

Alphorn
Call for Polish-Swiss Research Projects

Information for Polish Research Teams

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INTRODUCTORY INFORMATION

Lead Agency Procedure

The Lead Agency Procedure (LAP) is a new standard applied by the European agencies funding science. It is to facilitate international research teams to apply for funds for joint research projects and to simplify the evaluation of proposal by agencies funding research.¹ The key principles of the procedure include:

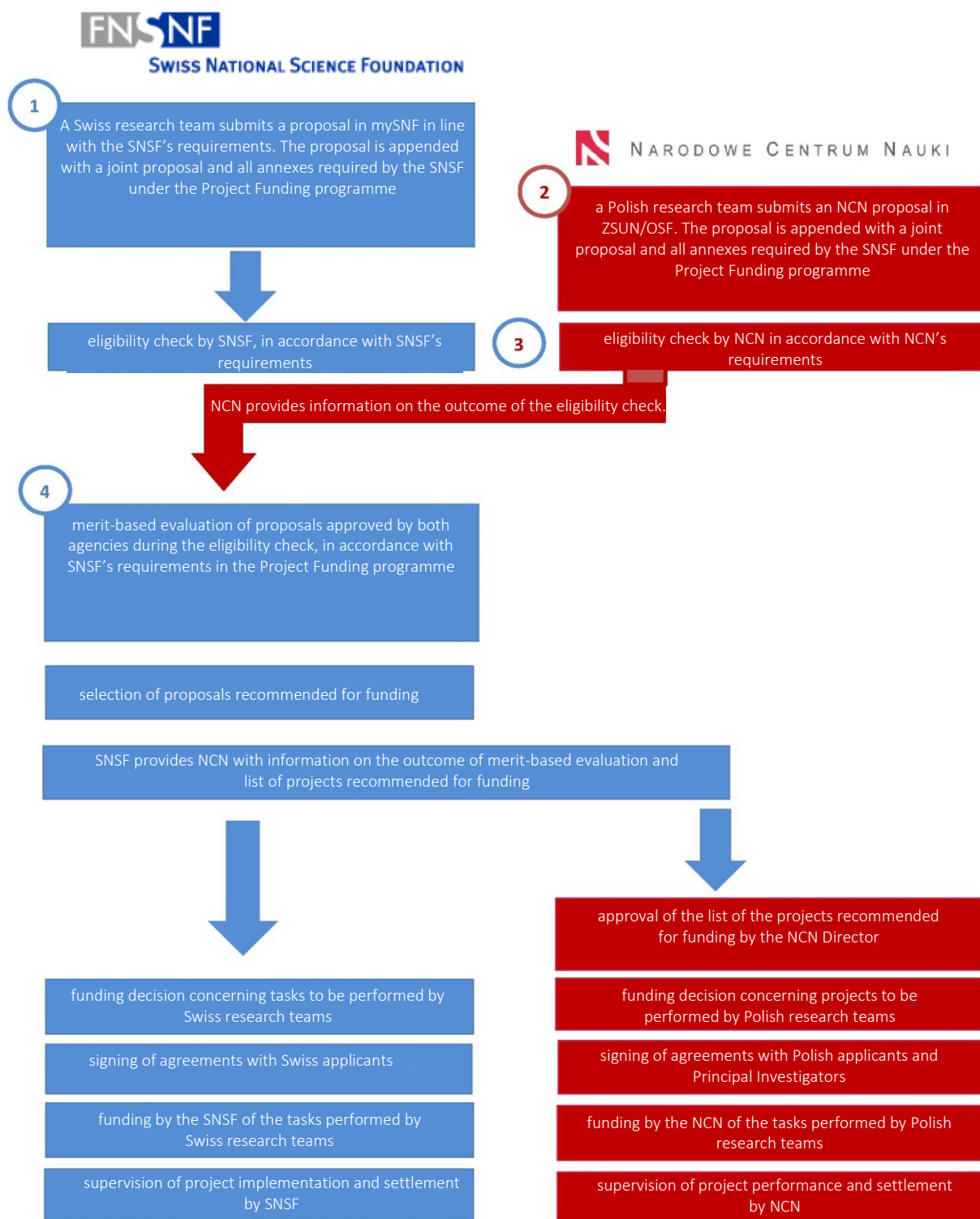
- the use of domestic calls carried out by partner agencies to perform merit-based evaluation not only of domestic proposals, but also bilateral and multilateral ones, which compete with domestic proposals on an equal footing;
- trust in the quality of *peer-review* among institutions undertaking such cooperation. Thus, projects involving two or more research groups from different countries to perform research joint research will only be evaluated by a lead agency relevant for one of the teams participating in a given project in the call that constitutes a permanent element of such agency's offer. Other agencies co-organising the call will accept the results of merit-based evaluation performed by the lead agency and award funding to research projects recommended for funding in the cause of such evaluation.

