

THE WARSAW UNIVERSITY OF TECHNOLOGY
Decision No. /2023
of the Rector of the Warsaw University of Technology
of 2023

on the announcement of the competition for funding in 2023 initiatives supporting the development of student research groups at the Warsaw University of Technology

Pursuant to Article 23 section 1, under Article 389 sections 1 and 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022 item 574, as amended) and under Agreement No. 04/IDUB/2019/94 of 30 December 2019 concluded 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 announce a competition for funding in 2023 initiatives of student research groups operating at the Warsaw University of Technology.
2. The initiatives mentioned in section 1 are financed from the resources of the “Excellence Initiative - Research University” programme.

§ 2

1. Funding covers the organisation of conferences, summer schools, hackathons, workshop sessions, national and international competitions and construction competitions.
2. One student research group can be a beneficiary of funding for one initiative.

§ 3

1. Applications for funding initiatives in 2023, hereinafter referred to as "applications", shall be evaluated by the Competition Committee (hereinafter referred to as the "Committee") consisting of:
 - 1) Professor Mirosław Szyłak-Szydłowski – Chairperson
 - 2) Professor Jan Kindracki
 - 3) Jakub Możaryn, PhD
 - 4) Professor Tomasz Kobiela
 - 5) Daria Grzesiek, MA – representative of the IDUB Project Office
 - 6) Mateusz Hirny - representative of the Student Research Groups Council
 - 7) Paulina Chrobocińska, MSc – Committee Secretary
2. The basic evaluation criteria for an application are:
 - 1) the originality and interdisciplinarity of the initiative and its activities;
 - 2) the impact of the initiative (local, national, international);
 - 3) the implementing capacity of the initiative, the resources and the members of the implementing team;
 - 4) the effects of the initiative as measured by indices;
 - 5) the justifiability of planned costs;
 - 6) previous experience of the implementing team in conducting similar initiatives and activities.
3. The evaluation criteria for an application for increasing its qualifying score are:
 - 1) cooperation in the implementation of the initiative with other student research groups of the Warsaw University of Technology;
 - 2) contribution of the Faculty resources to the financing of the initiative amounting to at least 20% of the application budget.

4. When evaluating the application prepared in accordance with Annex No. 1, the Committee shall take into account the previous participation of student research groups in IDUB competitions including, specifically, the correctness and timeliness of their settlement.
5. The Committee evaluates and gives its opinion on the application according to the template attached as Annex No. 2 to the Decision and creates a ranking within no more than 15 working days of the closing date for applications.
6. The Committee makes a decision and prepares a summary of the awarded funding for individual initiatives and submits it to the IDUB Project Office for the approval of the Head of the Management Team for the IDUB Project and for the attention of the Rector's Office, the Economic Department and the Chairperson of the Student Research Groups Council. The Committee's decision shall be published on the web page www.badawcza.pw.edu.pl
7. The Committee's decision may be subject to a written appeal, within 7 days, to the Vice-Rector for Student Affairs of the Warsaw University of Technology, whose decision is final.

§ 4

1. The budget of the competition allocated for 2023 is PLN 100,000.
2. Financing for one application from IDUB funds as part of the competition may not exceed PLN 20,000.
3. A sample list of eligible and ineligible costs is attached as Annex No. 3 to the Decision.
4. The condition for starting the implementation of the initiative is to conclude an Agreement with the Head of the Management Team for the IDUB project, the template for which is attached as Annex No. 4 to the Decision.
5. The student research group implementing the initiative shall promote progress as part of the initiative, stating the title of the funded initiative, competition and programme.
6. The recognition of learning outcomes for a course as a result of the student's participation in an initiative whose activities are at least nationwide requires the confirmation of their activity by the head of the initiative no earlier than the date of the evaluation of the report mentioned in § 5 section 3.
7. The scientific supervisor of the student research group, who is also the head of the initiative, is responsible for the proper implementation of the initiative based on the assumptions of the application.

