Annex 1 to NCN Council Resolution No 37/2022 of 21 March 2022 on the terms and conditions of the scheme launched by the National Science Centre allowing researchers from Ukraine to continue research in Poland

**PROPOSAL FORM TEMPLATE**

**[*light boxes to be filled out by the applicant; to be filled out in Polish, unless otherwise provided*]**

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| **GENERAL INFORMATION** | | | |
| **APPLICANTS** | | | |
| 1. | Applicant’s status (*choose from the drop-down list)* | | Wybierz element. |
| 1. *universities;* 2. *research institutes of the Polish Academy of Sciences;* 3. *research institutes;* 4. *international research institutes;* 5. *institutes operating within the Łukasiewicz Research Network;* 6. *Polish Academy of Arts and Sciences; and* 7. *research centres of the Polish Academy of Sciences.* |
| **APPLICANT’S DETAILS** | | | |
| **Entity (level I)** | | | |
| 1. | Entity’s name | | Click or tap here to enter the text |
| 2. | Address of registered office | | Click or tap here to enter the text |
| street, street No, apartment No, postcode, town/city, voivodeship, country |
| 3. | Contact information | | Click or tap here to enter the text |
| street, street No, apartment No, postcode, town/city, voivodeship, country, phone No, e-mail, www |
| 4. | ePUAP | | Click or tap here to enter the text |
| Electronic Delivery Box ESP (ePUAP)  Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address.  ESP (ePUAP) address shall be as follows: /user ID/ESP name |
| 5. | Head/ authorised representative of the entity | | Click or tap here to enter the text |
| professional title / academic degree, name, surname, position |
| 6. | NIP (tax identification number), REGON (statistical identification number) and KRS (court register number) | | Click or tap here to enter the text |
| *KRS - optional* |
| **Entity (level 2)** (if applicable) | | | |
| 1. | Entity’s name | | Click or tap here to enter the text |
| 2. | Address of registered office | | Click or tap here to enter the text |
| street, street No, apartment No, postcode, town/city, voivodeship, country |
| 3. | Contact information | | Click or tap here to enter the text |
| phone No, e-mail |
|  | | | |
| **INFORMATION ON THE RESEARCHER** | | | |
| 1. | Contact information | Click or tap here to enter the text | |
| Name, second name, surname, academic degree/ title, date of birth, citizenship, sex | |
| 2. | PhD (or equivalent) degree | Click or tap here to enter the text | |
| Year of award | |
| 3. | Research domain (*choose from the drop-down list)* | Wybierz element. | |
| 1. HS – Arts, Humanities and Social Sciences 2. ST – Physical Sciences and Engineering 3. NZ – Life Sciences | |
| NCN Review Panel (*choose from the drop-down list, selection of an incorrect panel shall not affect the evaluation)* | Wybierz element. | |
| 4. | Contact information (*if possible*) | Click or tap here to enter the text | |
| Telephone No, e-mail address | |
| 5. | Academic institution in Ukraine employing the researcher to date | Click or tap here to enter the text | |
| 6. | Date of living Ukraine (if still in Ukraine, provide an approximate date) | Click or tap here to enter the text | |
| day-month-year | |

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| **INFORMATION ON THE MENTOR** (must be employed by the applicant) | | |
| 1. | Contact information | Click or tap here to enter the text |
| Name, second name, surname, academic degree/title |
| 2. | Contact information | Click or tap here to enter the text |
| Telephone, e-mail address |
| 3. | Position | Click or tap here to enter the text |
| Position |

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| **COST** | | |
| Salary | 100,000 PLN | No justification needed |
| Funds for research | up to 10,000 PLN | No justification needed |
| Additional funds of up to 20,000 PLN (in well-justified cases) | PLEASE NOTE: Requesting funds over 10,000 PLN must be well-justified in Annex 2. Funds will not be awarded or less funds will be awarded if the evaluation is negative. |
| TOTAL (up to 130,000 PLN): | Click or tap here to enter the text | |

**Annex 1**: Researcher’s CV

[*PDF*]

CV must include:

* the most important publications;

the most important artistic achievements or achievements in research in art (*if applicable*);

information on workplaces, academic fellowships, ongoing projects, prizes and awards; and

other research career-related information.

[*in Polish or English*]

**Annex 2:** Integration plan and collaboration to date

[PDF, no more than **1 page**]

Annex 2 should include:

* work plan aimed at integrating the researcher with the applicant’s academic circles, e.g. involving the researcher in research performed by the institution;
* description of researcher’s collaboration with the applicant to date (*if applicable*);
* detailed justification for planning additional funds for research up to 20,000 PLN (*if applicable*).

