

THE WARSAW UNIVERSITY OF TECHNOLOGY  
**Regulation No 201/2021**  
of the Rector of the Warsaw University of Technology  
of 3 August 2021

**on the announcement of a competition for internal grants for the employees of the  
Warsaw University of Technology, supporting an application submitted in the European  
Research Council (ERC) competition**

Under Article 23 section 1, in conjunction with Article 389 sections 1 and 2 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2021 item 478), and following the Agreement No 04/IDUB/2019/94 of 30 December 2019 signed between the State Treasury represented by the Minister of Science and Higher Education and the Warsaw University of Technology, it is resolved as follows:

§ 1

We hereby announce a competition for internal grants funded by the project “Excellence Initiative – Research University”, hereinafter referred to as project “IDUB”, for the employees of the Warsaw University of Technology, supporting the application submitted in the European Research Council (ERC) competition.

§ 2

1. Application for an internal grant for the employees of the Warsaw University of Technology planning to participate in the ERC competition, hereinafter referred to as “Application”, supported by the head of basic organisational unit, prepared according to the template constituting Appendix No 1 to this Regulation, shall be submitted by the head of grant in paper to the Centre for Project Service (COP) or as a scan to [dpm@pw.edu.pl](mailto:dpm@pw.edu.pl).
2. The closing dates for applications in subsequent calls shall be announced on the websites of COP ([www.cop.pw.edu.pl](http://www.cop.pw.edu.pl)) and project IDUB ([www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl)).
3. One grant shall be awarded per one employee of the Warsaw University of Technology.
4. The funds awarded for the grant may be used to finance actions aiming to prepare the application for the ERC grant, specifically:
  - 1) remuneration:
    - a) of the head of grant and grant implementors who are employees of the Warsaw University of Technology; the remuneration may be paid as a task-related allowance, in compliance with the Regulations on the Employee Remuneration at the Warsaw University of Technology
    - b) implementors who are not employees of the Warsaw University of Technology, including students and doctoral students; the remuneration shall be paid under a civil-law agreement
  - 2) the preparation of the evaluation of the application by an expert, translation and linguistic consultation on the application
  - 3) a trip to a foreign centre to start a collaboration or consult on the application
5. No material assets (equipment and fixed assets) must be purchased with the awarded grant.
6. The maximum amount of funding for the submitted application for a grant (including indirect costs specified in compliance with the WUT Rector’s Regulation No 12/2019 on the principles, methodology, and indices applied in the settlement of direct and faculty costs at the Warsaw University of Technology) amounts to PLN 25 000 and shall be transferred to the unit in which the head of grant is employed.

- c) If an application is submitted to the ERC as a result of the grant implementation and the application reaches the second stage of evaluation, upon the request of the head of Management Team of project IDUB, hereinafter referred to as "Head of IDUB", the Rector shall award the head of grant with an allowance for academic activity amounting to PLN 6 000. If the application submitted to the ERC is awarded funding, the head of grant shall receive PLN 12 000 (in compliance with the Regulations on the Employee Remuneration at the Warsaw University of Technology).
7. The head of grant shall not be a beneficiary of competitions for research projects as part of project IDUB if the application for the ERC grant has been declared as an outcome in these projects.

### § 3

1. Applications are evaluated by the Competition Committee for ERC Grants, appointed by the Rector in a separate Regulation. If justified, the Committee may ask external experts for an opinion.
2. The criteria for the evaluation of the Application include:
  - 1) the originality of the subject
  - 2) the scientific level of the project
  - 3) academic achievements of the applicant
3. The decision on awarding the grant shall be taken by the Head of IDUB based on the opinion of the Competition Committee for ERC Grants.
4. The Application is evaluated by the Competition Committee for ERC Grants within 1 month of the closing date.

### § 4

1. The Dean may decide on a reduced teaching load for the head of grant after consulting the Head of IDUB.
2. The head of grant shall receive the following individual support from COP:
  - 1) COP helps to prepare the agreed parts of the application for the applicant.
  - 2) COP acts as an agent to contact the National Contact Point.
  - 3) COP helps in the preparation of the application in terms of editing, graphic design, and the visual side.
3. Upon the request of the head of grant, the Competition Committee for ERC Grants shall offer substantive consultations using its competence and experience, as well as organize a presentation for the head of grant who has reached this stage of the ERC competition.

### § 5

1. To start the grant implementation, it is indispensable to sign an Agreement whose template constitutes Appendix No 2 to this Regulation.
2. The completion date of the grant implementation shall be the last day of the month with the closing date for the applications for the European Research Council competition specified in the application.
3. To settle the grant, it is indispensable to submit an application to the European Research Council and submit a review of the application after the first stage of the evaluation to COP. Failure to submit the application to the European Research Council in the declared competition will lead to the obligation to return the total awarded funds to the head of IDUB.

