

POLONEZ ANNUAL REPORT – GUIDELINES

For instructions on how to complete the final report – please log in to your project
in the ZSUN/OSF system at <https://osf.opi.org.pl>

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PROBLEM HELPLINE

In case of any problems or questions please contact NCN by mail at polonez@ncn.gov.pl or by phone:
Jolanta Palowska 12 341 9139.

I. GENERAL INFORMATION

1. When to complete and submit the annual report

An annual report should be submitted only if the fellowship lasts 24 months. The deadline for submitting the annual report is 60 days from the end of the first 12 months of your fellowship. For example, if your fellowship started on 1 July 2017, the first 12 months of it ended on 30 June 2018, so you must submit the annual report to National Science Centre (NCN) no later than 31 August 2018.

2. Where to check the starting and ending dates of the fellowship

To confirm the starting and ending dates of your fellowship refer to section 1 of the fellowship agreement or see agreement section in the electronic submission system (OSF). If any changes were introduced to the dates of your fellowship, please refer to the appropriate annex to the agreement.

3. What language to use

The report should be completed in English. This includes the descriptions/explanations of changes made during the project either by an annex to the fellowship agreement or at consent of the head of the Host Institution.

4. Where, in how many copies and in what form to submit the annual report

The annual report should be submitted in both hard copy and soft copy (electronic version) on a CD/DVD. The hard copy of the report (the print-out of the pre-formatted Excel workbook) should bear appropriate seals and signatures and must be delivered to the NCN personally or sent by post. The report is deemed to be submitted on time if it has been received by the Centre or has been postmarked within 60 days from the date the reporting period has lapsed.

The electronic version of the annual report should be saved on a CD/DVD as a PDF file (both the Excel workbook and Word reports). For technical reasons, **it is important that these files should be printed to PDF**. Do not save the scans of the signed versions, as this would make it impossible to open any hyperlinks in the text of the report.

The NCN strongly suggests that the following procedure be adopted in annual report preparation:

- The Fellow initiates the report, reviews and modifies BASIC INFORMATION (if necessary) and prepares INFORMATION ON COMPLETED TASKS and PUBLICATIONS.
- The Host Institution (HI) reviews BASIC INFORMATION and prepares financial parts of the report (FINANCIAL REPORT, PROJECT TEAM).
- The Fellow and the HI keep in touch to agree on the final version of the complete report.
- The Fellow prints the final version of the complete report to PDF file, prints it out on paper, signs and sends it by traditional mail to the HI. Then, the Fellow forwards the PDF file together with the necessary electronic attachments to the HI by e-mail.
- The HI has the report signed by authorized person(s), prepares the CD/DVD, signs the Declaration of Compliance and sends both the hard copy of the report and the CD/DVD to NCN by post.

5. Additional attachments required

Paper attachments

a. Materials published without the EU logo (flag)

If the publications you report as “published” did not include the EU logo because it was against the general approach used by the scientific journal in question, attach your own signed statement in English that including the logo was not possible. Alternatively, you may attach the publisher’s

official guidelines for the authors. It is not necessary to provide statements regarding publications described as “accepted” or „submitted” until their status changes.

b. Changes introduced at consent of the Head of the Host Institution

If during the reporting period any changes have been made based on Section 3.3 of the fellowship agreement, it is not necessary to attach the copies of the written consents of the Host Institution to the report. Please note that any such documents should be kept on file by the Host Institution as NCN may request them later in the process of report review.

Electronic attachments

a. PDF of materials submitted/accepted for publication without DOI number

If the report lists a publication submitted to or accepted by an editor/publisher (i.e. unpublished material for which no DOI/link can be given), the PDF of such publication should be saved to the CD/DVD with the electronic version of the report. There is no need to attach the actual publications to the hard copy of the report.

b. Publisher’s acceptance letters

For publications accepted by an editor/publisher, please attach the confirmation from the publisher to the PDF of your publication saved on the CD/DVD. Again, there is no need to attach the hard copy of the correspondence with the publisher.

c. Materials published without the EU logo (flag)

For publications without the required EU logo – please save the declaration described in *Paper attachments (a)* above on the CD/DVD.

d. Scans of the required permits, approvals or positive opinions of relevant ethics/bioethics committees

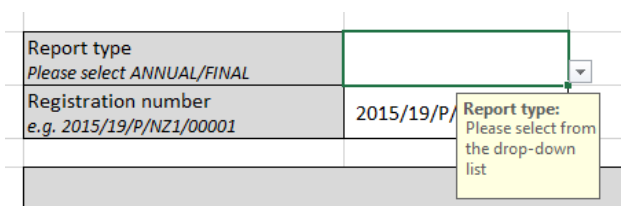
If you have not yet sent them to the Centre (according to § 2 section 4(f) of the fellowship agreement), please save them on the CD/DVD with the annual report.

