

OPUS PROPOSAL COMPLETION IN THE ZSUN/OSF SYSTEM

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
DURATION [in months]			<p>In the current edition of the OPUS call it is possible to submit an OPUS proposal (without international cooperation within the procedure of the Lead Agency) or OPUS LAP (with international cooperation within the procedure of the Lead Agency) – (link to OPUS LAP Guidelines). Submitting a proposal using an incorrect form will prevent your proposal from being considered for the call. In both proposals there is a possibility to plan additional/other international cooperation, i.e. with the use of great international research facilities by Polish research teams, cooperation with partners from foreign scientific institutions that do not apply for funding for this purpose in the framework of LAP cooperation programmes organised by partner institutions.</p> <p>Ongoing projects can apply for funding in the OPUS 22 call:</p> <p>12 months, 24 months, 36 months, 48 months.</p> <p>Further sections depend on this information. Project duration <u>cannot be changed</u> later.</p> <p>If the planned duration of the project changes, a new proposal must be made.</p>

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NEW/REPEATED PROPOSAL	Was the proposal submitted in the previous edition of the OPUS call? (YES/NO)		If the proposal was submitted in the previous edition, answer "YES".
	If "YES", please indicate the OPUS proposal registration number		<p>A proposal covering research tasks overlapping with those indicated in an earlier proposal may be submitted in two consecutive OPUS calls on condition that</p> <ul style="list-style-type: none"> a) it was qualified to Stage II of the merit-based evaluation and was not awarded funding; b) it was not qualified to the merit-based evaluation solely due to incompliance with the terms and conditions of the call or an unjustified cost estimate or the proposal was submitted to an incorrect panel; c) it was indicated by the Expert Panel in the proposals referred to in Article 20 of the Regulations d) it was rejected for formal reasons. <p>E.g. If the proposal was submitted to the OPUS 21 call, please indicate the registration number, format: 2021/41/B/??/?</p>
GENERAL INFORMATION	Project title	Polish and English	<p>Title of the research project in Polish and in English.</p> <p>The title in English must be identical to the title in Polish.</p>
	Keywords	Polish and English	Keywords in English must be identical to the keywords in Polish.

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	Primary NCN Review Panel		A research field should be selected in line with the current list of panels available at the NCN's website .
	Auxiliary NCN Review Panels		<p>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.</p> <p>The proposal is evaluated in the panel to which it was submitted. It is not possible to change the panel after the proposal has been submitted. Auxiliary identification terms help to select experts and external experts for the merit-based evaluation of the proposal. Interdisciplinary proposals, by decision of the Chair of the expert panel, may receive additional evaluation by an expert from another panel.</p>
APPLICANT	Applicant's status		<p>The applicant's status indicated in the proposal must be factually and legally correct.</p> <p>Only the following entities may apply for NCN funding for a research project:</p> <ol style="list-style-type: none"> 1. Higher Education entities 2. Federation of science and HE entities 3. Research institutes of the Polish Academy of Sciences, operating pursuant to the Act on Research Institutes of 30 April 2010, 4. Research institutes, pursuant to the Act on Research Institutes of 30 April 2010,

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			<p>5. International research institutes established pursuant to separate Acts, operating in the Republic of Poland,</p> <p>5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019;</p> <p>5b. institutes operating within the Łukasiewicz Research Network;</p> <p>6. Polish Academy of Arts and Sciences</p> <p>7. Other institutions involved in research independently on a continuous basis,</p> <p>8. Groups of entities comprising at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company,</p> <p>9. Scientific and industrial centres</p> <p>10. Research centre of the Polish Academy of Sciences</p> <p>11. Scientific libraries</p> <p>12. Companies operating as R&D centres</p> <p>13. Legal entities established with registered office in Poland</p> <p>14. Natural persons</p> <p>15. Companies conducting research in another organisational form than laid down in sections 1-13.</p>

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			<p>NOTE! If the applicant is a natural person, an entity implementing the research project may not be a group of entities, nor an entity for which project financing constitutes state aid.</p> <p>When a group of entities or a natural person applies, the name, country and status of the participating entity(-ies) must also be provided.</p>
PARTICIPATING ENTITIES	Entity name	Polish and English	<p>Entity's name in Polish and English</p> <p>Participating entity(-ies) can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the data of the participating entity is entered from the OPI database, most of the information will be downloaded 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 the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the data of the participating entity.</p>
	Country		Only entities with registered office in Poland may be indicated
	Leader of joint entity		<p>If the applicant is a group of entities, a leader shall be chosen</p> <p>PI's employer acts as a leader of the group of entities</p>
	Agreement on collaboration for the purposes of completion	Polish	If the applicant is a group of entities, an agreement on cooperation for the implementation of the research project applied for should be attached.

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	of the requested research project		<p>NOTE! The group of entities may comprise only entities established in the territory of the Republic of Poland.</p> <p>The specimen document is available in the ZSUN/OSF system and in the call announcement.</p> <p>The document should be signed by the persons authorised to represent the entities comprising the group of entities.</p> <p>The specimen document contains the necessary elements and cannot be changed or supplemented by additional cooperation arrangements between entities.</p> <p>Note: In the ZSUN/OSF system, the agreement is generated as a PDF file. If entities change, a new agreement must be downloaded, signed and then attached to the system.</p> <p>A group of entities has the right to sign additional documents governing cooperation within the group, but these should not be attached to the proposal in the ZSUN/OSF system.</p> <p>Attach an electronically signed PDF document or a scan of a document signed by hand.</p> <p>Note: Agreements containing mixed forms of signatures will be accepted, e.g. the leader will sign the document with a qualified electronic signature, while the partner(s) will sign it by hand. In this case, the agreement should first be signed by hand and then a scan of the handwritten document should be signed with a qualified electronic signature in the PAdES standard.</p>

