

The following application form is intended only to present the scope of information necessary to complete this application.
The layout and appearance of fields in this form may not be the same as the application form in the ZSUN/OSF system.
Applications should be submitted only through the ZSUN/OSF system: <https://osf.opi.org.pl>

**Miniatura 4 call for research activity
application form – template**

NEW PROPOSAL

1.	Duration [in months]	12 months
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ELIGIBILITY QUESTIONS

1.	Has the person named in the proposal as the person to carry out a research activity performed a research activity under any previous edition of the MINIATURA call? YES/NO	A person may carry out a research activity under the MINIATURA call only once.
2.	Has the person named in this proposal as the person to carry out a research activity been already named in another proposal submitted under the present MINIATURA call? YES/NO	Only one proposal can be submitted to a given edition of the MINIATURA call, in which a person is to carry out a research activity. If a proposal, in which a person is named as the person to carry out a research activity, has been submitted under the present MINIATURA call and rejected at the stage of merit-based evaluation, such person cannot be renamed in a proposal under the present MINIATURA call. If a proposal, in which a person is named as the person to carry out a research activity, has been submitted under the present MINIATURA call and rejected on formal grounds, any other proposal in which the person is named as the person to carry out a research activity can only be resubmitted under the present MINIATURA call once the NCN Director's decision to refuse funding has become final.
3.	Is the person named in the proposal as the person to carry out a research activity an applicant, principal investigator or fellowship candidate in another proposal submitted under an NCN call, for which the funding decision has not become final yet?	A person named in the proposal as the person to carry out a research activity can not be an applicant, principal investigator or fellowship candidate in another proposal submitted under an NCN call, for which the funding decision has not become final yet.
4.	Furthermore, this edition of the MINIATURA call is open to proposals in which a person to carry out a research activity has not acted and does not act as the principal investigator in any of the projects funded by the NCN and is not a winning applicant of an ETIUDA call for doctoral scholarships or a call for fellowships (including FUGA and UWERTURA) funded by the NCN.	

GENERAL INFORMATION

1.	Proposal title in Polish	
2.	Proposal title in English	the title must be identical to the title in Polish
3.	Keywords in Polish	
4.	Keywords in English	identical to the key words in Polish
5.	Research field	HS, ST, NZ – filled automatically based on the Primary NCN Review Panel
6.	Primary NCN Review Panel	choose form the list: HS1-HS6, ST1-ST10, NZ1-NZ9. Choose only one.
7.	Auxiliary NCN Review Panels	choose from the list: HS1_001-HS6_021, ST1_001-ST10_016, NZ1_001-NZ9_013 from 1 to 3, including at least one from the panel, to which a proposal is submitted
8.	Type of research activity to be carried out	1. preliminary /pilot studies 2. library and archive searches 3. fellowships 4. research visits 5. consultations

