



UNIwersytet Jagielloński
W KRAKOWIE

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Prorektor ds. badań naukowych

**COMMUNICATION
BY JAGIELLONIAN UNIVERSITY VICE-RECTOR
FOR RESEARCH
of 27 October 2022**

on: submitting research project funding proposals under the OPUS 24 call published by the National Science Centre, including OPUS LAP/Weave.

This is to inform you that the National Science Centre (NCN) has published a call in basic research under its **OPUS 24** including **OPUS LAP/Weave programme for research projects carried out by researchers at all stages of their career.**

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

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

- the National Science Centre: www.ncn.gov.pl under tab 'Open calls'
- the Research Support Centre: www.cawp.uj.edu.pl under tab 'Open calls' · 'National Science Centre open calls'.

Information on preparing proposals:

In the call either a research project funding proposal, hereinafter the 'OPUS proposal' or a research project funding proposal under the LAP cooperation, hereinafter the 'OPUS LAP proposal', may be submitted.

The OPUS call:

- Under the call a research project may be planned with a duration of **12, 24, 36 or 48 months.**
- The principal investigator's scientific achievements must include **at least one paper published or accepted for publication.**
- The project's principal investigator may be a person employed over the entire course of the project's implementation at the entity planned as the host entity, pursuant to an employment contract for at least half of the full-time work. 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 to the project's host entity. This requirement does not apply to travel documented by business trips directly related to the implemented project as well as holidays, time off work and other absences from work regulated by generally applicable regulations.
- **One may be named as principal investigator only once in a given call edition.** This means that in this NCN call edition a person may only once be included as principal investigator and only in one funding scheme in this call edition: (OPUS/SONATA/POLONEZ BIS/PRELUDIUM BIS).
- **Research team:**
 - in addition to the principal investigator, involved in work on the project **may be** other investigators, including students and doctoral students as well as persons employed at **post-doc or senior researcher positions.**
 - The **post-doc** type post may be created provided that:
 - the person named in the proposal was awarded the doctoral degree no earlier than 7 years before the year of employment in the project,

- was conferred the doctoral degree by an entity other than the one planning to employ them at this post or 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 were conferred the doctoral degree.
- Arrangements may be made in the project for a post of **Senior Researcher (not applicable to the OPUS LAP proposals)**; it is a full-time post, co-financed by the project's host entity, which will act as the employer, planned by the project's principal investigator for a person who was awarded a doctoral degree at least 7 years before the date of submitting the proposal and has benefited from a post-doc fellowship(s) abroad, has specialist knowledge, unique competence and experience essential to the implementation of the project's research tasks.
- 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).
- 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.
- 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 in the project), **Please state 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** towards 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 towards the costs related to the project indirectly, including also costs of making publications or research data available in open access.
- Basic data of the entity (JU) required for the completion of the proposal are available on the website of the RSC: cwn.uj.edu.pl/projekty/dla-wnioskujacych/dokumenty.

The OPUS LAP call:

- Under the call a research project may be planned with a duration of **24, 36 or 48 months**, in case of cooperation with partners from **Austria, Switzerland, Slovenia, Luxembourg, Belgium - Flanders**; in case of cooperation with partners from Germany or Czechia: 24 or 36 months.
PLEASE NOTE: Project duration should be the same (if possible) or similar as closely as possible for all teams involved in a given project.
- The proposal should provide for research based on harmonious and complementary contribution of research teams, carried out as:
 - bi- or multilateral collaboration between a research team from Poland (applying for grant with the NCN) and foreign teams from Austria, Czechia, Slovenia, Germany, Switzerland, Luxembourg, and Belgium - Flanders applying for grant with an appropriate research funding agency in the Weave programme.**PLEASE NOTE:** in the OPUS 24 LAP Weave it is not possible to submit the OPUS LAP proposal covering the trilateral Polish-Czech-Belgian cooperation;
 - Every research team involved in the LAP collaboration will appoint a principal investigator, while in charge of the implementation of the Polish part of the project is the head of the Polish research team.
- It is mandatory to support the proposal with an annex in the form of **budget table**, which should present a cost estimate for the research project on the foreign side for all foreign research teams

involved in the LAP collaboration in the Weave programme, drawn up in accordance with the regulations applicable at a given partner institution.

- The budget table is divided into sections dedicated to each research team; fill them out
 - specifying the costs which the foreign research team requests from the FWF, GAČR, ARRS, DFG, SNSF, FNR, or FWO **identical to those indicated in the national proposals submitted to these institutions;**
 - the cost amounts should be quoted in:
 - EUR (for Austrian, Slovenian, German, Luxembourgish, and Belgian research teams),
 - CZK (for Czech research teams),
 - CHF (for Swiss research teams),The amounts will be automatically converted to PLN in accordance with the exchange rate of the National Bank of Poland of
8 September 2022: 1 EUR = 4,7244 PLN ; 1 CZK = 0,1922 PLN ; 1 CHF= 4,8438 PLN;
 - required are **detailed justifications** for the amounts listed; Please bear in mind that cost estimates for the foreign partners entered in the budget table will be subject to evaluation carried out at the NCN in its capacity of leader agency, in terms of research relevance; costs for the research subject and scope;
 - no cost justifications are required for Slovenian teams;