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			<p>Documents signed electronically should be affixed with an advanced electronic signature or a qualified electronic signature compliant 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>NOTE! The agreement must contain the signatures of the persons representing the entities comprising the group of entities. If the document is signed by a person other than the one indicated as representing the entity (i.e. the authorised person), the relevant power of attorney must be attached to the proposal under <i>Electronic submission</i> or attach it to the <i>Agreement</i>.</p>
INFORMATION ON PARTICIPATING ENTITY	Head of the entity / Authorised representative		<p>Fill in the required fields as indicated in the system.</p> <p>If confirmation of submitting the proposal is signed by a person authorised to represent the entity and not the head of the entity, a power of attorney/authorisation to represent the entity in the scope of submitting the proposal to NCN should be attached to the proposal. The power of attorney must be included under the <i>Electronic submission</i>.</p>

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	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)		<p>Fill in the required fields as indicated in the system.</p> <p>If the applicant is not registered in the Register of Companies of the National Court Register, the option “not applicable” should be ticked.</p>
	Contact information		<p>In this tab, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box (ePUAP) address, website address, etc.). The Electronic Delivery Box (ePUAP) address should have the format: /user-id/box-name</p> <p>Communication concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address.</p> <p>NOTE: Provision of the entity’s Electronic Delivery Box (ePUAP) address is obligatory.</p>
	Address of registered office and contact address		<p>Fill in the required fields as indicated in the system.</p>

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	Does the entity belong to the public finances sector? (YES/NO)		<p>If "YES", classification of entities according to the Act on Public Finances</p> <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) <ol style="list-style-type: none"> 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

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			<p>13.a Cultural institutions financed by state or local government, cultural institutions financed by state, financed by local authority</p> <p>13.b Cultural institutions financed by state or local government, cultural institutions financed by local authority</p> <p>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</p>
	<p>Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)</p>		<p>An entity being under receivership, in liquidation or subject to bankruptcy proceedings <u>cannot be</u> the applicant nor the entity realising the research project.</p> <p>If you answer “YES”, the system will block further completion of the proposal.</p>
	<p>Does the entity receive any operating support for research?</p>	<p>English</p>	<p>When the entity applying for funding call does not receive subsidies to perform a scientific activity, the proposal submitted in the ZSUN/OSF system shall be appended with (in English):</p> <ul style="list-style-type: none"> • information on scientific research performed in the last two years before proposal submission together with a list of publications affiliated with the applicant/host institution, • information on scientific equipment and other devices that allow performance of scientific research.

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			<p>File format: PDF; a file with an electronic signature in PAdES format¹ or a scan of a handwritten document is accepted.</p> <p>In the case of a group of entities: a separate document is required for each of the entities not receiving a research subvention.</p>
Entity (level II)			<p>Optionally, Level II data may be added. Provide the name in Polish and in English, the address of the registered office and contact details.</p>
STATE AID	Will the requested project constitute state aid?		<p>The Principal Investigator (PI) and the person(s) representing the entity are obliged to be familiar with the rules governing proposal for state aid.</p> <p>If state aid is sought, the applicant is required to complete additional tabs:</p> <ul style="list-style-type: none"> • Information on the company • detailed statement of expenditure • attachments , in accordance with the instruction available on the NCN website in the section State aid. <p>NOTE! All attachments should be signed with a qualified electronic signature in PAdES format by the person(s) authorised to represent the company.</p> <p>The person who is the principal investigator may not at the same time be the person representing the applicant. In the case of attachments submitted in the form of a copy of a document (e.g. a copy of the financial statements), this copy must be certified as a true copy of the original (the clause “certified as a true copy” placed on each page of the document or</p>

¹ Documents signed with an electronic signature should bear an advanced electronic signature or a qualified electronic signature complying 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.

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			<p>the clause “certified as a true copy from page ...to page ...” placed on the first page of the document, together with a legible signature of the person authorised to represent the entity) placed on the first page of the document, together with a legible signature of the person authorised to represent the entity). The certified true copy should be scanned, signed with a qualified electronic signature in PAdES format and attached as a PDF to the proposal.</p>
INTERNATIONAL COOPERATION	Type of cooperation Countries Entities	English	<p>In this tab you should answer the question “Does the project include any international cooperation?”</p> <p>If “YES”, please provide information on planned international cooperation (country and entity) together with a description of the benefits resulting from the cooperation and choose its type:</p> <ol style="list-style-type: none"> 1. International cooperation with partners from foreign scientific institutions that do not apply for funding for this purpose within the framework of programmes announced by partner institutions, organised in cooperation with NCN on the basis of lead agency procedure; 2. International cooperation with the use of large international research facilities by Polish research teams. <p><u>The following are not considered international cooperation:</u></p> <ol style="list-style-type: none"> a) participation in international conferences, b) dissemination of information on the project abroad,

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			<p>c) implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign research institutions;</p> <p>d) cooperation with foreign researchers employed by Polish entities.</p> <p>In the OPUS call, if you mark “YES”, the international cooperation will be taken into account in the evaluation of the proposal.</p> <p>Note! The proposal should not be accompanied by any documents proving international cooperation. In the case of international cooperation, only the benefits of the cooperation need to be described. If international collaboration is planned in the research project under the Lead Agency Procedure (LAP) – an OPUS LAP proposal should be submitted.</p>
ABSTRACT		English	<p>The abstract should contain the most important information about the project, as it is included in the invitation of experts to review it.</p> <p>Maximum length is 4,500 characters, including spaces (plain text – no designs or graphics).</p>
ABSTRACT FOR THE GENERAL PUBLIC		Polish and English	<p>Abstract for the general public must be attached in Polish and in English.</p> <p>Both language versions must be identical.</p> <p>The abstract for the general public should include the project’s goal, description of research, reasons for attempting a particular research topic,</p>

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			<p>and substantial results expected. It may include drawings/charts/diagrams.</p> <p>Should the project qualify for funding, the abstract for the general public will be published on the National Science Centre's and National Information Processing Institute (OPI)'s websites alongside the information on the call's results based on consent given in the <i>Administrative statements</i> section.</p> <p>The abstract must be for the general public, including persons who are not experts in a given area or who are not scientists.</p> <p>The descriptions must be attached as two separate PDF files (up to 10 MB).</p> <p>Maximum file size: 1 page, A4. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.</p>
RESEARCH TASKS		Polish and English	<p>Research tasks planned to be performed by a Polish scientific team should be presented in both Polish and English.</p> <p>Both language versions must be identical. The purchase of research equipment, participation in conferences, preparation of publications, etc. <u>are not regarded</u> as research tasks.</p> <p>If funding is granted, the Research plan will be attached to the contract.</p>

