



UNIwersytet Jagielloński
w Krakowie

Prorektor UJ
ds. badań naukowych i funduszy strukturalnych

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**JAGIELLONIAN UNIVERSITY
ANNOUNCEMENT
OF THE VICE-RECTOR FOR RESEARCH
of 16 of October 2020**

regarding: the submission of applications for projects financed under the OPUS 20 +LAP call for proposals, announced by the National Science Center.

We are pleased to inform that the National Science Center (NCN) announced a call for proposals within the **OPUS 20 + LAP** scheme for **research projects, addressed at researchers at all stages of their scientific career.**

The proposal submission deadline is 15 December 2020 till 16:00.

The conditions and rules for applying in the call for proposals are available on the following websites:

- **National Science Center:** ncn.gov.pl "Current open calls" tab
- **Administrative Project Support Center:** www.cawp.uj.edu.pl "Open calls" tab → "National Science Center calls"

General information on the preparation of applications:

An application for the award of funds for the implementation of a research project, hereinafter referred to as "OPUS application", or an application for the award of funds for the implementation of a research project under the LAP cooperation, hereinafter referred to as "OPUS LAP application" may be submitted to the competition. The OPUS LAP call for proposals shall be submitted when planning research with one or more research teams from countries such as Austria, the Czech Republic, Slovenia, Germany or Switzerland, provided that any of these teams applies for funding of research in parallel under LAP procedures, with the NCN acting as the lead agency. Detailed selection guidelines of the relevant competition can be found on the NCN website: www.ncn.gov.pl/ogloszenia/konkursy/opus20. Question No 2: "Which application to make? OPUS application or OPUS LAP application?".

General terms on the preparation of applications:

- The project implementation period for the **OPUS 20** can be **12, 24, 36 or 48 months**.
- The project implementation period for the **OPUS LAP** can be as follows:
 - by 24, 36 or 48 months in case of cooperation with a partner from Austria, Switzerland or Slovenia,
 - by 24 or 36 months in case of cooperation with a German or Czech partner.
- The Principal Investigator should indicate from 1 to 10 published scientific papers.
- **Change of provisions regarding employment in a post-doc position:** a person in a post-doc position must meet an additional condition: *a doctoral degree has not been awarded by the entity in which employment is planned for this position.*
- In a given edition of competitions you can be indicated as a project manager only in one application. It means that in this edition of NCN competitions, a given person can be indicated only once as a project manager and only in one type announced in the edition competitions (OPUS/ OPUS LAP/ BEETHOVEN CLASSIC/ PRELUDIUM BIS/ SONATA).

- **Change of cost provisions:**
 - Eligible costs are not the costs of publication of the monograph resulting from the research project until a positive assessment is obtained in the review process. conducted by the NCN;
 - the costs of publication fees (Article Publishing Charges) for hybrid journals, as defined in the National Science Centre's Policy on Open Access to Publications, are not eligible;
 - the costs of publishing scientific articles or providing open access to research data cannot be financed from direct costs, except for services referred to in point 2.5.2. of the cost catalogue
- **Change of provisions regarding conditions to be met by the Principal Investigator:** The Project Investigator is obliged to stay in Poland for at least 50% of the project duration. This period includes business trips necessary for the project. Moreover, the Project Manager may be a person employed during the whole project implementation period in the entity planned as the place of project implementation (Polish part of the research project for OPUS LAP) on the basis of an employment contract for at least half of the full working time.
- In the project you can plan the so-called **doctoral scholarships** for doctoral students who meet the requirements set out in the Act of 20 July 2018 Law on Higher Education and Science (doctoral schools).
- Within the indirect cost, in the project budget, the purchase of a qualified signature in the amount of approximately PLN 205.00 (valid for two years) should be included.
- The budget of the project should include the VAT value (**VAT is an eligible cost in the project**). **All prices should be given in gross amounts.**
- The **indirect costs** may be up to **20% of the direct costs**.
- An additional amount of indirect costs of at most 2% of the costs direct, may be allocated to the costs related to making available publications or research data in open access.
- Basic institution data (JU) necessary to complete the application are available on the CAWP website: www.cawp.uj.edu.pl/projekty/dla-wnioskujacych/dokumenty.

