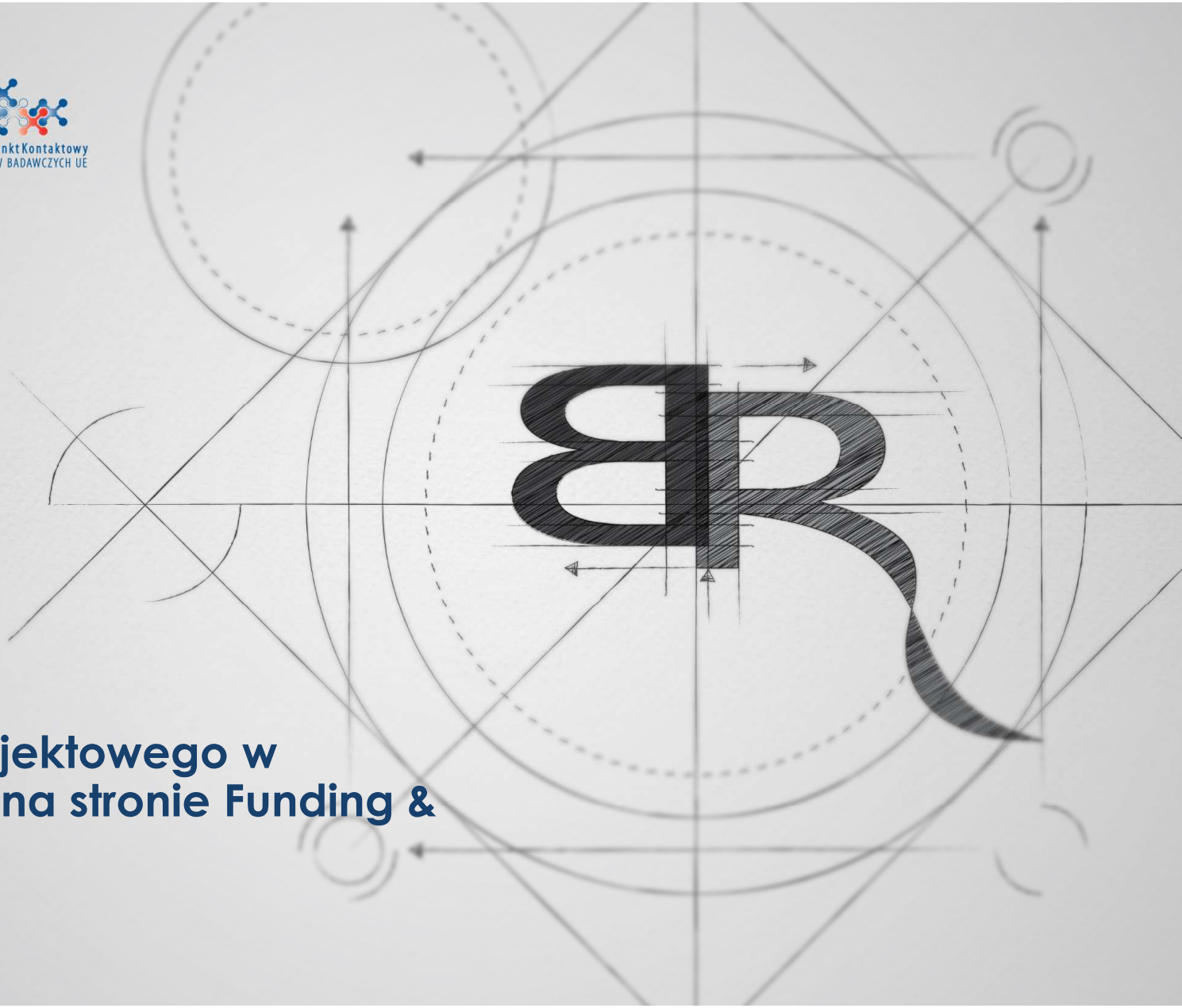
Narodowe Centrum
Badań i Rozwoju

KrajowyPunktKontaktowy
PROGRAMÓW BADAWCZYCH UE

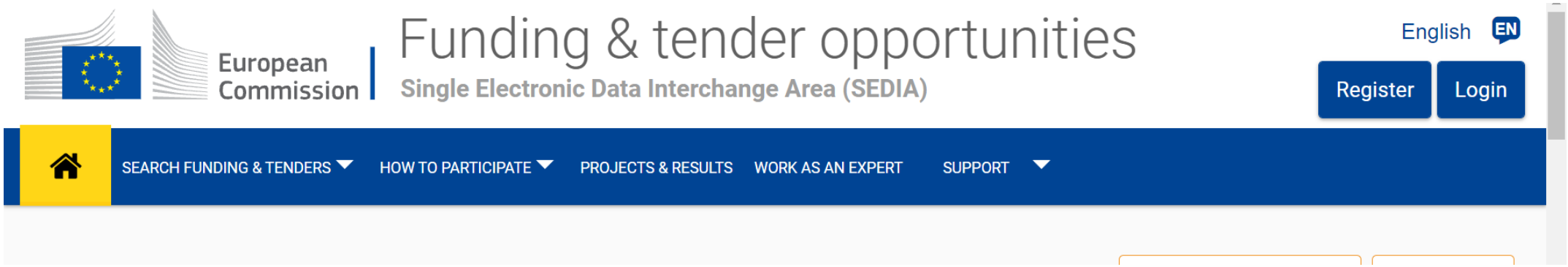


# Wypełnianie wniosku projektowego w systemie elektronicznym na stronie Funding & tender opportunities

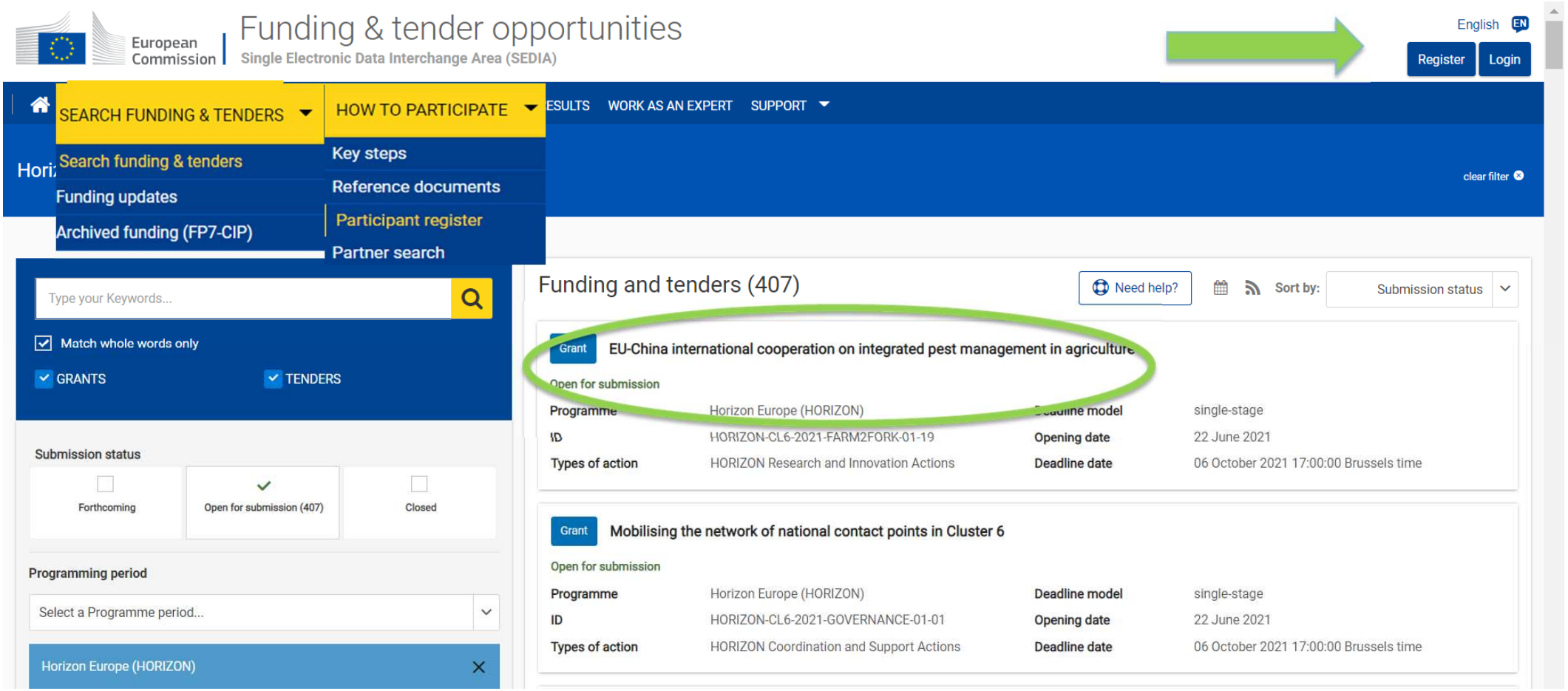
30 września 2021

# Funding and tender opportunities

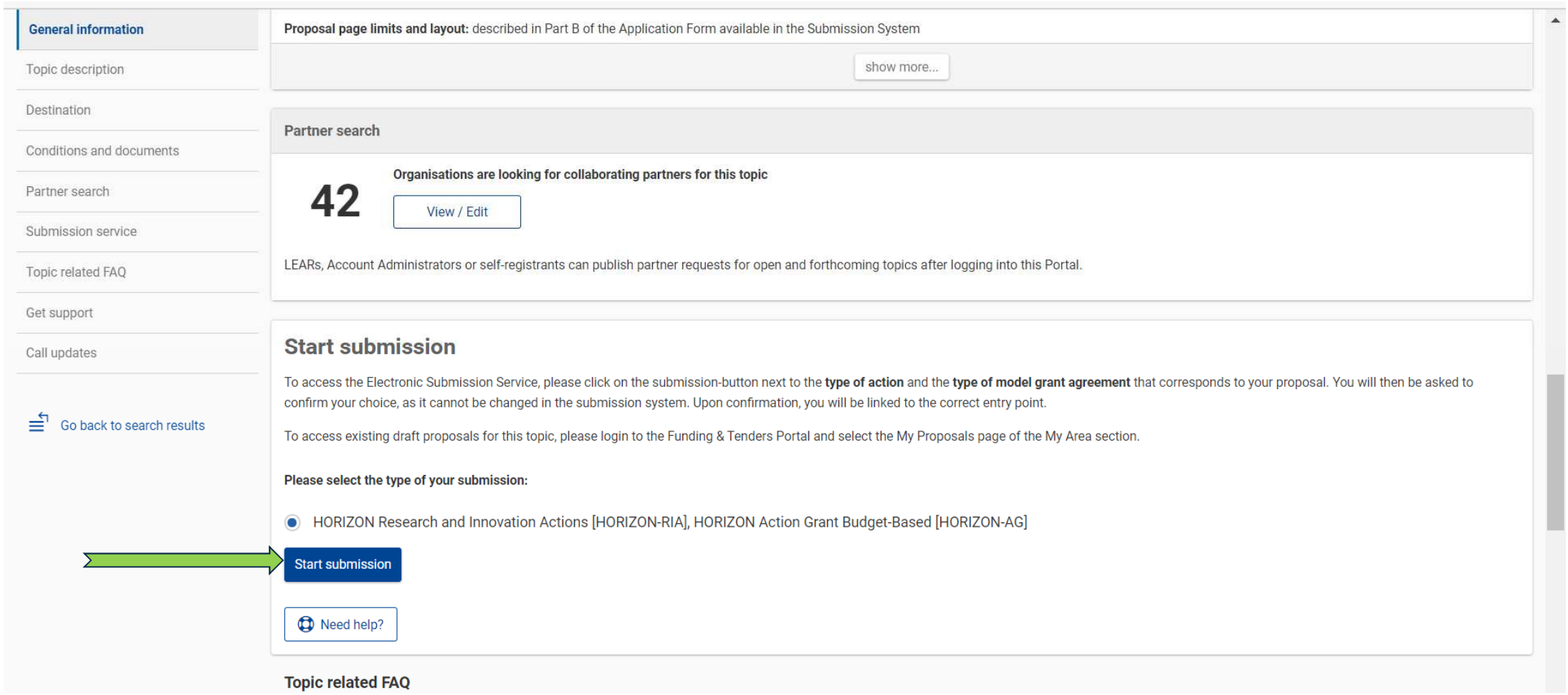
**https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home**