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RESEARCH TEAM	Number of team members	English	<p>This tab should provide information on the research team (number of team members, type of participation, and scope of work, required qualifications).</p> <p>Provide the number of all members of the research team planned to carry out the project, including the principal investigator (PI) and other investigators, including those not remunerated.</p> <p>Possible types of participation to choose from: supervisor (PI), investigator, post-doc, fellow/student/PhD student, senior researcher.</p> <p>Members of the research team can be added:</p> <ul style="list-style-type: none"> - a principal investigator (PI) and a senior researcher) from either the OPI Database or from outside the OPI Database - an investigator, post-doc, fellow/student/PhD student – from outside the OPI Database. <p>Only the principal investigator (PI) and the senior researcher will be mentioned by their names in the proposal.</p> <p>A post-doc position is a full-time position planned by the principal investigator (PI) for a person who has acquired a scientific doctorate in the year of employment in the project or within a period of 7 years before 1 January of their employment in the project.¹² The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the</p>

² For researchers with multiple PhDs, the date of the first PhD award is deemed the reference date.

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			<p>period could also be extended by the number of months of a child rearing leave granted in line with the Labour Code; in the case of women by 18 months for each born or adopted child, if such presentation of the breaks to the scientific career was more advantageous.</p> <p>A Senior Researcher position is a full-time position, co-financed by the participating entity, in which employment in this position is planned by the principal investigator for a person who has obtained a PhD degree at least 7 years before the date of proposal¹, and has completed a foreign post-doctoral training(s), possessing specialist knowledge, unique competencies and experience necessary to perform the research tasks planned in the project.</p> <p>Students shall be understood as students of a full-time study programme for first cycle qualifications, second cycle qualifications, or long cycle programmes carried out in universities in the territory of the Republic of Poland.</p> <p>PhD students shall be understood as doctoral school students within the meaning of the Act on Higher Education of 27 July 2005 or doctoral school students within the meaning of the Act on Higher Education of 20 July 2018.</p> <p>NOTE: The proposal should not indicate by name people who will be selected in open calls, i.e. people planned to be employed from NCN budget on <i>post-doc</i> position and within the framework of NCN scientific scholarships for students and PhD students awarded in accordance with</p>

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			<p>the Regulations on awarding scholarships in NCN-funded research projects.</p> <p>The indication by name of candidates for post-doc positions or NCN research fellowships is grounds for rejection of the proposal on formal grounds.</p> <p>Principles of planning remuneration and scholarship costs and their amount are defined in 2.1 of the attachment to Regulations on awarding funding for research tasks funded by the National Science Centre.</p>
PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	<p>This section should provide information on the principal investigator (PI). A principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the principal investigator (PI) data is entered from the OPI database, most of the information will be pulled in 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 the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the data of the principal investigator (PI).</p>

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			<p>The principal investigator (PI) call might be a person whose scientific achievements included at least one paper that had been published or accepted for printing.³</p> <p>For research in art, a principal Investigator may be a person whose scientific achievements include at least one paper that has been published or accepted for printing,⁴ or at least one artistic and scientific achievement.</p> <p>The principal investigator (PI) may only be a person employed on the basis of an employment contract for at least half of the full-time employment in the entity planned as the site of the research project throughout the project implementation. This condition must be fulfilled at the latest on the date of commencement of the project. This requirement does not apply to recipients of social security retirement benefits.</p> <p>Note: The principal investigator is obliged to stay for at least 50% of the project duration in the territory of the Republic of Poland and remain at the disposal of the entity implementing the project. Included in this time</p>

³ The paper must be published in the proposal submission year or over the last 10 years prior to the proposal submission year. This period may be extended by a time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, the period may be extended by the number of months of a child care leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.

⁴ The artistic and artistic-scientific work or achievement must have been published or accepted for publication in the proposal submission year or over the last 10 years prior to the proposal submission year. The period may be extended by the time of any long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves in connection with inability to work. In addition, the period may be extended by the number of months of a child care leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable.

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			<p>are trips documented by business trips that are directly related to the project and holidays regulated by Labour law.</p>
	PhD degree	Polish	<p>Fill in the required fields as indicated in the system.</p> <p>If the answer is “YES”, the following information should be provided: year in which the degree was conferred, field in Polish and English, discipline in Polish and English, and name of the institution (conferred by: name of the entity in the original language [transcription into Latin alphabet], name of the entity in English) that conferred the degree.</p> <p>In the OPUS call, the principal investigator (PI) does not need to hold a PhD degree.</p> <p>In the case of persons who have obtained more than one PhD degree, the date on which the first degree was obtained should be indicated.</p>
	Information on career breaks – scientific and research track record		<p>Possibility of introducing information on career breaks which extend the period from which to show scientific achievements, i.e.: projects and publications, and in the case of scientific activities in the field of creativity and art: artistic and artistic-scientific achievements (the other elements of the questionnaire concern the whole period of scientific activity of the principal investigator (PI)).</p> <p>Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected over a period of 10 years before the proposal submission year. Number of days.</p>

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			<p>Both maternity and paternity: Parental leaves granted pursuant to the Labour Code. Number of days.</p> <p>For maternity only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. 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 to account for her career break.</p>
	Academic disciplines		<p>Mandatory field.</p> <p>Provide information on the main scientific discipline (according to the classification of the Ministry of Science and Higher Education) to which the principal investigator (PI) is assigned. A maximum of two may be indicated. The discipline indicated first will automatically be indicated as the main discipline. This selection can be changed.</p>
	Early-stage researcher		<p>Section displayed only if, based on the annual date of obtaining a PhD degree, it is presumed that the principal investigator (PI) may be an early-stage researcher.</p>
	Personal data and contact information	Polish	<p>In this section you need to fill in the personal data of the principal investigator (PI), including contact details and addresses: residence, correspondence, Electronic ID of the researcher.</p> <p>NOTE: Please enter a valid e-mail address or Electronic Delivery Box address in the contact information tab.</p>

