



National Science Centre

POLONEZ funding scheme



NARODOWE CENTRUM NAUKI





Programme objectives:

- funding of research fellowships **for incoming researchers who may apply for 12- or 24-month fellowships in host institutions, both academic and non-academic, in Poland**
- developing **transferable skills** of researchers

POLONEZ has received funding from the EU H2020 Programme Marie Skłodowska-Curie Actions COFUND-2014.





Basic information

Applicant: a researcher with a PhD degree or at least four years of full-time equivalent research experience who has not resided or carried out his/ her main activity (work, studies, etc.) in Poland for more than 12 months in the 3 years immediately prior to the call announcement (15th of September 2016)

- **Who is an applicant:** a researcher
- **Fellowship duration:** **12** or **24 months**
- **Call announcement:** **15th September 2016**

Deadline: **15th December 2016**

Results: **May 2017**

Project start: 1st day of the month (1st September 2017 at the earliest, 1st January 2018 at the latest)



Funding

FELLOW RECEIVES:

- **remuneration: EUR 4 350 gross (= PLN 18 218 gross)/month** (salary + mobility allowance) = **ca. 10 590 PLN net/month**
- **family allowance: EUR 300 gross (= PLN 1256 gross)/month** (for fellows whose families stay in Poland for at least 3 months) = **ca. 790 PLN net/month**
- **Research grant:**

	12-month fellowship	24-month fellowship
Arts, Humanities and Social Sciences	80 000 PLN	96 000 PLN per year
Life Sciences, Physical Sciences and Engineering	112 000 PLN	160 000 PLN per year

- **opportunity to participate in training programmes** developing research and non-research skills of the fellows organised and financed by the NCN
- ❖ **Host Institution receives overheads (indirect costs): 20% of direct costs.**



Applicants (1)

Incoming researcher:

- **holding a PhD degree** according to the regulations of his/her home country;

required documents (scans attached to the electronic proposal):

a copy of the document certifying the award of the PhD degree + its translation into English or Polish

OR

- four years of full-time equivalent research experience

required documents (scans attached to the electronic proposal):

documents proving four years of full-time equivalent research experience **(e.g. declaration signed by a representative of the institution where research has been carried out or a dean of the institute or faculty or an academic tutor of the applicant) + their translation into English or Polish**



Applicants (2)

Applicants may be persons, who in the 3 years immediately prior to the call announcement (15th September 2016) have **not**:

- resided or carried out their main activity (work, studies) in Poland **for more than 12 months**

Required documents (scans attached to the electronic proposal): physical evidence of **residence and work outside of Poland for at least 24 months (whether continuously or not) during the three years prior to the call announcement.** For the current call, the timeframe is September 15th, 2013 – September 14, 2016.

E.g. working contract, residential permit/confirmation, visa, health insurance, rental agreement, university enrolment certificate, proof of income tax return, phone bills, etc. (these documents do not have to be translated)



Applicants (3)

! Who may not apply:

- ❖ researchers, who in the 3 years before the call announcement (**15th September 2016**) **have had the role of Principal Investigators in research projects carried out in Poland** (including projects funded by the NCN); a Principal Investigator (PI) is also a person whose project has been granted funding but has not yet started; if he/she would like to apply for POLONEZ, he or she must resign from the grant.
- ❖ researchers, who have had the role of PI in the application submitted to the NCN in the September 2016 edition of NCN calls for proposals (OPUS 12, PRELUDIUM 12, SONATA 12) or in the application currently under evaluation or in the redress procedure. **Results of OPUS 11, PRELUDIUM 11, SONATA 11 will be announced in November 2016.**
- ❖ **One researcher may act as an applicant in only a single proposal submitted under POLONEZ 3.**



Applicants (4)

! Who may not apply:

- ❖ a researcher who is **full time employed on a permanent contract** of employment in an institution which is indicated as a host institution in the POLONEZ application;

Researchers who had submitted applications in NCN calls for proposals but were not granted funding may apply within POLONEZ 3.



Applicants (5) – FAQ

1. Retired researchers may apply for the Polonez fellowship. However, they must be aware that *impact on the Fellow's career* is an important criterion in the POLONEZ evaluation process.
2. POLONEZ fellowships may be carried out by a researcher who is on sabbatical or on leave in institutions located outside of Poland.
3. POLONEZ fellowships should be carried out in host institutions in Poland. Research planned in POLONEZ proposals may be performed outside of Poland, only if it is justified by the research topic (e.g. fieldwork). Research equipment should be provided by the host institution, however short research stays in order to use larger international infrastructure will be accepted).



