



POLONEZ BIS

*International Mobility
and Skills Training*

Postdoctoral
Fellowships
in Poland
#MSCA

www.polonezbis.eu

GUIDE FOR APPLICANTS

Version 2.0
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NB: This guide is aimed at assisting potential applicants. It is provided for information purposes only and is not intended to replace the consultation of any applicable legal sources. The NCN (or any person acting on its behalf) cannot be held responsible for the use made of this guidance document.

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History of Changes

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| 1.0 | 05.07.2021 | Initial version | |
| 2.0 | 28.09.2021 | <ul style="list-style-type: none">• Clarification of the role of panel selection in the proposal evaluation• Clarification of the definition of mobility requirement (“employment” substitutes “work”)• Clarification of the requirement of residency in Poland throughout the funding term• Clarification of currency exchange rates to be used when planning the project budget• Links provided to call text and related documents• Descriptors provided for self-analysis in Career Development Plan• Sections on dissemination and ethics expanded• Career Development Plan added as Appendix III• Instructions for submitting proposals added as Appendix V | 5 6 6 8 10, 12, 16 14 16 22 30 |

GLOSSARY

Applicant shall mean the incoming researcher planning to conduct a research project at a Polish host institution under the POLONEZ BIS call and named as Principal Investigator (PI) in the proposal.

Full-time equivalent research experience is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited or seconded to.

Funding term shall mean the period between the official start date and agreed end date of the fellowship.

Experienced researcher shall mean a person in possession of a doctoral degree or a person with at least four years of full-time equivalent research experience at the time of call launch.

Fellow or **POLONEZ BIS fellow** shall mean the person awarded a POLONEZ BIS fellowship. POLONEZ BIS fellows will be 'Marie Skłodowska-Curie fellows'.

Research project shall mean the research work proposed by the fellow in their POLONEZ BIS application and approved by the Polish National Science Centre.

Secondment shall mean a mandatory temporary assignment of the fellow to an organisation outside the host institution, to engage in knowledge and experience transfer as well as the career and training development activities. Secondment should last from 2 weeks up to 1 month and may be carried out in Poland or in any EU Member State or Associated Country, within a single period of time or as a number of visits, at least one of which must be 14 days long. The fellow's previous employers are excluded as secondment institutions. Secondments to Polish organisations must be intersectoral (from academia to non-academic sector and vice versa). For international secondments, fellows may choose a secondment institution from the same sector but of a different character (e.g. a fellow hosted by a Polish public university may be seconded by a private research institute abroad.)

ZSUN/OSF is the web-based online submission system used by the NCN and available at <https://osf.opi.org.pl>

PURPOSE OF THE GUIDE FOR APPLICANTS

This guide provides practical information to potential applicants on preparing and submitting a proposal for POLONEZ BIS – Postdoctoral Fellowships in Poland to Boost International Mobility and Skills Training, co-funded by Marie Skłodowska-Curie Actions (hereafter "POLONEZ BIS"). In addition, it provides a general overview of the proposal evaluation process. POLONEZ BIS fellowships are governed by the particular Resolution of the Council of the National Science Centre and the fellowship agreement, both of which will be published on 15 September 2021. Applicants are strongly recommended to familiarise themselves fully with the Resolution and also to read carefully any Frequently Asked Questions (FAQ) published on www.polonezbis.eu before completing and submitting proposals. This Guide is provided for information purposes only and is not intended to replace the consultation of any applicable legal sources. In the event of any discrepancy arising between this Guide and the Resolution/fellowship agreement, the latter will prevail. The Centre reserves the right to revise this Guide. A guide on using the online proposal submission system (ZSUN/OSF) will be provided as a separate document on 15 September 2021.

ABOUT THE NATIONAL SCIENCE CENTRE

The National Science Centre (NCN) is a Polish government executive agency funding basic research carried out at Polish research performing institutions. Basic research is defined as empirical or theoretical work seeking to expand knowledge of the fundamentals of phenomena and observable facts without any direct commercial use.

The Centre is supervised by the Minister of Education and Science; NCN daily operations and financial management are overseen by the Director, who also acts as the Centre's independent legal representative.

The main policy body of the Centre is the Council of the National Science Centre, consisting of 24 distinguished scholars from various disciplines, who define the priority areas in basic research, lay down the terms and conditions for calls for research proposals, allocate funding and announce calls for doctoral scholarships and postdoctoral fellowships. The Council also appoints the members of expert teams who evaluate research

proposals.

The mission of the NCN is to boost the quality and efficiency of research in Poland and promote it on the international arena thanks to a competitive grant system. The core objectives of the Centre are to support excellent research across all disciplines and career stages, to inspire the creation of interdisciplinary research teams which are able to compete internationally, and to create new job opportunities in research.

To further these goals, the Centre has a rich offer of calls for proposals to fund projects, single research activities, scholarships and post-doc fellowships. Every researcher, regardless of their age, level of achievement, academic degree or title, or field of interest, will find a funding instrument matching their needs. The funding is awarded to the best proposals, selected in the course of a two-stage peer review. The expert reviewers evaluate both the quality of the proposed research and the applicant’s achievements.

Apart from regular calls targeted at scientists at various stages of their career, the Centre’s call portfolio also includes international calls launched in bi- and multilateral cooperation with foreign research-funding agencies and a number of multilateral programmes launched by international consortia, partnerships and networks such as ERA-NET.

ABOUT POLONEZ BIS

1. Programme overview

POLONEZ BIS, coordinated by the Polish National Science Centre under Marie Skłodowska-Curie COFUND (grant agreement no 945339) is a postdoctoral Fellowship Programme addressed to excellent experienced researchers interested in developing their professional skills within the stimulating environment of best research institutions in Poland. Open to candidates of any research background, discipline or nationality, the programme plans to recruit 120 scientists with a PhD degree or equivalent research experience, in 3 globally advertised calls. Selected in a transparent, merit-based evaluation process based on international peer-review, the fellows will be offered 2-year full-time employment contracts to work on projects combining basic research with an international or cross-sectoral secondment phase.

Fellows will be independent in designing their own career development plan and will collaborate with outstanding supervisors at an academic or non-academic host institution of their choice. The programme guarantees successful fellows full-time employment and an additional research grant for the implementation of their own projects in a research field of their choice.

The research component will be complemented by a series of relevant workshops on transferable skills, and an opportunity to engage with international and intersectoral cooperation with enterprise and non-academic sector during short-term secondments.

2. POLONEZ BIS Call 1 timetable






3. Thematic areas of the call

The NCN and POLONEZ BIS follow a strict bottom-up approach to research and invites applicants to choose any research topic involving basic research. This also means that while researchers’ choice may be driven by various regional or global agendas, like EU Smart Specialisations or UN Sustainable Development Goals, they are by no means bound by any predetermined priorities.

Applicants may submit research proposals based on individual curiosity in any research field within three research domains: Arts, Humanities and Social Sciences (HS); Life Sciences (NZ) and Physical Sciences and Engineering (ST). We particularly welcome pioneering proposals addressing new and emerging fields of research and proposals introducing unconventional, innovative approaches.

The applicants should choose the main discipline but may indicate up to three additional panels for an interdisciplinary project.

The choice of the primary NCN review panel determines the research field and the list in which the proposal will be ranked. Auxiliary review panels allow NCN to better select experts and external experts for merit-based evaluation of proposals.

|  HS – Arts, Humanities and Social Sciences |  NZ – Life Sciences |  ST – Physical Sciences and Engineering | | | |
|--|---|--|---|------|---------------------------------------|
| HS1 | Fundamental questions of human existence and the nature of reality | NZ1 | Molecular biology, structural biology, biotechnology | ST1 | Mathematics |
| HS2 | Culture and cultural production | NZ2 | Genetics, genomics | ST2 | Fundamental constituents of matter |
| HS3 | The study of the human past | NZ3 | Cellular and developmental biology | ST3 | Condensed matter physics |
| HS4 | Individuals, institutions, markets | NZ4 | Biology of tissues, organs and organisms | ST4 | Chemistry |
| HS5 | Norms and governance | NZ5 | Human and animal noninfectious diseases | ST5 | Materials |
| HS6 | Human nature and human society | NZ6 | Human and animal immunology and infection | ST6 | Computer science and informatics |
| | | NZ7 | Diagnostic tools, therapies and public health | ST7 | Systems and communication engineering |
| | | NZ8 | Evolutionary and environmental biology | ST8 | Production and processes engineering |
| | | NZ9 | Fundamentals of applied life sciences and biotechnology | ST9 | Astronomy and space science |
| | | | | ST10 | Earth sciences |

More detailed descriptors for each panel are available on the [NCN website](#).

Please note that the NCN is not in a position to advise on suitability of research topics or to comment on the content of proposals.

4. Expected results of the POLONEZ BIS fellowships

The POLONEZ BIS Calls will be implemented through curiosity-driven research projects undertaken by excellent incoming researchers of any nationality (including Polish) at Polish host institutions providing a high-quality research environment.

Expected results of the POLONEZ BIS Calls are:

- peer reviewed scientific publications with international outreach in line with the NCN's open access policy;
- knowledge transfer, sharing experience and best practices;
- increased potential of the PI and host institutions to successfully apply for international funding, including ERC grants;
- increased internationalisation of the research arena in Poland;
- development of the capacity of Polish research institutions to host incoming researchers.

ELIGIBILITY CRITERIA

Each applicant is solely responsible for determining their eligibility. Please note that the experienced researcher status and mobility requirements must be met by a specific date which is set at the call launch. Where information provided by the applicant in their proposal is found to be incorrect or applicant fails to

provide suitable documentary evidence if requested, the NCN reserves the right to reject the proposal on formal grounds or withdraw the award.

1. Eligible applicants

Under the POLONEZ BIS call the applicant is a researcher who prepares and submits the POLONEZ BIS proposal and who will become the Principal Investigator (PI) if the proposal is funded. There are two major eligibility criteria:

- a. **Research experience:** fellowships will be open to experienced researchers, regardless of their age, gender or nationality, who at the date of the call launch hold a PhD degree or have at least 4 years of documented full-time research experience (including doctoral studies experience);
- b. **Mobility requirement:** applicants must move from any country to Poland for the duration of their fellowships and must not have resided, studied or been employed in Poland for more than 12 months in the 3 years immediately before the date of call launch. Time spent as part of procedure for obtaining refugee status under the Geneva Convention, compulsory national service (such as mandatory military service) and/or short stays, such as holidays, are not counted towards the 12-month limit.

Who may not apply:

- a. researchers who were funded as POLONEZ fellows in any of the previous calls;
- b. researchers who within 3 years prior to the call launch had the role of PI in a research project carried out at a Polish institution (including projects funded by the NCN);
- c. researchers who applied as PI in any other proposal submitted to the NCN in answer to a call launched simultaneously with the POLONEZ BIS call, or in a proposal for which a funding decision was issued and remains in legal force, or in any proposal under evaluation or under appeal;
- d. researchers who are the authorised representatives of the host institution.

At the stage of proposal submission, each applicant must provide:

- a. a PhD holder – a scan of the PhD diploma and its translation into English or Polish, if the language of the original is neither English nor Polish;
- b. a researcher not holding a PhD – scans of documents confirming four years of full-time equivalent research experience, e.g. a declaration signed by a representative of the institution where research has been carried out or by a dean of the institute or faculty or the applicant's academic tutor. Full-time equivalent research experience is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in Poland. Translation into English or Polish is necessary if the language of the original document is neither English nor Polish;
- c. scans of documents confirming if he or she has resided and carried out his or her main activity outside Poland. The documents (for example flat rental contracts, utility bills in PI's name, a work contract, a university enrolment certificate, proof of payment of tuition fees, a residence permit, insurance contracts, tax declarations, etc.) should confirm the exact period of stay outside of Poland and should indicate specific dates. The documents do not have to be translated. See also [Appendix I](#).

All scans must be uploaded to the ZSUN/OSF electronic submission system as proposal attachments.

During the funding term, the PI:

- a. must reside in Poland for 100% of the entire POLONEZ BIS fellowship funding term and be available to the host institution. Documented foreign business trips related to the project and holidays governed by labour law spent abroad are included in the residency in Poland;
- b. must not use any other sources of funding his/her arrival or stay in Poland;
- c. must not participate in any international mobility, except to implement the project research and training tasks under POLONEZ BIS;
- d. must not receive any remuneration from another employer pursuant to an employment contract, including an employer with a registered office outside of Poland;
- e. must not receive any other remuneration from funds allocated as direct costs under research projects funded in other NCN calls;
- f. must participate in at least three 2-day training courses developing research and non-research

competencies, organised and financed by the NCN.

2. Eligible host institutions

All legal entities with a registered office in Poland are eligible as fellowship host institution, regardless of the sector they represent. This includes:

- universities and Higher Education (HE) institutions;
- federations of science and HE institutions;
- research institutes of the Polish Academy of Sciences;
- research institutes;
- international research institutes acting in the Republic of Poland
 - Łukasiewicz Centre;
 - institutes operating within the Łukasiewicz Research Network;
- Polish Academy of Arts and Sciences;
- other entities involved in research independently on a continuous basis;
- scientific and industrial centres;
- research centres of the Polish Academy of Sciences;
- scientific libraries;
- companies operating as R&D centres;
- legal entities with registered office in Poland.

The host institution shall be considered ineligible if:

- a. it granted the PI the PhD degree unless since the PhD award the PI completed a documented post-doctoral fellowship(s) outside Poland, lasting a total of at least 3 years, including at least one post-doctoral fellowship lasting an uninterrupted period of 12 months;
- b. it employed the PI within 3 years before the proposal submission deadline;
- c. it constitutes a group of entities;
- d. it is under receivership, in liquidation or subject to bankruptcy proceedings.

During the funding term, the host institution must:

- a. employ the Principal Investigator for the entire POLONEZ BIS fellowship funding term pursuant to a full-time employment contract, exclusively for the implementation of the project research and training tasks and in compliance with the [European Charter for Researchers and Code of Conduct for the Recruitment of Researchers](#);
- b. employ the mentor throughout the entire fellowship funding term, pursuant to an employment contract. The mentor's contracted working time should be sufficient to allow for adequate supervision of the project and mentoring of the PI;
- c. provide the fellow with free full access to facilities, infrastructure, equipment necessary to carry out the research tasks described in the proposal;
- d. appoint or employ an administrative officer with fluent command of English, who will help the fellow at the relocation stage and with administrative and financial issues during the fellowship. The minimum working time of the administrative assistant should be 0,25 Full Time Equivalent. One administrative assistant may support up to 4 POLONEZ BIS fellows;
- e. support the fellow in promoting their research outputs, open access publishing, and data management;
- f. provide support to researchers with special needs.