Swiss National Science Foundation (Schweizerischer Nationalfonds zur Förderung der Wissenschaftlichen Forschung, hereinafter: the SNSF) serves as the lead agency in the ALPHORN call. Proposals will undergo an eligibility check carried out by the NCN and the SNSF acting separately, in line with their respective requirements. Proposals approved by both agencies during the eligibility check will undergo a merit-based evaluation performed by the Swiss agency in accordance with its own rules.

Below is a diagram showing the individual stages of the ALPHORN procedure, i.e. proposal submission, eligibility check and merit-based evaluation, approval of rating lists, decision and execution of an agreement. The diagram also shows the communication process among agencies in individual stages of the call.

¹ More on LAP:
https://www.scienceeurope.org/wpcontent/uploads/2015/11/SE_WSReport_POL_LAP_fin.pdf

Diagram. Individual stages of the procedure and communication process among agencies in the ALPHORN call



1. Preparation of a joint proposal with the Swiss partner

The terms of the call and the guidelines concerning the eligibility check performed by the SNSF have been defined in the SNSF's documents applicable in the [Project Funding](#) programme. Below is a list of SNSF's documents to be read when preparing a joint proposal with the Swiss partner.

- [Regulations on project funding](#)
- [Funding Regulations](#)
- [General implementation regulations for the Funding Regulations](#)
- [Requirements for the research plan](#)
- [Requirements for CV/publication list](#)
- [Data Management Plan – Guidelines for researchers](#)
- [Projects - submitting an application](#)
- [List of SNF research domains and disciplines](#)
- [Guide/documents for the Lead Agency Procedure with Poland](#)
- [Use-inspired basic research](#)
- [Regulations of the National Research Council on the treatment of scientific misconduct by applicants and grantees](#)
- [Explainer video – the evaluation procedure of the SNSF](#)
- [Evaluation procedure in project funding.](#)

The joint proposal includes **all documents submitted to the SNSF together with annexes: Personal data + Application data + Annexed documents.**

The documents must be drawn up in accordance with the rules applicable in the SNSF's [Project Funding](#) programme. The information to be included in the form is described below in the part [Joint Proposal Completion](#). A joint proposal is submitted to the SNSF in [mySNF](#) by the Swiss partner. An account for an auxiliary editor can be set up in the system.

A joint proposal prepared in compliance with the SNSF's requirements laid down in its Project Funding programme is submitted to the SNSF by the Swiss partner by **1 October 2019**.

Swiss and Polish research teams must submit **identical joint proposals** to each agency. If any discrepancies are found in the two versions of the joint proposal, including in the joint project description, CVs and/or list of publications, the proposal may be rejected at the stage of eligibility check.

2. Preparation and submission of NCN proposals together with joint proposals in the ZSUN/OSF system

An NCN proposal² is submitted to the NCN by a Polish research team as soon as possible following submission of a joint proposal to the SNSF, within 7 days at the latest. An NCN proposal must be submitted by 8 October 2019.

² An NCN proposal means a proposal for NCN-funding of the Polish part of a research project submitted to a bilateral call.

