

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No 69/2022 of the Rector of the Warsaw University of Technology of 14 March 2022

on the launch of the “LAB-TECH of Excellence” programme as part of the implementation of “Excellence Initiative – Research University” at the Warsaw University of Technology and announcing a competition under this programme

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 of 2021 item 478 including amendments), according to Agreement No. 04/IDUB/2019/94 of 30 December 2019, concluded by the State Treasury represented by the Minister of Science and Higher Education and the Warsaw University of Technology it is resolved as follows:

§ 1

1. We launch the “LAB-TECH of Excellence” programme as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology.
2. We announce a competition under the programme mentioned in section 1, implemented under the principles specified in the Competition Regulations, constituting an appendix to the Regulation.

§ 2

1. As of 14 March 2022, we announce the first edition of the competition mentioned in § 1.
2. The closing date for applications for funding in edition I of the competition is 19 April 2022.

§ 3

Subsequent editions of the competition shall be announced by the head of the management team of the “Excellence Initiative – Research University” project in agreement with Scientific Boards of Research Centres of Priority Research Areas, hereinafter referred to as “CB POB”, depending on available funding.

§ 4

This Regulation enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba, PhD, DSc

Formally and legally approved. Edyta Olszewska Solicitor BOP 31

Regulations for “LAB-TECH of Excellence” Competition

§ 1

1. The “LAB-TECH of Excellence” programme shall be launched as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology, hereinafter referred to as “the IDUB programme”.
2. The programme aims to:
 - 1) enhance research potential of the Warsaw University of Technology through creating new research teams headed by young university employees.
 - 2) strengthen the international collaboration.
 - 3) stimulate the development of research areas fitting into modern civilization challenges on a global and national scale.
 - 4) promote entrepreneurship of young scientists.
3. The programme is funded through Action 10. “Programme of Foreign Scholarships for Visiting Professors, Postdoctoral Interns, and Doctoral Students” and Action 1. “Network of Research Centres”. Action 10 may finance employment in a project only under an employment agreement for heads of projects and contractors who are not citizens of Poland.
4. The applicant, who is concurrently the head of the project, shall be a person with a minimum doctor’s degree obtained no earlier than seven years prior to submitting this application and:
 - 1) who is employed by the Warsaw University of Technology, included in the N number, with experience in managing grants awarded in competitions organized by external institutions funding the research, or
 - 2) who is not employed by the Warsaw University of Technology, with experience in managing grants awarded in competitions organized by a prestigious institution (e.g., under UE framework programmes), and who wants to create a new research team at WUT with competencies complementary to the existing ones.
5. The period mentioned in section 4 shall not include the maternity leave, leave on maternity leave conditions, paternity leave, parental leave, childcare leave, granted under the principles specified in the Law of 26 June 1974 – Labour Code, or periods of receiving maternity or parental benefit, receiving sickness or rehabilitation benefit in connection with the inability to work, including the one caused by a disease requiring medical rehabilitation.
6. The applicant shall not be a person who was the head and completed the implementation of a research project within the IDUB project and failed to accomplish the anticipated outcomes. Applying for funding under the “LAB-TECH of Excellence” programme shall only be possible after accomplishing the declared indices.
7. The applicant shall prove international collaboration with a prestigious scientific centre and obtain mentor support from a person with outstanding research, innovative or staff education achievements, ensuring substantive support for a new research group
8. The applicant shall undertake attempts to obtain additional funding for the development of the research group during the grant implementation, including financing the purchase of complementary equipment.
9. The contractor under the LAB-TECH of Excellence programme may only be a student, doctoral student, or a person with a doctoral degree obtained no earlier than 7 years prior to the commencement date of the project.
10. The application prepared in compliance with the template constituting Appendix No. 1 to these Regulations and signed by the Bursar’s Proxy and Dean of faculty (and director of the institute – if

applicable) shall be submitted in an electronic format through an online form available on the website www.badawcza.pw.edu.pl.