It is the responsibility of each applicant to identify a suitable host institution; the Centre is not in a position to recommend host institutions. Researchers searching for relevant host institutions are welcome to use a dedicated [POLONEZ BIS Partner Search Tool](#) to publish their expression of interest and establish cooperation. Applicants may also consult [EURAXESS Poland website](#).

Please note that the appropriate choice of the host institution is an important criterion in the proposal evaluation process – see [Appendix II](#) for the template of the Host Institution Capacity Form.

3. Eligible mentors

Applicants are free to select a mentor who is already an employed staff member of the proposed host institution at the date of the call launch. The mentor should have adequate expertise in the field selected by the applicant; however, the applicant must always remain autonomous in choosing the topic and design of their projects. Mentor should remain employed by the host institution for the entire duration of the fellowship. Mentors of funded fellows will be obliged to hold regular meetings with them, help them in critically reflect on the individual career development goals and help fellows integrate with the local research environment. One mentor may support more than one POLONEZ BIS fellow.

It is the responsibility of each applicant to identify a suitable mentor; the Centre is not in a position to recommend mentors.

Please note that the quality of mentor's supervision will be evaluated on the basis of his/her research and publication track as well as their previous supervision/mentoring experience.

4. Eligible funding term

POLONEZ BIS will fund only 24-month fellowships.

Fellowships funded under POLONEZ BIS Call 1 must start on 1 September, 1 October or 1 November 2022. Fellowships which constitute state aid for the host institution must start on 1 October or 1 November 2022.

Fellowship duration may be extended under special circumstances, without additional funding, subject to prior approval of the NCN Director. Fellowships may be temporarily suspended during PI's pregnancy, maternity, paternity, parental leave or long-term sickness.

FELLOWSHIP BUDGET AND ELIGIBLE COSTS

POLONEZ BIS fellowship awards include the remuneration of the PI calculated automatically based on the monthly lump sums as well as an allocation for eligible direct research expenses up to the amount of €100,000 (PLN 433,330) per grant. Applicants are required to justify the requested costs with regard to the subject and scope of the research, based on real calculations and itemized expenses to be covered from the NCN resources (so-called eligible costs) in individual years of the project's implementation.

In the proposal submission system ZSUN/OSF the budget should be prepared in the Polish currency (PLN). The PI's salary is calculated automatically based on the selected project start date and the exchange rate of €1 = PLN 4.3333. The system uses the same exchange rate to calculate the spending limit on equipment (€2,500 = PLN 10,834). For expenses planned to be incurred abroad Applicants may use market exchange rates. All the planned expenses must be reasonable and directly related to the scope of work.

There must be no double financing of any part of the project by any other source of funds.

1. Remuneration of the PI

The PI shall receive a full-time employment with the monthly salary composed of the following elements:

- a. €2,740 living allowance (ca. PLN 11,873 gross = ca. PLN 7,038 net)
- b. €1,725 mobility allowance (ca. PLN 7,475 gross = ca. PLN 4,463 net)
- c. €300 family allowance, for fellows whose families stay in Poland for at least 3 months during the funding term (ca. PLN 1,300 gross = ca. PLN 859 net)
- d. €200 special needs allowance (ca. PLN 867 gross = ca. PLN 600 net)

The gross amounts above comprise the actual salary plus full health and social security coverage and other statutory costs included in the remuneration. The net amounts are approximations only, based on average tax charges in 2021.

Living and mobility allowances will be paid to all fellows. Family and special needs allowances will be paid only to eligible researchers. Eligibility will be determined at the call submission deadline and will not be revised during the fellowship.

2. Direct research expenses up to €100,000 (PLN 433,330)

The research budget may include the following funding categories:

- a. costs of staff assigned or recruited to the project (mentor, co-investigators, Master and PhD

- students);
- b. cost of equipment, devices and software which constitute host institution's fixed assets, up to €2,500 (PLN 10,834) per item;
- c. essential research supplies and consumables;
- d. costs of small equipment which does not constitute host institution's fixed assets, up to €2,500 (PLN 10,834) per item;
- e. costs of services outsourced to third parties (institutions and individuals with registered business activity);
- f. business trips i.e. travel and subsistence allowances for staff taking part in the project, including secondments, field trips, conferences and project meetings;
- g. travel and subsistence of external collaborators and consultants visiting the project;
- h. costs of publication of monographs which may be incurred once positively reviewed by the NCN;
- i. costs of actions intended to promote the fellowship and its results, such as project website, audio-, photo- or video- documentation of the research tasks, etc.

3. Indirect costs

Eligible indirect costs of the POLONEZ BIS fellowship include:

- a. indirect costs of Open Access, up to 2% of total direct fellowship costs, to be spent exclusively on open access to publications and research data;
- b. other indirect costs of up to 20% of total direct costs, to be spent on costs that are related indirectly to the research project, including the cost of open access to publications and research data.

The indirect costs should be used to provide the PI with an appropriate working space. The indirect costs can include salaries for administrative staff providing support for the PI which are not part of staff costs (administrative assistant, financial department representatives, acquisitions responsible, PR officer, etc.).

4. Excluded costs

The following costs will not be considered eligible:

- a. provisions for future liabilities, debt interest and other debt servicing expenses, interest and other amounts due on account of late payments, contractual penalties, fines, penalties and expenses to cover the costs of litigation;
- b. recoverable VAT;
- c. fees for pre-publishing reviews;
- d. leasing of research equipment;
- e. if the host institution applies for state aid - costs of NCN research scholarships, doctoral scholarships;
- f. cost of publication of monographs resulting from the fellowship, if they have not been positively reviewed by the NCN
- g. Article Processing Charges in hybrid journals, as defined in the [Open Access Policy at the NCN](#).

5. Budgetary flexibility

Applicants should note that budgetary flexibility is given during the funding term in order to allow for appropriate project management. Reallocation of funds among the cost categories which does not exceed 15% of the total eligible costs or PLN 100,000 does not require prior approval of the NCN.

For reallocation above this limit, an amendment to the fellowship agreement will be required before the date the modification should take place. The request must be fully substantiated and justified.

The 15% rule is NOT applicable to indirect costs and the full-time salary of the PI, which cannot be changed.

6. State aid

If the applicant chooses an enterprise as his/her host institution, the funding of the POLONEZ BIS fellowship by the National Science Centre may constitute State aid for the host institution. State aid will be granted under conditions regulated by the Regulation of the Minister of Science and Higher Education of 9 September 2015 on the terms and mode for granting State aid via the National Science Centre (Journal of Laws of 2015, item 1381 as amended). The Regulation is in accordance with the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty. Detailed information can be found on NCN website in the [State aid section](#).

BEFORE APPLYING

1. **Determine your eligibility.** Read the [POLONEZ BIS terms and conditions](#), the Guide for Applicants and consult the Frequently Asked Questions on www.polonezbis.eu. If you cannot find an answer to a specific question, send an e-mail to the POLONEZ BIS Coordination Team at polonez@ncn.gov.pl. We will update the FAQ section frequently until the proposal submission deadline.
2. **Identify a suitable fellowship topic** (see Thematic Areas of the Calls above).
3. **Select a host institution** which would provide the most appropriate environment for the research project you intend to propose and for your own professional development. Register in the [POLONEZ BIS Partner Search Tool](#), browse through the published institutional offers or consult [EURAXESS Poland website](#).
4. **Confirm support from a host institution in Poland and your proposed mentor.** Do not add a host institution or mentor to your proposal if you did not discuss your fellowship proposal with him/her and if s/he did not explicitly agree to support your application.
5. **Contact the Research/Project Office** of the selected host institution to find out:
 - if the host institution will be applying for state aid
 - what internal procedures may affect the proposal and project performance (costs planned in the project, procedure for acquiring signature(s) of authorised representative(s) of the institution to confirm submission of the proposal).

Important: The overall responsibility for the proposal preparation, for timely completion of all steps of the application process, and for compliance with the POLONEZ BIS terms and conditions if an award is made, lies with the applicant / fellow.

The NCN provides general guidance on certain aspects of POLONEZ BIS fellowship proposal in this document. If applicants need advice as they shape their proposal, they should liaise with their proposed mentors and with the Research/Project Office of their proposed host organisation.

APPLICATION PROCESS AND REQUIREMENTS

The proposal template for the POLONEZ BIS Call 1 as well as the templates of the required supporting documents is available [here](#). The online proposal submission system is open at <https://osf.opi.org.pl/>.

Proposals are submitted jointly by the applicants and their selected host institution via a web-based online proposal submission system ZSUN/OSF <https://osf.opi.org.pl/>. To submit a proposal the applicant must be registered as a user of the system and follow the instructions given in the ZSUN/OSF system.

Both the applicant and the mentor involved in a POLONEZ BIS fellowship will be required to complete their respective parts of the proposal through the ZSUN/OSF. An authorised representative of the host institution has to sign the proposal before it is submitted. It is therefore essential that the participants named in a proposal will be available to complete their respective parts prior to the submission deadline.

The submission deadline for POLONEZ BIS Call 1 is 15 December 2021, at 16.00 CEST. Please keep in mind that it is not possible to make any changes in the proposal once it is submitted.

POLONEZ BIS proposal will include an abstract, a summary for the general public, short and full project descriptions outlining research methodology, PI's and mentor's research track record, ethical issues form, Research Data Management Plan (DMP) and requested budget. The language of the proposal is English. Some fields may also require a parallel Polish version – applicants are advised to contact the host institutions for help or use Google translate. The proposals are evaluated by international experts and any inconsistencies in translation into Polish will not be taken into account. All necessary corrections in the fields completed in Polish can be made at the funding agreement stage.

Supporting documents must be provided by Host Institutions (signed Institution Capacity Form) and applicants – proof of research experience eligibility (PhD diploma or account of academic qualifications counting towards the total full time postgraduate research experience); proof of residency or work outside Poland for 2 out of 3 years. All documents uploaded to the ZSUN/OSF system shall be in PDF format.

PROPOSAL EVALUATION PROCESS

1. Evaluation stages

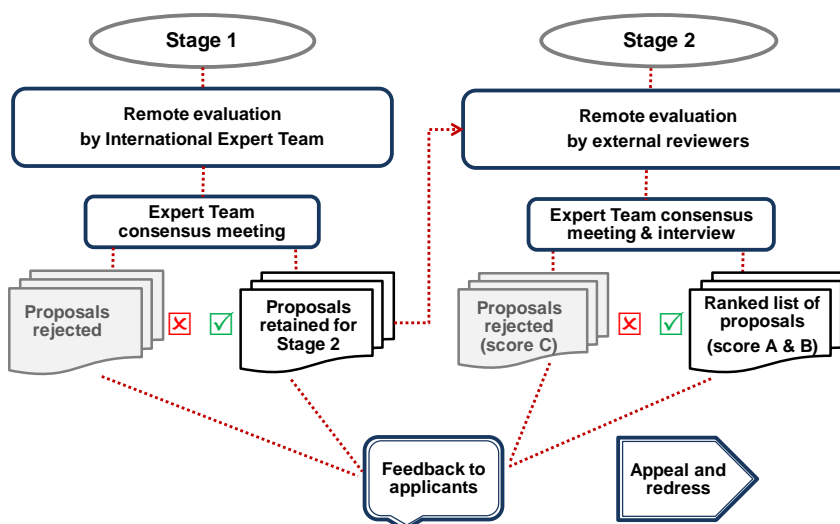
To guarantee a transparent, merit-based and impartial selection of the best researchers and proposals, NCN employs a two-stage peer review procedure by international experts and reviewers. After the initial eligibility check, proposal evaluation is divided into two stages:

- a. **qualification check** performed by the International Expert Team appointed by the NCN, based on the data included in the proposal, with the exception of the full project description.

Each proposal is evaluated by two members of the Expert Team acting independently. Then, based on the discussions, a list of proposals recommended for the second stage of evaluation is drafted by the experts at the first consensus meeting.

Please note: Proposals which integrate information, data, techniques, tools, perspectives, concepts or theories from two or more disciplines as defined in NCN panels are considered interdisciplinary proposals. In well-justified cases, interdisciplinary proposals are subject to an additional expert review at the first stage of evaluation.

- b. **specialist evaluation** of proposals recommended for the second stage of evaluation. Proposals are referred to at least two external reviewers who are not members of the Expert Team evaluating the proposal at the first stage and who carry out their evaluation based on the data included in the proposal with the exception of the short project description. After the external reviews are submitted, the members of the Expert Team discuss the individual reviews and conduct interviews with the applicants. The applicants are notified about the date of the interview and get access to the reviewers' opinions 14 days in advance.



2. Criteria and scoring

All proposals are assessed under four evaluation criteria as detailed in [Appendix IV](#). The evaluators will give each criterion a score between 0 and 5:

| | |
|--------------------|---|
| 5 Excellent | All aspects of the criterion are successfully addressed; the proposal shows no weaknesses. |
| 4 Very good | The criterion is very well addressed although certain improvements of the proposal are still possible. |
| 3 Good | The criterion is well addressed although some improvements of the proposal would be necessary. |
| 2 Fair | The criterion is broadly addressed, but the proposal demonstrates significant weaknesses. |
| 1 Poor | The criterion is addressed in an inadequate manner, or the proposal contains serious structural flaws. |
| 0 Fail | The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information. |

The interview is not scored separately but may influence the scores already assigned to particular criteria. The overall threshold of 70 % is applied to the total weighted score.

3. Funding/rejection decisions

The formal funding decisions or rejection decisions will be issued by the NCN Director. The call results, together with summary evaluation reports, will also be available to applicants in their individual accounts in the ZSUN/OSF proposal submission system. The funding decisions will be issued in June 2022.

Please note that the NCN employees are precluded from discussing the results of the call over the telephone or discussing the outcome of individual proposals via email or post.

4. Appeal and Redress Procedure

Applicants who wish to [appeal the final results](#) may send their complaints directly to the NCN's headquarters, within 14 days from the date of receiving the decision of the NCN Director. The received appeals are proceeded by the Appeal Committee of the NCN Council. The decision of the Council Appeal Committee may be further appealed at the administrative court.

Please note that comments and scores given by experts and external reviewers will not be subject to appeals. Grounds for appeals include conflicts of interest and errors in administrative procedure. Appeal procedures do not stop or hinder the subsequent evaluation stages of other proposals in the given call.

CONTRACTING OF PROJECTS

With regard to each funded proposal, a trilateral fellowship agreement between the NCN, the PI and the host institution will be concluded for the funding term.

