

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No. 102/2021
of the Rector of the Warsaw University of Technology
of 17.05.2021

on the launch of the teacher grant 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 teacher grant 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.
3. The Centre for Advanced Studies shall announce the subsequent editions of the competitions upon the request of the Steering Committee of the IDUB project.
4. Competitions within the programme shall be run by the Centre for Advanced Studies.

§ 2

The Regulation enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba, PhD, DSc

Regulations of the competition for teacher grants

§ 1

1. Competition for teacher grants is announced as part of the implementation of the “Excellence Initiative – Research University” project, hereinafter referred to as the “IDUB project”.
2. The competition aims:
 - 1) To increase the motivation to update the content and teaching methods and create favourable conditions for introducing innovations.
 - 2) To provide opportunities for development for all active academic teachers and to provide sustainable access to university assets.
 - 3) To stimulate the exchange of experience (during and after completing the learning cycles)
 - 4) To improve the quality of teaching by promoting an individual approach and introducing new mechanisms of evaluation.
3. The budget of the competition shall amount to PLN 1,000,000 and the maximum funding within one teacher grant shall not exceed PLN 100,000.
4. The scope of the supported initiatives shall include:
 - 1) Conducting classes using remote teaching techniques (in synchronous, asynchronous, and hybrid modes), introducing new quality to the methodology and teaching tools.
 - 2) Conducting interdisciplinary classes, either as part of inter-faculty or inter-university courses, using innovative teaching techniques with a special focus on teamwork and solving project problems.
 - 3) Devising a new learning programme based on innovative teaching techniques, which fits into the strategy of enhancing the quality of second-cycle studies.

§ 2

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.
2. The applicant may submit only one application.
3. The application prepared following the template constituting Appendix 1 to these Regulations shall be submitted in an electronic format through an online form available on the website www.badawcza.pw.edu.pl.
4. The deadline for submissions is 15 June 2021.
5. The funding awarded as part of the teacher grant shall be used in compliance with the principles specified in Appendix 2 to the Regulations to finance:
 - 1) The remuneration for conducting classes
 - 2) The remuneration for increased labour input to creating concepts and preparation of classes
 - 3) The infrastructure (telematics, communication, physical)
 - 4) Teaching materials and materials for concept work
 - 5) Other justified costs

6. The head of the project shall conduct the activities specified in the project in the academic year 2021/22.

§ 3

1. The competition proceedings and evaluation and reception of the project shall be conducted by the Centre for Advanced Studies, in which the competition committee shall operate. The committee shall be appointed by the Rector in a separate regulation. Competition committee members may not be applicants in the competition.
2. The chairperson of the competition committee shall select two reviewers for the evaluation of the application from the members of the competition committee or appoint non-members.
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) Being in line with the main aim of the competition
 - 2) Innovativeness and being in line with the idea of “proactive teaching”
 - 3) The grant feasibility
6. Applications with the highest score, whose budget summary does not exceed the amount allocated for the competition in compliance with § 1 item 3, shall be eligible for funding.
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 websites www.csz.pw.edu.pl and www.badawcza.pw.edu.pl within two months after the deadline for submissions.

§ 4

1. Principles governing the use of the funding awarded for the project implementation are specified in Appendix 2 to these Regulations.
2. The project implementation shall commence upon signing the Agreement following the template in Appendix 3 to these Regulations.
3. The Agreement with the implementing units shall be prepared by the IDUB Project Office.

§ 5

1. The final report prepared following the template in Appendix 4 to these Regulations shall be submitted to the Centre for Advanced Studies by 31 October 2022.
2. The project execution shall be evaluated by the competition committee. The result of the evaluation shall be recorded following the template in Appendix 5 to these Regulations.
3. 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 provisions of the Agreement on the project implementation.
4. All matters unregulated herein shall be settled by the Vice-Rector for Studies.

