



### **Proposal submission procedure for NCN proposals in international calls launched by the National Science Centre**

Proposals for calls announced by the National Science Centre (“NCN”) shall be submitted electronically via the ZSUN/OSF submission system (*Integrated Services for Science/Funding Stream Support*) available at: <https://osf.opi.org.pl/>.

The procedure is divided into the following stages:

- 1) Reading the call announcement applicable to the proposal
- 2) Registering/logging in as an editor/assistant editor/reader and principal investigator in OSF proposals;
- 3) Creating a new proposal form appropriate for the current open call;
- 4) Filling in the proposal form in accordance with the NCN Council Resolution applicable to the call, call announcement and data required by ZSUN/OSF;
- 5) Adding required annexes;
- 6) Verifying that the proposal form is complete;
- 7) Disabling the editing of the proposal form;
- 8) Downloading and signing submission confirmation receipts and attaching them to the proposal; and
- 9) Electronic submission via the ZSUN/OSF platform.

#### **Step-by-step instructions**

Stage 1)

##### **Reading the call announcement applicable to the proposal**

If you are intending to submit a proposal, read all call documents included in the call announcement, in particular:

- terms and regulations of the call laid down in the applicable NCN Council Resolution;
- proposal form template; and
- This proposal submission procedure.

Stage 2)

##### **Registering/logging in as an editor/assistant editor/reader and principal investigator in OSF proposals**

You can register/ log in to the ZSUN/OSF submission system in a number of ways. Polish users may:

- use their ZSUN/OSF login and password or
- use their Trusted Profile or
- use the OPI-BIP central logging module.



Foreign users may log in to the system using their ZSUN/OSF login and password.

The most up-to-date forms of logging in to the system can be found out at <https://osf.opi.org.pl>.

Once you have chosen the way to log in to the system, follow the messages that will pop up.

### **Instructions to register /log in with the ZSUN/OSF login and password:**

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

If you do not have a proposal editor account in the ZSUN/OSF submission 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 false or incorrect 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 whether you wish to receive 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:

Individuals who enjoy more than one type of permission in the system need to choose the following option:

chcę się zalogować z uprawnieniami redaktora/redaktora pomocniczego/czytelnika ORAZ kierownika projektów we wnioskach OSF [I Want to Log in as an Editor/Assistant Editor/Reader AND Principal Investigator in OSF Proposals].

Stage 3)

### **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 Narodowe Centrum Nauki [National Science Centre] tab to see a table with a list of current open NCN calls.

**PLEASE NOTE!** Once you have logged in as a proposal editor and you have new, but not submitted, NCN proposals that you saved in prior call editions, the system will show you a list of all drafts in progress. Do not fill in forms created in the calls that are already closed.

Stage 4)

**Filling in the proposal form in accordance with the NCN Council Resolution applicable to the call, call announcement and data required by ZSUN/OSF**



Proposal forms must be filled in with information specified in the NCN Council Resolution applicable to the call, call announcement and proposal form in the ZSUN/OSF submission system.

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

The system will send an alert if you forget to fill out a mandatory field or fill it out with an incorrect value. However, it will not notify you if you omit any fields that are optional.

Please pay attention to the language in which a given piece of information should be introduced to ZSUN/OSF. If you choose the wrong language, it will not be possible to submit the proposal for merit-based evaluation.

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

Stage 5)

### **Adding required documents**

All required documents must be added as PDF files – this is the only accepted format. The maximum file size is 10 MB. To add files, please click the [Dodaj plik](#) [Add file] button.

Some of the attached documents:

- do not need to be signed,
- require a qualified electronic signature in the PAdES format,
- can be signed either manually or electronically.

If you sign a document manually, please attach a scan under [Skan dokumentu: Dodaj plik](#) [Document scan: Add file]. Keep the original until the end date of the proposal review process, or, should the proposal qualify for funding, until the date of signing of the funding agreement

Documents signed electronically must contain an advanced electronic signature or a qualified electronic signature in accordance with the Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (hereinafter referred to as: “the eIDAS Regulation”).

Upon the request of the NCN, the applicant may need to demonstrate that his/her electronic signature conforms to the requirements of the eIDAS Regulation.

