

## **Regulations for Grant Allocation for Young Researchers with a Doctoral Degree from the University of Wrocław to Cover Costs of Active Participation in International Scientific Conferences under the "Excellence Initiative – Research University (IDUB)" Programme**

### **§ 1**

#### **General Provisions**

1. These Regulations define the rules and criteria for awarding grants to young researchers holding a doctoral degree from the University of Wrocław (hereinafter also referred to as the "University") to cover the costs of active participation in international scientific conferences under the Excellence Initiative – Research University programme (hereinafter: IDUB).
2. Whenever these Regulations refer to:
  - 1) a grant – this shall mean a grant for young researchers holding a doctoral degree from the University of Wrocław to cover the costs of active participation in an international scientific conference,
  - 2) an international scientific conference – this shall mean a conference held abroad or in Poland with the participation of international attendees,
  - 3) a young researcher – this shall mean a person who obtained a doctoral degree no more than 7 full calendar years prior to the year of the grant call. Periods of health or childcare leave longer than 3 months are excluded from this time,
  - 4) the regulation – this refers to the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on entitlements of employees in state or local government budgetary units for business travel (Journal of Laws 2023, item 2190),
  - 5) the order – this refers to Order No. 178/2023 of the Rector of the University of Wrocław of 13 July 2023 on the introduction of the Instruction establishing the terms and procedure for delegating and settling travel expenses of University employees and reimbursing travel costs to non-employees.
3. The amount allocated for grants is PLN 500,000 to be used in the 2025 calendar year. This amount may be adjusted upon request of the Rector's Plenipotentiary for the IDUB project, subject to the Rector's approval.
4. The grants aim to support the development of scientific and research competencies of young researchers with a doctoral degree from the University by facilitating contact with the international research community.
5. Grants may be awarded solely to fund active participation (in the form of an oral presentation or poster) in an international scientific conference, according to the application template attached as Appendix No. 1 to these Regulations.
6. Grants are not available to academic staff who have been subject to disciplinary sanctions unless such sanctions were expunged before the application date.
7. Academic staff who are project leaders or members of projects that already include funding for business travel are not eligible to apply.

### **§ 2**

#### **Conditions for Applying for Grants to Cover Costs of Active Participation in International Scientific Conferences for Young Researchers with a Doctoral Degree**

1. The grant may cover the costs of active participation (oral presentation or poster) in an international scientific conference.
2. The requested amount may include the following expenses incurred during the international scientific conference:
  - 1) accommodation costs, documented by invoices or per diems according to the regulation referred to in §1(2)(4). Funded accommodation includes lodging during the conference, one night before and one after,
  - 2) daily allowances, travel costs, local transportation, and per diems specified in the regulation mentioned above,
  - 3) charges for: luggage, toll roads, motorways, and paid parking, as per the regulation.
3. Travel costs are capped according to the straight-line distance (one way) between the origin and the conference location, as follows:
  - a) PLN 1,000 – round trip for distances up to 499 km,
  - b) PLN 2,000 – round trip for distances from 500 to 999 km,
  - c) PLN 3,000 – round trip for distances from 1000 to 2999 km,
  - d) PLN 4,000 – round trip for distances from 3000 to 6000 km,
  - e) PLN 5,000 – round trip for distances above 6000 km.
4. The grant may also cover the conference registration fee, provided it is listed as a separate item in the application.
5. Grants are awarded on a rolling basis until funds allocated for the year are exhausted, in accordance with §1(3).
6. Applications may be submitted after confirmation of acceptance of the presentation (with the title) from the conference organizer.
7. The application must include the direct supervisor's approval for the business travel.
8. Each applicant may submit only one grant application per call.
9. Grants can only be awarded for conferences taking place after the application review date (see §3(6)), and no later than 31 October 2025.

