



UNIwersytet Jagielloński
w Krakowie

Prorektor ds. badań naukowych

1027.0643.14.2021

**JAGIELLONIAN UNIVERSITY
ANNOUNCEMENT
OF THE VICE-RECTOR FOR RESEARCH
of 10 February 2021**

on: submission of annual and final reports on the implementation of research projects:

- under the programs of the National Science Center: **OPUS, SONATA, SONATA BIS, MAESTRO, PRELUDIUM, SYMFONIA, HARMONIA, SONATINA, BEETHOVEN, QUANT-ERA, DAINA,**
- under the programs of the Ministry of Science and Higher Education (currently the Ministry of Education and Science): **Diamentowy Grant, National Program for the Development of Humanities (NPRH).**

I would like to kindly inform and remind all Principal Investigators of research projects about the need to submit annual reports for 2020 and final reports on the implementation of research projects to the Ministry of Education and Science (MEiN) or the National Science Center (NCN).

Annual reports to MEiN and NCN – general rules:

1. The deadline for submitting annual reports for 2020 to MEiN and NCN is **31 March 2021**.
2. The reports should present the tasks performed and settle the costs incurred until 31 December 2020 on the basis of financial data provided by the National Project Settlement Department (DRPK).
3. The data on costs incurred will be provided by the **National Project Settlement Department (DRPK) to Principal Investigators by 8 March 2021**.
4. The first annual report on the implementation of projects financed by the NCN should be submitted for the calendar year in which the project implementation period was at least 8 months. If the implementation of the project in accordance with the contract is completed no later than 30 April of a given calendar year, the annual report for the preceding year **is not required**.
5. Please remember to include in the report information about all changes made during the project implementation, with the consent of the head of the unit, by means of an annex and changes made independently by the Principal Investigator in accordance with the Announcement of the JU Vice-Rector for Research and Structural Funds of 6 June 2018 on establishing the rules for the implementation of research projects financed by the NCN at the Jagiellonian University. Please pay special attention to include in the report all the changes of the form of employment of individual contractors.
6. Starting from the competitions OPUS 17, PRELUDIUM 17, MOZART, MAESTRO 11, SONATA BIS 9, SONATA 15, PRELUDIUM BIS 1, SONATINA 4, CEUS-UNISONO, DAINA 2 in the category ("Other direct costs"), analogically in the report form as in the submitted application, the following subcategories will be separated: materials and small equipment, external services, business trips, visits, consultations, collective contractors, other costs. According to the information provided by the NCN, there are no templates for the reports at the moment for the above-mentioned calls.

Information on the availability of the template for reports will be published on the NCN website at the end of February 2021. Please keep track of changes in the ZSUN / OSF system and on the NCN website.

If the report forms are made available by the NCN at a later date, CAWP will inform you of this fact, and the CAWP project supervisor will coordinate with the Principal Investigators the individual dates for submitting documents.

Annual reports MEiN – detailed rules:

Applies to annual reports (deadline until 31 March 2021): **Diamentowy Grant, NPRH**

1. The annual report should be drawn up in accordance with the rules applicable to individual programs and projects.
2. **Reports are submitted only in paper form.**
3. The annual draft report in the form of a Word file should be sent to the project supervisor at CAWP by **12 March 2021**. The project supervisor at CAWP will verify the report and inform about any comments or the possibility of submitting the report for signature.
4. The final version of the report, drawn up in triplicate and signed in places intended for the Principal Investigator and signed by the head of the unit (the Dean of the Faculty or according to the specificity of the unit) in which the project is being implemented, should be submitted to CAWP within the time limit enabling the verification and obtaining the required signatures University authorities, i.e. by **22 March 2021**.
5. CAWP will send to MEiN annual reports approved by the JU authorities in the required number of copies, and will forward one copy to the DRPK.

Annual reports NCN – detailed rules:

Due to the change in the NCN administrative support for projects (scholarships, internships and research projects), which has been conducted only in electronic form since the calls announced on 15 December 2016, two paths are introduced at the stage of preparing and submitting annual reports to the NCN for:

1. reports submitted on paper or with the use of an eligible electronic signature;
2. reports submitted using only the eligible signature.