II. TECHNICAL INFORMATION

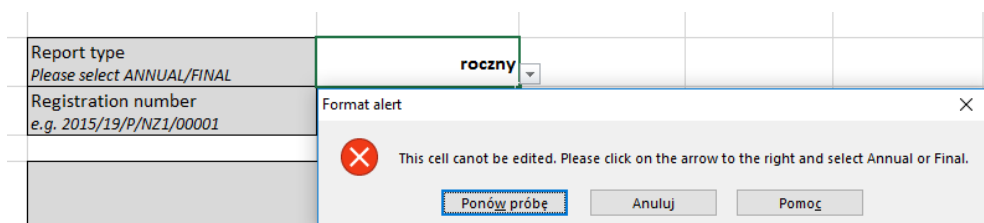
To complete the report you should have Microsoft Office 2010 or later on your computer.

The report form contains pre-formatted cells:

Drop-down lists to select from – marked by an arrow on the right which shows when you select a given cell:



Drop-down lists cannot be edited – if a wrong value is entered, a format alert will be shown:



Monitor cells that “react” to changes made with respect to the information given in the fellowship proposal – these are set to „NO” by default and will automatically change to „YES” if the content of the neighbouring cell is edited. If this is the case, a reminder will be displayed to enter explanation in the description of changes box.

8. statistical ID no. (REGON)	000288811			NO
9. Head of the host institution	Professor	Jacek Wysocki	Vice-rector	YES
10. Description of changes made <i>Describe all changes made, including those on the basis of an annex to the agreement</i>				
Please, explain				

In some cases a note in red is placed next to a cell to remind you of an action. If the action is done properly, the note will disappear.

Report type <i>Please select ANNUAL/FINAL</i>		You must first select the report type.		
Registration number <i>e.g. 2015/19/P/NZ1/00001</i>		Enter the project registration number to initiate the report. N		

III. INITIATING THE REPORT

1. Open the Excel workbook entitled POLONEZ ANNUAL REPORT TEMPLATE. It is composed of several worksheets, each containing a different aspect of the report. For your convenience the worksheets' names indicate the areas they cover.
2. At first some cells will be set to “0”. When you enter your project registration number, they will be automatically filled with your project data.
3. Fill in the white cells only. The grey cells cannot be edited and often contain formulas which work automatically when you enter information in the neighbouring cell.
4. Start from the first worksheet „HOST INSTITUTION AND FELLOW”.

Type of report

This field has been preset to ANNUAL.

Registration number

Enter the registration number of your application. Make sure you follow the correct format e.g. 2015/19/P/NZ1/00001.

Enter the Fellow's date of birth following the correct format YYYY-MM-DD.

When the registration number and the date of birth are in place, data already submitted in the fellowship proposal will be filled in automatically.

IV. COMPLETING THE REPORT – step-by-step instructions

BASIC INFORMATION

HOST INSTITUTION

Items 1-9 will be completed automatically with the information from your fellowship proposal when you enter the registration number and Fellow's date of birth.

To the right of each line of information a monitor cell has been placed to indicate changes made. All such cells are initially set to "NO". If you edit the information in items 1-9, the relevant monitor cells will change their value to „YES". If you change something by mistake, press Ctrl+Z to restore previous values.

Item 10. Description of changes box

If you modified any information about your HOST INSTITUTION and any of the monitor cells read „YES", describe the changes made, including those made on the basis of an annex to the agreement.

FELLOW

Items 1-2 will be completed automatically with the information from your fellowship proposal when you enter the registration number and Fellow's date of birth.

If you edit the information in items 1-2, the relevant monitor cells will change their value to „YES".

Item 3. Gender. Please select from the drop-down list.

Items 4 - 6. Contact information. Complete with the current telephone number, e-mail address and the mailing address where the Fellow can be reached in case of questions about the report. Do not give the Host Institution address. If your contact information has changed since you signed the fellowship agreement, select YES in the relevant cell(s) to the right.

Item 7. Description of changes box

If you modified any information about the FELLOW and any of the monitor cells read „YES", describe the changes made, including those on the basis of an annex to the agreement.

FELLOWSHIP INFORMATION

Items 1-8 will be completed automatically with the information from your proposal when you enter the registration number and Fellow's date of birth. If you edit the information in items 1-8, the relevant monitor cells will change their value to „YES".

