

WARSAW UNIVERSITY OF TECHNOLOGY

**Resolution No 3/2022
of the Scientific Council of Research Centre of Priority Research Area Cybersecurity and Data
Science
of 25.07.2022**

on the announcement of the competition for projects aiming to upgrade the equipment and instrumentation of CyberLab as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology

Under §7 section 2 items 2 and 3, in connection with §4 section 2 item 6 of the Regulations of Research Centres for Priority Research Areas (POB) of the Warsaw University of Technology, constituting an appendix to WUT Rector’s Regulation No. 38/2020 of 26 February 2020 on establishing Research Centres for Priority Research Areas (POB), it is resolved as follows:

§ 1

1. We hereby announce the competition for projects aiming to upgrade the equipment and instrumentation of CyberLab as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology.
2. The competition shall be implemented in compliance with the principles specified in the Regulations for the competition for projects aiming to upgrade the equipment and instrumentation of CyberLab, hereinafter referred to as “Regulations” and constituting an appendix to this Resolution.
3. The closing date for applications is 1 September 2022.
4. The maximum implementation time for a project within the competition shall be 15 months, from 1 October 2022 to 31 December 2023.

§ 2

The Resolution enters into force upon adoption.

Secretary of the Scientific Council of
Research Centre POB
Cybersecurity and Data Science

Chairperson of the Scientific Council
of Research Centre POB
Cybersecurity and Data Science

Regulations for the competition for projects aiming to upgrade the equipment and instrumentation of CyberLab

§ 1 General provisions

1. Competition for projects aiming to upgrade the equipment and instrumentation of CyberLab is announced as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology (hereinafter referred to as “the IDUB project”).
2. The main aim of the competition is to provide financial support for creating new and developing the current research infrastructure, hereinafter referred to as “equipment and instrumentation”, allowing us to conduct research on the highest level, making the Warsaw University of Technology more recognizable in the national and international arena, and to achieve indices declared in the IDUB programme, which specifically include:
 - 1) increasing the research activity of staff and doctoral students at the university,
 - 2) publications of papers in scientific journals from the upper decile according to the CiteScore Scopus database, in compliance with a list published in the announcement of the competition or for a minimum of 140 points, or in reviewed conference publications for 200 points from the current list of MEiN,
 - 3) increasing the international scientific exchange and collaboration with leading foreign universities and scientific institutions.
3. The scope and theme of the proposed project, the application for whose funding is submitted within the competition, shall apply to research on cybersecurity and data science or related issues, fitting into the activities of the Priority Research Area “Cybersecurity and Data Science”, hereinafter referred to as “POB CBiAD”.
4. The project outcome shall facilitate conducting breakthrough research on cybersecurity and data science or related issues, fitting into the activities of POB CBiAD
5. Any reference to equipment in these Regulations includes a device or a set of research, measuring, or laboratory devices. Computers and other devices not used directly to implement R&D work shall not be included in science and research equipment.
6. The budget of the competition shall amount to PLN 1,000,000 and funding for one project under the IDUB programme shall be no lower than PLN 100,000 and no higher than PLN 350,000. The aforementioned amounts are gross.
7. The total budget of the project shall include a compulsory deposit from the unit amounting to at least 30% of the total value of the purchased equipment and instrumentation.
8. The deposit of the implementing unit may be financed by more than one WUT organizational unit based on an agreement concluded before submitting the application, regulating the principles for collaboration and use of the equipment and instrumentation. The implementing unit shall be the unit in which the applicant is employed.
9. The total budget of the project shall be **exclusively** the cost of purchasing the equipment and instrumentation. The final value of the purchased equipment and instrumentation shall comply with the value specified in the agreement concluded between the implementing unit and the supplier and the VAT invoice issued based on the agreement.

10. If the purchasing value of the equipment and instrumentation is lower than indicated in the application subject to section 7, the percentage of funding from the IDUB project and the implementing unit's deposit shall not change.
11. If the final purchasing value of the equipment and instrumentation is higher than indicated in the application, the amount of funding from the IDUB project shall remain unchanged, and the percentage of the deposit shall increase in compliance with the decision of the implementing unit.

