

THE WARSAW UNIVERSITY OF TECHNOLOGY

Decision No. 136/2024
of the Rector of the Warsaw University of Technology
of 18 June 2024

on the announcement of the “IMECH” competition
for research projects as part of the implementation of the “Excellence Initiative - Research
University” programme at the Warsaw University of Technology

Pursuant to Article 23 section 1, in conjunction with Article 389 sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) and in connection with Agreement No. 04/IDUB/2019/94 of 30 December 2019 concluded between 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. The “IMECH” research project competition, hereinafter referred to as the “IMECH competition”, is hereby announced with effect from 19 June 2024 as part of the implementation of the “Excellence Initiative - Research University” programme at the Warsaw University of Technology.
2. The closing date for applications for funding in the IMECH competition is 3 July 2024.
3. The IMECH competition is conducted under the principles specified in the Regulations annexed to this Decision.

§ 2

The Decision enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba



Regulations for the IMECH competition for research projects

§ 1

1. In the IMECH competition for a research project, beneficiaries may be researchers or teams of researchers representing the discipline of Mechanical Engineering.
2. The primary objective of research projects conducted under the IMECH competition is to promote scientific excellence and world-class research by young WUT research teams in the discipline of Mechanical Engineering.
3. The budget of the IMECH competition shall amount to PLN 1,500,000, and the maximum budget per research project shall amount to PLN 100,000.
4. The project outcomes that can be specifically declared, corresponding to the indices of the “Excellence Initiative - Research University” programme, hereinafter referred to as the “IDUB programme”, are as follows:
 - 1) publication of papers in scientific journals in the upper decile according to the CiteScore of the Scopus database, in accordance with the list published in the announcement of the competition, or for min. 140 points;
 - 2) submission of an application for external funding that has passed at least the formal evaluation, preferably as part of an international programme, for an amount that is at least double the funding obtained under the IMECH competition;
 - 3) establishment of new cooperation with leading foreign universities and/or scientific institutions confirmed by an appropriate agreement and participation in scientific publications or an application for a grant as part of international cooperation;
 - 4) establishing cooperation with industrial partners resulting in obtaining research funding for an amount at least double the research project budget;
 - 5) establishment of a spin-off special purpose vehicle based on the research funded in the project;
 - 6) filing a patent application that has passed a formal evaluation.
5. The head of the project together with the implementers of the research project shall declare and achieve a minimum of one publication as specified in section 4, item 1 and a minimum of one of the outcomes as specified in section 4, items 2 to 6.
6. All declared results of the project must be reported as achievements within the discipline of Mechanical Engineering by the head and/or implementers of the project.
7. The topics of research projects conducted under the IMECH competition shall refer to research fitting into the area of activity of the discipline of Mechanical Engineering.

§ 2

1. The applicant/head of the project must be a staff member employed at Warsaw University of Technology as his/her primary place of work representing the discipline of Mechanical Engineering in at least 50%.
2. The applicant/head of the project cannot be a person who has managed or is managing a research grant financed under IDUB competitions and implementers of IDUB projects in which the declared outcomes of the grants have not been achieved and have not been fully settled.
3. Only one application, hereinafter referred to as “the application”, may be submitted by an applicant to the IMECH competition, prepared according to the template attached as Annex



No. 1 to the Regulations, and submitted electronically via the online form available at www.badawcza.pw.edu.pl.

4. In the case of a team proposal, in addition to the head of the project, each project implementer must have at least 50% representation in the discipline of Mechanical Engineering, and in the case of a participant in the Doctoral School, they must be assigned to the discipline of Mechanical Engineering.
5. The head and implementers of a project from the Warsaw University of Technology can be members of a research team under this competition for only one project application.
6. The participation of students and an external expert not employed at Warsaw University of Technology in the project is allowed.

