

Regulations for Awarding Internal Minigrants for Doctoral Students of the University of Wrocław under the "Excellence Initiative - Research University (IDUB)" Program

§ 1. General Provisions

1. These Regulations define the rules and criteria for awarding Internal Minigrants to doctoral students of the University of Wrocław (hereinafter also referred to as the University), funded from the resources granted to the University of Wrocław under the Excellence Initiative - Research University program (hereinafter referred to as Minigrants).
2. Minigrants are awarded as a result of a competition organized by the University of Wrocław (hereinafter referred to as the Competition).
3. Minigrants may only be used to fund scientific research related to the doctoral dissertation that has not been planned in other applications or research projects.
4. The research funded under a Minigrant aims to improve the quality of conducted research and support the doctoral student's academic career.
5. Only doctoral students enrolled at the Doctoral School of the University of Wrocław may apply for a Minigrant.
6. A doctoral student is not eligible to apply for a Minigrant if they:
 1. are on a leave of absence during the academic year in which the application is submitted,
 2. have suspended their studies at the Doctoral School,
 3. have been subject to disciplinary penalties,
 4. do not comply with generally applicable laws and regulations in force at the University,
 5. fail to fulfill obligations specified in § 37(1) of the Regulations of the Doctoral School,
 6. will cease to hold doctoral student status before or during the implementation of the Minigrant.
7. The applicant may submit only one application in the Competition.
8. Activities funded under the Minigrant must not be financed through the Young Researcher Grants 2023-2025 competition, in accordance with Rector's Order No. 217/2023 of September 29, 2023, regarding the introduction of the "Young Researcher Grants 2023-2025" Regulations within the Excellence Initiative - Research University (IDUB) program.
9. The maximum funding available under a Minigrant is PLN 10,000.00 (ten thousand zlotys).
10. The maximum implementation period of a Minigrant is 10 months, with no possibility of extension.

§ 2. Application Rules for the Minigrant

1. The Competition is conducted on a rolling basis from the date of issuance of the order until June 30, 2025, or until the allocated funds are exhausted.
2. The applicant must have completed at least two "Nature Masterclass" courses on any topic.
3. The application for a Minigrant (hereinafter referred to as the Application), along with attachments, must be submitted as a PDF document via email to: granty.idub@uwr.edu.pl. The application template is provided in Appendix No. 1 to these Regulations.
4. The application should include:
 1. applicant's details,
 2. a list of the applicant's past scientific achievements and research accomplishments,
 3. a project description (title, summary, research tasks) for which the Minigrant will be used,

4. a budget plan detailing the proposed expenses for the Minigrant period, with justifications. The list of eligible costs is provided in Appendix No. 2 to these Regulations,
5. mandatory attachments: a) a project description (maximum one A4 page), b) two substantive opinions about the applicant and the application: one from the supervisor and one from another academic teacher with a habilitation degree or the title of professor, c) two certificates confirming the completion of courses in accordance with § 2(2).
5. The project description mentioned in item 4(5)(a) must include:
 1. objectives of the planned research tasks,
 2. description of research tasks and proposed methodology,
 3. a bibliography.
6. The substantive opinions mentioned in item 4(5)(b) should include an assessment of the applicant's scientific achievements and an evaluation of the project for which the Minigrant is intended.
7. Submission of the Application constitutes acceptance of these Regulations.

§ 3. Minigrant Awarding Rules

1. Applications for Minigrants are reviewed on a rolling basis. Applications submitted in a given month are reviewed no later than the 15th of the following month.
2. Applications are assessed within four thematic panels:
 1. Panel A: Life and Earth Sciences (including disciplines: biological sciences, biotechnology, medical sciences, biomedical engineering, Earth and environmental sciences, and socio-economic geography and spatial management),
 2. Panel B: Exact Sciences (including disciplines: astronomy, computer science, mathematics, chemical sciences, physical sciences),
 3. Panel C: Humanities (including disciplines: linguistics, literary studies, history, archaeology, philosophy, art studies, cultural and religious studies, ethnology and cultural anthropology, Polish studies),
 4. Panel D: Social Sciences (including disciplines: economics and finance, socio-economic geography and spatial management, security sciences, social communication and media sciences, political and administrative sciences, management and quality sciences, legal sciences, sociology, pedagogy, canon law, psychology).
3. The IDUB Project Office evaluates applications based on the criteria in the Evaluation Sheet (Appendix No. 3). The formal evaluation follows a pass/fail principle. If one or more formal criteria are not met, a one-time opportunity to correct the application is permitted within the deadline set by the IDUB Project Office. Corrected applications will be reviewed last. Incomplete or uncorrected applications will not be considered.
4. The substantive evaluation of the application consists of the two attached opinions mentioned in § 2(4)(5)(b).
5. The University of Wrocław provides funding for 12 grants in each of the panels mentioned in item 2, but this number may be increased by decision of the Rector's Representative for the "Excellence Initiative - Research University" project.
6. The final decision on awarding funding is made by the Vice-Rector for Internationalization.

