

Regulations for the MAT-Lab-2 competition for projects aimed at enhancing equipment in the area of materials technologies in the circular economy

§ 1 General provisions

The MAT-Lab-2 competition for projects aimed at enhancing equipment and strengthening research

1. competences of the Warsaw University of Technology in the area of materials technologies in the circular economy 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 competition mainly aims to provide financial support for the creation of a new and development of the current research infrastructure, hereinafter referred to as “equipment”, facilitating research at the highest level, increasing the recognition of the Warsaw University of Technology on the Polish and international arena, as well the achievement of indices declared in the IDUB programme, which specifically include:
 - 1) increasing the scientific activity of the University’s employees and doctoral students;
 - 2) publications of papers in scientific journals from the upper decile according to CiteScore of the Scopus database, in accordance with the list published in the announcement of the competition;
 - 3) increasing international scientific exchange and cooperation with leading foreign universities and scientific institutions.
3. An important assumption of the competition is the declaration of providing access to the created infrastructure for research teams from the Warsaw University of Technology, as well as from outside the Warsaw University of Technology. The rules of cooperation and sharing will be regulated by separate agreements.
4. The scope and topic of the proposed project, for which funding as part of the competition is requested, shall refer to the issues that fit into the area of activity of the Priority Research Area “Materials Technologies”, hereinafter referred to as “POB TM”, connected with the circular economy.
5. The project outcome shall facilitate groundbreaking research in the field of Materials Technologies, fitting into the area of POB TM’s activity mentioned in section 4.
6. Any reference to equipment in these Regulations shall mean a device or sets of research, measurement, or laboratory equipment and scientific software with a low degree of versatility and high technical parameters, usually several orders of measurement accuracy higher than typical equipment used for production or operation purposes. Scientific and research equipment does not include computer equipment and other devices not used directly for the implementation of R&D work.
7. The competition budget shall amount to PLN 800,000.
8. The awarded funds may also be recognised as a contribution to own funds used for the purchase of equipment.
9. The total budget of the project shall constitute only the cost of purchasing the equipment. The final value of the purchase of equipment shall result from the agreement signed by the implementing unit with the supplier and the VAT invoice issued on its basis.

§ 2 Principles for submitting applications

1. The applicant/head of the project may be a research or research/teaching employee with at least a doctoral degree, employed at PW as the primary place of employment.
2. The applicant may submit only one application.
3. The application prepared in accordance with the template constituting Annex No. 1 to these Regulations shall be submitted by email to pob.materials@pw.edu.pl.
4. The head of the project shall achieve the following outcomes, corresponding with the IDUB programme indices, within six months of the completion of the project:
 - 1) obligatory:
 - a) submission of an application for external financing using the purchased equipment, which has passed at least a formal evaluation,
 - b) publication of at least 1 article in a scientific journal and reviewed conference publications from the upper decile according to CiteScore of the Scopus database;
 - 2) optional - establishing cooperation with leading foreign universities and/or scientific institutions completed with the submission of a research application and/or scientific publications within the framework of international cooperation.

§ 3 Competition proceedings and principles for evaluation of applications

1. The Scientific Council of the Priority Research Area POB TM shall conduct the competition proceedings, evaluate, and approve the project.
2. The evaluation criteria include:
 - 1) the uniqueness of the equipment planned to be purchased (20%);
 - 2) the innovativeness of the project (evaluated based on the attached description) and the quality of the plan for the research use of the equipment (30%);
 - 3) the possibility of using the equipment by different research groups – rules for using the equipment (30%);
 - 4) the applicant's scientific output (20%).
3. Funding shall be awarded to applications with the highest number of points, whose total budget does not exceed the amount of funds allocated to the competition.
4. The list of applications eligible for funding (including the applicant's name, the applicant's unit, the title of the project, and the amount of the grant) will be published on the website www.badawcza.pw.edu.pl by 15 September 2023.
5. Reviews of applications shall be available upon applicants' written request.

§ 4 Principles for project implementations

1. The project implementation shall commence upon signing the agreement in accordance with the template in Annex No. 2 to these Regulations.
2. Agreements with implementing units shall be prepared by the IDUB Project Office.

