigator and Lithuanian entity involved in the collaboration.</p> <p>Answer all questions and save the data in the proposal form. If the principal investigator of the Lithuanian research team has completed similar research tasks to the ones presented in the proposal submitted to DAINA, he/she must justify the need to have them funded.</p> <p>Page limit: 4500 characters.</p> <p>If this case, list ongoing and completed research tasks, which might be deemed double funding, if this proposal is successful.</p> <p>The explanation should specify the differences between similar research tasks and provide justification of the need to fund the research tasks included in the proposal.</p> <p>If this section identifies persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p> |
|   | <b>Lithuanian Entity</b>                      | <p>The entity must provide information on requesting funding for research tasks specified in the proposal from other sources.</p>  |





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| <b>SHORT PROJECT DESCRIPTION</b> |  | <p>This section must be completed <b>in English</b> and must include all research tasks performed by the Polish research team and Lithuanian research team involved in the collaboration.</p> <p>The short description (up to 5 pages) must include:</p> <ol style="list-style-type: none"><li>1) scientific goal of the project (description of the problem to be solved, research questions and hypotheses);</li><li>2) 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);</li><li>3) concept and work plan (general work plan, specific research goals, results of preliminary research, research work programme, e.g. a Gantt chart, including milestones, risk analysis);</li><li>4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);</li><li>5) project literature (a reference list for publications included in the project description, with full bibliographic data).</li></ol> <p>The above-mentioned sections, including references to literature, are required. Should any of them be missing, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.</p> <p>Text limit for Points 1-4 of the short description: 5 pages, A4. The project literature (Point 5) does not count towards the page limit.</p> <p>The system does not verify compliance of the description with the eligibility criteria of the page limit. The applicants are responsible for ensuring that the description is correct. If the page limit is exceeded the proposal may be rejected on the grounds that it does not meet the eligibility criteria.</p> <p><b>PLEASE NOTE:</b> Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the full project description, therefore this description must include information necessary for the proposal to be evaluated.</p> <p>The description must be submitted in PDF format (up to 10 MB).</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> <p>If this section identifies persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p> |
| <b>FULL PROJECT DESCRIPTION</b>  |  | <p>This section must be completed in English and must include all research tasks performed by the Polish research team and Lithuanian research team(s) involved in the collaboration.</p> <p>The full project description (up to 15 pages) must include:</p> <ol style="list-style-type: none"><li>1) scientific goal of the project (description of the problem to be solved research questions and hypotheses)</li><li>2) 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);</li><li>3) concept and work plan (general work plan, specific research goals, results of preliminary research, a research work programme e.g. a Gantt chart including milestones, risk analysis);</li><li>4) research methodology (underlying scientific methodology, methods, techniques, and research tools, methods of results analysis, equipment and devices to be used in research);</li><li>5) project literature (a reference list for publications included in the project description with full bibliographic data).</li></ol>  |



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|  |  | <p>The above-mentioned sections, including references to literature, are required. Should any of them be missing, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.</p> <p><b>PLEASE NOTE:</b> Experts evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description, therefore this description must include information necessary for the proposal to be evaluated.</p> <p>Text limit for Points 1-4 of the full description: 15 pages, A4. The project literature (Point 5) does not count towards the page limit.</p> <p>The system does not verify compliance of the description with the eligibility criteria of the page limit. The applicants are responsible for ensuring that the description is correct. If the page limit is exceeded the proposal may be rejected on the grounds that it does not meet the eligibility criteria.</p> <p>The description must be submitted in PDF format (up to 10 MB).</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> <p>If this section identifies persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>  |
| <b>ETHICS ISSUES</b>                   |  | <p><b>PLEASE NOTE:</b> This section concerns the Polish-Lithuanian research project.</p> <p>Before completing the relevant sections of the OSF submission system, read two documents annexed to the call text: <a href="#">Guidelines for applicants to complete the Ethics Issues form in the research project</a> and <a href="#">Code of the National Science Centre on research integrity and applying for research funding</a>. Then, complete the relevant sections.</p> <p>The questions within each group of questions must be answered. If individual questions do not apply to the project, the “NO to all” button can be used to mark the answer “NO to all” questions or to all questions in a given group.</p> <p>If the answer to any of the questions on the form is YES, please describe what actions have/will be taken to ensure that the research planned in the DAINA 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. <b>When completing the proposal form, please address the ethics issues in the entire Polish-Lithuanian research project.</b></p> <p><b>PLEASE NOTE:</b> There is no obligation to attach any consents/ permits to the proposal or provide information on consents/permits already granted. In the case of research that require any such consents / permits, these should be obtained beforehand and annexed to the next annual/final report.</p> <p>In the case of research projects which include clinical trials with a medicinal product or a medical device, a detailed justification of the non-commercial nature of such trials must be provided.</p> |
| <b>ABSTRACT</b>                        |  | <p>This field must be completed in <b>English</b>. Page limit: up to 4500 characters, with spaces (plain text - no formulas, no graphics). The abstract should include the most important information on the project because it is annexed to the request for a review.</p> <p>If this section identifies persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p>  |
| <b>ABSTRACT FOR THE GENERAL PUBLIC</b> |  | <p>Project’s abstract for the general public must be attached in <b>Polish and English</b> and must include all research tasks performed by the Polish research team and foreign research team(s). The language versions must be identical.</p>   |



