**SONATA BIS 12 PROPOSAL COMPLETION IN THE OSF SYSTEM**

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| **DURATION [in months]** | | | Under SONATA BIS 12, funding may be requested for projects lasting: 36 months, 48 months, 60 months. Further sections depend on this information. <u>Project duration cannot be changed later</u>. If the planned duration of the project changes, a new proposal must be made. |
| **GENERAL INFORMATION** | Project title | Polish and English | Title of the research project must be given in Polish and in English. The title in English must be identical to the title in Polish. |
| | Keywords | Polish and English | Keywords in English must be identical to the keywords in Polish. |
| | Primary NCN Review Panel | | A research field should be selected in line with the current list of panels available at [NCN's website](#). |
| | Auxiliary NCN Review Panels | | Choose from the list: HS1_001-HS6_021, ST1_001-ST10_016, NZ1_001-NZ9_013 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted. 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. |
| **APPLICANT** | Applicant's status | | The applicant's status indicated in the proposal must be factually and legally correct. Only the following entities may apply for NCN funding for a research project: 1. universities; 2. federations of science and HE entities; |

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| | | | 3. research institutes of the Polish Academy of Sciences, operating pursuant to the Act on Polish Academy of Sciences of 30 April 2010; <br> 4. research institutes, operating pursuant to the Act on Research Institutes of 30 April 2010; <br> 5. international research institutes established pursuant to other acts and acting in the Republic of Poland: <br> 5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019; <br> 5b. institutes operating within the Łukasiewicz Research Network; <br> 6. Polish Academy of Arts and Sciences; <br> 7. other institutions involved in research independently on a continuous basis; <br> 8. groups of entities (at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company); <br> 9. scientific and industrial centres laid down in the Act on Research Institutes of 30 April 2010; <br> 10. research centre of the Polish Academy of Sciences laid down in the Act on the Polish Academy of Sciences of 30 April 2010; <br> 11. scientific libraries; <br> 12. companies operating as R&D centres within the meaning of the Act on Certain Forms of Support to Innovative Activities of 30 May 2008; <br> 13. legal entities with their registered office in Poland; <br> 13.a. President of the Central Office of Measures <br> 14. natural persons; <br> 15. companies conducting research in another organisational form than laid down in points 1-13. <br> NOTE! If the applicant is a **natural person**, the research project **must not be carried out by a group of entities or entity for which project funding constitutes state aid.** |

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| | | | **If the applicant is a group of entities or natural person, enter the name, country and status of the participating entity/entities.** |
| **PARTICIPATING ENTITIES** | Entity name | Polish and English | Entity name in Polish and English. Participating entity/entities can be added from either the OPI Database or from outside the OPI Database. If the data of the participating entity is entered from the OPI database, most of the information will be downloaded automatically. The National Science Centre does not have a possibility to change the data of the participating entity. |
| | Country | | Only entities with their registered office in the Republic of Poland may be indicated. |
| | Leader of joint entity | | If the applicant is a group of entities, a leader shall be chosen. The PI's employer acts as a leader of the group of entities. |
| | Agreement on collaboration for the purposes of completion of the requested research project | Polish | If the applicant is a group of entities, an agreement on cooperation for the implementation of the research project applied for should be attached. **NOTE!** The group of entities may comprise only entities established in the territory of the Republic of Poland. **The specimen document is available in the OSF system and in the call announcement.** The document should be signed by the persons authorised to represent the entities comprising the group of entities. **The specimen document contains the necessary elements and may not be modified or supplemented by additional arrangements concerning cooperation between the entities.** **Note:** The specimen document in the OSF system is generated in the form of a PDF file. If the entities change, a new specimen document should be downloaded, signed, and then uploaded in the system. |

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| | | | A group of entities has the right to sign additional documents governing cooperation within the group, but these should not be attached to the proposal in the OSF system. Annex the document signed electronically in PDF format or scan of the document signed by hand. **Note:** Agreements containing mixed forms of signatures will be accepted, e.g. the leader signs the document with a qualified electronic signature, the partner(s) sign(s) it by hand. In this case, the agreement should first be signed by hand and then with a qualified electronic signature in the PAdES format. **Documents signed electronically should be affixed with an advanced electronic signature or a qualified electronic signature** compliant with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. **NOTE!** The agreement must contain the signatures of the persons representing the entities making up the group of entities. If the document is signed by a person other than the one indicated as representing the entity (i.e. the authorised person), the relevant power of attorney must be attached to the proposal in the *Electronic submission* tab or the power of attorney should be attached to the *Agreement*, for example, as its last page. There is no specific place for a power of attorney to be annexed in the OSF submission system. It may be annexed to the Agreement or power of attorney of the head of the entity in the *Electronic submission* tab. *Agreements* singed electronically must be converted before signing. |

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| **INFORMATION ON PARTICIPATING ENTITY** | Head of the entity/ Authorised representative | | Fill in the required fields as indicated in the system. If the acknowledgement of submission is signed by a person authorised to represent the entity and not the head of the entity, a power of attorney/authorisation to represent the entity for the purposes of submitting the proposal to NCN should be attached to the proposal. The power of attorney should be attached in the *Electronic submission* tab. |
| | NIP (tax identification number), REGON (statistical identification number) and KRS (court register number) | | Fill in the required fields as indicated in the system. If the applicant is not registered in the Register of Companies of the National Court Register (KRS), the option "not applicable" should be ticked. |
| | Contact information | | In this tab, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box (ePUAP) address, website address, etc.). The ESP (ePUAP) address must be in the following format: /identyfikator_użytkownika/nazwa_skrytki [/user_identifier/box_address] Communication concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address. **NOTE: Provision of the entity's Electronic Delivery Box (ePUAP) address is obligatory.** |
| | Address of registered office and contact address | | Fill in the required fields as indicated in the system. |

