

## COMPETITION REGULATIONS

### "The system of University mini-grants for research carried out by doctoral students of AGH" (Action 4)

#### §1 General provisions

1. For the purpose of the Competition Regulations:

**AGH** – means AGH University of Science and Technology in Cracow;

**IDUB** – stands for the Initiative for Excellence - Research University programme at AGH,

**POB** – means the Priority Research Area as defined in the AGH application for the competition "Initiative for Excellence - Research University",

**Unit** – stands for a basic organizational entity of AGH or another entity of AGH carrying out research activities,

**Regulation** – is to be understood as these regulations of the competition "System of university mini-grants for research works carried out by doctoral students of AGH",

**Competition** - is to be understood as the competition for the "System of university mini-grants for research work carried out by AGH doctoral students", as specified in the Regulation,

**Evaluation Criteria** - shall be understood as the rules of awarding mini-grants to AGH doctoral students within this competition,

**Mini-grant** – stands for funds for scientific activities, awarded through a competition, in compliance with these Regulations and Evaluation Criteria,

**Doctoral Student** - shall mean a I-III grade PhD student in the Doctoral School of AGH, the Krakow School of Interdisciplinary PhD Studies

**Supervisor** – refers to an academic teacher employed at AGH University of Science and Technology, who supervises scientific activity of a doctoral student,

**Applicant** – stands for a Doctoral Student who applied for funding through the Competition,

**Competition Beneficiary** – means a participant of the competition procedure, whose application has been qualified for funding.

2. The Regulations specify the principles and conditions of participation in the Competition.
3. The Competition is organized by the AGH University of Science and Technology in Cracow.
4. The contents of these Regulations shall be communicated to AGH employees and doctoral students and shall be available on the AGH website for the duration of the Competition: <https://www.agh.edu.pl/uczelnia-badawcza>.
5. The announcement of the Competition shall include the deadline for the submission of applications and the maximum amount of funds allocated for a given Competition.

#### §2 Objectives of the Competition

The aim of the competition is to create conditions for doctoral students to conduct research, popularize it and expand acquired knowledge.

#### § 3 Subject matter of the Competition

1. The aim of the Competition is to grant fund for:
  - Research,
  - Participation in conferences, scientific internships and trainings.

2. Scope of evaluation, subject to the provisions of § 5 below:
  - a. Scientific aim and significance of the project,
  - b. Anticipated results of the project,
  - c. Innovative character and level of the planned research,
  - d. Cost and planned expenditures,
  - e. Applicant's achievements to date.
3. The maximum amount of PLN 12,000 (twelve thousand PLN) is granted for the period of 8 months.
4. The period of Mini-grant realization can be prolonged by maximum 1 month.

#### **§4 Conditions of the Competition**

1. The Applicant should present a document certifying the completion of the course "Nature Masterclass - on publication preparation"
2. The Competition Beneficiary is obliged to complete the course "Nature Masterclass – Effective Collaboration in Research Course" prior to the realization of the grant. The mini-grant realization should begin no later than 2 months from the announcement of the Competition results.
3. An Applicant who has already been a Beneficiary of previous calls should demonstrate a document confirming the completion of the "Nature Masterclass in Interpreting Scientific Results or Advanced Scientific Presentations" and as a Beneficiary of the current call the Applicant is obliged to complete the "Nature Masterclass in Persuasive Grant Writing or Finding Funding Opportunities" before the start of the Mini-grant implementation.
4. Applications should be submitted electronically via the HYDRA system, available at <https://wnioski.idub.agh.edu.pl>. Only applications which are complete and meet all the requirements specified in the Regulations and in the Competition announcement will be accepted.
5. The application should contain:
  - a. The purpose and scope of the research,
  - b. A substantive justification for the relevance of the proposed research,
  - c. Applicant's scientific achievements to date,
  - d. Grant cost estimate, split into categories:
    - materials,
    - services,
    - trips – scientific conferences, internships, trainings.
  - e. The expected results, i.e. publications, conference presentations or know-how,
  - f. The substantive relevance of the trip to the declared POB,
  - g. The impact on IDUB project indicators.
6. The following documents should be attached to the application
  - a. certificates confirming completion of the "Nature Masterclass" course, in PDF
  - b. acceptance of the Supervisor to oversee the project realization.
6. An application is considered to have been submitted if approved by the Head of Chair/Department (or Institute Director) and the Head of the Unit.
7. Tasks that are already funded under another IDUB competition cannot be funded under the Competition.
8. The Applicant may submit more than one application, but only one in the given edition of the Competition.
9. The applicant may not apply in the next competition
  - 1) until the financial and material resources received under the previously allocated funding in the action have been cleared,
  - 2) if the final report on the implementation of a grant awarded and financed under previous editions of the action fails to be accepted by the committee.