§ 2 Principles for submitting applications

1. The applicant/head of project may be a research or research/teaching employee with a PhD degree employed at WUT as a place of primary employment.
2. The applicant may submit only one application.
3. The application prepared in compliance with a template in Appendix No. 1 to the Regulations shall be submitted through an online form available on the website www.badawcza.pw.edu.pl.
4. The closing date for submitting applications shall be 1 September 2022 at 23:59.
5. The application shall include a declaration on achieving measurable outcomes, in compliance with the IDUB project's indices:
 - 1) obligatory: submitting the application (applications) for external funding by the head of project with at least one positive formal evaluation, preferably within an international programme, for a total amount obtained for the Warsaw University of Technology, amounting to a minimum double amount of funding granted within a competition for projects aiming to upgrade the equipment and instrumentation.
 - 2) voluntary:
 - a) publications of papers in scientific journals and reviewed conference publications from the upper decile according to the CiteScore Scopus database in compliance with the list published in the announcement of the competition,
 - b) commencement or development of collaboration with leading foreign universities and/or academic institutions completed with submitting a research application and/or scientific publications as part of international collaboration,
 - c) commencement of collaboration with industrial partners, completed with obtaining funding for research minimum twice as high as funding granted within the competition for projects aiming to upgrade the equipment and instrumentation.
6. The head of project shall achieve the outcomes declared in the application within two years of completing the project implementation.

§ 3 Competition proceedings and principles for evaluation of applications

1. The competition proceedings, evaluation, and approval of the project shall be conducted by the Scientific Council of the Priority Research Area "Cybersecurity and Data Science", hereinafter referred to as "Scientific Council of POB CBiAD".
2. The chair of the Scientific Council of POB CBiAD shall select at least two reviewers for the evaluation of the application from among the members of the Council. The reviewers of applications shall be selected to avoid conflict of interests and ensure an objective and unbiased evaluation.
3. The evaluation criteria include:
 - 1) the quality and innovativeness of research tasks to be performed utilizing the purchased equipment and instrumentation (40 points),

- 2) the usefulness of the purchased equipment and instrumentation to perform tasks ensuring their optimal use during the project implementation and a plan of using the equipment and instrumentation after the project completion (30 points),
 - 3) scientific achievements of the applicant and the team (20 points),
 - 4) the possibility to use the purchased equipment and instrumentation in teaching (10 points).
4. Applications with the highest score whose summary budget does not exceed the amount allocated for the competition shall receive the funding.
 5. With the consent of the Scientific Council POB CBiAD, the final amount of funding may be negotiated with the applicant.
 6. A list of applications eligible for funding (including the applicant's name and surname, the unit in which the applicant is employed, the project title, and the amount of funding) shall be published on the website www.badawcza.pw.edu.pl by 30 September 2022.
 7. Reviews of applications shall be available upon a written request from the applicants.

§ 4 Principles for project implementations

1. The project implementation shall commence upon signing the agreement following the template in Appendix No. 2 to these Regulations.
2. Agreements with the implementing units mentioned in section 1 shall be prepared by the IDUB Project Office.
3. The date of signing the agreement shall be the commencement date of the project. The project shall be completed within 30 days of signing the record of approval of the equipment and instrumentation, with the period of implementation no longer than 15 months.

§ 5 Principles for the settlement of projects

1. Individual reports, following the template in Appendix No. 3 to these Regulations, shall be submitted to the IDUB Project Office within 2 months of the completion day of the project.
2. The final report, following the template in Appendix No. 4 to these Regulations, shall be submitted to the IDUB Project Office within 24 months of the completion of the project.
3. The project execution shall be evaluated by a committee appointed by the Scientific Council POB CBiAD. The result of the evaluation shall be recorded in compliance with the template in Appendix No. 5 to these Regulations.
4. When the need arises, upon the request of the Head of IDUB, the projects may be audited by submitting additional explanations/reports on the compliance of the implementation of the factual or financial side with the approved application for funding, and the provisions of the agreement on the project implementation.
5. Employees, doctoral students, and students at the Warsaw University of Technology shall use the affiliation *Politechnika Warszawska* or *Warsaw University of Technology* in the publications including the results obtained with the purchased equipment and instrumentation. All publications, presentations, and conference reports prepared within the project shall be signed as follows:

The research was carried out on devices co-funded by the Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.

lub

Badania przeprowadzono na urządzeniach, współfinansowanych przez Politechnikę Warszawską w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB).

