

WARSAW UNIVERSITY OF TECHNOLOGY

Decision No. 249/2023
Rector of the Warsaw University of Technology
of 18 September 2023

on announcing the second edition of the competition for co-financing initiatives supporting the development of student research groups at the Warsaw University of Technology

Under the Article 23(1), in connection with Article 389(1) and (2) of the Act of 20 July 2018. - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) and in connection with 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. The second edition of the competition to grant the initiatives of student research groups operating at the Warsaw University of Technology in the years 2023-2024 is announced.
2. The initiatives referred to in paragraph 1 shall be financed by the 'Excellence Initiative - Research University' programme.

§ 2

1. Funding is available for the organisation of: conferences, summer schools, hackathons, workshop sessions, national and international construction competitions and contests.
2. One student research group may be the beneficiary of grant for one initiative.

§ 3

1. Applications for initiative granting for the period 2023-2024, hereinafter referred to as "applications", shall be assessed by a Selection Committee, hereinafter referred to as "the Committee", consisting of:
 - 1) dr hab. inż. Mirosław Szyłak-Szydłowski, prof. PW – chairman;
 - 2) dr hab. inż. Jan Kindracki, prof. PW;
 - 3) dr inż. Jakub Możaryn;
 - 4) dr hab. inż. Tomasz Kobiela, prof. PW;
 - 5) mgr Daria Grzesiek – representative of the IDUB Project Office;
 - 6) Mateusz Hirny – representative of the Council of Student Research Groups;
 - 7) mgr inż. Paulina Chrobocińska – Secretary of the Commission.
2. The basic criteria for assessing a proposal are:
 - 1) the originality and interdisciplinarity of the initiative and its activities;
 - 2) the impact of the initiative (local, national, international);
 - 3) the initiative's implementation capacity, resources and composition of the implementation team;
 - 4) the effects of the initiative as measured by indicators;
 - 5) the reasonableness of the planned costs;
 - 6) previous experience of the implementation team in carrying out analogous initiatives and activities.
3. Bonus criteria for the assessment of the proposal are:
 - 1) cooperation in the implementation of the initiative with other student research groups of the Warsaw University of Technology;
 - 2) a contribution from the faculty to fund the initiative of at least 20% of the proposal budget.

4. When assessing the application drawn up in accordance with Annex 1 to the Decision, the Commission shall take into account the previous participation of the student research group in other IDUB competitions, including in particular the correctness and timeliness of their settlement.
5. The Commission shall evaluate and give its opinion on the application in accordance with the model in Annex 2 to the Decision within no more than 15 working days of receipt of the application.
6. The Committee takes a decision and draws up a summary of the grant awarded for individual initiatives and forwards it to the IDUB Project Office for approval of the IDUB Project Management Team Leader, and for information: Rector's Office, the Economics Department and the Head of the Council of Student Research Groups. The decision of the Committee is published on the website www.badawcza.pw.edu.pl.
7. The decision of the Committee may be appealed in writing within seven days to the Vice-Rector for Student Affairs, whose decision shall be final.

§ 4

1. The budget for the second edition of the competition scheduled for 2023-2024 is PLN 150,000.
2. Funding for one application from IDUB funds under the competition may not exceed PLN 20,000.
3. A list of examples of eligible and ineligible costs is attached as Annex 3 to the Decision.
4. The start of the initiative is conditional on the signing of the Agreement with the IDUB project management team leader, a model of which is attached as Annex 4 to the Decision.
5. The student research group implementing the initiative is required to publicise the progress of the activities of the initiative, stating the title of the funded initiative, the competition and the programme.
6. Recognition of learning outcomes for a subject as a result of a student's participation in an initiative whose activities are at least of a national nature requires confirmation of the student's activity by the initiative leader, no earlier than the date of assessment of the report referred to in § 5, para. 3.
7. It is the responsibility of the Student Research Group Supervisor, who is also the manager of the initiative, to ensure that the initiative is properly implemented on the basis of the proposal.