[*in Polish or English*]

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| **PERSONAL DATA PROTECTION** | |
|  | *Acting pursuant to Article 13 (1) and (2) 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), this is to inform all those applying for funding that:*  *a) the National Science Centre (“NCN”) with its registered office in Krakow at ul. Twardowskiego 16, 30-312 Kraków, is the controller of your personal data,*  *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) the NCN shall process your personal data pursuant to Article 6 (1) (c) of the General Data Protection Regulation, in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended),*  *d) your personal data shall be processed for the purpose of:*  *- evaluation of your proposal*  *- supervision, financial and accounting operations, audits performed during and after funding, evaluation of implementation and settlement of funding agreements,*  *- evaluating the NCN’s own tasks, reporting, dissemination of the information on the NCN’s schemes throughout the scientific community, implementation of other activities regulated by generally applicable laws and for archiving purposes,*  *e) your personal data shall be processed from the moment it has been collected for as long as it is necessary to achieve the purposes indicated in point d) and to pursue related claims, for the period required by generally applicable laws and for the period of storage as defined by the NCN’s records management procedures and the Uniform File Classification System,*  *f) provision of your personal data is a statutory requirement and without its disclosure the purposes described in point d) cannot be achieved,*  *g) the recipients of your personal data may only be entities authorised to collect personal data pursuant to law and, to the extent specified in Article 31 of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended), individuals using the NCN’s website,*  *h) your personal data may be transferred for processing to third parties, such as the National Information Processing Institute with its registered office at al. Niepodległości 188b, 00-608 Warsaw. Such third parties process data based on personal data transfer contracts and are also bound to keep the data being processed confidential,*  *i) you have the right to access your personal data, correct your personal data and restrict the processing of your personal data, and*  *j) you have the right to lodge a complaint with the President of the Personal Data Protection Office if the General Data Protection Regulation is violated.* |

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| **ADMINISTRATIVE DECLARATIONS** | |
|  | *Head/ authorised representative of the entity* |
|  | *I hereby declare that:*  *1. the purpose of this proposal is not and has not been funded from the NCN resources and/or from other sources;*  *2. should I apply for or receive funding of that purpose from another source than the NCN:*  *a) in the event that funding is received from the NCN:*  *- I shall resign from applying for funding from another source*  *or*  *- I shall resign from funding allocated by the NCN Director or*  *b) in the event that funding is received from another source:*  *- I shall resign from applying for funding in this NCN scheme*  *or*  *- I shall resign from accepting funding from another source.*  *3. I hereby declare that the researcher complies with the eligibility criteria of the scheme in question and has read the proposal, and should it be recommended for funding, he/she agrees to the project being implemented. I shall verify the academic degree of the researcher and the date on which he/she entered Poland due to war.*  *4. should the research project be awarded funding, acting on behalf of the entity, I shall:*  *a) include the funding in the financial plan of the entity;*  *b) employ the researcher pursuant to an employment contract pursuant to the terms of the scheme;*  *c) provide the conditions required for the completion of the research, including access to laboratory/office premises and research equipment required for the completion of the research;*  *d) provide the project with administrative and financial assistance;*  *e) supervise proper disbursement of project monies; and*  *f) ensure cooperation with the mentor over the funding period.*  *5. should the proposal be recommended for funding, I agree to have the information on the results of the scheme to be published on the NCN website. The NCN shall protect researcher’s personal data.*  *6. I have read the Code of the National Science Centre on Research Integrity and Applying for Research Funding and shall apply it.*  *7. I hereby declare that the persons named in the proposal have disclosed their personal data to the extent necessary to submit this proposal and were notified of personal data protection and rules according to which the National Science Centre processes their personal data, included in this form, pursuant to Article 14 (1) and (2) of the General Data Protection Regulation (OJ EU L 2016, No 119, p. 1)*  *8. I hereby declare that I have read the state aid rules and project funding shall not constitute state aid for the entity, as referred to in Article 107 (1) of the Treaty on the Functioning of the European Union.*  *9. Due to the special nature and purpose of this scheme, I am aware that the submission deadline for proposals under Article 25 (2) of the NCN Act has been shortened.* |
|  | The proposal form to the NCN in PDF format must be signed with a qualified electronic signature or advanced electronic signature of the authorised representative of the entity. The electronic signature must be in line with the eIDAS Regulation, include a valid qualified certificate and have a PAdES extension. |