

**POLONEZ REPORT TEMPLATE**

**ANNUAL/FINAL<sup>1</sup> FELLOWSHIP REPORT  
NATIONAL SCIENCE CENTRE**

**BASIC INFORMATION**

- A. HOST INSTITUTION:** name, address, telephone/fax number, e-mail, website, Tax ID. No. 'NIP', Statistical ID. No. 'REGON', head of the host institution (first and last name, degree, position).  
*Description of changes made<sup>2</sup>*
- B. FELLOW:** academic degree/title, first and last name, telephone number, e-mail, gender, citizenship (country).  
*Description of changes made<sup>2</sup>*
- C. INFORMATION ON THE FELLOWSHIP:** title, registration number, agreement number, fellowship budget, fellowship duration (in months), starting date (YYYY-MM-DD), end date (YYYY-MM-DD), key words, auxiliary NCN Review Panels (in compliance with the proposal).  
*Description of changes made<sup>2</sup>*

**INFORMATION ON COMPLETED TASKS AND COSTS INCURRED**

**D. SCIENTIFIC REPORT<sup>3</sup>**

*Volume – 5 A4 pages. Please submit as an attachment to the report. Specify: 1. Key achievements of the project (in bullet points), 2. Brief descriptions of obtained results, 3. Which objectives included in the proposal were attained and which not? why?; have any additional objectives been attained? if yes, specify, 4. Impact of fellowship on the future career of the fellow and development of the scientific discipline, 5. Benefits for the host institution from the cooperation with the fellow (please describe the benefits from the fellow's perspective), 6. Further professional career plans, including the academic career plans of the fellow (including information on whether the fellow intends to apply for new NCN/ERC/other grants, 7. Further development of the cooperation between the host institution and the fellow*

**D.1. PROGRESS REPORT<sup>4</sup>**

*Volume – 1 A4 page. Specify: 1. A description of work completed to-date, 2. Scientific objectives specified in the proposal which have already been attained, 3. Summary of the cooperation with the host institution to-date.*

**D.2. STUDY VISIT REPORT**

*Volume – 1 A4 pages. To be submitted as an attachment to the report. Specify: 1. Name of the institution in which the study visit(s) took place. 2. Brief description of the visit(s) with duration (in days), 3. Effects of the visit(s) and its(their) impact on further professional development, including the academic development of the fellow.*

**E. ETHICAL ASPECTS OF RESEARCH CARRIED OUT WITHIN THE RESEARCH PROJECT**

Please specify measures undertaken to ensure that the project is carried out in compliance with ethical requirements set forth in national and EU law<sup>5</sup>

**F. PUBLICATIONS SUBMITTED, ACCEPTED OR PUBLISHED AS A RESULT OF THE PROJECT**

*Every publication must be accompanied by a link or pdf and the DOI number (if assigned).*

*The publication must contain information that the research was financed with funds awarded by NCN (in compliance with the fellowship agreement).*

**PAPERS IN JOURNALS<sup>6</sup>:** Paper status (specify whether the paper has been published, accepted or submitted) and open access to the paper (specify: access model – green/gold, costs incurred to ensure open access to the paper), title, authors, journal title, journal IF, publisher, volume, year, pages, DOI, link.

**BOOKS/CHAPTERS IN BOOKS<sup>6</sup>:** Publication status (specify whether the book has been published, accepted or submitted) and open access to the publication (specify: access model – green/gold, costs incurred to ensure open access to the book), chapter titles, authors, book title, publisher, volume, year, pages, place of publication, link.

**PAPERS IN CONFERENCE PROCEEDINGS:** Publication status (specify whether the paper has been published, accepted or submitted) and open access to the publication (specify: access model – green/gold, costs incurred to ensure open access to the paper), title of the publication, authors, conference title, publisher, date of the conference, year, pages, place of publication, link.