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|                                  |  | <p>The abstract must be addressed to a wide audience and must include the project's goal, description of research, reasons for attempting a particular research topic and forecasted outcome. It may include drawings/ charts/ schematics. Should the project be recommended for funding, the abstract for the general public will be published on the websites of the National Science Centre, Research Council of Lithuania and Ośrodek Przetwarzania Informacji (OPI) alongside information on the call results pursuant to a consent provided in the <u>Oświadczenia administracyjne</u> [Administrative declarations] section.</p> <p>The abstract must be targeted at the general public, including persons who are neither experts in a given area nor scientists. It should be written in a language that is easy to understand by the general public, describe the significance of the research to the global research achievements, public discourse or impact of research that will be carried out on the social and economic environment.</p> <p>The abstract for the general public in each language version must not be longer than one standard page (page format: A4, font size: at least 11, font: Times New Roman or equivalent, interline: single, left-right margins: 2cm, top-bottom margins: 1.5cm).</p> <p>If this section identifies persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <u>Osoby wskazane we wniosku</u> [Persons identified in the proposal] section.</p> |
| <b>INTERNATIONAL COOPERATION</b> | <b>Nature of cooperation</b><br><b>Countries</b> | <p>Another cooperating country may be added. In the case of research projects performed by the Polish research teams with the use of large international research equipment or with the participation of partners from foreign partner institutions that do not apply for funding for that purposes under the DAINA call, please provide information on international cooperation as well as description of related benefits (in English). International cooperation must be merit-based.</p> <p>The following are not deemed international cooperation:</p> <ol style="list-style-type: none"><li>participation in international conferences;</li><li>dissemination of information on the project abroad;</li><li>implementation of the research tasks by a Polish research team abroad without the participation of researchers from foreign research institutions;</li><li>cooperation with foreign researchers employed in Polish institutions.</li></ol>   |
|                                  | <b>Entities</b>                                  | <p>Provide full names of:</p> <ul style="list-style-type: none"><li>foreign research institutions that will receive parallel funding from the RCL if the project is recommended for funding;</li><li>other foreign research institutions from the countries specified in the proposal with which cooperation is forecasted.</li></ul> <p><b>PLEASE NOTE:</b> Documents confirming international cooperation must not be annexed to the proposal. In the case of international cooperation, describe the related benefits.</p>   |

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| <p><b>RESEARCH TEAM (Polish research team)</b></p> | <p><b>Number of team members</b></p> | <p>In this section, enter the details of the Polish research team only. Specify the number of all members of the Polish research team (including the principal Investigator, scholarship recipients, students and post-docs as well as co-investigators and persons who are not paid any remuneration) involved in the project. In addition, describe the scope of tasks to be performed by particular co-investigators and required qualifications. Information must be provided in English. Persons to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget, must not be named in either the proposal. The salaries and scholarships are subject to the <a href="#">Annex</a> to the Regulations on awarding funding for research tasks funded by the National Science Centre under the DAINA 3 call.</p>   |
| <p><b>PRINCIPAL INVESTIGATOR (PI)</b></p>          |                                      | <p>This section must be completed in <b>Polish and in English</b>. In this section, enter information on the principal investigator of the Polish research team. The principal investigator (PI) may be added from either the OPI database or from outside the OPI database. If the principal investigator's data is entered from the OPI database, most of the information will be uploaded 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) at: (22) 351-71-01. The principal investigator must be a person whose academic and research track record includes at least one paper published or accepted for publication<sup>5</sup>. For research in art, the principal investigator must be a person whose academic and research track record includes at least one paper published or accepted for publication or at least one artistic achievement and achievement in research in art<sup>6</sup>. The principal investigator must be employed at the host institution for the project for at the entire project performance period pursuant to at least a part-time employment contract. This obligation must be met on the project start date at the latest and does not apply to recipients of social security pensions. <b>PLEASE NOTE:</b> The principal investigator must reside in Poland for at least 50% of the project performance period and be available to the host institution for the project. This period includes evidenced project-related business trips and holiday governed by Labour Law. In the first part of the Research Team – principal investigator (PI) section, enter the following information:</p> <ul style="list-style-type: none"> <li>• academic degree (the principal investigator <b>must be a PhD holder</b>; for multiple PhD holders, enter the date of award of the first PhD). Fill in the required fields as indicated in the system. Enter the year in which the degree was conferred, field in Polish and English, discipline in Polish and English, and name of the institution (in the original language [transcription into Latin characters], name of the institution in English) which conferred the degree;</li> <li>• career breaks extending the period of academic and research track record, i.e. projects and publications and for research in art, artistic achievements and achievements in research in art (the other parts of the section concern the whole period of principal investigator's academic activity).</li> </ul> |

