

HOW TO SUBMIT A POLONEZ BIS PROPOSAL IN THE OSF SYSTEM

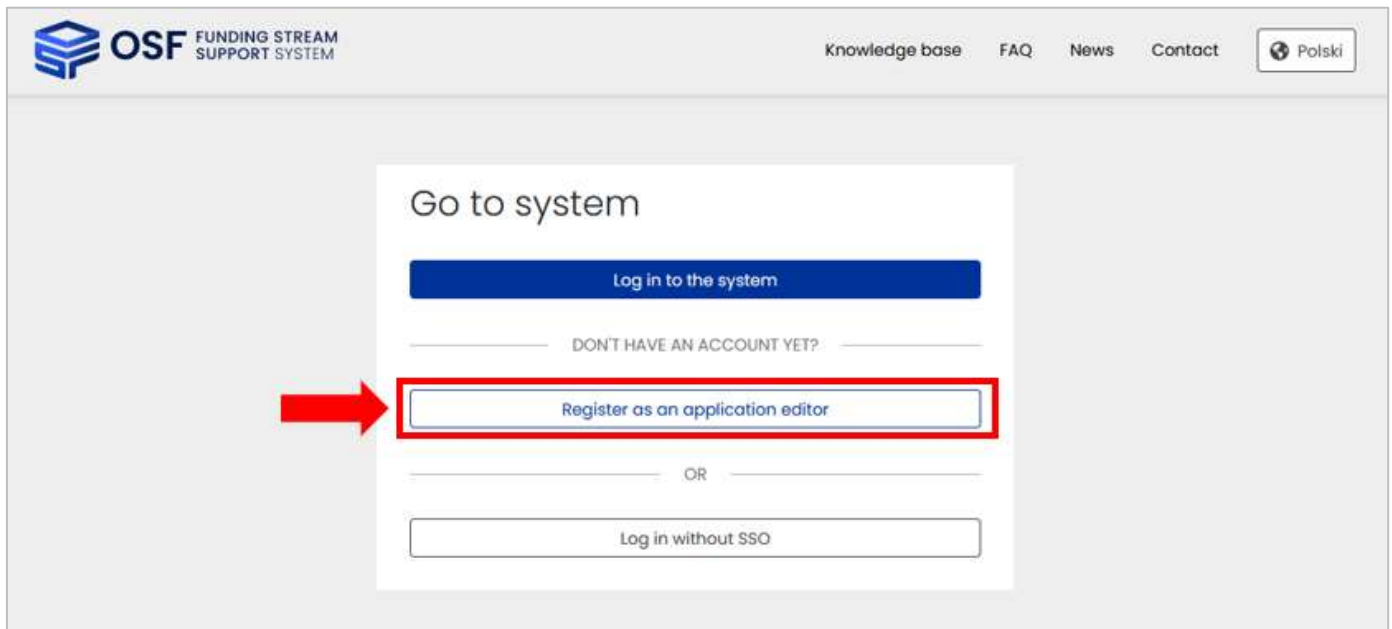
POLONEZ BIS proposals should be submitted to NCN electronically via the OSF (Funding Stream Support System), available online at: <https://osf.opi.org.pl/>.

To successfully prepare the electronic proposal please follow these steps:

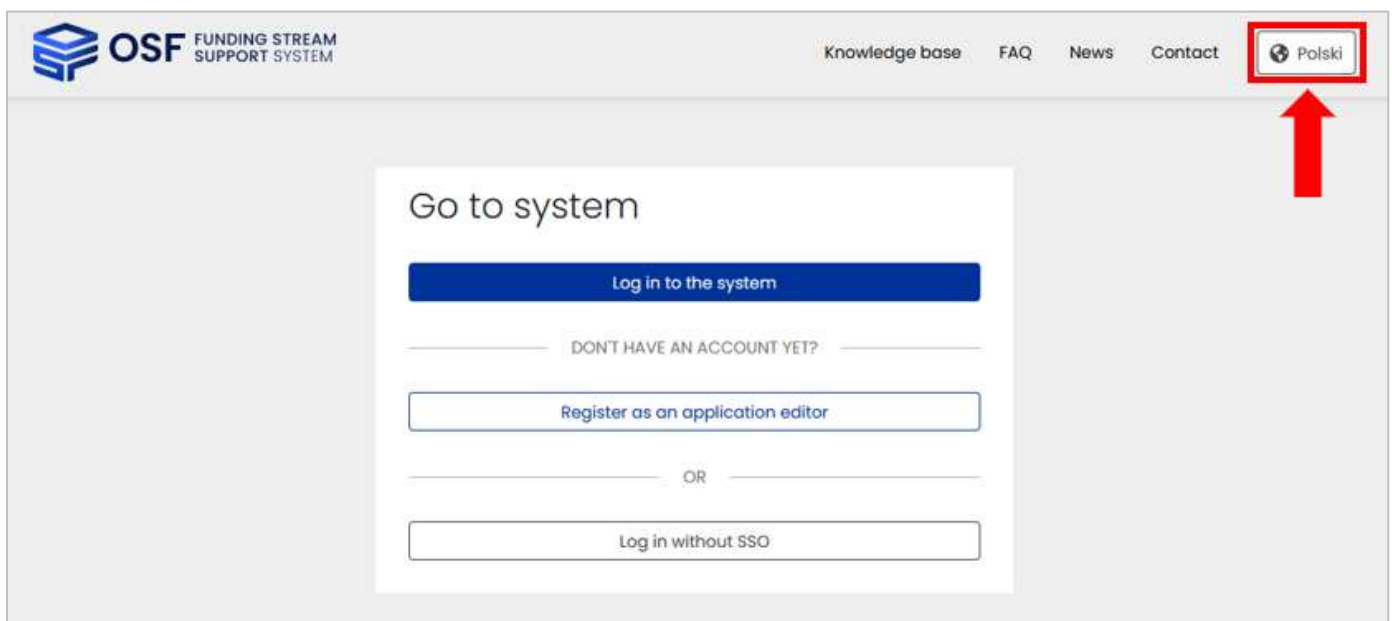
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1. Create an OSF Editor’s account (Principal Investigator)

- If you do not yet have a Proposal Editor’s account in the OSF system, you must first register at <https://osf.opi.org.pl/>. To do this, click on [Register as an application editor] button.



- The system will then ask you to complete a form with your name and an active e-mail address and to select your Username (login) and password. The activation link will then be sent to the e-mail address you provided at registration. Please check the e-mail carefully – if you provide a non-existent or incorrect address, the system will not be able to activate your account.
- If you have a Polish Trusted Profile you may use it to register as well. This option is available only in the Polish language mode. After clicking the language button in the top right corner, click on [Zarejestruj się przez Profil Zaufany].



Przejdź do systemu

Zaloguj się do systemu

NIE MASZ JESZCZE KONTA?

Zarejestruj się jako Redaktor wniosku

Zarejestruj się przez Profil Zaufany

Zarejestruj się przez MCL OPI PIB

LUB

Zaloguj bez SSO

Połącz istniejące konto OSF z kontem w MCL OPI PIB

2. Log in as a Proposal Editor

- To log in to the OSF system click the [*Log in to the system*] button and enter your OSF Username (login) and password.
- If you have forgotten your password, you can request a new one - click on the [*Forgot your password?*] link and enter the e-mail address provided at registration. The system will send you an e-mail, asking you to confirm a new password request.
- In the Polish language mode you can also sign in via a Trusted Profile. To do so, you need to have a verified Trusted Profile account, which then needs to be associated with your account in the OSF system. Click on the [*Zaloguj sie przez Profil Zaufany*] link and follow the instructions on screen.
- After successful log in, the system main page will be displayed. Use the buttons in the top right corner to change the language and access/modify your personal profile or password.
- The system forces a password change after 30 days. If your last login was a long time ago, the system will ask you to enter your old password and then provide a new one.
- Should you experience any technical issues with your OSF account, please contact the OPI technical support team by phone (Working days: 8:15 am – 4:15 pm CET/CEST): +48 (22) 351 71 01 or via [Helpdesk](#).

