

ETIUDA 7 CALL FOR PROPOSALS

DATA REQUIRED IN THE PROPOSAL AND ANNEXES TO THE PROPOSAL FOR FUNDING OF DOCTORAL SCHOLARSHIPS

Information required in the electronic proposal form and annexes to the proposal for funding of doctoral scholarships must be in Polish.

A. HOST INSTITUTION¹

1. Applicant's legal status
2. Name and registered office address (phone number, Elektroniczna Skrzynka Podawcza ESP (ePUAP)², email address, website)
3. NIP [tax identification number], REGON [statistical number]
4. 7-digit community identification code
5. Entity legal status
6. Regulatory authority
7. Charter status with respect to awarding titles and the activity profile
8. Does the institution belong to the public finances sector?
9. Head of the host institution (*title/academic degree, name and surname, position*)

B. GENERAL INFORMATION

1. Title of the doctoral dissertation
2. Discipline panel (*choose only one from the list*)
3. Auxiliary NCN Review Panel (*max. three, including at least one from the panel to which the proposal is being submitted*)
4. Doctoral scholarship duration (*six to twelve months*)
5. Doctoral scholarship start date (*1 October 2019*)
6. Estimated costs in PLN

B.1. INFORMATION ON THE FOREIGN RESEARCH INSTITUTION HOSTING THE FOREIGN FELLOWSHIP PLANNED BY THE APPLICANT

1. Country of the foreign fellowship³
2. Name and address of the foreign research institution
3. Name and address of the mentor from the institution hosting the foreign fellowship

C. SHORT DESCRIPTION OF RESEARCH PERFORMED TO SUPPORT DOCTORAL DISSERTATION (*up to 1 standard page*⁴)

¹ Provide details of an institution in which the applicant has embarked on a doctorate or will embark on a doctorate by 30 April 2019.

² Documents between the NCN and the institution are exchanged by means of an electronic mail account (ePUAP).

³ According to the list of countries where a foreign fellowship can be planned, as defined in Annex No 1 to NCN Council Resolution No 109/2018 of 8 November 2018.

⁴ Page size: A4; font size: 11-12; lead: single; margins: left and right: 2 cm, top and bottom: 1.5 cm.

C.1. ABSTRACT FOR THE GENERAL PUBLIC REGARDING RESEARCH PERFORMED TO SUPPORT DOCTORAL DISSERTATION ⁵ (*up to 1 standard page*⁴)

C.2. JUSTIFYING THAT THE RESEARCH PROJECT FULFILS THE CRITERIA OF BASIC RESEARCH⁶ (*up to 2,500 characters with spaces*)

D. INFORMATION ON THE APPLICANT AND HIS/HER RESEARCH SUPERVISOR

D.1. DATA OF THE APPLICANT AND HIS/HER RESEARCH SUPERVISOR

1. Given name(s) and surname(s), professional title/academic degree
2. Phone number, ePUAP account address⁶, email address⁷
3. PESEL number/gender, date of birth and country⁸
4. Nature of participation
5. Information on the applicant's doctoral program
6. Is the applicant a holder of doctoral degree/ university lecturer?
7. Address of residence, mailing address
8. Employer and post(s) occupied

D.2. APPLICANT'S SCIENTIFIC ACHIEVEMENTS

1. Academic and research career (*university, institute or other organisational unit, specialisation, date of award of MA*);
2. List of all publications⁹, including publications in renowned academic press/journals (*indicate place and date of publication, current five-year impact factor of the journal and the number of citations for particular publications; no self-citations allowed*), the total number of citations for all publications to date, no self-citations allowed (*required source: Web of Science™ Core Collection or Scopus*);

for art: music, fine arts, film

list of the most important artistic achievements and achievements in research in art with a nationwide or international impact, e.g. authoring and publishing a work of art (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, participating in a festival at home or abroad with an international impact, directing an international artistic venture;

3. Participation in research projects and results thereof (*titles and project numbers, sources of funding, duration (in years), host institutions, nature of participation in the project and list of the most important publications⁹ resulting from each project separately*);

⁵ Should the project be qualified for funding, the abstract for the general public will be published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call's results. The abstract should include only such data as the applicant wishes to make public on these websites.

⁶ Optional.

⁷ Documents between the NCN and doctoral scholarship recipient are exchanged by means of an electronic mail account known as ePUAP or email address as indicated here.