§ 4. Implementation and Settlement of Minigrants

1. The Minigrant implementation period may not exceed 10 months from the date of the agreement between the applicant and the University of Wrocław. Extensions are not allowed.

2. The Minigrant is implemented within the unit where the applicant's supervisor is employed.
3. The Minigrant is executed based on an agreement with the applicant. The agreement template is provided in Appendix No. 4 to these Regulations.
4. Financial resources for the Minigrant are made available upon signing the agreement.
5. The Minigrant is settled based on a final report submitted by the applicant as specified in item 6(1).
6. The required outcomes of the Minigrant implementation include:
 1. submission of a final report to the IDUB Project Office within 30 days after the grant ends (Appendix No. 5),
 2. acknowledgment in the doctoral dissertation/publication that research was funded/partially funded under the "Excellence Initiative - Research University" program for the University of Wrocław.
7. Any changes to the Minigrant implementation after signing the agreement require approval from the IDUB Project Office.
8. All personal data provided by applicants are processed and stored for the purposes of the competition in compliance with applicable laws and are subject to protection. Information on personal data processing is included in Appendix No. 6 to these Regulations.

APPLICATION

for internal Mini-Grant of the University of Wrocław

under the program "Initiative of Excellence – Research University (IDUB)"

A. INFORMATION ON THE APPLICANT

A1.	Name and surname	
A2.	Doctoral college of the Doctoral School	
A3.	Year of education	
A4.	Number of album	
A5.	ORCID number	
A6.	PhD thesis topic	
A7.	Name and surname of the supervisor	
A8.	Unit of the University of Wrocław employing supervisor	
A9.	Address	
A10.	Phone number	

B. SCIENTIFIC ACHIEVEMENTS

B1.	List of Key Publications	
B2.	List of Key Activities and Research Achievements (participation in research projects, conference presentations, etc.)	
B3.	Other Achievements	

C. PROJECT DESCRIPTION

C1.	Project Title	
C2.	Project Summary [max 1000 characters with spaces]	
C3.	Research Tasks	

D. PROJECT BUDGET

No.	Item	Amount	Justification
	Total Costs		

E. DECLARATIONS AND SIGNATURES

1. Applicant's Declaration

I declare that I am familiar with the competition conditions and the rules of its implementation.

I declare that the items listed in section D of the application are not financed from other sources.

I consent to the processing of my personal data contained in the Mini-Grant application by the University of Wrocław for the purpose of conducting the competition, including the publication of the competition results on the IDUB project website.

.....

(Date and Signature)

2. Supervisor's Declaration

I declare that I am familiar with the competition conditions and the rules of its implementation.

I consent to the processing of my personal data contained in the Mini-Grant application by the University of Wrocław for the purpose of conducting the competition, including the publication of the competition results on the IDUB project website.

.....

(Date and Signature)

3. Dean's or Authorized Person's Approval

.....

(Date and Signature)

Attachments:

1. Project description in accordance with § 2(5) of the Regulations.
2. Two substantive opinions in accordance with § 2(4)(5)(b) and § 2(6) of the Regulations.
3. Two certificates confirming course completion in accordance with § 2(2) of the Regulations.

