

Annex to NCN Council Resolution No 50/2020 of 8 May 2020 amending the terms and regulations of the MINIATURA call for proposals for research activities

**Terms and regulations of the MINIATURA call for proposals for research activities  
to be launched by the National Science Centre**

**I. Addressees of the call**

The call is addressed at individuals with a PhD degree who intend to apply for funding of future research projects under calls launched by the National Science Centre as well as other domestic or international calls. The main objective of the call is to finance research activity for the purposes of a future research project.

**II. Eligible applicants**

§ 1. Proposals for awarding funding to carry out a research activity, hereinafter “proposal”, may be submitted by entities described in Article 7 (1) (1), Article 7 (1) (2), and Article (7) (1) (4)-(6) (b) of the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended) and in Article 27 (1) (5) of the Act on the National Science Centre of 30 April 2010 (consolidated text in Journal of Laws of 2019, item 1384), hereinafter “applicants”.

§ 2. An applicant must be an entity for which funding shall not constitute state aid.

§ 3. An entity that is under receivership, in liquidation or subject to bankruptcy proceedings cannot be an applicant.

**III. Terms of entry**

§ 4. The following proposals may be submitted under a given edition of the MINIATURA call:

- 1) to carry out one of the following research activities that is not and has not been funded by the NCN or from any other sources:
  - a) preliminary /pilot studies,
  - b) library and archive searches,
  - c) fellowships,
  - d) research visits, and
  - e) consultations,
- 2) which comprise basic research laid down in Article 2 (1) of the NCN Act, in any of the academic disciplines defined in the NCN panels adopted by the NCN Council,
- 3) which cover research activities planned for up to 12 months,
- 4) the amount of financing for which ranges from PLN 5,000 to PLN 50,000,
- 5) under which a person who is to carry out a research activity:
  - a) has been conferred a PhD degree within the last 12 years before the proposal submission year<sup>1</sup>,
  - b) has been employed by the applicant pursuant to an employment contract,
  - c) has not acted as the principal investigator in any of the projects funded by the NCN,

---

<sup>1</sup> This period may be extended by a time of long-term (in excess of 90 days) documented sick leaves or rehabilitation leaves granted on account of being unfit to work. In addition, this period may be extended by the number of months of a child care leave granted pursuant to the Labour Code and in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable



- d) is not a winning applicant of an ETIUDA call for doctoral scholarships or a call for fellowships (including FUGA and UWERTURA) funded by the NCN, and
  - e) is not an applicant, principal investigator or fellowship candidate under a proposal that has been submitted or qualified for funding under another NCN call,
- 6) under which an applicant shall present:
- a) proposal title related to a selected type of research activity to be carried out,
  - b) type of research activity to be carried out,
  - c) brief description of research activity to be carried out,
  - d) justification of the link between research activity to be carried out and research project to be submitted under future NCN calls as well as other national or international calls,
  - e) information on the academic and research track record of the person to carry out research activity containing:
    - their career in research, including research experience gained in Poland and abroad, scholarships and awards granted,
    - publications or artistic achievements: the most important publication in pdf format and justification for choosing it (*up to 1500 characters*) or the most important artistic achievement or achievement in research in art with justification for choosing it (*up to 1500 characters*),
  - f) expenditures planned to carry out the research activity prepared in accordance with the terms set forth in **Annex 1** hereto *on the Costs in research activities funded by the National Science Centre under the MINIATURA call*,
  - g) general breakdown of costs,
  - h) information on the data management plan concerning data generated or used in the course of the research activity, as required by the proposal,
  - i) information on the ethics aspects, including consents, opinions, permits and/or approvals necessary to carry out a research activity in compliance with generally applicable laws and best practices adopted for a specific academic discipline, as required by the proposal,
  - j) in the case of research activity which includes clinical trials with a medicinal product or a medical device, a detailed justification of the non-commercial nature of the trials,
  - k) in the case of research activities to be carried out in host institutions that do not receive any operating support for research activity, information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments crucial to research and
  - l) declaration of the applicant, as required by the proposal.

#### **IV. Restrictions on proposal submission**

- §5. A person may carry out a research activity under the MINIATURA call only once.
- §6. Only one proposal may be submitted in a given edition of the MINIATURA call, under which a person shall carry out a research activity, with the exception specified in **Błąd! Nie można odnaleźć źródła odwołania..**
- §7. A proposal in which a person shall carry out a research activity, which has been rejected at the stage of merit-based evaluation, cannot be re-submitted under the same edition of the MINIATURA call.
- §8. A proposal in which a person shall carry out a research activity, which has been rejected at the stage of eligibility check, may be re-submitted under the same edition of the

MINIATURA call only when a decision by the NCN Director refusing funding has become final.

