SONATINA 8 PROPOSAL COMPLETION IN THE OSF SYSTEM

Selected section in the OSF system	Sub - section	Language	Description
DURATION [in months]			Ongoing projects can apply for funding in the call: 24 months, 36 months, Further sections depend on this information. <u>Project duration cannot be changed later.</u> If the planned duration of the project changes, a new proposal must be made.
GENERAL INFORMATION	Project title	Polish and English	Title of the research project in Polish and in English. The title in English must be identical to the title in Polish.
	Keywords	Polish and English	Keywords in English must be identical to the keywords in Polish.
	Primary NCN Review Panel		A research field should be selected in line with the current list of panels available on the NCN website.
	Auxiliary NCN Review Panels		Choose from the list: HS1_001-HS6_021, ST1_001-ST11_016, NZ1_001-NZ9_013 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted. The proposal is evaluated in the panel to which it was submitted. It is not possible to change the panel after the proposal has been submitted. Auxiliary identification terms help to select experts and external experts for the merit-based evaluation of the proposal. Interdisciplinary proposals, by decision of the Chair of the expert panel, may receive additional evaluation by an expert from another panel.
INFORMATION ON THE FELLOWSHIP	Duration [in months]		3-6 months
	Host institution		
	Address		Street, town/city, postal code, region, country

Selected section in the OSF system	Sub - section	Language	Description
	Host		professional title / academic degree, name, surname
	Distance from the place of residence		The shortest distance between the place of residence and the host institution for the foreign fellowship. Choose from the list: 1. < 500 2. 500 – 999 3. 1 000 – 1 499 4. 1 500 – 2 499 5. 2 500 – 4 999 6. 5 000 – 10 000 7. > 10 000
	Minor child/ mentor accompanying the principal investigator		Submit a statement to the effect that that the principal investigator will be accompanied by: - a minor child of the principal investigator or under legal guardianship of the principal investigator or - the guardian of the principal investigator if the principal investigator is a holder of a certificate of severe or moderate disability, including the time during which they will accompany the principal investigator in his/her fellowship. **PLEASE NOTE**: If the principal investigator is accompanied by any other person whose living expenses are not covered by the proposal, such person's travel expenses must not be covered from the project costs. An accompanying family member/ family members may accompany the principal investigator in the entire fellowship or any part thereof. **PLEASE NOTE**: An additional amount can only be spent on the cost of living. The return travel expenses are not increased if the principal investor is accompanied by any person.

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	Justification of the choice	English	Justification of the choice of the host institution in terms of reputation, equipment or specific scientific achievements, description of research conducted, compliance of research with research performed under the project, research/ tasks to be conducted during the fellowship, potential use of knowledge and skills acquired during the fellowship in the principal investigator's future career as a scientist. To be attached as a PDF file (up to 10 MB). No more than: 2 A4 pages. Recommended formatting: top-bottom margins: at least 1.5 cm, left-right margins: at least 2 cm, font: Times New Roman or equivalent, font size: at least 11, interline: single.
	Consent for the fellowship	English	A research institute's consent for the principal investigator to participate in the foreign fellowship. **The document (in English) should include**: the date of the document, the name of the host institution for the foreign fellowship, the name of the mentor, the name of the principal investigator, the number of months of the fellowship, the research facility offered by the foreign host institution (optional), signature of the mentor or authorised representative of the host institution for the foreign fellowship. **PLEASE NOTE:** The document submitted to the system must include the above information. Attach a document's scan signed by hand or a document bearing an electronic signature in PAdES[1] format as PDF file.
APPLICANT	Applicant's status		The applicant's status indicated in the proposal must be factually and legally correct.

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[1] Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with 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.

Selected section in the OSF system	Sub - section	Language	Description
			Only the following entities may apply for NCN funding for a research project: 1. university; 2. federation of science and HE entities; 3. research institutes of the Polish Academy of Sciences, operating pursuant to the Act on Research Institutes of 30 April 2010; 4. research institutes, operating pursuant to the Act on Research Institutes of 30 April 2010; 5. international research institutes established pursuant to separate Acts, operating in the Republic of Poland; 5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019; 5b. institutes operating within the Łukasiewicz Research Network; 6. Polish Academy of Arts and Sciences; 7. other institutions involved in research independently on a continuous basis; 8. groups of entities comprising at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company; 9. Scientific and industrial centres within the meaning of the Act of 30 April 2010 on research institutes; 10. research centres of the Polish Academy of Sciences within the meaning of the Act of 30 April 2010 on the Polish Academy of Sciences; 11. scientific libraries; 12. companies operating as R&D centres within the meaning of the Act of 30 May 2008 on certain forms of support to innovative activities; 13. legal entities established with their registered office in Poland; 13a. President of the Central Office of Measures; 14. natural persons; and

