

THE WARSAW UNIVERSITY OF TECHNOLOGY
Resolution No. 2/2023
of the Scientific Council of the Priority Research Area
Biotechnology and Biomedical Engineering
of 20 March 2023

on the announcement of the WELCOME ON BOARD competition as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology

Under § 7 section 2 items 2 and 3, pursuant to § 4 section 2 item 6 of the Regulations for Research Centres for Priority Research Areas (POB) of the Warsaw University of Technology, constituting an annex to the PW Rector’s Regulation No. 38/2020 of 26 February 2020 on establishing Research Centres for Priority Research Areas (POB) as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology, in connection with the PW Rector’s Decision No. 327/2020 of 4 December 2020 on establishing Scientific Councils of Research Centres operating as part of Priority Research Areas at the Warsaw University of Technology, it is resolved as follows

§ 1

1. The WELCOME ON BOARD competition aiming to support the newly employed staff who are willing to start active scientific research at the Warsaw University of Technology is announced as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology.
2. The competition mentioned in section 1 is implemented under the principles specified in the Regulations for the WELCOME ON BOARD competition of the Research Centre for POB Biotechnology and Biomedical Engineering, hereinafter referred to as “Regulations”, constituting an annex to the Resolution.
3. The closing date for applications is 21 April 2023.
4. The maximum implementation time for a research project is 18 months, but it must be completed no later than 31 December 2024.

§ 2

This Resolution enters into force upon adoption.

Chairperson of the Scientific Council CB POB
Biotechnology and Biomedical Engineering

Professor Zbigniew Brzózka

Regulations for the WELCOME ON BOARD competition

§ 1

1. The WELCOME ON BOARD competition aims to support the newly employed staff who are willing to start active scientific research at the Warsaw University of Technology and are assigned to the N number.
2. The budget of the WELCOME ON BOARD competition shall amount to PLN 500 000, with a maximum budget of one research project amounting to PLN 80 000.
3. An applicant may only be an employee who has been employed at the Warsaw University of Technology as a primary place of employment for no longer than one year at the moment of submitting the application. The employee becomes the head of the project as soon as the application is qualified for funding.
4. A project implementer may be a student, a doctoral student or any employee conducting scientific activity.
5. An applicant must not be a person who managed and completed a research project as part of the IDUB competition and failed to achieve a positive outcome.
6. An applicant may submit only one application in the competition. The application for a research project as part of the WELCOME ON BOARD competition, hereinafter referred to as „application” shall be prepared in accordance with the template in Annex No. 1 to the Regulations and submitted in an electronic format through an online form available on the website www.badawcza.pw.edu.pl.
7. The head of the project and the research project implementers shall declare at least two and achieve all declared outcomes, corresponding with the indices of the “Excellence Initiative – Research University” programme, hereinafter referred to as the “IDUB programme”, which specifically include
 - 1) the publications of papers in scientific journals from the upper decile according to CiteScore of the Scopus database, in accordance with the list published in the announcement of the competition – at least one publication must be declared;
 - 2) submitting an application for external funding which has passed at least a positive formal evaluation, preferably as part of an international programme, for an amount at least twice as high as the funds obtained under a POB grant – at least one application must be declared as submitted;
 - 3) commencement or development of cooperation with leading foreign universities and/or scientific institutions completed with submitting a research application that has passed at least a positive formal evaluation and/or scientific publications as part of international cooperation – optionally;
 - 4) commencement of cooperation with industrial partners completed with obtaining research funding in an amount minimum twice as high as the research project budget.
8. The topics of research projects implemented as part of the WELCOME ON BOARD PW competition shall refer to research from priority areas of biotechnology and biomedical engineering and the Strategic Impact Areas defined in the Strategy PW 2030.

§ 2

1. The evaluation criteria for the application shall include:
 - 1) innovativeness and scientific value of the project (up to 40 points);
 - 2) the quality of a research plan and the possibility of achievement of measurable outcomes of the IDUB programme defined in § 1 section 7 (up to 20 points);
 - 3) the integration of research teams from various units of the Warsaw University of Technology

- and as part of international collaboration – inter-faculty, inter-institute or international collaboration application (up to 10 points);
- 4) the scientific output of the applicant (up to 20 points);
 - 5) the justifiability of planned project implementation costs (up to 10 points).
2. The evaluation of the application shall be a two-stage process. The first stage involves the evaluation of each application by at least two reviewers. 60% of applications with the highest score are eligible for the second stage (an average score in two reviews expressed by the natural number of points is considered), whose total budget shall not exceed the doubled amount of the competition budget. The information on eligibility or non-eligibility for the second stage of evaluation shall be passed on immediately to applicants.
 3. The second stage involves agreeing on the final grade by the Scientific Council of CB POB Biotechnology and Biomedical Engineering (according to the criteria and score specified in section 1) and preparation of a ranking. At this stage, the Scientific Council of CB POB Biotechnology and Biomedical Engineering may decide on a seminary presentation of the application before the final evaluation and does not have to take into account the score from the first stage of evaluation.
 4. Applications with the highest score in the ranking list shall be eligible for funding, whose total budget does not exceed the financial envelope allocated for the project.
 5. A list of applications eligible for funding (including the name and surname of the applicant, unit in which an applicant is employed, project title and amount of co-financing) shall be published on the website www.badawcza.pw.edu.pl within 45 days of the closing date for applications.
 6. Reviews of applications shall be made available upon written request of applicants by the Scientific Council of CB POB Biotechnology and Biomedical Engineering

§ 3

1. Principles for using funding awarded for the project implementation according to the submitted application shall be defined by Annex No. 2 to these Regulations.
2. A condition to commence the project implementation is to conclude the Agreement whose template is Annex No. 3 to these Regulations, where the unit employing the head of the project shall be the implementing unit. When justified, the implementing unit may be another PW unit nominated by Applicant provided that heads of both units consent to it in writing.
3. Agreements with units shall be prepared by the IDUB Project Office.

§ 4

1. The project execution shall undergo a mid-term evaluation based on the submitted intermediate report in accordance with the template in Annex No. 4 to the Regulations and a presentation of achieved outcomes during a seminar organised by the CB POB Biotechnology and Biomedical Engineering within 9 months of commencing the project.
2. The final report according to the template in Annex No. 4 to these Regulations must be submitted to the head of the CB POB through the IDUB Project Office within two months of the completion of the project.
3. The project execution shall be evaluated by a committee appointed by the Scientific Council of the CB POB Biotechnology and Biomedical Engineering. The committee members shall include at least half of the members of the Scientific Council of the POB Biotechnology and Biomedical Engineering. The evaluation result shall be included in a record prepared according to the template in Annex No. 5 to these Regulations.
4. When the need arises and in agreement with the Head of the IDUB Management Team, hereinafter referred to as “Head of IDUB”, 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 publications, project implementers shall use the affiliation with Politechnika Warszawska (Warsaw University of Technology), which means all publications, presentations and conference reports prepared as part of the project must be signed:
 - 1) *Badania były finansowane ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB) or*
 - 2) *Research was funded by the Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.*
6. Failure to achieve the assumed project outcomes shall exclude the head of the project from applying for projects in subsequent editions of competitions as part of the IDUB programme. Applications for project funding shall only be possible after the achievement of outcomes declared in the previously implemented project.
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 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 your personal data in the scope of data included in the application for a research project in the WELCOME ON BOARD competition and intermediate and final reports on the project implementation.
- 4) The administrator shall process your personal data for the purpose of evaluating an application for a research project as part of the WELCOME ON BOARD competition, and in the case of positive evaluation, for the purpose of participation in the WELCOME ON BOARD competition – on the basis of 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 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) Your personal data has been obtained directly from you or the person submitting an application for a research project as part of the WELCOME ON BOARD competition. In the case of obtaining data directly from you, you provide your personal data voluntarily. Nevertheless, failure to do so shall prevent you from submitting an application for a research project as part of the WELCOME ON BOARD competition.
- 11) Your personal data will be processed:

- if your application is approved for a period compliant with the A archiving category of documentation;
 - if your application is rejected for a period compliant with the A archiving category of documentation;
- and for a period necessary to secure any possible claims.
- 12) If you think your data protection rights have been violated, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner (Prezes Urzędu Ochrony Danych Osobowych).

