



**POLONEZ BIS**

*International Mobility  
and Skills Training*

**Postdoctoral  
Fellowships  
in Poland**

**#MSCA**

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

# **FELLOW'S VADEMECUM**

**Version 1.0  
November 2022**

*NB: This guide is aimed at assisting Fellows and Host Institutions throughout the lifetime of individual projects. 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	November 2022	Initial version	

## PURPOSE OF THE VADEMECUM

Congratulations on becoming a Marie Skłodowska-Curie Fellow!

We have prepared this guide to give you practical information on the implementation of your individual POLONEZ BIS research project. This Vademecum will assist you in answering some of the questions about the programme, but it does not replace the terms and conditions of the POLONEZ BIS Call given in a relevant Resolution of the Council of the National Science Centre and your fellowship funding agreement.

We strongly encourage you to read carefully the funding agreement and its annexes as these are the principal legal texts that will govern the implementation of your fellowship. If there is any discrepancy between this VADEMECUM and the relevant funding agreement, the latter will prevail. You can find and download the text of the funding agreement in the OSF submission system – click on the *Agreement Tab* in the left-hand menu and then scroll down to find *Data acceptance/agreement download Tab* at the bottom of the left-hand menu.

Your project will be managed by the National Science Centre (NCN), which will on your behalf report some its aspects and results to European Research Executive Agency (REA), an agency established by the European Commission to manage EU research grants. Although your Mentor and the people at your Host Institution responsible for administering your project should be your first points of contact, should you experience any difficulties or require any assistance, your main contact at NCN will be your designated Project Officer.

The name of your Project Officer is listed in the header of your project in the OSF system <https://osf.opi.org.pl/en>. You can contact your PO via e-mail or by phone – see the contact info on page 13.



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

The Centre reserves the right to revise this Vademecum. If this happens, the history of changes will indicate the modifications introduced in subsequent versions of the document.

## PROJECT IMPLEMENTATION

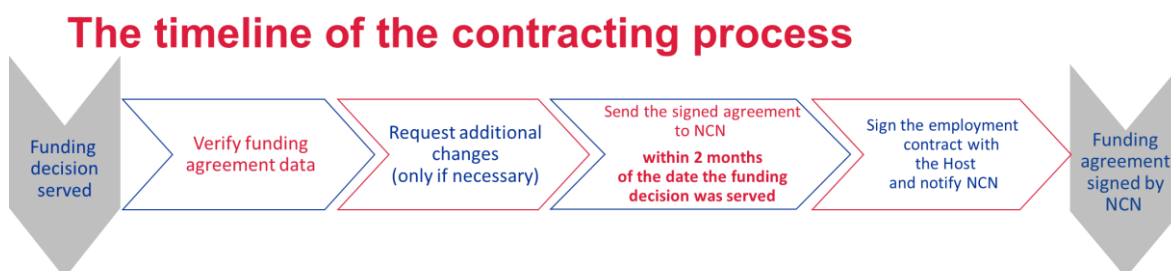
### 1. The contracting process

The contracting process starts right after you receive the POLONEZ BIS funding decision. The decision obliges the Principal Investigator and the Host Institution to draft, sign and submit the funding agreement to NCN within two months of the date the funding decision was effectively served to the Principal Investigator.

The POLONEZ BIS funding agreement sets out the terms and conditions of the fellowship performance, as well as the roles and responsibilities of all the parties involved in the completion of the research project described in the proposal.

There are three parties to the POLONEZ BIS funding agreement: the Principal Investigator (the Fellow), the Host Institution and the National Science Centre.

The contracting timeline is given in the graph below. The Centre signs the funding agreement last, after receiving confirmation from the Host Institution that the Fellow was employed on the project start date.



Funding agreements are signed by NCN Director ca. 2 weeks after the project start date.

Project costs become eligible 2 weeks after the date the funding decision was served.