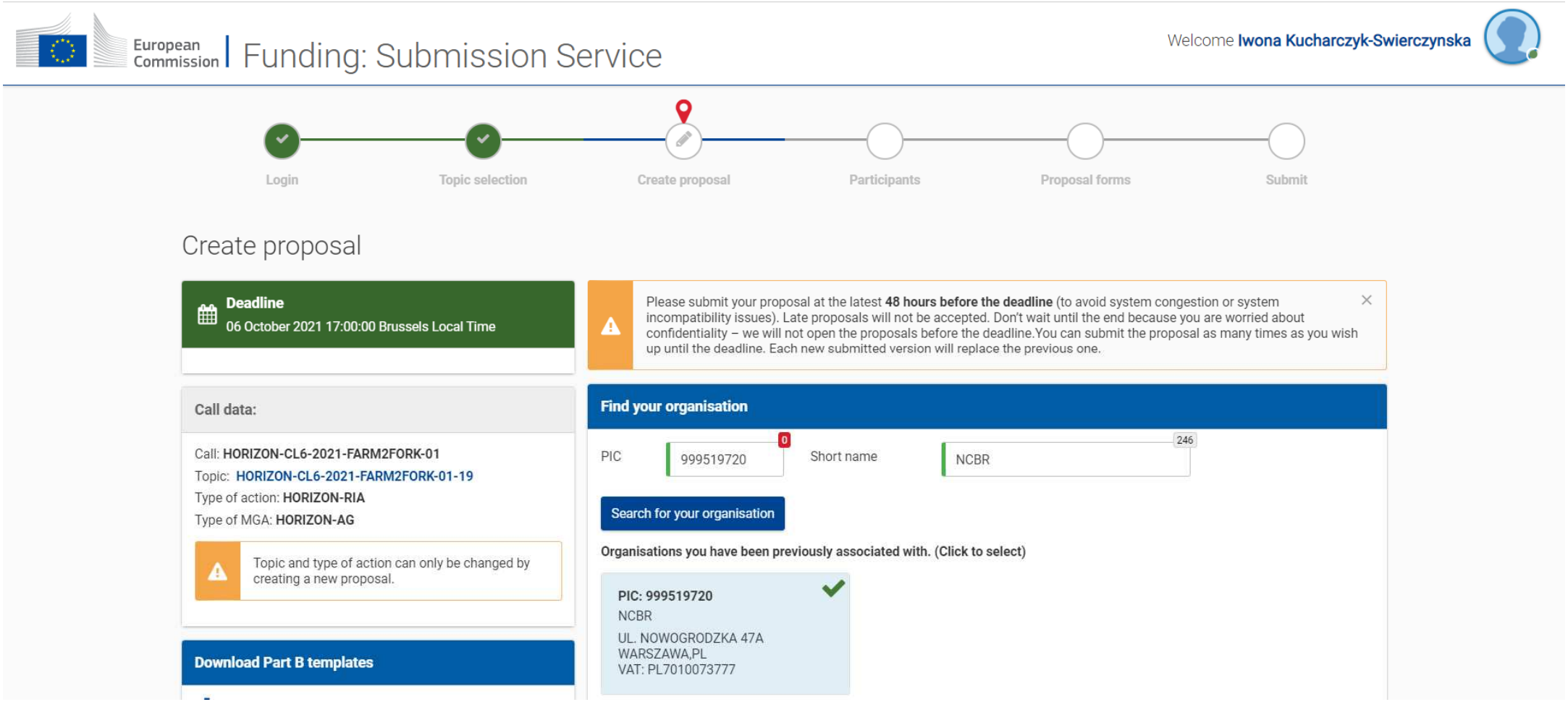
# F&T – Rejestracja organizacji i poszukiwanie konkursu



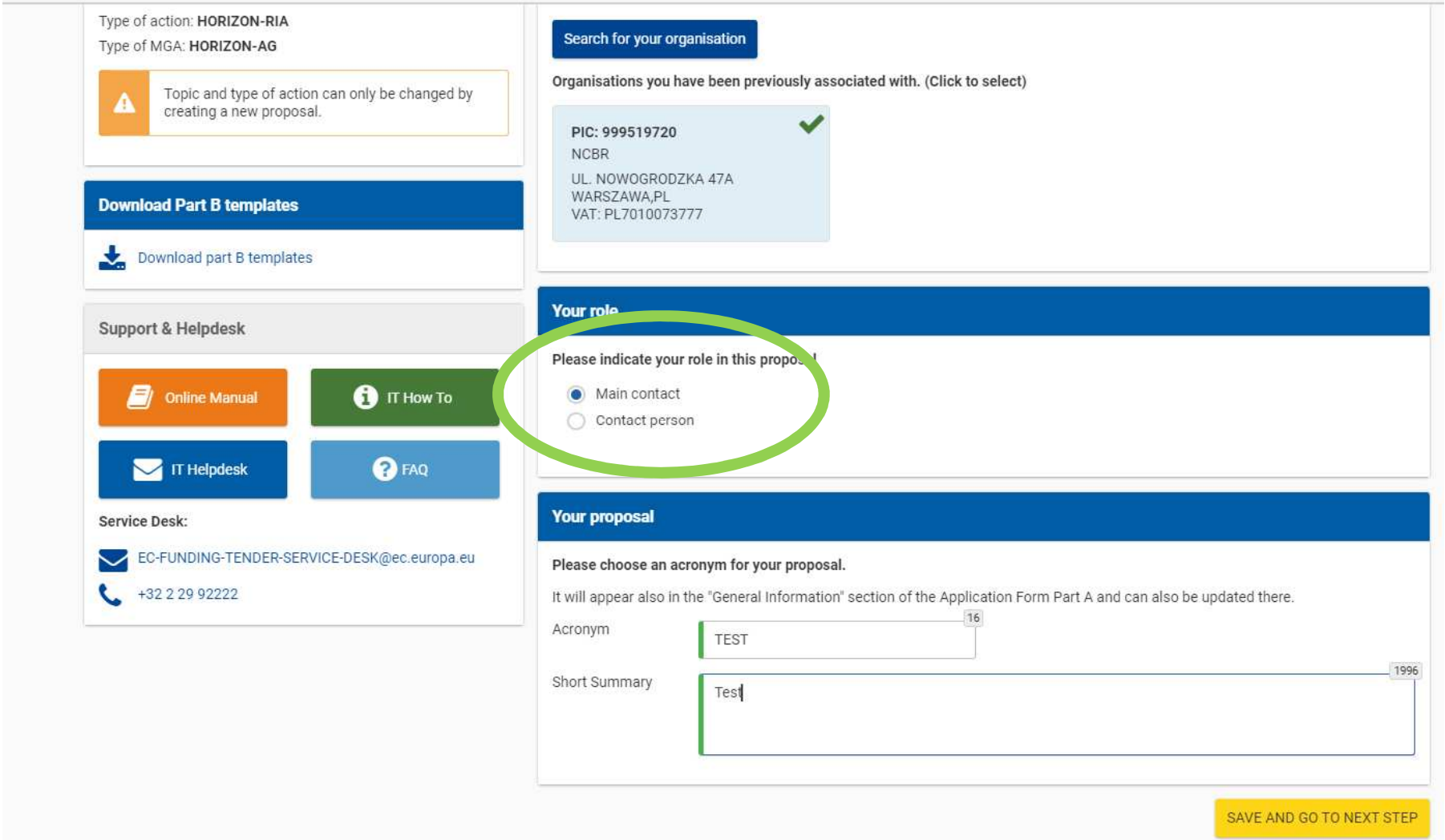
# Rozpoczęcie składania wniosku



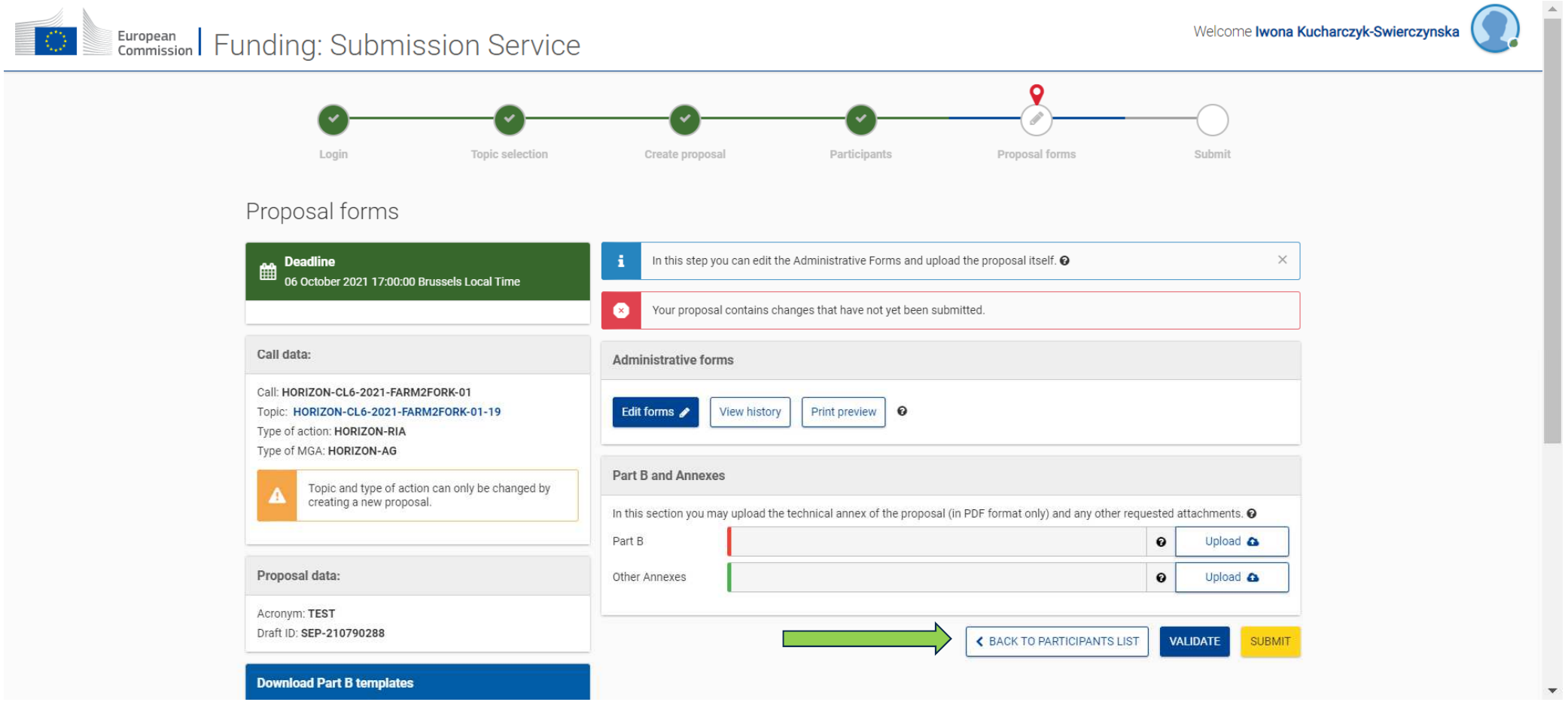
# Uzupełnianie danych o wniosku (1)



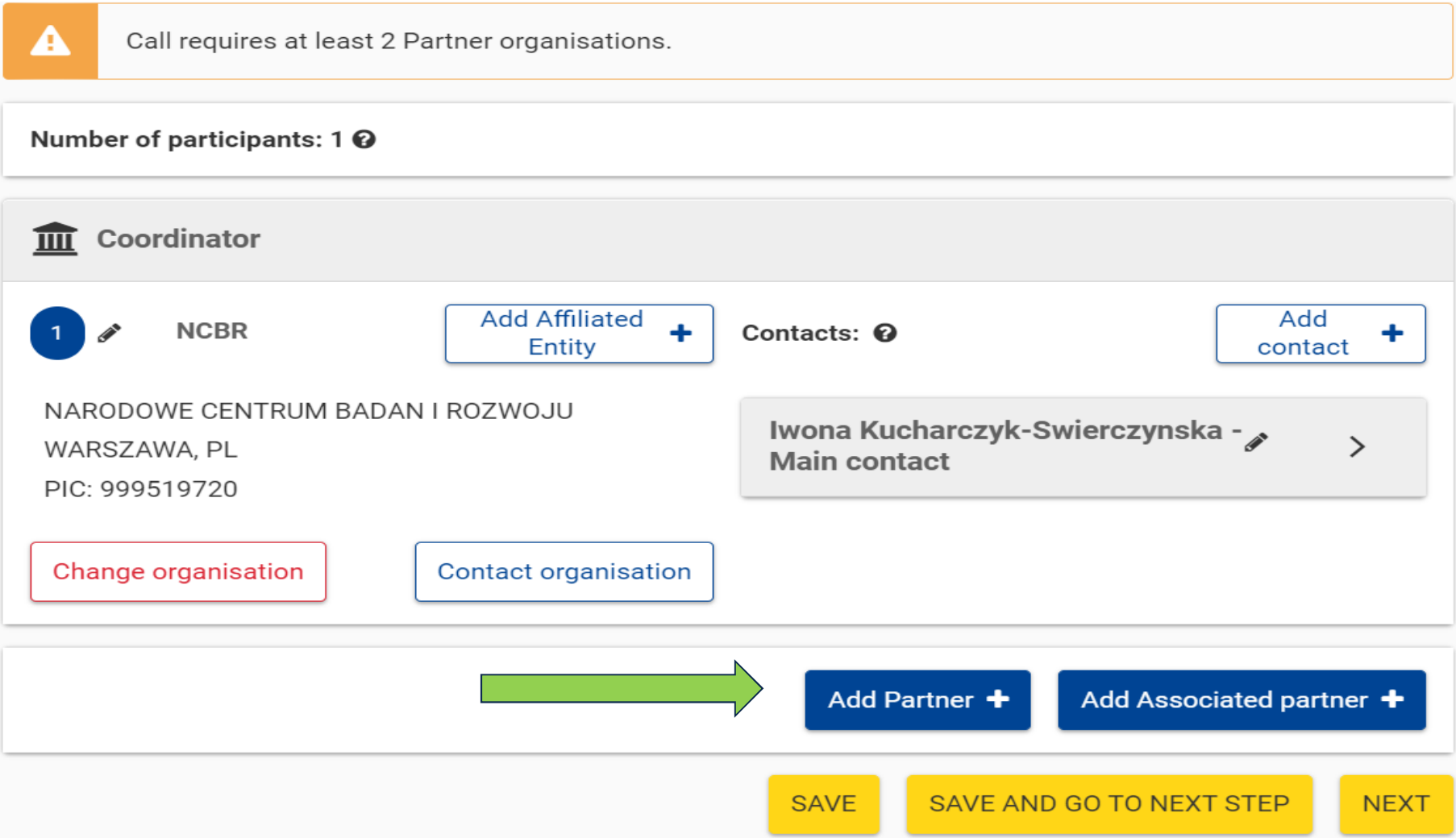
# Uzupełnianie danych o wniosku (2)



