

Rules and regulations for the awarding of internal grants by the University of Wrocław under the "Initiative of Excellence - Research University (IDUB)" Program

§ 1. General provisions

1. The Rules and regulations specify the rules for awarding and settling internal grants (hereinafter referred to as "grants").
2. Grants are financed from funds allocated by the Ministry of Education and Science to the University of Wrocław for the years 2020-2026 under the "Initiative of Excellence - Research University" (IDUB) program.
3. Grants are awarded as a result of a competition organized by the University of Wrocław (hereinafter referred to as the "competition").
4. The competition is held once a calendar year, in accordance with the schedule presented on the University of Wrocław website.
5. Grants may only be used to finance original scientific research conducted by the Applicant independently or as part of a team, which has not been planned in any other research proposals or projects and is necessary for the preparation and submission of an application for external funding, referred to as an "external grant".
6. The external grant, referred to in § 5, must be implemented at the University of Wrocław.
7. The result of the implementation of the external grant, referred to in § 5, must be at least one scientific publication issued or published in a journal listed in the *"List of Scientific Journals and Reviewed Materials from International Conferences"* (MEiN Communications of December 1 and 21, 2021) or a monograph or chapter of a monograph published by leading publishers listed in the *"List of Publishers Publishing Reviewed Scientific Monographs"* (MEiN Communication of July 22, 2021). The aforementioned publications must contain the affiliation of the University of Wrocław and information about the financing of preliminary research under the IDUB program.
8. Grants aimed at preparing ~~grant~~ applications for international granting agencies (including the European Research Council, ERC; the European Space Agency, ESA) and leading Polish granting agencies (including the National Science Center, NCN; the National Center for Research and Development, NCBR; the Ministry of Education and Science, MEiN; and the Foundation for Polish Science, FNP) will be awarded priority consideration).

§ 2. Persons eligible to apply for a grant

1. Only employees of the University of Wrocław who:
 - a) have a contract of employment at the University of Wrocław that does not expire before the start of the grant's implementation or during its implementation,
 - b) are not leading a research grant funded from external sources at the time of application,
 - c) have not received a letter of offer for funding ~~for~~ a research grant funded from external sources before the date of application,
 - d) have not led a research grant funded from external sources during the 12 months prior to the start of the IV Edition of the competition,are eligible to apply for a grant.
2. Only one internal grant beneficiary is allowed during the IDUB program's ~~operation~~ period in the years 2020-2026.

§ 3. Grant application rules

1. The grant application, hereinafter referred to as the Application, shall be submitted by the Applicant via the University of Wrocław website within the period specified in the competition schedule.
2. The Application shall be prepared both in Polish and English.
3. The Application should contain:
 - a) Applicant's data (name, organizational unit of the University of Wrocław, position, email, type and period of employment at the University of Wrocław),
 - b) a list of a maximum of five most important scientific publications of the Applicant with affiliation to the University of Wrocław and published during the last five years, counting from the date of announcement of the competition, excluding statutory leaves; the requirement of having publications with the affiliation to the University of Wrocław does not apply to employees who have been employed at the University of Wrocław for less than two years, counting from the date of announcement of the competition,
 - c) a list of a maximum of five most important scientific activities and research achievements of the Applicant during the last five years, counting from the date of announcement of the competition, excluding statutory leaves,
 - d) indication of the evaluation panel,
 - e) title, summary, research tasks,
 - f) the name of the external grant competition referred to in § 1 (5), and the name of the external institution organizing that competition,
 - g) budget: funds planned for the first and second year of grant implementation, and the total amount of funding with a justification of planned expenses. The catalog of eligible costs is **Annex No. 1** to these Rules and regulations;
4. The project description prepared in Polish and English (pdf attachments) must include:
 - a) the goal of the planned research task,
 - b) an outline of the current state of research, in Poland included,
 - c) a description of the research task and proposed methodology,
 - d) an indication of the direct relationship between the research task carried out under the ~~internal~~ grant and the preparation of an Application for an external grant,
 - e) a bibliography;
5. The Applicant may submit only one Application in a given competition.
6. On the day of signing the grant agreement, the Applicant must have all necessary permits required for the given type of research.
7. Submitting an Application is equivalent to accepting these Rules and regulations.

