

OPUS 20

**Guidelines**  
**for Polish research teams**  
**submitting OPUS LAP proposals**  
**under the OPUS call**  
**(DRAFT VERSION – to be updated on**  
**15 September 2020)**

Draft version

## Table of contents

I. INTRODUCTION.....	3
Lead Agency Procedure.....	4
LAP cooperation in OPUS 20.....	5
Diagram. Individual stages of the procedure and communication process among agencies involved in the OPUS 20 call with regard to OPUS LAP proposals.....	7
II. HOW TO SUBMIT AN OPUS LAP PROPOSAL IN THE OPUS 20 CALL.....	8
1. Preparation of OPUS LAP proposals.....	8
Table: LAP cooperation under OPUS 20.....	10
2. Budget for tasks to be performed by the Polish research teams.....	11
3. Budget for tasks to be performed by foreign research teams.....	12
4. Documents provided to the NCN by the Polish research team.....	17
5. Polish research team's duty to submit a complete proposal to NCN.....	18
6. Electronic submission of OPUS LAP proposals.....	19
III. Evaluation of OPUS LAP proposals.....	19
1. Eligibility check.....	19
2. Merit-based evaluation.....	20
IV. FILLING OUT OPUS LAP PROPOSALS IN THE ZSUN/OSF SYSTEM.....	22
V. Proposals submitted by foreign research teams to their partner institutions.....	36
VI. CONTACT DETAILS.....	36

## I. INTRODUCTION

The OPUS 20 call is addressed at researchers at all stages of their academic careers, who are planning research projects, including in cooperation with foreign research teams pursuant to the Lead Agency Procedure, in which the NCN will act as the lead agency<sup>1</sup>.

It means that OPUS 20 will be open to funding proposals for:

- research projects without the participation of foreign partners;  
*EXAMPLE:* A research project carried out by a research team affiliated with a Polish university;
- research projects implemented by Polish research teams with the use of large international research equipment;  
*EXAMPLE:* A research project carried out by a research team affiliated with a Polish university, using data from the Gaia space mission launched by the European Space Agency in 2013;
- research projects with the participation of foreign partners that are not applying for funding for that purpose within the framework of programmes launched by partner institutions in cooperation with the NCN pursuant to the Lead Agency Procedure (however, the foreign teams may apply for funding under other research-funding programmes that are not co-organised by the NCN pursuant to the Lead Agency Procedure);  
*EXAMPLE:* A research project carried out by a team affiliated with a Polish university (applying for NCN funding for the Polish part of the research project) with the participation of Spanish partners, who independently seek funding for the Spanish part of the research project from other sources;
- research projects within the framework of LAP cooperation, i.e. with foreign research teams that apply for funding to their relevant research-funding agencies under programmes launched in partnership with the NCN pursuant to the Lead Agency Procedure;  
*EXAMPLE:* A research project carried out by a research team affiliated with a Polish university (applying for NCN funding for the Polish part of the research project) in cooperation with a German research team applying to the DFG within the framework of a LAP partnership between the NCN and the DFG;

---

<sup>1</sup> **PLEASE NOTE:** At the NCN, the submission of proposals for research projects carried out within the LAP cooperation **will only be possible in the September edition of OPUS.**

- research projects within the framework of LAP, with the participation of foreign partners who are not applying for funding under programmes announced by partner institutions, organised in cooperation with the NCN pursuant to the Lead Agency Procedure;

*EXAMPLE:* A research project carried out by a research team affiliated with a Polish university (applying for NCN funding for the Polish part of the project) in partnership with a German research team applying for DFG funding, within the framework of the LAP cooperation between the NCN and the DFG, as well as with Spanish partners independently applying for funding for the Spanish part of the project from other sources.

**PLEASE NOTE:** These guidelines only concern the OPUS-LAP proposals due to their specific nature involving participation of foreign partners funded by their relevant agencies (FWF, GAČR, ARRS, DFG or SNSF) pursuant to the [cooperation agreement](#) they sign with the NCN.

**International cooperation is not obligatory under the OPUS 20 call and proposals submitted together with foreign partners will not be given preferential treatment over those that do not involve such partnerships.**

**It is not the final version of the Guidelines which will be updated and published on 15 September 2020 together with the OPUS 20 call announcement.**

## Lead Agency Procedure

The Lead Agency Procedure (LAP) is a new standard used to evaluate proposals applied by the European research-funding agencies. It is to facilitate international research teams to apply for funds for joint research projects and to simplify the evaluation of proposals by research-funding agencies. The key principles of the procedure include:

- the use of national calls carried out by partner institutions to perform merit-based evaluation not only of domestic proposals, but also bilateral and multilateral ones, which compete with NCN proposals on an equal footing;
- trust in the quality of peer-review among agencies undertaking such cooperation. Thus, projects involving two or more research groups from different countries to perform joint research will only be evaluated by a lead agency relevant for one of the teams participating in a project in the call that constitutes a permanent element of such agency's offer. Other agencies co-organising the call will accept the results of

merit-based evaluation performed by the lead agency and award funding to research projects recommended for funding in the course of such evaluation.

## LAP cooperation in OPUS 20

In the case of OPUS 20, the LAP cooperation relies on cooperation agreements between the NCN and the following partner institutions:

- FWF - *Austrian Science Fund - Fonds zur Förderung der wissenschaftlichen Forschung*, FWF;
- GAČR - *Czech Science Foundation - Grantová agentura České Republiky*;
- ARRS - *Slovenian Research Agency - Javna agencija za raziskovalno dejavnost Republike Slovenije*;
- DFG - *German Research Foundation - Deutsche Forschungsgemeinschaft*;
- SNSF - *Swiss National Science Foundation*.

Pursuant to the cooperation agreements, the NCN as the lead agency under OPUS 20 will perform the merit-based evaluation of OPUS LAP proposals for research projects carried out by research teams from Poland, as well as the Czech Republic, Austria, Slovenia, Germany or Switzerland.

If a research project is recommended for funding following the merit-based evaluation performed by the NCN, the NCN will provide funds for the Polish research team, while the other partner institutions (FWF, GAČR, ARRS, DFG or SNSF) will fund the foreign research teams.

OPUS 20 is also open to funding proposals submitted **within the framework of the LAP cooperation (hereinafter referred to as OPUS LAP proposals)**:

- **bilateral or trilateral cooperation** between a Polish research team and teams from the **Czech Republic, Austria or Slovenia** (under the *Central European Science Partnership – CEUS<sup>2</sup>*), in all research disciplines, whereas the **Polish research team** must apply to the NCN:
  - **for at least 40% of the total project budget**, as outlined in the [budget table](#) (applies to **bilateral** projects)
  - or
  - **for at least 25% of the total project budget**, as outlined in the [budget table](#) (applies to **trilateral** projects);

---

<sup>2</sup> **PLEASE NOTE:** At the NCN, the call for proposals for research projects carried out within the bilateral or trilateral cooperation by research teams from Poland, Austria, the Czech Republic and Slovenia, with the FWF, GAČR or ARRS acting as the lead agency is held under [CEUS-UNISONO](#).

**PLEASE NOTE:** If an OPUS LAP proposal is submitted to the NCN as the lead agency and the above conditions are not met, the proposal will be rejected by the NCN and the partner institutions relevant for the foreign teams involved in the project on the grounds that it does not meet the eligibility criteria.

- **bilateral cooperation** between research teams from **Poland and Germany** only in the field of **Life Sciences and Physical Sciences and Engineering**;
- **bilateral cooperation** between research teams from **Poland and Switzerland** – in all research disciplines.

