



**POLONEZ BIS**

*International Mobility  
and Skills Training*

Postdoctoral  
Fellowships  
in Poland  
**#MSCA**

[www.polonezbis.eu](http://www.polonezbis.eu)

# GUIDE FOR APPLICANTS

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*NB: This guide is aimed at assisting potential applicants. It is provided for information purposes only and is not intended to replace the consultation of any applicable legal sources. The NCN (or any person acting on its behalf) cannot be held responsible for the use made of this guidance document.*

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## History of Changes

Version	Publication Date	Change	Page
1.0	05.07.2021	Initial version	
2.0	28.09.2021	1. Clarification of the role of panel selection in the proposal evaluation 2. Clarification of the definition of mobility requirement ("employment" substitutes "work") 3. Clarification of the requirement of residency in Poland throughout the funding term 4. Clarification of currency exchange rates to be used when planning the project budget 5. Links provided to call text and related documents 6. Descriptors provided for self-analysis in Career Development Plan 7. Sections on dissemination and ethics expanded 8. Career Development Plan added	6 7 9 11 throughout 19 21, 22 54
3.0	15.02.2022	9. Information update for POLONEZ BIS Call 2 10. Examples added to eligibility and budget sections 11. Proposal checklist added 12. Sections on Secondment and Host Institution Capacity Form expanded 13. Annex on costs added	throughout 8, 10 14-15 21-22 43
3.1	12.04.2022	14. Special measures for researchers at risk due to war in Ukraine introduced 15. Budget miscalculation corrected 16. Resolution 44/2022 amending Resolution 19/2022 added as Annex 0	7, 8, 9 11, 12 23 ff.
4.0	21.07.2022	17. Information update for POLONEZ BIS Call 3	throughout

## PURPOSE OF THE GUIDE

Dear Applicant,

we have prepared this guide to give you practical information on preparing and submitting a proposal for a POLONEZ BIS Postdoctoral Fellowship in Poland, a programme co-funded by European Union's Marie Skłodowska-Curie Actions and the Polish National Science Centre. This Guide will assist you in learning about the programme, but it does not replace the terms and conditions of the POLONEZ BIS 3 Call given in a relevant Resolution of the Council of the National Science Centre and the fellowship funding agreement.

You will find the complete text of the [Resolution 70/2022 of the Council of the National Science Centre of 7 July 2022](#) in Annex 0 to this Guide.



A paperclip pictogram indicates links to particular sections of the Resolution which are relevant to the issues discussed here.

The template of the POLONEZ BIS 3 funding agreement will be published on the date of the call launch (15 September 2022).

Please make sure that you have read the Resolution and the template of the funding agreement before completing and submitting your proposal. If there is any discrepancy between this Guide and the Resolution/funding agreement, the latter will prevail.

The Centre reserves the right to revise this Guide. A guide on using the online proposal submission system (OSF) will be provided as a separate document on the date of the POLONEZ BIS 3 Call launch (15 September 2022).

If you have any questions, contact the POLONEZ BIS Coordination Team – the contact information is given on page [23](#).

## USEFUL DEFINITIONS

**Applicant** – the incoming researcher planning to conduct a research project at a Polish host institution under the POLONEZ BIS call and named as Principal Investigator (PI) in the proposal.

**Full-time equivalent research experience** – period of time when the applicant was involved in research tasks, either as part of employment contract, as a doctoral candidate or as a project co-investigator or principal investigator. Research experience is measured from the date when the applicant obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited to.

**Funding term** – the period between the official start date and agreed end date of the fellowship.

**Experienced researcher** – a person in possession of a doctoral degree or a person with at least four years of full-time equivalent research experience at the time of proposal submission.

**Interdisciplinary proposal** – a proposal which integrates information, data, techniques, tools, perspectives, concepts or theories from two or more groups of disciplines as defined in NCN panels,

**Outreach activity/public engagement** – event or activity which promotes public awareness and understanding of science e.g. public talks/lectures/discussions, visiting primary and secondary schools, conducting workshops for teachers or students up to the secondary level, participating in science fairs and festivals, making science resources and programs accessible to the general public. Outreach activities give researchers and institutions an opportunity to share research with groups of the public who would not otherwise have access to it.

**Research project** – the research work described by the applicant in their POLONEZ BIS proposal, approved and funded by the Polish National Science Centre.

**Secondment** – a mandatory project phase which lasts from 2 weeks to 1 month, during which the applicants shall carry out their professional goals described in the proposal outside of the host institution, in an organisation of their choice located in Poland or in any EU Member State or Associated Country.

**OSF** – the web-based online submission system used by the NCN and available at <https://osf.opi.org.pl/>.

## ABOUT THE NATIONAL SCIENCE CENTRE

The National Science Centre (NCN) is a Polish government executive agency funding basic research carried out at Polish research performing institutions. Basic research is defined as empirical or theoretical work seeking to expand knowledge of the fundamentals of phenomena and observable facts without any direct commercial use.

The Centre is supervised by the Minister of Education and Science; NCN daily operations and financial management are overseen by the Director, who also acts as the Centre's independent legal representative.

The main policy body of the Centre is the Council of the National Science Centre, consisting of 24 distinguished scholars from various disciplines, who define the priority areas in basic research, lay down the terms and conditions for calls for research proposals, allocate funding and announce calls for doctoral scholarships and postdoctoral fellowships. The Council also appoints the members of expert teams who evaluate research proposals.

The mission of the NCN is to boost the quality and efficiency of research in Poland and promote it on the international arena thanks to a competitive grant system. The core objectives of the Centre are to support excellent research across all disciplines and career stages, to inspire the creation of interdisciplinary research teams which are able to compete internationally, and to create new job opportunities in research.

To further these goals, the Centre has a rich offer of calls for proposals to fund projects, single research activities, scholarships and post-doc fellowships. Every researcher, regardless of their age, level of achievement, academic degree or title, or field of interest, will find a funding instrument matching their needs. The funding is awarded to the best proposals, selected in the course of a two-stage peer review. The expert reviewers evaluate both the quality of the proposed research and the applicant's achievements.

Apart from regular calls targeted at scientists at various stages of their career, the Centre's call portfolio also includes international calls launched in bi- and multilateral cooperation with foreign research-funding agencies and a number of multilateral programmes launched by international consortia, partnerships and networks such as ERA-NET.

## ABOUT POLONEZ BIS

### a) Programme overview

POLONEZ BIS, coordinated by the Polish National Science Centre under Marie Skłodowska-Curie COFUND (grant agreement no 945339) is a postdoctoral Fellowship Programme addressed to excellent experienced researchers interested in developing their professional skills within the stimulating environment of best research institutions in Poland. Open to candidates of any research background, discipline or nationality, the programme plans to recruit 120 scientists with a PhD degree or equivalent research experience, in three globally advertised calls. Selected in a transparent, merit-based evaluation process based on international peer-review, the fellows will be offered 2-year full-time employment contracts to work on projects combining basic research with an cross-sectoral secondment phase.

Fellows will be independent in designing their own career development plan and will collaborate with outstanding mentors at an academic or non-academic host institution of their choice. The programme guarantees successful fellows a full-time employment and an additional research grant for the implementation of their own projects in a research field of their choice.

The research component will be complemented by a series of relevant workshops on transferable skills, and an opportunity to engage with non-academic sector during short-term secondments.

### b) Expected results of the POLONEZ BIS fellowships

The POLONEZ BIS Calls will be implemented through curiosity-driven research projects undertaken by excellent incoming researchers of any nationality (including Polish) at Polish host institutions providing a high-quality research environment.

Expected results of the POLONEZ BIS Calls are:

- peer reviewed scientific publications with international outreach in line with the [NCN's Open Access Policy](#);
- knowledge transfer, sharing experience and best practices;
- career development of the PI;
- increased potential of the PI and host institutions to successfully apply for international funding, including ERC grants;
- increased internationalisation of the research arena in Poland;
- development of the capacity of Polish research institutions to host incoming researchers.

**c) POLONEZ BIS Call 2 timeline**



**d) Thematic areas of the call**

The NCN and POLONEZ BIS follow a strict bottom-up approach and invite applicants to choose any research topic involving basic research. This also means that while researchers' choice may be driven by various regional or global agendas, like EU Smart Specialisations or UN Sustainable Development Goals, they are by no means bound by any predetermined priorities.

Applicants may submit research proposals based on individual curiosity in any research field within three research domains: Arts, Humanities and Social Sciences (HS); Life Sciences (NZ) and Physical Sciences and Engineering (ST). We particularly welcome pioneering proposals addressing new and emerging fields of research and proposals introducing unconventional, innovative approaches.

The applicants must select one panel as the main or primary discipline but may also indicate one or two additional panels if their proposal includes information, data, techniques, tools, perspectives, concepts or theories from other disciplines.

The choice of the primary NCN review panel determines the research field and the list in which the proposal will be ranked. Auxiliary review panels allow NCN to better select experts and external experts for merit-based evaluation of proposals.

Figure 1 below presents the 25 NCN panels. More detailed descriptors for each panel are available on the [NCN website](#).

Please note that the NCN does not advise on suitability of research topics and does not comment on the content of proposals.

Figure 1. NCN panels

<b>HS – Arts, Humanities and Social Sciences</b>		<b>NZ – Life Sciences</b>		<b>ST – Physical Sciences and Engineering</b>	
HS1	Fundamental questions of human existence and the nature of reality	NZ1	Molecular biology, structural biology, biotechnology	ST1	Mathematics
HS2	Culture and cultural production	NZ2	Genetics, genomics	ST2	Fundamental constituents of matter
HS3	The study of the human past	NZ3	Cellular and developmental biology	ST3	Condensed matter physics
HS4	Individuals, institutions, markets	NZ4	Biology of tissues, organs and organisms	ST4	Chemistry
HS5	Norms and governance	NZ5	Human and animal noninfectious diseases	ST5	Materials
HS6	Human nature and human society	NZ6	Human and animal immunology and infection	ST6	Computer science and informatics
		NZ7	Diagnostic tools, therapies and public health	ST7	Systems and communication engineering
		NZ8	Evolutionary and environmental biology	ST8	Production and processes engineering
		NZ9	Fundamentals of applied life sciences and biotechnology	ST9	Astronomy and space science
				ST10	Earth sciences

## ELIGIBILITY CRITERIA

Each applicant is solely responsible for determining their eligibility. Please note that the experienced researcher status and mobility requirements must be met by a specific date which is set at the call launch. Where information provided by the applicant in their proposal is found to be incorrect or applicant fails to provide suitable documentary evidence if requested, the NCN reserves the right to reject the proposal on formal grounds or withdraw the award.

### 1. Eligible applicants



[Resolution §§ 2-3 Annex 1 Part I](#)

Under the POLONEZ BIS call the applicant is a researcher who prepares and submits the POLONEZ BIS proposal and who will become the Principal Investigator (PI) if the proposal is funded. There are two major eligibility criteria:

- a) Research experience: fellowships will be open to experienced researchers, regardless of their age, gender or nationality, who hold a PhD degree or have at least 4 years of documented full-time research experience (including doctoral studies experience);
- b) Mobility requirement: applicants must move from any country to Poland for the duration of their fellowships and must not have resided, studied or been employed in Poland for more than 12 months in the 3 years immediately before the date of call launch. The following types of stays do not count towards the 12-month limit:
  - short stays, such as holidays,
  - time of compulsory national service (such as mandatory military service),
  - time spent as part of a procedure for obtaining refugee status under the Geneva Convention,
  - time spent in Poland, beginning on or after 24 February, in the case of persons defined in the Council Implementing Decision (EU) 2022/382 of 4 March 2022 establishing the existence of a mass influx of displaced persons from Ukraine within the meaning of Article 5 of Directive 2001/55/EC, and having the effect of introducing temporary protection.

#### Who may not apply:

- a) researchers who were funded as POLONEZ or POLONEZ BIS fellows in any of the previous calls;
- b) researchers who within 3 years prior to the call launch had the role of PI in a research project carried out at a Polish institution (including projects funded by the NCN);

- c) researchers who applied as PI in any other proposal submitted to the NCN in answer to a call launched simultaneously with the POLONEZ BIS call, or in a proposal for which a funding decision was issued and remains in legal force, or in any proposal under evaluation or under appeal;
- d) researchers who are the authorised representatives of the host institution.

## Is Marie eligible for POLONEZ BIS 3?



Marie moved to Poland on 20 November 2021 and she has been employed as a post-doc at the Best Research University since then.

Marie has an excellent research idea and would like to apply for POLONEZ BIS 3. The call opens on 15 September and closes on 15 December 2022.

- ✓ Marie complies with the mobility requirement – between 15 September 2019 and 14 September 2022 she spent less than 12 months in Poland.
- ✓ Marie has the required research experience – she holds a PhD. She will still have to upload a copy of her PhD diploma in the NCN Electronic Proposals Submission System (OSF).

At the stage of proposal submission, each applicant must provide supporting documents:

- a) a PhD holder – a scan of the PhD diploma and its translation into English or Polish, if the language of the original is neither English nor Polish. Provisional certificates of completion of a PhD programme will not be accepted as proof of PhD. If you cannot provide a copy of the PhD diploma, you must explain why this is impossible and provide an official document in which an institution certifies that it has granted you the PhD and you are entitled to use the PhD title. If such document is in a language different from English or Polish, provide its translation to English or Polish as well. Please note that a document which states the date of the viva voce exam is not enough – the document should clearly state that you are entitled to use the PhD title;
- b) a researcher not holding a PhD – scans of documents confirming four years of full-time equivalent research experience, e.g. a declaration signed by a representative of the institution where research has been carried out or by a dean of the institute or faculty or the applicant's academic tutor. Full-time equivalent research experience is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in Poland. Translation into English or Polish is necessary if the language of the original document is neither English nor Polish;

Persons defined in the Council Implementing Decision (EU) 2022/382 of 4 March 2022 establishing the existence of a mass influx of displaced persons from Ukraine within the meaning of Article 5 of Directive 2001/55/EC, and having the effect of introducing temporary protection, who do not have the documents mentioned in (a) or (b), may submit letters of recommendation from previous employers or professional colleagues who can vouch for the applicants' previous work, skills or academic performance and confirm the required experience.

- c) scans of supporting documents confirming applicant's residence and main activities during the three years immediately before the call launch. The supporting documents do not have to be translated, but relevant dates should be clearly indicated. Detailed instructions are given in [Annex 1. Compliance with the eligibility criteria \(residency, mobility, research career breaks\)](#).

All scans must be uploaded to the OSF electronic submission system as proposal attachments.



During the funding term, the PI:

[Resolution §§ 9-11](#)  
funding agreement § 2

- a) must reside in Poland for the entire POLONEZ BIS fellowship funding term and be available to the host institution. This obligation does not apply to documented project-related business trips, as well as holidays, time off work and other excused absences from work regulated by generally applicable laws;
- b) must not use any other sources of funding his/her arrival or stay in Poland;
- c) must not participate in any international mobility, except to implement the project research and training tasks under POLONEZ BIS;
- d) must not receive any remuneration from another employer pursuant to an employment contract, including an employer with a registered office outside of Poland;
- e) must not receive any other remuneration from funds allocated as direct costs under research projects funded in other NCN calls;
- f) must participate in at least three 2-day training courses developing research and non-research competencies, organised and financed by the NCN.

