



NARODOWE CENTRUM NAUKI

DAINA 2
Polish-Lithuanian Funding Initiative

Guidelines for Polish Research Teams



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General information on the DAINA 2 Call

In 2017, the National Science Centre (NCN) and the Research Council of Lithuania (RCL) launched the first DAINA 1 initiative aimed to promote the highest quality research in all academic disciplines covered by the NCN panels and to support international cooperation between researchers from the two countries engaged in joint research projects. The initiative attracted a lot of attention from researchers. 16 research projects out of 253 were recommended for funding (7 projects in Arts, Humanities and Social Sciences, 4 in Life Sciences and 5 in Physical Sciences and Engineering).

In the second edition of DAINA call, applicants will submit Polish-Lithuanian joint proposals to both agencies pursuant to their respective rules. Then, each agency will carry out its own eligibility check and merit-based evaluation.

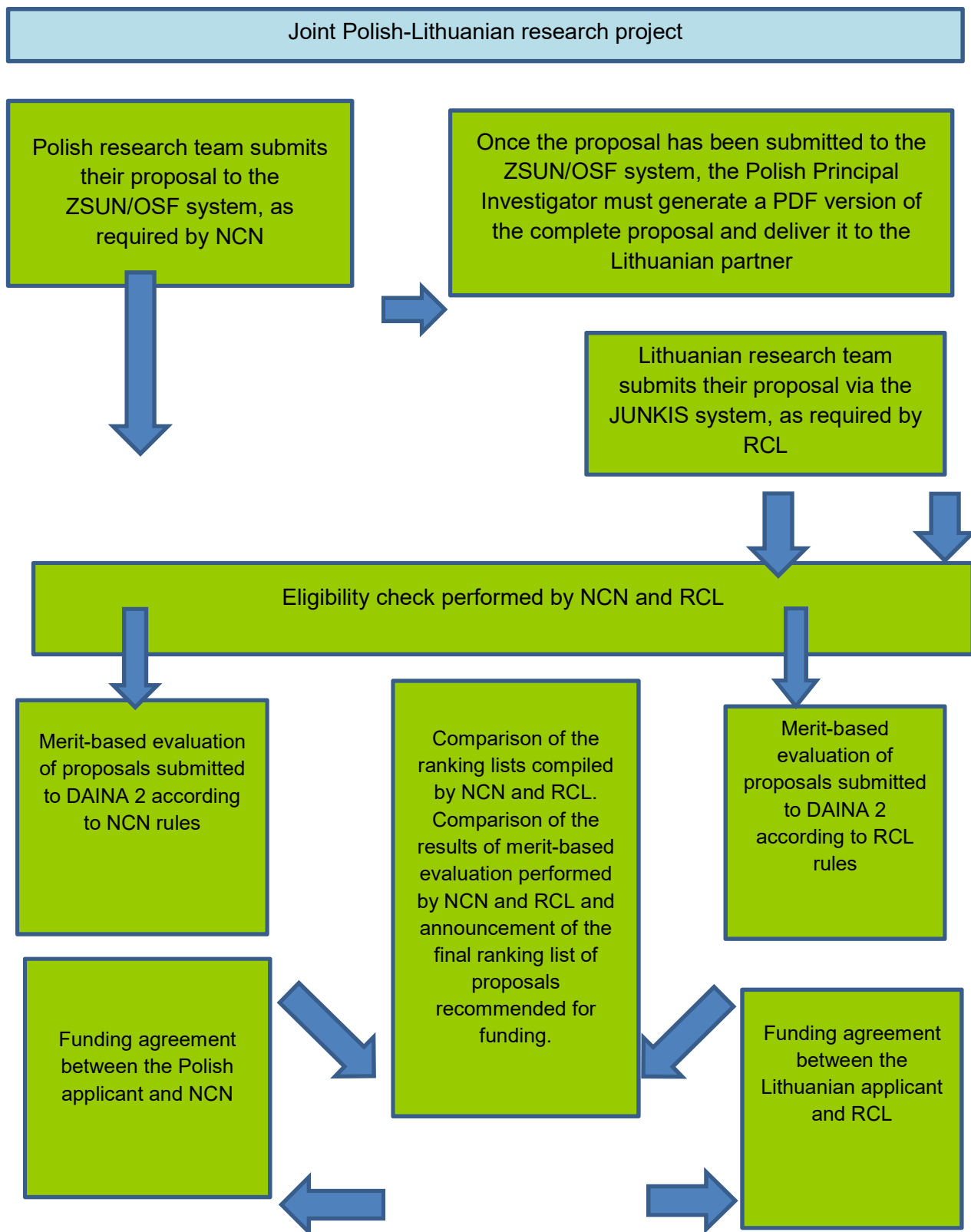
Under DAINA 2, funding will be provided to proposals covering basic research in any of 25 NCN panels.

