



UNIwersytet Jagielloński  
w Krakowie

Prorektor ds. badań naukowych

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**COMMUNICATION  
BY JAGIELLONIAN UNIVERSITY VICE-RECTOR  
FOR RESEARCH  
of 16 February 2023**

on: submitting annual and final reports on the implementation of research projects: under the National Science Centre programmes: **OPUS, SONATA, SONATA BIS, MAESTRO, PRELUDIUM, PRELUDIUM BIS, SYMFONIA, HARMONIA, SONATINA** and international projects in bilateral and multilateral cooperation, including (inter alia): **BEETHOVEN, NORFACE, DAINA, Solar-Driven Chemistry, JPND, Chist-Era, BIODIVERSA, SHENG, Weave- Unisono, JPI Urban Europe** and under the Ministry of Education and Science programmes: **Diamond Grant, National Programme for the Advancement of the Humanities (NPRH)**.

I would like to kindly inform and remind all Principal Investigators of research projects about the need to submit annual reports for 2022 and final reports on the implementation of research projects to the Ministry of Education and Science (MEiN) or the National Science Centre (NCN).

**Annual reports to MEiN and NCN – general rules:**

1. The deadline for submitting annual reports for 2022 to MEiN and NCN is **31 March 2023**.
2. The reports should present the tasks performed and settle the costs incurred until 31 December 2021 on the basis of financial data provided by the Department of Domestic Projects Financial Management (DRPK).
3. **The data on costs incurred will be provided by the National Project Settlement Department (DRPK) to Principal Investigators by 10 March 2023.**
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 agreement 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 Communication by the JU Vice-Rector for Research of 1 December 2021. Please remember to include in the report all the changes of the form of employment of individual contractors.
6. Starting from the calls 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. Please remember to specify the changes in the above categories.

### **Annual reports MEiN – detailed rules:**

Applies to annual reports (deadline until 31 March 2023) **Diamond Grant, NPRH**

1. The annual report should be drawn up in accordance with the rules applicable to individual programmes 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 assistant at the RSC by **14 March 2023**. The project assistant at the RSC 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 JU unit (the Dean or Director/Head of other organisational unit) in which the project is being implemented, should be submitted to the RSC within the time limit enabling the verification and obtaining the required signatures of University authorities, i.e. **by 23 March 2023**.
5. The RSC will send to the MEiN the annual reports approved by JU authorities in paper form 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 from the calls announced on 15 December 2016 has been conducted exclusively in electronic form, 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.**

Applicable to annual reports (deadline until 31 March 2023) submitted on the implementation of research projects for calls: 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 programmes and projects.
- b) **The annual draft report** in the form of a PDF file should be sent to the RSC project

assistant **by 14 March 2023**. The project assistant at the RSC 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 the RSC within the time limit enabling the

verification and obtaining the required signatures of JU authorities, i.e. **by 23 March 2023**.

- d) **The preferred form of submitting reports on the implementation of research projects** is

documentation bearing a qualified electronic signature and sent to the NCN via the ePUAP platform.

- 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 the Principal Investigator, then a scan of the report signed in this manner, with the qualified electronic signature of the head of JU organisational unit (Dean or Director/Head of another organisational unit), shall be sent to the project assistant at the RSC via email. The document will be signed with a qualified electronic signature by JU authorities and sent by CWN 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 Principal Investigator and the Head of the unit should also be submitted to the RSC. It is required by the NCN that the original of the report 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 Principal Investigator, and signed by the Head of the JU organisational unit (Dean or Director/Head of another organisational unit) acting as the host entity, should be submitted to the RSC within the time limit enabling verification and obtaining the required signatures of JU authorities i.e. **until 23 March 2023.**
- g) The obligation to send the report in an electronic version in the ZSUN/OSF system rests with the Principal Investigator. Therefore, the report in electronic form should be sent only after obtaining signatures of JU authorities on the final version. Information on the approval of the report by JU authorities will be delivered by a call assistant at the RSC.
- h) The RSC will send the annual reports approved by JU Authorities to the NCN in the required number of copies or in electronic form via the ePUAP platform. In the case of a report submitted in paper version, the RSC will submit one copy to the DRPK, and in the case of a report submitted in electronic version, it will archive the document in the SAP system in the appropriate PSP element.

## **2. Reports submitted using only the qualified electronic signature.**

Applicable to annual reports (deadline until 31 March 2023) submitted on the implementation of research projects for calls: **OPUS 13, SONATA 13, SONATA BIS 7, MAESTRO 9, PRELUDIUM 13, PRELUDIUM BIS 1-2, HARMONIA 9, SONATINA 1**, and on the implementation of international projects in bilateral and multilateral cooperation, recommended for funding in calls from 15 December 2016, including (inter alia): **QUANT-ERA, DAINA 1, BEETHOVEN 3, NORFACE, Solar-Driven Chemistry, JPND, Chist-Era, BIODIVERSA, Weave Unisono, JPI Urban Europe.**

- a) The annual report must be prepared in accordance with the rules applicable to individual programmes and projects.
- b) The annual draft report in the form of a PDF file should be sent to the RSC project assistant **by 14 March 2023.** The project assistant at the RSC 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 23 March 2023** to the project assistant at the RSC in the form of a PDF file signed with a qualified signature by the Principal Investigator and the Head of the JU unit (Dean or Director/Head of other organisational unit) acting as the host entity.
- d) The obligation to send the report in an electronic version in the ZSUN/OSF system rests with the Principal Investigator. Therefore, the report in electronic form should be sent only after obtaining signatures of JU authorities on the final version. Information on the approval of the report by JU authorities will be delivered by the call assistant at the RSC (subject to point f).
- e) The RSC will send the annual reports approved by JU Authorities to the NCN in electronic form via the ePUAP platform and will archive the document in the SAP system in the appropriate PSP element.
- f) Reports on international projects carried out in multilateral cooperation, for which the report template will be made available in the form of an editable file by the NCN (it is not possible to submit a report to the OSF) are sent only via the ePUAP platform. For details related to reporting the implementation of these projects, please contact the supervisors indicated in the communication at the RSC.