The fellowship agreement will set out the terms and conditions of fellowship performance, as well as the roles and responsibilities of the parties.

The template of the fellowship agreement is available at [here](#).

The indicative time for concluding fellowship agreements is September/October 2022.

GUIDANCE ON SELECTED SECTIONS OF THE APPLICATION FORM

Detailed instructions on submitting POLONEZ BIS proposals via the ZSUN/OSF online submission system are provided as [a separate document](#) in the call text and as [Appendix V](#) to this Guide.

1. Proposal abstract and abstract for the general public

Applicants will be required to provide an abstract of their fellowship proposal and an abstract for the general public. It is important to note differences between the two abstracts, in particular that the former is to cover all key aspects of the proposal in order to allow the experts requested to review the project to assess their competencies to perform the review. The latter should be written in non-technical language for non-expert audiences and should include the project objectives, description of research, reasons for attempting a particular research topic and substantial results expected.

Should the project qualify for funding, the abstract for the general public will be published on the National Science Centre's website alongside the information on the call's results.

2. Short and full description of the project

Applicants will be required to provide two descriptions of the project. Both descriptions should cover the same 5 sections:

- a. scientific goal of the project (description of the problem to be solved, research questions and hypotheses)
- b. 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);
- c. concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);

- d. research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);
- e. project literature (a reference list for publications included in the project description, with full bibliographic data).

The short description of the project (up to 5 pages) is evaluated by the experts at the first stage of evaluation. These experts have no access to the full project description.

The full description of the project (up to 15 pages) is evaluated by external reviewers at the second stage of evaluation. The external reviewers have no access to the short description of the project.

3. Sex/gender dimension in the project description

While in some research projects biological sex and/or gender may not be relevant in terms of the research content, it is well established that where relevant, not integrating sex and gender analysis into the design, implementation, evaluation and dissemination of the research can lead to poor results and missed opportunities. That is why the applicants should consider whether the methodology of their project ensures that (possible) gender differences will be investigated. Applicants are encouraged to use https://www.yellowwindow.com/genderinresearch/downloads/YW2009_GenderToolkit_Module1.pdf for further guidance.

4. Research tasks

This section contains the scientific work plan of the POLONEZ BIS fellowship and should only list research tasks. Purchase of research equipment, participation in conferences and other dissemination activities, etc. should not be included.

POLONEZ BIS does not require applicants to include deliverables, milestones or a Gantt chart but if they are included they will be binding if the fellowship is funded.

5. Career development plan and secondments

A career development plan (CDP – see [Appendix III](#)) is a key component of a POLONEZ BIS fellowship proposal. It will be composed of a number of sections to help applicants to self-assess their strengths and any areas for development. It will also facilitate mapping areas for development and gaps in their skills to planned career development activities for the duration of the project.

The CDP will be visible to international experts and reviewers but not all of its sections will be evaluated.

The CDP will be composed of the following sections:

- a. Previous experience – positions held in the most recent project and training courses attended/completed in the previous year, project management and intersectoral experience, (to set background for training goals, not evaluated).
- b. Self-assessment of skills, knowledge and behaviours (competencies) in a number of areas. While the self-assessment is necessarily subjective, applicants should score themselves as objectively as possible. It might be helpful to get feedback from colleagues or your supervisor/manager but this is not a requirement. A realistic, accurate picture of your current competencies will enable the CDP and subsequent development to be as beneficial as possible. This part of the CDP is based on [The Vitae Researcher Development Framework](#), which applicants may find useful when preparing their CDPs. (to set background for training goals, not evaluated).

When self-assessing your skills, knowledge, and behaviour, please refer to the descriptors shown on the next pages.

| Area | | Description |
|--------------------------------------|---|---|
| Knowledge and intellectual abilities | Research methods and technical skills in PI's field – theoretical knowledge | I appreciate the benefit of using a range of methods for data collection and analysis; I can assess and demonstrate the usefulness and validity of data in the context of a specific problem. |
| | Research methods and technical skills in PI's field – practical application | I apply a range of appropriate methods and techniques such as experimental design with confidence and evaluate research processes, using statistics where appropriate. |
| | Managing data and resources | I am aware of the creation, organisation, validation, sharing, storing and curation of information/data and the associated risks. I understand legal, ethical and security requirements involved in information/data management. I understand the value and use of open access of research. |
| | Statistical analysis | I develop academic literacy abilities within wider contexts, and capabilities in IT and digital technology, as appropriate. I present complex ideas with clarity and understand analytical or statistical procedures. |
| | Interpretation of data | I have well developed analytical abilities with knowledge of a range of methods. I develop the analytical understanding of less experienced colleagues. |
| | Creativity/innovative thinking | I exercise critical judgement and thinking to create new and/or imaginative ways of understanding. I develop new ways of working on a topic and can identify which ideas are likely to be successful. |
| Personal Effectiveness | Networking skills | I maintain co-operative networks and working relationships in the research community., using these for advice, critical appraisal and opportunities. I am a respected member of learned societies and public bodies. |
| | Continuing professional development | I have a realistic view of my career potential and adapt my development plans appropriately. I reflect on skills and create opportunities to develop further. I demonstrate, with evidence, initiative and competence in a wide range of contexts. |
| | Work-life balance | I maintain an acceptable work-life balance and manage pressure effectively. I notice and help manage the pressure on colleagues and less experienced researchers. |
| | Stress management | I demonstrate self-discipline, motivation and thoroughness. I persevere in the face of obstacles and set-backs with peer, supervisor or leader support. I am resilient and deal effectively with the routine aspects of research. |
| | Time management | I have effective time management tools, advise others and act as role model. I can manage projects to time and balance constraints. |
| Research governance | Responsible conduct in animal and human research | I set expectations and ensure relevant and appropriate ethical principles are followed. I educate and advise colleagues. |
| | Understanding IPR (research contracts & licensing agreements) | I understand the role of intellectual property rights in research, and in licensing agreements and can advise peers on these. I understand the value of open access of research outputs. I manage the deposit of research outputs. |
| | Structuring/managing operational plans and R&D execution plans | I ensure research contributes to the discipline/research area, to my institution and to wider aims of all stakeholders, the public and the business sector. |

| Area | | Description |
|----------------------------------|--|--|
| Research governance cont. | Planning and organising projects | I understand project management cycles and tools and can manage project issues using a range of project management techniques to keep projects on track |
| | Writing grant proposals | I have a broad awareness and of key relevant funding sources and grant application procedures. I apply for small grants/fellowships successfully. I am rigorous in argument construction and produce convincing arguments to defend research theses and as appropriate for other purposes. |
| | Developing/managing budgets | I effectively use required financial management systems for audit tracking and budgetary planning. I understand institutional and national financial systems for supporting research. I manage budgets and advise others on them. |
| Engagement, influence and impact | Working with others/teamwork | I participate in teamwork at all levels impartially. I am sensitive to intentions, needs and positions of team members. I recognise the strengths of team members and can work effectively to meet team goals. |
| | Training, mentoring, supervising individuals | I provide support and advice to others and take on co-supervision role. I welcome feedback on my supervisory skills. I mentor others and help them see opportunities and develop confidence. |
| | Negotiating skills | I can persuade others and communicate research effectively to diverse audiences to contribute to the development of my discipline/research area. |
| | Communicating research to scientists | I can persuade others, asking timely and appropriate questions and making complex ideas accessible. I communicate research effectively to a diverse audience. I actively engage in inter-disciplinary knowledge exchange. |
| | Navigating the peer review process | I understand how research is evaluated and published. I produce publishable material of high standard. I am aware of my skills and able to defend ideas in the face of reasonable challenge both from colleagues and others. |
| | Demonstrating and teaching skills | I develop my repertoire of teaching styles and techniques and contribute to teaching programmes and curriculum development. I educate and guide less experienced researchers. |
| | Communicating research to nonscientists, incl. media | I promote public understanding of my research area and actively seek opportunities for public engagement. I facilitate engagement, lead on local opportunities and am involved with national programmes. |
| | Researching & evaluating business opportunities | I demonstrate commitment to take forward enterprising ideas. I appreciate the significance of the research-enterprise relationship and am aware commercialisation, entrepreneurship and social enterprise. I recognise potential for new products and applications of research. |

- c. Transfer of knowledge from the applicant to the host or secondment institution. (evaluated)
- d. Development plan – short term goals to be achieved during the POLONEZ BIS fellowship. (evaluated)
- e. Secondment preferences or plans. Each project design must include a secondment phase outside the host institution, lasting from 2 weeks up to 1 month and involving exchange of knowledge. The secondment phase may be carried out in Poland or in any EU Member State or Associated Country, within a single period of time or as a number of visits, at least one of which must be 14 days long. The fellow's previous employers are excluded as secondment institutions. The applicants do

not have to specify the secondment institution in the proposal. They must, however, describe their needs and expectations for international or cross-sectoral exposure. (evaluated)

- f. Long-term career development goals (expected long-term impact of the POLONEZ BIS fellowship on the applicant's career in two/three years after completing the project). (evaluated)
- g. Plans for dissemination and communication of project results. (evaluated)
A quick guide to dissemination and communication options can be found [here](#).

At least one scientific publication presenting the project results in a peer-reviewed, international publishing venue will be required at the stage of final report. Applicants should choose the form of dissemination that is consistent with the project and feasible to accomplish within the funding period or shortly after its completion. When planning dissemination please refer to [NCN Open Access Policy](#).

Applicants should note that costs of publishing monographs are eligible only after the monograph has been positively reviewed by the NCN. This is a time-consuming process and might be difficult to accommodate in a 2-year POLONEZ BIS project. Before you decide to list a monograph as one of the expected results of your project, please read the [Rules for the evaluation of monographs in research projects funded by the National Science Centre](#).

- h. Plans for outreach/public engagement. At least two outreach activities must be planned during the funding term. (evaluated)

Please note that the PI will have to update the CDP within 6 months of the fellowship start date.

6. Ethical requirements

POLONEZ BIS is subject to ethical [requirements applicable under Horizon 2020](#) and applicants are required to carefully consider the ethical implications of their proposed research. They are also obliged to follow the [Code of the National Science Centre on research integrity and applying for research funding](#).

POLONEZ BIS funding will not be granted for activities carried out outside the EU if they are prohibited in all Member States or for activities which destroy human embryos (for example, for obtaining stem cells).

Activities involving research on human embryos or human embryonic stem cells (hESC) may be carried out only if they have been explicitly approved (in writing) by the European Commission Ethics Board. In such cases the NCN communicates with the EC on behalf of the Principal Investigator before signing the funding agreement.

The Principal Investigator will also have to ensure that project activities have an exclusive focus on civil applications.

The detailed guidelines for completing the ethics issues section of the POLONEZ BIS proposal are published as a separate document [here](#).

CONTACT

Please contact the POLONEZ BIS Coordination Team at the NCN with all queries concerning the fellowship programme. We will endeavour to answer your questions sent by e-mail as soon as possible, within 5 working days at the latest. Answers to the questions will be published in the FAQ to ensure equal access to information for all applicants.

POLONEZ BIS Coordination Team

polonez@ncn.gov.pl

Jolanta Palowska

mob. + 48 695 211 478

Appendix I - Eligibility**Compliance with the eligibility criteria (residency, mobility, research career breaks)**

Proposal ID no:

Proposal title:

Name and surname of the Applicant (Principal Investigator):

Name of the Host Institution:

PART I

Indicate the period(s) and the country/countries in which the Principal Investigator (PI) has legally resided and/or carried out his/her main activity (work, studies, etc.) during the last three years up until the opening of the call for proposals, **i.e. between 15 September 2018 and 14 September 2021**.

1. Please fill in this section in English, without gaps, until the date of call announcement (15 September 2021).
2. Provide as many entries as needed. Any data provided in the table below should correspond to the information given in other sections of the proposal (e.g. information on career breaks, academic and research track record, research experience, etc.).
3. Short stays¹ should **not** be listed – PIs should only indicate period(s) in which they have resided and/or had their main activity (work, studies, etc.) in a given country.
4. Mandatory military service and time spent as part of a procedure for obtaining refugee status (under the 1951 Geneva Convention and the 1967 Protocol) should be listed, if applicable, to show continuity, but they are not taken into account when assessing the PI's eligibility status.
5. The list and the copies of the documents² included in the list (in English or the original language) should be merged into one PDF document and uploaded to the ZSUN/OSF system.

| No. | Period concerned | | Country | Document's name | Description |
|-----|------------------------|----------------------|---------|-----------------|-------------|
| | from YYYY-MM- DD | to YYYY-MM- DD | | | |
| 1 | | | | | |
| 2 | | | | | |
| ... | | | | | |

PART II

Is the Principal Investigator applying for POLONEZ BIS fellowship at the Host Institution which granted his/her PhD?

YES/NO (delete as applicable)

If **YES**, provide information about post-doctoral fellowship(s) completed by the PI outside Poland and lasting at least 36 months in total, including one continuous post-doctoral fellowship of at least 12 months. The copies of relevant documents confirming the post-doctoral fellowships (in English or the original language) should be merged into one PDF document and uploaded to the ZSUN/OSF system.

| No. | Period concerned | | Country | Document's name | Description |
|-----|------------------------|----------------------|---------|-----------------|-------------|
| | from YYYY-MM- DD | to YYYY-MM- DD | | | |
| 1 | | | | | |
| 2 | | | | | |
| ... | | | | | |

¹ short stays are characterised by the type of activity rather than by a specific number of days. A period can only be considered as a short stay if the PI did not reside or did not carry out his/her main activity (work, studies, etc.) in the country during that period (such as holidays or conference participation).

² for example flat rental contracts, utility bills in PI's name, a work contract, a study certificate, proof of payment of tuition fees, a residence permit, insurance contracts, tax declarations etc.

Appendix II – Host Institution**Host Institution Capacity Form**

Proposal ID no:

Proposal title:

Name and surname of the Applicant (Principal Investigator):

Name of the Host Institution:

Name of the collaborating unit within the Host Institution where the Principal Investigator will actually work (Faculty / Department / Division / Laboratory / Research group):

Instructions:

Please answer questions 1-12 in English, save the form as a PDF file, and have it signed electronically (PAdES format) by a person authorised to represent the Host Institution (e.g. Rector, Director of PAS Institute, other authorised person, etc). The signed form should be uploaded to the ZSUN/OSF system.

1. Has the Host Institution received the HR Excellence in Research Award from the European Commission?

YES / NO (delete as applicable)

If YES, year of award:

link to the HR Strategy and Action Plan:

2. Does the Host Institution undergo national evaluation?

YES / NO (delete as applicable)

If YES, name of the evaluated unit (e.g. relevant Faculty):

year of the most recent evaluation:

evaluation category received:

For questions 3-8 below, please refer to the collaborating unit where the applicant will actually work, not to the Host Institution as a whole.