This document lays down the guidelines for the Polish research teams submitting NCN proposals under DAINA 2 and contains information on how to prepare and submit NCN proposals and joint Polish-Lithuanian proposals that must be submitted by the Polish applicants to the ZSUN/OSF system.

The document is intended for Polish applicants, which is why it contains NCN's rules and requirements of the call and does not include RCL's requirements that must be followed by the Lithuanian research teams. In order to receive any information or explanations concerning the Lithuanian requirements, contact the Lithuanian partner and/or RCL.

Under DAINA 2 call, Polish and Lithuanian research teams that apply for project funding must meet the eligibility criteria of NCN and RCL, respectively. If a proposal is rejected by one agency, it will not be subject to merit-based evaluation by the other agency either.

Diagram: Individual stages of the proposal submission and evaluation procedure under DAINA 2



Preparation of NCN proposal together with joint project description (JPD) in the ZSUN/OSF system

Polish research teams are bound by all NCN eligibility criteria specified in the resolution and announcement of the DAINA 2 call. Before drafting a proposal, please read the [call announcement and call documentation](#). To read the complete announcement at the NCN website, please click on:

« Scroll down all questions »

Documents to be provided to the NCN by the Polish research team

Funding proposals for joint research projects must be submitted by the Polish and Lithuanian research teams to NCN and RCL, respectively.

Funding proposals for joint research projects submitted to NCN in the ZSUN/OSF system contain:

- **NCN proposal** comprising a complete proposal filled out in the ZSUN/OSF system in compliance with the call documentation and call announcement;
- Joint Project Description (JPD) prepared in English jointly with the Lithuanian partner.

Information provided in the JPD must be consistent with information in the appropriate sections of NCN proposals submitted to the ZSUN/OSF system and annexes thereto.

Completed Joint Project Descriptions do not have to bear a signature.

Polish and Lithuanian applicants must submit identical joint project description to their respective agencies. In the case of discrepancies between the joint project description submitted to RCL and NCN, the proposal may be rejected at the stage of eligibility check.

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, must not be named in either NCN proposals and/or JPD.

Additionally, the proposal in the ZSUN/OSF system must be appended with PDF files of the following documents **signed by hand¹ or with a qualified electronic signature**:

- 1) confirmation of submitting the proposal signed by the authorised representative(s) of the entity acting as the applicant for the Polish part of the joint project, generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab;
- 2) confirmation of submitting the proposal signed by the Principal Investigator for the Polish part of the joint project, generated automatically by the ZSUN/OSF system when completing the work on the proposal under the *Electronic submission* tab;
- 3) **in the case of Polish entities that do 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 scientific research (in English);

¹ In this case, a scan of the document signed by hand must be attached to the proposal in the ZSUN/OSF system.

4) **in the case of a group of Polish entities (laid down in Article 27 (1) (2) of the NCN Act):**

- [research project cooperation agreement](#) (in Polish).

Group of entities

The following shall be deemed to be a group of Polish entities:

1. at least two Polish entities referred to in Article 7 (1) (1), Article 7 (1) (2) and Article 7 (1) (4)-(8) of the Act on Higher Education and Science of 20 July 2018, i.e.:
 - Higher Education entities;
 - federations of science and HE entities;
 - research institutes of the Polish Academy of Sciences operating pursuant to the Act on the Polish Academy of Sciences of 30 April 2010;
 - international research institutes established pursuant to other acts and acting in the Republic of Poland;
 - Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019 (Journal of Laws, item 534);
 - institute operating within the Łukasiewicz Research Network;
 - Polish Academy of Arts and Sciences;
 - other entity involved in research independently on a continuous basis;
2. At least one institution as such together with at least one enterprise.

A group of Polish entities is established pursuant to an [agreement](#) laying down the following:

- parties to the agreement and the leader,
- subject-matter and term of the agreement covering the project duration period,
- authorisation for a representative of the leader to act on behalf of the entire group of entities in the course of application for funding and implementation of a research project,
- the leader's duty to pass information received from the NCN to the other parties, and
- signatures of authorised representatives of all members of the group of entities.

[The agreement](#) must be drawn up in Polish and must be attached to the proposal in the ZSUN/OSF system in PDF as a PDF file signed by hand³ or with a qualified electronic signature.

Furthermore, each organisational unit in the group of entities that does not receive any institutional core funding for research activities must append its proposal in the ZSUN/OSF system with 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), signed by hand or with a qualified electronic signature.

Confirmations of submitting the proposal must be signed by an authorised representative(s) of the entity acting as the leader of the group of entities and by the Principal Investigator employed by the leader of the group of entities. The confirmations are generated automatically by the ZSUN/OSF system when completing the work on the proposal and may be downloaded from the *Electronic submission* tab.

Project budget

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 [Annex 1 to Resolution No 62/2020 of the Council of the National Science Centre of 22 May 2020, laying down the terms of and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the DAINA 2 Polish-Lithuanian Funding Initiative](#). 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 realistic calculations and must specify the expenditures to be covered by the NCN (eligible costs).