Selected section in the OSF system	Sub - section	Language	Description
			PLEASE NOTE: If a natural person applies, the research project must not be carried out by a group of entities. If a group of entities or a natural person applies, enter the name, country and status of the participating entity/entities.
PARTICIPATING ENTITIES	Entity's name	Polish and English	Entity's name in Polish and English Entity (level I only), lower organisational levels must not be entered. In the case of entities of the higher education and science system in Poland, data is downloaded from the POL-on system. Enter data of entities outside the system from the REGON database. Enter data of entities outside both systems manually. If the data of the participating entity are downloaded from the POL-on system or REGON database, most of the information will be downloaded automatically. The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone number: (22) 351-71-01. The National Science Centre cannot modify the participating entity's data. **PLEASE NOTE**: As of this call edition, level II data cannot be entered.
	Country		Only entities with their registered office in Poland may be indicated.
	Leader		If the applicant is a group of entities, a leader shall be chosen. PI's employer acts as a leader of the group of entities.
	Agreement on collaboration for the purposes of completion	Polish	If the applicant is a group of entities, an agreement on collaboration for the implementation of the research project applied for should be attached. **PLEASE NOTE**: The group of entities may comprise only entities established in the territory of the Republic of Poland.

Selected section in the OSF system	Sub - section	Language	Description
	of the requested research project		**The specimen document is available in the OSF system and call announcement.** The document should be signed by the persons authorised to represent the entities comprising the group of entities. **The specimen document contains the necessary elements and cannot be changed or supplemented by additional cooperation arrangements between entities.** **PLEASE NOTE**: In the OSF system, the agreement is generated as a PDF file. If entities change, a new agreement must be downloaded, signed and then attached to the system. A group of entities has the right to sign additional documents governing cooperation within the group, but these should not be attached to the proposal in the OSF system. Attach an electronically signed cooperation agreement in PDF format or its scan signed by hand. **PLEASE NOTE**: Agreements containing mixed forms of signatures will be accepted, e.g. the leader will sign the document with a qualified electronic signature, while the partner(s) will sign it by hand. In this case, the agreement should first be signed by hand and then a scan of the handwritten document should be signed with a qualified electronic signature in the PAdES standard. **Documents signed electronically should be affixed with an advanced electronic signature or a qualified electronic signature** compliant with 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. **PLEASE NOTE**: The agreement must contain the signatures of the persons representing the entities comprising the group of entities. If the document

Selected section in the OSF system	Sub - section	Language	Description
			is signed by a person other than the one indicated as representing the entity (i.e. the authorised person), the relevant power of attorney must be attached to the proposal under the *Elektroniczna wysyłka wniosku* [Electronic submission] tab or attach it to the *Agreement.*
INFORMATION ON PARTICIPATING ENTITY	Head of the entity/Authorised representative		Fill in the required fields as indicated in the system. If the acknowledgement of confirmation of submitting the proposal is signed by a person authorised to represent the entity and not the head of the entity, a power of attorney/authorisation to represent the entity in the scope of submitting the proposal to NCN should be attached to the proposal. The power of attorney must be included under the *Elektroniczna wysyłka wniosku* [Electronic submission] tab.
	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)		Fill in the required fields as indicated in the system. If the applicant is not registered in the Register of Companies of the National Court Register, the option "not applicable" should be ticked.
	Contact information		In this tab, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box (ePUAP) address, e-delivery address (EDA), website address, etc.). The Electronic Delivery Box (ePUAP) address should have the format: /user-id/box-name Communication concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address. **PLEASE NOTE: Electronic Delivery Box (ePUAP) address must be provided.** **E-delivery address (EDA)** Pursuant to the Electronic Delivery of Documents Act of 18 November 2020 (Journal of Laws of 2020, item 2320), the National Science Centre

Selected section in the OSF system	Sub - section	Language	Description
			will be required to deliver communications via the public registered electronic delivery service or public hybrid service. At present, it is not required to provide one's electronic delivery (e-delivery) address. More on the date as of which communications must be delivered to the electronic delivery address will be published on the NCN's website: www.ncn.gov.pl. How is an e-delivery address structured? An e-delivery address is comprised of letters and numbers as follows: AE:PL-XXXXX-XXXXX-YYYY-ZZ where: AE - electronic address PL - ISO 3166 country code (in this example, Poland) X - numbers Y - letters Z - checksum number, e.g.: AE:PL-12345-67890-ABCDE-12
	Address of registered office and contact address		Fill in the required fields as indicated in the system.

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	Does the entity belong to the public finances sector? (YES/NO)		If YES, classification of entities according to the Act on Public Finances 1. public authorities, including government administration authorities, state control and law protection authorities as well as courts and tribunals 2. local government units and their associations 2.a metropolitan associations 3. budgetary units 4. local government budgetary enterprises 5. executive agencies 6. public sector enterprises 7. special purpose state funds 8. Polish Social Insurance Institution (ZUS) and funds under its management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President 9. Polish National Health Fund (NFZ) 10.a independent public health care centres, self-governing independent public health care centres 10.b independent public health care centres, other independent public health care centres 11. public higher education (HE) institutions 12. Polish Academy of Sciences and its organisational units 13.a cultural institutions financed by state or local government, cultural institutions financed by state, financed by local authority 13.b cultural institutions financed by state or local government, cultural institutions financed by local authority 14. other legal entities financed by state or local government, established pursuant to other acts to perform public tasks, with the exception of enterprises, research institutes, institutes operating within the Łukasiewicz Research Network, banks and commercial law companies

