Appendix No. 2 to Regulation No. 109/2022 of the WUT Rector

**Agreement No. …** **for the employees of the Warsaw University of Technology
supporting the preparation and publication of a monograph by a prestigious international publisher** titled:…………………………………………………………………………………………………

…………………………………………………………………………………………………

concluded on (date) .................... by:

*……………………………………………..*– Head of Management Team for “Excellence Initiative: Research University” Project at the Warsaw University of Technology, hereinafter referred to as “Head of IDUB”

and

WUT organizational unit ……………………………………………………, hereinafter referred to as “implementing unit”

and the head of grant ……………………………………………………

1. The head of grant shall prepare and submit a *book proposal* to a level II publisher from the list of publishers (up-to-date as of the day of proposal submission) publishing reviewed scientific monographs prepared by the Minister of Education and Science
(hereinafter referred to as a level II publisher) in accordance with the information included in the application and shall prepare and submit a publication to a level II publisher as long as the publisher shows their interest in releasing the monograph.
2. To fund the grant implementation, the following amount shall be awarded from the resources of the IDUB programme: PLN …............ (in words PLN: ................................................................)
to be divided into:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Estimated costs** | **…. (year)** | **…. (year)** | **Total** |
| **I.** | **Total direct costs** |  |  |  |
| 1 | Remuneration and related items  |  |  |  |
| 2 | Costs of teaching load reduction  |  |  |  |
| 3 | Costs of proofreading |  |  |  |
| 4 | Other costs (materials, trips, surveys, other services, among others) |  |  |  |
| **II.**  | **Indirect costs** (15%) |  |  |  |
| **III.**  | **Total costs** |  |  |  |

1. Funding transfers between cost categories planned in the application amounting up to a total of 15% of “Total direct costs”, as compared to the primary amount specified in the estimated costs, shall not require the consent of the Head of IDUB.
2. The Parties shall set the day of concluding the Agreement as the commencement date for the grant implementation, and the completion date shall be the last day of the month following the month in which the stage was completed, i.e. the publication was prepared and submitted to a level II publisher (§ 3 section 1 item 2 of the WUT Rector’s Regulation on the announcement of the competition supporting the preparation and publication of a monograph by prestigious international publishers) or the last day of the month following the month in which the third at most attempt of submitting a *book proposal* (or its equivalent to a given publisher) was rejected or after 24 months from the day of concluding the agreement.
3. The implementing unit shall share the assets of the unit indispensable for the grant implementation and shall provide administrative and accounting services for the grant implementation by the administration of the unit.
4. Funding awarded for the grant implementation shall be at the disposal of the head of the implementing unit in agreement with the head of grant.
5. The implementing unit shall maintain separate accounting records for the grant.
6. The head of grant and implementing unit shall implement the grant in compliance with:
7. the aim of the competition,
8. generally applicable laws,
9. provisions of this Agreement
10. the WUT Rector’s Regulation on the announcement of the competition supporting the preparation and publication of a monograph by prestigious international publishers,
11. internal legal regulations applicable at the Warsaw University of Technology.
12. In the case of failure to submit the *book proposal* (or its equivalent to a given publisher) to a declared level II publisher, the implementing unit shall return the whole amount of awarded funding to the disposal of the Head of IDUB.
13. The grant shall be settled based on the record of evaluation and receipt of the internal grant submitted within 30 days of the completion of the grant implementation.
14. Funding transferred to the implementing unit and not used until the completion date of the grant shall be returned to the disposal of the Head of IDUB.
15. This Agreement has been executed in three counterparts, one for each Party to this Agreement.

|  |  |
| --- | --- |
| ***Head of IDUB****......................................................................*  *(stamp of IDUB Project Office)* *......................................................................*  *(stamp and signature of Head of IDUB)* *......................................................................* *(stamp and signature of bursar’s proxy)* | ***Implementing unit****......................................................................*  *(stamp of unit)* *......................................................................*  *(stamp and signature of head of unit)* *......................................................................*  *(stamp and signature of bursar’s proxy)* *......................................................................**(signature of head of grant)*  |

 Appendix No. 3 to Regulation No. 109/2022 of the WUT Rector

**Record of evaluation and receipt of an internal grant for employees of the Warsaw University of Technology**

**planning to publish a monograph with a Level II publisher**

Grant working title: “… …”

WUT organizational unit .............................................................................................................

Head of grant (surname and first name, title and academic degrees, SAP number) ............................................................................................................................................................

1. The implementing unit and head of grant:

a) declare that the manner of implementation and completion of the grant complies with the WUT Rector’s Regulation on the announcement of the competition supporting the preparation and publication of a monograph by prestigious international publishers,

b) submit the following financial settlement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Costs** | **…. (year)** | **…. (year)** | **Total** |
| **I.** | **Total direct costs** |  |  |  |
| 1 | Remuneration and related items  |  |  |  |
| 2 | Costs of teaching load reduction  |  |  |  |
| 3 | Costs of proofreading |  |  |  |
| 4 | Other costs (materials, trips, surveys, other services, among others) |  |  |  |
| **II.**  | **Indirect costs** (15%) |  |  |  |
| **III.**  | **Total costs** |  |  |  |

c) submit the timetable of conducted work:

Amount awarded: PLN…………….. Amount used: PLN…………........

\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date bursar’s proxy head of grant head of implementing unit

2. The IDUB Project Office:

1. confirms that the head has submitted a *book proposal* or its equivalent to a level II publisher.

 yes □ no □

1. has delivered a copy of the review (or reply from the publisher) of the submitted *book proposal.*

yes □ no □

3. Committee for Publications:

Chairperson:

Members: 1)

 2)

 3)

4. Decision of the Committee for Publications:

a) Committee’s evaluation:

b) justification for evaluation:

c) The Committee shall request the settlement of the total amount of the grant, i.e. PLN… / The Committee shall request the return of the awarded grant, in compliance with § 9 of the Agreement, i.e. PLN ………..

5. There being no further comments, the report was concluded and signed by:

Chairperson of the Committee for Publications: ……………………

Members: ……………………

……………………

……………………

6. Head of IDUB approves of the record.

 ..................... …........................

date Head of IDUB

The Record has been executed in three counterparts, one for each Party.