<sup>5</sup> A paper must be published or accepted for publication in the proposal submission year or over the period of 10 years prior to the proposal submission year.

<sup>6</sup> A paper or artistic achievement and achievement in research in art must be published or accepted for publication in the proposal submission year or over the period of 10 years prior to the proposal submission year.



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|  |   | <p>Long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work over the period of 10 years prior to the proposal submission year. Enter the number of days.</p> <p>Childcare leave granted pursuant to the Labour Code. Enter the number of days. For women: Children born or adopted. Enter the number of children. This period may be extended by 18 months for every child born or adopted. If you enter the number of children and number of days of childcare leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous;</p> <ul style="list-style-type: none"><li>• place of employment: name of the institution in Polish and in English as well as position; you may tick “not employed”;</li><li>• main academic discipline of the principal investigator (according to the classification of the Ministry of Science and Higher Education); no more than two; the first discipline will be automatically regarded as the main one; may be modified;</li><li>• early stage (young) researcher: this section appears only if, based on date of PhD award, the principal investigator appears to be an early-stage (young) researcher;</li><li>• personal details and contact information, residence address, correspondence address;</li></ul> <p><b>PLEASE NOTE:</b> In the <i>Dane kontaktowe</i> [Contact Details] section, enter the correct e-mail address or Electronic Delivery Box (ePUAP) address. If the principal investigator has no Electronic Delivery Box (ePUAP) address, enter his/her e-mail address. Communication concerning the proposal, including the funding decision, will be sent to the Electronic Delivery Box (ePUAP) address or e-mail address.</p> <ul style="list-style-type: none"><li>• researcher’s electronic ID: optional, ID from ORCID (<a href="http://www.orcid.org">www.orcid.org</a>).</li></ul> |
|  | <p><b>Academic and research track record</b></p> <p><b>Academic and research career</b></p> | <p>In this section, enter information on the principal investigator(s) of the Polish research team. This section must be completed in English.</p> <p>In this section, enter the following information:</p> <ul style="list-style-type: none"><li>– academic and research career. The most important information on the academic and research career, scientific or artistic activity other than publication- or grant-related activity, other research achievements and other major aspects allowing the expert team to accurately evaluate your research achievements as a stage in the career.</li></ul> <p>The template annexed is recommended but not compulsory. The description should be clear and explicit. Page limit: 8,000 characters with spaces.</p> <p><b>PLEASE NOTE:</b> Do not disclose any sensitive data for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process any such data as part of its statutory tasks. RECOMMENDED TEMPLATE (template in Polish is for your convenience only, sections must be completed entirely in English):</p> <ul style="list-style-type: none"><li>– <b>Information on education, academic degrees/titles and employment</b> (date degree/title conferred, institution, discipline; start date – end date, institution, and position)</li><li>– <b>Research visits and fellowships in Poland and abroad</b> (duration, country, institution, type of visit)</li><li>– <b>Lectures and presentations</b> (information on keynote speeches and presentations delivered at prestigious international conferences; For research in arts, information on active participation in renowned artistic events)</li><li>– <b>Prizes and awards</b> (date, type and place of award; the most important national and international awards for research or artistic activity)</li></ul>   |



