



Please click on „Updates/changes/ annexes/agreements” in the side menu to open the module of updates and annexes.

Updates/ changes/ annexes/ agreements

List of updates/ changes/ annexes/ agreements

Data in the Agreement section has not been updated/changed.

Show

Delete

Update/ change

Draft annex

Draft agreement

Update/ change

Information on how to correctly enter and validate an update/ change of data

To enter an update/change of data in the agreement, click the **"Create"** button in this subsection. After that, a new item will appear on the list of updates/changes/annexes/agreements with the **"Show"** button. Use it to go to the update/amendment. When in the form, the editor may enter modifications **that do not require an NCN's consent (conclusion of an annex/agreement)**. To validate the updates/changes, go to the **"Validate Data/Download Printout"** [in the form of updates/changes] and use the **"Update/Change Complete"** button.

After that, the NCN Program Officer will be notified that the update/change has been entered and validated.

If you cannot edit the selected subsection, contact the NCN Program Officer:

Barbara Świątkowska
barbara.swiatkowska@ncn.gov.pl

PLEASE NOTE! If the list of updates/changes/annexes/agreements contains an update/change that has not been validated or an annex/agreement that has not been processed, a new update/change cannot be made.

In such a case, remove or validate/process the item that prevents the new one from being made.

Should you have any questions or queries, contact the NCN Program Officer.

 Create

- Proposal
- Agreement
- Updates/ changes/ annexes/ agreements
- Main page
- Helpdesk

Updates/ changes/ annexes/ agreements

List of updates/ changes/ annexes/ agreements

1 - Z-2019/34/H/HS6/00739/1 - Creation date: 2021-10-29 - Barbara Swiatkowska - Update/ change - zatwierdzona

Show

Delete

Update/ change

Draft annex

Draft agreement

Draft annex

Information on how to correctly complete and submit an annex

To make an annex, click the "Create" button in this subsection and select the item from the list below:

- Annex 1 - change of project completion date
- Annex 2 - change of Principal Investigator
- Annex 4 - change of budget
- Annex - other

After that, a new item will appear on the list of updates/changes/annexes/agreements with the "Show" button. Use it to go to the annex.

When in the form, the editor may modify selected sections.

After editing, go to the "Validate data/ Download Printout" section [left menu of the annex] and click the "Submit the draft" button. After that, the annex can no longer be edited.

Then, click the "Download PDF" button to generate the annex. The annex and cover letter justifying the change must be signed with a qualified signature in the PAdES standard (by the principal investigator and authorised representative/s of the entity). The documents with signatures must be submitted to the NCN via the Electronic Delivery Box: /ncn/SkrytkaESP.

If a PDF file of the annex cannot be generated from OSF, after creating an annex form, completing it with required information and delivering it to the NCN, contact the NCN Programme Officer to request the correct agreement template, complete it with required information, sign it and deliver it to the NCN as described above.

Information on comments to the annex (if any) will be sent to the NCN Program Officer's e-mail address and editing will be allowed to enter changes.

PLEASE NOTE! If the list of updates/changes/annexes/ agreements contains an update/change that has not been validated or an annex/agreement that has not been processed, a new annex cannot be entered.

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barbara.swiatkowska@ncn.gov.pl

Create

If you want to create an annex concerning change of the budget breakdown please click on „Draft annex”, and next click on „Create” at the bottom of the page.

Updates/ changes/ annexes/ agreements

List of updates/ changes/ annexes/ agreements

1 - Z-2019/34/H/HS6/00739/1 - Creation date: 2021-10-29 - Barbara Swiatkowska - Update/ change - zatwierdzona

Show

Delete

Make a draft annex

Annex type *

- Annex 1 - change of project completion date
- Annex 2 - change of Principal Investigator
- Annex 4 - change of budget
- Annex - other

Please choose „Annex 4 – change of budget” and „Confirm”.

- Annex 1 - change of project completion date
- Annex 2 - change of Principal Investigator
- Annex 4 - change of budget
- Annex - other

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When in the form, the editor may modify selected sections.

After editing, go to the "Validate data/ Download Printout" section [left menu of the annex] and click the "Submit the draft" button. After that, the annex can no longer be edited.

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Create

- Proposal
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Updates/ changes/ annexes/ agreements

List of updates/ changes/ annexes/ agreements

2 - PA-2019/34/H/HS6/00739/1/1 - Creation date: 2021-11-02 - Barbara Swiatkowska - Annex 4 - change of budget - in preparation
 1 - Z-2019/34/H/HS6/00739/1 - Creation date: 2021-10-29 - Barbara Swiatkowska - Update/ change - zatwierdzona

Show

Delete

Update/ change

Draft annex

Draft agreement

Draft annex

Information on how to correctly complete and submit an annex

To make an annex, click the **"Create"** button in this subsection and select the item from the list below:

- Annex 1 - change of project completion date
- Annex 2 - change of Principal Investigator
- Annex 4 - change of budget
- Annex - other

After that, a new item will appear on the list of updates/changes/annexes/agreements with the **"Show"** button. Use it to go to the annex.

When in the form, the editor may modify selected sections.