**G. STATEMENT OF PLANNED AND INCURRED COSTS (PLN) - FINANCIAL REPORT<sup>7</sup>**

| No.                                                                                                                                                                                                                                                                   | Item                                | Costs incurred with fellowship funds <sup>8</sup> |        |         |        |                     |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------|--------|---------|--------|---------------------|--------|
|                                                                                                                                                                                                                                                                       |                                     | Year                                              |        | Year    |        | Total               |        |
|                                                                                                                                                                                                                                                                       |                                     | planned                                           | actual | planned | actual | planned             | actual |
| 1                                                                                                                                                                                                                                                                     | Funds for the applicant, including: |                                                   |        |         |        |                     |        |
|                                                                                                                                                                                                                                                                       | - living allowance                  |                                                   |        |         |        |                     |        |
|                                                                                                                                                                                                                                                                       | - mobility allowance                |                                                   |        |         |        |                     |        |
|                                                                                                                                                                                                                                                                       | - family allowance                  |                                                   |        |         |        |                     |        |
| 2                                                                                                                                                                                                                                                                     | Direct research costs, including:   |                                                   |        |         |        |                     |        |
|                                                                                                                                                                                                                                                                       | - salaries                          |                                                   |        |         |        |                     |        |
|                                                                                                                                                                                                                                                                       | - other direct costs                |                                                   |        |         |        |                     |        |
| 3.                                                                                                                                                                                                                                                                    | Indirect costs                      |                                                   |        |         |        |                     |        |
| 4.                                                                                                                                                                                                                                                                    | Total fellowship realisation costs. |                                                   |        |         |        |                     |        |
| Are the costs incurred during the fellowship compliant with the costs planned in the proposal? If the answer is NO, please describe and explain the changes below, specifying items affected by the movements of funds and the amounts of such movements <sup>2</sup> |                                     |                                                   |        |         |        | YES/NO <sup>9</sup> |        |
| Have any annexes adjusting the cost estimate been concluded with the National Science Centre? If so, please fill in the columns 'Planned (compliant with the annex)' for every year, in compliance with the annex.                                                    |                                     |                                                   |        |         |        | YES/NO <sup>9</sup> |        |

<sup>1</sup> Delete inapplicable. Annual report applies to 2-year fellowships only and covers the period of 12 months of fellowship. Annual reports must be submitted within 60 days from the end of the reporting period. The report should cover the period from the first day of fellowship realisation in month 1 to the last day of fellowship realisation in month 12.

<sup>2</sup> Please describe all changes made, including changes made on the basis of an annex to the agreement.

<sup>3</sup> Does not apply to the annual report.

<sup>4</sup> Does not apply to the final report.

<sup>5</sup> Complete if applicable

<sup>6</sup> For subsequent publications add lines in compliance with the table format

<sup>7</sup> In part G present a statement of planned and incurred costs from the beginning of fellowship realisation to the end of the period they pertain to. A statement of costs planned and incurred included in the final report constitutes the financial report from fellowship realisation.

<sup>8</sup> Add an extra column if necessary.

<sup>9</sup> Delete inapplicable

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**H. PROJECT TEAM**

*Please specify all persons participating in the project, including those not listed in the proposal. Please specify collective investigators, e.g. surveyors, jointly as a group. Please fill in the data on the planned remuneration for the project investigators, in compliance with the proposal.*

1. Planned number of investigators

2. Fellow and other investigators

|   |                                    |                     |           |                                              |                  |                                                                                   |
|---|------------------------------------|---------------------|-----------|----------------------------------------------|------------------|-----------------------------------------------------------------------------------|
| 1 | Academic degree/ title             | First and last name | Sex (F/M) | Personal ID. No. 'PESEL' / country of origin | New investigator | Role in the project (please select: fellow/ research partner/other investigators) |
|   | Scope of work in the project       |                     |           |                                              |                  | Form of employment <sup>11</sup>                                                  |
|   |                                    |                     |           |                                              |                  |                                                                                   |
|   |                                    |                     |           |                                              |                  |                                                                                   |
|   | Planned remuneration <sup>12</sup> | Year                |           | Remuneration costs <sup>8</sup>              |                  | TOTAL                                                                             |
|   |                                    |                     |           |                                              |                  |                                                                                   |
|   | TOTAL remuneration                 |                     |           |                                              |                  |                                                                                   |

