

## LOGIN INSTRUCTIONS FOR EXTERNAL REVIEWERS

### OF THE NATIONAL SCIENCE CENTRE


The OSF evaluation system is available at <https://osf.opi.org.pl>

The system has been optimised for:

- Internet Explorer v6.0 and later versions;
- Firefox v2.0 and later versions;
- SeaMonkey v.1.1 and later versions.

### How to obtain a login or recover your password?

If you do not have or have forgotten your login and/or your password use the “**Get Login and Password**” link available from the Main Menu of the OSF system.



The OSF system is an electronic proposal submission service used by:

- the Polish Ministry of Science and Higher Education (MNiSW)
- the National Science Centre (NCN)
- the National Centre for Research and Development (NCBiR)

[Wersja polska](#)

Login:

Password:

**Log in**

[Get Login and Password](#)

[Instructions for new OSF users](#)


For further assistance regarding the **NCN Peer - Review** please send a note to: [biuro@ncn.gov.pl](mailto:biuro@ncn.gov.pl) or contact the respective NCN coordinator: <http://www.ncn.gov.pl/kontakt?language=en>

**The following e-mail address should be used when contacting the NCBR on the matters concerning the Polish-Norwegian Research Programme:** [norwaygrants@ncbr.gov.pl](mailto:norwaygrants@ncbr.gov.pl)






For additional information, contact (working days, from 8.15 am to 4.15 pm CET):

- +48 22 39 07 324
- +48 22 39 07 123
- +48 22 39 07 160
- +48 22 39 07 147

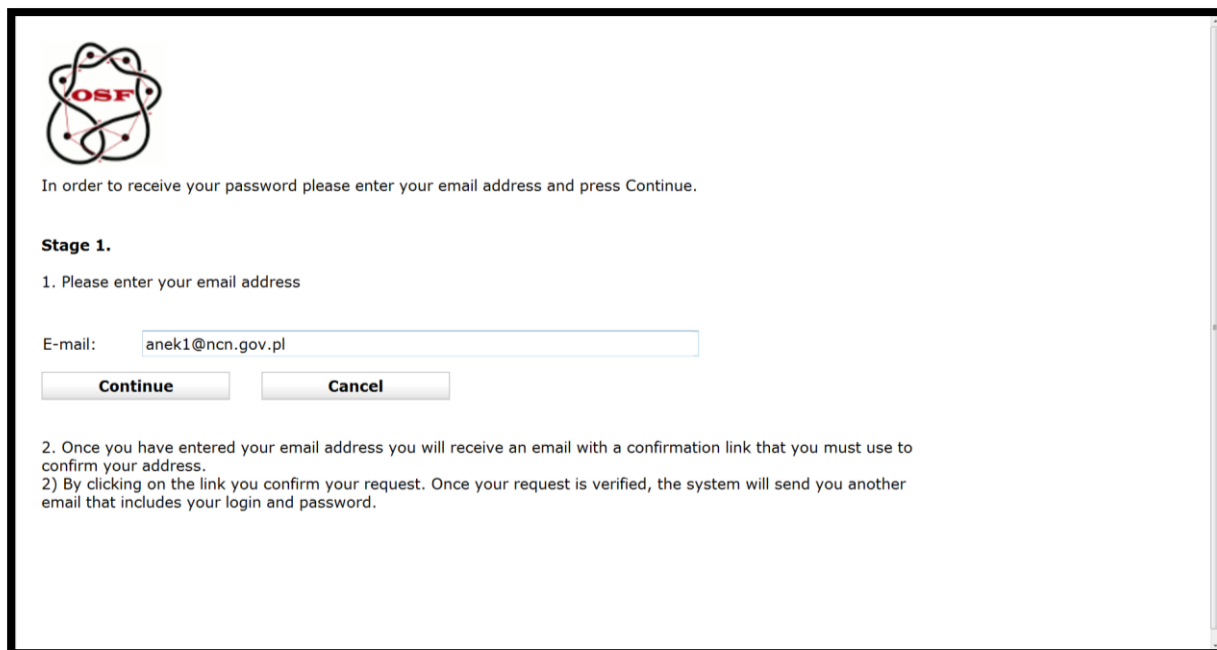
The OSF system has been designed, built, maintained and administered by the **OPI**, in accordance with the requirements set by the MNiSW, NCN and NCBiR.



**OPI** Od informacji do innowacji.  
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The OSF system is best viewed with:  v7.0,  v3.6,  v15.0,  v5.0,  v2.0 and later versions.

When you click on the „Get Login and Password” link you will see the following screen:



In order to receive your password please enter your email address and press Continue.