**2. Eligible host institutions**

[Resolution §§ 4-5,](#)  
[Annex 1 Part II](#)

All legal entities with a registered office in Poland are eligible as fellowship host institution, regardless of the sector they represent. This includes:

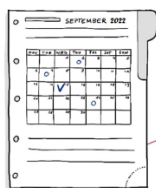
- universities and Higher Education (HE) institutions;
- federations of science and HE institutions;
- research institutes of the Polish Academy of Sciences;
- research institutes;
- international research institutes acting in the Republic of Poland
- Łukasiewicz Centre;
- institutes operating within the Łukasiewicz Research Network;
- Polish Academy of Arts and Sciences;
- other entities involved in research independently on a continuous basis;
- scientific and industrial centres;
- research centres of the Polish Academy of Sciences;
- scientific libraries;
- companies operating as R&D centres;
- legal entities with registered office in Poland;
- President of the Central Office of Measures.

A host institution shall be considered ineligible if:

- a) it granted the PI the PhD degree unless since the PhD award the PI completed a documented post-doctoral fellowship(s) outside Poland, lasting a total of at least 3 years, including at least one post-doctoral fellowship lasting an uninterrupted period of 12 months. For details see Part II of [Annex 1. Compliance with the eligibility criteria \(residency, mobility, research career breaks\)](#);
- b) it employed the PI within 3 years before the proposal submission deadline (15 December 2022);  

Applicants who arrived in Poland on or after 24 February 2022 as a result of the military aggression of Russia against Ukraine may choose their employer in Poland as POLONEZ BIS 3 host institution if their employment contracts started on or after 24 February 2022.
- c) it constitutes a group of entities;
- d) it is under receivership, in liquidation or subject to bankruptcy proceedings.

## Is the Best University eligible as Marie's Host Institution?



Marie moved to Poland on 20 November 2021 and she has been employed as a post-doc at the Best University since then.

Marie has an excellent research idea and would like to apply for POLONEZ BIS 3. The call opens on 15 September and closes on 15 December 2022.

- ⊗ The Best University cannot be Marie's POLONEZ BIS 3 Host Institution – it was employer between 15 December 2019 and 15 December 2022.

Marie is still eligible for POLONEZ BIS 3 but will have to find a different Host Institution.

During the funding term, the host institution must:



[Resolution § 8, § 13, § 15\(19\)](#)  
funding agreement § 2

- employ the Principal Investigator for the entire POLONEZ BIS fellowship funding term pursuant to a full-time employment contract, exclusively for the implementation of the project research and training tasks and in compliance with the [European Charter for Researchers and Code of Conduct for the Recruitment of Researchers](#);
- employ the mentor throughout the entire fellowship funding term, pursuant to an employment contract. The mentor's contracted working time should be sufficient to allow for adequate supervision of the project and mentoring of the PI;
- provide the fellow with free full access to facilities, infrastructure, equipment necessary to carry out the research tasks described in the proposal;
- appoint or employ an administrative officer with fluent command of English, who will help the fellow at the relocation stage and with administrative and financial issues during the fellowship. The minimum working time of the administrative assistant should be 0,25 Full Time Equivalent. One administrative assistant may support up to 4 POLONEZ BIS fellows;
- support the fellow in promoting their research outputs, open access publishing, and data management;
- provide support to researchers with special needs.

Please note that it is the responsibility of each applicant to identify a suitable host institution; the Centre cannot recommend host institutions. Researchers searching for relevant hosts are welcome to use a dedicated [POLONEZ BIS Partner Search Tool](#) to publish their expression of interest and establish cooperation. Applicants may also consult: [EURAXESS Poland website](#), [Research in Poland website](#) or [Polish Roadmap for Research Infrastructures](#).

The appropriate choice of the host institution is an important criterion in the proposal evaluation process. To help reviewers assess the supervision and hosting arrangements offered, the institution completes the Host Institution Capacity Form – the template is provided as [Annex 2](#).

### 3. Eligible mentors



[Resolution § 12-13, §15\(6b\)](#)

Applicants are free to select a mentor who is already an employed staff member of the proposed host institution at the date of the call launch. The mentor should have adequate expertise in the field selected by the applicant; however, the applicant must always remain autonomous in choosing the topic and design of their projects. Mentor should remain employed by the host institution for the entire duration of the fellowship. Mentors of funded fellows will be obliged to hold regular meetings with them, help them to critically reflect on the individual career development goals and to integrate with the local research environment. One mentor may support more than one POLONEZ BIS fellow.

It is the responsibility of each applicant to identify a suitable mentor; the Centre is not in a position

to recommend mentors.

Please note that the quality of mentor's supervision will be evaluated on the basis of his/her research and publication track as well as their previous supervision/mentoring experience described in the proposal.

#### 4. Eligible funding term



[Resolution § 7](#)

POLONEZ BIS will fund only 24-month fellowships.

Fellowships funded under POLONEZ BIS Call 3 must start on 1 September, 1 October or 1 November 2023.

Fellowships which constitute state aid for the host institution must start on 1 October or 1 November 2023.

Fellowship funding term may be extended under special circumstances, without additional funding, subject to prior approval of the NCN Director. Fellowships may be temporarily suspended during PI's pregnancy, maternity, paternity, parental leave or long-term sickness.

### FELLOWSHIP BUDGET AND ELIGIBLE COSTS



[Annex 3](#)

POLONEZ BIS fellowship awards cover the following direct costs:

- costs of salary of the principal investigator
- costs of research, including
  - a) salaries of staff assigned or recruited to the project,
  - b) costs of research equipment, devices and software,
  - c) other direct research expenses.

The salary of the PI is calculated automatically based on the monthly lump sums. The allocation for eligible direct research expenses cannot exceed €100,000 (PLN 462,340) per grant. Applicants are required to justify the requested costs with regard to the subject and scope of the research, based on real calculations and itemized expenses to be covered from the NCN resources (so-called eligible costs) in individual years of the project's implementation.

In the proposal submission system OSF the budget should be prepared in the Polish currency (PLN). The PI's salary is calculated automatically based on the selected project start date and the exchange rate of €1 = PLN 4.6234. The system uses the same exchange rate to calculate the spending limit on equipment (€2,500 = PLN 11,559). For expenses planned to be incurred abroad Applicants may use market exchange rates. All the planned expenses must be reasonable and directly related to the scope of work.

There must be no double financing of any part of the project by any other source of funds.

#### 1. Salary of the PI

The PI shall receive a full-time employment with the monthly salary composed of the following elements:

- a) €2,740 living allowance (ca. PLN 12,668 gross) – paid to all PI's
- b) €1,725 mobility allowance (ca. PLN 7,975 gross) – paid to all PI's
- c) €300 family allowance (ca. PLN 1,387 gross)  
paid only to applicants who submit a declaration with their proposal that their spouse/partner and/or child/children will relocate to Poland together with them for at least 3 months during the project funding term.
- d) €200 special needs allowance (ca. PLN 925 gross)  
paid only to applicants who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others (Article 1 of the UN Convention on the Rights of Persons with Disabilities, full text in different languages available at: [link](#)).

**The gross amounts above comprise the taxable income i.e. the actual salary plus full health and social security coverage and other statutory costs included in the remuneration.** The total salary cost in POLONEZ BIS is about three times the average salary cost in Poland in 2022.

Eligibility for family or special needs allowance will be determined at the call submission deadline and will not be revised during the fellowship.

## 2. Direct research expenses up to €100,000 (PLN 462,340)

The research budget may include the following funding categories:

- a) costs of staff assigned or recruited to the project (mentor, co-investigators, Master and PhD students);
- b) cost of equipment, devices and software which constitute host institution's fixed assets, up to €2,500 (PLN 11,559) per item;
- c) essential research supplies and consumables;
- d) costs of small equipment which does not constitute host institution's fixed assets, up to €2,500 (PLN 11,559) per item;
- e) costs of services outsourced to third parties (institutions and individuals with registered business activity);
- f) business trips i.e. travel and subsistence allowances for staff taking part in the project, including secondments, field trips, conferences and project meetings;
- g) travel and subsistence of external collaborators and consultants visiting the project;
- h) costs of publication of monographs which may be incurred once positively reviewed by the NCN;
- i) costs of actions intended to promote the fellowship and its results, such as project website, audio-visual documentation of the research tasks, etc.

## 3. Indirect costs

Eligible indirect costs of the POLONEZ BIS fellowship include:

- a) indirect costs of Open Access, up to 2% of total direct fellowship costs, to be spent exclusively on providing open access to publications and research data;
- b) other indirect costs of up to 20% of total direct costs, to be spent on costs that are related indirectly to the research project, including the cost of open access to publications and research data.

If the PI applies for the maximum available direct costs, the indirect costs will be calculated as follows:

costs of salary of the principal investigator (all allowances)	PLN 550 920
costs of research (salaries of staff + other direct costs)	PLN 462 340
<b>max. total direct costs</b>	<b>PLN 1 013 260</b>
indirect costs of Open Access (2% overhead)	PLN 20 265
other indirect costs (20% overhead)	PLN 202 652
<b>max. total gross cost on grant</b>	<b>PLN 1 236 177</b>

The indirect costs should be used to provide the PI with an appropriate working space. The indirect costs can include salaries for administrative staff providing support for the PI which are not part of staff costs (administrative assistant, financial department representatives, acquisitions responsible, PR officer, etc.). For more examples of costs which cannot be funded directly, but can be paid by the host institution from the indirect costs, see [the list on page 2 of Annex 3](#).

## 4. Excluded costs

The following costs will not be considered eligible, either as direct or as indirect costs:

- a) provisions for future liabilities, debt interest and other debt servicing expenses, interest and other amounts due on account of late payments, contractual penalties, fines, penalties and expenses to cover the costs of litigation;
- b) recoverable VAT;
- c) fees for pre-publishing reviews;
- d) costs of leasing of research equipment;
- e) if the host institution applies for state aid - costs of NCN research scholarships, doctoral scholarships;
- f) cost of publication of monographs resulting from the fellowship, if they have not been positively reviewed by the NCN
- g) Article Processing Charges in hybrid journals, as defined in the [Open Access Policy at the NCN](#),
- h) publishing fees (i.e. editing, translation, copies, printed drawings in colour, submission fees) in the case of Open Access publications, with the exception of Article Processing Charges in compliance with routes 1 and 3 described in the Open Access Policy.

## 5. Budgetary flexibility

Applicants should note that budgetary flexibility is given during the funding term in order to allow for appropriate project management. Reallocation of funds among the cost categories which does not exceed 15% of the total eligible costs or PLN 100,000 does not require prior approval of the NCN.

For reallocation above this limit, an amendment to the fellowship agreement will be required before the date the modification should take place. The request must be fully substantiated and justified.

The 15% rule is NOT applicable to indirect costs and the full-time salary of the PI, which cannot be reallocated.

## 6. State aid

If the applicant chooses an enterprise as his/her host institution, the funding of the POLONEZ BIS fellowship by the National Science Centre may constitute State aid for the host institution. State aid will be granted under conditions regulated by the Regulation of the Minister of Science and Higher Education of 9 September 2015 on the terms and mode for granting State aid via the National Science Centre (Journal of Laws of 2015, item 1381 as amended). The Regulation is in accordance with the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty. Detailed information can be found on NCN website in the [State aid section](#).

## APPLICATION PROCESS AND REQUIREMENTS

Proposals are submitted jointly by the applicants and their selected host institution via a web-based online proposal submission system OSF <https://osf.opi.org.pl/>. To submit a proposal the applicant must be registered as a user of the system and follow the instructions given in the OSF system.

All the necessary templates for the POLONEZ BIS 3 Call will be published together with the call announcement on 15 September 2022 at this address: [link](#).

The online proposal submission system is available at <https://osf.opi.org.pl/>.

**The submission deadline for POLONEZ BIS 3 proposals is 15 December 2022, at 4:00 p.m. Polish time. Please keep in mind that it is not possible to make any changes in the proposal once it is submitted.**

Both the applicant and the mentor involved in a POLONEZ BIS fellowship will be required to complete their respective parts of the proposal through the OSF. Some supporting documents have to be prepared outside of the OSF and uploaded as PDF files – see the checklist on page [14](#).

The language of the proposal is English. Some fields may also require a parallel Polish version (project title, keywords, names of the research tasks) – applicants are advised to contact the host institutions for help or use Google translate. The proposals are evaluated by international experts and inconsistencies in translation into Polish will not be taken into account.

Please note that some of these documents must be signed by an authorised representative of the host institution before the proposal is submitted. Contact the project office at your host institution to make sure what the procedure is for signing proposals – some institutions require applicants to submit the documents for internal review two weeks in advance.

**Important:** The overall responsibility for the proposal preparation, for the timely completion of all steps of the application process, and for compliance with the POLONEZ BIS terms and conditions if an award is made, lies with the applicant/PI.

The NCN provides general guidance on certain aspects of POLONEZ BIS proposal in this document. If applicants need advice as they shape their proposal, they should liaise with their proposed mentors and with the Research/Project Office of their proposed host organisation.

## PROPOSAL CHECKLISTS

### Before you apply

1. **Determine your eligibility.** Read the POLONEZ BIS terms and conditions and the Guide for Applicants. Make sure you have the supporting documents necessary to demonstrate your eligibility. If you cannot find an answer to a specific question, send an e-mail to the POLONEZ BIS Coordination Team at [polonez@ncn.gov.pl](mailto:polonez@ncn.gov.pl).

2. **Identify a suitable fellowship topic** (see [Thematic areas of the call](#) above).
3. **Select a host institution** which would provide the most appropriate environment for the research project you intend to propose and for your own professional development. Register in the POLONEZ BIS Partner Search Tool, browse through the published institutional offers or consult [EURAXESS Poland website](#), [Research in Poland website](#) or [Polish Roadmap for Research Infrastructures](#). You may choose an institution which is not listed on any of these pages as long as it is eligible according to the list on page 9.
4. **Confirm support from a host institution in Poland and your proposed mentor.** Do not add a host institution or mentor to your proposal if you did not discuss your fellowship proposal with him/her and if s/he did not explicitly agree to support your application.
5. **Contact the Project Office** of the selected host institution to find out:
  - what internal procedures may affect the proposal and project performance (costs planned in the project, procedure for acquiring signature(s) of authorised representative(s) of the institution to confirm submission of the proposal),
  - if the host institution will be applying for state aid.
6. **Start working on the proposal** – draft the short and detailed project descriptions, and the Career Development Plan. Consult the Evaluation criteria in [Annex 4](#). Guidance on selected sections of the proposal is given [below](#).
7. **Stay in touch with the host institution** – work together with the mentor on Host Institution Capacity Form
8. **Register in OSF proposal submission tool and start completing the online form.** Follow the instructions and comments in the system. Technical instructions for each section of the proposal are available here.
9. **Make sure that all the required PDF documents are ready and signed.** Check [§ 15 of the Resolution](#) and the table below to see what you need.