§ 3

1. A competition committee shall evaluate applications:
 - 1) Professor Robert Sitnik – chairperson
 - 2) Professor Robert Zalewski – member
 - 3) Professor Tomasz Chmielewski – member
 - 4) Professor Jacek Szumbariski – member
 - 5) Krzysztof Wołosz, PhD – member
2. Members of the competition committee mentioned in section 1 may not be applicants/heads of the project or implementers of a project financed under the IMECH competition.
3. The criteria used to evaluate an application include:
 - 1) the innovativeness and scientific value of the project in the research areas of the discipline of Mechanical Engineering, as indicated in § 1 section 6 (up to and including 30 points);
 - 2) the quality of the research plan and the ability to achieve the measurable outcomes of the IDUB programme as defined in § 1 section 5 (up to and including 30 points);
 - 3) the national and/or international cooperation (up to and including 10 points);
 - 4) the scientific output of the head of the project and the project implementers (up to and including 10 points);
 - 5) justification for the planned costs of the project (up to and including 20 points).
4. Priority will be given to positively evaluated applications in which the head of the project is a person at an early stage of his/her scientific career, i.e. an employee of the Warsaw University of Technology holding a doctoral degree obtained a maximum of 12 years ago.
5. Funding will be awarded to the highest-ranked applications whose total budget does not exceed the competition allocation in accordance with § 1 section 3.
6. Lists of applications eligible for funding (including the name of the applicant, the unit where the applicant is employed, the title of the project, and the amount of funding) will be published at www.badawcza.pw.edu.pl by 10 July. In addition, a cut-off point will be given for applications that have failed to obtain funding.

§ 4

1. The principles for the use of funds awarded for the implementation of the project according to the submitted application are outlined in Annex No. 2 to the Regulations.
2. The condition for the commencement of the project is the conclusion of the Agreement, a template of which is attached as Annex No. 3 to the Regulations, with the implementing unit being the unit in which the head of the project is employed.
3. Agreements with units are prepared by the IDUB Project Office.



§ 5

1. The completion and settlement date for the project is scheduled for 31 December 2025.
2. The final report prepared in accordance with the template attached as Annex No. 4 to the Regulations must be submitted to the Chair of the Scientific Council for the Discipline of Mechanical Engineering through the IDUB Project Office within 2 months of the project completion date.
3. The execution of the project will be evaluated by the competition committee, whose members are listed in § 3 section 1. The result of the evaluation shall be included in a record prepared in accordance with the template in Annex No. 5 to the Regulations.
4. Should the need arise and in agreement with the Head of the Management Team for the “Excellence Initiative-Research University” project, hereinafter referred to as the “Head of IDUB”, projects may be subject, at the request of the Chairperson of the Scientific Council for the Discipline of Mechanical Engineering, to an ad hoc audit consisting of additional explanations/reports concerning the conformity of the implementation of the physical or financial side with the approved grant application and the conditions described in the project agreement.
5. In publications, project implementers shall use the affiliation with the Warsaw University of Technology or Politechnika Warszawska. All publications as well as presentations and conference reports produced 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)”.

6. Failure to achieve the assumed outcomes of a project excludes the possibility for its head to apply for projects in subsequent editions of competitions under the IDUB programme. Applying for project financing will be possible only after the achievement of the outcomes declared in a previously implemented project.
7. All matters unregulated herein shall be settled by the Vice-Rector for Development.

§ 6

In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (EU OJ L 119/1 of 4 May 2016), hereinafter referred to as “GDPR”, the Warsaw University of Technology hereby informs that:

- 1) The Administrator of your data is the Warsaw University of Technology with its registered seat at pl. Politechniki 1, 00-661 Warszawa.
- 2) The Administrator has appointed a Data Protection Officer (IOD) in his/her field to supervise the correctness of data processing. He or she can be contacted at the following e-mail address: iod@pw.edu.pl.
- 3) The Administrator will process personal data to the extent of the data contained in the application for a project and in the intermediate and final reports on the project implementation.
- 4) Your personal data will be processed by the Administrator in order to implement the contract 04/IDUB/2019/94 concluded on 30 December 2019 - the basis for the processing of your personal data is Article 6 section 1 point b) of the GDPR.
- 5) Warsaw University of Technology does not intend to transfer your data outside the European



Economic Area.

