



Regulations for the competition for co-financing scientific Mat-Conf PW conferences in the field of materials technology

§ 1

GENERAL PROVISIONS

1. The Mat-Conf PW competition for grants to subsidise scientific conferences in the field of materials technology, hereinafter referred to as “grants” in the years 2024-2025 for researchers working at the Warsaw University of Technology, aimed at increasing the scientific activity of the university’s employees, is announced.
2. A scientific conference is defined as an on-site scientific meeting held in a venue available to the public, at which at least five papers are presented by five different speakers, and which has a scientific committee comprising at least one academic staff member with at least a doctoral degree.
3. Applications for the 2024-2025 conference organisation grant, hereinafter referred to as “applications”, shall be evaluated by the Scientific Council of the POB Materials Technologies, hereinafter referred to as the “Scientific Council”.
4. The applicant may be a research or research and teaching staff member with at least a doctoral degree, employed at WUT as their primary place of work.
5. The budget for the competition planned for 2024-2025 is PLN 100,000.
6. Funding for one application from the “Excellence Initiative - Research University” programme (IDUB) as part of the competition may not exceed PLN 20,000.
7. The call for applications as part of the competition shall be conducted on a continuous basis until the funds are utilised, but no later than 30 April 2025.

§ 2

PRINCIPLES OF SUBMITTING APPLICATIONS

1. The applicant may submit only one application.
2. An application drawn up in accordance with the template in Annex No. 1 to the Regulations shall be sent to the following e-mail address pob.materials@pw.edu.pl, titled Mat-Conf PW.
3. The applicant organising the scientific conference is required to promote the event, indicating the source of funding, including the name of the competition, the name of the POB, and the name of the programme.



§ 3

COMPETITION PROCEDURE AND PRINCIPLES OF EVALUATION OF APPLICATIONS

1. The Scientific Council shall evaluate and give its opinion on the application, according to the template attached as Annex No. 2 to the Regulations, within no more than 15 working days from the date of receipt of the application.
2. The basic criteria for the evaluation of an application are:
 - 1) The topics of the conference (related to the strategic activities outlined in the Development Strategy of the Warsaw University of Technology until 2030 and which are part of the area of activity of POB Materials Technology)
 - 2) Scope and rank of the conference
 - 3) The justifiability of planned costs
 - 4) Previous experience of the applicant and the team organising the conference as indicated in the application, in accordance with Annex No. 1
3. The Scientific Council shall adopt a decision in the form of a resolution and forward it to the IDUB Project Office for approval of the Head of the IDUB Project Management Team. The resolution of the Scientific Council is published on the website www.badawcza.pw.edu.pl.
4. From the date of the announcement of the Resolution of the Scientific Council, an appeal in writing may be made within seven days to the Vice-Rector for Development, whose decision shall be final.

§ 4

PRINCIPLES OF FUNDING AND HOLDING CONFERENCES

1. In order to start the implementation of the grant, it is necessary to sign an agreement, according to the template in Annex No. 3 to the Regulations, with the organisational unit where the Applicant is employed.
2. The budget for organising the conference may include:
 - 1) Purchase of materials directly related to holding the conference
 - 2) Workshops (external expert service)
 - 3) Promotion (announcements, flyers, posters, printing of conference materials)
 - 4) Costs of inviting plenary speakers and honorary guests of the conference
 - 5) Website, system for registration and creating abstracts
 - 6) Transportation to the conference venue
 - 7) Renting of premises (outside the Applicant's parent company)
 - 8) Other expenditures necessary for the implementation of the conference, which shall be specified in the application and approved by the Scientific Council
3. The budget for organising the conference does not include:
 - 1) Catering services
 - 2) The remuneration to be paid to the applicant and the implementation team
4. The deadline for completion of the grant settlement shall be 31 December 2025.



§ 5

PRINCIPLES OF GRANT SETTLEMENT

1. As a requirement for the settlement of the conference, a report on the organisation of the conference, according to the template in Annex No. 4 to the Regulations, must be sent to the following e-mail address pob.materials@pw.edu.pl within one month of the end of the conference.
2. The organisation of a scientific conference must be confirmed by appropriate documents (certificate issued by the organisational unit where the conference was held, list of participants, conference timetable, etc.).
3. The Scientific Council shall give its opinion on the report considering:
 - 1) Substantive performance of planned conference activities
 - 2) The outcomes achieved in the performance of the activities and the conformity of their performance with the objectives
 - 3) Settlement of expenditure incurred
4. The record of the evaluation and approval of the report shall be drawn up by the Scientific Council in accordance with the template in Annex No. 5 to the Regulations.
5. In unregulated and contentious matters, decisions shall be made by the Vice-Rector for Development.

§ 6

General Data Protection Regulation clause

In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of Europe of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (OJ EU L 119/1 of 4 May 2016), hereinafter referred to as “GDPR”, the Warsaw University of Technology informs that:

1. The Administrator of your data is the Warsaw University of Technology with its registered seat at pl. Politechniki 1, 00-661 Warsaw.
2. The Administrator has appointed a Data Protection Officer (IOD) in their field to supervise the lawfulness of data processing. They can be contacted at the following e-mail address: iod@pw.edu.pl.
3. The Administrator shall process your personal data in the following scope: name, email address, and represented discipline.
4. Your personal data shall be processed by the Administrator in order to implement the grant funding under the Mat-Conf PW competition - the basis for the processing of your personal data is Article 6 section 1 point f) of GDPR.
5. Warsaw University of Technology shall not transfer your data outside the European Economic Area.
6. You have the right to access the content of your personal data and the right to correct it, the right to request deletion, restriction of processing, and the right to object to the processing. Due to the fact that the prerequisite for the processing of your personal data is not consent, you do not have the right to data portability.
7. Your personal data shall not be shared with other entities (administrators), with the exception of entities authorised by law.