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			<p>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address or e-mail address. The Electronic Delivery Box (ePUAP) address should be in the format: /user-id/box-name</p> <p>In case the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP) the e-mail address should be provided.</p> <p>Researcher's electronic identifier – optional, ORCID system identifier (www.orcid.org)</p>
	Employment	Polish and English	<p>The name of the entity in Polish and English and the position held.</p> <p>Possibility to choose the option – without employment.</p>
	Academic and research track record	Academic and research career Publication record	English

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				<p>For research in art, up to 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. from 01.01.2011 to 15.12.2021). If one or more publications are listed, one to three of them to be attached in .pdf format. A maximum of 10 may be indicated in total: publications or artistic and artistic-scientific achievements.</p> <p>The following information should be provided: authors, title in original language [and English translation of the title], journal, title of monograph in original language, year of publication, publisher, place of publication, volume/book number, pages, ISBN/ISSN, editors, open access (YES/NO), number of citations without self-citation, publication status (published/accepted for publication), DOI.</p> <p>The period from which the publications must be presented will be extended by the breaks indicated in the <i><u>Information on career breaks – scientific and research track record.</u></i></p>
		Artistic achievements		<p>NOTE: Tab to be completed in English.</p> <p>For research in art: description of up to 10 of the most important 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. from 01.01.2011 to 15.12.2021) 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,</p>

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				<p>authoring an individual exhibition, actively participating in a festival with an international impact, directing an international artistic venture.</p> <p>A maximum of 10 may be indicated in total: publications or artistic and artistic-scientific achievements.</p> <p>The period from which the publications or artistic or artistic and research achievements must be presented will be extended by the breaks indicated in the <i>Information on career breaks – scientific and research track record</i>.</p> <hr/> <p>NOTE: Tab to be completed in English.</p> <p>Information on managing research projects ⁵or other research funding obtained from NCN calls in the year of proposal or in the last 10 years before the year of proposal (i.e. from 01.01.2011 to 15.12.2021).</p> <p>Provide the title, registration number, source(s) of funding, call name, amount, currency, implementer, start date, end date, evaluation result (only in the case of automatic enrolment of project data), list of major publications resulting from the project, publications added by the editor (i.e. published after the submission of the report), in the absence of publications – a brief description of other research outputs.</p> <p>The period from which the projects must be presented will be extended by the breaks indicated in the <i>Information on career breaks – scientific and research track record</i>.</p>
		NCN – funded research		

⁵ Acting as a principal investigator also means management/coordination of a research team in international projects or programmes.

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		Other non-NCN research project		<p>NOTE: Tab to be completed in English.</p> <p>Data to be entered manually</p> <p>Information on managing other research projects financed within national or international calls (other than NCN) in the year of applying or in the last 10 years before the year of applying, i.e. from 01.01.2011 to 15.12.2021.</p> <p>Enter projects in which one has acted as principal investigator and which:</p> <ul style="list-style-type: none"> - are or have been carried out in the year of proposal or within 10 years prior to the year of proposal, - are or have been funded from the funds for science, - have been selected in domestic or international calls and - are not and have not been funded from the operating support funds. <p>Acting as a principal investigator shall also be understood as management/coordination of a research team in international projects or programmes.</p> <p>Please provide: title, registration number, source(s) of funding, amount, currency, implementer, start date, end date, list of major publications resulting from the project, publications added by the editor, in the absence of publications – a brief description of other research outputs.</p> <p>The period from which the projects must be presented will be extended by the breaks indicated in the <i><u>Information on career breaks – scientific and research track record</u></i>.</p>

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				<p>Note: This section should indicate projects which were qualified for funding by the Ministry of Science and Higher Education and whose documentation was submitted to the National Science Centre.</p>

Selected section in the ZSUN/OSF system	Sub-section		Language	Description
		Major research achievements		<p>NOTE: Tab to be completed in English.</p> <p>Description of one, the most important research achievement.</p> <p>Limit up to 1,800 characters,</p> <p>Note: The tab must not be empty. If the most important achievement is missing, write: none.</p>
		Research experience		<p>NOTE: Tab to be completed in English.</p> <p>Research experience gained in Poland and abroad (period of stay, country, institution, type of stay).</p> <p>Optional tab.</p>
		Awards and prizes		<p>NOTE: Tab to be completed in English.</p> <p>The most important national or international distinctions resulting from conducting scientific research and other scientific and artistic activity</p> <p>Optional tab.</p>
		Scientific lectures and presentations		<p>NOTE: Tab to be completed in English.</p> <p>Information on keynote speeches and presentations delivered at renowned international conferences and in the case of arts, information on active participation in international exhibitions, festivals, artistic events and projects in fine arts, music, theatre and film.</p> <p>Optional tab.</p>