3. General description of activities and expertise including research focus or research topic(s).

4. Role and profile of key persons (incl. mentor).

Describe the qualifications of the key person(s) including supervisory / mentoring experience.

5. Previous and current involvement in research and training programmes.

Indicate up to 3 relevant EU, national or international research and training actions/projects in which you have previously participated and/or are currently participating (title, source of funding).

6. Relevant publications and/or research/innovation products.

Describe important research achievements from the last 5 years including a list of the most important publications, patents, other.

7. Other relevant achievements.

8. Have you hosted POLONEZ Fellows or MSCA IF Fellows before? If so, when?

For questions 9-12 below, please indicate which facilities or benefits are offered at the level of the collaborating unit and which at the level of the Host Institution.

9. Significant infrastructure.

Describe key research facilities, infrastructure and equipment you will make available to the Applicant (Principal Investigator).

10. Hosting arrangements.

Describe the research environment, existing networks and international cooperation, additional training and career development options you offer to the Applicant (Principal Investigator) for training, transfer of knowledge and integration with the existing team.

11. Intersectoral secondments options³.

Do you cooperate with any partner institutions suitable for intersectoral secondment? What additional knowledge, skill or insights can they offer?

12. Other benefits.

List additional benefits you declare to provide for the recruited experienced researcher and/or their family, other than guaranteed by Labour Law or listed in the POLONEZ BIS call text.

Oświadczenia i podpis:

1. Zobowiązuję się do zapoznania osoby /osób wymienionych w formularzu opisu podmiotu przyjmującego z zawartością Załącznika 1 do niniejszego formularza.
2. W przypadku pozytywnej decyzji Dyrektora NCN o przyznaniu środków na realizację ww. projektu POLONEZ BIS zadeklarowane w formularzu warunki pracy i wsparcia zostaną spełnione.

Declarations and signature:

1. I hereby declare that I will ensure that the person(s) indicated in the Host Institution Capacity Form has/have read Annex no 1 hereto.
2. If the POLONEZ BIS project mentioned above is funded by the NCN, the declared employment conditions and support will be implemented.

Podpis osoby upoważnionej do reprezentowania jednostki

Signature of the person authorised to represent the Host Institution

³ It is not mandatory to decide on the secondment institution at the application stage. However, if the Host Institution declares a possibility for cooperation with a partner institution and the proposal is recommended for funding, the Host Institution will be obliged to act as an intermediary in scheduling the Fellow's secondment at the indicated partner institution.

Załącznik nr 1

Informacja o przetwarzaniu danych osobowych osoby/osób wskazanych w Załączniku nr 2 do uchwały nr 54/2021 z dnia 10 czerwca 2021 r. Na podstawie art. 14 ust. 1, 2 i 3 rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych) (Dz. Urz. UE L 2016, Nr 119, s. 1).

1. Narodowe Centrum Nauki z siedzibą w Krakowie przy ul. Twardowskiego 16, 30-312 Kraków (dalej też: Centrum) jest administratorem danych osobowych wymienionych w Załączniku nr 2 do uchwały nr 54/2021, a przekazanych Centrum przez instytucję naukową.
2. Kontakt z wyznaczonym Inspektorem Ochrony Danych w Centrum jest możliwy za pomocą poczty elektronicznej (e-mail: iod@ncn.gov.pl), telefonicznie pod numerem +48 12 341 91 13 lub bezpośrednio w siedzibie administratora danych osobowych.
3. Podstawę prawną przetwarzania danych osobowych przez Narodowe Centrum Nauki stanowi art. 6 ust. 1 lit. c ogólnego rozporządzenia o ochronie danych w zw. z art. 20 ustawy z dnia 30 kwietnia 2010 r. o Narodowym Centrum Nauki (t.j. Dz. U. z 2019 r. poz. 1384).
4. Narodowe Centrum Nauki będzie przetwarzać dane osobowe takie jak imię albo imiona i nazwisko, stanowisko, nazwę i dane adresowe podmiotu zatrudniającego.
5. Pozyskiwane dane osobowe będą przetwarzane w celu umożliwienia oceny doskonałości naukowej oraz trafności wyboru jednostki wskazanej przez Wnioskodawcę jako miejsce realizacji projektu POLONEZ BIS, przeprowadzenia ewaluacji realizacji zadań Centrum oraz sprawozdawczości. Ponadto dane osobowe będą przetwarzane w celu upowszechnienia w środowisku naukowym informacji o ogłaszanych konkursach, w celu wykonywania innych czynności regulowanych przepisami prawa i do celów archiwalnych.
6. Dane osobowe będą przetwarzane od momentu ich pozyskania przez okres niezbędny do realizacji celów wskazanych w pkt. 5, okres wymagany przez przepisy prawa oraz przez okres przechowywania zgodny z instrukcją kancelaryjną Centrum i Jednolitym Rzeczym Wykazem Akt.

Annex no 1

Information about processing of personal data of the person(s) indicated in the Annex no 2 to NCN Council Resolution No 54/2021 of 10 June, 2021. Pursuant to Article 14(1), 14(2), and 14(3) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ. L 2016, No. 119, p. 1).

1. National Science Centre with its registered office in Kraków at ul. Twardowskiego 16, 30-312 Kraków (further also: Centre), is the controller of personal data provided in the Annex no 2 to NCN Council Resolution No 54/2021 and transferred to the Centre by the Host Institution.
2. The Centre's designated Data Protection Officer can be contacted via electronic mail at iod@ncn.gov.pl, by phone at +48 12 341 9113 or directly at the registered office of the controller.
3. The Centre processes your personal data based on Article 6(1)(c) of General Data Protection Regulation in conjunction with Article 20 of the Act of 30 April 2010 on the National Science Centre (consolidated text Journal of Laws of 2019, item 1384).
4. The National Science Centre will process the personal data such as name or names, surname, name and address of the employer.
5. The collected personal data will be processed for the purpose of evaluation of the excellence and appropriateness of the institution selected by the Applicant to host a POLONEZ BIS research project, evaluation of the Centre's own tasks and reporting. In addition, personal data will be processed for the purpose of dissemination of the information on the Centre's calls for proposals throughout the scientific community, implementation of other activities regulated by the generally applicable laws and for archiving purposes.
6. Personal data will be processed from the moment they have been collected as long as it is necessary to achieve the purposes indicated in point 5, for the period required by generally applicable laws and for the period of storage as defined by the Centre's records management procedures and the Uniform File Classification System.

- | | |
|--|--|
| <p>7. Osoba, której dane dotyczą ma prawo dostępu do treści swoich danych, sprostowania swoich danych osobowych, ograniczenia przetwarzania swoich danych osobowych</p> <p>8. Osoba, której dane dotyczą ma prawo wniesienia skargi do Prezesa Urzędu Ochrony Danych Osobowych, w przypadku gdy uzna, że przetwarzanie narusza przepisy ogólnego rozporządzenia o ochronie danych.</p> <p>9. Odbiorcami danych osobowych będą wyłącznie podmioty uprawnione do uzyskania danych osobowych na podstawie przepisów prawa.</p> <p>10. Pozyskiwane dane osobowe mogą być powierzone do przetwarzania podmiotom zewnętrznym w ramach realizowanych przez nie usług, na podstawie umów o powierzenie danych osobowych, a podmioty te również zobowiązane są do zachowania poufności przetwarzanych danych.</p> | <p>7. You have the right to access your personal data, correct your personal data and restrict the processing of your personal data.</p> <p>8. You have the right to lodge a complaint with the President of the Office of Personal Data Protection if the General Data Protection Regulation is violated.</p> <p>9. The recipients of your personal data may only be entities authorised to collect personal data on the basis of generally applicable laws.</p> <p>10. The collected personal data may be transferred for processing to third party companies or individuals commissioned to provide services. Such third parties process data based on personal data transfer contracts and are also obliged to keep the data being processed confidential.</p> |
|--|--|

Appendix III – Career Development Plan

Preliminary Career Development Plan

Proposal ID no:

Proposal title:

Name and surname of the Applicant (Principal Investigator):

Name of the Host Institution:

Questions 1-3 will help to set background for your development and training goals.

| 1. Principal Investigator's previous project experience and training | |
|--|---|
| What position did you hold in the most recent project? | <i>Please put a cross in the relevant box. Select one.</i> |
| | <input type="checkbox"/> Team leader (PI, Co-PI) |
| | <input type="checkbox"/> Team member |
| | <input type="checkbox"/> Other – please describe: |
| <input type="checkbox"/> Not applicable | |
| What training courses have you attended/completed over the past year (since September 2020)? | <i>Please put a cross next to relevant courses. Select as many as appropriate.</i> |
| | <input type="checkbox"/> Leadership |
| | <input type="checkbox"/> Project management |
| | <input type="checkbox"/> Grant writing |
| | <input type="checkbox"/> Communication and dissemination of research results |
| | <input type="checkbox"/> Research integrity and ethics |
| | <input type="checkbox"/> Intellectual Property Rights (IPR) |
| | <input type="checkbox"/> Technology transfer and commercialization |
| | <input type="checkbox"/> Other – please describe: |
| <input type="checkbox"/> Not applicable | |
| Project management certificates | <i>Please put a cross next to relevant certificates. Select as many as appropriate.</i> |
| | <input type="checkbox"/> Prince 2 |
| | <input type="checkbox"/> PMI |
| | <input type="checkbox"/> SCRUM |
| | <input type="checkbox"/> AGILE |
| | <input type="checkbox"/> Other – please describe: |
| <input type="checkbox"/> Not applicable | |

| 2. Principal Investigator's intersectoral experience | | | | | |
|--|---|----------|---------------------------|-------------------|------|
| Who did you collaborate with? In what capacity? | <i>Please put a cross in relevant boxes in each row, as appropriate</i> | | | | |
| | business sector | industry | private non-profit sector | government sector | NGOs |
| research collaboration / joint project | | | | | |
| skills training | | | | | |
| internship | | | | | |
| consultancy | | | | | |
| permanent job – owner | | | | | |
| permanent job – employee | | | | | |
| not applicable (no previous experience) | | | | | |

| 3. Principal Investigator's self-assessment of professional strengths and areas for development (skills, knowledge and behaviours) | | | | | | | |
|--|---|--|--|-------------------------------------|------------------------------|-----------------------------|-------------------------------|
| Area | | Please put a cross in the relevant box in each row to indicate your current competency level | | | | | |
| | | I am not yet proficient in this area | I am partially proficient in this area | I am highly proficient in this area | I am proficient in this area | I am an expert in this area | not applicable / I don't know |
| Knowledge and intellectual abilities | Research methods and technical skills in PI's field – theoretical knowledge | | | | | | |
| | Research methods and technical skills in PI's field – practical application | | | | | | |
| | Managing data and resources | | | | | | |
| | Statistical analysis | | | | | | |
| | Interpretation of data | | | | | | |
| | Creativity/innovative thinking | | | | | | |
| Personal Effectiveness | Networking skills | | | | | | |
| | Continuing professional development | | | | | | |
| | Work–life balance | | | | | | |
| | Stress management | | | | | | |
| | Time management | | | | | | |
| Research governance and organisation | Responsible conduct in animal and human research | | | | | | |
| | Understanding IPR (research contracts & licensing agreements) | | | | | | |
| | Structuring/managing operational plans and R&D execution plans | | | | | | |
| | Planning and organising projects | | | | | | |
| | Writing grant proposals | | | | | | |
| | Developing/managing budgets | | | | | | |
| Engagement, influence and impact | Working with others/teamwork | | | | | | |
| | Training, mentoring, supervising individuals | | | | | | |
| | Negotiating skills | | | | | | |
| | Communicating research to scientists | | | | | | |
| | Navigating the peer review process | | | | | | |
| | Demonstrating and teaching skills | | | | | | |
| | Communicating research to nonscientists, incl. media | | | | | | |
| | Researching & evaluating business opportunities | | | | | | |

Questions 4-9 constitute your Preliminary Career Development Plan. Answer these questions in the context of the analysis completed above.

4. What short-term goals does the Principal Investigator plan to achieve during the POLONEZ BIS fellowship?

Consider the skill types below and list anticipated development, training and networking opportunities: what knowledge/skills/expertise will you develop, who will you work with and how? If possible describe the role of the Host institution, mentor and research team, secondment, courses, external cooperation, etc.

A. Core research knowledge/skills/expertise (relating to the project)

.....

B. Additional research knowledge/skills/expertise (relating to PI's competencies in their research area)

.....

C. Transferable and complementary knowledge/skills/expertise (skills the PI could transfer to future employment settings)

.....

D. Transfer of knowledge to/from other disciplines or sectors

.....

E. Other goals – please describe

.....

5. Transfer of knowledge from the Principal Investigator to the Host Institution

What knowledge/skills/expertise do you plan to transfer to the host institution? Who will be the target audience? How do you plan to transfer the knowledge and what will be the benefit to the host institution?

.....

6. Secondment plans/preferences

Has the Principal Investigator already chosen a secondment institution? **YES/NO (delete as applicable)**

If YES – complete parts A and C below

If NO – complete parts B and C below

A. Information about the selected secondment institution

Institution's name:

Institution's location (town and country):

Institution's profile:

B. Describe the preferred profile of the secondment institution.

.....

C. Describe the expected goals/benefits of the planned secondment.

.....

7. What are the PI's long-term career development goals in two/three years after completing the project?

Describe the expected long-term impact of the POLONEZ BIS fellowship on your career, including activities other than research.

.....

8. Plans for the dissemination and communication of the project results.

List of anticipated publications, anticipated conference and/or workshop attendance, courses, seminar presentations, reports, policy briefs, etc.

.....

9. Plans for outreach / public engagement activities.

*Describe the types of actions and their frequency, types of audiences and their expected size(s); the description must include **at least 2 forms** of public engagement or outreach activities (other than the project website), e.g. seminars and workshops for primary or secondary education students, engagement with policy-makers, participation in events promoting research, articles in the general press, blogs, Science Fairs and festivals, etc.*

Action 1

- Type of action:
- Type of audience:
- Expected audience size:
- Expected frequency (if applicable):

Action 2

- Type of action:
- Type of audience:
- Expected audience size:
- Expected frequency (if applicable):

Appendix IV - Evaluation

PROPOSAL EVALUATION CRITERIA IN THE POLONEZ BIS 1 CALL

Has the proposal been prepared in a reliable manner?⁴

yes

no

In the case of “no”, please justify:

Does the project meet the criteria of a scientific proposal?⁴

yes

no

In the case of “no”, please justify:

Does the project meet the criteria of basic research?^{4,5}

yes

no

In the case of “no”, please justify:

Does the proposal meet other eligibility criteria outlined in the call for proposals?⁴

yes

no

In the case of “no”, please justify:

STAGE I OF PROPOSAL ASSESSMENT

A. PROJECT ASSESSMENT (45%)

A1. SCIENTIFIC QUALITY OF THE RESEARCH PROJECT (25%)

- *Originality and innovative nature of the project, and relationship to the “state of the art” of research in the field, including any interdisciplinary and multidisciplinary aspects of the proposal,*
- *relevance of the research methodology and work plan in relation to the scientific objectives of the project, including (if applicable) appropriate integration of sex and/or gender dimension in the project’s content.*

Justification:

A2. SCIENTIFIC IMPACT OF THE RESEARCH PROJECT (10%)

The potential for substantial international impact on the research field, taking into account the specifics of the research field and the variety of forms of impact.

Justification:

A.3. DISSEMINATION OF PROJECT OUTPUTS (10%)

- *The potential for high quality research publications and other research outputs, taking into account the specifics of the research field,*
- *quality and scope of measures proposed to disseminate and exploit project results within research community and general public*

Justification:

B. QUALIFICATIONS AND SCIENTIFIC ACHIEVEMENTS OF THE APPLICANT (PRINCIPAL INVESTIGATOR) (25%)⁶

Qualifications and scientific achievements of the applicant (principal investigator) in the past 10 years, taking into

⁴ This criterion is not subject to assessment by external reviewers. At the same time, an external reviewer may indicate the irregularities identified in a given criterion of the proposal which are then accepted or rejected by the Expert Team in the final evaluation.

⁵ Pursuant to Article 4 (2) (1) of the Act on Higher Education and Science of 20 July 2018, basic research shall mean experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular commercial application or use in view.

⁶ NCN is committed to promoting the DORA recommendations and to not using journal-based metrics, such as Journal Impact

account the stage of scientific career, career breaks, and the diverse range of research outputs evaluated from an international perspective, in particular:

- important contribution to the field(s) or discipline(s),
- up to 10 most important publications from the academic and research track record, with up to 3 of them attached to the proposal as PDF files; for research in art, up to 10 most important artistic achievements and achievements in research in art from the academic and research track record,
- research performance and research outputs (publications, datasets, software, etc.) of previous grants,
- presentations to internationally established conferences, including invited talks,
- scientific or artistic prizes/awards or membership in well-regarded international organizations,
- international recognition,
- other research activities,
- other competences e.g. managerial, transnational or intersectoral experience.

Justification:

C. ASSESSMENT OF THE SUPERVISION AND THE HOST INSTITUTION (20%)

C1. QUALIFICATIONS AND SCIENTIFIC ACHIEVEMENTS OF THE MENTOR (10%)⁶

Qualifications and scientific achievements of the mentor in the past 10 years, taking into account the stage of scientific career, career breaks, and the diverse range of research outputs evaluated from an international perspective, in particular:

- important contribution to the field(s) or discipline(s),
- up to 10 most important publications from the academic and research track record; for research in art, up to 10 most important artistic achievements and achievements in research in art from the academic and research track record,
- research performance and research outputs (publications, datasets, software, etc.) of previous grants,
- presentations to internationally established conferences, including invited talks,
- scientific or artistic prizes/awards or membership in well-regarded international organizations,
- international recognition,
- other research activities,
- experience in mentoring or supervising research.

Justification:

C2. EXCELLENCE AND APPROPRIATENESS OF THE HOST INSTITUTION (10%)

- The academic rank of the Host Institution, including HR Excellence Research award,
- quality of the institutional environment: suitable and adequate facilities, equipment and other resources and opportunities for international networking,
- measures taken by the host for providing quantitative and qualitative mentoring and opportunities for integration of the applicant into the existing team/institution,
- mutual gain from transfer of knowledge and expertise between the host institution and the applicant.

SCORING

Justification:

D. POTENTIAL IMPACT OF THE PROJECT ON THE CAREER DEVELOPMENT OF THE APPLICANT (PRINCIPAL INVESTIGATOR) (10%)

- Contribution to career development and (if applicable) re-establishment, potential for reaching or re-enforcing a position of professional maturity,
- impact of competencies acquired during the fellowship on the future career prospects of the applicant, in particular through exposure to transferable skills,
- relevance of the proposed intersectoral secondment.

Justification:

Factors, as a surrogate measure of the quality of individual research articles to assess an individual scientist's contributions. In the assessment of the publication component of the Principal Investigator's track record, experts and reviewers should take into account their expert knowledge of their field of research, as well as the citation and publication practices of that field. Track record assessment should take into account the overall quality, contribution to the field, and impact of publications.

Are the costs to be incurred well justified with regards to the subject and scope of the research?⁴

yes

no

In the case of “no”, please justify:

Has the data management been duly planned?^{4,7}

yes

no

In the case of “no”, please justify:

Have the ethics issues in research been appropriately addressed?⁷

yes

no

In the case of “no”, please justify:

Does the proposal involve the use of the human embryonic stem cells (hESC)?

yes

no

In the case of “yes”, is the use of the hESC necessary to achieve the scientific objectives of the project?

yes

no

In the case of “yes”, please justify:

Does the project undertake interdisciplinary research?⁸

yes

no

STRENGTHS OF THE PROPOSAL:

WEAKNESSES OF THE PROPOSAL:

STAGE II OF PROPOSAL ASSESSMENT

I. External reviews (in line with the criteria in stage I)

II. Ethics issues assessment by ethics experts

Have the ethics issues in research been appropriately addressed?⁷

yes

no

In the case of “no”, please justify:

Does the proposal involve the use of the human embryonic stem cells (hESC)?

yes

no

In the case of “yes”, is the use of the hESC necessary to achieve the scientific objectives of the project?

yes

no

In the case of “yes”, please justify:

⁷ If the criterion does not apply to the project, a “yes” decision is given.

⁸ Interdisciplinary proposals integrate information, data, techniques, tools, perspectives, concepts or theories from two or more disciplines as defined in NCN panels.

III. Interview with the applicant

Following the interview, the Expert Team decides on the final number of points and on the recommendation for the proposal:

- A Proposal recommended for funding.
- B Proposal recommended for reserve list.
- C Proposal below the required threshold (70 points); it cannot be funded.

Appendix V – Instructions for Submitting Proposals

HOW TO SUBMIT A POLONEZ BIS PROPOSAL IN THE ZSUN/OSF SYSTEM

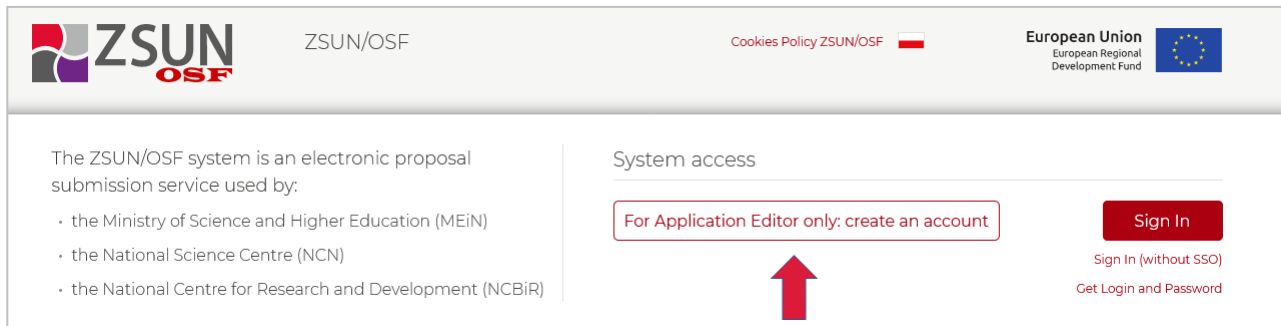
POLONEZ BIS proposals should be submitted to NCN electronically via the ZSUN/OSF system (Integrated Services for Science/Funding Stream Support), available online at: <https://osf.opi.org.pl/>.

To successfully prepare the electronic proposal please follow these steps:

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| 2. Sign in as a Proposal Editor | 31 |
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1. Create an OSF Editor's account (Principal Investigator)

- If you do not yet have a Proposal Editor's account in the ZSUN/OSF system, you must first register at <https://osf.opi.org.pl/>. To do this, click on [For Application Editor only: create an account] button.



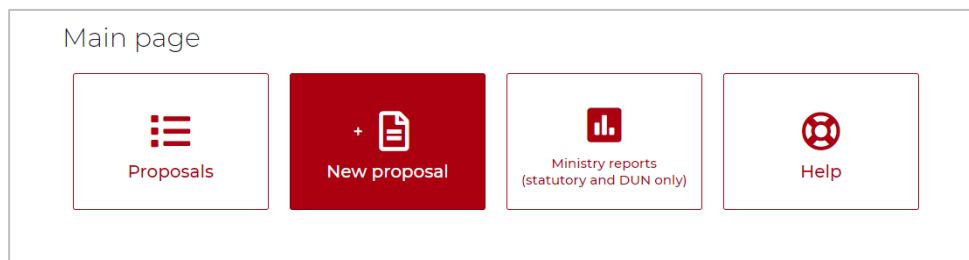
- The system will then ask you to complete a form with your name and an active e-mail address and to select your Username (login) and password. The activation link will then be sent to the e-mail address you provided at registration. Please check the e-mail carefully - if you provide a non-existent or incorrect address, the system will not be able to activate your account.
- If you have a Polish Trusted Profile you may use it to register as well. This option is available only in the Polish language mode. After clicking the Polish flag on top of the page, click on [Zarejestruj się przez Profil Zaufany].

2. Sign in as a Proposal Editor

- To sign in to the ZSUN/OSF system click the [Sign in] button and enter your ZSUN/OSF Username (login) and password .
- If you have forgotten your password, you can request a new one - click on the [Get Login and Password] link and enter the e-mail address provided at registration. The system will send you an e-mail, asking you to confirm a new password request.
- In the Polish language mode you can also sign in via a Trusted Profile. To do so, you need to have a verified Trusted Profile account, which then needs to be associated with your account in the ZSUN/OSF platform. Click on the [Zaloguj sie przez Profil Zaufany] link and follow the instructions on screen.
- After successful sign in the system main page will be displayed. Use the buttons in the top right corner to change the language and access/modify your personal profile or password.
- The system forces a password change after 30 days. If your last login was a long time ago, the system will ask you to enter your old password and then provide a new one.
- Should you experience any technical issues with your ZSUN/OSF account, please contact the OPI technical support team by phone (weekdays 8:15 -16:15): +48 (22) 351 71 01, +48 (22) 351 71 04, +48 (22) 351-70-89 or via [Helpdesk](#).

3. Create a new POLONEZ BIS proposal form

- Select [*New Proposal*] from the main menu



- Choose the [*National Science Centre*] tab to see a table with a list of all open NCN calls.

| No. | Full proposal name (click the name to start generating a specific type of a proposal) | Call procedure type | Deadline |
|--|--|---------------------|------------|
| EN Basic research funding proposal: | | | |
| 1. | Proposal for funding of a research project (OPUS-22) | 43rd edition | 2021-12-15 |
| | Proposal for funding of a research project submitted within the framework of the LAP cooperation under the Weave initiative (OPUS-22 (LAP)) | | 2021-12-15 |
| | Proposal for funding of a research project carried out by a person who has been awarded a doctorate within 2 to 7 years before submitting the proposal (SONATA-17) | | 2021-12-15 |
| | Proposal for funding of a research project (PRELUDIUM BIS-3) | | 2021-12-15 |
| | Proposal for funding of a research project carried out by incoming researchers (POLONEZ BIS -1) | | 2021-12-15 |
| 2. | Proposal for funding of a research activity (MINIATURA-5) | 5th edition | 2021-09-30 |

- Click on the active link to the POLONEZ BIS-1 proposal.
- The system will display an initial screen and ask you to select the starting date of your POLONEZ BIS fellowship (YYYY-MM-DD). The starting date cannot be changed after the proposal form is generated. Please also note that if the funding constitutes state aid for the Host Institution, the project cannot start in September.
- Save your choice to go to the full proposal form.

New proposal

Edition
43 edition

Call
POLONEZ BIS

Duration [in months] *
 24

Start date *

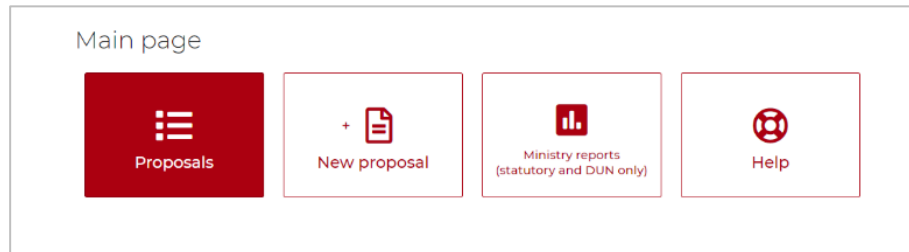
Projects for which funding constitutes state aid may start on 1 October 2022 or 1 November 2022. This information determines the subsequent parts of the proposal. It cannot be changed later.

2022-09-01
 2022-10-01
 2022-11-01



4. Complete the proposal form in accordance with system requirements

- After signing in to ZSUN/OSF select [*Proposals*] to see a list of all the proposals you created. You can create as many drafts of proposals for different calls as you need. The NCN employees can only see the proposals which have been submitted. All proposals “in preparation” are stored in the OSF/ZSUN system for 12 months from the date the call closes.



- Each time you access your proposal in the system you will see a screen with the following elements:
 1. The header with progress information – this shows your proposal’s unique ID number, the dates it was created, last modified and submitted, and the current proposal status. This information will be automatically updated as you complete the proposal and also after submission throughout the entire project lifetime.
 2. The proposal menu on the left of the screen – you can switch between different sections of the proposal by clicking on corresponding menu tabs.
 3. Checklist specific to each section of the proposal – to remind you what must be done or corrected before the proposal can be validated and submitted. The checklist will gradually disappear as you complete each section.
 4. The body of the section – where you edit the information manually by clicking the [*EDIT*] button or upload PDF files by clicking [*ADD*].

displays additional help about an item

[*SAVE*] confirms entries and exits the fields you edit (the Enter button will not do the job).

