

*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 OSF system.  
Applications should be submitted only through the OSF system: <https://osf.opi.org.pl>*

**OPUS 24 (LAP) call for research projects  
application form – template**

**NEW PROPOSAL**

**IMPORTANT:** an OPUS (LAP) proposal shall be submitted to NCN in the case of a research project within the framework of LAP cooperation, i.e. with foreign research teams from: Austria, the Czech Republic, Slovenia, Germany, Switzerland, Luxembourg or Belgium-Flanders that apply for funding to their relevant research-funding agencies, i.e. FWF, GAČR, ARRS, DFG, SNSF, FNR or FWO under the WEAVE programme launched in partnership with the NCN pursuant to the Lead Agency Procedure; NCN as the lead agency will perform the merit-based evaluation of OPUS LAP proposals.

The names OPUS (LAP) and OPUS (LAP)/WEAVE are the same.

At the NCN, the call for proposals for research projects carried out within the bilateral or trilateral cooperation by research teams from Poland, Austria, the Czech Republic, Slovenia, Germany, Switzerland, Luxembourg or Belgium-Flanders, with the FWF, GAČR, ARRS, DFG, SNSF, FNR or FWO acting as the lead agency is held under WEAVE-UNISONO: <https://www.ncn.gov.pl/ogloszenia/konkursy/weave-unisono?language=en>.

In the case of proposals for research projects without the participation of foreign partners or implemented by Polish research teams with the use of large international research equipment or with the participation of foreign partners that are not applying for funding for that purpose within the framework of programmes launched by partner institutions in cooperation with the NCN pursuant to the Lead Agency Procedure, an OPUS proposal shall be submitted.

1.	List of research-funding agencies	<p><i>OPUS 24 (LAP) is open to funding proposals submitted within the framework of the LAP bilateral or trilateral cooperation between a Polish research team and teams from the Germany, Switzerland, Austria, Czech Republic, Slovenia, Luxembourg and Belgium-Flanders.</i></p> <p><i>Please indicate the research-funding agency relevant for the foreign research team, to which a funding proposal will be submitted within LAP cooperation between NCN and this agency, i.e. for German research teams – DFG, for Swiss research teams – SNSF, for Austrian research teams – FWF, for Czech research teams – GAČR, for Slovenian research teams – ARRS, for Luxembourgish teams – FNR, for Belgian teams – FWO.</i></p> <p><b>Please note in the OPUS 24 LAP Weave call it will not be possible to submit trilateral applications in Polish-Czech-Belgian cooperation.</b></p> <p><i>Choose from the list:</i></p> <p><i>1. FWF - Austrian Science Fund;</i>  <i>2. GAČR - Czech Science Foundation;</i>  <i>3. ARRS - Slovenian Research Agency;</i>  <i>4. DFG - German Research Foundation;</i>  <i>5. SNSF - Swiss National Science Foundation;</i>  <i>6. FNR - Luxembourg National Research Fund;</i>  <i>7. FWO - Research Foundation – Flanders.</i></p>
1.	Duration [in months]	<p><i>choose from the list: 24, 36, 48</i></p> <p><i>Projects involving partners from Germany and the Czech Republic can have a maximum duration of 36 months.</i>  <i>This information determines the subsequent parts of the proposal. It cannot be changed later.</i></p>

**NEW PROPOSAL/PROPOSAL RESUBMITTED**

1.	Has the proposal been submitted under previous OPUS call for proposals? (YES/NO)	
2.	If YES, registration number of the OPUS proposal submitted under 45th edition in the following format: 2021/45/B/???/?????	<p><i>A proposal cannot be submitted in two successive editions of the OPUS call, with the exception of proposals which, in the previous call,</i></p> <p><i>a) were qualified for the second stage of merit-based evaluation,</i></p> <p><i>b) were not recommended for the second stage of merit-based evaluation merely on the grounds that they had not met the terms of the call, had provided for unjustified costs or had been submitted to the wrong panel or</i></p> <p><i>c) were rejected at the stage of eligibility check.</i></p>

**GENERAL INFORMATION**

1.	Proposal title in Polish	
2.	Proposal title in English	<i>titles in Polish and English must be identical</i>
3.	Keywords in Polish	
4.	Keywords in English	<i>keywords in Polish and English must be identical</i>
5.	Research field	<i>HS, ST, NZ – filled automatically based on the Primary NCN Review Panel</i>
6.	Primary NCN Review Panel	<i>choose from the list: HS1-HS6, ST1-ST10, NZ1-NZ9. Choose only one.</i>
7.	Auxiliary NCN Review Panels	<p><i>choose from the list: HS1_001-HS6_021, ST1_001-ST10, NZ1_001-NZ9_013</i>  <i>from 1 to 3, including at least one from the panel, to which a proposal is submitted;</i></p> <p><i>Proposals are evaluated in the panel to which they are submitted. The panel cannot be changed once the proposal has been submitted. Auxiliary review panels allow to select experts and external experts for merit-based evaluation of proposals. Interdisciplinary proposals may be additionally evaluated by an expert from another panel if so is decided by the Chair of the expert team.</i></p>

**ADDITIONAL INFORMATION**

	Acronym	<i>optional; the same as in the join proposal/ joint project description (if any)</i>
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**Authorship/co-authorship**

	Author(s) of the project description(s)	
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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 6. Polish Academy of Arts and Sciences 7. Entity involved in research independently on a continuous basis (not listed in sections 1-6) 8. Group of entities (at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company) 9. Scientific and industrial centre 10. Research centre of the Polish Academy of Sciences 11. Scientific library 12. Company operating as R&D centre 13. Legal entity established with registered office in Poland 13a. President of the Central Office of Measures 14. Natural person 15. Company conducting research in another organisational form than laid down in sections 1-13

LIST OF ENTITIES: ENTITY STATUS (if the applicant is a natural person or group of entities)		
1.	Entity name	
	Country	only entities with registered office in Poland may be indicated
	Entity 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 6. Polish Academy of Arts and Sciences 7. Entity involved in research independently on a continuous basis (not listed in sections 1-6) - 9. Scientific and industrial centre 10. Research centre of the Polish Academy of Sciences 11. Scientific library 12. Company operating as R&D centre 13. Legal entity established with registered office in Poland 13a. President of the Central Office of Measures - 15. Company conducting research in another organisational form than laid down in sections 1-13
...		