## Relevant documents

	Terms and regulations (Resolutions)	Eligible Costs (Annex 3 to the Resolution)	Funding Agreement (template)
POLONEZ BIS 1	<a href="#">Resolution 54/2021 of the NCN Council of 10 June 2021</a>	<a href="#">Costs in research projects under POLONEZ BIS 1</a>	<a href="#">POLONEZ BIS 1 Funding agreement template</a>
POLONEZ BIS 2	<a href="#">Resolution 44/2022 of the NCN Council of 7 April 2022</a>	<a href="#">Costs in research projects under POLONEZ BIS 2</a>	<a href="#">POLONEZ BIS 2 Funding agreement template</a>
POLONEZ BIS 3	<a href="#">Resolution 70/2022 of the NCN Council of 7 July 2022</a>	<a href="#">Costs in research projects under POLONEZ BIS 3</a>	<a href="#">POLONEZ BIS 3 Funding agreement template</a>

The funding agreement is processed in the electronic form via the OSF proposal submission system. The editing access is granted to the editor of the proposal (usually the Principal Investigator), while the Mentor or other employees of the Host Institution can be granted access as auxiliary editors.

The funding agreement is pre-filled with information from the proposal and the funding decision:

- funding decision number and its date of issue,
- project acronym and title in Polish and English,
- names and addresses of the Principal Investigator and the Host Institution,
- project start date,
- amount of funds awarded by the National Science Centre.

You can download step-by-step instructions on how to complete the funding agreement in the OSF system under this [link](#).

## 2. Project start date

### Funding agreement § 1

You have already selected your project start date in your POLONEZ BIS proposal. If you stand by your initial choice, no confirmation is necessary. However, should you anticipate any problem with starting the project on this date, please notify your Project Officer as soon as possible, before you and the Host Institution sign the draft funding agreement. Please note that it is not possible to change this date retroactively.

Postponing the start date of the project is possible, but it would require you and your Host Institution to write a formal letter of request to the NCN Director. We strongly advise you to liaise carefully with your Mentor and Host institution before deciding on a new start date.

Please note that the request to change the project start date does not release the parties from the obligation to send the signed agreement to NCN within 2 months of the date the funding decision has been served to the Applicant.

## 3. Project duration

POLONEZ BIS funds only 24-month fellowships and the project end date is calculated automatically based on the project start date.

Under special circumstances NCN Director may agree to early termination or no-cost extension of the fellowship. Please note that NCN's consent to project extension is conditional on the Host Institution's commitment to cover the full costs of the Fellow's salary during the proposed extension period.

Fellowships may also be temporarily suspended during PI's pregnancy, maternity, paternity, parental leave or long-term sickness.

#### 4. Host Institution

You have already selected your Host Institution in your POLONEZ BIS proposal. However, should you have valid reasons to transfer your project to a different Host Institution, please notify your Project Officer as soon as possible, before signing the draft funding agreement.

Although the POLONEZ BIS fellowship is transferable, the Host Institution can be changed only in exceptional and well-justified circumstances, and the Host Institution listed in the original proposal must agree to such transfer in writing.

In addition to a well-motivated letter of request to the NCN Director, the Fellow, the new Host Institution and the new Mentor have to provide supporting documents for evaluation: Host Institution Capacity Form, new Mentor's Academic and Research Track Record.

Please note that the process of transferring the fellowship to a new Host Institution may be time-consuming but the request for transfer does not release the parties from the obligation to send the signed agreement to NCN within 2 months of the date this decision has been served to the Fellow.

#### 5. Employment by the Host Institution



#### Funding agreement § 2

Your employer is expected to support you and manage the MSCA grant in accordance with the provisions of the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#). These documents are addressed to researchers as well as to employers and funders in both the public and private sectors. They are key elements of European Union policy to make research an attractive career, by establishing some core rights and obligations.

The European Charter for Researchers should be your first reference to address issues relating to research freedom, ethical principles, professional attitude, accountability, and relations with your supervisor. The Charter also provides standards and guidance on non-discrimination, gender balance, and working conditions, as well as on intellectual property rights and other topics.

The employer is required to make its best effort to apply all of the principles set out in the Charter and the Code of Conduct.

##### 5.1. Employment start and end dates

The Host Institution must employ you throughout the funding term i.e. the start and end dates of your employment contract must be the same as the start and end date in your funding agreement. Please note that both the project and your employment must start on the first day of the month even if it is a Sunday or a holiday. The Host Institution must send a formal confirmation that the employment contract was signed (or a copy of the contract itself), to the Centre within 7 days of the start of your employment. Without such confirmation the Centre will not sign the funding agreement. The template of the confirmation (in Polish) is available under this [link](#).

##### 5.2. Contracted salary

The employment contract should include social security coverage and specify your salary; the salary may be broken down into a number of elements. The proposal budget included the amounts before any taxes or mandatory deductions; the Host Institution should clearly explain how your net salary is calculated. You should be fully aware of and understand all the provisions of your employment contract before signing it. Therefore, if you do not speak Polish, the Host Institution should provide you with a translation of the contract into English.

