Appendix No. 4 to the Regulations of the POSTDOC PW competition

**AGREEMENT no.** *(number given by the IDUB Project Office)*
**on the implementation of research projects selected in the competition within** **the POSTDOC PW programme edition no. ……**

**funded within the „Excellence Initiative – Research University” project**

**implemented at the Warsaw University of Technology**

signed on (date) .................... between:

*Professor Małgorzata Lewandowska, PhD, DSc* **- Head of Management Team of the „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. The 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 in competition within the POSTDOC PW programme edition no. …… following the information included in Appendix No. 1 to this Agreement.
2. The parties hereby agree that the day of signing an employment contract by the employed postdoc(s) is the commencement date of the project implementation, and the maximum time of project implementation shall be 24 months. The time of the implementation of the project/individual projects included in this Agreement is specified in Appendix No. 1 to this Agreement.
3. The Agreement shall be terminated if a postdoc is not employed within 6 months after this Agreement has been signed, and the funding shall return to the Head of IDUB.
4. The estimation of the project costs under this Agreement is specified in Appendix No. 2 to this Agreement.
5. The funding awarded for the implementation of the project(s) shall be at the disposal of the head of Implementing unit in agreement with the Head(s) of project(s).
6. The implementing unit shall make available any items of property of the unit indispensable for the implementation of the project(s) and shall provide administrative and accounting services.
7. The Implementing unit shall keep separate accounting records for the project(s).
8. The funding transferred to the Implementing unit and unused until the completion of the project/individual projects shall return to the Head of IDUB.
9. The final acceptance of the implementation outcomes shall be given by ………. in a mode specified by the Regulations of the competition.
10. Any amendments to the provisions of this Agreement shall constitute an annex and shall be made in writing.
11. This Agreement has been executed in two counterparts, one for each Party.
12. Appendices to this Agreement shall include:
13. A list of research projects eligible for funding
14. Cost estimates of projects (2.1 Cost estimate of a project No. 1, 2.2 Cost estimate of a project No. 2, …)
15. Applications for funding (3.1 Application for funding of a project No. 1, 3.2 Application for funding of a project No. 2, …)

|  |  |
| --- | --- |
| ***Head of IDUB****......................................................................*  *(stamp of IDUB Project Office)* *......................................................................*  *(stamp and signature of the Head of IDUB)* *......................................................................* *(stamp and signature of the Bursar’s Proxy)*  | ***Implementing unit*** *......................................................................*  *(stamp of Unit)* *...................................................................... (stamp and signature of the Head of Unit)* *......................................................................* *(stamp and signature of the Bursar’s Proxy)* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | Appendix No. 1 to the Agreement |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **List of projects eligible for funding (under the Agreement)** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **No.** | **Applicant(title/degree first name and surname)** | **Faculty/Institute** | **Project title** | **Budget** | **Period of implementation (in months)** | **Comments** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | …................................................................. |  |  |  |  |
|  |  |  | Signature of the Chairperson of the Research Board CB POB/ Chairperson of BEYOND POB competition committee |  |  |  |  |

*Appendix No. 2 to the Agreement*

**Cost estimate of the project**

**title: ……………………………………………………………………………………**

headed by: …………………………………………………………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Planned costs**  | **2021**  | **2022**  | **2023**  | **Total** |
| **I.** | **Total direct costs** | 0.00 | 0.00 | 0.00 | 0.00 |
| 1 | Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| including | with a value from PLN 3 500 to 10 000  |   |   |   | 0.00 |
| with a value exceeding PLN 10 000  |   |   |   | 0.00 |
| 2 | Remuneration and related items | 0.00 | 0.00 | 0.00 | 0.00 |
| including | Remuneration of postdoc |   |   |   | 0.00 |
| Remuneration of a research team |   |   |   | 0.00 |
| 3 | Other direct costs |   |   |   | 0.00 |
| **II.**  | **Indirect costs** *(15%)* | 0.00 | 0.00 | 0.00 | 0.00 |
| **III.**  | **Total costs** | 0.00 | 0.00 | 0.00 | 0.00 |

|  |  |
| --- | --- |
| ***Head of IDUB****......................................................................*  *(stamp and signature of the Head of IDUB)* *......................................................................*  *(stamp and signature of the Bursar’s Proxy)* | ***Implementing unit*** *......................................................................*  *(stamp and signature of the Head of Unit)* *......................................................................* *(stamp and signature of the Bursar’s Proxy)* |

**Declaration of the Head of Project**

I hereby agree to implement the project in compliance with the description and timetable included in the submitted Application for a research project, constituting an integral part of this Agreement, the aforementioned cost estimate, and other provisions of this Agreement.