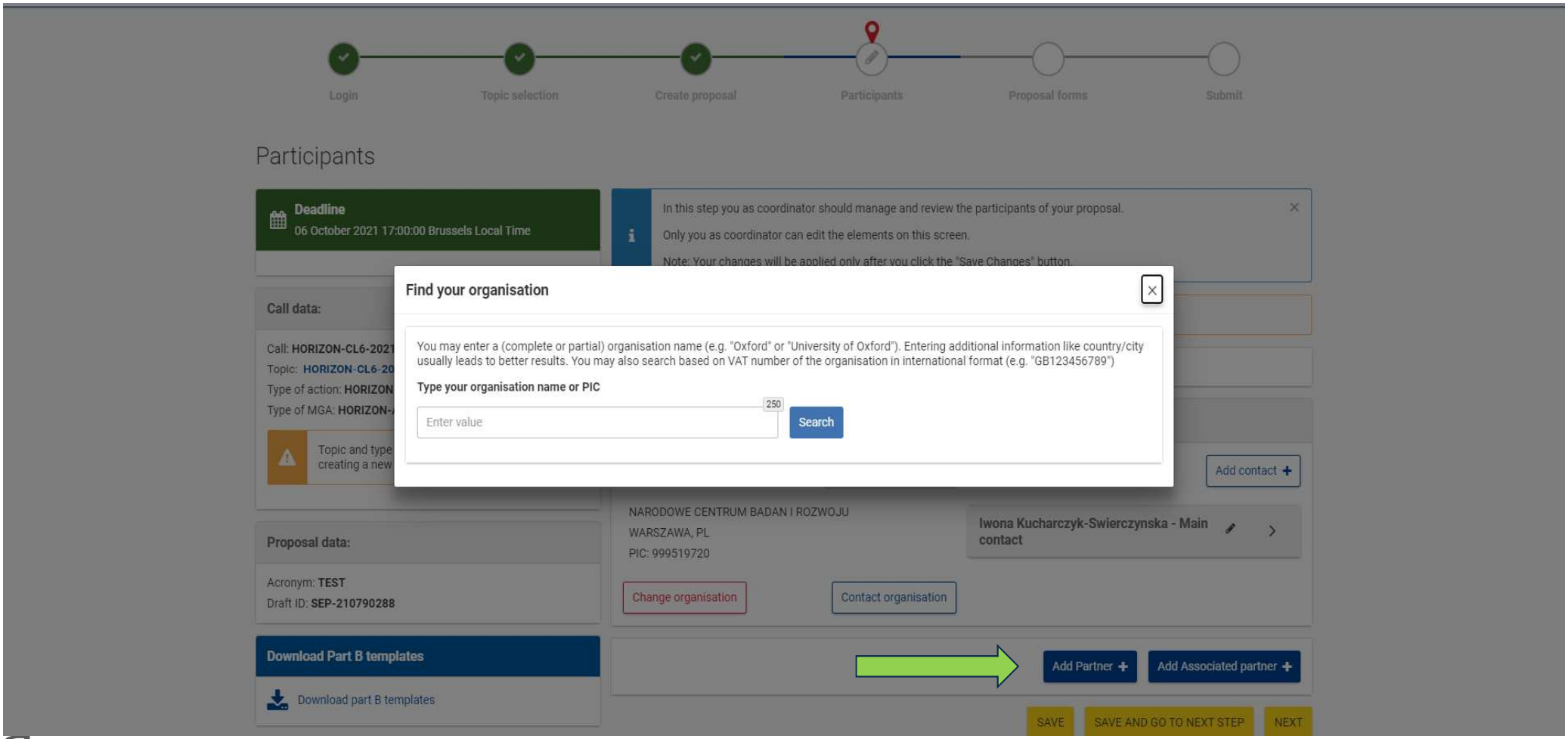
# Uzupełnianie danych o wniosku (3)



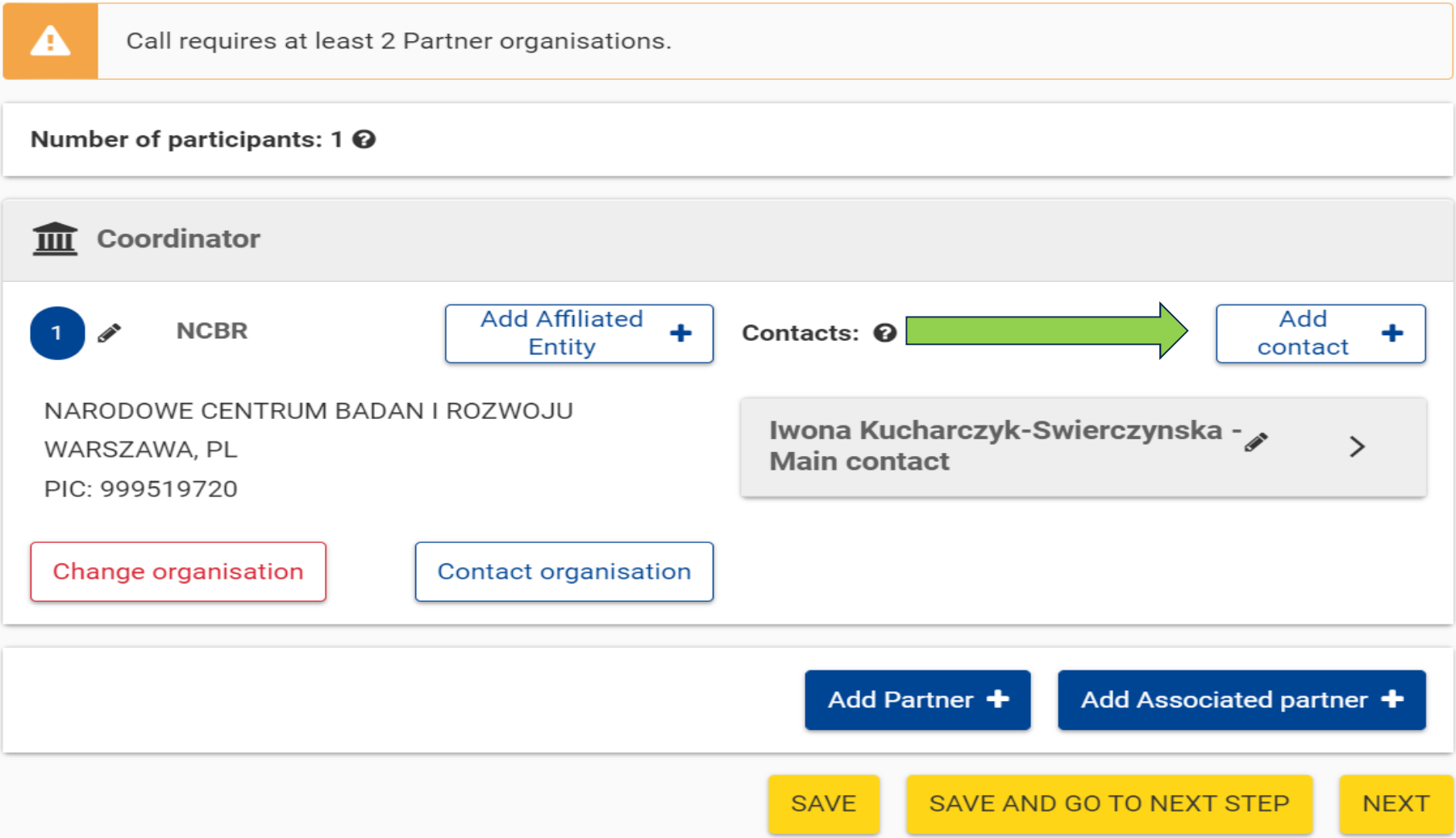
# Dodawanie partnerów



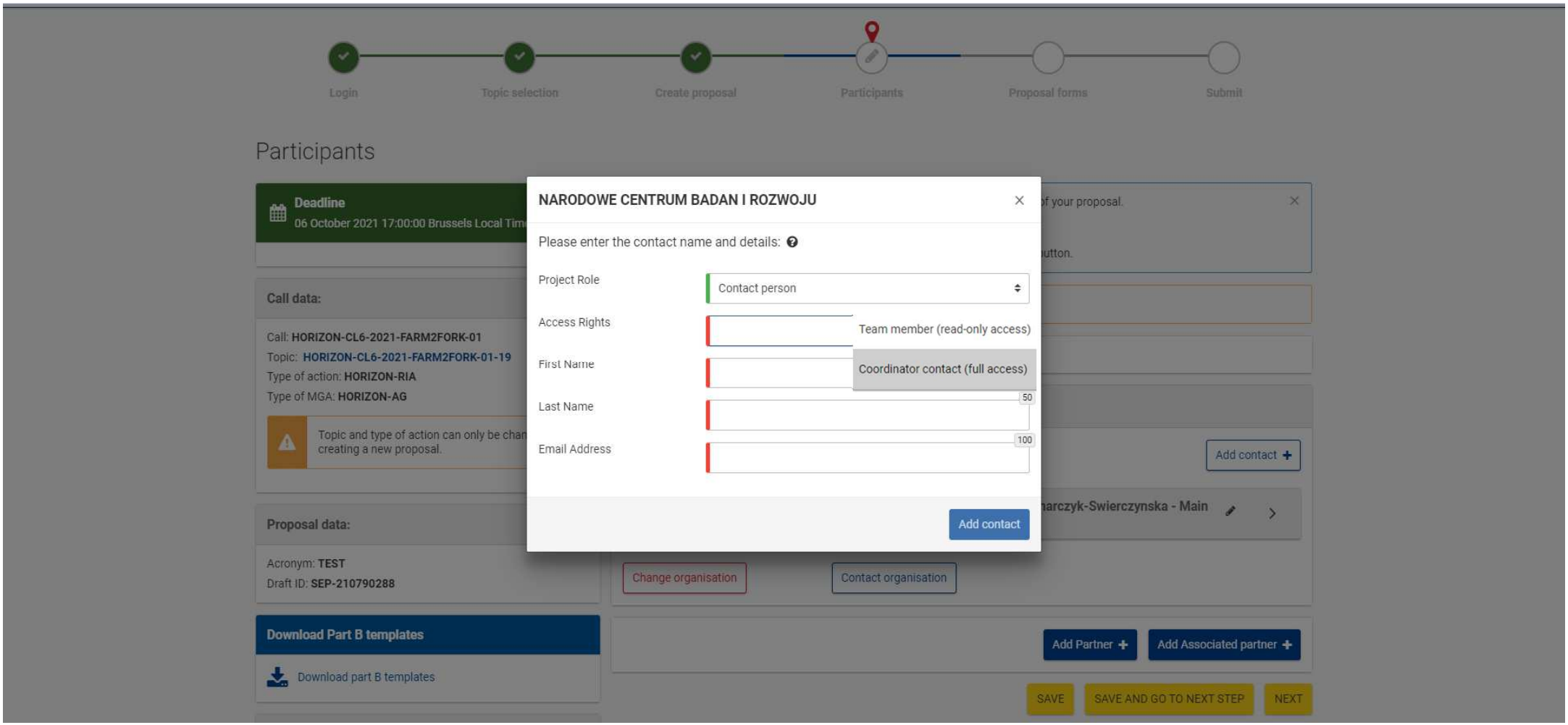
# Wyszukiwanie organizacji po numerze PIC



