



DAINA: Polish-Lithuanian Funding Initiative

Call for proposals 2017: Frequently Asked Questions (FAQ)

General issues

1. How should the proposal be submitted and by whom?

The complete proposal should be submitted by the Polish applicant via the OSF submission system (<http://osf.opi.org.pl/>). The Lithuanian research team should submit a signed Letter of Commitment, issued by the implementing institution (a Lithuanian institution hosting DAINA grant), as well as a detailed budget justification to the Research Council of Lithuania (RCL) via the electronic submission system (<http://junkis.lmt.lt/>).

2. What does the complete proposal consist of?

A complete proposal consists of the joint project description (please use the template provided as attachment no. 3 to the [NCN Council resolution no. 82/17](#)) and the CVs of the Principal Investigators.

The proposal must be written in English (except for sections specified explicitly in the call documentation). Please note that the joint project description has to be submitted in font size: 11 or 12, line spacing: 1.15.

The complete proposal should be submitted by the Polish applicant via the OSF submission system together with the information required in the proposal and the attachments to the application (set out in attachment no. 2 to the [NCN Council resolution no 82/17](#):).

The Lithuanian research team should also submit a signed Letter of Commitment, issued by the implementing institution, and a detailed budget justification to the RCL via the electronic submission system.

3. What is the deadline for the submission of proposals?

All proposals must be submitted to the NCN proposal submission system OSF **by 15th Dec 2017**. The NCN submission website can be found at: <http://osf.opi.org.pl/> . In order to prevent server overload towards the end of the submission period, it is advisable to upload your proposal well before the deadline.

For the Lithuanian part: the Letter of Commitment, issued by the implementing institution, and a detailed budget justification should be submitted to the RCL by the Lithuanian research team via the electronic submission system by 15th Dec 2017. The RCL submission website can be found at: <http://junkis.lmt.lt/>.

The submission to the OSF system and the RCL electronic submission system does not have to be done simultaneously.

4. Is it necessary to send a hard copy of the proposal to the NCN?

No, the joint Polish-Lithuanian proposal should be sent only via the OSF submission system by the Polish applicant. An electronic signature verification should be attached to the proposal and sent via the OSF submission system (or a scan of a signed document).

For the Lithuanian part: the signed Letter of Commitment, issued by the implementing institution, and a detailed budget justification should be submitted to the RCL by the Lithuanian research team via the electronic submission system to be found at: <http://junkis.lmt.lt/>.

5. What disciplines are covered by the call?

The call covers disciplines in all fields of science and the humanities.

6. What is the duration of the projects?

Applicants may seek funding for projects with a duration of **24 or 36 months**. It is expected that the projects will start on 1st September 2018, 1st October 2018, 1st November 2018, 1st December 2018 or 1st January 2019.

Research team

7. What should be the composition of the research team?

Please indicate two Principal Investigators (PI): one Polish PI and one Lithuanian PI and the Co-Investigators. There is no optimum number of researchers taking part in the project. All research team members should have a significant role in the research and their presence as members of the research team should be justified.

8. What is the role of a Principal Investigator and what requirements should be fulfilled by them?

A Principal Investigator (PI) is a researcher responsible for carrying out research and managing the research team. They are also in charge of leading the project activities at her/his Host Institution. There are two PIs involved in each project, one from the Lithuanian and one from the Polish side.

Polish Principal Investigator:

- must have at least a PhD degree when submitting a proposal;
- may not submit proposals under calls for proposals with the same deadline as “DAINA”;
- may take that role in only one proposal submitted within this call for proposals.

Lithuanian Principal Investigator:

- must be a scientist (i.e. a researcher holding a PhD degree);
- may take that role in only one proposal submitted within this call for proposals;
- must have no restrictions to participate, following points 60 and 61 of the [General Rules for the competitive funding of research and dissemination projects of the Research Council of Lithuania](#);
- His/her workload within the project must be at least 20 hours multiplied by the duration of the project in months.

9. What is the role of a Co-Investigator and what requirements should be fulfilled by them?

A Co-Investigator is a researcher who is involved in the project but does not play the role of Principal Investigator. Research team members can be listed as Co-Investigators, Post-docs, PhD students or

technical staff. A Co-Investigator does not have to hold a PhD. Please note that no personal data of Co-investigators should be included in the joint project description. The workload of each Lithuanian principal Co-investigator within the project must be at least 20 hours multiplied by the duration of the project in months.

