



UNIwersytet Jagielloński
w Krakowie

Prorektor ds. badań naukowych

1027.0643.55.2021

**COMMUNICATION
BY JAGIELLONIAN UNIVERSITY VICE-RECTOR
FOR RESEARCH
of 23 July 2021**

**on: submitting project funding proposals under
the MAESTRO 13 call announced by the National Science Centre**

This is to inform you that the National Science Centre (NCN) has published a call in basic research under the **MAESTRO 13** funding scheme **for research projects by advanced researchers**, intended to support ground breaking research, including interdisciplinary endeavours, going beyond the state of the art and potentially resulting in discoveries.

Deadline for submitting proposals to the NCN is 15 September 2021, 4 p.m. GMT+1.

Prospective entrants:

As per the NCN's guidelines, a **well-established researcher** is to be understood as a person who is at least a PhD holder who over the 10 years preceding the year of submitting the research funding proposal:

- had at least five papers published in renowned Polish or international academic press/journals,
- acted as the principal investigator in at least two research projects funded in national or international competitive calls for proposals,
- fulfilled at least three of the criteria below:
 - a) has been a member of a scientific committee of at least one renowned international conference,
 - b) has published at least one monograph,
 - c) has delivered lectures at renowned international conferences,
 - d) has received an international award or prize,
 - e) is or was a member of renowned associations, international scientific organisations or academia,
 - has other significant scientific achievements,
- f) has other significant scientific achievements; for research in art, a person who is an author of works of art of international significance or works significant for the Polish culture and/or has actively participated in international exhibitions, festivals, artistic events in fine arts, music, theatre and film.

Terms and conditions of applying in the call are available on the websites:

- NCN: www.ncn.gov.pl under tab 'Open calls'
- CAWP: www.cawp.uj.edu.pl under tab 'Open calls' → 'National Science Centre open calls.'

General terms of drawing up proposals

- Project implementation time frame may be **36, 48 or 60 months**.
- The project must provide for the creation of a **new full-time workplace or workplaces**
For at least one person with a doctoral degree (*post-doc-*



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- type posts) for a total of at least 36 months. **Full-time remuneration at post-doc type post** may be planned by the principal investigator for a person who, among other things:
- has been awarded a PhD degree within 7 years before 1 January of the year of joining the project,
 - the principal investigator has not been supervisor or auxiliary supervisor of their doctoral dissertation,
 - they will be employed for a period of at least 6 months,
 - has been conferred a PhD degree by an entity other than the one planning to employ them at this post or has completed a continuous and evidenced post-doctoral fellowship of at least 10 months in an entity other than the participating entity and in a country other than the one in which they have been conferred a PhD degree,
 - in the period of receiving this remuneration they shall not be receiving other remuneration paid out of funds awarded under the heading of direct costs in research projects funded under NCN calls,
 - in the period of receiving that remuneration they shall not be receiving remuneration from another employer pursuant to a contract of employment, including from an employer established outside the territory of Poland,
- The project should **provide for the engagement of a PhD student(s)** for the total period of at least 36 months.
 - **In the MAESTRO 13 call full-time employment may be planned at the post of Senior Researcher.** A person employed at that post must meet the following conditions:
 - they will be employed for a period of at least 6 months, full-time. Under the project a remuneration of PLN 60,000 a year may be planned, and the host entity undertakes to finance salaries of at least PLN 60,000 (one person may be employed as Senior Researcher for the entire period of project implementation),
 - has completed an and evidenced post-doctoral fellowship(s) of at least 24 months combined in an entity(ies) other than the entity where the employment is planned, including a continuous and evidenced post-doctoral fellowship of at least 10 months in an entity other than the participating entity and in a country other than the one in which they have been conferred a PhD degree,
 - in the period of receiving the full-time remuneration they shall not be receiving other remuneration paid out of funds awarded under the heading of direct costs in research projects funded under NCN calls,
 - in the period of receiving the full-time remuneration they shall not be receiving remuneration from another employer pursuant to a contract of employment, including from an employer established outside the territory of Poland,
 - will not receive pension benefits from the social security system.
 - under the project so-called **doctoral scholarships** may be funded, for doctoral students who meet the requirements specified in the Act of 20 July 20218, 'Law on higher education and science.'
 - The project's budget should account for the amount of VAT (**VAT is an eligible cost**). Please state gross amounts in the cost estimate.
 - **Changing the amount of indirect costs.** Indirect costs are the costs related to the research projects indirectly, but indispensable to its implementation, which include:
 - **Open Access indirect costs in the amount up to 2% of direct costs**, which may be directed **exclusively** toward the costs related to the making publications or research data available in open access. Please include these costs in the planned budget in the maximum possible amount;



