

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No. 109/2022 of the Rector of the Warsaw University of Technology of 26 April 2022

on announcing a competition supporting the preparation of monographs and their publication by prestigious international publishers

Under Article 23 section 1, pursuant to article 23 section 1, in connection with Article 389 sections 1 and 2 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2022 item 574 including later amendments), in connection with Agreement No. 04/IDUB/2019/94 of 30 December 2019, concluded by 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 to prepare a monograph, funded from the resources of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology”, hereinafter referred to as “IDUB”.
2. The competition aims to support the submission of a monograph and its publication by a level II publisher from the list of publishers of reviewed scientific monographs (up-to-date as of the day of submitting the application), prepared by the Minister of Education and Science, hereinafter referred to as “a level II publisher”.

§ 2

1. The head of grant shall be the main author of the planned monograph or its editor, who is an employee of the Warsaw University of Technology and has submitted a statement authorizing WUT to include them among the number of employees conducting scientific activities, the so-called N number.
2. Implementors in the grant can be co-authors of the monograph or authors of chapters who are employees or doctoral students at WUT.
3. Application for a grant, approved by the head of basic organizational unit and prepared in accordance with the template in Appendix No. 1 to this Regulation, with the print-out of scientific output from the past 5 years withdrawn from the WUT Base of Knowledge, shall be submitted by the head of grant in the electronic format through a form available on www.badawcza.pw.edu.pl.
4. The call for proposals shall begin on 4 May 2022 r. The closing date shall be announced by the Head of Management Team of the “Excellence Initiative – Research University” project, hereinafter referred to as the “Head of IDUB”.
5. The head of grant may apply for one grant in one call for proposals.
6. Funds awarded for the grant may be used for financing activities aiming to prepare or edit a monograph with WUT listed as an affiliation for a publication by a level II publisher, and in particular for:
 - 1) the remuneration of the head and implementors of the grant, which may be payable as a task bonus to WUT employees or under a civil and law contract to doctoral students, in compliance with the Regulations for remuneration payable to WUT employees,
 - 2) preparation and professional proofreading of the *book proposal* (in a form appropriate for a given publisher),

- 3) professional proofreading of the book (shall apply to different stages of the monograph preparation, also after making corrections suggested by reviewers),
 - 4) costs of reducing the teaching load by a maximum of 50% for the head of project and grant implementors, as set by the Rector,
 - 5) other costs associated with the process of the preparation and submission of the monograph to the publisher, in particular research implementation, conducting a survey, or creating any other substantive contribution to the presentation in the monograph.
7. A maximum amount of funding for the application for a grant (including indirect costs, in compliance with Regulation No. 12/2019 of the WUT Rector on the principles and methodology and indices applied for clearing direct and faculty costs at the Warsaw University of Technology) shall amount to PLN 40,000 and shall be transferred to the unit in which the head of grant is employed.
 8. If as a result of the grant implementation a monograph is published by a level II publisher, upon the request of the Head of IDUB, the Rector shall award the authors with a bonus for scientific activity in compliance with the Regulations for remuneration for WUT employees.
 9. The head of grant and implementors shall affiliate the publication with the Warsaw University of Technology and make a statement authorizing the Warsaw University of Technology to list the publication as an achievement in the statement for the evaluation specified in Article 265 section 13 of the Act of 20 July 2018 – Law on Higher Education and Science.

§ 3

1. To settle the grant, three stages of its implementation are established:
 - 1) preparation and submission of the *book proposal* (or its equivalent to a given publisher), then being assured about the intent to publish the monograph in a form appropriate for a level II publisher (e.g. an agreement on the preparation of the publication concluded with the publisher),
 - 2) preparation of the publication and its submission to a level II publisher,
 - 3) publication or editing the monograph.
2. The teaching load may be reduced during the stage specified in section 1 item 2. A task bonus may be planned from the stage specified in item 1, up to a maximum of three unsuccessful attempts of submitting the *book proposal* to subsequent level II publishers. A task bonus at the stage specified in section 1 item 1 shall be payable for no longer than 6 months.
3. If the reduction of teaching load is planned, heads of basic organizational units, in agreement with the head of grant, shall establish a reduced teaching load for the head of grant and implementors for the academic years in which the implementation of the stage specified in section 1 item 2 is planned, but for no longer than two academic semesters.

§ 4

1. The applications are evaluated by the Committee for Publications appointed by the Rector, hereinafter referred to as the “Committee”. The Committee may follow the advice, opinions, and expertise of persons with appropriate expert knowledge.
2. The evaluation criteria for the application include:
 - 1) the evaluation of the possibility of grant implementation, including the evaluation of the possibility of publishing the monograph,
 - 2) the justification for the cost estimate and timetable,
 - 3) the scientific output of the head of grant based on the print-out of the scientific output report for the past 5 years from the WUT Base of Knowledge.