In the OPUS LAP:

- In the case of OPUS LAP applications, for each research team involved in the project, a project leader should be indicated: in bilateral cooperation projects - two, and in trilateral cooperation projects - three, respectively; a Polish research team leader and a foreign research team leader(s).
- In the case of cooperation with a German partner, the application only covers Life Sciences and Science and Technology.
- In case of cooperation with partners from Austria, Slovenia or the Czech Republic, the Polish research team must apply to the NCN as lead agency by at least 40% (in case of bilateral cooperation projects) or by at least 25% (in case of trilateral cooperation projects) of the total project budget shown in the budget table. N.B.: If an OPUS LAP application is submitted to the NCN as Lead Agency and the above conditions are not met, the application will be rejected on the grounds that the formal criteria are not met by The NCN and the partner institutions competent for the teams involved in the project.
- Exception in the project estimate: visits, consultations (NOTE! The costs of consultations and visits of colleagues from research institutions receiving parallel funding from the FWF, GAČR, ARRS, DFG or SNSF are ineligible).
- An annex to the OPUS LAP application submitted in the ZSUN/OSF system is a budget table, in which cost estimates of the research project on the foreign side, for all foreign research teams involved in the LAP cooperation, drawn up in accordance with the rules of the FWF, GAČR, ARRS, DFG or SNSF, shall be presented. The table should also specify the amounts for which the Polish research team applies to the NCN (NOTE: these amounts must be the same as the amounts given in the national application in the ZSUN/OSF system).
NOTE: in the budget table, an Excel sheet appropriate for a given team should be selected and filled in, in accordance with the instruction described in point Błąd! 3 of the Guidelines for Polish research teams comprising OPUS LAP conclusions, available under the link: www.ncn.gov.pl/sites/default/files/pliki/regulaminy/IFA_OPUS-LAP.pdf
- The amounts of costs in the budget table should be entered in euros (for Austrian, Slovenian and German research teams' cost estimates), in CZK (for Czech teams' cost estimates) or in CHF (for Swiss teams' cost estimates), according to exchange rates:

- by 1 EUR = 4.4490 PLN,
- by 1 CZK = 0.1673 PLN,
- by 1 CHF = 4,1334 PLN.

Proposal submission procedure:

Applications in the OPUS 20 + LAP call for proposals are submitted only in electronic form. The application together with the required attachments is sent by the Principal Investigator electronically via the ZSUN / OSF system (Integrated Services System for Science / Funding Streams), available on the website: osf.opi.org.pl

Internal regulations of the Jagiellonian University:

In accordance with the Jagiellonian University Rector's Directive No. 56 on July 11, 2016 on the rules of procedure for the preparation and implementation at the JU of projects financed from external sources, researchers interested in participating in the call should submit to the CAWP:

- **by 20 November 2020**, a draft agreement or guidelines for an agreement
 - if the applicant is a group of entities, the Jagiellonian University acts as a partner and the leader has its own agreement template - then the document should be sent to Magdalena Duda, phone: 12 663 38 27 , magdalena.duda@uj.edu.pl or Ms Anna Puchała, phone: 12 633 38 16, anna2.puchala@uj.edu.pl.
 - if the Jagiellonian University plays the role of a Leader in the project, please use the model agreement approved by the JU Team of Legal Advisers, which is attached as Annex 1 to this Announcement.