APPLICANT

1.	Applicant's status	1. Higher Education entity 2. Federation of science and HE entities 3. Research institute of the Polish Academy of Sciences 4. Research institute 5. International research institute 5a. Łukasiewicz Centre 5b. Institute operating within the Łukasiewicz Research Network - 11. Scientific library
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PARTICIPATING ENTITY		
1.	Entity's name in Polish	
2.	Entity's name in English	
3.	Country	<i>only entity with registered office in Poland may be indicated</i>
INFORMATION ON PARTICIPATING ENTITY		
Entity (level 1)		
1.	Entity's name in Polish	
2.	Entity's name in English	
4.	Address of registered office	<i>street, street No., apartment No., postcode, town/city, voivodeship, country</i>
5.	Contact information	<i>street, street No., apartment No., postcode, town/city, voivodeship, country, phone No., e-mail, www</i>
6.	ePUAP	<i>Electronic delivery box ESP (ePUAP) Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address. ESP (ePUAP). address shall be as follows: /user ID/ESP name</i>
7.	Does the entity belong to the public finances sector? (YES/NO)	
8.	If YES, classification of entities according to the Act on Public Finances	<ol style="list-style-type: none"> 1. Public authorities, including government administration authorities, state control and law protection authorities as well as courts and tribunals 2. Local government units and their associations <ol style="list-style-type: none"> 2.a Metropolitan associations 3. Budgetary units 4. Local government budgetary enterprises 5. Executive agencies 6. Public sector enterprises 7. Special purpose state funds 8. Polish Social Insurance Institution (ZUS) and funds under its management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President 9. Polish National Health Fund (NFZ) 10.a Independent public health care centres, self-governing independent public health care centres 10.b Independent public health care centres, other independent public health care centres 11. Public higher education (HE) institutions 12. Polish Academy of Sciences and its organisational units 13.a Cultural institutions financed by state or local government, cultural institutions financed by state, financed by local authority 13.b Cultural institutions financed by state or local government, cultural institutions financed by local authority 14. Other legal entities financed by state or local government, established pursuant to other acts to perform public tasks, with the exception of enterprises, research institutes, institutes operating within the Łukasiewicz Research Network, banks and commercial law companies
9.	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)	<i>an entity being under receivership, in liquidation or subject to bankruptcy proceedings cannot be the applicant nor the place of realisation of the project</i>
10.	Does the entity receive any operating support for research? (YES/NO)	
11.	If NO, information on research carried out over the last 2 years, together with a list of publications and information on research equipment crucial to research activities	<i>PDF file, electronic signature of the authorised representative of the entity (applicant) or scan of the signed document required</i>
12.	Head of the entity / authorised representative	<i>professional title / academic degree, name, surname, position</i>
13.	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)	<i>KRS - optional</i>
14.	Bank account number	
15.	Name of the bank	
Entity (level 2) (if applicable)		
1.	Entity's name in Polish	
2.	Entity's name in English	
4.	Legal address	<i>street, street No., apartment No., postcode, town/city, voivodeship, country</i>
5.	Contact information	<i>phone No., e-mail, www</i>

STATE AID		
1.	Does the requested funding constitute state aid? (YES/NO)	<i>Only „NO” can be selected. No state aid will be granted for the call. In order to determine if project funding constitutes state aid, please read the State aid rules available in the ZSUN/OSF system and in the call announcement.</i>
2.	Declaration: A person to carry out a research activity and authorised representatives of the institution are familiar with the state aid rules.	<i>also for cases for which funding does not constitute state aid</i>

DESCRIPTION
A brief description of the research activity to be carried out. The description in Polish must be delivered in PDF file (up to 10 MB). Text limit: 1 page, A4. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: 2 cm, font: Times New Roman or equivalent, font size: at least 11, interline: single.
JUSTIFICATION OF THE CONNECTION WITH A FUTURE RESEARCH PROJECT
Justification of the connection between the research activity to be carried out and a research project to be submitted under future NCN calls as well as other domestic or international calls. Justification in Polish must be delivered in PDF file (up to 10 MB). Text limit: 1 page, A4. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: 2 cm, font: Times New Roman or equivalent, font size: at least 11, interline: single.