3. The decision of awarding the grant shall be made by the Head of IDUB based on the opinion of the Committee.
4. Applications shall be processed by the Committee once a month until the competition is closed or funding is used.
5. The Committee may suggest that the head of grant make some changes to the cost estimate or timetable and the selection of level II publishers. The head of grant may provide supplementary information in the application within 7 days. In that case, the date of submission shall be the date of submitting the first version of the application.

§ 5

1. To start the grant implementation, it is indispensable to conclude an agreement whose template is in Appendix No. 2 to this Regulation.
2. The completion date for the grant implementation shall be the last day of the month following the month in which the stage specified in § 3 section 1 item 2 is completed or the last day of the month following the month in which a third at most attempt of submitting a *book proposal* (or its equivalent to a given publisher) was rejected but no later than after 24 months from the day of concluding the agreement.
3. To settle the grant, the *book proposal* (or its equivalent at a given publisher) must be submitted to a level II publisher and its copy and review must be delivered to the IDUB Project Office. If the *book proposal* or its equivalent has been accepted, then to settle the grant the publication must be prepared and submitted to the publisher. In the case of failing to submit the *book proposal*, all awarded funding shall be returned to the disposal of the Head of IDUB.
4. The basis for grant settlement shall be the record of evaluation and receipt of the grant, which is in Appendix No. 3 to this Regulation, which must be delivered to the IDUB Project Office within 30 days of the completion of the grant implementation.
5. The grant shall be evaluated and approved by the Committee.
6. The record of evaluation and receipt of the grant shall be executed in three counterparts, one for each party to the agreement. All documents and any possible doubts shall be transferred to and explained through the IDUB Project Office.
7. All matters not regulated herein or any disputes shall be settled by the Vice-Rector for Research.

§ 6

This Regulation enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba PhD, DSc

Application for an internal grant for the employees of the Warsaw University of Technology supporting the preparation and publication of a monograph by prestigious international publishers																																												
1. Head of grant and implementors (degree/academic title, first name and surname, SAP number)																																												
2. Contact details (phone number, e-mail address)																																												
3. WUT organizational unit																																												
4. A working title and description of the idea of the monograph in Polish including three different publishers and (if applicable) publishing series to which the <i>book proposal</i> will be submitted (up to 5000 characters including spaces). For the edition of the monograph: a list of authors of chapters and chapter titles.																																												
5. Cost estimate of the WUT internal grant including a justification and work timetable																																												
<table border="1"> <thead> <tr> <th>No.</th> <th>Estimated costs</th> <th>.... (year)</th> <th>.... (year)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>I.</td> <td>Total direct costs</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Remuneration and related items</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Costs of teaching load reduction</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Costs of proofreading</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Other costs (materials, trips, surveys, other services, among others)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>II.</td> <td>Indirect costs (15%)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>III.</td> <td>Total costs</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					No.	Estimated costs (year) (year)	Total	I.	Total direct costs				1	Remuneration and related items				2	Costs of teaching load reduction				3	Costs of proofreading				4	Other costs (materials, trips, surveys, other services, among others)				II.	Indirect costs (15%)				III.	Total costs			
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6. The obligation of the head of grant to prepare, submit a <i>book proposal</i> to a level II publisher, use the Warsaw University of Technology affiliation, and submit an authorization of listing the publication for evaluation purposes																																												
I hereby declare that I shall submit a <i>book proposal</i> on (year) to the – a level II publisher from the list of publishers releasing reviewed scientific monographs prepared by the Minister of Education and Science. Also, if the publication is released, I shall use the affiliation with the Warsaw University of Technology and authorize the Warsaw University of Technology to list this publication for evaluation purposes (statement specified in Article 265 of the Act).																																												
I declare that I have read and understood the Regulations for the competition and accept the provisions.																																												
Date:																																												

Signature of the head of grant:	
Stamp and signature of the bursar's proxy:	
Stamp and signature of the head of unit:	
Opinion of the Committee for Publications:	
Proposed amount of grant in PLN:	
Signature of the head of Committee:	
Decision on awarding funding:	
<input type="checkbox"/> positive <input type="checkbox"/> negative	
Date:	
Stamp and signature of the Head of IDUB:	

**Agreement No. ... for the employees of the Warsaw University of Technology
supporting the preparation and publication of a monograph by a prestigious international
publisher**

titled:.....
.....

concluded on (date) by:

