



UNIwersytet Jagielloński
w Krakowie

1027.0643.68.2021

Prorektor ds. badań naukowych

**COMMUNICATION
BY JAGIELLONIAN UNIVERSITY VICE-RECTOR
FOR RESEARCH
of 11 October 2021**

on: submitting research project funding proposals by incoming researchers from abroad under the POLONEZ BIS 1 call published by the National Science Centre.

This is to inform you that the National Science Centre, Poland (NCN) has announced a call for proposals intended to enhance the advancement of researchers' careers by supporting their international mobility and funding ambitious research projects at the best Polish research centres under the the POLONEZ scheme. The call is co-funded under the Horizon 2020 programme's Marie Skłodowska-Curie actions (COFUND).

Deadline for submitting proposals to the NCN is 15 December 2021, 4 p.m.

Deadline for submitting final versions of the proposals with the call assistant at the CAWP is 8 December 2021, 3:30 p.m.

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

- NCN: www.ncn.gov.pl/ogloszenia/konkursy/polonez-bis1
- CAWP: www.cawp.uj.edu.pl under tab 'Open calls' → 'National Science Centre open calls'.

Call essentials:

- eligible proposals will be for research receiving no funding (now or in the past) from the NCN or other sources;
- the proposal should envisage only basic research and may be carried out in any research discipline listed in the NCN panels;
- the maximum project duration is **24 months**;
- as the date of project commencement the applicant may quote: 1 September , 1 October or 1 November 2022.

Entry conditions and obligations to be met at the stage of project implementation on part of the applicant (principal investigator):

- The applicant/principal investigator **may be a natural person** meeting the following formal requirements:
 - they are an incoming researcher, living abroad, holding at least a doctorate or with at least four years' experience of full-time research, willing to carry out research at a research institution on the Polish territory;
 - in a period of three years preceding the date of announcing the call (i.e. between 15 September 2018 and 14 September 2021) they were not resident, employed or studying in Poland for an aggregate period of more than 12 months, subject to brief tourist/holiday stays, period of compulsory military service and refugee proceedings.
- A person **may not be** an applicant/principal investigator in the call if:
 - they were a laureate of any other edition of the POLONEZ call;

- in a period of three years preceding the date of announcing the call (i.e. between 15 September 2018 and 14 September 2021), they acted as principal investigator to a research project carried out in a Polish research entity, including projects funded by the NCN;
- they act as principal investigator to a project in a different proposal submitted to an NCN call announced on 15 September 2021 (including the POLONEZ BIS 1 call) or a proposal which has been the subject of an approving funding decision remaining in force, or a proposal which is the subject of an evaluation or appeal procedure;
- they represent the host entity.
- **The project's principal investigator shall spend at least 100% of the project's time on the territory of the Republic of Poland, and shall be within reach of the host institution.** The above mentioned time includes documented business trips directly related to the implemented project and leaves governed by labour law.
- The principal investigator may not be using other sources of funding at the time of their arrival and stay in Poland.
- The principal investigator may not over the course of project implementation take up actions of mobility to other countries.

Entry conditions and obligations to be met at the stage of project implementation on part of the host institution:

- An entity **may not act** as host institution if:
 - the entity conferred on the applicant a doctoral degree, unless since the conferment of the degree the applicant has completed (a) documented post-doctoral scholarship(s) outside of Poland, of aggregate duration of 3 years, including at least one uninterrupted 12-month fellowship;
 - the entity employed the applicant in the three years preceding the deadline for proposal submission under the call (i.e. between 15 December 2018 and 14 December 2021);
 - it constitutes as group of entities.
- **The host institution (a JU entity where the project will be carried out) is required to:**
 - **employ a principal investigator (applicant) for the whole duration of the project on the basis of a full-time employment contract for the sole purpose of performing research tasks and participation in trainings related to the project implementation;**
 - employ co-investigators requisite for the implementation of the research project on terms in accordance with the proposal and the call's terms and conditions;
 - provide conditions for the principal investigator to carry out research, including **office/laboratory space and research equipment necessary to conduct this research;**
 - **provide administrative and financial support to the project**, including services related to the arrival and stay of the principal investigator in Poland and **employ an administrative assistant for at least 0.25 FTE, responsible for the coordination of administrative and financial support to the project;**
 - assist the principal investigator in obtaining required approvals, opinions, permits or authorisations in the case when research carried out under the project requires formal certification of compliance with ethical standards before commencing its implementation;
 - enable the principal investigator to participate in a cross-sector fellowship at the time and place of their choice
- **The academic supervisor must have experience in research sufficient for offering subject-specific assistance over the project's course as well as offering the project's principal investigator mentoring assistance.** The host institution is required to employ an academic supervisor on the day of announcing the call (i.e. on 15 September 2021) and for the entire period of project implementation under a working time arrangement allowing them to supervise the project and the principal investigator.

