

WARSAW UNIVERSITY OF TECHNOLOGY

Resolution No. 4/2022
of the Scientific Council of the Research Centre for the Priority Research Area
(POB) Materials Technologies
of 13 December 2022

on the announcement of the DEMO Materials competition for research grants for first-cycle and second-cycle degree students 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, in connection with §4 section 2 item 6 of the Regulations for Research Centres for Priority Research Areas (POB) of the Warsaw University of Technology, constituting an appendix to WUT 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, it is resolved as follows:

§ 1

1. We hereby announce the DEMO Materials competition for research grants for first-cycle and second-cycle degree students as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology, hereinafter referred to as “DEMO Materials competition”.
2. The competition mentioned in section 1 shall be implemented in compliance with the principles specified in the Regulations in Appendix No. 1 to this Resolution.
3. The closing date for applications is 31 January 2023.
4. Research grants implemented as a result of the competition mentioned in section 1 shall be completed within 6 months.

§ 2

The Resolution enters into force upon adoption.

Chairperson of the Scientific Council of
the Research Centre POB

.....

REGULATIONS FOR THE DEMO MATERIALS COMPETITION FOR RESEARCH GRANTS FOR FIRST-CYCLE AND SECOND-CYCLE DEGREE STUDENTS

§ 1

GENERAL PROVISIONS

1. The DEMO Materials competition aims to support the scientific development of students at the Warsaw University of Technology, increase their scientific activity and enable them to develop scientifically in the field of materials technologies.
2. The budget of the DEMO Materials competition shall amount to PLN 150 000 and a maximum budget for one research grant shall amount to:
 - 1) PLN 15 000 for an individual grant
 - 2) PLN 25 000 for a collective grant
3. Applicants for a research grant shall declare to achieve the outcome which involves the development and preparation of a demonstrator, i.e. a product in the field of materials technologies manufactured independently by applicants, in the process of its design and production.
4. The grant outcome shall be used as promotional material by the Research Centre for the Priority Research Area Materials Technologies, hereinafter referred to as "POB TM".

§ 2

PRINCIPLES FOR SUBMITTING APPLICATIONS

1. Applicants for the DEMO Materials competition may be the first-cycle and second-cycle degree students of programmes thematically related to the POB TM activity.
2. The application shall be submitted by an academic supervisor on behalf of a student or a group of students. The supervisor shall give written consent to the project supervision.
3. An academic supervisor, and thus an applicant, may be an employee of the Warsaw University of Technology included in the N number, who conducts a scientific activity in the field of POB TM.
4. The applicant may submit a maximum of two applications.
5. The application prepared in accordance with the template constituting Appendix No. 1 to these Regulations shall be sent to an e-mail address pob.materials@pw.edu.pl.
6. Grant implementers shall achieve the following outcomes during the grant implementation, corresponding to the strategic actions of POB TM and indices of the IDUB programme:
 - 1) Obligatory – the development of the project and production of the declared demonstrator
 - 2) Optional – the publication of a paper in a scientific journal or reviewed conference publications

§ 3

COMPETITION PROCEDURE AND PRINCIPLES FOR THE EVALUATION OF APPLICATIONS

1. The Scientific Council of POB TM shall conduct the competition procedure, and evaluate, approve or reject the grant.
2. The evaluation criteria shall include:
 - 1) The unconventionality, originality and uniqueness of the proposal (30%)
 - 2) The evaluation of the methodology and possibility of implementation of the topic (40%)
 - 3) The justifiability of planned costs (30%)

3. Applications with the highest score, whose total budget does not exceed the pool of funds allocated for the DEMO Materials competition, are eligible for funding.
4. The list of applications declared as eligible for funding (including the applicant's name and surname, name of the unit from which the applicant comes, the grant title and the amount of funding) shall be published on the website www.badawcza.pw.edu.pl until 8 March 2023.
5. The reviews of applications shall be made available upon the written request of the applicants.