*......................................................................*

 *(signature of the Head of Project)*

Appendix No. 5 to the Regulations of the POSTDOC PW competition

**TEMPLATE OF AN INTERMEDIARY REPORT / FINAL REPORT\***

**on the implementation of the research project in a competition within the POSTDOC PW programme edition no. ……**

**title: ……………………………………………………………………………………**

headed by: …………………………………………………………………..

1. **(*Please complete for final report only***) A synthetic description of the conducted research including:

1. The aim of the research
2. The description of the completed work (up to 1 page, font min. 11 point size)
3. The description of the most important outcomes (up to 1 page, font min. 11 point size)

2. Table of measurable outcomes of the project implementation including appendices confirming their achieving.

(Following the table from item B.2 of the Application for a research project).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Type of outcome | Declared values | Achieved values | Details of the achieved indices/actions undertaken to achieve them[[1]](#footnote-2)  |
| 1 | Publication of an article in a journal and at a conference from the upper decile, at least 140 points by MNiSW (paper approved for printing) |  |  |  |
| 2 | Obtaining external funding for research, preferably within international projects  |  |  |  |
| 3 | Other outcomes |  |  |  |

1. Planned and incurred costs

|  |  |  |  |
| --- | --- | --- | --- |
| Cost category  | …. (year) | ….. (year) | Total |
| Planned | Incurred | Planned | Incurred | Planned | Incurred |
| 1. Total direct costs including:
 |  |  |  |  |  |  |
| 1. | Equipment |  |  |  |  |  |  |
| including | with value from PLN 3,500 to 10,000  |  |  |  |  |  |  |
| with value exceeding PLN 10,000  |  |  |  |  |  |  |
| 2. | Remuneration and related items |  |  |  |  |  |  |
| including | remuneration of postdoc  |  |  |  |  |  |  |
|  remuneration of a research team |  |  |  |  |  |  |
| 3. | Other direct costs |  |  |  |  |  |  |
| 1. Mark-ups *(15%)*
 |  |  |  |  |  |  |
| 1. Total costs
 |  |  |  |  |  |  |

1. List of names of researchers

|  |  |
| --- | --- |
| **Researcher**(first name and surname, title/academic degree, position, place of employment) | **SAP Number** |
| 1 |  |
| 2 |  |
| 3 |  |

………………………………… *......................................................................*

(date) (signature of the Head of Project)

 *...................................................................... ......................................................................*

 *(stamp and signature of the Bursar’s Proxy) (stamp and signature of the Head of Unit)*

\*choose if applicable

Appendix No. 6 to the Regulations of the POSTDOC PW competition

**RECORD OF EVALUATION AND RECEPTION OF THE PROJECT**

**title: ……………………………………………………………………………………**

headed by: …………………………………………………………………..

|  |  |
| --- | --- |
| **Planned costs (PLN):** |  |
| **Incurred costs (PLN):** |  |
| **Research Board CB POB … *CB POB name*... / BEYOND POB Committee hereby declares that the research project:** |
| * has been correctly implemented.
* has been partially implemented.
* has been incorrectly implemented
 |
| **Comments:** |
|  |
| **Date:** |  |
| **Chairperson of the Research Board CB POB … / BEYOND POB Committee:** |  |
| **Stamp and signature of the Head of IDUB:** |  |

*Appendices:*

1. *final report on the project implementation*
1. Including the title of the publication, type and date of the competition, a list of units with which cooperation was commenced to achieve the outcome, etc. [↑](#footnote-ref-2)