10. What are the eligible Host Institutions?

For the Polish side, eligible Host Institutions are:

- 1) academic or research organisations,
- 2) research consortia (composed of minimum two Polish academic or research institutions; this does refer to Polish-Lithuanian cooperation; please note that the consortium agreement should be signed before sending the proposal to NCN and a scan of the agreement should be attached to the proposal sent in the OSF submission system)
- 3) scientific networks and university organisational institutions which are not basic organisational institutions,
- 4) research and development centres,
- 5) Polish Academy of Sciences research centres,
- 6) university research centres,
- 7) scientific libraries,
- 8) organisational institutions having legal personality which have been established on Polish territory.

A Host Institution which does not receive a subsidy from the budget for science should attach to the proposal, information concerning:

- a) research carried out within 2 years prior to the submission of the proposal together with a list of the publications by researchers employed in this institution;
- b) research infrastructure which ensures successful research performance.

For the Lithuanian side, eligible Host Institutions are Lithuanian research and higher education institutions included in the Register of Education and Research institutions, which can be found at <https://www.aikos.smm.lt/en/Pages/Default.aspx> (please go to "Registers" section and select the "Education providers" category). Please note that the Register of Education and Research institutions includes all types of education providing institutions officially recognised as such by the Ministry of Education and Science. In order to generate a list of research and higher education institutions specifically, you should narrow down your search by using the 'Group' filter and selecting the following categories - 'Higher education institution' and 'Research institute'.

Under this call for proposals, the NCN and RCL will not offer grants that would be considered state aid.

Cooperation between the Polish and Lithuanian side

11. Does the subject of the research project have to concern Polish-Lithuanian relations?

No, the subject of the research project does not have to concern or refer to Polish-Lithuanian cooperation as such. That is not an element subject to evaluation.

The research projects must be carried out jointly by the Polish-Lithuanian team and demonstrate clearly the added value of international cooperation.

12. Are there any guidelines on the proportion of Polish-Lithuanian cooperation?

No, there are no guidelines concerning how Polish-Lithuanian cooperation should be built. The cooperation should be substantial and involve each part (i.e. Polish and Lithuanian) to a significant and essential level.

13. Is it necessary to sign a Polish-Lithuanian agreement before submitting the proposal in DAINA call or before signing the grant agreement with NCN/RCL?

No, there is no need to sign any Polish-Lithuanian agreement before **submitting the proposal in DAINA call or before** signing the grant agreement **with NCN/RCL**.

14. Is the cooperation between the Polish and Lithuanian research teams subject to supervision during the project's lifetime?

The Polish and Lithuanian grantees are obliged to carry out the research projects based on the provisions of the grant agreements signed with the NCN or the RCL accordingly. The NCN and the RCL should be immediately notified in writing by the grantees of any obstacles to carrying out the research projects, also on the Lithuanian-Polish partner's side.

More information about the supervision of the research projects by the NCN and the RCL (including the submission of the annual/ interim and final reports) will be published on the NCN and RCL websites shortly.

Budgets and costs eligibility

15. Are there any limits for the budget of the research projects?

For the Polish side:

The budget of the Polish part of the research project must be at least PLN 150 000.

There is no maximum limit for the budget of the research project. Each cost should be well justified (all costs requested except the overheads need to be justified in the joint project description, up to 2 pages, as well as in the OSF system electronic form).

The upper limit in the budget is set for:

- the overheads (40% of eligible costs excluding equipment); please note that the overhead costs may not be increased during the course of the research project.;
- the cost of salaries;
- and the costs of purchase or building of a **single item** of research equipment which forms large or strategic research infrastructure: applicants may seek funding for research equipment up to 500,000 PLN for projects in the fields of life sciences, physical sciences and engineering, and up to 150,000 PLN in the field of arts, humanities and social sciences.

(For further information please see "[Costs in research projects funded by the National Science Centre in the DAINA call for proposals](#)").

For the Lithuanian side:

The budget of the Lithuanian part of the project must not exceed 80 000 EUR (in the case of a 24 month project) or 120 000 EUR (in the case of a 36 month project).

