

## **Regulations for the first edition of the ENERGYDULAB competition for grants for laboratory learning stations**

### **§ 1 General provisions**

1. The competition for grants for laboratory learning stations is announced as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology, hereinafter referred to as “the IDUB programme”.
2. The project mainly aims to create innovative laboratory learning stations which will enable the students to participate in instrumentation-oriented learning in the field of energy conversion and storage, including access to unique instrumentation/equipment (if such equipment has been hitherto unavailable as part of learning/teaching on a given programme at the University).
3. The competition aims:
  - 1) to increase the number of learning stations (purchase and/or create instrumentation/equipment) by adding modern learning stations, which will allow the students to enhance their qualifications during the learning/teaching cycle and increase their competitiveness in the labour market; learning stations may also be created for the needs of inter-faculty or inter-university learning,
  - 2) to boost the motivation to update the content and learning and teaching techniques and create favourable conditions for introducing accompanying innovations,
  - 3) to open chances for development for all active academic teachers and provide balanced access to inter-university resources,
  - 4) to support learning/teaching requiring expenditure on equipment.
4. The competition budget amounts to PLN **1,500,000**, and the maximum funding for one teacher grant may not exceed **PLN 100,000**.
5. The scope of supported initiatives includes:
  - 1) materials, equipment and services necessary to build laboratory learning stations from scratch provided such stations (or with a similar function) do not exist in laboratories in which the learning/teaching process currently takes place on a given programme,
  - 2) the extension of the already existing laboratory learning stations with new possibilities and functions,
  - 3) the modernisation of laboratory learning stations for the latest educational programmes and needs, including new technologies and industrial or research practices,
  - 4) the acquisition of new, complete learning stations, both available on demand in catalogues and tailor-made.

### **§ 2 Principles for submitting applications**

1. The applicant/head of the project may be an academic teacher employed at the Warsaw University of Technology as the primary place of employment that actively conducts classes in

the field associated with POB Energy or is a teaching supervisor in a laboratory in which such classes are already conducted or will be conducted following the implementation of the ENERGYEDULAB project.

2. The applicant may submit one application only.
3. The application prepared in accordance with the template constituting Appendix No. 1 to these Regulations shall be submitted in an electronic format through an online form available on the website [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl).
4. The closing date for applications is 22 July 2022.

### **§ 3 The competition proceedings and principles for evaluating the applications**

1. The competition proceedings and evaluation and approval of the project shall be conducted by the Scientific Board of the Priority Research Area “Energy Conversion and Storage”, hereinafter referred to as the “Scientific Board of POB Energy”.
2. The chairperson of the Scientific Board of POB Energy shall select at least two reviewers for the evaluation of the application from the Board members or appoint non-members if fulfilling the provision described in section 3 is impossible.
3. The reviewers of applications shall be appointed to avoid the conflict of interests and ensure an objective and unbiased evaluation.
4. The evaluation of the submitted applications may consist of two stages. In the second stage, the competition committee may arrange hearings for applicants.
5. The criteria for the evaluation of the application include:
  - 1) Scientific modernity of the laboratory station(s) in research areas of POB Energy – the evaluation involves assessing how the newly created/modernised station(s) fit in with the current state of knowledge in a given field (and its directions of development).
  - 2) The quality of the plan for using the laboratory station(s) for teaching and learning purposes – the evaluation involves assessing the modernity of the educational programme, adapting to the current educational needs considering new technologies and industrial or research practices.
  - 3) The interdisciplinarity of laboratory station(s) – the evaluation involves assessing the possibility of using laboratory stations for different specialisations/programmes/faculties including inter-faculty/inter-university classes.
6. Applications eligible for funding are those with the highest scoring and whose summary budget does not exceed funds allocated for the competition, in accordance with § 1 section 3.
7. A list of applications eligible for funding (including the applicant’s name and surname, the unit in which the applicant is employed, the project title, and the amount of funding) shall be published on the website [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl) until 15 October 2022.

### **§ 4 Principles for project implementation**

1. Principles governing the use of funding awarded for the project implementation according to the submitted application are specified in Appendix No. 2 to these Regulations. (see §2 section 5).