4. The settlement of the grant is conducted based on the Record of evaluation and reception of the grant, which is Appendix No 3 to this Regulation, which shall be submitted to COP within 14 days of the date of receiving a review from the ERC Executive Agency.
5. The evaluation of the grant implementation and reception shall be conducted by the Competition Committee for ERC Grants through COP.
6. The Record of evaluation and reception of the grant is executed in 4 counterparts, one for each Party of the Agreement and one for COP. All documents shall be submitted and any confusion shall be addressed through COP.
7. All matters unregulated herein and any disputes shall be settled by the Vice-Rector for Development.

§ 6

This Regulation enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba, PhD, DSc

**Application for an internal grant for employees of the Warsaw University of  
technology planning to participate in the ERC competition**

**A. KEY DATA**

- Personal data of the Applicant (head of the grant)

*First name and surname, title/academic degree, SAP number*

1. Contact: work telephone number, work e-mail
2. Organizational unit at WUT
3. The panel, detailed panel, and key words associated with the panel. Possibility to indicate more than one panel. The panel is selected in accordance with the list in the ERC competition documentation.

**B. PROJECT DESCRIPTION**

Description of an idea for the ERC grant in English (up to 5 pages, font 11)

1. *Project objectives and the current state of knowledge in a given field*
2. *Methodology*
3. *Implementation (experience, anticipated collaboration, risk)*
4. *Originality and innovativeness of the project*

**C. COST ESTIMATE WITH JUSTIFICATION**

No	Content	Value [PLN] ..... year	Value [PLN] ..... year	Value [PLN] Total
1.	Remuneration with related income			
2.	Other costs (materials, trips, services, among others)			
3.	Indirect costs (15%)			
<b>Total:</b>				

Justification of the estimated item:

**D. OBLIGATION OF HEAD OF GRANT TO SUBMIT AN APPLICATION FOR  
ERC**

I hereby obligate myself to submit an application for the ERC grant in the nearest competition:

- ERC Starting Grant
- ERC Consolidator Grant
- ERC Advanced Grant

ERC Synergy Grant

I declare I have read and familiarised myself with the rules of the competition and accept them.

Date:

Signature of head of grant:

Stamp and signature of the Bursar's Proxy:

Stamp and signature of the head of unit:

**By submitting this Application, I accept that if the funding is granted, the name and surname of the head of the project, as well as the project title and the amount of the awarded funding will be published in the information on the competition and its results.**

#### **E. EVALUATION OF APPLICATION**

Opinion of the Competition Committee for ERC Grants:

The proposed amount of grant is:

Signature of the chairperson of the Competition Committee for ERC Grants:

Decision on awarding the funding:

positive                       negative

Date:

Stamp and signature of Head of IDUB:

## **Information clause**

Under Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the European Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, Journal of Laws EU L 119/1 of 4 May 2016), hereinafter referred to as „GDPR”, the Warsaw University of Technology announces that:

1. The administrator of your personal data is the Warsaw University of Technology with its registered seat at pl. Politechniki 1, 00-661 Warsaw.
2. The Administrator has appointed the Inspector for Data Protection (IOD - Inspektor Ochrony Danych), who ensures that the data are processed lawfully, and can be contacted via email: iod@pw.edu.pl: iod@pw.edu.pl.
3. The Administrator shall process the personal data included in the application to the competition for internal grants for employees of the Warsaw University of Technology, supporting the application to the competition of the European Research Council (ERC) and personal data included in the Curriculum vitae.
4. Your personal data shall be processed by the Administrator in the application submitted in the competition for internal grants for employees of the Warsaw University of Technology, supporting the application submitted in the European Research Council (ERC) competition in compliance with Article 6 section 1 point f) of GDPR.
5. The Warsaw University of Technology shall not transfer your data outside the European Economic Area.
6. You shall have the right to access your personal data, the right to request the correction or deletion of the data, the right to request a restriction to process your personal data and object to processing your data. Since the data are not processed based on your consent, the right to data portability does not apply.
7. Your personal data shall not be disclosed to any other subjects (administrators) except for the subjects entitled, in compliance with generally applicable laws.
8. Subjects (processing subjects) commissioned by the Warsaw University of Technology to perform actions that may relate to personal data processing may have access to your personal data.
9. The Warsaw University of Technology shall not subject you to automated decision-making, including your profiling.
10. You shall provide your personal data voluntarily. Nevertheless, failure to do so renders it impossible to participate in the competition “internal grants for employees of the Warsaw University of Technology, supporting the application in the European Research Council (ERC) competition”.
11. Your personal data shall be processed for perpetual archiving and for the period indispensable to secure any possible claims.
12. If you think your data protection rights as specified in GDPR have been breached, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.