Selected section in the OSF system	Sub - section	Language	Description
	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)		An entity under receivership, in liquidation or subject to bankruptcy proceedings **cannot be** the applicant nor the entity carrying out the research project. If you answer "YES", the system will block further completion of the proposal.
	Does the entity receive any operating support for research?	English	When the entity applying for funding call does not receive subsidies to perform a scientific activity, the proposal submitted in the OSF system shall be attached with (in English): • information on scientific research performed in the last two years before proposal submission together with a list of publications affiliated with the applicant/host institution; • information on scientific and research instruments and other equipment used for research. File format: PDF; qualified electronic signature in PAdES format[2] or scan of a handwritten document required. In the case of a group of entities: a separate document is required for each of the entities not receiving a research subvention.
STATE AID	Will the requested project constitute state aid?		Only a **"NO"** answer is acceptable. No state aid will be granted for the call. In order to determine if project financing does not constitute state aid, it is necessary to review the State aid rules, available in OSF and in the call text.
INTERNATIONAL COOPERATION	Type of cooperation	English	In this section you should answer the question "Does the project include any international cooperation?"

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[2] Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with 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.

Selected section in the OSF system	Sub - section	Language	Description
	Countries Entities		If "YES", please provide information on the planned international cooperation (country and entity) together with a description of the benefits resulting from the cooperation. 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 research institutions; d) cooperation with foreign researchers employed by Polish entities. **PLEASE NOTE!** The proposal should not be accompanied by any documents proving international cooperation. In the case of international cooperation, only the benefits of the cooperation need to be described. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
ABSTRACT		English	To be completed in English, up to 4500 characters, with spaces (plain text – no formulas, no graphics). The abstract should contain the most important information about the project, as it is included in the invitation of experts to review it. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
ABSTRACT FOR THE GENERAL PUBLIC		Polish and English	Abstract for the general public must be attached in Polish and in English. Both language versions must be identical. The abstract for the general public should include the project's goal, description of research, reasons for attempting a particular research topic,

Selected section in the OSF system	Sub - section	Language	Description
			and substantial results expected. It may include drawings/charts/diagrams.
			Should the project qualify for funding, the abstract for the general public will be published on the National Science Centre's and National Research Institute (OPI PIB)'s websites alongside the information on the call's results based on consent given in the *Oświadczenia administracyjne* [Administrative declarations] section.
			The abstract must be for the general public, including persons who are not experts in a given area or who are not scientists.
			The descriptions must be attached as two separate PDF files (up to 10 MB). Maximum file size: 1 page, A4. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.
			If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
RESEARCH TASKS		Polish and English	Research tasks planned to be performed by the Polish scientific team in Polish and English.
			Both language versions must be identical.
			The purchase of research equipment, participation in conferences, preparation of publications, etc. are not regarded as research tasks.
			If funding is granted, the Research plan will be attached to the contract.
			If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.

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RESEARCH TEAM	Number of team members	English	This tab should provide information on the research team (number of team members, type of participation, and scope of work, required qualifications). Enter the number of research team members carrying out the project, with the principal investigator (PI) and other co-investigators, including persons without any remuneration. Possible types of participation to choose from: principal investigator (PI), investigator. Only the name of the principal investigator may be entered in this section. If the principal investigator deems it necessary to enter the names of other investigators, he/she may include them in the description of the proposal. Members of the research team can be added: - the principal investigator (PI) from either the OPI Database or from outside the OPI Database - an investigator from outside the OPI Database. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	This section should provide information on the principal investigator (PI). A principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database. Restriction on submitting proposals in NCN calls are laid down in §8 of the Regulations according to which in a specific edition of calls, the same person may be named as the principal investigator in one proposal only. Therefore, only one proposal in which the same person is named as the principal investigator may be subject to an evaluation. If the principal investigator (PI) data is entered from the OPI database, most of the information will be pulled in automatically.

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			The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01. The National Science Centre cannot modify the principal investigator's data. A principal investigator must be an individual who earned a PhD degree in the proposal submission year or within 3 years[3] prior to the proposal submission year[4] (between 1 January 2021 and 31 December 2023) or will be awarded a PhD degree by 30 June of the calendar year, in which the call for proposal ends, i.e. 30 June 2024, and whose scientific achievements include at least one paper published or accepted for publication[5]. For research in art, a principal Investigator may be a person whose scientific achievements include at least one paper that has been published or accepted for publishing[6] or at least one artistic and scientific achievement. **The principal investigator (PI) of a project under the SONATINA call may perform such function only once.** A person, who has been previously indicated as the principal investigator (PI) in a proposal under the SONATINA call, which has been qualified for

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[3] The period may be extended by a time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, the period may be extended by the number of months of a child care leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.

[4] The end date of the call for proposals shall be deemed the proposal submission date.