NOTE: Attaching a signed agreement in the ZSUN / OSF system is a condition for blocking the application and generating relevant confirmations;
- **by 26 November 2020 a working version of the application** sent in a PDF file to the address of the CAWP call supervisor (a working version means that at least a section must be completed: Applicant, Project Manager / Contractor, Study Plan, Cost estimate and its justification);
 - 1) **by 9 December 2020 a final version of the application** sent in a PDF file to the address of the CAWP call supervisor, i.e.:
 - a) the document generated from the system: the "Print PDF" option with the file name according to the formula: Principal Investigator's name and surname, program name, date of the document (Kowalski_Jan_OPUS_02-04-2020), signed electronically by the head of the unit in which the project will be implemented (i.e. Dean of the Faculty or Head of the unit).
together with:
 - b) the Project Registration Form, The project registration form, filled in in the Jagiellonian University Project Zone electronic system available on the website: <https://strefaprojektow.uj.edu.pl/>. The instruction is available on the website: <https://cawp.uj.edu.pl/strefa-projektow>
 - c) generated from the OSF system, the document titled "Confirmation of submitting the proposal by an authorised representative" in a PDF file,
 - d) a scan of the document generated from the ZSUN / OSF system and signed by hand by the Principal Investigator: "Confirmation of submitting the proposal by the Principal Investigator" or this document signed by the PI by a qualified electronic signature (in the OPUS LAP it concerns the manager of the Polish team).

The above-mentioned terms should be treated as final.

Sending the application by the ZSUN/OSF system is an irreversible operation, making it impossible to make subsequent changes. Therefore, the electronic application should be sent only after obtaining the signatures on the *Confirmation of submitting the proposal under an NCN call by an authorised representative* and *Confirmation of submitting the proposal by the Principal Investigator*

The above document, signed with the electronic signature by the JU authorities, will be sent back to you by the CAWP call supervisor to the indicated e-mail addresses.

In case of questions or doubts please contact the call supervisors at CAWP:

- **Mr. Mateusz Basarab**, phone: 12 663 38 64, mateusz.basarab@uj.edu.pl
 - Faculty of Philology
 - Faculty of Polish Studies
 - Faculty of Law and Administration
 - Faculty of Management and Social Communication
 - University-wide units

- **Ms. Monika Pacholczyk**, phone: 12 663 30 09, monika.pacholczyk@uj.edu.pl
 - Faculty of Chemistry
 - Faculty of Physics, Astronomy and applied Computer Science
 - Faculty of History

- **Ms. Agnieszka Gajda-Górecka**, phone: 12 663 30 25, agnieszka.gajda-gorecka@uj.edu.pl
 - Faculty of Mathematics and Computer Science
 - Faculty of Biology
 - Faculty of International and Political Studies

- **Mr. Jakub Górka**, phone: 12 663 30 11, jakub.gorka@uj.edu.pl
 - Faculty of Biochemistry, Biophysics and Biotechnology
 - Faculty of Philosophy
 - Faculty of Geography

In case of any questions or doubts regarding the preparation of the **OPUS LAP** application, I encourage you to contact the competition supervisor in the CAWP: Ms Anna Koteja, phone 12 663 38 47, anna.koteja@uj.edu.pl.

In all questions concerned the employment and remuneration within the projects applications please contact:

- Ms. Kamila Balicka, phone: 12 663 38 89, kamila.balicka@uj.edu.pl
or
- Ms. Paulina Kmita, phone: 12 663 38 35, paulina.kmita@uj.edu.pl

For the Data Management Plan of your research project, please contact us:

- p. Leszek Szafranski, phone 12 663 35 89, l.szafranski@uj.edu.pl.
- p. Katarzyna Szczepaniec, tel. 12 663 34 42, k.szczepaniec@uj.edu.pl.

Link to online training on the YouTube channel on how to fill in the Data Management Plan:
<https://www.youtube.com/watch?v=jSIRR8VSm40>

Annex:

1. Model cooperation agreement for the implementation of the proposed research project.

Received by: Heads of units conducting scientific and research activity (without CM UJ) with a request to make it available to all interested individuals.

Signed electronically by:
JU Vice-Rector for Research
Prof. Piotr Kuśtrowski, D. Sc.