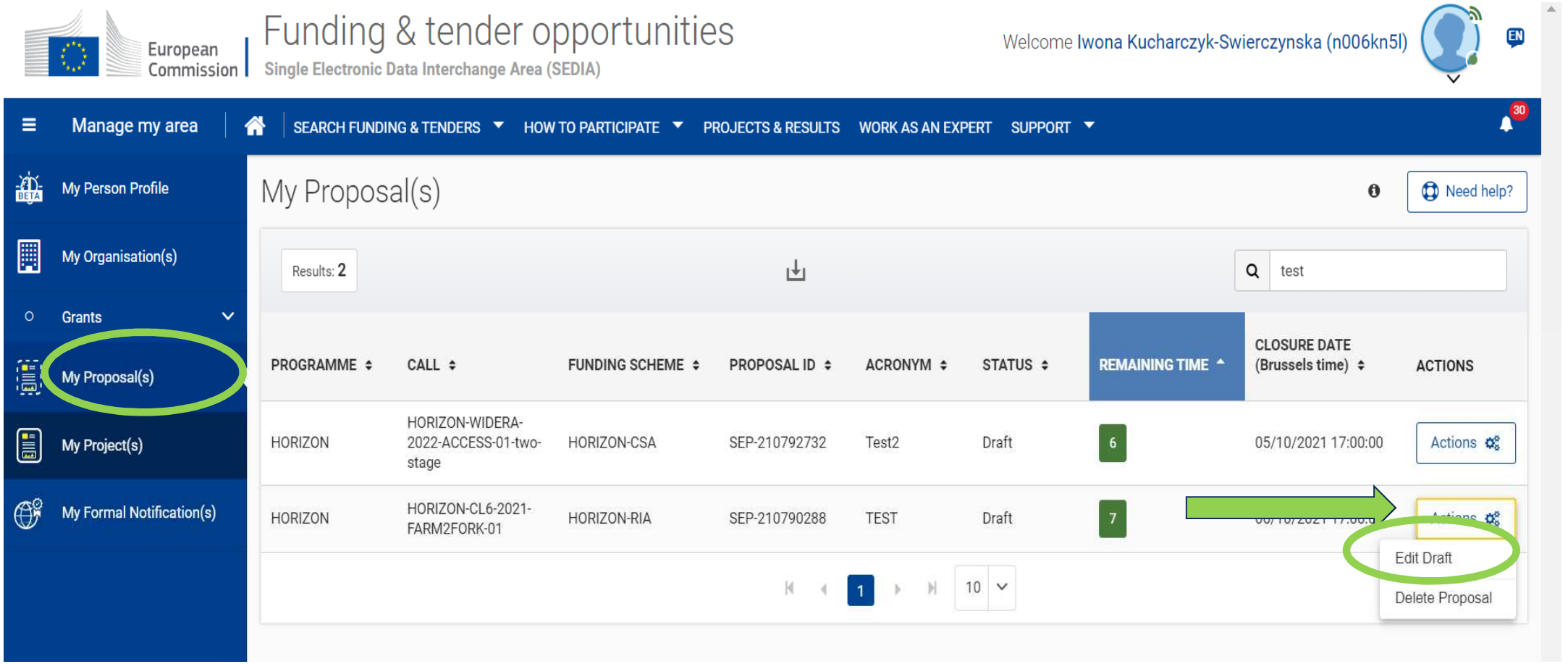
# Nadawanie ról i uprawnień u poszczególnych partnerów



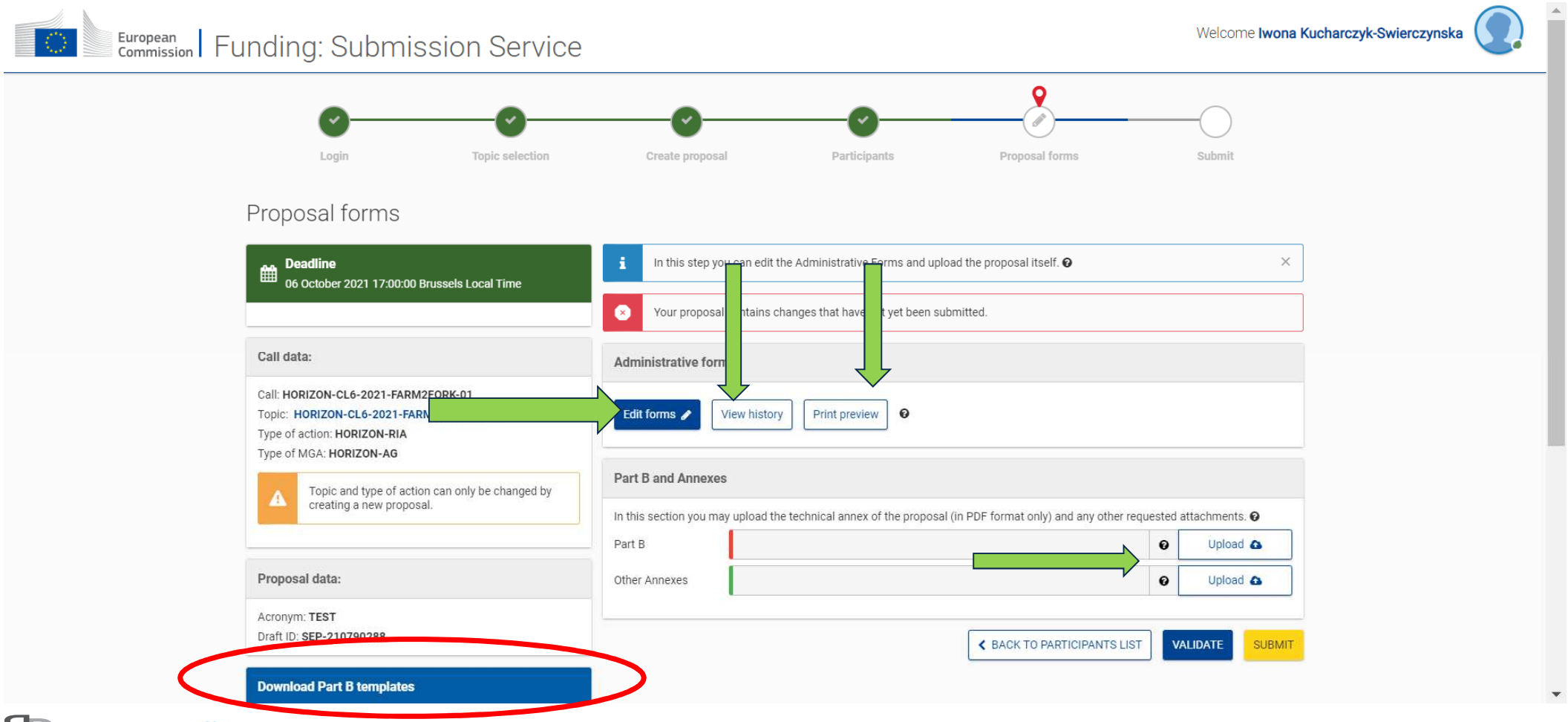
# Uzupełnianie danych kontaktowych



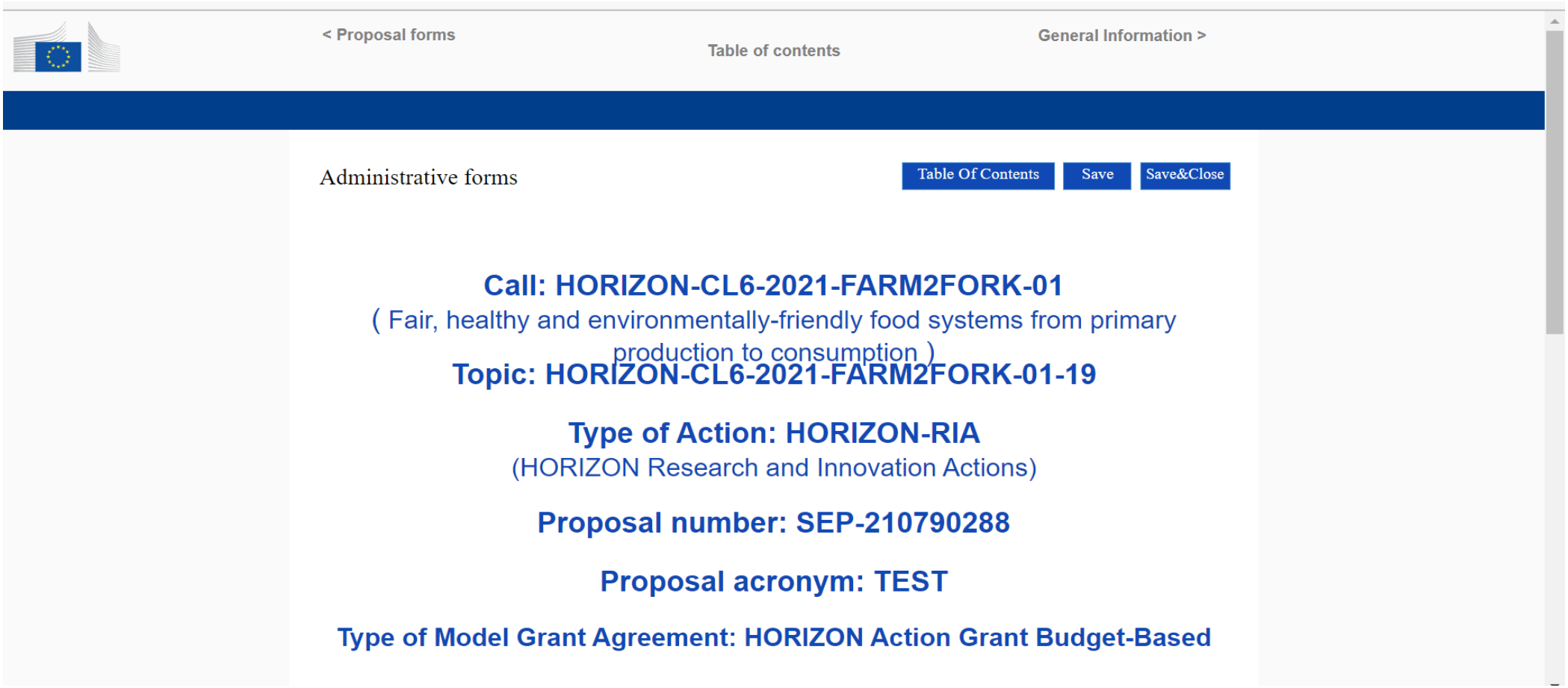
# Konto użytkownika (1)



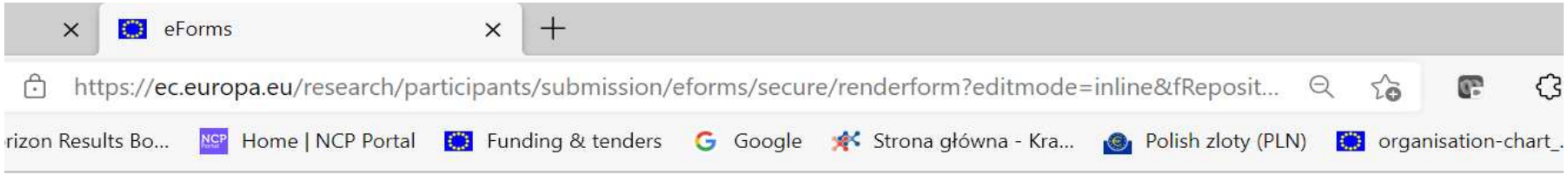
# Konto użytkownika (2)



