

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No 331/2020

of the WUT Rector of

8.12.2020 r.

on the announcement of the internal grant competition 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, pursuant to Article 389 sections 1 and 2 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws 2020 item 85, including amendments) and under 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 the internal grant competition funded by the project „Excellence Initiative – Research University”, hereinafter referred to as project „IDUB”, for the employees of the Warsaw University of Technology supporting an application submitted in the European Research Council (ERC) competition.

§ 2

1. Applications for the grant supported by the Head of the basic organisational unit, prepared in accordance with the template constituting Appendix No 1 and 2 to this Regulation, shall be submitted in paper by the Head of Grant in the Centre for Project Service (COP) or sent as a scan to dpm@cop.pw.edu.pl. The deadline for the first call for proposals is 7 January 2021.
2. Deadlines for the following calls for proposals will be published on the websites of COP (www.cop.pw.edu.pl) and project IDUB (www.badawcza.pw.edu.pl).
3. One grant may be awarded to one employee of the Warsaw University of Technology.
4. Funding allocated for the grant may be used to finance the activities aimed at preparing the application for the ERC grant, and in particular
 - 1) Remuneration
 - a) Remuneration of the Head and researchers employed by the Warsaw University of Technology may be paid as an assignment allowance in compliance with the Remuneration Regulations of the Warsaw University of Technology.
 - b) Remuneration of the researchers not employed by the Warsaw University of Technology, including students and doctoral students, shall be paid under a civil law contract.
 - 2) Preparation of an opinion on the application by an expert, translation, and language consultations regarding the application
 - 3) A trip to a foreign centre to begin cooperation or consult on the application
5. The grant may not be used to finance the purchase of any assets (equipment and fixed assets).

6. The maximum amount of funding for the submitted internal grant application (including indirect costs in compliance with the Regulation of the WUT Rector No. 22/2020) amounts to PLN 25,000 and shall be transferred to the unit in which the Head of Grant is employed.
7. If an application is submitted to the ERC due to the internal grant implementation, and the application enters the second stage of evaluation, the Rector shall grant an allowance of PLN 6,000 for research activity to the Head of Grant upon the request of the Head of Management Team of the project „Excellence Initiative – Research University” (hereinafter referred to as the Head of IDUB). If the application submitted to the ERC is awarded funding, the Head of Grant shall be awarded PLN 12,000 (in compliance with the Remuneration Regulations).
8. The Head of Grant may not be a Beneficiary of competitions for research projects within project IDUB if the ERC grant application has been declared as an outcome in these projects.

§ 3

1. Applications are evaluated by the ERC Grant Competition Committee, appointed by a separate Rector’s Regulation. The Committee may request an opinion of external experts where appropriate.
2. The evaluation criteria for the application include
 - 1) The novelty of the subject
 - 2) The academic level of the project
 - 3) The academic achievements of the applicant
3. The decision on awarding the grant shall be taken by the Head of IDUB on the basis of the opinion of the ERC Grant Competition Committee.
4. Applications shall be processed by the Competition Committee within 1 month from the deadline. Applications submitted in the first call shall be processed no later than until 31 January 2021.

§ 4

1. The Dean may decide to decrease the teaching load of the Head of Grant after consulting the Head of IDUB.
2. The Head of Grant shall receive individual support from COP in
 - 1) The preparation of previously agreed parts of the application for the candidate
 - 2) Contacts with the National Contact Point
 - 3) Assistance in the preparation of the application in terms of editing, graphics, and visual side
3. Upon the request of the Head of Grant, the ERC Grant Competition Committee shall provide substantive consultations using its competence and experience and shall see the presentation of the Head of Grant who has reached this stage of the ERC competition.

