Proposal submission procedure in the calls of the National Science Centre

Proposals in the calls of the National Science Centre (the "NCN") are submitted electronically via the OSF (*Obsługa Strumieni Finansowania*) submission system, available at: https://osf.opi.org.pl/.

The proposal submission procedure consists of the following stages:

1) reading the text of the call to which the proposal is submitted,
2) registering/logging in the system as an OSF Editor/Supporting Editor/Reader and principal investigator in OSF proposals,
3) creating a new proposal form appropriate for the current open call,
4) filling in the proposal form in accordance with the NCN Council Resolution applicable to the call in question and system requirements,
5) adding required annexes,
6) verifying that the proposal is complete,
7) blocking the editing of the proposal,
8) downloading the confirmation receipts, signing them and annexing them to the proposal, and
9) submitting the proposal electronically, via the OSF submission system.

Detailed step-by-step instructions

Re. 1)

Reading the text of the call to which the proposal is submitted

If you are intending to submit a proposal, read all call documents listed in the call text, in particular:

- terms of the call laid down in the applicable NCN Council Resolution,
- proposal form template,
- Regulations on awarding funding for research tasks funded by the National Science Centre, and
- this proposal submission procedure.

Re. 2)

Registering/logging in the system as an OSF Editor/Supporting Editor/Reader and principal investigator in OSF proposals

You can sign in and log in to the OSF submission system in a few ways. Polish entities can sign in and log in to the OSF submission system:

- using their OSF login and password or
- via a Trusted Profile or
- via the OPI-PIB central logging module.

Foreign users may only log in using their login and password to the OSF submission system.

Information on the most current login forms is available at https://osf.opi.org.pl/.

Once you have selected a particular login form, follow the prompts.

Detailed instructions on how to register / log in to the OSF submission system with your login and password:

Logging into the OSF submission system is possible after providing a login and password.

If you do not have a proposal editor account in the OSF submission system, you must first register at https://osf.opi.org.pl/, using the Zarejestruj się jako redaktor wniosków [For Proposal Editors only: create an account] button. To be able to set up an account, you need to have an active e-mail address: this is where your activation link will be sent. If you provide a false or incorrect e-mail address, the system will not be able to activate your account.

If you have forgotten your password, you can generate a new one by pressing the Pobierz login i hasło [Get Login and Password] link, submitting the e-mail address associated with the account, and clicking Potwierdź [Confirm]. A message will be sent to the address provided, asking you to confirm that you have requested a new password.

Should you experience any technical issues with your OSF account, please contact the OPI technical support team by phone: +48 (22) 351 71 01 or via an online contact form available at https://osf.opi.org.pl/app/adm/start.do

Please select your Login Role:

Those who have more than one status in the system and want to compete the proposal must chose:

log in the system as an OSF Editor/Supporting Editor/Reader AND principal investigator in OSF proposals.

Re. 3)

Creating and completing a new proposal form appropriate for the current open call

In order to submit a proposal in an NCN call, pick Nowy wniosek [New Proposal] from the lefthand side menu and choose the National Science Centre Poland tab to see a table with a list of currently open NCN calls.

PLEASE NOTE! After logging in as an editor and if new, but not sent, NCN proposals were created in previous editions, the system will display a list of proposals in preparation. Do not fill in proposals created under editions whose recruitment has already ended.

Re. 4)

Filling in the proposal form in accordance with the NCN Council Resolution applicable to the call in question and system requirements

The form must be filled out with the information specified in the NCN Council Resolution applicable to the call in question and in the proposal form in the OSF submission system.

To open new windows in different tabs in the OSF submission system, click the Edytuj [Edit] button. Each piece of information needs to be saved individually through the Zapisz [Save] button.

The system will notify you if any required fields are left empty or contain incorrect values. The system will not notify you if any optional fields are left empty.

Please pay attention to the language in which information must be provided. If information is provided in the wrong language, the proposal will not be eligible for merit-based evaluation.

You can edit data in individual tabs, change annexes or delete your proposal (Usuń wniosek [Delete Proposal] button) until you block the editing of the proposal form.

Re. 5)

Adding required documents

Required documents must be added as PDF files (only PDF files will be accepted). File size must not exceed 10 MB. Files can be added via the Dodaj plik [Add file] button.

Some of the documents attached:

- do not have to be signed,
- must bear an advanced electronic signature or qualified electronic signature in the PAdES format,
- may be signed either by hand or electronically.

If a document is signed by hand, it must be scanned and annexed in the Skan dokumentu: Dodaj plik [Document's scan: Add file] field. The original document must be kept by the end date of the proposal evaluation procedure and if the proposal is recommended for funding, until the date of signing the funding agreement.

Documents signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (hereinafter: the "eIDAS Regulation").

At the NCN's request, the applicant must prove that the electronic signature complies with the eIDAS Regulation.

PDF is the only accepted format in the OSF submission system, therefore electronic signatures must be in PAdES format.

If a document is signed electronically, it must be annexed to Plik podpisany elektronicznie: Dodaj plik [File Signed Electronically: Add file].

Information on the required signatures and formats is provided in the relevant sections of the proposal.