11. The applicant may submit one application only in one edition of the competition.
12. The cost estimate is an integral part of the application, prepared in accordance with the template constituting Appendix No. 2 to these Regulations. The total budget of the research project shall not exceed PLN 2,000,000. Principles for project funding are specified in Appendix No. 3 to these Regulations.

§ 2

1. Applications shall be submitted through a system made available upon the announcement of the competition on the website www.badawcza.pw.edu.pl.
2. Applications shall be evaluated by a Competition Committee appointed by the Rector.
3. The evaluation criteria include:
 - 1) the scientific level, innovativeness, and topicality of research subject with prospects for its development and the possibility of implementation of solutions and scientific quality of a research plan (30% of evaluation),
 - 2) the concept of a new research group, including ensuring (or a concept of ensuring) additional sources of funding) (20% of evaluation),
 - 3) the scientific output of the head and research group/ team, including the head's experience in obtaining projects and project management (30% of evaluation),
 - 4) the scientific output of the mentor (5% of evaluation),
 - 5) international collaboration, including the quality of the scientific centre with which the collaboration is planned (10% of evaluation),
 - 6) the justifiability of the cost estimate (5% of evaluation).
4. The head of the management team of the "Excellence Initiative – Research University" project, hereinafter referred to as "Head of IDUB" shall approve the final list of applications eligible for funding complying with funding available under Actions 1 and 10.
5. Lists of applications eligible for funding (including the applicant's first name and surname, the faculty from which the applicant comes or in which the project will be implemented, and the amount of funding) shall be published on the website www.badawcza.pw.edu.pl within one month of the closing date for application submissions.
6. The applicant who is not employed by WUT and who will obtain funding will be employed at the Warsaw University of Technology in a group of research staff for the duration of the project.
7. The head of the project with members of the research group shall achieve the following outcomes, compliant with the indices of the IDUB programme:
 - 1) At least 3 publications from the upper decile according to CiteScore of the Scopus database, compliant with the list published in the announcement of the competition; the publication from the upper decile may be replaced with an international patent announcement, and additionally, laureates of the competition are guaranteed the participation in the Patent PW programme.
 - 2) Submitting an application (applications) for external funding which has been given at least a formal positive evaluation, preferably within an international programme, for a total amount obtained for the Warsaw University of Technology equal to funding awarded in the LAB-TECH of Excellence programme - commencing collaboration with industrial partners, completed with obtaining funding for research equal to the amount of funding awarded within LAB-TECH of Excellence programme. At least one application shall be submitted at the stage of mid-term evaluation.

§ 3

1. To commence the implementation of a research project, an agreement following the template specified in Appendix No. 4 shall be signed. The maximum implementation time is 36 months.
2. The implementation of a research project shall undergo mid-term evaluation in the middle of the implementation period based on a submitted intermediate report and presentation of achieved results during a seminar organized by Scientific Boards CB POB or BEYOND POB committee, respectively. The individual report prepared according to the template specified in Appendix No. 5 to these Regulations shall be submitted within 30 days of the anniversary date of project commencement.
3. To continue the project, an application (applications) for external funding with at least a formal positive evaluation shall be submitted, or collaboration with industrial partners concluded with obtaining funding for research shall be commenced.
4. The final report compliant with the template specified in Appendix No. 5 to these Regulations shall be submitted to the Project IDUB Office within 2 months of the project completion date.
5. The project execution shall be properly evaluated by a competition committee mentioned in § 2 section 2. The evaluation shall be prepared according to the template specified in Appendix No. 6 to these Regulations.
6. When the need arises, upon request of the Head of IDUB, projects may undergo instantaneous control involving submitting additional explanations/ reports on the implementation of the factual or financial aspects with the accepted application for funding and terms specified in the Agreement on Project Implementation.
7. The project implementors who are employees, doctoral students, and students of WUT shall use the affiliation *Warsaw University of Technology* in publications. All publications, presentations, and conference reports prepared within the project shall be signed with:
„*Research was funded by Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.*”
or
„*Badania były finansowane ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB).*”
8. Failing to achieve the anticipated project outcomes shall exclude its head from applying for projects in subsequent editions of all competitions for research grants under the IDUB programme. Applying for project funding shall be possible only after achieving the outcomes declared in the previously implemented project.
9. All matters unregulated herein shall be settled by the Vice-Rector for Development.

