



How to prepare the funding agreement in the OSF system

version 3.0
December 2022

Postdoctoral
Fellowships
in Poland

#MSCA

www.polonezbis.eu

General information on funding agreements

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.

The template of the funding agreement was published together with the call announcement see the links in slide 3.

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

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.

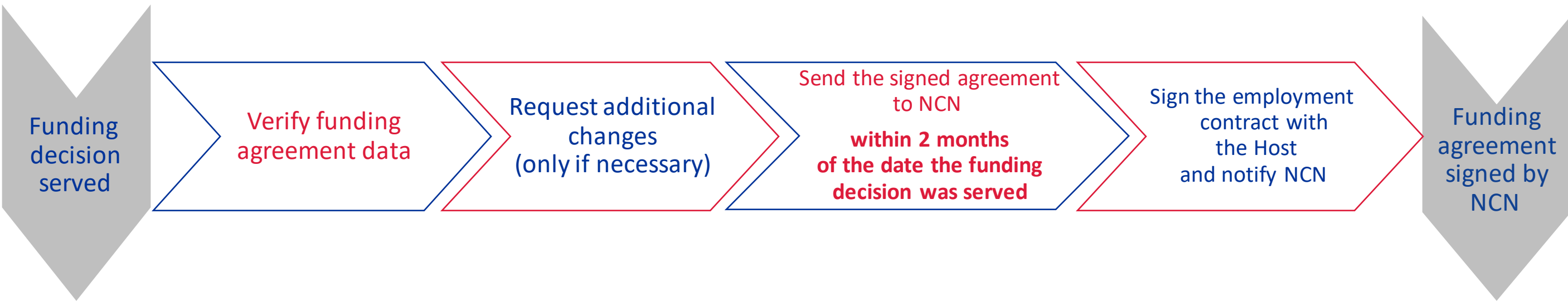
Please note that the funding decision obliges the Principal Investigator and the Host Institution to draft, sign and submit the funding agreement to NCN within two months of the date the funding decision was effectively served to the Principal Investigator.

The POLONEZ BIS contracting process

Relevant documents

Funding decision	POLONEZ BIS Terms and regulations	Costs in POLONEZ BIS	Funding agreement template
POLONEZ BIS 1	<u>Resolution 54/2021 of the NCN Council of 10 June 2021</u>	<u>Costs in research projects under POLONEZ BIS 1</u>	<u>POLONEZ BIS 1 Funding agreement template</u>
POLONEZ BIS 2	<u>Resolution 44/2022 of the NCN Council of 7 April 2022</u>	<u>Costs in research projects under POLONEZ BIS 2</u>	<u>POLONEZ BIS 2 Funding agreement template</u>
POLONEZ BIS 3	<u>Resolution 70/2022 of the NCN Council of 7 July 2022</u>	<u>Costs in research projects under POLONEZ BIS 3</u>	<u>POLONEZ BIS 3 Funding agreement template</u>

The timeline of the contracting process



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.

Electronic documents and e-signatures

The funding agreement must be submitted in the electronic form – in POLONEZ BIS 1 both the Principal Investigator and the representative of the Host Institution must sign it with a qualified electronic signature. In POLONEZ BIS 2 and 3 advanced electronic signatures are also allowed (see the funding decision).

A qualified electronic signature is a signature compliant with [Regulation \(EU\) No. 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC](#).

A qualified electronic signature can be bought from one of qualified trust service providers listed on the [EU Trust Services Dashboard](#). The cost of qualified electronic signature is an eligible direct cost of the POLONEZ BIS project. Please contact your Host Institution for the terms and details of purchase and invoicing.

You may also choose to sign the funding agreement by proxy. To do so, you will have to delegate the power of attorney to another person who has a qualified electronic signature. Please note that you cannot delegate this power to the same person who signs the agreement on behalf of the Host Institution.