⁸ Applies to foreigners.

⁹ Titles in the language of the publication. If the publications have not been released in English, translate their titles into English and add them in square brackets next to the original titles. One may enter works yet to be published provided that letters confirming acceptance of the work for publication are attached to Section I. Annexes.

4. Research experience gained in Poland and abroad, including speeches at domestic and foreign conferences (*country, institution, type of stay, duration of stay*);
5. Scholarships and prizes;
6. The most important international and Polish awards for research (*type of award, place and date, up to 1,500 characters with spaces*).

A. FORMS OF FINANCING SCHOLARSHIP RECIPIENTS

1. Period of receiving a scholarship (*months*):

Scholarship start date:

2. Duration of foreign fellowship in a foreign research institution (*in months*):
3. The shortest distance between the place of residence of the applicant on the proposal submission date and the foreign host institution hosting the foreign fellowship¹⁰:

F. BREAKDOWN OF COSTS

(*type of NCN contribution: NCN-funded scholarship¹¹; funds to cover the cost of foreign fellowship¹²; funds to cover the cost of travel to the foreign research institution hosting the foreign fellowship¹³; total NCN contribution; all amounts in PLN*)

G. DECLARATIONS

G.1. DECLARATIONS BY THE APPLICANT

1. I hereby declare that I embarked on a doctorate on in¹⁴.
2. I hereby declare that I am planning to embark on a doctorate by 30 April 2019¹⁴.
3. I hereby declare that I shall be conferred the doctorate degree by
4. I hereby declare that the cost of staying at and travel to a foreign research institution hosting the foreign fellowship hosting the foreign fellowship under this call neither is nor was funded by the National Science Centre, nor from any other sources. I also declare, that I am applying/not applying¹⁵ for funding from the NCN resources and/or from other sources (*in the event of choosing "I am applying," indicate the addressee of the other proposal and indicate the planned host institution for the fellowship*).
5. I hereby declare that should I receive funding of the fellowship specified in this proposal from another source, I shall immediately notify the NCN thereof and shall:

¹⁰ According to the table of rates set forth in Annex No 2 to NCN Council Resolution No 109/2018 of 8 November 2018.

¹¹ The applicant shall be awarded a scholarship of PLN 4,500 per month for a period of preparation of a doctoral dissertation, which shall be no less than 6 and no more than 12 months.

¹² Flat-rate funds of PLN 12,000 per month, multiplied by the percentage correction rate set for a given country, according to the values set forth in Annex No 1 to the NCN Council Resolution No 109/2018 of 8 November 2018.

¹³ Flat-rate funds of PLN 1,000 to PLN 10,000, depending on the distance between the applicant's place of residence on the proposal submission date and a foreign research institution, according to the rates set forth in Annex No 2 to the NCN Council Resolution No 109/2018 of 8 November 2018, to cover the cost of return travel to the research institution hosting the foreign fellowship.

¹⁴ Declare if applicable.

¹⁵ Delete as appropriate.

- a) resign from applying for funding of the doctoral scholarship under this call for proposals or
 - b) resign from accepting the funding from another source.
6. I hereby declare that should I receive funding of the fellowship specified in this proposal pursuant to a decision of the NCN Director, I shall:
- a) resign from applying for funding of the doctoral scholarship granted by the NCN Director under this call for proposals or
 - b) resign from applying for funding from another source.
7. I declare that I am aware that:
- a) the NCN with its registered office in Krakow at ul. Twardowskiego 16, 30-312 Krakow is the controller of the personal data provided in the proposal,
 - b) the NCN's designated Data Protection Officer can be contacted via electronic mail at iod@ncn.gov.pl, by phone at +48 12 341 9113 or directly at the registered office of the data controller,
 - c) to fulfil its legal tasks, the NCN processes personal data based on Article 6(1)(c) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 2016, No 119, p.1), in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (consolidated text Journal of Laws of 2018, item 947),
 - d) personal data will be processed for the purpose of evaluation of the proposal for funding of a research project and, if funding is granted for its completion, for the purpose of supervision, financial and accounting operations, audits performed in the course of and after the completion of the project, evaluation of implementation and settlement of the funding agreement and for the purposes of determining, pursuing and defending against any claims. In addition, personal data will be processed for the purpose of evaluating the NCN's own tasks, reporting, dissemination of the information on the NCN's calls for proposals and their results throughout the scientific community and for archiving purposes,
 - e) personal data will be processed for the period necessary to achieve the purposes indicated in sub-point d) and for the period of storage, as defined by the NCN's records management procedures and the Uniform File Classification System,
 - f) provision of personal data is a statutory requirement and without its disclosure the purposes described in sub-point d) cannot be achieved,
 - g) the recipients of the personal data may only be entities authorised to collect personal data based on the generally applicable provisions of law, and within the scope defined in Article 31 of the Act on the National Science Centre of 30 April 2010 also individuals using the NCN's website at the Bulletin of Public Information (BIP),
 - h) personal data may be transferred for processing to third party companies or individuals commissioned to provide services. Such third parties process data based on personal data transfer contracts and are also obliged to keep the data being processed confidential,
 - i) the data subject has the right to access their personal data, correct their personal data and restrict the processing of their personal data, and
 - j) the data subject has the right to lodge a complaint with the President of the Office of Personal Data Protection if they consider that the processing of their personal data does not comply with the General Data Protection Regulation.
8. Should the proposal qualify for funding, I agree to have the following information published

