

**PROCEDURE FOR SUBMITTING PROPOSALS TO NCN
FOR JANUARY-MARCH 2023
Reg. SONATINA and SHENG competitions**

The deadline for submitting proposals to CWP is February 22, 2023

- If you plan to submit a project proposal, please send an e-mail to cwp@amu.edu.pl and specify the type of application and the department in the e-mail text. CWP assigns a direct supervisor from Operations and Application Support (SOWAG).

- Once you create a new proposal in the OSF system, add the assigned supervisor and dr Anna Stachowiak-Szrejbrowska [OSF login: ANNSS] as auxiliary editors of your proposal in the OSF system.

- From the moment of appointing your personal supervisor, the proposal can be consulted on an ongoing basis. **By 1.03.2023 @ 4pm, the complete proposal must be made available in the OSF system for verification by SOWAG employees.** The same deadline and time also apply to sending a scan of the project registration form with an initial budget, signed at least by the person preparing the project, to the personal supervisor. The personal supervisor from SOWAG checks the application from a formal point of view and provides comments to the person preparing the application.

– By 8.03.2023, the person preparing the application should submit a complete application to the supervisor after taking into account the proposed changes, in order to receive acceptance and start the signing and submission procedure. If the project PI refuses to introduce the suggested changes, s/he must inform the personal supervisor by e-mail.

- The project supervisor, after verifying the introduced changes, closes the proposal evaluation process, after which the **project PI:**

1. corrects the budget on the **registration form** - enters the final value from the cost table in OSF system and the form signed by PI with the final budget is submitted for a handwritten or electronic signature with a visible signature to the head of the organizational unit (Dean / Director), and then,

2. **downloads from the OSF the confirmation of the project PI**, signs it [handwritten or electronically], uploads the file in the OSF system and sends a paper version of the original document to the assigned project supervisor,

3. **blocks the final version of the application in OSF** and sends a **complete application** electronically signed by the head of the organizational unit (Dean/Director) by e-mail to the direct project supervisor - with the signature visible on page 1.

All these documents PI passes to the assigned personal supervisor.

- A. Stachowiak-Szrejbrowska downloads from the OSF system the confirmation of submission of the proposal by the head of the entity and sends it for electronic signature to Vice-Rector P. Wojtaszek, and then uploads an electronically signed document in the OSF system and informs personal supervisor about the possibility of sending the proposal.

- after obtaining the abovementioned information, the project PI submits a complete proposal to NCN via the OSF system, **Please note that the application system closes on 15.03.2023 at 16:00 and we urge you not to wait with the sending of the application until the last moment, because you may fail due to overloaded servers.**

Submission of a complete project application to SOWAG CWP after 16:00 on 1.03.2023 will result in the inability of SOWAG employees to verify the application and may result in the Vice-Rector not signing the proposal.

Key deadlines summary

Deadline	Duty
February 22, 2023	Proposals e-mail submitting deadline cwp@amu.edu.pl
March 1, 2023 16:00	Providing the supervisor with the complete application in OSF system to review
March 8, 2023	Providing the supervisor complete application including review conclusions
March 15, 2023 16:00	OSF system and proposals submitting closing