Selected section in the ZSUN/OSF system	Sub-section		Language	Description
		Other major scientific achievements		<p>NOTE: Tab to be completed in English.</p> <p>Information on other relevant learning achievements and scholarly activities.</p> <p>Optional tab.</p>
SENIOR RESEARCHER	Information			<p>This section should provide information on the Senior Researcher.</p> <p>A position may be planned for a person who obtained a PhD degree at least 7 years before the date of proposal (closing date of the call for proposals) and completed a foreign post-doctoral training(s), having specialised knowledge, unique competences and achievements necessary to perform research tasks planned in the project.</p> <p>The creation of a position is optional. Both the rationale for its creation and the person's achievements, competences and qualifications shall be subject to a merit-based evaluation.</p> <p>This is a full-time position, co-financed by the participating entity, in which the employment of this position is foreseen. The funding must be at least PLN 60,000 per year.</p> <p>A Senior Researcher can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the data of the Senior Researcher is entered from the OPI database, most of the information will be downloaded automatically.</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<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 the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the data of the Senior Researcher.</p> <p>Note: The creation of a position is optional. Both the rationale for its creation and the person's achievements, competences and qualifications shall be subject to a merit-based evaluation.</p>
	Contribution to the project	English	Specify the type of participation, the entity where the Senior Researcher will be employed and the scope of work.
	Eligibility of Senior Researcher for the call	Polish and English	<p>This section should answer the questions:</p> <p>“Does the person planned for the position of Senior Researcher have a PhD degree?”</p> <p>According to the terms of the call, the person intended to be recruited as a researcher should have obtained a PhD degree at least 7 years before the date of proposal. Career breaks do not affect the eligibility of an individual's employment in that position.</p> <p>If you answered “YES”, please indicate the daily date of award of the degree, the field (for those who have obtained more than one PhD degree,</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<p>the reference date is the date of obtaining the first one) and the scientific discipline, as well as the name of the subject.</p> <p>Has the proposed Senior Researcher(s) completed a documented doctoral training(s) of at least 24 months in total in organisations other than the participating entity(-ies), including at least 10 months of continuous and documented post-doctoral training in an organisation other than the participating entity and in a country other than the country where the PhD degree was awarded?</p> <p>Please tick "YES".</p> <p>The fulfilment of this formal condition will be verified on the basis of data included in the tab: <i>Research experience acquired in Poland or abroad</i>.</p> <p>The lack of information enabling the verification of this criterion will constitute a basis for the rejection of the proposal for formal reasons.</p>
	Information on career breaks		<p>Possibility of introducing information on career breaks which extend the period from which to show scientific achievements, i.e.: projects and publications, and in the case of scientific activity in the field of creative and artistic work: artistic and artistic-scientific achievements (the remaining elements of the questionnaire concern the whole period of scientific activity of the Senior Researcher).</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<p>Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected over a period of 10 years before the proposal submission year. Number of days.</p> <p>Both maternity and paternity: Parental leaves granted pursuant to the Labour Code. Number of days.</p> <p>For maternity only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. 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 to account for her career break.</p>
	Personal data		<p>This section should contain the data of the Senior Researcher, i.e. name, surname, title/degree, date of birth or PESEL (if applicable), nationality, gender.</p>
	Justification for recruitment	English	<p>This section should provide:</p> <ol style="list-style-type: none"> 1. justification of the need for a Senior Researcher position in the project; 2. justification for employing the indicated person, taking into account his/her unique competences and specialised qualifications to perform the research tasks planned in the project. <p>Limit up to 4,500 characters.</p>

Selected section in the ZSUN/OSF system	Sub-section		Language	Description
	Academic and research track record		English	<p>NOTE: Tab to be completed in English.</p> <p>This section should provide information about the Senior Researcher's academic career.</p> <p>Information on academic degrees/ titles: date degree/ title conferred, institution, discipline; academic career: start date – end date, institution, position.</p>
<p>From 1 to 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. from 01.01.2011 to 15.12.2021).</p> <p>For research in art, up to 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. from 01.01.2011 to 15.12.2021). The period from which the publications must be presented will be extended by the breaks indicated in the <i><u>Information on career breaks – scientific and research track record.</u></i></p>				
<p>NOTE: Tab to be completed in English.</p> <p>Tab available only for creative and artistic research activities. Description of up to 10 of the most important 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. from 01.01.2011 to 15.12.2021) with a nationwide or international impact, e.g. authoring and</p>				

Selected section in the ZSUN/OSF system	Sub-section		Language	Description
				<p>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.</p> <p>A maximum of 10 may be indicated in total: publications or artistic and artistic-scientific achievements.</p> <p>The period from which the publications or artistic or artistic and research achievements must be presented will be extended by the breaks indicated in the <i>Information on career breaks – scientific and research track record</i>.</p>
		Research experience		<p>NOTE: Tab to be completed in English.</p> <p>Research experience gained in Poland and abroad (period of stay, country, institution, type of stay).</p> <p>Note: This section should also include information on documented post-doctoral training(s) of a total duration of at least 24 months in entities other than the entity(-ies) implementing the project, including at least 10 months of continuous and documented post-doctoral training in an entity other than the entity implementing the project and in a country other than the country where the PhD degree was obtained.</p>
		Other major scientific		<p>NOTE: Tab to be completed in English.</p> <p>Information on other relevant learning achievements and scholarly activities.</p>

