

OPUS 22

**Guidelines
for Polish research teams
submitting OPUS LAP/ Weave proposals**



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I. INTRODUCTION

The [OPUS 22](#) call is addressed at researchers at all stages of their academic careers who are planning research projects, including in cooperation with foreign research teams, pursuant to the Lead Agency Procedure under the Weave Programme, which will be evaluated by the NCN as the lead agency¹.

It means that OPUS 22 will be open to funding proposals for research projects:

- without the participation of foreign partners/ OPUS proposals;
EXAMPLE: A research project carried out by a research team affiliated with a Polish university;
- implemented by Polish research teams with the use of large international research equipment/ OPUS proposals;
EXAMPLE: A research project carried out by a research team affiliated with a Polish university, using data from the Gaia space mission launched by the European Space Agency in 2013;
- with the participation of foreign partners that are not applying for funding for that purpose within the framework of the Weave Programmes (however, they may apply for funding under other research-funding programmes that are not co-organised by the NCN pursuant to the Lead Agency Procedure under the Weave Programme/ OPUS proposals);
EXAMPLE: A research project carried out by a research team affiliated with a Polish university (applying for NCN funding of the Polish part of the research project) with the participation of Spanish partners that independently seek funding for the Spanish part of the research project from other sources;
- with additional participation of foreign partners that are not applying for funding for that purpose within the framework of the Weave Programmes and with additional use of large international research equipment / OPUS proposals;
EXAMPLE: A research project carried out by a research team affiliated with a Polish entity (applying for NCN funding of the Polish part of the research project), using data from the Gaia space mission launched by the European Space Agency in 2013, with the participation of Spanish partners that independently seek funding for the Spanish part of the research project from other sources;
- within the framework of LAP cooperation under the Weave Programme, i.e., with foreign research teams from Austria, the Czech Republic, Slovenia, Germany or Switzerland that are applying for funding of their research projects to their respective research-funding institutions (i.e. to FWF, GAČR, ARRS, DFG or SNSF) within the framework of the Weave Programme/ OPUS LAP proposals;
EXAMPLE: A research project carried out by a research team affiliated with a Polish university (applying for NCN funding of the Polish part of the research project) in cooperation with a German research team applying to the DFG within the framework of the Weave Programme;
- within the framework of LAP cooperation under the Weave Programme, with the participation of foreign partners that are not applying for funding for that purpose under the Weave Programme and/or with the use of large international research equipment / OPUS LAP proposal;
EXAMPLE: A research project carried out by a research team affiliated with a Polish university (applying for NCN funding of the Polish part of the project) in partnership with a German research team applying for DFG funding, within the framework of the Weave Programme as well as with Spanish partners independently applying for funding of the Spanish part of the project from other sources.

¹ **PLEASE NOTE:** The submission of funding proposals for research projects carried out within the framework of the LAP cooperation at the NCN as the lead agency **will only be possible in the September edition of OPUS**.



PLEASE NOTE: These guidelines concern proposals for funding of research projects within the framework of LAP cooperation under the Weave Programme (hereinafter: “OPUS LAP proposals”) due to their specific nature involving participation of foreign partners funded by their respective institutions (the FWF, GAČR, ARRS, DFG or SNSF) under the Weave Programme.

International cooperation is optional under the OPUS 22 call and proposals submitted together with foreign partners will not be given preferential treatment over those that do not involve such partnerships.

Lead Agency Procedure (LAP) under WEAVE

The [Weave Programme](#) is based on multilateral cooperation between research-funding institutions associated in [Science Europe](#) in order to simplify the procedure of evaluation and submission of proposals for multilateral international research projects. The Weave Programme is carried out pursuant to the Lead Agency Procedure applied by the European research-funding institutions to evaluate proposals. It is to facilitate international research teams to apply for funds for joint research projects and to simplify the evaluation of proposals by research-funding institutions.

The key principles of the procedure include:

- the use of national calls carried out by partner institutions to perform merit-based evaluation not only of domestic proposals, but also international bilateral and multilateral ones, which compete with domestic proposals on an equal footing;
- trust in the quality of peer-review among institutions undertaking such cooperation. Thus, projects involving two or more research groups from different countries to perform joint research will only be evaluated by a lead agency relevant for one of the teams participating in a project in the call that constitutes a permanent element of such agency's offer. Other agencies co-organising the call will approve the results of merit-based evaluation performed by the lead agency and award funding to research projects recommended for funding in the course of such evaluation.

LAP cooperation in OPUS 22

As of 2021, the National Science Centre has continued to cooperate with the following partner institutions under the Weave Programme:

- Austrian Science Fund (*Fonds zur Förderung der wissenschaftlichen Forschung*, “FWF”);
- Czech Science Foundation (*Grantová agentura České Republiky*, “GAČR”);
- Slovenian Research Agency (*Javna agencija za raziskovalno dejavnost Republike Slovenije*, “ARRS”);
- Swiss National Science Foundation, (“SNSF”) and
- German Research Foundation (*Deutsche Forschungsgemeinschaft*, “DFG”).

The NCN is intending to expand cooperation under Weave Programme in the next few years to include other research-funding organisations.

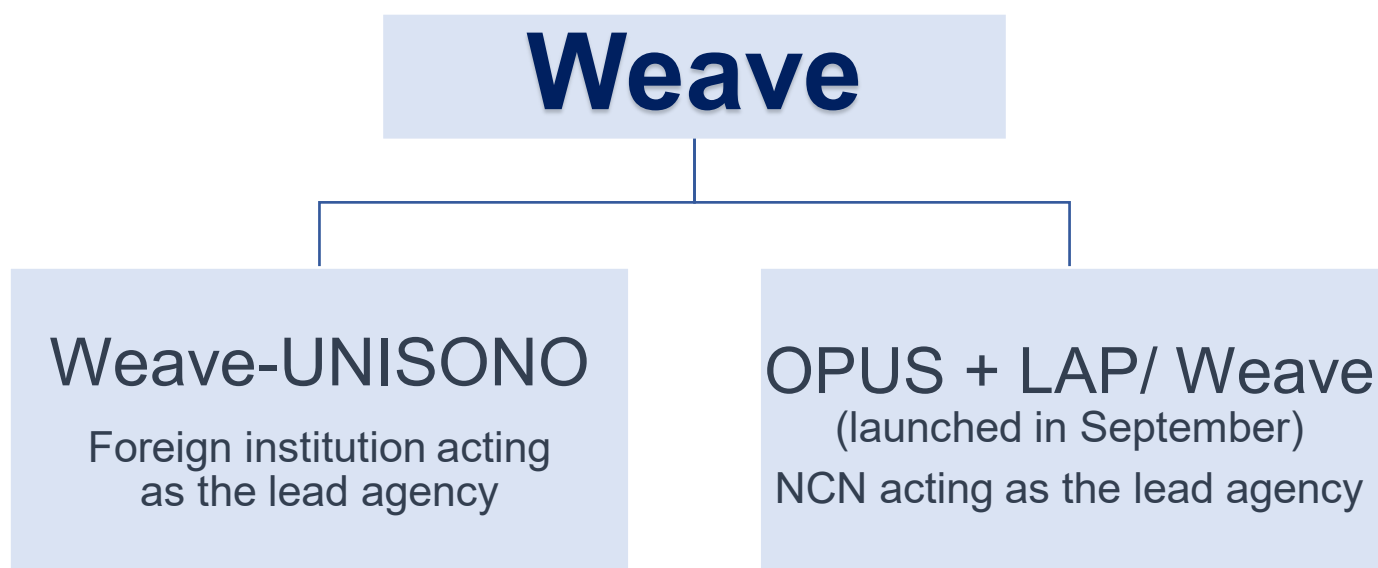
The Weave Programme has replaced NCN's bilateral international cooperation programmes with research teams from Germany (BEETHOVEN), Austria (MOZART), Switzerland (ALPHORN) as well as the multilateral cooperation programme CEUS.

Under the Weave Programme, NCN proposals covering all academic disciplines may be submitted to the NCN under two separate calls, depending on the lead agency (foreign partner institution or the NCN), i.e.:

- [Weave-UNISONO call](#), in the case of NCN proposals for which joint proposals are submitted to and evaluated by the **foreign partner institutions acting as the lead agencies** (in 2021: FWF, GAČR, ARRS, SNSF or DFG);
- **OPUS call launched in September**, in the case of NCN proposals for research projects carried out pursuant to the Lead Agency Procedure and evaluated by the **NCN as the lead agency**.

For more information, go to the [Weave website](#).

Diagram 1. NCN call for NCN proposals under the Weave Programme



The NCN acting as the lead agency under OPUS 22 performs the merit-based evaluation of OPUS LAP funding proposals for bilateral or trilateral research projects carried out by research teams from Poland, as well as Austria, the Czech Republic, Slovenia, Germany or Switzerland. As agreed by the research teams involved in a project, the research team from Poland as the coordinating applicant shall submit the OPUS LAP proposal to the NCN.

If a project is recommended for funding following the merit-based evaluation performed by the NCN, the NCN shall award funding to the Polish research teams, while the other partner institutions (FWF, GAČR, ARRS, DFG or SNSF) shall award funding to their respective foreign research teams.