Polish research teams are bound by all NCN formal requirements specified in the [announcement of the ALPHORN call](#). Before preparing the proposal, please read the announcement and the call documentation which forms an integral part of the announcement. To read the complete announcement [at the NCN's website](#), please click on:

«Scroll down all questions»

Detailed requirements concerning submission of proposals in the ALPHORN call are included in the following documents:

- [Resolution on the terms of the ALPHORN international bilateral call for Polish-Swiss research projects](#),
- [Regulations on awarding funding for research tasks funded by the National Science Centre under international calls carried out as bilateral cooperation pursuant to the Lead Agency Procedure](#),
- [Costs in research projects funded by the National Science Centre under international calls carried out as bilateral cooperation pursuant to the Lead Agency Procedure](#),
- [NCN Panels](#),
- [Regulations on awarding scholarships in NCN-funded research projects](#),
- [Proposal form template](#),
- [Agreement on collaboration for the purposes of completion of the requested research project](#)
- [State aid](#)
- [Guidelines for applicants to complete the form in relation to ethical aspects of the project](#)
- [Code of the National Science Centre on research integrity and applying for research funding](#)
- [Proposal submission procedure](#)
- [Rules for delivering the NCN Director's decisions](#)
- [Guidelines for lodging appeals against the NCN Director's decisions \(subject to §37 of the LAP Regulations\)](#)
- [Regulations on the implementation of research projects, fellowships and scholarships](#)
- [Regulation on the implementation of inspection procedure at the registered office of the host institution](#) [Regulation on the implementation of inspection procedure at the registered office of the host institution](#)
- [Guidelines for entities auditing the implementation of research projects funded by the National Science Centre](#) [Guidelines for entities auditing the implementation of research projects funded by the National Science Centre](#)
- [NCN Council Recommendations on research involving human participants](#)

2a. Documents to be provided to the NCN by the Polish research team

Proposals for funding of joint research projects must be submitted to the SNSF and the NCN respectively by the Swiss and Polish research teams.

I. Proposals submitted to the NCN in [ZSUN/OSF](#) contain:

- an NCN proposal³ comprising a complete proposal filled out in the ZSUN/OSF system to the extent compliant with the [call documentation](#);
- a joint proposal⁴ **identical to the one submitted in mySNF**, comprising **all documents**

³ NCN proposals mean proposals for NCN-funding of the Polish part of the project under a bilateral call.

⁴ Proposals developed by a Polish research team in cooperation with a foreign research team and submitted to the lead agency by the foreign research team on terms and conditions set forth by the lead agency.

submitted to the SNSF compiled in a single PDF file.

II. Additionally, the proposal in the ZSUN/OSF system must be appended with PDF files of the following documents **signed by hand⁵ or with a qualified electronic signature**:

- a) confirmation of submitting the proposal signed by the authorised representative of the entity acting as the applicant for the Polish part of the joint project, generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab;
- b) confirmation of submitting the proposal signed by the Polish principal investigator generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab;
- c) **in the case of Polish entities that do not receive any operating support for research**:
 - information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to research (in English);
- d) **in the case of a group of Polish entities (laid down in Article 27 (1) (2) of the NCN Act)**:
 - agreement on collaboration for the purposes of completion of the research project (in Polish).

Group of entities

The following shall be deemed to be a group of Polish entities:

1. at least two Polish entities referred to in Article 7 (1) (1), Article 7 (1) (2) and Article 7 (1) (4)-(8) of the Act on Higher Education and Science of 20 July 2018, i.e.:
 - Higher Education entities,
 - federations of science and HE entities,
 - research institutes of the Polish Academy of Sciences operating pursuant to the Act on Research Institutes of 30 April 2010,
 - international research institutes established pursuant to other acts and acting in the Republic of Poland,
 - Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019 (Journal of Laws, item 534),
 - institutes operating within the Łukasiewicz Research Network,
 - Polish Academy of Arts and Sciences,
 - other entities involved in research independently on a continuous basis or
2. at least one institution as such together with at least one company.