3. Create a new POLONEZ BIS proposal form


- Select [*New Proposal*] from the main menu.




- Choose the [*National Science Centre Poland*] tab to see a table with a list of all open NCN calls.

Submit an application to:


(click the button with the name agency to display a list of open calls)



Ministry
of Education
and Science



The National Centre
for Research and Development



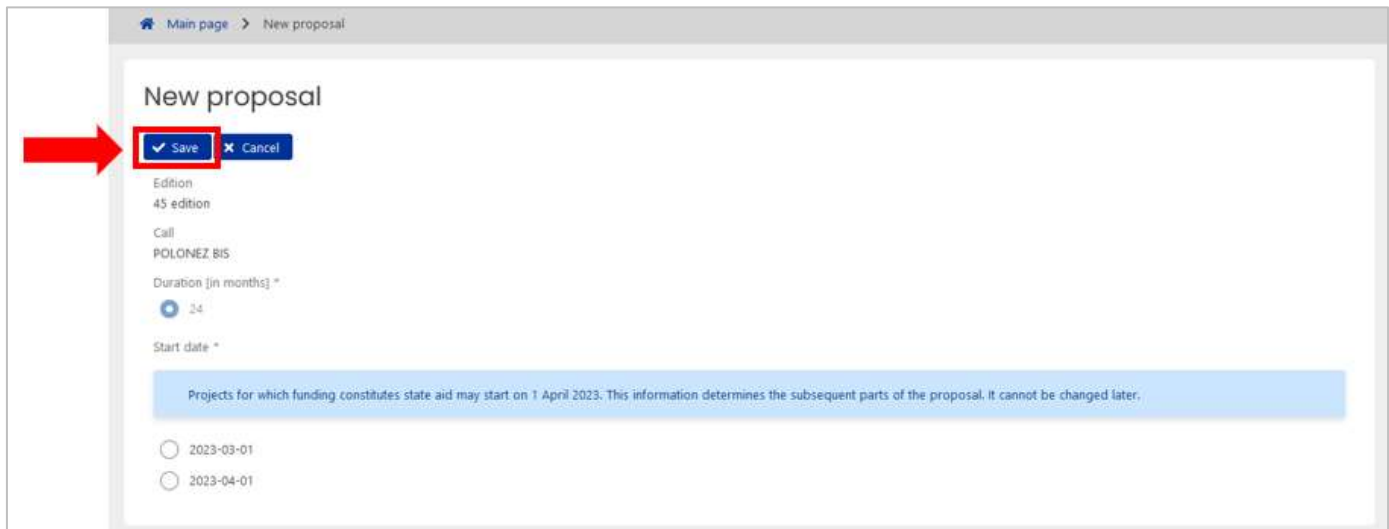
NATIONAL SCIENCE CENTRE
POLAND

No.	Full proposal name <small>(click the name to start generating a specific type of a proposal)</small>	Call procedure type	Deadline
EN Basic research funding proposal:			
1.	• Proposal for funding of a research project (OPUS-23)	45th edition	2022-06-15
	• Proposal for funding of a research project conducted by a researcher who does not hold a doctorate degree (PRELUDIUM-21)		2022-06-15
	• Proposal for funding of a research project carried out by incoming researchers (POLONEZ BIS-2)		2022-06-15
2.	Proposal for funding of a research activity (MINIATURA-6)	6th edition	2022-07-31

The table lists open calls for funding. The 'POLONEZ BIS-2' proposal is highlighted with a red box, and a red arrow points to it from the right. Another red arrow points upwards from below the table towards the 'Call procedure type' column.

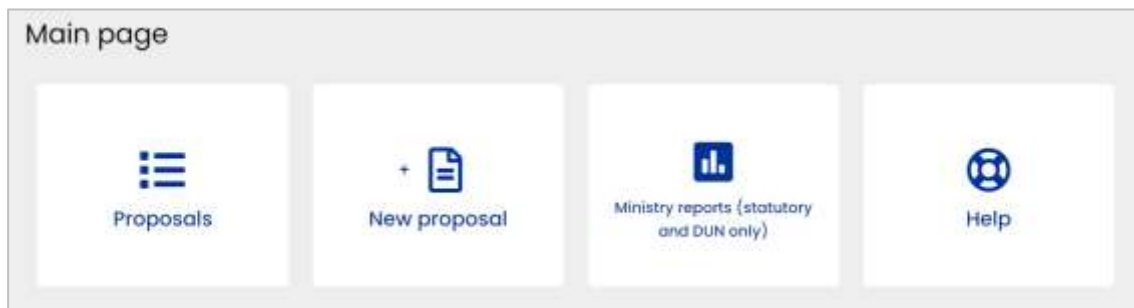
- Click on the active link to the POLONEZ BIS-2 proposal.
- The system will display an initial screen and ask you to select the starting date of your POLONEZ BIS fellowship (YYYY-MM-DD). The starting date cannot be changed after the proposal form is generated. Please also note that if the funding constitutes state aid for the Host Institution, the project cannot start in March.

- Save your choice to go to the full proposal form.




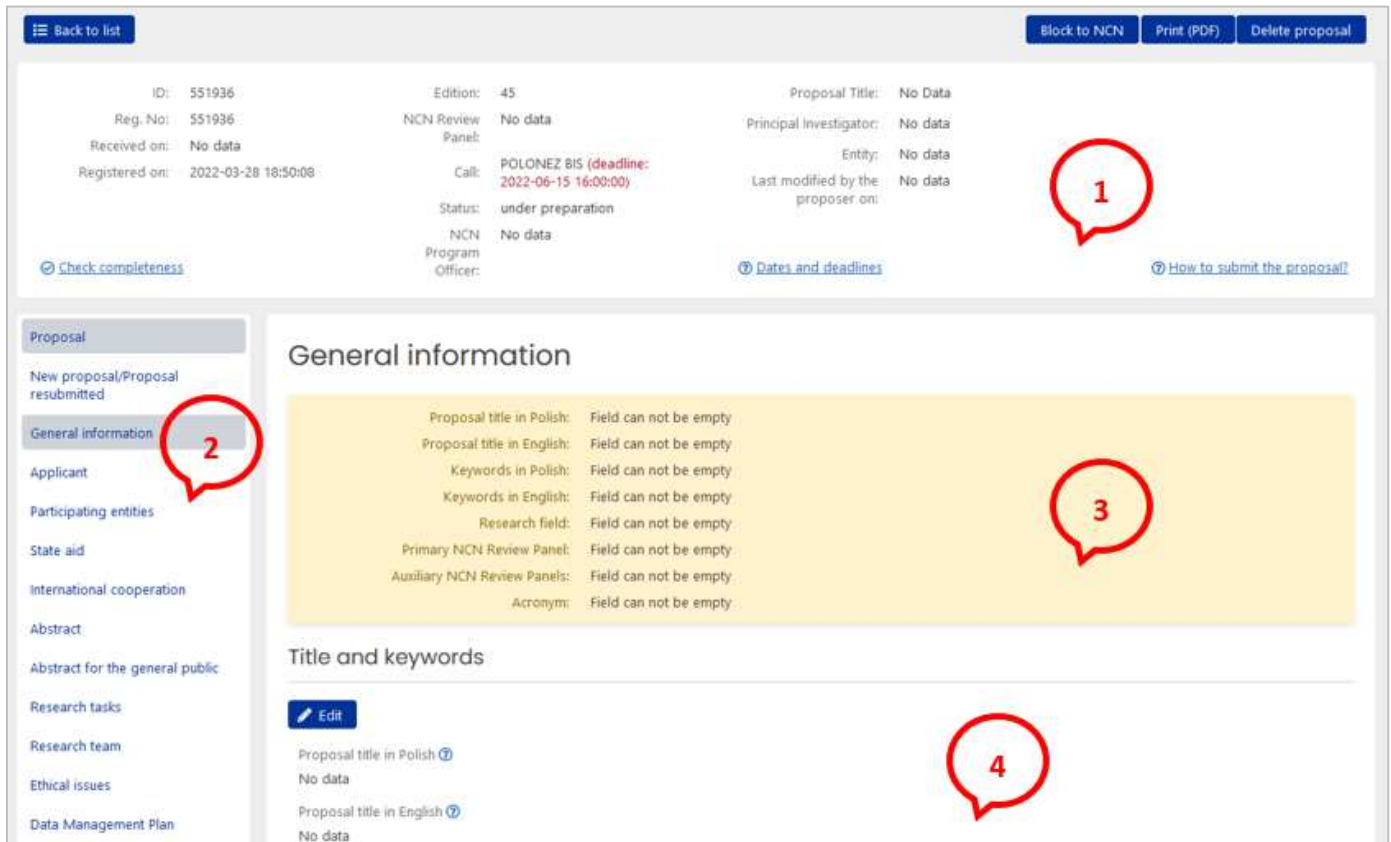
4. Complete the proposal form in accordance with system requirements