[OPUS 22](#) is open to OPUS LAP proposals covering all academic disciplines, carried out in bilateral or trilateral cooperation between research teams from Poland (applying for funding to the NCN) and foreign research teams from Austria, the Czech Republic, Slovenia, Germany and Switzerland, applying for funding to their respective research funding institutions under the Weave Programme.

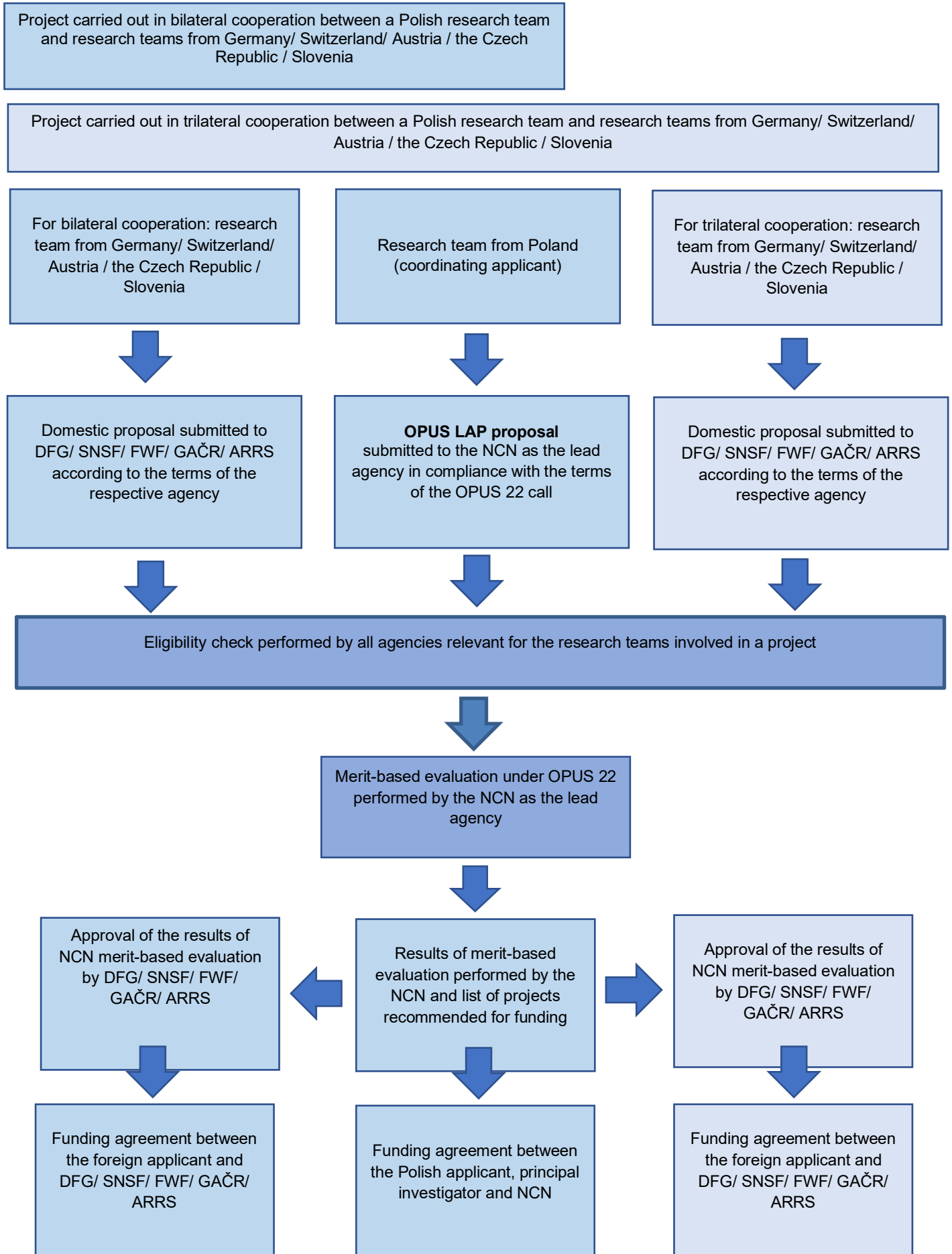
This document lays down the guidelines for Polish research teams (coordinating applicants) submitting OPUS LAP proposals under [OPUS 22](#). Foreign research teams must adhere to the respective requirements of their partner institutions, i.e. FWF, GAČR, ARRS, DFG or SNSF.

The proposal submission procedure applicable to OPUS LAP proposals under OPUS 22 is laid down in Section II. [HOW TO SUBMIT AN OPUS LAP PROPOSAL UNDER THE OPUS 20 CALL?](#)

OPUS 22 is open to funding proposals for research projects carried out by a Polish research team together with one or two foreign research teams cooperating under the Weave Programme as well as projects involving more partners from foreign research institutions that do not apply for funding to their respective partner institutions under the Weave Programme. In the case of such proposals, foreign research teams must acquire funding for that purpose from other sources.

Below is a diagram showing the individual stages of the OPUS 22 call procedure with regard to OPUS LAP proposals, i.e. proposal submission, eligibility check and merit-based evaluation, approval of ranking lists, issue of decisions and execution of agreements. The diagram also shows the communication process among agencies involved in individual stages of the call.

Diagram. Individual stages of the procedure and communication process among agencies involved in the OPUS 22 call with regard to OPUS LAP proposals



II. HOW TO SUBMIT OPUS LAP PROPOSALS UNDER OPUS 22?

1. Preparation of OPUS LAP proposals

[OPUS 22](#) will be open to proposals specified in [Section I](#), including OPUS LAP proposals:

- drafted by Polish research teams jointly with the foreign research team(s) from Austria, the Czech Republic, Slovenia, Germany or Switzerland applying for funding to their respective research funding institutions under the Weave Programme (i.e. FWF, GAČR, ARRS, DFG or SNSF), according to the terms laid down in the [OPUS 22](#) call text under bilateral or trilateral LAP cooperation;
- in any academic discipline covered by the [NCN Review Panels](#);

PLEASE NOTE: Proposals are evaluated in the panel to which they are submitted (e.g. HS1, ST1, NZ1). The panel cannot be changed once the proposal has been submitted. Auxiliary review panels allow to select experts and external experts for merit-based evaluation of proposals. Interdisciplinary proposals may be additionally evaluated by an expert from another panel if so is decided by the Chair of the expert team.

- for basic research projects that have not been funded by the NCN or from other sources;
- which cover the Polish part of the research projects planned for 24, 36 or 48 months (if possible, the project period should be same or as similar as possible for all research teams involved in the project); **PLEASE NOTE:** In the case of research projects involving research teams from the Czech Republic or Germany that apply for research funding from the GAČR or DFG, projects may be planned for a period of no longer than 36 months;
- under which research teams from Poland are the coordinating applicants, as agreed by the research teams involved in the project that submit OPUS LAP proposals to the NCN;
- under which research is based on a balanced and complementary contribution by the research teams that apply for parallel project funding from their respective partner institutions under the Weave Programme. This is to say that the contribution of each team involved in the project must be significant and necessary and their respective tasks should complement one another to create a coherent joint research project. An OPUS LAP proposal that, according to the Expert Team, does not meet that requirement must not be recommended for funding.
- in which the **budget** of the Polish research team is drafted according to the [Regulations](#);
- which are complete, i.e. include the documents and information specified in the [Resolution on the terms of the OPUS call](#).

Each research team involved in the LAP cooperation must have a principal investigator, whereas the principal investigator for the Polish research team must manage the Polish part of the research project.

For more information on how to fill in an OPUS LAP proposal in the ZSUN/OSF submission system, go to the [FILLING OUT OPUS LAP PROPOSALS IN ZSUN/OSF](#) Section.

Restrictions on submitting OPUS LAP proposals are described in Chapter III of the [Regulations](#).

Polish research teams submit their OPUS LAP proposals to the NCN via the ZSUN/OSF (*Zintegrowany System Usług dla Nauki /Obsługa Strumieni Finansowania*) submission system available at: <https://osf.opi.org.pl>, by **15 December 2021, 4 p.m.**

Each foreign research team involved in the LAP cooperation under the Weave Programme must submit a funding proposal with a set of required documents to its respective research funding institution, by the date and according to the rules specified thereby (usually within 7 days from the OPUS LAP proposal submission date); proposals are submitted as follows:

- Austrian research teams submit their proposals to the [FWF](#);
- Czech research teams submit their proposals to the [GAČR](#);
- Slovenian research teams submit their proposals to the [ARRS](#);
- German research teams submit their proposals to the [DFG](#); and
- Swiss research teams submit their proposals to the [SNSF](#).

If a partner institution requires applicants to submit a copy of the OPUS LAP proposals to its respective submission system under the Weave Programme, a complete English language version of the OPUS LAP proposal in PDF format must be generated following submission of the OPUS LAP proposal via the ZSUN/OSF submission system, and sent to the foreign research team.

PLEASE NOTE: An OPUS LAP proposal submitted to the NCN must be identical to the one submitted to the partner institution.