on the NCN's and Ośrodek Przetwarzania Informacji (OPI)'s websites:

- a) name and surname and title of the submitted proposal,
 - b) position on a ranking list,
 - c) name of the research institution hosting the doctoral scholarship, and
 - d) abstract for the general public regarding research performed to support doctoral dissertation.
9. I declare that I am the author of the description of research performed to support doctoral dissertation in this proposal¹⁶.
10. I declare that:
- a) I am familiar with the principles of communicating the decisions of the NCN Director
 - b) I agree to having the proposal vetted with anti-plagiarism software and the project's contents stored in the software's database, and
 - c) I have read the *Code of the National Science Centre on Research Integrity and Applying for Research Funding* and I shall apply it.

G.2. STATEMENT BY AN AUTHORISED REPRESENTATIVE OF THE HOST INSTITUTION IN WHICH THE APPLICANT HAS EMBARKED ON A DOCTORATE OR WILL EMBARK ON A DOCTORATE BY 30 APRIL 2019

1. I hereby declare that the cost of staying at and travel to a foreign research institution hosting the foreign fellowship under this call neither is nor was funded by the NCN, nor from any other sources. I also declare that the entity I represent is is applying/not applying¹⁵ for funding of such cost from the NCN resources and from other sources (*in the event of choosing "is applying," indicate the addressee of the proposal and indicate the planned host institution for the fellowship*).
2. I hereby declare that should I receive funding of the fellowship specified in this proposal from another source, I shall immediately notify the NCN thereof and shall:
 - a) notify the natural person acting as the applicant of my resignation from applying for funding of a doctoral scholarship under this call for proposals or
 - b) resign from accepting the funding from another source.
3. I hereby declare that should I receive funding of the fellowship specified in this proposal pursuant to the decision of the NCN Director, I shall:
 - a) notify the natural person acting as the applicant of my resignation from the funds granted for the doctoral scholarship by the NCN Director under this call for proposals or
 - b) resign from applying for funding from another source.
4. Should the applicant receive funding of his/her doctoral scholarship specified under this call for proposals, acting on behalf of the entity I represent, I shall:
 - a) include the doctoral scholarship in the financial plan of the entity;
 - b) pay the scholarship and other funds disbursed under doctoral scholarship specified in this proposal to the applicant and
 - c) supervise funding and proper disbursement of the funds allocated by the NCN.
5. Acting on behalf of the entity I represent, I declare that:
 - a) I am familiar with the principles of communicating the decisions of the NCN Director,

¹⁶ Proposals, in which the applicant is not the author of the description of research performed to support doctoral dissertation shall not be delivered for further evaluation under the call for proposals.

- b) I agree to having the proposal verified with anti-plagiarism software and the project's contents stored in the software's database; and
- c) I have read the *Code of the National Science Centre on Research Integrity and Applying for Research Funding*, and I shall apply it.