- After logging in to OSF select [*Proposals*] to see a list of all the proposals you created. The NCN employees can only see the proposals which have been submitted. All proposals “in preparation” are stored in the OSF system for 12 months from the date the call closes.




- Eachtime you access your proposal in the system you will see a screen with the following elements:
 1. The header with progress information – this shows i.a. your proposal’s unique ID number, the dates it was created, last modified and submitted, and the current proposal status. This information will be automatically updated as you complete the proposal and also after submission throughout the entire project lifetime.
 2. The proposal menu on the left of the screen – you can switch between different sections of the proposal by clicking on corresponding menu tabs.
 3. Checklist specific to each section of the proposal – to remind you what must be done or corrected before the proposal can be validated and submitted. The checklist will gradually disappear as you complete each section.
 4. The body of the section – where you edit the information manually by clicking the [*EDIT*] button or upload PDF files by clicking [*ADD*].

Click  to display additional help about some items.
Click [*SAVE*] to confirm entries and exit the fields you edit (the Enter button will not do the job).





- First complete the sections „New proposal/Proposal resubmitted”, „General information”, „Applicant” and „Participating entities” as other sections depend on information you enter there.
- You may complete the proposal on your own or invite others to help you with some sections. In this document, sections of the proposal which require assistance from the project support office at your Host Institution are marked with this icon: 





Sections recommended for completion along with the PI’s Mentor are marked with this icon: 




- You may ask the Mentor or Host Institution administration to give you the necessary information outside of the system or you may assign them the role of **Auxiliary editors** in OSF system so they can access and edit parts of your proposal on their own. When the proposal is funded, auxiliary editors will be able to preview and edit the funding agreement and the reports.
- To appoint an auxiliary editor scroll the page to the bottom left corner of the screen and click on the [Auxiliary editors] button.






- Note: if the auxiliary editor is a registered OSF user (e.g. the mentor) – ask for their OSF login (username). If you want to add a new person who has never worked in the system before, you will have to create their login (username) and password and e-mail them to the new auxiliary editor. You can revoke the roles of auxiliary editor at any time.

General Information	
Title and keywords	<p>Click <i>[EDIT]</i> to enter the proposal title and keywords in English and Polish. The English and Polish versions should be consistent. It is fine to use online translators, but if you have any translation problems, you can repeat the English title and keywords in the fields dedicated to the Polish language.</p>
Primary NCN Review Panel	<p>Click <i>[EDIT]</i> and then select from the drop down menu the area of research in which the proposal fits best. The research field will be filled automatically based on your choice of the panel.</p> <p>Your choice of the primary NCN review panel determines the research field and the list in which the proposal will be ranked. More information on NCN Review Panels may be found here.</p>
Auxiliary NCN Review Panels	<p>Click <i>[ADD]</i> and then select from 1 to 3 auxiliary panels. If you select only one, it must be from the panel you indicated as your primary review panel. For example, if your primary panel is "HS2 - Culture and cultural production" you must select at least one auxiliary panels from those numbered HS2_001 to HS2_015.</p> <p>Auxiliary review panels allow NCN to better 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.</p>
Additional information - Acronym	<p>Click <i>[EDIT]</i> and enter the project acronym of no more than 20 characters (use standard alphabet and numbers only; do not use symbols or special characters please, except underscore, space, hyphen or dot).</p> <p>If possible keep your acronym short and easy to remember as we will use it for quick reference and to promote your project.</p>
Applicant	
Applicant's status	<p>Click <i>[EDIT]</i> and check the button next to the "Natural Person".</p> <p>In POLONEZ BIS the Applicant is always an individual Principal Investigator. That is why the system will display a reminder that you can only choose one host institution (participating entity) in the next section.</p> <p>After you have completed the "Participating Entities" section, the name of the Host Institution will also appear in the "Applicant" section.</p>
Participating Entities (Host Institution) 	
Entities level 1	<p>Click on one of the <i>[ADD]</i> buttons to add the legal name of your Host Institution. You may select the institution from the provided OPI database (recommended) or enter its name manually.</p> <p>After you have added the Host Institution the system will create a new tab with its name in the proposal menu on the left. Hints how to complete this new tab follow in the next section.</p> <p> An entity is not eligible as POLONEZ BIS Host Institution if it employed the Principal Investigator (the Applicant) within three years before the proposal submission deadline (June 15, 2022).</p>

	<p>This excludes the period of Applicant’s employment in the Host Institution beginning on or after 24 February 2022 if the applicant arrived in Poland on or after 24 February 2022 as a result of the military aggression of Russia against Ukraine;</p>
Host Institution Capacity Form	<p>Click on the [Template] link to download the Host Institution Capacity Form.</p> <p>The form should be completed in English by the Host Institution. The completed form should be saved as a PDF file (up to 10 MB) and signed by the representative of the Host Institution.</p> <p>If the form was signed by hand, scan it and upload to the system by clicking the [Add file] button.</p> <p>If the PDF was signed with an electronic signature in the PAdES format, upload it to the system by clicking the same [ADD file] button.</p> <p>The final document must not exceed 5 pages, instructions in italics can be removed.</p> <p>Please note that a signed Form can be uploaded to the OSF system after the proposal has been locked for signatures.</p> <p> The National Science Centre accepts advanced electronic signatures or qualified electronic signatures compliant with the eIDAS Regulation (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). Upon NCN’s request the Applicant will be obliged to demonstrate that the electronic signatures used in the proposal are compliant with this Regulation.</p>
<p>Information on Participating Entity (Host Institution) </p> <p>If you selected the Host Institution from the OPI database, most fields will be pre-filled automatically. Ask the Host Institution to make sure that the data in the system is up-to-date.</p>	
Head of the entity/ Authorised representative	<p>Click on the  icon to complete or modify.</p> <p>The person indicated in this section will sign the confirmation of submitting the proposal. If this person is not the head of the Host Institution, they should have a power of attorney/authorisation to represent the entity for the purposes of submitting the proposal to NCN.</p> <p>The authorization document should be uploaded in the Electronic submission tab.</p>
NIP REGON KRS	<p>Click [EDIT] to complete or modify Host Institution’s tax ID numbers. Enter numbers without dashes or spaces.</p> <p>Some Host Institutions (e.g. universities) are not required to register in the Register of Companies of the National Court Register (KRS). If this is the case of your Host Institution, check the box under KRS – N/A.</p>
Contact information	<p>Click [EDIT] to complete or modify the Host Institution’s phone number, e-mail address, Electronic Delivery Box (ePUAP) address, link to the website address.</p> <p> All fields are mandatory.</p> <p>All communications concerning the proposal, including the funding decision, will be sent to the Electronic Delivery Box (ePUAP) address.</p>
Address of registered office	<p>Click [EDIT] to complete or modify the address.</p>
Contact address	<p>Click [EDIT] and check the appropriate box to indicate if the contact address is the same as the address of registered office. If not, complete the required fields.</p>