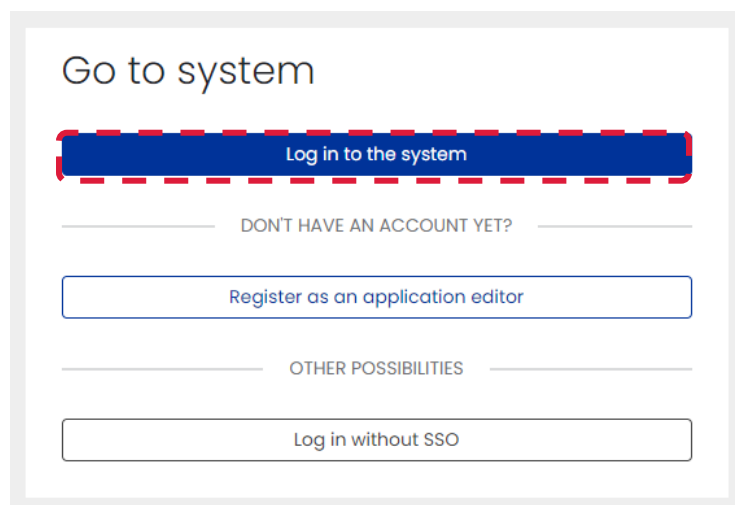
A template of a delegation of the power of attorney is available [HERE](#). The delegation may be signed by hand; the scan should be submitted to the NCN Delivery Box together with the signed funding agreement and the original must be mailed to NCN by traditional post.

Completing the funding agreement in the OSF

Step 1

Log in to the OSF system and open your proposal

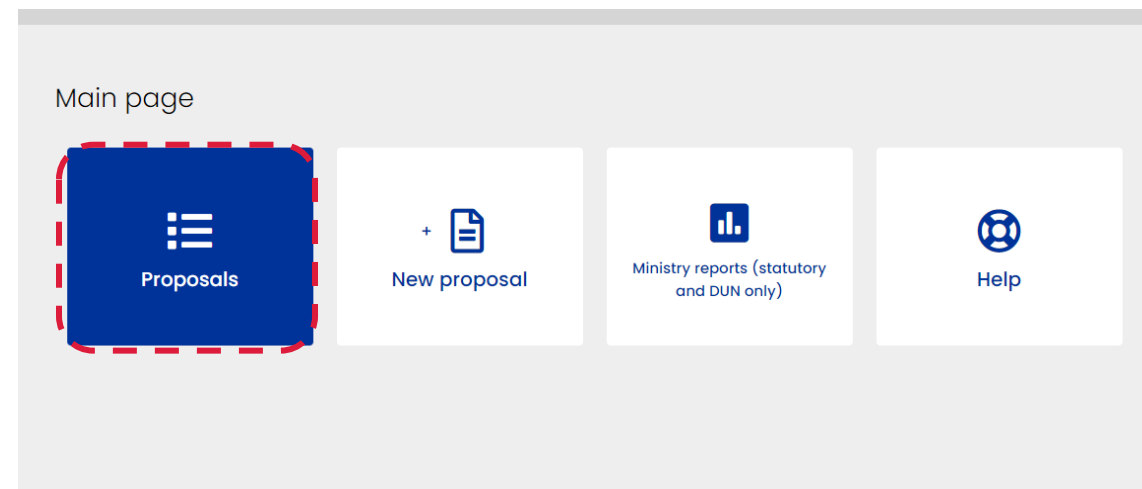
Go to <https://osf.opi.org.pl> and log in as Editor.



The screenshot shows the 'Go to system' page with the following elements:

- A blue button labeled 'Log in to the system' highlighted with a red dashed border.
- A link 'DONT HAVE AN ACCOUNT YET?' with a horizontal line on either side.
- A button labeled 'Register as an application editor'.
- A link 'OTHER POSSIBILITIES' with a horizontal line on either side.
- A button labeled 'Log in without SSO'.