# Część A wniosku – 1. Informacje ogólne (1)



# Część A wniosku – 1. Informacje ogólne (2)



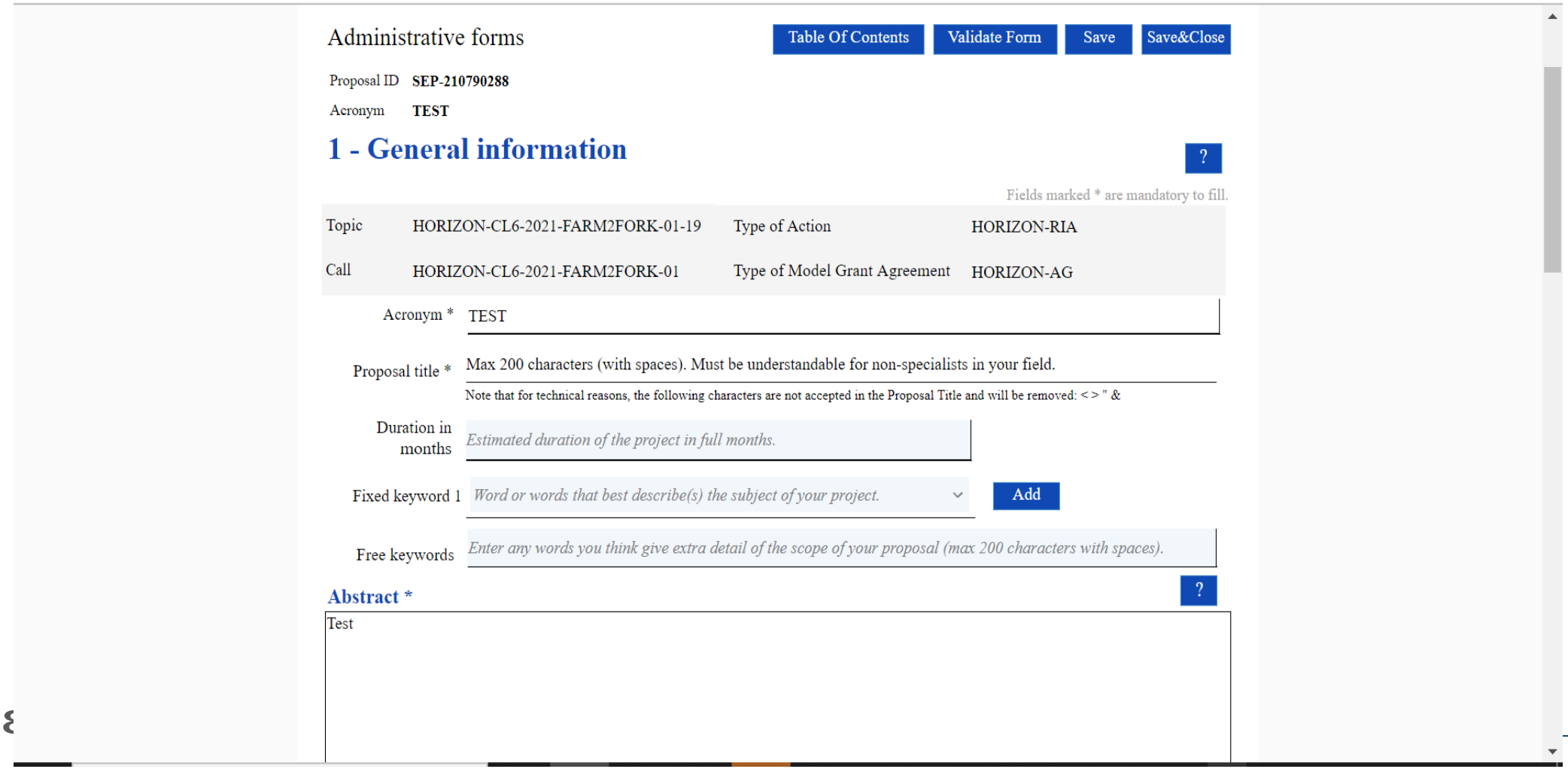

## Table of contents

| Section | Title | Action |
|---|---|---|
| 1 | General information | Show |
| 2 | Participants | Show |
| 3 | Budget | Show |
| 4 | Ethics and security | Show |
| 5 | Other questions | Show |

### How to fill in the forms

The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are pre-filled based on the steps in the submission wizard.

# Część A wniosku – 1. Informacje ogólne (2)



Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

Proposal ID **SEP-210790288**

Acronym **TEST**

## 1 - General information

?

Fields marked * are mandatory to fill.

| | | | |
|---|---|---|---|
| Topic | HORIZON-CL6-2021-FARM2FORK-01-19 | Type of Action | HORIZON-RIA |
| Call | HORIZON-CL6-2021-FARM2FORK-01 | Type of Model Grant Agreement | HORIZON-AG |

Acronym * TEST

Proposal title * Max 200 characters (with spaces). Must be understandable for non-specialists in your field.

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

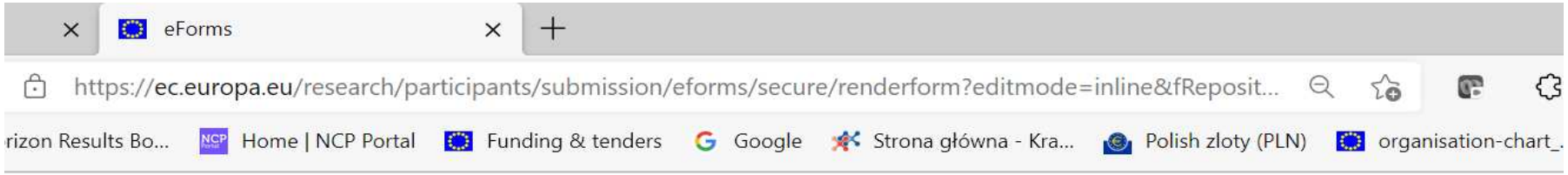
Fixed keyword 1 *Word or words that best describe(s) the subject of your project.* Add

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

**Abstract *** ?

Test

# Część A wniosku – 2. Participants (1)



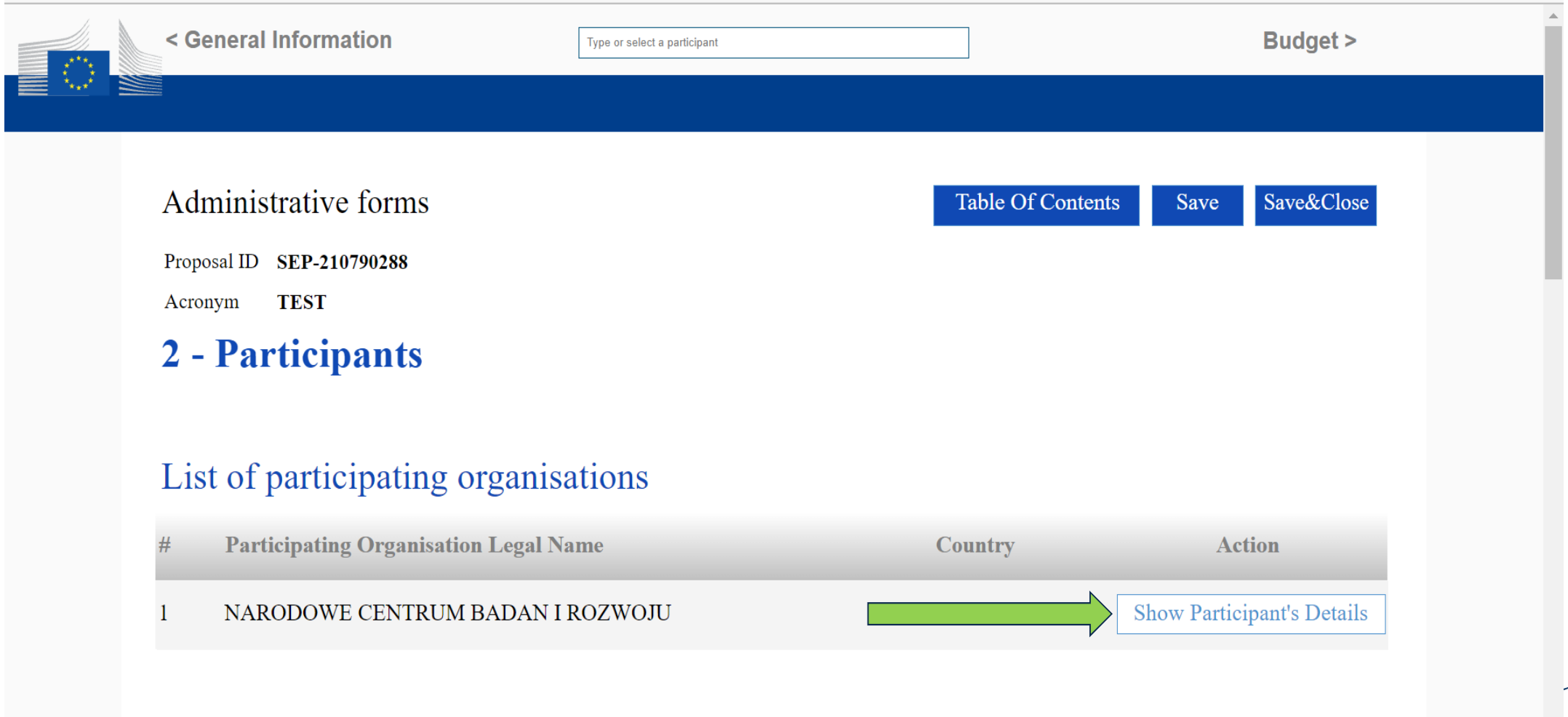

## Table of contents

| Section | Title | Action |
|---|---|---|
| 1 | General information | Show |
| 2 | Participants | Show |
| 3 | Budget | Show |
| 4 | Ethics and security | Show |
| 5 | Other questions | Show |

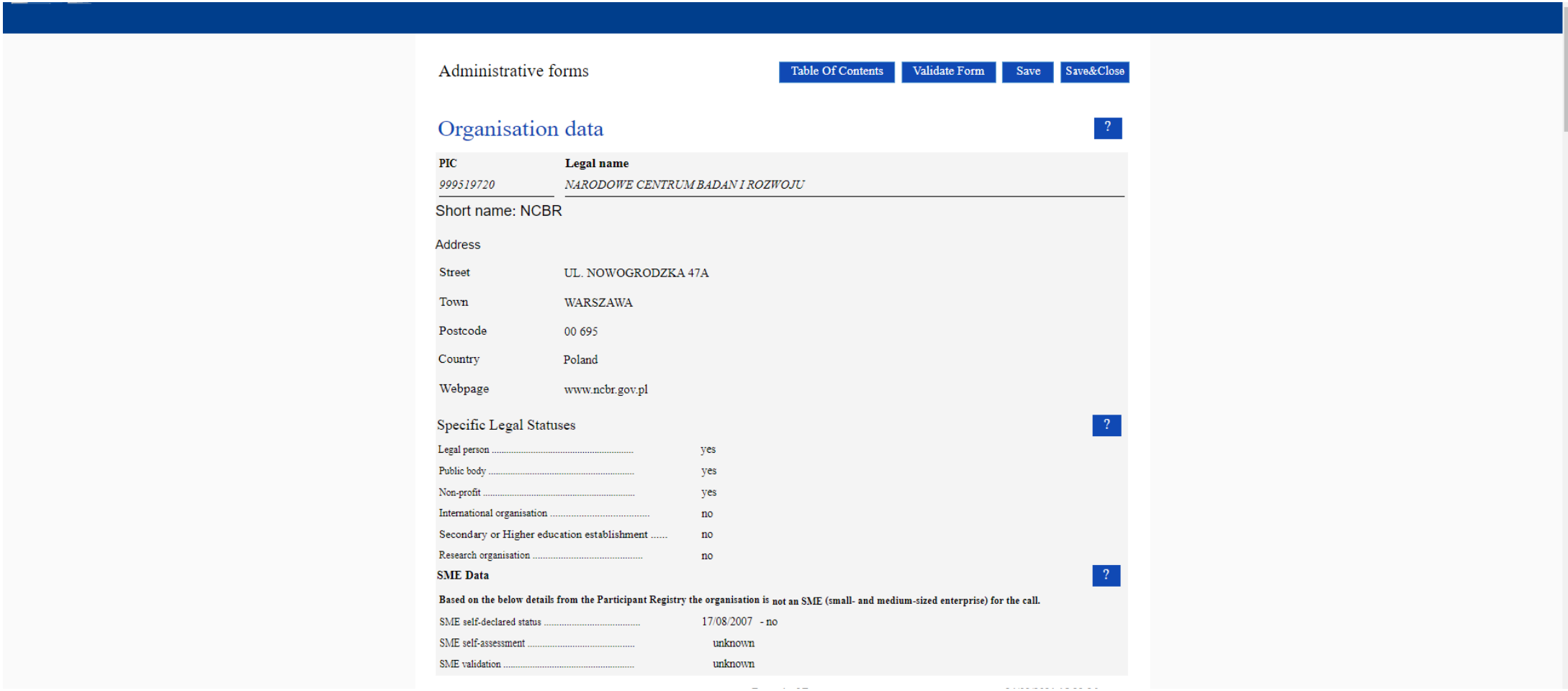
### How to fill in the forms

The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are pre-filled based on the steps in the submission wizard.

