

**REGULATIONS OF THE THIRD EDITION OF THE COMPETITION
SZIR-3 (ARTIFICIAL INTELLIGENCE AND ROBOTICS)
Research Centre POB AIR**

§ 1

1. The main purpose of research projects SzIR-3 is to popularise academic excellence and conduct high-quality world-class research by WUT research teams.
2. The budget of the competition SzIR-3 amounts to PLN 1 million.
3. The head of the project and the team implementing the research project shall declare at least one and achieve all declared outcomes, corresponding with the indices of the Project IDUB, in particular:
 - 1) Publications of articles in the most highly ranked scientific journals from the upper decile according to CiteScore of the Scopus database, in accordance with the list published in the competition announcement or reviewed conference publications scoring 200 points on the current list of the Ministry of Science and Higher Education - at least 1 publication shall be declared.
 - 2) Submitting an application for external funding which has been given at least a formal positive evaluation, preferably within an international programme, for the amount minimum twice as high as the funding received in the POB grant - at least one application shall be submitted.
 - 3) Commencing or developing collaboration with the leading foreign universities and/or scientific institutions, completed by submitting a research application and/or scientific publications as part of international collaboration.
 - 4) Commencing collaboration with industrial partners, completed with obtaining the funding for the research minimum twice as high as the amount of the research project budget.
4. The project themes in SzIR-3 shall refer to research in the area of artificial intelligence and robotics or related issues, fitting into the scope of AIR POB activities. Furthermore, this does not preclude more than one POB area from being involved.

§ 2

1. The applicant/head of the project shall be an employee of the Warsaw University of Technology, with WUT as a primary place of work, excluding members of the Scientific Board of CB POB AIR. A declaration regarding the N number shall be submitted by the head of the project at the Warsaw University of Technology.
2. The applicant/head of the project must not be the head of any project that obtained the funding in the first or second edition of any of the competitions run by Research Centres POB, hereinafter referred to as CB POB or within the competitions IDUB against COVID-19 or BEYOND POB.
3. The applicant may submit only one application within one edition of the competitions for CB POB research projects or BEYOND POB competition.
4. The application prepared in compliance with the template constituting Appendix 1 to these Regulations shall be submitted in an electronic format by completing an online form available on the website www.badawcza.pw.edu.pl.

§ 3

1. Applications shall be evaluated by the Scientific Board of CB POB AIR and reviewers shall be selected by the chairperson of the Scientific Board of CB POB AIR
2. The chairperson of the Scientific Board of CB POB shall select at least two reviewers for the evaluation of the application from among the members of the Scientific Board or non-members.
3. Application reviewers shall be selected so that the conflict of interest is avoided, and objective and unbiased evaluation is ensured.
4. The reviewers shall not be in a legal or factual relationship with the head of the project and the researchers, which may raise a reasonable doubt about the unbiased evaluation.
5. The names of the reviewers must not be disclosed to the head of the project and the researchers.
6. Evaluation criteria for the application include:
 - 1) Innovation and scientific value of the project in POB AIR research areas as defined in §1 section 4 (up to and including 40 points)
 - 2) The quality of the research plan and the possibility to achieve measurable outcomes of Project IDUB as defined in §1 section 3 (up to and including 20 points)
 - 3) Integration of research teams from different units of the Warsaw University of Technology and within international collaboration – inter-faculty or inter-institute application or application for international collaboration (up to and including 10 points)
 - 4) Scientific achievements of the head of the project and chief researchers (up to and including 20 points)
 - 5) Justifiable estimated costs of the project implementation (up to and including 10 points)
7. The evaluation of applications shall have two stages:
 - 1) Stage I involves evaluating each application by at least two reviewers. Stage II involves the most highly evaluated applications (average score of two reviews expressed by a natural number of points), whose summary budget may not exceed the double budget of the competition as defined in § 1 section 2. The information on declaring an application as eligible or ineligible for stage II of the evaluation shall be immediately forwarded to the applicants.
 - 2) Stage II involves agreeing on the final evaluation by the Scientific Board of CB POB AIR (in compliance with the criteria and scoring specified in section 6) and preparation of the ranking. At this stage, the Scientific Board of CB POB AIR may decide on a seminar presentation of the applications before their final evaluation.
8. The funding shall be granted to the applications with the highest score whose summary budget does not exceed the amount of the funding awarded in the competition, in compliance with §1 section 2.
9. The lists of applications declared as eligible for funding (including the applicant's name and surname, the applicant's faculty, the project title, and the amount of funding) shall be published on the website until 15 December 2021. Additionally, the cut-off point for applications that have been declared as ineligible for funding shall be disclosed.
10. After the evaluation process is completed, reviews of all applications shall be forwarded to the applicants whose applications are not eligible for funding. Upon written request, reviews may also be forwarded to the applicants whose applications are eligible for funding.

