

WARSAW UNIVERSITY OF TECHNOLOGY

Resolution No 3/2021
of the Scientific Board of Research Centre POB Materials Technologies
of 23rd December 2021 r.

on the announcement of the first edition of the competition for research projects *VISITING RESEARCHER* as part of the implementation of the programme “Excellence Initiative – Research University” at the Warsaw University of Technology

Under §7 section 2 items 2 and 3, pursuant to §4 section 2 item 6 of the Regulations of Research Centres of Priority Research Areas (POB) at the Warsaw University of Technology, constituting an appendix to the WUT Rector’s Regulation No 38/2020 of 26 February 2020 on creating Research Centres for Priority Research Areas (POB) as part of the implementation of the programme “Excellence Initiative – Research University” at the Warsaw University of Technology, it is resolved as follows:

§ 1

1. We announce the first edition of the competition for research projects *VISITING RESEARCHER* as part of implementing the programme “Excellence Initiative – Research University” at the Warsaw University of Technology.
2. The competition mentioned in section 1 shall be conducted under the principles set forth in the Regulations of the competition for research projects *VISITING RESEARCHER*, constituting Appendix to this Resolution.
3. The closing date for submitting applications in the competition mentioned in section 1 is 31st January 2022.
4. The appointment duration is 12 months.

§ 2

The Resolution enters into force upon signing.

Secretary of the Scientific Board
of the Research Centre POB
Materials Technologies

Chairperson of the Scientific
Board of the Research Centre POB
Materials Technologies

.....

.....

Appendix to Regulation No. 3/2021
of the Scientific Board of Research Centre POB Materials Technologies

Regulations of the competition for research projects VISITING RESEARCHER

§ 1

1. The competition for research projects VISITING RESEARCHER, hereinafter referred to as the “competition or VISITING RESEARCHER competition” is launched as a part of the implementation of the “Excellence Initiative – Research University” programme, hereinafter referred to as the “IDUB project”.
2. The competition aims to increase the research potential of the Warsaw University of Technology through employment of an outstanding specialist, scientifically related to issues within the scope of the POB Materials Technology, hereinafter referred to as the “specialist”.
3. The competition VISITING RESEARCHER is funded within Strategic Action by Priority Research Area Materials Technologies.
4. The employment of the person mentioned in section 2 does not include the persons employed at the Warsaw University of Technology, employment shall be on a unit basis and in accordance with the PW regulations. The employment shall be on Faculty rules and following the PW working regulations.
5. The application for a research project in the VISITING RESEARCHER competition hereinafter referred to as the “application”, prepared in accordance with the template constituting Appendix 1 to these Regulations and signed by the Bursar’s Proxy and the Faculty Dean (and the director of the institute, if applicable) is submitted in an electronic format by sending an e-mail on pob.materials@pw.edu.pl.
6. The applicant may submit only one application within one edition of the competition.
7. Cost estimate is an integral part of the Application and shall be prepared in accordance with the template constituting Appendix 2 to these Regulations. The total budget of the research project may not exceed PLN 320,000 annually, and the cost of the employed specialist remuneration (including the employer’s cost) may not exceed PLN 120,000 annually as part of direct costs. The principles of project funding are specified in Appendix 3 to these Regulations.

§ 2

1. The criteria in the evaluation of applications include:
 1. Scientific excellence of the proposed research and its compliance with the POB Materials Technologies priority research areas.
 2. Excellent scientific achievements record, with a particular focus on the participation as a leader in international research projects.
 3. Potential of the specialist for the implementation of the international research network and declaration of submission at least two international research projects, where WUT will be a consortium member.
2. Research Board CB POB Materials Technologies committee creates ranking lists of applications eligible for funding and submits them to the IDUB Project Office.

3. The Head of the IDUB Project approves the candidate eligible for funding.
4. The name of the applicant eligible for funding shall be published on the website www.badawcza.pw.edu.pl within a month from the deadline set for submitting the applications.
5. The researcher will be employed as a non-academic staff employee.
6. The employed specialist is obliged to achieve the following outcomes corresponding with the IDUB programme indices:
 1. Obligatory submitting at least two applications for external funding, during the funding period / during project implementation, which have undergone at least positive formal evaluation, preferably within an international programme, for the total amount awarded to the Warsaw University of Technology, which is a sum equal to at least twice the amount of the funding awarded within the Visiting Researcher competition.
 2. Optionally submitting publications from the upper decile according to the CiteScore Scopus database-
7. The employed specialist is obliged to work at least 80 hours a month at WUT.

§ 3

1. The implementation of the research project shall commence upon signing the agreement with the employed specialist, with the time of the implementation of 12 months.
2. The final report prepared in compliance with the template in Appendix 5 to these Regulations shall be submitted to the IDUB Project Office within 2 months after the completion of the project.
3. The project execution shall be evaluated by Research Board POB Materials Technologies committee. The evaluation shall be conducted in compliance with the template in Appendix 6 to these Regulations.
4. Should the need arise, 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 conditions specified in the Agreement for the project implementation, with the template in Appendix 4 to these Regulations.
5. The researchers in the project is obliged to use the affiliation *Warsaw University of Technology* in publications. All publications, presentations and conference reports prepared within the project must be signed with: *Research was funded by Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.*
6. All matters unregulated herein shall be settled by the Vice-Rector for Development.