PROJECT TEAM			
1.	Number of team members	1	
No.	Nature of contribution to the project	Name	Entity
1.	<i>Person to carry out a research activity can be added from the OPI database pursuant to a PESEL number or outside OPI</i>	<i>name and surname</i>	
Person to carry out a research activity - INFORMATION			
Professional title/academic degree, name and surname			
1.	Contribution to the project <i>Person carrying out research activity , entity</i>		
2.	PhD		
	Is the person carrying out a research activity a PhD holder? (YES/NO) year of PhD award, academic branch / branch of art in Polish, academic branch / branch of art in English, academic discipline / discipline of art in Polish, academic discipline / discipline of art in English, awarded by: Entity's name in the original language [transcription to Latin], entity's name name in English		
3.	Information on career breaks – qualification period		
	Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected after the day of being awarded a PhD degree. Number of days.		
	<i>Both maternity and paternity:</i> Parental leaves granted pursuant to the Labour Code. Number of days.		
	<i>For maternity only:</i> Children born/adopted. Number of children. <i>The period may be extended by 18 months for every child born or adopted.</i> <i>If the number of children is quoted as well as the number of days of parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous for the PI to account for her career break.</i>		
4.	Young researcher <i>(this section will only appear if according to the year of doctoral degree conferment it cannot be clearly determined whether or not the person carrying out a research activity is a young researcher for the purposes of the statutory definition)</i>		
	Please help us to establish whether the person carrying out a research activity fulfils the criterion of a young researcher. The information below is for statistical purposes only and shall not affect the eligibility for the call or any part of the proposal form.		
	PhD data		
	Career breaks on account of maternity leave, adoption leave, paternity leave or parental leave granted pursuant to the Labour Code of 26 June 1974, or maternity allowance or parental allowance or sickness benefit or rehabilitation benefit collected on account of unfitness for work, including any caused by a health condition requiring physiotherapy within 7 years after being awarded a doctorate. Total number of days.		

5.	Academic disciplines
	The main academic discipline (according to the classification of the Ministry of Science and Higher Education) <i>One can enter up to two academic disciplines; if two academic disciplines are entered, specify the main discipline</i>
6.	Personal data
	name, middlename, surname, previous surname, professional title/academic degree, PESEL (if any), date of birth, citizenship, gender
7.	Contact information
	phone No., e-mail, electronic delivery box ESP (ePUAP) <i>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address.</i>
8.	Home address, correspondence address <i>(if different from home address)</i>
	street, street No., apartment No., postcode, town/city, voivodeship, country
9.	Researcher's electronic identifier
	<i>optional, ORCID system identifier (www.orcid.org)</i>
10.	Employment
	entity's name and position in Polish, entity's name and position in English <i>It is required that the person carrying out the research activity was employed in the applicant entity at the time of submitting the proposal.</i>

ACADEMIC AND RESEARCH TRACK RECORD

1.	Academic and Research Career
	Academic and Research Track Record <i>Academic and research career, including research experience gained in Poland and abroad as well as scholarships and awards.</i>
2.	Publication
	<i>A PDF file (up to 10 MB) and information on the most important research publication with reasons for choosing it.</i>
	Authors, title in the original publication language [with translation into English], paper/book/chapter, journal, monograph title in the original publication language, year of publication, publisher, place of publication, volume/issue, pages, ISBN/ISSN, editors, open access (YES/NO), total number of citations without self-citations, DOI Number
	PDF file
	1 PDF file (up to 10 MB).
	Justification of the choice of the publication
	<i>up to 1500 characters</i>
3.	Artistic Achievement
	<i>The most important artistic achievement or achievement in research in art</i>
	<i>For research in art only.</i>
	<i>Description of one, the most important artistic achievement or achievement in research in art with a nationwide or international impact, e.g. authoring and publishing a work of art (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a festival with an international impact, directing an international artistic venture.</i>
	Title/name, year, description
	Justification of the choice of the artistic achievement
	<i>up to 1500 characters</i>

OTHER DIRECT COSTS

Other direct costs	
1.	Name/description
2.	Category
	<i>Materials and small equipment/ Outsourced services / Business trips / Collective investigators/ Other costs</i>
3.	Entity
4.	Cost [PLN]
5.	Calculation and merit-based justification for the purchase