[5] The paper must be published in the proposal submission year or over the last 10 years prior to the proposal submission year. This period may be extended by a time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, the period may be extended by the number of months of a child care leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.

[6] The artistic and artistic-scientific work or achievement must have been published or accepted for publication in the year of proposal or within the last 10 years before the year of proposal. The period may be extended by a time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, the period may be extended by the number of months of a child care leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.

Selected section in the OSF system	Sub - section	Language	Description
			funding, but the contract for the implementation and funding of a research project has not been signed with the National Science Centre may be indicated again as the principal investigator (PI) in the currently open SONATINA call. A person, who has been indicated as the principal investigator (PI) under the SONATINA call for which the funding agreement has been terminated <u>must not be indicated</u> as the principal investigator (PI) of a project in another proposal submitted in the SONATINA call. The principal investigator (PI) must be a person employed pursuant to a full-time employment contract for the research project performance period in another institution than the one from which the principal investigator has earned a PhD degree. **PLEASE NOTE**: The principal investigator (PI) must stay in Poland for at least 50% of the project performance period and be available to the participating entity. The foregoing obligation includes evidenced project-related business trips or holiday, time off work and other excused absence from work governed by the applicable laws.
	PhD degree	Polish	Fill in the required fields as indicated in the system. If the answer is "YES", the following information should be provided: year in which the degree was conferred, field in Polish and English, discipline in Polish and English, and name of the institution (in the original language [transcription into Latin characters], name of the institution in English) which conferred the degree. In SONATINA 8, the principal investigator (PI) must be an individual who earned a PhD degree in the proposal submission year or within 3 years prior to the proposal submission year[7] (between 1 January 2021 and 31

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[7] This period may be extended by a time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, the period may be extended by the number of months of a child care leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.

Selected section in the OSF system	Sub - section	Language	Description
			December 2023) or will be awarded a PhD degree by 30 June 2024 (inclusive). In the case of persons who have obtained more than one PhD degree, the date on which the first degree was obtained should be indicated. **PLEASE NOTE:** A document confirming that the principal investigator (PI) has earned a PhD degree must be submitted to OSF. File format: electronically signed files in PAdES[8] format are acceptable as well as document scans signed by hand, both in PDF format. If the answer is "NO", a declaration must be submitted to OSF confirming that the principal investigator is intending to earn a PhD degree by 30 June 2024, i.e. a document containing a declaration by the PhD supervisor or certificate of the forecasted award date of the PhD issued by a competent institution. File format: electronically signed files in PAdES[9] format are acceptable as well as document scans signed by hand, both in PDF format.
	Information on career breaks – scientific and research track record		Possibility of introducing information on career breaks which extend the period from which to show scientific achievements, i.e.: projects and publications, and in the case of scientific activities in the field of creativity and art: artistic and artistic-scientific achievements (the other elements of the questionnaire concern the whole period of scientific activity of the principal investigator (PI)). • Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected

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[8] Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with 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.

[9] Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with 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.

Selected section in the OSF system	Sub - section	Language	Description
			over a period of 10 years before the proposal submission year. Number of days. • Both maternity and paternity: Parental leave granted pursuant to the Labour Code. Number of days. • For maternity only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. If the number of children is quoted as well as the number of days of parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.
	Academic disciplines		Mandatory field. Provide information on the main scientific discipline (according to the classification of the Ministry of Education and Science) to which the principal investigator (PI) is assigned. A maximum of two may be indicated. The discipline indicated first will automatically be indicated as the main discipline. This selection can be changed.
	Early-stage researcher		Section displayed only if, based on the annual date of obtaining a PhD degree, it is presumed that the principal investigator (PI) may be an early-stage researcher.
	Personal data and contact information	Polish	In this section you need to fill in your personal data, contact details and addresses: residence, correspondence, Electronic ID of the researcher. **PLEASE NOTE:** Please enter a valid Electronic Delivery Box (ePUAP) address, e-mail address or e-delivery address (EDA) in the contact information tab. Pursuant to the Electronic Delivery of Documents Act of 18 November 2020 (Journal of Laws of 2020, item 2320), the National Science Centre will be required to deliver communications via the public registered

Selected section in the OSF system	Sub - section	Language	Description
			electronic delivery service or public hybrid service. At present, it is not required to provide one's electronic delivery (e-delivery) address. More on the date as of which communications must be delivered to the electronic delivery address will be published on the NCN's website: www.ncn.gov.pl. Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address or e-mail address or e-delivery address (EDA) of the principal investigator. The Electronic Delivery Box (ePUAP) address should be in the format: /user-id/box-name. How is an e-delivery address structured? An e-delivery address is comprised of letters and numbers as follows: AE:PL-XXXXX-XXXXX-YYYY-ZZ where: AE - electronic address PL - ISO 3166 country code (in this example, Poland) X - numbers Y - letters Z - checksum number, e.g.: AE:PL-12345-67890-ABCDE-12In case the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP) the e-mail address should be provided. **Researcher's electronic identifier** – optional, ORCID system identifier (www.orcid.org)
	Employment	Polish and English	The name of the entity in Polish and English and the position held. Possibility to choose the option – without employment.