A group of Polish entities is established pursuant to an agreement laying down the following elements:

- parties to the agreement and the leader,
- subject-matter and term of the agreement covering the duration of the research project,
- authorisation for a representative of the leader to act on behalf of the entire group of

⁵ In such a case, scans of the signed document must be attached to the proposal in ZSUN/OSF.

entities in the course of application for funding and implementation of a research project,

- the leader's duty to pass information received from the NCN to the other parties,
- signatures of authorised representatives of all members of the group of entities.

The agreement must be drawn up in Polish and must be attached to the proposal in the ZSUN/OSF system as a PDF file signed by hand⁵ or with a qualified electronic signature.

Furthermore, **each** organisational unit comprising the group of entities that do not receive any operating support for research shall append their proposal in the ZSUN/OSF system with information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to scientific research (in English), signed by hand or with a qualified electronic signature.

Confirmations of submitting the proposal shall be signed by the authorised representative of the entity acting as the leader of the group of entities and by the principal investigator employed by the leader of the group of entities and shall be generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab.

2b. Project budget

The budget of tasks to be performed by Polish research teams must comply with the regulations on the costs planned in the project, including costs relating to the budget for salaries and scholarships laid down in the following document: [catalogue of costs for research projects funded by the NCN \(annex to the LAP Regulations\)](#). The rules for awarding NCN scholarships are laid down in the [Regulations on awarding scholarships](#).

Creating a project budget is one of the most important aspects in the project planning which aims at identifying the required resources and estimating the costs. The project budget must be justified as regards the subject and scope of research, based on reasonable calculations and must specify the expenditures to be covered by the NCN (eligible costs).

The proposal may be rejected if unreasonable budget is planned and/or any discrepancies occur between the costs of projects to be carried out by Polish research teams in the NCN proposal and the joint proposal.

Costs in the project include direct costs and indirect costs.

Direct costs include:

- 1) salary:
 - full time remuneration: funds for full-time employment of the principal investigator or post-doc(s),
 - additional remuneration for members of the research team,
 - salaries and scholarships for students and PhD students,
- 2) purchase or manufacturing of research equipment, devices and software,
- 3) purchase of materials and small instruments,
- 4) outsourced services,
- 5) business trips,
- 6) visits and consultations (**PLEASE NOTE!** The costs of consultations and visits of Swiss partners who at the same time receive project funding from the SNSF are not eligible),
- 7) compensation for collective investigators and
- 8) other costs crucial to the research project which comply with the [Types of costs in research projects funded by the National Science Centre \(annex to the LAP Regulations\)](#).

Indirect costs may not exceed 40 per cent of direct costs excluding costs of purchase or manufacturing of research equipment, devices and software. During the project, the host institution shall arrange with the principal investigator for the distribution of at least 25 per cent of the indirect costs' value.

When developing the budget, it is necessary to consider the following:

1. NCN proposals shall specify the budget for tasks to be performed by the Polish team; a [joint proposal](#) – for the tasks of the Polish and Swiss teams;
2. the budget in the NCN proposal shall be specified in PLN; in the [joint proposal](#) – in EUR;
3. the budget planned for the Polish team in the [joint proposal](#) must be consistent with the budget in the NCN proposal;
4. the EUR exchange rate to be used to calculate the budget of the Polish part of the project in the [joint proposal](#): EUR 1 = PLN 4.2610 (exchange rate as at 13 June 2019);
5. the minimum funding for the Polish part of the project throughout its performance: PLN 150,000 and
6. the maximum funding: not specified (the costs must be justified as regards the subject and scope of research).

PLEASE NOTE!

- where unjustified costs are planned, the NCN Director may allocate less funds for research projects to be carried out by Polish research teams under the ALPHORN call than planned in the NCN proposal or may refuse to allocate any funds;
- in the case of discrepancies between the costs of projects to be carried out by Polish research teams in the NCN proposal and the [joint proposal \(Budget table\)](#), the proposal may be rejected at the stage of eligibility check;
- the costs of publication of monographs (as defined in §10 of the Regulation on evaluation of the quality of research activity issued by the Minister of Science and Higher Education on 22 February 2019 (Journal of Laws of 2019, item 392) relying on research projects shall not be deemed qualified costs until positively reviewed in the NCN review process.