§ 4

1. The principles for using the funding awarded in the project in compliance with the submitted application are set forth in Appendix 2 to these Regulations.

2. The project implementation shall not be commenced unless an agreement is signed in accordance with the template included in Appendix 3 to these Regulations. Additionally, the unit where the head of the project is employed shall become the implementing unit.
3. The Project IDUB Office shall prepare agreements with the units.

§ 5

1. The project implementation shall undergo midterm evaluation based on an intermediate report, prepared in accordance with the template in Appendix 4 to these Regulations, and a presentation of achieved results shall be given in a seminar organised by CP POB AIR 12 months after the commencement of the project implementation.
2. The final report prepared in accordance with the template in Appendix 4 to these Regulations shall be submitted to the head of CB POB AIR through the Project IDUB Office within 2 months of the completion day of the project.
3. The project implementation shall be evaluated by the committee appointed by the Scientific Board of CB POB AIR. At least half of the members of the Scientific Board of CB POB shall become members of the committee. The result of the evaluation shall be included in a record, in accordance with the template in Appendix 5 to these Regulations.
4. When the need arises and in agreement with the Head of IDUB, projects may undergo an ad-hoc inspection commissioned by the Head of CB POB, 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, researchers who are employees, doctoral students, and students of WUT shall use the affiliation Warsaw University of Technology. All publications, presentations and conference reports prepared as part of the project shall be signed:
“Research was funded by POB AIR of Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme, or “Badania były finansowane przez POB AIR ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB)”.
6. Failure to achieve the declared project outcomes shall prevent its head from applying for projects in subsequent editions of competitions of all CB POB within the Project IDUB. 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.

§ 6

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) 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 CB POB competitions 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.

APPLICATION FOR A RESEARCH GRANT WITHIN THE THIRD EDITION OF CB POB COMPETITIONS

1. KEY DATA

- 1) Applicant's (head of the project) personal data:
Name, surname, title/academic degree, position, place of employment, represented scientific discipline in which the applicant is included in the N number
- 2) Research team:
 - a) List of chief researchers' names (name, surname, title/academic degree, position, place of employment, represented scientific discipline)
 - b) Information on the number of other researchers including their status (e.g. doctoral students - 3)
- 3) Project title: in Polish and English
- 4) Project summary in Polish (up to 400 words)
- 5) Project summary (up to 400 words)

2. PROJECT DESCRIPTION

- 1) Substantive description:
(including the presentation of the elements of scientific novelty and innovation compliant with the scope of the competition– max. 3 pages, font size 11)
- 2) Declaration of measurable outcomes of the implementation of the research project:

No	Type of outcome	Declared value	Comments (e.g. a succinct description of the nature of the outcome, including patents, implementations, etc., innovations, information on the kind and number of publications, planned journals, type, and date of the competition to which the application for project research shall be submitted)
1	Declared number of publications of articles in the most highly ranked scientific journals from the upper decile according to CiteScore of the Scopus database and reviewed conference publications scoring 200 points on the current list of the Ministry of Science and Higher Education (acceptance of the article for printing is a minimum requirement) including within international collaboration		
2	Receiving external funding for the research (submitted		

	applications for external funding that have at least positively passed a formal evaluation for an amount at least twice as high as the funding obtained under the POB grant each), including within international projects (i.e. - when there is a foreign source of funding, e.g. under EU, NATO, etc. programmes, or - when there is a Polish source of funding, but the project is implemented in collaboration with a foreign partner who simultaneously obtains funds in their country, e.g. international programmes of the NCBR or the NCN)		
3	Submitting articles in collaboration with international co-authors (not included in item 1)		
4	Other outcomes		