8. Your personal data may be accessed by entities (processing entities) to which the Warsaw University of Technology commissions the performance of activities that may involve personal data processing.
9. The Warsaw University of Technology shall not use automated decision-making in relation to you, including your profiling.
10. The disclosure of your personal data is voluntary, however, failure to do so shall prevent you from participating in the Mat-Conf PW competition.
11. Your personal data shall be processed for the period necessary to secure possible claims.
12. You have the right to lodge a complaint with the supervisory authority – the Polish Data Protection Commissioner - if you consider that the processing of your personal data violates the provisions of GDPR.



Place, date
Scientific Council
POB Materials Technologies

Application for a grant for conference funding for years 2024-2025

1. Data of the head of the grant (first name, surname, title/degree, position, place of employment, represented scientific discipline in which the applicant is included in the N number)
2. Members of the implementing team (first name, surname, title/degree, position, place of employment, represented scientific discipline)
3. Name of the conference: (in Polish and English)
4. Information about the planned conference (up to three pages):
 - 1) Substantive justification (objective, need for implementation, compliance with the WUT Strategy, and the areas of activity of the POB Materials Technologies)
 - 2) The impact of the conference (local, Polish, international)
 - 3) Target group (university students, secondary school students, others)
 - 4) Planned actions
 - 5) Anticipated outcomes of the grant implementation (which will be a measurable, documented outcome of the held conference, e.g.: number of institutions participating in the conference, number of publications, and other outcomes identified by the head)
5. The date and timetable for the realisation of the conference and the anticipated total costs
6. Proposed conference venue
7. Grant budget:

Costs		2024	2025	Total
1. Direct costs of grant implementation:				
a)	Costs of purchasing materials			
b)	Costs of external services			
c)			
d)			
2. Indirect costs (15% of direct costs)				
3. Total costs of funding under the IDUB programme (items 1 + 2)				

8. Justification with details of planned direct costs

applicant

Dean of Faculty

Bursar's representative

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(signature)

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(signature)

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(signature)



Application evaluation sheet:

1. Grant title and name of head:

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2. Evaluation of application:

Basic criteria	Fulfilment of criterion: opinion
Conference topics related to the promotion of materials technology	
Scope and rank of the conference	
Eligibility and justifiability of planned costs	
Previous experience of the implementing team in organising conferences	

3. Opinion: the application is/ is not* eligible for funding under the IDUB programme.

The proposed amount of funding PLN

COMMENTS

.....
stamp and signature of Chairperson of POB TM

.....
stamp and signature of Head of IDUB



AGREEMENT No.

on funding the organisation of conferences.

“.....”

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, which is the holder of the funds

.....
represented by

.....
hereinafter referred to as “Faculty”,

and – head of the grant

1. The head of the grant shall organise the conference in accordance with the description and timetable included in the application annexed to this Agreement.
2. The Head of IDUB shall provide the Faculty with funds in the amount of PLN (in words: PLN 00/100) for the implementation of the grant according to the following cost estimate:

Costs		2024	2025	Total
1. Direct costs of grant implementation:				
a)	Costs of purchasing materials			
b)	Costs of external services			
c)			
d)			
2. Indirect costs (15% of direct costs)				
3. Total costs of funding under the IDUB programme (items 1 + 2)				

3. The date of commencement of the grant shall be agreed by the Parties as the date of conclusion of this Agreement. The maximum date for the settlement of the grant shall be the day of
4. The Faculty shall make available the necessary resources for the organisation of the conference, including administrative and accounting services.



5. The funds allocated for the grant shall be managed by the Dean of the Faculty in agreement with the head of the grant.
6. The Faculty shall keep separate accounting records for conferences.
7. The acceptance of the results of the implementation of the grant is given by the Scientific Council of the POB Materials Technology. In the event of a negative acceptance evaluation, the Faculty shall return the awarded funds to the Head of the Management Team for the IDUB project.
8. Funds transferred to the Faculty and not expended by the end date of the grant shall be returned to the Head of the Management Team for the IDUB project.
9. The Agreement has been executed in three counterparts, one for each Party.

Head of IDUB

Faculty

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(stamp of IDUB Project Office)

(stamp of unit)

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(stamp and signature of Head of IDUB)

(stamp and signature of Dean of Faculty)

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(stamp and signature of Bursar's representative)

(stamp and signature of Bursar's representative)

.....

(signature of head of grant)



Report on conference organisation

1. Grant title:
2. Name of head of grant, title, and degree:
3. Members of the grant implementing team (name, faculty, role in organising the conference)
4. Planned tasks with numerical indices:
5. Tasks completed with numeric indices:
6. Have the tasks planned in the application been conducted in full?
If not, please explain why not.
7. Forms of IDUB promotion (e.g. links, posters, files, etc.)
8. Documents supporting the above statements
9. Grant budget:

Amount awarded [PLN]	Amount expended [PLN]

head of grant

Bursar's representative

head of basic organisational unit

.....

(signature)

(signature)

(signature)



Record of evaluation and approval of the report

Grant title:

Name of head of grant, title, and academic degree:

1. Evaluation of the Scientific Council of POB TM:

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2. Justification for the evaluation:

3. Comments and recommendations:

4. Does the report need to be supplemented/revised? yes/no*

5. The report is evaluated positively/with comments/negatively. *

Signature of Chairperson of Scientific Council of POB TM

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Date

To the attention of:

- 1. Faculty – holder of funds
- 2. IDUB Project Office

* Delete as appropriate