§ 4

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 with regard to 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 Warszawa.
- 2) The data administrator has appointed an Inspector for Data Protection (IOD - Inspektor Ochrony Danych) who ensures that the data is 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 b) and c) 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, limitation of or object to processing your data. Since the data is not processed based on 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) 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 provide your personal data voluntarily. Nevertheless, failure to do so renders awarding a research grant within LAB-TECH of Excellence programme impossible.
- 11) Your personal data shall be processed for a period in compliance with the “A” archive category in the documents.
- 12) 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.

Appendix No. 1 to the Regulations for LAB-TECH of Excellence competition
APPLICATION FOR RESEARCH GRANT IN THE COMPETITION
WITHIN LAB-TECH of Excellence PROGRAMME Edition No

1. KEY DATA

2. Personal data of the applicant (head of the project)
 - *First name and surname, title/academic degree, position, place of employment, represented academic discipline, personal SAP number*
3. Planned period of the project implementation (in months, maximum 36 months):
4. Project title (*in Polish and English*):
5. Project summary in Polish (*up to 400 words*):
6. Project summary (*up to 400 words.*):

A. PROJECT DESCRIPTION

1. a) substantive description:
(*including demonstrating elements of scientific novelty, innovation, and competitiveness of research, research plan and methodology – up to 2 pages, font 11*)

b) the concept of a new research group and its development plan (including providing additional funding (or concept of ensuring ...) (*up to 2 pages, font 11*)

c) the most important achievements of the applicant and research team, including publications and experience in project management, international collaboration to date (*up to 2 pages, font 11*)

d) mentor's description, including research and innovative achievements and achievements concerning educating staff (*up to 2 pages, font 11*)

e) description of planned international collaboration (*up to 1 page, font 11*). Please attach a Support Letter from a foreign scientific unit (in the case of new collaboration) or a list of publications (in the case of existing collaboration)

2. Declaration of measurable outcomes of research project implementation

No.	Type of outcome	Declared value	Comments (e.g., a succinct description of the type of outcome including patents, implementations, etc., innovations, information on the type and number of publications, planned journals, type and date of the competition in which the grant application will be submitted)
1	Publications from the upper decile according to CiteScore of the Scopus database (at least 3 papers approved for printing required *)		
2	International patent applications *		
3	Obtaining external funding for research (submitted applications that have undergone at least positive formal evaluation, for the amount at least equal to funding obtained within the LAB-TECH of Excellence programme)		
4	Other outcomes		

**) min 3 papers and international patents summatively*

3. Information on possible ethical issues in the planned research.

I declare that the research planned in the application is not nor has been funded from other sources.

By submitting this application, I accept that if 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.

.....
(applicant's signature)

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

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

TIMETABLE AND PROJECT COST ESTIMATE

Titled:

Applicant:

(name and surname, title/academic degree, position, place of employment)

Project timetable:

Project timetable:

No.	Planned costs	2022	2023	2023	Total
I.	Total direct costs	0.00	0.00	0.00	0.00
1	Equipment	0.00	0.00	0.00	0.00
	including				
	with a value from PLN 3,500 to 10,000				0.00
	with a value of more than PLN 10,000				0.00
2	Remuneration and related items	0.00	0.00	0.00	0.00
	including				
	remuneration for non-citizens of Poland				0.00
3	Other direct costs				0.00
II.	Indirect costs (15%)	0.00	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00	0.00

Substantive justification of direct costs Item I:

.....
(applicant's signature)

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

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

Appendix No. 3 to the Regulations for LAB-TECH of Excellence competition

Principles for funding research projects in the competition under the LAB-TECH of Excellence programme

