

PROCEDURE FOR SUBMITTING GRANT PROPOSALS TO THE NATIONAL SCIENCE CENTRE

in the call for proposals for the MAESTRO 16 and SONATA BIS 14 competitions,
ending on 17 September 2024.

The procedure was developed, approved and implemented on the basis of the Organizational Regulations of Adam Mickiewicz University in Poznań (Appendix to the Ordinance No. 431/2023/2024 of the Rector of Adam Mickiewicz University in Poznań of 5 April 2024 on the introduction of organizational regulations) and the Regulations on the remuneration of employees of Adam Mickiewicz University in Poznań (Appendix to the Ordinance No. 338/2023/2024 of the Rector of Adam Mickiewicz University in Poznań of 14 May 2024).

1. **The intention to submit an application** should be reported by e-mail to cwp@amu.edu.pl, stating in the e-mail the type of application and the unit represented. The intention to submit an application can be reported at the earliest on the day of the announcement of the call for proposals, and no later than **August 20, 2024, by 4:00 p.m.** In the copy of the e-mail, please add the head of the unit in which the project is to be implemented (Dean, Director of the Centre for Advanced Technologies / NanoBioMedical Centre).
2. The Project Support Centre (CWP) assigns a **direct supervisor** of the application from among the employees of the Operational and Grant Application Support Unit (SOWAG) and informs the applicant of the intention to submit the application in a return message.
3. If the person preparing the application is not an employee of AMU and is not affiliated with any of the Faculty, he/she must obtain **the consent of the Dean** to implement the project at the relevant Dean's Faculty, in the case of obtaining funding, and also to employ the person preparing the application at this Faculty.
If the planned project is to be implemented in one of the university Centres, the person preparing the application must obtain the consent of the Director of this Centre in the same scope as in the previous sentence.
4. From the moment the direct supervisor of the application is appointed, its content can be consulted on an ongoing basis.

5. After submitting a proposal to the OSF system, the person preparing the project adds **their direct supervisor and dr. Anna Stachowiak-Szrejbrowska (login: ANNSS) – head of SOWAG**, as assistant editors. **By 3 September 2024 at the latest, by 16:00, the complete application must be made available in the OSF submission system** for administrative and formal evaluation by the proposal supervisor. By the same date, a scan of the project submission form with the preliminary budget, signed at least by the person preparing the project, should be sent to the direct supervisor of the application.
6. Failure to submit a complete application and application form to SOWAG by 3 September 2024 at 4:00 p.m. will make it impossible for CWP employees to verify the application and may also result in **the Rector not signing the application** (refusal of support).
7. The direct supervisor of the application performs its **administrative and formal assessment**, checking the applications in the order in which they are received, giving priority to complete applications.
8. **By 10 September 2024 at the latest, the person preparing the application should submit to the direct supervisor a complete application taking into account the changes proposed as a result of the administrative and formal assessment.** If the person preparing the application refuses to make changes, they must inform their guardian about it by e-mail.
9. The application is subject to a follow-up assessment (the "second pair of eyes" procedure - DPO):
 - a. If **no formal and administrative defects are found** as a result, it is blocked by the person preparing the application, collected by the SOWAG manager, submitted for signature by the Rector and prepared for sending.
 - b. If the DPO assesses that the **application is defective**, it is sent back to the person preparing the application for corrections. Only after they have been entered and the introduction has been verified by the direct supervisor of the application, the application is subject to the process described in point 9(a).
10. SOWAG Manager – downloads **the entire application form from the OSF system** and submits it to the Rector for signature. Signed electronically, it attaches it to the relevant proposal in the OSF submission system. At the same time, the direct supervisor of the application attaches **a power of attorney** in the OSF system to represent the university by the Rector signing the application.

11. After submitting the application for the Rector's signature, the person preparing the application:
- a. Adjusts the budget on the **project submission form** – entering the final values from the cost statement included in the proposal in the OSF submission system. The corrected form is signed and then forwarded to the head of the unit in which the project is to be implemented for signature, and then sent to the direct supervisor of the project. The lack of the signature of the head of the unit on the project application form indicates that it is not accepted and prevents its further proceeding.
 - b. The final version of the proposal is **downloaded from the OSF system** and submitted for signature by the head of his/her organisational unit, who signs the cover page of the proposal. The signed application is forwarded to the direct supervisor of the application.
12. Once the application with the Rector's signature is attached to the system and the Rector's power of attorney, **the application is ready to be sent** to the National Science Centre. The direct supervisor of the application verifies the correctness of the attached documents and then informs the person preparing the application about the possibility of sending.
13. The person preparing the proposal sends the complete proposal via the OSF submission system. **The application system closes on September 17, 2024 at 4:00 p.m.**, so you should send your application at the earliest possible time. Delaying the shipment is burdened with the risk of inefficiency of the servers handling the application process on the part of the National Information Processing Institute.

Summary of key terms

Deadline	Activity
August 27, 2024 16:00	End of receipt of e-mails with notifications of intent to submit an application to cwp@amu.edu.pl
September 3, 2024 at 4:00 p.m.	Deadline for submitting the complete proposal to the supervisor in the OSF submission system for review
September 10, 2024	Submission of a proposal to the supervisor that takes into account the changes resulting from the review
September 17, 2024 at 4:00 p.m.	Closure of the OSF system and the call for proposals

The procedure was approved and accepted by
Marek Fertig

Director of the AMU Project Support Centre