§ 4

PRINCIPLES FOR GRANT FINANCING AND IMPLEMENTATION

1. The prerequisite for the grant implementation shall be an agreement concluded in accordance with the template included in Appendix No. 2 to these Regulations.
2. The draft agreement with implementing units shall be prepared by the IDUB Project Office.
3. Funding awarded for the grant may be used for:
 - 1) Materials and reagents, small laboratory equipment, external services, etc.
 - 2) Students' remuneration payable under a contract of specific work with copyright in accordance with Regulation No. 87/2021 of the WUT Rector on concluding contracts of mandate and contracts of specific work with natural persons. The remuneration costs must not exceed 40% of the total costs.
4. By granting consent to supervise, the applicant (academic supervisor) shall provide substantive support for the student by means of consultations, without remuneration for the participation in the grant.
5. Indirect costs shall amount to 15% of direct costs, divided into 5% of total costs and 10% of faculty costs, in accordance with Regulation No. 12/2019 of the WUT Rector on the principles, methodology and indices applied to settle total and faculty costs at the Warsaw University of Technology.
6. Amendments to the grant cost estimate:
 - 1) In the case of a necessity to amend costs in the grant cost estimate categories, the amount of awarded funding may not be increased.
 - 2) No transfers of funding between categories may breach the restrictions.
 - 3) All transfers of funding between categories of the cost estimate shall require consent from the head of POB TM.

§ 5

PRINCIPLES FOR GRANT SETTLEMENT

1. The conditions to settle the grant are:
 - 1) The demonstration of outcomes in a presentation conducted during the Scientific Seminar of POB TM, at a time specified directly by the Council of POB TM.
 - 2) A report, in accordance with the template in Appendix No. 3 to these Regulations, which shall be sent to the email address pub.materials@pw.edu.pl, within 1 month of the grant completion date. Appendices in a form of a photo shoot or video recording may be attached to the report.
 - 3) Forwarding the demonstrator to the Head of POB TM within 1 month of the grant completion date.
2. The grant execution shall be assessed by the Scientific Council POB TM based on the report and presentation of the outcomes during the Scientific Seminar of POB TM. The result of the assessment shall be presented in the record of evaluation and approval defined in Appendix No. 4 to these Regulations.

3. When the need arises and upon the request of the Head of the IDUB Management Team, grants 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 grant implementation.
4. In publications prepared using the outcomes achieved as part of the grant, WUT students shall use the affiliation with Politechnika Warszawska or *Warsaw University of Technology*. All publications and presentations prepared as part of the grant must be signed:
The research was funded by the Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.
or
Badania były finansowane ze środków Politechniki Warszawskiej w zakresie Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB).
5. All matters not regulated 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 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 your personal data in the scope of name and surname, email address, and represented discipline.
4. The Administrator shall process the personal data for the purpose of financing the grant as part of the DEMO Materials competition – under 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. You provide your personal data voluntarily. Nevertheless, failure to do so renders your participation in the DEMO Materials competition impossible.
11. Your personal data shall be processed for the period necessary to secure any possible claims.
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
within the DEMO Materials competition for research grants for first-cycle and second-cycle degree students

A. KEY DATA

1. Data of the applicant

Data of the academic supervisor: name and surname, academic title, position, place of employment, represented scientific discipline

Name and surname of the student(s) (implementer(s), maximum 3 persons), place of grant implementation (name of faculty).

2. Title of grant: in Polish and English

3. Grant summary in Polish (up to 400 words)

4. Grant summary (up to 400 words.).

B. GRANT DESCRIPTION

1. Substantive grant description which contains the description of the procedure of design and execution of the demonstrator, highlighting the field of activity of POB TM (up to 3 pages):

2. Declaration on the measurable outcomes of the investment implementation:

1) Obligatory – development of the project and production of the demonstrator, strictly connected with the field of activity of Materials Technologies

2) Optional – publication of a paper in scientific journals and reviewed conference publications

C. COST ESTIMATE

1. Grant cost estimate

No.	Planned costs	2023
I.	Total direct costs	
2	Remuneration and related items	
3	Other direct costs	
II.	Indirect costs (15%)	
III.	Total costs	

2. A short justification for planned costs (up to 0.5 pages)

.....
(stamp and signature of Applicant)

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

.....
(stamp and signature of Faculty Dean)

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

I declare that the research planned in the application is not nor has been financed from other sources.

