Appendix No. 2 to Regulations

**AGREEMENT No.** *(number given by the IDUB Project Office)*  
**on funding investment in a competition for projects aiming to purchase equipment within the „Excellence Initiative– Research University” project implemented at the Warsaw University of Technology**

signed on (date) .................... between:

*Professor Małgorzata Lewandowska, PhD, DSc* **– Head of Management Team of the „Excellence Initiative– Research University” project at the Warsaw University of Technology,**

hereinafter referred to as „Head of IDUB”

and

***«****Name of the unit - Faculty or Institute»,*  
represented by:

**«***Name of the unit* **»,** represented by:

*«Head of the unit» - «Function of the head of the unit»*.

1. The Head of IDUB shall transfer funds for implementing projects aiming to purchase equipment amounting to PLN «Total amount» (in words PLN «Amount in words») to the Implementing unit, following the list in Appendix No. 1 to the Agreement.
2. The amount specified in section 1 shall be the amount of funding from the IDUB project for the purchase of the equipment. The Implementing unit shall pay a deposit.
3. The Implementing unit shall purchase the equipment specified in applications constituting an integral part of this Agreement in compliance with:
4. Generally applicable laws
5. Provisions of this Agreement
6. Principles arising from the competition documentation including terms and conditions of the competition for equipment grants
7. The information included in the application
8. Internal regulations applicable at the Warsaw University of Technology
9. If the purchasing price of the equipment is lower than PLN 200,000, the Implementing unit shall not obtain the funding for its purchase within this Agreement, which shall be terminated upon the request of the Head of IDUB.
10. If the purchasing price of the equipment is higher than specified in the Application, the Implementing unit’s deposit shall be increased, or this Agreement shall be terminated upon the request of the Implementing unit.
11. The parties shall accept the day of signing this Agreement as the commencement date of the project, and the project shall be completed within 30 days from signing the record of equipment reception, but the period of project implementation may be no longer than 24 months.
12. The Head of the Project shall achieve the outcomes specified in the Application within two years from the completion of the project implementation, in compliance with the IDUB project indices.
13. The funding granted for the implementation of the project shall be at the disposal of the head of the Implementing unit in agreement with the Head of the Project.
14. The Implementing unit shall make available any items of property of the unit indispensable for the implementation of the project and shall provide administrative and accounting services.
15. The Implementing unit shall keep separate accounting records for the project.
16. The funding transferred to the Implementing unit and unused until the completion of the individual projects shall return to the Head of IDUB.
17. The final acceptance of the implementation outcomes shall be given by a competition committee ………. in a mode specified by the Regulations of the competition.
18. Any amendments to the provisions of this Agreement shall constitute an appendix and shall be made in writing.
19. Appendices to this Agreement shall constitute its integral part.
20. This Agreement has been executed in two counterparts, one for each Party.

**Appendices:**

1. List of projects eligible for funding
2. Applications for funding (2.1 Application for funding a project No. 1, 2.2 Application for funding a project No. 2, …).

|  |  |
| --- | --- |
| ***Head of IDUB***  *......................................................................*  *(stamp of the IDUB Project Office)*  *......................................................................*  *(stamp and signature of the Head of IDUB)*  *......................................................................*  *(stamp and signature of the Bursar’s Proxy)* | ***Implementing unit***  *......................................................................*  *(stamp of unit)*  *......................................................................*  *(stamp and signature of the Head of Unit)*  *......................................................................*  *(stamp and signature of the Bursar’s Proxy)*  *......................................................................*  *(stamp and signature of the Head of Project)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **No.** | **Applicant (title/degree, first name and surname)** | **Faculty/Institute** | **Project title** | **Budget** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Appendix No. 1 to Agreement

**List of projects eligible for funding:**

*..............................................................................*

*(Signature of the Chairperson of the competition committee)*

Appendix No. 3 to Regulations

**TEMPLATE FOR INDIVIDUAL REPORT**

**ON THE IMPLEMENTATION OF THE PROJECT AIMING TO PURCHASE EQUIPMENT**

Head of the Project: …………………………………………………………………………………………………..

Project title: ……………………………………………………………………………………………….………

**1.** **List of purchased equipment (please attach a copy of the invoice and the record of reception)**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Amount** | **including** | | |
| ***IDUB*** | ***Deposit*** | ***% of deposit*** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| … |  |  |  |  |  |
| **Total:** | | |  |  |  |

……………………….………………………………………….…………………

*(stamp and signature of the Bursar’s Proxy) (stamp and signature of the Head of the Project)*

……………………….………………… ……………………….…………………

*(stamp and signature of the Faculty Dean) (stamp and signature of the Director of Institute)*

Appendix No. 4 to Regulations

**TEMPLATE FOR FINAL REPORT**

**ON THE IMPLEMENTATION OF THE PROJECT AIMING TO PURCHASE EQUIPMENT**

Head of the Project:: …………………………………………………………………………………………………..

Project title: ……………………………………………………………………………………………….………

**1. Table of measurable outcomes of the project implementation confirmed by appendices** (In compliance with the table in item B.2 of the Application within a competition for projects aiming to purchase equipment).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Type of outcome** | **Declared values** | **Achieved values** | Details of achieved indices/ actions taken to achieve them (including the publication title, type and date of the competition, a list of units which contributed to achieving the outcome, etc.) |
| 1 | Obtaining external funding for research |  |  |  |
| Including within international projects |  |  |  |
| 2 | Publication of papers in journals and conference papers from the upper decile (paper approved for printing) |  |  |  |
| Including within international collaboration |  |  |  |
| 3 | Commencement or development of collaboration with leading international universities or research institutions completed with submitting a research application and/or scientific publications within international collaboration |  |  |  |
| 4 | Commencement of collaboration with industrial partners, completed with obtaining funding for research minimum twice as high as the research project budget |  |  |  |
| 5 | Other outcomes |  |  |  |

……………………….…………………

*Stamp and signature of the Head of the Project)*

……………………….………………… ……………………….…………………

*(stamp and signature of the Faculty Dean) (stamp and signature of the Director of Institute)*

Appendix No. 5 to Regulations

**RECORD OF EVALUATION AND RECEPTION OF THE PROJECT**

Head of the Project: …………………………………………………………………………………………………..

Project title: ……………………………………………………………………………………………….………

|  |
| --- |
| **COSTS** |

Planned PLN ……………………, Incurred PLN…………………….

Deposit**:**  ….. %

The purchased equipment complies with the application. YES NO

The intended outcomes have been achieved. YES NO

|  |
| --- |
| **COMMITTEE** |

Chairperson: ………………………………………..

Members: 1. …………………………………….

2. …………………………………….

3. …………………………………….

|  |
| --- |
| **DECISION** |

The Committee hereby confirms that the project:

has been correctly implemented. has been partially implemented. has been incorrectly implemented.

Committee’s comments:

The Committee requests the financial settlement of the entire project, i.e. PLN ….………….

The Committee requests a return of the amount of PLN …………………….., following section 11 of the Agreement.

……………………….………………… ……………………….…………………

*date stamp and signature of the Chairperson of the committee*

|  |  |
| --- | --- |
| **Date:** |  |
| **Stamp and signature of the Head of IDUB:** |  |

***Appendices:***

1. *Individual report on the project implementation*
2. *Final report on the project implementation*