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|  |                                       | <ul style="list-style-type: none"><li>- <b>Other major achievements</b> (e.g. training young staff, teaching, organisational and social activity, patents, cooperation with business community, membership in editorial boards of renowned academic press/ journals, reviewing)</li><li>- <b>Other key information impacting the evaluation of the academic and research career</b> (e.g. concerning long career breaks or non-academic professional activity).</li></ul>  |
|  | <b>Publication record</b>             | 1 to 10 of the major papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of the last 10 years prior to the proposal submission year (i.e. from 01.01.2014 to 15.03.2024) should be indicated and 1 to 3 major publications mentioned in the list should be attached as PDF files.  |
|  | <b>Artistic achievements</b>          | 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) with a nationwide or 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 foreign or domestic festival with an international impact, directing an international artistic venture.<br>The period of 10 years is extended by the career breaks specified in the form.   |
|  | <b>NCN-funded research project</b>    | Information on managing research projects or other research funding under NCN calls in proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2014 to 15.03.2024). The period from which the projects must be presented will be extended by the career breaks specified in the form.<br>For research completed and settled, information on the recommendation and NCN decision will appear. <b>PLEASE NOTE:</b> Project recommended for funding by the Ministry of Science and Higher Education whose documents have been submitted to the National Science Centre, must be entered in the <u>Inne projekty badawcze spoza NCN</u> [Other research projects outside NCN] section.  |
|  | <b>Other non-NCN research project</b> | Information on managing other research projects funded under national or international calls (non-NCN calls) in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. between 01.01.2014 and 15.03.2024). Enter only those projects in which you have acted as the principal investigator and which: <ul style="list-style-type: none"><li>• are or have been carried out in the proposal submission year or over the period of 10 years prior to the proposal submission year,</li><li>• are or have been funded from the funds for science,</li><li>• have been selected in the course of national or international calls for proposals and</li><li>• are not and have not been funded from the operating support funds.</li></ul> Acting as the principal investigator also means managing/coordinating the work of a research group in international projects or programmes. |



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|   | <p><b>The most important research achievements</b></p> | <p>The period for projects will be extended by the career breaks specified in the form.<br/> <b>PLEASE NOTE:</b> In this section, enter projects recommended for funding by the Ministry of Science and Higher Education whose documents have been submitted to the National Science Centre.<br/>         Description of the most important research achievement. <b>PLEASE NOTE:</b> This field must not be left blank. If one does not have the most important research achievement, enter: none</p>  |
| <p><b>RESEARCH TEAM – FOREIGN PARTNER</b></p>     |  | <p>In this section, enter information on the Lithuanian research team involved in the cooperation (type of cooperation, scope of work, required qualifications).<br/>         This section must be completed <b>in English</b>.<br/>         In the <i>Podmiot</i> [Entity] section, choose from the list of entities entered in the <i>Podmiot/y zagraniczny/e</i> [Foreign entity/entities] section.<br/>         Name the <b>principal investigator</b> of the foreign research team involved in the cooperation. Other members of the foreign research teams must be described as “Co-investigators” alongside their scope of work and required qualifications.</p>   |
| <p><b>FOREIGN PRINCIPAL INVESTIGATOR (PI)</b></p> | <p><b>Research team– foreign partner</b></p>           | <p>In this section, enter information on the principal investigator(s) of the Lithuanian research team. This section must be completed in English.<br/>         In the first part of the Research Team / Foreign Partner – principal investigator (PI) section, enter the following information:</p> <ul style="list-style-type: none"> <li>• academic degrees;</li> <li>• career breaks extending the period of the academic and research track record, i.e. projects and publications, and for research in art, artistic achievements and achievements in research in art (the other parts of the section concern the whole period of principal investigator’s academic activity);<br/>             Long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work over the period of 10 years prior to the proposal submission year. Enter the number of days. Childcare leave granted pursuant to the Labour Code. Enter the number of days.<br/>             For women: Children born or adopted. Enter the number of children. This period may be extended by 18 months for every child born or adopted. If you enter the number of children and number of days of childcare leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous;</li> <li>• place of employment: name of the institution in Polish and in English as well as position; you may tick “not employed”;</li> <li>• personal details and contact information, residence address, correspondence address.</li> </ul> |