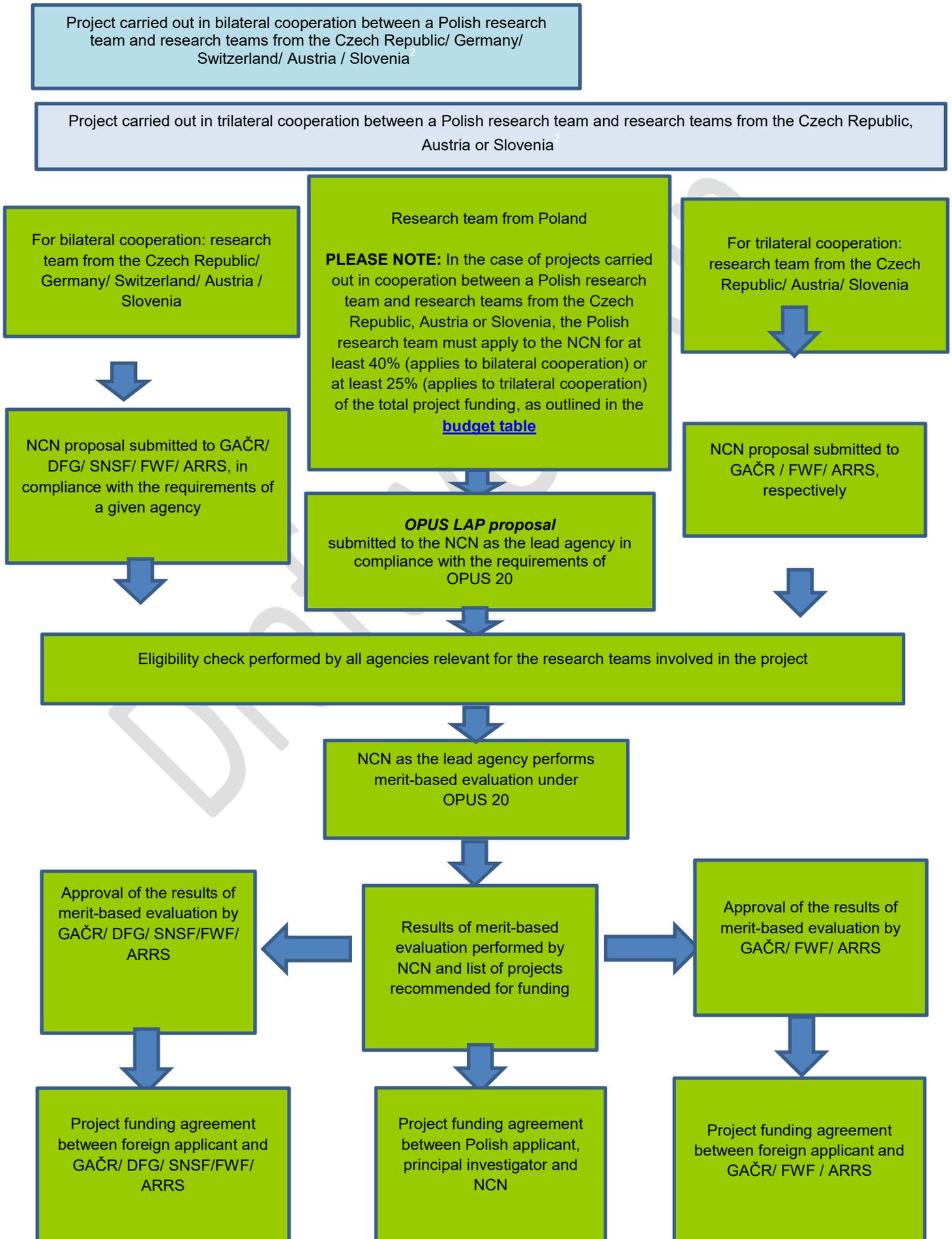
This document lays down the guidelines for the Polish research teams submitting OPUS LAP proposals under OPUS 20. Foreign research teams must comply with the requirements of their respective partner institutions, i.e. FWF, GAČR, ARRS, DFG or SNSF.

The detailed rules for submitting OPUS LAP proposals under OPUS 20 are laid down in section [II: HOW TO SUBMIT PROPOSALS UNDER THE OPUS 20 CALL?](#)

OPUS 20 will also be open to funding proposals (including OPUS LAP proposals) for research projects with the participation of foreign partners that are not applying for funding to FWF, GAČR, ARRS, DFG or SNSF under programmes launched in partnership with the NCN pursuant to the Lead Agency Procedure. Foreign research teams must acquire funding of such proposals from other sources.

Below is a diagram showing the individual stages of the OPUS 20 procedure with regard to OPUS LAP proposals, i.e. proposal submission, eligibility check and merit-based evaluation, approval of ranking lists, issue of decisions and execution of agreements. The diagram also shows the communication process among agencies involved in individual stages of the call.

## Diagram. Individual stages of the procedure and communication process among agencies involved in the OPUS 20 call with regard to OPUS LAP proposals



## II. HOW TO SUBMIT AN OPUS LAP PROPOSAL IN THE OPUS 20 CALL

### 1. Preparation of OPUS LAP proposals

OPUS 20 is open to proposals indicated in [Section I](#), including OPUS LAP proposals:

- drafted by Polish research teams in cooperation with foreign team(s) pursuant to the OPUS 20 call announcement (expected launch date of the call for proposals: 15 September 2020);
- involving basic research that has not been funded by the NCN or from other sources;
- under which research is based on an equal and complementary contribution by all research teams. This is to say that the contribution of each team involved in the project must be significant and necessary and their respective tasks should complement one another to create a coherent joint research project. An OPUS LAP proposal that, according to the Expert Team, does not meet that requirement, will not be eligible for funding.

Each research team involved in the project must have a principal investigator, whereas the principal investigator for the Polish research team must manage the Polish part of the research project.

Detailed information on how to fill in an OPUS LAP proposal in the ZSUN/OSF submission system can be found below, under [FILLING OUT NCN PROPOSALS IN ZSUN/OSF](#).

According to the OPUS 20 call announcement (expected launch date of the call for proposals: 15 September 2020), the Polish research team must submit its OPUS LAP proposal drafted in cooperation with the foreign research team(s) to the NCN via the ZSUN/OSF (*Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania*) submission system available at: <https://osf.opi.org.pl>, by **15 December 2020, 4 p.m.**

Each foreign research team involved in the project must submit a funding proposal, together with a set of required documents, to its respective research funding agency by the date and according to the rules specified thereby; proposals are submitted as follows:

- Austrian research teams submit their proposals to the [FWF](#);
- Czech research teams submit their proposals to the [GAČR](#);
- Slovenian research teams submit their proposals to the [ARRS](#);

- German research teams submit their proposals to the [DFG](#); and
- Swiss research teams submit their proposals to the [SNSF](#).

If the partner institution requires applicants to submit a copy of the OPUS LAP proposals to its respective submission system, a complete English language version of the OPUS LAP proposal in PDF format must be generated following submission of the OPUS LAP proposal to the ZSUN/OSF system and sent to the foreign research team.

**PLEASE NOTE:** OPUS LAP proposals submitted to the NCN must be the same as the one submitted to the partner institution.

Draft Version

**Table: LAP cooperation under OPUS 20**

Partner team country	Type of cooperation allowed	Academic disciplines	Project duration (identical for all research teams engaged in the project) <sup>3</sup>	Partner institution relevant for the partner team	Additional requirements
<b>Austria</b> <small>Błąd! Nie zdefiniowano zakładek.</small>	Bilateral or trilateral cooperation between research teams from the Czech Republic, Poland, Austria or Slovenia	All academic disciplines	24, 36 or 48 months	<a href="#">FWF</a>	<p>The Polish research team must apply to the NCN for at least 40% (applies to bilateral projects) or at least 25% (applies to trilateral projects) of the total project budget, as outlined in the <a href="#">budget table</a>.</p> <p><b>PLEASE NOTE:</b> If an OPUS LAP proposal is submitted to the NCN as the lead agency and the above conditions are not met, the proposal will be rejected by the NCN and the partner institutions relevant for the research teams involved in the project on the grounds that it does not meet the eligibility criteria.</p>
<b>the Czech Republic</b> <small>Błąd! Nie zdefiniowano zakładek.</small>			24 or 36 months	<a href="#">GAČR</a>	
<b>Slovenia</b> <small>Błąd! Nie zdefiniowano zakładek.</small>				<a href="#">ARRS</a>	
<b>Germany</b>	Bilateral cooperation	Life Sciences and Physical Sciences and Engineering <sup>4</sup>	24 or 36 months	<a href="#">DFG</a>	
<b>Switzerland</b>	Bilateral cooperation	All academic disciplines	24, 36 or 48 months	<a href="#">SNSF</a>	

<sup>3</sup> Any change in the duration of a project performed by the Polish and foreign research teams is subject to the applicable rules of the NCN and relevant partner agencies.