If an unjustified budget is planned and/or discrepancies are found in the project costs of the Polish research team in the NCN proposal and the joint project description (JPD), the proposal may be rejected.

Costs in the project are subdivided into direct and indirect costs.

Direct costs include:

- 1) salaries:
 - 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 equipment,
- 4) outsourced services,
- 5) business trips,
- 6) visits and consultations (**PLEASE NOTE!** The costs of consultations and visits of Lithuanian partners who at the same time receive project funding from RCL are not eligible),
- 7) compensation for collective investigators and
- 8) other costs crucial to the research project which comply with [Annex 1 to Resolution No 62/2020 of the Council of the National Science Centre of 22 May 2020, laying down the terms of and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the DAINA 2 Polish-Lithuanian Funding Initiative](#), 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.

Indirect costs may not exceed 20% of direct costs.

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.

When developing the budget, it is necessary to consider the following:



1. NCN proposals must specify the budget for tasks to be performed by the Polish team, while the JPD – for the tasks to be performed by the Polish and Lithuanian research teams together with justification of individual cost categories;
2. the budget in the NCN proposal must be specified in PLN; in the JPD – in EUR;
3. the budget planned for the Polish team in the JPD must be consistent with the budget in the NCN proposal in the ZSUN/OSF system;
4. exchange rate to calculate the budget of the Polish part of the project in the joint proposal: EUR 1 = PLN 4.5234 (exchange rate published by the National Bank of Poland on 22 May 2020);
5. the minimum funding for the Polish part of the project throughout its performance: PLN 150,000; and
6. the maximum funding: not specified (the costs must be justified as regards the subject and scope of research).

PLEASE NOTE! It is recommended to specify the budget of the Polish research team in the ZSUN/OSF system in PLN, while in the JPD – in EUR.

PLEASE NOTE! The merit-based evaluation of proposals submitted to DAINA 2 is carried out on the basis of the joint project description and covers (*inter alia*) evaluation of justification of the costs planned for the Polish part of the research project as regards the subject and scope of research, hence justification of the costs planned for the Polish research team in the joint project description must be comprehensive, detailed and identical to the justification of the costs in the ZSUN/OSF system. **It is not sufficient to provide the justifications in the budget provided in the ZSUN/OSF system only as it is not subject to merit -based evaluation performed by the experts. If the costs in the JPD are not justified, the proposal may be rejected.**

For example: justification of the costs planned for the Polish research team:

- justification of the costs planned for the Polish research team in an NCN proposal in the ZSUN/OSF system may be copied and pasted to the appropriate section of the JPD concerning the justification of the costs of the Polish research team.

Justifications of the costs in NCN proposals submitted to the ZSUN/OSF system:



Other direct costs

Other direct costs

+ Add - Change order


No.		Other direct costs			
1.	Name / description [in English]	other costs	4	4	4
	Category	Materials and small equipment			
	Entity	University of Warsaw			
	Total cost [PLN]		12		
	Calculation and merit-based justification for the purchase [in English]		merit-based justification for the purchase		
2.	Name / description [in English]	other costs	100	100	100
	Category	Materials and small equipment			
	Entity	University of Warsaw			
	Total cost [PLN]		300		
	Calculation and merit-based justification for the purchase [in English]		merit-based justification for the purchase		

Justification of the costs: Part V.1 of the JPD

You need to justify all costs requested except for the indirect costs. The justification of costs in the JPD (below) shall be consistent with the justification of costs provided in the ZSUN/OSF system.

Name/ description	Category of costs	Entity	Year				Calculation and merit- based justification for the purchase
			2021	2022	2023	2024 (in the case of 36 months projects)	

Enter justification of the costs in compliance with the information in the ZSUN/OSF system



PLEASE NOTE!

- if the costs planned for Polish research teams in the JPD are not justified in detail, the proposal may be rejected at the stage of eligibility check;
- in the case of discrepancies between the costs planned for Polish research teams in the NCN proposal and in the JPD, the proposal may be rejected at the stage of eligibility check;
- 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 \(Journal of Laws of 2019, item 392\)](#) containing project results are not eligible until positively reviewed by the NCN.

Polish research team's duty to submit complete proposal

Polish research teams must ensure that their 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 proposal.

Therefore, we suggest that Principal Investigators carefully verify whether all sections of NCN proposals, joint project description and annexes have been correctly completed. If any section of the joint project description is left blank, the proposal may be rejected at the stage of eligibility check by both RCL and NCN.

Electronic submission of proposals in the ZSUN/OSF system

The funding proposals for Polish and Lithuanian research projects must be submitted to two submission systems: ZSUN/OSF (*Zintegrowany System Usług dla Nauki/Obługa Strumieni Finansowania*, available at <https://osf.opi.org.pl>) and JUNKIS (<http://junkis.lmt.lt>).