1. Funding awarded for a project may be spent on:
 - 1) Research equipment– it is required that the research group shall obtain funding for purchasing complementary equipment from external grants or basic subsidy (IDUB funding does not count) for the amount at least equal to the value of the equipment purchased under the LAB-TECH of Excellence programme.
 - 2) Remuneration for the research team:
 - a) Head of the project:
 - If the applicant is employed by WUT, remuneration shall be paid as an allowance for project work and amount to a maximum of PLN 2,000 monthly or be replaced with reducing the teaching workload in compliance with the principles specified by the Rector.
 - If the applicant is not employed by WUT, remuneration shall be paid under an employment contract, with a maximum annual budget for remuneration (including the employer's ZUS) in direct costs amounting to PLN 150,000.
 - b) Project implementors:
 - If an implementor is employed by WUT when submitting this application, remuneration shall be paid as an allowance for project work and amount maximum to PLN 1,000 monthly.
 - If an implementor is employed in the project, remuneration shall be paid under an employment contract, with a maximum annual budget for remuneration (including the employer's ZUS) in direct costs amounting to PLN 120,000.
 - c) Students and doctoral students who are members of a research team under a civil and law contract.
 - 3) Other costs:
 - a) materials and reagents, small laboratory equipment, external services, etc.
 - b) costs of proofreading and publications of research results by a renowned publisher or journal
 - c) conference trips (solely connected with the presentation of results) and a few-days long (up to 7 days) study visits in national and foreign centres
 - d) other costs justified by the scope of the project
2. Direct costs amount to 15% of direct costs, divided into 5% of total costs and 10% of faculty costs, in compliance with Regulation No 12/2019 of WUT Rector, Methodology and Indices Applied in Clearing Total and Faculty Costs at the Warsaw University of Technology, excluding the equipment with an individual value over PLN 10,000.
3. Changes in the scope of project cost estimate:
 - 1) If it is necessary to change costs in the categories of the project cost estimate, the amount of awarded funding may not be changed.
 - 2) All transfers of funding between categories may not go beyond the brackets of the values of individual categories specified in the regulations for the competition.
 - 3) Transfers of funding between the categories of costs planned in the application up to a total value of 15% of "Total direct costs" as compared to the initial value specified in the cost estimate shall not require the consent of the Head of IDUB or a competent Scientific Board CB POB or BEYOND POB committee.
 - 4) Transfers of funding between the cost categories planned in the application with a total value over 15% of "Total indirect costs" as compared to the initial value specified in the cost estimate shall require the consent of a competent Scientific Board CB POB or BEYOND POB committee and approval of the Head of IDUB.

- 5) Each change mentioned in items 3 and 4 shall require submitting a corrected project cost estimate in the Project IDUB Office in compliance with Appendix No. 2 to the Agreement.
- 6) Changes in the timetable and material scope of the project implementation described in the application for funding shall require the consent of a competent Scientific Board CB POB or BEYOND POB committee and approval of the Head of IDUB.

Appendix No. 4 to the Regulations for LAB-TECH of Excellence competition
AGREEMENT No. (number given by Project IDUB Office)
**on the implementation of research projects selected through a competition within LAB-TECH of
Excellence programme Edition No**
**funded under “Excellence Initiative – Research University” project
implemented at the Warsaw University of Technology**

concluded on between:

*Professor Małgorzata Lewandowska, PhD, DSC – head of management team of “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_head_of_unit»,

hereinafter referred to as „Implementing unit”.

1. Head of IDUB shall transfer funds to the Implementing unit amounting to PLN «Total_amount» (in words «Amount_in words») for the implementation of research projects selected through a competition within LAB-TECH of Excellence programme edition no according to the list constituting Appendix No. 1 to this Agreement.
2. The Parties decide that the project(s) shall commence upon signing this Agreement, and a maximum implementation time shall be no longer than 36 months. The implementation time of the project/ individual projects under this Agreement is specified in Appendix No. 1 to this Agreement.
3. The calculation of the costs of the project(s) under this Agreement is Appendix No. 2 to this Agreement.
4. Funding awarded for the project implementation shall remain at the disposal of the head of Implementing unit in agreement with the head(s) of the project(s).
5. The Implementing unit shall make available items of the property of the unit indispensable to implement the project(s) and shall provide administrative and accounting service of the project implementation.
6. The Implementing unit shall maintain separate accounting records for the project(s).
7. Funding transferred to the Implementing unit for the implementation of a project/ individual projects and not used until «Completion_date» shall be returned to the disposal of the Head of IDUB.
8. Approval and receipt of the implementation outcomes shall be conducted byin a manner specified by the Regulations of the competition.
9. Changes to the provisions of this Agreement shall require signing an annex in writing.
11. The Agreement has been executed in two counterparts, one for each Party.
12. Appendices to this Agreement are as follows:
 - 1) A list of research projects eligible for funding
 - 2) Project cost estimates (2.1 Cost Estimate of Project No. 1, 2.2 Cost Estimate of Project No. 2, ...)
 - 3) Applications for funding (3.1 Application for Funding Project No. 1, 3.2 Application for Funding Project No. 2, ...).