<sup>4</sup> **PLEASE NOTE:** The call for proposals for Polish-German research teams in the area of Arts, Humanities and Social Sciences will be held under BEETHOVEN CLASSIC 4 (call for proposals is scheduled for 15 September 2020).

## 2. Budget for tasks to be performed by the Polish research teams

The budget of tasks to be performed by the Polish research teams must comply with the regulations on the costs planned in the project, including costs relating to the budget for salaries and scholarships laid down in “Types of costs in research projects funded by the National Science Centre” (Annex to the Regulations; expected publication date of the Regulations: 15 September 2020). The rules for awarding NCN scholarships are laid down in the [Regulations on awarding scholarships](#).

Creating a project budget is one of the most important aspects in the project planning which aims at identifying the required resources and estimating the costs. The project budget must be justified as regards the subject and scope of research, based on calculations and must specify the expenditures to be covered by the NCN (the so-called eligible costs).

The proposal may be rejected if unreasonable budget is planned.

**PLEASE NOTE:** The results of merit-based evaluation performed by the NCN as the lead agency must be approved by relevant partner agencies, therefore the funding decision concerning the OPUS LAP proposals will be taken within 11 months of the proposal submission date. Hence, the Polish research teams may plan their research projects in the ZSUN/OSF submission system starting from 2022. If the funding decision by the NCN Director is taken in 2021, the applicants may incur pre-financing costs from their own resources before the funding agreement is executed by the NCN, the applicant and the principal investigator. They will be eligible costs from the date the funding decision by the NCN Director becomes final until the date the research project is completed.

Costs in the project include direct costs and indirect costs.

**Direct costs** include:

1. salary:
  - full time remuneration: funds for full-time employment of the principal investigator or post-doc(s),
  - additional remuneration for members of the research team,
  - salaries and scholarships for students and PhD students,
2. purchase or manufacturing of research equipment, devices and software,
3. purchase of materials and small instruments,
4. outsourced services,
5. business trips,

6. visits and consultations (**PLEASE NOTE:** The costs of consultations and visits of collaborators from research institutions that receive parallel funding from FWF, GAČR, ARRS, DFG or SNSF **are not eligible**),
7. compensation for collective investigators and
8. other costs crucial to the research project which comply with the “Types of costs in research projects funded by the National Science Centre” (Annex to the Regulations; expected publication date of the Regulations: 15 September 2020), including:
  - costs of purchasing data/databases or access thereto,
  - specialist publications/teaching aids, and
  - costs of publishing the results of research. The cost of publication of monographs may be incurred once positively reviewed by the NCN. The costs of publication of monographs (as defined in §10 of the [Regulation on 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) resulting from the research projects are not eligible until positively reviewed by the NCN.

**Indirect costs** may not exceed 20% of direct costs. Additionally, indirect costs of up to 2% of direct costs may be spent on Open Access to publications and research data.

Pursuant to the [Order](#) of the NCN Director, the Open Access Policy at the NCN has been adopted, concerning open access to publications resulting from the research projects, scholarships and fellowships as well as research activities funded or co-funded by the National Science Centre.

Hence, additionally, indirect costs of up to 2% of direct costs may be spent on Open Access to publications and research data.

### **3. Budget for tasks to be performed by foreign research teams**

An OPUS LAP proposal submitted to the ZSUN/OSF system must contain a **budget table** listing foreign project costs of all foreign research teams involved in a project, drafted in accordance with the respective rules of the FWF, GAČR, ARRS, DFG or SNSF.

**PLEASE NOTE: Choose and complete a budget table sheet in Excel appropriate for your research team:**

- in the case of research projects carried out by the Polish research team in **bilateral** or **trilateral cooperation** with the research teams from the **Czech Republic, Austria or Slovenia** under the CEUS programme, complete two sheets:

- “CEUS - SI, AT, CZ” sheet**, listing the costs requested by the foreign research team from the FWF, GAČR or ARRS:



**EXAMPLE:**

CEUS Cost sheet - Comparative cost overview of national project parts

Please enter the total costs that are requested from the respective funding agency. Cost must be calculated in accordance with national guidelines.

Please note that this overview does not replace the standard forms required by ARRS, FWF, GAČR and NCN.

Important note: In order to establish which research funding organization acts as the Lead Agency, the distribution of the funding requested is decisive. The following thresholds apply:

\*Bilateral projects: At least 40 % of the entire project costs must be applied for at the Lead Agency (NON in OPUS LAP)  
\*Trilateral projects: At least 25 % of the entire project costs must be applied for at the Lead Agency (NON in OPUS LAP)

exchange rate applied 1 EUR = XX PLN  
1,00 € 4,50 zł  
exchange rate applied 1 CZK = XX PLN  
1,00 Kč 0,17 zł

**IMPORTANT:** the table below will serve as a basis of the merit-based evaluation carried out by NCN, therefore it is crucial to include comprehensive and detailed justification of the costs planned for the Slovenian/ Austrian/ Czech research teams in this table.

ARRS cost category	ARRS - requested sum (in EUR)	ARRS- requested sum (in PLN; 1 EUR= XXX PLN)	Detailed justification of the costs planned for the Slovenian research team	FWF cost category	FWF - requested sum (in EUR)	FWF- requested sum (in PLN; 1 EUR= XXX PLN)	Detailed justification of the costs planned for the Austrian research team	GACR cost category	GACR requested sum (in CZK)	GACR requested sum (in PLN; 1 CZK =XXX PLN)	Detailed justification of the costs planned for the Czech research team	NCN cost category	NCN - requested sum (in PLN)
Personnel costs	€ 100 000,00	450 000,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Personnel costs	€ 150 000,00	675 000,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Personnel costs	2 000 000,00 Kč	340 000,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Personnel costs and scholarships	1 000 000 zł
Social contributions	€ 1 000,00	4 500,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Equipments costs	€ 10 000,00	45 000,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Equipments costs	200 000,00 Kč	34 000,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Research equipment, devices and software	20 000 zł
Costs of material and services (CMS)	€ 1 000,00	4 500,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Material costs	€ 1 000,00	4 500,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Material costs	500 000,00 Kč	85 000,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Materials and small equipment	15 000 zł
Depreciation costs (DC)	€ 100,00	450,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Travel costs	€ 2 000,00	9 000,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Travel costs	130 000,00 Kč	22 100,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Outsourced services	10 000 zł
				Other costs	€ 100,00	450,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Other services	20 000,00 Kč	3 400,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Business trips	2 000 zł
				Service contract costs	€ 200,00	900,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Service contract costs	110 000,00 Kč	18 700,00 zł	please, see sheet CEUS - JUSTIFICATION in this excel file	Visits and consultations	1 000 zł
				General costs (5 %)	8 165,00	36 742,50 zł		General costs	2 000,00 Kč	340,00 zł		Collective investigators	1 000 zł
												Other costs	1 000 zł
												General indirect costs	50 000 zł
												Indirect costs of OA	3 000,00 zł
<b>SUM (in EUR and in PLN)</b>	<b>€ 102 100,00</b>	<b>459 450 zł</b>		<b>SUM (in EUR and in PLN)</b>	<b>€ 171 465,00</b>	<b>734 850 zł</b>		<b>SUM (in CZK and in PLN)</b>	<b>2 962 000,00 Kč</b>	<b>503 540 zł</b>		<b>SUM (in</b>	<b>1 103 000 zł</b>
share in %		16,4%		share in %		26,2%		share in %		18,0%		share in %*	39,4%

- “CEUS-JUSTIFICATION” sheet**, providing justifications for the amounts listed in the first sheet; the amounts must be provided both in PLN and EUR (in the case of Austrian research teams applying to the FWF) and CZK (in the case of Czech research teams applying to the GAČR), according to the exchange rates provided in the OPUS 20 call announcement.