- 6) You have the right of access to the content of your personal data and the right to correction, the right to request deletion, restriction of processing, and the right to object to the processing. Since the prerequisite for the processing of personal data is not consent, you do not have the right to data portability.
- 7) Your personal data will not be shared with other entities (administrators), except for entities authorised by the law.
- 8) Your personal data may be accessed by entities (“processing entities”) to whom Warsaw University of Technology commissions activities that may involve the processing of personal data.
- 9) The Warsaw University of Technology shall not use automated decision-making in relation to you, including profiling.
- 10) The provision of your personal data is voluntary; however, failure to do so will prevent you from obtaining funding for a research grant as part of IDUB competitions.
- 11) Your personal data will be processed for a period of perpetual archiving.
- 12) You have the right to lodge a complaint with the supervisory authority - the Polish Data Protection Commissioner - if you consider that the processing of your personal data violates the provisions of the GDPR.



**Application for a research project
As part of the IMECH competition**

A. KEY DATA

1. Data of the applicant (head of the project): (name, academic title/degree, position, place of employment/proposed employment).
2. Research team:
 - 1) list of key implementers (name, academic title/degree, position, place of employment, scientific discipline represented, information on previous participation in IDUB projects),
 - 2) information on the number of other implementers and their status (e.g. doctoral student).
3. Project title: *in Polish and English*.
4. Project summary in Polish (*up to 400 words*).
5. Project summary in English (*up to 400 words*).

B. PROJECT DESCRIPTION

1. Substantive description:
(including a demonstration of compliance with the thematic scope of the competition, elements of scientific novelty, and innovation - **up to 3 pages, 11-point font**)
2. Declaration of measurable outcomes of the research project

No.	Type of outcome	Declared value	Comments (e.g. brief description of the nature of the outcome including patents, implementations, etc., innovations, information on the type and number of publications, planned journals, type and date of the competition for which the grant application will be submitted)
1	Declared number of publications of papers in scientific journals from the upper decile according to CiteScore of the Scopus database or for min. 140 points (at least acceptance of the paper for publication is required)		
	a) including international cooperation		
2	Obtaining external funding for research (external funding applications submitted that have passed at least the formal evaluation, for an amount at least double that of as part of the IDUB grant each)		
	including as part of international projects (i.e.:		



	a) when there is a foreign source of funding, e.g. under EU programmes, NATO, etc., or b) when there is a Polish source of funding, but the project is implemented in cooperation with a foreign partner who simultaneously obtains funds in their own country, e.g. NCBR or NCN international programmes)		
3	Submission of papers with foreign co-authors (not included in item 1)		
4	Other outcomes (mentioned in § 1 section 4 of Competition Regulations)		

3. The scientific output of the head of the project and the project implementers
 - 1) Data of the head of the project for 2019-2024 (up to 1 page), including:
 - a) information about your academic career,
 - b) a list of the best publications, up to 5,
 - c) a list of current projects, indicating the functions performed in them,
 - d) a list of completed projects in which the applicant was the head,
 - e) list of foreign internships (more than 1 month),
 - f) other important achievements of the head of the project, e.g. functions performed in multi-centre projects.
 - 2) Brief scientific profile of the key performers of the project (maximum ½ page per person).
4. The project will/will not* be implemented as part of national cooperation.
If yes – brief description of the unit and the nature/essence of cooperation between the units (up to ½ page).
5. The project will/will not* be implemented as part of international cooperation.
If yes – brief description of the foreign unit and the nature/essence of cooperation between the units (up to ½ page).
6. Information on any possible ethical issues in the planned research.

* Delete as appropriate

I hereby declare that the research planned in the application is not and has not been financed from other sources.

By submitting this application, you acknowledge that if funding is awarded, the name of the head of the project, as well as the title of the project, will be published in the information about the competition and its results.



C. DECLARATIONS OF THE APPLICANT

- a) I declare that I am employed at the Warsaw University of Technology as my primary place of work.
- b) I declare that I have submitted to the Warsaw University of Technology a declaration of assignment to the N number, in the discipline of Mechanical Engineering in at least 50% of N.
- c) I declare that I have submitted only one application for the IMECH research grants competition.



