

## **Regulations for the “STRATEG PW” competition**

### § 1

1. The „STRATEG PW” competition aims to create and implement development solutions improving the efficiency of functioning of the Warsaw University of Technology in the field defined in each subsequent edition of the competition. The proposed solutions should be applied at the Warsaw University of Technology and be consistent with the Strategic Fields of Impact defined in the Strategy of WUT until 2030.
2. Applicant and at the same time the head of the project may be the Warsaw University of Technology’s employee with at least a doctoral degree, included in the N number and with experience in managing grants awarded in competitions organised by external research funding institutions.
3. Applicant must not be a person who was the head of the project, completed the implementation of a research project as part of the “Excellence Initiative – Research University” programme, hereinafter referred to as the “IDUB programme,” and failed to achieve the assumed outcomes.
4. During the project implementation, the applicant shall attempt at obtaining additional external funding to support the undertakings included in the application.
5. The applicant may submit only one application in one edition of the competition.

### § 2

1. The competition shall be conducted in two stages:
  - 1) In the first stage lasting for 6 months from the day of publishing by the IDUB Project Office a list of qualified applications, concept research on possible solutions and analysis of implementation possibilities and benefits for WUT shall be conducted.
  - 2) The second stage shall last 24 months from the approval of the final list of applications eligible for funding by the Rector and shall include the preparation of a full project and a full or partial implementation or an implementation plan with a planned source of funding.
2. During both stages, applications shall be prepared in accordance with the templates constituting Appendix No. 1a and 1b to these Regulations, respectively, and shall be submitted in an electronic version through an online form available on the website [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl).
3. The template for the timetable and project cost estimate is defined in Appendix No. 2 to these Regulations.
4. Applications shall be evaluated by the competition committee which is the Steering Committee of the IDUB project.
5. The first stage envisages financing the implementation of 5 projects for an amount not exceeding PLN 50,000 each.
6. The evaluation criteria for applications include:
  - 1) Compliance of the project theme with the competition theme and consistency with the Strategic Fields of Impact defined in WUT Strategy until 2030
  - 2) The quality and originality of the proposed solution
  - 3) The usefulness of the proposed solution and the possibility of implementation at WUT
  - 4) The scientific output of the research group/research team, including experience in obtaining projects and management of projects
  - 5) The justifiability of the cost estimate

7. The competition committee shall evaluate the applications within one month of the closing date for applications considering the criteria defined in section 6 and shall forward the list of qualified applications to the IDUB Project Office.
8. Within 7 days of receiving the list mentioned in section 7, the IDUB Project Office shall publish it and shall announce the commencement and completion date for the first stage of the competition.
9. The condition for commencing the implementation of the first stage of the competition shall be the conclusion of an agreement in accordance with the template defined in Appendix No. 4 to these Regulations.

### § 3

1. Applications for the implementation of the second stage of the competition may be submitted only by applicants implementing the first stage within a period not exceeding 30 days from the date of completion of the first stage.
2. The settlement of costs incurred during the first stage is an integral part of the application in the second stage.
3. Within 1 month of the closing date for applications:
  - 1) The competition committee shall evaluate the applications in the second stage, considering the criteria defined in § 2 section 6 items 2, 3 and 5. Moreover, an attempt at obtaining additional external funding for supporting the undertakings included in the application shall gain additional scores.
  - 2) The Rector shall approve the final list of applications eligible for funding.
  - 3) The IDUB Project Office, after the evaluation of applications conducted by the competition committee and the approval of the final list of applications eligible for funding by the Rector, shall publish the list of applications eligible for funding (including the applicant's name and surname, the applicant's faculty or the one where the project will be implemented, the project title and the amount of funding) and shall announce the commencement and completion dates for the second stage.
4. In the second stage, no more than 2 projects may be financed. There is no financial limit to the project value; however, the justifiability of the cost estimate and the possibility to obtain funding to implement the proposed solution shall be evaluated. Principles for project financing are defined in Appendix No. 3 to these Regulations.
5. Concluding an agreement, in accordance with the template in Appendix No. 4 to these Regulations, shall be a condition for the commencement of the project implementation.