Select POLONEZ BIS proposal from the list.



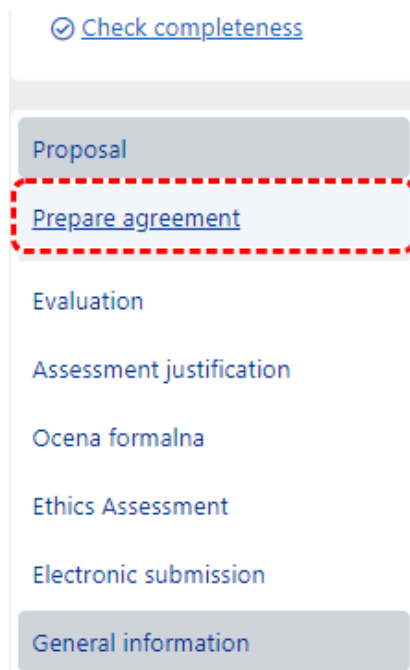
The screenshot shows the 'Main page' with the following elements:

- A blue button labeled 'Proposals' highlighted with a red dashed border.
- A button labeled 'New proposal' with a plus icon and a document icon.
- A button labeled 'Ministry reports (statutory and DUN only)' with a bar chart icon.
- A button labeled 'Help' with a person icon.

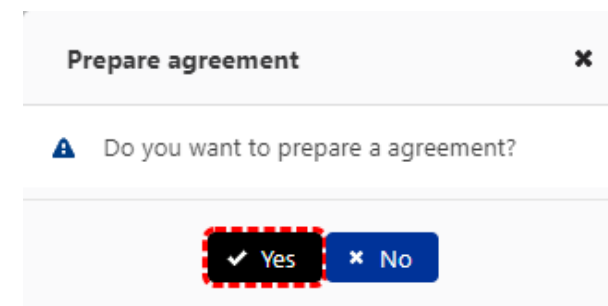
Completing the funding agreement in the OSF

Step 2

Click on
Prepare agreement



A pop-up window will appear,
select YES



Completing the funding agreement in the OSF

Step 3

Verify
and/or
modify
data

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

- funding decision number and 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.

Use the  button to modify information.

The information in the annexes to the funding agreement was generated on the basis of the data provided in the proposal and cannot be changed.

Completing the funding agreement in the OSF

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What if
there is no



button?

Should you need to introduce changes in a section without an EDIT button, please e-mail the NCN officer in charge of your project (CC polonez@ncn.gov.pl) before you mark the agreement as ready.

Major changes, such as postponing the start date of the project, would require you to write a letter of request to the NCN Director. The letter should be written in both Polish and English and signed by the Principal Investigator and the representative of the Host Institution. Moving the start date to the next calendar year involves changes in the budget - please contact the project officer for details.

Letters of request can be signed by hand. The Host Institution should submit the letter and necessary supporting documents to NCN via the Electronic Delivery Box: /ncn/SkrytkaESP.

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.

Completing the funding agreement in the OSF

Step 3.1

Principal Investigator data

Click on the name of the Principal Investigator (PI) in the Research Team section to verify your contact and address information.

In the „Address for correspondence” section please provide your address in Poland, if already known.

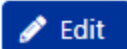
[Research tasks](#)

[Research team](#)

dr PI Name Surname

Personal data	Contact information	Address	Address for correspondence	Researcher's electronic identifier
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Address for correspondence

 Edit

Completing the funding agreement in the OSF

Step 3.2

Host Institution data

Click on the name of the Host Institution to:

- verify contact and address information,
- verify details of the Head of the Host Institution /authorised representative, and
- **provide bank account details.**

Applicant

Participating entities

Medical University of Gdańsk

Entity level I - Medical University of Gdańsk

Edit

Entity name in Polish
Gdański Uniwersytet Medyczny

Entity name in English
Medical University of Gdańsk

Head of the entity / authorised representative	NIP, REGON, KRS	Contact information	Address of registered office	Contact address	Bank account
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Completing the funding agreement in the OSF

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What if
I need to transfer
to another
Host Institution?