Selected section in the OSF system	Sub - section	Language	Description
Academic and Research Track Record	Academic and Research Career	English	**PLEASE NOTE:** Tab to be completed in English. In this tab, provide the key information on your academic and research career, scientific or artistic activity other than publication- or grant-related activity, other scientific achievements and other major aspects allowing the expert team to accurately evaluate your scientific achievements as a stage in the career. **RECOMMENDED TEMPLATE**: **Information on education, academic degrees/titles and employment** (date degree/title conferred, institution, discipline; start date – end date, institution, and position) **Research visits and fellowships in Poland and abroad** (duration, country, institution, type of visit) **Lectures and presentations** (information on keynote speeches and presentations delivered at prestigious international conferences; For research in arts, information on active participation in renowned artistic events) **Prizes and awards** (date, type and place of award; the most important national and international awards for research or artistic activity) **Other major achievements** (e.g. training young staff, teaching, organisational and social activity, patents, cooperation with business environment, membership in editorial boards of renowned academic press/ journals, reviewing) **Other key information impacting the evaluation of the academic and research career** (e.g. concerning long career breaks or non-academic professional activity). The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech. The description should be clear and explicit. Page limit: 8,000 characters.

Selected section in the OSF system	Sub - section	Language	Description
			PLEASE NOTE: Do not disclose any sensitive data for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process personal data as part of its statutory tasks. *It is not allowed to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union memberships, as well as processing genetic data, biometric data to clearly identify a natural person or data concerning their health, sex life or sexual orientation.*
	Publication Record		From 1 to 10 most important papers 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 (i.e. between 01.01.2014 and 15.03.2024) and attach, as PDF files, one to three publications from this list. For research in art, up to 10 most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. between 01.01.2014 and 15.03.2024). If one or more publications are listed, one to three of them to be attached in .pdf format. A maximum of 10 may be indicated in total: publications or artistic and artistic-scientific achievements. The following information should be provided: authors, title in original language [and English translation of the title], journal, title of monograph in original language, year of publication, publisher, place of publication, volume/book number, pages, ISBN/ISSN, editors, open access (YES/NO), number of citations without self-citation, publication status (published/accepted for publication), publication DOI number, information on whether or not the publication-related data was made

Selected section in the OSF system	Sub - section	Language	Description
			available (YES/NO), publication-related data DOI number (or other permanently assigned identifier).. The period from which the publications must be presented will be extended by the breaks indicated in the *Informacje o przerwach – ankieta dorobku* [Information on career breaks – scientific and research track record] section.
	Artistic Achievements		**PLEASE NOTE:** Tab to be completed in English. For research in art: description of up to 10 of the most important artistic achievements and achievements in research in art (in the proposal submission year or over the period of 10 years prior to the proposal submission year, (i.e. between 01.01.2014 and 15.03.2024) with a nationwide or international impact, 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 **A maximum of 10 may be indicated in total: publications or artistic and artistic-scientific achievements.** The period from which the publications or artistic or artistic-scientific achievements must be presented will be extended by the breaks indicated in the *Informacje o przerwach – ankieta dorobku* [Information on career breaks – scientific and research track record] section.
	NCN - funded research		**PLEASE NOTE**: Tab to be completed in English. Information on research project management[10]or other research funding under NCN calls in the proposal submission year or in the last 10 years prior to the proposal submission year (i.e. between 01.01.2014 and 15.03.2024).

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[10] Acting as a principal investigator also means management/coordination of a research team in international projects or programmes.

Selected section in the OSF system	Sub - section	Language	Description
			Research project management means acting as the principal investigator in a project submitted to domestic calls, e.g. Opus, Sonatina, Sonata, Sonata Bis, Maestro, Harmonia, Symfonia, Preludium (the mentor is NOT the principal investigator), Preludium Bis or to international calls. Other funding awarded under NCN calls means:
			- Fuga or Uwertura fellowships;
			- Etiuda scholarships;
			- research activities under Miniatura;
			- research components in projects funded under the NAWA programmes.
			In this section, you must not enter research projects or other awarded funding if you have acted as, for example:
			- mentor under Preludium, etc.;
			- research supervisor under Etiuda;
			- investigator / chief investigator under Opus, Maestro, etc.;
			- scholarship grantee/ student/ PhD student/ post-doc/ senior researcher under Opus, Maestro, etc..
			Enter the title, registration number, source(s) of funding, call name, amount, currency, participating entity, start date, end date, evaluation result (only in the case of automatic enrolment of project data), list of major publications resulting from the project, publications added by the editor (i.e. published after the submission of the report), in the absence of publications – a brief description of other research outputs. The period from which the projects must be presented will be extended by the breaks indicated in the *Informacje o przerwach – ankieta dorobku* [Information on career breaks – scientific and research track record] section. If the data of the principal investigator (PI) are entered from the OPI database, the information on NCN projects is downloaded automatically.