Item 9. Description of changes box

If you modified any of the FELLOWSHIP INFORMATION and any of the monitor cells read „YES", please describe all changes made, including those on the basis of an annex to the agreement.

INFORMATION ON COMPLETED TASKS

The worksheet „COMPLETED TASKS” contains a template for the descriptive report required for annual report respectively. A more detailed description follows below.

The template is a Microsoft Word file inserted into the worksheet. To display and edit the document, double-click on the icon. As you edit the text, the content of the Word document will be saved automatically – just remember to save the Excel file. When you have finished, print this document separately and attach it to the print-out of the Excel workbook. **A PDF copy of the document should also be saved on the CD/DVD.**

COMPLETED TASKS – ANNUAL REPORT

D.1. PROGRESS REPORT

(max. one (1) A4 page)

Address all of the points given in the report.

D.2. STUDY VISIT REPORT

(max. one (1) A4 page)

Address all of the points given in the report.

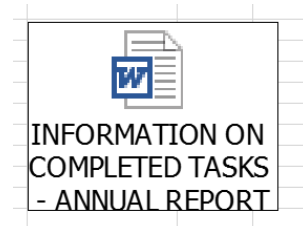
Please focus on how your study visit enabled the exchange of knowledge and transfer of good practices and what opportunities there were during the study visit to observe and participate in hosting organisation daily activities.

E. ETHICAL ASPECTS OF RESEARCH CARRIED OUT WITHIN THE RESEARCH PROJECT

Please complete this part if you flagged any questions in the Ethics Issues Table in the fellowship proposal.

Specify measures undertaken to ensure that the project is carried out in compliance with ethical requirements set forth in national and EU law.

List necessary permits, authorizations and/or approvals of national authorities/ethics committees/institutional review boards obtained, (e.g. for animal procedures or research on human participants conducted within the project, or any other permits), giving the number, date of issue and validity date of each permit, approval or authorization.



Please remember that according to § 2 section 4(f) of the fellowship agreement scans of the required permits, approvals or positive opinions of relevant ethics/bioethics committees, together with certified translation into English, must be sent electronically to the Centre before research tasks requiring these approvals are commenced. If you have not yet done so, please save them on the CD/DVD with the annual report.

PUBLICATIONS

The report should include only the publications which resulted from the research conducted during the fellowship and which contain acknowledgments indicated in section 6 of the fellowship agreement. Publications without the appropriate acknowledgements will not be taken into account in report evaluation.

If the publications you report as “published” did not include the **EU logo** because it was against the general approach used by the scientific journal in question, attach your own signed statement in English that including the logo was not possible. Alternatively, you may attach the publisher’s official guidelines for the authors. The declaration should also be saved on the CD/DVD. Please note that it is not necessary to provide statements regarding publications described as “accepted” or „submitted” until their status changes.

Please remember that in line with the rules laid down in Article 29.2 of the agreement No. 665778, researchers must ensure open access to the publication within at most 6 months (12 months for publications in the social sciences and humanities).

Fill in the information requested in particular fields. Separate tables are given for papers in journal, books or book chapters and papers in conference proceedings. Two entries are given for each publication type. For subsequent publications add lines in compliance with the table format for the given publication type. You may need to add extra rows before copying, so as not to overwrite the data in the rows below.

Status. The report should first of all list research results already published or accepted for publication. You may also include publications submitted to the reviewer/publisher. Select PUBLISHED, ACCEPTED or SUBMITTED from the drop-down list.

If a publication has been accepted by an editor/publisher, please attach the confirmation from the publisher to the PDF of your publication saved on the CD/DVD. There is no need to attach the hard copy of the correspondence with the publisher.

Titles. All titles should be given in the original publication language.

Impact Factor data. If the journal does not have an impact factor, enter „0”. Otherwise, enter the IF value for the year of publication or current five-year IF.

Year of publication. For works already published, give the actual year of publication. For publications with the status „accepted” or „submitted”, indicate the planned publication year.

The year of publication cannot precede the starting year of the grant – if an incorrect date is given, you will see an alert box.

Open access model. Select the GREEN or GOLD from the drop-down list. For more information on open access, you may also refer to the following:

- [Horizon 2020: Open Access to Scientific Publications](#)
- [Guidelines on Open Access to Scientific Publications and Research Data](#)
- [The open access to publications obligations In Horizon 2020 \(mailing to all Horizon 2020 Participants\)](#)

DOI. If the publication has a Digital Object Identifier number (DOI), use the following format: <http://dx.doi.org/<nr-DOI>>. For example, for a journal paper with a DOI number 10.1007/s11107-011-0336-9, the correct DOI reference is: <http://dx.doi.org/10.1007/s11107-011-0336-9>.