2. To commence the project implementation, it is necessary to conclude an agreement, in compliance with the template in Appendix No. 3 to these Regulations.
3. The agreement with the implementing units shall be prepared by the IDUB Project Office.
4. The head of the project shall have conducted the actions described in the project by the end of the academic year 2022/2023, i.e. by 30 September 2023 and utilise the learning stations for the first time no later than in the academic year 2023/2024.
5. The maximum project implementation time shall be 11 months, i.e. from 1 November 2022 to 30 September 2023.

### **§ 5 Principles for project settlement**

1. The presentation of partial project outcomes shall be conducted as a seminar within 9 months of the project commencement.
2. The final report prepared in accordance with the template in Appendix No. 4 to these Regulations shall be submitted to the IDUB Project Office within 3 months of the project completion.
3. Ex-post report on the use of the stations for learning/teaching, in compliance with the template in Appendix No. 5 to these Regulations shall be submitted by 30 June 2025.
4. The project execution shall be evaluated by the Scientific Board of Priority Research Area "Energy Conversion and Storage" based on the final report. The result of the evaluation shall be recorded in accordance with the template in Appendix No. 6 to these Regulations.
5. When the need arises, upon the request of the Head of IDUB, the projects may be audited by submitting additional explanations/reports on the compliance of the implementation of the factual or financial side with the approved application for funding, and the provisions of the agreement on the project implementation.
6. Failure to achieve the anticipated project outcomes shall exclude the head of the project from submitting applications for projects in subsequent editions of all competitions under the IDUB programme. Application for project funding shall be possible only after achieving the outcomes declared in the previously implemented project.
7. All matters unregulated herein shall be settled by the Vice-Rector for Development.

### **§ 6 Information clause on personal data processing**

Under Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the European Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, Journal of Laws EU L 119/1 of 4 May 2016), hereinafter referred to as "GDPR", the Warsaw University of Technology announces that:

- 1) The administrator of your personal data is the Warsaw University of Technology with its registered seat at pl. Politechniki 1, 00-661 Warsaw.
- 2) The Administrator has appointed the Inspector for Data Protection (IOD - Inspektor Ochrony Danych), who ensures that the data are processed lawfully, and can be contacted via email: [iod@pw.edu.pl](mailto:iod@pw.edu.pl): [iod@pw.edu.pl](mailto:iod@pw.edu.pl).
- 3) The Administrator shall process the personal data included in the application for the project and final report on the project implementation.

- 4) Your personal data shall be processed by the Administrator to fund the project in the competition for teacher grants, in compliance with Article 6 section 1 points b) and f) of GDPR.
- 5) The Warsaw University of Technology shall not transfer your data outside the European Economic Area.
- 6) You shall have the right to access your personal data, the right to request the correction or deletion of the data, the right to request a restriction to process your personal data, and object to processing your data. Since the data are not processed based on your consent, the right to data portability does not apply.
- 7) Your personal data shall not be disclosed to any other entities (administrators) except for the entities entitled, in compliance with generally applicable laws.
- 8) Entities (processing entities) commissioned by the Warsaw University of Technology to perform actions that may relate to personal data processing may have access to your personal data.
- 9) The Warsaw University of Technology shall not subject you to automated decision-making, including your profiling.
- 10) You shall provide your personal data voluntarily. Nevertheless, failure to do so renders it impossible to participate in the competition.
- 11) Your personal data shall be processed 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 within the competition for laboratory learning stations**