### § 4

1. The project implementation shall undergo a midterm evaluation after a year of implementation based on the submitted individual report and presentation of achieved outcomes during a seminar organised by the competition committee. The individual report prepared in accordance with the template defined in Appendix No. 5 shall be submitted within 7 days after 12 months from the project commencement.
2. The mid-term evaluation shall be conducted by the competition committee within 30 days after 12 months from the project commencement.
3. In the case of insufficient progress in the implementation of the project found by the committee, in particular, preventing the project from completion in accordance with the provisions, the competition committee shall award a negative mid-term grade and request from the Head of IDUB to stop the project funding and terminate the agreement.

4. The final report, in accordance with the template defined in Appendix No. 5 to these Regulations, must be submitted to the IDUB Project Office within 2 months of the project completion.
5. The project execution shall be evaluated by the competition committee, as defined in § 2 section 4.
6. Should the need arise, upon the request of the Head of IDUB, projects may undergo an ad-hoc control involving the submission of 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.
7. The project implementers who are employees, doctoral students and students of WUT shall use an affiliation with *Warsaw University of Technology* or *Politechnika Warszawska* in their publications. All publications, presentations and conference reports created as part of the project must be signed: *“Research was funded by Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.”*  
or  
*„Badania były finansowane ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB).”*
8. 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 data 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](mailto:iod@pw.edu.pl).
- 3) The Administrator shall process your personal data in the scope of data contained in the application for the project and individual and final reports on the project implementation.
- 4) Your personal data shall be processed by the Administrator to implement the agreement 04/IDUB/2019/94 concluded on 30 December 2019 – in compliance with Article 6 section 1 points b) and c) 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 entities entitled, 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) Providing your personal data is voluntary; however, failure to do so prevents you from obtaining funding for the project as part of the STRATEG PW competition.
- 11) Your personal data shall be processed for the period of implementation of the IDUB programme and for perpetual archiving.
- 12) If you think your data protection rights have been breached, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.

**Application for a project  
as part of .... edition of the “STRATEG PW” competition  
First stage**

**A. KEY DATA**

1. Name of applicant (head of the project): name and surname, title/academic degree, position, place of employment, represented scientific discipline in which the applicant is included in the N number.
2. Research team:
  - 1) A list of names of key implementers (name and surname, title/academic degree, position, place of employment, represented scientific discipline)
  - 2) Information on the number of other implementers including their status (e.g. a doctoral student – 3 people)
3. Project title
4. Unit/units implementing the project

**B. PROJECT DESCRIPTION**

1. A substantive description of the project concept, including proof of consistency with the thematic scope of the competition and Strategic Fields of Impact defined in Strategy PW until 2030 (up to 2 pages, font 11 points).
2. The novelty of the suggested solution, research plan and methodology (up to 2 pages, font 11 points).
3. Description of the usefulness of the suggested solution and the possibility of implementation at WUT w PW (up to 2 pages, font 11 points).
4. The scientific output of the applicant and research team, including experience in obtaining and managing projects (up to 1 page for the head and 0.5 pages for a team member, font 11 points).

**C. COST ESTIMATE**

A cost estimate including the cost of the implementation of the first stage of the project

**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 the head of unit implementing  
the project)

.....  
(signature of the Applicant,  
head of the project)

**Application for a project  
as part of ..... edition of the “STRATEG PW” competition  
Second stage**

**A. KEY DATA**

1. Name of applicant (head of the project): name and surname, title/academic degree, position, place of employment, represented scientific discipline in which the applicant is included in the N number.
2. Research team:
  - 1) A list of names of key implementers (name and surname, name and surname, title/academic degree, position, place of employment, represented scientific discipline)
  - 2) Information on the number of other implementers including their status (e.g. a doctoral student – 3 people)
3. Project title
4. Requested time of project implementation (maximum 24 months)
5. Unit/units implementing the project

**B. PROJECT DESCRIPTION**

1. A detailed description of the suggested solution, research plan and methodology including the achievements of the first stage.
2. A detailed analysis of the usefulness of the suggested solution and possibilities of implementation at WUT including an analysis of the benefits of project implementation at WUT

**C. COST ESTIMATE**

1. Settlement of costs incurred during the first stage of the project
2. Suggested cost estimate for the second stage of the project
3. Cost estimate of full or partial project implementation if the costs exceed the cost of implementation of the second stage of the project, including the indication of a potential source of funding
4. Attempts at obtaining additional external funding to support undertakings within the application

**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 the head of unit implementing  
the project)*

.....  
*(signature of the Applicant,  
head of the project)*

**TIMETABLE AND PROJECT COST ESTIMATE**

title .....

**Applicant:**

*(Name and surname, title/academic degree, position, place of employment)*

**Project timetable:**

**Project cost estimate:**

No.	Planned costs		2023	2024	2025	Total
<b>I.</b>	<b>Total direct costs</b>		0.00	0.00	0.00	0.00
1	Equipment and instrumentation		0.00	0.00	0.00	0.00
	Including	with a value from PLN 3,500 to 10,000	0.00	0.00	0.00	0.00
		with a value above PLN 10,000	0.00	0.00	0.00	0.00
2	Remuneration with related items		0.00	0.00	0.00	0.00
3	Other direct costs		0.00	0.00	0.00	0.00
<b>II.</b>	<b>Indirect costs (15%)</b>		0.00	0.00	0.00	0.00
<b>III.</b>	<b>Total costs</b>		0.00	0.00	0.00	0.00

**Substantial justification for direct costs item I:**

.....  
*(signature of applicant)*

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

.....  
*(stamp and signature of Bursar's Proxy)*

### **Principles for funding projects as part of the “STRATEG PW” competition**

1. Funding awarded to the project may be spent on:
  - 1) Research equipment and instrumentation
  - 2) Remuneration:
    - a) Remuneration of the project implementers employed by the Warsaw University of Technology may be paid under the contract of employment or as additional remuneration for project work paid on an hourly basis or as a lump sum, in compliance with the Remuneration Regulations at the Warsaw University of Technology.
    - b) Remuneration of the project implementers not employed by the Warsaw University of Technology, including students and doctoral students, shall be paid under a civil-law agreement.
  - 3) Other costs:
    - a) Materials and reagents, small laboratory equipment, external services, etc.
    - b) Costs of proofreading and publication of research results by a renowned publishing house or journal
    - c) Other costs justified by the project scope, excluding trips to conferences and study visits
2. The monthly amount of total remuneration may not exceed PLN 2,000 gross for an implementer and PLN 3,000 for the head of the project. If the remuneration in the project has a variable amount, the amount of the monthly remuneration should be calculated as the average value from the entire period of participation in the project implementation.
3. Indirect costs shall amount to 15% of direct costs and shall be divided into 5% of general costs and 10% of faculty costs, in compliance with Regulation 12/2019 of WUT Rector on the principles, methodology, and indices used in settling general and faculty costs at the Warsaw University of Technology, excluding the equipment with an individual value exceeding PLN 10,000.
4. Changes in the estimated project costs:
  - 1) In the event of changing the costs in the categories of the project cost estimate, the amount of the awarded funding may not increase.
  - 2) Transfers of funding between cost categories shall not require the approval of the Head of IDUB, except for an increase in the value of the category “Remuneration with related items,” where an opinion of the Competition Committee, approval of the Head of IDUB, and concluding an annex to the agreement shall be required each time.
  - 3) Transfer of funding between annual periods shall not require the approval of the Head of IDUB and concluding an annex to the agreement.
  - 4) Changes not requiring the approval of the Head of IDUB shall require reporting a correction of the cost estimate to the IDUB Project Office in writing or electronically.
  - 5) Changes in the timetable and in the material scope of the project implementation, described in the application for funding require the opinion of the Competition Committee and the approval of the Head of IDUB without concluding an annex to the agreement.
5. For projects in which subcontracting is envisaged:
  - 1) Accounting records of the costs of the subcontractor's project will be kept in specially separated orders.
  - 2) The basis for collaboration shall be an internal agreement concluded between the applicant's parent entity, which obtained funding for the project implementation and the unit entrusted with the implementation of part of the tasks.



