



DAINA 4

Call for research projects carried out by
Polish–Lithuanian research teams

Guidelines for Polish research teams

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I. INTRODUCTION

This document sets out guidelines for Polish research teams submitting national proposals under the **DAINA 4** call, organised by the National Science Centre (NCN) in cooperation with the Research Council of Lithuania (RCL).

This document:

- provides information on the preparation and submission of domestic proposals and joint Polish–Lithuanian proposals, which Polish applicants are required to submit via the OSF system;
- is intended for Polish applicants and therefore includes the call rules and requirements applicable at NCN;
- **does not include** the requirements of the RCL, which must be fulfilled by Lithuanian teams.

Lithuanian research teams are required to comply with the RCL requirements. For information or clarification regarding the requirements of the Lithuanian funding agency, applicants should contact their Lithuanian partner and/or the RCL directly.

Proposals submitted under the DAINA 4 call undergo an eligibility check carried out by both NCN and RCL, as well as a merit-based evaluation performed by RCL.

If research projects are recommended for funding as a result of the merit-based evaluation performed by RCL, NCN will award funding to the Polish research teams, while RCL will award funding to the Lithuanian research teams.

Under the DAINA 4 call, not only research projects implemented by Polish and Lithuanian teams may be funded, but also projects involving additional partners from foreign research institutions who do not apply for funding from NCN or RCL. In such cases, the foreign research teams must obtain funding for the implementation of the project from other sources.

II. HOW TO SUBMIT A PROPOSAL UNDER DAINA 4 CALL?

1. Preparation of a joint proposal

How to draft a joint proposal?

The joint proposal must be prepared by the Polish–Lithuanian research team in accordance with the requirements set out in the call of the Lithuanian funding agency opened for the purposes of the DAINA 4 programme, and must include all documents required by that agency (Fig. 1).

It is recommended that, prior to submitting the joint proposal to the RCL, Polish applicants have their joint proposals verified by the authorities of the host institution for the project before it is submitted to RCL.

The call conditions, requirements for the preparation of joint proposals, as well as the guidelines for the scientific evaluation conducted by the Lithuanian funding agency, are specified in the documents applicable to its national call opened for the purposes of the DAINA 4 programme.

PLEASE NOTE: The Lithuanian funding agency may apply formal requirements (e.g. with regard to consents/permits related to ethical issues in the research project, intellectual property agreements, etc.) that may also impose obligations on the Polish research team. Therefore, the Polish research team is required to remain in close contact with the Lithuanian team and to obtain from them information on any regulations applicable at the Lithuanian funding agency that may affect the formal requirements imposed on the Polish team.

How should the budget for the Polish part of the project be prepared?

When preparing the budget, applicants should focus on identifying the necessary resources and accurately estimating the costs. The budget must be justified in relation to the subject and scope of the research, based on calculations, and must specify the expenses to be covered by NCN funds (so-called “eligible costs”).

Planning an unjustified budget and/or discrepancies between the costs of the project planned to be carried out by the Polish research team as presented in the domestic proposal and in the joint proposal may result in the rejection of the proposal.

When preparing the budget, the following issues must be taken into account:

1. in the domestic proposal submitted via the OSF submission system, the budget for the tasks performed by the Polish research team must be provided, while in the joint proposal the budget for all research teams involved in the project must be included;
2. the budget for the tasks carried out by the Polish research team in the domestic proposal submitted via the OSF submission system must be provided in Polish zloty (PLN), while in the joint proposal it must be provided in euro (EUR), rounded down to whole numbers;
3. the euro exchange rate to be used for calculating the budget of the Polish part of the project in the joint proposal: **1 EUR = 4.2411 PLN**;
4. the budget planned for the Polish research team in the joint proposal must be identical to the budget in the national proposal submitted via the OSF submission system; otherwise, the proposal may be rejected at the eligibility check stage;
5. the budget for the Polish part of the project may not exceed **PLN 1,300,000**.

PLEASE NOTE: It is recommended to plan the budget for the Polish research team in the OSF system in PLN and, in parallel, in EUR in the joint proposal. The amounts requested from the NCN by the Polish research team and the **detailed justification thereof, as provided in the OSF submission system, must be disclosed in the appropriate section of the joint proposal**. It is not sufficient to provide these justifications solely in the budget completed in the OSF system, as the budget included in the OSF system is not subject to the merit-based evaluation performed by the RCL. If the costs planned for the Polish part of the project are not justified in the joint proposal, the proposal may be rejected.



The merit-based evaluation is performed by the lead agency pursuant to the joint proposal and comprises, inter alia, evaluation of the relevance of the costs planned for the Polish part of the research project as regards the subject and scope of the research, hence the justification of the costs planned for the Polish research team in the joint proposal must be comprehensive, detailed and consistent with the justification of the costs in the OSF submission system.

How to submit a joint proposal?