§ 5 Principles for projects settlement

1. The first report (intermediate), drawn up in accordance with the template in Annex No. 3 to these Regulations, shall be submitted by email to pob.materials@pw.edu.pl within 2 months of the purchase day of the equipment.
2. The second report (final), drawn up in accordance with the template in Annex No. 4 to these Regulations, shall be submitted by email to pob.materials@pw.edu.pl within 6 months of the project completion day.

3. The project execution shall be evaluated by the Scientific Council of the Priority Research Area of Materials Technologies. The result of the evaluation shall be recorded in accordance with the template in Annex No. 5 to these Regulations.
4. When the need arises, upon request of the Head of the Management Team for the IDUB project, the projects may undergo an ad hoc audit involving the submission of additional explanations and/or 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.
5. Employees, doctoral students, and students at PW shall use the affiliation with *Politechnika Warszawska*, or *Warsaw University of Technology* in the publications including the results obtained with the purchased equipment. All publications, presentations, and conference reports prepared as part of the project shall be signed as follows:

“The research was carried out on devices funded by the Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.”

or

„Badania wykonywane były na urządzeniach, zakupionych w ramach projektu finansowanego ze środków Politechniki Warszawskiej w zakresie Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB).”

6. Failure to achieve the assumed outcomes of the project shall prevent the head of the project from applying for projects within all subsequent IDUB project competitions. 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 General Data Protection Regulation clause

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; 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 project implementation: name and surname, title/academic degree, country of origin, position, place of employment, and represented discipline.
4. Your personal data shall be processed by the administrator to fund the project in the competition for projects aiming to enhance equipment – 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, 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 a competition for projects aiming to enhance equipment.
11. Your personal data shall be processed for the period of:
 - 1) in the case of your participation in the MAT-Lab-2 competition, the implementation of the IDUB programme, and for the period necessary to secure any possible claims;
 - 2) in the case of your participation in the MAT-Lab-2 competition, the implementation of the IDUB programme, and for perpetual archiving.
12. If you think your data protection rights as specified in GDPR have been violated, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.

APPLICATION
as part of the MAT-Lab-2
competition for projects aiming to enhance equipment in the field of materials
technologies in the circular economy

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. Name of equipment (in Polish and English):
3. Project summary in Polish (up to 400 words):
4. Project summary (up to 400 words):
5. Planned project implementation time (in months, up to 24 months):

B. PROJECT DESCRIPTION

1. A description of the equipment with a justification for the amount of planned expenses and uniqueness (up to 2 pages).
2. The possibility of using the requested equipment by other PW research teams (up to 1 page).
3. A substantive description of research tasks in which the equipment intended to enhance the resources is to be used, with an emphasis on the area of materials technologies in the circular economy (up to 3 pages).
4. Applicant's scientific output (up to 1 page)
5. A declaration of measurable outcomes of the implementation of the investment:

No.	Type of outcome	Declared value	Comments (e.g. information on the type and number of publications, planned journals, type, and date of the competition in which the grant application will be submitted)
1.	A submitted application for external funding, with the use of purchased equipment, which has passed at least a formal evaluation		obligatory
2.	Publications of at least 1 paper in scientific journals and papers reviewed in conference publications from the upper decile according to CiteScore of the Scopus database		obligatory
3.	Commencement of cooperation with leading foreign universities and/or scientific institutions completed by submitting a research application and/or scientific publications as part of an international cooperation		optional

C. AMOUNT REQUESTED



Cost of purchased equipment:

PLN

.....
(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 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.

AGREEMENT No. (number given by the IDUB Project Office)
on funding investment in the MAT-Lab-2 competition for projects aiming to enhance equipment in the field of materials technologies in the circular economy announced by the Scientific Council of the Research Centre for POB Materials Technologies as part of the “Excellence Initiative– Research University” programme implemented at the Warsaw University of Technology
concluded on by

Professor Małgorzata Lewandowska - Head of the Management Team of the „Excellence Initiative– Research University” project at the Warsaw University of Technology,
hereinafter referred to as the “Head of IDUB”

and

«Name of unit – Faculty or Institute»,

represented by:

«Head of unit» - «Function of the Head of Unit »,

hereinafter referred to as the “Implementing Unit.”