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|  |                           | <p>In this section, enter information on the principal investigator of the foreign research team. This section must be completed in English.</p> <p>In this section, enter the following information:</p> <ul style="list-style-type: none"><li>• <b>academic and research career.</b> The most important information on the academic and research career, scientific or artistic activity other than publication- or grant-related activity, other research achievements and other major aspects allowing the expert team to accurately evaluate your scientific achievements as a stage in the career.</li></ul> <p>The template annexed is recommended but not compulsory. The description should be clear and explicit. Page limit: 8,000 characters with spaces.</p> <p><b>PLEASE NOTE: Do not disclose any sensitive data for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process any such data as part of its statutory tasks.</b></p> <p>RECOMMENDED TEMPLATE (template in Polish is for your convenience only, sections must be completed entirely in English):</p> <ul style="list-style-type: none"><li>– <b>Information on education, academic degrees/titles and employment</b> (date degree/title conferred, institution, discipline; start date – end date, institution, and position)</li><li>– <b>Research visits and fellowships in Poland and abroad</b> (duration, country, institution, type of visit)</li><li>– <b>Lectures and presentations</b> (information on keynote speeches and presentations delivered at prestigious international conferences; For research in arts, information on active participation in renowned artistic events)</li><li>– <b>Prizes and awards</b> (date, type and place of award; the most important national and international awards for research or artistic activity)</li><li>– <b>Other major achievements</b> (e.g. training young staff, teaching, organisational and social activity, patents, cooperation with business community, membership in editorial boards of renowned academic press/ journals, reviewing)</li><li>– <b>Other key information impacting the evaluation of the academic and research career</b> (e.g. concerning long career breaks or non-academic professional activity).</li></ul> |
|  | <b>Publication record</b> | <p>1 to 10 of the major papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of the last 10 years prior to the proposal submission year (i.e. from 01.01.2014 to 15.03.2024) should be indicated and 1 to 3 major publications mentioned in the list should be attached as PDF files.</p>   |





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|   | <b>Artistic achievements</b>   | 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) with a nationwide or 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 foreign or domestic festival with an international impact, directing an international artistic venture. The period of 10 years is extended by the career breaks specified in the form.  |
|   | <b>Other research projects</b>   | Information on managing other research projects funded under national or international calls in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2014 to 15.03.2024).<br>Enter only those projects in which you have acted as the principal investigator and which: <ul style="list-style-type: none"><li>• are or have been carried out in the proposal submission year or over the period of 10 years prior to the proposal submission year,</li><li>• are or have been funded from the funds for science,</li><li>• have been selected in the course of national or international calls for proposals and</li><li>• are not and have not been funded from the operating support funds.</li></ul> Acting as the principal investigator also means managing/coordinating the work of a research group in international projects or programmes.<br>The period for projects will be extended by the career breaks specified in the form.  |
| <b>PERSONNEL COSTS AND SCHOLARSHIPS</b> | <b>The most important research achievement</b><br><br><b>Principal investigator (PI)</b> | Description of the most important research achievement.<br><b>PLEASE NOTE:</b> This field must not be left blank. If one does not have the most important research achievement, enter: none.<br><br>Enter the costs planned by the <b>Polish research team only (in PLN)</b> .<br>Remuneration must be planned pursuant the <a href="#">Annex</a> to the Regulations on awarding funding for research tasks funded by the National Science Centre under DAINA 3. The remuneration of the principal investigator (PI) can only be planned under one category: "Full-time remuneration or additional remuneration". The principal investigator (PI) may also tick "no remuneration".<br>Choose the following type of employment in the proposal: <ul style="list-style-type: none"><li>• full-time remuneration;</li><li>• additional remuneration;</li><li>• no remuneration.</li></ul> Full-time remuneration for the principal investigator (PI) may be planned for a period shorter than the project performance period, in an amount decreased proportionally to the period for which it is planned. A principal investigator (PI) may also be employed pursuant to a full-time or part-time employment contract with remuneration paid from the budget for additional remuneration. According to <a href="#">Annex 1</a> to the Resolution laying down the terms of and regulations on awarding funding for research tasks funded by the National Science Centre under DAINA 3, the budget for additional remuneration is calculated in such a way as to exclude persons employed under the budget for full-time salaries and budget for salaries and scholarships for students and PhD students from the research team.<br>Thus, if a principal investigator is employed with remuneration paid from the budget for full-time remuneration, he/she is not eligible for any additional remuneration. |