PARTICIPATING ENTITIES		
1.	Entity's name in Polish	
2.	Entity's name in English	
3.	Country	only entities with registered office in Poland may be indicated
4.	Leader of joint entity	if the applicant is a group of entities, a leader shall be chosen PI's employer acts as a leader of the group of entities
5.	Agreement on collaboration for the purposes of completion of the requested research project [in Polish]	If the applicant is a group of entities, annex the Agreement on collaboration for the purposes of completion of the requested research project between the members of the group of entities drafted in accordance with the specimen. The specimen document is available in the OSF system and call announcement.  The specimen cannot be amended or supplemented, however the group of entities may sign other documents on cooperation that must not be annexed to the proposal.  PDF file, electronic signature* or scan of the signed document is required.

INFORMATION ON PARTICIPATING ENTITY/ENTITIES		
Entity (level 1)		
1.	Entity's name in Polish	
2.	Entity's name in English	
3.	Address of registered office	street, street No., apartment No., postcode, town/city, voivodeship, country
4.	Contact information	street, street No., apartment No., postcode, town/city, voivodeship, country, phone No., e-mail, www
5.	ePUAP	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
6.	Does the entity belong to the public finances sector? (YES/NO)	

7.	If YES, classification of entities according to the Act on Public Finances	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 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
8.	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)	an entity being under receivership, in liquidation or subject to bankruptcy proceedings cannot be the applicant nor the participating entity
9.	Does the entity receive any operating support for research? (YES/NO)	
10.	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 [in English]	PDF file electronic signature * of the authorised representative of the entity (applicant) or scan of the signed document required
11.	Head of the entity / authorised representative	professional title / academic degree, name, surname, position
12.	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)	KRS - optional
<b>Entity (level 2) (if applicable)</b>		
1.	Entity's name in Polish	
2.	Entity's name in English	
4.	Legal address	street, street No., apartment No., postcode, town/city, voivodeship, country
5.	Contact information	phone No., e-mail, www

<b>FOREIGN ENTITY/IES</b>		
In this section, enter information on the foreign research institutions that will receive parallel funding from the DFG, SNSF, FWF, GAČR, ARRS, FNR or FWO within LAP cooperation, if their projects are recommended for funding. Other research institutions with which cooperation is planned in the project should be indicated in the section INTERNATIONAL COOPERATION.		
In the case of LAP cooperation with German partners, please indicate only the German foreign research institution that receive funding from the DFG if the project is recommended for funding.		
<b>Entity (level 1)</b>		
1.	Entity's name in English	
2.	Address of registered office	street, street No., apartment No., postcode, town/city, country
3.	Contact information	street, street No., apartment No., postcode, town/city, country, phone No., e-mail, www

<b>STATE AID (in the case of state aid, all documents must bear a qualified electronic signature** in the PAdES format)</b>		
1.	Does the requested funding constitute state aid? (YES/NO)	state aid rules available in the OSF system and call announcement
2.	Declaration: PI and authorised representatives of the institution are familiar with the state aid rules	also for projects for which funding does not constitute state aid
<b>Only for projects, for which the funding constitutes state aid</b>		
3.	Start date	Please indicate a date between 01.02.2024 and 31.05.2024
4.	End date	
5.	Place	
6.	Company size	micro/small/medium/large
7.	Is the project carried out in cooperation with a research organisation, as defined in Article 2 (83) Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty? (YES/NO)	
8.	Information given when applying for aid other than aid in agricultural or fisheries sector, de minimis aid or de minimis aid in agricultural or fisheries sector (Attachment 1 to the Council of Ministers' Regulation of 29 March 2010, Journal of Laws 2010, number 53 item 312, as amended)	specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**

9.	<i>If medium or large is chosen in item 6:</i> Financial statements for the past 3 financial years, prepared pursuant to the Accounting Act	<i>attach the document in a PDF format bearing a qualified electronic signature**</i>
10.	Declaration that the company does not receive state aid to cover the requested eligible costs	<i>specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**</i>
11.	Declaration on the eligibility of VAT tax (template)	<i>specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**</i>
12.	Declaration that no circumstances exist to exclude granting of the state aid to cover the project costs (template)	<i>specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature</i>
13.	Information pertaining to equipment depreciation costs, including depreciation rates (template)	<i>specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**</i>
14.	<i>If "YES" is chosen in item 7:</i> Declaration that the research organisation cooperating with the company does not financially contribute towards the project costs	<i>specimen document available in the OSF system and call announcement attach the document in a PDF format bearing a qualified electronic signature**</i>

RESEARCH TASKS (Polish research team)			
No.	Name of the research task in Polish	Name of the research task in English	Entities
1.	<i>the purchase of research equipment, participation in conferences, preparation of publications, etc. are not regarded as research tasks</i>	<i>the names of the research tasks in Polish and English must be identical</i>	<i>choose from the list of entities entered</i>
...			

RESEARCH TASKS (foreign research team(s) involved in LAP cooperation)		
No.	Name of the research task in English	Entities
1.	<i>the purchase of research equipment, participation in conferences, preparation of publications, etc. are not regarded as research tasks</i>	<i>choose from the list of foreign entities entered in the section FOREIGN ENTITY/ -IES</i>
...		