Each cost should be well justified (all costs requested except the indirect costs need to be justified in the joint project description, up to 2 pages). Please note, that additional indirect costs for the operation of research equipment must be justified, as well. Furthermore, the Lithuanian research team must submit a detailed budget justification to the RCL via the electronic submission system.

16. What are the documents in which the rules of preparing the budgets of the research projects are set out?

For the Polish side please see:

- Eligible costs: „Costs in research projects funded by the National Science Centre in the DAINA call for proposals” – [attachment no. 2 to NCN Council resolution no. 82/2017](#)
- Scholarships for PhD students: „Regulations on awarding scholarships for young researchers in the NCN-funded research projects” - [attachment no. 1 to NCN Council resolution no. 96/2016](#).

For the Lithuanian side:

- [Detailed budget justification form](#) (order No V-212, 11/09/2017);
- [General rules for the competitive funding: of research and dissemination](#) (actual version of Resolution No VIII-2627/10/2014);
- [Guidelines for open access to scientific publications and data](#) (Resolution No VIII-2, 29/02/2016);
- [Maximum permissible hourly rate levels](#) (order No V-137, 29/05/2017);
- [Calculation of the fixed rates for research travel expenses](#) (actual version of order No. V-191, 6/10/2014).

17. Is the cost of organising a conference eligible?

For the Polish side: according to NCN rules, the cost of organising a conference, such as catering or meeting room rentals, should be included in overheads (including such a cost in the category of direct costs can be the basis for refusing a proposal).

For the Lithuanian side: according to RCL rules, the cost of organising a conference is eligible.

18. Is the cost of administrative personnel eligible?

For the Polish side: according to NCN rules, the cost of administrative personnel should be included in indirect costs (overheads).

For the Lithuanian side: according to RCL rules, the cost of administrative personnel should be included in indirect costs.

19. Is it possible to cover the costs of the visits of the Lithuanian team from the NCN budget?

No, the costs of visits of the Lithuanian team are covered from the RCL budget.

20. Is it possible to cover the costs of visits of the Polish team from the RCL budget?

No, the costs of visits of the Polish team are covered from the NCN budget.

Appeal procedure

21. What is the appeal procedure in the DAINA call?

If the proposal is rejected by one of the agencies in the course of the eligibility check, the Polish/Lithuanian applicant should appeal to the NCN or to the RCL accordingly.

If the proposal is rejected by both the NCN and the RCL in the course of the eligibility check, both Polish and Lithuanian teams should appeal to the NCN and to the RCL accordingly. The proposal can be subject to expert evaluation only if both appeals are accepted.

If the proposal is rejected in the course of the expert evaluation, the Polish applicant should appeal on behalf of the joint Polish-Lithuanian team to the Evaluation Review Committee of the National Science Centre Council.

For detailed appeal procedures, please consult the national rules ([NCN Council Resolution no 82/2017](#): and [Public administration law of the Republic of Lithuania](#)).

Joint project description

22. Is there a page limit for the joint project description?

There is no page limit for the joint project description (JPD) as a whole. Please note that the limit is set for particular sections of JPD:

- section I.8. (Summary) – up to 1 page in English and up to 1 page in Lithuanian;
- section III (Description of the research project) – up to 15 pages;
- section IV.1. (Further information – The Host/Implementing Institution premises) – up to 1 page;
- section V.1 and V.2. (Budget) – up to 2 pages for the justification of costs of the Polish project part and up to 2 pages for the justification of costs of the Lithuanian project part.

23. What is meant by the scientific collaboration mentioned in the JPD, section IV point 3?

You should list the researchers with whom you have collaborated on joint publications or the projects carried out throughout the years 2017, 2016, 2015 and 2014, as well as those with whom you have agreed to cooperate on the proposal for the DAINA call. This information will assist the RCL and NCN scientific officers in avoiding potential conflicts of interest during the review process.

24. Should the CVs of the members of the research team be attached to the proposal?

Only the CVs of Polish and Lithuanian Principal Investigators should be attached to the proposal. For other members of the research team, no CVs should be attached and no personal data should be included in the proposal. However, the nature of their contribution to the project, the type and character of their position in the project as well as the scope of work within individual project tasks should be indicated in section II of the joint project description. In section V, Budget (Personnel Costs) in the joint project description, the overall cost of employing research team members should be indicated.