**PLEASE NOTE:** The costs entered into the first sheet will be automatically imported to the “CEUS-JUSTIFICATION” sheet. **No justification of costs is required from Slovenian research teams applying to the ARRS.**



**EXAMPLE:**

**CEUS Cost sheet - Comparative cost overview of national project parts**

The costs are imported from "sheet CEUS - SI, AT, CZ" in the same excel file; please, fill that sheet first. Please note that this overview does not replace the standard forms required by ARRS, FWF, GACR and NCN.

**IMPORTANT:** the table below will serve as a basis of the merit-based evaluation carried out by NCN, therefore it is crucial to include comprehensive and detailed justification of the costs planned for the Slovenian/ Austrian/ Czech research teams in this table.

ARRS cost category	ARRS -requested sum (in EUR)	ARRS- requested sum (in PLN; 1 EUR= XXX PLN)	Detailed justification of the costs planned for the Slovenian research team
Personnel costs	€ 100 000,00	450 000,00 zł	<i>no justification required</i>
Social contributions	€ 1 000,00	4 500,00 zł	<i>no justification required</i>
Costs of material and services (CMS)	€ 1 000,00	4 500,00 zł	<i>no justification required</i>
Depreciation costs (DC)	€ 100,00	450,00 zł	<i>no justification required</i>
<b>SUM</b>		<b>459 450 zł</b>	

FWF cost category	FWF - requested sum (in EUR)	FWF -requested sum (in PLN; 1 EUR= XXX PLN)	Detailed justification of the costs planned for the Austrian research team (in EUR and in PLN)
Personnel costs	€ 150 000,00	675 000,00 zł	<i>details of the costs planned for the Austrian research team</i>
Equipments costs	€ 10 000,00	45 000,00 zł	<i>details of the costs planned for the Austrian research team</i>
Material costs	€ 1 000,00	4 500,00 zł	<i>details of the costs planned for the Austrian research team</i>
Travel costs	€ 2 000,00	9 000,00 zł	<i>details of the costs planned for the Austrian research team</i>
Other costs	€ 100,00	450,00 zł	<i>details of the costs planned for the Austrian research team</i>
Service contract costs	€ 200,00	900,00 zł	<i>details of the costs planned for the Austrian research team</i>
General costs (5 %)	€ 8 165,00	36 742,50 zł	<i>no justification required</i>
<b>SUM</b>	<b>€ 0,00</b>	<b>734 850 zł</b>	

GACR cost category	GACR requested sum (in CZK)	GACR requested sum (in PLN; 1 CZK = XXX PLN)	Detailed justification of the costs planned for the Czech research team (in CZK and in PLN)
Personnel costs	2 000 000,00 Kč	340 000,00 zł	<i>details of the costs planned for the Czech research team</i>
Equipments costs	200 000,00 Kč	34 000,00 zł	<i>details of the costs planned for the Czech research team</i>
Material costs	500 000,00 Kč	85 000,00 zł	<i>details of the costs planned for the Czech research team</i>
Travel costs	130 000,00 Kč	22 100,00 zł	<i>details of the costs planned for the Czech research team</i>
Other services	20 000,00 Kč	3 400,00 zł	<i>details of the costs planned for the Czech research team</i>
Service contract costs	110 000,00 Kč	18 700,00 zł	<i>details of the costs planned for the Czech research team</i>
General costs	2 000,00 Kč	340,00 zł	<i>no justification required</i>
<b>SUM</b>		<b>503 540 zł</b>	

- in the case of research projects carried out by **Polish** research teams in **bilateral** cooperation with **German** research teams, complete a **"DE"** sheet listing the costs requested by the German research team from the DFG and providing a detailed justification of costs; the amounts must be provided both in PLN and EUR according to the exchange rates provided in the OPUS 20 call announcement:



**EXAMPLE:**

**Overview of German project part**

Please enter the total costs that are requested from the DFG. Cost must be calculated in accordance with DFG guidelines.

Please note that this overview does not replace the standard forms required by DFG.

exchange rate applied 1 EUR = XX PLN

1,00 € 4,50 zł

**IMPORTANT:** the table below will serve as a basis of the merit-based evaluation carried out by NCN, therefore it is crucial to include comprehensive and detailed justification of the costs planned for the German research team in this table.

DFG cost category	DFG-requested sum (in EUR)	DFG-requested sum (in PLN; 1 EUR= XXX PLN)	Justification of the costs planned for the German research team (in EUR and in PLN)	NCN cost category	NCN - requested sum (in PLN)
Funding for Staff (incl. Temporary Position for Principal Investigator, Replacement Module and Temporary Substitutes for Clinicians)	€ 100 000,00	450 000 zł	details of the costs planned for the German research team...	Personnel costs and scholarships	300 000 zł
Equipment up to € 10,000, Software and Consumables	€ 9 000,00	40 500 zł	details of the costs planned for the German research team...	Research equipment, devices and software	20 000 zł
Travel Expenses	€ 10 000,00	5 100 zł	details of the costs planned for the German research team...	Materials and small equipment	20 000 zł
Visiting Researchers (excluding Mercator Fellows)	€ 11 100,00	3 950 zł	details of the costs planned for the German research team...	Outsourced services	30 000 zł
Expenses for Laboratory Animals	€ 1 000,00	4 500 zł	details of the costs planned for the German research team...	Business trips	390 000 zł
Other Costs	€ 1 000,00	4 500 zł	details of the costs planned for the German research team...	Visits and consultations	300 000 zł
Project-related Publication Expenses	€ 3 000,00	13 500 zł	details of the costs planned for the German research team...	Collective investigators	0 zł
Equipment exceeding € 10,000	€ 11 000,00	49 500 zł	details of the costs planned for the German research team...	Other costs	4 000 zł
Major instrumentation exceeding € 50,000	€ 0,00	0 zł	details of the costs planned for the German research team...	General indirect costs	50 000 zł
Project specific workshops	€ 0,00	0 zł	details of the costs planned for the German research team...	Indirect costs of OA	3 000,00 zł
Mercator Fellows	€ 0,00	0 zł	details of the costs planned for the German research team...		
Public Relations	€ 1 000,00	4 500 zł	details of the costs planned for the German research team...		
<b>SUM (in EUR and in PLN)</b>	<b>€ 147 100,00</b>	<b>657 450 zł</b>		<b>SUM (in</b>	<b>777 000 zł</b>
share in %		45,8%		share in %	54,2%

- in the case of research projects carried out by **Polish** research teams in **bilateral** cooperation with **Swiss** research teams, complete a **“CH” sheet** listing the costs requested by the Swiss research team from the SNSF and providing a detailed **justification** of the costs; the amounts must be provided both in PLN and CHF according to the exchange rates provided in the OPUS 20 call announcement:



**EXAMPLE:**
**Lead Agency Cost sheet - Comparative cost overview of national project parts**

Please enter the total costs that are requested from the respective funding agency. Cost must be calculated in accordance with national guidelines.

 Please note that this overview does **not** replace the standard forms required by SNSF and NCN.

exchange rate applied 1 CHF= XX PLN

fr. 1,00 4,17 zł

**IMPORTANT:** the table below will serve as a basis of the merit-based evaluation carried out by NCN, therefore it is crucial to include comprehensive and detailed justification of the costs planned for the Swiss research teams in this table.

SNSF cost category	SNSF requested sum (in CHF)	SNSF requested sum (in CHF; 1 CHF = XXX PLN)	Details of the costs planned for the Swiss research team (in CHF and in PLN)	NCN cost category	NCN - requested sum (in PLN)
Personnel costs	fr. 200 000,00	834 000 zł	details of the costs planned for the Swiss research team ...	Personnel costs and scholarships	300 000 zł
Equipments costs	fr. 20 000,00	784 zł	details of the costs planned for the Swiss research team ...	Research equipment, devices and software	20 000 zł
Research funds	fr. 200 000,00	7 844 zł	details of the costs planned for the Swiss research team ...	Materials and small equipment	20 000 zł
				Outsourced services	30 000 zł
				Business trips	390 000 zł
				Visits and consultations	300 000 zł
				Collective investigators	0 zł
				Other costs	4 000 zł
				General indirect costs	50 000 zł
				Indirect costs of OA	3 000,00 zł
<b>SUM (in CHF and in PLN)</b>	<b>fr. 420 000,00</b>	<b>842 628 zł</b>		<b>SUM (in</b>	<b>1 117 000 zł</b>
share in %		43,0%		share in %	57,0%

The budget table must include **the costs** requested by foreign research teams from the FWF, GAČR, ARRS, DFG or SNSF, as well as **justifications for all amounts entered**. Foreign project budgets in the budget table will be subject to **merit-based evaluation performed by the NCN as the lead agency** to verify whether the project costs are justified as regards the subject and scope of research.