Section	Online form	PDF	Signature required?
1. Project title	✓		
2. Abstract	✓		
3. Abstract for the general public ( <i>1 page</i> )		✓	no
4. Short description ( <i>up to 5 pages</i> )		✓	no
5. Detailed description ( <i>up to 15 pages</i> )		✓	no
6. Research tasks	✓		
7. Host Institution Capacity Form ( <i>up to 5 pages</i> ) – <a href="#">Annex 2</a>		✓	signed by an authorised representative of the host
8. Additional information from host institutions that do not receive any institutional core funding for research		✓	signed by an authorised representative of the host
9. Additional information from host institutions that apply for state aid		✓	signed by an authorised representative of the host
10. Information on the PI, including academic research track and publications	✓		
11. Copy of PI's diploma or documents confirming that the PI has at least 4 years of full-time research experience		✓	depends on the document

Section	Online form	PDF	Signature required?
12. PI's compliance with the eligibility criteria - <a href="#">Annex 1</a>		✓	no
13. PI's Career Development Plan - <a href="#">Annex 5</a>		✓	no
14. Information on the Mentor, including academic research track and publications	✓		
15. Mentor's declaration to be downloaded from OSF		✓	signed by the mentor
16. Required qualifications and scope of work of the members of the research team	✓		
17. Budget	✓		
18. Ethics Issues	✓		
19. Data Management Plan	✓		
20. Administrative declarations by the principal investigator	✓		
21. Administrative declarations by the host institution	✓		
22. Proposal submission confirmation 1 (generated by OSF when the proposal is complete)		✓	signed by the PI
23. Proposal submission confirmation 2 (generated by OSF when the proposal is complete)		✓	signed by an authorised representative of the host

10. **Submit the proposal well ahead of the deadline.** To submit the proposal you will need to generate proposal submission confirmations (## 22 and 23 on the list above) and have them signed by the authorised representative of the host institution. To generate these documents you need to complete all the sections of the proposal and lock it online so that it can no longer be edited. The only documents you can still work on and upload after the proposal is locked are ## 4, 5, and 7 – the project descriptions and the Host Institution Capacity Form. Allow a week for the documents to be signed by the host institution representatives.
- Please note that the servers may get very busy before 4 p.m. on 15 December, and it may take longer than usual to upload the signed confirmations.

## PROPOSAL EVALUATION PROCESS

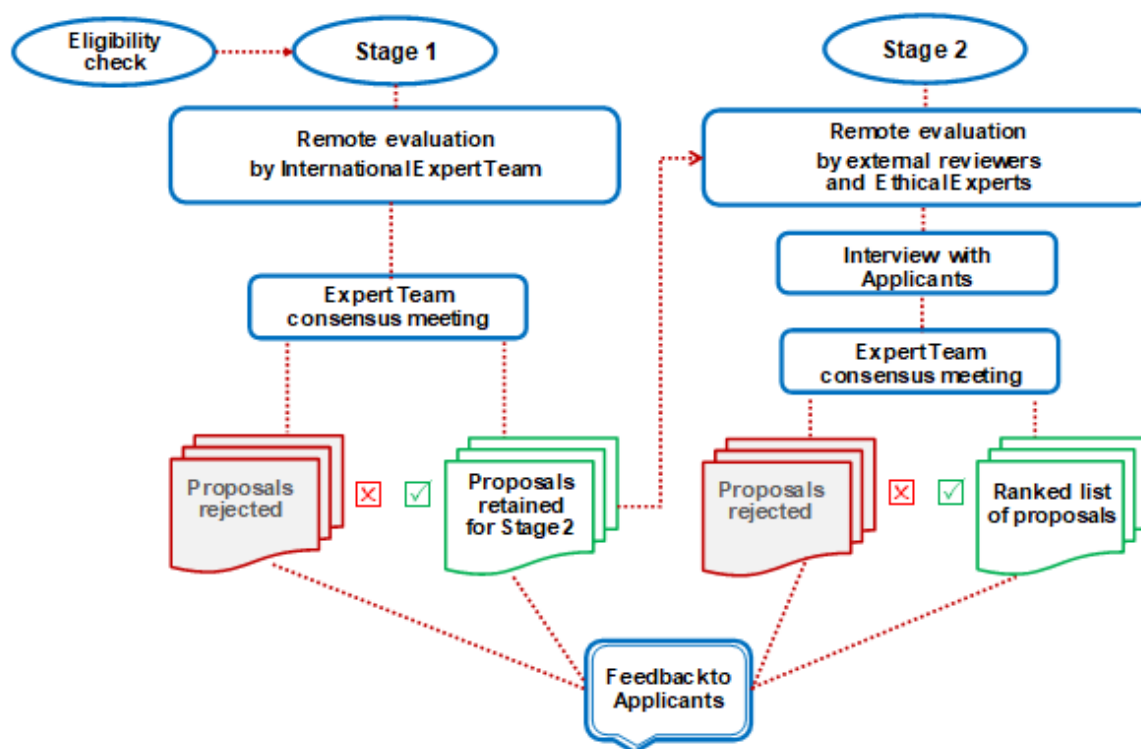
### 1. Evaluation stages



[Resolution § 25](#)

To guarantee a transparent, merit-based and impartial selection of the best researchers and proposals, NCN employs a two-stage peer review procedure by international experts and reviewers. After the initial eligibility check, proposal evaluation is divided into two stages.

- Stage 1 or qualification check** performed by the International Expert Team appointed by the NCN, based on the data included in the proposal, with the exception of the full project description. Each proposal is evaluated by two members of the Expert Team acting independently.
- Stage 2 or specialist evaluation** by at least two external reviewers who are not members of the Expert Team evaluating the proposal at the first stage and who carry out their evaluation based on the data included in the proposal with the exception of the short project description. Additional reviews are prepared by ethical experts if the applicants flagged any ethics issue or if the experts at stage one decided that the ethics issues have not been appropriately addressed. After the external and ethics reviews are submitted, the members of the Expert Team discuss the individual reviews and conduct interviews with the applicants.



The Centre gives feedback to applicants at the end of each evaluation stage. After the eligibility check and at the end of stage 1, the NCN Director issues decisions only to the rejected proposals. PIs whose proposals are retained for stage 2 of evaluation get an early access to the reviews - 14 days before the interview so that they may prepare for the questions from the Expert Team. When decisions to fund, not to fund, or place on the waiting list are issued at the end of stage 2, the final summary evaluation report is also shared with applicants who were retained for stage 2.

## 2. Criteria and scoring

All proposals are assessed under four evaluation criteria as detailed in [Annex 4](#). The evaluators will give each criterion a score between 0 and 5:

Score	Description
<b>5 Excellent</b>	All aspects of the criterion are successfully addressed; the proposal shows no weaknesses.
<b>4 Very good</b>	The criterion is very well addressed although certain improvements of the proposal are still possible.
<b>3 Good</b>	The criterion is well addressed although some improvements of the proposal would be necessary.
<b>2 Fair</b>	The criterion is broadly addressed, but the proposal demonstrates significant weaknesses.
<b>1 Poor</b>	The criterion is addressed in an inadequate manner, or the proposal contains serious structural flaws.
<b>0 Fail</b>	The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.

The interview is not scored separately but may influence the scores already assigned to particular criteria. The overall threshold of 70 % is applied to the total weighted score.



### 3. Funding/rejection decisions

After each stage of evaluation, the Director of the National Science Centre issues decisions for proposals that have been refused funding. All decisions are sent in the form of an electronic document to the e-mail address provided by the applicant in the proposal.

After stage 2, funding decisions are issued to the applicants and the host institutions and the call results are published on the NCN's website. The call results, together with summary evaluation reports, will also be available to applicants in their individual accounts in the OSF proposal submission system. The funding decisions in POLONEZ BIS 3 will be issued in June 2023.

Please note that the NCN employees cannot discuss the results of the call over the telephone or discuss the outcome of individual proposals via email or post.

### 4. Appeal and Redress Procedure



[Resolution § 40-42](#)

Applicants who wish to [appeal the final results](#) may send their complaints directly to the NCN's headquarters, within 14 days from the date of receiving the decision of the NCN Director. The received appeals are proceeded by the Appeal Committee of the NCN Council. The decision of the Council Appeal Committee may be further appealed at the administrative court.

Please note that comments and scores given by experts and external reviewers will not be subject to appeals. Grounds for appeals include conflicts of interest and errors in administrative procedure. Appeal procedures do not stop or hinder the subsequent evaluation stages of other proposals in the given call.

## CONTRACTING OF PROJECTS

With regard to each funded proposal, a trilateral funding agreement between the NCN, the PI and the host institution will be concluded for the funding term. The funding agreement will set out the terms and conditions of fellowship performance, as well as the roles and responsibilities of the parties.

The template of the funding agreement will be published together with the call announcement on 15 September 2022 at this address: [\(link\)](#).

The indicative time for the start of POLONEZ BIS 3 fellowships funded in this call is: 1 September, 1 October 2023 or 1 November 2023.

## GUIDANCE ON SELECTED SECTIONS OF THE PROPOSAL

Detailed instructions on submitting POLONEZ BIS 3 proposals via the OSF online submission system will be published as a separate document in the call announcement on 15 September 2022 [\(link\)](#).

### 1. Proposal abstract and abstract for the general public

Applicants will be required to provide an abstract of their fellowship proposal and an abstract for the general public. It is important to note differences between the two abstracts, in particular that the former is to cover all key aspects of the proposal in order to allow the experts requested to review the project to assess their competencies to perform the review. The latter should be written in non-technical language for non-expert audiences and should include the project objectives, description of research, reasons for attempting a particular research topic and substantial results expected.

Should the project qualify for funding, the abstract for the general public will be published on the National Science Centre's website alongside the information on the call's results.

### 2. Short and full description of the project

Applicants will be required to provide two descriptions of the project. Both descriptions should cover the same 5 sections:

- scientific goal of the project (description of the problem to be solved, research questions and hypotheses)
- significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline);
- concept and work plan (general work plan, specific research goals, results of preliminary research,

- risk analysis);
- research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);
- project literature (a reference list for publications included in the project description, with full bibliographic data).

The short description of the project (up to 5 pages) is evaluated by the experts at the first stage of evaluation. These experts have no access to the full project description.

The full description of the project (up to 15 pages) is evaluated by external reviewers at the second stage of evaluation. The external reviewers have no access to the short description of the project.

### 3. Sex/gender dimension in the project description

While in some research projects biological sex and/or gender may not be relevant in terms of the research content, it is well established that where relevant, not integrating sex and gender analysis into the design, implementation, evaluation and dissemination of the research can lead to poor results and missed opportunities. That is why the applicants should consider whether the methodology of their project ensures that (possible) gender differences will be investigated. Applicants are encouraged to use [https://www.yellowwindow.com/genderinresearch/downloads/YW2009\\_GenderToolkit\\_Module1.pdf](https://www.yellowwindow.com/genderinresearch/downloads/YW2009_GenderToolkit_Module1.pdf) for further guidance.

### 4. Research tasks

This section contains the scientific work plan of the POLONEZ BIS fellowship and should only list research tasks. Purchase of research equipment, participation in conferences and other dissemination activities, etc. should not be included.

POLONEZ BIS does not require applicants to include deliverables, milestones or a Gantt chart but if they are included, they will be binding if the fellowship is funded.

### 5. Career development plan and secondments

A career development plan (CDP – see [Annex 5](#)) is a key component of a POLONEZ BIS fellowship proposal. It is composed of a number of sections to help applicants to self-assess their strengths and any areas for development. It will also facilitate mapping areas for development and gaps in their skills to planned career development activities for the duration of the project.

The CDP will be visible to international experts and reviewers but not all of its sections will be evaluated.

The CDP is composed of the following sections:

- 1) Previous experience – positions held in the most recent project and training courses attended/completed in the previous year, project management and intersectoral experience (to set background for training goals, not evaluated).
- 2) Self-assessment of skills, knowledge and behaviours (competencies) in a number of areas. While the self-assessment is necessarily subjective, applicants should score themselves as objectively as possible. It might be helpful to get feedback from colleagues or your supervisor/manager but this is not a requirement. A realistic, accurate picture of your current competencies will enable the CDP and subsequent development to be as beneficial as possible. This part of the CDP is based on [The Vitae Researcher Development Framework](#), which applicants may find useful when preparing their CDPs (to set background for training goals, not evaluated).

When self-assessing your skills, knowledge and behaviour, please refer to the descriptors shown on the following pages.

Area	Description
<b>Knowledge and intellectual abilities</b>	
Research methods and technical skills in PI's field – theoretical knowledge	I appreciate the benefit of using a range of methods for data collection and analysis; I can assess and demonstrate the usefulness and validity of data in the context of a specific problem.
Research methods and technical skills in PI's field – practical application	I apply a range of appropriate methods and techniques such as experimental design with confidence and evaluate research processes, using statistics where appropriate.
Managing data and resources	I am aware of the creation, organisation, validation, sharing, storing and curation of information/data and the associated risks. I understand legal, ethical and security requirements involved in information/data management. I understand the value and use of open access of research.
Statistical analysis	I develop academic literacy abilities within wider contexts, and capabilities in IT and digital technology, as appropriate. I present complex ideas with clarity and understand analytical or statistical procedures.
Interpretation of data	I have well developed analytical abilities with knowledge of a range of methods. I develop the analytical understanding of less experienced colleagues.
Creativity/innovative thinking	I exercise critical judgement and thinking to create new and/or imaginative ways of understanding. I develop new ways of working on a topic and can identify which ideas are likely to be successful.
<b>Personal effectiveness</b>	
Networking skills	I maintain co-operative networks and working relationships in the research community, using these for advice, critical appraisal and opportunities. I am a respected member of learned societies and public bodies.
Continuing professional development	I have a realistic view of my career potential and adapt my development plans appropriately. I reflect on skills and create opportunities to develop further. I demonstrate, with evidence, initiative and competence in a wide range of contexts.
Work–life balance	I maintain an acceptable work-life balance and manage pressure effectively. I notice and help manage the pressure on colleagues and less experienced researchers.
Stress management	I demonstrate self-discipline, motivation and thoroughness. I persevere in the face of obstacles and set-backs with peer, supervisor or leader support. I am resilient and deal effectively with the routine aspects of research.
Time management	I have effective time management tools, advise others and act as role model. I can manage projects to time and balance constraints.
<b>Research governance</b>	
Responsible conduct in animal and human research	I set expectations and ensure relevant and appropriate ethical principles are followed. I educate and advise colleagues.