Re. 6)

Verifying that the proposal form is complete

Only complete proposals that meet all the requirements specified in the call text are eligible for the call.

You can check whether your proposal form is complete by clicking the Sprawdź kompletność [Check Completeness] button; once you press Przejdź do sekcji [Navigate to Section] button, you will be redirected to the section that contains incomplete data.

Automatic verification may be helpful, but the applicant is still required to make sure that:

- all the required sections and fields have been filled out correctly,
- all the required annexes have been added, and
- the required information has been prepared in the required language and added in the correct places.

The system does not verify if optional fields are completed.

Automatic verification does not exempt the applicant from ultimate responsibility for the contents of individual tabs.

Re. 7)

Blocking the editing of the proposal form

Once you have filled in the individual tabs of the proposal form and verified that it is complete, you can block any further editing by clicking the Zablokuj do NCN [Block to NCN] button. When editing is blocked to the NCN, only short and full project descriptions may be edited.

When editing is blocked, a new tab will show up in the left-hand side menu: Elektroniczna wysyłka [Electronic Submission].

Re. 8)

Downloading the confirmation receipt, signing them and annexing them to the proposal

When you click the Elektroniczna wysyłka [Electronic Submission] tab, a message will pop up to inform you that the final version of the proposal is ready for electronic submission to the National Science Centre.

The proposal has not yet been marked as Wysłany [Sent] and is not available to NCN officers. At this stage, it can still be unblocked by the editor through the Powrót do edycji [Return to Editing] button, so that corrections can still be introduced.

In this section, you must download:

- a submission confirmation receipt from the principal investigator (PI) and
- a submission confirmation from the host institution.

The confirmation receipts must be signed and annexed to the proposal.

Files with confirmation receipts may be previewed or deleted so that other files may be added. If you return to editing once a file has been submitted with a confirmation receipt, the file will be deleted from the proposal form. Once you block the editing of the proposal again, you need to download the confirmation receipts, sign them and attach them once more.

Submission confirmation receipts can be signed either by hand or electronically.

If a confirmation receipt is signed by hand, it must be scanned and annexed to the proposal in the Dodaj skan potwierdzenia [Add Receipt Scan] field. The original receipt must be kept by the end date of the proposal evaluation procedure and if the proposal is recommended for funding, until the date of signing the funding agreement.

A confirmation receipt signed electronically must bear an advanced electronic signature or qualified electronic signature in compliance with the eIDAS Regulation.

At the NCN's request, the applicant must prove that the electronic signature complies with the eIDAS Regulation.

PDF is the only accepted format in the OSF submission system, therefore electronic signatures must be in PAdES format.

If a confirmation receipt is signed electronically, it must be annexed to the proposal in the Dodaj potwierdzenie podpisane elektronicznie [Add Electronically Signed Confirmation Receipt] field.

If the principal investigator's (PI) confirmation receipt is signed by anyone other than the principal investigator (PI), an authorisation to represent the PI must be annexed in this section. The authorisation may be annexed as an electronic document or a scan of a document signed by hand.

If the host institution's confirmation is signed by anyone other than the head of the host institution, an authorisation to represent the host institution must be annexed in this section. The authorisation may be annexed as an electronic document or a scan of a document signed by hand.

Confirmation receipt of the principal investigator (PI) and host institution downloaded from the OSF submission system are stamped with an OPI PIB electronic seal. The seal is used to guarantee the integrity of data contained in the document (it makes it possible to verify whether the data has been changed, added or deleted in an unauthorised way). The OPI PIB seal confirms that the data originates from the OSF submission system.

Once you attach electronically signed files to the proposal, the system will verify whether the document matches a given proposal and its final version, bears an OPI signature as well as electronic signature. The system does not verify the validity of certificates for attached files signed electronically. **The only accepted electronic signature format is PAdES.**

The verification process can produce the following outcomes:

1. document's scan:
   - approved – the document attached with the proposal is in the correct format. The system will allow the submission of the proposal.
   - rejected – the document attached contains an invalid format or an electronic signature. The system will reject the annex and the proposal will not be submitted.
2. electronically signed file:
   - approved – the system will approve the submission of the proposal. The document attached contains an OPI seal, bears an electronic signature in the PAdES format and matches the relevant proposal and its final version.
   - rejected – the proposal cannot be submitted by the system because the document attached is incorrect. Verify that it has not been modified after download; its OPI PIB seal may have been removed or its electronic signature is in a format other than PAdES.

If the signature verification status is negative, you will need to download another confirmation receipt, sign it and attach it to the proposal again.

Re. 9)

Submitting the proposal form electronically, via the OSF submission system

Once you have filled out the form and attached all the required files and confirmation receipts, the proposal should be electronically submitted to the National Science Centre via the Wyślij do NCN [Send to NCN] button. Once the file has been submitted, its status will change to Wysłany [Sent].

Do not send a paper version of the proposal to the National Science Centre. The proposal is considered as validly submitted only when presented in electronic format.

Once the NCN has registered the proposal, its status will change to Przyjęty [Accepted].

PLEASE NOTE! If such is the case, no further changes can be introduced to the proposal.