

**PROCEDURE FOR THE SUBMISSION OF GRANT APPLICATIONS
TO THE NATIONAL CENTRE FOR SCIENCE**

**for MAESTRO 17 AND SONATA BIS 15 competitions,
with deadline on 16th September 2025**

The procedure was developed, approved and implemented on the basis of the Organisational Regulations of the Adam Mickiewicz University in Poznań (Annex to the Order No. 431/2023/2024 of the Rector of the Adam Mickiewicz University in Poznań of April 5, 2024 on the introduction of the Organisational Regulations).

1. **The intention to submit an application (regardless of whether we are a leader or a partner in a consortium)** must be notified by e-mail to cwp@amu.edu.pl, indicating in the content of the e-mail the type of application and the unit represented. The Dean/Director of CAT/CNBM should be added in the copy..
Notification of the intention to submit an application may be made at the earliest on the date of the call announcement and **at the latest on 19th August 2025, by 16:00.**
2. If the person wishing to prepare a proposal is not an AMU employee and is not affiliated to any of the Faculties/Centres, **s/he must obtain the consent of the Dean/Director.** The approval must concern the possibility of implementing the project and employment, in the appropriate Dean/Director's unit, if funding is obtained
3. The Project Support Centre (CWP) assigns the **direct supervisor(s) of the application** from among the staff of the Operations and Grant Application Support (SOWAG) and informs the applicant in a feedback message sent as a reply to the notification e-mail.
4. From the moment the direct supervisor(s) is assigned, the proposal can be consulted on an ongoing basis.
5. Once the application has been set up in the OSF system, the applicant adds his/her direct supervisor(s) and Dr Anna Stachowiak-Szrejbrowska (login: ANNSS - necessarily block letters) - the Head of SOWAG - in the roles of **auxiliary editors**. **No later than 26th August 2025, by 16:00, the complete application (all tabs in the form in OSF completed and both descriptions and abstracts attached) must be made available in OSF for**

administrative and formal assessment by the direct supervisor(s) of the application. By the same date, a scan of the project registration form with a preliminary budget, signed at least by the project PI, must be sent to the direct supervisor(s) of the proposal. In the case of CAT, CNBM and non-AMU applicants, the signature of the Dean/Director is required on the preliminary form.

6. Failure to submit a complete application and registration form to SOWAG by **26th August 2025, 16:00** will prevent the application from being reviewed and **may result in the refusal of the Rector to sign the application** (refusal of support).
7. The direct supervisor(s) of the application shall carry out an **administrative and formal assessment** of the application, checking **complete applications** according to the order in which they are received.
8. **By 9th September 2025 at the latest, the person preparing the application should pass a complete proposal taking into account the changes proposed as a result of the administrative and formal assessment to his/her direct supervisor(s).** If the person preparing the proposal refuses to make changes, s/he must inform his/her supervisor(s) by email.
9. The application is subject to a screening assessment („second eyes procedure” – DPO):
 - a. **If no formal-administrative defects are found** as a result, it is blocked by the person preparing the application and then proceeded to obtain Rector's signature.
 - b. **If, as a result of the DPO, the application is assessed as defective**, it is sent back to the applicant for corrections. Only after these have been made and their introduction has been verified by the direct application supervisor(s), the application undergoes the process described in para. 9 (a).
10. The Head of SOWAG - downloads from the OSF system the **confirmation of submitting the proposal (entity)** and forwards it to the Rector for signature. She attaches the electronically signed document to the relevant application in the OSF system. At the same time, the direct supervisor(s) of the application attaches in the OSF system the **power of attorney** to represent the university by the Rector signing the application. The project manager PI (electronically or in writing) and attaches the **project PI's confirmation** to the OSF system.
- 11. The latest possible deadline for obtaining the Rector's signature is 12th September at 16.00.**
12. Once the application has been submitted to the Rector for signature, the person preparing the application:

- a. **Corrects the budget on the project registration form** - entering the final values from the cost statement included in the application, in the OSF system. S/he signs the corrected form and then obtains the signature of the head of his/her organisational unit and sends it to the direct project supervisor (s).
 - b. **Downloads the final version of the application from the OSF system**, submits it for the signature of the Dean/Director of his/her organisational unit, who signs the title page of the application (or signs the whole application electronically). The signed application is forwarded to the direct supervisor of the application.
 - c. In the project budget exceeds 2 million PLN, the project PI and the Dean/Director shall sign an audit statement, which shall be forwarded to the direct supervisor(s).
13. After attaching the confirmation of submitting the proposal by the entity and the PI as well as the power of attorney, the **application is ready to be sent** to the National Science Centre. The direct application supervisor verifies the correctness of the attached documents and then informs the person applicant of the possibility of sending it.
14. The applicant sends a complete application through the OSF system. The **application system closes** on **16th September 2025 at 14:00** so the application should be sent as soon as possible. A delay in sending the application poses the risk of inefficiency of the servers handling the application process on the part of the Information Processing Centre - State Research Institute.

Summary of key dates

Date	Task
19 th August 2025 16:00	Completion of acceptance of e-mail notifications of intent to apply to cwp@amu.edu.pl
26 th August 2025 16:00	Deadline for making the complete application available to the supervisor(s) in the OSF system for review
9 th September 2025	Passing to the direct supervisor(s) the proposal taking into account the changes resulting from the review
12 th September 2025 16:00	Final deadline for obtaining the Rector's signature
16 th September 2025 14:00	Closure of the OSF system and call for proposals

The procedure was approved by
Marek Fertig
Director of the AMU Project Support Centre