**PDF is the only format accepted in the ZSUN/OSF system. For this reason, electronic signatures must be submitted in the PAdES format.**

If the document is signed electronically, please submit it here: [Plik podpisany elektronicznie: Dodaj plik](#) [Electronically signed file: Add file].



Information on all the required signatures and formats can be found in the corresponding sections of the proposal form.

Stage 6)

### **Verifying that the proposal form is complete**

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

You can check whether your form is complete by clicking the [Sprawdź kompletność](#) [Verify Completeness] button; once you press the [Przejdź do sekcji](#) [Go to Section] 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 in correctly;
- all the required annexes have been added;
- the required information have been prepared in the required language and added in the correct places.

The functionality of the system does not verify whether optional fields have been filled out.

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

Stage 7)

### **Disabling the editing of the proposal form**

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

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

Stage 8)

### **Downloading, signing and attaching submission confirmation receipts**

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 staff. At this stage, it can still be enabled by the editor through the [Powrót do edycji](#) [Return to Editing] button, so that corrections can still be introduced.

At this stage, remember to download:

- submission confirmation receipt from the principal investigator (PI); and
- a submission confirmation receipt from the host institution.



These should be signed and attached to the proposal.

Files with confirmation receipts can be previewed or deleted so that other files may be attached. If you return to the editing stage once a file has been submitted with a confirmation receipt, the file will be deleted from the proposal form. Once you block the editing of the proposal again, you need to download the confirmation receipts, sign and attach them once more.

Submission confirmation receipts can be signed either manually or electronically.

If the document is signed by hand, its scan should be added to the proposal in the section entitled: Dodaj skan potwierdzenia [Add Receipt Scan]. Keep the original until the end date of the proposal review process, or, should the proposal qualify for funding, until the date of signing of the funding agreement.

Submission confirmation receipts signed electronically must contain an advanced electronic signature or a qualified electronic signature in accordance with the eIDAS Regulation.

Upon the request of the NCN, the applicant may need to demonstrate that his/her electronic signature conforms to the requirements of the eIDAS Regulation.

**PDF is the only format accepted in the ZSUN/OSF system. For this reason, electronic signatures must be submitted in the PAdES format.**

If the confirmation receipt is signed electronically, please add it here: Dodaj potwierdzenie podpisane elektronicznie [Add an electronically signed confirmation receipt].

If the principal investigator's (PI) confirmation receipt is signed by a person other than the principal investigator (PI), an authorization to represent the PI shall be attached in this section. The authorization may be attached as an electronic document or a scan of a document that was signed manually. If the host institution's confirmation receipt is signed by a person other than the director of the institution in question, an authorization to represent the institution shall be attached in this section. The authorization may be attached as an electronic document or a scan of a document that was signed manually.

The confirmation receipts of the principal investigator (PI) and the host institution downloaded from the ZSUN/OSF system bear an OPI PIB electronic seal. The seal is used to guarantee the integrity of the data in the document (it makes it possible to verify whether the data has been changed, added or deleted in an unauthorized way). The OPI PIB seal confirms that the data originates from the ZSUN/OSF system.

Once you attach electronically signed files to the proposal, the system will verify whether the documents correspond to the proposal in question and its final version, and whether it contains an OPI seal and an electronic signature. The system does not verify the validity of certificates for electronically signed files. **PAdES is the only accepted electronic signature format.**

The verification process can produce the following outcome:

1. document scan:



- approved – the document attached with the proposal is in the correct format. The system will allow the submission of the proposal.
  - rejected – the document attached contains an invalid format or an electronic signature. The system will reject the annex and the proposal will not be submitted.
2. electronically signed file:
- approved – the system will approve the submission. The document 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 document attached is incorrect. Verify that it has not been modified after download; its OPI PIB seal may have been removed or its electronic signature is in a format other than PAdES.

If the signature verification status is negative, you will need to download another confirmation receipt, sign it and attach it to the proposal again.

Stage 9)

### **Electronic submission via the ZSUN/OSF platform**

Once you have filled in the form and attached all the required files and confirmation receipts, the proposal should be electronically submitted to the National Science Centre via the [Wyślij do NCN](#) [Send to NCN] button. Once the file has been submitted, its status will change to [Wysłany](#) [Sent].

**Do not send a hardcopy 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!** When this happens, no further changes can be introduced to its content.