Applicants (6) – FAQ

4. While carrying out a POLONEZ fellowship, the Fellow may apply for grants within NCN calls for proposals.
5. While carrying out a POLONEZ fellowship, the Fellow **may not** receive another remuneration from other NCN-funded projects.
6. A researcher applying for a POLONEZ fellowship, may also apply for fellowship within **Marie Skłodowska-Curie Actions**.
7. **POLONEZ fellowship may not be “suspended” and then continued after a break.**



Host Institution (1)

POLONEZ fellowships may be carried out in:

- research organisations;
- university research centres established within a single university structure;
- scientific libraries;
- entrepreneurs with the status of research and development centres;
- **organisational institutions** having legal personality which have been established on Polish territory;
- entrepreneurs other than those mentioned above.



Host Institution (2)

HOST INSTITUTION:

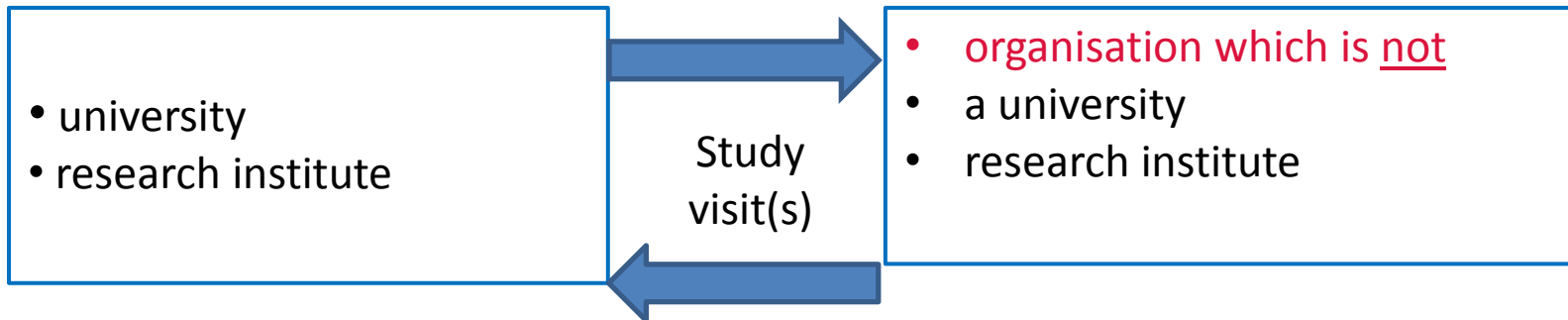
- receives **20%** indirect costs (overheads);
- employs a fellow on a full time **contract of employment** for the entire duration of the fellowship;
- provides fellow with appropriate office/laboratory space, equipment, facilities and ensures optimum working conditions;
- provides administrative and financial support (including issues connected with relocation) and appoints an administrative officer responsible for these activities.



Host Institution (3)

HOST INSTITUTION:

- organises at least **1 study visit a year** beneficial to the development of the Fellow's career (**1-10 days**);



Study visits may be organised in institutions located outside of Poland and may not be held in the institution where the Fellow has been previously employed.

- supports the Fellow in the **popularisation of his/her research**;
- abides by the rules included in **European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers**.



Host Institution (4)

– role of the **research partner of the Fellow**

1. A **person indicated by the host institution** (an employee of this institution employed on a contract of employment).
2. **The research portfolio of the research partner** is taken into consideration in the evaluation of the POLONEZ application.
3. The research partner supports the Fellow's integration within the research community of the Host Institution.
4. **The research partner may receive remuneration:**
 - a. **from direct costs** – provided that he/she participates in research tasks planned by the Fellow;
 - b. **from indirect costs** (e.g. for organising a study visit for the fellow) – upon the decision of the host institution.



Host Institution's engagement in POLONEZ application (5)

THE HOST INSTITUTION/RESEARCH PARTNER must support an applicant in writing a proposal. The Host Institution must consult with the Fellow regarding his/her duties included in the future POLONEZ working contract.

Information in the proposal which must be provided by the host institution:

- Information on the host institution (e.g. “if it belongs to the public finance sector?”; “does it receive statutory funding?”)
- The research portfolio of the Fellow’s research partner
- Description of the host institution and the **relevance of the fellowship for the development of the Fellow’s career**. The description should also include information about non-research activities which would be undertaken by the fellow, e.g. teaching, and its impact on the fellow's career (if planned).
- Budget
- What kind of research popularisation activities will be taken?