Project timetable and cost estimate with justification for direct costs of the project

Project timetable:

Cost estimate:

No.	Planned costs	2024	2025	Total
I.	Total direct costs	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 direct costs	0.00	0.00	0.00
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00

Substantive justification for direct costs item I:

.....
(signature of applicant)

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

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



Principles for the use of funds

1. The funds allocated to the project may be used for:
 - 1) research equipment and instrumentation,
 - 2) remuneration:
 - a) The remuneration of project implementers who are employees of the Warsaw University of Technology may be paid under a job contract or on the basis of allowances for project work defined as a lump sum, in accordance with the Remuneration Regulations in force at the Warsaw University of Technology.
 - b) The remuneration of implementers who are not employees of the Warsaw University of Technology, including students and doctoral students.
 - c) The monthly remuneration limit for the project is set at PLN 3,000 for the head of the project and PLN 2,000 for the implementer. If the remuneration in the project has a variable amount, the monthly remuneration should be the average value from the entire period of participation in the research project (the average does not take into account the months in which the limit was reached).
 - 3) other costs:
 - a) materials and reagents, small laboratory equipment, external services, etc.
 - b) the costs of proofreading and publishing the results of the research in a renowned publishing house or journal,
 - c) trips to conferences (only in connection with the presentation of results) and several-day (up to 7 days) study visits to national and international centres,
 - d) other costs justified by the scope of the project.
2. Indirect costs amount to 15% of direct costs, divided into 5% of general costs and 10% of faculty costs in accordance with Regulation 12/2019 of the Rector of the Warsaw University of Technology on the principles, methodology, and indices used in the settlement of general and faculty costs at the Warsaw University of Technology, excluding equipment with a unit value of above PLN 10,000.
3. Amendments to the project cost estimate:
 - 1) Should amendments to the cost categories of the project estimate become necessary, the amount of funding allocated may not be increased.
 - 2) Transfers of funds between cost categories planned in the application up to a total of 15% of the "Total direct costs", as compared to the original value indicated in the cost estimate, do not require the approval of the Chairperson of the Scientific Council for the Discipline of Mechanical Engineering.
 - 3) Transfers of funds between annual periods do not require the approval of the Chairperson of the Scientific Council for the Discipline of Mechanical Engineering.
 - 4) Amendments not requiring the approval of the Chairperson of the Scientific Council for the Discipline of Mechanical Engineering must be sent to the IDUB Project Office in writing or electronically.
 - 5) Transfers of funds between cost categories planned in the proposal above a total of 15% of the "Total direct costs" as compared to the original value indicated in the cost estimate require the approval of the Chairperson of the Scientific Council for the Discipline of Mechanical Engineering and the conclusion of an annex to the agreement within the scope of the project cost estimate constituting Annex No. 2 to the Agreement.
4. The principles for transferring funds between units in the case of inter-faculty/inter-institute projects are as follows:



- 1) In the case of inter-faculty/inter-institute projects, in which funds are to be distributed between the respective units implementing the project, a cost estimate covering the expenditure of the entire project should be attached to the research project application.
- 2) The accounting records of the project costs as part of in-house subcontracting will be kept on specially separated orders.
- 3) The basis for the creation of the order in the SAP system will be an internal agreement concluded between the parent entity of the applicant, which has received funding for the project implementation, and the unit to which implementation of a part of the tasks is subcontracted.



**AGREEMENT no. (number given by the IDUB project Office)
on the execution of research projects selected under the IMECH competition funded as
part of the “Excellence Initiative - Research University” programme implemented at the
Warsaw University of Technology**

concluded on between:

Professor Małgorzata Lewandowska – **Head of Management Team for the “Excellence Initiative - Research University” project at the Warsaw University of Technology,**
hereinafter referred to as the “Head of IDUB”

and

«*Name of unit*»,

represented by

«*Head of unit*» – «*Function of Head of unit*»,

hereinafter referred to as the “Implementing Unit”.