Once all the tabs have been filled in and the proposal form in the ZSUN/OSF submission system has been verified for completeness, you must block any further editing by clicking the *Zablokuj do NCN* [Block to NCN] button. Afterwards, download the confirmation of proposal submission signed by the authorised representative(s) of the host institution and the Principal Investigator and annex it to the proposal.

A funding proposal together with all required annexes are submitted to the NCN **electronically** via the ZSUN/OSF system available at www.osf.opi.org.pl by **15 September 2020, 16:00 CEST**.

Once the proposal has been submitted to the ZSUN/OSF system, the Polish Principal Investigator must generate a PDF version of the complete proposal in English and deliver it to the Lithuanian partner to be submitted to the JUNKIS system.

Then, the Lithuanian applicant submits the proposal to RCL via the JUNKIS system available at <http://junkis.lmt.lt> by **22 September 2020, 16:00 EEST along with a PDF version of the complete proposal that has been submitted to the ZSUN/OSF system**.

Evaluation of proposals

Eligibility check

Proposals shall be subject to eligibility check performed by both NCN and RCL according to their respective rules. Proposals approved as eligible by both NCN and RCL shall be accepted for merit-based evaluation performed in parallel by NCN and RCL.

The eligibility check is the first stage of proposal review. At NCN, the eligibility check is performed by scientific coordinators pursuant to the eligibility criteria applicable to DAINA 2.

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 Polish research team in the joint project description (JPD). The justification of the costs planned for the Polish research team in the JPD must be comprehensive and well detailed and must comply with justifications of the costs in the NCN proposal in the ZSUN/OSF system;
- miscalculation of the budget (cost differences in the budget for the tasks to be performed by the Polish team in the JPD and in the NCN proposal as a consequence of (for example) wrong conversion of the EUR/PLN exchange rate or inconsistency of the expenses planned);
- naming, in the NCN proposal or in the joint project description, 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;
- inconsistency of information in the NCN proposal and joint project description;
- incompleteness of the proposal;
- submission of the proposal to only one agency involved.

Merit-based evaluation

Only proposals that are approved as eligible by both NCN and RCL are accepted for merit-based evaluation.

Polish-Lithuanian proposals submitted to DAINA 2 shall be subject to the parallel evaluation procedure performed by NCN and RCL, which means that each agency shall carry out an individual eligibility check and merit-based evaluation. Funding in DAINA 2 is only awarded to projects recommended by both NCN and RCL.

Proposals submitted to DAINA 2 shall be evaluated by both NCN and RCL pursuant to the following joint merit-based evaluation criteria:

- 1) evaluation of the scientific achievements of Principal Investigators of the Polish and Lithuanian research teams;
- 2) evaluation of the scientific value of the project;
- 3) evaluation of justification of the costs and feasibility of the project's completion.

At NCN, proposals qualified for merit-based evaluation shall be evaluated by the Expert Teams of the National Science Centre elected by the Council of the National Science Centre, and by at least two external reviewers. At the first stage of merit-based evaluation performed by the NCN, proposals shall be evaluated independently by members of the Expert Team.

In the case of a proposal which is assigned an auxiliary review panel specifying disciplines covered by NCN review panels other than the one to which the proposal was submitted, the chair of the Expert Team may decide to seek a second opinion from a member of another Expert Team.

The score allotted to a proposal is a starting point to the discussion on the proposal at the first panel meeting. The Expert Team decides whether to reject the proposal or recommend it for the second stage of merit-based evaluation. Expert Teams compile ranking lists of proposals recommended for the second stage of merit-based evaluation.

At the second stage of specialist merit-based evaluation performed by NCN, proposals submitted to DAINA 2 are evaluated by external reviewers who are not members of the Expert Team reviewing the proposal in the first stage. External reviewers' opinions are discussed by the Expert Team at the second panel meeting. Then, the Expert Team decides on the final evaluation of the proposal based on the individual reviews, analyses of and discussions on the proposals.

Following the discussions, the Expert Teams compile the list of proposals recommended for funding.

The list of proposals recommended for funding by the NCN Expert Team is the basis for the final ranking list compiled pursuant to the comparison of the results of merit-based evaluation performed by NCN and RCL. Funding in DAINA 2 is only awarded to projects recommended by both NCN and RCL.

Once the final ranking list is compiled based on the comparison of the results of merit-based evaluation performed by NCN and RCL, information on the results of merit-based evaluation in DAINA 2 shall be made available in the ZSUN/OSF system and communicated to the applicants electronically by way of a decision of the NCN Director.

PLEASE NOTE! In DAINA 2, decisions shall not be delivered to the applicants after the first stage of merit-based evaluation.