For detailed information about social security in Poland, please consult this brochure: [Your social security rights in Poland - European Commission](#).

##### 5.3 Working exclusively on the POLONEZ BIS project

The POLONEZ BIS funding agreement states that you must be employed "under a full-time contract solely for the purpose of performing research and training activities related to the project's implementation". Therefore your Host Institution cannot require or insist that you work on other projects except the POLONEZ BIS project. Similarly, you are not obliged to carry out any teaching duties as part of your POLONEZ BIS contract.

Should you decide to undertake any other professional activities (research or teaching), you must make sure

that there is no overlap in work or funding between them and those funded under POLONEZ BIS. Performing additional activities must not jeopardize the performance of your POLONEZ BIS project. Please note that you need to obtain the Centre's consent to carry out any other research project during the POLONEZ BIS funding term.

Please also note that during your POLONEZ BIS funding term you must not:

- use any other sources of funding your mobility to or out of Poland
- receive any remuneration from another employer pursuant to an employment contract, including an employer with a registered office outside of Poland
- receive any other remuneration from funds allocated as direct costs under research projects funded in other NCN calls.

## 6. Hosting arrangements and assistance from your Host Institution

Your Host Institution is required to assist you in all administrative procedures related to your employment within the project, for example in obtaining a visa, explaining procedures and making arrangements required before signing the employment contract (e.g. medical examinations), sending official correspondence to NCN. They should also make it clear where you will be expected to work (office/lab space, a physical place at the premises of the Host Institution), and make sure you have free access to the resources and equipment necessary for you to conduct your research.

Please note that your employer is also bound to fulfil the declarations and promises it made at the proposal stage in the Host Institution Capacity Form.

No later than 30 days after the start of your employment and project, the Host Institution should assign or recruit an administrative assistant, fluent in Polish and English, who will devote at least 0.25 FTE to assisting you in the administrative and financial management of the project. The administrative assistant should be your “go-to” person and should liaise on your behalf with other specialised departments of the Host Institution. The salary of the administrative assistant should be paid from indirect costs of the project.

In addition to funding the administrative assistant, the Host Institution is contractually bound to reach agreement with you on how to use at least 25% of the indirect costs of the project.

## 7. Financial management

### Funding agreement § 4

Project funds (direct and indirect costs) will be transferred to the banking account of the Host Institution once in each calendar year, subject to their availability in the Centre's bank account. Funds transferred to the Host Institution and not used in a given calendar year may be used in subsequent years of the project. If all the funds for the current calendar year have been used, the Host Institution may credit the project until the next transfer from the NCN or it may submit a request to the NCN Director to move a portion of the funds planned for the following year to the current year. Such request must be submitted to NCN before 15 November of the current year (see also § 3(9) of the funding agreement).

A certain degree of budgetary flexibility is given during the funding term in order to allow for appropriate project management. In particular, money budgeted for different expenses under the category of “other direct costs” may be freely moved between items within this category – e.g. you can use the funds originally planned for business trips to buy materials or pay for outsourced services. It is also possible to reallocate money between budget categories – e.g. you can move funds planned for students and doctoral students to additional salaries or to other direct costs (and vice versa).

Please note that reallocation of funds among the cost categories does not require prior approval of the NCN as long as it does not exceed 15% of the total eligible costs or PLN 100,000. For reallocation above this limit, an amendment to the fellowship agreement will be required before the modification takes place. Subsequent reallocations among categories accumulate during the project lifetime, so make sure you do not go beyond your individual limit stated in § 3(3) of your funding agreement without an amendment (see also point 9).

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



## 8. Keeping your Host Institution informed

 Funding agreement § 7(3)

You should inform your Host Institution as soon as possible of any events or circumstances which are likely to affect your employment and/or the implementation of your project. These could include, for example, encountering difficulties with your research or seeking changes in your Career Development Plan, or on a personal level – serious illness or pregnancy, which may require the amendment or suspension of the agreement (see next section). In turn, your Host Institution has the obligation to inform NCN about any events or circumstances which could significantly affect or delay the implementation of the project.

## 9. Amendments

 Funding agreement § 3

The funding agreement is a binding legal contract. However, it may become necessary during the lifetime of the project to introduce modifications to the previously agreed terms and conditions. § 3 of the Funding agreement describes in detail the types of modifications allowed and whether they require a formal consent of the Host Institution and/or the NCN.