The joint proposal, including all required documents and annexes, must be prepared in accordance with the requirements of the Lithuanian funding agency applicable under its national call opened for the DAINA 4 programme, and must be submitted to the Lithuanian funding agency by the Lithuania-affiliated research team within the deadline specified by that agency (Fig. 1).

How to submit a domestic proposal?

Domestic proposal is an application for funding of the Polish part of the project by NCN under the DAINA 4 call. It is submitted via the OSF submission system and must include the joint proposal in a version identical to the one submitted to the RCL (Fig. 1).

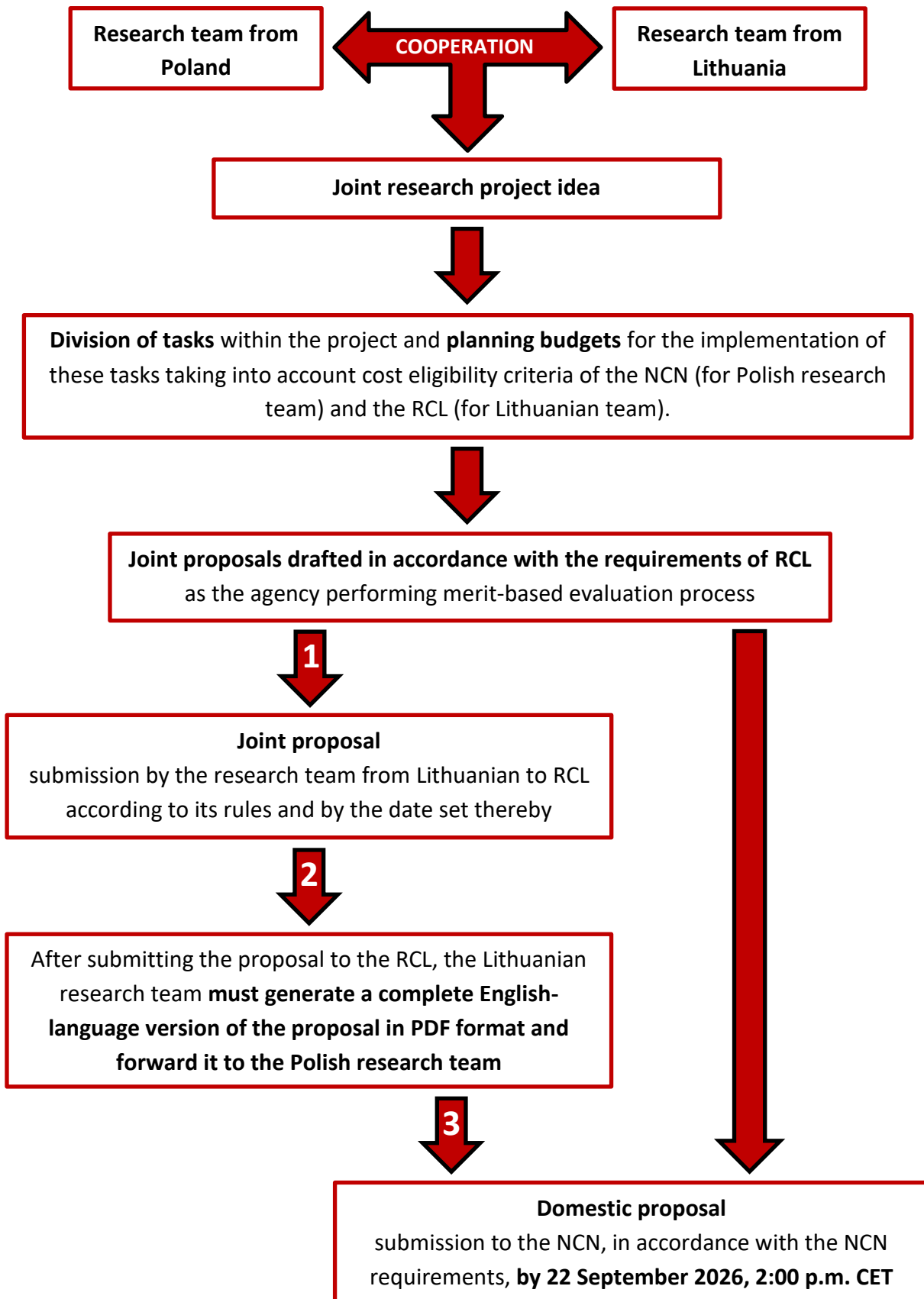
The Polish research team is required to submit a domestic proposal to NCN under the DAINA 4 call.

PLEASE NOTE: The information provided in the domestic proposal must be consistent with the information included in the joint proposal. Otherwise, the proposal may be rejected as ineligible.

PLEASE NOTE: All information included in the domestic proposal that affects the merit-based evaluation (including, inter alia, information on the composition of the research team and their remuneration, as well as planned costs) must also be included in the joint proposal, in order to allow evaluation of the relevance of the costs and feasibility of the project. Otherwise, the proposal may be rejected as ineligible.