Selected section in the ZSUN/OSF system	Sub-section		Language	Description
		achievements		Optional tab.
ETHICAL ISSUES			English	<p>NOTE: Tab to be completed in English.</p> <p>Before completing the questionnaire in the ZSUN/OSF system, you should read the two documents attached to the notice of the call: Guidelines for applicants to complete the Ethics Issues form in the proposal and Code of the National Science Centre on research integrity and applying for research funding. A questionnaire should then be completed.</p> <p>The questions within each group of questions must be answered. If individual questions do not apply to the planned project, the “NO to all” button can be used to mark the answer “NO to all” questions or to all questions in a given group.</p> <p>If the answer to any of the questions on the form is YES, please describe what actions have/will be taken to ensure that the research planned in the OPUS proposal is carried out in accordance with the principles of good practice in the scientific field/discipline concerned, and provide information on whether any approvals have already been given or how these conditions will be met.</p> <p>Note! There is no obligation to attach consents/permissions or information on consents/permissions already obtained to the proposal. In the case of studies which require such approvals/permissions, these should be obtained prior to commencement of the study and included in the forthcoming annual/final report.</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<p>In the case of a research project involving a clinical trial that has been planned using a medicinal product or medical devices, detailed justification of a non-commercial nature of such trials must be provided.</p>
DATA MANAGEMENT PLAN		English	<p>NOTE: Tab to be completed in English.</p> <p>Before completing this part of the proposal, please read the document “Guidelines for applicants to complete the data management plan in the proposal”. It is possible to tick “not applicable” in the questionnaire.</p> <p>The NCN recognises that some projects 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 1.1. How will new data be collected or produced and/or how will existing data be re-used?</p>
SIMILAR RESEARCH TASKS	Principal Investigator (PI)	English	<p>The questions must be answered:</p> <ol style="list-style-type: none"> 1. Is the PI applying for funding of the research tasks included in this proposal also from other sources? (YES/NO) <p>If YES, fill in the sources of funding</p> <ol style="list-style-type: none"> 2. Is PI currently working on or has he/she completed research tasks similar to the tasks included in this proposal? (YES/NO) <p>If YES, indicate ongoing and completed research tasks for which double funding might be suspected if funding is obtained for research tasks covered by this proposal. The explanation should clearly indicate the differences between the research tasks and justify the need to fund the research tasks in this proposal.</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
	Authorship/co-authorship of the project		<p>The question whether the principal investigator (PI) is the author of the project descriptions or a co-author should be answered. If the principal investigator (PI) is a co-author of the project descriptions, the authors of the project descriptions should be indicated. The information must be factually and legally correct.</p>
	Entity(-ies)		<p>Information about applying for funding for the research tasks indicated in the proposal from other sources shall also be given by the entity/entities (in case the applicant is a group of entities).</p> <p>The question must be answered:</p> <p>Is the entity applying for funding of the research tasks included in this proposal also from other sources?</p> <p>If YES, fill in the sources of funding</p>
SHORT DESCRIPTION		English	<p>The summary description (up to 5 pages) must include:</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 project, the impact of the project results on the development of the research field and scientific discipline); 3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<p>4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);</p> <p>5) project literature (a reference list for publications included in the project description, with full bibliographic data). The above-mentioned sections, including references to literature, are required.</p> <p>Failure to include any of them shall form grounds for rejection of the proposal on formal grounds.</p> <p>Note!</p> <p>Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the detailed project description, therefore this description should include information necessary for the proposal to be evaluated.</p> <p>The description must be delivered as PDF file (up to 10 MB).</p> <p>Text limit: 5 pages, A4.</p> <p>Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.</p>
DETAILED DESCRIPTION		English	<p>The detailed description (up to 15 pages) must include:</p> <p>1) scientific goal of the project (description of the problem to be solved, research questions and hypotheses)</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<p>2) significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline);</p> <p>3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);</p> <p>4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);</p> <p>5) project literature (a reference list for publications included in the project description, with full bibliographic data). The above-mentioned sections, including references to literature, are required.</p> <p>Failure to include any of them shall form grounds for rejection of the proposal on formal grounds.</p> <p>Note!</p> <p>Experts evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description, therefore this description should include information necessary for the project to be evaluated.</p> <p>The description must be delivered as PDF file (up to 10 MB).</p> <p>Text limit: 15 pages, A4.</p>



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			Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
PERSONNEL COSTS AND SCHOLARSHIPS	Principal Investigator (PI)	Polish and English	<p>Remuneration should be planned according to the Regulations on awarding funding for research tasks funded by the National Science Centre, in the wording applicable to this edition of the OPUS 22 call.</p> <p>The remuneration of the principal investigator (PI) can only be planned under one category: FTE remuneration or additional remuneration. The principal investigator (PI) also has the option to select “without remuneration”.</p> <p>The type of employment must be selected in the proposal:</p> <ul style="list-style-type: none"> • FTE remuneration; • additional remuneration; • without remuneration. <p>The FTE remuneration for the principal investigator (PI) may be planned for a period that is shorter than the performance period of the research projects, in amounts proportionally lower for the period for which it is planned.</p> <p>The employment of a principal investigator (PI) on the basis of a full-time or part-time employment contract is also possible with funds under the category of additional remuneration.</p> <p>According to the Regulations The budget of additional remuneration shall be calculated as follows: the composition of the research team excludes the persons to be employed under the FTE remuneration budget and under the budget of remuneration and scholarships for under- and post-graduate students if the budgets are provided for in the call.</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<p>Therefore, where a principal investigator (PI) is planned to be employed from the FTE remuneration budget, he/she is not entitled to receive additional remuneration.</p> <p>Remuneration of the principal investigator (PI):</p> <ul style="list-style-type: none">– PLN 150,000 when the principal investigator plans to be employed under the FTE remuneration:- max. PLN 3,000 when the principal investigator does not plan to be employed under the FTE remuneration. <p>The principal investigator does not need to plan his/her own remuneration. In that case, you should choose the type of employment: unpaid.</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
	Post-doc		<p>The type of employment must be selected in the proposal:</p> <ul style="list-style-type: none"> • FTE remuneration <p>Remuneration for a post-doc – PLN 120,000 per year, assuming that the person intended for employment fulfils all the following conditions:</p> <ol style="list-style-type: none"> a) will be selected under an open call held by a recruitment commission nominated by the principal investigator performing the research project, composed of the principal investigator as the chairperson and minimum two persons designated by the principal investigator holding appropriate scientific or professional qualifications. Candidate shall be assessed on the basis of the criteria set out in the call announcement, and the results of the call shall be made public by posting on the website of the entity to perform the research project' b) the principal investigator was not the supervisor or associate supervisor of her dissertation; c) obtained a PhD degree in an entity other than the one where the post is planned to be filled or completed a continuous and documented post-doctoral training of at least 10 months in an entity other than the one implementing the project and in a country other than the country where the PhD degree was obtained; d) will be employed for minimum 6 months;

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			<p>e) when the remuneration is paid, such person is not paid any other remuneration from funds allocated as indirect costs under research projects financed under NCN's calls;</p> <p>f) when the remuneration is paid, such person is not paid remuneration with any other employer under an employment contract, including an employer domiciled in Poland;</p> <p>It is allowed to employ several people in post-doc positions provided that the total duration of employment of all people in these positions does not exceed twice the planned duration of the project and the employment of one person is not shorter than 6 months.</p> <p>Where the applicant is a group of entities, it is possible to plan this position in more than one entity, provided that each of these persons fulfils the above conditions.</p> <p>It is possible to specify a higher amount of the remuneration if this is justified with specific circumstances specified in the proposal. The reasons to raise the remuneration shall be reviewed by the Team.</p> <p>The FTE remuneration for a person in a post-doc position may be planned for a period that is shorter than the performance period of the research projects, in amounts proportionally lower for the period for which it is planned.</p>
	Scholarship grantee/Student/PhD student		<p>The type of employment must be selected in the proposal:</p> <ul style="list-style-type: none"> - student's or PhD student's scholarship/remuneration