Although the POLONEZ BIS fellowship is transferable, the Host Institution can be changed only in exceptional and well-justified circumstances, subject to the written approval of the Host Institution listed in the original proposal.


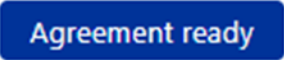
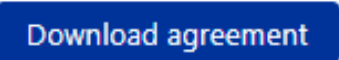
In addition to a well-motivated letter of request to the NCN Director, the PI, the new Host Institution and the new Mentor have to provide supporting documents for evaluation: Host Institution Capacity Form and new Mentor's Academic and Research Track Record.

The proces of transferring the fellowship to a new institution may be time-consuming but the request for transfer does not release the PI and the original Host Institution 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.

Completing the funding agreement in the OSF

Step 4

Accept data and download agreement

1. Use the  button in the top-left corner of the screen or print draft agreement to check that no information is missing.
2. Scroll down to the bottom of the screen and click on Data acceptance /agreement download section.
3. Click on the  button to send the agreement information to the NCN in the OSF system. After that, the draft agreement will no longer be available for editing.
4. Generate the PDF file using the  button.

Budget summary

Data acceptance / agreement download

[Additional documents](#)

Support of the agreement

Completing the funding agreement in the OSF

Step 5

Signatures and delivery to the NCN

1. Sign the PDF with a qualified electronic signature and forward the signed file by e-mail to the Host Institution to be signed by its authorised representative(s).
2. If you delegated the power of attorney, e-mail the PDF of the funding agreement and the scan of the delegation to your attorney, ask him/her to sign and then to forward the signed PDF and the scan of the delegation to the Host Institution.
3. Make sure that the Host Institution submits the signed agreement to the NCN via the Electronic Delivery Box to the following address: /ncn/SkrytkaESP by the time specified in the funding decision.
4. If the Principal Investigator signed the agreement by proxy, the signed original of the delegation of the power of attorney should also be sent by traditional post to NCN's address:

Narodowe Centrum Nauki, ul. Twardowskiego 16, 30-312 Kraków, Poland

What happens next?

Step 6

Verification and confirmation of employment

The agreement will be verified by NCN – in case of mistake(s), the agreement will be returned via OSF system for correction(s) and the Editor will be notified by e-mail.

Positively verified agreements will wait on NCN file until the Host Institution confirms in writing that it has employed the Applicant under the conditions defined in §2 (1-2) of the said agreement.

NCN accepts scans of employment contracts or signed confirmations. A confirmation template (in Polish) is available [HERE](#).

At least one electronic signature is required either on the confirmation itself or in the cover letter accompanying the scan of the employment contract.

What happens next?

Step 7

Signature by the NCN

The confirmation or a copy of the PI's employment contract should be submitted in electronic form via ePUAP to: /ncn/SkrytkaESP, within 7 days of the day the employment begins (same as project start date).

The NCN Director will sign the funding agreement ca. 2 weeks after the project start date.

The agreement signed by all three parties will then be sent to the PI and Host Institution via Host Institution's Electronic Delivery Box ePUAP.

The POLONEZ BIS Team

Project officers

The name of your POLONEZ BIS project officer is displayed in the header of your project in the OSF system. You are welcome to contact any member of the team – here are our e-mail addresses and telephone numbers.

Project officer	e-mail	mobile
Piotr Malinowski	piotr.malinowski@ncn.gov.pl	+ 48 532 086 116
Agnieszka Jędrzejczyk	agnieszka.jedrzejczyk@ncn.gov.pl	+ 48 532 083 919
Jolanta Palowska	jolanta.palowska@ncn.gov.pl	+ 48 695 211 478
Przemysław Puchała	przemyslaw.puchala@ncn.gov.pl	+ 48 532 085 570