Back to list

Block to NCN Print (PDF) Delete proposal

ID: 532339 Edition: 43 Proposal Title: No Data

Reg. No: 532339 NCN Review Panel: No data Principal Investigator: No data

Received on: No data Call: POLONEZ_BIS (deadline: 2021-12-15 16:00:00) Entity: No data

Registered on: 2021-09-22 13:06:05 Status: under preparation Last modified by the proposer on: No data

[How to submit the proposal?](#)

Check completeness

NCN Program Officer: No data

Proposal

General information

Applicant

Participating entities

State aid

International cooperation

Abstract

Abstract for the general public

Research tasks

Research team

Ethical issues

Data Management Plan

Similar research tasks

General information

Proposal title in Polish: Field can not be empty

Proposal title in English: Field can not be empty

Keywords in Polish: Field can not be empty

Keywords in English: Field can not be empty

Research field: Field can not be empty

Primary NCN Review Panel: Field can not be empty

Auxiliary NCN Review Panels: Field can not be empty

Acronym: Field can not be empty

Title and keywords

Proposal title in Polish

No data

- First complete the sections „General information”, Applicant” and „Participating entities” as other sections depend on information you enter there.
- You may complete the proposal on your own or invite others to help you with some sections.



In this document, this icon marks sections of the proposal which require assistance from the project support office at your Host Institution.

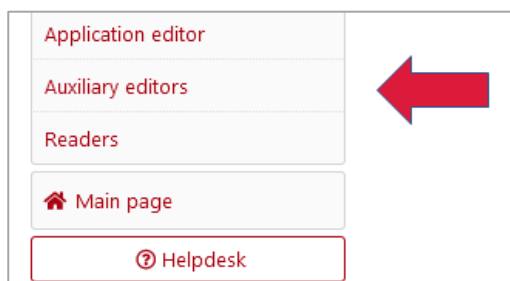


This symbol marks sections we recommend the PI should complete with the Mentor.






Pinned post-its remind you about important points.

- You may ask the Mentor or Host Institution administration to give you the necessary information outside of the system or you may assign them the role of **Auxiliary editors** in ZSUN/OSF so they can access and edit parts of your proposal on their own. When the proposal is funded, auxiliary editors will be able to preview and edit the funding agreement and the reports.
- To appoint an auxiliary editor scroll the page to the bottom left corner of the screen and click on the [Auxiliary editors] button.




- Note: if the auxiliary editor is a registered OSF user (e.g. the mentor) – ask for their ZSUN/OSF login (username). If you want to add a new person who has never worked in the system before, you will have to create their login (username) and password and e-mail them to the new auxiliary editor. You can revoke the roles of auxiliary editor at any time.

| General Information | |
|-----------------------------|--|
| Title and keywords | Click [EDIT] to enter the proposal title and keywords in English and Polish. The English and Polish versions should be consistent. It is fine to use online translators, but if you have any translation problems, you can repeat the English title and keywords in the fields dedicated to the Polish language. |
| Primary NCN Review Panel | Click [EDIT] and then select from the drop down menu the area of research in which the proposal fits best. The research field will be filled automatically based on your choice of the panel. Your choice of the primary NCN review panel determines the research field and the list in which the proposal will be ranked. More information on NCN Review Panels may be found here . |
| Auxiliary NCN Review Panels | Click [ADD] and then select from 1 to 3 auxiliary panels. If you select only one, it must be from the panel you indicated as your primary review panel. For example, if your primary panel is “HS2 - Culture and cultural production” you must select at least one auxiliary panels from those numbered HS2_001 to HS2_015. Auxiliary review panels allow NCN to better select experts and external experts for merit-based evaluation of proposals. Interdisciplinary proposals may be additionally evaluated by an expert from another panel, if so is decided by the Chair of the expert |

| | |
|--|--|
| | team. |
| Additional information - Acronym | <p>Click <i>[EDIT]</i> and enter the project acronym of no more than 20 characters (use standard alphabet and numbers only; do not use symbols or special characters please, except underscore, space, hyphen or dot).</p> <p>If possible keep your acronym short and easy to remember as we will use it for quick reference and to promote your project.</p> |
| Applicant | |
| Applicant's status | <p>Click <i>[EDIT]</i> and check the button next to the "Natural Person".</p> <p>In POLONEZ BIS the Applicant is always an individual Principal Investigator. That is why the system will display a reminder that you can only choose one host institution (participating entity) in the next section.</p> <p>After you have completed the "Participating Entities" section, the name of the Host Institution will also appear in the "Applicant" section.</p> |
| Participating Entities (Host Institution)  | |
| Entities level 1 | <p>Click on one of the <i>[ADD]</i> buttons to add the legal name of your Host Institution. You may select the institution from the provided OPI database (recommended) or enter its name manually.</p> <p>After you have added the Host Institution the system will create a new tab with its name in the proposal menu on the left. Hints how to complete this new tab follow in the next section.</p> <p> An entity is not eligible as POLONEZ BIS Host Institution if it employed the Principal Investigator (the Applicant) within three years before the proposal submission deadline (December 15, December 2021).</p> |
| Host Institution Capacity Form | <p>Click on the <i>[Template]</i> link to download the Host Institution Capacity Form.</p> <p>The form should be completed in English by the Host Institution. The completed form should be saved as a PDF file (up to 10 MB) and signed by the representative of the Host Institution.</p> <p>If the form was signed by hand, scan it and upload to the system by clicking the <i>[Add file]</i> button under the heading "Scanned document".</p> <p>If the PDF was signed with an electronic signature in the PAdES format, upload it to the system by clicking the <i>[ADD file]</i> button under the heading "Electronically signed document".</p> <p> The National Science Centre accepts advanced electronic signatures or a qualified electronic signatures compliant with the eIDAS Regulation (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). Upon NCN's request the Applicant will be obliged to demonstrate that the electronic signatures used in the proposal are compliant with this Regulation.</p> |

Information on Participating Entity (Host**Institution)**

If you selected the Host Institution from the OPI database, most fields will be pre-filled automatically. Ask the Host Institution to make sure that the data in the system is up-to-date.

| | |
|--|--|
| Head of the entity/ Authorised representative | <p>Click <i>[EDIT]</i> to complete or modify.</p> <p>The person indicated in this section will sign the confirmation of submitting the proposal. If this person is not the head of the Host Institution, they should have a power of attorney/authorisation to represent the entity for the purposes of submitting the proposal to NCN.</p> <p>The authorization document should be uploaded in the Electronic submission tab.</p> |
| NIP REGON KRS | <p>Click <i>[EDIT]</i> to complete or modify Host Institution's tax ID numbers. Enter numbers without dashes or spaces.</p> <p>Some Host Institutions (e.g. universities) are not required to register in the Register of Companies of the National Court Register (KRS). If this is the case of your Host Institution, check the box under KRS – N/A.</p> |
| Contact information | <p>Click <i>[EDIT]</i> to complete or modify the Host Institution's phone number, e-mail address, Electronic Delivery Box (ePUAP) address, link to the website address.</p> <p> All fields are mandatory.</p> <p>All communications concerning the proposal, including the funding decision, will be sent to the Electronic Delivery Box (ePUAP) address.</p> |
| Address of registered office | <p>Click <i>[EDIT]</i> to complete or modify the address.</p> |
| Contact address | <p>Click <i>[EDIT]</i> and check the appropriate box to indicate if the contact address is the same as the address of registered office. If not, complete the required fields.</p> |
| Additional information | <p>Click <i>[EDIT]</i> to answer Yes/No questions about the financial classification and status of the Host Institution.</p> <p>If the Host Institution belongs to the sector of public finances, select the appropriate status from a drop-down list.</p> <p>If the Host Institution is under receivership, in liquidation or subject to bankruptcy proceedings, it is not eligible under the POLONEZ BIS call. The answer "YES" will block further completion of the proposal.</p> <p>If the Host Institution does not receive any operating support for research, it has to provide additional information on research carried out over the last 2 years, together with a list of publications and information about the research equipment necessary to conduct research activities.</p> <p>The document in English should be saved as a PDF file (up to 10 MB) and signed by the representative of the Host Institution.</p> <p>If the document was signed by hand, scan it and upload to the system by clicking the <i>[ADD file]</i> button under the heading "Scanned document".</p> <p>If the PDF was signed with an electronic signature in the PAdES format, upload it to the system by clicking the <i>[ADD file]</i> button under the heading "Electronically signed document".</p> |


| | |
|-------------------------|--|
| <p>Entities level 2</p> | <p>This section gives you an option to indicate the faculty/lab/department at the Host Institution where you will carry out your project. If you add more than one internal unit of the Host Institution, you will be able to assign different research tasks and equipment to them.</p> <p>Click on one of the [ADD] buttons to select the internal unit of the Host Institution from the provided OPI database (recommended) or enter its name manually. Then click on the name of the added unit to complete or modify the contact information.</p> |
|-------------------------|--|

State Aid



Before completing this section the Principal Investigator (PI) and the authorised representative(s) of the Host Institution are obliged to read the State aid rules available in the ZSUN/OSF system and [in the call announcement](#).

Does the requested funding constitute state aid?

Click on the  icon in the Actions column to answer questions on state aid.

If the funding constitutes the state aid for the Host Institution, it is must complete additional fields in the proposal and submit appropriate documents according to the instructions available on the NCN website under the State aid [section](#).



All attachments should be signed with a qualified [electronic signature](#) in the PAdES format by the person(s) authorised to represent the company.

If a document copy is submitted (e.g. a copy of the financial statements), it must be certified as a true to the original (the clause “certified as a true copy” placed on each page of the document or the clause “certified as a true copy of the original from page ... to page ...” placed on the first page of the document, together with a legible signature of the person authorised to represent the entity). The copy certified as true to the original should be scanned, signed with a qualified electronic signature in the PAdES format and attached as the PDF format to the proposal.

International Cooperation

Is the project carried out as international cooperation?

Click [EDIT] to answer the question. If you answer YES, select the countries you will cooperate with from the drop-down list.



International cooperation means that research tasks are carried out together with investigators from foreign entities.

The following **are not** considered international cooperation:

- a) participation in international conferences;
- b) dissemination of information on the project abroad;
- c) implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign entities;
- d) cooperation with foreign researchers employed by Polish entities.

Advantages of international cooperation

Click [EDIT] to describe the advantages of international cooperation.

Entities

Click [ADD] to enter the full names of all foreign organisations which will be involved in performing research tasks in the project.

Abstract

Click [EDIT] to enter the description in English. The abstract should include all the key aspects of the project in order to allow experts requested to review the project to decide if they have the competencies to perform the full review.

Maximum length: up to 4500 characters with spaces.

The textbox allows only plain text without formulas or graphics.

Abstract for the General Public

Click [ADD file] to upload a PDF file (up to 10 MB).

The description should be written in non-technical English suitable for the general public (i.e. non-expert readers) and should include the project goal, research description, reasons for undertaking a specific research topic and the most important substantial results expected.

Maximum length: 1 page, A4

Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: 2 cm, font: Times New Roman or equivalent, font size: at least 11, line spacing: single.



If the project is funded, the abstract for the general public will be published with the call results on the websites of the National Science Centre's and National Information Processing Institute (OPI).

Research Tasks

Click [ADD] to enter at least one research task. For each task give a name in English and optionally also in Polish. Then check the box next to the name of the Host Institution.

If you have previously selected any internal units of the Host Institution [Entities level 2], you will be able to assign them to particular tasks



The purchase of research equipment, participation in conferences, preparation of publications, etc. **are not** considered research tasks.

If the project is funded, the Research Plan will be a part of the funding agreement.

Research Team



The POLONEZ BIS project requires at least two team members: the Principal Investigator and the Mentor. The maximum number of research team members is not specified. Please note that the rationale for the involvement of individual members of the research team in the project will be evaluated by the Expert Team. That is why the Research Team section requires you to include the description of competencies and tasks to be performed by individual members of the research team.


The Principal Investigator (PI) and the Mentor are mentioned in the proposal by their names and complete Academic and Research Track Record part. Co-investigators and students remain anonymous in the proposal.



Make sure that the text of the proposal does not mention the names of the team members who will be future recipients of NCN scientific scholarships for students and PhD students. They have to be selected in open calls in accordance with the [Regulations for awarding NCN scholarships for NCN-funded research projects](#). If candidates for NCN research scholarships are mentioned by name, the proposal may be rejected on formal grounds.


Number of team



Click [EDIT] to enter the number of all staff you plan to recruit or assign to the project,



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| members | <p>including those who will not receive salaries.</p> <p>Then click on one of the buttons under the heading “Research team” to add researchers from the OPI database or manually.</p> <p>To add the PI or the Mentor from the OPI database you need to know their PESEL number (Polish national ID) and surname.</p> <p>To add a team member from outside the database you need to select their role or contribution to the project from the drop-down list (PI, Mentor, co-investigator, student).</p> <p> The system will create a new tab in the proposal menu for each member you add to the team. Click on these tabs to edit the team member details: their scope of work in the project, professional qualifications required to perform the work, assignment to the Host Institution.</p> |
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Principal Investigator (PI)




The name of the Principal Investigator will appear in the proposal menu on the left. If the Principal Investigator (PI) was selected from the OPI database, some of the information in this section will be automatically prefilled.