Within NCN, only **complete domestic proposals** will be accepted under the DAINA 4 call, i.e. proposals containing all elements specified in *Resolution No. 38/2026 on the conditions and regulations for awarding funding for the performance of tasks financed by the National Science Centre under the DAINA 4 call for Polish–Lithuanian research projects*, and meeting all requirements set out in the DAINA 4 call announcement.

Fig.1. Stages of work on the individual proposal





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

Proposals submitted to the NCN in the **OSF** submission system contain:

- an NCN proposal comprising a complete proposal filled out in the OSF submission system according to the call documents;
- the joint proposal in PDF format **identical with the proposal submitted to the RCL**, comprising **all documents submitted to the lead agency's electronic submission system, including**:
 - a) research project description according to the terms of the call of the lead agency (*in English*);
 - b) CV with a list of publications by members of the research teams involved in the research project, whose names are known at the proposal submission stage, according to the terms of the lead agency's call;

PLEASE NOTE: Maximum file size is 10 MB. If the file is larger, it should be compressed before uploading.

PLEASE NOTE: Names of persons to be selected in an open call procedure must not be provided in the NCN proposal or joint proposal, including persons to be employed as post-docs from the NCN budget and under NCN scholarships for students and PhD students awarded pursuant to the *Regulations on awarding scholarships in the NCN-funded research projects*.

Information in the joint proposal must be consistent with information in particular sections of the NCN proposal in OSF and other annexes thereto.

- c) **additionally, the proposal in the OSF system** must be appended with PDF files of the following documents **signed by hand¹ or with a qualified electronic signature²**:
 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 (in the case of a **group of entities**: the Polish entity acting as its **leader**), generated automatically by the OSF submission system when completing the work on the proposal under the *Electronic submission tab*;
 2. confirmation of submitting the proposal signed by the Polish principal investigator generated automatically by the OSF submission system when completing the work on the proposal under the *Electronic submission tab*;
 3. **in the case of a group of Polish entities** (laid down in Article 27 (1) (2) of the NCN Act):

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

² Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (hereinafter: "eIDAS Regulation"). At the NCN's request, applicants must demonstrate that their electronic signatures comply with the eIDAS Regulation.

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

PLEASE NOTE: The NCN does not require any documents (agreements) confirming cooperation between Polish and foreign research teams to be submitted nor signatures to be affixed by members of the foreign research teams on NCN proposals or other documents annexed thereto.

3. Polish research team's duty to submit a complete proposal to the NCN

Polish research teams must ensure that their proposals submitted to the NCN are complete. A proposal that has been submitted to the NCN via OSF cannot be amended and no file submitted to the 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 the joint proposal, including joint project descriptions and annexes, have been correctly completed. If any section of the joint proposal or NCN proposal is left blank, the proposal may be rejected at the stage of eligibility check by both NCN and RCL.

The RCL may request the relevant Lithuanian research team to complete or amend certain information. If a joint proposal submitted to the RCL is amended regarding data concerning the Polish part of the project and resubmitted at the request of this agency:

- 1) **before the NCN proposal is submitted**, the amended joint proposal must be annexed to the NCN proposal in the OSF system;
- 2) **after the NCN proposal is submitted**, the amended joint proposal submitted to the lead agency must be submitted to the NCN electronically, within 3 days of submitting the amended joint proposal to the RCL:
 - a) by e-mail sent from the e-mail address of the principal investigator or applicant (host institution) specified in the NCN proposal, with the following e-mail addresses (included in the NCN proposal) entered in the CC field:
 - applicant's e-mail address (if the e-mail is sent by the principal investigator),
 - principal investigator's e-mail address (if the e-mail is sent by the applicant).
 - or**
 - b) in an electronic format, to the Electronic Correspondence Register (ESP) address of the National Science Centre at: /ncn/SkrytkaESP from the Electronic Correspondence Register (ESP) address of the applicant/ entity specified in the proposal as the host institution.

The NCN confirms the receipt of the amended joint proposal by e-mail, to the e-mail addresses of the principal investigator and applicant (host institution) included in the NCN proposal.

4. Electronic submission of a domestic proposal

Domestic proposals under the DAINA 4 call must be submitted to the NCN **solely in electronic form** via the OSF submission system, available at <https://osf.opi.org.pl/>, **by 22 September 2026, 2:00 p.m. CET.**

III. EVALUATION OF PROPOSALS

1. Eligibility check

Proposals will undergo an eligibility check performed by both the NCN and RCL in accordance with their respective requirements. The proposals approved as eligible by both institutions will be qualified for merit-based evaluation performed solely by the RCL.