SIMILAR RESEARCH TASKS		
PI - Poland:		
1.	Is the PI applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)	
2.	List of potential funding sources	<i>If the answer to the question above is „YES”</i>
3.	Is the PI currently working on or has he/she completed research tasks similar to the tasks included in this proposal? (YES/NO)	
4.	Description of similar tasks and justification of the need to fund them [in English]	<i>Please list below ongoing and completed research tasks, which might be deemed double funding, if this proposal is successful. The explanation should specify the differences between similar research tasks and provide justification of the need to fund the research tasks included in the proposal.</i>  <i>up to 4500 characters</i>
Entity/Entities - Poland:		
5.	Is the entity applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)	
6.	List of potential funding sources	<i>If the answer to the question above is „YES”</i>

SIMILAR RESEARCH TASKS - FOREIGN PARTNER(S)		
PI(s) (foreign entity/ies):		
1.	Is the PI applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)	
2.	List of potential funding sources	<i>If the answer to the question above is „YES”</i>
3.	Is the PI currently working on or has he/she completed research tasks similar to the tasks included in this proposal? (YES/NO)	
4.	Description of similar tasks and justification of the need to fund them [in English]	<i>Please list below ongoing and completed research tasks, which might be deemed double funding, if this proposal is successful. The explanation should specify the differences between similar research tasks and provide justification of the need to fund the research tasks included in the proposal.</i>  <i>up to 4500 characters</i>
Foreign entity/ies		
5.	Is the entity applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)	
6.	List of potential funding sources	<i>If the answer to the question above is „YES”</i>

SHORT DESCRIPTION
<p>This section must include all research tasks to be performed by the Polish research team jointly with the foreign research team(s) involved in LAP cooperation.</p> <p>A short description (up to 5 pages) in English, including the following information:</p> <ol style="list-style-type: none"><li>1) scientific goal of the project (description of the problem to be solved, research questions and hypotheses)</li><li>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);</li><li>3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);</li><li>4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);</li><li>5) project literature (a reference list for publications included in the project description, with full bibliographic data).</li></ol> <p>The above-mentioned sections, including references to literature, are required. Failure to include any of them shall form grounds for rejection of the proposal on formal grounds.</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: 2 cm, font: Times New Roman or equivalent, font size: at least 11, interline: single.</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 project to be evaluated.</p>

DETAILED DESCRIPTION
<p>This section must include all research tasks to be performed by the Polish research team jointly with the foreign research team(s) involved in LAP cooperation.</p> <p>A detailed description (up to 15 pages) in English, including the following information:</p> <ol style="list-style-type: none"><li>1) scientific goal of the project (description of the problem to be solved, research questions and hypotheses)</li><li>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);</li><li>3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);</li><li>4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);</li><li>5) project literature (a reference list for publications included in the project description, with full bibliographic data).</li></ol> <p>The above-mentioned sections, including references to literature, are required. Failure to include any of them shall form grounds for rejection of the proposal on formal grounds.</p> <p>The description must be delivered as PDF file (up to 10 MB).</p> <p>Text limit: 15 pages, A4.</p> <p>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.</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>

ETHICAL ISSUES	
<p><i>Before filling out the form, read the Guidelines for applicants to complete the Ethics Issues form in the research project and Code of the National Science Centre on research integrity and applying for research funding, both of which can be found in the call announcement.</i></p> <p><i>This section must include all research tasks to be performed by the Polish research team jointly with the foreign research team(s).</i></p> <p><b>To be filled out in English.</b> If you flagged any of the 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 issue separately.</p>	
1.	<b>Studies on human embryos or human embryonic and fetal tissue</b>
	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.	<b>Humans</b>
	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 resarch include applicable non-commercial clinical trial that must be registered in Central Register of Clinical Trials ( <a href="https://www.clinicaltrialsregister.eu/">https://www.clinicaltrialsregister.eu/</a> ) 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.	<b>Human cells/tissues</b>
	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)? (YES/NO)
4.	<b>Personal data</b>
	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.	<b>Animals</b>
	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.	<b>Scientific collaboration with countries outside the European Union</b>
	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> 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.	<b>Environment, Health and Safety (including genetically modified material)</b>
	Does your research involve the use of organisms and microorganisms, tissues or cells genetically modified (GMO, GMM)? (YES/NO) Does your research deal with endangered fauna and/or flora and/or protected areas? (YES/NO) 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.	<b>Cultural heritage</b>
	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.	<b>Abuse and dual use</b>
	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 [in English] 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 [in English] 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 returned in their entirety or in part.	

<b>ABSTRACT</b>
The description in English, up to 4500 characters, with spaces (plain text - no formulas, no graphics), shall include the most important information on the project allowing the experts requested to review the project to assess their competencies to perform the review.

<b>ABSTRACT FOR THE GENERAL PUBLIC</b>
The description for general public must be in Polish and in English. The language versions must be identical. The descriptions must be attached as two separate PDF files (up to 10 MB). File format: 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. The description should be written for general public and should include the project goal, description of research, reasons for attempting a particular research topic and substantial results expected. Should the project qualify for funding, the abstract for the general public will be published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call's results.

