

Regulations for the LIDER POB BIB-2 competition of the Research Centre for POB Biotechnology and Biomedical Engineering

§ 1

1. The LIDER POB BIB-2 competition aims to develop technology and studies in the fields of biotechnology and biomedical engineering of relevance to the social and economic environment, to increase the research potential, and to popularise both disciplines at the Warsaw University of Technology through the development of scientific staff, i.e.
 - the employment of new research staff (assistant professors or assistants) and scientific and research staffor
 - the employment of new research staff (assistant professors or assistants) and scientific and research staff investment in research infrastructure used for research related to these disciplines.
2. The budget of the LIDER POB BIB-2 competition shall amount to PLN 3 200 000 with a maximum budget of one research project amounting to PLN 800 000.
3. An applicant, and at the same time the head of the project, shall be exclusively a staff member employed at the Warsaw University of Technology as the primary place of employment, holding a degree of dr hab. or a professor's title, who has submitted the N number declaration and has demonstrated at least a 50% representation in one of the disciplines of biotechnology or biomedical engineering.
4. An applicant/head of the project may not be a person who managed a project as part of any competition for research grants run by Research Centres for POB, hereinafter referred to as "CB POB", or the IDUB against COVID competition or the BEYOND POB competition and failed to settle the project with a positive outcome.
5. An applicant may submit only one application in the competition. An application for a research project as part of the LEADER POB BIB-2 competition, hereinafter referred to as the "application", prepared according to the template constituting Annex No. 1 to the Regulations, shall be submitted in an electronic version via the online form available at the website www.badawcza.pw.edu.pl.
6. A cost estimate prepared in accordance with the template constituting Annex No. 2 to the Regulations is an integral part of the application. The remuneration of a newly employed assistant professor (including the employer's cost) may not exceed PLN 160 000 per year in direct costs. The cost related to the investment in research infrastructure which is to contribute to increasing the level of technology readiness cannot exceed 30% of direct costs in the project. The principles for project financing are specified in Appendix No. 3 to the Regulations.
7. The head of the project with the implementers of a research project shall declare at least three and achieve all declared outcomes corresponding to the indices of the "Excellence Initiative - Research University" programme, hereinafter referred to as the "IDUB programme", which specifically include:
 - 1) the publications of papers in scientific journals from the upper decile according to CiteScore of the Scopus database - at least two publications must be declared;
 - 2) submitting an application for external funding, which has passed at least a positive formal evaluation, preferably as part of an international programme, with a minimum

amount equivalent to funds obtained under a POB grant – at least one application must be declared as submitted;

- 3) filing a patent application for a research scope realised as part of the project – at least one patent application must be filed.
8. The topics of research projects implemented as part of the LIDER POB BIB-2 competition shall refer to research on biomedical engineering (innovative technologies for medicine and medical diagnostics or related issues), which is one of the strategic impact areas defined in Strategy PW 2030.
9. The paramount objective of the LIDER POB BIB-2 research projects is to achieve a level of technology readiness - a TRL of at least five own papers related to research activities conducted in the discipline of biotechnology or biomedical engineering, which are conducted in a research group to facilitate unique research at a world-class level to achieve Polish and European leadership.

§ 2

1. Applications shall be evaluated by the Scientific Council of CB POB Biotechnology and Biomedical Engineering and the reviewers selected by the Chairperson of the Scientific Council of CB POB Biotechnology and Biomedical Engineering.
2. The Chairperson of the Scientific Council of CB POB shall select at least two reviewers to evaluate the application from among the members or non-members of the Scientific Council.
3. Application reviewers shall be selected so as to avoid conflict of interest and ensure the objectivity and impartiality of evaluation.
4. Reviewers shall not have a formal or factual relationship with the head of the project and implementers which may raise reasonable doubt as to the impartiality of those persons.
5. Reviewer's names shall not be disclosed to the head of the project and research project implementers.
6. The evaluation criteria for the application shall include:
 - 1) the substantive/scientific value of the project, including the scientific novelty, innovativeness, and competitiveness of research (30% of evaluation);
 - 2) the potential to increase the level of technology readiness against their own implemented work (30% of evaluation);
 - 3) justification for the significance of employment of research employees for the development of the research potential against the current human and technological/infrastructural resources in the discipline of biotechnology or biomedical engineering (20% of evaluation);
 - 4) the relevance for the social and economic environment (20% of evaluation).
7. The evaluation of the application shall be a two-stage process:
 - 1) The first stage involves the evaluation of each application by at least two reviewers. Applications with the highest scores are eligible for the second stage (with an average score in two reviews expressed by the natural number of points), whose total budget shall not exceed the double amount of the budget indicated in § 1 section 2. The information on eligibility or non-eligibility for the second stage of evaluation shall be passed on immediately to applicants.
 - 2) The second stage involves agreeing on the final grade by the Scientific Council of CB POB Biotechnology and Biomedical Engineering (according to the criteria and score specified in § 2 section 6) and preparation of the ranking. At this stage, the Scientific Council of CB POB Biotechnology and Biomedical Engineering may decide on a seminary presentation of applications before the final evaluation.
8. Applications with the highest score whose total budget does not exceed the financial

envelope allocated for the project in accordance with § 1 section 2 shall be eligible for funding.