**PLEASE NOTE:** If the costs in the budget table are not justified, the proposal may be rejected.

The costs in the **budget table** must be entered in EUR (in the case of budgets of the Austrian, Slovenian and German research teams) or in CZK (in the case of budgets of the Czech research teams) or in CHF (in the case of budgets of the Swiss research teams), according to the exchange rates provided in the OPUS 20 call announcement.

**PLEASE NOTE:** In the case of OPUS LAP proposals for research projects carried out by Polish research teams in bilateral or trilateral cooperation with the Austrian, Czech or Slovenian research teams, a proposal submitted to the NCN as the lead agency must concern a research team involving a Polish research team applying to the NCN:

- for at least 40% of the total project budget, as outlined in the **budget table** (applies to bilateral projects)

or

- for at least 25% of the total project budget, as outlined in the [budget table](#) (applies to trilateral projects).

**If a proposal is submitted to the NCN as the lead agency and the above condition is not met, the proposal will be rejected by the NCN and the partner institutions relevant for the foreign teams involved in the project on the grounds that it does not meet the eligibility criteria.**

**PLEASE NOTE:** Once the budget table in Excel is completed, save the file in PDF format and make sure that **entire cell content in Excel format is visible (in particular the justification of the costs)**. Then, attach the budget table in PDF format to the appropriate section of the OPUS LAP proposal in the ZSUN/OSF submission system.

The budget table **does not have to** be signed.

#### **4. Documents provided to the NCN by the Polish research team**

OPUS LAP proposals are completed and submitted to the ZSUN/OSF system according to the call documents (expected launch date of the call for proposals: 15 September 2020).

**A.** OPUS LAP proposals in the ZSUN/OSF system must be appended with the following documents concerning the **Polish applicant** in PDF format, **signed by hand<sup>5</sup> or with a qualified electronic signature in PAdES format:**

- confirmation of submitting the proposal signed by the authorised representative(s) of the entity acting as the Polish applicant (in the case of a group of entities: Polish entity acting as its leader), generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab;
- confirmation of submitting the proposal signed by the Polish principal investigator, generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab;
- in the case of Polish entities that **do not receive any institutional core funding** for research activities (in the case of a **group of entities: required for each** organisational unit in the group of entities that does not receive any institutional core funding for research activities):
  - information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to research (in English);

---

<sup>5</sup> In this case, a scan of the document signed by hand must be attached to the proposal in the ZSUN/OSF system.

- in the case of a **group of Polish entities** (specified in Article 27 (1) (2) of the NCN Act)<sup>6</sup>:
  - [research project cooperation agreement](#) (in Polish).

**When applying for state aid**, the Polish applicant must complete additional fields of the proposal and submit additional annexes, in accordance with the guidelines available on the NCN website in the [State aid](#) section.

B. OPUS LAP proposals in the ZSUN/OSF system must be appended with the following documents on the **foreign partners** in PDF format:

- **budget table** listing foreign project costs (see the [section above](#)). The **budget table does not** have to be signed.

**PLEASE NOTE:** The NCN does not require any documents (agreements) confirming the LAP cooperation between Polish and foreign research teams, nor does it require OPUS LAP proposals or documents attached thereto to be signed by members of the foreign research teams.

## 5. Polish research team's duty to submit a complete proposal to NCN

Polish research teams must ensure that their OPUS LAP proposals submitted to the NCN are complete. A proposal that has been submitted to the NCN via the ZSUN/OSF system cannot be amended and no file submitted to the ZSUN/OSF system can be replaced if it forms a part of the OPUS LAP proposal.

Therefore, we suggest that principal investigators carefully verify whether all sections of OPUS LAP proposals have been correctly completed.

**PLEASE NOTE:** FWF, GAČR, ARRS, DFG and SNSF may request that foreign research teams complete their proposals submitted to FWF, GAČR, ARRS, DFG or SNSF according to their respective rules. Such **amendments do not have to be reported to the NCN.**

---

<sup>6</sup> In the case of research projects to be carried out by at least two Polish entities, they must establish a group of entities defined in Article 27 (1) (2) of the NCN Act and only as such can they apply for NCN funding. Each entity comprised by the group of entities has its own budget, however the budget of salaries and scholarships defined in the Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects (expected publication date of the Regulations: 15 September 2020) is the same for all entities comprised by the group of entities. If pursuant to Article 27 (1) (2) of the NCN Act, the entities cannot establish a group of entities, they cannot apply for NCN funding of a joint research project.

## 6. Electronic submission of OPUS LAP proposals

Once all the tabs have been completed and the OPUS LAP proposal form in the ZSUN/OSF system has been verified for completeness, you must block any further editing by clicking the *Zablokuj do NCN* [Block to NCN] button. Then, download the confirmation of proposal submission to be signed by the authorised representative(s) of the Polish host institution and Polish principal investigator, sign it and annex it to the proposal. **After the proposal is blocked and before it is submitted to the ZSUN/OSF system, only short and full project descriptions can be edited.**

OPUS LAP proposals submitted to OPUS 20 must be delivered to the NCN electronically via the ZSUN/OSF system available at [www.osf.opi.org.pl](http://www.osf.opi.org.pl) by **15 December 2020, 4 p.m.**

Only electronic proposals are required by the NCN.

Please note that the FWF, GAČR, ARRS, DFG and SNSF apply their own rules according to which proposals must be submitted by foreign research teams.

If a partner institution requires that copies of OPUS LAP proposals are submitted to their respective proposal submission systems, **once the OPUS LAP proposal has been submitted to the ZSUN/OSF system**, generate a complete OPUS LAP proposal in English in PDF format and deliver it to the foreign research team.

**PLEASE NOTE:** An OPUS LAP proposal submitted to the NCN must be identical to the one submitted to the partner institution.

## III. Evaluation of OPUS LAP proposals

### 1. Eligibility check

OPUS LAP proposals are subject to eligibility check performed by the scientific coordinators of the NCN, while proposals submitted by the foreign research teams are subject to eligibility check which is also performed by the FWF, GAČR, ARRS, DFG or SNSF, according to their respective rules.

Under OPUS 20, only OPUS LAP proposals approved as eligible by the NCN with regard to which FWF, GAČR, ARRS, DFG or SNSF approved proposals submitted by the foreign research teams as eligible, are subject to merit-based evaluation.

The eligibility check is the first stage of proposal review. At the NCN, the eligibility check is performed by scientific coordinators pursuant to the eligibility criteria applicable to OPUS 20 (expected launch date of the call for proposals: 15 September 2020).

The applicants' most frequent errors resulting in the proposal being rejected at the stage of eligibility check performed by NCN include:

- failure to provide a justification of the costs planned for the foreign research team(s) in the **budget table**; the merit-based evaluation is performed by the NCN as the lead agency on the basis of the OPUS LAP proposal and covers (*inter alia*) evaluation of justification of the costs planned for the research project as regards the subject and scope of research, hence justification of the costs planned for the foreign research team(s) in the **budget table** must be comprehensive and detailed;
- in the case of proposals submitted under bilateral or trilateral cooperation between a Polish research team and teams from the Czech Republic, Austria or Slovenia - incompliance with the budget principle as the condition for the NCN to be selected as the lead agency (see [above](#));
- naming, in the OPUS LAP proposal, persons who are to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget, and under NCN scholarships for students and PhD students awarded pursuant to the [Regulations on awarding NCN scholarships in NCN-funded research projects](#);
- incompleteness of the proposal;
- submission of the proposal to only one agency involved.

## 2. Merit-based evaluation

Under OPUS 20, the NCN acts as the lead agency in charge of merit-based evaluation of OPUS LAP proposals which are evaluated together with other proposals submitted to the call.