FILLING OUT NCN PROPOSAL IN THE ZSUN/OSF SYSTEM

Section in the ZSUN/OSF system	Subsection	Description
Implementation period [months]		Projects can be carried out over the period of 24 or 36 months.
BASIC INFORMATION	Project title	<p>The project title in English must be identical to the title in the joint project description and title provided by Lithuanian applicants in the JUNKIS system.</p> <p>The title in English must be identical to the title in Polish.</p>
	Keywords	<p>Keywords must reflect the subject of the project, must be provided in Polish and in English and must be separated by commas or semicolons.</p> <p>Keywords in both language versions must be identical.</p>
	NCN Review Panel	<p>A review panel must be selected according to the current list of panels available at the NCN website.</p> <p>Proposals may be submitted to DAINA 2 covering basic research in any of 25 NCN Review Panels.</p>
ADDITIONAL INFORMATION	Acronyms	Project acronym must be identical with the acronym provided in the JPD and in the JUNKIS system.
	Joint proposal	<p>In this section, attach a PDF file of the JPD prepared jointly by the Polish and Lithuanian research teams in accordance with the template annexed to the call announcement. You will find detailed information on how to draft a JPD further below in the Guidelines for applicants on p. 23.</p> <p>A JPD does not have to be signed by hand or with an electronic signature.</p>
	Project authorship / co-authorship	Name project authors/co-authors.
APPLICANT	Applicant's status	Proposals for NCN funding of the Polish part of the research project may be submitted by entities for which funding shall not constitute state aid, such as:



Section in the ZSUN/OSF system	Subsection	Description
		<ol style="list-style-type: none"> 1. Higher Education entities; 2. federations of science and HE entities; 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); 4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2018, item 736); 5. international research institutes established pursuant to other acts and acting in the Republic of Poland; <ol style="list-style-type: none"> 5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019 (Journal of Laws, item 534); 5b. institute operating within the Łukasiewicz Research Network; 6. Polish Academy of Arts and Sciences; 7. other entity involved in research independently on a continuous basis; 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); 9. research centre of the Polish Academy of Sciences laid down in the Act on the Polish Academy of Sciences of 30 April 2010; 10. scientific libraries; and 11. legal entities with registered office in Poland.
PARTICIPATING ENTITIES	Research project cooperation agreement concluded by a group of entities	<p>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 and identify the leader. File format: PDF; the document must bear an electronic signature or scan of the signed document.</p> <p>A template of the agreement is available in the ZSUN/OSF system and here.</p>
DETAILS OF THE PARTICIPATING ENTITY	<p>Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)</p> <p>Does the entity receive any institutional core funding for research activities?</p>	<p>Proposals cannot be submitted by entities under forced administration, in liquidation or subject to bankruptcy proceedings .</p> <p>If the Polish entity applying for funding under DAINA 2 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"> 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, 2) information on research equipment and other instruments/facilities crucial to research.



Section in the ZSUN/OSF system	Subsection	Description
		File format: PDF; the document must bear an electronic signature or scan of the signed document.
FOREIGN HOST INSTITUTION		In this section, enter information on the Lithuanian host institution for the project.
STATE AID	Will project funding constitute state aid?	State aid will not be granted in this call. In order to determine if project funding constitutes state aid, please read the <i>Rules governing application for state aid</i> available in the ZSUN/OSF system and here .
RESEARCH PLAN		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. The research plan must not specify the tasks to be performed by the Lithuanian research team. Research tasks does not include the purchase of research equipment, participation in conferences, preparation to publications, etc.
SIMILAR RESERARCH TASKS		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 proposal submitted to DAINA 2, he/she must justify the need to have them funded.
SIMILAR RESERARCH TASKS – FOREIGN PARTNER		This section must be completed in English and concerns the Lithuanian Principal Investigator and Lithuanian 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 proposal submitted to DAINA 2, he/she must justify the need to have them funded.
ETHICS ISSUES		This section concerns the Polish-Lithuanian research project. Before completing relevant section in the ZSUN/OSF system, read two documents annexed to the call announcement: Guidelines for applicants to complete the Ethics Issues form in the research project and Code of the National Science Centre on research integrity and applying for research funding . The applicants must complete the relevant section and describe the measures taken/ to be taken to ensure that the research covered by the proposal shall 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. When completing the form, refer to the ethical issues in the entire Polish-Lithuanian research project. This section must be completed in English.
SUMMARY		To be completed in English; page limit: up to 4500 characters, with spaces (plain text - no formulas, no graphics). The description shall include the most important information on the project allowing the experts requested to review the project to assess their competencies to perform the review. It must concern the joint Polish-Lithuanian research project, not only research tasks to be carried out by the Polish research team.
ABSTRACT FOR THE GENERAL PUBLIC		Project's abstract for the general public must be attached in Polish and English and must concern the joint Polish-Lithuanian research project, not only research tasks to be carried out by the Polish research team. The abstract for the general public in each language version must not be longer than one standard page