Application for a research project as part of the WELCOME ON BOARD 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

A. KEY DATA

1. Data of the applicant (head of project):
(name and surname, academic title/degree, position, place of employment, represented scientific discipline in which the applicant is included in the N number, date of employment at PW).
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. a doctoral student – 3 persons).
3. Project title: *(in Polish and English).*
4. Project summary in Polish: *(up to 400 words).*
5. Project summary: *(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 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 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 being 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 a POB grant for each application) including as part of international projects (i.e.: <ul style="list-style-type: none"> 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;
 - 2) a list of best publications, up to 5;
 - 3) a list of currently implemented projects with an indication of functions performed in the projects;
 - 4) a list of completed projects in which the applicant was the head;
 - 5) a list of applications submitted at external institutions financing research that were not awarded funding;
 - 6) a list of foreign internships (more than 1 month);
 - 7) the most important achievements of the head of the project – a description.
- 4. The project will be/will not be* implemented as part of an inter-faculty or inter-institute collaboration. (**delete as appropriate*)
 - (*If so – please justify the project implementation between units. A brief description of the character/purpose of the collaboration between units, up to 0.5 pages*).
- 5. The project will be/will not be* implemented as part of an international collaboration. (**delete as appropriate*)
 - (*If so – please provide a brief description of the foreign unit and the character/purpose of the collaboration between units, up to 0.5 pages*).
- 6. Information on possible ethical issues accompanying the planned research.

I declare that the research planned in the application is not nor has been financed 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 will be published in the information on the competition and its results.

c. DECLARATIONS OF APPLICANT

1. I declare that I am employed at the Warsaw University of Technology as my primary place of employment.
2. I declare that I have submitted a declaration on my assignment to the N number at the Warsaw University of Technology.
3. I declare that I have not completed a research project implementation as part of the IDUB programme failing to achieve the assumed outcomes.
4. I declare that I have submitted only one application in the WELCOME ON BOARD competition for research grants.

.....
(signature of Applicant)

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

**delete as appropriate*

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)

Project timetable:

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

No.	Planned costs	2023	2024	Total
I.	Total direct costs	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
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00

Justification for direct project costs:

.....
(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 WELCOME ON BOARD competition

1. Funding awarded for the project may be used for:
 - 1) Research equipment and instrumentation
 - 2) 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. 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.
3. 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) Transfers of funding between categories do not require the acceptance of the head of CB POB BIB.
 - 3) Transfers of funds between annual periods shall not require the acceptance of the head of CB POB BIB and concluding an annex to the Agreement.
 - 4) Amendments not requiring the acceptance of the head of CB POB BIB must be reported to the IDUB Project Office to correct the cost estimate, in writing or in an electronic format.
 - 5) Amendments in the timetable and the material scope of the project implementation, described in the application for funding, shall require the acceptance of the head of CB POB BIB without the need to annex the Agreement.
4. For projects in which subcontracting is assumed:
 - 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 implementation of research projects selected as part of the WELCOME ON BOARD competition
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. The 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 WELCOME ON BOARD competition, in accordance with the list constituting Annex 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 WELCOME ON BOARD competition;
 - 4) the information included in the Application for a research project as part of the WELCOME ON BOARD 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 18 months. The implementation time and completion date for individual projects under this Agreement is defined in Annex No. 1 to this Agreement.
4. The cost calculation of the project(s) under this Agreement constitutes Annex 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 the last project 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 for POB Biotechnology and Biomedical Engineering 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. Annexes to the Agreement are integral parts of this Agreement.

12. The Agreement has been executed in two counterparts, one for each Party.

Annexes:

- 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 WELCOME ON BOARD 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)

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

.....
stamp and signature of head of CB POB
Biotechnology and Biomedical Engineering

Project cost estimate

title:

headed by:

No	Planned costs	2023	2024	Total
I.	Total direct costs	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	Other direct costs			
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	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 WELCOME ON BOARD
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 annexes 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	Publications of papers in scientific journals from the upper decile according to CiteScore of the Scopus database in accordance with a list published in the announcement of the competition			
2	Obtaining external research funding, preferably as part of international projects			
3	Submission of papers written 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. Other direct costs						
II. Surcharges (15%)						
III. Total costs						

1. A list of project implementers' names.

Implementer (name and surname of implementer, academic title/degree, position, place of employment)	SAP Number
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 THE WELCOME ON BOARD PROJECT

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:

Dateand signatures of the Committee:

Chairperson:

Members:

- 1)
- 2)
- 3)

Date and signature of the head of the project:

Annex:

Final report on the project implementation