**Stage 1.**

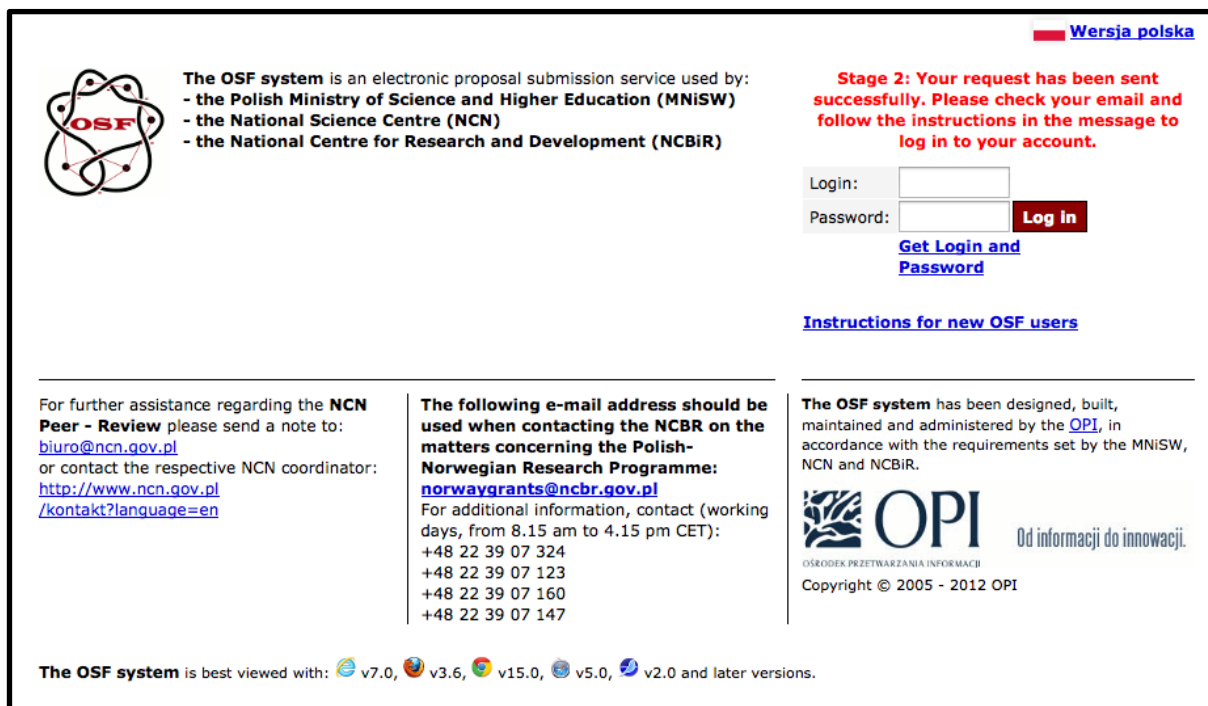
1. Please enter your email address

E-mail:

2. Once you have entered your email address you will receive an email with a confirmation link that you must use to confirm your address.  
2) By clicking on the link you confirm your request. Once your request is verified, the system will send you another email that includes your login and password.

Be sure to enter the email address where you received your last email sent by the OSF system (the invitation to review grant proposals).

Once you provide your email address, you will see a message in red:



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**Stage 2: Your request has been sent successfully. Please check your email and follow the instructions in the message to log in to your account.**

Login:

Password:

[Get Login and Password](#)

[Instructions for new OSF users](#)


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

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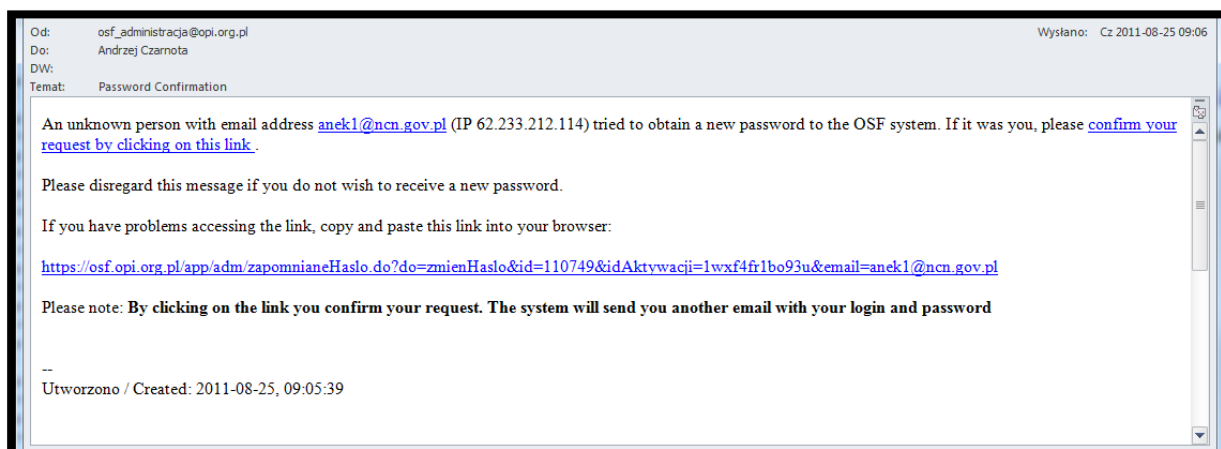
The OSF system is best viewed with:  v7.0,  v3.6,  v15.0,  v5.0,  v2.0 and later versions.