Area	Description
Understanding IPR (research contracts & licensing agreements)	I understand the role of intellectual property rights in research, and in licensing agreements and can advise peers on these. I understand the value of open access of research outputs. I manage the deposit of research outputs.
Structuring/managing operational plans and R&D execution plans	I ensure research contributes to the discipline/research area, to my institution and to wider aims of all stakeholders, the public and the business sector.
Planning and organising projects	I understand project management cycles and tools and can manage project issues using a range of project management techniques to keep projects on track
Writing grant proposals	I have a broad awareness and of key relevant funding sources and grant application procedures. I apply for small grants/fellowships successfully. I am rigorous in argument construction and produce convincing arguments to defend research theses and as appropriate for other purposes.
Developing/managing budgets	I effectively use required financial management systems for audit tracking and budgetary planning. I understand institutional and national financial systems for supporting research. I manage budgets and advise others on them.
<b>Engagement, influence and impact</b>	
Working with others/teamwork	I participate in teamwork at all levels impartially. I am sensitive to intentions, needs and positions of team members. I recognise the strengths of team members and can work effectively to meet team goals.
Training, mentoring, supervising individuals	I provide support and advice to others and take on co-supervision role. I welcome feedback on my supervisory skills. I mentor others and help them see opportunities and develop confidence.
Negotiating skills	I can persuade others and communicate research effectively to diverse audiences to contribute to the development of my discipline/research area.
Communicating research to scientists	I can persuade others, asking timely and appropriate questions and making complex ideas accessible. I communicate research effectively to a diverse audience. I actively engage in inter-disciplinary knowledge exchange.
Navigating the peer review process	I understand how research is evaluated and published. I produce publishable material of high standard. I am aware of my skills and able to defend ideas in the face of reasonable challenge both from colleagues and others.
Demonstrating and teaching skills	I develop my repertoire of teaching styles and techniques and contribute to teaching programmes and curriculum development. I educate and guide less experienced researchers.
Communicating research to nonscientists, incl. media	I promote public understanding of my research area and actively seek opportunities for public engagement. I facilitate engagement, lead on local opportunities and am involved with national programmes.
Researching & evaluating business opportunities	I demonstrate commitment to take forward enterprising ideas. I appreciate the significance of the research-enterprise relationship and am aware commercialisation, entrepreneurship and social enterprise. I recognise potential for new products and applications of research.

- 3) Transfer of knowledge from the applicant to the host or secondment institution. (evaluated)
- 4) Development plan – short term goals to be achieved during the POLONEZ BIS fellowship. (evaluated)
- 5) Secondment preferences or plans. Each project must include a secondment phase outside the host

institution, lasting from 2 weeks up to 1 month and involving exchange of knowledge. The secondment phase may be carried out in Poland or in any EU Member State or Associated Country, within a single period of time or as a number of visits, at least one of which must be 14 days long. The fellow's previous employers are excluded as secondment institutions. The applicants do not have to specify the secondment institution in the proposal. They must, however, describe their needs and expectations for cross-sectoral exposure. (evaluated)

The intersectoral secondment institution shall be chosen subject to the following terms and conditions:

- a) the first type of eligible secondment institutions includes public or private higher education institutions awarding academic degrees and public non-profit research organisations for whom one of the main objectives is to pursue research or technological development,
- b) the second type of eligible secondment institutions covers all other entities, which can employ researchers, e.g. enterprises, hospitals, government institutions, cultural institutions, non-governmental organisations such as foundations, associations or other legal entities,
- c) applicants who carry out their research projects in an institution listed in point (a) must complete their intersectoral secondment in an institution listed in point (b), whereas those who carry out their research projects in an institution listed in point (b) must complete their secondment in an institution referred to in point (a),
- d) an intersectoral secondment must not be completed in an institution that has previously employed the applicant.

Applicants do not have to select the secondment institution at the proposal stage. However, they have to demonstrate that they have a general idea of what kind of institution they would like to visit and what goals they are planning to achieve during the secondment phase.

Please note that the costs of secondments are eligible direct costs of the project and you should budget them in the project proposal under business trips.

- 6) Long-term career development goals (expected long-term impact of the POLONEZ BIS fellowship on the applicant's career in two/three years after completing the project). (evaluated)
- 7) Plans for dissemination and communication of project results. (evaluated)  
A quick guide to dissemination and communication options can be found [here](#).

At least one scientific publication presenting the project results in a peer-reviewed, international publishing venue will be required at the stage of final report. Applicants should choose the form of dissemination that is consistent with the project and feasible to accomplish within the funding period or shortly after its completion. When planning dissemination please refer to [NCN Open Access Policy](#).

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

- 8) Plans for outreach/public engagement. At least two outreach activities must be planned during the funding term. (evaluated).  
Outreach activities give researchers and institutions an opportunity to share research with groups of the public who would not otherwise have access to it. Plan for activities which promote public awareness and understanding of science e.g. public talks/lectures/discussions, visiting primary and secondary schools, conducting workshops for teachers or students up to the secondary level, participating in science fairs and festivals, making science resources and programs accessible to the general public. Activities addressed to undergraduate or graduate students or other specialized audiences **are not** outreach activities.

Please note that the CDP given in the proposal is preliminary – the funded PIs will be asked to update the CDP within 6 months of the fellowship start date.

## 6. Host Institution Capacity Form

Experts will assess the supervision and hosting arrangements offered to the applicant by the host institution. They focus on whether the applicant and the institution are well matched and whether the host institution's offer is suitable for the successful implementation of the research and career development goals stated in the proposal. The Host Institution Capacity Form allows the host to present its strengths. The form should complement but not repeat the information given by the mentor in the academic and research track record.

**Questions 1 and 2** refer to the evaluation of the host institution carried out by external organisations.

Questions 3-8 refer to the collaborating unit within the host institution where the applicant will actually work. They allow the host to present the achievements of other key persons working at the collaborating unit and to include such achievements of the mentor, which go beyond the standard information included in the mentor's academic track record.

**Questions 9-12** may refer to the specific collaborating unit or to the host institution as a whole. They cover not only research infrastructure (e.g. laboratories, equipment, databases) but also administrative infrastructure, such as project support office, technology transfer office, access to patent attorney, specialised library, offer of training for project managers in management. Existing networks with other institutions and initiatives such as regular seminars in English, invited lectures, interdepartmental or interdisciplinary meetings, study visits, events to promote science, should be mentioned in answer to question 10.

Use **optional questions 11 and 12** to showcase additional benefits or support the host institution may offer the applicant during the funding term e.g. opportunities for cross-sectoral cooperation or secondment, social benefits e.g. Welcome Centre supporting foreign researchers, flat/accommodation (free/subsidised/help in finding), discounts on language courses including the course of Polish as a foreign language, subsidised meals, crèche/kindergarten for children of employees, reimbursement of public transport tickets, discounts on tickets for cultural events, discounts on sports facilities or own sports facilities (e.g. swimming pool or gym available for employees), additional/private health insurance, psychological support, etc.

**Important:** The completed form cannot exceed 5 pages, and the final GDPR declaration must not be removed. This leaves approximately 3 pages for the host institution's presentation.

## 7. Ethical requirements

POLONEZ BIS is subject to ethical [requirements applicable under Horizon 2020](#) and applicants are required to carefully consider the ethical implications of their proposed research. They are also obliged to follow the [Code of the National Science Centre on research integrity and applying for research funding](#).

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

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

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

The detailed guidelines for completing the ethics issues section of the POLONEZ BIS proposal are published as a separate document [here](#).

## CONTACT

Please contact the POLONEZ BIS Coordination Team at the NCN with all queries concerning the fellowship programme. We will endeavour to answer your questions sent by e-mail as soon as possible, within 5 working days at the latest.

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## MEDIA

POLONEZ BIS official website	<a href="https://polonezbis.eu/">https://polonezbis.eu/</a>
POLONEZ BIS LinkedIn profile	<a href="https://www.linkedin.com/company/polonez-bis/">https://www.linkedin.com/company/polonez-bis/</a>

**Annex 0 – Resolution 70/2022**

Council  
of the National Science Centre  
KR.0003.70.2022

**RESOLUTION No. 70/2022****OF THE COUNCIL OF THE NATIONAL SCIENCE CENTRE**

of 7 June 2022

**on the terms and regulations for awarding funding to incoming researchers  
for research projects funded by the National Science Centre under POLONEZ BIS 3**

Pursuant to Article 18 (4) of the Act on the National Science Centre of 30 April 2010 (uniform text in Journal of Laws of 2019, item 1384) and pursuant to the Grant Agreement No 945339 concluded with the Research Executive Agency (REA) on 14 May 2020, the Council of the National Science Centre hereby lays down **the terms and regulations for awarding funding to incoming researchers for research projects funded by the National Science Centre under POLONEZ BIS 3**. The purpose of the call is to help researchers develop their professional careers by supporting their international mobility and to fund ambitious research projects at the best Polish research institutions. The call has received funding from the Horizon 2020 programme under the Marie Skłodowska-Curie COFUND.

**Chapter I  
General Provisions**

§ 1. Whenever this Resolution refers to:

- 1) NCN, it shall mean the National Science Centre;
- 2) NCN Act, it shall mean the Act on the National Science Centre of 30 April 2010 (uniform text in Journal of Laws of 2019, item 1384);
- 3) Director, it shall mean the Director of the National Science Centre;
- 4) Council, it shall mean the Council of the National Science Centre;
- 5) call text, it shall mean all documents approved by the NCN and laying down the terms and conditions of the POLONEZ BIS 3 call;
- 6) disciplines or groups of disciplines, it shall mean NCN panels determined by the NCN Council, covering research in three scientific areas: Arts, Humanities and Social Sciences (HS), Physical Sciences and Engineering (ST) and Life Sciences (NZ), within which calls for proposals are launched and held;
- 7) auxiliary review panels, it shall mean review panels specifying disciplines covered by a specific NCN review panel;
- 8) ranking list, it shall mean the document drawn up by the Expert Team and including all proposals evaluated at a given stage of merit-based evaluation, ranked according to the scores awarded;
- 9) projects, it shall mean research projects within the meaning of Article 2 (2) of the NCN Act, funded under NCN calls;
- 10) OSF, it shall mean an electronic proposal submission system (*Funding Stream Support System*);
- 11) host institution, it shall mean a participating entity, i.e. the institution specified



- in the proposal as the location of a POLONEZ BIS 3 project;
- 12) mentor, it shall mean an employee of the host institution who supervises the implementation of the project and acts as mentor to the principal investigator;
  - 13) intersectoral secondment, it shall mean a mandatory project phase which lasts from 2 weeks to 1 month, during which the applicants shall carry out their professional goals described in the proposal outside of the host institution, in an organisation of their choice located in Poland or in any EU Member State or Associated Country. An intersectoral secondment outside the host institution's location shall be deemed a business trip. The intersectoral secondment institution shall be chosen subject to the following terms and conditions:
    - a) the first type of eligible secondment institutions includes public or private higher education institutions awarding academic degrees and public non-profit research organisations for whom one of the main objectives is to pursue research or technological development,
    - b) the second type of eligible secondment institutions covers all other entities, which can employ researchers, e.g. enterprises, hospitals, government institutions, cultural institutions, non-governmental organisations such as foundations, associations or other legal entities,
    - c) applicants who carry out their research projects in an institution listed in point (a) must complete their intersectoral secondment in an institution listed in point (b), whereas those who carry out their research projects in an institution listed in point (b) must complete their secondment in an institution referred to in point (a),
    - d) an intersectoral secondment must not be completed in an institution that has previously employed the applicant;
  - 14) applicant, it shall mean a natural person submitting a proposal under POLONEZ BIS 3 and named as principal investigator in the proposal;
  - 15) refugee procedure, it shall mean time spent as part of a procedure for obtaining international protection (under the 1951 Geneva Convention and the 1967 Protocol), from the submission of the application in this regard until the date of the final decision granting the refugee status or other form of subsidiary protection. This period shall also include periods of appeal with the Refugee Council or appeal against the decision with the Administrative Court;
  - 16) expert team, it shall mean the expert team selected by the Council in charge of evaluation of proposals submitted to the calls launched by the NCN or settlement of funds for research;
  - 17) mentoring, it shall mean the support granted by a well-established researcher to, e.g. a PhD student or less experienced researcher, in terms of training, professional challenges and the next steps of their research career, in the decision-making process and finding solutions to work-related problems; mentoring shall also include facilitation of contacts with the local research community.

## Chapter II

### Eligible Applicants and Host Institutions

§ 2. Subject to § 3, the POLONEZ BIS 3 call is open to incoming researchers who hold a PhD degree or have at least 4 years of full-time research experience and are planning to conduct their research projects at an institution located in Poland.

§ 3. The researchers shall be considered **ineligible** if:

- 1) they have lived, been employed<sup>1</sup> or studied<sup>2</sup> in Poland for more than 12 months in total in the 3 years immediately before the date of the call launch (15 September 2022). The 12-month period shall exclude:
  - short holidays,
  - time of mandatory military service,
  - time spent as part of a procedure for obtaining refugee status,
  - time spent in Poland, beginning on or after 24 February, in the case of persons defined in the Council Implementing Decision (EU) 2022/382 of 4 March 2022 establishing the existence of a mass influx of displaced persons from Ukraine within the meaning of Article 5 of Directive 2001/55/EC, and having the effect of introducing temporary protection;
- 2) they were funded as POLONEZ or POLONEZ BIS fellows in any of the previous calls;
- 3) within 3 years prior to the call launch, they have held the role of principal investigator<sup>3</sup> in a research project carried out at a Polish institution, including projects funded by the NCN;
- 4) they have had the role of principal investigator in any other proposal submitted to the NCN in an answer to the call launched on 15 September 2022 (including POLONEZ BIS 3) or in a proposal for which a funding decision was issued and remains in legal force or in any proposal under evaluation or under appeal;
- 5) they represent the host institution.

§ 4. The host institutions shall be considered eligible if they are specified in Article 27 (1) (1) (3)-(7a) and (1) (1) (9) of the NCN Act<sup>4</sup> and are located in Poland, subject to § 5 and § 6.

§ 5. The host institutions shall be considered **ineligible** if:

- 1) they granted the applicant the PhD degree, unless since the PhD award the applicant has completed a documented post-doctoral fellowship(s) outside Poland, lasting a total of at least 3 years, including at least one fellowship lasting an uninterrupted period of 12 months;
- 2) they employed<sup>1</sup> the applicant within 3 years before the proposal submission deadline (15 December 2022);
- 3) they constitute a group of entities;
- 4) they are under receivership, in liquidation or subject to bankruptcy proceedings.

The period referred to in 5 (2) above shall exclude the period of employment of the applicant in the host institution beginning on or after 24 February 2022, if the applicant arrived in Poland on or after 24 February 2022 as a result of the military aggression of Russia against Ukraine.

§ 6. Project funding may constitute state aid to the host institution and may be granted pursuant to the Regulation of the Minister of Science and Higher Education issued on the basis of Article 37 (2) of the NCN Act.

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<sup>1</sup> Employment in Poland shall mean employment at an institution located in Poland, pursuant to the Polish Labour Law under an employment contract, regardless of the working time.

<sup>2</sup> Studying in Poland shall mean having the status of a student of first or second-cycle degree programme or uniform Master's studies at universities in Poland or status of a participant in PhD programmes pursuant to the Act on Higher Education of 27 July 2005 or PhD student at doctoral schools pursuant to the Act on Higher Education and Science of 20 July 2018.

<sup>3</sup> Holding the role of the PI refers to the period from the date of concluding a funding agreement for a project until the day of submitting the final report on the completion of the research project.