Table. LAP cooperation in OPUS 22 within the framework of the Weave Programme

Partner team country	Acceptable cooperation	Academic disciplines	Project duration ²	Partner institution relevant for a partner team
Austria	Bilateral or trilateral cooperation between research teams from Poland, Austria, the Czech Republic, Slovenia, Germany or Switzerland	All academic disciplines	24, 36 or 48 months	FWF
Slovenia				ARRS
Switzerland				SNSF
Czech Republic			24 or 36 months	GAČR
Germany			24 or 36 months	DFG

² The project duration should be identical (if possible) or as similar as possible for all research teams involved in the project. the duration of projects project performed by the Polish and foreign research teams may be changed according to the rules of the NCN and relevant partner institutions.

2. Budget for research tasks performed by the Polish research teams

The budget for research tasks performed by the Polish research teams must comply with the Types of costs in research projects funded by the National Science Centre ([Annex to the Regulations](#)). NCN scholarships are awarded pursuant to the [Regulations on awarding scholarships](#).

The budget must be justified as regards the subject and scope of research and based on realistic calculations. In the OPUS calls, the NCN does not specify the minimum or maximum budget. The proposal may be rejected if unreasonable budget is planned.

PLEASE NOTE: The results of merit-based evaluation performed by the NCN as the lead agency must be approved by relevant partner institutions (i.e. by FWF, GAČR, ARRS, DFG or SNSF), therefore the funding decision concerning the OPUS LAP proposals will be taken within 11 months of the proposal submission date. Hence, the Polish research teams may plan their research projects in the ZSUN/OSF submission system from 2023. If the funding decision by the NCN Director is taken in 2022, the applicants may incur pre-financing costs from their own resources before the funding agreement is signed by the NCN, the applicant and the principal investigator. They will be eligible costs from the date the funding decision by the NCN Director becomes final until the date the research project is completed.

Eligible costs in the project include direct costs and indirect costs.

Direct costs include:

1. salary:
 - full time remuneration: funds for full-time employment of the principal investigator or post-doc(s); **PLEASE NOTE:** OPUS LAP proposals **must not** provide for the employment of senior researchers in the project;
 - 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 instruments,
4. outsourced services,
5. business trips,
6. visits and consultations (**PLEASE NOTE:** The costs of consultations and visits of collaborators from foreign research institutions that receive parallel funding from the FWF, GAČR, ARRS, DFG or SNSF under the LAP cooperation within the framework of the Weave Programme are **not eligible**),
7. compensation for collective investigators and
8. other costs crucial to the research project which comply with the “Types of costs in research projects funded by the National Science Centre” ([Annex to the Regulations](#)), including:
 - costs of purchasing data/databases or access thereto,
 - specialist publications/teaching aids, and
 - costs of publishing the results of research that may only incurred once positively reviewed by the NCN. The cost 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) resulting from the research projects are not eligible until positively reviewed by the NCN in the [NCN review procedure](#).

Indirect costs include:

- indirect costs of Open Access up to 2% of direct costs that may only be spent on open access to publications and research data; pursuant to the [Order of the NCN Director](#), the NCN's open access policy 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;
- other indirect costs of up to 20% of direct costs that may be designated for the costs that are indirectly connected with the project, including the costs of open access to publications and research data. During the project, the host institution must agree with the principal investigator for the distribution of at least 25% of the indirect cost's value.

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.

3. Budget for tasks performed by foreign research teams

An OPUS LAP proposal submitted to the ZSUN/OSF system must contain a **budget table** listing foreign project costs of all foreign research teams involved in the LAP cooperation within the framework of the Weave Programme, drafted in accordance with the respective rules of the FWF, GAČR, ARRS, DFG or SNSF.

Choose and complete your research team's budget sheet in the [budget table](#) :

- specifying the costs requested by the foreign research teams from the FWF, GAČR, ARRS, DFG or SNSF that must be **identical** as the costs specified in the domestic proposals submitted thereto;
- the costs must be expressed in:
 - EUR (in the case of the Austrian, Slovenian and German research teams);
 - CZK (in the case of the Czech research teams);
 - CHF (in the case of the Swiss research teams);
- the costs will be automatically converted into PLN according to the exchange rate published by the National Bank of Poland on 9 September 2021, i.e. 1 EUR = 4.5315 PLN; 1 CZK = 0.1784 PLN; 1 CHF = 4.1663 PLN;
- providing a **detailed justification** for all the costs; the NCN as the lead agency will perform the merit-based evaluation of the foreign project costs in the budget table to ensure that they are well justified as regards the subject and scope of research;
- cost justifications **are not required** from the **Slovenian research teams applying to the ARRS**;
- **PLEASE NOTE:** If the costs in the budget table **are not justified, the proposal may be rejected**.

PLEASE NOTE: [The budget table](#) does not replace the standard documents **required by the FWF, GAČR, ARRS, DFG or SNSF** as regards foreign project budgets. Each foreign research team involved in the LAP within the framework of the Weave Programme must submit a funding proposal with a set of required documents to its respective research funding institution by the date and according to the rules specified thereby.

PLEASE NOTE: Once [the budget table](#) in Excel is completed:

- save the file in PDF format and make sure that **all contents of the cells in Excel are displayed (in particular the justification of the costs)**;

EXAMPLE:

FWF cost category	FWF - requested sum (in EUR)	FWF - requested sum (in PLN; 1 EUR= 4,5315 PLN)
Personnel costs	### ##	201 398 zł
<i>Lorem ipsum dolor sit amet enim. Etiam ullamcorper. Suspendisse a pellentesque dui, non felis. Maecenas malesuada elit lectus felis, malesuada ultricies. Curabitur et</i>		
Equipments costs	### ##	1 133 437 zł
<i>Lorem ipsum dolor sit amet enim. Etiam ullamcorper. Suspendisse a pellentesque dui, non felis. Maecenas malesuada elit lectus felis, malesuada ultricies. Curabitur et</i>		
Material costs	### ##	220 911 zł

IMPORTANT NOTE:

save the file in PDF format and make sure that **all contents of the cells in Excel are displayed (in particular the justification of the costs)**

- the budget table in PDF format must then be attached to the appropriate section of the OPUS LAP proposal in the ZSUN/OSF submission system.

The budget table **does not** need to be signed.

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

OPUS LAP proposals are submitted and completed in the ZSUN/OSF submission system according to [the call documents](#) .

- A. OPUS LAP proposals in the ZSUN/OSF submission system must be appended with the following documents concerning the **Polish applicants** in PDF format, **signed by hand³ or with an electronic signature⁴**:
1. confirmation of submitting the proposal signed by the authorised representative(s) of the Polish applicant (in the case of a group of entities: Polish entity acting as its leader), generated automatically by the ZSUN/OSF submission system when completing the work on the proposal under the [Elektroniczna wysyłka wniosku](#) [Electronic submission] tab;
 2. confirmation of submitting the proposal signed by the Polish principal investigator, generated automatically by the ZSUN/OSF submission system when completing the work on the proposal under the [Elektroniczna wysyłka wniosku](#) [Electronic submission] tab;
 3. in the case of Polish entities that **do not receive any institutional core funding** for research activity (in the case of a **group of entities: required for each** organisational unit in the group of entities that does not receive any institutional core funding for research activity):
 - 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);
 4. in the case of a group of **Polish entities** (specified in Article 27 (1) (2) of the NCN Act)⁵:
 - [research project cooperation agreement](#) (in Polish).

When applying for state aid, Polish applicants must complete additional sections of the proposal and submit additional annexes, in accordance with the guidelines available on the NCN website in the [State aid section](#). The required state aid related annexes must be signed with a **qualified electronic signature in PAdES format**.

- B. OPUS LAP proposals in the ZSUN/OSF system must be appended with the following documents on the **foreign partners** in PDF format:

³ In this case, a scan of the document signed by hand must be attached to the proposal in the ZSUN/OSF submission system.

⁴ 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 signatures comply with the eIDAS Regulation.

⁵ If a research project is carried out by at least two Polish entities, they must form a group of entities defined in Article 27 (1) (2) of the NCN Act and only as such can they apply for NCN funding. Each entity in the group of entities has its own budget, however the budget of salaries and scholarships defined in the [Regulations on awarding funding for research tasks funded by the National Science Centre](#) as regards research projects is identical for all entities in the group of entities. The entity that employs the principal investigator acts as the leader of the group of entities. If pursuant to Article 27 (1) (2) of the NCN Act, the entities cannot form a group of entities, they must not apply for NCN funding of a joint research project.



- **budget table** listing foreign project costs (see the [section above](#)). **The budget table does not** need to be signed.

PLEASE NOTE: The NCN does not require any documents (agreements) confirming the LAP cooperation within the framework of the Weave Programme between Polish and foreign research teams, nor does it require OPUS LAP proposals or documents annexed thereto to be signed by members of the foreign research teams.

5. Polish research team's duty to submit complete proposals to the NCN

Polish research teams (coordinating applicants) must ensure that their OPUS LAP proposals submitted to the NCN are complete. A proposal that has been submitted to the NCN via the ZSUN/OSF submission system cannot be amended and no file submitted to the ZSUN/OSF submission system can be replaced if it forms a part of the OPUS LAP proposal.

The principal investigators are therefore suggested to carefully verify that all sections of OPUS LAP proposals are completed correctly.

PLEASE NOTE: The FWF, GAČR, ARRS, DFG and SNSF may request that foreign research teams complete or amend their proposals submitted to the FWF, GAČR, ARRS, DFG or SNSF according to their respective rules. **There is no need to notify the NCN of the amendments.**

6. Electronic submission of OPUS LAP proposals

Once all the tabs have been completed and the OPUS LAP proposal form in the ZSUN/OSF system has been verified for completeness, you must block any further editing by clicking the [Zablokuj do NCN](#) [Block to NCN] button. Then, download the confirmation of proposal submission signed by the authorised representative(s) of the Polish host institution and Polish principal investigator, sign it and annex it to the proposal. **After the proposal is blocked and before it is submitted to the ZSUN/OSF system, only short and full project descriptions can be edited.**

OPUS LAP proposals submitted to OPUS 22 must be delivered to the NCN electronically via the ZSUN/OSF submission system available at www.osf.opi.org.pl by **15 December 2021, 4 p.m.**

Only electronic proposals are submitted to the NCN.

Please note that the FWF, GAČR, ARRS, DFG and SNSF apply their own rules according to which proposals must be submitted by foreign research teams.

If a partner institution requires that copies of OPUS LAP proposals are submitted to their respective proposal submission systems, **once the OPUS LAP proposal has been submitted to the ZSUN/OSF system**, generate a complete OPUS LAP proposal in English in PDF format and deliver it to the foreign research team.

PLEASE NOTE: An OPUS LAP proposal submitted to the NCN must be identical to the one submitted to the partner institution.

III. EVALUATION OF OPUS LAP PROPOSALS

1. Eligibility check

OPUS LAP proposals are subject to an eligibility check performed by the scientific coordinators of the NCN, while proposals submitted by the foreign research teams are additionally subject to an eligibility check performed by the FWF, GAČR, ARRS, DFG or SNSF, according to their respective rules.

Under OPUS 22, only OPUS LAP proposals approved as eligible by the NCN with regard to which FWF, GAČR, ARRS, DFG or SNSF approved proposals submitted by the foreign research teams as eligible, are subject to merit-based evaluation.

The eligibility check is the first stage of proposal review. At the NCN, the eligibility check is performed by scientific coordinators pursuant to the eligibility criteria applicable to [OPUS 22](#). The applicants' most frequent errors resulting in their proposals being rejected at the stage of eligibility check performed by NCN include:

- submission of OPUS LAP proposals in violation of the restrictions laid down in Chapter III of the [Regulations](#);
- completing particular sections of the NCN proposals in the ZSUN/OSF submission system in another language than required by the call documents;
- failure to provide a justification of the costs planned for the foreign research team(s) in the [budget table](#); the merit-based evaluation is performed by the NCN as the lead agency on the basis of the OPUS LAP proposal and includes (inter alia) evaluation of justification of the costs planned for the research project as regards the subject and scope of research, hence justification of the costs planned for the foreign research team(s) in the [budget table](#) must be comprehensive and well detailed;
- naming persons who will be selected in an open call procedure in the OPUS LAP proposals, including persons who will be employed as post-docs and remunerated from the NCN budget and under NCN scholarships for students and PhD students awarded pursuant to the [Regulations for awarding scholarships in the NCN-funded research projects](#);
- incompleteness of the proposal; and
- submission of the proposal to one agency involved only.

2. Merit-based evaluation

Under OPUS 22, the NCN acts as the lead agency in charge of merit-based evaluation of OPUS LAP proposals which are evaluated together with other proposals submitted to the call. Under OPUS 22, only OPUS LAP proposals approved as eligible by the NCN and with regard to which FWF, GAČR, ARRS, DFG or SNSF approved proposals submitted by the foreign research teams as eligible, are subject to merit-based evaluation.

The merit-based evaluation of OPUS LAP proposals in OPUS 22 is performed pursuant to the [Regulations](#).

Every year, the institutions participating in the Weave Programme agree on a threshold which is made public. The threshold is initially set at 20%. Out of all proposals recommended for funding by the lead agency, only proposals within the threshold will be recommended by the lead agency to the institutions involved. Pursuant to a mutual agreement between the lead

agency and partner/cooperating institutions, funding may be awarded to proposals that are not within the threshold.

The Expert Team recommends only those OPUS LAP proposals for funding that are among 20% of proposals with the highest rank among all those submitted to the OPUS call under particular NCN review panels.

Following the merit-based evaluation, the NCN provides the relevant partner institutions participating in the Weave Programme (i.e. FWF, GAČR, ARRS, DFG or SNSF) with information on the results thereof together with a list of research projects recommended for funding for their approval.

PLEASE NOTE: Polish research teams must provide the partner research teams involved in the project (co-applicants) with the documents on merit-based evaluation for their information.

The NCN Director awards funds for research projects performed by the Polish research teams, provided that the partner institutions award funds to the foreign research teams.

The results of merit-based evaluation performed by the NCN as the lead agency must be approved by the respective partner agencies participating in the Weave Programme (i.e. by FWF, GAČR, ARRS, DFG or SNSF), therefore the funding decision concerning the OPUS LAP proposals will be taken within 11 months of the proposal submission date. Hence, the Polish research teams may plan their research projects in the ZSUN/OSF submission system starting from 2023. If the funding decision by the NCN Director is taken in 2022, the applicants may incur pre-financing costs from their own resources before the funding agreement is signed by the NCN, the applicant and the principal investigator. They will be eligible costs from the date the funding decision by the NCN Director becomes final until the date the research project is completed.

Call timeline for OPUS LAP proposals:

- decision on OPUS LAP proposals with the participation of foreign research teams from Austria, the Czech Republic, Slovenia and Switzerland: by the end of June 2022;
- decision on OPUS LAP proposals with the participation of foreign research teams from Germany: end of October 2022.

The detailed rules according to which the National Science Centre awards funding for research tasks under OPUS 22 are laid down in the [Regulations](#).

Research projects must be performed by the Polish and foreign research teams according to the rules of the NCN and respective partner institutions.

IV. FILLING OUT NCN PROPOSALS IN ZSUN/OSF

Selected section in ZSUN/OSF	Subsection	Description
List of partner institutions		<p>Choose the research-funding institution relevant for the foreign research team, to which a funding proposal will be submitted within the LAP cooperation with the NCN under the Weave Programme, i.e. DFG for research teams from Germany, SNSF for research teams from Switzerland, FWF for research teams from Austria, GAČR for research teams from the Czech Republic and ARRS for research teams from Slovenia.</p> <p>Choose from the list:</p> <ol style="list-style-type: none"> 1. FWF - Austrian Science Fund; 2. GAČR - Czech Science Foundation; 3. ARRS - Slovenian Research Agency; 4. DFG - German Research Foundation; 5. SNSF - Swiss National Science Foundation.
Implementation period [months]		<p>Projects can be carried out over a period of:</p> <ul style="list-style-type: none"> • either 24 or 36 months, in the case of LAP cooperation within the framework of the Weave Programme with research teams from the Czech Republic or Germany; • 24, 36 or 48 months, in the case of LAP cooperation within the framework of the Weave Programme with research teams from Austria, Slovenia or Switzerland. <p>The implementation period must be identical for all research teams involved in a project or as similar as possible.</p> <p>The next sections of the proposal depend on that information. The project performance period cannot be changed at a later stage.</p> <p>In the case of any change in the project performance period, a new proposal must be created.</p> <p>Any change in the implementation period of projects performed by Polish and foreign research teams must be compliant with the terms and conditions of the NCN and respective partner institutions.</p>
NEW PROPOSAL / RESUBMITTED PROPOSAL	Has the proposal been submitted under a previous OPUS call for proposals? (YES/NO)	If a proposal was submitted in the previous edition (OPUS 21), answer 'YES'.
	If YES, please indicate the proposal registration number	<p>The same proposal must not be submitted to two successive editions of the OPUS call, with the exception of proposals which, in the previous call,</p> <ol style="list-style-type: none"> a. were recommended for the second stage of merit-based evaluation, b. were not recommended for the second stage of merit-based evaluation merely on the grounds that they had not met the terms of the call, had provided for unjustified costs or had been submitted to the wrong panel or c. were rejected at the stage of eligibility check. <p>E.g. If a proposal was submitted to the OPUS 21 call, please indicate the registration number as follows: 2021/41/B/???/?????</p>



Selected section in ZSUN/OSF	Subsection	Description
GENERAL INFORMATION	Project title Keywords	The title in English must be identical to the title in Polish. Keywords in English must be identical to the keywords in Polish.
	Review panel Auxiliary review panels	A review panel must be selected according to the current list of panels available on the NCN website . PLEASE NOTE: Proposals are evaluated in the panel to which they are submitted (e.g. HS1, ST1, NZ1). The panel cannot be changed once the proposal has been submitted. Auxiliary review panels allow to select experts and external experts for merit-based evaluation of proposals. Interdisciplinary proposals may be additionally evaluated by an expert from another panel if so is decided by the Chair of the expert team. Choose from the list: HS1_001-HS6_021, ST1_001-ST10_016, NZ1_001-NZ9_013 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted.
	Acronym	Optional.
	Project authorship / co-authorship	Please explain if the principal investigator (PI) is the author or co-author of the project descriptions. If the principal investigator (PI) is a co-author of the project descriptions, name the authors of the project descriptions. Information must be factually and legally correct.
APPLICANT	Applicant's status	Proposals for NCN funding of the Polish part of the research project may be submitted by the following entities: <ol style="list-style-type: none">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;<ol style="list-style-type: none">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;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. research centres of the Polish Academy of Sciences laid down in the Act on the Polish Academy of Sciences of 30 April 2010;11. scientific libraries;12. companies operating as R&D centres laid down in the Act on certain forms of support for innovative activities of 30 May 2008;13. legal entities with registered office in Poland;

Selected section in ZSUN/OSF	Subsection	Description
		14. natural persons; and 15. companies conducting research in other organisational form than set forth in sections 1-13. PLEASE NOTE: If the applicant is a natural person , the research project must not be carried out by a group of entities or entity for which project funding constitutes state aid. The applicant's status in the proposal must comply with the facts and the legal status.
PARTICIPATING ENTITIES	Name of entity	Polish participating entity/ entities can be added from the OPI database or outside the OPI database. If the data of the participating entity is entered from the OPI database, most of the information is downloaded automatically. The data should be verified, and in the case of incorrect or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89. The National Science Centre cannot change the participating entity's data.
	Country	Only entities located in Poland may be listed.
	Leader	If the applicant is a group of entities, name its leader. The principal investigator's employer acts as the leader of the group of entities.
	Research project cooperation agreement	If the applicant is a group of Polish entities , annex a research project cooperation agreement (in Polish). The agreement template is available in the ZSUN/ OSF submission system and on the NCN website . The agreement must be signed by the authorised representatives of the Polish entities comprising the group of entities. The agreement template includes the necessary information and must not be supplemented with any provisions on the cooperation between the parties. A group of entities may sign additional documents governing cooperation within the group which must not be attached to the proposal in the ZSUN/OSF submission system. PLEASE NOTE: Agreements in the ZSUN/OSF submission system are generated in PDF format. If the entities change, a new agreement must be downloaded, signed and uploaded. Attach the document in PDF format or scan of the document signed by hand. 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. Please note: Agreements containing mixed forms of signatures will be accepted, e.g. the leader signs the document with a qualified electronic signature, the partner(s) sign(s) it by hand. In this case, the agreement should first be signed by hand and then with an electronic signature in the PAdES format. PLEASE NOTE: The agreement must be signed by the authorised representatives of the entities in the group of entities. If the document is signed by a person other than the authorised representative of the entity, a

Selected section in ZSUN/OSF	Subsection	Description
		power of attorney must be attached to the proposal in the Elektroniczna wysyłka [Electronic submission] tab or to the agreement, for example at the end (as the last page).
DATA OF PARTICIPATING ENTITY	Head of Entity / Authorised Representative	Fill in the required fields as required 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, a power of attorney/authorisation to represent the entity for the purposes of submitting the proposal to the NCN must be attached to the proposal. The power of attorney must be attached in the Elektroniczna wysyłka [Electronic submission] tab.
	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)	Fill in the required fields as required by the system. If the applicant is not registered in the Commercial Register of the National Court register, tick “does not apply”.
	Contact Information	In this section, provide your contact details (e.g. telephone number, e-mail address, Electronic Delivery Box (ePUAP) address, website, etc.). Communication concerning the proposal, including the funding decision, will be sent to the Electronic Delivery Box (ePUAP) address. PLEASE NOTE: The entity’s Electronic Delivery Box (ePUAP) address must be provided.
	Registered Office Address and Contact Address	Fill in the required fields as required by the system.
	Does the entity belong to the public finances sector? (YES/NO)	If you choose ‘YES’, entities are classified pursuant to the Act on Public Finances.
	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)	Polish entities under forced administration, in liquidation or subject to bankruptcy proceedings must not be applicants or participating entities. If you choose ‘YES’, the system will block any further editing of the proposal.
	Does the entity receive any institutional core funding for research?	If a Polish entity applying for funding under OPUS 22 does not receive any institutional core funding for research, the proposal submitted to the ZSUN/OSF submission system must include the following information (in English): <ul style="list-style-type: none"> information on research carried out over the past 2 years preceding submission of the proposal together with a list of publications affiliated with the applicant/participating entity; information on research equipment and other instruments/ facilities crucial to research. <p>File format: PDF; electronic signature in PAdES format or scan of the document signed by hand. 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>

Selected section in ZSUN/OSF	Subsection	Description
		In the case of a group of Polish entities, the above information is required for each organisational unit in the group of entities that do not does not receive any institutional core funding for research.
FOREIGN ENTITY/ENTITIES		<p>Enter institutions that, if their proposals are recommended for funding, receive project funding from the NCN's partners within the framework of the LAP cooperation under the Weave Programme, i.e. DFG, SNSF, FWF, GAČR or ARRS. Other cooperating entities must be entered in the INTERNATIONAL COOPERATION section.</p> <p>In the case of LAP cooperation with the German partners, enter the institution receiving project funding from the DFG is the project is recommended.</p>
STATE AID	Will project funding constitute state aid?	<p>The principal investigator and authorised representative(s) of the entity must read the State Aid rules.</p> <p>When applying for state aid, the Polish applicant must fill in additional fields of the proposal and submit additional annexes, in accordance with the guidelines available on the NCN website in the State aid section. In the case of entities for which project funding constitutes state aid, an OPUS LAP proposal must include the detailed costs and other documents and declarations related to applying for state aid via the NCN, as required by the proposal (in Polish).</p> <p>PLEASE NOTE: All annexes must be signed with a qualified electronic signature in PAdES format by the authorised representative of the enterprise.</p> <p>The principal investigator for the project must not be the authorised representative of the applicant. Copies of the documents annexed to the proposal (e.g. a copy of financial statements) must be confirmed for compliance with the original (the phrase: "CERTIFIED TRUE COPY" must be placed on each page of the document or phrase: "PAGES ... - ... CERTIFIED TO BE TRUE COPY" must be placed on the front page of the document, together with a legible signature of the authorised representative of the entity). A document certified to be a true copy of the original must be scanned, signed with a qualified electronic signature in PAdES format and annexed to the proposal in PDF format.</p>
RESEARCH PLAN (Polish research team)		<p>Research tasks performed by the Polish research team must be described in Polish and English. Both language versions must be identical. The purchase of research equipment, participation in conferences, preparation to publications, etc. are not deemed research tasks.</p> <p>If funding is provided, the Research Plan will be annexed to the agreement.</p>
RESEARCH PLAN – foreign research team(s) involved in LAP cooperation		<p>It is necessary to specify the research tasks performed by the foreign research team(s) involved in the LAP cooperation (only in English).</p> <p>The purchase of research equipment, participation in conferences, preparation to publications, etc. are not deemed research tasks.</p>
SIMILAR RESERARCH TASKS	Principal investigator – Poland Entity/ entities – Poland	<p>This section must be completed in English and concerns the Polish principal investigator and Polish entity. All questions must be answered and data must be saved in the proposal form. If the principal investigator has performed or performs similar research tasks to the ones presented in the OPUS LAP proposal submitted to OPUS 22, he/she must justify the need to have the tasks covered by the OPUS LAP proposal funded. If such is the case, indicate ongoing and completed research tasks for which double funding might be suspected if funding is awarded to research tasks covered by this proposal.</p>

Selected section in ZSUN/OSF	Subsection	Description
SIMILAR RESEARCH TASKS – FOREIGN PARTNER(S)		<p>The explanation should clearly show the differences between the research tasks and justify the need to fund the research tasks covered by this proposal.</p> <p>This section must be completed in English and concerns the head(s) of foreign partner research team(s) and foreign entity/ entities involved in the LAP cooperation. All questions must be answered and data must be saved in the proposal form. If the principal investigator of the foreign research team has any ongoing or completed similar research tasks to the ones presented in the OPUS LAP proposal submitted to OPUS 22, he/she must justify the need to have the tasks covered by the OPUS LAP proposal funded.</p> <p>If such is the case, indicate ongoing and completed research tasks for which double funding might be suspected if funding is awarded to research tasks covered by this proposal. The explanation should clearly show the differences between the research tasks and justify the need to fund the research tasks covered by this proposal.</p>
SHORT DESCRIPTION		<p>This section must be completed in English and must include all research tasks performed by the Polish research team(s) and the foreign research team(s) involved in the LAP cooperation under the Weave Programme.</p> <p>A short project description (up to 5 pages) in English must include the following information:</p> <ol style="list-style-type: none"> 1. scientific goal of the project (description of the problem to be solved, research questions and hypotheses); 2. significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the research, the impact of the project results for the development of a given discipline and academic disciplines); 3. concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis); 4. research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices used in research); 5. project literature (a reference list for publications included in the project description, with full bibliographic data). <p>The above-mentioned sections, including references to literature, are required. Failure to include any of them shall constitute a reason for rejection of the proposal on the grounds that it does not meet the eligibility criteria. PLEASE NOTE: Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the full project description, therefore this description must include the information necessary for the proposal to be evaluated.</p> <p>The description must be annexed in PDF format (up to 10 MB). Text limit: 5 pages, A4. Recommended formatting: top-bottom margins: at least 1.5 cm, left-right margins: at least 2 cm; font: Times New Roman or equivalent; font size: 11; interline: single.</p>

Selected section in ZSUN/OSF	Subsection	Description
FULL DESCRIPTION		<p>This section must be completed in English and must include all research tasks performed by the Polish research team and the foreign research team(s) involved in the LAP cooperation under the Weave Programme.</p> <p>A full short project description (up to 15 pages) must include the following information:</p> <ol style="list-style-type: none"> 1. scientific goal of the project (description of the problem to be solved, research questions and hypotheses); 2. significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the research, the impact of the project results for the development of a given discipline and academic disciplines); 3. concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis); 4. research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices used in research); 5. project literature (a reference list for publications included in the project description, with full bibliographic data). <p>The above-mentioned sections, including references to literature, are required and if any of them is missing, the proposal may be rejected on the grounds that it does not meet the eligibility criteria.</p> <p>PLEASE NOTE: Experts evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description, therefore this description must include the information necessary for the proposal to be evaluated.</p> <p>The description must be annexed in PDF format (up to 10 MB). Text limit: 5 pages, A4. Recommended formatting: top-bottom margins: at least 1.5 cm, left-right margins: at least 2 cm; font: Times New Roman or equivalent; font size: 11; interline: single.</p>
ETHICS ISSUES		<p>This section must be completed in English and must include all research tasks performed by the Polish research team and the foreign research team(s).</p> <p>Before completing relevant section in the ZSUN/OSF submission 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. 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 NIE na wszystkie [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 OPUS LAP proposal is carried out in compliance with the best practice standards applicable to a particular academic discipline/ field as well as provide information on any permission already issued or a description on how the relevant requirements will be fulfilled.</p>

Selected section in ZSUN/OSF	Subsection	Description
		<p>PLEASE NOTE: There is no obligation to attach any consent or permit to the proposal or include information on permits or approvals that have been already granted. In the case of research that require any such permits or approvals, 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>
SUMMARY		<p>This section must be completed in English and must include all research tasks to be performed by the Polish research team and the foreign research team(s).</p> <p>Page limit: up to 4500 characters, with spaces (plain text - no formulas, no graphics).</p> <p>The summary must include the most important information on the project allowing the experts requested to review the project to assess their competencies to perform the review.</p>
ABSTRACT FOR THE GENERAL PUBLIC		<p>The project's abstract for the general public must be attached in Polish and English and must include all research tasks carried out by the Polish research team and the foreign research team(s). Both language versions must be identical.</p> <p>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 Ośrodek Przetwarzania Informacji (OPI) alongside information on the call results pursuant to the consent granted in the <u>Oświadczenia administracyjne</u> [Administrative declarations] section.</p> <p>The summary must be aimed at the general public, including persons who are not experts in a given field or researchers. It should be written in a language that is easy to understand by the general public, describe the contribution of the research to the global research, public discourse or impact on the social and economic environment.</p> <p>The summary 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, interline: single, left-right margins: 2cm, top-bottom margins: 1.5cm).</p>
INTERNATIONAL COOPERATION	Nature of cooperation Countries Entities	<p>The system will automatically complete information on international (LAP) cooperation and country(s) based on the data provided in the proposal.</p> <p>PLEASE NOTE: The NCN does not require any documents (agreements) to be annexed to confirm the LAP cooperation under the Weave Programme between the Polish and foreign research teams, nor does it require OPUS LAP proposals or documents annexed thereto to be signed by members of the foreign research teams.</p> <p>Another cooperating country may be added. In the case of research projects performed by the Polish research teams with the use of large international research equipment or with the participation of partners from foreign partner institutions that do not apply for funding for that purposes under the Weave Programme, please provide information on international cooperation as well as description of related benefits (in English).</p> <p>International cooperation must be merit-based. The following are not deemed international cooperation:</p> <ol style="list-style-type: none"> a) participation in international conferences;

Selected section in ZSUN/OSF	Subsection	Description
		<p>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 the foreign research institutions; and d) cooperation with foreign researchers employed in Polish institutions.</p> <p>Provide the full name of:</p> <ul style="list-style-type: none"> foreign research institutions that will receive parallel funding from the FWF, GAČR, ARRS, DFG or SNSF within the framework of LAP cooperation under the Weave Programme if their projects are recommended for funding; other foreign research institutions from the countries specified in the proposal with which cooperation is forecasted. <p>PLEASE NOTE: Documents confirming international cooperation must not be annexed to the proposal. In the case of international cooperation, describe the related benefits.</p>
RESEARCH TEAM	Number of team members	<p>In this section, enter information on the Polish research team (number of team members, type of participation, scope of work, required qualifications). This sections must be completed in English.</p> <p>Choose from: principal investigator (PI), scholarship grantee / student/ PhD student/ post-doc/ co-investigator.</p> <p>Specify the number of all members of the Polish research team (including the principal investigator, scholarship grantees and post-docs as well as other co-investigators and persons who are not paid any remuneration) involved in the project (Polish side).</p> <p>PLEASE NOTE: Senior researcher positions must not be planned in in any projects under OPUS LAP proposals.</p> <p>Name the principal investigator only.</p> <p>PLEASE NOTE: Names of persons to be selected in an open call procedure, including persons to be employed as post-docs and remunerated from the NCN budget and under NCN scholarships for students and PhD students awarded pursuant to the Regulations for awarding scholarships in the NCN-funded research projects, must not be provided in the OPUS-LAP proposals. Proposals may be rejected as ineligible if they include the names of persons to be employed as post-docs or under NCN scholarships.</p> <p>The rules for planning the costs of salaries and scholarships are laid down in an annex to the Regulations on awarding funding for research tasks funded by the National Science Centre.</p>
PRINCIPAL INVESTIGATOR (PI)	Information	<p>This section must be completed in Polish and in English.</p> <p>In this section, enter information on the principal investigator of the Polish research team. The principal investigator (PI) may be added from either the OPI database or from outside the OPI database.</p>

Selected section in ZSUN/OSF	Subsection	Description
		<p>If the principal investigator's data is entered from the OPI database, most of the information will be uploaded automatically.</p> <p>The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre cannot change the principal investigator's data.</p> <p>The principal investigator must be a person whose academic and research track record includes at least one paper published or accepted for publication⁶.</p> <p>For research in art, the principal investigator must be a person whose academic and research track record includes at least one paper published or accepted for publication or at least one artistic achievement and achievement in research in art⁷.</p> <p>The principal investigator must be employed at the host institution for the project for the entire project performance period pursuant to at least a part-time employment contract. This requirement must be met on the project start date at the latest and does not apply to recipients of social security pension.</p> <p>PLEASE NOTE: The principal investigator must reside in Poland for at least 50% of the project performance period and be available to the host institution for the project. This period includes evidenced project-related business trips and holiday governed by labour law.</p> <p>In the first part of the Research Team – Principal Investigator (PI) section, enter information on:</p> <ul style="list-style-type: none"> • academic degree (under the OPUS call, the principal investigator does not have to be a PhD holder; in the case of multiple PhD holders, enter the date of award of the first PhD); • career breaks extending the period of academic and research track record, i.e. projects and publications and for research in art, artistic achievements and achievements in research in art (the other parts of the section concern the whole period of principal investigator's academic activity); <p>Long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work over the period of 10 years prior to the proposal submission year. Enter the number of days.</p> <p>Child care leave granted pursuant to the Labour Code. Enter the number of days.</p> <p>For women: Children born or adopted. Enter the number of children. This period may be extended by 18 months for every child born or adopted. If you enter the number of children and number of days of child care leave granted pursuant to the Labour Code, the system will calculate the period of leave choosing more advantageous variant;</p> <ul style="list-style-type: none"> • place of employment: name of the institution in Polish and in English as well as position; you may tick "not employed"; • main academic discipline (according to the classification of the Ministry of Science and Higher Education) of the principal investigator; no more than two; the first discipline will be automatically regarded as the main one; may be modified;

⁶ A paper must be published or accepted for publication in the proposal submission year or over the period of 10 years prior to the proposal submission year.

⁷ A paper or artistic achievement and achievement in research in art must be published or accepted for publication in the proposal submission year or over the period of 10 years prior to the proposal submission year.



Selected section in ZSUN/OSF	Subsection	Description
		<ul style="list-style-type: none">early stage (young) researcher: this section appears only if, based on date of PhD award, the principal investigator scientists appears to be an early-stage (young) researcher;personal details and contact information, residence address, correspondence address; PLEASE NOTE: In the <u>Dane kontaktowe</u> [Contact Details] section, enter the correct e-mail address or Electronic Delivery Box (ePUAP) address. If the principal investigator has not Electronic Delivery Box (ePUAP) address, enter his/her e-mail address. Communication concerning the proposal, including the funding decision, will be sent to the Electronic Delivery Box (ePUAP) address.researcher's electronic ID: optional, ID from ORCID (www.orcid.org).
	Academic and research track record	<p>In this section, enter information on the principal investigator of the Polish research team. This sections must be completed in English. The following information must be entered:</p> <ul style="list-style-type: none">academic and research career;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 (i.e. between 01.01.2011 and 15.12.2021), with 1-3 of them attached in PDF format; 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 (i.e. between 01.01.2011 and 15.12.2021). If one or more publications are listed, 1-3 of them should be attached in PDF format; The period for publications or artistic achievements and achievements in research in art will be extended by any career breaks specified in the <u>Informacje o przerwach – ankieta dorobku</u> [Information on Career Breaks - Academic and Research Track Record] section;Information on research project management or other research funding under NCN calls in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. between 01.01.2011 and 15.12.2021); this period will be extended by any career breaks specified in the <u>Informacje o przerwach – ankieta dorobku</u> [Information on Career Breaks - Academic and Research Track Record] section; If the information on the principal investigator is entered from the OPI database, information on NCN projects will be downloaded automatically. Such information must be verified. In the case of wrong or outdated information, contact the National Information Processing Institute - National Research Institute (OPI PIB) at: (22) 351-71-01, (22) 351-71-04, (22) 351- 70-89. For research completed and settled, information on the recommendations and NCN decision will appear. PLEASE NOTE: Projects recommended for funding by the Ministry of Science and Higher Education whose documents have been submitted to the National Science Centre must be entered in the <u>Inne projekty badawcze spoza NCN</u> [Other research projects outside NCN] section.