<b>INTERNATIONAL COOPERATION</b>		
<i>To be filled out in English.</i>		
<i>International cooperation means that research tasks are carried out together with investigators from foreign entities.</i>  <i>The following are not considered international cooperation:</i> <i>a) participation in international conferences;</i> <i>b) dissemination of information on the project abroad;</i> <i>c) implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign entities;</i> <i>d) cooperation with foreign researchers employed by Polish entities.</i>  <i>The system will automatically enter information on the international cooperation (LAP) and country/countries on the basis of information in the proposal.</i>  <i>If additional international cooperation is planned for the project, i.e. use of large international research equipment by the Polish research teams or participation of partners from foreign research institutions that are not applying for funding of their part of the project pursuant to the LAP, additional international cooperation and additional countries may be entered in the section below.</i>		
1.	Is the project carried out as international cooperation? (YES/NO)	
2.	Nature of cooperation	1. International cooperation with the participation of partners from foreign research institutions that are not applying for funding under schemes launched by partner institutions in cooperation with the NCN pursuant to the lead agency procedure. 2. International cooperation with the use of large international research equipment by the Polish research teams. 3. LAP cooperation with foreign research teams that apply for parallel project funding to their respective research-funding agencies under schemes launched in cooperation with the NCN pursuant to the lead agency procedure.
2.	Countries	
3.	Entities	Enter all foreign entities involved in performing research tasks in the project, including entities that will be awarded parallel funding pursuant to the LAP if their projects are recommended for funding as well as entities that are not applying for such funding.  Entities entered in the Podmioty zagraniczne [Foreign Entities] section must be entered again.  Full names of the entities must be provided.
4.	Description of advantages of international cooperation [in English]	

RESEARCH TEAM					
In this section, enter the data of the Polish research team					
1.	Number of team members				
No.	Nature of contribution to the project	Name	Entity	Scope of work [in English]	Required professional qualifications [in English]
1.	<i>Principal Investigator (PI) can be added from the OPI database pursuant a PESEL number or outside OPI</i>	<i>name and surname</i>	<i>only entities with registered office in Poland may be indicated</i>		
2.	<i>Co-Investigator Post-doc Scholarship grantee/Student/PhD student</i>	<i>Co-Investigator_1 Post-doc_1 Scholarship grantee/Student/PhD student_1</i>	<i>only entities with registered office in Poland may be indicated</i>		
3.	<i>Co-Investigator Post-doc Scholarship grantee/Student/PhD student</i>	<i>Co-Investigator_2 Post-doc_2 Scholarship grantee/Student/PhD student_2</i>	<i>only entities with registered office in Poland may be indicated</i>		
...					

PRINCIPAL INVESTIGATOR (PI) - INFORMATION	
Professional title/academic degree, name and surname	
1.	Contribution to the project
	Nature of contribution to the project, entity, scope of work [in English]
2.	PhD
	Is the Principal Investigator a PhD holder? (YES/NO) if YES: 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 – academic and research track record
	<i>One can enter information on the career breaks by selecting:</i> I wish to enter information on career breaks allowing for the period of scientific achievements to be extended <i>If this option is chosen, the following fields will appear:</i>
	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.
	<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 (this section will only appear if according to the year of doctoral degree conferment it cannot be clearly determined whether or not the PI is a young researcher for the purposes of the statutory definition)
Please help us to establish whether the PI 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
	<i>One can enter information on the career breaks by selecting:</i> I wish to include information on PI's career breaks within 7 years after being awarded a doctorate <i>If this option is chosen, the following fields will appear:</i>
	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> <i>electronic delivery box ESP (ePUAP) shall be as follows: /user ID/ESP name</i>
8.	Home address, correspondence address (if different from home address)
	street, street No., apartment No., postcode, town/city, voivodeship, country
9.	Reasercher'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 / not currently employed