Link to the full text of the publication. Provide links to reliable online locations, which allow for permanent access to the full text of the publication (persistent URL e.g. publisher’s web page

or publication platform, the host institution’s repository or web page, abstract/indexing search engines like PubMed, etc.).

PDF of materials submitted/accepted for publication without DOI number. If a publication is reported as submitted to or accepted by an editor/publisher (i.e. unpublished material for which no DOI or link can be given), the PDF of such publication should be saved to the CD/DVD with the electronic version of the report. There is no need to attach the actual publications to the hard copy of the report.

INFORMATION ON COSTS INCURRED

FINANCIAL REPORT

Cost statement. Present costs planned in the fellowship agreement and incurred from the beginning of the fellowship to the end of the reporting period. All amounts should be given in Polish currency (PLN). NCN strongly recommends that this section be completed by or at least with the assistance of the Host Institution’s financial officers – make sure they receive these guidelines as well.

Make sure the costs are entered as NUMBERS and not copied from other documents or OSF as text. Please use a decimal comma and not a decimal point (e.g. 2500,56).

Annex(es). This is a mandatory question – the names of columns in the budget table change depending on your answer here. If any annexes have been concluded with the National Science Centre to move the funds allocated to different budget categories, please select „YES” from the drop-down list. Then fill in the columns ‘Planned’ for every year, in compliance with the amounts given in the most recent financial annex.

Years covered. The financial report table shows columns for three consecutive calendar years. If the table displays *Year 0, 1, 2* – please go back to the first section “HOST INSTITUTION and FELLOW” and enter the project registration number and report type.

If the fellowship does not cover one of the years, set all cells for planned and actual costs for this year to „0”.

Automatic sums and monitoring of the total amounts spent. The table will calculate sums for lines and columns automatically.

Year 2		Total							
planned in the fellowship agreement	actual	planned in the fellowship agreement	actual						
10 000,00 zł	12 500,00 zł	10 000,00 zł	12 500,00 zł	The actual costs incurred cannot exceed the costs planned					
10 000,00 zł	12 500,00 zł	10 000,00 zł	12 500,00 zł	The actual costs incurred cannot exceed the costs planned					

Funds for the applicant:

Please declare the salary paid to the Fellow including related pension and social security costs borne by the employer and other employee benefits if applicable (i.e. paid sick leave). Living allowance, mobility allowance and family allowance should be reported separately even if they were paid as one salary. If the sum paid to the applicant within the reporting period is lower than the sum planned, please explain the reason in the description of changes box below the cost statement.

Personnel costs. Declare the costs of remuneration for team members other than the Fellow or collective investigators (a collective investigator/participant is a group of at least 5 people involved in tasks of the same type e.g. survey interviewers, nurses, survey respondents).

Compliance with the budget given in attachment 1 to the fellowship agreement. This is a mandatory question. Answer the question below the table by selecting „TAK/YES” or „NIE/NO” from the drop-down list. You should answer „NIE/NO” if:

- fellowship budget was changed based on an annex to the fellowship agreement,
- fellowship budget was changed by consent of the Head of the Host Institution,
- the sum of the costs incurred in “Funds for the applicant” is lower than the sum of the costs planned for the reporting period,
- the sum of the costs incurred in any category is lower than 50% of the costs planned for the reporting period.

Description of changes box. If the answer to the above question is “NIE/NO”, describe and explain the changes made, specifying items affected by the transfer of funds and the amounts of such transfer. Explain why the costs incurred were lower than planned, where applicable.

Please note that the documents confirming the Host Institution’s consents to changes in the budget should be kept on file by the Host Institution. While it is not necessary to attach the copies to the report, NCN may request them later in the process of report review.

PROJECT TEAM

Fill in the tables for each member of the project team participating in research and receiving remuneration in the reporting period. Each member of the research team should be reported separately – add more tables of the same format if needed. NCN strongly recommends that this section should be completed by or at least with the assistance of the Host Institution’s financial officers.

Please note that while the proposal did not require listing actual names of co-investigators, it was, however, possible to list different positions on the research team. Consequently, a position described in the proposal could be filled by a Mary Brown or by a John Smith. If your proposal indicated co-investigators’ names, but the positions were actually filled by somebody else, NCN does not consider this a change of plans as long as one person was recruited for each position. If you planned one co-investigator but ended up employing two different people, you need to include both of them in the report and provide an explanation for employing the second one.