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|  | <p><b>Post-doc</b></p> <p><b>Scholarship grantee/<br/>Student/ PhD student</b></p> <p><b>Co-investigator</b></p> | <p>Remuneration for a principal investigator: 170,000 PLN per annum if the principal investigator is employed full time, otherwise up to 3,000 PLN per month.</p> <p>In the proposal, choose:</p> <ul style="list-style-type: none"><li>• full-time remuneration.</li></ul> <p>Remuneration for post-docs: 140,000 PLN per annum (or more in well-justified cases), provided that the future post-doc meets the terms and conditions laid down in the <a href="#">Annex</a> to the Regulations on awarding funding for research tasks funded by the National Science Centre under DAINA 3.</p> <p>If the applicant is a group of Polish entities, post-doc positions may be planned in more than one institution, provided that each post-doc complies with the terms and conditions laid down in <a href="#">Annex 1</a> to the Resolution laying down the terms of and regulations on awarding funding for research tasks funded by the National Science Centre under DAINA 3.</p> <p>Several post-docs may be employed, however the total period of employment of all post-docs must not exceed twice the project performance period and each person must be employed for at least 6 months.</p> <p>Higher remuneration may be entered as long as it is well justified in the proposal. The Expert Team will analyse if the remuneration should be increased. Justification should be drafted in English.</p> <p>Full-time remuneration for a post-doc may be planned for a period shorter than the project performance period, in the amount reduced proportionally to the period for which it is planned.</p> <p>In the proposal, choose:</p> <ul style="list-style-type: none"><li>• scholarships/ salaries for students or PhD students.</li></ul> <p>Under the call, the budget for salaries and scholarships for students and PhD students per each month of project performance amounts up to 10,000 PLN. The total amount of NCN salaries and scholarships for students or PhD students in one or more NCN-funded research project(s) must not exceed 5,000 PLN per month.</p> <p>This amount does not include doctoral scholarships funded under ETIUDA or remuneration for the principal investigator under PRELUDIUM.</p> <p>The following may be planned from the budget for salaries and scholarships for students and PhD students:</p> <ul style="list-style-type: none"><li>• NCN scholarships for students and PhD students,</li><li>• doctoral scholarships,</li><li>• salaries for students and PhD students.</li></ul> <p>If requested funding constitutes state aid, salaries must not be paid out as NCN scholarships for students and PhD students or doctoral scholarships.</p> <p>In the proposal, choose:</p> <ul style="list-style-type: none"><li>• additional remuneration;</li><li>• no remuneration.</li></ul> <p>Additional remuneration may be planned for members of the research team employed pursuant to full-time or part-time employment contracts as well as civil-law contracts (if a principal investigator is not employed full time in the project, his/her remuneration is paid from the pool allocated for additional remuneration).</p> <p>Additional remuneration must not be planned for students or PhD students under the call.</p> <p>Research team members remunerated by a host institution for the project pursuant to an employment contract may be paid additional remuneration otherwise than pursuant to a civil law contract.</p> <p>To find out more on additional remuneration, please read <a href="#">Annex 1</a> to the Resolution laying down the terms of and regulations on awarding funding for research tasks funded by the National Science Centre under DAINA 3. Enter the budget of the <b>Polish research team (PLN)</b>.</p> |
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|  | <b>EQUIPMENT</b>      | <p>This category covers the costs of purchase or manufacturing of research equipment, other devices and software crucial to research.</p> <p>Project funds must not be used to finance or co-finance the purchase or manufacturing of research equipment and IT infrastructure with a value in excess of PLN 500,000 per unit.</p> <p>Eligible costs do not include leasing of research equipment.</p>  |
|  | <b>OTHER COSTS</b>    | <p>The type of costs, their amount and justification for spending must be entered in the <i>Inne koszty bezpośrednie</i> [Other direct costs] section.</p> <p>Enter the budget of the <b>Polish research team (PLN)</b>.</p> <p>The budget must comply with <a href="#">Annex 1</a> to the Resolution laying down the terms of and regulations on awarding funding for research tasks funded by the National Science Centre under DAINA 3.</p> <p>Direct costs may include:</p> <ul style="list-style-type: none"><li>• materials and small equipment;</li><li>• outsourcing (in the case of publications subject to the <a href="#">NCN Open Access Policy, as amended</a>, these are the costs of manuscript preparation for publication);</li><li>• business trips;</li><li>• visits and consultations; <b>PLEASE NOTE:</b> The costs of consultations and visits of collaborators that receive parallel project funding from partner institutions are not eligible;</li><li>• collective investigators,</li><li>• other (other costs).</li></ul> <p>If this section identifies persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the <i>Osoby wskazane we wniosku</i> [Persons identified in the proposal] section.</p> |
|  | <b>OPEN ACCESS</b>    | <p>Indirect costs of open access of up to 2% of direct costs that may only be spent on open access to publications and research data.</p> <p>Open access costs for the entire project performance period must be entered (in PLN).</p> <p>The publication cost of papers subject to the <a href="#">NCN Open Access Policy</a> may only be planned as indirect costs. The cost of open access must not be planned as direct costs, with the exception of monograph publication.</p> <p>The National Science Centre allows for some costs of open access publication to be financed from other indirect costs or institution's own resources.</p> <p>More information on open access can be found <a href="#">here</a>.</p>  |
|  | <b>BUDGET SUMMARY</b> | <p>This section includes a summary breakdown of costs planned by the <b>Polish research team</b> only, broken down into years, according to the project performance period.</p> <p>Research projects may be planned by the Polish research teams in the OSF submission system <b>as of 2025</b>.</p> <p>Indirect costs are costs that are indirectly related to the research project and crucial to the project. Indirect costs include:</p> <ul style="list-style-type: none"><li>- indirect cost of open access (up to 2% of direct costs) that may be planned under the heading of Open Access;</li><li>- other indirect costs (up to 20% of direct costs) that may be spent on costs that are related indirectly to the research project, including the cost of open access to publications and research data.</li></ul> <p>At the stage of project performance, the participating entity agrees with the principal investigator (PI) the coverage of a minimum of 25% of the indirect costs.</p> <p>This section shows the percentage of indirect cost of Open Access.</p>   |