### **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 agreement.
2. The final draft report should be sent to the RSC assistant in an electronic version in the form of a PDF (NCN) or Word (MEiN) file **no later than 20 days before the deadline for submitting reports to the NCN and MEiN**. The project assistant at CWN 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 programmes or projects not indicated in this Communication, project**

**assistants at the RSC will contact the Principal Investigators 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. Failure to submit the final report authorises the financing institution to recognize the agreement as not performed and entitles it to demand a refund from the entity.

With queries regarding drawing up reports please contact the call assistants at the RSC:

- NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA implemented at **the Faculty of Philosophy, Faculty of Polish Studies**  
– Anna Micał, phone no. 12 663 30 11, [anna.mical@uj.edu.pl](mailto:anna.mical@uj.edu.pl)
- NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA implemented at **the Faculty of Biology, Faculty of International and Political Studies**  
– Agnieszka Gajda-Górecka, phone no. 12 663 30 25, [agnieszka.gajda-gorecka@uj.edu.pl](mailto:agnieszka.gajda-gorecka@uj.edu.pl)
- NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA, SYMFONIA implemented at **the Faculty of Physics, Astronomy and Applied Computer Science**  
– Monika Pacholczyk, phone no. 12 663 30 09, [monika.pacholczyk@uj.edu.pl](mailto:monika.pacholczyk@uj.edu.pl)
- NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA implemented at **the Faculty of Law and Administration, Faculty of Management and Social Communication and in extra-faculty entities**  
– Mateusz Basarab, phone no. 12 663 38 64, [mateusz.basarab@uj.edu.pl](mailto:mateusz.basarab@uj.edu.pl)
- NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA implemented at **the Faculty of Chemistry, Faculty of Geography and Geology**  
– Monika Mikołajczyk, phone no. 12 663 38 39, [monika.wojtasinska@uj.edu.pl](mailto:monika.wojtasinska@uj.edu.pl)
- NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA implemented at **the Faculty of Mathematics and Computer Science, Faculty of History**  
– Joanna Łyczek, phone no. 12 663 38 92, [joanna.lyczek@uj.edu.pl](mailto:joanna.lyczek@uj.edu.pl)
- NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA implemented at **the Faculty of Biochemistry, Biophysics and Biotechnology, Faculty of Philology**  
– Łukasz Kucharzyk, phone no. 12 663 38 49, [lukasz.kucharzyk@uj.edu.pl](mailto:lukasz.kucharzyk@uj.edu.pl)
- NCN projects: NCN projects: MAESTRO (**all Faculties**)  
– Elżbieta Wito, phone no. 12 663 30 07, [elzbieta.wito@uj.edu.pl](mailto:elzbieta.wito@uj.edu.pl)

- NCN projects: PRELUDIUM 6-16 (NZ and HS panels), PRELUDIUM BIS 1-2 (HS panel) and MEiN projects: DIAMOND GRANT, NPRH 4th edition (module: Rozwój)  
– Katarzyna Pilipowicz, phone no. 12 663 30 05, [katarzyna.pilipowicz@uj.edu.pl](mailto:katarzyna.pilipowicz@uj.edu.pl)
- NCN projects: ETIUDA, PRELUDIUM up to 16th edition (ST panel, Faculty of Chemistry and the Jagiellonian Centre for Experimental Therapeutics), PRELUDIUM 17 (ST panel) and MEiN projects: NPRH (modules: Umiejdzynarodowienie and Uniwersalia)  
– Marek Plewa, phone no. 12 663 30 03, [marek.plewa@uj.edu.pl](mailto:marek.plewa@uj.edu.pl)
- NCN projects: PRELUDIUM up to 16th edition (ST panel, Faculty of Mathematics and Computer Science, Faculty of Physics, Astronomy and Applied Computer Science, Faculty of Geography and Geology and Małopolska Centre of Biotechnology), PRELUDIUM 17 (NZ panel) and MEiN projects: NPRH (modules: Dziedzictwo Narodowe and Fundamenty)  
– Aleksandra Ryś, phone no. 12 663 30 02, [aleksandra.rys@uj.edu.pl](mailto:aleksandra.rys@uj.edu.pl)
- NCN projects: BEETHOVEN, SHENG, Quant-Era, CHIST-ERA, BiodivERsa, JPND, NORFACE, Solar Driven Chemistry  
– Sebastian Bąk, phone no. 12 663 38 46, [sebastian.bak@uj.edu.pl](mailto:sebastian.bak@uj.edu.pl)
- NCN projects: DAINA  
–Magdalena Jelonek, phone no. 12 663 38 59, [magdalena.jelonek@uj.edu.pl](mailto:magdalena.jelonek@uj.edu.pl)
- Weave Unisono, Opus LAP projects  
- Agata Pik, phone no. 12 663 38 42, [agata.pik@uj.edu.pl](mailto:agata.pik@uj.edu.pl)
- JPI Urban Europe projects  
- Marta Sikora, phone no. 12 663 38 56, [marta.sikora@uj.edu.pl](mailto:marta.sikora@uj.edu.pl)

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

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

The above rules do not apply to projects implemented by units of Jagiellonian University Medical College.



Podpisany elektronicznie przez  
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10.02.2023  
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