### **§ 3**

#### **Application and Evaluation Procedure**

1. Applications are accepted continuously from the date the order is issued until funds are exhausted, as specified in §1(3).
2. Applicants must submit a completed and signed application in PDF format to: [konferencje.mlodzi@uwr.edu.pl](mailto:konferencje.mlodzi@uwr.edu.pl) along with required attachments.
3. Information about the call opening, schedules, rules, and results will be published on the IDUB project website.
4. Submission of an application implies acceptance of these Regulations by the applicant.
5. Applications must be submitted within the time frame specified in the call announcement. Late applications will not be considered.
6. Applications are reviewed on a rolling basis. Those submitted in a given month will be evaluated by the 15th of the following month.

7. Formal evaluation is conducted by the IDUB Office using the criteria listed in the Evaluation Form (Appendix No. 2). Evaluation is binary: meets/does not meet. Incomplete or uncorrected applications will be disregarded.
8. The budget is subject to verification, and planned expenses are assessed for validity. The awarded amount may be lower than the requested amount. In such cases, the IDUB Office will inform the applicant, who must then accept or reject the revised amount. Rejection will be treated as withdrawal from the grant.
9. Applications that pass formal evaluation are forwarded to the Vice-Rector for International Relations for a final funding decision.
10. The Vice-Rector's decision on funding is final.
11. A list of successful applicants will be published on the IDUB project website.

#### **§ 4**

##### **Grant Agreement and Settlement**

1. Grant implementation is possible only after signing an agreement between the applicant and the University, using the template in Appendix No. 3.
2. After project completion, the grant must be settled. The applicant must submit a written Grant Utilization Report using the template in Appendix No. 4 within 14 days of project completion.
3. Financial settlement is conducted in accordance with the order referred to in §1(2)(5). Reimbursements will be processed via the TETA travel application.
4. Total reimbursed costs cannot exceed the awarded amount or the travel cost limits defined in §2(3).
5. Submitting the Grant Utilization Report with required attachments is a necessary condition for final approval and financial settlement.
6. The report must include:
  - 1) confirmation of active participation in the conference from the organizer,
  - 2) receipts and documents confirming expenses (not applicable to daily allowances or per diem items).
7. Applicants must return the grant funds if:
  - 1) the grant was not implemented,
  - 2) the report was not submitted on time,
  - 3) required documents were not provided.
8. If the applicant did not participate in the event mentioned in §1(5), the grant must be returned in full, and the applicant will be ineligible to apply in future editions.
9. The University will issue a refund request without delay in cases specified in sections 7 and 8.

## **§ 5**

### **Final Provisions**

1. All personal data provided by applicants are processed and stored in accordance with applicable regulations and are protected.
2. The information on personal data processing for participants is included in Appendix No. 5 to these Regulations.



## APPLICATION

**for a grant for young researchers with a doctoral degree from the University of Wrocław  
to cover the costs of active participation in an international scientific conference**

### A. APPLICANT INFORMATION

A1.	First and last name	
A2.	Faculty or extra-faculty unit	
A3.	Institute/Department/Division	
A4.	Date of obtaining doctoral degree	
A5.	Represented discipline	
A6.	Home address	
A7.	Contact phone number	

### B. CONFERENCE INFORMATION

B1.	Organizer	
B2.	Name / Title of the conference	
B3.	Date	
B4.	Place	
B5.	Participant selection method	
B6.	Other	
B7.	Link to the conference or organizer's website	

### C. PRESENTATION INFORMATION

C1.	Presentation format	<i>oral presentation, poster (select one)</i>
C2.	Title of the presentation and keywords	
C3.	Abstract	
C4.	Any co-authors	
C5.	Priority Research Area (POB) – if applicable	

### D. REQUESTED FUNDING INFORMATION

	Item	Amount	Justification / Specification
D1.	daily allowances		
	travel expenses		
	local transportation		
	accommodation		
	other		
	<b>RAZEM D1.</b>		
D2.	Conference fee / registration fee (as per §2 sec. 4 of the Regulations)		
	<b>Razem D2.</b>		
	<b>Razem D1.+ D2.</b>		

## E. DESCRIPTION OF EXPECTED OUTCOMES FROM CONFERENCE PARTICIPATION

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## F. DECLARATIONS AND SIGNATURES

### 1. Applicant's Declaration

*I declare that I am familiar with the conditions for submitting a grant application and the rules for its implementation.*

*I declare that I am not a principal investigator or team member in a grant or project that includes funding for business travel.*

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

*I consent to the processing of my personal data by the University of Wrocław contained in the grant application for the purpose of the recruitment process, including the publication of information about the grant award on the IDUB project website.*

Wrocław, date: \_\_\_\_\_

.....