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|   |   | To find out more about the costs, please read the <a href="#">Annex</a> to the Resolution laying down the terms of and regulations on awarding funding for research tasks funded by the National Science Centre under DAINA 3 and Regulations on awarding scholarships in NCN-funded research projects.   |
| <b>TOTAL COSTS – FOREIGN PARTNERS</b>         |   | In this section, annex the <a href="#">budget table</a> including Lithuanian project costs drafted in accordance with the rules of the RCL.<br>The budget table must include the costs requested by the foreign research teams from the RCL, as well as justifications for all amounts entered. Foreign project budgets in the budget table will be subject to a merit-based evaluation performed by the NCN in order to verify whether the project costs are justified as regards the subject and scope of research. If the costs in the budget table are not justified, the proposal may be rejected.<br>The costs in the budget table shall be entered in EUR and automatically converted into PLN according to the exchange rates published by the National Bank of Poland on 7 December 2023 and specified above and in the DAINA 3 call text.<br>The budget table does not need to be signed.   |
| <b>DATA MANAGEMENT PLAN</b>                   |   | This section must be completed in English. It concerns data generated or used and must include all research tasks performed by the <b>Polish and Lithuanian research teams</b> .<br>Before completing this part of the proposal, read the <a href="#">Guidelines for applicants to complete the data management plan for a research project</a> . This section must be completed in English. You can tick the answer: “Does not apply”.<br>The NCN accepts that in certain projects no research data or similar materials will be generated, reused or analysed. In such cases, a brief description should be provided in reply to question 1.1 How will new data be collected or produced and/or how will existing data be re-used.  |
| <b>Personal data protection</b>               |   | Information on the processing of personal data.<br>Personal data disclosed in the proposal by the principal investigators and applicants will be processed by the National Science Centre until the end of the projects and settlement thereof (should funding be provided). Afterwards, they will be used for statistical purposes. Any data collected will be processed for the purposes of evaluating proposals, projects and research tasks carried out by the NCN as well as dissemination of information on the calls launched by the NCN. Data processing includes monitoring, supervision and evaluation of the implementation and settlement of the projects funded by the NCN. More information can be found at this <a href="#">link</a> .<br>The Research Council of Lithuania is the co-controller for DAINA 3 proposals and personal data is processed by the RCL according to the rules available at this <a href="#">link</a> . |
| <b>Administrative declarations</b>            |   | In this part of the proposal, additional administrative declarations are added; they must be approved by the principal investigator of the Polish research team and authorised representative of the Polish entity.<br><b>PLEASE NOTE:</b> Polish research teams must provide the partner teams involved in the project (co-applicants) with the documents on the merit-based evaluation.   |
| <b>Experts</b>                                | <b>Information on potential conflict of interest – only for NCN staff</b> | In this part of the proposal, the principal investigator (PI) may specify up to 3 people who, in his/her opinion, should not be involved in the evaluation of the proposal due to a potential conflict of interest.<br>Provide their names and affiliations. The NCN takes the final decision in this respect.  |
| <b>INDIVIDUALS IDENTIFIED IN THE PROPOSAL</b> |   | In this section, the applicants are reminded of their duty to notify the individuals identified in the proposal that their personal details (name, affiliation) are disclosed in the proposal. The foregoing applies to all individuals involved in the drafting of the proposal or project performance. An organised list of such individuals will allow faster  |