Planned number of investigators. This is a mandatory question. Please enter the number of investigators planned in the proposal.

New investigator. Select YES if a given team member has not been previously employed by the Host Institution (regardless of the form of employment).

Role in the project. The first table has been pre-filled automatically with the information about the Fellow and the second with the name of the Research Partner.

Research Partner must be reported regardless of whether s/he received remuneration. If the Research Partner was paid from indirect costs of the project, report both planned and actual costs as „0” and choose “not applicable” in the form of employment cell.

Planned remuneration. Enter the total sum of the remuneration planned in the proposal budget for the given person throughout the project.

Remuneration costs incurred. For each team member report the total actual cost of the salary paid to this investigator in each of the calendar years indicated.

Remuneration costs - special cases

- If remuneration was planned for a given position for or within the reporting period, but no remuneration was actually paid, please report the plan as stated in the proposal, and enter „0” for actual costs. Then provide an explanation in the description of changes box at the end of the project team section.
- If a given team member was not included in the proposal, but actually received remuneration in the reporting period, report the amount planned as „0”, and actual costs as they were incurred. Then provide an explanation in the description of changes box at the end of the project team section. Please note that the Host Institution should have agreed to introducing new team members in writing, and a copy of such consent should be kept on file by the Host Institution as NCN may request them later in the process of report review.
- If a given team member signed different contracts for different project tasks, complete a separate table for each relevant form of employment.

Whom not to report

- In annual reports, do not report personnel not recruited yet (i.e. positions planned to be filled and remunerated in the following reporting period).
- Research team members who were not included in the proposal budget and joined the team without remuneration should not be reported in the tables, but may be mentioned in the description of changes box at the end of the project team section.
- Collective investigators or research participants (i.e. a group of at least 5 people involved in tasks of the same type e.g. survey interviewers, nurses, survey respondents). The costs incurred for their remuneration should be declared in the financial report as other direct costs and not as personnel costs.

TOTAL remuneration for the project team and TOTAL costs incurred. After you have completed the individual tables for all members of the research team, sum up both the remuneration planned and actual personnel costs for the whole team in each calendar year indicated. The total planned personnel remuneration should equal the sum of the total funds planned for the applicant and total planned salaries declared in the financial report worksheet.

Description of changes box. Describe and explain changes introduced in respect to the amount of the remuneration, form of employment and changes to the composition of the research team.

DECLARATIONS AND SIGNATURES

Complete according to instructions.

Item 1. Information for team members whose personal data were disclosed to the Host Institution and included in the report.

Item 2. Information for persons participating in the preparation of project documentation, whose personal data were disclosed to the Host Institution and included in the report.

Item 3. Confirmation by the Fellow and the representatives of the Host Institution that persons mentioned in items 1 and 2 actually read the information on how their personal data are processed by the National Science Centre.

Item 4. Person responsible. Indicate the person with actual access to the fellowship documentation (e.g. a financial/administrative officer of the Host Institution).

Item 5. Person responsible. Indicate the person with actual access to the fellowship research results.

DECLARATION OF COMPLIANCE

This declaration should be printed out and signed by the employee of the Host Institution who saves the report on the CD/DVD. The hard copy of the declaration should be attached to the report.

V. PRINTING THE REPORT

The Excel workbook has been preformatted for printing (page orientation, margins, page breaks). Since a lot of information will be entered in the report, please preview each worksheet before printing to make sure that the full content of every cell is visible on screen. Please check the cells which were completed automatically by the programme, since Text Wrap (Zawijaj tekst) does not work on them. If you need to adjust the cell size to make all the text inside visible – change the row height.

To print all the worksheets of the report at once, select Print workbook (Drukuj cały skoroszyt) from the print menu. **The INFORMATION ON COMPLETED TASKS has to be printed out separately.**

VI. SUBMITTING THE REPORT TO NCN

Hard copy. The finished report should be printed out in one copy and signed in places indicated (Declarations, Declaration of Compliance).

Electronic version. The Excel workbook, Word report, accepted/submitted publications should be saved as PDF files on a CD/DVD attached to the hard copy. In order to generate the PDF, select Print to file/print to PDF from the print menu. Please print these files to PDF, do not attach the scans of the signed versions. The names of the PDF files should include the surname of the fellow.

Attachments. See section I.5 on page 2 above.

Dates due. See section I.1 on page 2 above.