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

For calls with deadline on 15th December 2026

(SONATA22 and OPUS32 LAP/Weave)

The procedure was drawn up, approved and implemented on the basis of the Organisational Regulations of the Adam Mickiewicz University in Poznań (Annex to Order No. 153/2025/2026 of the Rector of Adam Mickiewicz University in Poznań of December 12, 2025 on the introduction of the Organisational Regulations) and the Remuneration Regulations for employees of Adam Mickiewicz University in Poznań (Annex to Order No. 87/2024/2025 of the Rector of Adam Mickiewicz University of May 14, 2025).

1. **The intention to submit a proposal (regardless of your role as a leader or partner in the consortium**) must be notified by email to cwp@amu.edu.pl, indicating in the content of the e-mail the type of the competition and the unit represented. The Dean or Director of NanoBioMedical Centre/ Center for Advanced Technologies (CNBM/CAT) must be added in CC. Notification of the intention to apply may be made at the earliest on the day of call announcement and at the latest **on 17th November 2026, by 4.00 pm.**
2. The Project Support Centre (CWP) assigns a direct application supervisor(s) from among the staff of the Operations and Grant Application Support (SOWAG) and informs the applicant in a feedback message sent in reply to the notification e-mail.
3. If the person preparing the application is not an employee of AMU and is not affiliated with any of AMU's faculties, then s/he must obtain the consent of the relevant Dean for the project to be carried out at that faculty, should funding be awarded, and for their employment at that faculty for the purposes of carrying out the project.

   If the project is to be carried out at a university centre, the person preparing the application is obliged to obtain the consent of the Director of that centre, covering both the implementation of the project and their employment.
4. Once the direct supervisor(s) for the application has been assigned, the content of the application can be consulted on an ongoing basis.

5. Once the application has been set up to the OSF system, the person preparing the project adds direct supervisor(s) and Dr Anna Stachowiak-Szrejbrowska (login: ANNSS) – the head of SOWAG **– as auxiliary editors.**
6. **By 4.00 pm on 24th November 2026 at the latest, the complete application (with all tabs in the OSF form completed and the descriptions and summaries attached) must be made available in the OSF system** for administrative and formal assessment by the application's direct supervisor(s) . By the same deadline, a scan of the project application form or electronically signed form with the preliminary budget, signed by at least the person preparing the project, must be sent to the direct supervisor of the application. In the case of CAT, CNBM and applicants from outside the Adam Mickiewicz University (AMU), the signature of the Dean/Director is required on the preliminary form.
7. Failure to submit a complete application and the application form to SOWAG by 24th November 2026, 4 pm will prevent CWP staff from verifying the application and may also **result in the refusal of the Rector to sign the application** (refusal of support).
8. The direct supervisor(s) carries out the **administrative and formal assessment** of the application, checking applications in the order in which they are received and giving priority to those that are complete.
9. **By 1st December 2026 at the latest, the person preparing the application should pass a complete application to their direct supervisor, taking into account the changes proposed following the administrative and formal assessment**. If the person preparing the application refuses to make the changes, s/he must inform their supervisor of this by email.
10. The application is subject to a **screening assessment** ("second pair of eyes" procedure - DPO):

    a**. if no formal-administrative defects are found**, it is blocked by the PI preparing the application and further processed.

    b. if, as a result of the DPO, **the application is assessed as defective**, it is sent back to the applicant for corrections to be made. Only after these corrections have been made and their implementation has been verified by the application's direct supervisor, the application subjected to the process described in point 10(a).
11. Dr Anna Stachowiak-Szrejbrowska – the Head of SOWAG – **downloads from the OSF system Confirmation of submitting the proposal (entity)** and passes it to Rector Wojtaszek for signature. Electronically signed declaration is uploaded in the OSF system. At the same time, the application's direct supervisor attaches to the OSF system a **power of**

attorney authorising the Rector signing the application to represent the university. The **project PI** signs (electronically or in writing) and uploads **the project PI 's confirmation** to the OSF system.

12. In this call, **it will not be possible to approve or sign applications after 8th December 2026.** SOWAG takes no liability for circumstances that prevent the Rector's signature from being obtained and, consequently, the timely submission of the application to the National Science Centre.
13. Once the application has been submitted to the Rector for signature, the person preparing the application:
    a. Corrects the budget on the **project application form** – by entering the final figures from the cost breakdown included in the application in the OSF system. PI signs the revised form, then passes it to the head of their organisational to sign, and subsequently send it to the project's direct supervisor. **Electronic signatures are preferred; internal documents may be signed using a trusted profile or Signius app in Portal Pracownika.**
    b. Downloads from the OSF system the **final version of the application in PDF format,** passes it to the head of their organizational unit for electronic signature on the title page of the application**. The electronically signed application is then forwarded to the application's direct supervisor.**
14. Once the confirmation bearing the Rector's signature and the Rector's power of attorney have been uploaded to the system, the **application is ready to be submitted** to the National Science Centre. The application's direct supervisor checks whether the attached documents are correct and then informs the applicant that it is ready for submission.
15. The person preparing the application must submit the complete application via the OSF system. **The application system closes on 15th December 2026 at 2pm**, so it is recommended that the application should be sent at the earliest possible moment.
16. Delaying the submission imposes the risk of server failure affecting the application processing at the Information Processing Centre – State Research Institute

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Summary of key terms

Deadline	Task
17th November 2026 4 pm	Deadline for accepting notifications of intend to apply at cwp@amu.edu.pl
24th November 2026 4 pm	Deadline for making the complete application available to the direct application supervisor(s) in the OSF system for review.
1st December 2026	Passing to the direct application supervisor the proposal taking into account the changes resulting from the review.
8th December 2026	The last possible date to block the proposal and obtain Rector's signature
15th December 2026 @ 2pm	Closure of OSF and call for proposals.

The procedure was approved and accepted by

Marek Fertig

Director of the AMU Project Support Centre