Limits of remuneration and scholarships are specified in the Annex to the [LAP Regulations](#).

2c. Polish research team's duty to submit a complete proposal

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

Therefore, we suggest that principal investigators carefully verify whether all sections of the joint proposal, including joint project descriptions and annexes, have been correctly completed. If any section of the joint proposal is left blank, the joint proposal may be rejected at the stage of eligibility check by both agencies.

Polish and Swiss research teams must submit identical joint proposals to each agency. If discrepancies are found in the two versions of the joint proposal, including in the joint project description, CVs and/or list of publications submitted to the SNSF or NCN, the proposal may be rejected at the stage of eligibility check.

The SNSF may request Swiss applicants to supplement or modify certain data. **No such supplementation or modification must be reported to the NCN.** If a joint proposal is amended in the part concerning the Polish research team, the original proposal submitted to the SNSF must be the same as the joint proposal submitted to the NCN.

2d. Electronic submission of proposals

Under the ALPHORN call, proposals must be submitted to the NCN electronically, via the ZSUN/OSF system available [here](#). In order to submit a proposal for the ALPHORN call, no hard copies must be sent to the NCN. Please note that the Swiss agency applies its own requirements concerning submission of proposals applicable to Swiss applicants which are laid down in the SNSF [Project funding](#).

3. Eligibility check

Proposals shall undergo an eligibility check performed by the NCN and the SNSF in accordance with their respective requirements. The proposals approved as eligible by both agencies will undergo a merit-based evaluation performed solely by the Swiss agency in accordance with its rules.

The eligibility check is the first stage of the proposal review. It is carried out by scientific coordinators based on formal criteria applicable to the call.

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

- failure to submit the proposal on time;
- submission of the proposal to one agency only;
- failure to meet the requirements concerning the applying entity;
- incompleteness of the proposal;
- specifying, in the joint proposal or project description, the names of persons to be employed as post-docs remunerated by the NCN from the pool allocated for full-time salaries;
- inconsistency of information in the joint proposal and NCN proposal;
- miscalculation of the budget (cost differences in the budget for the tasks to be performed by the Polish team in the joint proposal and in the NCN proposal as a consequence of (e.g.) wrong conversion of the EUR/PLN exchange rate or inconsistency of the expenses planned).

4. Merit-based evaluation

Joint proposals shall be subject to merit-based evaluation. Merit-based evaluation is performed pursuant to the terms laid down by the SNSF in its capacity of a lead agency. Under the merit-based evaluation performed by the SNSF, the project is verified for compliance with the basic research criterion. Following the merit-based evaluation, its results shall be reported to the NCN by the SNSF together with a list of research projects recommended for funding. The list shall be approved by the NCN Director who awards funds for projects to be performed by the Polish research teams.

If the lead agency in the ALPHORN call fails to verify whether the costs planned are justified as regards the subject and scope of research, NCN proposals may be verified in this

respect by the NCN. Where the costs planned in the NCN proposal are deemed unjustified as regards the subject and scope of research, the NCN Director may allocate less funds for research projects to be carried out by Polish research teams than planned in the NCN proposal or may refuse to allocate the funds.

PLEASE NOTE:

Since the 33rd call edition, the proposal form in ZSUN/OSF has included a questionnaire regarding ethical aspects. In the case of research projects recommended for funding by both agencies under the ALPHORN call, **the NCN will enter into an agreement with the Polish institution and principal investigator at the Polish research team provided that copies of documents confirming the receipt of required approvals, opinions, permissions and permits are delivered to the NCN within 4 months of delivery of the NCN Director's funding decision.**

If the documents are not delivered within the time frame specified above, the funding agreement shall not be entered into. If the funding agreement is not entered into for reasons attributable to the host institution or principal investigator, the NCN cannot be requested reimbursement of expenses incurred until the date of the NCN Director's funding decision becoming final.

