



**POLONEZ BIS**

## When and how to update your CDP

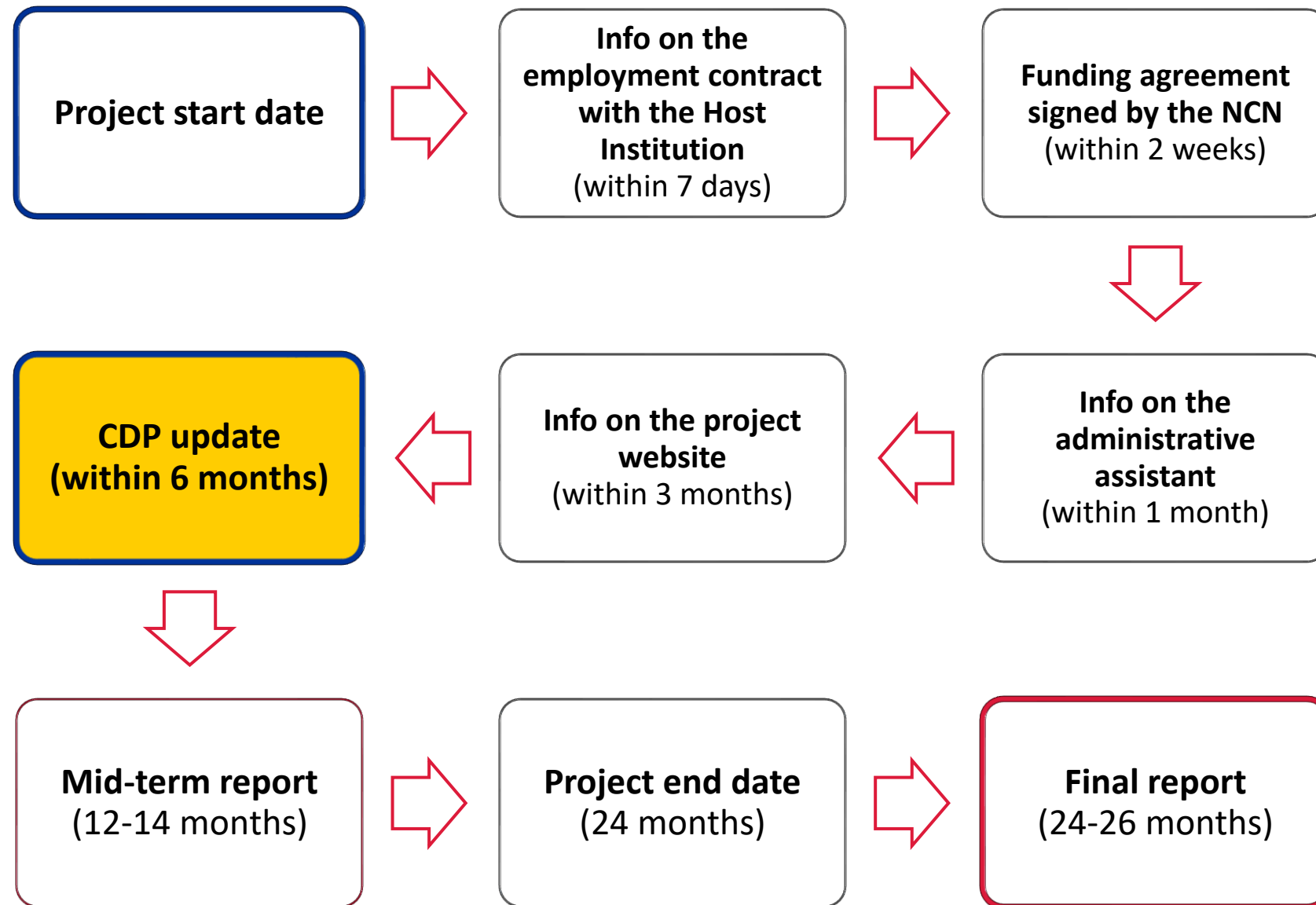
version 1.0  
April 2023

**Postdoctoral  
Fellowships  
in Poland**

**#MSCA**

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

# The project timeline



# General information on Career Development Plan

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.

NCN understands that career development is an ongoing process which often involves support and feedback from both peers and superiors. That is why the agenda of the POLONEZ BIS kick-off meeting includes additional training for Fellows and Mentors on how to work on Career Development Plan.

We also understand that goals, plans and perspectives may change after the Fellows arrive in Poland and learn more about the options and opportunities offered by their Host Institution. That is why within 6 months of the project start date we ask POLONEZ BIS Fellows to submit to the Centre an update of the Career Development Plan (see § 7(5) of the Funding agreement). Fellows may also decide that no change of the CDP is necessary.

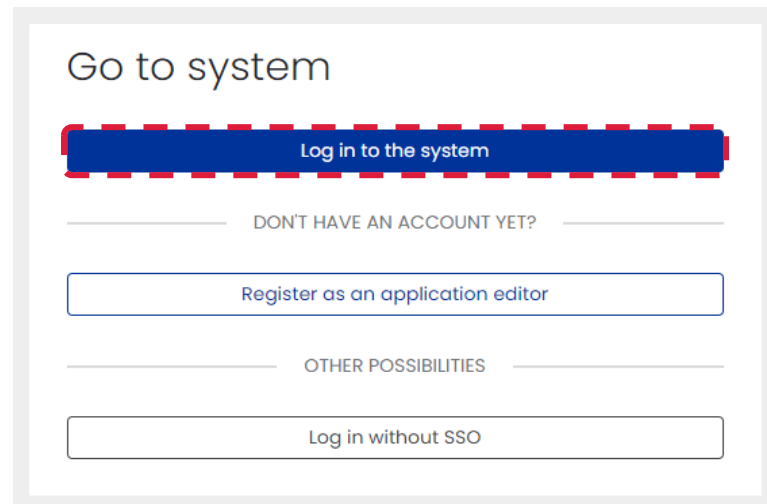
Please note that there is no need to re-write the original CDP. Just follow the steps below and complete the indicated document no matter what your decision is.