§ 4

Under Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the European Council of 27 April 2016 on the protection of natural persons 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 Warszawa.
- 2) The data 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 will process your data in order to participate in the VISITING RESEARCHER competition, and in case you qualify for participation in the VISITING RESEARCHER competition in order to perform the tasks specified in this contest program - the basis for processing your data is Article 6.1.e of the RODO;
- 4) The Administrator shall process the personal data in case of:
 - a) participation in the VISITING RESEARCHER competition, including name, title/degree, country of origin, position, place of employment, represented discipline;
 - b) VISITING RESEARCHER grants, including name, title/degree, country of origin, position, place of employment, represented discipline, and data included in the final report.
- 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 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 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 shall provide your personal data voluntarily. Nevertheless, failure to do so renders it impossible to prevent you from participating in the competition and obtaining funding for a research grant within the VISITING RESEARCHER competition.
- 11) Your personal data shall be processed:
 - participation in the VISITING RESEARCHER competition during the implementation of the IDUB Project and for the period necessary to secure any possible claims.
 - VISITING RESEARCHER grants during the implementation of the IDUB programme 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 for a research project in the competition
VISITING RESEARCHER edition no. 1**

A. KEY DATA (in english)

1. Applicant's (head of the project) personal data
 - *First name and surname, title/academic degree, country, position, place of employment, represented discipline*
2. Planned period of the researcher's employment (12 months):
3. Project title:
4. Project summary (*up to 400 words*):
5. The Faculty at which the research will be carried out:

B. PROJECT DESCRIPTION

1. Substantive description:
(including the presentation of scientific novelty, innovativeness, and competitiveness of research, research plan and methodology – up to 2 pages, font 11)
2. Declaration of measurable outcomes of the implementation of the research project:

No.	Type of outcome	Declared value	Comments
1.	submitting applications for external funding		
2.	submitting publications from the upper quartile		

3. Information on potential ethical issues in the planned research

I hereby declare that the research planned in this Application neither is nor has ever been funded by any other sources.

By submitting this Application I accept that if the funding is granted, the name and surname of the head of the project, as well as the project title and the amount of the awarded funding will be published in the information on the competition and its results.

.....
(Applicant's signature)

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

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

TIMETABLE AND COST ESTIMATE OF THE PROJECT

title

Applicant:

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

Project timetable:

Project cost estimate:

No.	Planned 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			0.00
	with a value exceeding PLN 10 000			0.00
2	Remuneration and related items	0.00	0.00	0.00
	including			
	Remuneration of researcher			0.00
	Remuneration of a research team			0.00
3	Other direct costs			0.00
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00

Substantive justification of direct costs in item I:

.....
(Applicant's signature)

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

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

Appendix No. 3 to the Regulations
of the **VISITING RESEARCHER** competition

Principles for funding research projects within the VISITING RESEARCHER competition

1. Funding granted for the project shall finance:
 - 1) Research equipment
 - 2) Remuneration
 - a) of the specialist employed under an employment contract
 - b) of students and doctoral students who are research team members under a civil-law contract
 - 3) other costs:
 - a) materials and reagents, small laboratory equipment, external services, etc.
 - b) cost of proofreading and publishing the research findings by a renowned publishing house or journal
 - c) conference trips (exclusively to present the findings) and short study visits (up to 7 days) to domestic and international centres
 - d) other costs justified by the scope of the project
2. The annual budget of the research project shall not exceed PLN 320,000 including:
 - 1) The specialist's remuneration, including the employer's costs, shall not exceed PLN 120,000 as part of direct costs.
 - 2) The total remuneration of the research team members including the employer's costs shall not exceed PLN 24,000.
3. Indirect costs shall amount to 15% of direct costs, including 5% of general costs and 10% of faculty costs, following the WUT Rector's Regulation 22/2020, excluding the equipment with an individual value exceeding PLN 10,000.
4. Amendments to the cost estimate of the project:
 - 1) If it is necessary to amend the costs within the categories of the cost estimate of the project, the amount of the granted funding shall not be increased.
 - 2) Any cost transfers between the categories shall not exceed the values specified in each category introduced in the Regulations of this competition.
 - 3) Any transfers of funding between the categories of the costs planned in the Application up to the total amount of 15% of „Total direct costs” as compared to the initial value specified in the cost estimate shall neither require the consent of the Head of IDUB nor the applicable Research Board CB POB or BEYOND POB committee.
 - 4) Any transfers of funding between the categories of the costs planned in the Application exceeding the total amount of 15% of „Total direct costs” as compared to the initial value specified in the cost estimate shall require the consent of the applicable Research Board CB POB Materials Technologies committee, and approval of the Head of IDUB.
 - 5) Any amendment specified in section 4 items 3 and 4 shall be submitted to the IDUB Project Office in compliance with Appendix No. 2 to this Agreement.
 - 6) Amendments to the timetable and the material scope of the project implementation, as described in the Application for funding, shall require the consent of the applicable Research Board CB POB Materials Technologies committee, and approval of the Head of IDUB.