**AGREEMENT No. (number given by the IDUB Project Office)  
on the implementation of projects selected in .... edition of the “STRATEG PW”  
Competition funded as part of the “Excellence Initiative - Research University”  
programme implemented at the Warsaw University of Technology**

concluded on (date) ..... by:

*Professor Małgorzata Lewandowska, PhD, DSc* – **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 the head of unit\_ », hereinafter referred to as “Implementing unit.”

1. Head of IDUB shall transfer funding amounting to « Total \_ amount » of PLN (in words: «Amount\_ in words») to the implementing unit for the implementation of research projects selected in ..... edition of the “STRATEG PW” competition, in accordance with the list constituting Appendix No. 1 to this Agreement.
2. The implementing unit shall conduct the work specified in the applications for the competition, which constitute an integral part of the Agreement, in accordance with:
  - 1) Generally applicable laws
  - 2) Provisions of this Agreement
  - 3) Regulations for the competition including provisions for ... “STRATEG PW” competition
  - 4) The information included in the application for a project as part of ... edition of the “STRATEG PW” competition
  - 5) Internal regulations applicable at the Warsaw University of Technology
3. The parties set ..... as the day of commencing the implementation of the project and the maximum time for the implementation of projects may not exceed ... months, i.e. .... (date). The implementation time and completion date of individual projects under this Agreement are specified in Appendix No. 1 to this Agreement.
4. Estimated project costs under this Agreement are specified in Appendix 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 of the project.
6. The implementing unit shall share the assets of the unit indispensable for the project implementation and shall provide administrative and accounting services for the project implementation by the administration of the unit.
7. The implementing unit shall maintain separate accounting records for the project, in compliance with the principles specified by the WUT Bursar in Regulation 290/KK/2020 of 20 May 2020 and KK-453/2020 of 25 August 2020.
8. Funding transferred to the implementing unit and not used until ..... shall be returned to the disposal of the Head of IDUB.
9. Transfer and approval of the implementation outcomes shall be conducted by a committee mentioned in the Regulations for the competition.
10. Changes to the provisions of this Agreement shall require concluding an annex in writing.
11. Appendices to the Agreement shall constitute an integral part of this Agreement.
12. The Agreement has been executed in two counterparts, one for each Party.

**Appendices:**

- 1) A list of research projects eligible for funding
- 2) Project cost estimates: ...
- 3) Applications for a project as part of .... edition of the “STRATEG PW” competition: ..... .

***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)*

**A list of projects eligible for funding (under the Agreement)**

<b>No.</b>	<b>Applicant (title/degree/name and surname)</b>	<b>Project title</b>	<b>Budget</b>	<b>Implementation time (in months)</b>	<b>Project completion date</b>
1.					
2.					

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

**Project cost estimate**

title: .....

headed by: .....

No.	Planned costs	2022	2023	Total
<b>I.</b>	<b>Total direct costs</b>	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	0.00	0.00
	with a value above PLN 10,000	0.00	0.00	0.00
2	Remuneration with related items	0.00	0.00	0.00
3	Other indirect costs	0.00	0.00	0.00
<b>II.</b>	<b>Indirect costs (15%)</b>	0.00	0.00	0.00
<b>III.</b>	<b>Total costs</b>	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 Proxy)

.....  
(stamp and signature of Bursar's Proxy)

**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.

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

**TEMPLATE FOR INDIVIDUAL / FINAL\* REPORT  
on the implementation of the project implemented as part of ... edition of the “STRATEG  
PW” competition**

title: .....  
headed by: .....

1. Description of conducted work

2. A list of planned and incurred costs

Cost category	..... (year)		..... (year)		Total	
	Planned	Incurred	Planned	Incurred	Planned	Incurred
I. Total direct costs, including:						
1. Equipment and instrumentation						
2. Remuneration with related items						
3. Other indirect costs						
II. Surcharges (15%)						
III. Total costs						

3. A list of names of project implementers.

<b>Implementer</b> (name and surname of implementer, title/academic degree, position, place of employment)	<b>SAP Number</b>
1.	
2.	
3.	

.....  
(signature of applicant)

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

.....  
(stamp and signature of Bursar's Proxy)

\*delete as appropriate