- 3) Scientific achievements of the head of the project and the researchers:
 - a) Data of the head of the project for 2017-2021 (up to 1 page), including:
 - information on a scientific career
 - a list of best publications, up to 5
 - a list of currently implemented projects, including the roles fulfilled in the projects
 - a list of completed projects headed by the applicant
 - a list of foreign internships (more than 1 month)
 - other important achievements of the head of the project*, e.g. roles fulfilled under multi-centre projects (*shall apply only to IDUB-POB-FWEiTE-2 (CB POB High Energy Physics and Experimental Techniques)
 - b) A brief scientific description of key project researchers (up to ½ pages per person)
- 4) The project shall be / shall not be * implemented as part of inter-faculty/ inter-institute collaboration. (*Choose as appropriate)
If yes - justification of the project implementation between units; a brief description of the nature/essence of collaboration between units (up to ½ pages)
- 5) The project shall be / shall not be * implemented as part of international collaboration. (*Choose as appropriate)
If yes - a brief description of the foreign unit and the nature/essence of collaboration between units (up to ½ pages)
- 6) Information on possible ethical issues in the planned research

I declare that the research planned in the application is not and has not been financed from other sources.

If the funding is awarded, by submitting this application I shall automatically consent to disclose the name and surname of the head of the project and the project title to the public in the information on the competition and its results.

3. APPLICANT'S DECLARATIONS

- 1) I declare that I am employed at the Warsaw University of Technology as a primary workplace.
- 2) I declare that I have submitted a declaration on being assigned the N number to the Warsaw University of Technology.
- 3) I declare that I am not the head of a project that was awarded the funding in the first or second edition of any CB POB competition or competitions IDUB against COVID-19 or BEYOND POB.
- 4) I declare that I am not the head of a project in the application submitted in the second edition of the BEYOND POB competition.
- 5) I declare that I have submitted only one application in the third edition of CB POB competitions for research grants.

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Project timetable and cost estimate (in accordance with the template – Table 1 or 1a), including the validation of direct costs of the project. (Excel with automatically calculated surcharges)

Table 1: Project cost estimate (if the funding is within one unit)

No.	Estimated costs	2022	2023	Total
I.	Total direct costs	0.00	0.00	0.00
1	Equipment	0.00	0.00	0.00
	including			
	with a value from PLN 3,500 to 10,000			
	with a value above PLN 10,000			
2	Remuneration and related items			
3	Other direct costs			
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00

Table 1a: Project cost estimate (if the funding is transferred between units)

No.	Estimated costs	2022			2023			Total		
		unit 1	unit 2	Total	unit 1	unit 2	Total	unit 1	unit 2	Total
I.	Total direct costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Incl.									
	with a value from PLN 3,500 to 10,000			0.00			0.00	0.00	0.00	0.00
	with a value over PLN 10,000			0.00			0.00	0.00	0.00	0.00
2	Remuneration and related items			0.00	0.00		0.00	0.00	0.00	0.00
3	Other direct costs			0.00	0.00		0.00	0.00	0.00	0.00
II.	Indirect costs (15%)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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PRINCIPLES FOR FUNDING CB POB PROJECTS