Host Institution's engagement in POLONEZ application (6)

Attachments to the proposal signed by the Host Institution's representative:

1. Information on the commitment of the Host Institution to the fellowship (attachment 4) – **scan attached to the electronic version in the OSF system and paper version sent to NCN**
2. Information as to whether the Host Institution receives or does not receive state aid, plus a questionnaire (attachment 5) – **paper version sent to NCN**
3. If the Host Institution does not receive statutory funding: **information regarding research realised in this institution in the last 2 years, together with a research publication list and information on the research equipment that facilitates carrying out research, must be included (attachment 6)**



Differences between POLONEZ 1 and POLONEZ 2 and 3

Changes in POLONEZ 2 and 3:

- a researcher who is **full time employed on a permanent contract of employment** in an institution which is indicated as a host institution in the POLONEZ application **may not apply** for POLONEZ fellowship
- **research partner** is an employee of the host institution **employed on an employment contract**



Application (1)

1. Information on the research portfolio of the applicant
 - ✓ **including professional experience which is not directly connected with conducting research**
and his/her **research partner**.
 - ✓ **An applicant must attach copies of three of his/her relevant publications as well as 3 relevant publications of his/ her research partner**
2. **Description of planned research** (10 pages) and a short description of the planned research (1 page)
3. **Description of research to be carried out addressed to the general public** (1 page), forms of research popularisation.



Application (2)

4. Description of the fellowship impact:
 - ✓ **Tasks to be carried out during the fellowship (including activities other than conducting research)**
and
 - ✓ **Impact of choosing host institution on fellow's career** (appropriate choice, support in performing research, research portfolio of the institution)
on the fellow's career (**including its impact on developing the transferable skills of the Fellow**)
5. Description of the **ethical issues** that appear in the proposal.
6. **Attachments to the proposal.**



Eligible costs (1)

I. Direct costs

- **Fellow's salary and mobility allowance**
- **Family allowance** – only Fellows whose families move to Poland for at least 3 months during the duration of the fellowship are entitled to this allowance
- **Research grant, including:**
 - Remuneration for researchers participating in research tasks
 - Equipment and software
 - Materials
 - Subcontracting
 - Travel and meeting costs
 - Visits and consultations
 - Costs of databases
 - Publication of research results
 - Costs of research popularisation

! Research infrastructure is an ineligible cost



Eligible costs (2)

II. Indirect costs: 20% of direct costs.

- Legal, financial and administrative services.
- Costs of cleaning, janitorial and security services
- Costs of adapting/upgrading facilities
- Media
- Postal and telecommunication services
- Bank and administrative fees; insurance
- Conference and meeting organisation costs (excluding personal costs)
- Subscriptions, membership fees
- **Study visit(s)**

may be financed only from indirect costs!



Proposal submission (1)

PROPOSAL MUST BE SUBMITTED ONLINE IN THE OSF SYSTEM.

Attachments to the proposal provided by the **applicant**:

1. **Copy of PhD certificate**

or

documents proving 4 years of Fellow's research experience

(+ translation into English or Polish)

PDF

2. List and **scans of documents** proving that in the 3 years prior to the call announcement (15 September 2016), the applicant has not resided or carried out their main activity (work, studies, etc.) in Poland for more than 12 months.
(no translation required)

PDF



Proposal submission(2)

Attachments to the proposal provided by the **host institution** signed by the host institution representative.

1. **Information on the commitment of the host institution** of the fellowship

2. Information as to whether the host institution receives or does not receive state aid (plus a questionnaire)

PDF + hard copies

3. If the host institution does not receive statutory funding: information regarding research realised in this institution in the last 2 years, together with a research publication list and information on the research equipment which facilitates performing research must be attached.

PDF



Proposal submission (3)

The applicant submits to the NCN a hard copy of the proposal by post (the application must be posted by 15th December 2016 at the latest):

1. Application (only some parts of the application are printed by the system – 6 pages),
2. Attachments:
 - Information on the commitment of the host institution – attachment 4
 - Information as to whether the host institution receives or does not receive state aid – attachment 5

! The above mentioned attachments (4 and 5) can be sent to the NCN directly by the host institution.



Eligibility check

Most frequent mistakes referring to eligibility requirements in POLONEZ applications:

- **no description of the study visits in attachment no. 4**
- **cost of the study visits planned from the direct costs**
- **no description of popularising the results**
- **application and the attachments submitted in Polish**
- **no documents confirming staying outside of Poland for 24 months or documents not confirming the entire period**
- **draft of the paper version of the application**
- **no paper version of the attachments no. 4 and 5**



Proposal evaluation (1) - criteria

1. **PORTFOLIO OF THE FELLOW (25%)**
2. **QUALITY OF THE PLANNED RESEARCH (25%)**
3. **IMPACT OF THE FELLOWSHIP (20%)**
 - Relevance of the fellowship for the development of the Fellow's career
 - The impact of the planned research on advances in the research discipline
4. **DISSEMINATION OF THE RESULTS OF THE FELLOWSHIP (10%)**
 - Dissemination of the results through publications in scientific press
 - Popularising the results
5. **APPROPRIATE CHOICE OF THE PARTNER AND HOST INSTITUTION (20%)**
 - Research portfolio of the research partner at the host institution where the fellowship is to be carried out, connected with research planned by the Fellow;
 - **Opportunities of developing new competencies at the host institution of the fellowship**

BUDGET: justified / not justified =>rejection

Grade "zero" in any of the criteria results in proposal rejection.



