Appendix No. 3 to the Regulations

**AGREEMENT No.** *(number given by the IDUB Project Office)*  
**on funding a project in the competition for teacher grants 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 unit* **»,** represented by:

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

hereinafter referred to as „Implementing unit”.

1. The Head of IDUB shall transfer funds for implementing teacher grants 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 Implementing unit shall implement actions specified in applications constituting an integral part of this Agreement in compliance with:
3. Generally applicable laws
4. Provisions of this Agreement
5. Principles arising from the competition documentation including terms and conditions of the competition for teacher grants
6. The information included in the application
7. Internal regulations applicable at the Warsaw University of Technology
8. The Parties shall accept ………………. (date) as the commencement date of the implementation of the project(s), and the last day of classes in the academic year 2021/22 as the completion date.
9. Cost estimate of the project(s) under this Agreement shall be Appendix No. 2 to this Agreement.
10. 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.
11. 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.
12. The Implementing unit shall keep separate accounting records for the project.
13. The funding transferred to the Implementing unit and unused until the completion of the project/individual projects shall return to the Head of IDUB.
14. The final acceptance of the implementation outcomes shall be given by ………. in a mode specified by the Regulations of the competition.
15. Any amendments to the provisions of this Agreement shall constitute an appendix and shall be made in writing.
16. Appendices to this Agreement shall constitute its integral part.
17. This Agreement has been executed in two counterparts, one for each Party.

**Appendices:**

1. A list of research projects eligible for funding
2. Cost estimates of projects (2.1 Cost estimate of a project No. 1, 2.2 Cost estimate of a project No. 2, …)
3. Applications for funding (3.1 Application for funding of a project No. 1, 3.2 Application for funding of 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 the Unit)*  *......................................................................*  *(stamp and signature of the Head of Unit)*  *......................................................................*  *(stamp and signature of the Bursar’s Proxy)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Appendix No. 1 to the Agreement | |
|  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **List of projects eligible for funding (under the Agreement)** | | | |  |
|  |  |  |  |  |
| **No.** | **Applicant (title/degree, first name and surname)** | **Faculty/Institute** | **Project title** | **Budget** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | ….......................................................... |  |
|  |  |  | Signature of the  Chairperson of the competition committee |  |

*Appendix No. 2 to the Agreement*

**Cost estimate of the project**

**title: ……………………………………………………………………………………**

headed by: …………………………………………………………………..

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **No.** | **Planned costs** | | **2021** | **2022** | **Total** |
|  | **I.** | **Total direct costs** | | 0.00 | 0.00 | 0.00 |
|  | 1 | Fixed assets | | 0.00 | 0.00 | 0.00 |
|  | including | with a value from PLN 3,500 to 10,000 |  |  | 0.00 |
|  | with a value exceeding PLN 10,000 |  |  | 0.00 |
|  | 2 | Remuneration and related items | | 0.00 | 0.00 | 0.00 |
|  | 3 | Other direct costs | |  |  | 0.00 |
|  | **II.** | **Indirect costs** *(15%)* | | 0.00 | 0.00 | 0.00 |
|  | **III.** | **Total costs** | | 0.00 | 0.00 | 0.00 |

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

**Declaration of the Head of Project**

I hereby agree to implement the project in compliance with the description and timetable included in the submitted Application within the competition for teacher grants, constituting an integral part of this Agreement, the aforementioned cost estimate, and other provisions of this Agreement.

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

*(signature of the Head of Project)*

Appendix No. 4 to the Regulations

**FINAL REPORT**

**on the project implementation**

**title: ……………………………………………………………………………………**

headed by: …………………………………………………………………..

1. The description of the completed work:
2. Planned and incurred costs

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost category** | | | **2021** | | **2022** | | **Total** | |
| Planned | Incurred | Planned | Incurred | Planned | Incurred |
| 1. Total incurred costs including: | | |  |  |  |  |  |  |
| 1. | Fixed assets | |  |  |  |  |  |  |
| including | with a value from PLN 3,500 to 10,000 |  |  |  |  |  |  |
| with a value exceeding PLN 10,000 |  |  |  |  |  |  |
| 2. | Remuneration and related items | |  |  |  |  |  |  |
| 3. | Other direct costs | |  |  |  |  |  |  |
| 1. Mark-ups *(15%)* | | |  |  |  |  |  |  |
| 1. Total costs | | |  |  |  |  |  |  |

1. List of contributors’ names

|  |  |
| --- | --- |
| **Contributor**  (name and surname, title/academic degree, position, place of employment) | **SAP Number** |
| 1 |  |
| 2 |  |
| 3 |  |

………………………………………………..……

(date)

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

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

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

(Faculty Dean) (Director of Institute – *if applicable*)

Appendix No. 5 to the Regulations

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

**title: ……………………………………………………………………………………**

headed by: …………………………………………………………………..

|  |  |
| --- | --- |
| **Planned costs (PLN):** |  |
| **Incurred costs (PLN):** |  |
| **Committee:** | |
| **Chairperson: ……………………………………..**  **Members:**   1. **…………………..** 2. **…………………..** 3. **…………………..** | |
| **The Committee hereby declares that the project** | |
| * has been correctly implemented. * has been partially implemented. * has been incorrectly implemented. | |
| **Comments of the Committee:** | |
|  | |
| **The Committee shall request:** | |
| * the total settlement of the project, i.e. PLN ……….…………. * the return of the funding, i.e. PLN …………………….., in compliance with §8 of the Agreement | |
| **Date:** |  |
| **Signature of the Chairperson of the Committee:** |  |
| **Stamp and signature of Head of IDUB:** |  |

***Appendices:***

*- final report on the project implementation*