*Potential clarifications of the amount of the remuneration, form of employment and changes to the composition of the research team (optional):*

**INFORMATION, DECLARATIONS AND SIGNATURES**

1. The National Science Centre informs that:

a) personal data is processed by the National Science Centre under Article 23.1.2 of the Personal Data Protection Act of 29 August 1997 (consolidated text: Journal of Laws 2002.101.926, as amended). Personal data is necessary for the purpose of the tasks specified in the Act on the National Science Centre of 30 April 2010.

b) personal data disclosed in the report on the realisation of the fellowship will be processed only for the purpose of: evaluation of the performance of the Centre's tasks, supervision, audit, fellowship evaluation and settlement and reporting;

c) personal data disclosed in the report on the realisation of the fellowship will be disclosed only to people involved in the evaluation of the implementation of Centre's tasks, supervision, control and the evaluation and settlement of the fellowship;

d) the provision of data is voluntary, but refusal to provide the data means the provision of an incomplete or incorrect report, in breach of the agreement;

e) people whose data is processed by the National Science Centre have the right to access and amend their data in compliance with the Personal Data Protection Act.

2. I hereby represent that the personal data of investigators listed in this report have been obtained on the basis of the participants' written consent, which I undertake to submit to the Centre at its request.

3. The documentation supporting the fellowship realisation is available for viewing at:

a) host institution, address:

b) authorised person:

c) telephone number:

d) e-mail:

4. Documentation on the fellowship results is available at the host institution:

a) institution, address:

b) authorised person:

c) telephone number:

d) e-mail:

5. Person responsible for report preparation:

a) first and last name

b) telephone/fax number :

c) e-mail:

MADE ON

Stamp of the institution

Head of the Host Institution

Chief Accountant/Quaestor

Fellow

Signature(s and seal(s))

signature and seal

Signature

**ADDITIONAL INFORMATION<sup>3</sup>**

**I. PROJECT DESCRIPTION FOR THE GENERAL PUBLIC**

*A description comprehensible to a general public. Not more than one page of standard text. The description must include key tasks performed/undertaken and the importance of the project – its impact on the development of the discipline, existing knowledge and the importance of the research to society. If you have interesting visual materials illustrating the project (e.g. drawings, photos, models), please include them with the report in an electronic form on a CD/DVD as .jpg, .bmp, or .pdf files.*

... ..

The host institution and fellow consent to the publication of the foregoing description and enclosed visual materials by NCN free of charge.

**H. PROJECT DISSEMINATION – RESEARCH PROJECT RESULTS**

Dissemination form

Forms of popularisation: *Please describe, including the type and frequency of actions, target group (up to 300 characters).*

Other forms of dissemination of results: *description (up to 300 characters).*

<sup>10</sup> For subsequent participants add lines in compliance with the table format

<sup>11</sup> Employment agreement, contract for specific work, mandate agreement

<sup>12</sup> Planned remuneration should be compliant with the proposal

<sup>13</sup> A position which has not been planned in the application.

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**L. ACADEMIC DEGREES<sup>5</sup>**

The following academic degrees were awarded thanks to the implementation of the project:

| No. | Academic degree    | First name | Surname | When awarded |
|-----|--------------------|------------|---------|--------------|
| 1   |                    |            |         |              |
|     |                    |            |         |              |
|     | Dissertation title |            |         |              |
| 2   |                    |            |         |              |
|     | Dissertation title |            |         |              |

Signature of the Fellow:

Signature of the Head of the Host Institution: