

## Regulations for the YOUNG PW competition

### § 1

1. The YOUNG PW competition aims to support the academic development of young scientists, i.e. doctoral students and employees at the Warsaw University of Technology conducting scientific activities, who are included in the N number and do not own a doctoral degree, or who have owned a doctoral degree for no longer than 7 years, in accordance with Article 360 section 2 of the Act 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022 item 574, as amended).
2. The maximum budget per research project shall amount to PLN 150 000.
3. An applicant must be a young scientist, as defined in section 1. If the applicant is a doctoral student, the supervisor shall be the head of the project (without remuneration) and the application shall include the supervisor's consent to head the project. If the applicant is an employee at the Warsaw University of Technology, they shall automatically become the head of the project after qualifying the application for funding.
4. The project implementer may be a doctoral student, a young scientist, or a person not fulfilling the young scientist criterion.
5. An applicant must not be a person who was the head of the project and completed the implementation of a research project as part of the IDUB programme, failing to achieve the assumed outcomes. Application for funding as part of the YOUNG PW competition shall be possible only after achieving the declared indices.
6. An applicant may submit only one application in the competition. Application for a research project as part of the YOUNG PW competition hereinafter referred to as "Application" shall be prepared in accordance with the template constituting Appendix No. 1 to these Regulations and shall be submitted in an electronic version through an online form available on the website [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl).
7. The head of the project and research project implementers shall achieve all declared outcomes corresponding with the indices of the IDUB programme, which specifically include:
  - 1) The publication of papers in scientific journals from the upper decile according to CiteScore of the Scopus database published in the announcement informing about the announcement of the competition – at least 1 publication shall be declared.
  - 2) Submitting an application for external funding which has received at least a positive formal evaluation, preferably under an international programme, for the amount minimum twice as high as the funding awarded in the POB grant - at least one application shall be submitted.
  - 3) Commencement or development of a collaboration with the leading foreign universities and/or scientific institutions, completed by submitting a research application which has received at least a positive formal evaluation, and/or scientific publications as part of international collaboration (optionally).
  - 4) Commencement of a collaboration with industrial partners, completed with obtaining funding for research minimum twice as high as the amount of the research project budget (optionally).
8. The themes of research projects implemented as part of the YOUNG PW competition shall refer to research in the area of Strategic Fields of Impact defined in the Strategy of the Warsaw University of Technology until 2030.

### § 2

1. The evaluation criteria for the application include:
  - 1) The innovativeness and scientific value of the project (up to 40 points).
  - 2) The quality of the research plan and the possibility to achieve measurable outcomes of the IDUB programme as defined in §1 section 7 (up to 20 points).
  - 3) The integration of research teams from different units of the Warsaw University of Technology and as part of international collaboration – inter-faculty or inter-institute application or application for international collaboration (up to 10 points).
  - 4) The scientific output of the applicant, including their activity in applying (as a head or head of tasks at WUT) for external funding in the past 3 years (up to 20 points).
  - 5) The justification for planned costs of the project implementation (up to 10 points).
2. The evaluation of applications shall consist of two stages. In the first stage, the applications are evaluated by the Scientific Councils of CB POB or the BEYOND POB competition committee. No more than 60% of applications submitted for evaluation in a given Council or committee shall be qualified for the second stage.
3. The second stage involves the creation of a common ranking list by the representatives of individual Scientific Councils of CB POB and the BEYOND POB committee (one from each Council and committee). At this stage, the representatives of Councils and committees may decide on the seminary presentation of applications before their final evaluation and do not have to consider the score from the first stage of evaluation.
4. Funding shall be awarded to the applications with the highest score in the ranking list whose total budget does not exceed the pool of funding awarded for the competition by the Steering Committee of the IDUB project.
5. The lists of applications declared as eligible for funding (including the applicant's name and surname, the unit in which the applicant is or will be employed, the project title, and the amount of funding) shall be published on the website [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl) within 45 days of the closing date for applications.
6. Reviews of applications shall be made available to applicants upon the written request of applicants by the Scientific Councils POB or the BEYOND POB competition committee.

### § 3

1. The principles for using the funding awarded for the project implementation in accordance with the submitted application are set forth in Appendix No. 2 to these Regulations.
2. The project implementation shall not be commenced unless an agreement is concluded in accordance with the template included in Appendix No. 3 to these Regulations. Additionally, the unit where the head of the project is employed shall become the implementing unit.
3. The IDUB Project Office shall prepare agreements with the units.

### § 4

1. The project execution shall undergo a midterm evaluation based on an intermediate report, prepared in accordance with the template in Appendix No. 4 to these Regulations and a presentation of achieved results shall be given in a seminar organised by the Research Centres POB and the BEYOND POB competition committee within 2 months after the expiration of 12 months after the commencement of the project implementation.
2. The final report prepared in accordance with the template in Appendix No. 4 to these Regulations shall be submitted to a competent Head of CB POB or chairperson of the BEYOND POB competition committee through the IDUB Project Office within 2 months of the completion of the project.
3. The project execution shall be evaluated by the committees appointed by the Scientific

Councils of CB POB or the BEYOND POB competition committee. The Committee shall comprise at least half of the members of these bodies. The result of the evaluation shall be included in a record prepared in accordance with the template defined in Appendix No. 5 to these Regulations.

4. When the need arises and in agreement with the Head of the IDUB Management Team, projects may undergo an ad-hoc inspection which involves submitting additional explanations/reports on the factual or financial compliance of the implementation with the submitted application for funding and the provisions set forth in the Agreement on the project implementation.
5. In the publications, project implementers shall use the affiliation Politechnika Warszawska (Warsaw University of Technology), which means all publications, presentations, and conference reports prepared within the project shall be signed:
  - 1) *badania były finansowane ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB) lub*
  - 2) *Research was funded by the Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.*
6. Failure to achieve the declared project outcomes shall prevent its head from applying for projects in subsequent editions of competitions for research grants as part of the IDUB programme. Application for project funding shall only be possible if the outcomes declared in the previously implemented project have been achieved.
7. All matters not regulated herein shall be settled by the Vice-Rector for Development.

#### § 5

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](mailto:iod@pw.edu.pl)
- 3) The administrator shall process your personal data in the scope of data included in the application for a project and intermediate and final reports on the project implementation.
- 4) The Administrator shall process your personal data for the purpose of the implementation of the Agreement 04/IDUB/2019/94 concluded on 30 December 2019 – on the basis of Article 6 section 1 point b) 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 entities (administrators) except for the entitled ones, 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 provide your personal data voluntarily. Nevertheless, failure to do so shall prevent you from being awarded funding for a research grant as part of the participation in the YOUNG PW competition.
- 11) Your personal data shall be processed for the period compliant with the A archiving category in the documentation.
- 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.

### **Application for a research project as part of the YOUNG PW competition**

1. Strategic impact areas to which the application refers (you may select more than one):
  - 1) Scientific foundations: nature and the apparatus of its description
  - 2) Information and the digital environment
  - 3) A healthy and sustainable living environment
  - 4) Sustainable industry, materials and manufacturing processes
2. The Scientific Council CB POB or the BEYOND POB competition committee to which the application is addressed (select one only):
  - 1) Biotechnology and Biomedical Engineering
  - 2) Photonic Technologies
  - 3) Materials Technologies
  - 4) Conversion and Energy Storage
  - 5) High Energy Physics and Experimental Techniques
  - 6) Artificial Intelligence and Robotics
  - 7) Cybersecurity and Data Science
  - 8) BEYOND POB

#### **A. KEY DATA**

1. Data of the applicant (head of project):  
*(name and surname, academic title/degree, position, place of employment/proposed employment, represented scientific discipline in which the applicant is included in the N number (does not apply to doctoral students)).*
2. Research team:
  - 1) A list of names of key implementers:  
*(name and surname, academic title/degree, position, place of employment, represented scientific discipline)*
  - 2) Information on the number of other implementers including their status:  
*(i.e. doctoral students – 3 persons).*
3. Project title: *(in Polish and English)*
4. Project summary in Polish: *(up to 400 words)*
5. Project summary in English: *(up to 400 words)*

#### **B. PROJECT DESCRIPTION**

1. A substantive description:  
*(including the demonstration of compliance with the thematic scope of the competition, elements of scientific novelty and innovation – up to 3 pages, font 11 points)*
2. Declaration of the measurable outcomes of the 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 competition in which the application for a grant will be submitted)
1.	Declared number of publications in journals from the upper decile according to CiteScore in the Scopus database (with the requirement of papers at least having been accepted for printing) including as part of international collaboration		
2.	Obtaining external funding for research (submitted applications for external funding that have received at least a positive formal evaluation, for the amount twice as high as funding awarded as part of POB grant for each application), including as part of international projects (i.e.: a) if there is a foreign source of funding, e.g. UE, NATO etc., or b) if there is a Polish source of funding, but the project is implemented in collaboration with a partner who simultaneously obtains funds in their country, i.e. under international programmes NCBR or NCN.		
3.	Submitting papers written with co-authors from abroad (not included in item 1)		
4.	Other outcomes		

3. The scientific output of the Head of the project and other project implementers – data of the Head of project for the years 2017-2022 (up to 1 page), including:
- 1) The information on the course of academic career



**Project timetable and cost estimate (in accordance with the template – Table 1) including the justification for direct project costs (Excel with automatic calculation of surcharges)**

Table 1: Project cost estimate (for funding in one unit)

No.	Planned costs	2023	2024	Total
<b>I.</b>	<b>Total direct costs</b>	0.00	0.00	0.00
1	Equipment and instrumentation	0.00	0.00	0.00
	including			
	with a value from PLN 3 500 to 10 000	0.00	0.00	0,00
	with a value above PLN 10 000	0.00	0.00	0,00
2	Remuneration with related items	0.00	0.00	0.00
3	Other direct costs	0.00	0.00	0.00
<b>II.</b>	<b>Indirect costs (15%)</b>	0.00	0.00	0.00
<b>III.</b>	<b>Total costs</b>	0.00	0.00	0.00

.....  
(signature of Applicant)

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

## Principles for financing projects as part of the YOUNG PW competition

1. Funding awarded for the project may be used for:
  - 1) Research equipment and instrumentation
  - 2) Remuneration:
    - a) Project implementers employed at the Warsaw University of Technology may be paid under an employment contract or receive a bonus for project work paid at an hourly rate or as a lump sum in accordance with the Regulations for Remuneration applicable at the Warsaw University of Technology.
    - b) Project implementers not employed at the Warsaw University of Technology, including students and doctoral students, shall be paid under a civil and law contract.
  - 3) Other costs:
    - a) Materials and reagents, small laboratory equipment, external services, etc.
    - b) Costs of proofreading and publication of research findings in a renowned publishing house or journal
    - c) Conference trips (related exclusively to the presentation of findings) and a few-day-long (up to 7 days) study visits at national and foreign centres
    - d) Other costs justified by the scope of the project
2. A monthly limit on remuneration paid for the total of all projects implemented as part of the currently implemented editions of the following competitions for CB POB BEYOND POB and research grants and competitions LAB-TECH of Excellence, POSTDOC PW and STRATEG PW, may not exceed PLN 2 500 gross per implementer (including no more than PLN 2 000 as part of one project) and PLN 3 000 for the head of the project. If the remuneration in the project is variable, the monthly remuneration shall amount to the average value for the entire period of involvement in the research project implementation (the average amount does not include the months in which the limit was achieved).
3. For an application submitted by a doctoral student, the supervisor performing the function of the head of the project shall not receive any remuneration.
4. The total remuneration for all project implementers not fulfilling the young scientist criterion may not exceed 30% of the total budget allocated for the remuneration.
5. Indirect costs shall amount to 15% of direct costs, divided into 5% of total costs and 10% of faculty costs, in accordance with Regulation No. 12/2019 of the WUT Rector on the principles, methodology and indices applied to settle total and faculty costs at the Warsaw University of Technology, excluding the equipment and instrumentation with an individual value over PLN 10 000.
6. Amendments to the project cost estimate:
  - 1) In the case of a necessity to amend costs in the project cost estimate categories, the amount of awarded funding may not be increased.
  - 2) No transfers of funding between categories may breach the restrictions on the value of individual categories introduced in the regulations for the competition (if applicable).
  - 3) Funding transfers between the cost categories planned in the application up to the total value of 15% of "Total direct costs" as compared to the initial value indicated in the cost estimate shall not require the consent of the Head of CB POB or a chairperson of the BEYOND POB competition committee.
  - 4) Funding transfers between annual periods shall not require the consent of the Head of CB POB or a chairperson of the BEYOND POB competition committee.
  - 5) Amendments not requiring the consent of the Head of CB POB or a chairperson of the BEYOND POB competition committee shall be reported to the IDUB Project Office in writing or in electronic form.