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- **other indirect costs in the amount up to 20% of direct costs**, which may be directed toward the costs related to the project indirectly, including also costs of making publications or research data available in open access.
PLEASE NOTE: costs of publishing a monograph resulting from a research project implementation do not count as eligible costs **until positive evaluation** in the review process by the NCN.
- **Direct costs may not cover the costs of publishing articles nor costs of making research data available in open access. Calculating open access costs as direct costs shall result in rejecting the proposal at the stage of formal eligibility check.** Article Processing Charges in hybrid journals, as defined in the NCN Policy of open access to publications are in no way eligible (including under indirect costs).
- A purchase of a qualified electronic signature should be included in the project's budget under direct costs, amounting ca PLN 205 (a signature suite + validity extension – valid 4 years).
- Basic data of the entity (JU) required for the completion of the proposal are available on the website of the CAWP: cawp.uj.edu.pl/projekty/dla-wnioskujacych/dokumenty.
- **One may be named as principal investigator only once in a given call edition.** This means that in the present edition of the NCN calls a person may only once be named as principal investigator: in a MAESTRO 13 or SONATA BIS 11 proposal.
- **Change of the provisions regarding the conditions to be met by the project's principal investigator:** The project's principal investigator shall spend at least 50% of the project's time on the territory of the Republic of Poland, and shall be available for the project's host entity. The above mentioned time includes documented business trips directly related to the implemented project and leaves governed by labour law. Moreover, the project's principal investigator may only be employed over the entire course of the project's implementation at the entity planned as the host entity, pursuant to a contract of employment for at least half time. The requirement of employment does not apply to beneficiaries of the social security system's old-age pensions.

Form of submitting proposals:

The proposal alongside the required annexes shall be submitted exclusively in **electronic form**. The proposal alongside the required annexes shall be submitted by the **principal investigator in ZSUN/OSF** (Zintegrowany System Usług dla Nauki/Obsługa Strumieni Finansowania) system, accessed through the website: osf.opi.org.pl

Internal regulations:

Pursuant to the Order no 56 of JU Rector 11 July 2016 on: *The procedure for drawing up and implementing projects funded from external sources at Jagiellonian University* persons interested in entering the call are asked to submit at the CAWP:

- **by 23 August 2021 – in the event that the project is planned in collaboration with other entities:**
 - and JU acts as leader in project:
 - an agreement on collaboration of a group of entities toward implementation of the proposed research project (drawn up by the NCN), to be downloaded from the ZSUN/OSF system (under tab 'Host entities') in the form of a PDF file,
 - additional agreement confirmed by JU Legal Team, drawn up in accordance with the template attached as annex 1 to this Communication (an extended version of



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the agreement on collaboration of a group of entities toward implementation of the proposed research project),

o and in the event that JU acts as partner in the project:

- an agreement on collaboration of a group of entities toward implementation of the proposed research project (drawn up by the NCN) in the form of a PDF file, sent by the project's leader,
- additional agreement confirmed by JU Legal Team, drawn up in accordance with the template attached as annex 1 to this Communication (an extended version of the agreement on collaboration of a group of entities toward implementation of the proposed research project).