§ 5

1. The President of the student research group submits the application by 8 May 2023 by 16:00 to the following email address joanna.gruszka@pw.edu.pl titled: Competition for student research group initiatives.
2. The completion date of the initiative is 10 November 2023.
3. By 30 November 2023, the President of the student research group submits a report on the implementation of the initiative prepared in accordance with the template attached as Annex No. 5 to the Decision. The report is submitted to the unit implementing the initiative.
4. The approval of the results of the implementation of the initiative is granted by the Approval Committee appointed by the head of the basic organisational unit in which the initiative is implemented, whose member is a representative appointed by the Vice-Rector for Student Affairs.
5. The Approval Committee gives its opinion on the report mentioned in section 3, taking into account:
 - 1) substantive implementation of planned activities as part of the initiative;
 - 2) the outcomes achieved in the implementation of the actions as part of the initiative and the consistency of their implementation with intended outcomes;

- 3) the settlement of expenses incurred.
6. The record of evaluation and approval of the report shall be prepared by the Committee in accordance with the template attached as Annex No. 6 to the Decision and forwarded by 11 December 2023 to the Team for Research. The second copy of the record, with the attached settlement of expenses incurred and substantive report of the head of the initiative, shall remain in the unit in which the initiative was implemented. In the event of a negative assessment of the report, the Approval Committee shall send an additional copy of the record to the IDUB Project Office.
7. The list of settled initiatives is forwarded by the Team for Research to the Rector's Office, the IDUB Office, the Economic Department and the Chairperson of the PW Student Research Groups Council.
8. In all unregulated and contentious matters, decisions shall be made by the Vice-Rector for Student Affairs.

§ 6

The Decision enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba

Warsaw/Płock
The Rector of the Warsaw University of Technology
Professor Krzysztof Zaremba

Application for funding an initiative in 2023

1. Name of the student research group and faculty where it operates:
.....
2. Title of the initiative:
.....
3. Name, surname, academic title and degree of the scientific supervisor of the student research group:
.....
4. List of implementers including an organisational unit (members of the team implementing the initiative with the allocation of tasks and experience in the implementation of similar activities and initiatives)¹:
5. Themes of the initiative:
 - 1) substantive justification (objective, need for implementation);
 - 2) the impact of the initiative (local, national, international);
 - 3) the target group of the initiative (university students, secondary school students, others);
 - 4) planned activities;
 - 5) intended outcomes of the implementation of the initiative (which will be a measurable, documented outcome of the implemented initiative, e.g. number of institutions participating in conferences/competitions, number of conference publications, number of participants in summer school/training/conference/hackathon/competition, number of certified training courses, other specified by the head of initiative).
6. Duration and timetable of the initiative:
7. Planned forms of the initiative promotion:.....
8. Have the activities under the initiative been/are funded from other sources? (Please, state the sources and amounts):.....
9. Has the student research group implemented other projects/grants as part of the IDUB programme? If so, have they been implemented correctly and in a timely manner? If not, please, give reasons:.....
.....
10. Budget of the initiative:

1)	Direct costs of implementing the initiative, including:	PLN
a)	costs of purchasing materials:	PLN
b)	costs of promotional activities:	PLN

¹ The student research group supervisor may not be the initiative implementer.

c)	costs of training/expert services:	PLN
d)	other costs necessary for the implementation of the initiative:	PLN
2)	Indirect costs (15% of direct costs)	PLN
3)	Total costs of co-financing from IDUB (items 1 + 2)	PLN
4)	Contribution of the unit's resources in the financing of the initiative	PLN
5)	Total cost of the initiative (items 3+4)	PLN

11. Type and justification for planned costs.

head of the initiative

President of the student
research group

Bursar's Proxy

head of the basic
organisational unit

.....

Application evaluation sheet:

1. Title of the initiative:

.....
.....