TOTAL COSTS *(calculated automatically)*

Direct costs	
Indirect costs	<i>up to 10%</i>
Total costs	

ETHICAL ISSUES	
If you flagged any of ethical issues included in the Ethics Issues Table, please describe measure taken to ensure that the research is carried out conforming to the common law (if applicable) and rules of good practice in the respective domain/discipline. Please refer to each identified issues separately.	
1.	Studies on human embryos or human embryonic and fetal tissue
	Does your research involve the use of human embryos? (YES/NO)
	Does your research involve the use of human embryonic or fetal tissues/cells? (YES/NO)
	Does your research involve Human Embryonic Stem Cells (hESCs)? (YES/NO)
2.	Humans
	Does your research involve human participants? (YES/NO) <i>If YES, fill in section 4.</i>
	Does your research involve physical or psychological interventions on the study participants? (YES/NO) <i>If YES, fill in section 4.</i>
	Does your research involve processing of genetic information? (YES/NO) <i>If YES, fill in section 4.</i>
	Is your research considered as medical experiment under the Act of 5 December 1996, the professions of doctor and dentist? (YES/NO) <i>If YES, fill in section 4.</i>
	Does the proposed research include applicable non-commercial clinical trial that must be registered in Central Register of Clinical Trials (https://www.clinicaltrialsregister.eu/) under the Act of 6 September 2001 (as amended) Pharmaceutical Law or the Act of 20 May 2010 (as amended) on medical devices? (YES/NO) <i>If YES, please justify non-commercial aspect of your research and fill in section 4..</i>
3.	Human cells/tissues
	Does your research involve human cells or tissues (other than from Human Embryos, i.e. section 1) commercially available? (YES/NO)
	Does your research involve human cells or tissues obtained within the project or from another project, laboratory or institution (non-commercial)?
4.	Personal data
	Does your research involve personal data processing? (YES/NO)
	Does your research involve further processing of personal data (secondary use) from other sources outside the research entity? (YES/NO)
5.	Animals
	Does your research involve vertebrate animals or cephalopods? (YES/NO)
	Does your research involve the use of animal biological specimens (e.g. blood, urine or others)? (YES/NO)
	Does your research involve animal cells or tissues commercially available? (YES/NO)
6.	Scientific collaboration with countries outside the European Union
	In case non-EU countries are involved, do the research-related activities undertaken in these countries raise potential ethics issues? (YES/NO)
	Do you plan to use local human, cultural or natural resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? (YES/NO)
	Do you plan to import or export any material from non-EU countries into the EU? (YES/NO) <i>For data imports or exports, please fill in also section 4.</i> <i>For imports or exports concerning human cells or tissues, fill in also section 3.</i>
	If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen? (YES/NO)
	Could the situation in the country put the individuals taking part in the research at risk? (YES/NO)
7.	Environment, Health and Safety (including genetically modified material)
	Does your research involve the use of organisms and microorganisms, tissues or cells genetically modified (GMO, GMM)? (YES/NO) <i>For research involving animal experiments, please fill in also section 5. For research involving genetic modification of human material, please complete also section 1 or 3.</i>
	Does your research deal with endangered fauna and/or flora and/or protected areas? (YES/NO) <i>For research involving animal experiments, please fill in also section 5.</i>
	Does your research involve the use of elements that may cause harm to humans, including research staff? (YES/NO) <i>For research involving human participants, please fill in also section 2.</i>
8.	Cultural heritage
	Does the research involve the usage of cultural heritage resources, such as humans, flora, fauna, their material remains, tangible and intangible cultural achievements or sites protected due to their cultural value? (YES/NO)
9.	Abuse and dual use
	Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required? (YES/NO)
	Does your research output have the potential for malevolent/criminal/terrorist abuse? (YES/NO)

Description of the measures taken to ensure that the research will be carried out in compliance with the rules of good scientific practice in the given field/discipline. Information on any permissions already issued or description of how the relevant requirements will be fulfilled [up to 10 000 characters].

A detailed justification that research includes clinical trial related to a medicinal product or a medical device is of non-commercial nature [up to 2500 characters].

