



THE WARSAW UNIVERSITY OF TECHNOLOGY
Resolution No. 4/2023
of the Scientific Council of the Research Centre for POB
Cybersecurity and Data Science
of 12 October 2023

on the launch of the “CyberDEMO” competition as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology and the announcement of the first edition of this competition

Under § 7 section 2 items 2 and 3, pursuant to § 4 section 2 item 6 of the Regulations for Research Centres for Priority Research Areas (POB) of the Warsaw University of Technology, constituting an annex to the PW 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. The CyberDEMO competition for projects aiming to create and implement development solutions in the field of cybersecurity and data science, improving the efficiency of operations of the Warsaw University of Technology, hereinafter referred to as the “CyberDEMO competition”, is launched as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology.
2. The competition is implemented under the principles specified in the Regulations for the CyberDEMO competition, hereinafter referred to as “Regulations,” constituting an annex to the Resolution.

§ 2

1. The first edition of the Cyber DEMO competition is announced on 12 October 2023.
2. In the first edition of the CyberDEMO competition, the closing date for applications is 12 November 2023.

§ 3

The Resolution enters into force upon adoption.

Secretary of the Scientific Council of
the Research Centre for
POB Cybersecurity and Data Science
Science

Chairperson of the Scientific
Council of the Research Centre for
POB Cybersecurity and Data



REGULATIONS FOR THE “CyberDEMO” COMPETITION

§ 1

1. The “CyberDEMO” competition aims to create and implement development solutions, improving the efficiency of operations of the Warsaw University of Technology in the field of cybersecurity and data science. The proposed solutions shall be applied at the Warsaw University of Technology and fit into Strategic Impact Areas defined in the PW Strategy until 2030.
2. The applicant, and at the same time, the head of the project, may be an employee of the Warsaw University of Technology, holding at least a doctoral degree, included in the N number and having experience in the management of grants obtained by way of competitions organised by external research funding institutions.
3. The applicant may not be a person who functioned as a head of the project and who completed a research project under the “Excellence Initiative - Research University” programme, hereinafter referred to as the “IDUB programme,” failing to achieve the intended outcomes.
4. During the implementation of the project, the Applicant shall attempt to obtain additional external funding to support the projects included in the application.
5. The applicant may submit only one application in one edition of the CyberDEMO competition.

§ 2

1. The CyberDEMO competition involves the preparation of conceptual research on possible solutions, an analysis of the feasibility of implementation and the benefits of the project for PW, as well as the implementation of the developed solution or a partial implementation or implementation plan with a planned funding source.
2. Applications for the CyberDEMO competition prepared in accordance with the template attached as Annex No. 1 to the Regulations shall be submitted electronically via the online form available on the website www.badawcza.pw.edu.pl.
3. A template for a timetable and cost estimate for the project are set out in Annex No. 2 to the Regulations.
4. Applications shall be evaluated by a competition committee composed of the members of the Scientific Council of CB POB Cybersecurity and Data Science.
5. The evaluation criteria include:
 - 1) compliance of the project theme with the CyberDEMO competition and fitting into the Strategic Impact Areas defined in the PW Strategy until 2030;
 - 2) the quality and originality of the proposed solution;
 - 3) the usefulness and feasibility of implementation of the proposed solution at PW;
 - 4) research group/team’s scientific output, including experience in project acquisition and management;
 - 5) the justifiability of the cost estimate.
6. Within one month of the closing date for the submission of applications:



- 1) The competition committee shall evaluate the applications, taking into account the criteria specified in items 2, 3, and 5 of section 5 and, in addition, score the attempts to obtain additional external funding to support the projects included in the application.
 - 2) The Head of the Management Team of the “Excellence Initiative - Research University” programme, hereinafter referred to as “Head of IDUB,” shall approve the final list of applications eligible for funding.
 - 3) The Project Office of Excellence Initiative - Research University, hereinafter referred to as the “IDUB Office”, after the evaluation of the applications by the competition committee and the approval of the final list of applications eligible for funding by the Head of IDUB, shall publish the lists of applications eligible for funding (including the name of the applicant, the faculty from which the applicant comes or where the project will be implemented, the title of the project and the amount of funding).
7. There is no financial limit to the value of the project, but the justifiability of the cost estimate and the possibility of obtaining funds for the implementation of the proposed solution shall be assessed. The rules of project financing are specified in Annex No. 3 to the Regulations.
8. Concluding an agreement, prepared in accordance with the template in Annex No. 4 to the Regulations, is a prerequisite for the commencement of the project.