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

- failure to include a comprehensive and detailed justification of the costs in the joint proposal, consistent with the justification of the costs in the OSF submission system planned for the Polish research team;
- failure to adhere to the restrictions on submitting NCN proposals laid down in Chapter III of the Regulations (*Resolution No. 38/2026 on the conditions and regulations for awarding funding for the performance of tasks financed by the National Science Centre under the DAINA 4 call for Polish–Lithuanian research projects*);
- inconsistency of information in the joint proposal and the NCN proposal;
- failure to submit the joint proposal to RCL on time;
- failure to submit the national proposal to NCN on time;
- miscalculating the budget (cost differences in the budget for the tasks to be performed by the Polish team in the joint proposal and in the NCN proposal as a consequence of (for example) miscalculation of the EUR/PLN exchange rate or inconsistency of the expenses planned in the NCN proposal and joint proposal);
- incompleteness of the proposal;
- completing particular sections of the NCN proposals in the OSF submission system in another language than required by the call documents;
- submission of the proposal to only one partner institution involved;
- planning cooperation with Russian entities in the proposal (in response to the Russian invasion of Ukraine, pursuant to a [Resolution adopted by the NCN](#), proposals submitted to the National Science Centre must not provide for any collaboration between Polish and Russian entities; where any such collaboration is planned, the proposals shall be rejected as ineligible).

2. Merit-based evaluation

Joint proposals are subject to merit-based evaluation (Fig. 2). The terms of merit-based evaluation of joint proposals are specified by the RCL.

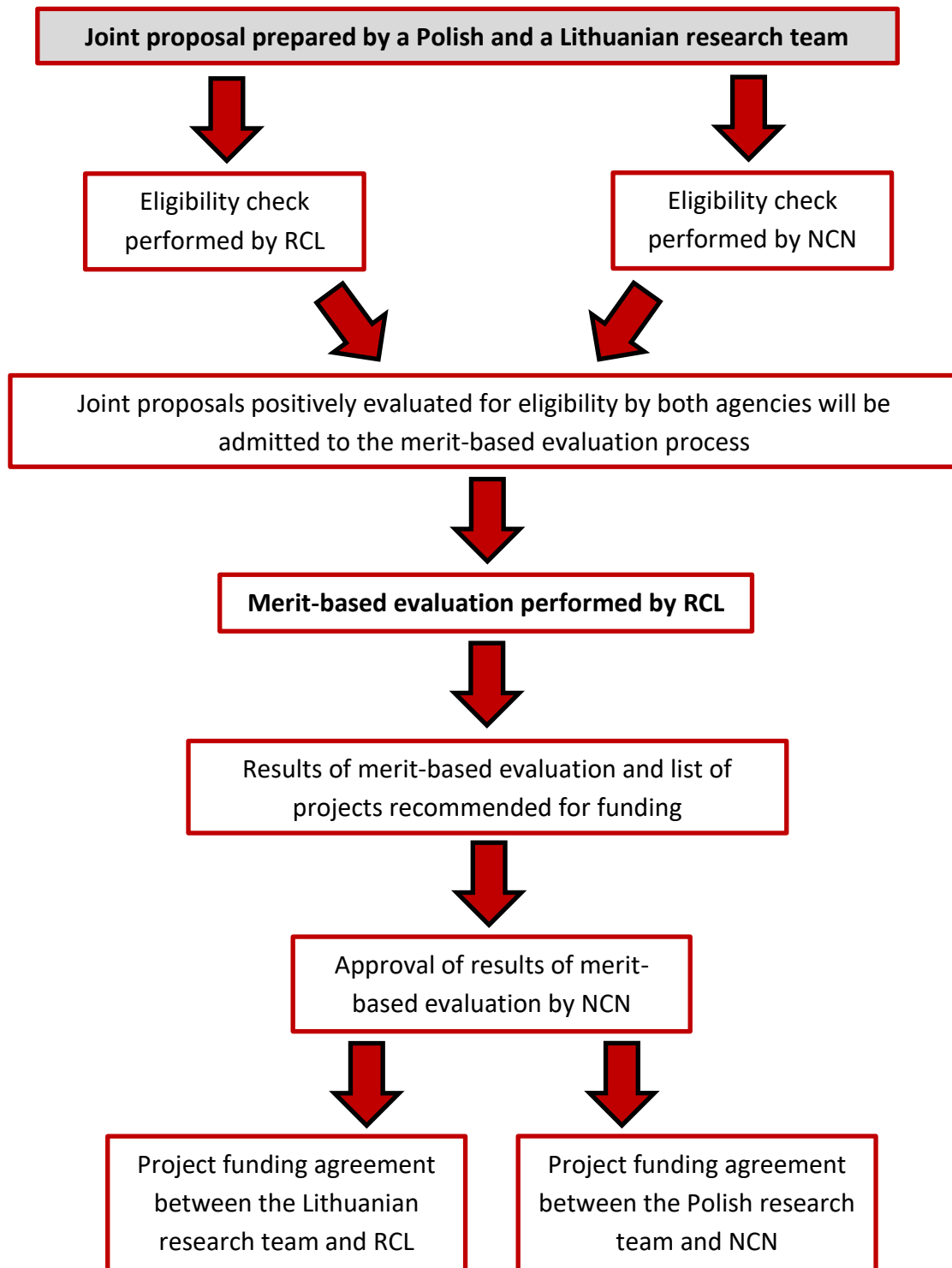
The terms of the merit-based evaluation performed by the RCL are specified in the documents applicable to its domestic call launched for the purposes of the DAINA 4.