## **§ 5 Principles of application evaluation**

1. Applications are subject to formal and quality evaluation
2. Formal assessment of applications is performed by the IDUB Project Office and it covers:
  - 1) verification of the application for its completeness;
  - 2) checking the conformity of the application to the Regulations and the Call for Proposals;
  - 3) checking the conformity of the planned expenses in the application to the rules defined in § 6.
3. Applications which have passed the formal verification may be submitted to substantive evaluation.
4. An application may be rejected for formal reasons also at the stage of substantive evaluation referred to in paragraph 5 and other below.
5. The substantive evaluation of applications is performed by a Committee appointed for this purpose by the IDUB Project Manager, hereinafter referred to as the "Committee".
6. Substantive evaluation of applications takes into account the criteria set out in the Call for proposals.
7. During the evaluation the application is given a score – an auxiliary measure and a starting point for the discussion on the final rank.
8. The Committee bases its final evaluation on the analysis of the application, merits of financing this particular project in view of other applications assessed in the competition.
9. The final assessment of an application corresponds to its position on the ranking list made by the Committee.
10. The Committee recommends these applications, in which the total requested funds do not exceed the funds established by the IDUB Programme Council for a given competition.
11. The Committee may conditionally recommend for funding one application which is partly within the amount of funds available for a given competition.
12. The decision on financing applications is made by the Project Manager based on the ranking list.

## **§ 6 Eligible costs**

1. Eligible costs under the grant:
  - 1) Materials and non-durable assets (under PLN 10,000 of value, i.e. ten thousand PLN),
  - 2) Business trips, scientific conferences, internships, visits, consultations,
  - 3) External services,

The total co-financing for points 1), 2) and 3) may not exceed PLN 12,000 PLN (i.e. twelve thousand PLN).

2. The Head of the Unit shall declare own contribution not smaller than the amount of allotted co-financing. The Unit's own contribution is the basic scholarship received by the Competition Beneficiary during the realization of the Mini-grant.
3. The own contribution may be covered from:
  - 1) Research subsidy – booked in a separate account 16.16.Unit No. 7998;
  - 2) Other sources – booked in an off-balance account 897.Unit No.;
4. The financial management of the Programme is carried out by the Unit and submitted to the IDUB Project Office for approval (confirmation of funding source).

## **§ 7 Settlement of grants**

1. The Competition Beneficiary is obliged to account for the financial and substantial aspects of the awarded grant

2. Substantive settlement should be understood as the submission of a final report to the Project Manager within 2 months of the end of financing, as well as a mid-term report within 4 months of obtaining the grant, in which the progress of the research work is presented.
4. The final report should document, among other things:
  - 1) confirmation of submission of a national grant application (e.g., NSC, NCRD) from the area of the appropriate POB,
  - 2) confirmation of submission and review of at least one scientific article in journals ranked in the upper quartile (Q1-1st quartile) according to the Scopus database.
5. The acceptance of the mid-term report by the Committee does not constitute the final evaluation of the mini-grant implementation for the period. The final assessment is made on the basis of the final report.
6. The Committee may withhold Mini-grant funding pending the resolution of concerns in the case of:
  - a. any irregularities in the mini-grant realization,
  - b. failure to submit the interim report on time; submission of an incomplete or incorrect mid-term report,
  - c. funds are not spent according to the application, or the planned results are not achieved at a given stage of mini-grant realization.
7. The Committee may discontinue mini-grant funding in the case of:
  - a. irregularities in the realization of the project,
  - b. failure to submit the mid-term report on time, submission of an incomplete or incorrect report, despite the lapse of 30 days from the request to submit, complete or correct it,
  - c. expenditures significantly fail to comply with the declared values.
8. The lack of timely or correct financial and substantive clearance is a sufficient reason to refuse processing of subsequent applications submitted by a given AGH organizational unit (chairs/institutes).
9. Substantive effects of the Competition are monitored by the Project Management Team, and conclusions are presented to the IDUB Programme Council.

### **§ 8 Final Provisions**

1. In the matters set out in these Regulations, internal decisions (the so-called decisions) are issued which do not have the character of administrative decisions.
2. Any violation of the Regulations by the Competition Beneficiary will result in his/her exclusion from the Competition.
3. The provisions of the Regulations constitute the basis for the conduct of the Competition, and their interpretation rests with the Committee.
4. The Organizer shall not be responsible for applications that have not reached him for reasons beyond his control.
5. The Organizer is not responsible for any false data given by the participants. Providing false data will result in deprivation of the right to grant funds.
6. During the Competition, the Organizer reserves the right to change the provisions of the Regulations at any time.
7. Any matters not covered by the Competition Regulations are governed by generally applicable provisions of the Polish Law, including the Polish Civil Code and the Act on Copyright and Related Rights.
8. The Regulations become effective upon their announcement.