Please note:


- 1) it may take a while for you to receive your confirmation email,

2) be sure to check your "spam" folder, if you have not received an email from the OSF system.

A letter from the OSF system reads as follows (slight differences may occur depending on your email program):



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**An e-mail with your new password has been sent to [marcin\\_liana@interia.pl](mailto:marcin_liana@interia.pl)**  
**Please log in with your new password.**

Login:   
Password:  **Log in**


[Get Login and Password](#)

[Instructions for new OSF users](#)






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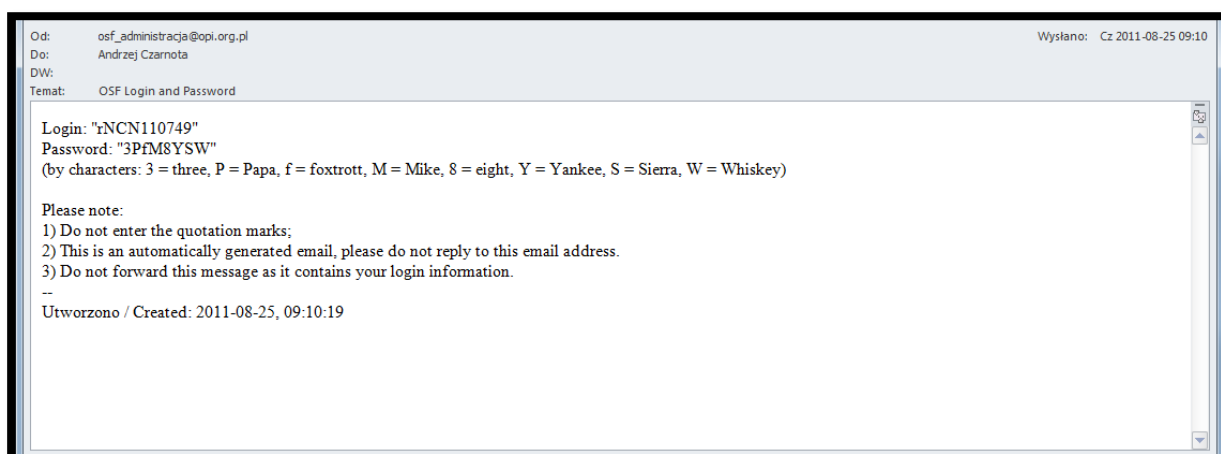
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Once you have clicked on the link, you will get a confirmation email containing your login and password details.



[Wersja polska](#)



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**An e-mail with your new password has been sent to marcin\_liana@interia.pl. Please log in with your new password.**

Login:   
Password:    
[Get Login and Password](#)


[Instructions for new OSF users](#)

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

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## **The most common problems with the password recovery procedure**

### **1. My login username and/or password do not match!**

There are three possible explanations:

- a) you did not enter your username or password correctly;
- b) your browser remembers your old username and password;
- c) your password is no longer valid:
  - You may have logged in into your account and changed your password. If you forget your password, simply regenerate a new one following the same procedure;
  - You may have requested a new password more than once. Please make sure to use your login details as stated in the last email generated by the system.

### **2. My automatic password is impossible to remember. How do I change it?**

Log in and go to: „Main menu\My personal data>Edit Password”.

## How to find your proposals?

Once you log in, you will see a menu on the left side of the screen:

**New Reviewer Invitations** = lists proposals (abstracts only) you have been invited to review but have not yet accepted or declined. If you want to accept an invitation to review please click on “Accept Invitation”

**Under Review** = lists reviews you have accepted and assignments you are working on but have not yet completed; to complete the evaluation procedure please click on „Send Review Report and receipt for evaluation” or „Send Review Report”

**Completed Reviews** = lists reviews you have uploaded and sent to the NCN, completed reviews are still visible, editing is no longer possible.