Following the merit-based evaluation, the lead agency provides the NCN with information on the results of the merit-based evaluation and list of research projects recommended for funding. Subsequently, this list will be subject to approval by the Director of the NCN (Fig. 2).

The terms of awarding funding for research tasks by the National Science Centre under DAINA 4 call are laid down in the *Resolution No. 38/2026 on the conditions and regulations for awarding funding for the performance of tasks financed by the National Science Centre under the DAINA 4 call for Polish–Lithuanian research projects*.

Research project must be carried out by the Polish and Lithuanian research team pursuant to the terms of the NCN and RCL.

Fig. 2. Diagram presenting the stages of proposal evaluation in the DAINA 4 call.





IV. FILLING OUT NCN PROPOSALS IN OSF

Selected section in OSF	Subsection	Description
CREATION OF NEW PROPOSAL	Implementation period [months]	Projects can be carried out over a period 36 months.
	Title in English	The project title in English must be identical to the title in the joint project and submission system of the Lithuanian agency. The title in English must be identical to the title in Polish.
	Acronym	Mandatory.
BASIC INFORMATION	NCN review panel	Choose form the list: HS1-HS6, ST1-ST11, NZ1-NZ9. Choose only one.
	Joint proposal	All application documents submitted to the Lithuanian agency consolidated into a single PDF file must be identical to the ones submitted to the Lithuanian agency's submission system . The application documents may be submitted as a file without a signature (choose the "Document's scan" option), as a scan signed by hand (choose the "Document's scan" option) or as a file signed electronically (choose the "Document signed electronically" option).
	Applicant's status	Proposals for NCN funding of the Polish part of the research project may be submitted by entities for which such funding does not constitute state aid , such as: 1. universities; 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; 4. research institutes operating pursuant to the Act on Research Institutes of 30 April 2010; 5. international research institutes established pursuant to separate Acts, operating in the Republic of Poland;



Selected section in OSF	Subsection	Description
		<p>5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019; 5b. institutes operating within the Łukasiewicz Research Network; 5c. Centre of Postgraduate Medical Education operating pursuant to the Act on the Centre of Postgraduate Medical Education of 13 September 2018 (Journal of Laws 2024, Items 570 and 1897), 6. Polish Academy of Arts and Sciences; 7. other institutions involved in research independently on a continuous basis; 8. groups 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 centres of the Polish Academy of Sciences as defined in the Act on the Polish Academy of Sciences of 30 April 2010; 10. scientific libraries; 11. legal entities established with a registered office in Poland; 11a. President of the Central Office of Measure; 12. natural persons.</p> <p>PLEASE NOTE: If an individual applies for funding, a group of entities must not be the host institution. The applicant's status specified in the proposal must comply with the facts and the legal status.</p>
	<p>Research project cooperation agreement concluded by a group of Polish entities</p>	<p>If the applicant is a group of Polish entities:</p> <ul style="list-style-type: none"> • specify its leader; the principal investigator's employer is the leader of the Polish group of entities; • annex the research project cooperation agreement (in Polish) in PDF format. <p>The template agreement is available in the OSF submission system and on the website of the National Science Centre. The template includes the required elements and must not be supplemented with other provisions on cooperation between the parties.</p> <p>A group of entities may sign additional documents governing cooperation within the framework of a group of entities but must not annex them to the proposal submitted to the OSF submission system.</p>



Selected section in OSF	Subsection	Description
		<p>PLEASE NOTE: Agreements in the OSF submission system are generated in PDF format. If the entities change, a new agreement must be downloaded, signed and uploaded.</p> <p>Attach the document in PDF format signed electronically or scan of the document signed by hand to the OSF submission system. Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>PLEASE NOTE: Agreements containing mixed forms of signatures will be accepted, e.g., the leader signs the document electronically, the partner(s) sign(s) it by hand. In such a case, the agreement must first be signed by hand and then electronically in the PAdES format.</p> <p>PLEASE NOTE: The agreement must be signed by the authorised representatives of the entities in the group of entities. If a document is signed by anyone other than the authorised representative of the entity (i.e. authorised person), a respective power of attorney must be annexed to the proposal, for example at the end (as the last page).</p>
APPLICANT / PARTICIPATING ENTITY	Head of Entity/ Authorised Representative	Fill in the required fields as indicated by the system. If the confirmation of proposal submission is signed by an authorised representative of the entity rather than the head of the entity, the proposal must be accompanied by a power of attorney/ authorisation to represent the entity for proposal submission purposes. The power of attorney must be attached in the Elektroniczna wysyłka [Electronic Submission] tab.
PARTICIPATING ENTITIES	NIP (Tax Identification Number), REGON (Statistical Identification Number) and KRS (Court Register Number)	Fill in the required fields as indicated by the system. If the applicant is not registered in the Companies Register of the National Court Register (KRS), tick "not applicable".