Appendix No. 4 to the Regulations of the
VISITING RESEARCHER competition

AGREEMENT no. (*number given by the IDUB Project Office*)
on the implementation of research projects selected in the competition
VISITING RESEARCHER edition no. 1
funded within the „Excellence Initiative – Research University” programme
implemented at the Warsaw University of Technology

signed on (date) 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”

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 in competition within the **VISITING RESEARCHER** competition edition no. 1 following the information included in Appendix No. 1 to this Agreement.
2. The parties hereby agree that the day of signing an employment contract by the employed specialist is the commencement date of the project implementation, and the maximum time of project implementation shall be 12 months.
3. The Agreement shall be terminated if a specialist is not employed within 6 months after this Agreement has been signed, and the funding shall return to the Head of IDUB.
4. The estimation of the project costs under this Agreement is specified in Appendix No. 2 to this Agreement.
5. The funding awarded for the implementation of the project(s) shall be at the disposal of the head of Implementing unit in agreement with the Head(s) of project(s).
6. The implementing unit shall make available any items of property of the unit indispensable for the implementation of the project(s) and shall provide administrative and accounting services.
7. The Implementing unit shall keep separate accounting records for the project(s).
8. The funding transferred to the Implementing unit and unused until the completion of the project/individual projects shall return to the Head of IDUB.
9. The final acceptance of the implementation outcomes shall be given by POB Materials Technologies Board in a mode specified by the Regulations of the competition.
10. Any amendments to the provisions of this Agreement shall constitute an annex and shall be made in writing.
11. This Agreement has been executed in two counterparts, one for each Party.
12. Appendices to this Agreement shall include:
 - 1) A list of research projects eligible for funding
 - 2) Cost estimates of projects (2.1 Cost estimate of a project No. 1, 2.2 Cost estimate of a project No. 2, ...)
 - 3) Applications for funding (3.1 Application for funding of a project No. 1, 3.2 Application for funding of a project No. 2, ...)

Head of IDUB

Implementing unit

.....
(stamp of 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)

List of projects eligible for funding (under the Agreement)

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

.....
Signature of the Chairperson of the
Research Board POB Materials Technologies

Cost estimate of the project

title:

headed by:

No.	Planned 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			0.00
	with a value exceeding PLN 10 000			0.00
2	Remuneration and related items	0.00	0.00	0.00
	including Remuneration of researcher			0.00
	Remuneration of a research team			0.00
3	Other direct costs			0.00
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 Unit)

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

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

Declaration of the Head of Project

I hereby agree to implement the project in compliance with the description and timetable included in the submitted Application for a research project, constituting an integral part of this Agreement, the aforementioned cost estimate, and other provisions of this Agreement.

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

Appendix No. 5 to the Regulations
of the **VISITING RESEARCHER** competition

TEMPLATE OF FINAL REPORT
on the implementation of the research project in the competition
VISITING RESEARCHER edition no. 1

title:

headed by:

1. **(Please complete for final report only)** A synthetic description of the conducted research including:

- 1) The aim of the research
- 2) The description of the completed work (up to 1 page, font min. 11 point size)
- 3) The description of the most important outcomes (up to 1 page, font min. 11 point size)

2. Table of measurable outcomes of the project implementation including appendices confirming their achieving.

(Following the table from item B.2 of the Application for a research project).

3. Declaration of measurable outcomes of the implementation of the research project:

No.	Type of outcome	Declared value	Achieved	Details of the achieved indices/actions
1.	<i>submitting applications for external funding</i>			
2.	<i>submitting publications from the upper quartile</i>			

3. Planned and incurred costs

Cost category (year)	 (year)		Total	
	Planned	Incurred	Planned	Incurred	Planned	Incurred
1. Total direct costs including:						
1.	Equipment					
	including	with value from PLN 3,500 to 10,000				
		with value exceeding PLN 10,000				
2.	Remuneration and related items					
	including	remuneration of postdoc				

* Including the title of the publication, type and date of the competition, a list of units with which cooperation was commenced to achieve the outcome, etc.

		remuneration of a research team						
<input type="checkbox"/>	Other direct costs							
II. Indirect costs (15%)								
III. Total costs								

4. List of names of researchers

Researcher (first name and surname, place of employment)	SAP Number
1	
2	
3	

.....
(date)

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

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

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

Appendix No. 6 to the Regulations
of the **VISITING RESEARCHER** competition

RECORD OF EVALUATION AND RECEPTION OF THE PROJECT

title:

headed by:

Planned costs (PLN):	
Incurred costs (PLN):	
Research Board CB POB Materials Technologies Committee hereby declares that the research project:	
<ul style="list-style-type: none"> <input type="checkbox"/> has been correctly implemented <input type="checkbox"/> has been partially implemented <input type="checkbox"/> has been incorrectly implemented 	
Comments:	
Date:	
Chairperson of the Research Board CB POB_TM Committee:	
Stamp and signature of the Head of IDUB:	

Appendices:

- 1) *final report on the project implementation*