



UNIwersytet Jagielloński
w Krakowie

Prorektor ds. badań naukowych

1027.0620.11.2024

COMMUNICATION
BY JAGIELLONIAN UNIVERSITY VICE-RECTOR FOR RESEARCH
of 15 February 2024

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, HARMONIA, SONATINA** and international projects carried out in bilateral and multilateral cooperation including, among others: **BEETHOVEN, CHANSE, NORFACE, DAINA, Solar-Driven Chemistry, JPND, CHIST-ERA, QuantEra, BIODIVERSA+, SHENG, Trans-Atlantic Platform, Weave-Unisono, JPI Urban Europe, OPUS LAP** as well as under the programmes by the Ministry of Science and Higher Education: **Diamond Grant, Pearls of Science, National Programme for the Advancement of the Humanities (NPRH).**

This is to inform and remind you that all Principal Investigators of research projects must submit annual reports for 2023 and final reports on the implementation of research projects to the Ministry of Science and Higher Education and Science (MNiSW) or the National Science Centre (NCN).

Annual reports to the MNiSW and the NCN – general rules:

1. The deadline for submitting annual reports for 2023 to the MNiSW and the NCN is **31 March 2024**.
2. The reports should present the tasks completed and show the costs incurred until December 31, 2023, based on the financial data provided by the National Project Settlements Department (DRPK).
3. **The data on costs incurred will be provided by the National Project Settlement Department (DRPK) to Principal Investigators by 11 March 2024.**
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 MNiSW – detailed rules:

➤ **Applicable to annual reports (deadline: 31 March 2024) Diamond Grant, NPRH**

1. The annual report must be prepared in accordance with the rules applicable to the individual programmes and projects.
2. **Reports are submitted on paper or electronically, depending on the call edition.**
3. **The annual draft report** in the form of a Word or PDF file should be sent to the project assistant at the RSC **by 15 March 2024**. 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. **Paper version:** 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) acting as a host entity, should be submitted to the RSC within the time limit enabling the verification and obtaining the required signatures of University authorities, i.e. **by 22 March 2024**.
5. **Electronic version:** The final version of the report, signed by the Principal Investigator and the head of the JU organisational unit (Dean or Director/Head of other organisational unit) acting as a host entity, should be submitted to the RSC within the time limit enabling the verification and obtaining the required signatures of University authorities, i.e. **by 22 March 2024**.
6. The RSC sends annual reports approved by the JU Authorities to the MNiSW in paper or electronic versions.

➤ **Applicable to annual reports (deadline: 31 March 2024) Pearls of Science**

1. Reports are submitted only electronically via the OSF system.
2. **The annual draft report** in the form of a PDF file should be sent to the RSC project assistant **by 15 March 2024**. The project assistant at the RSC will verify the report and inform about any comments or the possibility of submitting the report for signature.
3. Part A of the report generated from the system without signatures and the final version of the report in the form of a PDF file and signed by the principal investigator, the supervisor, and the head of the JU organisational unit (i.e., Dean or Director/head of another organisational unit) acting as a host entity, should be submitted to the principal investigator at the RSC in time for checking and obtaining the required signatures of the University Authorities, i.e., **by March 22, 2024**.
4. The obligation to send the report in an electronic version in the ZSUN/OSF system rests with the Principal Investigator. **In light of the above, the report should be sent only once the signatures in the report's Part A have been obtained.** Information on the approval of the report by the JU authorities will be delivered by a call assistant at the RSC.
5. The project assistant archives the document in SAP in the corresponding PSP element.

Annual reports NCN – detailed rules:

We would like to remind you that for the NCN calls announced as of December 15, 2016, the submission of reports is done only in electronic form and two paths are possible for:

1. reports submitted on paper or using an electronic qualified signature;
2. reports submitted only with an electronic qualified signature.

1. Reports submitted on paper or with the use of the qualified electronic signature.

Applicable to annual reports (deadline: 31 March 2023) submitted on the implementation of research projects **for calls: OPUS 12, SONATA 12, SONATA BIS 6, MAESTRO 8, PRELUDIUM 12, 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 15 March 2024**. 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 22 March 2024**.