# Część A wniosku – 2. Participants (2)



# Część A wniosku – 2. Participants (3) - dane o organizacji z PIC



Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

## Organisation data

| PIC | Legal name |
|---|---|
| *999519720* | *NARODOWE CENTRUM BADAN I ROZWOJU* |

Short name: NCBR

Address

| | |
|---|---|
| Street | UL. NOWOGRODZKA 47A |
| Town | WARSZAWA |
| Postcode | 00 695 |
| Country | Poland |
| Webpage | www.ncbr.gov.pl |

### Specific Legal Statuses

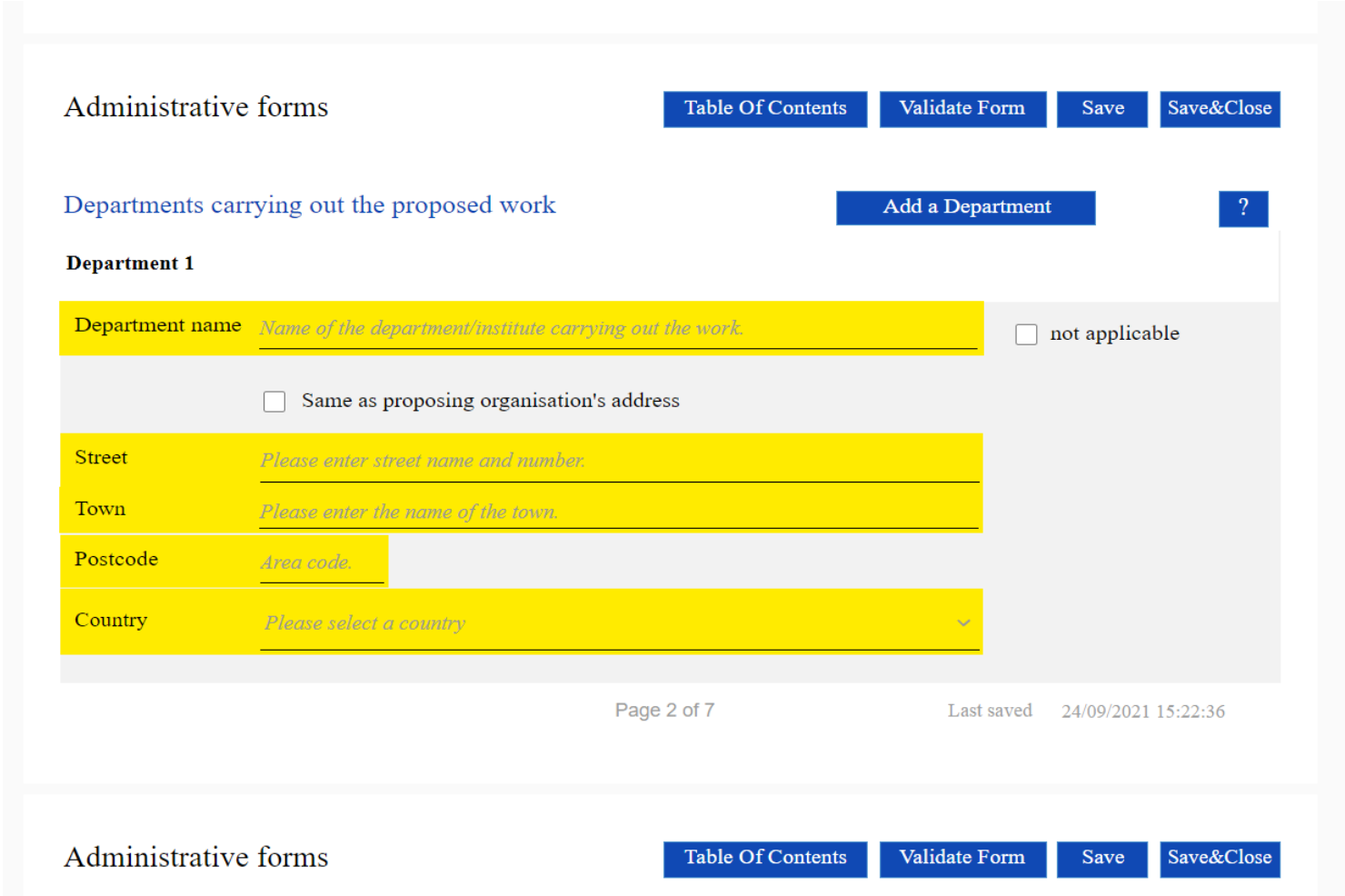
| | |
|---|---|
| Legal person | yes |
| Public body | yes |
| Non-profit | yes |
| International organisation | no |
| Secondary or Higher education establishment | no |
| Research organisation | no |

### SME Data

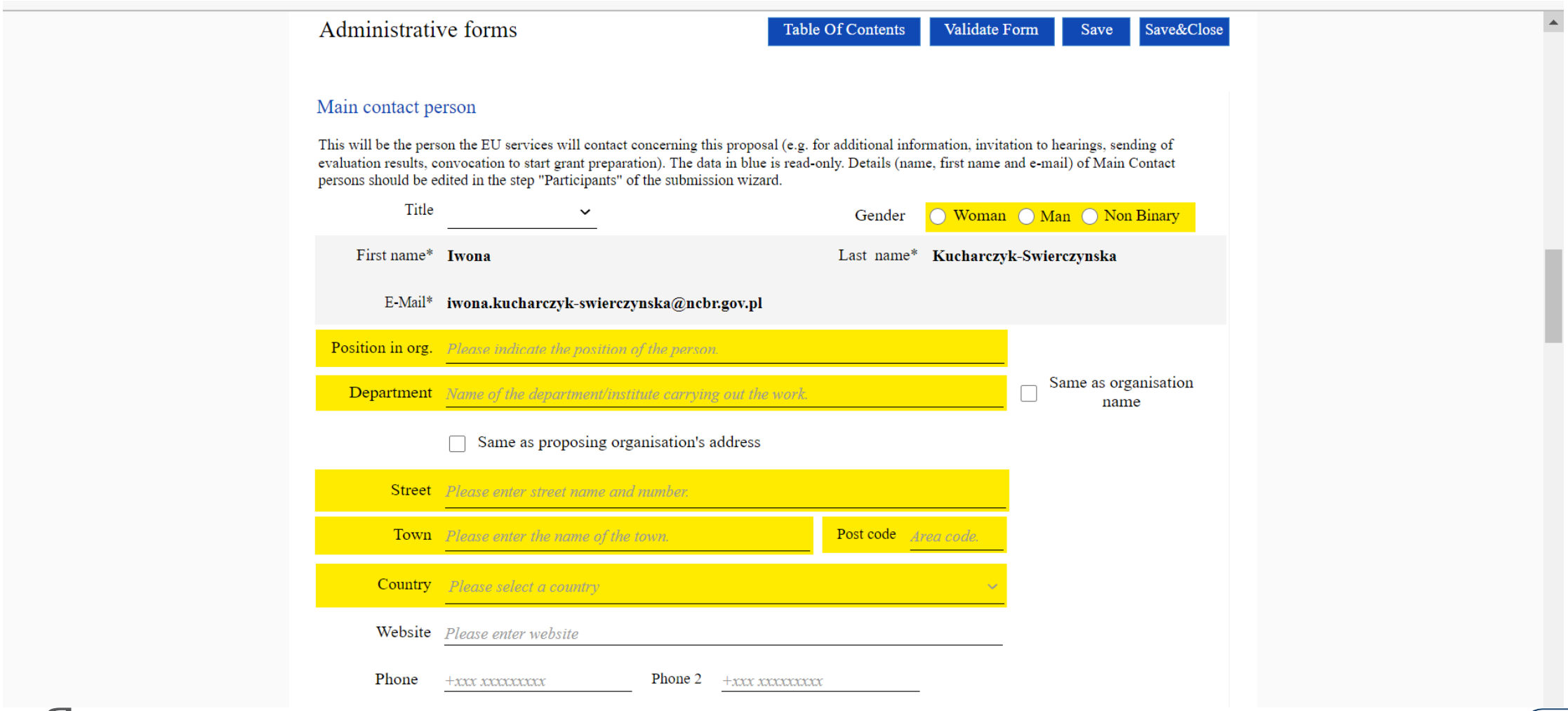
**Based on the below details from the Participant Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.**

| | |
|---|---|
| SME self-declared status | 17/08/2007 - no |
| SME self-assessment | unknown |
| SME validation | unknown |

# Część A wniosku – 2. Participants (4) – informacje o dziale w którym będzie realizowany projekt



# Część A wniosku – 2. Participants (5) - Informacje o głównej osobie do kontaktu



Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

Main contact person

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in the step "Participants" of the submission wizard.

Title

Gender: Woman | Man | Non Binary

First name* **Iwona**

Last name* **Kucharczyk-Swierczynska**

E-Mail* **iwona.kucharczyk-swierczynska@ncbr.gov.pl**

Position in org. *Please indicate the position of the person.*

Department *Name of the department/institute carrying out the work.*

Same as organisation name

Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone *+xxx xxxxxxxxx*

Phone 2 *+xxx xxxxxxxxx*

# Część A wniosku – 2. Participants (6) - Researchers involved in the proposal

Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

## Researchers involved in the proposal

?

Include only the researchers involved in the proposal, (see below definition of researcher). You do not need to include in the table the identity of other persons involved in the proposal who are not researchers.

Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods. (Frascati Manual 2015)

Include also person in charge of the proposal if a researcher.

Career stages as defined in Frascati 2015 manual:

Category A Top grade researcher: the single highest grade/post at which research is normally conducted. Example: Full professor or Director of research.

Category B Senior researcher: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates (IsCED level 8). Examples: associate professor or senior researcher or principal investigator.

Category C Recognised researcher: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: assistant professor, investigator or post-doctoral fellow.

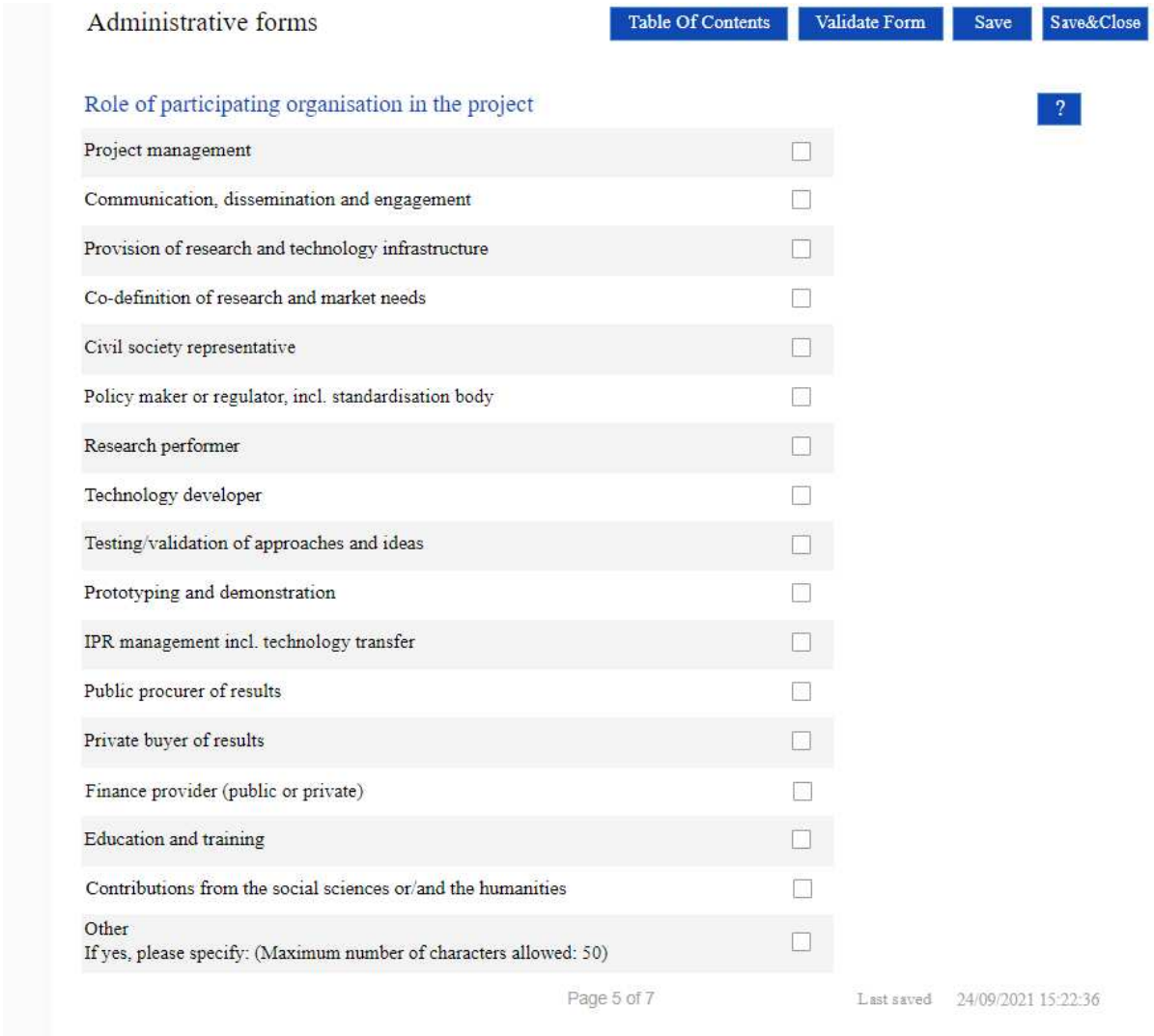
Category D First stage researcher: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: PhD students or junior researchers (without a PhD).

| Title | First Name | Last Name | Gender | Nationality | E-mail | Career Stage ? | Role of researcher (in the project) | Reference Identifier | Type of identifier | Add |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | Remove |



Last saved 24/09/2021 15:22:36

# Część A wniosku – 2. Participants (7)- Role of participating organisation in the project



Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

Role of participating organisation in the project ?

| | |
|---|---|
| Project management | ☐ |
| Communication, dissemination and engagement | ☐ |
| Provision of research and technology infrastructure | ☐ |
| Co-definition of research and market needs | ☐ |
| Civil society representative | ☐ |
| Policy maker or regulator, incl. standardisation body | ☐ |
| Research performer | ☐ |
| Technology developer | ☐ |
| Testing/validation of approaches and ideas | ☐ |
| Prototyping and demonstration | ☐ |
| IPR management incl. technology transfer | ☐ |
| Public procurer of results | ☐ |
| Private buyer of results | ☐ |
| Finance provider (public or private) | ☐ |
| Education and training | ☐ |
| Contributions from the social sciences or/and the humanities | ☐ |
| Other<br>If yes, please specify: (Maximum number of characters allowed: 50) | ☐ |

Page 5 of 7 Last saved 24/09/2021 15:22:36

# Część A wniosku – 2. Participants (8) Publikacje, projekty, infrastruktura

Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

**List of up to 5 publications,** widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

| **Type of achievement** | **Short description (Max 500 characters)** | Add |
|---|---|---|
| | | |

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal.

| **Name of Project or Activity** | **Short description (Max 500 characters)** | Add |
|---|---|---|
| | | |

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.

| **Name of infrastructure of equipment** | **Short description (Max 300 characters)** | Add |
|---|---|---|
| | | |

# Część A wniosku – 2. Participants (9) -Gender Equality Plan

Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

## Gender Equality Plan

?