Since of the 34th call edition, information on the data management plan (DMP) concerning data generated or used in the course of a research project must be included in the proposal form in ZSUN/OSF. In the ALPHORN call, a data management plan annexed to the NCN proposal must be the same as the one submitted to mySNF. For that purpose, the DMP must be produced from the joint proposal submitted to mySNF and compiled with other files submitted to ZSUN/OSF as the joint proposal to the NCN proposal. The data management plan shall be subject to evaluation by the SNSF, in compliance with its requirements.

The detailed proposal evaluation procedure under the ALPHORN call and communication between the agencies is presented in the diagram on page 4 hereof.

Information on the SNSF proposal evaluation procedure is available on [the website of the SNSF](#).



FILLING OUT NCN PROPOSALS IN ZSUN/OSF

Selected section in the ZSUN/OSF system	Subsection	Description
Implementation period [months]		Projects can be carried out over the period of either 24 or 36 months.
GENERAL INFORMATION	Title in English	<p>The project title in English must be identical to the title in the joint project and annexes, as well as to the title in mySNF.</p> <p>The title in English must be identical to the title in Polish.</p>
	NCN Review Panel	A review panel must be selected according to the current list of panels available at the NCN's website .
	Joint proposal	<p>All documents submitted to the SNSF and compiled in a single PDF file together with annexes in a version identical to the one submitted to mySNF, containing:</p> <ol style="list-style-type: none">1) completed application forms in mySNF (<i>Personal data + Application data</i>);2) joint project description (<i>research plan</i>) drawn up in accordance with the SNSF's requirements (up to 80,000 characters with spaces, but no more than 20 pages);3) CVs with the most important research achievements. In the case of a Polish research team, only the principal investigator's CV must be attached and other CVs shall not be evaluated;4) research output list, including a list of publications from the last 5 years compiled in accordance with the SNSF's requirements. Note! The Swiss agency does not take career breaks into account;5) budget table of the Polish research team attached in mySNF and available here. The table must comply with the budget provided in the proposal form submitted to OSF and must include a correct EUR exchange rate;6) Data Management Plan generated from mySNF as a PDF file.
APPLICANT	Applicant's status	<p>Proposals for funding of the Polish part of the research project by the NCN may be submitted by entities for which such funding will not constitute state aid, such as:</p> <ol style="list-style-type: none">1. Higher Education entities,2. federations of science and HE entities,3. research institutes of the Polish Academy of Sciences operating pursuant to the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2018, item 1475),4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2018, item 736),5. international research institutes established pursuant to other acts and acting in the Republic of Poland,



Selected section in the ZSUN/OSF system	Subsection	Description
		5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019 (Journal of Laws, item 534), 5b. institutes operating within the Łukasiewicz Research Network, 6. Polish Academy of Arts and Sciences, 7. other entities involved in research independently on a continuous basis, 8. groups of entities (at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company), 9. research centre of the Polish Academy of Sciences laid down in the Act on the Polish Academy of Sciences of 30 April 2010, 10. scientific libraries, 11. legal entities with registered office in Poland.
PARTICIPATING ENTITIES	Agreement on collaboration for the purposes of completion of the research project concluded by a group of Polish entities	If the applicant is a group of Polish entities, an agreement on collaboration for the purposes of completion of the research project concluded by a group of Polish entities must be attached (in Polish). The agreement must concern the project and identify the leader. File format: PDF; the document must bear an electronic signature or scan of the signed document. A template of the agreement is available in the ZSUN/ OSF system and here .
DETAILS OF THE PARTICIPATING ENTITIES	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)	Participating entities under forced administration, in liquidation or subject to bankruptcy proceedings cannot submit proposals.
	Does the organisation receive any operating support for research?	If the entity applying for funding under the ALPHORN call does not receive any operating support for research, the proposal submitted to the ZSUN/OSF system must include the following information (in English): <ol style="list-style-type: none">1) information on research carried out over the last 2 years preceding submission of the proposal, together with a list of publications affiliated with the applicant/host institution,2) information on research equipment and other instruments/facilities crucial to research. File format: PDF; the document must bear an electronic signature or scan of the signed document.
STATE AID	Will project funding constitute state aid?	No, state aid will not be granted under the call. In order to determine if project funding constitutes state aid, please read the <i>Rules governing application for state aid</i> available in the ZSUN/OSF system and here .