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| Contribution to the project | Click [<i>EDIT</i>] to complete the scope of work in the project and assignment to the Host Institution. |
| PhD | <p>Click [<i>EDIT</i>] to declare if you are a PHD holder.</p> <p>If YES, complete the PhD related information: year of PhD award, academic field and discipline (of your PhD), name of the institution which awarded the PhD to the PI.</p> <p>If you have more than one doctoral degree, enter the date when the first PhD degree was awarded.</p> <p>Then click on [<i>ADD file</i>] to upload a copy of your PhD diploma. If the language of the original is neither English nor Polish, please provide a translation of the diploma into English or Polish in the same file.</p> <p>If NO, the system will ask about your participation in a doctoral programme.</p> <p>Click [<i>EDIT</i>] to provide the requested information.</p> |
| PI's eligibility | <p>Click [<i>EDIT</i>] to answer the question about your involvement in projects carried out in Polish institutions between September 15, 2018 and September 14, 2021.</p> <p>Click on the [<i>Template</i>] link to download the Compliance with the Eligibility Criteria Form and follow the instructions given there to complete it. Please note that the form consists of two parts.</p> <p>The completed form together with the supporting documents should be saved as a PDF file (up to 10 MB). No signature is necessary.</p> <p>Click [<i>ADD file</i>] to upload the completed form.</p> <p> Experts conducting the merit-based evaluation have no access to the information provided in this file. All information necessary for the evaluation of the PI's research track record should be included in the Academic and Research Track Record.</p> |
| Information on career breaks – | This section is optional. The declared career breaks will extend the PI's publication track record period (10 years before the proposal submission year by default). |

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| <p>scientific track record</p> | <p>You may declare parental leaves and long term career breaks due to other reasons separately.</p> <p>Click [<i>EDIT</i>] to access this section. Then check the appropriate box or boxes and enter the number of days.</p> <p> Eligible career breaks:</p> <ol style="list-style-type: none"> 1. long term career breaks (over 90 days) resulting from: <ol style="list-style-type: none"> a. sickness benefits or physiotherapy benefits, b. compulsory military service, c. time spent as part of a procedure for obtaining refugee status (under the 1951 Geneva Convention and the 1967 Protocol), d. employment outside of the academic sector, collected over a period of 10 years before the proposal submission year. If during any period of time career breaks due to different reasons overlap, such period of time may be reported only once. 2. maternity/paternity/parental leaves granted pursuant to the Labour Code. Women can also declare the number of children born/adopted and claim an 18-month extension for every child. If you declare both the number of children and the number of days of a parental leave , the system will choose whichever option is more advantageous to account for a career break. |
| <p>Academic disciplines according to the classification of the Ministry of Science and Higher Education</p> | <p>This section refers to the disciplines you will work in during the project funding term. It is mandatory for both PhD holders and Applicants without PhD.</p> <p>Click [<i>ADD</i>] to select one or two scientific disciplines from the drop-down list.</p> <p>The system will automatically mark the first discipline you enter as your main discipline. Click [<i>Choose main discipline</i>] to modify the system's choice.</p> |
| <p>Personal data and contact information</p> | <p>This section consists of 5 tabs. If the Principal Investigator (PI) was selected from the OPI database, most of the information will be automatically prefilled.</p> <p>Click each tab then click [<i>EDIT</i>] to complete or modify the requested information. Providing the Researcher's electronic identifier is optional.</p> <p> Please enter your correct e-mail address or Electronic Delivery Box (ePUAP) in the contact details tab.</p> <p>All communications concerning the proposal, including the funding decision, will be sent to the PI's Electronic Delivery Box (ePUAP) or e-mail address.</p> |
| <p>Employment</p> | <p>Click [<i>EDIT</i>] to check the box "Not currently employed" box if applicable.</p> <p>Click [<i>ADD</i>] to manually complete the legal name of your current employer in English and the position you currently hold.</p> <p>You may also add the current employer from the OPI database.</p> <p>You can add more employers if necessary.</p> |

| Academic and research track record (PI) | |
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| <p>Experts and reviewers will use the information provided in this sub-section to evaluate the PI's academic and research career track. All information necessary and relevant for such an evaluation should be included here.</p> | |
| Academic and research career | <p>This field is mandatory.</p> <p>Click <i>[EDIT]</i> to list the details of the PI's academic career (academic CV). Include:</p> <ol style="list-style-type: none"> a. information on academic degrees/titles: date degree/title conferred, institution, discipline. If the PI does not hold a PhD, include the details of the degree giving PI access to the doctorate. List PhD studies and expected date of PhD award if applicable. b. information on academic career so far: start date – end date, institution, position(s) held. |
| Publication record | <p>Click <i>[ADD]</i> to give details of 1-10 most important papers/books/chapters published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of 10 years prior to the proposal submission year.</p> <p> The system automatically extends the period of 10 years by career breaks specified in the proposal form.</p> <p>1 to 3 most important publications listed in this section must be uploaded as PDF files. For monographs please upload a file containing at least the title page, copyright page, table of contents and a selection of fragments containing the author's chief theses.</p> |
| Artistic achievements (for research in art) | <p>Click <i>[ADD]</i> to describe up to 10 most important artistic achievements and achievements in research in art, of international or national importance (in the proposal submission year or over the period of 10 years prior to the proposal submission year).</p> <p>The system automatically extends the period of 10 years by career breaks specified in the proposal form.</p> <p>You may include e.g. authoring and publishing a work of art (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a festival with an international impact, directing an international artistic venture.</p> |
| NCN – funded research | <p>Click <i>[ADD]</i> to give information about previous projects, fellowships, scholarships and/or research activities funded by NCN which you carried out as Principal Investigator within 10 years before the proposal year.</p> <p>The system automatically extends the period of 10 years is by career breaks specified in the proposal form.</p> <p>The maximum number of characters is displayed under each textbox. The system will automatically cut any text you paste to fit the limit. To avoid the loss of important information, please edit long texts before pasting them into textboxes.</p> <p> Researchers who were Principal Investigators in NCN-funded research projects carried out at a Polish institution between September 15, 2018 and September 14, 2021 are not eligible to apply for POLONEZ BIS.</p> |

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| <p>Other non-NCN research project</p> | <p>Click [ADD] to give information about previous projects which you carried out as Principal Investigator within 10 years before the proposal year and which were funded by organisations other than the National Science Centre.</p> <p>The system automatically extends the period of 10 years is by career breaks specified in the proposal form.</p> <p>You may include projects:</p> <ol style="list-style-type: none"> a. funded from the budget for science, b. selected in national or international calls. <p>Do not list projects funded by universities from the budget for statutory activities.</p> <p>The maximum number of characters is displayed under each textbox. The system will automatically cut any text you paste to fit the limit. To avoid the loss of important information, please edit long texts before pasting them into textboxes.</p> <p> Researchers who were Principal Investigators in projects carried out at a Polish institution between September 15, 2018 and September 14, 2021 are not eligible to apply for POLONEZ BIS.</p> |
| <p>Research achievement</p> | <p>This field is mandatory.</p> <p>Click [EDIT] to describe your most important scientific achievement.</p> <p>Maximum length: 1800 characters with spaces</p> |
| <p>Research experience</p> | <p>Click [EDIT] to describe research experience you gained at home and abroad. For each stay abroad list the duration of stay, country, institution, type of stay.</p> <p> Experts conducting the merit-based evaluation have no access to the information you gave in the in the form describing Compliance with the Eligibility Criteria. All information relevant to the evaluation must be repeated here.</p> |
| <p>Prizes and awards</p> | <p>Click [EDIT] to describe the most important international and national awards for research (date, type of award and place) and other research activities.</p> <p>In the case of arts, include active participation in international exhibitions, festivals, artistic events and projects in fine arts, music, theatre and film.</p> |
| <p>Scientific lectures and presentations</p> | <p>Click [EDIT] to list keynote speeches and presentations delivered at renowned international conferences.</p> <p>In the case of arts, include active participation in international exhibitions, festivals, and events concerning fine arts, music, theatre, and film.</p> |
| <p>Other significant scientific achievements</p> | <p>Click [EDIT] to list any other significant achievements not yet described.</p> |
| <p>Preliminary Career Development Plan (CDP)</p> | <p> </p> <p>CDP is mandatory.</p> <p>Click on the [Template] link to download the Career Development Plan and follow the instructions given there to complete it.</p> |

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| | <p>The completed form should be saved as a PDF file (up to 10 MB). No signature is necessary.</p> <p>Click [ADD file] to upload the completed form.</p> |
| Mentor  | |
| | <p>The name of the Principal Investigator will appear in the proposal menu on the left. If the Mentor was selected from the OPI database, some of the information in this section will be automatically prefilled.</p> <p>Most of the instructions in this section correspond to the instructions given for the Principal Investigator. It may be practical to assign the Mentor the role of Auxiliary Editor.</p> |
| Contribution to the project | <p>Click [EDIT] to complete the scope of Mentor's work in the project and assignment to the Host Institution.</p> <p> POLONEZ BIS Mentor does not have to take part in the research tasks.</p> |
| Information on career breaks – scientific track record | <p>This section is optional. The declared career breaks will extend the Mentor's publication track record period (10 years before the proposal submission year by default).</p> <p>The Mentor may declare parental leaves and long term career breaks due to other reasons separately.</p> <p>Click [EDIT] to access this section. Then check the appropriate box or boxes and enter the number of days.</p> <p> Eligible career breaks:</p> <ol style="list-style-type: none"> 1. long term career breaks (over 90 days) resulting from sickness benefits or physiotherapy benefits on account of being unfit for work, collected over a period of 10 years before the proposal submission year. 2. maternity/paternity/parental leaves granted pursuant to the Labour Code. Women can also declare the number of children born/adopted and claim an 18-month extension for every child. If you declare both the number of children and the number of days of a parental leave , the system will choose whichever option is more advantageous to account for a career break. |
| Personal data and contact information | <p>This section consists of 3 tabs. If the Mentor was selected from the OPI database, most of the information will be automatically prefilled.</p> <p>Click each tab then click [EDIT] to complete or modify the requested information. Providing the Mentor's electronic identifier is optional.</p> |
| Employment | <p>According to the conditions of the call, Mentor must be employed by the Host Institution on the day of call launch and throughout the funding term.</p> <p>Click [ADD] to manually complete the legal name of Mentor's current employer in Polish and English and the position the Mentor currently holds.</p> <p>You may also add the current employer from the OPI database.</p> <p>You can add more employers if necessary.</p> |

| Academic and research track record (Mentor) | |
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| Academic and research career | <p>This field is mandatory.</p> <p>Click [<i>EDIT</i>] to list the details of the Mentor’s academic career (academic CV). Include:</p> <ol style="list-style-type: none"> information on academic degrees/titles: date degree/title conferred, institution, discipline, information on academic career so far: start date – end date, institution, position(s) held. |
| Publication record | <p>Click [<i>ADD</i>] to list up to 10 most important papers/books/chapters published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of 10 years prior to the proposal submission year.</p> <p> The system automatically extends the period of 10 years by career breaks specified in the proposal form.</p> |
| Artistic achievements (for research in art) | <p>Click [<i>ADD</i>] to describe up to 10 most important artistic achievements and achievements in research in art, of international or national importance (in the proposal submission year or over the period of 10 years prior to the proposal submission year).</p> <p>The system automatically extends the period of 10 years by career breaks specified in the proposal form.</p> <p>You may include e.g. authoring and publishing a work of art (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a festival with an international impact, directing an international artistic venture.</p> |
| NCN – funded research | <p>Click [<i>ADD</i>] to give information about previous projects, fellowships, scholarships and/or research activities funded by NCN which the Mentor carried out as Principal Investigator in the proposal submission year or within 10 years before the proposal year.</p> <p>The system automatically extends the period of 10 years is by career breaks specified in the proposal form.</p> <p>The maximum number of characters is displayed under each textbox. The system will automatically cut any text you paste to fit the limit. To avoid the loss of important information, please edit long texts before pasting them into textboxes.</p> |
| Other non-NCN research project | <p>Click [<i>ADD</i>] to give information about previous projects which the Mentor carried out as Principal Investigator in the proposal submission year or within 10 years before the proposal year and which were funded by organisations other than the National Science Centre.</p> <p>The system automatically extends the period of 10 years is by career breaks specified in the proposal form.</p> <p>You may include projects:</p> <ol style="list-style-type: none"> funded from the budget for science, selected in national or international calls. <p>Do not list projects funded by universities from the budget for statutory activities.</p> <p>The maximum number of characters is displayed under each textbox. The system will</p> |

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| | <p>automatically cut any text you paste to fit the limit. To avoid the loss of important information, please edit long texts before pasting them into textboxes.</p> |
| Research achievement | <p>This field is mandatory.</p> <p>Click <i>[EDIT]</i> to describe the most important scientific achievement of the Mentor.</p> <p>Maximum length: 1800 characters with spaces.</p> |
| Research experience | <p>Click <i>[EDIT]</i> to describe research experience the Mentor gained at home and abroad. For each stay abroad list the duration of stay, country, institution, type of stay.</p> |
| Prizes and awards | <p>Click <i>[EDIT]</i> to describe the Mentor's most important international and national awards for research (date, type of award and place) and other research activities.</p> <p>In the case of arts, include active participation in international exhibitions, festivals, artistic events and projects in fine arts, music, theatre and film.</p> |
| Scientific lectures and presentations | <p>Click <i>[EDIT]</i> to list keynote speeches and presentations delivered by the Mentor at renowned international conferences.</p> <p>In the case of arts, include active participation in international exhibitions, festivals, and events concerning fine arts, music, theatre, and film.</p> |
| Other significant scientific achievements | <p>Click <i>[EDIT]</i> to list any other significant achievements of the Mentor not yet described.</p> |
| Supervision and mentoring experience | <p>This field is mandatory.</p> <p>Click <i>[EDIT]</i> to describe the Mentor's experience in supervising and mentoring others. You may include the number of promoted doctoral students; participation in mentoring programmes (such as funded by the Foundation for Polish Science); involvement in projects such as Innovative Training Networks, Erasmus Plus, etc.; leading one's own research group, implementation of projects involving MA or PhD students; supervision of university research societies and awards for achievements in this field, e.g., in the national competition "StRuNa; conducting capacity building workshops; working in culturally diverse teams; etc.</p> <p>Mentors based in Host Institutions outside academia should describe mentoring experience relevant to their work environment.</p> |
| Mentor's declarations | <p>Click on the [Download model document] link to download the document and have it signed by the Mentor.</p> <p>If the document was signed by hand, scan it and upload to the system by clicking the [Add file] button under the heading "Scanned document".</p> <p>If the PDF was signed with an electronic signature in the PAdES format, upload it to the system by clicking the [ADD file] button under the heading "Electronically signed document".</p> |

Ethical Issues

When completing this section, refer to the [Guidelines for Applicants to Complete the Ethics Issues Form in the Research Project](#) and the [Code of the National Science Centre on Research Integrity and Applying for Research Funding](#).

The Ethical Issues Section consists of 9 parts which focus on different aspects of research.

Click [EDIT] in each part to flag the issues relevant to your project. All questions require a YES/NO answer.

If your proposal does not raise any ethical issues click [NO for all] on top of the section.

If you flag any ethical issues, describe measures taken to ensure that research is carried out in compliance with the applicable laws and best practices in the research domain. Refer to each issue separately. If the proposed research involves the use of human embryonic stem cells (hESC), demonstrate that using them is necessary to achieve the scientific objectives of the project.

Click [EDIT] to accept a declaration on ethical issues (even if you flag none).



POLONEZ BIS funding will not be granted for activities carried out outside the EU if they are prohibited in all Member States or for activities which destroy human embryos (for example, for obtaining stem cells).

Activities involving research on human embryos or human embryonic stem cells (hESC) may be carried out only if they have been explicitly approved (in writing) by the European Commission Ethics Board. In such cases the NCN communicates with the EC on behalf of the Principal Investigator before signing the funding agreement.

The Principal Investigator must also ensure that project activities have an exclusive focus on civil applications.