Budget and Costs in Internal Mini-Grants for Doctoral Students of the University of Wrocław under the "Excellence Initiative – Research University (IDUB)" Program

1. The financial resources allocated for the implementation of the Mini-Grant are not subject to any overhead charges.
2. The financial resources allocated for the Mini-Grant may not be used to cover the remuneration of the Applicant or individuals employed at the University of Wrocław under an employment contract.
3. The Mini-Grant budget must be justified in relation to the subject and scope of research, based on realistic calculations, and must specify the expenses covered by the allocated funds as eligible costs.
4. The eligibility of costs included in the Mini-Grant budget is assessed during the application review process.
5. An eligible cost is a cost that can be financed from the IDUB program funds, provided that it meets the following criteria:
 1. It is necessary for the implementation of the Mini-Grant.
 2. It is incurred within the eligibility period, i.e., from the date of contract signing until the completion of the Mini-Grant.
 3. It is justified and cost-effective.
 4. It is identifiable and verifiable.
 5. It complies with the regulations in force at the University of Wrocław.
 6. It has been incurred in accordance with general legal regulations, particularly the Public Procurement Law.
6. Only the following costs related to the implementation of the Mini-Grant may be considered eligible:
 1. Costs of purchasing scientific literature, provided that it is transferred to the University of Wrocław's library collection after the Mini-Grant period.
 2. Costs of reagents and laboratory materials.
 3. Costs of minor laboratory, IT, and office equipment, not exceeding 30% of the granted funding.
 4. Costs of office supplies, stationery, and consumables.
 5. Costs of business trips directly related to the implementation of the grant, subject to § 1(8) of the Regulations.
 6. Costs of external services necessary for the implementation of the grant.

EVALUATION FORM

for the Award of an Internal Mini-Grant at the University of Wrocław
under the "Excellence Initiative – Research University (IDUB)" Program

A. Evaluated Element YES/NO

1. Does the Applicant qualify to apply for the Mini-Grant (§ 1(5-7))?
2. Have all mandatory attachments been included with the application (§ 2(4)(5))?
3. Has the application been submitted using the correct form?
4. Have all fields of the application been completed?
5. Does the application contain the required signatures?
6. Are the budget items of the project eligible costs (Annex No. 2 to the Regulations)?
7. Do both substantive opinions contain the required elements mentioned in § 2(6)?

AGREEMENT NO.

for the Implementation of an Internal Mini-Grant
at the University of Wrocław

Concluded on for the implementation and financing of the Internal Mini-Grant of the University of Wrocław, entitled „.....”, hereinafter referred to as the "Mini-Grant," awarded under the "Excellence Initiative – Research University" (IDUB) program.

The Agreement is made between:

The **University of Wrocław**, with its registered office in Wrocław (50-137), pl. Uniwersytecki 1,
Tax Identification Number (NIP): 896-000-54-08, acting as the Implementer under the IDUB program,
represented by, of the University of Wrocław, acting under the authorization of the Rector of the University of Wrocław, hereinafter referred to as the "University,"

and

Mr./Ms.*
Surname:

First name:

Place of residence:

Organizational unit:
hereinafter referred to as the "Applicant."

§ 1. Subject and Duration of the Agreement

1. This Agreement defines the conditions for the implementation, financing, and settlement of the Mini-Grant entitled „.....”
2. The general principles of implementing and financing the Mini-Grant are specified in the **Regulations for Awarding Internal Mini-Grants for Doctoral Students of the University of Wrocław under the "Excellence Initiative – Research University" (IDUB) program**, which constitutes an integral part of this Agreement.
3. The Agreement is concluded for a fixed term.
4. The start date of the grant implementation is set by the parties as the date of signing the Agreement.
5. The completion date of the grant implementation is set by the parties as
6. The final report submission date shall be no later than 30 days from the completion date of the Mini-Grant.

§ 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 Mini-Grant.
2. The Applicant undertakes to:

1. Use the funds allocated for financing the Mini-Grant in accordance with the research task plan and budget submitted at the application stage; in compliance with the applicable rules for managing public funds and legal regulations; in accordance with the regulations of the University of Wrocław; and in a rational, purposeful, and economical manner.
2. Prepare and submit a final report on the implementation of the Mini-Grant in paper form.
3. Include in their doctoral dissertation/scientific publication an acknowledgment of the source of funding used for conducting research, with the following statement:
"This research was funded/partially funded by the 'Excellence Initiative – Research University' program at the University of Wrocław" (or its equivalent in a foreign language).