Selected section in OSF	Subsection	Description
INFORMATION ON PARTICIPATING ENTITY/ENTITIES	Contact Details	<p>In this section, enter the contact details (e.g. phone no, e-mail address, Electronic Delivery Box (ePUAP) address, electronic-delivery address (ADE), website address, etc.). For a group of entities, enter the details of each member individually. The ESP (ePUAP) address must be in the following format: /identyfikator_uzytkownika/nazwa_skrytki [/user_identifier/box_address]</p> <p>PLEASE NOTE: Provision of the entity's Electronic Delivery Box (ePUAP) address is obligatory.</p> <p>Non-public entities referred to in Article 2 of the Act on the Electronic Delivery of Documents of 18 November 2020 (Journal of Laws 2026, item 3) are required to provide their EDA. Pursuant to Article 155(10) of the Act, non-public entities are required to have an EDA. For other entities, providing an EDA is optional.</p> <p>Electronic-delivery address (ADE): At present, it is not required to provide one's electronic delivery (e-delivery) address. How is an electronic-delivery address structured? An e-delivery address is composed of letters and numbers as follows: AE:PL-XXXXX-XXXXX-YYYY-ZZ where: AE - electronic address PL - ISO 3166 country code (in this example, Poland) X - numbers Y - letters Z - checksum number, e.g.: AE:PL-12345-67890-ABCDE-12 Communication concerning the proposal, including the funding decision, will be sent to the ESP (ePUAP) address or ADE. Verify the addresses provided in the proposal and confirm that they have been activated with the respective operators (in particular the ADE).</p>



Selected section in OSF	Subsection	Description
	Registered Address and Contact Address	Fill in the required fields as indicated by the system.
STATE AID	Will project funding constitute state aid?	State aid will not be granted under the call. In order to determine if project funding constitutes state aid, please read the Rules governing application for state aid available in the OSF system and on the website of the National Science Centre: https://www.ncn.gov.pl/finansowanie-nauki/pomoc-publiczna?language=en .
RESEARCH PLAN		<p>This section must be completed in Polish and English.</p> <p>It is necessary to specify the research tasks to be performed by the Polish research team. Both language versions must be identical. The research plan must not include tasks to be performed by the Lithuanian research team.</p> <p>Research tasks do not include the purchase of research equipment, participation in conferences, preparation to publications, etc.</p>
SIMILAR RESEARCH TASKS		<p>This section must be completed in English.</p> <p>The section concerns the Polish principal investigator and Polish entity. Answer all questions and save the data in the proposal form. If the principal investigator has performed similar research tasks to the ones presented in the NCN proposal submitted to DAINA 4, he/she must justify the need to have them funded.</p>
	Project authorship/co-authorship	Name project authors/co-authors.
ETHICS ISSUES		<p>This section must be completed in English.</p> <p>All research tasks planned for implementation by the Polish research team should be taken into account.</p> <p>Before completing the relevant section in the OSF system, read two documents annexed to the call announcement: Guidelines for applicants to complete the ethics issues form in</p>



Selected section in OSF	Subsection	Description
		<p>the research project and Code of the National Science Centre on research integrity and applying for research funding. Then complete the relevant sections.</p> <p>Answer the questions in each individual group. If individual questions do not apply to the project, use the <i>NIE na wszystkie</i> [NO to all] button to answer „NO to all” questions or all question in a given group.</p> <p>When the answer to any question is YES, describe the measures taken/to be taken to ensure that the research covered by the NCN proposal are carried out in compliance with the rules of best practice in a given field/discipline as well as provide information on any permission already issued or information on how the relevant requirements will be fulfilled. Information in the NCN proposals must be consistent with the information in the joint proposal.</p> <p>PLEASE NOTE: There is no obligation to attach any approvals or permit to the proposal or include information on approvals or permits that have been already granted. In the case of research that require any such approvals or permits, they must be granted beforehand and annexed to the nearest annual/ final report.</p> <p>In the case of a research projects which include clinical trials with a medicinal product or a medical device, a detailed justification of the non-commercial nature of the trials must be provided.</p> <p>PLEASE NOTE: Lithuanian agency (RCL) may apply its eligibility requirements (e.g., as regards project ethics approvals/ permits, intellectual property rights agreements) that may entail obligations also for the Polish research teams. The Polish research team must be familiar with any requirements that the RCL may have in place in this regard and must be in contact with the Lithuanian research team.</p>
ABSTRACT FOR THE GENERAL PUBLIC		<p>The project’s abstract for the general public must be attached in Polish and English.</p> <p>The language versions must be the same. The abstract must concern the joint 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 (page format: A4, font size: at least 11, font: Times New Roman or equivalent, lead: single, left-right margins: 2 cm, top-bottom margins: 1.5 cm). The abstract must be addressed to a wide audience, including people who are neither experts in a given field nor researchers.</p>



Selected section in OSF	Subsection	Description
		If the project is recommended for funding, the abstract for the general public will be published on the websites of the National Science Centre and National Information Processing Institute (PL: <i>Ośrodek Przetwarzania Informacji</i> ; "OPI") alongside information on the call results.
INTERNATIONAL COOPERATION	Countries	<p>This section must be completed in English.</p> <p>It is mandatory to indicate Lithuania. Additionally, it is possible to include more than one country.</p> <p>Information on cooperation with the Lithuanian entity is provided here for reporting purposes; a brief description of the planned cooperation is sufficient.</p> <p>International cooperation must be merit-based. International cooperation means research tasks carried out jointly with researchers from foreign research institutions.</p> <p>The following are not deemed international cooperation:</p> <ul style="list-style-type: none">a) participation in international conferences;b) dissemination of information on the project abroad;c) implementation of the research tasks by a Polish research team abroad without the participation of researchers from foreign research institutions; andd) cooperation with foreign researchers employed in Polish institutions. <p>In the case of research projects performed jointly with research teams from other countries that do not apply for funding under the DAINA call, this section may be completed with additional countries and information on international cooperation (in English).</p> <p>PLEASE NOTE: The NCN does not require any documents (agreements) confirming cooperation between Polish and Lithuanian research teams to be provided nor does it require NCN proposals or documents attached thereto to be signed by members of the foreign research teams</p>
	Entities	Provide the full name of the foreign research institutions from the countries specified above, with whom cooperation is planned under the project.
RESEARCH TEAM	Number of team members	Specify the number Polish investigators – all members of the Polish research team (including the principal investigator, scholarship recipients and post-docs as well as other



Selected section in OSF	Subsection	Description
		<p>co-investigators and persons who are not paid any remuneration) involved in the Polish part of the project.</p> <p>Sections: <i>Scope of work</i> and <i>Required professional qualifications</i> must be completed in English.</p> <p>PLEASE NOTE: The information from this section must be entered in the relevant section of the joint proposal. Otherwise, the proposal may be rejected as ineligible. It is not enough to enter such information in the NCN proposal as it is not subject to merit-based evaluation.</p> <p>PLEASE NOTE: Names of persons to be selected in an open call procedure must not be provided in the NCN proposal or joint proposal, including persons employed as post-docs from the NCN budget and under NCN scholarships for students and PhD students awarded pursuant to the Regulations on awarding scholarships in the NCN-funded research projects.</p> <p>The costs of salaries and scholarships are planned pursuant to the Regulations.</p>
COSTS		<p>Costs of the project carried out by the Polish research team and calculation thereof in the project budget must be the same when specified in PLN in OSF and in EUR in the joint proposal.</p> <p>The budget of the Polish part of the project in the joint proposal will be calculated according to the following exchange rate:</p> <ul style="list-style-type: none">• EUR 1 = PLN 4,2626 in the case of joint proposals, for which NCN proposals will be made in and submitted via the OSF submission system after 1 January 2026. <p>Costs of the project carried out by the Polish research team in the NCN proposal in OSF and in the joint proposal must be rounded down to total values.</p> <p>More information on the cost planning provisions can be found in the Regulations.</p>



Selected section in OSF	Subsection	Description
SALARIES AND SCHOLARSHIPS		<p>Enter the cost of salaries and scholarships of members of the Polish research team.</p> <p>PLEASE NOTE: The information in this section must be entered in the relevant section of the joint proposal. Otherwise, the proposal may be rejected as ineligible. It is not enough to enter such information in the NCN proposal which is not subject to merit-based evaluation.</p>
RESEARCH EQUIPMENT		<p>This section must be completed in Polish and English.</p> <p>Enter the cost of purchase or manufacturing of research equipment, other devices and software crucial to research to be carried out by the Polish research team.</p> <p>PLEASE NOTE: In the relevant section of a joint proposal, the costs entered in this section, requested from the NCN by the Polish research teams, as well as detailed justifications thereof, must be provided. Otherwise, the proposal may be rejected as ineligible. It is not enough to enter the justifications in the NCN proposal only which is not subject to the merit-based evaluation.</p>
OTHER COSTS		<p>This section must be completed in Polish and English.</p> <p>Enter other costs planned in the budget for research to be carried out by the Polish research teams.</p> <p>PLEASE NOTE: In the relevant section of a joint proposal, the costs entered in this section, requested from the NCN by the Polish research teams, as well as detailed justifications thereof, must be provided. Otherwise, the proposal may be rejected as ineligible. It is not enough to enter the justifications in the NCN proposal only which is not subject to the merit-based evaluation.</p>
OPEN ACCESS		<p>Indirect costs of open access of up to 2% of direct costs that may only be spent on open access to publications and research data.</p> <p>Open access costs for the entire project performance period must be entered (in PLN). The National Science Centre allows for some costs of open access publication to be financed from other indirect costs or institution's own resources.</p> <p>To find out more about open access, please go here.</p>