§ 4. Principles of awarding grants

1. The competition is conducted by a Team appointed by the Rector of the University of Wrocław to implement task No. 7 within the IDUB program: "Competition funding for preliminary research (internal grants of the University of Wrocław)", hereinafter referred to as the Team.
2. Formal evaluations of submitted applications are carried out by groups of experts who consider applications within four thematic panels:
 - a) Panel A: life and earth sciences panel (including disciplines such as biological sciences, biotechnology, medical sciences and biomedical engineering, earth and environmental sciences, social-economic geography and spatial economy),
 - b) Panel B: physical sciences panel (including disciplines such as astronomy, computer science, mathematics, chemical sciences, physical sciences),
 - c) Panel C: humanities panel (including disciplines such as linguistics, literary studies, history, archeology, philosophy, arts, culture and religion studies, ethnology and cultural anthropology, Polish studies),

- d) Panel D: social sciences panel (including disciplines such as economics and finance, social-economic geography and spatial economy, security studies, social communication and media studies, political and administrative sciences, management and quality sciences, law, sociology, pedagogy, canon law, psychology);
3. Expert groups consisting of two members, led by members of the Team (panel chairs), are appointed by the Rector.
 4. The announcement of the competition, the competition schedule, and the list of applications qualified for funding are published on the University of Wrocław website.
 5. The University of Wrocław provides funds to finance 10 grants in each panel. The IDUB Steering Committee may provide additional funding for grants in all panels.
 6. The number of grants financed within a panel may vary from 10. The Team may allocate unused financial resources in a given panel to another panel and finance additional grants there.
 7. The maximum amount financed within a grant is PLN 40,000 (say: forty thousand Polish zlotys).
 8. The financial resources granted for the implementation of the grant are not burdened with any overheads.
 9. The financial resources granted for the implementation of the grant may not be used to cover the costs of remuneration of the Applicant and persons employed at the University of Wrocław on an employment contract.

§ 5. Course of the competition

1. Expert groups evaluate grant applications for formal compliance and prepare a ranked list of applications based on external reviews.
2. The formal evaluation of the Application is carried out according to the "complies/does not comply" principle. It is possible to request the Applicant to supplement any formal deficiencies. The supplemented Application must be delivered to the Team within seven days from the date of sending the request to the Applicant's official email.
3. Grant applications qualified for the competition are evaluated for substantive compliance by reviewers who are not employees of the University of Wrocław and meet the requirement of no conflict of interest (no co-authorship in publications, no substantive relationship). The list of reviewers is approved by the Team. The reviewers' evaluations are used to prepare a ranking list of grant applications. The final ranking list is approved by the Team).
4. Reviewers are appointed by groups of experts. Each Applicant may indicate up to 3 potential reviewers and up to 3 reviewers excluded from the evaluation process.
5. The final substantive evaluation of the Application is determined as the average value of the assessments of two reviewers, given on a scale from 0 to 100 points. The substantive evaluation is made in accordance with the guidelines contained in Appendix No. 2 to these Rules and regulations.
6. The list of applications qualified for funding is approved by the Team. Decisions of the Team are final and cannot be appealed.
7. Decisions on financing of applications are made by the Rector of the University of Wrocław.
8. The list of applications qualified for funding by the decision of the Rector of the University of Wrocław is announced on the University of Wrocław website.