Provisions included in the template agreement (drawn up by the NCN) may not be modified nor appended with additional regulations between the entities.

PLEASE NOTE: Supporting the signed agreement (drawn up by the NCN) in the ZSUN/OSF system is a condition of blocking the proposal for edition and generating the required confirmation. The document in the PDF format should be supported, signed with a qualified electronic signature. Alternatively, a scan of the document with a handwritten signature may be supported.

For the purpose of adjusting the collaboration between partners in a group of entities it is necessary that an additional agreement be concluded (annex 1 to this Communication: an extended version of the agreement on collaboration of a group of entities toward implementation of the proposed research project).

Please bear in mind that the additional agreement should not be attached to the Funding proposal in the ZSUN/OSF system.

- **by 3 September 2021, draft version of the proposal** sent in the form of a pdf file sent to the address of the call assistant at the CAWP);
 - **by 10 September 2021 (3:30 p.m. GMT+1):**
 - o **final version of the proposal** in the form of a pdf file generated by the ZSUN/OSF system: select option 'Print PDF' named in accordance with the template: Surname and given name of the principal investigator, name of the programme, date of the document (Kowalski_Jan_Maestro13_10-09-2021), signed with a qualified electronic signature by the head of the JU organisational entity, i.e. the dean or director/head of other organisational entity) acting as the project's host entity,
 - o a document generated by the ZSUN/OSF: '**Confirmation of submitting the proposal by a representative of the entity,**'
 - o a signed scan of the document generated by the ZSUN/OSF: '**Confirmation of submitting the proposal by the principal investigator**' or a document signed with a qualified electronic signature,
- and
- o **research project registration form**, filled out in the system JU Project Zone available at: <https://strefaprojektow.uj.edu.pl/>,
 - o **in case of planning to employ a person at the post of Senior Researcher** please submit in the JU Project Zone **a research project entry form** (this owing to the need for a JU entity to secure own contribution towards covering employment costs of the Senior Researcher).

Please consider the above mentioned deadlines as final.



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Out of concern for the quality of the submitted projects, especially in terms of meeting formal requirements, you are encouraged you to deliver the documents to the CAWP well ahead of the above mentioned deadlines.

Please bear in mind that sending the proposal in the system cannot be reversed and prevents later modifications. **In light of the above, the proposal in an electronic form should be sent only once signatures have been secured on the *Confirmation of submitting a proposal in an NCN call.***

The above mentioned documents, signed by JU authorities, shall be delivered by the call assistant at the CAWP to the email addresses you have specified.

With queries and doubts regarding preparing the proposal you are welcome to contact the call assistant at the CAWP, **Ms Elżbieta Wito**, phone 12 663 30 07, elzbieta.wito@uj.edu.pl

In matters regarding employment and remuneration in the prepared projects, please contact **Ms Aleksandra Weiss**, phone 12 663 38 73, aleksandra.weiss@uj.edu.pl or **Ms Małgorzata Chęcińska-Głazik**, phone 12 663 38 35, aleksandra.checinska@uj.edu.pl

Whereas regarding the drawing up of a Data Management Plan in research projects, please contact:

- Mr Leszek Szafranski, phone 12 663 35 89, l.szafranski@uj.edu.pl
- Ms Katarzyna Szczepaniec, phone 12 663 34 42, k.szczepaniec@uj.edu.pl
- Ms Małgorzata Galik, 12 663 35 89, malgorzata.galik@uj.edu.pl

A link to a YouTube on-line course on completing the Data Management Plan:
<https://www.youtube.com/watch?v=jSIRR8VSm40>

Annex to the Communication:

1. Template agreement on collaboration of a group of entities toward implementation of the proposed research project

Signed by /
Podpisano przez:

Piotr Kazimierz
Kuśtrowski

Date / Data: 2021-
07-23 14:02