§ 3. Financing of the Mini-Grant

1. Based on the submitted application, the University awards the Applicant financial resources for the implementation of the Mini-Grant in the amount of PLN (in words:).
2. The settlement of the funds granted by the University to the Applicant for the implementation of the Mini-Grant is based on documents confirming the incurred expenses, in accordance with the regulations applicable at the University of Wrocław.
3. The allocated financial resources may not be used for purposes other than those specified in the Agreement.
4. Changes to the conditions of the project implementation, as specified in the Agreement, may be made in justified cases upon a written request from the Applicant.
5. The Agreement may be terminated by mutual agreement upon a written request from the Applicant in the event of circumstances beyond the control of the parties that prevent the execution of the Agreement.
6. The University may suspend the financing of the Mini-Grant in the event of unauthorized expenditure of funds, irregularities in the execution of the Agreement, or other circumstances that threaten its implementation. In such cases, the University shall terminate the Agreement with immediate effect by submitting a statement of termination.

§ 4. Final Provisions

1. Any amendments to this Agreement must be made in writing under penalty of nullity.
2. The Agreement is drawn up in two identical copies, one for the Applicant and one for the University.

Applicant:

University of Wrocław:

REPORT

On the implementation of the internal Minigrant at the University of Wrocław

Under the agreement No. entered into on the day for the implementation and financing of the internal Minigrant at the University of Wrocław titled ".....", granted under the "Initiative of Excellence – Research University" (IDUB) program.

Grantee details:

1. Name:
2. Organizational unit:

A. FINANCIAL PART

A1. Breakdown of planned and incurred costs:

Items	Planned	Incurred
Total costs		

A2. Justification for discrepancies in the budget

B. MERITORY PART

B1. Summary (maximum 1000 characters):

B2. Research tasks completed:

1.
2.

B3. Description of the obtained results (maximum 3 A4 pages)

C. SUPERVISOR'S OPINION

Supervisor's opinion on the implementation of the project and the results obtained (up to 1000 characters).

The Polish language shall be the authentic language of the present document. Should this document be made also in other language version, in case of any discrepancies the Polish language version shall prevail.

Place and date of report completion:

Signature of the grantee:

Supervisor's signature:

Information on the Processing of Personal Data

for Participants in the Internal Mini-Grant Competition for Doctoral Students at the University of Wrocław, awarded under the **Regulations for Awarding Internal Mini-Grants for Doctoral Students of the University of Wrocław** within the **"Excellence Initiative – Research University" (IDUB) Program**

In accordance with **Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016** on the protection of natural persons regarding the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (hereinafter referred to as "GDPR"), please be informed that:

1. The **Data Controller**, responsible for ensuring that the processing of your personal data is conducted in accordance with applicable regulations, is **the University of Wrocław**, located at **pl. Uniwersytecki 1, 50-137 Wrocław**.
2. The **Data Controller has appointed a Data Protection Officer**, who can be contacted via email at **iod@uw.edu.pl**.
3. The **personal data of the competition participants** are processed for the purposes of **organizing, conducting, and settling the competition**, including communication with participants regarding the competition. Providing personal data is necessary for the University to fulfill its **public interest tasks**, which include: conducting scientific activities, disseminating and enhancing scientific and cultural achievements, including the collection and sharing of library, informational, and archival resources, as well as engaging in activities for the benefit of local and regional communities (**Article 6(1)(e) of the GDPR in connection with the Act on Higher Education and Science**). Where the processing of data results from **mandatory legal provisions** (e.g., tax and accounting regulations) for the purpose of settling the competition, the legal basis for data processing is **Article 6(1)(c) of the GDPR**.
4. Your data may be shared **only** with **public authorities or entities authorized to obtain them under applicable law** and with **entities with which the University has entered into appropriate data processing agreements**. Additionally, the data may be published within the scope specified on the **IDUB project website**, in accordance with the adopted legal basis for processing (**Article 6(1)(e) of the GDPR**).
5. Furthermore, please be advised that:
 1. Your **data will be stored** for the duration necessary to conduct the competition and process its results, and thereafter, for the period and to the extent required by **applicable law**.
 2. You have the right to **access, rectify, delete, restrict processing, or transfer your personal data**; however, these rights may be **limited by specific legal provisions**.
 3. You have the right to **lodge a complaint with the President of the Office for Personal Data Protection**.
 4. Providing personal data is **voluntary**, but necessary for participation in the competition.
 5. **Decisions regarding the competition results will not be based solely on automated data processing**.