Selected section in the ZSUN/OSF system	Subsection	Description
INTERNATIONAL COOPERATION	Countries	Switzerland must be listed but other countries may be added. International cooperation must be merit-based, therefore the following cannot be deemed international cooperation: a) participation in international conferences, b) dissemination of information on the project abroad, c) implementation of the research tasks by a Polish research team abroad without the participation of researchers from foreign research institutes, d) cooperation with foreign researchers employed in Polish entities.
	Entities	Please provide the full names of foreign research institutions from the above-mentioned countries with which cooperation under the project is planned.
ABSTRACT FOR THE GENERAL PUBLIC		Project's abstract for the general public must be attached in Polish and English and must concern the joint Polish-Swiss research project, not only research tasks to be carried out by the Polish research team. The abstract for the general public in each language version may be no longer than one standard page (page format: A4, font size: at least 11, font: Times New Roman or equivalent, lead: single, left-right margins: 2cm, top-bottom margins: 1.5cm). The abstract must be addressed to a wide audience, including people who are neither experts in a given field nor researchers.
RESEARCH TASKS		It is necessary to specify the research tasks planned to be performed by the Polish research team in Polish and English. Both language versions must be identical. The research plan must not specify the tasks planned to be performed by the Swiss team.
RESEARCH TEAM	Number of team members	It is necessary to specify the number of co-investigators on the Polish part, i.e. all members of the Polish research team (including the principal investigator, scholarship recipients and post-docs, other co-investigators and persons who are not paid any remuneration), who are to be involved in the project on the Polish part. The principal investigator must be at least a PhD holder. The costs of salaries and scholarships should be planned pursuant to the rules laid down in an Annex to the Regulations on awarding funding for research tasks funded by the National Science Centre under international calls carried out as bilateral cooperation pursuant to the Lead Agency Procedure, adopted pursuant to the NCN Council Resolution No 65/2019 of 13 June 2019.
PERSONNEL COSTS AND SCHOLARSHIPS		A budget for research to be performed by the Polish research team must be provided. Requested funding for the entire duration of the Polish part of the research project must be at least PLN 150,000.



Selected section in the ZSUN/OSF system	Subsection	Description
RESEARCH EQUIPMENT OTHER DIRECT COSTS BUDGET SUMMARY		<p>Costs of the project carried out by the Polish research team and calculation thereof must be the same in the project budget in PLN submitted to ZSUN/OSF and in the budget in EUR in the joint proposal.</p> <p>The project budget in the joint proposal must be calculated on the basis of the following exchange rate: EUR 1 = PLN 4.2610⁶.</p> <p>Costs of the project in the ZSUN/OSF system must be specified in PLN, rounded down to total values; in the joint proposal – in EUR, rounded down to two decimal places.</p> <p>More information on the rules for cost planning may be found in the LAP Regulations and Regulations on awarding scholarships in NCN-funded research projects.</p>
ELECTRONIC SUBMISSION <i>The section will appear after clicking “Block to NCN”</i>	<p>Date of submission of the joint proposal on the international level</p> <p>Confirmation of submitting the proposal – principal investigator (PI)</p> <p>Confirmation of submitting the proposal – entity</p>	<p>The submission date for a joint proposal to the SNSF by the Swiss team cannot be later than submission date of the proposal to the NCN via the ZSUN/OSF system.</p> <p>The proposal shall be accompanied by a confirmation of submitting the proposal signed by the head of the entity and principal investigator. Confirmations must bear a qualified electronic signature or be appended with a scan of the signed document in PDF format. Confirmations are generated automatically by the ZSUN/OSF system at the completion of the proposal under the <i>Electronic submission</i> tab.</p> <p>If the applicant is a group of entities on the Polish part, a confirmation must be signed by the authorised representative of the leader of the group of entities.</p>