1. The Head of IDUB shall transfer funds for implementing projects aiming to enhance equipment amounting to PLN «Total amount» (in words PLN «Amount in words») to the Implementing Unit in accordance with the list attached as Annex No. 1 to the Agreement.
2. The amount referred to in item 1 shall be the amount of funding from the IDUB programme for the purchase of the equipment.
3. The Implementing Unit shall purchase the items 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 projects aiming to enhance equipment;
 - 4) the information included in the application for funding;
 - 5) internal regulations applicable at the Warsaw University of Technology.
4. The parties shall accept the day as the commencement date of the project(s), with a project implementation time of 24 months.
5. The head of the project shall achieve the outcomes specified in the Application within six months of the completion of the project implementation, in compliance with the IDUB project indices.
6. The funding granted for the implementation of the project shall be at the disposal of the head of the Implementing Unit in agreement with the head of the project.
7. The Implementing Unit shall make available any items of property of the unit indispensable for the implementation of the project and shall provide administrative and accounting services.
8. The Implementing Unit shall keep separate accounting records for the project.
9. The funding transferred to the Implementing Unit and unused until the completion of the individual projects shall return to the Head of IDUB.
10. The final approval of the implementation outcomes shall be granted by a committee in a manner specified by the Competition Regulations.
11. Any amendments to the provisions of this Agreement shall require concluding an annex in writing.
12. Annexes to this agreement shall constitute its integral part.
13. This agreement has been executed in two counterparts, one for each Party.

Annexes:

- 1) A list of projects eligible for funding
- 2) Applications for funding (2.1 Application for funding a project No. 1, 2.2 Application for funding a project No. 2), ...

Head of IDUB

Implementing Unit

.....

.....

(stamp of IDUB Project Office)

(stamp of unit)

.....

.....

(stamp and signature of Head of IDUB)

(stamp and signature of head of unit)

.....

.....

(stamp and signature of Bursar's Proxy)

(stamp and signature of Bursar's Proxy)

A list of projects eligible for funding:

No.	Applicant (title/degree name and surname)	Faculty/Institute	Project title	Amount of funding
1.				
2.				

.....
(signature of the chairperson of the competition committee)

TEMPLATE FOR FIRST (INTERMEDIATE) REPORT

**on the implementation of the MAT-Lab-2 project aiming to
enhance equipment in the field of materials technologies in the circular economy**

Head of project:

.....

Project title:

.....

A list of purchased equipment (please attach a copy of the invoice and the record of approval):

- 1.
- 2.

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

.....
(stamp and signature of head of project)

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

TEMPLATE FOR THE SECOND (FINAL) REPORT
on the implementation of the MAT-Lab-2 project aiming to
enhance equipment in the field of materials technologies in the circular economy

Head of the project:

.....

Project title:

.....

Table of measurable outcomes of the project implementation confirmed by annexes.

No.	Type of outcome	Declared values	Achieved values	Details of achieved indices/actions taken to achieve them (including the publication title, type, and date of the competition, a list of units the cooperation with which contributed to achieving the outcome, etc.)
1.	Publication of at least 2 papers in journals and reviewed conference publications from the upper decile according to CiteScore of the Scopus database, in compliance with the list published in the competition announcement			
2.	Submitting an application (applications) for external funding, which has passed at least a formal evaluation, preferably as part of an international programme			
3.	Commencement or development of cooperation with leading international universities or scientific institutions completed by submitting a research application and/or scientific publications as part of international cooperation			

.....
(stamp and signature of head of project)

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

.....
(stamp and signature of Director of
Institute)

RECORD OF EVALUATION AND APPROVAL OF THE PROJECT

Head of the project:

.....

Project title:

.....

COSTS

Planned PLN, incurred PLN.....

The purchased equipment complies with the application. YES NO

The required outcomes have been achieved. YES NO

COMMITTEE

Chairperson:

Members: 1.

2.

COMMITTEE'S DECISION

The Committee hereby confirms that the project:

- has been correctly implemented.
- has been partially implemented.
- has not been implemented.

Comments:

The Committee requests a return of the amount of PLN, in accordance with item 9 of the Agreement.

.....
*date, stamp and signature of chairperson of
committee*

.....
date, stamp and signature of Head of IDUB

Annexes:

- 1) *intermediate report on the project implementation*
- 2) *final report on the project implementation*