6. Failure to achieve the assumed outcomes of the project shall deem impossible for the head of the project to apply for projects within all subsequent IDUB project competitions. Application for project funding shall be possible only after achieving the outcomes declared in the previously implemented project.
7. All matters unregulated herein shall be settled by the Vice-Rector for Development.

§ 6 Information clause on personal data processing

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.
3. The Administrator shall process the personal data included in the application for the project and individual AND final reports on the project implementation.
4. Your personal data shall be processed by the Administrator to fund the project in the competition for Projects aiming to upgrade the equipment and instrumentation of CyberLab – 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 to 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 entities (administrators) except for the entities entitled, in compliance with generally applicable laws.
8. Entities (processing entities) 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 a competition for projects aiming to upgrade the equipment and instrumentation.
11. Your personal data shall be processed during the implementation of the IDUB Project and for perpetual archiving.
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.

APPLICATION
within the competition for projects aiming to upgrade the equipment and
instrumentation of
CyberLab

A. KEY DATA

1. Personal data of the applicant (head of project)
 - *First name and surname, title/academic degree, position, place of employment, represented scientific discipline, personal SAP number*
2. Name of equipment (*in Polish and English*):
3. Project summary in Polish (*up to 400 words*):
4. Project summary (*up to 400 words.*):
5. Planned period of the project implementation (in months, maximum 15 months):

B. PROJECT DESCRIPTION

1. A substantive description of research tasks utilizing the equipment and instrumentation, highlighting the area of activity of POB CBiAD, and a description of scientific research or development work or other tasks requiring the planned investment (up to 2000 words).
2. Description of equipment and instrumentation including the justification for planned expenses (up to 1000 words).
3. Description of the methodology of using the purchased equipment and instrumentation, also after the completion of the project (up to 1000 words).
4. Team members and scientific achievements of the team implementing the research tasks.
5. Declaration of measurable outcomes of the 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 application for grant will be submitted)
1	Obtaining external research funding (applications for external funding which have gone through at least formal positive evaluation, for a total amount, at least twice as high as the funding obtained within the grant)		(obligatory)
	including international projects (i.e. - with a foreign source of funding, e.g. within the EU, NATO programmes, etc. or - with a Polish source of funding but the project is implemented in collaboration with a foreign partner, who simultaneously obtains funding in their country, i.e. NCBR or NCN international programmes)		

2	Publications of papers in scientific journals and papers reviewed in conference publications from the upper decile according to the CiteScore Scopus database. (minimum requirement: the paper must be approved for printing)		
	including international collaboration		
3	Commencement or development of collaboration with leading foreign universities		
	or research institutions completed with submitting a research application and/or scientific publications within an international collaboration		
4	Commencement of collaboration with industrial partners, completed with obtaining funding for research minimum twice as high as the research project budget		
5	Other outcomes		

C. PROJECT COST ESTIMATE

Equipment and instrumentation
(according to data from item B2):
including funding under the IDUB
programme

PLN

deposit (minimum 30%) % i.e. PLN

.....
(stamp and signature of the Applicant)

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

.....
(stamp and signature of the Faculty Dean)

.....
(stamp and signature of the Director of Institute)

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.

**AGREEMENT No. (number given by the IDUB Project Office)
on funding investment in a competition for projects aiming to upgrade the equipment and
instrumentation of CyberLab announced by the Scientific Council of Research Centre POB
Cybersecurity and Data Science within the “Excellence Initiative– Research University”
programme implemented at the Warsaw University of Technology**

concluded on..... 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”

«Name of the unit - Faculty or Institute»,
represented by:

«Head of the unit» - «Function of the head of the unit»
Hereinafter referred to as the “Implementing unit”.

1. The Head of IDUB shall transfer funds for implementing projects aiming to upgrade the equipment and instrumentation of CyberLab to the Implementing unit according to the list in Appendix No. 1 to the Agreement.
2. The amount specified in section 1 shall be the amount of funding from the IDUB project for the purchase of the equipment. The Implementing unit shall pay a deposit.
3. The Implementing unit shall purchase the equipment specified in applications constituting an integral part of this Agreement in compliance with:
 - 1) generally applicable laws,
 - 2) provisions of this Agreement
 - 3) principles arising from the competition documentation including terms and conditions of the competition for enhancing equipment and instrumentation of CyberLab,
 - 4) the information included in the application for funding,
 - 5) internal regulations applicable at the Warsaw University of Technology.
4. If the purchasing price of the equipment and instrumentation is higher than specified in the Application, the Implementing unit’s deposit shall be increased, or this Agreement shall be terminated upon the request of the Implementing unit.
5. The parties shall accept the day of concluding this Agreement as the commencement date of the project, and the project shall be completed within 30 days of signing the record of equipment approval, but the period of project implementation may be no longer than 15 months. The commencement of utilizing the purchased equipment and instrumentation shall be confirmed by a document issued by the Head of Project addressed to the chairperson of the Scientific Council of the Research Centre of POB CBiAD.
6. The Head of project shall achieve the outcomes specified in the Application within two years of the completion of the project implementation, in compliance with the IDUB project indices.
7. 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 project.
8. 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.