FILLING OUT JOINT PROPOSALS

A joint proposal forms an annex to the NCN proposal. It contains **all documents submitted to the SNSF compiled in a single PDF file** which are subject to merit-based evaluation performed at the SNSF, i.e. completed forms submitted to mySNF (*Personal data + Application data + Data Management Plan*) and Data Management Plan produced as a PDF file as well as annexed documents including a joint project description (research plan), CVs with the most important research achievements, list of research achievements (including a research output list) from the last 5 years; completed budget table for the Polish research team submitted to mySNF under the *Lead Agency procedure or International Co-Investigator*

⁶ It is an average exchange rate published by the National Bank of Poland on the date the NCN Council adopted Resolution No 66/2019 of 13 June 2019 on the terms of the international bilateral ALPHORN call for Polish-Swiss research projects.

Scheme, the template of which is available [here](#).

A joint proposal submitted to ZSUN/OSF must be identical to the one submitted in mySNF. An account for an auxiliary editor can be set up in mySNF. Information on the proposal submitted to mySNF can also be provided by the Swiss partner. The table below provides the Polish applicants with explanation on particular documents comprising the joint proposal vis-à-vis NCN's formal requirements. Should you have any questions or queries related to NCN's formal requirements, please [contact NCN staff members](#). For other issues related to the joint proposals, please contact the Swiss partner or the [SNSF](#) directly.

SNSF guidelines:

- [Project funding](#)

Document	Description
Application Data in mySNF	
Data Management Plan	A Data Management Plan shall be produced from mySNF as a PDF file and attached to the joint proposal as an annex.
Research plan (joint project description)	<p>In mySNF, a Data Management Plan comprises four basic sections, i.e. Data collection and documentation, 2. Ethics, legal and security issues, 3. Data storage and preservation, 4. Data sharing and reuse. A DMP shall be completed pursuant to the Data Management Plan (DMP) - Guidelines for researchers. It must be submitted and is subject to merit-based evaluation. A DMP produced as a PDF file shall be attached to the joint proposal in ZSUN/OSF.</p> <p>Document shall be drawn up in accordance with the SNSF's requirements laying down, <i>inter alia</i>, its structure and particular sections.</p> <p>A joint project description (without annexes) shall be up to 80,000 characters with spaces, but no more than 20 pages. Page format: A4, (lead: 1.5, font size: at least 10). The description shall include footnotes, tables, etc. and exclude bibliographies.</p> <p>In the case of Polish research teams, persons to be employed as post-docs remunerated by the NCN from the pool allocated for full-time salaries must not be named.</p>
Annexes:	
CVs	In the case of Polish research teams, only the principal investigator's CV must be attached (up to 4 A4 pages), drawn up in accordance with the SNSF's requirements laying down, <i>inter alia</i> , its structure and particular sections.



Document	Description
Research output list	Provide the most important research achievements (including a list of publications) from the last 5 years compiled in accordance with the SNSF's requirements . NOTE! The SNSF agency does not take career breaks into account.
Lead Agency procedure or International Co-Investigator Scheme: Budget table Polish Budget	Attach a budget table (available in mySNF) under the <i>Lead Agency procedure or International Co-Investigator Scheme</i> . Requested costs of the Polish part of the project must be provided in an Annex together with a detailed justification therefor. Costs of the project carried out by the Polish research team and calculation thereof must be the same in the project budget in PLN submitted to ZSUN/OSF and in the budget in EUR in the budget table submitted to mySNF under <i>the Lead Agency procedure or International Co-Investigator Scheme</i> . The budget in the budget table must be calculated on the basis of the following exchange rate: EUR 1 = PLN 4.2610⁷ . Costs of the Polish part of the project must be specified in EUR, rounded down to two decimal places.
Quotes	Optional attachments, not required on the Polish part.
Cover letter (optional)	

CONTACT DETAILS

NCN Contact Persons

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⁷ It is an average exchange rate published by the National Bank of Poland on the date the NCN Council adopted Resolution No 66/2019 of 13 June 2019 on the terms of the international bilateral ALPHORN call for Polish-Swiss research projects.



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