<sup>4</sup> A host institution may include a university, federation of science and HE entity; research institute of the Polish Academy of Sciences, research institute, international research institute, Łukasiewicz Centre, institute operating within the Łukasiewicz Research Network, Polish Academy of Arts and Sciences, other entity not listed above mainly involved in research independently on a continuous basis, scientific and industrial centre, research centre of the Polish Academy of Sciences, scientific library, company operating as R&D centre within the meaning of the Act on certain forms of support for innovative activities of 30 May 2008, legal entity established with registered office in Poland, President of the Central Office of Measures, a company conducting research in another organisational form than laid down above.

### Chapter III Terms of Entry

§ 7. The following proposals may be submitted to the call:

- 1) to carry out research that neither is nor was funded by the NCN or from any other sources;
- 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 a research project planned for a period of 24 months;
- 4) for projects that start on the first day of the calendar month: 1 September, 1 October or 1 November 2023, and in the case of projects carried out in a host institution for which funding constitutes state aid: 1 October or 1 November 2023; and
- 5) which include the documents and information specified in § 15 hereof.

§ 8. The host institution must employ the applicant for the entire project funding term pursuant to a full-time employment contract, exclusively for the implementation of project tasks and participation in the project-related training courses.

§ 9. The principal investigator must reside in Poland and be available to the host institution. This obligation does not apply to documented project-related business trips, as well as holidays, time off work and other excused absences from work regulated by generally applicable laws.

§ 10. During the project funding term, the principal investigator must not use any other sources of funding their arrival to or stay in Poland<sup>5</sup>.

§ 11. During the project funding term, the principal investigator must not be involved in international mobility activities, subject to § 9<sup>6</sup>.

§ 12. The mentor must have research experience sufficient to allow for adequate supervision of the project and mentoring of the principal investigator.

§ 13. The host institution must employ<sup>1</sup> the mentor on the date of the call launch and throughout the entire project funding term, whereas the number of working hours should be sufficient to allow the mentor for adequate supervision of the project and mentoring of the principal investigator.

### Chapter IV Submission of Proposals

§ 14. Proposals together with the required annexes must be submitted electronically via the OSF electronic submission system available at <https://osf.opi.org.pl>, between **15 September and 15 December 2022 before 4 p.m. Polish local time**.

§ 15. Proposals submitted to the POLONEZ BIS 3 call must include information specified in the form available in the OSF proposal submission system; the template of which is published together with the call announcement, and must comprise:

- 1) the research project title (*in English*);
- 2) the project's abstract (*in English*);

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<sup>5</sup> For example individual fellowships under the Marie Skłodowska-Curie Programme, POLISH RETURNS Programme, Ulam Programme and other fellowships granted by the Polish National Agency for Academic Exchange (NAWA), Scholarship Programme of the Government of Poland for Young Scientists, etc.

<sup>6</sup> Including actions financed by external funds, e.g. individual fellowships under the Marie Skłodowska-Curie Programme, NAWA's Bekker Programme, ERASMUS Plus, etc.

- 3) the project's abstract for the general public (*1 page in English*);
- 4) research project descriptions:
  - a) short description (*up to 5 pages in English*),
  - b) detailed description (*up to 15 pages in English*).

Descriptions shall contain the scientific goal of the project, significance of the project, general concept and work plan, research methodology and project literature applicable to the subject of the project;

- 5) a work plan presenting the research tasks (*in English*);
- 6) information on the research team (*in English*), including:
  - a) information on the principal investigator, including:

- academic and research career,
- 1-10 most important papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over a period of 10 years prior to the proposal submission year<sup>7</sup>, with 1-3 of them uploaded as PDF files.

For research in art, 1-10 of the most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over a period of 10 years prior to the proposal submission year<sup>7</sup>. If one or more papers are listed, 1-3 of them should be uploaded as PDF files,

- information on previous research projects or other funding awarded under NCN calls in the proposal submission year or within 10 years prior to the proposal submission year<sup>7</sup>, in which the applicant acted as the principal investigator;
- information on previous research projects funded under other national or international calls<sup>8</sup> in the proposal submission year or within 10 years prior to the proposal submission year<sup>7</sup>, in which the applicant acted as the principal investigator (*up to 5 projects*),
- description of the most important research achievement,
- research experience gained in Poland or abroad,
- the most important national or international distinctions for research and/or other activity in research and/or art,

- b) information on the mentor, including:

- their academic and research track record,
- 1 to 10 of the most important papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over a period of 10 years prior to the proposal submission year<sup>9</sup>.

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<sup>7</sup> The 10-year period can be extended by continuous long-term documented career breaks (over 90 days) related to: 1) sickness benefits or physiotherapy benefits on account of being unfit for work, 2) mandatory military service, 3) employment outside the academic sector, 4) time spent as part of a procedure for obtaining refugee status, 5) stay in Poland, beginning on or after 24 February 2022, in the case of persons defined in the Council Implementing Decision (EU) 2022/382 of 4 March 2022 establishing the existence of a mass influx of displaced persons from Ukraine within the meaning of Article 5 of Directive 2001/55/EC, and having the effect of introducing temporary protection. Overlapping career break periods caused by coexisting reasons may be included in the extension period only once. The 10-year period may be additionally extended by the number of months of 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 option is more advantageous.

<sup>8</sup> Acting as a principal investigator also means managing/coordinating the work of a research group in international research projects or programmes.

<sup>9</sup> The 10-year period can be extended by long-term (over 90 days) documented sickness benefits or physiotherapy benefits on account of being unfit for work. The 10-year period may be additionally extended by the number of months of 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 option is more advantageous.

- For research in art, 1 to 10 most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over a period of 10 years prior to the proposal submission year<sup>9</sup>,
  - information on previous research projects or other funding awarded under NCN calls in the proposal submission year or within 10 years prior to the proposal submission year<sup>9</sup>, in which the mentor acted as the principal investigator,
  - information on previous research projects funded under other national or international calls<sup>8</sup>, in the proposal submission year or within 10 years prior to the proposal submission year<sup>9</sup>, in which the mentor acted as the principal investigator (*up to 5 projects*),
  - description of the most important research achievement,
  - research experience gained in Poland or abroad,
  - the most important national or international distinctions resulting from research and/or other activity in research and/or art,
  - experience in mentoring or supervising research;
- c) information on the required qualifications and scope of work of the members of the research team;
- 7) a copy of the principal investigator's PhD diploma or documents confirming that the principal investigator has at least 4 years of full-time research experience, the supporting documents should follow the requirements specified in the proposal. Persons defined in the Council Implementing Decision (EU) 2022/382 of 4 March 2022 establishing the existence of a mass influx of displaced persons from Ukraine within the meaning of Article 5 of Directive 2001/55/EC, and having the effect of introducing temporary protection, who do not have the above mentioned documents, may submit letters of recommendation to confirm the required experience;
  - 8) documents confirming the principal investigator's compliance with the eligibility criteria laid down in the call text, drafted pursuant to **Annex 1** hereto;
  - 9) a Preliminary Career Development Plan drafted pursuant to the template given in the proposal (*in English*);
  - 10) Host Institution Capacity Form drafted pursuant to the template given in **Annex 2** hereto (*up to 5 pages, in English*);
  - 11) research project budget drafted pursuant to the requirements specified in **Annex 3** hereto (*in English*);
  - 12) in the case of research projects carried out in cooperation with partners from foreign research institutions, information on international cooperation as well as a description of the benefits that may result from such cooperation (*in English*);
  - 13) information on the Data Management Plan concerning data generated or used in the course of the research project, as required by the proposal (*in English*);
  - 14) information on the ethical aspects of the project, including any consents, opinions, permits and/or approvals necessary to carry out the project pursuant to generally applicable laws and best practices adopted for a specific academic discipline, as required by the proposal (*in English*);
  - 15) in the case of research projects which include clinical trials with a medicinal product or a medical device, a detailed justification of the non-commercial nature of the trials (*in English*);
  - 16) in the case of research projects covering research being performed or completed

by the principal investigator, or with respect to which the principal investigator applies for funding under other NCN calls or from other sources, description of similar research tasks with reasons justifying the need to have them funded under the project (*in English*);

- 17) in the case of research projects to be carried out in host institutions that do not receive any institutional core funding for research, information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other infrastructure crucial to research (*in English*);
- 18) administrative declarations by the principal investigator, as required by the proposal;
- 19) administrative declarations by the host institution, as required by the proposal, including the host institution's obligation to:
  - a) employ the principal investigator for the entire project funding term pursuant to a full-time employment contract, exclusively for the implementation of project tasks and participation in the project-related training course, pursuant to the requirements specified in **Annex 3** hereto,
  - b) provide the principal investigator with the conditions necessary to carry out their research, including a laboratory/office space and research equipment necessary to complete the research,
  - c) provide administrative and financial support, including support related to the principal investigator's arrival and stay in Poland as well as employ (for at least 0.25 full time equivalent) an administrative officer to ensure administrative and financial project coordination,
  - d) support the principal investigator with regard to the required consents, opinions, permits and/or approvals if formal confirmation of compliance with the ethical standards is required before the start of the research task for which they are necessary,
  - e) allow the principal investigator to carry out an intersectoral secondment at the time and place of their choice;
- 20) the mentor's declaration that they have read the project description and agree to supervise the project and mentor the principal investigator;
- 21) in the case of entities for which project funding will constitute state aid, a detailed breakdown of costs as well as other documents and declarations related to the request to receive state aid via the NCN, as required by the proposal (*in Polish*).

§ 16. Only complete proposals that meet all the requirements set forth in the call text shall be considered eligible under the call.

## Chapter V Evaluation of Proposals

§ 17. Proposals submitted to the call are subject to an eligibility check and merit-based evaluation.

§ 18. The eligibility check shall be performed by the Coordinators.

§ 19. The eligibility check of proposals shall comprise:

- 1) verification of the proposal's completeness;
- 2) verification of whether the proposal meets all the eligibility criteria set forth in the call text;
- 3) verification of whether the expenditures outlined in the proposal conform to the requirements stated in Annex 3 hereto: "Costs in research projects funded

by the National Science Centre under the POLONEZ BIS 3”;

- 4) in the case of host institutions outside of the public finance sector or institutions that do not receive any institutional core funding for research, an analysis of their legal, organisational and financial situation necessary to assess whether they can provide a sufficient warranty of proper implementation of the project; the analysis may, in particular, cover the period in which the host institution has carried out research on a continuous basis, examination of its assets, including availability of the appropriate research, administrative and office infrastructure and examination of the statutory documents that constitute the basis for the host institution’s business.

§ 20. In the event of any doubt regarding the eligibility check referred to in § 19, a Coordinator may request that the NCN Director seek an external reviewer’s opinion.

§ 21. Whenever any doubts arise during the analysis referred to in § 19(4) as to whether the host institution can provide a sufficient warranty of proper implementation of the project, the proposal may be conditionally referred to merit-based evaluation, in which case the Director shall request the host institution to provide additional explanations concerning their legal and organisational and financial situation or provide documents to confirm the same within the deadline provided.

§ 22. Only proposals approved as eligible shall be subject to merit-based evaluation, subject to § 21.

§ 23. A proposal may also be rejected on formal grounds at a later stage of evaluation, in particular if the deadline referred to in § 21 is not adhered to or the analysis of the explanations or documents does not dispel the doubts as to whether the host institution can provide a sufficient warranty of proper implementation of the project.

§ 24. The merit-based evaluation of proposals shall be carried out by Expert Teams established for a specific group of disciplines, i.e. Arts, Humanities and Social Sciences (HS), Physical Sciences and Engineering (ST) and Life Sciences (NZ) as well as external reviewers.

§ 25. Evaluation of proposals under POLONEZ BIS 3 shall be carried out in two stages:

1) **Stage I:**

- individual reviews are drafted by two members of the Expert Team. In the case of a proposal which is assigned to an auxiliary NCN Review Panel specifying disciplines covered by NCN review panels other than the one to which the proposal was submitted, the chair of the Expert Team may decide to seek a second opinion from a member of another Expert Team;
- consensus is reached by the Expert Team on the final score assigned to each proposal, taking into account the individual reviews;
- the list of proposals recommended for the second stage of evaluation is agreed upon;
- final justifications are drafted for proposals not retained for the second evaluation stage.

During stage I, the evaluation is based on the data provided in the proposal and annexes thereto, with the exception of the detailed project description.

2) **Stage II:**

- individual reviews are made by at least two external reviewers based on the data provided in the proposal and annexes thereto, with the exception of the short project description;
- individual reviews of the ethics issues are drafted by at least two ethical experts for all proposals in which the applicant flagged at least one issue in the Ethics Issues section and for proposals in which, in the opinion of the Expert Team in stage I, ethics issues in research have not been appropriately addressed;

- an interview is conducted with the principal investigator by members of the Expert Team. The principal investigator may read the reviewers' opinions 14 days in advance of the interview date;
- consensus is reached by the Expert Team on the final score assigned to each proposal, taking into account the individual external reviews, reviews of the ethics issues and the results of the interview;
- the ranking list of proposals recommended for funding is agreed upon;
- final justifications are drafted for all proposals evaluated in stage II.

§ 26. In the evaluation of proposals, the following criteria shall be reviewed in particular:

- 1) compliance with the criterion of basic research laid down in Article 2 (1) of the NCN Act;
- 2) quality of research and innovative nature of research or tasks to be carried out;
- 3) research achievements of the principal investigator, including publications in renowned academic press/journals;
- 4) evaluation of other projects carried out by the principal investigator and funded by the NCN or from other sources;
- 5) research achievements of the mentor, including publications in renowned academic press/journals and mentoring experience;
- 6) potential impact of the research project on the research field(s) indicated in the proposal;
- 7) potential impact of the project on the career development of the principal investigator;
- 8) dissemination of the project results;
- 9) appropriateness of the host institution selected by the principal investigator;
- 10) justification of the costs as regards the subject and scope of research; and
- 11) diligence in the preparation of the proposal and compliance with other requirements of the call text.

§ 27. The following principles shall apply to the evaluation of proposals by the Expert Team:

- 1) the project budget may not be modified;
- 2) the percentage contribution of specific criteria in the individual assessment of proposals and the nature of the assessments are specified in **Annex 4** hereto;
- 3) each proposal is allotted a score;
- 4) additional information received during an interview referred to in § 25(2) may impact the final score assigned by the experts to particular criteria making up 100% of proposal evaluation value pursuant to **Annex 4** hereto;
- 5) the decision of the Expert Team on the final score of a given proposal is based on an analysis thereof and a discussion on the legitimacy of funding the proposal against other proposals reviewed in the call;
- 6) a proposal with a “zero” score or “no” decision agreed by the Expert Team in any reviewed criterion, except for the data management criteria, is awarded “0” points and cannot be recommended for funding;
- 7) proposals deemed non-compliant with any requirements of the call text by the Expert Team are awarded “0” points and cannot be recommended for funding.

§ 28. The Expert Team may recommend for funding proposals awarded at least 70 percentage points out of the total number of 100 points, subject to § 29.

§ 29. The Expert Team recommends for funding those proposals whose aggregated cost requested



from the NCN does not exceed the funds set by the NCN Council for research projects under specific groups of disciplines.

§ 30. If any proposals on the ranking list have been awarded the same score, their position on the ranking list will depend on the degree to which they take an interdisciplinary approach to research, whereby projects with a more interdisciplinary approach shall enjoy priority. The degree to which proposals are interdisciplinary shall be evaluated by the Expert Team.