Section in the ZSUN/OSF system	Subsection	Description
		<p>Science Centre of 22 May 2020 laying down the terms of and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the DAINA 2 Polish-Lithuanian Funding Initiative.</p> <p>Restrictions on NCN proposal submission are described in Chapter 5 of Resolution No 62/2020 of the Council of the National Science Centre of 22 May 2020 laying down the terms of and regulations on awarding funding for research tasks to be carried out by the Polish research teams, funded by the NCN under the DAINA 2 Polish-Lithuanian Funding Initiative.</p> <p>In the first part of the section: Research Team - Principal Investigator (PI), provide 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> <p>In the second part of the section: Research Team - Principal Investigator (PI), complete the <i>Scientific achievement section</i> including information on the academic and research career, 1-10 most important papers published in the proposal submission year and/or over the period of 10 years prior to the proposal submission year or artistic achievements, information on research project management under national or international calls in the proposal submission year and/or over the period of 10 years prior to the proposal submission year, the most important research achievement, research experience as well as distinctions and awards.</p> <p>The 10-year period is extended by any career breaks listed in the form².</p> <p>All tabs of the <i>Scientific achievement section</i> of the Principal Investigator must be completed in English. Publications in PDF format are not required.</p>
RESEARCH TEAM – FOREIGN PARTNER		<p>Enter information on the Principal Investigator of the Lithuanian research team; complete his/her personal data and <i>Scientific achievement section</i> including information on the academic and research career, 1-10 most important papers published in the proposal submission year and/or over the period of 10 years prior to the proposal submission year or artistic achievements, information on research project management under national or international calls in the proposal submission year and/or over the period of 10 years prior to the proposal submission year, the most important research achievement, research experience as well as distinctions and awards.</p> <p>The 10-year period is extended by any career breaks specified in the form.³</p> <p>All tabs of the <i>Scientific achievement section</i> of the Principal Investigator must be completed in English. Publications in PDF format are not required.</p>

² In the case of a Polish Principal Investigator, 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.

³ Refers to the Lithuanian Principal Investigator: maternity leave or parental leave granted over the period of 10 years prior to the proposal submission year. In ZSUN/OSF, provide the total number of months.



Section in the ZSUN/OSF system	Subsection	Description
<p>PERSONNEL COSTS AND SCHOLARSHIPS</p> <p>RESEARCH EQUIPMENT</p> <p>OTHER COSTS</p> <p>BUDGET SUMMARY</p>		<p>A budget for research to be performed by the Polish research team must be provided. Personnel costs and scholarships are planned pursuant to Annex 1 to Resolution of the Council of the National Science Centre laying down the terms of and regulations on awarding funding under DAINA 2.</p> <p>Requested funding for the entire duration of the Polish part of the research project must be at least PLN 150,000.</p> <p>Costs of the project carried out by the Polish research team and calculation thereof must be the same when specified in PLN in the project budget submitted to the ZSUN/OSF system and in EUR in the joint project description (JPD).</p> <p>The project budget in the joint project description must be converted according to the following exchange rate: EUR 1 = PLN 4.5234 (exchange rate published by the National Bank of Poland on 22 May 2020).</p> <p>Costs of the project in the ZSUN/OSF system must be specified in PLN, rounded down to total values; in the joint project description (JPD), in EUR, rounded down to two decimal places.</p> <p>The total cost of the Polish part of the research project in the ZSUN/OSF system will be automatically converted from PLN into EUR according to the following exchange rate: EUR 1 = PLN 4.5234. The total cost of the Polish part of the project specified in Sections V.1 and V.3 of the JPD must be consistent with the cost automatically converted into EUR in the ZSUN/OSF system. Justifications of the costs planned for the Polish research team in the NCN proposal in the ZSUN/OSF system may be copied and pasted to the appropriate section of the joint project description (JPD) concerning justification of the costs of the Polish research team.</p>
DATA MANAGEMENT PLAN		<p>The data management plan completed in ZSUN/OSF concerns the Polish part of the research project.</p> <p>Before completing this part of the proposal, read the Guidelines for completing the data management plan for a research project.</p> <p>This section must be completed in English. 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>
Personal data protection		<p>Information on the processing of persona data.</p> <p>Personal data provided 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 proposals, projects and research tasks carried out by the NCN as well as dissemination of information on the calls launched by the NCN.</p> <p>Data processing includes monitoring, supervision and evaluation of the settlement of the projects funded by the NCN. For more information, see https://www.ncn.gov.pl/dane-osobowe?language=en</p>



Section in the ZSUN/OSF system	Subsection	Description
Administrative declarations		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.
ELECTRONIC SUBMISSION <i>The section will appear after clicking "Disable to NCN"</i>	Confirmation of submitting the proposal – principal investigator (PI)	The proposal will be accompanied by a confirmation of submitting the proposal signed by the authorised representative(s) of the Polish entity and Polish Principal Investigator. Confirmations must bear a qualified electronic signature or be appended with a scan of the document signed by hand in PDF format. Confirmations are generated automatically by the ZSUN/OSF system at the completion of the proposal under the <i>Electronic submission</i> tab.
	Confirmation of submitting the proposal – entity	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.