§ 5

1. The call for applications for the second edition of the competition shall be conducted on a continuous basis until funds are exhausted, but no later than 29 March 2024.
2. The president of the student research group shall forward the application to joanna.gruszka@pw.edu.pl with the title: Student Research Group Initiative Competition.
3. The completion date for the initiative is 12 November 2024.
4. By 2 December 2024, the Chairperson of the student research group shall submit a report on the implementation of the initiative according to the model attached as Annex 5 to the Decision. The report shall be submitted in the unit implementing the initiative.
5. Reception of the results of the initiative is carried out by the reception committee appointed by the head of the basic organisational unit in which the initiative is implemented, which includes a representative appointed by the Vice-Rector for Student Affairs.
6. The Reception Committee shall give its opinion on the report referred to in paragraph 3, taking into account:
 - 1) the substantive implementation of the planned activities under the initiative;
 - 2) the results achieved in the implementation of the initiative's actions and the conformity of their implementation as intended;

- 3) settlement of expenses incurred.
7. A report on the evaluation and acceptance of the report shall be drawn up by the Committee in accordance with the template attached as Annex 6 to the Decision and submitted by 11 December 2024 to the Science Team. The second copy of the protocol, together with an account of the expenses incurred and the substantive report of the initiative manager, shall remain in the unit where the initiative was implemented. In case of a negative evaluation of the report, the Reception Committee forwards an additional copy of the protocol to the IDUB Project Office.
 8. A summary of the settled initiatives is forwarded by the Science Team to the Rector's Office the IDUB Project Office, the Economic Department and the Chairperson of the Council of Student Research Groups.
 9. In outstanding and contentious matters, the Vice-Rector for Student Affairs shall decide.

§ 6

The decision shall enter into force on the date of its signature.

RECTOR

Professor Krzysztof Zaremba

Warsaw/Płock

Rector of the Warsaw University of
Technology

.....

Application for initiative grant for 2023-2024

1. The name of the student research group and the faculty at which it operates:
.....
2. Title of initiative:
3. Name, title and degree of the student research group supervisor:
.....
4. List of executors indicating the organisational unit (composition of the team implementing the initiative with assignment of tasks and experience in the implementation of analogous activities and initiatives)¹:
5. Subjects of the initiative:
 - 1) substantive justification (purpose, need for implementation);
 - 2) the impact of the initiative (local, national, international);
 - 3) the target group of the initiative (students, pupils, others);
 - 4) planned activities;
 - 5) expected results of the initiative (what will be the measurable, documented effect of the completed initiative, e.g.: number of institutions participating in the conference/competition, number of conference publications number of participants in the summer school/training/conference/hackathon/competition, number of certified training courses, other as determined by the initiative leader).
6. Period and timetable for the initiative:
7. Planned forms of promotion of the initiative:
8. Were/are the activities of the initiative granted from other sources? (specify sources and amounts):
9. Has the student research group carried out other projects/grants from the IDUB programme? If yes, were they implemented in a correct and timely manner? If not, please give reasons.....
.....
10. Initiative budget:

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

¹ The supervisor of the student research group cannot be the executor of the initiative.

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 IDUB funding (pos. 1+2)	PLN
4)	Unit's contribution to the financing of the initiative	PLN
5)	Total cost of initiative (pos. 3+4)	PLN

11. Nature and justification of planned costs.

initiative leader

President of the
Student Research
Group

Bursar's Proxy

head of basic
organisational unit

.....
(signature)

.....
(signature)

.....
(signature)

.....
(signature)

Proposal evaluation sheet

1. Title of initiative:

.....

2. Assessment of the proposal:

Core 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 composition of the implementation team (0-20 points)	
Effect of the initiative as measured by the indicators (0-15 points)	
Reasonableness of the planned costs (0-10 points)	
Past experience of the implementing team in carrying out similar initiatives and activities (0-5 points)	
Bonus criteria:	Scoring:
Cooperation in the implementation of the initiative with other student research groups at the Warsaw University of Technology (0-20 points)	
Faculty contribution of at least 20% of the initiative's budget (0-10 points)	
TOTAL:	

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

3. The opinion of the Selection Committee: the application is/is not* submitted for funding under IDUB.

Proposed amount of funding

Date and signature of the President of
 the Committee

.....
 * Delete as appropriate

Indicative list of eligible and ineligible costs

1. Eligible costs:

- 1) purchase of materials directly related to the implementation of the initiative;
- 2) training and workshops (external coaching/expertise service);
- 3) promotion (announcements, flyers, posters, printing of conference materials);
- 4) travel to the training/workshop venue;
- 5) rental of premises outside the University;
- 6) other expenditure necessary for the implementation of the initiative, which will be specified in the proposal and accepted by the Committee.

