



Annex to NCN Council Resolution No 74/2020 of 29 June 2020 to assess evaluation of monographs in research projects funded by the National Science Centre.

Evaluation of monographs in research projects funded by the National Science Centre

§ 1. Abbreviations and definitions

- 1) NCN shall mean the National Science Centre;
- 2) NCN Act shall mean the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2019, item 1384);
- 3) Council shall mean the Council of the National Science Centre;
- 4) Director shall mean the Director of the National Science Centre;
- 5) Coordinator shall mean a scientific coordinator defined in Article 2 (5) of the NCN Act;
- 6) Monograph shall mean a monograph defined in §10 of the Regulation of the Minister of Science and Higher Education on the evaluation of the quality of research activity of 22 February 2019 (Journal of Laws of 2019, item 392);
- 7) Manuscript shall mean a monograph submitted for evaluation to the NCN before its publication;
- 8) Expert shall mean a person nominated by the Council Members and appointed by the Director to evaluate the manuscript;
- 9) Research Project shall mean a research project defined in Article 2 (2) of the NCN Act; and
- 10) Expert Team shall mean the Expert Team elected by the Council to evaluate proposals submitted in NCN calls and assess the financial settlements for awarded research funds.

§ 2. General provisions

- 1) In the course of a research project that has received NCN funding for monograph publication, the principal investigator shall submit the manuscript for evaluation to the NCN. The publication costs shall be deemed eligible conditional upon a positive evaluation of the manuscript. The list of potentially eligible costs can be found in Annex 1: Monograph publication costs and NCN evaluation procedure;
- 2) The manuscript shall be delivered to the NCN electronically via the OSF system, no later than 9 months before the end date of the research project. In addition, the principal investigator shall fill out a monograph submission form in the OSF system, as provided for in Annex 2: OSF monograph submission form for principal investigators;
- 3) The NCN manuscript evaluation procedure shall take up to 6 months;
- 4) The evaluation shall comprise an eligibility check and merit-based evaluation;
- 5) The eligibility check shall be performed by a Coordinator while merit-based evaluation shall be performed by the Experts. The Director shall, pursuant to Article 22 (3) of the NCN Act, request that the Experts perform the evaluation;
- 6) Experts evaluating the manuscript shall adhere to the "Code of ethics for the experts of the National Science Centre" annexed to Order No 81/2019 of the NCN Director of 13 December 2019;
- 7) In the event of a conflict of interest or a justified suspicion of bias in an Expert's actions, the Coordinator shall exclude the Expert from the manuscript evaluation procedure.
- 8)

§ 3. Experts

The duties of an Expert shall include:

- 1) drafting a merit-based evaluation of the manuscript pursuant to the questions included in the merit-based evaluation form, in accordance with the template attached as Annex 4: Merit-based evaluation form for monographs funded by the National Science Centre;
- 2) writing a final justification of the recommendation, or lack thereof, for the monograph publication costs to be funded by the NCN, in accordance with Part III of the merit-based evaluation form according to the template attached as Annex 4: Merit-based evaluation form for monographs funded by the National Science Centre.

§ 4. Coordinators



The duties of Coordinators shall include:

- 1) eligibility check of submitted manuscripts;
- 2) inviting Experts indicated by the Council to carry out a merit-based evaluation of the manuscript;
- 3) organising the merit-based evaluation process, including:
 - providing the Experts with the manuscripts to be evaluated;
 - collecting Expert evaluations and recommendations;
 - assessing the diligence and impartiality of Expert evaluations;
 - in the event that the diligence and impartiality assessment is negative, notifying the Director and the Council thereof, and inviting another Expert recommended by the Council to evaluate the manuscript;
- 4) submitting the results of manuscript evaluation to the NCN's Researcher Projects Administration Department for the purposes of informing the Entity and the Principal Investigator whether or not the monograph publication costs have been deemed eligible.

§ 5. Eligibility check

- 1) The eligibility check, as provided for in Annex 3: Eligibility check by Coordinators, shall be performed by the Coordinator;
- 2) In the event of any formal infringements, the principal investigator may correct and resubmit the manuscript.

§ 6. Merit-based evaluation

- 1) The merit-based evaluation shall be performed by an Expert designated by the Council, appointed by the Director, in cooperation with the Coordinator, ensuring the absence of any conflict of interest;
- 2) The evaluation shall be presented in the merit-based evaluation form, attached as Annex 4: Merit-based evaluation form for monographs funded by the National Science Centre;
- 3) Experts shall base their evaluations merely on the basis of the attached manuscript and information in the monograph submission form. They shall not have access to the project description on the basis of which the manuscript was written;
- 4) The manuscripts shall be evaluated by one Expert, who shall recommend whether or not the monograph publication costs should be deemed eligible;
- 5) In the event of any doubt as to its diligence or impartiality, the Coordinator shall withdraw the evaluation and request an additional evaluation as provided for in Point 1 above;
- 6) In the event that a manuscript receives two evaluations that are contradictory in terms of their recommendations, a third Expert shall be appointed, in accordance Point 1 above. He/she shall base his/her evaluation on the submitted manuscript and include the evaluations of the other two Experts;
- 7) The evaluation(s) shall be made available to the Entity and the Principal Investigator via the OSF system;
- 8) In the event of a negative evaluation, the manuscript shall not be resubmitted for a second evaluation to deem monograph publication costs eligible.