Joint Project Description (JPD)

The joint project description (JPD) together with CVs and publication lists filled in the ZSUN/OSF submission system **must be prepared in English**. Applicants are not required to have any section of the JPD translated into Polish.

Information in the JPD must comply with information in the appropriate sections of the NCN proposal submitted to the ZSUN/OSF submission system and annexes thereto.

Page limit and formatting: there is a strict limit of 30 pages for the JPD (page size: A4, font: Times New Roman; font size: 11, line spacing: 1, left-right margins: 2 cm, top-bottom margins 1,5 cm). A JPD file exceeding the limit of 30 pages will be rejected by the ZSUN/OSF system and the applicant will not be able to submit his/her proposal. Additional explanatory information on particular sections included in the JPD (below section headings) can be deleted in order to save space. Section headings in the JPD and their numbers cannot be deleted.

Section number	Name	I CORE DATA
I.1	Title of the Research Project	The title of the project in English must be identical to the one in the NCN proposal submitted to the ZSUN/OSF and JUNKIS systems.
I.2	Acronym	The acronym must be one word and must consist of up to 12 characters. The acronym must be the same for the project when provided in the ZSUN/OSF and JUNKIS systems and in the JPD.
INFORMATION ON LITHUANIAN AND POLISH PRINCIPAL INVESTIGATORS		
I.3, 4		In this part of the JPD, provide personal data and affiliation of the Lithuanian and Polish Principal Investigators as well as name and contact details of the Lithuanian and Polish host institutions for the project.
SUBJECT CLASSIFICATION ACCORDING TO THE DISCIPLINE PANELS		



I.5		Polish applicants must select a discipline panel accord to the applicable list of disciplines and groups of disciplines of the NCN, while Lithuanian applicants must refer to RCL classification.
KEYWORDS		
I.6		Enter at least one and at most six keywords separated by a semicolon.
PROJECT DURATION		
I.7		Choose either 24 or 36 months. It is recommended that the projects on Polish and Lithuanian sides start within 2 months of the announcement of DAINA 2 results.
SUMMARY		
I.8		The summary should contain: research project objectives, research hypothesis, research project methodology, expected impact of the research project on the development of science and added value of bilateral cooperation. The summary must be identical to the one in the ZSUN/OSF and JUNKIS systems.
II RESEARCH TEAM		
II 1, 2		Polish and Lithuanian Principal Investigators present their academic and research track record in the appropriate section of the proposal. In table II.1 of the joint project description (JPD) , provide personal data of the Principal Investigators of the Polish and Lithuanian research teams, any career breaks (in months), name of the host institution for the project and scope of tasks to be performed in the project. In table II.2, specify the other members of the research team without entering their personal data . Specify their character (co-investigator, post-doc, scholarship grantee, student, PhD student), name of host institution for the project and scope of tasks to be performed in the project. In DAINA 2, there is no optimum number of researchers taking part in the project, but the research team must be appropriate for the research and will be evaluated by the Expert Team.
III DESCRIPTION OF THE RESEARCH PROJECT (up to 15 pages)		
III.1.	Objectives and tasks	Describe briefly the scientific objectives and research tasks to be performed in the project (describe the idea of the project, the scientific problem/hypothesis; scientific objectives with particular attention to the originality of the research project and its importance for the development of science; each objective or task should be described separately).
III.2.	Current knowledge in this field and preliminary work	Present the analysis of the problem, describe the current state of knowledge in the field under the project; explain novelty of proposed research. The description should explain the research context and justify the innovative impact of the planned research on the development of science .
III.3.	Work programme including proposed research methods	The work programme must contain: <ul style="list-style-type: none"> • description of research methodology or methods to be used in the project, access to specialist research equipment, detailed list of tasks to be performed (in the case of experimental research, a plan of all planned experiments must be attached); • description of possible risks in the research, presentation of critical paths and management plan to avoid or mitigate them; • Polish applicants must follow NCN rules when drafting the data management plan in the ZSUN/OSF system with regard to the Polish part of the research project, while Lithuanian applicants must follow RCL rules. <p>The work programme must comply with the information in the budget section (part V) of the JPD. Furthermore, in the case of Polish Principal Investigators, the programme must comply with the information in the ZSUN/OSF system.</p>
III.4.	Added value of international cooperation	Describe the added value of Polish-Lithuanian international cooperation The rationale and complementarity