Terms of drawing up cost-estimate of the project:

- **Under the heading of direct costs the following items may be included:**

- Remuneration for the principal investigator – only full-time remuneration at the host institution, on the basis of a full-time employment contract over the entire duration of the project. A 24-month remuneration for the principal investigator comprises:
 - living allowance in the amount of EUR 65,760;
 - mobility allowance in the amount of EUR 41,400;
 - family allowance in the amount of EUR 7,200 – eligible beneficiaries are persons whose spouse / partner and/or child(ren) change(s) place of residence and come(s) to Poland to accompany them for a period of at least of 3 months over the course of research project implementation;
 - special needs allowance in the amount of EUR 4,800 – eligible are persons with long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others (Article 1 of the UN Convention on the Rights of Persons with Disabilities).
- Remuneration for other members of the research team, including:
 - remuneration for academic supervisor – up to PLN 2,000 a month;
 - remuneration and scholarships for students and doctoral students – up to PLN 5,000 a month for one person;
 - remuneration for other members of the research team.
- Other direct costs:
 - purchase of research equipment, devices and software: cost per item may not exceed EUR 2,500 (PLN 10,834);
 - other direct costs of the research, including materials, small laboratory equipment, IT and office equipment (cost per item may not exceed EUR 2,500 (PLN 10,834)), third-party services, business trips, individual visits and consultations of external collaborators or consultants, gratifications for joint contractors, purchase of data(bases) and specialist research publications, costs of publishing research results, costs of publishing monographs (once approved by the NCN).

PLEASE NOTE: costs of publishing a monograph resulting from a research project implementation do not count as eligible costs unless favourably evaluated in the review process by the NCN.

- costs of actions aimed at promoting the project and its results.
- Project direct costs, with the exception of remuneration for principal investigator, may not exceed an equivalent of EUR 100,000 (i.e. PLN 433,330).
- **The following items may be included:**
 - **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;
 - **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.
- 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.

Form of submitting proposals:

The POLONEZ BIS 1 call admits only of proposals submitted in electronic form. The proposal alongside the required annexes shall be **submitted in electronic form by the principal investigator in Format** (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, please deliver to the call assistant at the CAWP:

- **by 30 November 2021:**
 - a draft proposal in the form of a PDF file generated by the ZSUN/OSF system;
 - **a research project entry form and VAT eligibility form** filled out in the **JU Project Zone system**.
It is obligatory to name an academic supervisor in the research project entry form, responsible to offer assistance in subject-specific matters during project implementation;
JU Project Zone system available at: <https://strefaprojektow.uj.edu.pl/>.
 - **Host Institution Capacity Form (attached as Annex 2 to the Resolution of the NCN Council)** in a PDF file, signed with a qualified electronic signature by the JU organisational entity head (dean – for faculties, or director / head of other organisational entity);

- **by 08 December 2021 (3:30 p.m. GMT+1):**
 - **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_POLONEZ_BIS 1 01_12_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;
 - a document generated by the ZSUN/OSF: **"Confirmation of proposal submission by the principal investigator/authorised representative"**;
 - 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.

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 consider the above mentioned deadlines as final.

Please bear in mind that sending the proposal in the system cannot be reversed and prevents later modifications. In view of the above, the proposal should be sent in using the ZSUN/OSF system, supported with a signed version of the document "Confirmation proposal submission by a representative of the entity" and "Confirmation of proposal submission by the principal investigator". The above mentioned documents, signed by JU authorities, shall be delivered by a 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 Agata Pik, phone 12 663 38 42, agata.pik@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

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>

Signed by / Podpisano przez:



Piotr Kazimierz
Kuśtrowski

Date / Data:
11/10/2021 19:17