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|   |   | <p>verification of a potential conflict of interest that may occur at any stage of proposal evaluation, and project performance and/or settlement.</p> <p>Identify all individuals named in any part of the proposal, in particular, in the following sections:</p> <ul style="list-style-type: none"><li>– international cooperation,</li><li>– abstract,</li><li>– abstract for the general public,</li><li>– research tasks,</li><li>– research team,</li><li>– similar research tasks/ co-authorship of the project,</li><li>– description/ short description/ full description,</li><li>– other costs: visits/ consultations.</li></ul> <p><b>PLEASE NOTE:</b> This section includes a new representation concerning names of all individuals disclosed in the proposal who have been involved in the drafting of the proposal or will be involved in the project performance. All such individuals must be notified that they are identified in the proposal.</p>   |
| <p><b>ELECTRONIC SUBMISSION</b></p> <p><i>The section appears when you click “Disable to NCN”</i></p> | <p><b>Confirmation of proposal submission – principal investigator (PI)</b></p> <p><b>Confirmation of proposal submission– entity</b></p> | <p>Once all the tabs have been completed and the proposal has been verified for completeness, you must disable any further editing of the proposal by clicking the <u>Zablokuj do NCN</u> [Disable to NCN] button. Once the editing of the NCN proposal has been disabled, only a short and full project descriptions may be edited.</p> <p>Once the proposal has been disabled for editing, an <u>Elektroniczna wysyłka</u> [Electronic submission] tab will appear in the left-hand menu.</p> <p>Download the following from the section:</p> <ul style="list-style-type: none"><li>• confirmation of proposal submission - principal investigator (PI) and</li><li>• confirmation of proposal submission - entity.</li></ul> <p>The confirmations must be signed and annexed to the proposal.</p> <p>Files with the confirmations of proposal submission may be removed in order for other files to be annexed. If you return to editing having annexed any confirmation file, it will be removed from the proposal.</p> <p>Once the proposal has been disabled for editing again, you have to download the confirmations again, sign them and annex them to the proposal.</p> <p>If the applicant is a group of entities, a confirmation must only be signed by the authorised representative of the leader of the group of entities.</p> <p>Confirmations may be signed by hand or bear an electronic signature.</p> <p>If a confirmation is signed by hand, annex its scan in the <u>Dodaj skan potwierdzenia</u> [Add a confirmation scan] section. The original must be kept until the end of the proposal evaluation procedure and, if the proposal is recommended for funding, until the day of signing the funding agreement.</p> <p>Confirmations must bear an advanced electronic signature or qualified electronic signature in compliance with 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.</p> <p>At the NCN's request, the applicant must prove that the electronic signature complies with the eIDAS Regulation. PDF is the only format acceptable in the OSF submission system, therefore electronic signatures must be in PAdES format.</p> |



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|  |  | <p>If the confirmation bears an electronic signature, it must be annexed in the <u><i>Dodaj potwierdzenie podpisane elektronicznie</i></u> [Add confirmation with an electronic signature] section. If the conformation of proposal submission by the principal investigator (PI) is not signed by the principal investigator (PI), an authorisation to represent the principal investigator (PI) must be annexed in this section. An electronic authorisation may be annexed to the proposal or scan of the authorisation signed by hand.</p> <p>If the confirmation of proposal submission by the entity is not signed by the principal investigator, an authorisation to represent the entity must be annexed in this section. An electronic authorisation may be annexed to the proposal or scan of the authorisation signed by hand.</p> <p>Confirmations of proposal submission by the principal investigator (PI) and entity downloaded from the OSF submission system bear an electronic signature of OPI PIB to ensure integrity of the data on the document generated from the OPI BIP system (one may verify that the data has not been amended, added or removed without authorisation) and to confirm that the data originates from the OSF submission system.</p> <p>When files with electronic signatures are annexed to the proposal, the system verifies if the document concerns the proposal and its final version, contains OPI's signature as well as electronic signature. The system does not verify the validity of the certificates on the annexed files with electronic signatures. Electronic signatures are accepted as long as they are in PAdES format.</p> <p><b>PLEASE NOTE:</b> Confirmations of proposal (final version) submission must be annexed to the proposal. Proposals submitted to the NCN and RCL must be identical.</p> |
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## CONTACT DETAILS

### NCN Contact Persons

More information can be found in the DAINA 3 call text and should you have any more questions or queries, contact the NCN officers.

#### Coordinator for Arts, Humanities and Social Sciences:

Michał Olejnik

e-mail: [Michal.Olejnik@ncn.gov.pl](mailto:Michal.Olejnik@ncn.gov.pl)

#### Coordinator for Arts, Humanities and Social Sciences:

Oskar Wolski

e-mail: [Oskar.Wolski@ncn.gov.pl](mailto:Oskar.Wolski@ncn.gov.pl)

#### Coordinator for Life Sciences

Jadwiga Spyrka

email: [Jadwiga.Spyrka@ncn.gov.pl](mailto:Jadwiga.Spyrka@ncn.gov.pl)

General affairs:

Magdalena Nowak

email: [Magdalena.Nowak@ncn.gov.pl](mailto:Magdalena.Nowak@ncn.gov.pl)

### RCL Contact Persons

Asta Aleksandraviciene,

e-mail: [asta.aleksandraviciene@lmt.lt](mailto:asta.aleksandraviciene@lmt.lt)