2. Ineligible costs:

- 1) rental of premises inside the University;
- 2) catering services;
- 3) salary costs for staff, students and doctoral students of the Warsaw University of Technology.

AGREEMENT No.

on the implementation of the initiative entitled. "....." by
 (name of student research group) operating at the Faculty

concluded on between:

Prof. Małgorzata Lewandowska - Director of the Management Team of the "Initiative of Excellence - Research University" project at the Warsaw University of Technology, hereinafter referred to as "Head of IDUB"

and the Faculty where the initiative is implemented

.....
 represented by

.....

and - initiative leader

1. The initiative leader undertakes to implement the initiative in accordance with the description and timetable contained in the proposal annexed to this Agreement.
2. The Head of IDUB transfers to the basic organisational unit, funds in the amount of PLN (in words: PLN 00/100) for the implementation of the initiative according to the cost estimate below.

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 IDUB grant (item 1+2)	PLN
4)	Unit's contribution to the financing of the initiative	PLN
5)	Total cost of initiative (pos. 3+4)	PLN

3. The date of commencement of the initiative is set by the Parties as the date of conclusion of this Agreement. The completion date for the initiative is set at 12 November 2024.
4. The basic organisational unit undertakes to make available the necessary resources to implement the initiative, including administrative and accounting support.

5. The funds allocated for the initiative are disposed of by the head of the basic organisational unit in agreement with the head of the initiative.
6. The basic organisational unit is required to keep separate accounting records for the initiative.
7. The acceptance of the results of the initiative is carried out by the reception committee. In the event of a negative assessment, the basic organisational unit will return the allocated funds to the IDUB project management team Head.
8. Funds transferred to the basic organisational unit and not used by 12 November 2024 revert to the IDUB project management team Head.
9. The agreement is drawn up in three counterparts, one for each party.

IDUB manager

basic organisational unit

.....
 (stamp of IDUB Project Office)

.....
 (unit stamp)

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

.....
 (stamp and signature of the head of the basic organisational unit)

.....
 (stamp and signature of the Bursar's proxy)

.....
 (stamp and signature of the Bursar's proxy)

.....
 (signature of the initiative manager)

Report on the implementation of the initiative

1. Title of initiative:

.....

Name of the student research group implementing the initiative:

.....

2. Name of initiative leader, title and degree:

.....

3. Composition of the team implementing the initiative

L.p.	Executor's name	department	role in the initiative
1.			
2.			
....			

4. Tasks planned under the initiative with numerical indicators:

5. Tasks carried out under the initiative with numerical indicators:

6. Have the tasks planned in the application been carried out in full? If not, please provide an explanation and the remedial measures taken.

7. Forms of promotion of the initiative (e.g. links, posters, files, etc.)

8. Initiative budget:

Amount granted [PLN]	Amount used [PLN]

initiative leader

President of the Student
 Research Group

Bursar's proxy

head of basic
 organisational unit

.....

.....

.....

.....

(signature)

(signature)

(signature)

(signature)

Evaluation and acceptance report

Composition of the acceptance committee:

1. - chairman
2.
3.
4.
5.

1. Assessment by the reception committee:
2. Justification for the assessment:
3. Comments and recommendations:
4. Does the report need to be completed/revised? yes/no*
5. The report is assessed as positive/remarks/negative*

Signatures:

1. - Chairman
2.
3.
4.
5.

Date

For information:

1. Science Team
2. The basic organisational unit in which the initiative is implemented
3. IDUB Project Office
4. Chairman of the Council of Student Research Groups

* Delete as appropriate