<p>Additional information</p>	<p>Click <i>[EDIT]</i> to answer Yes/No questions about the financial classification and status of the Host Institution.</p> <p>If the Host Institution belongs to the sector of public finances, select the appropriate status from a drop-down list.</p> <p>If the Host Institution is under receivership, in liquidation or subject to bankruptcy proceedings, it is not eligible under the POLONEZ BIS call. The answer “YES” will block further completion of the proposal.</p> <p>If the Host Institution does not receive any operating support for research, it has to provide additional information on research carried out over the last 2 years, together with a list of publications and information about the research equipment necessary to conduct research activities.</p> <p>The document in English should be saved as a PDF file (up to 10 MB) and signed by the representative of the Host Institution.</p> <p>If the document was signed by hand, scan it and upload to the system by clicking the <i>[ADD file]</i> button under the heading “Scanned document”.</p> <p>If the PDF was signed with an electronic signature in the PAdES format, upload it to the system by clicking the <i>[ADD file]</i> button under the heading “Electronically signed document”.</p>
<p>Entities level 2</p>	<p>This section gives you an option to indicate the faculty/lab/department at the Host Institution where you will carry out your project. If you add more than one internal unit of the Host Institution, you will be able to assign different research tasks and equipment to them.</p> <p>Click on one of the <i>[ADD]</i> buttons to select the internal unit of the Host Institution from the provided OPI database (recommended) or enter its name manually. Then click on the name of the added unit to complete or modify the contact information.</p>
<p>State Aid </p> <p>Before completing this section the Principal Investigator (PI) and the authorised representative(s) of the Host Institution are obliged to read the State aid rules available in the OSF system and in the call announcement.</p>	
<p>Does the requested funding constitute state aid?</p>	<p>Click on the  icon in the Actions column to answer questions on state aid.</p> <p>If the funding constitutes the state aid for the Host Institution, it is must complete additional fields in the proposal and submit appropriate documents according to the instructions available on the NCN website under the State aid section.</p> <p> All attachments should be signed with a qualified electronic signature in the PAdES format by the person(s) authorised to represent the company.</p> <p>If a document copy is submitted (e.g. a copy of the financial statements), it must be certified as a true to the original (the clause “certified as a true copy” placed on each page of the document or the clause “certified as a true copy of the original 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). The copy certified as true to the original should be scanned, signed with a qualified electronic signature in the PAdES format and attached as the PDF format to the proposal.</p>
<p>International Cooperation</p>	
<p>Is the project carried out as</p>	<p>Click <i>[EDIT]</i> to answer the question. If you answer YES, select the countries you will cooperate with from the drop-down list.</p>

international cooperation?	 <p>International cooperation means that research tasks are carried out together with investigators from foreign entities.</p> <p>The following are not considered international cooperation:</p> <ol style="list-style-type: none">participation in international conferences;dissemination of information on the project abroad;implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign entities;cooperation with foreign researchers employed by Polish entities. <p>Please note that cooperation with Russian entities is suspended as of March 24, 2022 and cannot be planned in the proposal.</p>
Advantages of international cooperation	Click [<i>EDIT</i>] to describe the advantages of international cooperation.
Foreign research institutions	Click [<i>ADD</i>] to enter the full names of all foreign organisations which will be involved in performing research tasks in the project.
Abstract	
<p>Click [<i>EDIT</i>] to enter the description in English. The abstract should include the most important information on the project. Use plain text - up to 4500 characters with spaces - without formulas or graphics.</p> <p>Experts requested to review the project will read the abstract to decide if they have the competencies to perform the full review.</p>	
Abstract for the General Public	
<p>Click [<i>ADD file</i>] to upload a PDF file (up to 10 MB).</p> <p>The description should be written in non-technical English suitable for the general public and should include the project goal, research description, reasons for undertaking a specific research topic and the most important substantial results expected.</p> <p>Maximum length: 1 page, 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, line spacing: single.</p> <p> If the project is funded, the abstract for the general public will be published with the call results on the websites of the National Science Centre's and National Information Processing Institute (OPI).</p>	
Research Tasks	
<p>Click [<i>ADD</i>] to enter at least one research task. For each task give a name in English and optionally also in Polish. Then check the box next to the name of the Host Institution.</p> <p>If you have previously selected any internal units of the Host Institution [<i>Entities level 2</i>], you will be able to assign them to particular tasks.</p> <p> The purchase of research equipment, participation in conferences, preparation of publications, etc. are not considered research tasks.</p> <p>If the project is funded, the Research Plan will be a part of the funding agreement.</p>	

Research Team

The POLONEZ BIS project requires at least two team members: the Principal Investigator and the Mentor. The maximum number of research team members is not specified. Please note that the rationale for the involvement of individual members of the research team in the project will be evaluated by the Expert Team. That is why the Research Team section requires you to include the description of competencies and tasks to be performed by individual members of the research team.

The Principal Investigator (PI) and the Mentor are mentioned in the proposal by their names and complete Academic and Research Track Record part. Co-investigators and students remain anonymous in the proposal.



Make sure that the text of the proposal does not mention the names of the team members who will be future recipients of NCN scientific scholarships for students and PhD students. They have to be selected in open calls in accordance with the [Regulations for awarding NCN scholarships for NCN-funded research projects](#). If candidates for NCN research scholarships are mentioned by name, the proposal may be rejected on formal grounds.

Number of team members

Click [*EDIT*] to enter the number of all staff you plan to recruit or assign to the project, including those who will not receive salaries.

Then click on one of the buttons under the heading “Research team” to add researchers from the OPI database or manually.

To add the PI or the Mentor from the OPI database you need to know their PESEL number (Polish national ID) and surname.

To add a team member from outside the database you need to select their role or contribution to the project from the drop-down list (PI, Mentor, co-investigator, student).



The system will create a new tab in the proposal menu for each member you add to the team. Click on these tabs to edit the team member details: their scope of work in the project, professional qualifications required to perform the work, assignment to the Host Institution.

Principal Investigator (PI)

The name of the Principal Investigator will appear in the proposal menu on the left. If the Principal Investigator (PI) was selected from the OPI database, some of the information in this section will be automatically prefilled.

Contribution to the project

Click [*EDIT*] to complete the scope of work in the project and assignment to the Host Institution.

PhD

Click [*EDIT*] to declare if you are a PHD holder.



If YES, complete the PhD related information: year of PhD award, academic field and discipline (of your PhD), name of the institution which awarded the PhD to the PI.



If you have more than one doctoral degree, enter the date when the first PhD degree was awarded.




Then click on [*ADD file*] to upload a copy of your PhD diploma. If the language of the original is neither English nor Polish, please provide a translation of the diploma into English or Polish in the same file.






If NO, the system will ask about your participation in a doctoral programme.


Click [*EDIT*] to provide the requested information.