(signature)

### 2. Approval by the Dean or Head of the Extra-Faculty Unit for Business Travel Delegation

Wrocław, date: \_\_\_\_\_

.....

(signature)

### Attachments

#### 1. mandatory:

- Certificate from the conference organizer confirming acceptance of the submitted presentation and its inclusion in the conference program
- Description of what the conference fee includes

#### 2. optional:

- Conference program



## EVALUATION FORM

### A. FORMAL AND FINANCIAL EVALUATION

Evaluation Criteria	YES / NO
1. Does the application concern an event eligible for funding (§ 1 sec. 5)?	
2. Is the Applicant eligible to apply for the grant (§ 1 sec. 2 point 3)?	
3. Has the Applicant submitted only one application in this recruitment round (§ 2 sec. 8)?	
4. Does the event for which the grant is to be awarded begin after the expected date of application review (§ 2 sec. 9)?	
5. Have all mandatory attachments been included with the application?	
6. Was the application submitted using the correct form?	
7. Was the application submitted on time?	
8. Have all fields in the application been completed?	
9. Does the application contain the required signatures?	
10. Is the participation in the conference active (oral presentation or poster)?	
11. Are the details in section B (points B1, B2, B3, B4, B5) of the application consistent with the information from the organizer?	
12. Are the details in section C (points C1 and C2) of the application consistent with the confirmation received from the organizer?	
13. Has a description of what the registration/conference fee includes been provided? Does the description clearly identify the components of the fee?	
14. If the conference program was attached – is the applicant included in it? Are the details in the program consistent with sections B and C of the application?	
15. Have the costs of conference participation been estimated correctly?	

### C.1 FINAL EVALUATION OF THE GRANT UTILIZATION REPORT

Evaluation Criteria	YES / NO
1. Was the report submitted on time?	
2. Does the report include all required attachments?	
3. Have the report details (agreement number and date, type of event, event information) been filled out correctly?	
4. Was the report signed by the applicant?	
5. Have all parts of the report been completed?	
6. Has the report been approved in terms of content?	



## AGREEMENT

concluded on: ..... between:

University of Wrocław, headquartered in Wrocław (50-137), pl. Uniwersytecki 1, tax identification number NIP 896-000-54-08, represented by ....., Rector of the University of Wrocław, hereinafter referred to as the University,

and

.....  
(full name)

Residential address

.....

Bank account number

.....

hereinafter referred to as the Applicant,

The Parties agree as follows:

### § 1

1. The University grants the Applicant a grant under the “Excellence Initiative - Research University” (IDUB) program, based on the Regulations for awarding grants to young researchers with a doctoral degree from the University of Wrocław to cover the costs of active participation in international scientific conferences under the “Excellence Initiative - Research University (IDUB)” program, for the Applicant’s participation in the international scientific conference referred to in the grant application, which is an attachment to this agreement.
2. The grant is implemented during the period from ..... to ....., according to the date specified in the grant application.
3. The Parties mutually agree that the grant awarded up to the amount of ..... (i.e., the amount specified in the preliminary cost calculation in the grant application) will be paid according to the rules consistent with § 4 of the Regulations, taking into account the provisions of the Regulation of the Minister of Labor and Social Policy of January 29, 2013, on entitlements due to employees employed in a state or local government budgetary unit for business travel (Journal of Laws of 2023, item 2190), Regulation No. 178/2023 of the Rector of the University of Wrocław dated July 13, 2023, concerning the introduction of the Instruction determining the conditions and procedures for delegating and settling business travel costs of University of Wrocław employees, reimbursement of travel costs for persons who are not employees of the University of Wrocław, and limits specified in § 2 sec. 3 of the Regulations.
4. Financial settlement of the grant is made via the TETA delegation application within 14 days from the date of completion of the grant implementation.