		<p>of such cooperation is subject to merit-based evaluation under DAINA 2. Also, refer to the planned continuation of cooperation after the end of the project. In this part of the JPD, you may also describe international cooperation with other partners (if applicable).</p> <p>There is no need to submit any additional documents to the NCN to confirm cooperation between the Polish and Lithuanian research teams applying for funding under DAINA 2.</p>
III.5.	Planned results	Refer to the dissemination of project results: scientific publications, presentations at conferences, scholarly monographs, doctoral and habilitation dissertations resulting from the research tasks performed in the project (if any). Please remember that joint Polish-Lithuanian publications are mandatory for the project submitted under DAINA 2 to be finally evaluated. In this part, describe the impact of the research results on the development of the academic discipline within which the project is implemented and how the results may be applied in other disciplines as well as their economic and social impact (if any).
III.6.	References	List all publications cited in sections III.1 – III.5 of the Joint Project Description.
IV FURTHER INFORMATION		
IV.1.	Applicant	Describe the commitment of Polish and Lithuanian entities to the project (i.e. whether they provide access to facilities, scientific equipment and other items necessary for the project). For detailed information on RCL rules, contact the Lithuanian agency.
	Ethical issues	Polish applicants must read the “Guidelines for applicants to complete the Ethics Issues form in the proposal” and fill in the relevant section on ethical issues in the ZSUN/OSF system. The description of ethical issues in the NCN proposal must concern the entire Polish-Lithuanian research project. Lithuanian applicants must follow RCL rules on ethical issues in research, as outlined in the RCL documentation.
	Similar research tasks	If Polish and Lithuanian Principal Investigators have implemented similar research tasks to the ones covered by the proposal, they must justify the need to have the tasks covered by the proposal submitted to DAINA 2 funded in the ZSUN/OSF system by completing the section concerning similar research tasks with regard to the Polish and Lithuanian Principal Investigators and host institutions in ZSUN/OSF.
V BUDGET		
V.1.		Under DAINA 2, the following cost items may be financed by the Polish applicants: salaries and scholarships, purchase or manufacturing of research equipment, devices and software, materials and small equipment (intangible assets for direct use); outsourcing (outsourced services for the host institution); business trips by members of the research team (including participation in seminar/conference related to the project); visits and consultations (PLEASE NOTE! The costs of consultations and visits of collaborators from the Lithuanian partner institutions who at the same time receive project funding from Research Council of Lithuania are not eligible), other costs (that cannot be included in any other category, including the cost of publications, with the exception of reviewing costs); and compensation for collective investigators. Please remember that the cost of publication of monographs resulting from the research project 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. The project budget must be justified as regards the subject and scope of research, based on realistic calculations and must specify the expenditures to be covered by the NCN (eligible costs) in particular years of project performance. All costs must be justified and related to the research tasks in the project. The budget in the JPD must be consistent with the budget in the NCN proposal in the ZSUN/OSF system.



		<p>We recommend that the justification of the costs of the Polish research team in the NCN proposal in the ZSUN/OSF system may be copied and pasted to the appropriate section of the JPD.</p> <p>PLEASE NOTE! If discrepancies are found in the costs and expenditures provided in the NCN proposal in the ZSUN/OSF system and in the JPD, the proposal may be rejected at the stage of eligibility check. For more information on the eligibility of costs for projects implemented by the Lithuanian research teams, contact RCL.</p>
V.3	Budget table	<p>All amounts in the JPD must be quoted in EUR. Make sure that the costs and amounts in EUR in Sections V.1. and V.3. of the JPD are the same as the amounts applied for in the proposal submitted to ZSUN/OSF system.</p> <p>When creating a project budget in the JPD, the EUR amounts must be calculated based on the amounts in the budget in the NCN proposal submitted to the ZSUN/OSF system based on the EUR exchange rate published by the National Bank of Poland on the day of the NCN Council Resolution on the terms and regulations of awarding funding for research tasks to be performed by the Polish research teams funded by the National Science Centre under the DAINA 2 Polish-Lithuanian Funding Initiative (i.e.: EUR 1 = 4.5234 PLN)</p> <p>PLEASE NOTE! The total cost in EUR in the NCN proposal submitted to the ZSUN/OSF system will be automatically converted into EUR according to the following exchange rate: EUR 1 = PLN 4.5234 (exchange rate as of 22 May 2020) and must comply with the total costs in EUR in the budget table of the JPD.</p>
<p>Information on the academic and research track record of Principal Investigators of Polish and Lithuanian research teams</p>		
VI.	<p>The academic and research track record of the Polish and Lithuanian Principal Investigators must be completed in English in the appropriate section of the proposal submitted to the ZSUN/OSF system. The following information must be provided:</p> <ol style="list-style-type: none"> 1. Academic and research career: information on academic degrees/titles: date degree/title conferred, institution, discipline. Academic career: start date – end date, institution, position. 2. Publication record: 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. 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. The 10-year period is extended by any career breaks specified in the form. 3. Information on research project management under national or international calls: only projects in which one acted as the Principal Investigator or projects implemented in the proposal submission year or over the period of 10 years prior to the proposal submission year. The 10-year period is extended by any career breaks specified in the form. 4. Information on the most important research achievement. 5. Research experience at home and abroad; 6. Most important prizes and awards: the most important national and international prizes and awards for research and other research activity and research in art. 	



CONTACT DETAILS

NCN Contact Persons

For more information, read the announcement of DAINA 2 and should you have any more questions, contact the NCN officers.

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