PI's eligibility	<p>Click [<i>EDIT</i>] to answer the question about your involvement in projects carried out in Polish institutions between March 15, 2019 and March 14, 2022.</p> <p>Click on the [<i>Template</i>] link to download the <i>Compliance with the Eligibility Criteria</i> form and follow the instructions given there to complete it. Please note that the form consists of two parts.</p> <p>The completed form together with the supporting documents should be saved as a PDF file (up to 10 MB). No signature is necessary.</p> <p>Click [<i>ADD file</i>] to upload the completed form.</p> <p> Experts conducting the merit-based evaluation have no access to the information provided in this file. All information necessary for the evaluation of the PI's research track record should be included in the Academic and Research Track Record.</p>
Information on career breaks – scientific track record	<p>This section is optional. The declared career breaks will extend the PI's publication track record period (10 years before the proposal submission year by default).</p> <p>You may declare parental leaves and long term career breaks due to other reasons separately.</p> <p>Click [<i>EDIT</i>] to access this section. Then check the appropriate box or boxes and enter the number of days.</p> <p> Eligible career breaks:</p> <ol style="list-style-type: none"> 1. long term career breaks (over 90 days) resulting from: <ol style="list-style-type: none"> a. sickness benefits or physiotherapy benefits, b. compulsory military service, c. time spent as part of a procedure for obtaining refugee status (under the 1951 Geneva Convention and the 1967 Protocol), d. employment outside of the academic sector, e. a stay in Poland starting on or after 24 February 2022, in the case of persons who are subject to Council implementing Decision (EU) 2022/382 of 4 March 2022 establishing the existence of a mass influx of displaced persons from Ukraine within the meaning of Article 5 of Directive 2001/55/EC, and having the effect of introducing temporary protection, collected over a period of 10 years before the proposal submission year. If during any period of time career breaks due to different reasons overlap, such period of time may be reported only once. 2. maternity/paternity/parental leaves granted pursuant to the Labour Code. Women can also declare the number of children born/adopted and claim an 18-month extension for every child. If you declare both the number of children and the number of days of a parental leave, the system will choose whichever option is more advantageous to account for a career break.
Academic disciplines according to the classification of the Ministry of Science and Higher Education	<p>This section refers to the disciplines you will work in during the project funding term. It is mandatory for both PhD holders and Applicants without PhD.</p> <p>Click [<i>ADD</i>] to select one or two scientific disciplines from the drop-down list.</p> <p>The system will automatically mark the first discipline you enter as your main discipline. Click [<i>Choose main discipline</i>] to modify the system's choice.</p>
Personal data and contact information	<p>This section consists of 5 tabs. If the Principal Investigator (PI) was selected from the OPI database, most of the information will be automatically prefilled.</p>

	<p>Click each tab then click <i>[EDIT]</i> to complete or modify the requested information. Providing the Researcher's electronic identifier is optional.</p>  <p>Please enter your correct e-mail address or Electronic Delivery Box (ePUAP) in the contact details tab.</p> <p>All communications concerning the proposal, including the funding decision, will be sent to the PI's Electronic Delivery Box (ePUAP) or e-mail address.</p>
<p>Employment</p>	<p>Click <i>[EDIT]</i> to check the box "Not currently employed" box if applicable.</p> <p>Click <i>[ADD]</i> to manually complete the legal name of your current employer in English and the position you currently hold.</p> <p>You may also add the current employer from the OPI database.</p> <p>You can add more employers if necessary.</p>
<p>Academic and research track record (PI)</p>	
<p>Experts and reviewers will use the information provided in this sub-section to evaluate the PI's academic and research career track. All information necessary and relevant for such an evaluation should be included here. The maximum number of characters (if any) is displayed under each textbox. If a limit applies, the system will automatically cut any text you paste to fit the limit. To avoid the loss of important information, please edit long texts before pasting them into textboxes.</p>	
<p>Academic and research career</p>	<p>This field is mandatory.</p> <p>Click <i>[EDIT]</i> to list the details of the PI's academic career (academic CV). Include:</p> <ul style="list-style-type: none"> a. information on academic degrees/titles: date degree/title conferred, institution, discipline. If the PI does not hold a PhD, include the details of the degree giving PI access to the doctorate. List PhD studies and expected date of PhD award if applicable. b. information on academic career so far: start date – end date, institution, position(s) held.
<p>Publication record</p>	<p>Click <i>[ADD]</i> to give details of 1-10 most important papers/books/chapters 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.</p>  <p>The system automatically extends the period of 10 years by career breaks specified in the proposal form.</p> <p>1 to 3 most important publications listed in this section must be uploaded as PDF files. For monographs please upload a file containing at least the title page, copyright page, table of contents and a selection of fragments containing the author's chief theses.</p>
<p>Artistic achievements (for research in art)</p>	<p>Click <i>[ADD]</i> to describe up to 10 most important artistic achievements and achievements in research in art, of international or national importance (in the proposal submission year or over the period of 10 years prior to the proposal submission year).</p> <p>The system automatically extends the period of 10 years by career breaks specified in the proposal form.</p> <p>You may include 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.</p>

NCN-funded research	<p>Click [ADD] to give information about previous projects, fellowships, scholarships and/or research activities funded by NCN which you carried out as Principal Investigator in the proposal submission year or within 10 years before the proposal year.</p> <p>The system automatically extends the period of 10 years is by career breaks specified in the proposal form.</p> <p> Researchers who were Principal Investigators in NCN-funded research projects carried out at a Polish institution between March 15, 2019 and March 14, 2022 are <u>not</u> eligible to apply for POLONEZ BIS 2.</p>
Other non-NCN research project	<p>Click [ADD] to give information about previous projects (up to 5) which you carried out as Principal Investigator in the proposal submission year or within 10 years before the proposal year and which were funded by organisations other than the National Science Centre.</p> <p>The system automatically extends the period of 10 years is by career breaks specified in the proposal form.</p> <p>You may include projects:</p> <ol style="list-style-type: none"> a. funded from the budget for science, b. selected in national or international calls. <p>Do not list projects funded by universities from the budget for statutory activities.</p> <p> Researchers who were Principal Investigators in projects carried out at a Polish institution between March 15, 2019 and March 14, 2022 are <u>not</u> eligible to apply for POLONEZ BIS 2.</p>
Research achievement	<p>This field is mandatory.</p> <p>Click [EDIT] to describe your most important scientific achievement.</p>
Research experience	<p>Click [EDIT] to describe research experience you gained at home and abroad. For each stay abroad list the duration of stay, country, institution, type of stay.</p> <p> Experts conducting the merit-based evaluation have no access to the information you gave in the form describing Compliance with the Eligibility Criteria. All information relevant to the evaluation must be repeated here.</p>
Prizes and awards	<p>Click [EDIT] to describe the most important international and national awards for research (date, type of award and place) and other research activities.</p> <p>In the case of arts, include active participation in international exhibitions, festivals, artistic events and projects in fine arts, music, theatre and film.</p>
Scientific lectures and presentations	<p>Click [EDIT] to list keynote speeches and presentations delivered at renowned international conferences.</p> <p>In the case of arts, include active participation in international exhibitions, festivals, and events concerning fine arts, music, theatre, and film.</p>
Other significant scientific achievements	<p>Click [EDIT] to list any other significant achievements not yet described.</p>

Preliminary Career Development Plan (CDP)	  <p>CDP is mandatory.</p> <p>Click on the [Template] link to download the Career Development Plan and follow the instructions given there to complete it.</p> <p>The completed form should be saved as a PDF file (up to 10 MB). No signature is necessary.</p> <p>Click [ADD file] to upload the completed form.</p>
Mentor 	
<p>The name of the Mentor will appear in the proposal menu on the left. If the Mentor was selected from the OPI database, some of the information in this section will be automatically prefilled.</p> <p>Most of the instructions in this section correspond to the instructions given for the Principal Investigator. It may be practical to assign the Mentor the role of Auxiliary Editor.</p>	
Contribution to the project	<p>Click [EDIT] to complete the scope of Mentor's work in the project and assignment to the Host Institution.</p>  POLONEZ BIS Mentor does not have to take part in the research tasks.
Information on career breaks – scientific track record	<p>This section is optional. The declared career breaks will extend the Mentor's publication track record period (10 years before the proposal submission year by default).</p> <p>The Mentor may declare parental leaves and long term career breaks due to other reasons separately.</p> <p>Click [EDIT] to access this section. Then check the appropriate box or boxes and enter the number of days.</p>  Eligible career breaks: <ol style="list-style-type: none"> 1. long term career breaks (over 90 days) resulting from sickness benefits or physiotherapy benefits on account of being unfit for work, collected over a period of 10 years before the proposal submission year. 2. maternity/paternity/parental leaves granted pursuant to the Labour Code. Women can also declare the number of children born/adopted and claim an 18-month extension for every child. If you declare both the number of children and the number of days of a parental leave, the system will choose whichever option is more advantageous to account for a career break.
Personal data and contact information	<p>This section consists of 3 tabs. If the Mentor was selected from the OPI database, most of the information will be automatically prefilled.</p> <p>Click each tab then click [EDIT] to complete or modify the requested information. Providing the Mentor's electronic identifier is optional.</p>
Employment	<p>According to the conditions of the call, Mentor must be employed by the Host Institution on the day of call launch and throughout the funding term.</p> <p>Click [ADD] to manually complete the legal name of Mentor's current employer in Polish and English and the position the Mentor currently holds.</p> <p>You may also add the current employer from the OPI database.</p> <p>You can add more employers if necessary.</p>