PRINCIPAL INVASTIGATOR ACADEMIC AND RESEARCH TRACK RECORD [in English]							
1.	<p>Academic and Research Career [in English]</p> <p><b>Academic and Research Career</b></p> <p>Key information on your academic and research career, scientific and artistic activity other than publication- or grant-related activity, other scientific achievements and other major aspects allowing the expert team to accurately evaluate your scientific achievements as a stage in the career. We recommend that you use the annexed (optional) template of the track record. The description should be clear and explicit (page limit: 8000 characters with spaces).</p> <p><b>Please note:</b> Do not disclose any <u>sensitive data</u> for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process personal data as part of its statutory tasks.</p> <p><i>* It is not allowed to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union memberships, genetic data, biometric data to clearly identify a natural person or data concerning their health, sex life or sexual orientation.</i></p> <p><b>RECOMMENDED TEMPLATE</b></p> <p><b>Information on education, academic degrees/titles and employment</b> (date degree/ title conferred, discipline, start date and end date, institution, position) Research visits and fellowships in Poland and abroad (length of the visit, country, institution, type of visit)</p> <p><b>Lectures and presentations</b> (information on keynote speeches and presentations delivered at renowned international conferences and in the case of arts, information on active participation in renowned artistic events)</p> <p><b>Prizes and Awards</b> (date, type of award and place; the most important national and international awards for research or artistic activity)</p> <p><b>Other significant achievements</b> (for example: training young staff, teaching, organisational and social activity, patents, cooperation with the economic environment, membership in editorial boards of renowned academic press/journals, reviewing)</p> <p><b>Other key information impacting the evaluation of the academic and research career</b> (e.g. concerning long career breaks or non-academic professional activity)</p>						
2.	<p>Publication Record</p> <p><i>1-10 most important papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of 10 years prior to the proposal submission year. 1 to 3 most important papers presented above must be attached as PDF files. For monographs attach a file with at least the title page, copyright page, contents and a selection of fragments containing the author's chief theses.</i></p> <p><i>For research in art, 1-10 most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the period of 10 years prior to the proposal submission year. Annex 1-3 most important publications (if any) as PDF files.</i></p> <p><i>The period of 10 years shall be extended by any career breaks specified in the form.</i></p>						
	<table border="1"> <tr> <td colspan="2">Authors, title in the original publication language [with translation into English], 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, publication status (published/accepted for publication), DOI Number</td> </tr> <tr> <td>PDF file</td> <td>1-3 files</td> </tr> <tr> <td>Letter of acceptance</td> <td>if publication status: accepted for publication PDF file</td> </tr> </table>	Authors, title in the original publication language [with translation into English], 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, publication status (published/accepted for publication), DOI Number		PDF file	1-3 files	Letter of acceptance	if publication status: accepted for publication PDF file
Authors, title in the original publication language [with translation into English], 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, publication status (published/accepted for publication), DOI Number							
PDF file	1-3 files						
Letter of acceptance	if publication status: accepted for publication PDF file						
4.	<p>Artistic Achievements [in English]</p> <p><i>For research in art.</i></p> <p><i>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) 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></p> <p><i>Optional.</i></p> <p><i>The period of 10 years shall be extended by any career breaks specified in the form.</i></p>						
	<table border="1"> <tr> <td>Title/name, year, description</td> </tr> </table>	Title/name, year, description					
Title/name, year, description							
5.	<p>Information of research project management or other funding awarded under NCN calls [in English]</p> <p><i>Enter projects, fellowships, scholarships, research activities carried out in the year of proposal or within the last 10 years prior to the year of proposal. The period of 10 years shall be extended by any career breaks specified in the form.</i></p>						
	<table border="1"> <tr> <td>Title, registration number, source(s) of funding, name of the call, amount of funding, currency, entity's name, start date, end date, evaluation result (only when project data is loaded automatically), list of the most important publications resulting from the project, publications added by the editor, If no papers have been published – a brief description of other research results</td> </tr> </table>	Title, registration number, source(s) of funding, name of the call, amount of funding, currency, entity's name, start date, end date, evaluation result (only when project data is loaded automatically), list of the most important publications resulting from the project, publications added by the editor, If no papers have been published – a brief description of other research results					
Title, registration number, source(s) of funding, name of the call, amount of funding, currency, entity's name, start date, end date, evaluation result (only when project data is loaded automatically), list of the most important publications resulting from the project, publications added by the editor, If no papers have been published – a brief description of other research results							
6.	<p>Information on other research project management under domestic or international calls (other than NCN calls) [in English]</p> <p><i>Enter projects (up to 5) in which one has acted as principal investigator and which:</i></p> <ul style="list-style-type: none"> <li><i>- are or have been carried out in the year of proposal or within 10 years prior to the year of proposal,</i></li> <li><i>- are or have been funded from the funds for science,</i></li> <li><i>- have been selected in domestic or international calls and</i></li> <li><i>- are not and have not been funded from the operating support funds.</i></li> </ul> <p><i>Acting as a principal investigator shall also be understood as management/coordination of a research team in international projects or programmes.</i></p> <p><i>The period of 10 years shall be extended by any career breaks specified in the form.</i></p>						
	<table border="1"> <tr> <td>Title, registration number, source(s) of funding, amount of funding, currency, entity's name, start date, end date, list of the most important publications resulting from the project, publications added by the editor, If no papers have been published - a brief description of other research results</td> </tr> </table>	Title, registration number, source(s) of funding, amount of funding, currency, entity's name, start date, end date, list of the most important publications resulting from the project, publications added by the editor, If no papers have been published - a brief description of other research results					
Title, registration number, source(s) of funding, amount of funding, currency, entity's name, start date, end date, list of the most important publications resulting from the project, publications added by the editor, If no papers have been published - a brief description of other research results							
7.	<p>Most important research achievement [in English]</p> <p>Description of one, the most important research achievement.</p>						



RESEARCH TEAM - FOREIGN PARTNER					
In this section, enter information on the foreign research team(s) involved in LAP cooperation (type of cooperation, scope of work, required qualifications). This sections must be completed in English.					
No.	Nature of contribution to the project	Name	Entity	Scope of work [in English]	Required professional qualifications [in English]
1.	PI (foreign entity) can be added from the OPI database pursuant a PESEL number or outside OPI	name and surname	indicate from the list of entities introduced in section "Foreign entity/entities"		
2.	Co-Investigator (foreign entity)	Co-Investigator (foreign entity)_1	indicate from the list of entities introduced in section "Foreign entity/entities"		
3.	Co-Investigator (foreign entity)	Co-Investigator (foreign entity)_2	indicate from the list of entities introduced in section "Foreign entity/entities"		
....					
Professional title/academic degree, name and surname					
1.	PhD				
	Is the Principal Investigator a PhD holder? (YES/NO)				
2.	Information on career breaks – academic and research track record				
	<p>One can enter information on the career breaks by selecting:            I wish to enter information on career breaks allowing for the period of scientific achievements to be extended            If this option is chosen, the following fields will appear:</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>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.</p> <p>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 for the PI to account for her career break.</p>				
3.	Personal data				
	name, middlename, surname, previous surname, professional title/academic degree, PESEL (if any), date of birth, citizenship, gender				
4.	Contact information				
	phone No., e-mail				
5.	Home address, correspondence address (if different from home address)				
	street, street No., apartment No., postcode, town/city, country				
6.	Employment				
	entity's name and position in English / not currently employed				

ACADEMIC AND RESEARCH TRACK RECORD - FOREIGN PI [in English]	
1.	Academic and Research Career [in English]
	<p><b>Academic and Research Career</b></p> <p>Key information on your academic and research career, scientific and artistic activity other than publication- or grant-related activity, other scientific achievements and other major aspects allowing the expert team to accurately evaluate your scientific achievements as a stage in the career. We recommend that you use the annexed (optional) template of the track record. The description should be clear and explicit (page limit: 8000 characters with spaces).</p> <p><b>Please note:</b> Do not disclose any <u>sensitive data</u> for the purposes of Article 9 (1) of the Personal Data Protection Regulation*. The National Science Centre is not authorised to process personal data as part of its statutory tasks.</p> <p><i>* It is not allowed to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union memberships, genetic data, biometric data to clearly identify a natural person or data concerning their health, sex life or sexual orientation.</i></p> <p><b>RECOMMENDED TEMPLATE</b></p> <p><b>Information on education, academic degrees/titles and employment</b>            (date degree/ title conferred, discipline, start date and end date, institution, position)            Research visits and fellowships in Poland and abroad (length of the visit, country, institution, type of visit)</p> <p><b>Lectures and presentations</b>            (information on keynote speeches and presentations delivered at renowned international conferences and in the case of arts, information on active participation in renowned artistic events)</p> <p><b>Prizes and Awards</b>            (date, type of award and place; the most important national and international awards for research or artistic activity)</p> <p><b>Other significant achievements</b>            (for example: training young staff, teaching, organisational and social activity, patents, cooperation with the economic environment, membership in editorial boards of renowned academic press/journals, reviewing)</p> <p><b>Other key information impacting the evaluation of the academic and research career</b>            (e.g. concerning long career breaks or non-academic professional activity)</p>