25. What kind of information should be included in the CVs of Polish and Lithuanian PIs?

The CVs of the PIs should include the following information:

- Academic and Research Career (Institution, Department/Faculty or any other Research Unit, Academic Training, Date of obtaining Academic Degree);
- Publication Record (up to 10 of the most relevant works published over the period of 10 years prior to the submission of the proposal; breaks in research career shall not be counted as part of this period; older publications can be listed only if the PI has taken significant career breaks within the last 10 years; in the case of unpublished manuscripts, please submit acceptance letters from the editor as the attachments to the proposal in the OSF system; during the evaluation emphasis will be put on the quality of the publications, i.e. if they are

on the list by Journal Citation Reports (JCR), or on comparable lists, and the monographs' nationwide or international impact will also be considered; where possible, please indicate the current five-year impact factor of the journal and number of citations of each publication excluding self-citations);

- Scientific Achievements and/or research in art: music, fine arts, theatre, film (the most important artistic achievements and achievements in research in art with a nationwide or international impact, e.g. authorship and publication of a work of art. (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a festival with an international impact, directing an international artistic venture);
- Research projects led: both on-going and carried out (only the most relevant ones and only those to which one contributed as the Principal Investigator, funded under national and international funding schemes; titles and ID numbers of projects, sources of funding, dates and places of project implementation);
- Research experience at home and abroad (country, institution, type of research stay, duration; titles and ID numbers of projects, sources of funding, dates and places of project implementation);
- Most important prizes and awards (type of prize/award, place and date) and other research-related activity (keynote lectures at conferences, and in the case of research activity in the field of art – active participation in international exhibitions, festivals and artistic events);
- Other professional experience of importance.

26. What is the page limit for the CVs of Principal Investigators?

The CVs of Principal Investigators should not exceed 3 pages per person.

27. Should the CVs of the PIs be included as separate documents in the OSF submission system?

The CVs should be uploaded as an attachment in the appropriate section of the OSF submission system.

28. What other documents, apart from the CVs of the PIs, should be attached to the proposal?

In the case of unpublished manuscripts listed in the CVs of the PIs, acceptance letters from the editor should be attached to the proposal in the OSF system.

For the Lithuanian research team members only: a signed Letter of Commitment, issued by the Implementing institution, and detailed budget justification should be submitted to the RCL by the Lithuanian research team via the electronic submission system.

For the Polish side:

- scan of a consortium agreement, where applicable;
- a Host Institution which does not receive a subsidy from the budget for science should attach to the proposal information concerning: research carried out within 2 years prior to the submission of the proposal together with a list of the publications by researchers employed in this institution; research infrastructure which ensures successful research performance.
- state aid questionnaire and declaration of not applying for state aid.

29. How are career breaks defined?

Career breaks are defined as: maternity leave, adoption leave, additional maternity leave, additional adoption leave, paternal leave, parental leave granted in compliance with the Employment Code, periods of sickness benefit or rehabilitation benefit granted on account of unfitness for work, including any caused by a health condition requiring rehabilitation.

30. Is it necessary to list joint Polish-Lithuanian publications planned as a result of the research project?

No detailed list of the joint Polish-Lithuanian publications is needed at the stage of submission (Joint Project Description, page 3, point III.5 Planned results).

As planned results, there is a possibility to indicate e.g. dissemination of project results: scientific publications and presentations at conferences, joint Polish-Lithuanian publications, scholarly monographs, doctoral and habilitation dissertations, new methods and research facilities, economic and societal impact, impact of the research results on the development of science, scientific discoveries.

31. How the budget tables for Polish and Lithuanian applicants in the Joint Project Description should be filled in?

Please note that the budget tables for Polish and Lithuanian applicants in the joint project description should be prepared on the basis of the budget tables in the OSF system and the RCL electronic submission system and should correspond to it. It is recommended to fill in the detailed budget justification form in the RCL electronic submission system and the OSF system first and then to prepare a budget justification in the joint project description form.

For Polish applicants, the Euro exchange rate should be calculated according to the NCN Council's Resolutions No. 82 of 14th September 2017, which amounts to 4,2837 PLN. Numbers should be rounded down.