Academic and research track record (Mentor)	
<p>Experts and reviewers will use the information provided in this sub-section to evaluate the Mentor's qualifications and achievements. All information necessary and relevant for such an evaluation should be included here. The maximum number of characters (if any) is displayed under each textbox. If a limit applies, the system will automatically cut any text you paste to fit the limit. To avoid the loss of important information, please edit long texts before pasting them into textboxes.</p>	
Academic and research career	<p>This field is mandatory.</p> <p>Click [EDIT] to list the details of the Mentor's academic career (academic CV). Include:</p> <ol style="list-style-type: none"> information on academic degrees/titles: date degree/title conferred, institution, discipline, information on academic career so far: start date – end date, institution, position(s) held.
Publication record	<p>Click [ADD] to list up to 10 most important papers/books/chapters 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.</p> <p> The system automatically extends the period of 10 years by career breaks specified in the proposal form.</p>
Artistic achievements (for research in art)	<p>Click [ADD] to describe up to 10 most important artistic achievements and achievements in research in art, of international or national importance (in the proposal submission year or over the period of 10 years prior to the proposal submission year).</p> <p>The system automatically extends the period of 10 years by career breaks specified in the proposal form.</p> <p>You may include 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.</p>
NCN-funded research	<p>Click [ADD] to give information about previous projects, fellowships, scholarships and/or research activities funded by NCN which the Mentor carried out as Principal Investigator in the proposal submission year or within 10 years before the proposal year.</p> <p>The system automatically extends the period of 10 years is by career breaks specified in the proposal form.</p>
Other non-NCN research project	<p>Click [ADD] to give information about previous projects (up to 5) which the Mentor carried out as Principal Investigator in the proposal submission year or within 10 years before the proposal year and which were funded by organisations other than the National Science Centre.</p> <p>The system automatically extends the period of 10 years is by career breaks specified in the proposal form.</p> <p>You may include projects:</p> <ol style="list-style-type: none"> funded from the budget for science, selected in national or international calls. <p>Do not list projects funded by universities from the budget for statutory activities.</p>

Research achievement	<p>This field is mandatory.</p> <p>Click [EDIT] to describe the most important scientific achievement of the Mentor.</p>
Research experience	<p>Click [EDIT] to describe research experience the Mentor gained at home and abroad. For each stay list the duration of stay, country, institution, type of stay.</p>
Prizes and awards	<p>Click [EDIT] to describe the Mentor's most important international and national awards for research (date, type of award and place) and other research activities.</p> <p>In the case of arts, include active participation in international exhibitions, festivals, artistic events and projects in fine arts, music, theatre and film.</p>
Scientific lectures and presentations	<p>Click [EDIT] to list keynote speeches and presentations delivered by the Mentor at renowned international conferences.</p> <p>In the case of arts, include active participation in international exhibitions, festivals, and events concerning fine arts, music, theatre, and film.</p>
Other significant scientific achievements	<p>Click [EDIT] to list any other significant achievements of the Mentor not yet described.</p>
Supervision and mentoring experience	<p>This field is mandatory.</p> <p>Click [EDIT] to describe the Mentor's experience in supervising and mentoring others.</p> <p>You may include the number of promoted doctoral students; participation in mentoring programmes (such as funded by the Foundation for Polish Science); involvement in projects such as Innovative Training Networks, Erasmus Plus, etc.; leading one's own research group, implementation of projects involving MA or PhD students; supervision of university research societies and awards for achievements in this field, e.g., in the national competition "StRuNa"; conducting capacity building workshops; working in culturally diverse teams; etc.</p> <p>Mentors based in Host Institutions outside academia should describe mentoring experience relevant to their work environment.</p>
Mentor's declarations	<p>Click on the [Download model document] link to download the document and have it signed by the Mentor.</p> <p>If the document was signed by hand, scan it and upload to the system by clicking the [Add file] button under the heading "Scanned document".</p> <p>If the PDF was signed with an electronic signature in the PAdES format, upload it to the system by clicking the [ADD file] button under the heading "Electronically signed document".</p>

Ethical Issues

When completing this section, refer to the [Guidelines for Applicants to Complete the Ethics Issues Form in the Proposal](#) and the [Code of the National Science Centre on Research Integrity and Applying for Research Funding](#).

The Ethical Issues Section consists of 9 parts which focus on different aspects of research.

Click [\[EDIT\]](#) in each part to flag the issues relevant to your project. All questions require a YES/NO answer.

If your proposal does not raise any ethical issues click [\[NO for all\]](#) on top of the section.

If you flag any ethical issues, describe measures taken to ensure that research is carried out in compliance with the applicable laws and best practices in the research domain. Refer to each issue separately. If the proposed

research involves the use of human embryonic stem cells (hESC), demonstrate that using them is necessary to achieve the scientific objectives of the project.

Click *[EDIT]* to accept a declaration on ethical issues (even if you flag none).



POLONEZ BIS funding will not be granted for activities carried out outside the EU if they are prohibited in all Member States or for activities which destroy human embryos (for example, for obtaining stem cells).

Activities involving research on human embryos or human embryonic stem cells (hESC) may be carried out only if they have been explicitly approved (in writing) by the European Commission Ethics Board. In such cases the NCN communicates with the EC on behalf of the Principal Investigator before signing the funding agreement.

The Principal Investigator must also ensure that project activities have an exclusive focus on civil applications.

Data Management Plan (DMP)



When completing this section, refer to the [Guidelines for Completing the Data Management Plan for a Research Project](#).

DMP complements your research plan with a description of the technical management of your data.

The DMP Section consists of 6 parts which focus on different aspects of data management.

Click *[EDIT]* in each part to answer specific questions.

Click *[Not applicable]* if a question is not relevant to your project.



The NCN recognises that some projects will not generate, re-use or analyse research data and similar materials. In these cases, you may click *[NOT APPLICABLE for all]* and provide a short explanation in part 1 of the DMP: How will new data be collected or produced and/or how will existing data be re-used?

Similar Research Tasks

The aim of this section is to exclude double funding of research tasks.

Principal Investigator (PI)

Click *[EDIT]* to answer two YES/NO questions about the research tasks included in the proposal and indicate if you are the only author of the project description.

If you apply for funding of similar tasks from other sources, list the potential funding sources in a new tab created by the system.

If you co-authored the project description, list the names of the other author(s) in a new tab created by the system.

If you are currently working on or have completed research tasks similar to the tasks included in the proposal, describe these tasks and say why it is necessary to fund them as part of the POLONEZ BIS project.



The tab for the description of similar tasks is shown even if you answer NO. In such case, do not edit the description.

Entity

Click *[EDIT]* to declare if the Host Institution seeks funding for the research tasks included in your proposal also from other sources.

If YES, list the potential sources of funding in a new tab created by the system.

Short Description

Click [ADD file] to upload a PDF file (up to 10 MB).

Maximum length: 5 pages, 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, line spacing: single.



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 all information necessary for the project to be evaluated. It must include the following sections:

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);
4. research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research. If relevant, include the sex and/or gender dimension in the project's content);
5. project literature (a reference list for publications included in the project description, with full bibliographic data).