1. Reports submitted on paper or with the use of the qualified electronic signature.

Applies to annual reports (deadline until 31 March 2021) submitted on the implementation of research projects for competitions: **OPUS 12, SONATA 12, SONATA BIS 6, MAESTRO 8, PRELUDIUM 12, SYMFONIA 4, HARMONIA 8, BEETHOVEN 2.**

- a) The annual report must be prepared in accordance with the rules applicable to individual programs and projects.
- b) The annual draft report in the form of a PDF file should be sent to the CAWP project supervisor by **12 March 2021**. The project supervisor at CAWP will verify the report and inform about any comments or the possibility of submitting the report for signature.
- c) The final version of the report should be submitted to CAWP within the time limit enabling the verification and obtaining the required signatures of the JU authorities, i.e. by **22 March 2021**.
- d) According to the information from the NCN that, due to the epidemiological situation, the preferred form of submitting reports on the implementation of research projects is documentation bearing a qualified electronic signature of authorised persons and sent to the NCN via the ePUAP platform, it is possible to submit a report bearing the qualified signature of the Principal Investigator (PI) and the Head of the respective unit.
- e) However, if it is not possible to sign the report with a qualified electronic signature by the Principal Investigator, it is possible to sign the document by hand (by PI), then make a scan of it, sent it as a PDF file to the Head of the unit, (Dean of the Faculty or, depending on the specificity of the unit) in order to be signed by them with the qualified electronic signature, and then sent it to CAWP. The document will be signed with a qualified electronic signature by the JU authorities and sent by CAWP to the NCN via the ePUAP platform. Additionally, in accordance with the NCN guidelines, if this path of the report is chosen, the original document signed by hand by the PI and the head of the unit should also be submitted to CAWP. The NCN requires the original of the report to be kept with the entity implementing the project.
- f) **It is also possible to submit a report to the NCN only in a paper version.** The final version of the report, drawn up in duplicate and signed in places intended for the PI, and signed by the Head of the unit (the Dean of the Faculty or according to the specificity of the unit) in

which the project is being implemented, should be submitted to CAWP within the time limit enabling verification and obtaining the required signatures of the JU authorities i.e. until **22 March 2021**.

- g) The obligation to send the report in an electronic version in the ZSUN / OSF system rests with the PI. Therefore, the report in electronic form should be sent only after obtaining signatures on the printed version. Information on the approval of the report by the JU authorities will be provided by the project supervisor at CAWP.
- h) CAWP sends to the NCN annual reports approved by the JU Authorities in the required number of copies or in electronic form via the ePUAP platform. In the case of a report submitted in paper version, CAWP submits one copy to the DRPK, and in the case of a report submitted in electronic version, it archives the document in the SAP system in the appropriate PSP element.

1. Reports submitted using only the qualified electronic signature.

Applies to annual reports (deadline until 31 March 2021) submitted on the implementation of research projects for competitions: **OPUS 13, SONATA 13, SONATA BIS 7, MAESTRO 9, PRELUDIUM 13, HARMONIA 9, SONATINA 1, QUANT-ERA, DAINA 1, BEETHOVEN 3.**

- a) The annual report must be prepared in accordance with the rules applicable to individual programs and projects.
- b) The annual draft report in the form of a PDF file should be sent to the project supervisor at CAWP by **12 March 2021**. The project supervisor at CAWP will verify the report and inform about any comments or the possibility of submitting the report for signature.
- c) The final version of the annual report should be sent **by 22 March 2021** to the project supervisor at CAWP in the form of a PDF file signed with a qualified signature by the PI and the Head of the unit (Dean of the Faculty or according to the specificity of the unit) in which the project is implemented.
- d) The obligation to send the report in an electronic version in the ZSUN / OSF system rests with the PI. Therefore, the report in electronic form should be sent in the ZSUN / OSF system only after obtaining signatures on the electronic version. Information on the approval of the report by the JU authorities will be provided by the project supervisor at CAWP.
- e) CAWP will send to the NCN annual reports approved by the JU authorities via the ePUAP platform and will archive the document signed electronically in the SAP system in the appropriate PSP element.

Final reports to MEiN and NCN – general rules:

1. Pursuant to the applicable regulations, the final report shall be submitted **no later than 60 days from the project completion date specified in the contract**.
2. The final draft report should be sent to the project supervisor at CAWP in an electronic version in the form of a PDF (NCN) or Word (MEiN) file up to 20 days before the deadline for submitting reports to the NCN and MEiN. The project supervisor at CAWP will verify the report and will inform about any comments or the possibility of submitting the report for signature, along with the document processing rules agreed with MEiN and NCN

In the case of programs or projects not indicated in this Announcement, project supervisors at CAWP will contact the PI's individually to determine the mode and deadlines for submitting reports.