§ 31. The Expert Team may conditionally recommend for funding one proposal, which only partly falls within the amount of funds available within specific groups of disciplines.

§ 32. The funding decision with regard to proposals referred to in § 31 shall be taken by the NCN Director, after considering the percent ratio of oversubscription of the POLONEZ BIS 3 budget in the specific groups of disciplines.

§ 33. Proposals that meet the criteria referred to in §28 but fall outside the limit of resources allocated by the Council for research projects within specific groups of disciplines may be conditionally recommended for funding from a waiting list.

§ 34. The NCN Director may recommend for funding proposals referred to in § 33, if the principal investigators decide not to sign the funding agreement for the research projects referred to in § 28 and § 31. Proposals conditionally recommended for funding shall be funded according to their order on the waiting list. § 30 shall also apply to proposals conditionally recommended for funding.

§ 35. The value of a proposal recommended for funding from the waiting list may exceed the value of the proposal whose principal investigator did not sign the funding agreement, in so far as the total allocation for the POLONEZ BIS 3 call is not exceeded.

## **Chapter VI**

### **Selection of expert team Members**

§ 36. Pursuant to Article 18 (7) of the NCN Act, the Council shall select members of the Expert Team responsible for evaluating proposals submitted to POLONEZ BIS 3. In the selection process, the Council shall follow the following principles:

- 1) candidates shall be selected from among outstanding Polish and foreign researchers, holding a minimum of a PhD degree, including former principal investigators of NCN calls, considering their research achievements and experience in assessment of research projects in Poland and abroad and experience in performance of research projects funded under calls in Poland and abroad;
- 2) an important element of the assessment covers information available from bibliometric sources for tracking researchers' achievements, subject to the specific nature of respective research domains and information from available lists of recipients of funds granted in the calls for research projects conducted in Poland and abroad.

§ 37. The detailed criteria and procedure for selecting the Expert Teams shall be set forth by the Council in the following document: "Expert teams of the National Science Centre – Establishing and Appointing".

## **Chapter VII**

### **Funding Decision**

§ 38. The call shall be concluded and the results shall be published within 6 months of the proposal submission deadline.

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

§ 40. In the event of a breach of the call procedure or other formal infringements related to actions performed by the NCN, the applicant may lodge an appeal against the decision of the NCN Director

with the Committee of Appeals of the NCN Council within 14 days of the date the decision is served.

§ 41. The Committee of Appeals of the NCN Council shall decide on the appeal within 3 months of the date on which the appeal was lodged.

§ 42. If the NCN Director's decision to reject funding is cancelled by the Committee of Appeals of the NCN Council and the proposal is forwarded for reassessment, the following principles shall apply:

- 1) this Resolution shall apply to proposal reassessments which must be completed within 5 months of the date the decision by the Committee of Appeals of the NCN Council to cancel the NCN Director's decision becomes final;
- 2) the assessment of a proposal may not be made by the experts and Coordinators who were involved in the previous assessment that ended with a decision of the NCN Director which was subsequently cancelled by the Committee of Appeals of the NCN Council;
- 3) as a result of reassessment, the Expert Team shall issue an opinion on the legitimacy of funding the proposal assessed, subject to the level of proposals reviewed earlier in the call;
- 4) if the Expert Team issues a positive opinion, the Director shall approve it and issue a funding decision; and
- 5) the decision referred to in point 4) shall have no legal or financial consequences for the other applicants whose proposals have been recommended for funding in the call even if the funds available for the call have already been used up.

### **Chapter VIII** **Funds allocated to the call**

§ 43. The Council of the National Science Centre hereby decides to allocate **PLN 27,000,000** for research projects carried out under the POLONEZ BIS 3 call.

*Disclaimer:*

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

**Annex 1 - Eligibility**

Annex 1 to NCN Council Resolution No 70/2022 of 7 July 2022

**Compliance with the eligibility criteria (residency, mobility, research career breaks)**

Proposal ID no: .....

Proposal title: .....

Name and surname of the Applicant (Principal Investigator): .....

Name of the Host Institution: .....

**PART I**

Indicate the period(s) and the country/countries in which the Principal Investigator (PI) has legally resided and/or carried out his/her main activity (employment, studies, etc.) during the last three years up until the opening of the call for proposals, **i.e. between 15 September 2019 and 14 September 2022**.

Instructions:

1. Please complete the table below in English, without gaps, until the date of call announcement (15 September 2022).
2. Provide as many entries as needed.
3. For each period listed provide a supporting document (preferably in English) – for example a work contract, a study certificate, proof of payment of tuition fees, flat rental contracts, a residence permit, utility bills in PI's name, insurance contracts, tax declarations etc. The dates in the supporting documents should correspond to the dates listed in the table. If the supporting documents are handwritten or do not use Arabic numbers, please circle the relevant dates.
4. Please note the following points:
  - a. any data provided in the table below should correspond to the information given in other sections of the proposal (e.g. information on career breaks, academic and research track record, research experience, etc.).
  - b. short stays<sup>10</sup> should **not** be listed – PIs should only indicate period(s) in which they have resided and/or had their main activity (employment, studies, etc.) in a given country.
  - c. mandatory military service and time spent as part of a procedure for obtaining refugee status (under the 1951 Geneva Convention and the 1967 Protocol) should be listed, if applicable, to show continuity, but they are not taken into account when assessing the PI's eligibility status.
5. The list and the copies of the supporting documents should be combined into one PDF document and uploaded to the OSF system.

No.	Period concerned		Country	Document's name	Description
	from YYYY-MM-DD	to YYYY-MM-DD			
1					
2					
...					

<sup>10</sup> short stays are characterised by the type of activity rather than by a specific number of days. A period can only be considered as a short stay if the PI did not reside or did not carry out his/her main activity (work, studies, etc.) in the country during that period (such as holidays or conference participation).

**PART II**

**Is the Principal Investigator applying for POLONEZ BIS fellowship at the Host Institution which granted his/her PhD?**

**YES/NO (*delete as applicable*)**

If **YES**, provide information about post-doctoral fellowship(s) completed by the PI outside Poland and lasting at least 36 months in total, including one continuous post-doctoral fellowship of at least 12 months. The copies of relevant documents confirming the post-doctoral fellowships (in English or the original language) should be combined into one PDF document and uploaded to the OSF system.

No.	Period concerned		Country	Document's name	Description
	from YYYY-MM-DD	to YYYY-MM-DD			
1					
2					
...					

**Annex 2 – Host Institution Capacity Form**

Annex 2 to NCN Council Resolution No 70/2022 of 7 July 2022

**Host Institution Capacity Form**

Proposal ID no: .....

Proposal title: .....

Name and surname of the Applicant (Principal Investigator): .....

Name of the Host Institution: .....

Name of the collaborating unit within the Host Institution where the Principal Investigator will actually work (*Faculty / Department / Division / Laboratory / Research group*):*Instructions:*

Please answer questions 1-12 in English, save the form as a PDF file, and have it signed electronically (PAdES format) by a person authorised to represent the Host Institution (e.g. Rector, Director of PAS Institute, other authorised person, etc). **The final document must not exceed 5 pages**, the font in your answers should not be smaller than Times New Roman 11 pt, single spaced. The instructions in italics can be deleted. Annex no 1 (GDPR) must not be deleted.

The signed form should be uploaded to the OSF system.

1. Has the Host Institution received the HR Excellence in Research Award from the European Commission?

**YES / NO (delete as applicable)**

If YES, year of award: .....

2. Does the Host Institution undergo national evaluation?

**YES / NO (delete as applicable)**If YES, name of the evaluated unit (*e.g. relevant Faculty*):evaluation category awarded for the period 2013-2016 (*delete as applicable*):

A+ (leading), A (very good), B (good), C (satisfactory)

*For questions 3-8 below, please refer to the collaborating unit where the applicant will actually work, not to the Host Institution as a whole.*

3. General description of activities and expertise including research focus or research topic(s).

.....

4. Role and profile of key person(s).

*Describe the qualifications of the key person(s) including supervisory / mentoring experience. Do not repeat information already included in the Mentor's academic and research track.*

.....

5. Previous and current involvement in research and training programmes.

*Indicate up to 3 relevant EU, national or international research and training actions/projects in which the collaborating unit has participated and/or is currently participating (title, source of funding).*

.....

## 6. Relevant publications and/or research/innovation products.

*Describe important research achievements from the last 5 years including a list of the most important publications, patents, other.*

.....

## 7. Other relevant achievements (optional).

.....

## 8. Have you hosted POLONEZ (BIS) Fellows or MSCA IF Fellows before? If so, when?

.....

*For questions 9-12 below, please indicate which facilities or benefits are offered at the level of the collaborating unit and which at the level of the Host Institution.*

## 9. Significant infrastructure.

*Describe key research facilities, infrastructure and equipment the Host Institution will make available to the Applicant (Principal Investigator).*

.....

## 10. Hosting arrangements.

*Describe the research environment, existing networks and international cooperation, additional training and career development options the Host Institution offers to the applicant (Principal Investigator) for training, transfer of knowledge and integration with the existing team.*

.....

11. Intersectoral secondments options<sup>11</sup> (optional).

*Does the Host Institution cooperate with any partner institutions suitable for intersectoral secondment? What additional knowledge, skill or insights can they offer?*

.....

## 12. Other benefits (optional).

*List additional benefits the Host Institution will provide for the recruited experienced researcher and/or their family, other than guaranteed by Labour Law or listed in the POLONEZ BIS call text.*

.....

**Oświadczenia i podpis:**

1. Zobowiązuję się do zapoznania osoby /osób wymienionych w formularzu opisu podmiotu przyjmującego z zawartością Załącznika 1 do niniejszego formularza.
2. W przypadku pozytywnej decyzji Dyrektora NCN o przyznaniu środków na realizację ww. projektu POLONEZ BIS zadeklarowane w formularzu warunki pracy i wsparcia zostaną spełnione.

**Declarations and signature:**

1. I hereby declare that I will ensure that the person(s) indicated in the Host Institution Capacity Form has/have read Annex no 1 hereto.
2. If the POLONEZ BIS project mentioned above is funded by the NCN, the declared employment conditions and support will be implemented.

Podpis osoby upoważnionej do reprezentowania jednostki/ Signature of the person authorised to represent the Host Institution

<sup>11</sup> It is not mandatory to decide on the secondment institution at the application stage. However, if the Host Institution declares a possibility for cooperation with a partner institution and the proposal is recommended for funding, the Host Institution will be obliged to act as an intermediary in scheduling the Fellow's secondment at the indicated partner institution.

**Uwaga! Proszę nie usuwać tego załącznika****Załącznik nr 1**

Informacja o przetwarzaniu danych osobowych osoby/osób wskazanych w Załączniku nr 2 do uchwały nr 54/2021 z dnia 10 czerwca 2021 r. Na podstawie art. 14 ust. 1, 2 i 3 rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych) (Dz. Urz. UE L 2016, Nr 119, s. 1).

- a) Narodowe Centrum Nauki z siedzibą w Krakowie przy ul. Twardowskiego 16, 30-312 Kraków (dalej też: Centrum) jest administratorem danych osobowych wymienionych w Załączniku nr 2 do uchwały nr 54/2021, a przekazanych Centrum przez instytucję naukową.
- b) Kontakt z wyznaczonym Inspektorem Ochrony Danych w Centrum jest możliwy za pomocą poczty elektronicznej (e-mail: [iod@ncn.gov.pl](mailto:iod@ncn.gov.pl)), telefonicznie pod numerem +48 12 341 91 13 lub bezpośrednio w siedzibie administratora danych osobowych.
- c) Podstawę prawną przetwarzania danych osobowych przez Narodowe Centrum Nauki stanowi art. 6 ust. 1 lit. c ogólnego rozporządzenia o ochronie danych w zw. z art. 20 ustawy z dnia 30 kwietnia 2010 r. o Narodowym Centrum Nauki (t.j. Dz. U. z 2019 r. poz. 1384).
- d) Narodowe Centrum Nauki będzie przetwarzać dane osobowe takie jak imię albo imiona i nazwisko, stanowisko, nazwę i dane adresowe podmiotu zatrudniającego.
- e) Pozyskiwane dane osobowe będą przetwarzane w celu umożliwienia oceny doskonałości naukowej oraz trafności wyboru jednostki wskazanej przez Wnioskodawcę jako miejsce realizacji projektu POLONEZ BIS, przeprowadzenia ewaluacji realizacji zadań Centrum oraz sprawozdawczości. Ponadto dane osobowe będą przetwarzane w celu upowszechnienia w środowisku naukowym informacji o ogłaszanych konkursach, w celu

**NOTE: This Annex must not be removed****Annex no 1**

Information about processing of personal data of the person(s) indicated in the Annex no 2 to NCN Council Resolution No 54/2021 of 10 June, 2021. Pursuant to Article 14(1), 14(2), and 14(3) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ. L 2016, No. 119, p. 1).

- a) National Science Centre with its registered office in Kraków at ul. Twardowskiego 16, 30-312 Kraków (further also: Centre), is the controller of personal data provided in the Annex no 2 to NCN Council Resolution No 54/2021 and transferred to the Centre by the Host Institution.
- b) The Centre's designated Data Protection Officer can be contacted via electronic mail at [iod@ncn.gov.pl](mailto:iod@ncn.gov.pl), by phone at +48 12 341 9113 or directly at the registered office of the controller.
- c) The Centre processes your personal data based on Article 6(1)(c) of General Data Protection Regulation in conjunction with Article 20 of the Act of 30 April 2010 on the National Science Centre (consolidated text Journal of Laws of 2019, item 1384).
- d) The National Science Centre will process the personal data such as name or names, surname, name and address of the employer.
- e) The collected personal data will be processed for the purpose of evaluation of the excellence and appropriateness of the institution selected by the Applicant to host a POLONEZ BIS research project, evaluation of the Centre's own tasks and reporting. In addition, personal data will be processed for the purpose of dissemination of the information on the Centre's calls for proposals throughout the scientific community, implementation of other

wykonywania innych czynności regulowanych przepisami prawa i do celów archiwalnych.

- f) Dane osobowe będą przetwarzane od momentu ich pozyskania przez okres niezbędny do realizacji celów wskazanych w pkt. 5, okres wymagany przez przepisy prawa oraz przez okres przechowywania zgodny z instrukcją kancelaryjną Centrum i Jednolitym Rzeczym Wykazem Akt.
- g) Osoba, której dane dotyczą ma prawo dostępu do treści swoich danych, sprostowania swoich danych osobowych, ograniczenia przetwarzania swoich danych osobowych
- h) Osoba, której dane dotyczą ma prawo wniesienia skargi do Prezesa Urzędu Ochrony Danych Osobowych, w przypadku gdy uzna, że przetwarzanie narusza przepisy ogólnego rozporządzenia o ochronie danych.
- i) Odbiorcami danych osobowych będą wyłącznie podmioty uprawnione do uzyskania danych osobowych na podstawie przepisów prawa.
- j) Pozyskiwane dane osobowe mogą być powierzone do przetwarzania podmiotom zewnętrznym w ramach realizowanych przez nie usług, na podstawie umów o powierzenie danych osobowych, a podmioty te również zobowiązane są do zachowania poufności przetwarzanych danych.

activities regulated by the generally applicable laws and for archiving purposes.

