

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No. 110/2022 of the Rector of the Warsaw University of Technology
of 26 April 2022

on announcing a competition supporting the preparation and publication of a review paper in a prestigious international journal

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), according to 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 review paper, financed by 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 preparation and publication of a review paper with high citationality potential in a prestigious international journal.

§ 2

1. 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with the template in Appendix No. 1 to this Regulation, with the print-out of scientific output from the past 5 years withdrawn from the WUT Base of Knowledge, shall be submitted by the head of grant in the electronic format through a form available on www.badawcza.pw.edu.pl.
2. The call for proposals shall begin on 4 May 2022. The closing date shall be announced by the Head of Management Team of the “Excellence Initiative – Research University” project, hereinafter referred to as “Head of IDUB”.
3. The head of grant shall be the main author of the publication, 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.
4. Implementors in the grant can be co-authors of the publication who are employees or doctoral students at WUT.
5. Funds awarded for the grant may be used for subsidizing activities aiming to prepare a review with anticipated high citationality with WUT as an affiliation for a publication in a prestigious international journal:
 - 1) for 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, no earlier than after accepting the paper for printing,
 - 2) for proofreading of the review,
 - 3) for costs of reducing the teaching load by a maximum of 25% for the head of project and grant implementors, for a maximum of two academic semesters, by the number of hours established by the Rector,
 - 4) other costs associated with the research and process of the publication of the review paper.

6. 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 30,000 and shall be transferred to the unit in which the head of grant is employed.
7. If as a result of the grant implementation the review paper is published in a prestigious international journal, 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.
8. The head of grant and implementors shall list the Warsaw University of Technology as an affiliation in the review paper and make a statement authorizing the Warsaw University of Technology to list the publication as an achievement in the statement for evaluation purposes specified in Article 265 section 13 of the Act of 20 July 2018 – Law on Higher Education and Science.

§ 3

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. For the purposes of the competition and implementation of the WUT strategy for development, a prestigious scientific journal shall be the one whose centile value according to CiteScore in the Scopus database amounts to at least 90 for the appropriate category. The Committee prefers journals with the highest centile values. Journals with a centile value lower than 90 may be considered to be prestigious scientific journals by the Committee if the head of grant presents an appropriate justification (including an appropriate profile of the journal, SNIP, CiteScore, SJR).
3. The evaluation criteria for the application include:
 - 1) achieving the objectives of the competition
 - 2) the evaluation of the possibility of grant implementation, including the evaluation of the possibility of publishing the review paper
 - 3) the evaluation of the choice of the journals
 - 4) the evaluation of the possibility of high citationality of the paper
 - 5) justification of the cost estimate and timetable
 - 6) the applicant’s scientific output based on the printout of the scientific output report for the past 5 years from the WUT Base of Knowledge and the international recognizability of the head of grant and the implementors.
4. The decision of awarding the grant shall be made by the Head of IDUB based upon the opinion of the Committee.
5. Applications shall be processed by the Committee once a month until the competition is closed, or funding is used.
6. The Committee may suggest that the head of grant make some changes in the cost estimate or timetable and the selection of the journal. The head of grant may provide supplementary information in the application within 7 days.

§ 4

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 review paper was accepted for printing but no later than after 24 months from the date of concluding the Agreement.
3. To settle the grant, the review paper must be submitted to the journal. In the case of failing to submit the paper, 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 evaluation and receipt of the grant shall be conducted 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.

§ 5

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 planning to publish a review paper in a prestigious international journal				
1. Head of grant and implementors (degree/academic title, first name and surname, SAP number, contact details (phone number, e-mail address))				
2. WUT organizational unit				
3. A working title and description of the idea of the article in Polish including three subsequent journals (in case of rejection) to which it will be submitted				
4. Justification for choosing a given topic and anticipated high citationality of the review paper				
5. Cost estimate of the WUT internal grant including a justification and work timetable				
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			
Justification for items in the cost estimate:				
Work timetable:				
6. The obligation of the head of grant to prepare and submit a review paper to a prestigious international journal, list the Warsaw University of Technology as an affiliation, and submit an authorization for listing the article for evaluation purposes				
I hereby declare that I shall submit a review paper with a working title in the year to a journal 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.
on the implementation of the internal grant for the employees of the Warsaw University of Technology
supporting the preparation and publication of a review paper in a prestigious international journal titled:

.....

concluded on (date)

between - 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 the “implementing unit”

and the head of grant

1. The head of grant shall prepare and submit a review paper to a prestigious international journal in compliance with the competition announcement.
2. To finance 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			

1. Funding transfers between cost categories specified 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.
2. 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 paper was accepted for printing in an appropriate journal or after 24 months from the day of concluding the agreement.
3. 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.

4. 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.
5. The implementing unit shall maintain separate accounting records for the grant.
3. 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 review paper in a prestigious international journal,
 - e) internal legal regulations applicable at the Warsaw University of Technology.
6. In the case of failure to submit the article to the declared journal, the implementing unit shall return the whole amount of awarded funding to the disposal of the Head of IDUB.
7. 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.
8. 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.
9. 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
supporting the preparation and publication of a review paper in a prestigious international
journal**

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 review paper in a prestigious international journal

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. Committee for Publications:

Chairperson:

Members:

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.