Detailed Description

Click [ADD file] to upload a PDF file (up to 10 MB).

Maximum length: 15 pages, 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, line spacing: single.



External reviewers evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description, therefore this description should include all information necessary for the project to be evaluated. It must include the following sections:

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);
4. research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research. If relevant, include the sex and/or gender dimension in the project's content);
5. project literature (a reference list for publications included in the project description, with full bibliographic data).

Financial Sections



When completing the financial sections, refer to [Annex 3 to NCN Council Resolution No 44/2022 of 7 April 2022 "Costs in research projects funded by the National Science Centre under POLONEZ BIS 2"](#).

The proposal includes 4 financial sections which you can edit:



1. Personnel costs and scholarships
2. Research equipment
3. Other direct costs
4. Open Access





Based on the information you provide in these sections the system will automatically prepare a budget summary.

Personnel Costs and Scholarships

Direct personnel costs include the salary of the PI calculated automatically based on the monthly lump sums as well as costs of staff assigned or recruited to the project (the Mentor, Co-investigators, Master and PhD students).

The names of the PI and Mentor and the roles of other co-investigators are pre-filled automatically by the system based on the information you entered in the "Research Team" section.

Principal Investigator (PI)	<p>Click on the PI's name then <i>[EDIT]</i> to confirm type of employment and remuneration period.</p> <p>The system will calculate the living allowance and the mobility allowance automatically, based on the project start date and the EUR exchange rate EUR 1 = PLN 4,3514.</p> <p>Click <i>[EDIT]</i> to answer the questions concerning family allowance and/or special needs allowance.</p> <p> The amounts shown in the system are total (gross) costs of PI's remuneration. They are the same for all POLONEZ BIS PI's and they comprise the actual salary plus full health and social security coverage and other statutory costs included in the remuneration.</p>
Mentor	<p>Click on the Mentor's name and then <i>[EDIT]</i> to plan the Mentor's salary. The system may send you back to the "Research Team" section if any information is missing.</p> <p>Select the appropriate option from the drop-down list under <i>[Type of employment]</i>.</p> <p>Additional salary may be paid for the entire duration of the project or for a period shorter than 24 months. Enter the appropriate number of months.</p> <p>Then enter the amounts to be paid to the Mentor in each calendar year.</p> <p> The host institution must employ the Mentor on the date of the call launch and throughout the project funding term. The Mentor may receive additional salary covered by the POLONEZ BIS project or decide to receive no remuneration.</p> <p>The additional salary of the Mentor must not be more than PLN 2 000 gross per month (48 000 per grant).</p>
Scholarship grantee/Student/ PhD student	<p>Click on the appropriate team member link <i>[Stypendysta/Student/Doktorant_1]</i> and then <i>[EDIT]</i> to plan their salary. The system may send you back to the "Research Team" section if any information is missing.</p> <p>POLONEZ BIS can fund both salaries and scholarships for students and PhD students involved in research tasks. When planning the budget you do not have to make the decision which kind of arrangement will be the best for the team.</p> <p>Under <i>[Type of employment]</i> select "scholarship/student or PhD student salary".</p>

	<p>Enter the number of months the scholarship/salary will be paid and the amounts to be paid in each calendar year.</p> <p>Monthly remuneration for a Scholarship grantee/Student/PhD student must not be more than PLN 5 000.</p> <p> Make sure that the text of the proposal does not mention the names of the team members who may be future recipients of NCN scientific scholarships for students and PhD students granted in accordance with the Regulations for awarding NCN scholarships for NCN-funded research projects.</p>
Co-investigator	<p>Click on the appropriate team member link [Wykonawca 1] and then [EDIT] to plan their salary. The system may send you back to the “Research Team” section if any information is missing.</p> <p>Under [<i>Type of employment</i>] select “additional salary” or “no remuneration” as appropriate.</p> <p>For “additional salary” enter the number of months it will be paid and the amounts to be paid in each calendar year.</p> <p> There is no salary cap for co-investigators assigned or recruited to the POLONEZ BIS project. The planned salary should, however, reflect the scope of work in the project and the level of professional qualifications required.</p>
Research Equipment	
<p>Click [ADD] to enter a piece of equipment, device and software necessary for you to buy in order to carry out the project.</p> <p>POLONEZ BIS funds equipment up to PLN 10 879 (EUR 2 500) per unit.</p> <p> This section should only list equipment which constitutes the Host Institution’s fixed assets. The cost of small equipment which is not a fixed asset should be planned under “Other Direct Costs – Small equipment”</p>	
Other Direct Costs	
<p>This category includes the itemized costs which are not covered in any other financial section and are necessary for the successful completion of the project:</p> <ol style="list-style-type: none">1. Materials, up to PLN 10 879 (EUR 2 500) per unit2. Small equipment (which does not constitute the Host Institution’s fixed assets), up to PLN 10 879 (EUR 2 500) per unit3. Outsourced services4. Business trips5. Visits and consultations6. Collective investigators7. Other costs <p>Click [ADD] and then select the appropriate category from a drop-down list. Provide cost calculation and merit-based justification for each purchase.</p> <p> 1. Other direct costs must not be used to pay for providing Open Access to publications and research data resulting from the project. You can, however, plan in this category the costs of publications which according to the NCN Open Access Policy do not require Open Access i.e. monographs and other books, chapters of monographs/other books, reviewed collective works or texts promoting the project and its results to the general public.</p>	

2. Costs of publishing monographs may be incurred only after the monograph has been positively reviewed by the NCN. This is a time-consuming process which might be difficult to accommodate in a 2-year POLONEZ BIS project. Before you decide to list a monograph as one of the expected results of your project, please read the [Rules for the evaluation of monographs in research projects funded by the National Science Centre](#).

Please note that [as of March 24, 2022 business trips \(e.g. participation in seminars/conferences\) to the Russian entities as well as visits and consultations of Russian researchers cannot be planned in the proposal](#).

Open Access (OA)

Click [EDIT] to enter the cost of providing Open Access to publications and research data resulting from the project. The costs budgeted in this category are part of indirect costs (overheads) and cannot exceed 2% of the total direct costs of the project. The system will calculate and display the percentage of the OA costs in the "Budget summary" section.



According to the [NCN Open Access Policy](#) costs related to Open Access must not be planned as other direct costs.

The Host Institution may also cover part of the costs of publishing in Open Access from the remaining indirect costs or from its own resources.

Budget Summary

This section presents a summary breakdown of the planned costs by each calendar year of the project implementation period.

The direct costs of the project, excluding the PI's salary, must not exceed PLN 435 140 (EUR 100 000). If your budget goes over this limit, the system checklist below the page header will show a reminder:

Budget summary: Direct costs for research (with the exception of PI's remuneration) must not exceed 100,000 EUR (i.e. 435,140 PLN converted according to the exchange rate applicable to the call).

To correct any mistakes, please go back to specific financial sections displayed in the proposal menu on the left of the screen.

The only element you have to [EDIT] in this section is the percentage of other indirect costs (overheads). The amount of indirect costs cannot exceed 20% of the total direct costs of the project.

Click [EDIT] and enter the number between 0 and 20. The system will automatically calculate the value of indirect costs in each calendar year.



1. The budget summary shows only two components of the PI's salary – "PI's full-time employment salary – living allowance" (paid by the European Commission) and "PI's full-time employment salary – other elements". The amount shown here is the sum of the mobility allowance, family allowance and special needs allowance.
2. Indirect costs of the project are managed by the Host Institution, but the funding agreement will oblige the Host Institution to negotiate with the Principal Investigator (PI) how to use at least 25% of the other indirect costs.

Administrative Declarations

This section of the proposal contains administrative statements that must be accepted by both the Principal Investigator (PI) and the authorised representative of the Host Institution.

Click [EDIT] then tick the boxes to accept the declarations.