H. DESCRIPTION OF RESEARCH PERFORMED TO SUPPORT DOCTORAL DISSERTATION (up to standard 10 pages¹⁷)

The research description should be divided into the following chapters:

1. Research objective

(problem aimed to be solved by the applicant in his/her doctoral dissertation, scientific questions and hypotheses)

2. Significance of the research

(state of the art, justification for tackling scientific problems, the impact of the research results on the development of the research field and scientific discipline)

3. Work concept and plan

(outline of the work plan, specific research goals, results of initial research, risk analysis)

4. Methods of research

(manner of conducting research, methods, techniques and tools, methods of results analysis, equipment and devices used in the research)

5. Literature

(list of literature referencing all positions included by the author in the description of the research project, with full bibliographic data)

H.1. DESCRIPTION OF THE FOREIGN RESEARCH INSTITUTION HOSTING THE FOREIGN FELLOWSHIP OF THE APPLICANT (up to 2 standard¹⁷ pages)

Justification for choosing the institution in terms of reputation, equipment or specific scientific achievements, description of research conducted, compliance of research with research performed to support the doctoral dissertation, research/ tasks to be conducted during the fellowship, potential use of skills and knowledge acquired during the fellowship in the applicant's future career as a scientist.

¹⁷ Page size: A4; font size: 11-12; lead: single; margins: left and right: 2 cm, top and bottom: 1.5 cm.

I. ANNEXES

Annex No 1¹⁸ *(in English)*

1. Information on the applicant embarking on a doctorate.

Annex No 2¹⁹ *(in English)*

Document confirming approval by the mentor from the institution hosting the foreign fellowship of the applicant (in English).

(date of the document, name of the research institution hosting the foreign fellowship of the applicant, name and surname of the mentor, name and surname of the scholarship recipient, fellowship duration (months), research facilities provided by the foreign institution (optional), signature of the applicant's mentor or authorised representative of the foreign research institution)

Annex No 3²⁰

Acceptance letters from publishers confirming that the work has been accepted for publication.

¹⁸ Applies to persons who have embarked on a doctorate. The proposal should be accompanied with the document bearing a qualified electronic signature or the document's scan with the signature in the signatory's own handwriting in PDF format.

¹⁹ The proposal should be accompanied with the document bearing a qualified electronic signature or the document's scan with the signature in the signatory's own handwriting in PDF format.

²⁰ Applies to persons who have indicated works accepted for publication in the "Scientific achievements" section. The proposal should be supported with a document in PDF format, including all acceptance letters confirming that the work has been accepted for publication.

J. CONFIRMATION OF SUBMITTING THE PROPOSAL²¹

CONFIRMATION OF SUBMITTING THE PROPOSAL²² UNDER AN NCN CALL BY A NATURAL PERSON ACTING AS THE APPLICANT

I declare that I am applying for funding of a doctoral scholarship with a value of PLN..... (PLN), pursuant to proposal No submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki / Obsługa Strumieni Finansowania) electronic submission system under the call, and should funding be awarded, I will use the doctoral scholarship as set forth in the proposal.

In light of the above, I declare that I have read the terms of the call for proposals and I am aware of legal liability for providing false information in the proposal submitted via the ZSUN/OSF electronic submission system, in particular the abovementioned declarations concerning myself. I declare that the information given in the proposal and attached documents complies with both the facts and the law.

.....
Applicant's signature

CONFIRMATION OF SUBMITTING THE PROPOSAL²²²² UNDER AN NCN CALL BY AN AUTHORISED REPRESENTATIVE OF THE INSTITUTION IN WHICH THE APPLICANT HAS EMBARKED ON A DOCTORATE OR WILL EMBARK ON A DOCTORATE BY 30 APRIL 2019

Acting on behalf of the entity I represent, I declare that I fully accept proposal No submitted via the ZSUN/OSF (Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania) electronic submission system by Mr/Ms, acting as the applicant under the call for funding of a doctoral scholarship with a value of PLN (PLN.....), and in the event of receiving funding I shall use the doctoral scholarship in the entity I represent.

In light of the above, I declare that I have read the terms of the call for proposals and I am aware of legal liability for providing false information in the proposal submitted via the ZSUN/OSF electronic submission system, in particular the abovementioned declarations concerning the entity I represent. I declare that the information given in the proposal and attached documents complies with both the facts and the law.

.....
Signature of the authorised representative of the entity

prof. dr hab. Janusz Janeczek

²¹ The proposal should be accompanied with the document bearing a qualified electronic signature or the document's scan with the signature in the signatory's own handwriting in PDF format.

²² The original copy should be stored by the end date of the proposal evaluation, and if the project is recommended for funding, by the date of signing the funding agreement.

Chair of the Council
of the National Science Centre