§ 7. Final provisions

- 1) The Expert Team responsible for the financial settlement of funds awarded for research shall be notified of the outcome of the manuscript evaluation procedure;
- 2) In the event that the outcome is negative and the Experts recommend that the monograph publication costs should not be deemed eligible by the NCN, this shall not be considered an independent (sole) legal basis for not presenting a financial settlement of the whole project.



Annex 1

Monograph publication costs and NCN evaluation procedure

1. The following monograph publication costs shall oblige the principal investigator to submit the manuscript for evaluation to the NCN:
 - printing;
 - typesetting and page layout;
 - graphic design;
 - final proofreading;
 - editing;
 - open access;
 - translation.

The above costs shall be deemed not eligible until the evaluation procedure is completed and the manuscript receives a positive review from the NCN.

2. The following monograph publication costs shall not require the submission of the manuscript for NCN evaluation:
 - proofreading before submission to the publishing house.

The above cost is eligible under the project.



Annex 2

OSF monograph submission form for principal investigators

Please note: Irrespective of the language of the monograph, all fields in the “Monografia” [Monograph] tab shall be filled out in English.

1. Has the monograph been evaluated by the NCN?
 - yes
 - no

2. Specify the monograph publication costs to be funded by the NCN (choose from the list):
 - printing;
 - typesetting and page layout;
 - graphic design;
 - final proofreading;
 - editing;
 - open access;
 - translation.

3. Is at least one of the authors a member of the project team?
 - a) yes
 - b) no

4. Keywords

5. Abstract (max.1800 characters)

Max. 1800 characters

6. Describe how the monograph is related to the research project (max.1800 characters)

Max. 1800 characters



Eligibility check by Coordinators

Please note: Irrespective of the language of the monograph, all fields in the “Monografia” [Monograph] tab shall be filled out in English.

1. Has the monograph been evaluated by the NCN?
 - a) yes
 - b) no

Please note: If the answer is “yes”, the monograph shall be rejected as not eligible from the evaluation procedure, if it has received a negative review in the merit-based evaluation.

2. Specification of monograph publication costs to be funded by the NCN (choose from the list):
 - printing;
 - typesetting and page design;
 - graphic design;
 - final proofreading before publication;
 - editing;
 - open access;
 - translation.

Please note: If none of the above costs is indicated (and thus planned within the framework of the project), the monograph shall not be subject to a merit-based evaluation.

3. Does the submitted monograph meet the criteria for a scientific monographs for the purposes of §10 of the Regulation on the 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).¹
 - a) yes
 - b) no

Please note: If the answer is “no”, the monograph shall be rejected as not eligible and excluded from merit-based evaluation.

4. Is the attached file complete (does its editing allow for merit-based evaluation)?
 - a) yes
 - b) no

Please note: If the answer is “no”, the monograph shall be rejected as not eligible and excluded from merit-based evaluation.

5. Is at least one of the authors a member of the project team?
 - a) yes
 - b) no

Please note: If the answer is “no”, the monograph shall be rejected as not eligible and excluded from merit-based evaluation.

6. Have the fields in the “Monografia” [Monograph] tab in the OSF system been filled out?
 - a) yes
 - b) no

Please note: if the answer is “no”, the monograph shall be rejected as not eligible and excluded from merit-based evaluation.

REQUIRED FIELDS IN THE “MONOGRAFIA” [MONOGRAPH] TAB:

7. Keywords
8. Abstract (max. 1800 characters)
9. Description of how the monograph is related to the research project (max. 1800 characters)

¹ § 10. 1. A scientific monograph is a peer-reviewed book publication that: 1) presents a certain scientific issue in an original and creative way; 2) includes footnotes, a bibliography or another scientific apparatus typical of the discipline in question. 2. The following are also considered to be a scientific monograph: 1) a peer-reviewed translation that includes footnotes, a bibliography or another scientific apparatus typical of the discipline in question and a) renders into Polish a work of importance for science or culture, b) renders into another modern language a work of importance for science or culture, originally published in Polish; 2) a scientific edition of primary sources.

**Merit-based evaluation for monographs funded by the National Science Centre****GENERAL INFORMATION**

Monograph author(s)	
Monograph title	
Project title	
Project ID/ registration number	

PART I. PRELIMINARY EVALUATION

Please note: If the answer to any question below is "no", the monograph publication costs shall not be eligible for NCN funding.

NO	QUESTION	YES	NO
1.	Is the monograph related to the research project?		
2.	Has the research presented in the monograph been carried out in compliance with applicable law and good ethical standards?		

PART II. REVIEW

(A descriptive evaluation, in which the following aspects should be addressed: scientific value, relevance of research methods and techniques chosen, interpretation and presentation of the outcome, selection and use of literature, content organization, language quality and editing.)

Min. 300 characters

PART III. RECOMMENDATIONS

1. Recommended for funding
2. Not recommended for funding

Min. 300-3000 characters