- f) Personal data will be processed from the moment they have been collected as long as it is necessary to achieve the purposes indicated in point 5, for the period required by generally applicable laws and for the period of storage as defined by the Centre's records management procedures and the Uniform File Classification System.
- g) You have the right to access your personal data, correct your personal data and restrict the processing of your personal data.
- h) You have the right to lodge a complaint with the President of the Office of Personal Data Protection if the General Data Protection Regulation is violated.
- i) The recipients of your personal data may only be entities authorised to collect personal data on the basis of generally applicable laws.
- j) The collected personal data may be transferred for processing to third party companies or individuals commissioned to provide services. Such third parties process data based on personal data transfer contracts and are also obliged to keep the data being processed confidential.



### Annex 3 - Costs

Annex 3 to NCN Council Resolution No 70/2022 of 7 July 2022

## COSTS IN RESEARCH PROJECTS FUNDED BY THE NATIONAL SCIENCE CENTRE UNDER POLONEZ BIS 3

Drawing up a budget of a research project is one of the crucial stages of its planning. When drawing up the budget, emphasis should be put on determining the required resources and exact estimation of expenses.

The budget must be well justified with regard to the subject and scope of the research, based on realistic calculations and must specify the expenses to be covered by the NCN resources (so-called eligible costs) in individual years of the project's implementation.

**ELIGIBLE COSTS** are expenditures eligible for funding from NCN resources as long as they fulfil all of the following requirements:

- 1) they are critical to the completion of the project,
- 2) they have been incurred during the eligibility period, i.e. from the day on which the funding decision of the NCN Director becomes legally binding until the final date of the research project's implementation,
- 3) they are advisable and frugal,
- 4) they may be identified and verified,
- 5) they comply with all rules and regulations, including the rules and regulations of the host institution and the rules and regulations of the NCN, including the rules set forth herein,
- 6) in the case of entities applying for state aid, they comply with the Regulation of the Minister of Science and Higher Education issued on the basis of Article 37 (2) of the NCN Act.

The following shall be deemed **ineligible** costs:

- 1) provisions for future liabilities, debt interest and other debt servicing expenses, interest and other amounts due on account of late payments, contractual penalties, fines, penalties and expenses to cover the costs of litigation,
- 2) VAT if the host institution is entitled to reclaim VAT,
- 3) fees for pre-publishing reviews,
- 4) costs of leasing of research equipment,
- 5) costs of NCN research scholarships and doctoral scholarships in the case of entities applying for state aid,
- 6) cost of publication of monographs<sup>12</sup> resulting from research projects which have not been positively reviewed by the NCN, and
- 7) Article Processing Charges in hybrid journals, as defined in the Open Access Policy at the NCN<sup>13</sup>;
- 8) publishing fees (i.e. editing, translation, copies, printed drawings in colour, submission fees) in the case of Open Access publications, with the exception of Article Processing Charges in compliance with routes 1 and 3 described in the Open Access Policy.

The eligibility of costs is checked during the proposal evaluation, evaluation of the annual report<sup>14</sup>, evaluation of the final report, evaluation of the monographs and during the external control and audit.

Eligible costs are subdivided into direct and indirect costs.

<sup>12</sup> As defined in §10 of the Regulation on evaluation of the quality of research activity issued by the Minister of Science and Higher Education on 22 February 2019 (Journal of Laws of 2019, item 392).

<sup>13</sup> Order No 38/2020 of the Director of the National Science Centre on the Open Access Policy at the NCN of 27 May 2020.

<sup>14</sup> The annual report on the implementation of a POLONEZ BIS 3 project must be submitted by the principal investigator together with the host institution within 60 days following 12 months of project completion.

1. **Indirect costs** are costs indirectly related to the research project and essential for it to be implemented. Indirect costs include:
- indirect costs of open access of up to 2% of direct costs that may be spent on open access to publications and research data;
  - other indirect costs of up to 20% of direct costs that may be spent on costs that are related indirectly to the research project, including the cost of open access to publications and research data.

During the project implementation, the Host Institution must reach an agreement with the Principal Investigator on how to use at least 25% of the amount of other indirect costs actually accrued in the project. Any expenses incurred as indirect costs must meet the eligibility criteria laid down in this regulation.

2. **Direct costs** are costs directly related to the completion of the research projects and they include:
- a) costs of salary of the principal investigator
  - b) costs of research, including
    - salaries of staff assigned or recruited to the project,
    - costs of research equipment, devices and software,
    - other direct research expenses.

The following expenses must not be covered from project direct costs:

- 1) salaries of the administrative and financial staff (incl. cost of the administrative officer employed for the minimum working time of 0.25 full-time equivalent; HR services, legal and accounting services, outsourcing of accounting services to an accounting office),
- 2) costs of renovation of facilities,
- 3) costs of adapting/upgrading facilities so that they can meet the needs of the research tasks,
- 4) fees and rent for the use of facilities, property taxes, etc.,
- 5) costs of utilities (electricity, heat, gas and water and other industrial fees, transmission fees, sewage disposal, etc.), telecommunication services (telephone, Internet), postal and courier services, excluding the services referred to in point 2.2.3.C,
- 6) costs of cleaning, janitorial and security services to facilities,
- 7) costs of non-life insurance, including cost of civil liability insurance for participants in medical trials and persons who may be directly affected by medical trials,
- 8) handling fees and administrative fees, including cost of approvals of the Bioethics Committee or Animal Research Ethics Committee,
- 9) costs of banking services, including: opening and maintaining a sub-account or a separate bank account for the research project, bank fees, foreign exchange losses arising from settlement of transactions in foreign currencies,
- 10) costs of external audits,
- 11) costs of organising conferences, workshops, seminars and meetings (with the exception of costs paid to individuals specified in points 2.2.3.D and 2.2.3.E),
- 12) costs of subscriptions (with the exception of the costs of data and access to data referred to in point 2.2.3.G),
- 13) fees for membership in organisations, associations, etc.,
- 14) costs of proceedings related to conferment of academic degrees/titles, and
- 15) costs of publication of scientific articles or costs of open access to research data, with the exception of services referred to in point 2.2.3.C.

## 2.1 Costs of salary of the principal investigator (applicant)

Only full-time salary may be planned for the principal investigator in a POLONEZ BIS project, paid by the host institution, under the full-time employment contract. The principal investigator's full-time contract **must not** be shorter than the project funding term.

The host institution shall receive funds to cover the following elements of the principal investigator's salary:

- a) living allowance - EUR 65,760<sup>15</sup>;
- b) mobility allowance - EUR 41,400<sup>15</sup>;
- c) family allowance - EUR 7,200<sup>15</sup>;
- d) special needs allowance - EUR 4,800<sup>15</sup>.

Living and mobility allowances shall be paid to all principal investigators.

Family and special needs allowances shall be paid to principal investigators who meet the eligibility criteria when submitting their proposals or submit relevant declarations in this regard.

Family allowance shall be paid to the principal investigators who submit a declaration with their proposal that their spouse/partner and/or child/children will relocate to Poland together with them for at least 3 months during the project funding term.

Special needs allowance shall be paid to all applicants who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others (Article 1 of the UN Convention on the Rights of Persons with Disabilities, full text in different languages available at:

<https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html#Fulltext>).

The amounts specified in the proposal as due to the principal investigator must not be increased during the project funding term.

The amounts above due to the principal investigator include non-wage labour costs (including health and social security coverage) and other elements of salary funded by the host institution. They shall also cover the additional annual salary (thirteenth salary of the year) if the host institution is bound to pay it.

During the funding period, principal investigators must meet all of the following conditions:

- a) they must not receive any other salary in any form whatsoever granted under the heading of direct costs in research projects funded under NCN calls;
- b) they must not receive any salary from another employer pursuant to an employment contract, including an employer located outside of Poland.

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<sup>15</sup> The EUR amounts are converted into PLN according to the EUR exchange rate published by Bank Gospodarstwa Krajowego S.A. in the first exchange rate table of 7 July 2022, where 1 EUR = 4.6234 PLN. The funds converted as such are awarded and transferred to the host institution for the project in PLN, after rounding up the total project costs to the nearest whole value.

## **2.2 Research expenses**

The costs of research must not exceed EUR 100,000<sup>15</sup>.

### **2.2.1. Costs of staff assigned or recruited to the project**<sup>16</sup>

This category covers the costs of salaries and non-wage labour costs of the members of the research team excluding the principal investigator, i.e. mentor and co-investigators in the project. Salary may be paid pursuant to full-time or part-time employment contracts, civil law contracts or scholarships for students and PhD students.

Research team members remunerated pursuant to an employment contract by a host institution may receive salary under POLONEZ BIS only in a form other than a civil law contract.

**Mentor's salary** must not exceed PLN 2,000 per month.

**Salaries of other co-investigators** should be planned taking into account the period of employment, the scope of work in the project, the workload and the level of professional qualifications required.

**Salaries and scholarships for students**<sup>17</sup> and **PhD students**<sup>18</sup> involved in project tasks may include:

- a) NCN scholarships for students and PhD students,
- b) doctoral scholarships,
- c) salaries for students and PhD students.

**NCN scholarships for students and PhD students** may be planned, provided that they are awarded pursuant to the Regulations for awarding scholarships for NCN-funded research projects set forth by the NCN Council.

**Doctoral scholarships** may be planned provided that the PhD students meet the requirements set forth in the Act on Higher Education and Science of 20 July 2018, which entitle them to receive doctoral scholarships throughout the performance period of the tasks planned in the project.

**Salaries for students and PhD students** may be planned for employment under full-time or part-time employment contracts or civil law contracts for the completion of tasks in a research project. Students and PhD students employed under employment contracts in the host institution for the project must not be paid salary under a civil law contract.

Students and PhD students may receive remuneration in any form listed under (a) – (c) above. In the case of projects carried out in an institution for which funding constitutes state aid, funds for students and PhD students can only be planned in the form listed under letter (c).

The total amount of NCN-funded salaries and scholarships intended for an individual student or PhD student in one or more research projects funded by the NCN cannot exceed PLN 5,000 per month. This amount shall not include doctoral scholarships funded in the ETIUDA call nor the salary for the principal investigator in the PRELUDIUM call.

PhD students receiving PRELUDIUM BIS doctoral scholarships must not receive any scholarship or other salary granted under the heading of POLONEZ BIS direct costs.

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<sup>16</sup> Staff assigned or recruited to the project are not subject to restrictions set forth in point 2.1.

<sup>17</sup> Students of first or second-cycle degree programme or uniform Master's studies at universities in Poland.

<sup>18</sup> Participants in doctoral programmes pursuant to the Act on Higher Education of 27 July 2005 or post-graduate students at doctoral schools pursuant to the Act on Higher Education and Science of 20 July 2018.

**2.2.2 Costs of research equipment, devices and software** – this category covers the costs of purchase or construction of research equipment, other devices and software crucial to research. Project funds may be used to finance or co-finance the purchase or construction of research equipment and IT infrastructure with a value of up to EUR 2,500 per unit<sup>15</sup>.

**Research equipment** (as defined by the Central Statistical Office) shall mean a set(s) of testing, measurement or laboratory apparatus of limited application and high technical parameters (usually several orders of magnitude higher than typical apparatus used for production or exploitation purposes), which in accordance with the host institution's accounting policy constitute the host institution's fixed assets.

**Other devices** – other devices outside the scope of the definition of research equipment which in accordance with the host institution's accounting policy constitute the host institution's fixed assets.

**Software** – software purchased to meet the requirements of the research project, which in accordance with the host institution's accounting policy constitutes the host institution's intangible assets.

In the case of research equipment, devices and software constituting fixed assets or intangible assets subject to depreciation pursuant to the Accounting Act of 29 September 1994, eligible costs shall include the purchase price or construction costs of fixed assets or intangible assets within the meaning of the Act, including the total costs incurred by the host institution for the project by the day they of taking them into use, taking into account different criteria of eligibility of state aid.

In the case of entities applying for state aid, the costs of research equipment, devices and software are eligible to the extent and for the period in which they are used for the implementation of the research project. If the research equipment and devices are not used for the research project purposes over the entire period of its use, only depreciation costs corresponding to the period of project's completion, calculated pursuant to the accounting regulations, are deemed eligible costs.

**2.2.3. Other direct costs of research** – this category covers costs not classified as “Costs of salary for the principal investigator”, “Costs of staff assigned or recruited to the project” or “Costs of research equipment, devices and software”.

**A. Materials** – costs of purchasing research supplies and consumables for direct use over the course of the research project, including:

- raw-materials, semi-finished products, reagents,
- office supplies, stationery.

**B. Small laboratory equipment, IT hardware and small office devices** – e.g. computers, software licence and development costs, printers, scanners, monitors, copiers) and other devices, as long as pursuant to the accounting policy of the host institution they are not classified as fixed assets or intangible assets. Project funds may be used to finance or co-finance the purchase of research equipment with a value of up to EUR 2,500 per unit<sup>15</sup>.

**C. Outsourcing** – costs of services rendered by third parties (institutions and individuals with registered business activity), including:

- costs of purchasing research services (laboratory analyses, statistical reports, surveys, etc.),
- costs of purchasing other specialist services necessary for due completion of the research (proofreading, editing, graphics, consulting, monitoring, etc.),
- costs of postal, courier and transport services directly related to the completion of a given research task,

- costs of manuscript translation and editing, and
- costs of premises rental, catering, etc., as necessary for the completion of the research tasks that include subjects/respondents.

In the case of publications governed by the Open Access Policy, costs of manuscript preparation for publication are eligible.

Recipients of salaries or scholarships funded by the NCN in the project may not be involved in research tasks as subcontractors directly or indirectly (via institutions that employ them).

**D. Business trips** – costs of business trips of research team members, including:

- costs of participation in seminars/conferences related to the subject of the project,
- costs of trips critical to the completion of the research, e.g. preliminary archival and library research, fieldwork, etc.,
- costs of principal investigator's trips to intersectoral secondment institutions outside the host institution's location.

The costs of business trips include:

- daily allowances and reimbursement of travel expenses as set forth in the regulations passed pursuant to Article 775 § 2 of the Polish Labour Code,
- personal insurance,
- conference fees,
- other costs, as long as they are considered justified and essential to the completion of the project, such as visas, medical tests, vaccinations, etc.

Costs of long-term trips may be eligible if they have been calculated in line with the principle of advisability and frugality, on the basis of the actual expenses.

**E. Visits and consultations** – personal costs (daily allowances, cost of travel expenses and accommodation) of individual visits by external collaborators and/or consultants closely related to the project, with the exception of the costs identified above as not eligible.

**F. Collective investigators** – total cost of compensation for persons carrying out one-time responsibilities (e.g. interviewers,) and participants in research. The minimum number of such investigators is 5. This category does not include technicians and lab managers.

A detailed budget must be submitted, describing the purpose of the expenses and the overall cost as well as the number of benefit recipients, value and form of benefit (monetary or material).