I hereby declare that:

- if any approvals, opinions or permits of competent authorities/committees are required for the research, I shall obtain them beforehand;
- I am aware of my obligation to provide the NCN with the approvals, opinions and permits required for the project with the annual and final reports;
- I am also aware that if a research project is carried out without the required approvals, opinions and permits, there is a possibility that it will not be settled and the funds will have to be reimbursed in their entirety or in part.

DATA MANAGEMENT PLAN

Under each question, a text box for description (up to 1000 characters). You can select "not applicable"

The NCN recognises that some research activities will not generate, re-use or analyse research data and similar materials. In these cases, a short explanation is required as an answer to the question: How will new data be collected or produced and/or how will existing data be re-used?

1.	Data description and collection or re-use of existing data
1.1	How will new data be collected or produced and/or how will existing data be re-used?
1.2	What data (for example the kinds, formats, and volumes) will be collected or produced?
2.	Documentation and data quality
2.1	What metadata and documentation (for example methodology or data collection and way of organising data) will accompany data?
2.2	What data quality control measures will be used?
3.	Storage and backup during the research process
3.1	How will data and metadata be stored and backed up during the research process?
3.2	How will data security and protection of sensitive data be taken care of during the research?
4.	Legal requirements, codes of conduct
4.1	If personal data are processed, how will compliance with legislation on personal data and on data security be ensured?
4.2	How will other legal issues, such as intellectual property rights and ownership, be managed? What legislation is applicable?
5.	Data sharing and long-term preservation
5.1	How and when will data be shared ? Are there possible restrictions to data sharing or embargo reasons?
5.2	How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?
5.3	What methods or software tools will be needed to access and use the data?
5.4	How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?
6.	Data management responsibilities and resources
6.1	Who (for example role, position, and institution) will be responsible for data management (i.e the data steward)?
6.2	What resources (for example financial and time) will be dedicated to data management and ensuring the data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?

SIMILAR RESEARCH ACTIVITIES

1.	Is the person to carry out a research activity applying for funding of the research activity included in this proposal also from other sources?	
2.	List of potential funding sources	<i>If the answer to the question above is „YES“</i>
3.	Is the entity applying for funding of the research tasks included in this proposal also from other sources?	
4.	List of potential funding sources	<i>If the answer to the question above is „YES“</i>
5.	Is the person to carry out a research activity currently working or has he/she completed research activity similar in scope to the activity included in this proposal?	
6.	Description of the similar activities and justification of the need to fund the activity covered by this application	<i>If the answer to the question above is „YES“ up to 4500 characters</i>
7.	List of potential funding sources	<i>If the answer to the question above is „YES“</i>

Authorship/co-authorship		
1.	The person to carry out a research activity is the author of the research activity description/ a co-author of the research activity description	
2.	Authors	if "co-author of project descriptions" is chosen

ADMINISTRATIVE DECLARATIONS

Declarations by the head of the entity / authorised representative

Acting on behalf of the entity I represent, I hereby declare that:

- the research activity specified in this proposal is not and has not been funded from the NCN resources or from other sources;
- should I apply for or receive funding of the research activity specified in this proposal from another source than the NCN, I shall:
 - in the event that funding is received from the NCN, the entity I represent shall:
 - resign from applying for funding from another source
 - or
 - resign from funding of the research activity allocated by the NCN Director or
 - in the event that funding is received from another source, the entity I represent shall:
 - resign from applying for funding under this NCN call
 - or
 - resign from accepting funding from another source;
- the person to carry out a research activity is employed by the entity I represent;
- the person to carry out a research activity meets all the requirements of the terms of the call;
- the person to carry out a research activity has read the proposal and, if it is recommended for funding, agrees to have it implemented;
- should the research activity be awarded funding, I shall:
 - include the research activity in the financial plan of the entity;
 - employ collective investigators necessary for completion of the research activity in the form agreed therewith (employment contract, mandate contract, specific task contract);
 - provide the conditions required for the completion of the research activity, including access to laboratory/office premises and research equipment necessary for the research activity;
 - provide the administrative and accounting assistance for the research activity;
 - supervise the completion of the research activity and proper disbursement of project monies;
- I have read the rules according to which decisions of the NCN Director are delivered;
- I agree to have the proposal verified using anti-plagiarism software and the contents of the proposal stored in the software database;
- I have read the Code of the National Science Centre on Research Integrity and Applying for Research Funding and undertake to apply it;
- aware of the legal liability for providing false information I guarantee that the information provided in this funding proposal for a research activity and attachments thereto submitted via OSF (Funding Stream Support) complies with the facts and the legal status;
- I accept the General Terms of the funding agreement for a research activity (General Terms of the agreement, https://ncn.gov.pl/sites/default/files/pliki/regulaminy/miniatura4_owu.pdf);
- I am aware that if the project is recommended for funding, the research activity will start on the date the funding decision by the NCN director becomes final.