#### **V. Submission of proposals (rules)**

- §9. Proposals shall be filed electronically via ZSUN/OSF (Integrated Services for Science/Funding Stream Support), available at: <https://osf.opi.org.pl/>.
- §10. Proposals shall be completed with information specified in the proposal form available in ZSUN/OSF, the specimen of which has been provided in the call announcement.
- §11. Only complete proposals meeting all requirements set forth in the call announcement shall be accepted for the call.
- §12. Any submission of a proposal in response to a call shall mean that the applicant accepts the “General terms and conditions of the funding agreement for research activity”, the specimen of which has been attached to the call announcement.

#### **VI. Submission of proposals (procedure and date)**

- §13. The call for proposals under the MINIATURA scheme shall be open during the period specified in the call announcement.
- §14. The call for proposals may be suspended if the total amount of requested funding has exceeded twice the amount of funding allocated by the NCN Council for research activities under a given edition of the MINIATURA call.
- §15. The NCN Director shall decide on the suspension of the call for proposals under the MINIATURA call.

#### **VII. Selection of experts teams**

- §16. The detailed criteria and procedure for selecting the expert teams shall be set forth by the Council in the document: “Expert Teams of the National Science Centre – Establishing and Appointing” applicable on the call announcement date.

#### **VIII. Evaluation of proposals**

- §17. Proposals are subject to an eligibility check and merit-based evaluation.
- §18. Eligibility check is carried out by the coordinators.
- §19. Eligibility check shall consist in verification of the proposal’s completeness and verification whether the proposal meets all eligibility criteria set out in the call announcement and verification whether the expenditure specified in the proposal complies with the terms set out in **Annex 1** hereto.
- §20. Only proposals approved as eligible by the coordinator shall be accepted for merit-based evaluation.
- §21. Merit-based evaluation shall be conducted by members of the expert teams.
- §22. Members of the expert team may reject a proposal as ineligible also at a later stage of the evaluation procedure.
- §23. Proposals shall undergo a single-stage merit-based evaluation.
- §24. In the course of merit-based evaluation of proposals, the following criteria shall be reviewed in particular:
  - 1) whether or not the criterion of basic research has been met, as laid down in Article 2 (1) of the NCN Act,
  - 2) whether or not the requirements of the call announcement have been met,



- 3) whether or not the cost planned is justified as regards the subject and scope of research activity,
- 4) evaluation of research activity, and
- 5) evaluation of scientific achievements of a person to carry out a research activity.

§25. Merit-based evaluation of a proposal shall be based on the following principles:

- 1) individual reviews drafted by three members of the expert team and
- 2) individual reviews by reviewers carried out in accordance with the rules for evaluation of proposals under the MINIATURA call for research activities attached hereto as **Annex 2**.

§26. A proposal shall be recommended for funding if:

- a) its final grade has attained a minimum of 70% of points,
- b) it has been given the score of “yes” by at least two members of the expert team evaluating the proposal, in each criterion subject to evaluation,
- c) it has been given at least two positive recommendations by the members of the expert team evaluating the proposal,
- d) it has been within the pool of up to 50% of proposals submitted in a given month within individual groups of disciplines: Arts, Humanities and Social Sciences, Physical Sciences and Engineering and Life Sciences and
- e) it has been within the pool of funds available in a given month.

§27. Proposals that have been given the same final score-based evaluation may be recommended for funding only if they all are within the pool of available funding allocated by the NCN Council for a given month, subject to **Błąd! Nie można odnaleźć źródła odwołania..**

#### **IX. Funding decision**

§28. A funding decision shall be taken within 4 months of the proposal submission date.

§29. The results of the call shall be announced by way of a decision of the NCN Director.

#### **X. Call budget**

§30. The NCN Council shall specify the amount of funding allocated to a specific edition of the MINIATURA call in a separate resolution.

§31. Funding shall be divided in proportion to the number of months of call duration indicated in the call announcement.

§32. Funding that has not been used in a given month shall be carried forward to the next month.

§33. The NCN Council may increase the amount of financial expenditures during the call.

Prof. Dr hab. Małgorzata Kossowska

President of the Council of  
the National Science Centre

The English version of this Resolution does not constitute a sworn translation and has been prepared as an auxiliary document for your convenience. In the event of any doubts as to the interpretation of its provisions, the Polish version shall prevail.