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| | Does the entity belong to the public finances sector? (YES/NO) | | If YES, classification of entities according to the Act on Public Finances<br>1. public authorities, including government administration authorities, state control and law protection authorities, as well as courts and tribunals<br>2. local government units and their associations<br>2.a metropolitan associations<br>3. budgetary units<br>4. local government budgetary enterprises<br>5. executive agencies<br>6. public sector enterprises<br>7. special purpose state funds<br>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<br>9. Polish National Health Fund (NFZ)<br>10.a independent public health care centres, self-governing local government independent public health care centres<br>10.b independent public health care centres, other independent public health care centres<br>11. public higher education (HE) institutions<br>12. Polish Academy of Sciences and its organisational units<br>13.a state or local government cultural institutions, cultural institutions financed by the state<br>13.b state or local government cultural institutions, cultural institutions financed by financed by local governments<br>14. other legal entities financed by the state or local governments, 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 |

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| | 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 <u>cannot be</u> the applicant or the entity implementing the research project.<br>If you answer "YES", the system will block further completion of the proposal. |
| | Does the entity receive any operating support for research? | English | When the entity applying for the funding call does not receive subsidies to perform a scientific activity, the proposal submitted in the OSF system shall be attached with (in English):<br>• information on scientific research performed in the last two years before submission of the proposal together with a list of publications affiliated with the applicant/host institution;<br>• information on scientific and research instruments and other equipment used for research.<br>File format: a PDF file signed with an electronic signature in the PAdES format[1] or scan of a document signed by hand.<br>In the case of a group of entities: a separate document is required for each of the entities not receiving a research subsidy. |
| **Entity (level II)** | | | Optionally, Level II data may be added. Provide the name in Polish and in English, the address of the registered office and contact details. |
| **STATE AID** | Will the requested project constitute state aid? | | **The Principal Investigator (PI) and the person(s) representing the entity are obliged to become familiar with the rules governing application for state aid.**<br>**If state aid is sought,** the applicant is required to complete additional tabs: |

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[1] Documents signed electronically should be affixed with an advanced electronic signature or a qualified electronic signature compliant with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

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| | | | • information on the company<br>• detailed statement of expenditure<br>• annexes, in accordance with the instruction available on the NCN website in the State aid section.<br>**NOTE! All attachments should be signed with a qualified electronic signature in the PAdES format by the person(s) authorised to represent the company.**<br>A person, who is the principal investigator (PI), may not be the person representing the applicant at the same time. In the case of attachments submitted in the form of a copy of the document (e.g. a copy of the financial statements), this copy 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 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. |
| **INTERNATIONAL COOPERATION** | Type of cooperation<br><br>Countries<br><br><br>Entities | English | In this section you should answer the question " Does the project include any international cooperation?"<br>If "YES", please provide information on the planned international cooperation (country and entity) together with a description of the benefits resulting from the cooperation:<br>The following are not considered international cooperation:<br>a. participation in international conferences,<br>b. dissemination of information on the project abroad,<br>c. implementation of research tasks by a Polish research team abroad without participation of investigators from foreign research institutions, |

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| | | | d.    cooperation with foreign researchers employed by Polish entities.<br>**Note! The proposal should not be accompanied by any documents proving international cooperation. In the case of international cooperation, only the benefits of the cooperation need to be described.** |
| **ABSTRACT** | | English | The abstract should contain the most important information about the project, as it is included in the invitation of experts to review it. |
| **ABSTRACT FOR THE GENERAL PUBLIC** | | Polish and English | Abstract for the general public must be attached in Polish and in English. Both language versions must be identical.<br>The abstract for the general public should include the project's goal, description of research, reasons for attempting a particular research topic, and substantial results expected. It may include drawings/charts/diagrams.<br>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 based on consent given in the *Administrative statements* section.<br>The abstract must be targeted at the general public, including persons who are not experts in a given area or who are not scientists.<br>The descriptions must be attached as two separate PDF files (up to 10MB). Maximum file size: 1 page, A4. Recommended formatting: top-bottom margins: 1.5cm, left-right margins: at least 2cm, Times New Roman or equivalent, font size: at least 11, interline: single. |

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| **RESEARCH TASKS** | | Polish and English | Research tasks planned to be performed by a Polish scientific team should be presented in both Polish and English. Both language versions must be identical. The purchase of research equipment, participation in conferences, preparation of publications, etc. are not regarded as research tasks. If funding is granted, the Research plan will be attached to the contract. |
| **RESEARCH TEAM** | Number of team members | English | This section should provide information on the research team (number of team members, type of participation, and scope of work, required qualifications). Provide the number of all members of the research team planned to carry out the project (including the principal investigator (PI) and other contractors, including those not remunerated. Under the SONATA BIS call it should be envisaged to engage a PhD student(s) to carry out tasks under the project for the total period of at least 36 months pursuant to the Regulations[2]. Among persons implementing the project (except for the principal investigator (PI)) there may be no persons with a scientific degree, a professor title, a habilitated doctor, or with equivalent titles[3] and persons who have collaborated in the implementation of a research project funded under a call. To satisfy the condition of creating a new team, at least one new person should be engaged, who has not been involved yet in the implementation of research projects in the planned research team. **Note**! The composition and justification of appointment of a new research team is subject to evaluation by the Team of Experts. |

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[2] Participants of doctoral studies within the meaning of the Act on Higher Education of 27 July 2005 or PhD students in a doctoral school within the meaning of the Act on Higher Education and Science of 20 July 2018.
[3] This condition must be satisfied as at the end date of proposal submission for the call. This does not apply to persons implementing the project, who have an academic title, a title of professor, a habilitation degree or an equivalent degree or title, receive it in the course of project implementation.

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| | | | Possible types of participation to choose from: principal investigator (PI), fellow/student/doctoral student, post-doc, specialist auxiliary post, specialist contractor. **Only the principal investigator (PI) will be mentioned by name in the proposal.**<br>Members of the research team can be added:<br>− a principal investigator (PI) from either the OPI Database or from outside the OPI Database<br>− an investigator, post-doc, person employed at the specialist auxiliary position, scholarship recipient/ student/ PhD student – from outside the OPI Database.<br>**A post-doc position** is a full-time position planned by the principal investigator (PI) for a person who has acquired a scientific doctorate in the year of employment in the project or within a period of 7 years before 1 January of their employment in the project.[4] The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child rearing leave granted in line with the Labour Code; in the case of women by 18 months for each born or adopted child, if such presentation of the breaks to the scientific career was more advantageous.<br>**A specialist auxiliary position** is a full-time position planned by the principal investigator (PI) for a person supporting project implementation, e.g. such as a lab-manager, a senior technician, a statistical analyst, etc.<br>**NOTE: The proposal should not indicate by name people, who will be selected in open calls, i.e. people planned to be employed from the NCN budget in a post-doc position and within the framework of NCN scholarships for students and PhD students granted in accordance with** |

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[4] In the case of persons who have obtained more than one doctoral degree, the date of obtaining the first of them shall be a reference date.

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| | | | the **Regulation for awarding research scholarships in research projects financed from the funds of the National Science Centre.** Principles of planning remuneration costs and scholarships and their amount are defined in 2.1. of the annex to the Regulations on awarding funding for research tasks funded by the National Science Centre. |
| **PRINCIPAL INVESTIGATOR (PI)** | Information | Polish and English | This section should provide information on the principal investigator (PI). The principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database. If the principal investigator (PI) data is entered from the OPI database, most of the information will be uploaded automatically. The National Science Centre does not have a possibility to change the data of the principal investigator (PI). The principal investigator (PI) of a project submitted under the SONATA BIS call may be a person, who has a scientific doctorate acquired within the period of 5 to 12 years before the proposal submission year[5] (i.e. from 1 January 2010 to 31 December 2017). The principal investigator's call (PI) might be a person whose scientific achievements include at least one paper that has been published or accepted for printing.[6] For research in art, the principal Investigator (PI) may be a person whose scientific achievements include at least one paper that has been published |

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[5] The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child rearing leave granted in line with the Labour Code; in the case of women by 18 months for each born or adopted child, if such presentation of the breaks to the scientific career was more advantageous.

[6] A work or artistic achievement or achievement in research in arts must be published or accepted for publication in the proposal submission year or over the period of the last 10 years prior to the proposal submission year. The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child care leave granted in line with the Labour Code and in the case of women, by 18 months for each born or adopted child, whichever manner of accounting for career breaks is preferable.

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| | | | commencement date of project implementation. This requirement does not apply to persons drawing a pension from a social insurance scheme. **Note:** The principal investigator (PI) is obliged to stay for at least 50% of the project's duration within the territory of the Republic of Poland and remain at the disposal of the participating entity implementing the project. The foregoing obligation does not apply to evidenced project-related business trips or holiday, time off work and other excused absence at work governed by the applicable laws. |
| | PhD degree | | Fill in the required fields the degree. In the case of persons who have obtained more than one doctoral degree, the date when the first degree was obtained should be indicated. **Under the SONATA BIS call the principal investigator (PI) must have a doctorate degree acquired within the period of 5 to 12 years before the proposal submission year [8] (from 1 January 2010 to 31 December 2017**). |
| | Information on career breaks – scientific and research track record | Polish | It is possible to introduce information on career breaks that have extended the period from which scientific achievements should be presented, i.e.: projects and publications; For arts: artistic achievements and achievements in research in arts (other elements of the questionnaire concern the entire period of scientific activity of the principal investigator (PI)). Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of being incapable for work received over a period of 10 years before the proposal submission year. A number of days should be given. Both maternity and paternity leaves granted pursuant to the Labour Code. A number of days should be given. |

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[8] The period may be extended by the time of any long-term (in excess of 90 days) documented sick leave or rehabilitation leave related to the incapacity to work. Additionally, the period could also be extended by the number of months of a child rearing leave granted in line with the Labour Code; in the case of women by 18 months for each born or adopted child, whichever manner of accounting for career breaks is preferable

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| | | | For maternity leaves only: Children born/adopted. A number of children should be given. The period may be extended by 18 months for every child born or adopted. If the number of children is given, as well as the number of days of a parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for a career break. |
| | Academic disciplines | | Mandatory field. Provide information on the main scientific discipline (according to the classification of the Ministry of Science and Higher Education) to which the principal investigator (PI) is assigned. A maximum of two may be indicated. The discipline indicated first will automatically be indicated as the main discipline. This selection can be changed. |
| | Early-stage scientist | | Section only displayed if, based on the annual date of awarding of the doctoral degree, it is presumed that the principal investigator (PI) may be a young researcher. |
| | Personal data and contact information | Polish | In this section you need to fill in the data of the principal investigator (PI), including contact details and addresses: residence, communication, Electronic ID of the researcher. **NOTE: Please enter your correct Electronic Delivery Box (ePUAP) or e-mail address in the contact details tab.** Communication concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) or e-mail address. The Electronic Delivery Box (ePUAP) address should be in the following format: /identyfikator_użytkownika/nazwa_skrytki [/identifier_user/box_name] If the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP) address then the e-mail address should be provided. |

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| | | | | **Researcher's electronic identifier** – optional, ORCID system identifier (www.orcid.org) |
| | Employment | | Polish and English | The name of the entity in Polish and English and the position held.<br>Also the option – without employment. |
| | Academic and research track record | Academic and research career | English | **NOTE: Tab to be completed in English.**<br>In this tab, provide the key information on your academic and research career, scientific or 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.<br>**RECOMMENDED TEMPLATE**:<br>**Information on education, academic degrees/titles and employment** (date degree/title conferred, institution, discipline; start date – end date, institution, and position)<br>**Research visits and fellowships in Poland and abroad** (duration, country, institution, type of visit)<br>**Lectures and presentations** (information on keynote speeches and presentations delivered at prestigious international conferences; For research in arts, information on active participation in renowned artistic events)<br>**Prizes and awards** (date, type and place of award; the most important national and international awards for research or artistic activity)<br>**Membership in scientific associations and organisations** (information on membership and invited membership in prestigious associations as well as Polish and international scientific and academic organisations)<br>**Membership in scientific committees of renowned international conferences** (name and year of conference)<br>**Other major achievements** (e.g. training young staff, teaching, organisational and social activity, patents, cooperation with business |

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| | | | environment, membership in editorial boards of renowned academic press/ journals, reviewing)<br>**Other key information impacting the evaluation of the academic and research career** (e.g. concerning long career breaks or non-academic professional activity).<br>The above template is recommended but not compulsory. Researcher's CV is meant to promote the freedom of speech.<br>The description should be clear and explicit.<br>Page limit: 8,000 characters.<br>**Note**: **Do not disclose any sensitive data 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.**<br>*\*It is not allowed to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union memberships, as well as processing genetic data, biometric data to clearly identify a natural person or data concerning their health, sex life or sexual orientation.* |
| | Publication record | | In this section,  1 to 10 of the major papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of the last 10 years prior to the proposal submission year (i.e. from 01.01.2012 to 15.09.2022) should be indicated and one to three major publications mentioned in the list should be attached as PDF files.<br>For research in arts, 1 to 10 of the major papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in arts in the proposal submission year or over the period of the last 10 years prior to the proposal submission year (i.e. from 01.01.2012 to 15.09.2022) should be indicated. If one or more |

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| | | | publications are indicated, one to three of them should be attached as PDF files. A maximum number of 10 publications or artistic achievements and achievements in research in arts may be indicated. |
| | | | Provide the following information: authors, title in the original language [and its translation into English], journal, monograph title in the original language, publication year, publishers, publication place, volume/journal number, pages, ISBN/ISSN, editors, open access (YES/NO), number of citations without self-citations, publication status (published/accepted for publication), publication DOI no., information on whether or not the publication-related data was made available (YES/NO), publication-related data DOI no. (or other permanently assigned identifier). The period from which the publications must be presented will be extended by the breaks indicated in the *Information on career breaks – scientific and research track record.* |
| | Artistic achievements | | **NOTE: Tab to be completed in English.** A description of 1 to 10 of the major artistic achievements and achievements in research in arts (in the proposal submission year or over the period of the last 10 years prior to the proposal submission year, i.e. from 01.01.2012 to 15.09.2022) of international or national significance, e.g. authoring and publishing a work of art (musical score, recording), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in an international festival or a national festival of international significance, directing an international artistic venture. **A maximum of 10 may be indicated in total: publications or artistic achievements and achievements in research in arts.** The period from which the artistic or artistic and scientific achievements must be presented will be extended by the breaks indicated in the *Information on career breaks – scientific and research track record.* |

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| | NCN – funded research | | **NOTE: Tab to be completed in English.** Information on managing research projects[9] or other research funding awarded under NCN calls in the proposal submission year or in the last 10 years prior to the proposal submission year (i.e. from 01.01.2012 to 15.09.2022). Provide the title, registration number, source(s) of funding, call name, amount, currency, participating entity, start date, end date, evaluation result (only when project data is loaded automatically), list of major publications resulting from the project, publications added by the editor (i.e. published after the submission of the report), in the absence of publications – a brief description of other research outputs. The period from which the projects must be presented will be extended by the breaks indicated in the _Information on career breaks – scientific and research track record._ If the data of the principal investigator (PI) is entered from the OPI database, the information on NCN projects is uploaded automatically. For studies completed and settled, information on the outcome of the recommendation and the NCN's decision will be visible. **Note! Projects that have been selected for funding by the Ministry of Science and Higher Education and whose documentation has been submitted to the National Science Centre should be indicated in the section: _Other research projects outside NCN_.** |
| | Other non-NCN research project | | **NOTE: Tab to be completed in English.** Data to be entered manually. |

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[9] Acting as a principal investigator (PI) shall also be understood as managing/coordinating a research team in international projects or programmes.

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| | | | Information on managing other research projects financed within national or international calls (other than NCN) in the proposal submission year or in the last 10 years before the proposal submission year (i.e. from 01.01.2012 to 15.09.2022). Enter only those projects (no more than 5) in which a person has acted or acts as the principal investigator (PI) and which: <br>- are or have been carried out in the proposal submission year or in the last 10 years prior to the proposal submission year; <br>- are or have been funded from the funds for science; <br>- have been selected in national or international calls; and <br>- are not and have not been funded from the funds for statutory activities. <br>Acting as a principal investigator (PI) shall also be understood as managing/coordinating a research team in international projects or programmes. <br><br>Provide the title, registration number, source(s) of funding, amount, currency, participating entity, start date, end date, list of major publications resulting from the project, publications added by the editor, in the absence of publications – a brief description of other research outputs. <br><br>The period from which the projects must be presented will be extended by the breaks indicated in the *Information on career breaks – scientific and research track record.* <br>**Note: This tab should indicate projects which have been qualified for funding by the Ministry of Science and Higher Education and whose documentation has been submitted to the National Science Centre.** |
| | Major research achievements | | **NOTE: Tab to be completed in English.** <br>Description of the most important scientific achievement. |

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| | | | | Page limit: up to 1,800 characters. **Note: The tab must not be left empty. If the major achievement is missing, write: none.** |
| **ETHICAL ISSUES** | | | English | **NOTE: Section to be completed in English.** Before completing the questionnaire in the OSF system, please read the two documents attached to the notice of the call: 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*. Next, the questionnaire should be completed. **Answers to questions should be provided in each group of questions. If individual questions do not apply to the project that is planned, using the "NOT all" button you may tick an answer "NOT all questions" or all question in a given group of them.** If the answer to any of the questions on the form is YES, please describe what actions that have been/will be taken to ensure that the research carried out under the call will be in accordance with the applicable law and the principles of good practice in a scientific field/discipline concerned and provide information on whether any approvals have already been given or information on how these conditions will be met. **Note!** There is no obligation to attach consents/permissions or information on consents/permissions already obtained to the proposal. In the case of studies which require such approvals/permissions, these should be obtained prior to commencement of the study and included in the forthcoming annual/final report. In the case of a research project a component of which is a clinical trial planned with the use of a medicinal product or a medical device, detailed justification for a non-commercial nature of such trials should be presented. |

| Selected section in the OSF system | Sub-section | Language | Description |
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| **DATA MANAGEMENT PLAN** | | English | **NOTE: Section should be completed in English.**<br>Before completing this part of the proposal, please read the document the [Guidelines for applicants to complete the data management plan in the proposal](). It is possible to tick "not applicable" in the questionnaire.<br>The NCN recognises that some projects will not generate, re-use, or analyse research data and similar materials. In such cases, a short explanation is required as an answer to question 1.1. How will new data be collected or produced or how will the existing data be re-used? |
| **SIMILAR RESEARCH TASKS** | Principal Investigator (PI) | English | These questions must be answered:<br>1. Is the principal investigator (PI) applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)<br>If YES, the sources of funding should be indicated.<br>2. Is the principal investigator (PI) currently working on or has completed research tasks similar to the tasks included in this proposal? (YES/NO).<br>If YES, indicate ongoing and completed research tasks for which double funding might be suspected if funding is obtained for research tasks covered by this proposal. The explanation should clearly indicate the differences between the research tasks and justify the need to fund the research tasks in this proposal. |
| | Authorship/co-authorship of the project | | The question whether the principal investigator (PI) is the author of the project descriptions or a co-author should be answered. If the principal investigator (PI) is a co-author of the project descriptions, the authors of the project descriptions should be indicated. The information must be factually and legally correct. |
| | Entity(-ies) | | Information about applying for funding for the research tasks indicated in the proposal from other sources should also be given by the entity/entities (if the applicant is a group of entities). |

| Selected section in the OSF system | Sub-section | Language | Description |
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| | | | The question must be answered:<br>Is the entity applying for funding of the research tasks included in this proposal also from other sources?<br>If YES, the sources of funding should be indicated. |
| **SHORT DESCRIPTION** | | English | The summary description (up to 5 pages) must include:<br>1) scientific goal of the project (description of the problem to be solved, research questions or hypotheses);<br>2) significance of the project (hitherto state of the art, justification for tackling a specific scientific problem, justification for a pioneering nature of the project, an impact of the project results on the development of the research field and scientific discipline);<br>3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);<br>4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of result analysis, equipment and devices to be used in research);<br>5) justification for establishment of a new research team;<br>6) list of project literature (a reference list for publications included in the project description, with full bibliographic data).<br>The above-mentioned sections, including references to literature, are mandatory. Failure to include any of them shall constitute a reason for rejection of the proposal on formal grounds.<br>**Note!**<br>Experts evaluating the proposal at the first stage of substantive evaluation have no access to the detailed project description; therefore this description should include the information necessary for the proposal to be evaluated.<br>The description must be delivered as a PDF file (up to 10MB).<br>Maximum length: 5 pages, A4. |