§ 6

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 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 point b) 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 the funding.
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 within the competition for teacher grants

A. KEY DATA

- B. 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*
1. Academic programme /specialisation the project applies to
 2. Project title (*in Polish and English*):
 3. Project summary in Polish (*up to 400 words.*):
 4. Project summary (*up to 400 words.*):

C. PROJECT DESCRIPTION

OBJECTIVES AND JUSTIFICATION OF THE GRANT	
1	A substantive description of the solution, product, or service, which will be the outcome of grant implementation
2	A financial description of the grant subject
3	Justification of the demand for the grant outcomes
4	Justification of the effectiveness of the proposed solution
6	A description of the implementation of the grant outcomes
7	Assumed outcome
8	Assumed durability of the grant subject
9	A description of other benefits from the implementation of the grant outcomes

D. PROJECT TIMETABLE

TIMETABLE OF GRANT IMPLEMENTATION		
No.	Title of the objective	Period of implementation
1		
2		
3		

E. COST ESTIMATE OF THE PROJECT

No.	Planned costs	2021	2022	Total
I.	Total direct costs	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
	with a value exceeding PLN 10,000			0,00
2	Remuneration and related items	0.00	0.00	0.00
3	Other direct costs			0.00
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00

Justification of individual items in the cost estimate:

.....
(Applicant)

.....
(Bursar's Proxy)

.....
(Faculty Dean)

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

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.

Principles for funding teaching projects

1. The funding granted for the project may be used for:
 - 1) Fixed assets (telematic, communicative, and physical infrastructure)
 - 2) Remuneration:
 - a) Remuneration for conducting classes by the employees of the Warsaw University of Technology may be paid under an employment contract or as an allowance in projects paid by the hour or in a lump sum, in compliance with Remuneration Regulations applicable at the Warsaw University of Technology.
 - b) Remuneration for increased labour input to creating concepts and preparation of classes by employees at the Warsaw University of Technology may be paid as an allowance in projects paid by the hour or in a lump sum, in compliance with Remuneration Regulations applicable at the Warsaw University of Technology.
 - c) Remuneration for persons unemployed at the Warsaw University of Technology shall be paid under a civil-law contract.
 - d) No new posts shall be created as part of the project implementation.
 - 3) Other costs:
 - a) Materials and reagents, small laboratory equipment, external services, etc.
 - b) Other costs 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 22/2020, excluding equipment with an individual value of PLN 10,000.
3. 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 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 chairperson of the competition committee.
 - 3) Amendments not requiring the consent of the chairperson of the competition committee 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 chairperson of the competition committee and preparation of an appendix to the agreement on the scope of the cost estimate of the project constituting Appendix No. 2 to the agreement.
 - 5) Amendments to the material scope of the project implementation shall require the consent of the chairperson of the competition committee each time.

AGREEMENT No. *(number given by the IDUB Project Office)*
**on funding a project in the competition for teacher grants 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 the head of unit»,

hereinafter referred to as „Implementing unit”.

1. The Head of IDUB shall transfer funds for implementing teacher grants 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 teacher grants
 - 4) The information included in the application
 - 5) Internal regulations applicable at the Warsaw University of Technology
3. The Parties shall accept (date) as the commencement date of the implementation of the project(s), and the last day of classes in the academic year 2021/22 as the completion date.
4. Cost estimate of the project(s) under this Agreement shall be Appendix 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.
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 appendix 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 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 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)

List of projects eligible for funding (under the Agreement)

No.	Applicant (title/degree, first name and surname)	Faculty/Institute	Project title	Budget
1.				
2.				

.....
Signature of the
Chairperson of the competition committee

Cost estimate of the project

title:

headed by:

No.	Planned costs	2021	2022	Total
I.	Total direct costs	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
	with a value exceeding PLN 10,000			0.00
2	Remuneration and related items	0.00	0.00	0.00
3	Other direct costs			0.00
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00

Head of IDUB

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

Implementing unit

.....
(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 within the competition for teacher grants, constituting an integral part of this Agreement, the aforementioned cost estimate, and other provisions of this Agreement.

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

FINAL REPORT
on the project implementation

title:

headed by:

1. The description of the completed work:

2. Planned and incurred costs

Cost category		2021		2022		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						
3.	Other direct costs						
II. Mark-ups (15%)							
III. Total costs							

3. List of contributors' names

Contributor (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*)

RECORD OF EVALUATION AND RECEPTION OF THE PROJECT

title:

headed by:

Planned costs (PLN):	
Incurred costs (PLN):	
Committee:	
Chairperson: Members: 1. 2. 3.	
The Committee hereby declares that the project	
<input type="checkbox"/> has been correctly implemented. <input type="checkbox"/> has been partially implemented. <input type="checkbox"/> has been incorrectly implemented.	
Comments of the Committee:	
The Committee shall request:	
<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 §8 of the Agreement	
Date:	
Signature of the Chairperson of the Committee:	
Stamp and signature of Head of IDUB:	

Appendices:

- final report on the project implementation