

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No. 97/2021
of the Rector of the Warsaw University of Technology
of 10th May 2021

on the launch of the POSTDOC PW programme as part of the implementation of the „Excellence Initiative – Research University” project at the Warsaw University of Technology and announcing a competition within this programme

Under Article 23 section 1, following Article 389 sections 1 and 2 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2021 item 478, including amendments) and following the Agreement No 4 04/IDUB/2019/94 of 30 December 2019 signed between the State Treasury represented by the Minister of Science and Higher Education and the Warsaw University of Technology it is resolved as follows:

§ 1

1. We hereby launch the POSTDOC PW programme as part of the implementation of the „Excellence Initiative – Research University” project at the Warsaw University of Technology.
2. We hereby announce a competition within the programme mentioned in section 1, implemented under the principles specified in the Regulations of the competition, constituting an Appendix to this Regulation.

§ 2

The Regulation enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba, PhD, DSc

Legally and formally accepted by
Edyta Olszewska
Attorney at Law
BOP 1550

Regulations of the POSTDOC PW competition

§ 1

1. The POSTDOC PW programme is launched as part of the implementation of the “Excellence Initiative – Research University” project, hereinafter referred to as the “IDUB project”.
2. The programme aims to increase the research potential of the Warsaw University of Technology through employment of academic teachers as assistant professors in the group of research staff, or employment of non-academic staff in the group of research and science or science and technology staff.
3. The programme is funded by Action 10. „The grant programme for international visiting professors, post-doctoral interns and doctoral students” and by Action 1. „A Network of Research Centres”. Action 10 may only fund the postdoc positions of non-Polish citizens working under an employment contract.
4. The employment of persons mentioned in section 2 does not include the employment at the Warsaw University of Technology as part of a change in the employment conditions (secondment), except for persons who commenced their employment at WUT no earlier than 3 months before the announcement of the competition or are at the end of their employment under a temporary employment contract for project work.
5. A WUT employee classified as an N number, employed as a professor, university professor, or holding a PhD degree shall be the applicant, and simultaneously the head of the project.
6. The applicant shall not be a person who has been the head of the project and completed the implementation of a research project within the IDUB project failing to achieve the assumed outcomes. Applying for funding within the POSTDOC PW programme shall be possible only after the declared indices have been achieved.
7. 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 through an online form available on the website www.badawcza.pw.edu.pl.
8. The applicant may submit only one application within one edition of the competition.
9. 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 238,000 annually, and the cost of the employed postdoc’s 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 deadline for submissions in the 1st edition of the competition is 7 June 2021. Subsequent editions shall be announced by the Head of IDUB in agreement with Research Boards of Research Centres for Priority Research Areas, hereinafter referred to as „CB POB”, depending on available funds.
2. Applications are submitted to selected Research Boards of CB POB or the committee running the BEYOND POB competition for research grants, hereinafter referred to as „BEYOND POB committee”.
3. If the applicant is a member of the Research Board CB POB to which they submitted their application, they shall not participate in the evaluation of applications.
4. Research Boards CB POB and BEYOND POB committee create ranking lists of applications eligible for funding and submit them to the IDUB Project Office.
5. The criteria in the evaluation of applications include:

- 1) The substantial/research value of the project, including the innovativeness and competitiveness of the project (60% of the evaluation)
 - 2) The justification of the importance of postdoc's employment for the development of the topic/research potential (in the case of applications submitted to Research Boards CB POB) (40% of the evaluation)
6. The Head of the IDUB Project approves the final list of applications eligible for funding including the funding available under Actions 1 and 10.
7. The list of applications eligible for funding (including the applicant's name and surname, the applicant's faculty, the project title, and the amount of funding) shall be published on the website www.badawcza.pw.edu.pl within a month from the deadline set for submitting the applications. Additionally, a cut-off score for rejected applications shall be given.
8. Upon the request of the head of the WUT unit which was awarded funding, Vice-Rector for General Affairs
- 1) shall announce an open competition for the position of assistant professor in the group of research employees (academic teacher)
or
 - 2) shall launch a recruitment procedure for the position of researcher or senior specialist in the group of science and research, or science and technology employees, who are not academic teachers
- for the time specified in compliance with the procedure at WUT.
9. The head of the project and the employed postdoc are obliged to achieve the following outcomes corresponding with the IDUB project indices:
- 1) At least 3 publications from the upper quartile, including at least one from the upper decile according to the CiteScore Scopus database, in compliance with the list published in the announcement for the competition.
 - 2) Submitting an application (applications) for external funding which has 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 POSTDOC PW programme, or cooperation with industrial partners, completed with obtaining research funding for the amount equal to at least twice the amount granted within the POSTDOC PW programme.