2.	<b>Publication Record</b>  <i>1-10 most important papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of 10 years prior to the proposal submission year. 1 to 3 most important papers presented above must be attached as PDF files. For monographs attach a file with at least the title page, copyright page, contents and a selection of fragments containing the author's chief theses.</i>  <i>For research in art, 1-10 most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the period of 10 years prior to the proposal submission year. Annex 1-3 most important publications (if any) as PDF files.</i>  <i>The period of 10 years shall be extended by any career breaks specified in the form.</i>	
	Authors, title in the original publication language [with translation into English], 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, publication status (published/accepted for publication), DOI Number	
	PDF file	1-3 files
	Letter of acceptance	if publication status: accepted for publication PDF file
3.	<b>Artistic Achievements [in English]</b>  <i>For research in art.</i>  <i>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) 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>  <i>Optional.</i>  <i>The period of 10 years shall be extended by any career breaks specified in the form.</i>	
	Title/name, year, description	
4.	<b>Information on other research project management under domestic or international calls [in English]</b>  <i>Enter projects in which one has acted as principal investigator and which:</i> <i>- are or have been carried out in the year of proposal or within 10 years prior to the year of proposal,</i> <i>- are or have been funded from the funds for science,</i> <i>- have been selected in domestic or international calls and</i> <i>- are not and have not been funded from the operating support funds.</i>  <i>Acting as a principal investigator shall also be understood as management/coordination of a research team in international projects or programmes.</i> <i>The period of 10 years shall be extended by any career breaks specified in the form.</i>	
	Title, registration number, source(s) of funding, amount of funding, currency, entity's name, start date, end date, list of the most important publications resulting from the project, publications added by the editor, If no papers have been published - a brief description of other research results	
5.	<b>Most important research achievement [in English]</b>	
	Description of one, the most important research achievement.	

PERSONNEL COSTS AND SCHOLARSHIPS						
No.	Name / nature of contribution to the project	Entity	Type of employment	Project-related remuneration period [in months]	Annual cost [PLN]	Total salary cost on grant [PLN]
	Justification of the remuneration amount [in English] <i>(in the cases specified in the regulations only)</i>					

RESEARCH EQUIPMENT	
1.	Name of research equipment in Polish
2.	Name of research equipment in English
3.	Description [in English]
4.	Merit-based justification for the purchase [in English]
5.	Entity
6.	Year of purchase or construction
7.	Unit cost [PLN]
8.	Number of units
9.	NCN's contribution [PLN]
10.	Entity's contribution (if any) [PLN]

OTHER DIRECT COSTS						
Other direct costs						
1.	Name/description [in English]					
2.	Category	1. Materials and small equipment/ 2. Outsourced services / 3. Business trips / 4. Visits and consultations / 5. Collective investigators/ 6. Other costs				
3.	Entity					
4.	Calculation and merit-based justification for the purchase [in English]					
5.	Annual cost [PLN]	Year ...	Year ...	Year ...	Year ...	TOTAL

OPEN ACCESS	
Cost of open access to publications and research data (max 2% of direct costs).	
	Entity
1.	Indirect costs of Open Access
....	forecasted costs of open access (up to 2% of direct costs)

TOTAL COSTS OF THE ENTITIES (calculated automatically)					
PLEASE NOTE: Polish research teams may plan their research projects starting from 2024.					
1.	Entity name				
2.	Indirect costs of OA [%]	up to 2% of direct costs			
3.	Other indirect costs [%]	up to 20% of direct costs			
		Year ...	Year ...	Year ...	TOTAL
Direct costs, including:					
- personnel costs and scholarships, including:					
	-- full-time employment salary				
	-- additional salary				
	-- student and PhD student scholarships and salaries				
- research equipment, device, software costs					
- other direct costs					
Indirect costs, including:					
	- indirect costs of OA				
	- other indirect costs				
Total costs					

TOTAL COSTS (calculated automatically)					
		Year ...	Year ...	Year ...	TOTAL
Direct costs, including:					
- personnel costs and scholarships, including:					
	-- full-time employment salary				
	-- additional salary				
	-- student and PhD student scholarships and salaries				
- research equipment, device, software costs					
- other direct costs					
Indirect costs, including:					
	- indirect costs of OA				
	- other indirect costs				
Total costs					
EURO exchange rate: 4,7244 PLN					
Total costs [EUR]					

TOTAL COSTS - FOREIGN PARTNERS [in English]	
<p>In this section, attach the budget table [link: <a href="https://ncn.gov.pl/sites/default/files/pliki/regulaminy/OPUS_LAP_k47_budget_table.xlsx">https://ncn.gov.pl/sites/default/files/pliki/regulaminy/OPUS_LAP_k47_budget_table.xlsx</a>] listing foreign project costs of all foreign research teams involved in a project drafted in accordance with the respective rules of FWF, GAČR, ARRS, DFG, SNSF, FNR or FWO.</p> <p>PLEASE NOTE: Choose and complete a budget table section in Excel appropriate for a given research team.</p> <p>The budget table must be completed in English.</p> <p>The budget table must include the costs requested by the foreign research teams from the FWF, GAČR, ARRS, DFG, SNSF, FNR or FWO as well as justifications for all amounts entered. Foreign project budgets in the budget table will be subject to merit-based evaluation performed by the NCN as the lead agency to verify whether the project costs are justified as regards the subject and scope of research. If the costs in the budget table are not justified, the proposal may be rejected.</p> <p>The costs in the budget table must be entered in EUR (budgets of Austrian, Slovenian, German, Luxembourgish and Flemish research teams) or in CZK (budgets of Czech research teams) or in CHF (budgets of Swiss research teams), according to the exchange rates provided in the OPUS call announcement.</p> <p>Once the budget table in Excel is completed, save the file in PDF format and make sure that the entire cell content in Excel format are visible (in particular the justification of the costs). Then, attach the budget table in PDF format to the appropriate section of the OPUS LAP proposal in the OSF submission system.</p> <p>The budget table does not have to be signed.</p>	
1.	<div>Total costs - foreign partners</div> <div>attach the document in a PDF format; specimen document available in the OSF system and call announcement</div>