PERSONAL DATA PROTECTION

Acting pursuant to Article 13 (1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 2016, No 119, p.1), this is to inform all those applying for funding of a research project, scientific activity, fellowship or doctoral scholarship that:

- the National Science Centre ("NCN") with its registered office in Krakow at ul. Twardowskiego 16, 30-312 Kraków, is the controller of your personal data,
- the NCN's designated Data Protection Officer can be contacted via electronic mail at iod@ncn.gov.pl, by phone at +48 12 341 9126 or directly at the registered office of the data controller,
- the NCN shall process your personal data pursuant to Article 6 (1) (c) of the General Data Protection Regulation, in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended),
- your personal data shall be processed for the purpose of:
 - evaluation of the proposal for funding of a research project, scientific activity, fellowship or doctoral scholarship,
 - supervision, financial and accounting operations, audits performed in the course of and after the completion of the research project, scientific activity, fellowship or doctoral scholarship, evaluation of implementation thereof and settlement of funding agreements, if funding is granted for the completion of a research project, scientific activity, fellowship or doctoral scholarship, and
 - evaluating the NCN's own tasks, reporting, dissemination of the information on the NCN's calls for proposals throughout the scientific community, implementation of other activities regulated by generally applicable laws and for archiving purposes,
- your personal data shall be processed from the moment it has been collected for as long as it is necessary to achieve the purposes indicated in point d) and to pursue related claims, for the period required by generally applicable laws and for the period of storage as defined by the NCN's records management procedures and the Uniform File Classification System,
- provision of your personal data is a statutory requirement and without its disclosure the purposes described in point d) cannot be achieved,
- the recipients of your personal data may only be entities authorised to collect personal data pursuant to generally applicable laws and, to the extent specified in Article 31 of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended), individuals using the NCN's website,
- your personal data may be transferred for processing to third parties, such as the National Information Processing Institute with its registered office at al. Niepodległości 188b, 00-608 Warsaw. Such third parties process data based on personal data transfer contracts and are also bound to keep the data being processed confidential,
- you have the right to access your personal data, correct your personal data and restrict the processing of your personal data, and
- you have the right to lodge a complaint with the President of the Personal Data Protection Office if the General Data Protection Regulation is violated.

ELECTRONIC SUBMISSION	
1.	Application bearing electronic signature <i>After completing the form, the application in the form of a PDF file should be downloaded from the system, signed with a qualified electronic signature in the PAdES format and attached to the system. The application - only in electronic version - should be sent to the National Science Center using the "Send to NCN" button.</i>
	Download final version of the application
	Upload the electronically signed application

EXPERTS - for the information of NCN staff only	
	Experts – potential conflict of interest Indicate up to 3 people who, according to the applicant, should not be involved in the evaluation of proposal due to a potential conflict of interest. Provide their names and affiliations. The final decision on the selected reviewers is taken by the NCN.
1.	Full name Affiliation
2.	Full name Affiliation
3.	Full name Affiliation