By submitting this application, I accept the provisions set forth in the Regulations for DEMO Materials competition.

.....
(stamp and signature of Applicant)

.....
(signature of student(s))

AGREEMENT No. *(number given by the IDUB Project Office)*
**on funding in the DEMO Materials competition for research grants for first-cycle and
second-cycle degree students announced by the Scientific Council of the Research Centre of
POB Materials Technologies
within the “Excellence Initiative: Research University” programme implemented at the
Warsaw University of Technology**

concluded on by

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

a

«Name of unit – Faculty or Institute»,

represented by:

«Head of unit» - «Function of 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 grants aiming to increase students’ scientific activity and enable them to develop scientifically in the field of Materials Technology in compliance with the list in Appendix No. 1 to the Agreement.
2. The amount mentioned in section 1 shall be the amount of funding under the IDUB programme.
3. The implementing unit shall conduct the work specified in the applications for the competition, which constitute an integral part of the Agreement, in compliance with:
 - 1) Generally applicable laws
 - 2) Provisions of this Agreement
 - 3) Principles arising from the Regulations for DEMO Materials competition
 - 4) The information included in the application for funding
 - 5) Internal regulations applicable at the Warsaw University of Technology
4. The parties set as the day of commencing the implementation of the grant(s), with the implementation period of 6 months.
5. Funding awarded for the grant implementation shall be at the disposal of the head of the Implementing Unit in agreement with the head of the grant (academic supervisor).
6. The Implementing Unit shall make available the unit assets indispensable for the grant implementation and shall provide administrative and accounting services.
7. The Implementing Unit shall maintain separate accounting records for the grant.
8. Funding transferred to the Implementing Unit and not used until the completion date of individual grants shall be returned to the disposal of the Head of IDUB.
9. Approval of the implementation outcomes shall be granted by a committee in a manner specified by the Regulations of the DEMO Materials competition.

- 10. All changes to the provisions of this Agreement shall require concluding an annex in writing.
- 11. Appendices to the Agreement are integral parts of this Agreement.
- 12. The Agreement has been executed in two counterparts, one for each Party.

Appendices:

- 1) A list of grants eligible for funding
- 2) Applications for funding (2.1 Application for funding grant No. 1, 2.2 Application for funding grant 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)

.....

(stamp and signature of academic supervisor)

A list of grants eligible for funding:

No.	Applicant – Supervisor of grant	Faculty/Institute	Title of grant	Amount of funding
1.				
2.				

.....
(signature of head of CB POB)

TEMPLATE FOR A REPORT

on the implementation of a research grant for first-cycle and second-cycle degree students

Head (academic supervisor) of the grant:

.....

Name of the grant:

.....

1. A synthetic description of conducted research work including:

- 1) A description of implemented work (up to 2 pages)
- 2) A confirmation of the implementation of intended outcomes
- 3) A multimedia presentation of achieved outcomes and demonstrator

2. A list of planned and incurred costs

Cost category	Amount	
	Planned	Incurred
I. Total direct costs including:		
1. Remuneration with related items		
2. Other indirect costs		
II. Surcharges (15%)		
III. Total costs		

3. A list of implementer's names

Implementer (name and surname of implementer)	SAP personal number
1	
2	
3	

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

.....
(stamp and signature of Head of grant)

.....
(stamp and signature of Faculty Dean)

RECORD OF EVALUATION AND APPROVAL OF THE GRANT

title:

headed by:

Planned costs: PLN

Incurred costs: PLN

Committee members:

Chairperson:

.....

Members:

1.

2.

The evaluation committee states that the grant:

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

Justification:

Date and signatures of Committee:

Chairperson:

Members:

1.

2.

3.

Appendices:

- 1) A final report on the grant implementation
- 2) A multimedia presentation confirming the achieved outcomes
- 3) A demonstrator submitted to the Head of POB TM