



UNIwersytet Jagielloński  
w Krakowie

Prorektor ds. badań naukowych

1027.0643.28.2022

**COMMUNICATION  
BY JAGIELLONIAN UNIVERSITY  
VICE-RECTOR FOR RESEARCH  
of 14 April 2022**

**on: submitting research project funding proposals under the PRELUDIUM 21 call published by the National Science Centre.**

This is to inform you that the National Science Centre, Poland (NCN) has announced a call for basic research projects under the **PRELUDIUM programme for projects carried out by persons at the beginning of their academic career, who do not hold a doctorate.**

Deadline for submitting proposals to the NCN is 15 June 2022, 4 p.m.

**The deadline for delivery of the proposals' final versions to the call assistant at the RSC is 7 June 2022, 3:30 p.m.**

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

- NCN: [ncn.gov.pl](http://ncn.gov.pl) under tab "Open calls"
- RSC: [www.cwn.uj.edu.pl](http://www.cwn.uj.edu.pl) under tab "Open calls" → "National Science Centre open calls".

**General terms of drawing up proposals**

- A project may be implemented over a period of **12, 24 or 36 months.**
- Funding amounts may not exceed:
  - PLN 70,000 per project in projects carried out over 12 months,
  - PLN 140,000 per project in projects carried out over 24 months,
  - PLN 210,000 per project in projects carried out over 36 months.
- The number of project team members may not exceed three (not applicable to joint contractors), and a holder of a doctorate or a degree of habilitation, or a title of full professor may only be named in the proposal as academic supervisor.
- An academic supervisor may not use, in any way whatsoever, the funds allocated for the implementation of a project. In particular, project funds may not be used to cover the costs of remuneration for the academic supervisor and their business trips, including participation of conferences or seminars.
- Remuneration in projects may be planned exclusively for the project team, i.e. the project's principal investigator and (optionally) and a co-investigator, and amounts up to PLN 1,500 a month. Payment of remuneration may be made on the basis of contracts of employment or civil-law contracts.
- 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.
- **One may be named as principal investigator only in one proposal.** This means that a person may only once be included as principal investigator and only in one funding scheme in the current call edition: (OPUS/PRELUDIUM).
- Total cost of the research equipment to be purchased (fixed assets) may not exceed 30% of the requested funds. List purchase of computers or software (licence for over 12 months) under the heading of costs of research equipment, devices and software.

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e-mail: [prorektor.nauka@uj.edu.pl](mailto:prorektor.nauka@uj.edu.pl)

- **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.** I emphasize that publication costs (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).
- **PLEASE NOTE:** costs of publishing a monograph resulting from a research project implementation do not count as eligible costs unless and until positively evaluated in the review process by the NCN.
- A purchase of a **qualified electronic signature** should be included in the project's budget under direct costs, amounting ca PLN 360 (a signature valid 2 years + validity extension kit valid 2 years). The cost should be listed under the heading of "other direct costs — other expenses".
- The project's budget should account for the amount of VAT (VAT is an eligible cost), please use **gross amounts in the cost estimate.**
- **Indirect costs:** they are expenditures connected with the research project 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 available 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. Please include these costs in the planned budget in the maximum possible amount.
- Basic data of the entity (JU) required for the completion of the NCN funding proposal are available on the website of the RSC: <https://cwn.uj.edu.pl/projekty/dla-wnioskujacych/dokumenty>.

#### **Form of submitting proposals:**

The PRELUDIUM 21 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 the ZSUN/OSF** (Zintegrowany System Usług dla Nauki/Obsługa Strumieni Finansowania) system, accessed through the website: [osf.opi.org.pl](https://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 deliver to the RSC:

- **by 25 May 2022, the draft version of the proposal** in the form of a pdf file generated by the ZSUN/OSF (the draft version means at least the need to complete at least the sections: Applicant, Principal Investigator / Academic Supervisor / Investigator, research plan, cost estimate and its justification),
- **by 7 June 2022, (by 3:30 p.m.)**
  - **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\_PRELUDIUM\_21\_07-06-2022), signed with a qualified electronic signature by the head of the organisational entity i.e. the dean or director/head of a given entity);
  - a document generated by the ZSUN/OSF in the form of a PDF file: **"Confirmation of proposal submission by the principal investigator/authorised representative"**,
  - scan of the document generated by the ZSUN/OSF: **"Confirmation of proposal submission by the principal investigator"** signed by the principal investigator with a handwritten signature or with an electronic qualified signature,
  - a **research project registration form**, filled out in the JU Project Zone system (not applicable to proposals for which an agreement on collaboration of a group of entities toward implementation of the proposed research project has been submitted alongside the registration form at the RSC). The JU Project Zone system is available at: <https://strefaprojektow.uj.edu.pl/>.

**In the event that a project is to be carried out in collaboration with other entities**, please deliver to the call assistant at the RSC, **by 19 May 2022**:

- in the event that JU acts as Leader in the 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 the agreement on collaboration of a group of entities toward implementation of the proposed research project),
  - **a research project registration form**, filled out in the JU Project Zone system <https://strefaprojektow.uj.edu.pl/>
- and in the event that JU acts as partner in the project:
  - the agreement on collaboration of a group of entities toward implementation of the proposed (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),
  - **a research project registration form**, filled out in the JU Project Zone system <https://strefaprojektow.uj.edu.pl/>

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 a signed agreement (drawn up by the NCN) in the ZSUN/OSF system is a condition of locking 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.

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

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 RSC 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. The proposal should be sent in using the ZSUN/OSF system, supported with a signed version of the document "Confirmation proposal submission by principal investigators in entities, 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 the call assistants at the RSC to the email addresses you have specified.

You are welcome to contact call assistants at the RSC with your questions and doubts:

- **Panel HS:** Katarzyna Pilipowicz, phone 12 663 30 05, [katarzyna.pilipowicz@uj.edu.pl](mailto:katarzyna.pilipowicz@uj.edu.pl)
- **Panel NZ:** Aleksandra Ryś, phone 12 663 30 02, [aleksandra.rys@uj.edu.pl](mailto:aleksandra.rys@uj.edu.pl)
- **Panel ST:** Marek Plewa, phone 12 663 30 03, [marek.plewa@uj.edu.pl](mailto:marek.plewa@uj.edu.pl)

In matters regarding employment and remuneration in the prepared projects, please contact Ms Kamila Balicka, phone 12 663 38 89, [kamila.balicka@uj.edu.pl](mailto:kamila.balicka@uj.edu.pl)

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

- Małgorzata Galik, phone 12 663 35 89, [malgorzata.galik@uj.edu.pl](mailto:malgorzata.galik@uj.edu.pl)

- Joanną Konik, phone 12 663 35 89, [joanna.konik@uj.edu.pl](mailto:joanna.konik@uj.edu.pl)
- Leszek Szafranski, phone 12 663 35 89, [l.szafranski@uj.edu.pl](mailto:l.szafranski@uj.edu.pl)

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

Annexes:

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