- d) **A 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 a 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 22 March 2024.**
- 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 the 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: 31 March 2024) submitted on the implementation of research projects **for calls: OPUS 13, SONATA 13, SONATA BIS 7, MAESTRO 9, PRELUDIUM 14, PRELUDIUM BIS 1-3, 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): **DAINA 2, CHANSE, SHENG 2, BEETHOVEN 3, NORFACE, Solar-Driven Chemistry, JPND, QuantERA, CHIST-ERA, BIODIVERSA+, Trans-Atlantic Platform, Weave Unisono, JPI Urban Europe, Opus LAP.**

- 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 15 March 2024.** 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 22 March 2024** 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 the JU authorities will be delivered by a 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 the MNiSW and the 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 (MNiSW) file **no later than 20 days before the deadline for submitting reports to the NCN and the MNiSW**. The project assistant at the RSC 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 the MNiSW and the NCN**.

In the case of programmes or projects not indicated in this Communication, project assistants at the RSC will contact the Principal Investigators individually in order 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:

- the NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA implemented at **the Faculty of Philosophy, Faculty of Polish Studies and Faculty of Geography and Geology** – Anna Micał, phone no. 12 663 30 11, anna.mical@uj.edu.pl
- the NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA implemented at **the Faculty of Biology and the Faculty of International and Political Studies** – Agnieszka Gajda-Górecka, phone no. 12 663 30 25, agnieszka.gajda-gorecka@uj.edu.pl
- the NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA implemented at **the Faculty of Physics, Astronomy and Applied Computer Science** – Monika Pacholczyk, phone no. 12 663 30 09, monika.pacholczyk@uj.edu.pl
- the 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
- the NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA, MAESTRO 14 implemented at **the Faculty of Chemistry** – Monika Mikołajczyk, phone no. 12 663 38 39, monika.wojtasinska@uj.edu.pl
- the NCN projects: OPUS, SONATA, SONATINA, SONATA BIS, HARMONIA implemented at **the Faculty of Mathematics and Computer Science, Faculty of History** – Weronika Musielak, 12 663 38 92; weronika.musielak@uj.edu.pl
- the 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
- the NCN projects: MAESTRO (all Faculties to MAESTRO 13) – Elżbieta Wito, phone no. 12 663 30 07, elzbieta.wito@uj.edu.pl

- the NCN projects: PRELUDIUM 14-16 (NZ and HS panels), PRELUDIUM 17-21 and PRELUDIUM BIS 1-3 (HS panel) and the MNiSW projects: DIAMOND GRANT
- Katarzyna Pilipowicz, phone no. 12 663 30 05, katarzyna.pilipowicz@uj.edu.pl
- the NCN projects: ETIUDA, PRELUDIUM up to 16th edition (ST panel, Faculty of Chemistry and the Jagiellonian Centre for Experimental Therapeutics), PRELUDIUM 17-21 (ST panel) and PRELUDIUM BIS 1-3 (NZ panel) and the MNiSW projects: NPRH (modules: Umiejdzynarodowienie and Uniwersalia)
- Marek Plewa, phone no. 12 663 30 03, marek.plewa@uj.edu.pl
- the 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 17-21 (NZ panel) PRELUDIUM BIS 1-3 (ST panel) and the MNiSW projects: NPRH (modules: Dziedzictwo Narodowe and Fundamenty)
- Aleksandra Ryś, phone no. 12 663 30 02, aleksandra.rys@uj.edu.pl
- the NCN projects: DAINA, CHANSE, SHENG, Quant-Era, CHIST-ERA, BiodivERSa+, JPND, NORFACE, Solar Driven Chemistry, Trans-Atlantic Platform
- Magdalena Jelonek, phone no. 12 663 38 59, magdalena.jelonek@uj.edu.pl
- the NCN projects: Weave Unisono, OPUS LAP
- Joanna Łyczek, phone no. 12 663 30 27, joanna.lyczek@uj.edu.pl
- the NCN projects: JPI Urban Europe, BEETHOVEN
- Marta Sikora, phone no. 12 663 38 56, marta.sikora@uj.edu.pl
- the MNiSW project: **Pearls of Science**
- Joanna Boroń, phone no. 12 663 30 00, j.o.boron@uj.edu.pl
- Wioletta Żabicka-Falandysz, phone no. 12 663 38 44, wioletta.zabicka-falandysz@uj.edu.pl

Please submit the paper versions of documents to the RSC office (ul. Czapskich 4, 1st floor, room 103). When it comes to electronic versions of documents, please forward them directly to the project assistants at RSC at the email addresses indicated above.

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