5. The total amount of payments made to the Applicant cannot exceed the granted amount of the grant.
6. Substantive acceptance and final settlement of the grant are based on the evaluation of the Grant Utilization Report.
7. The granted financial resources may not be spent on purposes other than those specified in the agreement.
8. In case of a negative evaluation of the implemented grant, failure to submit the Report on time, or failure to submit required documents for settling the received funds, the Applicant is obliged to return the granted funds and is not eligible to apply for funds in subsequent grant application rounds. The beneficiary will be informed about this in an appropriate letter, specifying the deadline enabling re-entry to the application process.

## § 2

The Applicant undertakes to:

- 1) actively participate in the international scientific conference referred to in the grant application,
- 2) use the granted funds to finance the grant in accordance with applicable public fund management rules, laws, and regulations in force at the University of Wrocław,
- 3) submit the Grant Utilization Report within 14 days from the completion date of the grant implementation,
- 4) not act to the detriment of the University of Wrocław during the grant implementation.

## § 3

1. The Applicant acknowledges that during the stay in the destination country, insurance must be secured. The minimum insurance coverage includes basic health insurance and accident insurance.
2. The Applicant declares having been informed about the necessity to have appropriate insurance covering medical treatment costs abroad and accident consequences. The obligation to obtain the European Health Insurance Card (EHIC) at the National Health Fund (NFZ) or to purchase insurance lies with the Applicant.

## § 4

1. This agreement comes into effect on the date of signing.
2. Any amendments to this agreement, as well as its termination or withdrawal, require written form under penalty of nullity.

## § 5

The agreement has been drawn up in two identical copies, one for each party.

## § 6

An integral part of this agreement is the Grant Application.

.....  
University of Wrocław

.....  
Applicant



**REPORT**  
**ON THE USE OF THE GRANT**

to cover the costs of active participation in international scientific conferences  
for young researchers with a doctoral degree from the University of Wrocław

Report under agreement no. ....\* concluded on ..... regarding the implementation and  
financing of the grant awarded under the “Excellence Initiative – Research University” (IDUB)  
in the ..... edition of the call.

The grant was awarded to cover the costs of active participation in an international scientific  
conference.

Title of the conference: .....

Date: .....

Place: .....

**APPLICANT:**

A1. Full name

A2. Institute / Faculty

A3. Represented discipline

Substantive description – effects, outcomes of the trip and participation in the conference:  
(up to 1000 characters)

Place and date of report completion: .....

Applicant's signature: .....

**Information regarding the processing of personal data for persons applying for a grant to cover the costs of active participation in international scientific conferences for young researchers with a doctoral degree from the University of Wrocław under the “Excellence Initiative – Research University (IDUB)” program**

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

1. The administrator responsible for ensuring that the processing of your personal data is carried out in accordance with the regulations is the University of Wrocław, pl. Uniwersytecki 1, 50-137 Wrocław;
2. The administrator has appointed a Data Protection Officer, who can be contacted via email: [iod@uwr.edu.pl](mailto:iod@uwr.edu.pl);
3. Your personal data will be processed by the University of Wrocław:
  - . based on Article 6(1)(a) GDPR, i.e., your consent, for the purpose of conducting the grant application process, including publishing results on the IDUB project website;
  - . based on Article 6(1)(c) GDPR, for the purpose of fulfilling legal obligations related to the application process results;
4. Your data may be disclosed only to authorities or public entities authorized to obtain data under applicable law and to entities with whom the University has concluded relevant data processing agreements, as well as published on the IDUB project website based on your consent;
5. Furthermore, please be informed that:
  - . Your data will be stored for the period necessary to conduct the application process and its results, and thereafter for the period and scope required by applicable law;
  - . You have the right to withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal. You have the right to access, rectify, erase, restrict processing, or transfer your personal data. However, these rights may be limited by specific legal provisions;
  - . You have the right to lodge a complaint with the President of the Personal Data Protection Office;
  - . Providing your data is voluntary but necessary to participate in the grant application process;
  - . Decisions regarding the outcome of the application process will not be based solely on automated data processing.