Formal amendment to the funding agreement, signed by the NCN, will be required in case of the changes of:

- project duration (see point 3)
- Host Institution (fellowship transfer, see point 4)
- Mentor
- time dedicated to the project (e.g. project suspension, due to maternity or serious illness)
- planned budget (aggregate reallocation in excess of 15% of the total direct costs, no more than PLN 100 000, see point 7)

Please note that all modifications should be discussed beforehand with your Mentor and Host Institution and all requests must be made before the change takes place. Amendments cannot be submitted or accepted after the end date of the project.

When in doubt, please consult your Project Officer beforehand to ensure that all the formal requirements are met well before the change in question is scheduled to occur.

## 10. Ethics and Research Integrity

 Funding agreement § 2(8g, i)

Each POLONEZ BIS project must comply with ethical principles, including the highest standards of research integrity and all applicable international, EU and national law. If you have flagged any ethical issues in your proposal you have already received an ethics review and recommendations from the NCN ethics experts. Please note that the initial NCN ethics clearance does not substitute formal consents or certificates from authorized bodies, and any specific ethics requirements, documents or certificates should be in place before the research work in question begins. Should any ethics concerns arise during project implementation that you are not able to satisfactorily address with your Mentor, please contact your Project Officer.

All Fellows must follow rules derived from the Code of the National Science Centre on Research Integrity and Applying for Research Financing, constituting Annex No. 1 to [Resolution of the Council of the National Science Centre No. 39/2016 of 11 May 2016](#),

## 11. Career Development Plan

 Funding agreement § 7(5)

A Preliminary Career Development Plan (CDP), including the description of your goals, project impact and plans for communication and dissemination of the project results, was a part of your POLONEZ BIS proposal.

We understand that career development is an ongoing process and goals may have changed between proposal submission and your arrival at the Host Institution. That is why within 6 months of the project start date you are obliged to submit to the Centre an update of the Career Development Plan or a notice of no change to the Plan.

Additional training on how to work on Career Development Plan will be provided during the kick-off meeting.



## 12. POLONEZ BIS complementary training programme

### 12.1 Kick-off meeting

NCN will organize a kick-off meeting for researchers recruited in each of 3 POLONEZ BIS calls and their Mentors. Apart from a networking experience, the kick-off will include a career development workshop, prepared and delivered by POLONEZ BIS institutional partner CRAC-Vitae, combined with practical training on using Vitae Researcher Development Planner.

The timing for each kick-off will be chosen in such a way as to guarantee enough time for Fellows and Mentors to revise the CDP in time for the 6-month deadline (see point 11). The preliminary dates are as follows:

POLONEZ BIS 1 – 12/13 December 2022

POLONEZ BIS 2 – early June 2023

POLONEZ BIS 3 – early December 2023

Please note that your participation in the kick-off meeting is obligatory based on §2 (6b) of the funding agreement.

NCN will cover the cost of accommodation and meals for Fellows and their Mentors for the duration of the event (one hotel night, single room, lunch to lunch). The costs of travel to and from Krakow are eligible as direct costs of business trips of the POLONEZ BIS project.

### 12.2 Additional training in non-research oriented transferable skills

NCN in cooperation with a specialised training company selected through a tender procedure will organize additional training programme devoted to the development of non-research related skills. The programme is scheduled to commence in the late 2023/early 2024 and will include areas of Personal Effectiveness, Working with Others, Research Management, Impact & Engagement and other themes reflecting the Fellows' needs, preferences and priorities declared in their CDPs. You will be required to select at least 3 modules to attend with an option of choosing additional 2 modules as well.

The training sessions will be organized over a weekend once a month in such a way that at least two different thematic modules will run side by side, so as to give the Fellows placed in different Host Institutions an opportunity to meet and interact. The training sessions will be accompanied by networking events with guest speakers invited from non-academic sector, other MSCA fellows based in Poland, ERC grantees and other international researchers working in Polish R&D institutions. In addition, POLONEZ BIS Fellows Forum will be organised in June/early July 2024 to gather all Fellows for networking and dissemination.

All the Fellow's costs related to the training sessions (training, travel and subsistence costs) will be covered by NCN. Further training guidelines will be provided at a later date.