§ 5

1. The grant may be implemented provided an Agreement whose template constitutes Appendix No. 3 to this regulation has been signed.
2. The completion date of the grant implementation is set for the last day of the month in which the deadline for a call for proposals in the European Research Council (ERC) competition indicated in the application is set.
3. The grant may be settled provided the application is submitted to the European Research Council and the review of the application after the first evaluation stage is submitted to COP. If the application is not submitted to the European Research Council in the declared

competition, the applicant shall return the total amount of awarded funding and leave it at the disposal of the Head of IDUB.

4. Grants shall be settled based on the Report of grant evaluation and reception, constituting Appendix No. 4 to this Regulation, which shall be submitted to COP within 30 days from the completion date of the grant implementation.
5. The evaluation of grant implementation and reception shall be conducted by the ERC Grant Competition Committee by the agency of COP.
6. The Report on the grant evaluation and reception shall be executed in 4 separate counterparts, one copy for each party to the Agreement and one copy for COP. All documents and ambiguities shall be reported to and clarified by the agency of COP.
7. All matters not settled herein, or any contentious issues shall be settled by the Vice Rector for Development.

§ 6

In accordance with 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 with regard to the processing of personal data and on 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), further 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 Warszawa.
- 2) The data administrator has appointed an 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.
- 3) The Administrator shall process the personal data included in the application for the project and intermediate and final reports on the implementation of the project.
- 4) Your personal data shall be processed by the Administrator to implement the agreement 04/IDUB/2019/94 signed on 30 December 2019 – in compliance with Article 6 section 1 point 3b) 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 and the right to request correction and deletion or object to processing your data. Due to the fact that the data are not processed on the basis of your consent, you shall not have the right to transfer your personal data.
- 7) Your personal data shall not be disclosed to any other subjects (administrators) with the exception of the subjects entitled, in compliance with generally applicable laws.
- 8) Subjects (processing subjects) commissioned by the Warsaw University of Technology to perform actions which 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 provide your personal data on a voluntary basis. Nevertheless, failure to do so renders impossible awarding an internal grant within the competition for internal grants funded by the project „Excellence Initiative – Research University” for the employees of the Warsaw University of Technology, supporting the application submitted in the European Research Council (ERC) competition.
- 11) Your personal data shall be processed for a period in compliance with „A” archive category in the documents.

If you think your data protection rights have been breached, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.

§ 7

The Regulation enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba

Application for an internal grant for the employees of the Warsaw University of Technology planning to participate in the ERC competition																													
1. Head of Grant (academic degree/title, first name and surname, SAP number)																													
2. Contact data (phone number, e-mail)																													
3. WUT organisational unit																													
4. Working title and description of an idea for the ERC grant (max. 2000 characters)																													
5. Estimated cost of the WUT internal grant including justification																													
<table border="1"> <thead> <tr> <th>No.</th> <th>Content</th> <th>Amount [PLN] (year)</th> <th>Amount [PLN] (year)</th> <th>Amount [PLN] Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Remuneration incl. related items</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Other costs (materials, travel, services, among others)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Indirect costs (15%)</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					No.	Content	Amount [PLN] (year)	Amount [PLN] (year)	Amount [PLN] Total	1	Remuneration incl. related items				2	Other costs (materials, travel, services, among others)				3	Indirect costs (15%)				Total:				
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1	Remuneration incl. related items																												
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3	Indirect costs (15%)																												
Total:																													
Justification of estimated cost:																													
6. Obligation of the Head of Grant to prepare and submit an application for the ERC grant																													
I hereby oblige myself to submit an application for the ERC grant in. (year) within a competition:																													
<input type="checkbox"/> ERC Starting Grant <input type="checkbox"/> ERC Consolidator Grant <input type="checkbox"/> ERC Advanced Grant <input type="checkbox"/> ERC Synergy Grant																													
I hereby declare that I have read and accept the rules of the competition.																													
Date:																													
Signature of Head of Grant:																													
Stamp and signature of Bursar's Proxy:																													
Stamp and signature of Head of Unit:																													

