

The procedure for accepting/verifying/accepting proposals for National Science Centre grants at the Faculty of Physics, Astronomy, and Informatics:

1. The Applicant sends the proposal electronically to Ms. Maria Woźniak via e-mail: mariaw@umk.pl
2. Ms. Maria Woźniak verifies the proposal formally.
 - In the case of any corrections, Ms. Maria Woźniak sends the proposal back to the Applicant with a request for corrections.
3. After positive formal verification of the proposal by Ms. Maria Woźniak, the Applicant blocks the proposal in the OSF <https://osf.opi.org.pl/> (Funding Stream Support System) and sends the current, full version of the blocked proposal to Ms. Maria Woźniak. Ms. Maria Woźniak sends the proposal in electronic form for approval to the Director of the appropriate Institute and the Head of the relevant Department (if it refers).
 - In case the proposal has to be still corrected, the Director will send the proposal back to the Applicant with a request for corrections (with a copy sent to Ms. Maria Woźniak).
4. After any corrections are made by the Applicant, and the proposal is approved, the Director sends the information about the acceptance to the Applicant, and to Ms. Maria Woźniak.
5. The Applicant blocks the proposal in the OSF system and generates the following documents:
 - *Confirmation of submitting the proposal (PI) by the Applicant, which the Applicant signs and attaches to the proposal,*
 - *Confirmation of submitting the proposal (entity) - to be signed by the Rector, which Ms. Maria Woźniak sends to the National Projects Section for the Rector's electronic signature;*
 - *The first page of the proposal is to be given to Ms. Maria Woźniak for the signatures of the Director of the appropriate Institute and the Dean of the Faculty of Physics, Astronomy, and Informatics.*
6. Ms. Maria Woźniak obtains the signatures of the Director of the appropriate Institute and the Dean of the Faculty of Physics, Astronomy, and Informatics (in writing or electronic form).
7. Ms. Maria Woźniak sends the scan of the proposal (with the copy to the Applicant) and the original proposal with approval of the Authorities of the Faculty of Physics, Astronomy, and Informatics) to the National Projects Section.
8. Ms. Maria Woźniak sends to the Applicant Confirmation of submitting the proposal (entity) signed by the Rector of the NCU.
9. The Applicant shall attach to the proposal the Confirmation of submitting the proposal signed by the Rector of the NCU.
10. The Applicant sends the proposal to the OSF system.