Under OPUS 20, only OPUS LAP proposals approved as eligible by the NCN and with regard to which FWF, GAČR, ARRS, DFG or SNSF approved proposals submitted by the foreign research teams as eligible, are subject to merit-based evaluation.

The merit-based evaluation of OPUS LAP proposals in OPUS 20 is performed pursuant to the Regulations (expected publication date of the Regulations: 15 September 2020).

The Expert Team recommends only those OPUS LAP proposals for funding that are among 20% of proposals with the highest rank among all those submitted to the OPUS call under particular NCN review panels.

Following the merit-based evaluation, the NCN provides the partner institutions with information on the results thereof together with a list of research projects recommended for funding for their approval.

The NCN Director awards funds for research projects to be performed by the Polish research teams, provided that the partner institutions award funds to the foreign research teams.

The results of merit-based evaluation performed by the NCN as the lead agency must be approved by partner institutions, therefore the funding decision concerning the OPUS LAP proposals will be taken within 11 months of the proposal submission date. Hence, the Polish research teams may plan their research projects in the ZSUN/OSF submission system starting from 2022. If the funding decision by the NCN Director is taken in 2021, the applicants may incur pre-financing costs from their own resources before the funding agreement is executed by the NCN, the applicant and the principal investigator. They will be eligible costs from the date the funding decision by the NCN Director becomes final until the date the research project is completed. The detailed rules according to which funding is awarded by the National Science Centre under OPUS 20 are laid down in the Regulations (expected publication date of the Regulations: 15 September 2020).

Research projects must be performed by the Polish and foreign research teams according to the rules of the NCN and respective partner institutions.

Draft version

#### IV. FILLING OUT OPUS LAP PROPOSALS IN THE ZSUN/OSF SYSTEM

Section in ZSUN/OSF	Subsection	Description
Implementation period [months]		<p>Projects can be carried out over the period of:</p> <ul style="list-style-type: none"> <li>• either 24 or 36 months, in the case of cooperation between research teams from the Czech Republic, Poland, Slovenia and/or Germany;</li> <li>• 24, 36 or 48 months, in the case of cooperation between research teams from Poland, Austria and/or Switzerland.</li> </ul> <p>The implementation period must be the same for all research teams involved in the project. Any change in the duration of a project performed by the Polish and foreign research teams is subject to the applicable rules of the NCN and competent partner institutions.</p>
<b>BASIC INFORMATION</b>	Title in English	The title in English must be identical to the title in Polish.
	NCN Review Panel	<p>A review panel must be selected according to the current list of panels available at <a href="#">the NCN website</a>.</p> <p><b>PLEASE NOTE:</b> In the case of bilateral cooperation between research teams from Poland and <b>Germany</b>, only proposals in the area of <b>Life Sciences and Physical Sciences and Engineering</b> are allowed.</p>
	Acronym	Optional.

Section in ZSUN/OSF	Subsection	Description
<b>APPLICANT</b>	Applicant's status	<p>Proposals for NCN funding of the Polish part of the research project may be submitted by the following entities:</p> <ol style="list-style-type: none"> <li>1. Higher Education entities;</li> <li>2. federations of science and HE entities;</li> <li>3. research institutes of the Polish Academy of Sciences operating pursuant to the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2018, item 1475);</li> <li>4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2018, item 736);</li> <li>5. international research institutes established pursuant to other acts and acting in the Republic of Poland;</li> <li>5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019 (Journal of Laws, item 534);</li> <li>5b. institute operating within the Łukasiewicz Research Network;</li> <li>6. Polish Academy of Arts and Sciences;</li> <li>7. other entities involved in research independently on a continuous basis;</li> <li>8. group of entities (at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company);</li> <li>9. scientific and industrial centres laid down in the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2018, item 736);</li> <li>10. research centres of the Polish Academy of Sciences laid down in the Act on the Polish Academy of Sciences of 30 April 2010;</li> <li>11. scientific libraries;</li> <li>12. companies operating as R&amp;D centres laid down in the Act on certain forms of support for innovative activities of 30 May 2008 (Journal of Laws of 2018, item 141);</li> <li>13. legal entities with registered office in Poland;</li> <li>14. natural persons; and</li> <li>15. companies conducting research in other organisational form than set forth in sections 1-13</li> </ol>
<b>PARTICIPATING</b>	Research project cooperation agreement	If the applicant is a group of Polish entities, a cooperation agreement by a group of Polish entities must be attached (in Polish). The agreement must concern the project

Section in ZSUN/OSF	Subsection	Description
<b>ENTITIES</b>	concluded by a group of Polish entities	<p>and identify the leader. File format: PDF; the document must bear a qualified electronic signature in PAdES format or scan of the document by hand.</p> <p>A template of the agreement is available in the ZSUN/OSF system and on the NCN website:  <a href="https://ncn.gov.pl/sites/default/files/pliki/regulaminy/porozumienie_o_wspolpracy_na_rzecz_realizacji_projektu_badawczego.docx">https://ncn.gov.pl/sites/default/files/pliki/regulaminy/porozumienie_o_wspolpracy_na_rzecz_realizacji_projektu_badawczego.docx</a></p> <p>The template contains the essential provisions and may be supplemented by other terms of cooperation.</p>
<b>DETAILS OF THE PARTICIPATING ENTITY</b>	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)	Polish entities under forced administration, in liquidation or subject to bankruptcy proceedings cannot act as applicants.
	Does the entity receive any institutional core funding for research activities?	<p>If a Polish entity applying for funding under OPUS 20 does not receive any institutional core funding for research activities, the proposal submitted to the ZSUN/OSF system must include the following information (in English):</p> <ol style="list-style-type: none"> <li>1) information on research carried out over the last 2 years preceding submission of the proposal, together with a list of publications affiliated with the applicant/participating entity,</li> <li>2) information on research equipment and other instruments/facilities crucial to research.</li> </ol> <p>File format: PDF; the document must bear an electronic signature in PAdES format or scan of the document signed by hand.</p> <p>In the case of a group of Polish entities, the above information is required for each organisational unit in the group of entities that does not receive any institutional core</p>

Section in ZSUN/OSF	Subsection	Description
		funding for research activities.
<b>FOREIGN HOST INSTITUTION(S)</b>		In this section, enter information on the foreign research institutes that receive parallel funding from the FWF, GAČR, ARRS, DFG or SNSF, if their projects are recommended for funding.
<b>STATE AID</b>	Will project funding constitute state aid?	<p>In order to determine if project funding constitutes state aid, please read the “Rules governing application for state aid” available in the ZSUN/OSF system and on the NCN website: <a href="https://www.ncn.gov.pl/finansowanie-nauki/pomoc-publiczna?language=pl">https://www.ncn.gov.pl/finansowanie-nauki/pomoc-publiczna?language=pl</a>.</p> <p><b>When applying for state aid</b>, the Polish applicant must fill in additional fields of the proposal and submit additional annexes, in accordance with the guidelines available on the NCN website in the <a href="#">State aid</a> section.</p> <p>In the case of entities for which funding constitutes state aid, an OPUS LAP proposal must include the detailed costs and other documents and declarations related to applying for state aid via the NCN, as required by the proposal (in Polish).</p> <p><b>PLEASE NOTE:</b> All annexes must be signed with a qualified electronic signature in PAdES format by the authorised representative of the enterprise. The principal investigator for the project cannot be the authorised representative of the applicant. Copies of the documents annexed to the proposal (e.g. a copy of financial reports) must be confirmed for compliance with the original (the phrase: “CERTIFIED TRUE COPY” must be placed on each page of the document or phrase: “PAGES ... - ... CERTIFIED TO BE TRUE COPY” must be placed on the front page of the document, together with a legible signature of the authorised representative of the entity). A document certified to be a true copy of the original must be scanned, signed with a qualified electronic signature in PAdES format and attached to the proposal in PDF format.</p>
<b>RESEARCH PLAN</b>		It is necessary to specify the research tasks to be performed by the Polish research team in Polish and English. Both language versions must be identical. Research tasks do not include the purchase of research equipment, participation in conferences, preparation to publications, etc.
<b>RESEARCH PLAN –</b>		It is necessary to specify the research tasks to be performed by the foreign research team(s) in English. Research tasks do not include the purchase of research equipment, participation in conferences, preparation to publications, etc.