§ 6. Implementation and settlement of grants

1. The period of grant implementation cannot be longer than 24 months, and in the last year of the IDUB program - 12 months, counting from the date of signing the grant agreement between the Applicant and the University of Wrocław.
2. Grant implementation is based on an agreement concluded with the Applicant. The Applicant is the Project Manager. The template of agreement for the implementation of an internal grant of the University of Wrocław is included in **Appendix No. 3** to these Rules and regulations.
3. Financial resources for grant implementation are made available after the agreement is signed.
4. Settlement of the grant is based on reports submitted by the Applicant, in accordance with § 6(5)(b) of these Rules and regulations.
5. The required result of grant implementation is:
 - a) submission of ~~a grant~~ application enabling the Applicant to obtain an external grant within the grant competition indicated by the Applicant in the Application, no later than 12 months from the date of completion of grant implementation, except in cases where failure to participate in the external grant competition resulted from reasons beyond the control of the Applicant,
 - b) submission of annual reports on grant implementation to the Team by January 31 of the following calendar year and a final report no later than 60 days (financial part) and 6 months (substantive part) from the date of completion of grant implementation. The report form is included in **Appendix No. 4** to these Rules and regulations;
6. In case of failure to participate in the external grant competition by the deadline specified in § 6(5)(a) as indicated by the Applicant in the Application, the Applicant will not be eligible to apply for any funding within the IDUB program. This does not apply if failure to participate in the external grant competition was due to reasons beyond the control of the Applicant.
7. Any issues related to changes in grant implementation after the grant agreement is signed require consultation with the IDUB Project Office.

**Cost estimation and expenses in ~~internal~~ grants of the University of Wrocław
implemented within the "Excellence Initiative - Research University (IDUB)"
program**

1. The financial resources granted for the grant implementation are not burdened with any overhead costs.
2. The cost estimation of the grant must be justified in relation to the subject and scope of research, based on realistic calculations, and specify the expenses that will be covered within the granted funds as the so-called eligible costs.
3. The assessment of the eligibility of the costs included in the cost estimation of the grant takes place during the evaluation of the Application and the evaluation of the report.
4. An eligible cost is a cost that can be financed from the IDUB program funds, provided that the following criteria are met:
 - a) it is necessary for the implementation of the grant,
 - b) it is incurred during the eligibility period, i.e., from the date of signing the grant agreement to the date of completion of the grant implementation,
 - c) it is purposeful and economical,
 - d) it is identifiable and verifiable,
 - e) it is in accordance with the regulations applicable at the University of Wrocław,
 - f) it has been incurred in accordance with the provisions of general law, and in particular with the Public Procurement Law.
8. Only the following costs of grant implementation may be recognized as eligible costs:
 - a) costs of purchasing scientific literature, provided that it is transferred to the collections of the University of Wrocław library after the grant implementation period,
 - b) costs of participation in scientific conferences, if the participation is active and the results of research conducted within the grant are presented, and the expenses do not exceed 15% of the received financing,
 - c) costs of business trips related to the implementation of the grant, not exceeding 25% of the received financing,
 - d) costs of reagents and laboratory materials,
 - e) costs of small laboratory, computer, and office equipment not exceeding 25% of the received financing,
 - f) costs of software and licenses,
 - g) costs of office supplies, stationery, and consumables,
 - h) costs of external services necessary for the implementation of the grant, including remuneration costs for civil law contracts.
 - i) Financial resources granted for the grant implementation cannot be used to cover the costs of remuneration for the Applicant and persons employed at the University of Wrocław under an employment contract.

Guidelines for Reviewers - 4th Edition of the Internal Grants Competition

The aim of the " Internal Grants Competition" is to encourage individuals who have not previously applied for an external grant or have limited experience in preparing applications for external grant competitions. Therefore, imperfections in the Application being considered, if they do not relate to the essence of the proposed research but rather result from a lack of experience in writing grant applications, should not be a basis for lowering the score of the Application.

The reviewer does not evaluate the Applicant's achievements as a whole, but only the work mentioned in the Application. The evaluation of the Application must include an assessment of the individual criteria of the Application, expressed in a point scale, along with a justification and a final overall score for the Application.