1. The funding awarded to the project may be spent on:
 - 1) Research equipment
 - 2) Remuneration:
 - a) Remuneration of the project researchers employed by the Warsaw University of Technology may be paid under the contract of employment or as additional remuneration for project work paid on an hourly basis or as a lump sum, in compliance with the Remuneration Regulations at the Warsaw University of Technology.
 - b) Remuneration of the project researchers not employed by the Warsaw University of Technology, including students and doctoral students, shall be paid under a civil-law agreement.
 - 3) Other costs:
 - a) Materials and reagents, small laboratory equipment, external services, etc.
 - b) Costs of proofreading and publication of the research results in a renowned publishing house or journal
 - c) Conference attendance (solely related to the presentation of the results) and a few days long (up to 7 days) study visits in national and foreign centres
 - d) Other costs justified by the project scope
2. The monthly amount of total remuneration paid in all implemented projects within all current editions of CB POB competitions may not exceed PLN 2,500 gross for a researcher (including no more than PLN 2,000 as part of one project) and PLN 3,000 for the head of the project. If remuneration in the project is variable, the monthly remuneration shall be an average value from the total period of the research project implementation.
3. Indirect costs amount to 15% of direct costs and shall be divided into 5% of general costs and 10% of faculty costs, in compliance with the Regulation 12/2019 of WUT Rector on the principles, methodology, and indices used in settling general and faculty costs at the Warsaw University of Technology, excluding the equipment with an individual value exceeding PLN 10,000.
4. Changes to the estimated project costs:
 - 1) In the event of changing the costs in the categories of the estimated project costs, the amount of the awarded funding may not increase.
 - 2) No funding transfers between the categories may breach the limits in individual categories as set forth in the Regulations of the competition (if applicable).
 - 3) Funding transfers between cost categories specified in the application amounting up to a total of 15% of “Total direct costs”, as compared to the primary amount specified in the estimated costs, shall not require the consent of the Head of CB POB.
 - 4) Funding transfers between annual periods shall not require the consent of the Head of CB POB.
 - 5) Changes that do not require the consent of the Head of CB POB shall be reported to the Project IDUB Office in writing or in an electronic format.
 - 6) Funding transfers between cost categories specified in the application amounting to over total of 15% of “Total direct costs”, as compared to the primary amount specified in the estimated costs, shall require the consent of the Head of CB POB and signing an annex to

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the Agreement on the scope of estimated project costs constituting Appendix 2 to the Agreement.

5. In the case of inter-faculty/ inter-institute projects in which the funding shall be distributed between appropriate implementing units, estimated costs including costs of the whole project as distributed between the units shall be attached to the application for a research project (Table 1a).
 - 1) Project costs within internal subcontracting shall be recorded in accounting books in specially separated orders.
 - 2) Orders in the SAP system shall be created pursuant to an internal agreement signed between the applicant's parent unit, which has been granted the funding for the project implementation, and the unit responsible for the partial implementation of the tasks.
 - 3) A copy of an internal agreement shall be immediately submitted to the Project IDUB Office.

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Appendix 3 to the Regulations

AGREEMENT No (*number given by the Project IDUB Office*)
on the implementation of research projects selected in the third edition of the competition
..... announced by the Scientific Board of Research Centre POB
«Name of_POB»
funded within „Excellence Initiative: Research University” project implemented at the
Warsaw University of Technology

signed on (date) between:

Professor Małgorzata Lewandowska, PhD, DSc – **Head of Management Team for “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 the head of unit_ », hereinafter referred to as „Implementing unit”.

1. Head of IDUB shall transfer the funding amounting to « Total _ amount » of PLN (in words: «Amount_in words») to the implementing unit for the implementation of research projects selected in the third edition of the competition «Name of_competition» announced by the Scientific Board of Research Centre POB «Name of_POB» in compliance with the list in Appendix 1 to the Agreement.
2. The implementing unit shall implement the work specified in the applications for the competition, which constitute an integral part of this Agreement, in compliance with:
 - 1) Generally applicable laws
 - 2) Provisions of this Agreement
 - 3) Principles defined in the competition documentation which includes the conditions of the competition «Name of_competition»
 - 4) Information included in the application for a research project within the third edition of the competitions of CB POB
 - 5) Internal regulations applicable at the Warsaw University of Technology
3. The parties set 01 January 2022 as the day of commencing the implementation of the project/projects and the maximum time for the implementation of the project/projects may not exceed 24 months, i.e. till 31 December 2023. The period of implementation and the completion date of individual projects under this Agreement is specified in Appendix 1 to this Agreement.
4. Estimated project costs under this Agreement are specified in Appendix 2 to this Agreement.
5. The funding awarded for the project implementation shall be at the disposal of the head of the implementing unit in agreement with the head of the project.
6. The implementing unit shall share the assets of the unit indispensable for the project implementation and shall provide administrative and accounting service of the project implementation by the administration of the unit.
7. The implementing unit shall maintain separate accounting records for the project, in compliance with the rules specified by the WUT Bursar, pursuant to Regulation 290/KK/2020 of 20 May 2020 and KK-453/2020 of 25 August 2020.