Section in ZSUN/OSF	Subsection	Description
<b>FOREIGN PARTNER(S)</b>		
<b>SIMILAR RESEARCH TASKS</b>		This section must be completed in English and concerns the Polish principal investigator and Polish entity. Answer all questions and save the data in the proposal form. If the principal investigator has already completed similar research tasks to the ones presented in the OPUS LAP proposal submitted to OPUS 20, he/she must justify the need to have them funded.
	Project authorship / co-authorship	Name project authors/ co-authors.
<b>SIMILAR RESEARCH TASKS – FOREIGN PARTNER(S)</b>		This section must be completed in English and concerns the principal investigator(s) of the foreign research team(s) and foreign entity (entities). Answer all questions and save the data in the proposal form. If the principal investigator has already completed similar research tasks to the ones presented in the OPUS LAP proposal submitted to OPUS 20, he/she must justify the need to have them funded.
<b>SHORT DESCRIPTION</b>		<p>This section must be completed in English and must include all research tasks to be performed by the Polish research team jointly with the foreign research team(s). A short project description (up to 5 pages) in English must include the following information:</p> <ol style="list-style-type: none"> <li>1) scientific goal of the project (description of the problem to be solved, research questions and hypotheses);</li> <li>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 for the development of a given discipline and academic disciplines);</li> <li>3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);</li> <li>4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);</li> <li>5) project literature (a reference list for publications included in the project description, with full bibliographic data).</li> </ol> <p>The above-mentioned sections, including references to literature, are required and if any</p>

Section in ZSUN/OSF	Subsection	Description
		<p>are missing, the proposal may be rejected as ineligible.            A project description must be attached in PDF format (up to 10 MB).            Text limit: 5 pages, A4.            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: 11; interline: single.            PLEASE NOTE:            Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the full project description, therefore this short project description must include information necessary for the evaluation.</p>
<p><b>DETAILED DESCRIPTION</b></p>		<p>This section must be completed in English and must include all research tasks to be performed by the Polish research team jointly with the foreign research team(s).            A full project description (up to 15 pages) must include the following information:            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 for the development of a given discipline and academic disciplines);            3) concept and work plan (general work plan, specific research goals, results of preliminary research, 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 are missing, the proposal may be rejected as ineligible.            A project description must be attached in PDF format (up to 10 MB).            Text limit: 15 pages, A4.            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: 11; interline: single.            PLEASE NOTE:            Experts evaluating the proposal at the second stage of merit-based evaluation have no</p>

Section in ZSUN/OSF	Subsection	Description
		access to the short project description, therefore this full project description must include information necessary for the evaluation.
<b>ETHICS ISSUES</b>		This section must be completed in English and must include all research tasks to be performed by the Polish research team jointly with the foreign research team(s). Before completing relevant section in the ZSUN/OSF system, read two documents annexed to the call announcement: <a href="#">Guidelines for applicants to complete the Ethics Issues form in the research project</a> and <a href="#">Code of the National Science Centre on research integrity and applying for research funding</a> . Then complete the relevant sections. When the answer to any question is YES, describe the measures taken/ to be taken to ensure that the research covered by the OPUS LAP proposal are be carried out in compliance with the rules of good scientific practice in a given field/ discipline as well as provide information on any permission already issued or description on how the relevant requirements will be fulfilled.
<b>SUMMARY</b>		This section must be completed in English and must include all research tasks to be performed by the Polish research team jointly with the foreign research team(s). Page limit: up to 4500 characters, with spaces (plain text - no formulas, no graphics). The summary must include the most important information on the project allowing the experts requested to review the project to assess their competencies to perform the review.
<b>ABSTRACT FOR THE GENERAL PUBLIC</b>		Project's abstract for the general public must be attached in Polish and English and must include all research tasks to be performed by the Polish research team jointly with the foreign research team(s). The abstract for the general public in each language version must not be longer than one standard page (page format: A4, font size: at least 11, font: Times New Roman or equivalent, interline: single, left-right margins: 2cm, top-bottom margins: 1.5cm). The abstract for the general public must be addressed to a wide audience, including people who are neither experts in a given field nor researchers.
<b>INTERNATIONAL COOPERATION</b>	Countries	At least one of the following countries must be listed: the Czech Republic, Austria, Slovenia, Germany, Switzerland. Information on international cooperation is added for reporting purposes; a brief description of cooperation is sufficient.  <b>PLEASE NOTE:</b> The NCN does not require any documents (agreements) confirming the

Section in ZSUN/OSF	Subsection	Description
	Entities	<p>LAP cooperation between Polish and foreign research teams, nor does it require OPUS LAP proposals or documents attached thereto to be signed by members of the foreign research teams.</p> <p>Additionally, more than one cooperating country may be added. If partners from third countries are expected to participate in the project, select them from the list, indicate their source of funding and briefly describe the cooperation.</p> <p>International cooperation must be merit-based. The following are not deemed international cooperation:</p> <ol style="list-style-type: none"> <li>participation in international conferences,</li> <li>dissemination of information on the project abroad,</li> <li>implementation of the research tasks by a Polish research team abroad without the participation of researchers from foreign research institutions, and</li> <li>cooperation with foreign researchers employed in Polish institutions.</li> </ol> <p>In the case of research projects to be performed with the use of large international research equipment or with the participation of partners from foreign partner institution that do not apply for funding under schemes launched by the partner institutions organised in cooperation with the NCN pursuant to the lead agency procedure, provide information on international cooperation, together with the description of advantages of international cooperation (in English).</p> <p>Provide the exact name of:</p> <ul style="list-style-type: none"> <li>foreign research institutions that receive parallel funding from the FWF, GAČR, ARRS, DFG or SNSF if a project is recommended for funding;</li> <li>foreign research institutions from the above-mentioned third countries with which cooperation is planned in the project.</li> </ul>
<b>RESEARCH TEAM</b>	Number of team	In this section, enter information on the Polish research team (type of cooperation,

Section in ZSUN/OSF	Subsection	Description
	members	<p>scope of work, required qualifications). This sections must be completed in English.</p> <p>Specify the number of all members of the Polish research team (including the principal investigator, scholarship recipients and post-docs as well as co-investigators and persons who are not paid any remuneration) involved in the Polish part of the project.</p> <p><b>PLEASE NOTE: Persons to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget and in NCN scholarships for students and PhD students awarded pursuant to the <a href="#">Regulations on awarding NCN scholarships in NCN-funded research projects</a> must not be named in OPUS LAP proposals.</b></p> <p>The rules for planning the costs of salaries and scholarships are laid down in an annex to the Regulations on awarding funding for research tasks funded by the National Science Centre (expected publication date of the Regulations: 15 September 2020)</p>
<b>PRINCIPAL INVESTIGATOR (PI)</b>		<p>In this section, enter information on the principal investigator of the Polish research team. This section must be completed in English.</p> <p>In the first part of the section: Research Team - Principal Investigator (PI), enter information on the academic degree, career breaks, place of employment and discipline on the list of the Ministry of Science and Higher Education to which the PI is assigned, personal data, contact details, residence address, correspondence address and researcher's electronic ID.</p>
	Academic and research track record	<p>In this section, enter information on the principal investigator of the Polish research team. This sections must be completed in English.</p> <p>The following information must be entered:</p>

Section in ZSUN/OSF	Subsection	Description
		<ul style="list-style-type: none"> <li>- academic and research career;</li> <li>- 1-10 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<sup>7</sup>, with 1-3 most important papers attached in PDF format;</li> <li>- For research in art, 1-10 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<sup>7</sup>. If one or more publications are listed, 1-3 of them to be attached in PDF format;</li> <li>- Information on research project management or other research funding under NCN calls in the proposal submission year or over the period of 10 years prior to the proposal submission year<sup>7</sup> and research project management under other national and international calls;</li> <li>- information on the most important research achievement;</li> <li>- research experience at home and abroad;</li> <li>- most important national and international prizes and awards for research and other research activity and research in art.</li> </ul>
<b>RESEARCH TEAM – FOREIGN PARTNER(S)</b>		In this section, enter information on the foreign research team(s) (type of cooperation, scope of work, required qualifications). This sections must be completed in English.
<b>PRINCIPAL INVESTIGATOR (PI) – INFORMATION</b>		In this section, enter information on the principal investigator(s) of the foreign research team(s). This section must be completed in English.