Proposal evaluation (2)

1. Eligibility check
2. Merit-based evaluation:
 1. Individual assessment by members of the Expert Team(2)
 2. Expert Team meeting (I)
 3. Individual assessment by external referees (min. 2)
 - 4. Interviews (by members of the Expert Teams) via telecommunications equipment (in English)**
 5. Expert Team meeting (II)

Min 50% of Expert Team members + external referees must be international researchers

Min 40% of Expert Team members + external referees must be **women**



Proposal evaluation (3)

1. List of proposals qualified for funding (applications receiving at least **75%**) – ranking list + **waiting list**.
2. If there are two projects with the same scores, preference will be given to the one including an interdisciplinary component (to be assessed by the Expert Team)
3. **Financial promissory note** (for the applicant) + **funding decision issued by the NCN director** (for the host institution)
4. The contract between NCN and the host institution is signed provided that the host institution signs a contract with the Fellow (before the fellowship starts).



Fellow – activities other than performing research

1. **Popularisation of research outcomes,**
2. Participation in the study visit **organised by the host institution,**
3. **Optional: activities other than** performing research, e.g. teaching. (Research position of the Fellow – e.g. research & teaching position – should be a decision of the host institution, however it must enable the fellow to complete the planned research and ensure his/her professional development)
... with support of the host institution.
4. Participation in at least 3 training courses **developing research and non-research competencies of the fellow**
... organised by the NCN.



Training programme provided by the NCN

1. Project management skills and team management skills
2. Ethics in science
3. Intellectual Property
4. Technology transfer and commercialisation of research
5. Science communication
6. Preparing grant applications
7. Presentation and public speaking skills
8. ...



POLONEZ 3

POLONEZ

Call announcement: **15th September 2016**

Deadline: **15th December 2016**

POLONEZ 2 results – November 2016



POLONEZ website

PL: www.ncn.gov.pl/polonez

ENG: www.ncn.gov.pl/en/polonez

- 1. Call documentation**
- 2. Guidelines for Applicants**
- 3. Instructions on submitting the proposal (OSF)**
- 4. Frequently Asked Questions**
- 5. Partner Search Tool**

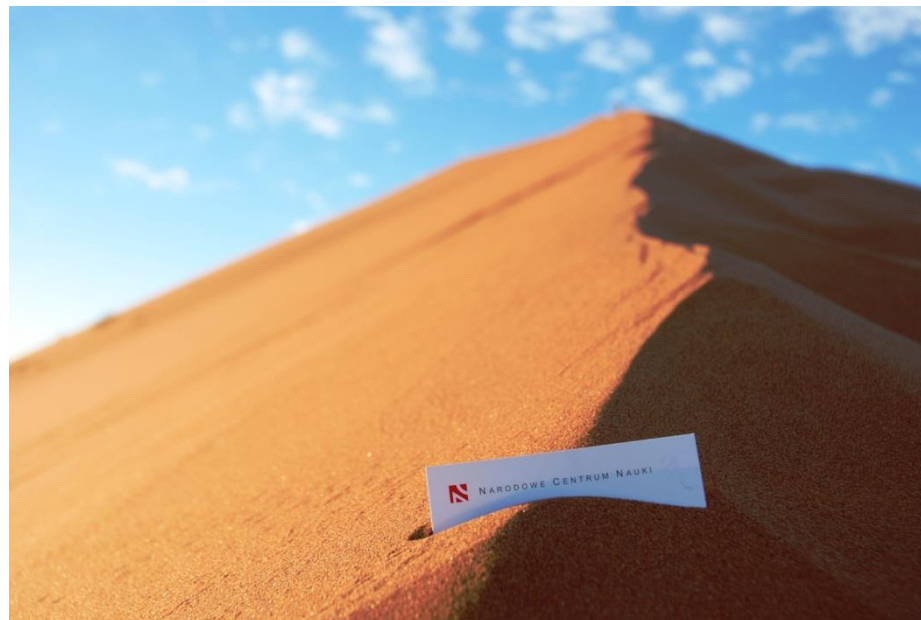


www.ncn.gov.pl/polonez

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Thank you!/Dziękuję!



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