§ 4

1. The implementation of the project is subject to a mid-term evaluation after one year of implementation based on the submitted intermediate report and a presentation of the achieved outcomes at a seminar organised by the committee. The intermediate report drawn up in accordance with the template in Annex No. 5 to the Regulations must be submitted within 7 days after the expiry of the 12 months following the start of the project.
2. The mid-term evaluation shall be conducted by the competition committee within 30 days after the expiry of the 12 months after the start of the project.
3. In the case of insufficient progress in the project, in particular, if the project cannot be conducted as planned, the competition committee shall give a negative mid-term evaluation, as foreseen, and request the Head of IDUB to withhold funding for the project and terminate the agreement.
4. A final report, in accordance with the template specified in Annex No. 5 to the Regulations, must be submitted to the IDUB Office within 2 months of the project completion.
5. The project execution shall be assessed by the competition committee referred to in § 2 section 4.
6. If required, 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.
7. PW employees, doctoral students, and students shall use the affiliation with *Politechnika Warszawska*, or *Warsaw University of Technology* in the publications including the results obtained with the purchased equipment/software. All publications, presentations, and conference reports prepared as part of the project shall be signed as follows:
“*Research was funded by Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.*”
or
“*Badania były finansowane ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB).*”



8. All matters unregulated herein shall be settled by the Vice-Rector for Development.

§ 5

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.
- 3) The administrator shall process the personal data included in the application for the project and intermediate and final reports on the project implementation.
- 4) Your personal data shall be processed by the Administrator to implement the Agreement 04/IDUB/2019/94 concluded on 30 December 2019 – under Article 6 section 1 point b) and c) 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 obtain funding for the project as part of the CyberDEMO competition.
- 11) Your personal data shall be processed during the implementation of the IDUB Project 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
as part of the “CyberDEMO” competition

A. KEY DATA

1. Personal data of the applicant (head of the project): name and surname, title/academic degree, position, place of employment, represented academic discipline in which the applicant is included in the N number.
2. Research team:
 - 1) a list of names of key implementers (name and surname, title/academic degree, position, place of employment, represented academic discipline);
 - 2) information about the number of other implementers including their status (e.g. a doctoral student – 3 persons).
3. Project title.
4. The requested project implementation time (maximum 24 months).
5. Unit/units implementing the project.

B. PROJECT DESCRIPTION

1. A detailed description of the proposed solution, research plan, and methodology including achievements of the first stage of the project.
2. A detailed analysis of the usefulness of the proposed solution and the possibility of implementing it at PW with an analysis of the benefits that the implementation of the project at PW will bring.

C. COST ESTIMATE

1. Proposed cost estimate.
2. A cost estimate for the full or partial implementation of the project, if it exceeds the implementation costs, indicating the potential source of funding.
3. Attempts made to obtain additional external funding to support the projects included in the application.

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 CyberDEMO competition and its results.

.....
*(stamp and signature of head of unit
implementing the project)*

.....
*(signature of Applicant
head of project)*



PROJECT TIMETABLE AND COST ESTIMATE

title

.....

Applicant:

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

Project timetable:

Project cost estimate:

No.	Planned costs		2023	2024	2025	Total
I.	Total direct costs		0.00	0.00	0.00	0.00
1	Equipment		0.00	0.00	0.00	0.00
	including	with a value from PLN 3,500 to 10,000	0.00	0.00	0.00	0.00
		With a value over PLN 10,000	0.00	0.00	0.00	0.00
2	Remuneration with related items		0.00	0.00	0.00	0.00
3	Other direct costs		0.00	0.00	0.00	0.00
II.	Indirect costs (15%)		0.00	0.00	0.00	0.00
III.	Total costs		0.00	0.00	0.00	0.00

Substantive justification for indirect costs item I:

.....
(signature of applicant)