Opinion of the ERC Grant Competition Committee:	
Proposed amount of grant in PLN:	
Signature of the Chair of the ERC Grant Competition Committee:	
Decision on awarded funding:	
<input type="checkbox"/> positive <input type="checkbox"/> negative	
Date:	
Stamp and signature of Head of IDUB:	

of...(date)

Appendix No. 2 – Curriculum vitae (up to 4 pages)

- **PERSONAL INFORMATION**

Surname, First name:

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

URL for website:

- **EDUCATION**

example:

199? PhD

Name of faculty/ department, name of university/ institution, country, and PhD supervisor

199? Master's Degree

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? Name of faculty/ department/centre, name of university/ institution/ country

200? Award received from 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 – subject, name of university/ institution/ country

200? – 200? Teaching position – subject, 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:

201? – 201?– 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
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 conference proceedings and/or monographs in their respective research fields.

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

- **CAREER BREAKS (if applicable)**

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

- **ADDITIONAL INFORMATION**

Any other information not included above.

AGREEMENT No.
on the internal grant implementation for the employees of the Warsaw University of Technology
planning to participate in the ERC competition titled

.....
.....

signed on (date).....

between:

..... – Head of Management Team for the project „Excellence Initiative – Research University” at the Warsaw University of Technology,

hereinafter referred to as „Head of IDUB”

and

WUT organisational 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 accordance with the information included in the application for an internal grant which constitutes Appendix No.1 to this Agreement.
2. To finance the implementation of the grant, an amount of PLN (in words PLN) shall be awarded from the funds of the project IDUB and divided into

No.	Content	Amount [PLN] (year)	Amount [PLN] (year)	Amount [PLN] Total
1	Remuneration incl. related items			
2	Other costs (materials, travel, services)			
3	Indirect costs (15%)			
Total:				

3. Transfers of funding between categories and years shall not require the consent of the Head of IDUB. However, they shall be reported to the Office of Project IDUB in writing or in an electronic format.
4. The commencement date of the implementation shall be agreed by the Parties as the day of signing the Agreement. The completion date of the grant implementation is the last day of the month in which the deadline for proposals in the European Research Council competition indicated in the application is set.
5. The Implementing Unit shall grant access to any unit assets indispensable for the grant implementation and shall provide administration and accounting services.

6. 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.
7. The Implementing Unit shall maintain separate accounting records for the grant.
8. The Head of Grant and the Implementing Unit shall implement the grant in compliance with
 - a) Generally applicable law
 - b) Provisions of this Agreement
 - c) The Regulation of the WUT Rector on the internal grant competition for the employees of the Warsaw University of Technology, supporting the application submitted in the European Research Council (ERC) competition
 - d) Information included in the internal grant application for the employees of the Warsaw University of Technology planning to participate in the ERC competition
 - e) Internal legal acts of the Warsaw University of Technology
9. If the application for the declared ERC competition is not submitted, the Implementing Unit shall return awarded funding and leave it at the disposal of the Head of IDUB.
10. The grant shall be settled based on the Report of grant evaluation and reception submitted within 30 days from the completion date of the grant implementation.
11. The funds transferred to the Implementing Unit and not used until the completion date of the grant implementation shall be returned and left at the disposal of the Head of IDUB.
12. The Agreement is executed in three separate counterparts, one copy 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*)

3. Members of the ERC Grant Competition Committee:

Chair:

- Members: 1)
- 2)
- 3)

4. Decision of the ERC Grant Competition Committee

- a) evaluation by the Committee:
- b) justification of evaluation:

c) The Committee requests the financial settlement of the total grant amounting to PLN ... / The Committee requests the return of the awarded amount, in compliance with §9 of the Agreement, that is PLN

5. The report was concluded and signed by

Chair of the ERC Grant Competition Committee:

Members:

6. Head of IDUB approves the Report.

.....
Date

.....
Head of IDUB

The Report is executed in four separate counterparts, one copy for each Party and one copy for COP.