**G. Other costs** – other costs that fall in none of the previous categories, such as:

- costs of purchasing data/databases or access thereto,
- specialist publications/teaching aids,
- costs of publications promoting science to the general public (provided that publications include information that the research project was funded by the NCN and under the Marie Skłodowska-Curie Actions (HORIZON 2020), as provided for in the funding agreement),
- costs of publication of monographs that may be incurred once positively reviewed by the NCN.

POLONEZ BIS research projects must also include actions intended to promote the project and its results. Anticipated costs generated by such actions, as long as they meet the conditions of eligibility, shall be entered in the relevant categories of the budget, i.e. "Costs of staff assigned or recruited to the project", "Outsourcing", etc.

The costs of promotion of the research and dissemination of its results may include:

- costs of creating and maintaining the POLONEZ BIS project website;
- costs of documenting the conducted research (audio, photo and video);
- costs of publishing articles promoting science to the general public;
- costs of organising exhibitions presenting the project results; and
- costs of publishing and distributing flyers, posters etc. related to outreach activities.

Funds included in the project budget must be spent in compliance with the rules laid down in this document and in the funding agreement.

*Disclaimer:*

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

## Annex 4 – Evaluation

Annex 4 to NCN Council Resolution No. 70/2022 of 7 July 2022

### PROPOSAL EVALUATION IN THE POLONEZ BIS 3 CALL

Does the proposal meet eligibility criteria outlined in the call for proposals?<sup>19</sup>

yes

no

In the case of “no”, please justify:

#### STAGE I OF PROPOSAL EVALUATION

Each of the criteria A-D is assessed based on the following scale

#### SCORING

**5 Excellent**

All aspects of the criterion are successfully addressed; the proposal shows no weaknesses.

**4 Very good**

The criterion is very well addressed although certain improvements of the proposal are still possible.

**3 Good**

The criterion is well addressed although some improvements of the proposal would be necessary.

**2 Fair**

The criterion is broadly addressed, but the proposal demonstrates significant weaknesses.

**1 Poor**

The criterion is addressed in an inadequate manner, or the proposal contains serious structural flaws.

**0 Fail**

The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.

#### A. PROJECT ASSESSMENT (45%)

##### A1. SCIENTIFIC QUALITY OF THE RESEARCH PROJECT (25%)

- *Has the proposal been prepared in a reliable manner? Does the project meet the criteria of a scientific proposal? Does the project meet the criteria of basic research?<sup>20</sup>*
- *Originality and innovative nature of the project, and relationship to the “state of the art” of research in the field, including any interdisciplinary and multidisciplinary aspects of the proposal,*
- *Relevance of the research methodology and work plan in relation to the scientific objectives of the project, including (if applicable) appropriate integration of sex and/or gender dimension in the project’s content.*

Score and justification:

##### A2. SCIENTIFIC IMPACT OF THE RESEARCH PROJECT (10%)

*The potential for substantial international impact on the research field, taking into account the specifics of the research field and the variety of forms of impact.*

Score and justification:

<sup>19</sup> EN: This criterion is not subject to assessment by external reviewers. At the same time, an external reviewer may indicate the irregularities identified in a given criterion of the proposal which are then accepted or rejected by the Expert Team in the final evaluation.

<sup>20</sup> EN: Pursuant to Article 4 (2) (1) of the Act on Higher Education and Science of 20 July 2018, basic research shall mean experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular commercial application or use in view.



### A.3. DISSEMINATION OF PROJECT OUTPUTS (10%)

- *The potential for high quality research publications and other research outputs, taking into account the specifics of the research field,*
- *Quality and scope of measures proposed to disseminate and exploit project results within research community and general public.*

Score and justification:

### B. QUALIFICATIONS AND ACHIEVEMENTS OF THE APPLICANT (PRINCIPAL INVESTIGATOR) (25%)

*Evaluation of qualifications and achievements of the applicant (principal investigator) presented in the section “Academic and Research Track Record”, taking into account: DORA recommendations<sup>21</sup>, the stage of scientific career, career breaks, and the diverse range of research outputs evaluated from an international perspective, in particular:*

- *reliable preparation of the academic track record,*
- *important contribution to the field(s) or discipline(s),*
- *up to 10 most important publications from the academic and research track record, with up to 3 of them attached to the proposal as PDF files; for research in art, up to 10 most important artistic achievements and achievements in research in art from the academic and research track record,*
- *research performance and research outputs (publications, datasets, software, etc.) of previous grants,*
- *presentations to internationally established conferences, including invited talks,*
- *scientific or artistic prizes/awards or membership in well-regarded international organizations,*
- *international recognition,*
- *other research activities,*
- *other research performance and research outputs of previous grants, not listed above,*
- *other competences e.g. managerial, transnational or intersectoral experience.*

Direct references to journal impact factors (IF, CiteScore, SJR, etc.), h-index and total number of publications are not allowed and will be disregarded in the final evaluation.

Score and justification:

### C. ASSESSMENT OF THE SUPERVISION AND THE HOST INSTITUTION (20%)

#### C1. QUALIFICATIONS AND ACHIEVEMENTS OF THE MENTOR (10%)

*Evaluation of qualifications and achievements of the mentor presented in the section “Academic and Research Track Record”, taking into account: DORA recommendations<sup>Błąd! Nie zdefiniowano zakładek.</sup>, the stage of scientific career, career breaks, and the diverse range of research outputs evaluated from an international perspective, in particular:*

- *reliable preparation of the academic track record,*
- *important contribution to the field(s) or discipline(s),*
- *up to 10 most important publications from the academic and research track record; for research in art, up to 10 most important artistic achievements and achievements in research in art from the academic and research track record,*
- *research performance and research outputs (publications, datasets, software, etc.) of previous grants,*
- *presentations to internationally established conferences, including invited talks,*
- *scientific or artistic prizes/awards or membership in well-regarded international organizations,*
- *international recognition,*
- *other research activities,*
- *other research performance and research outputs of previous grants, not listed above,*
- *experience in mentoring or supervising research.*

Direct references to journal impact factors (IF, CiteScore, SJR, etc.), h-index and total number of publications are not allowed and will be disregarded in the final evaluation.

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<sup>21</sup> EN: NCN is committed to promoting the [DORA](#) recommendations and to not using journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles to assess an individual scientist's contributions. In the assessment of the publication component of the Principal Investigator's track record, experts and reviewers should take into account their expert knowledge of their field of research, as well as the citation and publication practices of that field. Track record assessment should take into account the overall quality, contribution to the field, and impact of publications.

Score and justification:

## C2. EXCELLENCE AND APPROPRIATENESS OF THE HOST INSTITUTION (10%)

- *The academic rank of the Host Institution, including HR Excellence Research award,*
- *quality of the institutional environment: suitable and adequate facilities, equipment and other resources and opportunities for international networking,*
- *measures taken by the host institution for providing quantitative and qualitative mentoring and opportunities for integration of the applicant into the existing team/institution,*
- *mutual gain from transfer of knowledge and expertise between the host institution and the applicant.*

Score and justification:

## D. POTENTIAL IMPACT OF THE PROJECT ON THE CAREER DEVELOPMENT OF THE APPLICANT (PRINCIPAL INVESTIGATOR) (10%)

- *Contribution to career development and (if applicable) re-establishment,*
- *potential for reaching or re-enforcing a position of professional maturity,*
- *impact of competencies acquired during the fellowship on the future career prospects of the applicant, in particular through exposure to transferable skills,*

Score and justification:

**Are the costs to be incurred well justified with regards to the subject and scope of the research?<sup>19</sup>**

yes

no

In the case of “no”, please justify:

**Has the data management been duly planned?<sup>19,22</sup>**

yes

no

In the case of “no”, please justify:

**Have the ethics issues in research been appropriately addressed?<sup>19,22</sup>**

yes

no

In the case of “no”, please justify:

**Does the proposal involve the use of the human embryonic stem cells (hESC)?<sup>19</sup>**

yes

no

**In the case of “yes”, is the use of the hESC necessary to achieve the scientific objectives of the project?<sup>19</sup>**

yes

no

Please justify:

**Does the project undertake interdisciplinary research?<sup>23</sup>**

yes

no

**STRENGTHS OF THE PROPOSAL:**

**WEAKNESSES OF THE PROPOSAL:**

<sup>22</sup> EN: If the criterion does not apply to the project, a “yes” decision is given.

<sup>23</sup> EN: Interdisciplinary proposals integrate information, data, techniques, tools, perspectives, concepts or theories from two or more groups of disciplines as defined in NCN panels.

**STAGE II OF PROPOSAL EVALUATION****I. External reviews (following the criteria A-D in stage I)****Does the project undertake interdisciplinary research?<sup>23</sup>**

yes

no

**II. Ethics issues assessment by ethics experts****Have the ethics issues in research been appropriately addressed?<sup>22</sup>**

yes

no

In the case of “no”, please justify:

**Does the proposal involve the use of the human embryonic stem cells (hESC)?**

yes

no

**In the case of yes, is the use of the hESC necessary to achieve the scientific objectives of the project?**

yes

no

Please justify:

**III. Interview with the applicant**

*The interview is conducted remotely in English and consists of two parts. In the first part the applicant (PI) presents the outline of the research project and addresses any concerns or objections regarding the proposal raised by the Expert Team, ethics experts (if applicable) and external reviewers during the evaluation process. The applicant receives technical instructions and access to the experts' opinions 14 days before the interview.*

*The second part of the interview is devoted to proposal-related question and answer session.*

*The interview is not scored separately, but it may influence the final scores assigned to the criteria specified in A-D above.*

Following the interview, the Expert Team decides on the final number of points and on the recommendation for the proposal:

**A** Proposal recommended for funding.**B** Proposal recommended for reserve list.**C** Proposal below the required threshold (70 points); it cannot be funded.

**Annex 5 – Career Development Plan**

**Preliminary Career Development Plan**

**Proposal ID no:**

**Proposal title:**

**Name and surname of the Applicant (Principal Investigator):**

**Name of the Host Institution:**

*Questions 1-3 will help to set background for your development and training goals.*

1. Principal Investigator’s previous project experience and training	
What position did you hold in the most recent project?	<i>Please put a cross in the relevant box. Select one.</i>
	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Team leader (PI, Co-PI)
	<input type="checkbox"/> Team member
	<input type="checkbox"/> Other – please describe: .....
What training courses have you attended/completed over the past year (since September 2021)?	<i>Please put a cross next to relevant courses. Select as many as appropriate.</i>
	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Leadership
	<input type="checkbox"/> Project management
	<input type="checkbox"/> Grant writing
	<input type="checkbox"/> Communication and dissemination of research results
	<input type="checkbox"/> Research integrity and ethics
	<input type="checkbox"/> Intellectual Property Rights (IPR)
	<input type="checkbox"/> Technology transfer and commercialization
<input type="checkbox"/> Other – please describe: .....	
Project management certificates	<i>Please put a cross next to relevant certificates. Select as many as appropriate.</i>
	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Prince 2
	<input type="checkbox"/> PMI
	<input type="checkbox"/> SCRUM
	<input type="checkbox"/> AGILE
	<input type="checkbox"/> Other – please describe: .....

2. Principal Investigator’s intersectoral experience					
Who did you collaborate with? In what capacity?	<i>Please put a cross in relevant boxes in each row, as appropriate</i>				
	business sector	industry	private non-profit sector	government sector	NGOs
not applicable - no previous experience					
research collaboration / joint project					
skills training					
internship					
consultancy					
permanent job – owner					
permanent job – employee					

3. Principal Investigator's self-assessment of professional strengths and areas for development (skills, knowledge and behaviours)							
Area		<i>Please put a cross in the relevant box in each row to indicate your current competency level</i>					
		not applicable / I don't know	I am not yet proficient in this area	I am partially proficient in this area	I am proficient in this area	I am highly proficient in this area	I am an expert in this area
Knowledge and intellectual abilities	Research methods and technical skills in PI's field – theoretical knowledge						
	Research methods and technical skills in PI's field – practical application						
	Managing data and resources						
	Statistical analysis						
	Interpretation of data						
	Creativity/innovative thinking						
Personal Effectiveness	Networking skills						
	Continuing professional development						
	Work-life balance						
	Stress management						
	Time management						
Research governance and organisation	Responsible conduct in animal and human research						
	Understanding IPR (research contracts & licensing agreements)						
	Structuring/managing operational plans and R&D execution plans						
	Planning and organising projects						
	Writing grant proposals						
	Developing/managing budgets						
Engagement, influence and impact	Working with others/teamwork						
	Training, mentoring, supervising individuals						
	Negotiating skills						
	Communicating research to scientists						
	Navigating the peer review process						
	Demonstrating and teaching skills						
	Communicating research to nonscientists, incl. media						
	Researching & evaluating business opportunities						

Questions 4-9 constitute your Preliminary Career Development Plan. Answer these questions in the context of the analysis completed above.

#### 4. What short-term goals does the Principal Investigator plan to achieve during the POLONEZ BIS fellowship?

Consider the skill types below and list anticipated development, training and networking opportunities: what knowledge/skills/expertise will you develop, who will you work with and how? If possible describe the role of the Host institution, mentor and research team, secondment, courses, external cooperation, etc.

- A. Goals related to core research knowledge/skills/expertise (relating to the project)

.....

- B. Goals related to additional research knowledge/skills/expertise (relating to PI's competencies in their research area)

.....

- C. Goals related to transferable and complementary knowledge/skills/expertise (skills the PI could transfer to future employment settings)

.....

- D. Goals related to transfer of knowledge to/from other disciplines or sectors

.....

- E. Other goals – please describe (optional)

.....

#### 5. Transfer of knowledge from the Principal Investigator to the Host Institution

What knowledge/skills/expertise do you plan to transfer to the host institution? Who will be the target audience? How do you plan to transfer the knowledge and what will be the benefit to the host institution?

.....

#### 6. Secondment plans/preferences

Has the Principal Investigator already chosen a secondment institution? **YES/NO (delete as applicable)**

**If YES** – complete parts A and C below

**If NO** – complete parts B and C below

- A. Information about the selected secondment institution

Institution's name: .....

Institution's location (town and country): .....

Institution's profile: .....

- B. Describe the preferred profile of the secondment institution.

.....

C. Describe the expected goals/benefits of the planned secondment.

.....

**7. What are the PI's long-term career development goals in two/three years after completing the project?**

*Describe the expected long-term impact of the POLONEZ BIS fellowship on your career, including activities other than research.*

.....

**8. Plans for the dissemination and communication of the project results.**

*List of anticipated publications, anticipated conference and/or workshop attendance, courses, seminar presentations, reports, policy briefs, etc.*

.....

**9. Plans for outreach / public engagement activities.**

*Describe the types of actions and their frequency, types of audiences and their expected size(s); the description must include **at least 2 forms** of public engagement or outreach activities (other than the project website), e.g. seminars and workshops for primary or secondary education students, engagement with policy-makers, participation in events promoting research, articles in the general press, blogs, Science Fairs and festivals, etc.*

**Action 1**

- Type of action: .....
- Type of audience: .....
- Expected audience size: .....
- Expected frequency (if applicable): .....

**Action 2**

- Type of action: .....
- Type of audience: .....
- Expected audience size: .....
- Expected frequency (if applicable): .....