Selected section in the OSF system	Sub - section	Language	Description
			The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01. For studies completed and settled, information on the outcome of the recommendation and the Centre's decision will be visible. **PLEASE NOTE:** Projects selected for funding by the Ministry of Science and Higher Education and whose documentation has been submitted to the National Science Centre should be indicated in the *Inne projekty badawcze spoza NCN* [Other research projects outside NCN] section.

		Other non-NCN research project		**PLEASE NOTE:** Tab to be completed in English. Data to be entered manually. Information on other project management under national or international (non-NCN) calls in the proposal submission year or over the period of 10 years prior to the proposal submission year (up to 5 projects) (between 01.01.2014 and 15.03.2024). Enter up to 5 projects in which one has acted as principal investigator and which: - are or have been carried out in the year of proposal or within 10 years prior to the year of proposal; - are or have been funded from the funds for science; - have been selected in domestic or international calls; and - are not and have not been funded from the operating support funds. Acting as a principal investigator shall also be understood as management/coordination of a research team in international projects or programmes. Please provide the title, registration number, source(s) of funding, amount, currency, implementer, start date, end date, list of major publications resulting from the project, publications added by the editor, in the absence of publications – a brief description of other research outputs. The period from which the projects must be presented will be extended by the breaks indicated in the *Informacje o przerwach – ankieta dorobku* [Information on career breaks – scientific and research track record]. **PLEASE NOTE:** This section should indicate projects which were qualified for funding by the Ministry of Science and Higher Education and whose documentation was submitted to the National Science Centre.

Selected section in the OSF system	Sub - section	Language	Description
	The most important research achievement		**PLEASE NOTE:** Tab to be completed in English**.** Description of the most important research achievement. Page limit: No more than 1 800 characters. **PLEASE NOTE:** The tab must not be empty. If the most important achievement is missing, write: none**.**
ETHICAL ISSUES		English	**PLEASE NOTE:** Tab to be completed in English. Before completing the questionnaire in the OSF system, you should read the two documents attached to the notice of the call: *Guidelines for applicants to complete the Ethics Issues form in the proposal* and *Code of the National Science Centre on research integrity and applying for research funding.* A questionnaire should then be completed. The questions within each group of questions must be answered. If individual questions do not apply to the planned project, the "NO to all" button can be used to mark the answer "NO to all" questions or to all questions in a given group. If the answer to any of the questions on the form is YES, please describe what actions have/will be taken to ensure that the research planned in the SONATINA proposal is carried out in accordance with applicable law and principles of good practice in the scientific field/discipline concerned and provide information on whether any approvals have already been given or how these conditions will be met. **PLEASE NOTE:** There is no obligation to attach consents/permissions or information on consents/permissions already obtained to the proposal. In the case of studies which require such approvals/permissions, these should be obtained prior to commencement of the study and included in the forthcoming annual/final report. In the case of a research project involving a clinical trial that has been planned using a medicinal product or medical devices, detailed justification of a non-commercial nature of such trials must be provided.

Selected section in the OSF system	Sub - section	Language	Description
DATA MANAGEMENT PLAN		English	**PLEASE NOTE** : Tab to be completed in English. Before completing this part of the proposal, please read the document "Guidelines for applicants to complete the data management plan in the proposal ". It is possible to tick "not applicable" in the questionnaire. The NCN recognises that some projects will not generate, re-use or analyse research data and similar materials. In these cases, a short explanation is required as an answer to the question 1.1. How will new data be collected or produced and/or how will existing data be re-used?
SIMILAR RESEARCH TASKS	Principal investigator (PI)	English	The questions must be answered: 1. Is the PI applying for funding of the research tasks included in this proposal also from other sources? (YES/NO) If YES, fill in the sources of funding. 2. Is PI currently working on or has he/she completed research tasks similar to the tasks included in this proposal? (YES/NO) If YES, indicate ongoing and completed research tasks for which double funding might be suspected if funding is obtained for research tasks covered by this proposal. The explanation should clearly indicate the differences between the research tasks and justify the need to fund the research tasks in this proposal. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section
	Authorship/co-authorship of the project		Answer the question whether the principal investigator (PI) is the author or co-author of the project descriptions. If the principal investigator (PI) is a co-author of the project descriptions, the authors of the project descriptions should be indicated. The information must be factually and legally correct.

Selected section in the OSF system	Sub - section	Language	Description
			If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.
	Entity(-ies)		Information about applying for funding for the research tasks indicated in the proposal from other sources shall also be given by the entity/entities (in case the applicant is a group of entities). The question must be answered: Is the entity applying for funding of the research tasks included in this proposal also from other sources? If YES, fill in the sources of funding.
SHORT DESCRIPTION		English	Short project description (in English) must include: 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, research work programme, e.g. a Gantt chart, including milestones, 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); 5) project literature (a reference list for publications included in the project description, with full bibliographic data). The above-mentioned sections, including references to literature, are required and if any of them are missing, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.

Selected section in the OSF system	Sub - section	Language	Description
			Text limit of 5 pages A4 applies to the description (Points 1-4). The project literature (Point 5) does not count towards the page limit. The system does not verify compliance of the description with the eligibility criteria concerning the page limit. The applicants are responsible for ensuring that the description is correct. If the page limit is exceeded, the proposal may be rejected on the grounds that it does not meet the eligibility criteria. **PLEASE NOTE**: Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the full project description, therefore this description should include information necessary for the proposal to be evaluated. The description must be delivered as PDF file (up to 10 MB). Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single. If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section
FULL DESCRIPTION		English	The full description in English must include: 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, research work programme, e.g. a Gantt chart, including milestones, risk analysis);

Selected section in the OSF system	Sub - section	Language	Description
			4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);
			5) project literature (a reference list for publications included in the project description, with full bibliographic data).
			The above-mentioned sections, including references to literature, are required and if any of them are missing, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.
			Text limit of 15 pages A4 applies to the description (Points 1-4). The project literature (Point 5) does not count towards the page limit.
			The system does not verify compliance of the description with the eligibility criteria concerning the page limit. The applicants are responsible for ensuring that the description is correct. If the page limit is exceeded, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.
			PLEASE NOTE: Experts evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description, therefore this description should include information necessary for the project to be evaluated.
			The description must be delivered as PDF file (up to 10 MB).
			Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.
			If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.

PERSONNEL COSTS AND SCHOLARSHIPS	principal investigator (PI)	Polish and English	The remuneration must be planned according to the Regulations on awarding funding for research tasks funded by the National Science Centre, as regards research projects applicable to the current edition of SONATINA to which the proposal is submitted. The remuneration of the principal investigator (PI) must only be scheduled as "**Full-time remuneration".** The type of employment must be selected in the proposal: • FTE remuneration The **FTE remuneration** for the principal investigator (PI) must not be scheduled for a period shorter than the project performance period, in an amount proportionately reduced to the period, for which it has been scheduled. Remuneration of the principal investigator (PI): - **PLN 140,000** from the pool allocated for **full-time remuneration.**

Selected section in the OSF system	Sub - section	Language	Description
	Co-investigators		The type of employment must be selected in the proposal: • additional remuneration; • no remuneration. Additional remuneration is designated for the research team members, except for the principal investigator (PI). Additional remuneration may be planned for members of the research team to be employed under employment contracts in full or partial jobs and under civil law contracts. Additional remuneration under SONATINA can be used for salaries for students and PhD students. A member of the research team who is paid remuneration under an employment contract in the entity performing the research project, may be paid additional remuneration solely in a form other than under a civil law contract. The budget for additional remuneration is calculated in such a way as to exclude persons employed under the budget for full-time salaries from the research team. The number of persons calculated as such shall be the basis for the calculation of the maximum budget for additional remuneration in a research project. In the **SONATINA** call, the budget for additional remuneration per each month of the project performance period for all investigators, except for the principal investigator, is up to 1,500 PLN. More information on the rules of planning the costs may be found in the Regulations. If unjustified costs are planned, proposals may be rejected.

Selected section in the OSF system	Sub - section	Language	Description
OTHER COSTS			**PLEASE NOTE:** The costs of purchase or manufacturing of research equipment, devices and software must not be planned under SONATINA. In the *Inne koszty bezpośrednie* [Other direct costs] section, indicate the relevant type of costs, their amount and the justification for their expenditure. Costs must be planned pursuant to [Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects]. Such costs include: • materials and small equipment, • external services (in the case of publications covered by the NCN Open Access Policy, costs of services related to the preparation of the manuscript for submission to the publishing house are eligible), • business trips, • visits and consultations, • collective investigators, • other (other costs). If this section includes the names of persons involved in the drafting of the proposal or forecasted project performance, their names must also be entered in the *Osoby wskazane we wniosku* [Persons identified in the proposal] section.

Selected section in the OSF system	Sub - section	Language	Description
OPEN ACCESS (OA)			Open Access indirect costs of up to 2% of direct costs, which can only be used for costs related to making publications or research data available in open access. Please enter the amount of Open Access costs planned for the whole project implementation period (in PLN). The costs of publication subject to NCN's Open Access Policy can only be planned under the heading of indirect costs. With the exclusion of the publications of monographs, chapters of monographs, and peer-reviewed collective works, OA costs must not be planned as part of the direct costs. The National Science Centre allows for the possibility of covering part of the costs of publishing in open access from the remaining indirect costs or from the entity's own resources. Additional information on Open Science is available [here]().

Selected section in the OSF system	Sub - section	Language	Description
BUDGET SUMMARY			This section will present a summary breakdown of planned costs by year, according to the declared project implementation period (if the planned project implementation period is longer than 12 months). The amount of indirect costs should be indicated in this section. Indirect costs are costs that are directly related to the research project and required to perform it. Indirect costs consist of: - open Access indirect costs of up to 2% of the direct costs to be planned in the Open Access category, - other indirect costs of up to 20% of direct costs, which may be allocated to costs indirectly related to the project, including costs of making publications or research data accessible through open access. At the stage of project performance, the host institution shall be obliged to agree with the principal investigator (PI) a minimum 25% of the indirect costs to be covered. This section will show the percentage of planned Open Access indirect costs.
ADMINISTRATIVE DECLARATIONS			This section of the proposal contains administrative declarations that must be accepted by both the principal investigator (PI) and authorised representative of the participating entity.
PERSONAL DATA PROTECTION			Information on personal data processing. Personal data provided by principal investigators and applicants in the proposal will be processed by the National Science Centre until the end projects performance and settlement (in case of receiving funding), and after this period will also be used for statistical purposes. The collected data will be processed in order to evaluate the proposal, the project as well as the tasks carried out by NCN, disseminate information on the calls organised by NCN. Data processing also includes monitoring, supervision

Selected section in the OSF system	Sub - section	Language	Description
			and evaluation of the implementation and settlement of projects that have received funding from NCN. For more information, see https://ncn.gov.pl/en/dane-osobowe
EXPERTS	Information on possible conflict of interest – information only for NCN employees		In this part of the proposal, the principal investigator (PI) may indicate a maximum of 3 persons who, in his/her opinion, should not evaluate the proposal due to a possible conflict of interest. Provide their names and affiliations. The final decision on the selected experts is taken by the NCN.
INDIVIDUALS IDENTIFIED IN THE PROPOSAL		Polish	In this section, the applicants are reminded of their duty to notify the individuals identified in the proposal that their personal details (name, affiliation) are disclosed in the proposal. The foregoing applies to all individuals involved, in any manner, in the preparation of the proposal or performance of the project. An organised list of such individuals will allow faster verification of a potential conflict of interest that may occur at any stage of project evaluation and project performance and/or settlement. Identify all individuals named in any part of the proposal, in particular, in the following sections: − international cooperation, − abstract, − abstract for the general public, − research tasks, − research team, − similar research tasks/ co-authorship of project descriptions, − description/ short description/ full description, − other costs: visits/ consultations. **PLEASE NOTE**: This section includes a new representation concerning names of all individuals disclosed in the proposal who have been involved

Selected section in the OSF system	Sub - section	Language	Description
			in the preparation of the proposal or will be involved in the performance of the project. All such individuals must be notified that they are identified in the proposal.
ELECTRONIC SUBMISSION *The section will appear after clicking "Block for NCN"*	PI's acknowledgement of submitting the proposal Entity's acknowledgement of submitting the proposal		Following completion of the proposal's individual tabs and after checking its completeness, please block a possibility of editing the proposal by Block for NCN button. After the proposal has been blocked for NCN, only an abbreviated and detailed description of the research project is possible. After the proposal has been blocked, a new *Elektroniczna wysyłka* [Electronic submission] tab will appear on the left-hand side menu. In this section you should download: • acknowledgement of proposal submission by the principal investigator (PI) and • proposal submission confirmation – entity. A confirmation of proposal submission by the principal investigator (PI) and a confirmation of proposal submission by an entity downloaded from the OSF submission system bear an electronic OPI PIB seal which is used to ensure integrity of the generated document's data (then it is possible to verify, if the data has been changed, supplemented, or deleted in an unauthorised manner). The OPI-PIB seal confirms that the OSF submission system is the source of such data. Confirmations must be signed and attached to the proposal before it is delivered to the NCN. Confirmations of proposal submission may be signed in two ways: by hand or electronically. When a group of entities applies, the confirmation shall be signed solely by a person representing the leader of the group of entities.

Selected section in the OSF system	Sub - section	Language	Description
			If a confirmation has been signed by hand, the proposal must be appended with its scan in the *Dodaj skan potwierdzenia* [Add confirmation scan] section. The original must be kept until the end of proposal evaluation and if the proposal is recommended for funding, until the date of singing the funding agreement.
			If a confirmation is signed electronically, it must be annexed in the *Dodaj potwierdzenie podpisane elektronicznie* [Add confirmation signed electronically] section.
			A confirmation of proposal submission signed electronically must bear an advanced electronic signature or a qualified electronic signature compliant with 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 shall be obliged to demonstrate that the electronic signature that has been used is compliant with the eIDAS Regulation.
			PDF is the only format acceptable in the OSF system. Therefore, electronic signatures must be in the PAdES format.
			If the confirmation of proposal submission by the principal investigator (PI) is signed by anyone other than the principal investigator (PI), then authorisation to represent the principal investigator (PI) must be included in this section. The authorisation may be attached to the proposal either as an electronic document or as a scanned document signed by hand.
			If the acknowledgement of Confirmation of submitting the proposal (entity) is signed by someone other than the head of the entity, then the authority 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 document signed by hand.

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			When electronically signed files are attached to a proposal, the system verifies that the document relates to the proposal and its final version, and that it contains the OPI seal and electronic signature. The system does not verify the validity of certificates of attached electronically signed files. The only acceptable format for electronic signatures is PAdES. **PLEASE NOTE:** Confirmations that relate to the final version of the proposal must be attached to the proposal.