Data Management Plan (DMP)

When completing this section, refer to the [Guidelines for Completing the Data Management Plan for a Research Project](#).

DMP complements your research plan with a description of the technical management of your data.

The DMP Section consists of 6 parts which focus on different aspects of data management.

Click [EDIT] in each part to answer specific questions.

Click [Not applicable] if a question is not relevant to your project.



Some projects will not create, re-use or analyse research data and similar materials. In these cases, click [NOT APPLICABLE for all] and explain how new data will be collected/produced and how existing data will be re-used.

Similar Research Tasks


The aim of this section is to exclude double funding of research tasks.

Principal Investigator (PI)

Click [EDIT] to answer two YES/NO questions about the research tasks included in the proposal and indicate if you are the only author of the project description.

If you apply for funding of similar tasks from other sources, list the potential funding sources in a new tab created by the system.

If you co-authored the project description, list the names of the other author(s) in a new tab created by the system.

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| | <p>If you are currently working on or have completed research tasks similar to the tasks included in the proposal, describe these tasks and say why it is necessary to fund them as part of the POLONEZ BIS project.</p> <p> The tab for the description of similar tasks is shown even if you answer NO. In such case, do not edit the description.</p> |
| Entity | <p>Click [<i>EDIT</i>] to declare if the Host Institution seeks funding for the research tasks included in your proposal also from other sources.</p> <p>If YES, list the potential sources of funding in a new tab created by the system.</p> |

Short Description

Click [*ADD file*] to upload a PDF file (up to 10 MB).

Maximum length: **5** pages, A4.

Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: 2 cm, font: Times New Roman or equivalent, font size: at least 11, line spacing: single.



Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the detailed project description, therefore this description should include all information necessary for the project to be evaluated. It must include the following sections:

1. scientific goal of the project (description of the problem to be solved, research questions and hypotheses);
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);
3. concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);
4. research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research. If relevant, include the sex and/or gender dimension in the project's content);
5. project literature (a reference list for publications included in the project description, with full bibliographic data).

Detailed Description

Click [*ADD file*] to upload a PDF file (up to 10 MB).

Maximum length: **15** pages, A4.

Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: 2 cm, font: Times New Roman or equivalent, font size: at least 11, line spacing: single.



External reviewers evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description, therefore this description should include all information necessary for the project to be evaluated. It must include the following sections:

1. scientific goal of the project (description of the problem to be solved, research questions and hypotheses);
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);
3. concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);

4. research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research. If relevant, include the sex and/or gender dimension in the project's content);
5. project literature (a reference list for publications included in the project description, with full bibliographic data).

Financial Sections



When completing the financial sections, refer to [Annex 3 to NCN Council Resolution No 54/2021 of 10 June 2021 "Costs in research projects funded by the National Science Centre under POLONEZ BIS 1"](#).

The proposal includes 4 financial sections which you can edit:



1. Personnel costs and scholarships
2. Research equipment
3. Other direct costs
4. Open Access




Based on the information you provide in these sections the system will automatically prepare a budget summary.

Personnel Costs and Scholarships

Direct personnel costs include the salary of the PI calculated automatically based on the monthly lump sums as well as costs of staff assigned or recruited to the project (the Mentor, Co-investigators, Master and PhD students).

The names of the PI and Mentor and the roles of other co-investigators are pre-filled automatically by the system based on the information you entered in the "Research Team" section.

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| Principal Investigator (PI) | <p>Click on the PI's name then <i>[EDIT]</i> to confirm your role and assignment to the Host Institution.</p> <p>The system will calculate the living allowance and the mobility allowance automatically, based on the project start date and the EUR exchange rate EUR 1 = PLN 4.3333.</p> <p>To claim family allowance and/or special needs allowance answer the questions.</p>  <p>The amounts shown in the system are total (gross) costs of PI's remuneration. They are the same for all POLONEZ BIS PI's and they comprise the actual salary plus full health and social security coverage and other statutory costs included in the remuneration.</p> |
| Mentor | <p>Click on the Mentor's name and then <i>[EDIT]</i> to plan the Mentor's salary. The system may send you back to the "Research Team" section if any information is missing.</p> <p>Select the appropriate option from the drop-down list under <i>[Type of employment]</i>.</p> <p>Additional salary may be paid for the entire duration of the project or for a period shorter than 24 months. Enter the appropriate number of months.</p> <p>Then enter the amounts to be paid to the Mentor in each calendar year.</p>  <p>The host institution must employ the Mentor on the date of the call launch and throughout the project funding term. The Mentor may receive additional salary covered by the POLONEZ BIS project or decide to receive no remuneration.</p> <p>The additional salary of the Mentor must not be more than 2,000 gross PLN per month (48,000 per grant).</p> |

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| <p>Scholarship grantee/Student/PhD student</p> | <p>Click on the appropriate team member link [<i>Stypendysta/Student/Doktorant 1</i>] and then [<i>EDIT</i>] to plan their salary. The system may send you back to the “Research Team” section if any information is missing.</p> <p>POLONEZ BIS can fund both salaries and scholarships for students and PhD students involved in research tasks. When planning the budget you do not have to make the decision which kind of arrangement will be the best for the team.</p> <p>Under [<i>Type of employment</i>] select “scholarship/student or PhD student salary”.</p> <p>Enter the number of months the scholarship/salary will be paid and the amounts to be paid in each calendar year.</p> <p>Monthly remuneration for a Scholarship grantee/Student/PhD student must not be more than PLN 5000.</p> <p> Make sure that the text of the proposal does not mention the names of the team members who may be future recipients of NCN scientific scholarships for students and PhD students granted in accordance with the Regulations for awarding NCN scholarships for NCN-funded research projects.</p> |
| <p>Co-investigator</p> | <p>Click on the appropriate team member link [<i>Wykonawca 1</i>] and then [<i>EDIT</i>] to plan their salary. The system may send you back to the “Research Team” section if any information is missing.</p> <p>Under [<i>Type of employment</i>] select “additional salary” or “no remuneration” as appropriate.</p> <p>For “additional salary” enter the number of months it will be paid and the amounts to be paid in each calendar year.</p> <p> There is no salary cap for co-investigators assigned or recruited to the POLONEZ BIS project. The planned salary should, however, reflect the scope of work in the project and the level of professional qualifications required.</p> |
| <p>Research Equipment</p> | |
| <p>Click [<i>ADD</i>] to enter a piece of equipment, device and software necessary for you to buy in order to carry out the project.</p> <p>POLONEZ BIS funds equipment up to PLN 10,834 (EUR 2,500) per unit.</p> <p> This section should only list equipment which constitutes the Host Institution’s fixed assets. The cost of small equipment which is not a fixed asset should be planned under “Other costs – small equipment”</p> | |
| <p>Other Costs</p> | |
| <p>This category includes the itemized costs which are not covered in any other financial section and are necessary for the successful completion of the project:</p> <ol style="list-style-type: none"> 1. Materials 2. Small equipment (which does not constitute the Host Institution’s fixed assets) 3. Outsourced services 4. Business trips 5. Visits and consultations 6. Collective investigators 7. Other costs | |

Click [ADD] and then select the appropriate category from a drop-down list.



1. Other direct costs must not be used to pay for providing Open Access to publications and research data resulting from the project. You can, however, plan in this category the costs of publications which according to the [NCN Open Access Policy](#) do not require Open Access i.e. monographs and other books, chapters of monographs/other books, reviewed collective works or texts promoting the project and its results to the general public.

2. Costs of publishing monographs may be incurred only after the monograph has been positively reviewed by the NCN. This is a time-consuming process which might be difficult to accommodate in a 2-year POLONEZ BIS project. Before you decide to list a monograph as one of the expected results of your project, please read the [Rules for the evaluation of monographs in research projects funded by the National Science Centre](#).

Open Access (OA)

Click [EDIT] to enter the cost of providing Open Access to publications and research data resulting from the project.

The costs budgeted in this category are part of indirect costs (overheads) and cannot exceed 2% of the total direct costs of the project. The system will calculate and display the %% in the “Budget summary” section.



According to the [NCN Open Access Policy](#) costs related to Open Access must not be planned as other direct costs.

The Host Institution may also cover part of the costs of publishing in Open Access from the remaining indirect costs or from its own resources.

Budget Summary

This section presents a summary breakdown of the planned costs by each calendar year of the project implementation period.

The direct costs of the project, excluding the PI's salary, must not exceed PLN 433,330 (EUR 100,000). If your budget goes over this limit, the system checklist below the page header will show a reminder:

Budget summary: Direct costs for research (with the exception of PI's remuneration) must not exceed 100,000 EUR (i.e. 433,330 PLN converted according to the exchange rate applicable to the call).

To correct any mistakes, please go back to specific financial sections displayed in the proposal menu on the left of the screen.

The only element you have to [EDIT] in this section is the percentage of other indirect costs (overheads). The amount of indirect costs cannot exceed 20% of the total direct costs of the project.

Click [EDIT] and enter the number between 0 and 20. The system will automatically calculate the value of indirect costs in each calendar year.



1. The budget summary shows only two components of the PI's salary – “PI's salary – living allowance” (paid by the European Commission) and “PI's salary – other elements”. The amount shown here is the sum of the mobility allowance, family allowance and special needs allowance.
2. Indirect costs of the project are managed by the Host Institution, but the funding agreement will oblige the Host Institution to negotiate with the Principal Investigator (PI) how to use at least 25% of the other indirect costs.

Administrative Statements

This section of the proposal contains administrative statements that must be accepted by both the Principal Investigator (PI) and the authorised representative of the Host Institution.

Click [EDIT] then tick the boxes to accept the declarations.

Personal Data Protection

This section displays information on how the National Science Centre will process the personal data included in the proposal.

If you need more detailed information on personal data processing, please go to <https://www.ncn.gov.pl/en/dane-osobowe>.

Experts

Complete this section if you feel that some people should not be involved in the evaluation of your proposal due to a potential conflict of interest. This information will be visible only to the NCN employees.

Click [ADD] to give their names and affiliations (up to 3 people).


Please note that the final decision on the selected reviewers is taken by the NCN.

5. Verify that the proposal form is complete

As you progress through the proposal, the submission system shows you if the section you are working on is complete and meets all the requirements specified in the call. If any information is missing or wrong, the system displays an error message in the box on top of each section.

➤ At any time you can also check the completeness of the entire proposal.

Click the [[Check Completeness](#)] link in the header and the system will display all sections that still require your attention.

| | | | |
|---|---|-----------------------------------|---|
| ID: | Edition: | Proposal Title: | No Data |
| Reg. No: | NCN Review Panel: | NCN Review Panel: | No data |
| Received on: | Call: | Principal Investigator: | |
| No data | POLONEZ_BIS (deadline: 2021-12-15 16:00:00) | Entity: | |
| Registered on: | Status: | Last modified by the proposer on: | |
| | under preparation | | |
|  | NCN Program Officer: | | |
| Check completeness | No data | | How to submit the proposal? |



The system does not verify if:

- the short and detailed descriptions have been uploaded before the proposal is locked,
- the correct information was given in all the required sections and fields,
- all the required files have been prepared in the required language, signed in an appropriate way and uploaded in the right places.

It is therefore helpful to see the proposal in print. Click [[PRINT PDF](#)] to see a draft of the proposal at any time.

Back to list

Block to NCN Print (PDF) Delete proposal

| | | |
|------------------------------------|---|-----------------------------------|
| ID: 532339 | Edition: 43 | Proposal Title: |
| Reg. No: 532339 | NCN Review Panel: HS2 | Principal Investigator: |
| Received on: No data | Call: POLONEZ_BIS (deadline: 2021-12-15 16:00:00) | Entity: |
| Registered on: 2021-09-22 13:06:05 | Status: under preparation | Last modified by the proposer on: |
| | NCN Program Officer: No data | |

[Check completeness](#)

[How to submit the proposal?](#)

6. Lock the proposal form

- When you have verified that the proposal is complete, click [*Block to NCN*] button located above the information box at the top of the page.

Back to list

Block to NCN Print (PDF) Delete proposal

| | | |
|----------------------|---|-----------------------------------|
| ID: 532339 | Edition: 43 | Proposal Title: |
| Reg. No: No data | NCN Review Panel: No data | Principal Investigator: |
| Received on: No data | Call: POLONEZ_BIS (deadline: 2021-12-15 16:00:00) | Entity: |
| Registered on: | Status: under preparation | Last modified by the proposer on: |

- After the proposal has been locked, you will not be able to [*EDIT*] the sections, but you will still be able to upload the short and detailed description of the research project as well as submission confirmations (see below).

7. Download, sign and upload submission confirmation receipts (Electronic submission tab)

- After the proposal has been locked, a new *Electronic submission* tab will appear on top of the left-hand side menu and the proposal status in the header will change to “Blocked”.
- In this section, the system displays two buttons:

Return to editing

Send to NCN

- Before sending the proposal to the National Science Centre, download, sign and upload two documents:
 - Confirmation of proposal submission the by the Principal Investigator (PI),
 - Confirmation of proposal submission the by the representative(s) of the Host Institution.
- Both confirmation documents downloaded from the ZSUN/OSF system bear an electronic OPI PIB stamp. The stamp ensures the integrity of data included in the generated document and makes it possible to verify whether a PDF file has been generated by the OSF platform and/or modified after signing.
- If a confirmation was signed by hand, scan it and upload to the system by clicking the [*ADD file*] button under the heading “Scan of confirmation”. Keep the original on file until you receive a funding decision and if the funding decision is positive – until you have signed the funding agreement.
- If the PDF was signed with an [electronic signature](#) in the PAdES format, upload it to the system by clicking the [*ADD file*] button under the heading “Confirmation with an electronic signature”.



The confirmation must refer to the FINAL version of the proposal. If you [*Return to editing*] after any file with a confirmation has been attached, such file will be automatically deleted from the proposal and you will have to repeat the whole process again (lock, download, sign, upload).

The Principal Investigator (PI) and the Head of the Host Institution may authorize other people to sign the confirmations on their behalf. If this is the case, the authorization document must be uploaded to the system. A scan of a document signed by hand or with an electronic signature is acceptable.

8. Electronic submission via the ZSUN/OSF platform

- Click [*Send to NCN*] to electronically submit the proposal to the National Science Centre. The system will perform its final validation and check if the project descriptions have been uploaded.



Once the proposal has been submitted, its status will change to “Sent” and no further changes can be introduced to its content .

Once the NCN has registered the proposal, its status will change to “Accepted”.

Only proposals submitted via the ZSUN/OSF electronic submission system are considered valid. Please **do not send** ANY hard copies of the proposal to the National Science Centre.