After editing, go to the **"Validate data/ Download Printout"** section [left menu of the annex] and click the **"Submit the draft"** button. After that, the annex can no longer be edited.

Then, click the **"Download PDF"** button to generate the annex. The annex and cover letter justifying the change must be signed with a qualified signature in the **PAdES** standard (by the principal investigator and authorised representative/s of the entity). The documents with signatures must be submitted to the NCN via the Electronic Delivery Box: [/ncn/SkrytkaESP](#).

If a PDF file of the annex cannot be generated from OSF, after creating an annex form, completing it with required information and delivering it to the NCN, contact the NCN Programme Officer to request the correct agreement template, complete it with required information, sign it and deliver it to the NCN as described above.

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barbara.swiatkowska@ncn.gov.pl

Create

Please click on „change of budget - in preparation” and „Show”, to be able to edit project data. Please remember, you can delete the change in preparation, before you send it to NCN.

Budget summary

External links

[Types of costs](#)

Total costs of the entities

Jagiellonian University in Cracow

 Edit

Direct costs, including:
- costs of salaries and scholarships
- research equipment/device/software costs
- Other direct costs
-- subcontracting
Indirect costs
Total costs

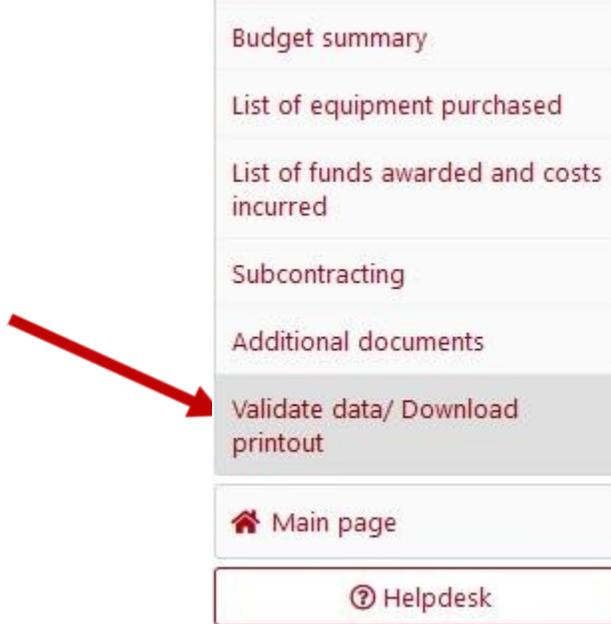
Oslo University

 Edit

Direct costs, including:
- costs of salaries and scholarships
- research equipment/device/software costs
- Other direct costs
-- subcontracting
Indirect costs
Total costs

Please remember, you can edit only data in the section „Budget summary”.

A draft annex can be send to NCN by pressing „Validate data/Download printout” and clicking on „Submit the draft”.



Annex/ agreement

Information on how to correctly submit an annex/ agreement.

In order to submit the draft to the NCN, use the "Submit the draft" button. After that, the form can no longer be edited. The operation is irreversible. If any data is incorrect, the NCN Program Officer may return the draft for correction.

Number
PA-2019/34/H/HS6/00739/1/1

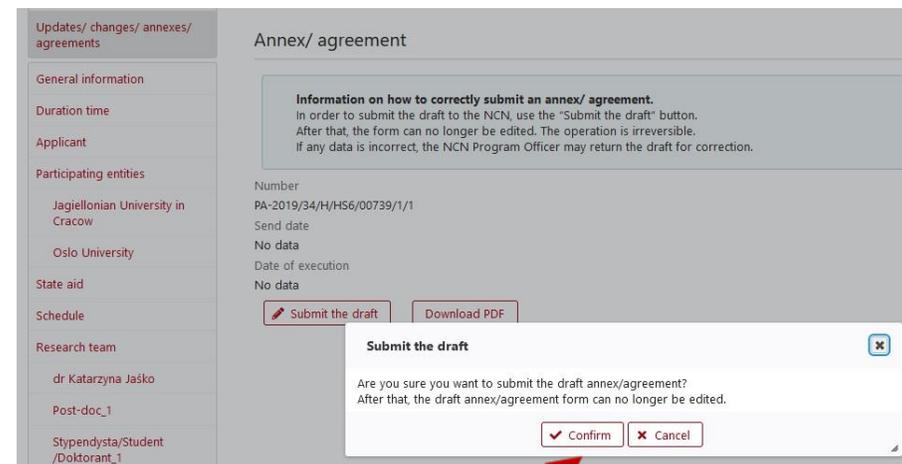
Send date
No data

Date of execution
No data

Submit the draft

Download PDF

Before sending you can download a draft version of the annex, which generates automatically.



It will be possible to download the final version of the annex, which is confirmed by the OPI sign, after submission.

The annex signed electronically by the PI and authorized representative of the PP has to be sent together with an application for changes using ePUAP authorization.

Validate data/ Download printout

Annex/ agreement

Information on how to correctly submit an annex/ agreement.

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Number

PA-2019/34/H/HS6/00739/1/1

Send date

2021-11-02 09:02:14

Date of execution

No data

[Download PDF](#)