# Downloading the template from the OSF account

## Step 1

Log in to the OSF system and open your proposal

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



Go to system

**Log in to the system**

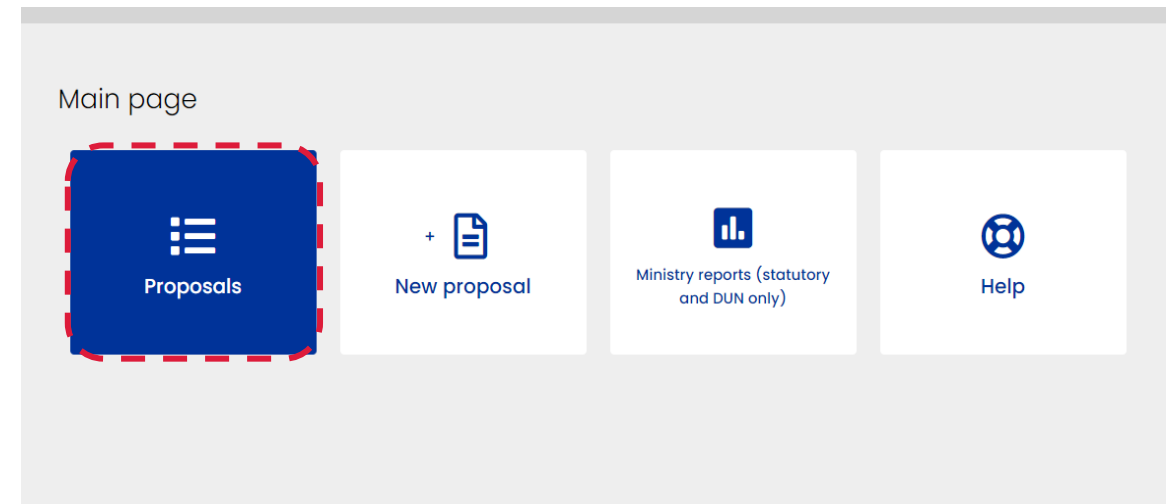
DON'T HAVE AN ACCOUNT YET?

Register as an application editor

OTHER POSSIBILITIES

Log in without SSO

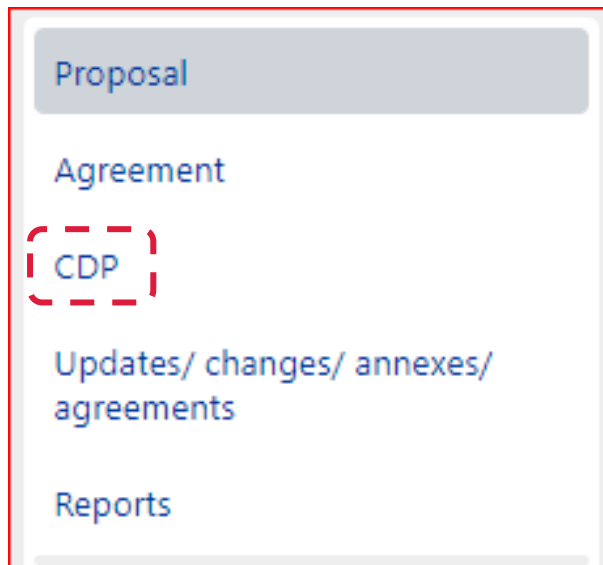
Select POLONEZ BIS proposal from the list.



# Downloading the template from the OSF account

## Step 2

Select  
*CDP*  
from the  
menu on the  
left



Two more CDP-related tabs will appear.

You will be automatically re-directed  
to the *CDP - update* tab  
with the download link.



# Completing the update and submission to NCN

## Step 3

Download  
and  
complete

Download the template from the provided link.

Complete it outside of the OSF system and save as PDF.  
There is no need to re-write the original CDP.

Sign the PDF electronically (only the PI's signature is necessary).

Ask the administrative assistant to send it to NCN's Electronic Delivery Box (ESP) address:  
/ncn/SkrytkaESP, via ePUAP  
(the same process, which was used for the Funding agreement).

# What happens next?

## Step 4

### Formal check and expert evaluation

The CDP will be verified by your project officer – in case of any issues they may contact you to ask for explanations or corrections.

If your updated CDP is formally correct, the project officer will upload it to the OSF system.

The updated CDP will then be forwarded to one of the members of the same Expert Team which evaluated your original POLONEZ BIS proposal.

The expert will evaluate your updated CDP according to the following criteria:

1. Potential impact of the modifications proposed in the updated CDP on the career development of the Principal Investigator.
2. Potential impact of the modifications proposed in the updated CDP on the dissemination of project outputs.

# What happens next?

## Step 5

Feedback  
from  
the expert

The evaluation of your updated CDP by the expert may take around 1 month.

The result of evaluation will be uploaded to the OSF.

Your project officer will notify you when it becomes available.

You will find the expert's opinion under the *CDP – evaluation* tab.

No more CDP updates will be required - please describe any further CDP modifications in your mid-term and final reports.

Proposal

Agreement

CDP

Updates/ changes/ annexes/  
agreements

Reports

Career Development Plan -  
update

Career Development Plan -  
evaluation