§ 3

1. The implementation of the research project shall commence upon signing the agreement with the employed postdoc, with the maximum time of the implementation of 24 months.
2. The implementation of the research project longer than 12 months shall undergo mid-term evaluation based on the submitted intermediary report and the presentation of the achieved outcomes at the seminar organised by Research Boards CB POB or BEYOND POB committee, respectively, following 12 months since the commencement of the project implementation. The intermediary report prepared according to the template in Appendix 5 to these Regulations shall be submitted within 30 days, 12 months after the commencement of the project implementation.
3. 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.
4. The project execution shall be evaluated by Research Board CB POB or BEYOND POB committee, respectively. The evaluation shall be conducted in compliance with the template in Appendix 6 to these Regulations.
5. 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.

6. Researchers in the project who are employees, doctoral students, and students at WUT are 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.
or
Badania były finansowane ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB).
7. Failing to achieve the assumed project outcomes shall exclude the head of the project from applying for funding projects in the subsequent editions of any competitions for research grants within the IDUB Project. The head may apply for project funding only if the outcomes declared in the previously implemented project have been achieved.
8. 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 shall process the personal data included in the application for the project and intermediary 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 signed on 30 December 2019, in compliance with 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 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 obtain funding for a research grant within the POSTDOC PW programme.
- 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.

Appendix No. 1 to the Regulations of the POSTDOC PW competition

**Application for a research project in the competition
within the POSTDOC PW programme edition no.**

A. KEY DATA

1. Applicant's (head of the project) personal data
 - *First name and surname, title/academic degree, position, place of employment, represented discipline, personal SAP number*
2. The employed post-doc is:
 - A Polish citizen
 - A non-Polish citizen
3. Planned period of the postdoc's employment (in months, maximum 24 months):
4. Committee to which the application is submitted:
 - Research Board CB POB Photonic technology
 - Research Board CB POB Artificial Intelligence and Robotics
 - Research Board CB POB Cybersecurity and Data Science
 - Research Board CB POB Biotechnology and Biomedical Engineering
 - Research Board CB POB Material Science and Engineering
 - Research Board CB POB High Energy Physics and Experimental Techniques
 - Research Board CB POB Energy Conversion and Storage
 - BEYOND POB Committee
5. Project title (*in Polish and English*):
6. Project summary (*up to 400 words*):
7. Project summary (*up to 400 words.*):

B. PROJECT DESCRIPTION

1. a) substantive description:
(including the presentation of scientific novelty, innovativeness, and competitiveness of research, research plan and methodology – up to 2 pages, font 11)
- b) justification of creating a new research position and the significance of postdoc's employment for the development of topic/research potential of the research group **(up to 1 page, font 11)**
- c) description of requirements for a candidate for a postdoc position (consistent with the content of the future job advertisement).