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

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



Principles of financing projects as part of the “CyberDEMO” competition

1. The funds allocated to the project may be used for:
 - 1) Research equipment
 - 2) Remuneration:
 - a) remuneration of project implementers who are employees of the Warsaw University of Technology may be paid under an employment contract or as allowances for project work calculated on an hourly basis or in a lump sum, in accordance with the Remuneration Regulations in force at the Warsaw University of Technology,
 - b) remuneration of implementers who are not employees of the Warsaw University of Technology, including students and doctoral students, are paid under civil law contracts;
 - 3) Other costs:
 - a) materials and reagents, small laboratory equipment, external services, etc.,
 - b) costs of proofreading and publication of research results in a renowned publishing house or journal,
 - c) other costs justified by the scope of the project.
2. The monthly remuneration limit may not exceed PLN 2,000 gross for implementers and PLN 3,000 gross for the head of the project. If the remuneration in the project is variable, the monthly remuneration shall be the average value for the entire period of participation in the project implementation.
3. Indirect costs shall amount to 15% of direct costs, divided into 5% of general costs and 10% of faculty costs in compliance with Regulation No. 12/2019 of the Rector of the Warsaw University of Technology on the principles, methodology, and indices used when settling general and faculty costs at the Warsaw University of Technology, excluding equipment with an individual value exceeding PLN 10,000.
4. Amendments to the scope of the project cost estimate:
 - 1) If it is necessary to amend costs in categories of the project cost estimate, the amount of funding granted may not be increased.
 - 2) Transfers of funds between cost categories shall not require the consent of the head of CB POB Cybersecurity and Data Science. The exception is the increase in the cost category “Remuneration and related items” where the opinion of the competition committee, and the approval of the Head of IDUB is required in each case, followed by an annex to the agreement.
 - 3) Transfers of funds between annual periods shall not require the consent of the Head of IDUB and concluding an annex to the agreement.
 - 4) Amendments not requiring the consent of the head of CB POB Cybersecurity and Data Science shall require reporting the cost corrections to the IDUB Project Office in writing and electronically.
 - 5) Amendments to the timetable and material scope of the implementation of the project described in the application for funding shall require an opinion of the competition committee and approval of the head of CB POB Cybersecurity and Data Science, without annexing the agreement.
5. For projects in which subcontracting is provided for:
 - 1) Accounting records of the subcontractor’s project costs shall be kept in specially separated orders.



- 2) An internal agreement concluded between the applicant's parent unit, which obtained funding for the project implementation, and the unit that will implement part of the tasks shall be the basis for cooperation.



**AGREEMENT No. (number given by the IDUB Project Office)
on the implementation of projects selected in the ... edition of the “CyberDEMO”
competition
financed as part of the “Excellence Initiative – Research University” programme implanted
at the Warsaw University of Technology**

concluded on between

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», represented by:

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

hereinafter referred to as “Implementing Unit.”

1. The Head of IDUB shall transfer funds for the completion of projects selected in edition of the “CyberDEMO” competition 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 Implementing Unit shall complete the work described in competition applications constituting an integral part of this Agreement in compliance with:
 - 1) generally applicable laws;
 - 2) provisions of this agreement;
 - 3) Regulations of the competition including the terms and conditions of the “CyberDEMO” competition;
 - 4) the information included in the application for funding as part of the ... edition of the “CyberDEMO” competition;
 - 5) internal regulations applicable at the Warsaw University of Technology.
3. The parties shall agree day as the commencement date of the project implementation and the maximum implementation time shall not exceed 24 months. The implementation time and completion date for individual projects under this Agreement are specified in Annex No. 1 to this Agreement.
4. The cost calculation for projects under this Agreement is Annex No. 2 to this Agreement.
5. 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.
6. 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.
7. The Implementing Unit shall keep separate accounting records for the project, in compliance with the principles specified by the PW Bursar in Letter 290/KK/2020 of 20 May 2020 and KK-453/2020 of 25 August 2020.
8. The funding transferred to the Implementing Unit and unused until the completion of projects shall return to the Head of IDUB.



9. The final acceptance of the implementation outcomes shall be given by the competition committee referred to in the Competition Regulations.
10. Any amendments to the provisions of this Agreement shall require concluding an annex in writing.
11. Annexes to this Agreement shall constitute its integral part.
12. This Agreement has been executed in two counterparts, one for each Party.

Annexes:

- 1) A list of projects eligible for funding
- 2) Project cost estimates:
- 3) Applications for a project as part of the.... edition of the “CyberDEMO” competition:

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 representative)

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



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

No.	Applicant (title/degree name and surname)	Project title	Budget	Implementation time (in months)	Completion date of the project
1.					
2.					

.....

(stamp and signature of Head of IDUB)



Project cost estimate

title:
headed by:

No.	Planned costs	2023	2024	2025	Total
I.	Total direct costs	0.00	0.00	0.00	0.00
1	Equipment	0.00	0.00	0.00	0.00
	including				
	with a value from PLN 3,500 to 10,000	0.00	0.00	0.00	0.00
	With a value over PLN 10,000	0.00	0.00	0.00	0.00
2	Remuneration with related items		0.00	0.00	0.00
3	Other direct costs		0.00	0.00	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 Head of IDUB)

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

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

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

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 head of project)



**TEMPLATE FOR INTERMEDIATE/FINAL REPORT *
on the implementation of the project as part of the ... edition of the “CyberDEMO”
competition**

title:

headed by:

1. Description of completed work

2. A statement of planned and incurred costs

Cost category (year) (year)	Total	
	Incurring	Incurring	Planned	Incurring
I. Total indirect costs, including:				
1. Equipment				
2. Remuneration with related items				
3. Other indirect costs				
II. Surcharges (15%)				
III. Total costs				

3. A list of names of project implementers.

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

.....
(signature of applicant)

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

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

*Delete as appropriate