| Selected section in the OSF system | Sub-section | Language | Description |
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| | | | Recommended formatting: top-bottom margins: 1.5cm, left-right margins: at least 2cm, Times New Roman or equivalent, font size: at least 11, interline: single. |
| **FULL DESCRIPTION** | | English | The full description (up to 15 pages) must include:<br>1) scientific goal of the project (description of the problem to be solved, research questions or hypotheses);<br>2) significance of the project (hitherto state of the art, justification for tackling a specific scientific problem, justification for a pioneering nature of the project, an impact of the project results on the development of the research field and scientific discipline);<br>3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);<br>4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of result analysis, equipment and devices to be used in research);<br>5) justification for establishment of a new research team;<br>6) project literature (a reference list for publications included in the project description, with full bibliographic data).<br>The above-mentioned sections, including references to literature, are mandatory. Failure to include any of them shall constitute a reason for rejection of the proposal on formal grounds.<br>**Note!**<br>Experts evaluating the proposal at the second stage of substantive evaluation have no access to the short project description; therefore this description should include the information necessary for the project to be evaluated.<br>The description must be delivered as a PDF file (up to 10MB).<br>Maximum length: 15 pages, A4. |

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

| SALARIES AND SCHOLARSHIPS | | | Remuneration should be planned in accordance with the [Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects](#) applicable to the SONATAS BIS call under which the proposal is submitted.<br>The remuneration of the principal investigator (PI) can only be planned under one category: **full-time remuneration or additional** remuneration. The principal investigator (PI) also has the option to select "**no remuneration**".<br>The employment type should be selected in the proposal:<br>• FTE remuneration;<br>• additional remuneration;<br>• no remuneration.<br>**The FTE remuneration** for the principal investigator (PI) may be planned for a period that is shorter than the implementation period of the research project, in amounts proportionally lower for the period for which it is planned.<br>The employment of a principal investigator (PI) on the basis of a full-time or part-time employment contract is also possible with funds under the category of **additional remuneration.**<br>According to the [Regulations](#) the budget of **additional remuneration** shall be calculated as follows: a composition of the research team excludes the persons to be employed under the FTE remuneration budget and under the budget for remuneration and scholarships for students and PhD students, if the budgets are provided for in the call.<br>Therefore, when it's planned that the principal investigator (PI) be employed under the FTE remuneration budget, he/she is not entitled to receive additional remuneration.<br><br>Remuneration for the principal investigator (PI):<br>- **PLN 190,000** per year, when the principal investigator **plans his/her employment on the FTE remuneration basis**;<br>- **max. PLN 8,000** per month when the principal investigator (PI) **does not plan his/her employment on the FTE remuneration basis**. |
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| | Principal Investigator (PI) | Polish and English | |

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| | Post-doc | | The principal investigator (PI) does not have to plan his/her remuneration in which case, an employment type without remuneration should be selected. The employment type should be selected in the proposal: <br>• FTE remuneration <br>Remuneration for a **post-doc** position – **PLN 140,000 per year**, provided that the person intended for employment jointly fulfils all the following conditions: <br>a) will be selected under an open competition held by a recruitment commission appointed by the principal investigator (PI) performing the research project, composed of the principal investigator (PI) as the chairperson and a minimum of two persons designated by the principal investigator (PI) having the appropriate scientific or professional qualifications. The candidate shall be assessed on the basis of the criteria set out in the call announcement, and the results of the call shall be made public by posting on the website of the entity in which the research project is to be implemented; <br>b) the project leader has not been a supervisor or associate supervisor of his/her dissertation; <br>c) has obtained a doctoral degree in an entity other than the one where the post is planned to be filled or completed a continuous and documented post-doctoral training of at least 10 months in an entity other than the entity implementing the project and in a country other than the country where the doctoral degree has been obtained; <br>d) will be employed for a minimum of 6 months; |

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| | | | e) when the remuneration is paid, such person is not paid any other remuneration from the funds allocated as indirect costs under research projects financed under NCN's calls; <br> f) when the remuneration is paid, such person is not paid remuneration from any other employer under an employment contract, including an employer with its registered office outside the Republic of Poland, and <br> g) when the remuneration is paid, such person will not receive any pension under the social insurance scheme. <br> It is permitted to employ several people in post-doc positions provided that the total duration of employment of all persons in these positions does not exceed twice the planned duration of the project and the employment of one person is not shorter than 6 months. <br> Where the applicant is a group of entities, it is possible to plan this position in more than one entity, provided that each individual meets the above conditions. <br> **It is possible to specify a higher remuneration amount, if this is justified with special circumstances that must be presented in the proposal. The reasons for increasing the remuneration amount shall be reviewed by the Team of Experts.** <br> The FTE remuneration for a person in a post-doc position may be planned for a period that is shorter than the implementation period of the research project, in amounts proportionally lower for the period for which it is planned. |
| | Scholarship grantee/Student/PhD student | | The employment type should be selected in the proposal: <br> • student or PhD student scholarship/remuneration <br> **Note: Under the SONATA BIS call it is required to engage a PhD student or students for the total period of at least 36 months.** |

| Selected section in the OSF system | Sub-section | Language | Description |
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| | | | Under the SONATA BIS call the budget of remuneration and scholarships for students and PhD students translated for each month of the project will be **a maximum of PLN 10,000.** The total amount of remuneration and scholarships financed under NCN for students and PhD students under one or more research projects financed by NCN **may not exceed PLN 5,000 monthly**. This amount shall not include a PhD scholarship financed under the ETIUDA call and the remuneration of the principal investigator (PI) in the PRELUDIUM call. Within the budget for remuneration and scholarships for students and PhD students, it is possible to plan funds for: a) NCN scientific scholarships for students and PhD students, b) doctoral scholarships, c) remuneration for students and PhD students. In the case of a project implemented in the entity for which funding will constitute state aid, funds for students and PhD students may be planned only in the form indicated in point c. |
| | Specialist auxiliary position | | The employment type should be selected in the proposal: FTE remuneration A specialist auxiliary position is a full-time position under an employment contract on a full-time basis. A person employed in this position supports project implementation, e.g. as a lab-manager, a senior technician, a statistical analyst, etc. Full-time remuneration in a specialist auxiliary position may be planned under the funds of the research project **in the amount not exceeding PLN 100,000 per year**, provided that the person intended for employment jointly fulfils all the following conditions: a) will be employed for a minimum of 6 months; |