- 6) Funding transfers between the cost categories planned in the application exceeding the total value of 15% of “Total direct costs” as compared to the initial value indicated in the cost estimate shall require the consent of the Head of CB POB or a chairperson of the BEYOND POB competition committee and the conclusion of an annex to the agreement in the scope of the project cost estimate constituting Appendix No. 2 to the Agreement.
7. In the case of inter-faculty and inter-institute projects, the principles for transferring funding between the units are as follows:
  - 1) The costs of the project of the subcontractor shall be recorded in separate accounting orders.
  - 2) The collaboration shall be based on an internal agreement concluded between the applicant’s parent unit which was awarded funding for the project implementation and the unit responsible for the performance of part of the tasks.

**AGREEMENT No. (number given by the IDUB Project Office)  
on the completion of research projects selected as part of the YOUNG PW competition and  
funded under the “Excellence Initiative – Research University” programme  
implemented at the Warsaw University of Technology**

concluded on ..... between:

*Professor Małgorzata Lewandowska - 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 the YOUNG PW competition, in accordance with the list constituting Appendix No. 1 to this Agreement.
2. The Implementing Unit shall complete the work described in applications for the competition, which constitute an integral part of this Agreement, in accordance with:
  - 1) Generally applicable laws
  - 2) Provisions of this Agreement
  - 3) Principles arising from the competition documentation including the provisions of the YOUNG PW competition
  - 4) Information included in the Application for a research project as part of the YOUNG PW competition
  - 5) Internal regulations applicable at the Warsaw University of Technology
3. The Parties shall adopt ..... 2023 as the commencement date for the project(s) and the maximum implementation time of the project(s) shall not exceed 24 months. The implementation time and completion date for individual projects under this Agreement is defined in Appendix No. 1 to this Agreement.
4. The cost calculation of the project(s) under this Agreement constitutes Appendix No. 2 to this Agreement.
5. Funding awarded for the project implementation shall be at the disposal of the head of Implementing Unit in agreement with the Head of the project.
6. The Implementing Unit shall make available items of the property of the unit indispensable to implement the project and shall provide administrative and accounting services for the project implementation.
7. The Implementing Unit shall maintain separate accounting records for the project in accordance with the principles specified by the WUT Bursar’s Letter 290/KK/2020 of 20 May 2020 and KK-453/2020 of 25 August 2020.
8. Funding transferred to the Implementing Unit and not used until the completion date of individual grants shall be returned to the disposal of the Head of IDUB.
9. The approval of the implementation outcomes shall be granted by a committee appointed by the Scientific Council of Research Centre POB «Name\_of\_POB» or the BEYOND POB competition committee in a manner specified by the Regulations for the competition.
10. All changes to the provisions of this Agreement shall require concluding an annex in writing.