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			<p>In the OPUS 22 call the budget for remuneration and scholarships for under- and post-graduate students per each month of project performance will be maximum PLN 10,000.</p> <p>The total amount of remuneration and scholarships financed under NCN for under- and post-graduate students under one or more research projects financed by NCN may not exceed PLN 5,000 monthly. Such amount shall not include post-graduate scholarships financed in the ETIUDA call and remuneration for the principal investigator under the PRELUDIUM call.</p> <p>Within the budget for remuneration and scholarships for under- and post-graduate students, it is possible to plan funds for:</p> <ul style="list-style-type: none"> a) NCN scientific scholarships for under and post-graduate students, b) PhD scholarships c) remuneration for under and post-graduate students. <p>In the case of a project implemented in an entity for which financing will constitute state aid, financial resources for students and PhD students may be planned only in the form indicated in letter c.</p>
	Senior Researcher position		<p>The type of employment must be selected in the proposal:</p> <ul style="list-style-type: none"> • FTE remuneration <p>It is possible to plan the participation of only one person, who must be indicated by name. The qualifications of this person and the rationale for creating the position will be subject to formal and merit-based evaluation.</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<p>FTE remuneration for the position of the Senior Researcher – can be planned within the project funds in the amount of PLN 60,000 per year, provided that this remuneration will be co-financed from the own funds of the entity, in which the project is implemented in the amount of at least PLN 60,000 per year and the person planned to be employed on this position will fulfil all the following conditions:</p> <p>a) will be employed for a period of not less than 6 months on a FTE basis and their remuneration will be funded from the own funds of the participating entity, in which the employment in this position is planned, in the amount of at least PLN 60,000 per year;</p> <p>b) has completed a documented post-doctoral training(s) of a total duration of at least 24 months in entities other than the participating entity(-ies) implementing the project, where employment in this position is planned, including at least 10 months of continuous and documented post-doctoral training in an entity other than the entity(-ies) implementing the project and in a country other than the country where the PhD degree was awarded;</p> <p>c) when the remuneration is paid, such person is not paid any other remuneration from funds allocated as indirect costs under research projects financed under NCN's calls;</p> <p>d) when the remuneration is paid, such person is not paid remuneration with any other employer under an employment contract, including an employer domiciled in Poland;</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<p>e) the principal investigator will not be paid any pension benefit from the social insurance system.</p> <p>The FTE remuneration for the senior researcher may be planned for a period that is shorter than the performance period of the research projects, in amounts proportionally lower for the period for which it is planned.</p> <p>It is acceptable to employ one Senior Researcher for the whole duration of the project.</p> <p>Note! In this section, the person representing the participating entity where the position is envisaged must submit a declaration that they commit to funding the position with at least PLN 60,000 per year.</p>
	Investigator		<p>The type of employment must be selected in the proposal:</p> <ul style="list-style-type: none"> • additional remuneration; • without remuneration. <p>Additional remuneration for members of the research team – if the principal investigator (PI) does not plan his/her employment in the project as part of the FTE remuneration, his/her remuneration is included in the additional remuneration pool. Additional remuneration may be planned for members of the research team to be employed under employment contracts in full or partial jobs and under civil law contracts.</p> <p>In the OPUS call, it is not possible to plan remuneration for students or PhD students within the additional remuneration.</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<p>A member of the research team who is paid remuneration under an employment contract in the entity performing the research project, may be paid additional remuneration solely in a form other than under a civil law contract.</p> <p>The budget of additional remuneration shall be calculated as follows: the composition of the research team excludes the persons to be employed under the FTE remuneration budget and under the budget of remuneration and scholarships for under- and post-graduate students if the budgets are provided for in the call.</p> <p>The number of persons calculated as specified above will constitute the basis to calculate the maximum budget of additional remuneration under the research project. The maximum budget of additional remuneration planned for the principal investigator may not be increased when the project is being performed.</p> <p>In the OPUS call, the budget of additional remuneration per each month of project performance, for all researchers may amount maximum to:</p> <ul style="list-style-type: none">a) when the principal investigator does not plan to be employed under the FTE remuneration:<ul style="list-style-type: none">– PLN 3,000 per one person;– PLN 4,500 per two persons, including maximum PLN 3,000 for the principal investigator;– PLN 5,500 per three or more persons, including maximum PLN 3,000 for the principal investigator.

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<p>b) when the principal investigator plans to be employed under the FTE remuneration:</p> <ul style="list-style-type: none"> – PLN 1,500 for one person; – PLN 2,500 for two or more persons. <p>More information on the rules of planning the costs may be found in the LAP Regulations and in the Regulations on awarding scholarships in NCN-funded research projects.</p> <p>If unjustified costs are planned, proposals may be rejected.</p>
RESEARCH EQUIPMENT			<p>This category covers the purchase or development costs of scientific and research instruments, other equipment and software required to perform scientific work.</p> <p>The project may not finance or co-finance the purchase or production of scientific and research equipment and IT infrastructure whose unit value exceeds PLN 500,000.</p> <p>Leasing costs of scientific and research equipment are a non-eligible cost.</p>
OTHER COSTS			<p>In the section “Other direct costs”, indicate the relevant type of costs, their amount and the justification for their expenditure.</p> <p>Costs must be planned according to Regulations on awarding funding for research tasks funded by the National Science Centre.</p> <p>Such costs include:</p> <ul style="list-style-type: none"> • Materials and small equipment,