## **Curriculum vitae (up to 4 pages)**

- **PERSONAL INFORMATION**

Family name, First name:

Researcher unique identifier(s) (such as ORCID, Research ID, etc. ...):

URL for the website:

- **EDUCATION**

*example:*

199? PhD

Name of Faculty/ Department, Name of University/ Institution, Country and PhD supervisor

199? Master

Name of Faculty/ Department, Name of University/ Institution, Country

- **CURRENT POSITION(S)**

*example:*

201? – Current Position

Name of Faculty/ Department, Name of University/ Institution/ Country

200? – Current Position

Name of Faculty/ Department, Name of University/ Institution/ Country

- **PREVIOUS POSITIONS**

*example:*

200? – 200? Position held

Name of Faculty/ Department, Name of University/ Institution/ Country

200? – 200? Position held

Name of Faculty/ Department, Name of University/ Institution/ Country

- **FELLOWSHIPS AND AWARDS**

*example:*

200? – 200? Scholarship, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

200? Award, Name of Institution/Country

199? – 199? Scholarship, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- **SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS**

*example:*

200? – 200? Number of Postdocs/ PhD/ Master Students

Name of Faculty/ Department/ Centre, Name of University/ Institution/ Country

- **TEACHING ACTIVITIES (if applicable)**

*example:*

200? – Teaching position – Topic, Name of University/ Institution/ Country

200? – 200? Teaching position – Topic, Name of University/ Institution/ Country

- **ORGANISATION OF SCIENTIFIC MEETINGS (if applicable)**

*example:*

201? Please specify your role and the name of event / Country

200? Please specify type of event / number of participants / Country

- **INSTITUTIONAL RESPONSIBILITIES (if applicable)**

*example:*

201? – Faculty member, Name of University/ Institution/ Country

201? – 201? Graduate Student Advisor, Name of University/ Institution/ Country

200? – 200? Member of the Faculty Committee, Name of University/ Institution/ Country

200? – 200? Organizer of the Internal Seminar, Name of University/ Institution/ Country

200? – 200? Member of a Committee; role, Name of University/ Institution/ Country

- **REVIEWING ACTIVITIES (if applicable)**

*example:*

201? – Scientific Advisory Board, Name of University/ Institution/ Country

201? – Review Board, Name of University/ Institution/ Country

201? – Review panel member, Name of University/ Institution/ Country

201? – Editorial Board, Name of University/ Institution/ Country

200? – Scientific Advisory Board, Name of University/ Institution/ Country

200? – Reviewer, Name of University/ Institution/ Country

200? – Scientific Evaluation, Name of University/ Institution/ Country

200? – Evaluator, Name of University/ Institution/ Country

- **MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)**

*example:*

201? – Member, Research Network “Name of Research Network”

200? – Associated Member, Name of Faculty/ Department/Centre, Name of University/  
Institution/ Country

200? – Founding Member, Name of Faculty/ Department/Centre, Name of University/ Institution/  
Country

- **PARTICIPATION IN RESEARCH PROJECTS**

*example:*

20?? – 20??– Project: Acronym (if applicable)/ Title / Project budget / Role of The Applicant (example:  
Coordinator, Project Leader at WUT, Team Member)

- **PARTICIPATION IN CONFERENCES**

A list of 5-10 most important internationally established conferences and/or international advanced schools  
attendance highlighting those with invited presentations.

- **MAJOR COLLABORATIONS (if applicable)**

Name of collaborators, Topic, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- **PUBLICATIONS**

A list of 5-10 most important publications in major international peer-reviewed journals (with DOI), peer-  
reviewed conferences proceedings, and/or monographs of their respective research fields.

Applicants interested in ERC Starting or Consolidator Grants should highlight publications as the main author or  
without the presence as co-author of their PhD supervisor

- **CAREER BREAKS (if applicable)**

Exact dates; Please indicate the reason and the duration in months.

- **ADDITIONAL INFORMATION**

Any other information that is not included above.



**AGREEMENT No .....**

**on the implementation of an internal grant for employees of the Warsaw University of Technology planning to participate in the ERC competition titled**

.....  
 .....

signed on (date) .....:

.....

between:

..... – 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

WUT organizational unit ....., hereinafter referred to as “Implementing unit”

and

head of grant .....