**A. KEY DATA**

1. Personal data of the Applicant (head of the project)  
- *First name and surname, title/academic degree, position, place of employment, represented academic discipline, personal SAP number*
2. Academic programme/specialisation the project applies to
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. Description of the planned laboratory station(s), including a list of the elements of scientific novelty, to what extent the newly created/modernised station(s) within the grant fit in with the current state of knowledge on a given field and its directions of development (up to 2 pages). The subject of the project may be the creation of one or more laboratory stations. If the project provides for the creation of a few identical stations, which may be necessary for the effective implementation of planned learning/teaching processes, you should indicate their number and describe the justification for this number in item B.3.
2. The information on the manner of creating the laboratory station(s) stating to what extent the station shall be designed or executed by the employees of the Warsaw University of Technology, and to what extent it will be a ready product ordered from a supplier (up to 0.5 pages).
3. The plan for using the laboratory station(s) for learning/teaching purposes, including examples of performed tasks adjusted to current educational needs, including recent technologies and industrial and research practices (up to 2 pages).
4. A list of specialisations/programmes/faculties including inter-faculty/inter-university classes during which the laboratory station(s) will be used (including the course title and degree of studies).
5. A list of scientific disciplines within which the laboratory station(s) will be or may be used.
6. Justification for the ways in which the grant fits in with the research areas of POB Energy (up to 0.5 pages).
7. Description of other benefits resulting from the implementation of grant outcomes – up to 0.5 pages.

**C. PROJECT TIMETABLE**

C.	TIMETABLE OF GRANT IMPLEMENTATION	
No.	Task title	Implementation time
1		
2		

3		
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**D. PROJECT COST ESTIMATE**

No.	Planned costs	2022	2023	Total
<b>I.</b>	<b>Total direct costs</b>	0.00	0.00	0.00
1	Fixed assets	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 exceeding PLN 10,000	0.00	0.00	0,00
2	Remuneration and 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 (amount of funding)</b>	0.00	0.00	0.00

Justification for individual items in the cost estimate:

.....  
(Applicant)

.....  
(Bursar's Proxy)

.....  
(Dean of Faculty)

.....  
(Director of Institute *if applicable*)

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

### Principles for funding teaching projects

1. Funding granted for the project may be used for:
  - 1) the acquisition and/or creation of laboratory learning stations and/or accompanying instrumentation and equipment,
  - 2) external services associated with the creation of the components of laboratory learning stations,
  - 3) Remuneration for teacher grant implementors - maximum 10% of direct costs included in funding,
  - 4) the acquisition of materials and reagents, small laboratory equipment, external services, etc. necessary to create laboratory learning stations,
  - 5) the acquisition of materials and reagents, small laboratory equipment, external services, etc. which are necessary to conduct classes at the learning stations devised in the project,
  - 6) other costs that are justified by the scope of the project.
2. 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 No. 12/2019 on the principles, methodology and indices applied when settling total and faculty costs at the Warsaw University of Technology, excluding the instrumentation and equipment with an individual value over PLN 10,000.
3. Amendments to the project cost estimate:
  - 1) If it is necessary to change the costs within the categories of the project cost estimate, the amount of granted funding may not be increased.
  - 2) 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 not require the consent of the Scientific Board POB.
  - 3) Amendments not requiring the consent of the Scientific Board POB shall be reported to the IDUB Project Office in writing or in an electronic format.
  - 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 Scientific Board POB and preparation of an annex to the agreement on the scope of the project cost estimate constituting Appendix No. 2 to the agreement.
  - 5) Changes in the material scope of the project implementation shall require the consent of the Scientific Board POB each time.

**AGREEMENT No. (Number given by the IDUB Project Office)  
on funding a project as part of the first edition of the competition for grants for laboratory  
learning stations within the “Excellence Initiative– Research University” programme  
implemented at the Warsaw University of Technology**

concluded 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 the head of unit»,

hereinafter referred to as “Implementing unit”.