**DATA MANAGEMENT PLAN**

**To be filled out in English.**

Before filling out the form, read the Guidelines for completing the data management plan for a research project that can be found in the call announcement.

This section must include all research tasks to be performed by the Polish research team jointly with the foreign research team(s).

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. Under each question, a text box for description (up to 1000 characters).

1.	<b>Data description and collection or re-use of existing data</b>
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 types, formats, and volumes) will be collected or produced?
2.	<b>Documentation and data quality</b>
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.	<b>Storage and backup during the research process</b>
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.	<b>Legal requirements, codes of conduct</b>
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.	<b>Data sharing and long-term preservation</b>
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.	<b>Data management responsibilities and resources</b>
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)?

**PERSONAL DATA PROTECTION**

Acting pursuant to Article 13 (1) and (2) and Article 14 (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, all those involved in the drafting of project documents and members of the project teams that:

- a) the National Science Centre ("NCN") with its registered office in Krakow at ul. Twardowskiego 16, 30-312 Kraków, is the controller of your personal data,
- b) the NCN's designated Data Protection Officer can be contacted via electronic mail at [iod@ncn.gov.pl](mailto:iod@ncn.gov.pl), by phone at + 48 12 341 91 26 or directly at the registered office of the data controller,
- c) the NCN shall process your personal data pursuant to Article 6 (1) (c) of the General Data Protection Regulation, in conjunction with Article 20 of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, item 947, as amended),
- d) your personal data shall be processed for the purpose of:
  - evaluation of 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,
- e) your personal data shall be processed from the moment it has been collected for as long as it is necessary to achieve the purposes indicated in point d) and to pursue related claims, for the period required by generally applicable laws and for the period of storage as defined by the NCN's records management procedures and the Uniform File Classification System,
- f) provision of your personal data is a statutory requirement and without its disclosure the purposes described in point d) cannot be achieved,
- g) the recipients of your personal data may only be entities authorised to collect personal data pursuant to 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,
- h) your personal data may be transferred for processing to third parties, such as the National Information Processing Institute with its registered office at al. Niepodległości 188b, 00-608 Warsaw. Such third parties process data based on personal data transfer contracts and are also bound to keep the data being processed confidential,
- i) you have the right to access your personal data, correct your personal data and restrict the processing of your personal data, and
- j) you have the right to lodge a complaint with the President of the Personal Data Protection Office if the General Data Protection Regulation is violated;
- k) in the case of calls carried out as international cooperation, the institution(s) co-launching the call is(are) the Joint Controller(s) of your personal data.

ADMINISTRATIVE DECLARATIONS	
<i>where the applicant is not a natural person</i>	
1.	Declarations by the PI
<p>I hereby declare that:</p> <p>1. the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;</p> <p>2. should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall:</p> <p>a) in the event that funding is received from the NCN:</p> <p>- resign from applying for funding from another source</p> <p>or</p> <p>- notify the authorised representative of the entity acting as the applicant of my resignation from funding of research tasks allocated by the NCN Director or</p> <p>b) in the event that funding is received from another source:</p> <p>- notify the authorised representative of the entity acting as the applicant of my resignation from applying for funding under this call of proposal organised by the NCN</p> <p>or</p> <p>- resign from accepting funding from other source;</p> <p>3. should the proposal be recommended for funding, the results generated during the research project shall be evaluated and published in a journal/journals of international impact;</p> <p>4. should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;</p> <p>5. I have read the rules according to which the decision of the NCN Director is delivered;</p> <p>6. I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database;</p> <p>7. I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;</p> <p>8. In the event that funding is granted by the NCN, I will stay on the territory of Poland for at least 50% of the project duration according to regulations set forth in the Regulations on awarding funding for research tasks funded by the National Science Centre.</p> <p>9. the joint project description annexed to the NCN proposal in the OSF system is the same as the joint project description to be submitted to the partner agency;</p> <p>10. I will forward the documentation of the review process to the partner research teams (Co-applicants);</p> <p>11. I am aware that the National Science Centre ("NCN") processes personal data of members of the Polish research team and foreign research team/s revealed in the proposal (and/or annexes thereto) and shall notify thereof all those whose data has been revealed in the proposal (and/or annexes thereto) by providing them with information on personal data processing;</p>	
2.	Declarations by the head of the entity / authorised representative
<p>I hereby declare that:</p> <p>1. the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;</p> <p>2. should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall:</p> <p>a) in the event that funding is received from the NCN:</p> <p>- resign from applying for funding from another source</p> <p>or</p> <p>- resign from funding of research tasks allocated by the NCN Director or</p> <p>b) in the event that funding is received from another source:</p> <p>- resign from applying for funding under this call of proposal organised by the NCN</p> <p>or</p> <p>- resign from accepting funding from other source;</p> <p>3. should the research project be awarded funding, acting on behalf of the entity I represent, I shall:</p> <p>a) include the research project in the financial plan of the entity;</p> <p>b) employ the principal investigator and investigators necessary to conduct the research project in compliance with the proposal and terms of the call;</p> <p>c) employ the principal investigator for the project duration period pursuant to at least a part-time employment contract;***</p> <p>d) provide the conditions required for the completion of the research, including access to laboratory/office premises and research equipment required for the completion of the research;</p> <p>e) provide the project with administrative and accounting assistance;</p> <p>f) supervise the completion of the research project and proper disbursement of project monies;</p> <p>4. should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;</p> <p>5. I have read the rules according to which the decision of the NCN Director is delivered;</p> <p>6. I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database;</p> <p>7. I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;</p> <p>8. the joint project description annexed to the NCN proposal in the OSF system is the same as the joint project description to be submitted to the partner agency;</p> <p>9. I am aware that should the project duration specified in the proposal be extended I shall continue to employ the principal investigator for the entire project extension period pursuant to at least a part-time employment contract.***</p> <p>*** does not apply to recipients of social security pension</p>	