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)

A list of projects eligible for funding (under this Agreement)

No.	Applicant (title/degree name and surname)	Faculty/Institute	Project title	Budget	Implementation time (in months)	Comments
1.						
2.						

.....
signature of Chairperson of the
Competition Committee

Project cost estimate

Titled:

headed by:

No.	Planned costs	2022	2023	2024	Total
I.	Total direct costs	0.00	0.00	0.00	0.00
1	Equipment	0.00	0.00	0.00	0.00
	including				
	with a value from PLN 3,500 to 10,000				0.00
	with a value of more than PLN 10,000				0.00
2	Remuneration with related items	0.00	0.00	0.00	0.00
	including Remuneration for non-citizens of Poland				0.00
3	Other indirect costs				0.00
II.	Indirect costs (15%)	0.00	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00	0.00

Head of IDUB

Implementing 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)

Declaration of the head of the project

I hereby oblige myself to implement the project in compliance with the description and timetable presented in the submitted application for a research project, constituting an integral part of this Agreement, the aforementioned estimated project costs, and other provisions of this Agreement.

.....
(Signature of head of project)

Appendix No. 5 to the Regulations of LAB-TECH of Excellence competition

TEMPLATE FOR INTERMEDIATE / FINAL REPORT *
on the implementation of a project within LAB-TECH of Excellence competition Edition No

titled:

headed by:

1. **(To be completed only for the final report)** A synthetic description of the conducted research including:

- 1) research objective
- 2) description of implemented work (up to 1 page, font min. 11pt)
- 3) description of most important achievement (up to 1 page, font min. 11pt)

2. Table of measurable outcomes of the research project implementation

No.	Type of outcome	Declared values	Achieved values	Details of achieved indices/ activities undertaken to achieve them *
1	Publication of articles in a journal and conferences from the upper decile, at least 140 points of MniSW (approved for printing)			
2	International patent applications			
3	Receiving external research funding, preferably within international projects			
4	Other outcomes			

3. Statement of planned and incurred costs

Cost category (year)	 (year)		Total	
	Planned	Incurred	Planned	Incurred	Planned	Incurred
I. Total direct costs, including:						
1. Equipment						
including						
with a value from PLN 3,500 to 10,000						
with a value of more than PLN 10,000						
2. Remuneration with related items						
including						
Remuneration for non-citizens of Poland						
3. Other direct costs						
II. Surcharges (15%)						
III. Total costs						

* Including the publication title, type and date of a competition, a list of units with which collaboration was started and led to achieving the outcome, etc.

4. List of implementors' names

Implementor (name and surname, title/academic degree, position, place of employment)	SAP Number
1	
2	
3	

.....
(date)

.....
(signature of project head)

.....
(stamp and signature of the Bursar's Proxy)

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

*choose as appropriate

Appendix No. 6 to the Regulations of LAB-TECH of Excellence competition

RECORD OF PROJECT EVALUATION AND APPROVAL

Title:

Headed by:

Planned costs (PLN):	
Costs incurred (PLN):	
The Competition Committee states that the research project:	
<input type="checkbox"/> has been correctly implemented. <input type="checkbox"/> has been partially implemented. <input type="checkbox"/> has been incorrectly implemented.	
Comments:	
Date:	
Chairperson of Competition Committee:	
Stamp and signature of Head of IDUB:	

Appendices:

- 1) *final report on project implementation*