2. Evaluation of the application:

Basic criteria:	Scoring:
Originality and interdisciplinarity of the initiative (0-30 points)	
Impact of the initiative (local, national, international) (0-20 points)	
Implementation capacity of the initiative, resources and members of the implementation team (0-20 points)	
Outcomes of the initiative as measured by indices (0-15 points)	
Justifiability of planned costs (0-10 points)	
Previous experience of the implementing team in conducting similar initiatives and activities (0-5 points)	
Criteria for increasing the qualifying score:	Scoring:
Cooperation in the implementation of the initiative with other student research groups of the Warsaw University of Technology (0-20 points)	
Participation of the faculty resources in the financing of the initiative, amounting to at least 20% of its budget (0-10 points)	
TOTAL:	

Additional information: participation of the student research group in other IDUB competitions, including the correctness and timeliness of their settlement:

3. Opinion of the Competition Committee: the application shall/shall not obtain² funding as part of the IDUB programme.

The proposed amount of funding PLN

Date and signature of the Chairperson
of the Committee

.....

² Delete as appropriate.

Sample list of eligible and ineligible costs

1. Eligible costs:

- 1) purchase of materials;
- 2) training courses and workshops (external trainer/expert service);
- 3) promotion (announcements, leaflets, posters, printing of conference materials);
- 4) getting to the place of training/workshops;
- 5) renting rooms outside the University;
- 6) other expenditure necessary for the implementation of the initiative, which will be detailed in the application and approved by the Committee.

2. Ineligible costs:

1. rental of rooms inside the University;
2. catering services;
3. costs of salaries of employees, students and doctoral students of the Warsaw University of Technology.

AGREEMENT No.

on the implementation of the initiative titled “.....”
by (*name of the student research group*) operating at the Faculty of

concluded on between:

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

and the Faculty in which the initiative is implemented

.....
represented by

.....

and – head of the initiative.

1. The head of the initiative shall implement the initiative in accordance with the description and timetable included in the application and annexed to this Agreement.
2. The Head of IDUB shall transfer funds to the basic organisational unit in the amount of PLN (in words: 00/100) for the implementation of the initiative according to the following cost estimate.

1)	Direct costs of implementing the initiative, including:	PLN
a)	costs of purchasing materials:	PLN
b)	costs of promotional activities:	PLN
c)	costs of training/expert services:	PLN
d)	other costs necessary for the implementation of the initiative:	PLN
2)	Indirect costs (15% of direct costs)	PLN
3)	Total costs of co-financing from IDUB (items 1 + 2)	PLN
4)	Contribution of the unit's resources in the financing of the initiative	PLN
5)	Total cost of the initiative (items 3+4)	PLN

3. The Parties shall adopt the date of concluding this Agreement as the commencement date for the implementation of the initiative. The deadline for the completion of the initiative shall be set for 10 November 2023.
4. The basic organisational unit shall make available resources indispensable to implement the initiative, including providing administrative and accounting services for the implementation of the initiative.

5. Funding awarded for the implementation of the initiative shall be at the disposal of the head of the basic organisational unit in agreement with the head of the initiative.
6. The basic organisational unit shall maintain separate accounting records for the initiative.
7. The approval of the implementation outcomes shall be granted by the Approval Committee. If approval is refused, the basic organisational unit shall return the awarded funding to the disposal of the Head of IDUB.
8. Funding transferred to the basic organisational unit and not used until 10 November 2023 shall be returned to the disposal of the Head of IDUB.
9. The Agreement has been executed in three counterparts, one for each Party.

Head of IDUB

Basic organisational unit

<p>(stamp of IDUB Project Office)</p>	<p>(stamp of unit)</p>
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<p>(stamp and signature of Head of IDUB)</p>	<p>(stamp and signature of head of basic organisational unit)</p>
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<p>(stamp and signature of Bursar’s Proxy)</p>	<p>(stamp and signature of Bursar’s Proxy)</p>
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<p>(signature of head of initiative)</p>
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Record of evaluation and approval of the report

The Approval Committee members:

1. - chairperson
2.
3.
4.
5.

1. Evaluation of the Approval Committee:

2. Justification for evaluation:

3. Comments and recommendations:

4. Does the report need to be supplemented/improved? yes/no³

5. The report is assessed positively/with comments/negatively.⁴

Signatures:

1. - chairperson
2.
3.
4.
5.

Date

For the attention of:

1. Team for Research
2. Basic organisational unit in which the initiative is implemented.
3. IDUB Project Office
4. Chairperson of the Student Research Groups Council

³ Delete as appropriate

⁴ Delete as appropriate