Please note that failure to submit the annual report on time or submission of a report that does not meet the requirements set out in the relevant provisions will result in suspension of further financing. On the other hand, failure to submit the final report authorizes the financing institution to recognize the contract as not performed and entitles it to demand a refund from the entity.

If you have any questions or concerns regarding the preparation of reports, please contact the project supervisors at CAWP:

- NCN projects: OPUS implemented at the Faculty of Biochemistry, Biophysics and Biotechnology, Faculty of Philosophy, Faculty of Geography and Geology
– Jakub Górka, phone 12 663 30 11, jakub.gorka@uj.edu.pl

- NCN projects: OPUS implemented at the Faculty of Biology, Faculty of Mathematics and Computer Science, Faculty of International and Political Studies
– Agnieszka Gajda-Górecka, phone: 12 663 30 25, agnieszka.gajda-gorecka@uj.edu.pl
- NCN projects: OPUS, SYMFONIA implemented at the Faculty of Chemistry, Faculty of Physics, and Astronomy and Applied Computer Science
– Monika Pacholczyk, tel. phone 12 663 30 09, monika.pacholczyk@uj.edu.pl
- NCN projects: OPUS implemented at the Faculty of Philology, the Faculty of History, the Faculty of Polish Studies, the Faculty of Law and Administration, the Faculty of Management and Social Communication and in out-of-faculty units as well as the SYMFONIA projects implemented at the Faculty of Biochemistry, Biophysics and Biotechnology, the Faculty of Biology and in out-of-faculty units
- Mateusz Basarab, phone 12 663 38 64, mateusz.basarab@uj.edu.pl
- NCN projects: MAESTRO (all Faculties)
– Elżbieta Wito, phone 12 663 30 07, elzbieta.wito@uj.edu.pl
- NCN projects: SONATA, SONATA BIS, SONATINA (HS panels, Faculty of Geography and Geology and Faculty of Physics, Astronomy and Applied Computer Science)
– Sylwia Śliwińska, phone 12 663 30 12, sylwia.sliwinska@uj.edu.pl
- NCN projects: SONATA, SONATA BIS, SONATINA implemented at the Faculty of Chemistry, Biology, Mathematics and Computer Science, Biochemistry, Biophysics and Biotechnology and at auto-of-faculty units
– Monika Mikołajczyk, phone 12 663 38 39, monika.wojtasinska@uj.edu.pl
- NCN projects: PRELUDIUM 6-16 (NZ and HS panels), PRELUDIUM 17 (HS panels) and MEiN projects: DIAMENTOWY GRANT, NPRH 4th edition (modul: Rozwój)
– Katarzyna Pilipowicz, phone 12 663 30 05, katarzyna.pilipowicz@uj.edu.pl
- NCN projects: ETIUDA, PRELUDIUM up to 16th edition (ST panels, Faculty of Chemistry and the Jagiellonian Center for Experimental Therapeutics), PRELUDIUM 17 (ST panel) and MEiN projects: NPRH (moduls: Umiędzynarodowienie and Uniwersalia)
– Marek Plewa, phone 12 663 30 03, marek.plewa@uj.edu.pl
- NCN projects: PRELUDIUM up to 16th edition (panel ST panels, Faculty of Mathematics and Computer Science, Faculty of Physics, Astronomy and Applied Computer Science, Faculty of Geography and Geology and Małopolska Center of Biotechnology), PRELUDIUM 17 (NZ panels) and MEiN projects: NPRH (moduls: Dziedzictwo Narodowe and Fundamenty)
– Aleksandra Ryś, phone 12 663 30 02, aleksandra.rys@uj.edu.pl
- NCN projects: HARMONIA
– Iwona Brzozowska, phone 12 663 30 00, iwona.brzozowska@uj.edu.pl
- NCN projects: BEETHOVEN 2 i 3, QUANT-ERA, SHENG 1, CHIST-ERA, BiodivERSA, JPND
– Sebastian Bąk, phone 12 663 38 46, sebastian.bak@uj.edu.pl
- NCN projects: DAINA 1
– Patrycja Bień, phone 12 663 30 01, patrycja.bien@uj.edu.pl

Please submit the paper documents to the CAWP office (ul. Czapskich 4, 1st floor, room 103).

However, the documents in electronic version should be submitted directly to project supervisors at CAWP to the e-mail addresses indicated above.