9. A list of applications eligible for funding (including the name and surname of the applicant, unit in which the applicant is employed, project title, and amount of co-financing) shall be published on the website www.badawcza.pw.edu.pl by 24 February 2024. Additionally, a cut-off point for unfinanced applications shall be given.
10. Reviews of applications shall be sent after completing the evaluation process of all applications to the applicants whose applications are not eligible for funding. Reviews of applications eligible for funding shall be made available upon written request of applicants.

§ 3

1. A condition to commence the project implementation is to conclude the Agreement whose template is Annex No. 4 to these Regulations, where the unit employing the head of the project shall be the implementing unit.
2. Agreements with units shall be prepared by the Excellence Initiative – Research University Project Office, hereinafter referred to as the IDUB Project Office.

§ 4

1. The project execution shall undergo a mid-term evaluation based on the submitted intermediate report in accordance with the template specified in Annex No. 5 to these Regulations and a presentation of achieved outcomes during a seminar organised by the CB POB Biotechnology and Biomedical Engineering within 12 months of commencing the project.
2. The final report according to the template in Annex No. 5 to these Regulations must be submitted to the head of the CB POB Biotechnology and Biomedical Engineering through the IDUB Project Office within two months of the completion of the project.
3. The project execution shall be evaluated by a committee appointed by the Scientific Council of CB POB Biotechnology and Biomedical Engineering. The committee members shall include at least half of the members of the Scientific Council of POB Biotechnology and Biomedical Engineering. The evaluation result shall be included in a record prepared according to the template in Annex No. 6 to these Regulations.
4. When the need arises and in agreement with the Head of the Management Team for the “Excellence Initiative – Research University” programme, hereinafter referred to as “Head of IDUB”, projects may undergo an ad-hoc inspection upon request of the head of CB POB Biotechnology and Biomedical Engineering, which involves submitting additional explanations/reports on the factual or financial compliance of the implementation with the submitted application for funding and the provisions set forth in the Agreement on the project implementation.
5. In publications project implementers shall use the affiliation with Politechnika Warszawska (Warsaw University of Technology), which means all publications, presentations, and conference reports prepared as part of the project must be signed:
 - 1) *Research was funded by (POB Biotechnology and Biomedical Engineering) of the Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.*or
 - 2) *badania były finansowane z przez (POB Biotechnologia i inżynieria biomedyczna) ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości –*

Uczelnia Badawcza (IDUB).

6. Failure to achieve the assumed project outcomes shall exclude the head of the project from applying for projects in subsequent editions of competitions as part of the IDUB programme. Applications for project funding shall only be possible after the achievement of outcomes declared in the previously implemented project.
7. All matters not regulated 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 with regard to 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 Administrator has appointed an Inspector for Data Protection (IOD - Inspektor Ochrony Danych) who ensures that the data is processed lawfully and can be contacted via email: iod@pw.edu.pl
- 3) The administrator shall process your personal data in the scope of data included in the application for a project and intermediate and final reports on the project implementation.
- 4) The administrator shall process your personal data for the purpose of realising the 04/IDUB/2019/94 agreement concluded on 30 December 2019 – the basis for your data processing is 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 and the right to request correction and deletion, limitation of or object to processing your data. Since the data is not processed based on your consent, you shall not have the right to transfer your personal data.
- 7) Your personal data shall not be disclosed to any other entities (administrators) except for the entitled ones, 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. Should you fail to do so, you may not be obtaining funding for a research grant as part of CB POB competitions.
- 11) Your personal data shall be processed for the period compliant with the “A” archiving category in the documentation.
- 12) If you think your data protection rights have been violated, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner (Prezes Urzędu Ochrony Danych Osobowych).