9. The Implementing unit shall keep separate accounting records for the project.
10. Funding transferred to the Implementing unit and unused until the completion of the individual projects shall return to the Head of IDUB.
11. The final acceptance of the implementation outcomes shall be granted by a committee appointed and working in a manner specified by the Regulations of the competition.
12. Any amendments to the provisions of this Agreement shall constitute an appendix and shall be made in writing.
13. Appendices to this Agreement shall constitute its integral part.
14. This Agreement has been executed in two counterparts, one for each Party.

Appendices:

- 1) List of projects eligible for funding
- 2) Applications for funding (2.1 Application for funding project No. 1, 2.2 Application for funding project No. 2, ...).

Head of IDUB

Implementing unit

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

.....
(stamp of unit)

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

.....
(stamp and signature of the Head of Unit)

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

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

.....
(stamp and signature of the Head of
Project)

List of projects eligible for funding:

:

No.	Applicant (title/degree, first name and surname)	Faculty/Institute	Project title	Budget
1.				
2.				

.....
(signature of the chairperson of the competition committee)

TEMPLATE FOR INDIVIDUAL REPORT
on the implementation of the project aiming to upgrade the equipment and instrumentation
of CyberLab

Head of project:

.....

Project title:

.....

A list of purchased equipment and instrumentation (please attach a copy of the invoice and record of approval):

No.	Name	Amount	Including		
			<i>IDUB</i>	<i>deposit</i>	<i>% of deposit</i>
1.					
2.					
...					
Total:					

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

.....
(stamp and signature of the Head of Project)

.....
(stamp and signature of the Faculty Dean)

.....
(stamp and signature of the Director of Institute)

**TEMPLATE FOR FINAL REPORT
on the implementation of the project aiming to upgrade the equipment and instrumentation
of CyberLab**

Head of project:

.....

Project title:

.....

Table of measurable outcomes of the project implementation including appendices confirming their achievement. (In compliance with the table from item B.2 of the application within the competition for projects aiming to upgrade the equipment and instrumentation of CyberLab).

No.	Type of outcome	Declared values	Achieved values	Details of achieved indices/ actions taken to achieve them (including the publication title, type, and date of the competition, a list of units collaboration with which contributed to achieving the outcome, etc.)
1	Obtaining external funding for research			
	including within international projects			
2	Publication of papers in journals and conference papers from the upper decile (paper approved for printing)			
	including within international collaboration			
3	Commencement or development of collaboration with leading international universities or research institutions completed by submitting a research application and/or scientific publications within an international collaboration			
4	Commencement of collaboration with industrial partners, completed by obtaining funding for research minimum twice as high as the research project budget			
5	Other outcomes			

.....
(stamp and signature of the Head of Project)

.....
(stamp and signature of the Faculty Dean)

.....
(stamp and signature of the Director of Institute)

RECORD OF EVALUATION AND APPROVAL OF THE PROJECT

Head of project:

.....

Project title:

.....

COSTS

Planned PLN, Incurred PLN.....

Deposit: %

The purchased equipment and instrumentation comply with the application. YES NO

The intended outcomes have been achieved. YES NO

COMMITTEE

Chairperson:

Members: 1.
2.
3.

DECISION

The Committee hereby confirms that the project:

has been correctly implemented. has been partially implemented. has been incorrectly implemented.

Committee's comments:

- The Committee requests the financial settlement of the entire project, i.e. PLN
- The Committee requests a return of the amount of PLN, in compliance with section 10 of the Agreement.

.....
date stamp and signature of the chairperson of the committee

Date:	
Stamp and signature of the Head of IDUB:	

Appendices:

- 1) Individual report on the project implementation
- 2) Final report on the project implementation