Selected section in ZSUN/OSF	Subsection	Description
		<ul style="list-style-type: none"> information on managing other research projects funded under national or international calls (other than NCN calls) in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. between 01.01.2011 and 15.12.2021). Enter only those projects in which you have acted as the principal investigator and which: <ul style="list-style-type: none"> are or have been carried out in the proposal submission year or over the period of 10 years prior to the proposal submission year, are or have been funded from the funds for science, have been selected in the course of national or international calls for proposals and are not and have not been funded from the operating support funds. Acting as the principal investigator also means managing/coordinating the work of a research group in international projects or programmes. The period for projects will be extended by any career breaks specified in the Informacje o przerwach – ankieta dorobku [Information on Career Breaks - Academic and Research Track Record] section. PLEASE NOTE: In this section, enter projects recommended for funding by the Ministry of Science and Higher Education whose documents have been submitted to the National Science Centre. description of the most important research achievement; PLEASE NOTE: This field must not be left blank. If one does not have the most important research achievement, enter: NONE; research experience at home and abroad; optional; most important national and international awards for research and other research activity and research in art; optional; lectures and papers, Other significant scientific achievements - optional.
RESEARCH TEAM – FOREIGN PARTNER(S)		<p>In this section, enter information on the foreign research team(s) involved in the LAP cooperation (type of cooperation, scope of work, required qualifications). This sections must be completed in English. In the Podmiot [Entity] section, choose from the list of entities entered in the Podmiot/y zagraniczny/e [Foreign entity/entities] section.</p> <p>Name the principal investigator of the foreign research team involved in the LAP cooperation. (PLEASE NOTE: Only one Principal Investigator may be identified for a given country, e.g. Germany, Switzerland, Austria, the Czech Republic and Slovenia. Foreign research teams must make sure that the eligibility criteria concerning research team members imposed by their respective partner institutions have been met). Other members of the foreign teams must be described as “Co-investigators” alongside their scope of work and required qualifications.</p>
PRINCIPAL INVESTIGATOR	Information	<p>In this section, enter information on the principal investigator(s) of the foreign research team(s) involved in the LAP cooperation. This sections must be completed in English.</p>
	Academic and research track record	<p>In this section, enter information on the principal investigator(s) of the foreign research team(s) involved in the LAP cooperation. This sections must be completed in English.</p> <p>In the first part of the Zespół badawczy/ Partner zagraniczny – kierownik (PI) [Research Tam – Foreign Partner - Principal Investigator (PI)] section, enter information on:</p>



Selected section in ZSUN/OSF	Subsection	Description
		<ul style="list-style-type: none"> • academic degree; • career breaks extending the period of academic and research track record, i.e. projects and publications and for research in art, artistic achievements and achievements in research in art (the other parts of the section concern the whole period of principal investigator's academic activity); Long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work over the period of 10 years prior to the proposal submission year. Enter the number of days. Child care leave granted pursuant to the Labour Code. Enter the number of days. For women: Children born or adopted. Enter the number of children. This period may be extended by 18 months for every child born or adopted. If you enter the number of children and number of days of child care leave granted pursuant to the Labour Code, the system will calculate the period of leave choosing more advantageous variant; • place of employment: name of the institution in Polish and in English as well as position; you may tick "not employed"; • personal details and contact information, residence address, correspondence address; <p>In this section, enter the following information:</p> <ul style="list-style-type: none"> • academic and research career; • 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 (i.e. between 01.01.2011 and 15.12.2021), with 1-3 of them attached in PDF format; 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 (i.e. between 01.01.2011 and 15.12.2021). If one or more publications are listed, 1-3 of them should be attached in PDF format; The period for publications or artistic achievements and achievements in research in art will be extended by any career breaks specified in the <u>Informacje o przerwach – ankieta dorobku</u> [Information on Career Breaks - Academic and Research Track Record] section. • Information on other research project management in national or international calls in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. between 01.01.2011 and 15.12.2021); • description of the most important research achievement; PLEASE NOTE: This field must not be left blank. If one does not have the most important research achievement, enter: NONE; • research experience at home and abroad; optional; • most important national and international awards for research and other research activity and research in art; optional.
PERSONNEL COSTS AND SCHOLARSHIPS	Principal investigator (PI)	Enter the costs planned by the Polish research team only (in PLN).



Selected section in ZSUN/OSF	Subsection	Description
	Post doc	<p>Remuneration must be planned pursuant to the Regulations.</p> <p>The remuneration of the principal investigator (PI) can only be planned under one category: full-time remuneration or additional remuneration. The principal investigator (PI) may also tick “no remuneration”.</p> <p>Choose the following type of employment in the proposal:</p> <ul style="list-style-type: none">• full-time remuneration ;• additional remuneration;• no remuneration. <p>Full-time remuneration for the principal investigator may be planned for a period shorter than the project performance period, in an amount decreased proportionally to the period for which it is planned. A principal investigator (PI) may also be employed pursuant to a full-time or part-time employment contract with remuneration paid from the budget for additional remuneration. According to the Regulations, the budget for additional remuneration is calculated in such a way as to exclude persons employed under the budget for full-time salaries and budget for salaries and scholarships for students and PhD students from the research team. Thus, if a principal investigator is employed with remuneration paid from the budget for full-time remuneration, he/she is not eligible for any additional remuneration. Remuneration for a principal investigator: 150,000 PLN per annum if the principal investigator is employed full time, otherwise up to 3,000 PLN per month. A principal investigator may choose to be employed without remuneration, in which case choose: “no remuneration”.</p> <p>In the proposal, choose:</p> <ul style="list-style-type: none">• full-time remuneration <p>Remuneration for post-docs: 120,000 PLN per annum (or more in well-justified cases), provided that the future employee complies with the Regulations.</p> <p>If the applicant is a group of Polish entities, post-doc positions may be planned in more than one institution, provided that each post-doc complies with the Regulations. Several researchers may be employed as post-docs, however the total period of employment of all post-docs must not exceed twice the project performance period and each person must be employed for at least 6 months. Higher remuneration may be entered as long as it is well justified in the proposal. The Expert Team will analyse if the employment should be increased. Justification should be drafted in English. Full-time remuneration for a post-doc may be planned for a period shorter than the project performance period, in the amount reduced proportionally to the period for which it is planned.</p> <p>In the proposal, choose:</p>

Selected section in ZSUN/OSF	Subsection	Description
RESEARCH EQUIPMENT	Scholarship grantee/ student/ PhD student	<ul style="list-style-type: none"> • scholarships/ salaries for students or PhD students. <p>Under OPUS 21, the budget for salaries and scholarships for students and PhD students per each month of project performance amounts up to 10,000 PLN. The total amount of NCN salaries and scholarships for students or PhD students in one or more research projects funded by the NCN must not exceed 5,000 PLN per month. This amount does not include doctoral scholarships funded under ETIUDA or remuneration for the principal investigator under PRELUDIUM.</p> <p>The following may be planned from the budget for salaries and scholarships for students and PhD students:</p> <ul style="list-style-type: none"> • NCN scholarships for students and PhD students, • doctoral scholarships, • salaries for students and PhD students <p>If requested funding constitutes state aid, salaries must not be paid out as NCN scholarships for students and PhD students or doctoral scholarships.</p>
	Co-investigator	<p>In the proposal, choose:</p> <ul style="list-style-type: none"> • additional remuneration; • no remuneration. <p>Additional remuneration may be planned for members of the research team to be employed pursuant to full-time or part-time employment contracts as well as pursuant to civil-law contracts (if a principal investigator is not employed full time, his/her remuneration is paid from the pool allocated for additional remuneration).</p> <p>Additional remuneration must not be planned for students or PhD students under OPUS. Research team members remunerated by a host institution pursuant to an employment contract may be paid additional remuneration otherwise than pursuant to a civil law contract. For more information on additional remuneration, please read the Regulations .</p> <p>Enter the budget of the Polish research team only (PLN).</p> <p>This category covers the costs of purchase or construction of research equipment, other devices and software crucial to research. Project funds must not be used to finance or co-finance the purchase or construction of research equipment and IT infrastructure with a value in excess of PLN 500,000 per unit. Eligible costs do not include leasing of research equipment.</p> <p>The type of costs, their amount and justification for spending must be entered in the <u>Inne koszty bezpośrednie</u> [Other direct costs] section. Enter the budget of the Polish research team only (PLN).</p> <p>The budget must comply with the Regulations.</p> <p>The costs include:</p>
OTHER COSTS		