Application for a research project as part of the LIDER POB BIB-2 competition

A. **KEY DATA**

1. Data of the applicant (head of project)
(Name and surname, academic title/degree, position, place of employment, represented scientific discipline, SAP number)
2. Planned period of employment of new staff (in months):
3. Project title *(in Polish and English):*
4. Project summary in Polish: *(up to 400 words.)*
5. Project summary in English: *(up to 400 words.)*

B. **PROJECT DESCRIPTION**

1. Description:
 - 1) substantive (including a demonstration of elements of scientific novelty, innovation and competitiveness of research, research plan, and methodology – up to two pages, font 11 points);
 - 2) a potential for increasing technology readiness against own work (up to one page, font 11 points);
 - 3) justification for the significance of employment of new staff for the development of research potential against human and technological/infrastructural resources in the discipline of biotechnology and biomedical engineering (up to one page, font 11 points);
 - 4) requirements for candidates (consistent with the content of the prospective announcement of employment).
2. Declaration of the measurable outcomes of research project implementation:

No.	Type of outcome	Declared value	Comments (e.g. a succinct description of the type of outcome including patents, implementations, etc., innovations, information on the type and number of publications, planned journals, type and date of competition in which the application for a grant will be submitted)
1	Publications from the upper quartile, at least one from the upper decile according to CiteScore of the Scopus database (with the requirement of paper at least being accepted for printing)		

2	Submitting an application for external funding as part of an international programme, which has received at least a positive formal evaluation, with a minimum amount of funding equal to funds acquired as a part of a POB grant		
3	Submitting an application for a patent		
4	Other outcomes		

3. Information on possible ethical issues that may arise in the planned research.

I declare that the research planned in the application neither is nor has been financed from other sources.

By submitting this application, I accept that if funding is granted, the name and surname of the head of the project, as well as the project title will be published in the information on the competition and its results.

.....
(signature of Applicant)

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

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

PROJECT TIMETABLE AND COST ESTIMATE

titled:

Applicant:*(Name and surname, academic title/degree, position, place of employment)***Project timetable (including a Gantt chart):****Project cost estimate:**

No.	Planned costs	2024	2025	Total
I.	Total direct costs	0.00	0.00	0.00
1	Equipment and instrumentation	0.00	0.00	0.00
	including			
	with a value from PLN 3 500 to 10 000			0.00
	with a value above PLN 10 000			0.00
2	Remuneration with related items	0.00	0.00	0.00
	including			
	remuneration of head of project			0.00
	remuneration of assistant professor/assistant			0.00
	remuneration of member of non-academic staff			0.00
	other remuneration of research team			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

Substantive justification or direct costs item I:.....
(signature of Applicant).....
(stamp and signature of bursar's representative).....
(stamp and signature of head of unit)

Principles for financing research projects in the LIDER POB BIB-2 competition

1. Funding awarded for the project may be used for:
 - 1) Research equipment and instrumentation
 - 2) Remuneration of:
 - a) head of the project;
 - b) assistant professor employed under a job contract;
 - c) employed member of non-academic staff;
 - d) students and doctoral students being members of the research team under a civil law contract.
 - 3) Other costs:
 - a) materials and reagents, small laboratory equipment, external services, etc.;
 - b) costs of proofreading and publication of research findings in a renowned publishing house or journal;
 - c) conference trips (related exclusively to the presentation of findings) and a few-day-long (up to 7 days) study visits at Polish and foreign centres;
 - d) other costs justified by the scope of the project.
2. The budget of a research project may not exceed PLN 800 000, including:
 - 1) The amount of remuneration of the assistant professor with the employer's cost may not exceed PLN 160 000 per year of direct costs.
3. Indirect costs shall amount to 15% of direct costs, divided into 5% of total costs and 10% of faculty costs, in accordance with Regulation No. 22/2020 of the WUT Rector, excluding the equipment and instrumentation with an individual value over PLN 10 000.
4. Amendments to the project cost estimate:
 - 1) Should the need arise to amend costs in the project cost estimate categories, the amount of awarded funding may not be increased.
 - 2) Any transfers of costs between categories may not exceed the limits for values of individual categories introduced by these Regulations.
 - 3) Transfers of funds between categories of costs planned in the application up to a total of 15% of "Total direct costs" as compared to the initial value in the cost estimate shall not require the consent of the Head of IDUB or the Scientific Council CB POB Biotechnology and Biomedical Engineering.
 - 4) Transfers of funds between categories of costs planned in the application over a total of 15% of "Total direct costs" as compared to the initial value in the cost estimate shall require the consent of the Scientific Council CB POB Biotechnology and Biomedical Engineering and the acceptance of the Head of IDUB.
 - 5) Any amendment mentioned in section 4 items 3 and 4 shall require the submission of cost estimate corrections to the IDUB Project Office in accordance with Annex No. 2 to the Agreement.
 - 6) Amendments in the timetable and the material scope of the project implementation, described in the application for funding, shall require the consent of the head of CB POB Biotechnology and Biomedical Engineering and the acceptance of the Head of IDUB.

