



Proposal submission procedure under the MINIATURA call

Under the calls announced by the National Science Centre, proposals are submitted electronically via the ZSUN/OSF (Zintegrowany System Usług dla Nauki/Obsługa Strumieni Finansowania) system, available at: www.osf.opi.org.pl.

The proposal submission procedure is divided into the following stages:

- 1) Registering/logging in the system as an editor/co-editor/reader and principal investigator in OSF proposals.
- 2) Creating a new proposal form appropriate for the current open call.
- 3) Filling in the proposal form in accordance with system requirements.
- 4) Adding files.
- 5) Verifying that the proposal form is complete.
- 6) Blocking the editing of the proposal form.
- 7) Downloading the final version of the proposal, signing it by an authorised representative and submitting it to the system.
- 8) Submitting the proposal form electronically, via the ZSUN/OSF submission system.

Re. 1)

Registering/logging in the system as an editor/co-editor/reader and principal investigator in OSF proposals.

You can sign in to the ZSUN/OSF system as follows:

- using your ZSUN/OSF login and password or
- via a Trusted Profile or
- via the OPI-PIB MCL central logging module.

The available login forms can be found at <https://osf.opi.org.pl>

Once you have selected a particular login form, follow the prompts.

You can sign in to the ZSUN/OSF system with your login and password.

Logging into the ZSUN/OSF system is possible after providing a login and password.

If you do not have a proposal editor account in the ZSUN/OSF system, you must first register at <https://osf.opi.org.pl/>, using the Zarejestruj się jako redaktor wniosków [For Proposal Editors only: create an account] button. To be able to set up an account, you need to have an active e-mail address: this is where your activation link will be sent. If you provide a false or incorrect e-mail address, the system will not be able to activate your account.



If you have forgotten your password, you can generate a new one by pressing the [Pobierz login i hasło](#) [Get Login and Password] link, submitting the e-mail address associated with the account, and clicking [Potwierdź](#) [Confirm]. A message will be sent to the address provided, asking you to confirm that you have requested a new password.

Should you experience any technical issues with your ZSUN/OSF account, please contact the OPI technical support team by phone: +48 (22) 351 71 01, +48 (22) 351 71 04, +48 (22) 351-70-89 or via an online contact form available at <https://osf.opi.org.pl/app/adm/start.do>.

Choose your status:

Persons who have more types of status in the system, in order to complete the proposal form, select the option:

logging in the system as an editor/co-editor/reader AND principal investigator in OSF proposals.

Re. 2)

Creating and filling in a new proposal form appropriate for the current open call.

In order to submit a proposal in an NCN call, pick [Nowy wniosek](#) [New Proposal] from the left-hand side menu and choose the National Science Centre tab to see a table with a list of currently open NCN calls.

PLEASE NOTE! After logging in as an editor and in case you had new, but unsent, proposals within NCN calls in previous editions, the system will display a list of proposals in preparation. Please do not fill in proposals created under editions whose recruitment has already ended.

Re. 3)

Filling in the proposal form in accordance with system requirements.

The form must be filled out with the information specified on the ZSUN/OSF system form.

To open new windows in different tabs, click the [Edytuj](#) [Edit] button. Each piece of information needs to be saved individually through the [Zapisz](#) [Save] button.

The system will notify you if any fields are left empty or contain incorrect values.

You can edit data in individual tabs, change annexes, or delete your proposal ([Usuń wniosek](#) [Delete Proposal] button) until you block the editing of the proposal form.

Re. 4)

Adding files

Files can be added via the [Załącz plik](#) [Attach File] button. Only PDF files will be accepted. All required files must be added before the proposal is blocked. Once the proposal is blocked to NCN, files that have been added cannot be edited.



Each time the proposal is unblocked through the [Powrót do edycji](#) [Return to Editing] button, you should download a new proposal for NCN in PDF format, sign it again and attach to the proposal.

Re. 5)

Verifying that the proposal form is complete

To be accepted, the proposal must be complete and meet all the requirements specified in the call announcement.

You can check whether your form is complete by clicking the [Sprawdź kompletność](#) [Verify Completeness] button; once you press [Pokaż szczegóły](#) [Show Details] button, you will be redirected to the section that contains incomplete data.

Automatic verification may be helpful, but the Applicant is still required to make sure that:

- all the required sections and fields have been filled out correctly;
- all the required annexes have been added;
- they have been prepared in the required language and added in the correct places.

Automatic verification does not exempt the Applicant from ultimate responsibility for the content of individual tabs.

Re. 6)

Blocking the editing of the proposal form

Once you have filled in the individual tabs of the proposal form and verified that it is complete, you can block any further editing by clicking the [Zablokuj do NCN](#) [Block to NCN] button.

When editing is blocked, a new tab will show up in the left-hand side menu: [Wysyłka elektroniczna](#) [Electronic Submission].

Re. 7)

Downloading the final version of the proposal, signing it by an authorised representative and submitting it to the system

When you click the [Wysyłka elektroniczna](#) [Electronic Submission] tab, a message will pop up to inform you that the final version of the proposal is ready for electronic submission to the National Science Centre.

The proposal has not yet been marked as *Wysłany* [Sent] and is not available to NCN officers. At this stage, it can still be unblocked by the editor through the [Powrót do edycji](#) [Return to Editing] button, so that corrections can still be introduced.

At this point, a proposal for **NCN in PDF format** should be generated, downloaded and signed with a qualified electronic signature by the authorised representative(s) of the



institution acting as the applicant. **The qualified signature must include a valid qualified certificate and have a PAdES format.** The signed proposal must be attached in **Wysyłka elektroniczna** [Electronic Submission].

Once the proposal bearing a signature has been submitted, the system will verify whether the document matches a given proposal and its final version, as well as check if it contains an electronic signature. The system does not verify the validity of certificates for attached files. The only accepted electronic signature format is PAdES.

The verification process can produce the following outcomes:

- approved – the system will allow the submission of the proposal. The document attached contains an OPI seal, bears an electronic signature in the PAdES format, and matches the relevant proposal and its final version.
- rejected – the proposal cannot be submitted by the system because the attached document is incorrect. After download, the document might have been modified, its OPI seal removed or its electronic signature might be in a format other than PAdES.

If the signature verification status is negative, you must download a new proposal form in PDF format, sign it with your current qualified electronic signature with appropriate extension and attach it to the proposal again.

At this point, you can also change, preview or delete a previously added proposal file (options: zmień plik [change file], usuń [delete]).

If the proposal has been signed by someone other than the head of the entity, then an authorisation to represent the entity must be included in this section. The authorisation may be attached to the proposal either as an electronic document or as a scanned handwritten document.

Each time the proposal is unblocked through the Powrót do edycji [Return to Editing] button, you should download a new proposal for NCN in PDF format, sign it again and attach to the proposal.

PLEASE NOTE! The electronically signed PDF of the proposal must refer to its LAST version.

Re. 8) Submitting the proposal form electronically, via the ZSUN/OSF submission system.

Once the proposal form signed with a qualified signature in the PAdES format by an authorised representative of the institution acting as the applicant has been submitted to the system, the **proposal should be electronically submitted to the National Science Centre via the ZSUN/OSF submission system, using the Wyślij do NCN [Submit to NCN] button.** Once the file has been submitted, its status will change to Wysłany [Sent].

Do not send a paper version of the proposal to the National Science Centre. The proposal is considered as correctly submitted only when presented in electronic form.

Once the NCN has registered the proposal, its status will change to Przyjęty [Accepted].

PLEASE NOTE! After that, no further changes can be introduced to the proposal.