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8. The funding transferred to the implementing unit and not used until «Completion_date» shall be returned to the disposal of the Head of IDUB.
9. Approval of the implementation outcomes shall be conducted by the committee appointed by the Scientific Board of Research Centre POB «Name_of_POB» in a manner specified by the Regulations of the competition.
10. Changes to the provisions of this Agreement shall require signing an annex in writing.
11. Appendices 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) Estimated project costs: ...
- 3) Applications for funding in the third edition of CB POB:

Head of IDUB

Implementing unit

.....
(Stamp of Project IDUB Office)

.....
(Stamp of the unit)

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

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

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

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

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Appendix 1 to the Agreement

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

No	Applicant (title/degree first name and surname)	Faculty/Institute	Project title	Budget	Implementation time (in months)	Date of project completion
1.						
2.						

.....
Stamp and signature of head of CB
POB

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Appendix 2 to the Agreement

PROJECT COST ESTIMATE

(Distribution between units in the case of inter-faculty /inter-institute projects)

Titled:
headed by:

No.	Estimated costs	2022	2023	Total
I.	Total direct costs	0.00	0.00	0.00
1	Equipment	0.00	0.00	0.00
	including with a value from PLN 3,500 to 10,000			
	with a value above PLN 10,000			
2	Remuneration and related items			
3	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 the Head of IDUB)

.....
(Stamp and signature of the Head of the unit)

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

.....
(Stamp and signature of the 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 the head of the project)

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Appendix 4 to the Regulations

TEMPLATE FOR INTERMEDIATE / FINAL REPORT*
on the implementation of a research project proposed in the third edition of the
competition (*competition name*)
organised by the Research Centre POB
of the Warsaw University of Technology

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 the research conducted (up to 1 page, min. font 11)
 - 3) Description of the most important achievements (up to 1 page, min. font 11).
2. Table of measurable outcomes of the project implementation including appendices confirming their achievement (in compliance with the table from item 2 of the application for research project).

No.	Type of outcome	Declared values	Achieved values	Details of achieved indices/ activities undertaken to achieve them (including the publication title, type and date of the competition, a list of units with which collaboration has begun that led to achieving the outcome, etc.)
1	Publication of articles in a journal and conferences from the upper decile, at least 200 points on MNiE list (accepted for printing during the project)			
2	Receiving external research funding, preferably within international projects			
3	Submitting articles co-authored with foreign authors (not mentioned in item 1)			
	Other outcomes			

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4. Statement of estimated and incurred costs

Cost category	2022		2023		Total	
	Estimated	Incurred	Estimated	Incurred	Estimated	Incurred
I. Total direct costs, including:						
1. Equipment						
2. Remuneration with related items						
3. Other direct costs						
II. Surcharges (15%)						
III. Total costs						

5. A list of researchers' names including the remuneration paid during the implementation of the project

Researcher (researcher's name and surname, title/academic degree, position, place of employment)	SAP Number
1.	
2.	
3.	

.....
(Date and signature of the head of the project)

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

*Choose as appropriate

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Appendix 5 to the Regulations

RECORD OF PROJECT EVALUATION AND APPROVAL (*competition name*)

Titled:
headed by:

Estimated costs: PLN....., incurred costs: PLN

The committee:

Chairperson:

Members:

1.
2.
3.

The evaluation committee states that the project:
has been properly / partially / improperly * implemented
The committee's comments:

Date and committee's signatures:

Chairperson:

Members:

1.
2.
3.

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

Appendices: Final report on the project completion