To enable comparison and ranking of applications from different scientific disciplines, evaluated by reviewers who use specific evaluation methods for their disciplines, it is recommended that the final score for the Application be as consistent as possible with the exemplary final score for applications provided below:

- „outstanding" application: in the range of 81-100 points
- "very good" application: in the range of 61-80 points
- "good" application: in the range of 41-60 points
- "satisfactory" application: in the range of 21-40 points
- "poor" or "bad" application: in the range of 0-20 points

The following issues are subject to evaluation:

1. Is the Applicant's publication record, scientific achievements/research accomplishments obtained in the last 5 years and listed in the Application sufficient to achieve the project goal? (0-20 points);
2. Is the project innovative and cutting edge, can it have a significant impact on the development of the field, and are the proposed methods appropriate? (0-60 points);
3. Is the budget appropriate for the assumed goal? (0-10 points);
4. Is there justification in the Application for the relationship between the planned preliminary results obtained through the ~~internal~~ grant and the type of external grant institution and competition type in the external institution? What is the level of difficulty in obtaining funding from the indicated external grant institution? (0-10 points)

Grant Agreement No.
for the implementation of an internal grant of the University of
Wrocław within the 4th Edition of the competition

Concluded on for the implementation and financing of an internal grant of the University of Wrocław entitled „.....”, hereinafter referred to as the "Grant," awarded under the "Excellence Initiative - Research University" program (IDUB) in the 4th Edition of the competition.

The grant agreement is concluded between:

The University of Wrocław, the executor under the IDUB program, represented by, the Rector of the University of Wrocław, hereinafter referred to as the „**University**”,

and

Mr/Mrs*
Last name.....
Name.....
Place of residence.....
Organizational unit
hereinafter referred to as the "**Applicant**"

based on the Rector's decision No

§ 1. Subject matter and duration of the grant agreement

1. The Grant Agreement specifies the conditions for the implementation, financing, and settlement of the Grant entitled „.....”
2. The general rules for the implementation and financing of the Grant are specified in the **Rules and regulations for the awarding of internal grants by the University of Wrocław under the "Initiative of Excellence - Research University (IDUB)" Program**, which constitute an integral part of the Grant Agreement.
3. The Grant Agreement is concluded for a fixed period of time.
4. The parties agree on the start of the Grant's implementation on the day of concluding the Grant Agreement.
5. The parties agree on the end of the Grant's implementation on the day of
6. The parties agree:
 - a) on the day of submitting the annual report - no later than January 31 of the following calendar year, counting from the date of completion of the Grant's implementation,
 - b) on the day of submitting the final report - no later than 60 days (financial part) and 6 months (substantive part), counting from the date of completion of the Grant's implementation,
 - c) on the day of submitting an application for an external grant - no later than 12 months, counting from the date of completion of the Grant's implementation,

- d) on the day of termination of the Grant Agreement - the day of submitting the grant application to an external institution, or - in the case of not submitting such an application - the last day on which such an application could have been submitted.

§ 2. Obligations of the parties

1. The University undertakes to provide the Applicant with support in administrative activities necessary for the implementation and settlement of the Grant.
2. The Applicant undertakes to:
 - a) use the funds awarded to finance the Grant in accordance with the plan of research tasks and cost estimate submitted at the application stage; in accordance with the applicable rules for managing public funds and applicable legal regulations; in accordance with the regulations applicable at the University of Wrocław and in a rational and efficient manner,
 - b) prepare and submit in paper and electronic form reports (financial and substantive parts) and documentation in the appropriate form: multimedia presentations, photographic documentation, PDF publications, or other materials that may be placed on the University of Wrocław website, along with permission to use them for the purpose of promoting and reporting on the implementation of the IDUB program,
 - c) submit the grant application within the specified timeframe,
 - d) the labeling of all documents related to the implementation of the Grant in accordance with the developed visual identification system IDUB, and in the case of publications, the inclusion of the following information: "Research project financed/partly financed by the program "Excellence Initiative – research university" for years 2020-2026 for the University of Wrocław" or "Projekt badawczy finansowany/współfinansowany ze środków programu "Inicjatywa Doskonałości – Uczelnia Badawcza" (IDUB) na lata 2020-2026 dla Uniwersytetu Wrocławskiego" (in English and Polish respectively".