<i>where the applicant is a natural person</i>	
1.	Declarations by the natural person acting as the applicant
<p>I hereby declare that:</p> <p>1. the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;</p> <p>2. should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall:</p> <p>a) in the event that funding is received from the NCN:</p> <p>- resign from applying for funding from another source</p> <p>or</p> <p>- resign from funding of research tasks allocated by the NCN Director or</p> <p>b) in the event that funding is received from another source:</p> <p>- resign from applying for funding under this call of proposal organised by the NCN</p> <p>or</p> <p>- resign from accepting funding from other source;</p> <p>3. should the proposal be recommended for funding, the results generated during the research project shall be evaluated and published in a journal/journals of international impact;</p> <p>4. should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;</p> <p>5. I have read the rules according to which the decision of the NCN Director is delivered;</p> <p>6. I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database; and</p> <p>7. I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;</p> <p>8. In the event that funding is granted by the NCN, I will stay on the territory of Poland for at least 50% of the project duration according to regulations set forth in the Regulations on awarding funding for research tasks funded by the National Science Centre;</p> <p>9. the joint project description annexed to the NCN proposal in the OSF system is the same as the joint project description to be submitted to the partner agency;</p> <p>10. I will forward the documentation of the review process to the partner research teams (Co-applicants);</p> <p>11. I am aware that the National Science Centre ("NCN") processes personal data of members of the Polish research team and foreign research team/s revealed in the proposal (and/or annexes thereto) and shall notify thereof all those whose data has been revealed in the proposal (and/or annexes thereto) by providing them with information on personal data processing;</p>	

2.	Declarations by the head of the entity/authorised representative
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I hereby declare that:

- the research tasks specified in this proposal are not and have not been funded from the NCN resources and/or from other sources;
- should I apply for or receive funding of the research tasks specified in this proposal from another source than the NCN, I shall:
  - in the event that funding is received from the NCN:
    - resign from applying for funding from another source
  - or
  - resign from funding of research tasks allocated by the NCN Director or
  - in the event that funding is received from another source:
    - resign from applying for funding under this call of proposal organised by the NCN
  - or
  - resign from accepting funding from other source;
- should the research project be awarded funding, acting on behalf of the entity I represent, I shall:
  - include the research project in the financial plan of the entity;
  - employ the principal investigator and investigators necessary to conduct the research project in compliance with the proposal and terms of the call;
  - employ the principal investigator for the project duration period pursuant to at least a part-time employment contract;\*\*\*
  - provide the conditions required for the completion of the research, including access to laboratory/office premises and research equipment required for the completion of the research;
  - provide the project with administrative and accounting assistance;
  - supervise the completion of the research project and proper disbursement of project monies;
- should the proposal be recommended for funding, I agree to have the project abstract for the general public published on the National Science Centre's and National Information Processing Institute's websites alongside the information on the call's results;
- I have read the rules according to which the decision of the NCN Director is delivered;
- I agree to have the application verified using anti-plagiarism software and the contents of the application placed in the software database;
- I have read the Code of the National Science Center on Research Integrity and Applying for Research Funding and undertake to use it;
- the joint project description annexed to the NCN proposal in the OSF system is the same as the joint project description to be submitted to the partner agency;
- I am aware that should the project duration specified in the proposal be extended I shall continue to employ the principal investigator for the entire project extension period pursuant to at least a part-time employment contract.\*\*\*

\*\*\*does not apply to recipients of social security pension

<b>ELECTRONIC SUBMISSION</b>	
<p><i>If the partner institution (DFG, SNSF, FWF, GACR, ARRS, FNR or FWO) requires applicants to submit a copy of the OPUS LAP proposals to its respective submission system, a complete English language version of the OPUS LAP proposal in PDF format must be generated following submission of the OPUS LAP proposal to the OSF system and sent to the foreign research team.</i></p> <p><b>PLEASE NOTE:</b> <i>OPUS LAP proposals submitted to the NCN must be the same as the one submitted to the partner institution.</i></p>	
1.	PI's declaration <i>Attach a confirmation signed by hand and scanned OR signed with an electronic signature* in the PAdES format</i>
	Download the PI's declaration Attach the scan of the PI's declaration/Upload the electronically signed* PI's declaration
2.	Entity's confirmation of submitting the proposal <i>Attach a confirmation signed by hand and scanned OR signed by qualified electronic signature in the PAdES format</i>
	Download the confirmation of submitting the proposal by Head of the entity/ authorised representative Attach a confirmation scan/ confirmation signed with an electronic signature* Attach the authorization to represent the entity (only if the confirmation has been signed by the authorised representative of the entity) <i>Attach the authorization signed by hand and scanned OR signed with an electronic signature* in the PAdES format.</i>

<b>EXPERTS - for the information of NCN staff only</b>		
	<b>Experts – potential conflict of interest</b>	
	Indicate up to 3 people who, according to the PI, 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	

<p>*Both qualified and advanced electronic signatures are acceptable.</p> <p>**Only qualified electronic signature is acceptable.</p>
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