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| | | | b) when the remuneration is paid, such person is not paid any other remuneration from the funds allocated as direct costs under research projects financed under NCN's calls; <br> c) when the remuneration is paid, such person is not paid remuneration from any other employer under an employment contract, including an employer with its registered office outside the Republic of Poland, and <br> d) when the remuneration is paid, such person is not paid any pension benefit from the social insurance system. <br> Full-time remuneration for a person in the specialist auxiliary position may be planned for a period that is shorter than the implementation period of the research project, in amounts proportionally lower for the period for which it is planned. <br> It is permitted to create one specialist auxiliary position under which it may be planned to employ more than one person, provided that the total duration of employment of all persons in this position does not exceed the planned duration of the project. |
| | Investigator | | The employment type should be selected in the proposal: <br> • additional remuneration <br> • no remuneration. <br> Additional remuneration for members of the research team – if the principal investigator (PI) does not plan his/her employment in the project under the full-time remuneration, his/her salary is included in the additional remuneration pool. <br> Additional remuneration may be planned for members of the research team to be employed under employment contracts in full or part-time jobs and under civil law contracts. <br> In the SONATA BIS call, it is not possible to plan remuneration for students or PhD students within the additional remuneration. |

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| | | | A member of the research team who is paid remuneration under an employment contract in the entity implementing the research project, may be paid additional remuneration solely in a form other than under a civil law contract. |
| | | | The budget for additional remuneration shall be calculated as follows: a composition of the research team excludes the persons to be employed under the FTE remuneration budget and under the budget of remuneration and scholarships for students and PhD students. |
| | | | The number of persons calculated as specified above will constitute the basis to calculate the maximum budget for additional remuneration under a given research project. The maximum budget for additional remuneration planned for the principal investigator (PI) may not be increased when the project is being implemented. |
| | | | In the SONATA BIS call, the budget for additional remuneration per each month of project implementation, for all investigators, may amount to a total of: |
| | | | a) when the principal investigator (PI) does not plan to be employed under the FTE remuneration: |
| | | | PLN 8,000 for one person; |
| | | | PLN 9,500 for two persons, of which a maximum of PLN 8,000 for the principal investigator (PI); |
| | | | PLN 10,500 for three persons, of which a maximum of PLN 8,000 for the principal investigator (PI); |
| | | | PLN 11,500 for four persons, of which a maximum of PLN 8,000 for the principal investigator (PI) |
| | | | b) when the principal investigator (PI) plans to be employed under the FTE remuneration: |
| | | | PLN 1,500 for one person; |
| | | | PLN 2,500 for two persons; |

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| | | | PLN 3,500 for three or more persons;<br>More information on the rules of planning the costs may be found in the Regulations and in the Regulations on awarding scholarships in NCN-funded research projects.<br>If unjustified costs are planned, a proposal may be rejected. |
| **RESEARCH EQUIPMENT** | | | This category covers the cost of **purchase or manufacturing of research equipment,** other devices and software crucial to research.<br>**The project may not finance or co-finance the purchase or production of scientific and research equipment and IT infrastructure the unit value of which exceeds PLN 500,000.**<br>Leasing research equipment is a non-eligible cost. |
| **OTHER COSTS** | | Polish and English | In the section "Other direct costs", indicate a relevant type of costs, their amount, and the justification for their expenditure.<br>Costs must be planned according to the Regulations on awarding funding for research tasks funded by the National Science Centre.<br>Direct costs may be planned under the following categories:<br>• materials and small equipment;<br>• outsourced services (in the case of publications subject to the NCN Policy on Open Access, the costs of services related to the preparation of manuscripts for submission to publishers are eligible),<br>• business trips,<br>• visits and consultations,<br>• collective investigators,<br>• other (other costs). |

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| **OPEN ACCESS** | | | Open Access indirect costs of up to 2% of the direct costs, which can only be used for the costs related to making publications or research data available through open access.<br>Please enter the amount of Open Access costs planned for the entire project implementation period (in PLN).<br>The costs of Open Access publication of papers may only be planned as indirect costs. Open Access costs (except for monograph publication costs) must not be planned as direct costs.<br>The National Science Centre allows for a possibility of covering part of the costs of publishing in open access from the remaining indirect costs or from the entity's own resources.<br>Additional information on *Open Science* is available *here.* |

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| **TEACHING LOAD DECREASE** | | | The costs of decreasing the teaching load may be planned for the principal investigator (PI) only, who plans for himself/herself remuneration from the additional remuneration budget.<br>An entity which employs the principal investigator (PI) under a full-time employment contract can receive financial resources for decreasing the teaching load of the principal investigator (PI) by 50% amounting to PLN 100 for each hour of the teaching load decrease.<br>Teaching load decrease<br>Please select (YES/NO)<br>If you answer "YES", please give the number of mandatory teaching hours (per year), the total number of teaching hours to be refunded and the cost breakdown by years.<br>**Note:** The entity for which funding will constitute state aid may not plan the costs of teaching load decrease. |