1. The head of grant shall prepare and submit an application for the ERC grant in the ERC competition (*name of competition*) in compliance with the information included in the application for an internal grant, which is Appendix No 1 to this Agreement.
2. To fund the grant implementation, the amount of: PLN ..... (in words PLN: ..... ) shall be assigned from IDUB funds and allocated as follows:

No	Content	Value [PLN] ..... year	Value [PLN] ..... year	Value [PLN] Total
1	Remuneration with related income			
2	Other costs (materials, trips, services, among others)			
3	Indirect costs (15%)			
<b>Total:</b>				

3. Transfer of funds between categories and years shall not require the consent of the Head of IDUB, but shall be reported to the Project IDUB Office in writing or electronically.
4. The Parties shall accept the date of signing the Agreement as the commencement date of the implementation of the grant. The completion date shall be the last day of the month with the closing date for applications in the European Research Council competition specified in the Application.
5. The Implementing unit shall make available any items of property of the unit indispensable for the implementation of the grant and shall provide administrative and accounting services.

- 6. The funding granted for the implementation of the grant shall be at the disposal of the head of the Implementing unit in agreement with the head of the grant.
- 7. The Implementing unit shall keep separate accounting records for the grant.
- 8. The head of grant with the Implementing unit shall implement the grant in compliance with:
  - 1) Generally applicable laws
  - 2) Provisions of this Agreement
  - 3) WUT Rector’s Regulation on the announcement of a competition for internal grants for employees of the Warsaw University of Technology, supporting the application submitted in the European Research Council (ERC) competition
  - 4) The information included in the application for an internal grant for employees of the Warsaw University of Technology, supporting the application submitted in the European Research Council (ERC) competition
  - 5) Internal regulations applicable at the Warsaw University of Technology
- 9. The Implementing unit shall return the awarded funding to the disposal of the Head of IDUB if they fail to submit an application in the declared ERC competition.
- 10. The grant shall be settled based on the Record of evaluation and reception of the internal grant within 14 days of receiving a review from the ERC Executive Agency.
- 11. The funds transferred to the Implementing unit and unused until the completion date of grant implementation shall be returned to the disposal of the Head of IDUB.
- 12. This Agreement has been executed in three counterparts, one for each Party.

***Head of IDUB***

***Implementing unit***

.....  
 (stamp of Project IDUB Office)

.....  
 (stamp of unit)

.....  
 (stamp and signature of Head of IDUB)

.....  
 (stamp and signature of head of unit)

.....  
 (stamp and signature of Bursar’s Proxy)

.....  
 (stamp and signature of Bursar’s Proxy)

.....  
 (signature of head of grant)

**Record of evaluation and reception of internal grant for employees of the Warsaw University of Technology planning to submit an application in the ERC competition**

Grant working title: " ... .."

WUT organisational unit .....

Head of grant (Surname and first name, academic title, and degree, SAP number)

.....

1. The Implementing unit and head of grant:

1) declare that the implementation and form of completion of the grant comply with the Regulation of the Rector of the Warsaw University of Technology on the announcement of a competition for internal grants for employees of the Warsaw University of Technology, supporting the application submitted in the European Research Council (ERC) competition.

2) submit the financial settlement:

No	Content	Value [PLN] ..... year	Value [PLN] ..... year	Value [PLN] Total
1.	Remuneration with related income			
2.	Other costs (materials, trips, services, among others)			
3.	Indirect costs (15%)			
<b>Total:</b>				

Amount awarded: PLN .....

Amount spent: PLN.....

\_\_\_\_\_  
Date    Bursar's Proxy

\_\_\_\_\_  
Head of grant

\_\_\_\_\_  
Head of Implementing unit

2. Centre for WUT Project Service

1) confirms that the head of grant has submitted an application to the ERC.

yes        no

2) has submitted a copy of the review of the application after the first stage of evaluation.

yes        no

\_\_\_\_\_  
COP Director

3. The Competition Committee for ERC Grants:

Chairperson:

- Members: 1) .....
- 2) .....
- 3) .....

4. Decision of the Competition Committee for ERC Grants:

- 1) evaluation of the Committee:
- 2) justification of the evaluation:
- 3) The Committee requests a financial settlement of the total grant, i.e. PLN...  
     / The Committee requests returning the awarded amount, in compliance with § 9 of the Agreement, i.e. PLN ...

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

Chairperson of the Competition Committee for ERC Grants: .....

Members: .....  
          .....  
          .....

6. Head of IDUB approves the Record.

.....

date

.....

Head of IDUB

This Record has been executed in four counterparts, one for each Party and COP.