2. Declaration of measurable outcomes of the implementation of the research project

| No. | Type of outcome | Declared value | Comments (e.g. a concise description of the outcome including patents, implementations etc., innovations, type, and number of publications, planned journals, type and date of the competition in which the application for a grant will be submitted) |
|-----|--|----------------|---|
| 1 | Upper quartile publications including at least one from the upper decile according to the CiteScore Scopus database (article at least approved for printing) | | |
| 2 | Obtaining external research funding (submitted applications for external funding with at least positive formal | | |

| | | | |
|---|--|--|--|
| | evaluation, for the amount minimum twice as high as the funding awarded within the POSTDOC PW programme) | | |
| 3 | Other outcomes | | |

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)

Appendix No. 2 to the Regulations of the POSTDOC PW competition

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 | 2021 | 2022 | 2023 | 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 |
| | with a value exceeding PLN 10 000 | | | | 0.00 |
| 2 | Remuneration and related items | 0.00 | 0.00 | 0.00 | 0.00 |
| | including | | | | |
| | Remuneration of postdoc | | | | 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 | 0.00 |
| III. | Total costs | 0.00 | 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 POSTDOC PW competition

Principles for funding research projects within the POSTDOC PW competition

1. Funding granted for the project shall finance:
 - 1) Research equipment
 - 2) Remuneration
 - a) of the postdoc 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 238,000 including:
 - 1) The postdoc'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) No remuneration for the head of the project shall be paid.
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 or BEYOND POB 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 or BEYOND POB committee, and approval of the Head of IDUB.

Appendix No. 4 to the Regulations of the POSTDOC PW competition

AGREEMENT no. (number given by the IDUB Project Office)
on the implementation of research projects selected in the competition within the POSTDOC PW
programme edition no.
funded within the „Excellence Initiative – Research University” project
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 POSTDOC PW programme edition no. 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 postdoc(s) is the commencement date of the project implementation, and the maximum time of project implementation shall be 24 months. The time of the implementation of the project/individual projects included in this Agreement is specified in Appendix No. 1 to this Agreement.
3. The Agreement shall be terminated if a postdoc 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 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 | Period of implementation (in months) | Comments |
|-----|---|-------------------|---------------|--------|--|----------|
| 1. | | | | | | |
| 2. | | | | | | |

.....
Signature of the Chairperson of the
Research Board CB POB/ Chairperson of
BEYOND POB competition committee

Appendix No. 2 to the Agreement

Cost estimate of the project

title:

headed by:

| No. | Planned costs | 2021 | 2022 | 2023 | 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 |
| | with a value exceeding PLN 10 000 | | | | 0.00 |
| 2 | Remuneration and related items | 0.00 | 0.00 | 0.00 | 0.00 |
| | including | | | | |
| | Remuneration of postdoc | | | | 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 | 0.00 |
| III. | Total costs | 0.00 | 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 POSTDOC PW competition

TEMPLATE OF AN INTERMEDIARY REPORT / FINAL REPORT*
on the implementation of the research project in a competition within the POSTDOC PW programme
edition no.

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).

| No. | Type of outcome | Declared values | Achieved values | Details of the achieved indices/actions undertaken to achieve them * |
|-----|--|-----------------|-----------------|--|
| 1 | Publication of an article in a journal and at a conference from the upper decile, at least 140 points by MNiSW (paper approved for printing) | | | |
| 2 | Obtaining external funding for research, preferably within international projects | | | |
| 3 | Other outcomes | | | |

3. Planned and incurred costs

| Cost category | (year) | | (year) | | Total | |
|-------------------------------------|-------------|----------|-------------|----------|---------|----------|
| | Planned | Incurred | Planned | Incurred | Planned | Incurred |
| I. 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 | | | | | | |
| 3. | Other direct costs | | | | | | | |
| II. | Mark-ups (15%) | | | | | | | |
| III. | Total costs | | | | | | | |

4. List of names of researchers

| Researcher (first 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)

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

*choose if applicable

Appendix No. 6 to the Regulations of the POSTDOC PW competition

RECORD OF EVALUATION AND RECEPTION OF THE PROJECT

title:

headed by:

| | |
|---|--|
| Planned costs (PLN): | |
| Incurred costs (PLN): | |
| Research Board CB POB ... CB POB name... / BEYOND POB Committee hereby declares that the research project: | |
| <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 ... / BEYOND POB Committee: | |
| Stamp and signature of the Head of IDUB: | |

Appendices:

- 1) *final report on the project implementation*