1. The Head of IDUB shall transfer funds for implementing grants for laboratory learning stations amounting to PLN «Total amount» (in words PLN «Amount in words») to the Implementing unit, following the list in Appendix No. 1 to the Agreement.
2. The Implementing unit shall implement actions specified in applications constituting an integral part of this Agreement in compliance with:
  - 1) generally applicable laws,
  - 2) provisions of this Agreement,
  - 3) principles arising from the competition documentation including terms and conditions of the competition for grants for laboratory learning stations,
  - 4) the information included in the application,
  - 5) internal regulations applicable at the Warsaw University of Technology.
3. The Parties shall accept 1 November 2022 as the commencement date of the implementation of the project and the maximum project implementation time may be no longer than 11 months, i.e. the final date is 30 September 2023. The implementation and completion times of individual projects under this Agreement are specified in Appendix No. 1 to this Agreement.
4. The cost estimate of the project(s) under this Agreement shall constitute Appendix No. 2 to this Agreement.
5. 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 make available any items of property of the unit indispensable for the project implementation and shall provide administrative and accounting services.
7. The Implementing unit shall keep separate accounting records for the project.
8. 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 approval of the implementation outcomes shall be granted by the Scientific Board POB in a manner specified by the Regulations for the competition.
10. Any amendments to the provisions of this Agreement shall constitute an annex and shall be made in writing.
11. Appendices to this Agreement shall constitute its integral part.
12. This Agreement has been executed in two counterparts, one for each Party.

**Appendices:**

- 1) A list of projects eligible for funding
- 2) Cost estimates of projects (2.1 Cost estimate of project No. 1, 2.2 Cost estimate of project No. 2, ...)
- 3) Applications for funding (3.1 Application for funding of project No. 1, 3.2 Application for funding of project No. 2, ...).

**Head of IDUB**

**Implementing unit**

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

.....  
*(stamp of the 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)*

**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)	Project completion date
1.						
2.						

.....  
stamp and signature of the Head  
of CB POB

**Project cost estimate**

**title:** .....

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

No.	Planned costs	2022	2023	Total
<b>I.</b>	<b>Total direct costs</b>	0.00	0.00	0.00
1	Fixed assets	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 exceeding PLN 10,000	0.00	0.00	0,00
2	Remuneration and related items (maximum 10% of direct costs)	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

**Head of IDUB**

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

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

**Implementing unit**

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

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

**Declaration of the Head of the Project**

I hereby agree to implement the project in compliance with the description and timetable included in the submitted Application within the competition for grants for laboratory learning stations, constituting an integral part of this Agreement, the aforementioned cost estimate, and other provisions of this Agreement.

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

**FINAL REPORT**  
**on the project implementation**

**title:** .....

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

1. The description of the completed work (up to 5 pages):

2. Planned and incurred costs

Cost category		2022		2023		Total	
		Planned	Incurred	Planned	Incurred	Planned	Incurred
I. Total incurred costs including:							
1.	Fixed assets						
	including with a value from PLN 3,500 to 10,000						
	including with a value exceeding PLN 10,000						
2.	Remuneration and related items (maximum 10% of direct costs)						
3.	Other direct costs						
II. Mark-ups (15%)							
III. Total costs							

3. A list of implementors' names (head of the project, implementors within direct costs and own contribution)

Implementor (name and surname, title/academic degree, position, place of employment)	SAP Number
1	
2	
3	

.....  
(date)

(signature of the Head of Project)

(stamp and signature of the Bursar's Proxy)

.....  
(Faculty Dean)

.....  
(Director of Institute – *if applicable*)

**EX-POST REPORT**  
**on the project implementation**

**titled:** .....  
headed by: .....

A description of using laboratory station(s) for learning/teaching purposes (a list of classes which were conducted at these stations: programme, course, degree, number of participants in a group/groups)

.....  
(date)

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

**RECORD OF EVALUATION AND APPROVAL OF THE PROJECT**

**title:** .....

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

<b>Planned costs (PLN):</b>	
<b>Incurred costs (PLN):</b>	
<b>Committee:</b>	
<b>Chairperson:</b> ..... <b>Members:</b> 1. .... 2. .... 3. ....	
<b>The Committee hereby declares that the project:</b>	
<input type="checkbox"/> has been correctly implemented. <input type="checkbox"/> has been partially implemented. <input type="checkbox"/> has been incorrectly implemented.	
<b>Comments of the Committee:</b>	
<b>The Committee shall request:</b>	
<input type="checkbox"/> the total settlement of the project, i.e. PLN ..... <input type="checkbox"/> the return of the funding, i.e. PLN ....., in compliance with item 8 of the Agreement	
<b>Date:</b>	
<b>Stamp and signature of Head of IDUB:</b>	

**Appendices:**

- final report on the project implementation