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
			<ul style="list-style-type: none"> • External services (in the case of publications covered by the NCN Open Access Policy, costs of services related to the preparation of the manuscript for submission to the publishing house are eligible), • Business trips, • Visits and consultations, • Collective investigators, • Other (other costs).
OPEN ACCESS (OA)			<p>Open Access indirect costs of up to 2% of direct costs, which can only be used for costs related to making publications or research data available in open access</p> <p>Please enter the amount of Open Access costs planned for the whole project implementation period (in PLN).</p> <p>The costs of publishing Open Access work can only be planned as part of indirect costs. OA costs, excluding the publication of monographs, cannot be planned under direct costs.</p> <p>The National Science Centre allows for the possibility of covering part of the costs of publishing in open access from the remaining indirect costs or from the entity's own resources.</p> <p>Additional information on Open Science is available here.</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
BUDGET SUMMARY			<p>This section will present a summary breakdown of planned costs by year, according to the declared project implementation period (if the planned project implementation period is longer than 12 months).</p> <p>The amount of indirect costs should be indicated in this section.</p> <p><u>Indirect costs</u> are costs that are directly related to the research project and required to perform it. Indirect costs consist of:</p> <ul style="list-style-type: none"> – open Access indirect costs of up to 2% of the direct costs to be planned in the Open Access category – other indirect costs of <u>up to 20% of direct costs</u>, which may be allocated to costs indirectly related to the project, including costs of making publications or research data accessible through open access. <p><u>At the stage of project performance, the host institution shall be obliged to agree with the Principal Investigator (PI) a minimum 25% of the indirect costs to be covered.</u></p> <p>This section will show the percentage of planned Open Access indirect costs.</p>
Administrative statements			<p>This section of the proposal contains administrative statements that must be accepted by both the principal investigator (PI) and the person representing the participating entity.</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
Personal data protection			<p>Information on personal data processing.</p> <p>Personal data provided by principal investigators and applicants in the proposal will be processed by the National Science Centre until the end of implementation of these projects and their settlement (in case of receiving funding), and after this period will also be used for statistical purposes. The collected data will be processed in order to evaluate the proposal, the project as well as the tasks carried out by NCN, disseminate information on the calls organised by NCN. Data processing also includes monitoring, supervision and evaluation of the implementation and settlement of projects that have received funding from NCN. For more information, see https://ncn.gov.pl/en/dane-osobowe</p>
Experts	Information on possible conflict of interest – information only for NCN employees		<p>In this part of the proposal, the principal investigator (PI) may indicate a maximum of 3 persons who, in his/her opinion, should not evaluate the proposal due to a possible conflict of interest.</p> <p>Provide their names and affiliations.</p> <p>The final decision on the selected experts is taken by the NCN</p>

Selected section in the ZSUN/OSF system	Sub-section	Language	Description
<p>ELECTRONIC SUBMISSION</p> <p><i>The section will appear after clicking "Block for NCN"</i></p>	<p>Confirmation of submitting the proposal (PI)</p> <p>Confirmation of submitting the proposal (entity).</p>		<p>Following completion of the proposal's individual tabs and after checking its completeness, please block a possibility of editing the proposal by "Block for NCN" button. After the proposal has been blocked for NCN, only an abbreviated and detailed description of the research project is possible. After the proposal has been blocked, a new <i>Electronic submission</i> tab will appear on the left-hand side menu.</p> <p>In this section you should download:</p> <ul style="list-style-type: none"> • Confirmation of submitting the proposal (PI) <p>and</p> <ul style="list-style-type: none"> • Confirmation of submitting the proposal (entity). <p>Confirmations must be signed and attached to the proposal.</p> <p>Files with proposal submission confirmations may be viewed or deleted to attach other files. If going back to the edition stage happens after any file with a confirmation has been attached, such file will be deleted from the proposal.</p> <p>After the proposal has been blocked for edition again, the operations of downloading confirmations, signing, and attaching files must be repeated.</p> <p>When the applicant is a group of entities, the confirmation shall be signed solely by a person representing the leader of the group of entities.</p>

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			<p>Proposal submission confirmations may be signed in two ways: by hand or electronically.</p> <p>If a confirmation has been signed by hand, the proposal must be appended with its scan here: Add confirmation scan. The original must be kept until the end date of the proposal evaluation date, and, if the proposal has been qualified for funding, until the execution date of a contract for the research project implementation and funding.</p> <p>An electronically signed confirmation of proposal submission should be affixed with an advanced electronic signature or a qualified electronic signature compliant 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>Upon NCN's request the applicant shall be obliged to demonstrate that the electronic signature that has been used is compliant with the eIDAS Regulation.</p> <p>PDF is the only format acceptable in the ZSUN/OSF system. Therefore, electronic signatures must be in the PAdES format.</p> <p>In this section, download confirmation of submitting the proposal (entity) and confirmation of submitting the proposal (PI). Confirmation of submitting the proposal must be signed with a qualified electronic signature in PAdES format or with a trusted signature in PAdES format or</p>

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			<p>by hand and a scan of this document as a PDF file must be attached to the proposal .</p> <p>If the confirmation of submitting the proposal is electronically signed it should be attached in place: Confirmation with an electronic signature.</p> <p>If the confirmation of submitting the proposal (PI) has been signed by someone other than the principal investigator (PI), then authorisation to represent the principal investigator (PI) must be included in this section. The authorisation may be attached to the proposal either as an electronic document or as a scanned document signed by hand.</p> <p>If the confirmation of submitting the proposal (entity) is signed by someone other than the head of the entity, then the authority to represent the entity must be included in this section. The authorisation may be attached to the proposal either as an electronic document or as a scanned document signed by hand.</p> <p>The confirmation of submitting the proposal (PI) and confirmation of submitting the proposal (entity) downloaded from the ZSUN/OSF system are affixed with an electronic OPI PIB seal. This seal is used to ensure the integrity of the data contained within a generated document (it is then possible to verify that data has not been altered, added or deleted in an unauthorised manner). The presence of the OPI-PIB seal confirms that the source of these data is the ZSUN/OSF system.</p> <p>When electronically signed files are attached to a proposal, the system verifies that the document relates to the proposal and its final version, and that it contains the OPI seal and electronic signature. The system does not</p>

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			<p>verify the validity of certificates of attached electronically signed files. The only acceptable format for electronic signatures is PAdES.</p> <p>NOTE: Confirmations that relate to the final version of the proposal must be attached to the proposal</p>