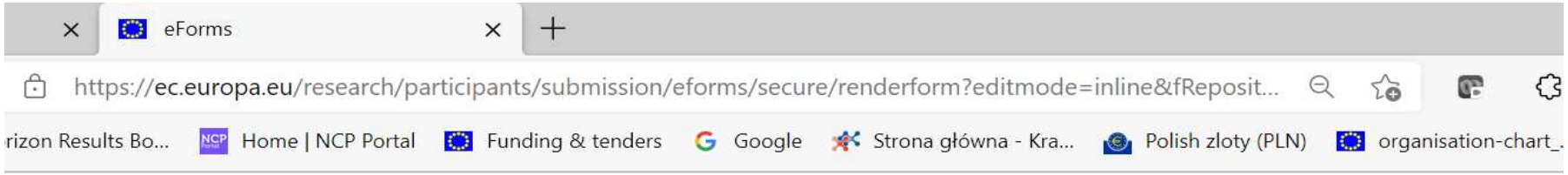
Having a gender equality plan is an eligibility criterion for Public bodies, Higher education establishments and Research organisations from Member States and Associated Countries. Be aware that if the proposal is selected, having a Gender Equality Plan will be necessary before the grant agreement signature (applicable on calls with deadlines in 2022 and beyond).

Does the organization have a Gender Equality Plan (GEP) covering the elements listed below? ○ Yes ◉ No

**Minimum process-related requirements (building blocks) for a GEP**

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- **Content-wise, recommended areas** to be **covered** and addressed via concrete measures and targets are:
  - work-life balance and organisational culture;
  - gender balance in leadership and decision-making;
  - gender equality in recruitment and career progression;
  - integration of the gender dimension into research and teaching content;
  - measures against gender-based violence including sexual harassment.

# Część A wniosku – 3. Budżet (1)




## Table of contents

| Section | Title | Action |
|---|---|---|
| 1 | General information | Show |
| 2 | Participants | Show |
| 3 | Budget | Show |
| 4 | Ethics and security | Show |
| 5 | Other questions | Show |

### How to fill in the forms

The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are pre-filled based on the steps in the submission wizard.

# Część A wniosku – 3. Budżet (2)

Administrative forms

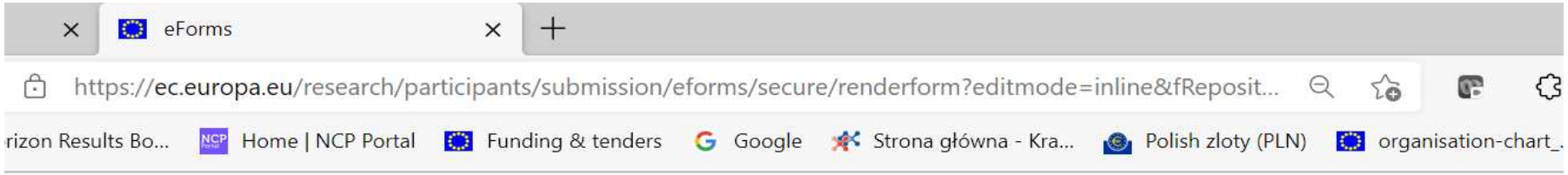
Proposal ID **SEP-210790288**

Acronym **TEST**

## 3 - Budget

| No. | Name of beneficiary | Country | Role | Personnel costs/€ | Subcontracting costs/€ | Purchase costs - Travel and substistence/€ | Purchase costs - Equipment/€ | Purchase costs - Other goods, works and services/€ | Internally invoiced goods and services/€ (Unit costs-usual accounting practices) | Indirect costs/€ | Total eligible costs | Funding rate | Maximum EU contribution to eligible costs | Requested EU contribution to eligible costs/€ | Max grant amount | Income generated by the action | Financial contributions | Own resources | Total estimated income |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Ncbr | PL | Coordinator | 50,000 | 10,000 | 5,000 | | 25,000 | 1,000 | 20000.00 | 111000.00 | 100 | 111000.00 | 111,000 | 111000.00 | | | | 111000.00 |
| | | | TOTAL | 50,000 | 10,000 | 5,000 | 0 | 25,000 | 1,000 | 20000.00 | 111000.00 | | 111000.00 | 111,000 | 111000.00 | 0 | 0 | 0 | 111000.00 |

# Część A wniosku – 4. Ethics and security (1)




## Table of contents

| Section | Title | Action |
|---|---|---|
| 1 | General information | Show |
| 2 | Participants | Show |
| 3 | Budget | Show |
| 4 | Ethics and security | Show |
| 5 | Other questions | Show |

### How to fill in the forms

The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are pre-filled based on the steps in the submission wizard.

# Część A wniosku – 4. Ethics and security (2)

## 4 - Ethics & security

### Ethics Issues Table

?

| 1. Human Embryonic Stem Cells and Human Embryos | | Page |
|---|---|---|
| Does this activity involve Human Embryonic Stem Cells (hESCs)? | ○ Yes ◉ No | |
| Does this activity involve the use of human embryos? | ○ Yes ◉ No | |
| **2. Humans** | | **Page** |
| Does this activity involve human participants? | ○ Yes ◉ No | |
| Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants? | ○ Yes ◉ No | |
| Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products) | ○ Yes ◉ No | |
| **3. Human Cells / Tissues (not covered by section 1)** | | **Page** |
| Does this activity involve the use of human cells or tissues? | ○ Yes ◉ No | |
| **4. Personal Data** | | **Page** |
| Does this activity involve processing of personal data? | ○ Yes ◉ No | |
| Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)? | ○ Yes ◉ No | |
| Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved | ○ Yes ◉ No | |
| Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved | ○ Yes ◉ No | |

# Część A wniosku – 4. Ethics and security (3)

Ethics Self-Assessment ?

**Ethical dimension of the objectives, methodology and likely impact**

Explain in detail the identified issues in relation to:
- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Remaining characters 5000

**Compliance with ethical principles and relevant legislations**

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

# Część A wniosku – 4. Ethics and security (4)

## Security issues table

?

Please indicate, by answering Yes or No to all the questions in the below table, if the proposed activity will use and/or generate information which might raise security concerns. If an answer is Yes, then indicate in the adjacent box at which page in your full proposal further information relating to that issue can be found.

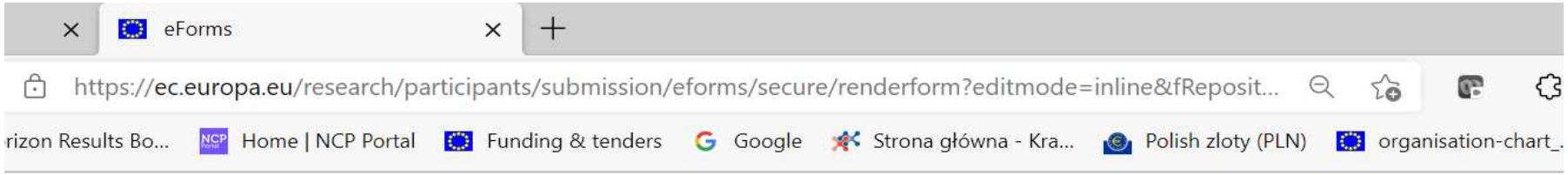
| 1. EU Classified Information (EUCI)[2] | | Page |
|---|---|---|
| Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)? | ○ Yes ◉ No | |
| Does this activity involve non-EU countries? | ○ Yes ◉ No | |
| **2. Misuse** | | **Page** |
| Does this activity have the potential for misuse of results? | ○ Yes ◉ No | |
| **3. Other Security Issues** | | **Page** |
| Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000) | ○ Yes ◉ No | |
| Are there any other security issues that should be taken into consideration?If yes, please specify: (Maximum number of characters allowed: 1000) | ○ Yes ◉ No | |

[2]According to the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States.

[3]Classified background information is information that is already classified by a country and/or international organisation and/or the EU and is going to be used by the project. In this case, the project must have in advance the authorisation from the originator of the classified information, which is the entity (EU institution, EU Member State, third state or international organisation) under whose authority the classified information has been generated.

[4]EU classified foreground information is information (documents/deliverables/materials) planned to be generated by the project and that needs to be protected from unauthorised disclosure. The originator of the EUCI generated by the project is the European Commission.

# Część A wniosku – 5. Other questions (1)



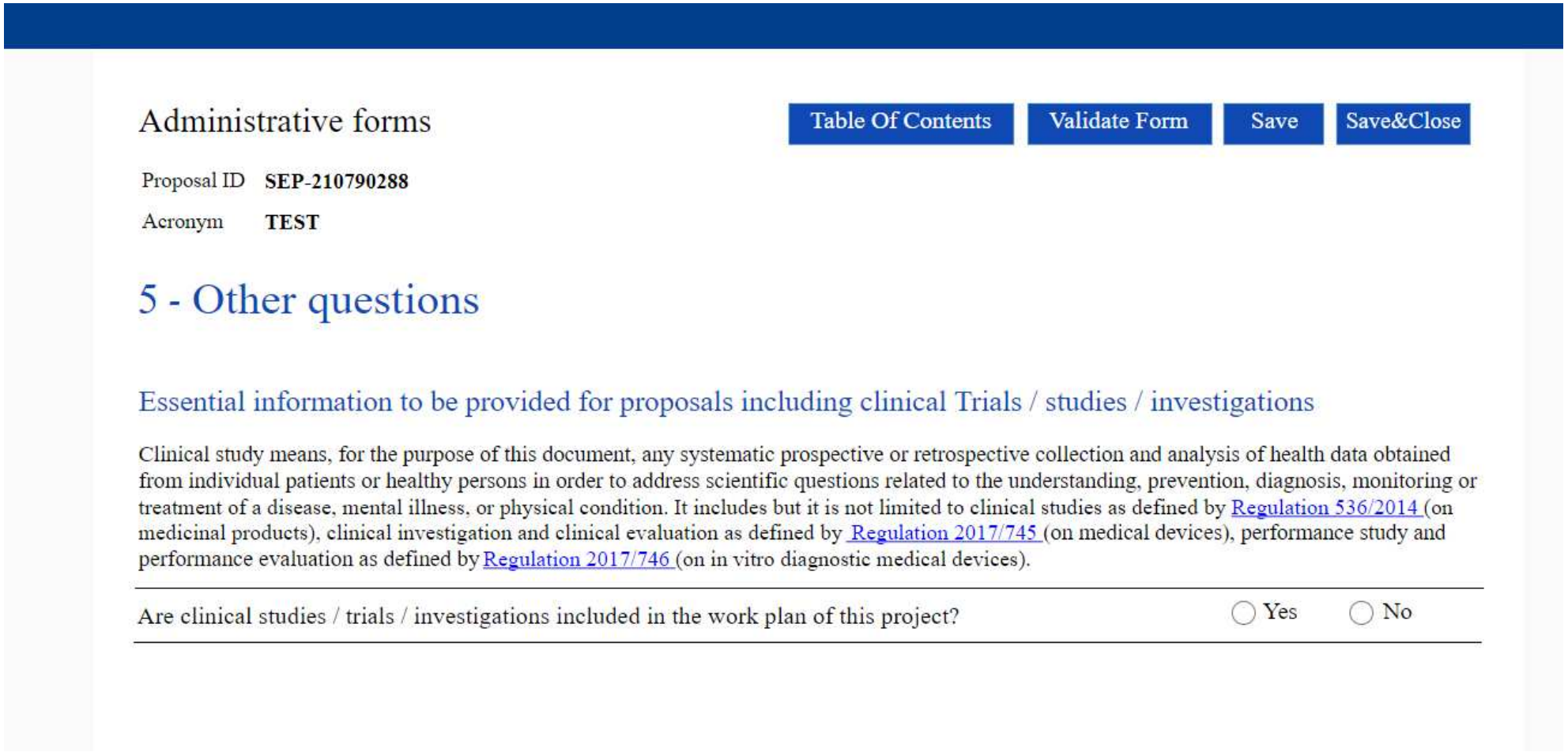

## Table of contents

| Section | Title | Action |
|---|---|---|
| 1 | General information | Show |
| 2 | Participants | Show |
| 3 | Budget | Show |
| 4 | Ethics and security | Show |
| 5 | Other questions | Show |

### How to fill in the forms

The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are pre-filled based on the steps in the submission wizard.