PLEASE NOTE: Failure to provide justification of individual costs in the budget table may result in rejecting the proposal.
- The budget table does not replace the documents required by the relevant funding institutions in the partner country for the cost estimates of the research project on the foreign side. Every foreign research teams involved in the LAP cooperation in the Weave programme must submit the funding proposal to the competent partner institution, including the set of documents required by it, in accordance with the deadlines and rules applicable to that institution.
- Basic data of the entity (JU) required for the completion of the proposal are available on the website of the RSC:
cwn.uj.edu.pl/projekty/dla-wnioskujacych/dokumenty.

Form of submitting proposals:

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/Obługa Strumieni Finansowania) system, accessed through the website: osf.opi.org.pl

Internal regulations:

Pursuant to the Ordinance no 56 of JU Rector of 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 (not applicable with JUMC) are asked to deliver to the RSC:

- **by 21 November 2022 – in the event that the project is planned in collaboration with other entities:**
 - and JU acts as a leader in project:
 - the cooperation agreement of a group of entities for the implementation of the submitted 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,
 - The declaration to the cooperation agreement for the submitted research project (as per the template attached as Annex 1 to this Communication)
 - **The 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 cooperation agreement of a group of entities for the implementation of the submitted research project (drawn up by the NCN) in the form of a PDF file, sent by the project's leader,
 - The declaration to the cooperation agreement for the submitted research project (as per the template attached as Annex 1 to this Communication)
 - The 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) must 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.

After the funding will have been obtained, in order to regulate cooperation between partners within a group of entities, it will be necessary to conclude an additional agreement (an extended version of the cooperation agreement of a group of entities for the implementation of the submitted research project) as per the template set out in Annex 2 to this Communication.

- **by 28 November 2022, the draft version of the proposal** in the form of a pdf file sent to the address of the call assistant at the RSC (the draft version means at least the need to complete at least the sections: Applicant, Principal Investigator, Investigators, Research plan, Cost estimate and its justification);
- **by 8 December 2022 (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_Opus24_8-12-2022), 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 submitting the proposal by a representative of the entity,**'
 - 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
 - a **research project registration form**, filled out in the JU Project Zone system (not applicable to proposals for which the cooperation agreement of a group of entities for implementation of the submitted 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/>.

Out of concern for the quality of the submitted projects, especially in terms of meeting formal requirements, you are encouraged 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 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.

With queries and doubts regarding preparing the proposal you are welcome to contact call assistants at the RSC:

Regarding the OPUS 24 proposal:

- **Mateusz Basarab**, phone no 12 663 38 64, mateusz.basarab@uj.edu.pl
 - Faculty of Law and Administration
 - Faculty of Management and Social Communication

PL 31-007 Kraków, ul. Gołębia 24, tel. +48(12) 663 11 42, +48(12) 663 12 50, faks +48(12) 422 66 65
e-mail: prorektor.nauka@uj.edu.pl

- Extra-faculty entities
- **Monika Pacholczyk**, phone no 12 663 30 09, monika.pacholczyk@uj.edu.pl
Faculty of Physics, Astronomy and Applied Computer Science
- **Agnieszka Gajda-Górecka**, phone no 12 663 30 25, agnieszka.gajda-gorecka@uj.edu.pl
 - Faculty of Biology
 - Faculty of International and Political Studies
- **Jakub Górka**, phone no 12 663 30 11, jakub.gorka@uj.edu.pl
 - Faculty of Philosophy
 - Faculty of Polish Studies
- **Monika Mikołajczyk**, phone no 12 663 38 39, monika.wojtasinska@uj.edu.pl
 - Faculty of Chemistry
 - Faculty of Geography and Geology
- **Joanna Łyczek**, phone no 12 663 38 92, joanna.lyczek@uj.edu.pl
 - Faculty of Mathematics and Computer Science
 - Faculty of History
- **Łukasz Kucharzyk**, phone no 12 663 38 49, lukasz.kucharzyk@uj.edu.pl
 - Faculty of Biochemistry, Biophysics and Biotechnology
 - Faculty of Philology

Regarding the OPUS LAP proposal:

- **Agata Pik**, phone no 12 663 38 42, agata.pik@uj.edu.pl

In matters regarding employment and remuneration in the prepared projects, please contact:

- Kamilą Balicką, phone no 12 663 38 89, kamila.balicka@uj.edu.pl
- Aleksandrą Weiss, phone no 12 663 38 73, aleksandra.weiss@uj.edu.pl

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

- Małgorzata Galik, phone no 12 663 35 89, malgorzata.galik@uj.edu.pl
- Joanną Konik, phone 12 663 35 89, joanna.konik@uj.edu.pl
- Leszek Szafranski, phone 12 663 35 56, 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>

Annex:

1. The Template of the Declaration to the cooperation agreement for the submitted research project.



Podpisany elektronicznie przez
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