<sup>7</sup> 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, this 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.

Section in ZSUN/OSF	Subsection	Description
	Academic and research track record	<p>In this section, enter information on the principal investigator(s) of the foreign research team(s). This sections must be completed in English.</p> <p>The following information must be entered:</p> <ul style="list-style-type: none"> <li>- academic and research career;</li> <li>- 1-10 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<sup>8</sup>, with 1-3 most important papers attached in PDF format;</li> <li>- For research in art, 1-10 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<sup>8</sup>. If one or more publications are listed, 1-3 of them to be attached in PDF format;</li> <li>- Information on research project management or other research funding under NCN calls in the proposal submission year or over the period of 10 years prior to the proposal submission year<sup>8</sup> and research project management under other national and international calls;</li> <li>- information on the most important research achievement;</li> <li>- research experience at home and abroad;</li> <li>- most important national and international prizes and awards for research and other research activity and research in art.</li> </ul>
PERSONNEL COSTS AND		As provided for <a href="#">above</a> , the Polish research teams may plan their research projects in the ZSUN/OSF submission system <b>starting from 2022</b> .

<sup>8</sup> 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, this period may be extended by the number of months of a child care leave granted pursuant to the national legislation applicable to the principal investigator and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.

Section in ZSUN/OSF	Subsection	Description
<p><b>SCHOLARSHIPS</b></p> <p><b>RESEARCH EQUIPMENT</b></p> <p><b>OTHER COSTS</b></p> <p><b>BUDGET SUMMARY</b></p>		<p>A budget for research to be performed by the Polish research team must be provided in PLN.</p> <p>Costs of projects carried out by the Polish research teams and calculation thereof must be the same when specified in PLN in the project budget submitted to the ZSUN/OSF system and in the <b>budget table</b> annexed to the OPUS LAP proposal.</p> <p>More on the rules for planning the costs can be found in the Regulations (expected publication date of the Regulations: 15 September 2020) and <a href="#">Regulations on awarding NCN scholarships in NCN-funded research projects</a>.</p>
<p><b>BUDGET TABLE – FOREIGN PARTNER(S)</b></p>		<p>In this section, annex the <b>budget table</b> listing foreign project costs of all foreign research teams involved in a project drafted in accordance with the respective rules of FWF, GAČR, ARRS, DFG or SNSF.</p> <p><b>PLEASE NOTE: Choose and complete a budget table sheet in Excel appropriate for a given research team.</b></p> <p>The budget table must include the <b>costs</b> requested by the foreign research teams from the FWF, GAČR, ARRS, DFG or SNSF, as well as <b>justifications for all amounts entered</b>. Foreign project budgets in the budget table will be subject to <b>merit-based evaluation performed by the NCN as the lead agency</b> to verify whether the project costs are justified as regards the subject and scope of research. If the costs in the budget table are not justified, the proposal may be rejected.</p> <p>The costs in the <b>budget table</b> must be entered in EUR (budgets of Austrian, Slovenian and German research teams) or in CZK (budgets of Czech research teams) or in CHF (budgets of Swiss research teams), according to the exchange rates provided in the OPUS 20 call announcement (expected launch date of the call for proposals: 15</p>

Section in ZSUN/OSF	Subsection	Description
		<p>September 2020).</p> <p>The <b>budget table</b> will be annexed to the OPUS 20 call announcement and will also be available in the proposal form in the ZSUN/OSF system.</p> <p><b>PLEASE NOTE:</b> Once the budget table in Excel is completed, save the file in PDF format and make sure that <b>the entire cell content in Excel format are visible (in particular the justification of the costs)</b>. Then, attach the budget table in PDF format to the appropriate section of the OPUS LAP proposal in the ZSUN/OSF submission system.</p> <p><b>The budget table <u>does not have to</u></b> be signed.</p>
<b>DATA MANAGEMENT PLAN</b>		<p>This section must be completed in English and must include all research tasks to be performed by the Polish research team jointly with the foreign research team(s). Before completing this part of the proposal, read the <a href="#">Guidelines for completing the data management plan for a research project</a>. You can tick the answer: "Does not apply". The NCN accepts that in certain projects no research data or similar materials will be generated, reused or analysed. In such cases, a brief description should be provided in reply to question 1.1 How will new data be collected or produced and/or how will existing data be re-used.</p>
<b>Personal data protection</b>		<p>Information on the processing of personal data.</p> <p>Personal data disclosed in the proposal by the principal investigators and applicants will be processed by the National Science Centre until the end of the projects and settlement thereof (should funding be provided). Afterwards, they will be used for statistical purposes. Any data collected will be processed for the purposes of evaluating</p>

Section in ZSUN/OSF	Subsection	Description
		<p>proposals, projects and research tasks carried out by the NCN as well as dissemination of information on the calls launched by the NCN. Data processing includes monitoring, supervision and evaluation of the implementation and settlement of the projects funded by the NCN. For more information, see <a href="https://www.ncn.gov.pl/dane-osobowe?language=en">https://www.ncn.gov.pl/dane-osobowe?language=en</a></p>
<p><b>Administrative declarations</b></p>		<p>In this part of the proposal, additional administrative declarations are added; they must be approved by the Polish principal investigator and authorised representative of the Polish entity.</p>
<p><b>ELECTRONIC SUBMISSION</b> <i>The section will appear after clicking "Disable to NCN"</i></p>	<p>Confirmation of submitting the proposal – principal investigator (PI)</p> <p>Confirmation of submitting the proposal – entity</p>	<p>The proposal will be accompanied by a confirmation of submitting the proposal signed by the authorised representative(s) of the Polish entity and principal investigator of the Polish research team. Confirmations must bear a qualified electronic signature in PAdES format or scan of the document signed by hand in PDF format must be attached. Confirmations are generated automatically by the ZSUN/OSF system at the completion of the proposal under the <i>Electronic submission</i> tab.</p> <p>If the applicant is a group of Polish entities, a confirmation must only be signed by the authorised representative of the leader of the group of entities.</p> <p>If the partner institution requires applicants to submit a copy of the OPUS LAP proposals to its respective submission system, a complete English language version of the OPUS LAP proposal in PDF format must be generated <b>following submission of the OPUS LAP proposal to the ZSUN/OSF system</b> and sent to the foreign research team.</p> <p>PLEASE NOTE: OPUS LAP proposals submitted to the NCN must be the same as the one submitted to the partner institution.</p>

## V. Proposals submitted by foreign research teams to their partner institutions

Each foreign research team involved in the project must submit a funding proposal, together with a set of required documents, to its respective research funding agency by the date and according to the rules specified thereby; proposals are submitted as follows:

- Austrian research teams submit their proposals to the [FWF](#);
- Czech research teams submit their proposals to the [GAČR](#);
- Slovenian research teams submit their proposals to the [ARRS](#);
- German research teams submit their proposals to the [DFG](#); and
- Swiss research teams submit their proposals to the [SNSF](#).

If the partner institution requires applicants to submit a copy of the OPUS LAP proposals to its respective submission system, a complete English language version of the OPUS LAP proposal in PDF format must be generated **following submission of the OPUS LAP proposal** to the ZSUN/OSF system and sent to the foreign research team.

PLEASE NOTE: OPUS LAP proposals submitted to the NCN must be the same as the one submitted to the partner institution.

## VI. CONTACT DETAILS

### Contact at the NCN :

#### Scientific Coordinator

Dr inż. Ewelina Szymańska-Skolimowska

e-mail: [Ewelina.Szymanska-Skolimowska@ncn.gov.pl](mailto:Ewelina.Szymanska-Skolimowska@ncn.gov.pl)

#### General affairs:

Dr Magdalena Godowska

e-mail: [magdalena.godowska@ncn.gov.pl](mailto:magdalena.godowska@ncn.gov.pl)

Magdalena Dobrzańska-Bzowska

e-mail: [Magdalena.Dobrzanska-Bzowska@ncn.gov.pl](mailto:Magdalena.Dobrzanska-Bzowska@ncn.gov.pl)