..... – Head of Management Team for “Excellence Initiative: Research University” Project at the Warsaw University of Technology, hereinafter referred to as “Head of IDUB”

and

WUT organizational unit, hereinafter referred to as “implementing unit”

and the head of grant

1. The head of grant shall prepare and submit a *book proposal* to a level II publisher from the list of publishers (up-to-date as of the day of proposal submission) publishing reviewed scientific monographs prepared by the Minister of Education and Science (hereinafter referred to as a level II publisher) in accordance with the information included in the application and shall prepare and submit a publication to a level II publisher as long as the publisher shows their interest in releasing the monograph.
2. To fund the grant implementation, the following amount shall be awarded from the resources of the IDUB programme: PLN (in words PLN:)
to be divided into:

No.	Estimated costs (year) (year)	Total
I.	Total direct costs			
1	Remuneration and related items			
2	Costs of teaching load reduction			
3	Costs of proofreading			
4	Other costs (materials, trips, surveys, other services, among others)			
II.	Indirect costs (15%)			
III.	Total costs			

3. Funding transfers between cost categories planned in the application amounting up to a total of 15% of “Total direct costs”, as compared to the primary amount specified in the estimated costs, shall not require the consent of the Head of IDUB.
4. The Parties shall set the day of concluding the Agreement as the commencement date for the grant implementation, and the completion date shall be the last day of the month following the month in which the stage was completed, i.e. the publication was prepared and submitted to a level II publisher (§ 3 section 1 item 2 of the WUT Rector’s Regulation on the announcement of the competition supporting the preparation and publication of a monograph by prestigious

international publishers) or the last day of the month following the month in which the third at most attempt of submitting a *book proposal* (or its equivalent to a given publisher) was rejected or after 24 months from the day of concluding the agreement.

5. The implementing unit shall share the assets of the unit indispensable for the grant implementation and shall provide administrative and accounting services for the grant implementation by the administration of the unit.
6. Funding awarded for the grant implementation shall be at the disposal of the head of the implementing unit in agreement with the head of grant.
7. The implementing unit shall maintain separate accounting records for the grant.
8. The head of grant and implementing unit shall implement the grant in compliance with:
 - a) the aim of the competition,
 - b) generally applicable laws,
 - c) provisions of this Agreement
 - d) the WUT Rector's Regulation on the announcement of the competition supporting the preparation and publication of a monograph by prestigious international publishers,
 - e) internal legal regulations applicable at the Warsaw University of Technology.
9. In the case of failure to submit the *book proposal* (or its equivalent to a given publisher) to a declared level II publisher, the implementing unit shall return the whole amount of awarded funding to the disposal of the Head of IDUB.
10. The grant shall be settled based on the record of evaluation and receipt of the internal grant submitted within 30 days of the completion of the grant implementation.
11. Funding transferred to the implementing unit and not used until the completion date of the grant shall be returned to the disposal of the Head of IDUB.
12. This Agreement has been executed in three counterparts, one for each Party to this Agreement.

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 proxy)

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

.....
(signature of head of grant)

**Record of evaluation and receipt of an internal grant for employees of the Warsaw
University of Technology
planning to publish a monograph with a Level II publisher**

Grant working title: "... .."

WUT organizational unit

Head of grant (surname and first name, title and academic degrees, SAP number)
.....

1. The implementing unit and head of grant:

a) declare that the manner of implementation and completion of the grant complies with the WUT Rector's Regulation on the announcement of the competition supporting the preparation and publication of a monograph by prestigious international publishers,

b) submit the following financial settlement:

No.	Costs (year) (year)	Total
I.	Total direct costs			
1	Remuneration and related items			
2	Costs of teaching load reduction			
3	Costs of proofreading			
4	Other costs (materials, trips, surveys, other services, among others)			
II.	Indirect costs (15%)			
III.	Total costs			

c) submit the timetable of conducted work:

Amount awarded: PLN.....

Amount used: PLN.....

Date bursar's proxy

head of grant

head of implementing unit

2. The IDUB Project Office:

a) confirms that the head has submitted a *book proposal* or its equivalent to a level II publisher.

yes no

b) has delivered a copy of the review (or reply from the publisher) of the submitted *book proposal*.

yes no

3. Committee for Publications:

Chairperson:

- Members: 1)
 2)
 3)

4. Decision of the Committee for Publications:

a) Committee's evaluation:

b) justification for evaluation:

c) The Committee shall request the settlement of the total amount of the grant, i.e. PLN... / The Committee shall request the return of the awarded grant, in compliance with § 9 of the Agreement, i.e. PLN

5. There being no further comments, the report was concluded and signed by:

Chairperson of the Committee for Publications:

Members:

6. Head of IDUB approves of the record.

.....
date

.....
Head of IDUB

The Record has been executed in three counterparts, one for each Party.