11. Appendices to the Agreement are integral parts of this Agreement.  
12. The Agreement has been executed in two counterparts, one for each Party.

**Appendices:**

- 1) A list of research projects eligible for funding
- 2) Project cost estimates (2.1 Cost Estimate Project No. 1, 2.2 Cost Estimate Project No. 2, ...)
- 3) Applications for a research project as part of the YOUNG PW competition (3.1 Application for funding Project No. 1, 3.2 Application for funding Project No. 2, ...)

***Head of IDUB***

***Implementing Unit***

.....  
(stamp of IDUB Project 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 the Agreement)**

<b>No.</b>	<b>Applicant (title/degree name and surname)</b>	<b>Faculty/Institute</b>	<b>Title of project</b>	<b>Budget</b>	<b>Implementation time (in months)</b>	<b>Completion date of project</b>
1.						
2.						

.....  
stamp and signature of Head of IDUB

**Project cost estimate**

**title:** .....  
**headed by:** .....

No.	Planned costs	2023	2024	Total
<b>I.</b>	<b>Total direct costs</b>	0.00	0.00	0.00
1	Equipment and instrumentation	0.00	0.00	0.00
	including			
	with a value from PLN 3 500 to PLN 10 000			
	with a value over PLN 10 000			
2	Remuneration with related items			
3	Other direct costs			
<b>II.</b>	<b>Indirect costs (15%)</b>	0.00	0.00	0.00
<b>III.</b>	<b>Total costs</b>	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.

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

**TEMPLATE FOR INTERMEDIATE/FINAL\* REPORT  
on the implementation of the research project in the YOUNG PW competition**

title: .....

headed by: .....

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

- 1) Research objective
- 2) Description of implemented work *(up to 1 page 1, font min. 11 points)*
- 3) Description of the most important achievements *(up to 1 page 1, font min. 11 points)*

2. Table of measurable outcomes of the project implementation including appendices confirming their achievement. (In accordance with Table in item B.2 of the Application for a research project).

No.	Type of outcome	Declared values	Achieved values	Details of achieved indices/ activities undertaken to achieve them (including the title of publication, type and date of competition, list of units with which the collaboration leading to the achievement of the outcome was started, etc.)
1	Publication of articles in a journal and conferences from the upper decile (accepted for printing) according to CiteScore of the Scopus database in accordance with the list published in the announcement of the competition			
2	Obtaining external research funding, preferably as part of international projects			
3	Reporting papers in collaboration with foreign co-authors (not listed in item 1)			
5	Other outcomes			

3. Statement of planned and incurred costs

Cost category	2023		2024		Total	
	Planned	Incurred	Planned	Incurred	Planned	Incurred
I. Total direct costs, including:						
1. Equipment and instrumentation						
2. Remuneration with related items						
3. Other direct costs						
II. Surcharges (15%)						
III. Total costs						

3. A list of project implementers' names including the awarded funding as part of the project implementation.

<b>Implementer</b> (name and surname of implementer, academic title/degree, position, place of employment)	<b>SAP Number</b>
1	
2	
3	

.....

.....

(date and signature of Head of project)

(stamp and signature of Bursar's Proxy)

\*delete as appropriate

**RECORD OF EVALUATION AND APPROVAL OF A PROJECT IN THE YOUNG PW  
COMPETITION**

title: .....

headed by: .....

planned costs: PLN ....., incurred costs: PLN .....

Committee members:

Chairperson: .....

Members:

1) .....

2) .....

3) .....

The evaluation committee states that the research project:

has been correctly implemented/ has been partially implemented/ has been incorrectly implemented\*

Comments:

Date .....and signatures of the Committee:

Chairperson: .....

Members:

1) .....

2) .....

3) .....

Date ..... and signature of the Head of project: .....

**Appendix:**

Final report on the project implementation