Selected section in OSF	Subsection	Description
		PLEASE NOTE: The cost of open access to publications may only be incurred as indirect costs. The cost of open access planned as direct costs will be regarded as a formal error.
BUDGET SUMMARY	TOTAL COSTS OF THE ENTITIES	Budget summaries are calculated automatically.
	TOTAL COSTS	Budget summaries are calculated automatically.
DATA MANAGEMENT PLAN		<p>This section must be completed in English.</p> <p>The section concerns data generated or used in the course of performance of the Polish part of the research project.</p> <p>Before completing this part of the proposal, read the “Guidelines for applicants to complete the data management plan in the research project”. 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 personal data processing.</p> <p>Personal data disclosed in the proposal by 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. Data processing includes monitoring, supervision and evaluation of the implementation and settlement of the projects funded by the NCN. For more information, go to https://www.ncn.gov.pl/dane-osobowe?language=en</p> <p>The Lithuanian agency (RCL) is a co-controller of the personal data.</p>
ADMINISTRATIVE DECLARATION		In this part of the proposal, additional administrative declarations are added; they must be approved by the principal investigator of the Polish research team and the authorised representative of the Polish entity.



Selected section in OSF	Subsection	Description
INDIVIDUALS IDENTIFIED IN THE PROPOSAL - for the information of NCN staff only		Enter the data of all persons who have been involved in the preparation of the proposal or will be involved in the project performance. At this point, enter the names of all persons whose data (name, affiliation) has been entered in another part of the proposal. The applicant is required to notify such persons that their details have been disclosed in the proposal and will be processed by the NCN. This section is not subject to a review.
ELECTRONIC SUBMISSION <i>The section will appear after clicking "Disable to NCN"</i>	Submission date for joint proposals at international level	The submission date for joint proposals to the Lithuanian agency (RCL) must not be later than the submission date for the proposal to the NCN via the OSF submission system.
	Confirmation of proposal submission – principal investigator (PI) Confirmation of proposal submission – entity	Once all the tabs have been completed and the proposal has been verified for completeness, you must block any further editing of the proposal by clicking the <i>Zablokuj do NCN</i> [Block to NCN] button. Once the proposal has been blocked for editing, an <i>Elektroniczna wysyłka</i> [Electronic submission] tab will appear in the left-hand menu. Download the following from the section: <ul style="list-style-type: none">• confirmation of proposal submission by the principal investigator (PI) and• confirmation of proposal submission by the entity. The proposal must be accompanied by a confirmation of proposal submission signed by the authorised representative of the Polish institution and the principal investigator of the Polish research team. Confirmations must bear an advanced electronic signature in PAdES format or the scan of the document signed by hand in PDF format. Confirmation of proposal submission signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. At the NCN's request, the applicant must prove that its electronic signature complies with the eIDAS Regulation.



Selected section in OSF	Subsection	Description
		<p>Confirmations of proposal submission by the principal investigator (PI) and entity downloaded from the OSF submission system bear an electronic signature of OPI PIB to ensure integrity of the data on the document that has generated from the OPI BIP system (one may verify that the data has not been amended, added or removed without authorisation) and to confirm that the data originates from the OSF submission system. When files with electronic signatures are annexed to the proposal, the system verifies if the document concerns the proposal and its final version, contains OPI's stamp as well as electronic signature. The system does not verify the validity of the certificates on the annexed files with electronic signatures. Electronic signatures are accepted as long as they are in PAdES format.</p> <p>PLEASE NOTE: Confirmations of proposal (final version) submission must be annexed to the proposal.</p> <p>If a group of Polish entities applies, the confirmation must be signed by the representative of the leader of the group of entities.</p>

V. CONTACT DETAILS

Please read the DAINA 4 call announcement, and if you have any questions regarding NCN's formal requirements, please contact NCN officers.

NCN Contact Persons

Coordinators

Telephone contact is available upon prior individual arrangement via email.

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tel.: +48 882 729 850 (available between: 9 a.m. – 1 p.m.)

Contact Persons at Lithuanian agency

For matters related to joint proposals, contact the Lithuanian research team and/or the Lithuanian agency (RCL).

RCL general affairs contact person:

Miglė Palujanskaitė

e-mail: migle.palujanskaite@imt.lt