§ 3. Financing of the Grant

1. The University, based on the submitted application within the 4th Edition of the competition, awards the Applicant the financial resources for the implementation of the Grant in the amount of PLN (say: Polish Zloty).
2. Settlement of the funds granted by the University to the Applicant for the Grant implementation is based on documents confirming the incurred expenses, in accordance with the regulations applicable at the University of Wrocław.
3. The granted financial resources cannot be spent on purposes other than those specified in the Grant Agreement.
4. Changes to the terms of project implementation, as defined in the Grant Agreement, may be made in justified cases upon the written request of the Project Manager.
5. The Grant Agreement may be terminated by mutual agreement of the parties at the request of the Project Manager in the event of circumstances beyond the control of the parties that prevent the performance of the Grant Agreement.
6. The University may terminate the funding of the project in case of expenditures not in accordance with the Grant Agreement, as well as the identification of irregularities in the implementation of the Grant Agreement and other circumstances threatening its implementation. The University terminates the Grant Agreement with immediate effect by submitting a statement on the termination of the Grant Agreement.

§ 4. Final provisions

1. Any changes to this Grant Agreement require written form or shall be null and void.
2. The agreement was drawn up in two identical copies, one for the Applicant and one for the University.

Applicant

University of Wrocław

**Annual/Final* report on the implementation of the internal grant of
the University of Wrocław**

Financial part

Financial report within the Grant Agreement No. concluded on for the implementation and financing of the internal grant of the University of Wrocław entitled "....." (hereinafter referred to as the Grant), awarded under the program "Excellence Initiative - Research University (IDUB)" in the IV Edition of the competition.

Grant recipient's data:

1. First and last name:
2. Organizational unit:
3. Summary of planned and incurred costs:

Calculation items	Year 2024		Year 2025		Year	
	planned	incurred	planned	incurred	planned	incurred
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
1. Remuneration under civil law contracts						
2. Other costs						
3. Total project implementation costs						

Place and date of report completion:

Grant recipient's signature:

Signature of the Rector's Plenipotentiary for the IDUB project

Wrocław, date

BELOW TO BE COMPLETED BY THE TEAM (only for the final report)

HAS THE FINANCIAL SETTLEMENT BEEN PROPERLY ACCOUNTED FOR: YES / NO

TEAM MEMBERS' SIGNATURES

.....
.....

.....
.....

Substantive part (only for the final report)

Substantive report within the Grant Agreement No. concluded on the day for the implementation and financing of the internal grant of the University of Wrocław entitled

"....." (hereinafter referred to as the Grant), awarded under the "Excellence Initiative - Research University (IDUB)" program in the IV Edition of the competition.

1. Grant recipient's data:

- a) First and last name:
- b) Organizational unit:

2. **Summary** (maximum 200 words):

3. Research tasks:

- 1.
- 2.

4. **Name of the competition for external grants**, name of the external institution organizing the competition, edition of the competition in which the Applicant submitted/will submit* an application for research funding using the results obtained during the implementation of the Grant. Confirmation of submission of the application must be sent to the Team no later than 12 months from the date of completion of the Grant:

5. **Description of the obtained results** (maximum 3 pages of A4 format, Times New Roman 12 font, single spacing, margins 2 cm):

6. **Place and date of completion of the report:**

7. **Grant recipient's signature:**

8. **Signature of the Rector's Plenipotentiary for the IDUB project**

Wrocław, date _____

BELOW TO BE COMPLETED BY THE TEAM

HAS THE SUBSTANTIVE SETTLEMENT BEEN ACCEPTED: YES / NO

HAS THE CONFIRMATION OF SUBMISSION OF THE EXTERNAL GRANT APPLICATION BEEN ATTACHED: YES / NO

DOES THE REPORT MEET THE REQUIREMENTS OF THE COMPETITION: YES / NO

TEAM MEMBERS' SIGNATURES

.....
.....

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.....

*) delete as appropriate