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| **BUDGET SUMMARY** | | | This section will present a summary breakdown of the planned costs by year, according to the declared project implementation period (if the project implementation period exceeds 12 months). The amount of indirect costs should be indicated in this section. Indirect costs are the costs that are indirectly related to the research project and required for its implementation. The indirect costs consist of: <br> − open Access indirect costs of up to 2% of the direct costs to be planned in the Open Access category; <br> − other indirect costs of up to 20% of the direct costs, which may be allocated to costs indirectly related to the project, including costs of making publications or research data accessible through open access. <br> **The participating entity shall arrange with the principal investigator (PI) for the distribution of at least 25 per cent of the actual other indirect costs. The expenditures incurred under that amount must be eligible thereunder.** <br> This section will show the percentage of the planned Open Access indirect costs. |
| **Administrative statements** | | | This section of the proposal contains administrative statements that must be accepted by both the principal investigator (PI) and the person representing the implementing entity. |
| **Personal data protection** | | | Information on personal data processing. Personal data provided by principal investigators (PIs) and applicants in the proposal will be processed by the National Science Centre until the end of implementation of these projects and their settlement (if funding has been received), and after this period it will also be used for statistical purposes. The collected data will be processed in order to evaluate the |

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| | | | proposal, the project, as well as the tasks carried out by NCN, dissemination of the information on the calls organised by NCN. Data processing also includes monitoring, supervision, and evaluation of the implementation and settlement of projects that have received funding from NCN. More information can be found **here**. |
| **Experts** | Information on possible conflict of interest – information only for NCN employees | | In this part of the proposal, the principal investigator (PI) may indicate a maximum of 3 persons who, in his/her opinion, should not evaluate the proposal due to a possible conflict of interest. Provide their names and affiliations. The final decision on the selection of experts is taken by NCN. |

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| **ELECTRONIC SUBMISSION** *The section will appear after clicking "Block for the NCN"* | Proposal submission confirmation – principal investigator (PI) Proposal submission confirmation – entity | | Following completion of the proposal's individual tabs and after checking its completeness, please block a possibility of editing the proposal by "Block for NCN" button. After the proposal has been blocked for NCN, only an abbreviated and detailed description of the research project is possible. After the proposal has been blocked, a new *Electronic submission* tab will appear on the left-hand side menu. In this section, please download <br>– confirmation of proposal submission by the principal investigator (PI) and <br>– confirmation of proposal submission– entity. <br>Confirmations must be signed and attached to the proposal. <br>Files with confirmations of proposal submission may be viewed or deleted to attach other files. If going back to the edition stage happens after any file with a confirmation has been attached, such file will be deleted from the proposal. <br>After the proposal has been blocked for edition again, the operations of downloading confirmations, signing, and attaching files must be repeated. <br>When the applicant is a group of entities, the confirmation shall be signed solely by a person representing the leader of the group of entities. <br>Proposal submission confirmations may be signed in two ways: by hand or electronically. <br>If a confirmation has been signed by hand, the proposal must be appended with its scan here: Add confirmation scan. The original must be kept until the end date of the proposal evaluation date, and, if the proposal has been qualified for funding, until the execution date of a contract for the research project implementation and funding. <br>An electronically signed confirmation of proposal submission should be affixed with an advanced electronic signature or a qualified electronic |

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| | | | signature compliant with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.<br>Upon NCN's request the applicant shall be obliged to demonstrate that the electronic signature that has been used is compliant with the eIDAS Regulation.<br>**PDF is the only format acceptable in the OSF system. Therefore, electronic signatures must be in the PAdES format.**<br><br>In this section, download confirmations of proposal submission by the authorised representative(s) of the entity and principal investigator (PI). Confirmations must be signed with a qualified electronic signature in PAdES format or with a trusted signature in PAdES format or by hand and their scan must be annexed to the proposal in PDF format.<br>If a confirmation has been signed electronically, it must be appended here: Add electronically signed confirmation.<br>If a confirmation of proposal submission by the principal investigator (PI) has been signed by a person other than the principal investigator (PI), then authorisation to represent the principal investigator (PI) must be appended in this section. The proposal may be appended with authorisation in the form of an electronic document or a scan of the document signed by hand.<br>If a confirmation of proposal submission by an entity is signed by a person other than the head of the entity, then authorisation to represent the entity must be appended in this section. The proposal may be appended with authorisation in the form of an electronic document or a scan of the document signed by hand. |

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| | | | A confirmation of proposal submission by the principal investigator (PI) and a confirmation of proposal submission by an entity downloaded from the OSF system are affixed with an electronic OPI PIB seal. Such seal is used to ensure integrity of data included in the generated document (then it is possible to verify, if its data has not been changed, supplemented, or deleted in an unauthorised manner). The existence of the OPI-PIB seal confirms that the OSF system is the source of such data. After the proposal has been appended with electronically signed files, the system will verify if the document relates to a specific proposal and its final version, if it contains the OPI seal and the electronic signature. The system will not verify the validity of certificates of the attached files that have been electronically signed. **PAdES is the only acceptable format of the electronic signature.** NOTE: Confirmations that relate to the final version of the proposal must be attached to the proposal. |