### 12.3 ERC Mentoring Initiative

If your career development goals include applying for an ERC Starting/Consolidator/Advanced/Synergy grant in one of the calls opening in 2023 and 2024, you may use some of the direct or indirect costs of your POLONEZ BIS project to cover up to 24 hours of additional mentoring by an expert from the ERC Mentor Database. The Mentor's remuneration paid from the project is set at 100 € per day (1 day = 8 hours). The ERC Mentoring Initiative is managed by the National Contact Point. For details, please contact your Project Officer.

## 13. Secondments

Each POLONEZ BIS project must include a secondment phase outside the Host Institution, lasting from 2 weeks up to 1 month and involving transfer 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.

Additional costs related to secondments (e.g. housing, travel expenses) should be covered by other direct costs of the project, not by your living or mobility allowance.

The intersectoral secondment institution should 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.

You have already stated your secondment preferences or plans in the Preliminary Career Development Plan in your proposal. If your choice complies with the definitions given above, just carry them out as planned. If you did not quite follow the POLONEZ BIS rules, or only stated your general preferences, the Centre will invite you to consult the choice of the secondment institution with POLONEZ BIS institutional partner – Startup Hub Poland (SHP), free of charge.

You are free to change your secondment plans as appropriate without notifying NCN. We strongly advise you to discuss any such changes with your Mentor beforehand.

#### 14. Open Access to scientific publications and research data Funding agreement § 5(4, 8)

All publications resulting from the project, with the exception of monographs, monograph chapters and peer-reviewed collected works, must be made available in an immediate open access model (without embargo period).

In addition, a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication must be deposited in the OpenDOAR-registered repository for scientific publications.

Data underlying scientific publications resulting from the project must be reliably documented in a manner that satisfies the principles of findability (machine-readable or manual search), accessibility, interoperability and reuse (FAIR Data). They shall be available in a repository, where possible, under the terms of the Creative Commons Public Domain licence (CC0 licence).

The Host Institution is obliged to support you in promoting your research results, open access publishing, and data management.

#### 15. Acknowledgement of EU and NCN funding Funding agreement § 5

All communication relating to the project as well as any dissemination of results, such as through publications, posters, conference papers, etc. you are required to ensure the visibility of the NCN and EU emblem (flag), and to acknowledge NCN and EU funding. The example acknowledgements to be used are:

In publications:

*This research is part of the project No. <project registration number> co-funded by the National Science Centre and the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement no. 945339. For the purpose of Open Access, the author has applied a CC-BY public copyright licence to any Author Accepted Manuscript (AAM) version arising from this submission*

On equipment:

*This equipment is part of a project No. < project registration number > co-funded by the National Science Centre and the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement no. 945339.*

Within 3 months of the project start date, the Host Institutions is obliged to launch a project website,

in consultation with the Fellow, and update and maintain the website throughout the funding term and until 31 December 2031, in accordance with the guidelines set out in Appendix 4 to the funding agreement. The cost of launching and maintaining the project website during the project funding term is an eligible direct cost of the project.

## 16. Outreach/public engagement activities

 Funding agreement § 2(5h)

During the funding term you must carry out at least two outreach activities to share the results of your research with groups of the public who would not otherwise have access to it. Such activities should 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.

Make sure to consult your choices with your Mentor and Host Institution – they may already have an outreach programme in place in which you could take part.

Please note that activities addressed to undergraduate or graduate students or other specialized audiences are not outreach activities.

In 2023 POLONEZ BIS institutional partner Polish Women Scientific Network will set up and manage a blog allowing Fellows' to post information about their research in non-technical and more informal setting. The blog will promote the positive aspect of doing research and will become a platform to inform the public about research results, correct misconceptions and challenge falsehoods on important issues.

## PROJECT REPORTING

### 17. Reports to NCN

 Funding agreement §§ 7 and 8

The standard duration of POLONEZ BIS projects is 24 months, but projects sometimes have to finish sooner (so-called "early termination") or later than planned (e.g. due to suspension or part-time implementation). Whatever the final length of your project, together with your Host Institution you will be required to submit two reports:

- a midterm report to be submitted within 60 days following the end of the first 12 months of the project funding term,
- a final Report to be submitted within 60 days following the end date of the project.

On both occasions, you will be required to report on the scientific progress of your project, as well as your training and transfer of knowledge activities, secondments (if any), career development, the scientific management of the project, dissemination and communication activities, and on the project's overall impact. Each report also includes a financial part.