Personal Data Protection

This section displays information on how the National Science Centre will process the personal data included in the proposal.

If you need more detailed information on personal data processing, please go to <https://www.ncn.gov.pl/en/dane-osobowe>.

Experts

Complete this section if you feel that some people should not be involved in the evaluation of your proposal due to a potential conflict of interest. This information will be visible only to the NCN employees.

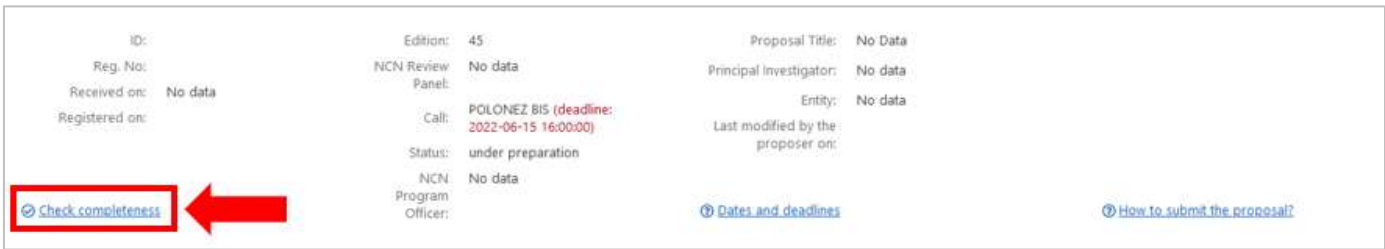
Click [ADD] to give their names and affiliations (up to 3 people).

Please note that the final decision on the selected reviewers is taken by the NCN.

5. Verify that the proposal form is complete

As you progress through the proposal, the submission system shows you if the section you are working on is complete and meets all the requirements specified in the call. If any information is missing or wrong, the system displays an error message in the box on top of each section.

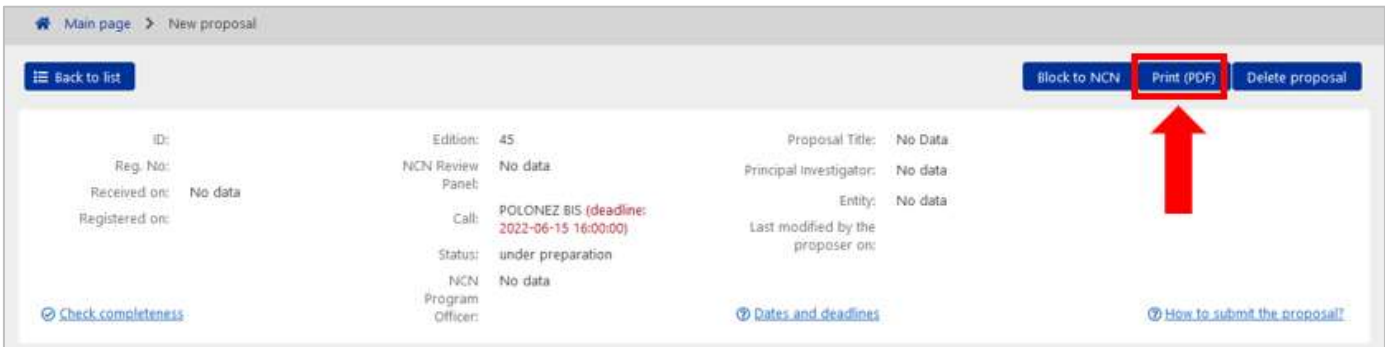
- At any time you can also check the completeness of the entire proposal. Click the [Check Completeness] link in the header and the system will display all sections that still require your attention.



The system does not verify if:

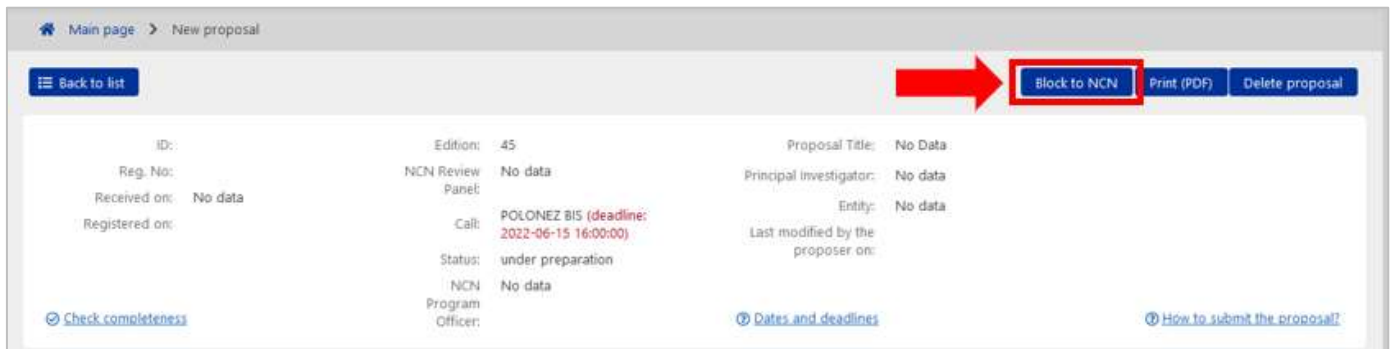
- the short and detailed descriptions and the Host Institution Capacity Form have been uploaded before the proposal is locked,
- the correct information was given in all the required sections and fields,
- all the required files have been prepared in the required language, signed in an appropriate way and uploaded in the right places.

It is therefore helpful to see the proposal in print. Click [*PRINT PDF*] to see a draft of the proposal at any time.



6. Lock the proposal form

- When you have verified that the proposal is complete, click [*Block to NCN*] button located above the information box at the top of the page.



- After the proposal has been locked, you will not be able to [*EDIT*] the sections, but you will still be able to upload the short and detailed description of the research project and the Host Institution Capacity Form as well as submission confirmations (see below).

7. Download, sign and attach submission confirmation receipts (Electronic submission tab)

- After the proposal has been locked, a new *Electronic submission* tab will appear on top of the left-hand side menu and the proposal status in the header will change to “Blocked”.
- In this section, the system displays two buttons:

Return to editing

Send to NCN

- Before sending the proposal to the National Science Centre, download, sign and upload two documents:
 - Confirmation of submitting the proposal (PI),
 - Confirmation of submitting the proposal (entity).
- Both confirmation documents downloaded from the OSF system bear an electronic OPI PIB stamp. The stamp ensures the integrity of data included in the generated document and makes it possible to verify whether a PDF file has been generated by the OSF system and/or modified after signing.
- If a confirmation was signed by hand, scan it and upload to the system by clicking the [*ADD file*] button under the heading “Scan of confirmation”. Keep the original on file until you receive a funding decision and if the funding decision is positive – until you have signed the funding agreement.
- If the PDF was signed with an [electronic signature](#) in the PAdES format, upload it to the system by clicking the [*ADD file*] button under the heading “Confirmation with an electronic signature”.



The confirmation must refer to the **FINAL** version of the proposal. If you [*Return to editing*] after any file with a confirmation has been attached, such file will be automatically deleted from the proposal and you will have to repeat the whole process again (lock, download, sign, upload).

The Principal Investigator (PI) and the Head of the Host Institution may authorize other people to sign the confirmations on their behalf. If this is the case, the authorization document must be uploaded to the system. A scan of a document signed by hand or with an electronic signature is acceptable.

8. Electronic submission via the OSF system

- Click [*Send to NCN*] to electronically submit the proposal to the National Science Centre. The system will perform its final validation and check if the project descriptions have been uploaded.



Once the proposal has been submitted, its status will change to “Sent” and no further changes can be introduced to its content .

Once the NCN has registered the proposal, its status will change to “Accepted” .

Only proposals submitted via the OSF electronic submission system are considered valid. Please **do not send** ANY hard copies of the proposal to the National Science Centre.