**AGREEMENT No. (number given by the IDUB Project Office)
on the implementation of research projects selected as part of the LIDER POB BIB-2 competition funded
under the “Excellence Initiative – Research University” programme
implemented at the Warsaw University of Technology**

concluded on between:

Professor Małgorzata Lewandowska - Head of Management Team for “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. 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 through the LIDER POB BIB-2 competition in accordance with the list constituting Annex No. 1 to this Agreement.
2. The date of commencement of the project(s) shall be adopted by the Parties as the date(s) of commencement of the work specified in the Agreement(s) or, provided this date is not specified, on the date(s) of the conclusion of the Agreement(s) by the employee(s) to be employed and the maximum duration of the project(s) shall not exceed 31 December 2025. The duration of the project(s) covered by this Agreement is specified in Annex No. 1 to the Agreement.
3. This Agreement shall be terminated within six months of concluding the Agreement if the new employee is not given employment, and the funding shall be returned to the Head of IDUB.
4. The cost calculation of the project(s) under this Agreement constitutes Annex No. 2 to the Agreement.
5. Funding awarded for the project implementation shall be at the disposal of the head of the Implementing Unit in agreement with the head(s) of the project(s).
6. The Implementing Unit shall make available items of the property of the unit indispensable to implement the project and shall provide administrative and accounting services for the project implementation.
7. The Implementing Unit shall maintain separate accounting records for the project(s).
8. Funding transferred to the Implementing Unit and not used until the completion date of the last project shall return to the Head of IDUB.
9. The approval of the implementation outcomes shall be granted by..... in a manner specified by the Regulations for the competition.
10. All changes to the provisions of this Agreement shall require concluding an annex in writing.
11. The Agreement has been executed in two counterparts, one for each Party.
12. Annexes to this Agreement are:
 - 1) A list of research projects eligible for funding
 - 2) Project cost estimates (2.1 Cost estimate Project No. 1, 2.2 Cost estimate Project No. 2, ...);
 - 3) Applications for funding (Application for funding Project No. 1, 3.2 Application for funding Project No. 2,).

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)	Faculty/Institute	Title of project	Budget	Implementation time (in months)	Comments
1.						
2.						

.....
signature of Chairperson of Scientific Council
CB POB Biotechnology and Biomedical Engineering

Project cost estimate

titled:

headed by:

No.	Planned costs	2024	2025	Total
I.	Total direct costs	0.00	0.00	0.00
1	Equipment and instrumentation	0.00	0.00	0.00
	including			
	with a value from PLN 3 500 to 10 000			0.00
	with a value above PLN 10 000			0.00
2	Remuneration with related items	0.00	0.00	0.00
	including			
	remuneration of head of project			0.00
	remuneration of assistant professor/assistant			0.00
	remuneration of member of non-academic staff			0.00
	other remuneration of research team			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**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.

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

TEMPLATE FOR INTERMEDIATE/FINAL* REPORT
on the implementation of the research project in the LIDER POB BIB-2 competition

titled:

headed by:.....

1. (To be completed for final report only) A synthetic description of conducted research work including:

- 1) Research objective
- 2) Description of implemented work (*up to one page, font min. 11 points*)
- 3) Description of the most important achievements (*up to one page, font min. 11 points*)
 1. Table of measurable outcomes of the project implementation including annexes confirming their achievement. (In accordance with the Table in item B.2 of the Application for a research project).

No.	Type of outcome	Declared values	Achieved values	Details of achieved indices/ activities undertaken to achieve them*
1	Number of published papers in scientific journals from the upper decile according to CiteScore of the Scopus database (paper at least accepted for printing)			
2	Submitting an application for external funding as part of an international programme, which has received at least a positive formal evaluation, with a minimum amount of funding equal to funds acquired as a part of a POB grant			
3	Submitting an application for a patent			
4	Other outcomes			

2. Statement of planned and incurred costs

Cost category	2024		2025		Total	
	Planned	Incurred	Planned	Incurred	Planned	Incurred
I. Total direct costs, including:						
1. Equipment and instrumentation						
including						
with a value from PLN 3 500 to 10 000						
with a value above PLN 10 000						
2. Remuneration with related						

	items							
	including	remuneration of head						
		remuneration of assistant professor/assistance						
		remuneration for member of non-academic staff						
		other remuneration of research team						
3.	Other indirect costs							
II. Surcharges (15%)								
III. Total costs								

3. A list of implementers' names

Implementer (Name and surname, academic title/degree, position, place of employment)	SAP number
1	
2	
3	

.....
(date)

.....
(signature of head of project)

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

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

*Delete as appropriate

RECORD OF EVALUATION AND APPROVAL OF A PROJECT

titled:

headed by:

Planned costs (PLN):	
Incurred costs (PLN):	
Scientific Council of CB POB Biotechnology and Biomedical Engineering states 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 Scientific Council of CB POB Biotechnology and Biomedical Engineering	
Stamp of Head of IDUB:	

Annexes:

1) Final report on the project implementation