A midterm report is used to monitor project's progress. The evaluation and acceptance of the midterm report by the NCN Project Officer does not constitute the final settlement of a given stage of the project implementation. The complete assessment of the project outcomes and impact will be performed by a team of scientific experts.

The scope of data required in the POLONEZ BIS midterm/final reports is described in Appendix 2 to the funding agreement.

Both midterm and final reports are submitted via the OSF electronic system. Further reporting guidelines will be provided in August 2023 at the latest.

### 18. NCN reports sent to European Research Executive Agency (REA) on behalf of Fellows

NCN is required to submit to REA electronically a Researcher Declaration for each Fellow. This contains data about you and the provisions of your employment contract, including duration, contract type, etc., that the European Commission requires.

NCN also reports to REA all communication and dissemination generated by individual POLONEZ BIS projects, based on the data you provide in your midterm and final reports to NCN.

## 19. Mandatory questionnaires submitted by Fellows to REA

All funded POLONEZ BIS researchers are requested to submit two questionnaires about their experience: one immediately following the completion of the project ("Evaluation Questionnaire") and one two years later ("Follow-up Questionnaire"). REA strongly values the opinions of all researchers funded through the programme and your responses to these questionnaires will help them shape the future design of the MSCA. NCN has no access to the questionnaires you submit. Below you will find access links to both questionnaires.

### Evaluation Questionnaire

[https://ec.europa.eu/eusurvey/runner/Evaluation for MSC fellows](https://ec.europa.eu/eusurvey/runner/Evaluation%20for%20MSC%20fellows)

### Follow-up Questionnaire

[https://ec.europa.eu/eusurvey/runner/MSCA Follow-up Questionnaire 2 years after end of fellowship.](https://ec.europa.eu/eusurvey/runner/MSCA%20Follow-up%20Questionnaire%202%20years%20after%20end%20of%20fellowship)

You will need to enter project related information, including the MSCA grant agreement number (945339) and acronym (POLONEZ BIS).

## SUMMARY OF IMPORTANT DATES

Project event	Date planned or date due
Draft funding agreement signed by the Fellow and the Host Institution submitted to NCN	within 2 months of receiving the funding decision
Confirmation that employment contract was signed with the Fellow	within 7 days of the employment start date
Funding agreement signed by NCN	2 weeks after the employment start date
Confirmation that administrative assistant was assigned or employed for the project	by the end of the first project month
Confirmation that a project website was launched by the Host Institution	within 3 months of the project start date
Kick-off meeting	POLONEZ BIS 1 – 12/13 December 2022 POLONEZ BIS 2 – early June 2023 (TBC) POLONEZ BIS 3 – early December 2023 (TBC)
Update of the Career Development Plan (or information that no update is necessary)	within 6 months of the project start date
Start of the complementary training programme	October 2023 (TBC)
POLONEZ Fellows' Forum	June 2024 (TBC)
Midterm progress report on the first 12 months of project implementation	within 60 days of the end of the reporting period
Information about any circumstances which could significantly affect or delay the implementation of the project	as soon as possible
Amendment requests	before the proposed change takes place and before the end date of the project
Final progress report covering the whole duration of the project	within 60 days of the project end date
Settlement of costs with NCN (including the return of the unused funds)	together with the final report

## FURTHER READING AND REFERENCES

### Logos

- [POLONEZ BIS logo package](#)
- [EU emblem \(flag\)](#) to be used for presentations, on web pages and other communications about their individual projects
- [NCN logo](#)

### Background documents

- [Grant Agreement No. 945339 between NCN and the European Commission](#)
- [European Charter for Recruitment of Researchers and Code of Conduct for Recruitment of Researchers](#)
- [Your social security rights in Poland](#) – Document prepared by Directorate-General for Employment, Social Affairs and Inclusion of the European Commission.

### Ethics

- [Code of the National Science Centre on research integrity and applying for research funding](#)
- [Council of the National Science Centre's Recommendations for Studies Involving Human Participation](#)
- [Information about research involving animals](#)

### Open Access Policy

- [Open Access Policy at the NCN + amendment](#)
- [Guidelines: NCN's Open Access Policy](#)

### External links

- [Marie Skłodowska-Curie Actions](#)
- [Marie Skłodowska-Curie Alumni Association](#)
- [The European Intellectual Property Rights Helpdesk](#)

## 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

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