# Część A wniosku – 5. Other questions (2)



Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

Proposal ID **SEP-210790288**

Acronym **TEST**

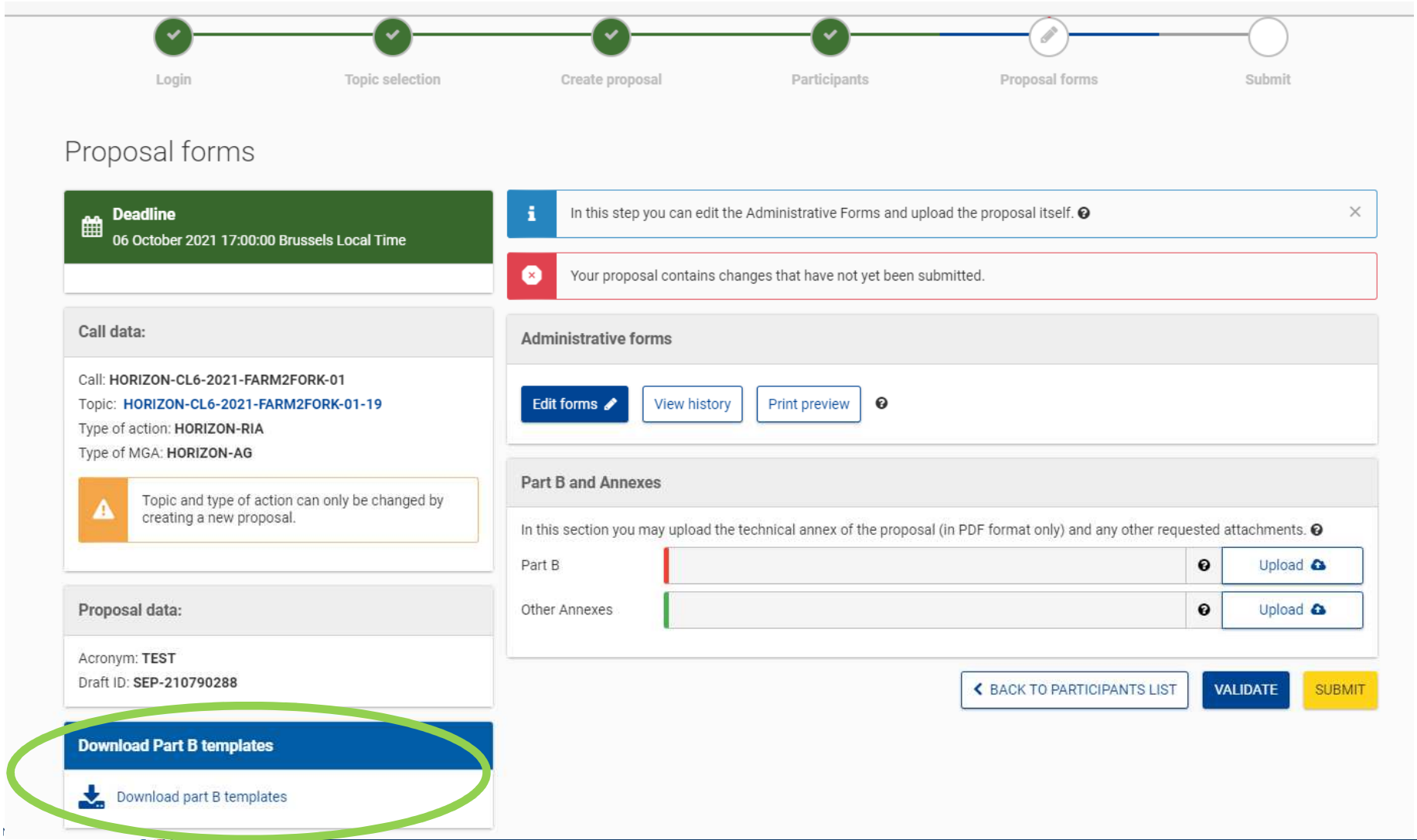
## 5 - Other questions

### Essential information to be provided for proposals including clinical Trials / studies / investigations

Clinical study means, for the purpose of this document, any systematic prospective or retrospective collection and analysis of health data obtained from individual patients or healthy persons in order to address scientific questions related to the understanding, prevention, diagnosis, monitoring or treatment of a disease, mental illness, or physical condition. It includes but it is not limited to clinical studies as defined by Regulation 536/2014 (on medicinal products), clinical investigation and clinical evaluation as defined by Regulation 2017/745 (on medical devices), performance study and performance evaluation as defined by Regulation 2017/746 (on in vitro diagnostic medical devices).

Are clinical studies / trials / investigations included in the work plan of this project? ◯ Yes ◯ No

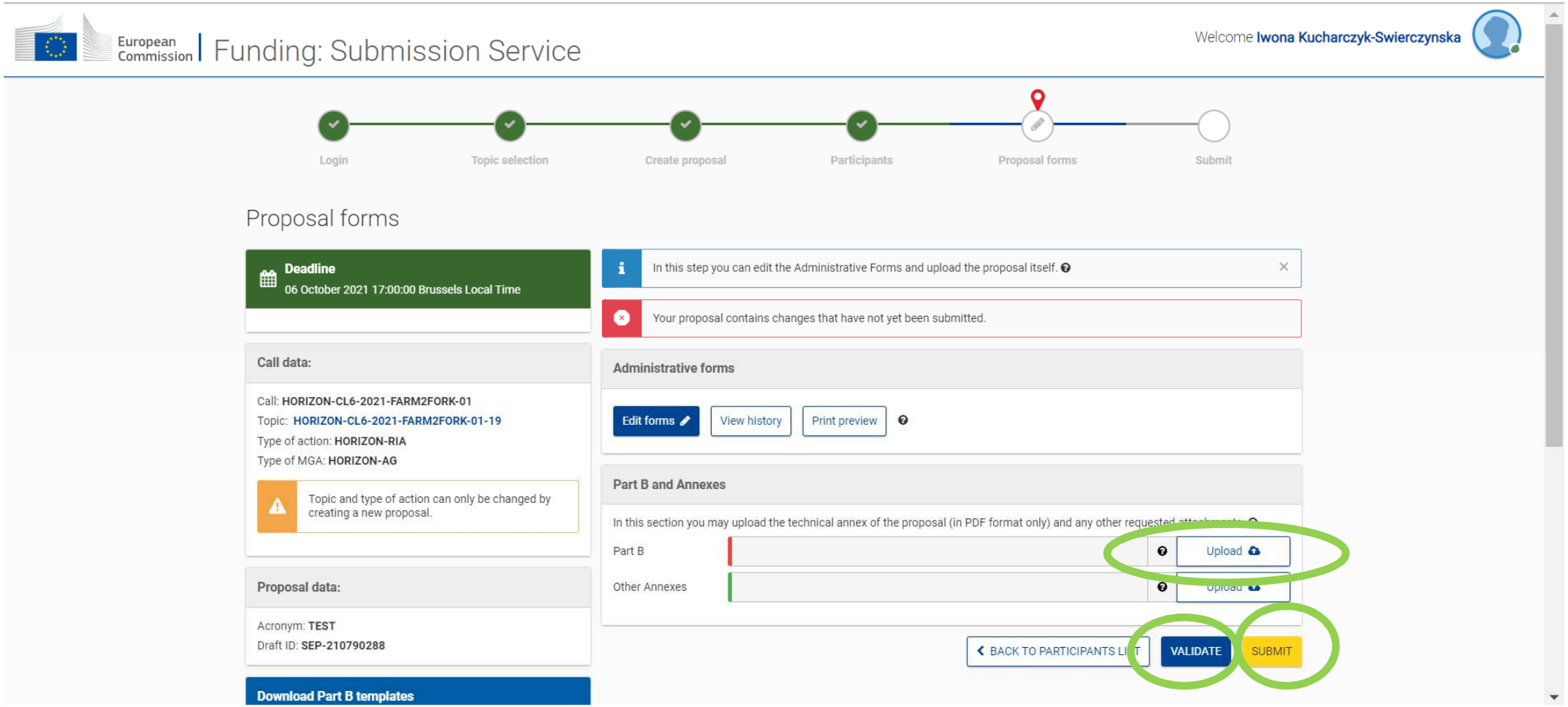
# Część B wniosku



# Część B wniosku

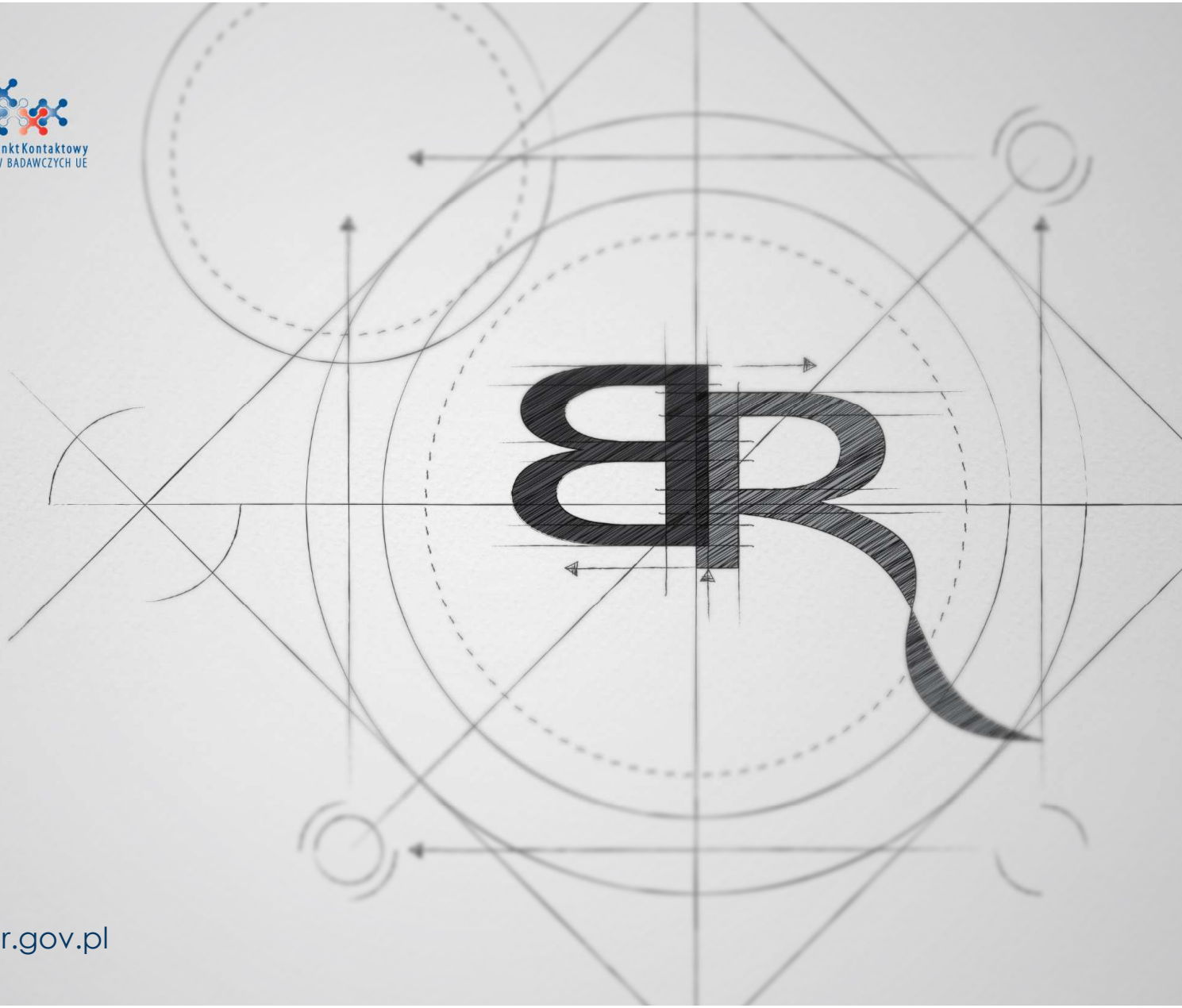
- Pobrać template  części B wniosku z systemu
- Uzupełnić wszystkie części
- Załadować wniosek do systemu

# Złożenie wniosku



Narodowe Centrum
Badań i Rozwoju

Krajowy Punkt Kontaktowy
PROGRAMÓW BADAWCZYCH UE



# Dziękuję

Iwona Kucharczyk-Świerczyńska |
iwona.kucharczyk-swierczynska@ncbr.gov.pl