Selected section in ZSUN/OSF	Subsection	Description
OPEN ACCES		<ul style="list-style-type: none"> • materials and small equipment; • outsourcing (in the case of publications subject to the Open Access Policy at the NCN, these are the costs of manuscript preparation for publication); • business trips; • visits and consultations. PLEASE NOTE: The costs of consultations and visits of collaborators that receive parallel project funding from partner institutions are not eligible; • collective investigators, • other (other costs). <p>Enter the budget of the Polish research team only (PLN).</p> <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. Open access costs for the entire project performance period must be entered (in PLN). The publication cost of papers subject to the open access policy at the NCN may only be planned as indirect costs. The cost of open access must not be planned as direct costs, with the exception of monograph publication. The National Science Centre allows for some costs of open access publication to be financed from indirect costs or institution's own costs. To find out more about open access, please go here.</p>
BUDGET SUMMARY		<p>This section includes a summary breakdown of costs planned by the Polish research team, broken down into years, according to the project performance period. According to the information above, research projects may be planned by the Polish research teams in the ZSUN/OSF submission system as of 2023. Indirect costs are costs that are indirectly related to the research project and crucial to the project. Indirect costs include:</p> <ul style="list-style-type: none"> • indirect cost of open access (up to 2% of direct costs) that may be planned under the heading of Open Access; • other indirect costs (up to 20% of direct costs) that may be spent on costs that are related indirectly to the research project, including the cost of open access to publications and research data. <p>At the stage of project performance, the host institution agrees with the principal investigator (PI) the coverage of a minimum of 25% of the indirect costs. This section shows the percentage of indirect cost of open access. To find out more about the costs, please read the Regulations and Regulations on awarding scholarships in NCN-funded research projects.</p>
TOTAL COSTS – FOREIGN PARTNERS		<p>In this section, annex the budget table including foreign project costs of all foreign research teams involved in the LAP cooperation, drafted in accordance with the respective rules of the FWF, GAČR, ARRS, DFG or SNSF.</p>

Selected section in ZSUN/OSF	Subsection	Description
		<p>PLEASE NOTE: Choose and complete the budget table section relevant for the research team(s) concerned.</p> <p>The budget table must include the costs requested by the foreign research teams from the FWF, GAČR, ARRS, DFG or SNSF, as well as justifications for all amounts entered. Foreign project budgets in the budget table will be subject to merit-based evaluation performed by the NCN as the lead agency in order to verify whether the project costs are justified as regards the subject and scope of research. If the costs in the budget table are not justified, the proposal may be rejected.</p> <p>The budget table does not replace the documents required by the FWF, GAČR, ARRS, DFG or SNSF confirming the foreign project costs. Each foreign research team involved in the LAP cooperation must submit a funding proposal to its respective partner institution, including a set of required documents, before the date and pursuant to the terms determined thereby.</p> <p>The costs in the budget table shall be entered in EUR (budgets of Austrian, Slovenian and German research teams), in CZK (budgets of Czech research teams) or in CHF (budgets of Swiss research teams) and shall be automatically converted into PLN at the exchange rates published by the National Bank of Poland on 9 September 2021 and specified above and in the OPUS 22 call announcement.</p> <p>PLEASE NOTE: Once the budget table has been completed, perform the following operations in Excel:</p> <ul style="list-style-type: none"> • save the file in PDF format and make sure that the whole cells completed in Excel are shown in the PDF file (in particular the amounts that have been entered), • annex the budget table in PDF format to the relevant section of the OPUS LAP proposal completed in the ZSUN/OSF submission system. <p>The budget table does not need to be signed.</p>
DATA MANAGEMENT PLAN		<p>This section must be completed in English and must include all research tasks to be performed by the Polish research team and the foreign research team(s).</p> <p>Before completing this part of the proposal, read the Guidelines for applicants to complete the data management plan for a 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 the processing of personal data.</p> <p>Personal data disclosed 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. 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/en/dane-osobowe</p>

Selected section in ZSUN/OSF	Subsection	Description
		<p>In the case of OPUS LAP proposals, the following partners within the framework of the LAP cooperation are joint controllers of personal data:</p> <ul style="list-style-type: none"> • FWF: https://www.fwf.ac.at/en/privacy-policy/; • GAČR: https://gacr.cz/en/legislation/; • ARRS: http://www.arrs.si/sl/; • SNSF: http://www.snf.ch/SiteCollectionDocuments/allg_reglement_16_e.pdf; http://www.snf.ch/SiteCollectionDocuments/Annex_I_Ausfuhrungsreglement_Beitragreglement_E.pdf. <p>Information on personal data processing under Weave</p> <p>In the case of proposals involving German research teams, DFG is the data recipient: www.dfg.de/en/service/privacy_policy.</p>
Administrative declarations		<p>In this part of the proposal, additional administrative declarations are added; they must be approved by the head of the Polish research team and authorised representative of the Polish entity.</p> <p>PLEASE NOTE: Polish research teams must provide the partner teams involved in a project (co-applicants) with the documents on merit-based evaluation.</p>
Experts	Information on potential conflict of interest – only for NCN staff	<p>In this part of the proposal, the principal investigator may specify up to 3 people who, in his/her opinion, should not be involved in the evaluation of the proposal due to a potential conflict of interest. Provide their names and affiliations. The NCN takes the final decision in this respect.</p>
ELECTRONIC SUBMISSION The section appears when you click “Disable to NCN”	Confirmation of proposal submission – principal investigator (PI) Confirmation of proposal submission–entity	<p>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 editing of the NCN proposal has been blocked, only a short and full project descriptions may be edited. 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:</p> <ul style="list-style-type: none"> • confirmation of proposal submission by the principal investigator (PI) <p>and</p> <ul style="list-style-type: none"> • confirmation of proposal submission by the entity. <p>The confirmations must be signed and annexed to the proposal. Files with the confirmations of proposal submission may be reviewed or removed in order for other files to be annexed. If you return to editing having annexed any confirmation file, it will be removed from the proposal. Once the proposal has been blocked for editing again, you have to download the confirmations again, sign them and annex them to the proposal. If the applicant is a group of entities, a confirmation must only be signed by the authorised representative of the leader of the group of entities. Confirmations may be signed by hand or bear an electronic signature.</p>

Selected section in ZSUN/OSF	Subsection	Description
		<p>If a confirmation is signed by hand, annex its scan in the <i>Dodaj skan potwierdzenia</i> [Add a confirmation scan] section. The original must be kept until the end of the proposal evaluation procedure and, if the proposal is recommended for funding, until the day of signing the funding agreement.</p> <p>Confirmations 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>At the NCN's request, the applicant must prove that the electronic signature complies with the Regulation. PDF is the only format acceptable in the ZSUN/OSF submission system, therefore electronic signatures must be in PAdES format.</p> <p>If the confirmation bears an electronic signature, it must be annexed in the <i>Dodaj potwierdzenie podpisane elektronicznie</i> [Add confirmation with an electronic signature] section.</p> <p>If the confirmation of proposal submission by the principal investigator (PI) is not signed by the principal investigator (PI), an authorisation to represent the principal investigator (PI) must be annexed in this section. An electronic authorisation may be annexed to the proposal or scan of the authorisation signed by hand.</p> <p>If the confirmation of proposal submission by the entity is not signed by the principal investigator, an authorisation to represent the entity must be annexed in this section. An electronic authorisation may be annexed to the proposal or scan of the authorisation signed by hand.</p> <p>Confirmations of proposal submission by the principal investigator (PI) and entity downloaded from the ZSUN/OSF submission system bear an electronic signature of OPI PIB to ensure integrity of the data on the document 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 ZSUN/OSF submission system.</p> <p>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 signature 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 partner institution (FWF, GAČR, ARRS, DFG or SNSF) requires applicants to submit a copy of the OPUS LAP proposals to its respective proposal submission system, a complete English language version of the OPUS LAP proposal in PDF format must be generated following submission of the OPUS LAP proposal to the ZSUN/OSF submission system and sent to the foreign research team.</p> <p>PLEASE NOTE: OPUS LAP proposals submitted to the NCN and partner institutions must be identical.</p>



V. Proposals submitted by foreign research teams to their partner institutions

Each foreign research team involved in the LAP cooperation must submit a funding proposal with a set of required documents to its respective research funding institution, by the date and according to the rules specified thereby; proposals are submitted as follows:

- Austrian research teams submit their proposals to the [FWF](#);
- Czech research teams submit their proposals to the [GAČR](#);
- Slovenian research teams submit their proposals to the [ARRS](#);
- German research teams submit their proposals to the [DFG](#); and
- Swiss research teams submit their proposals to the [SNSF](#).

If a partner institution requires applicants to submit a copy of the OPUS LAP proposals to its respective proposal submission system, a complete English language version of the OPUS LAP proposal in PDF format must be generated **following submission of the OPUS LAP proposal** to the ZSUN/OSF submission system and sent to the foreign research team.

PLEASE NOTE: OPUS LAP proposals submitted to the NCN and partner institutions must be identical.



VI. CONTACT DETAILS

Contact at the NCN

Information for applicants: tel. 532 083 408 or 532 083 796
informacja@ncn.gov.pl

TELEPHONE INFORMATION SERVICE: BETWEEN 8:30 a.m. and 12.30 p.m.

Contact for LAP cooperation

Scientific Coordinator

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