1. The Head of the IDUB shall transfer to the Implementing Unit funds in the amount of PLN “Amount_total” for the implementation of the research projects selected in the IMECH competition according to the list enclosed as Attachment No. 1 to the Agreement.
2. The Implementing Unit shall perform the work described in the competition applications forming an integral part of this agreement in accordance with:
 - 1) generally applicable laws,
 - 2) provisions of this Agreement,
 - 3) principles arising from the competition documentation including the terms and conditions of the IMECH competition,
 - 4) the information included in the application for the IMECH competition research project,
 - 5) the internal regulations in force at the Warsaw University of Technology.
3. The date of the commencement of the project(s) is agreed by the parties to be and the completion date of the project(s) is agreed to be 31 December 2025
4. The cost calculation for the project(s) under this Agreement is attached as Annex No. 2 to the agreement.
5. The funds allocated for the project are at the disposal of the head of the Implementing Unit in agreement with the head of the project.
6. The Implementing Unit will make available the assets of the unit necessary for the implementation of the project and provide administrative and accounting services for the implementation of the project by the unit’s administration.
7. The implementing unit is obliged to keep separate accounting records for the project, in accordance with the principles specified by the WUT Bursar by letters 290/KK/2020 of 20 May 2020 and KK-453/2020 of 25 August 2020.
8. Funds transferred to the Implementing Unit and not used by 31 December 2025 shall return to the disposal of the Head of IDUB.
9. Acceptance of the results of the work will be conducted by the committee referred to in § 3 section 1.
10. Amendments to the provisions of this agreement require the conclusion of an annex in writing.
11. Annexes to the Agreement shall form an integral part thereof.
12. This Agreement has been executed in two counterparts, one for each of the Parties.



Annexes:

- 1) list of research projects selected for funding,
- 2) project cost estimates (2.1 project cost estimate No. 1, 2.2 project cost estimate No. 2, ...),
- 3) IMECH research project applications (3.1 application for funding of project 1, 3.2 application for funding of project 2,...)

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 representative)

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



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

No.	Applicant (title/degree first name and surname)	Faculty/Institute	Project title	Budget
1.				
2.				

.....
*Stamp and signature of the Chairperson of the Discipline of
Mechanical Engineering*



Project cost estimate

title:

headed by:

No.	Planned costs	2024	2025	Total
I.	Total direct costs	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 direct costs	0.00	0.00	0.00
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	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 representative)

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

Declaration of the head of the project

I undertake to implement the project in accordance with the description and timetable set out in the research project application I have submitted, which forms an integral part of this Agreement, the above cost estimate, and the other terms and conditions of this agreement.

.....

(signature of head of project)



**TEMPLATE FOR FINAL REPORT
in the implementation of a research project submitted in the IMECH competition**

title:

headed by:

1. A summary description of the research work performed, including:

- 1) research objective,
- 2) description of performed work (up to 1 page, minimum 11-point font),
- 3) description of the most important achievements (up to 1 page, minimum 11-point font).

2. Table of measurable outcomes of the project with annexes confirming their achievement. (in accordance with the table under item B.2 of the Application for the research project).

No.	Type of outcome	Declared values	Achieved values	Details of indices achieved/measures taken to achieve them (including the title of publication, type, and date of the competition, list of units with which cooperation was established that led to the achievement, etc.)
1	Published papers in scientific journals from the upper decile according to the CiteScore of the Scopus database in accordance with the list published in the announcement of the competition or for min. 140 points			
2	Obtaining external research funding, preferably as part of international projects			
3	Submission of papers with foreign co-authors (not listed under item 1)			
5	Other outcomes (listed in § 1 section 4 of the Competition Regulations)			

3. Statement of planned and incurred costs.

Cost category	2024	2025	Total	
	Incurred	Incurred	Planned	Incurred
I. Total direct costs, including:				
1. Equipment				
2. Remuneration with related items				
3. Other direct costs				
II. Surcharges (15%)				
III. Total costs				

4. List of named implementers in the implementation of the project.

Implementer (name of implementer, academic title/degree, position, place of employment)	SAP number
1	
2	

.....
(date and signature of head of project)

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



RECORD OF EVALUATION AND APPROVAL (IMECH)

title:

headed by:

Planned costs: PLN, incurred costs: PLN

Committee:

Chairperson:

Members:

1.

2.

3.

The Evaluation Committee concludes that the project:
has been correctly implemented/partially implemented/incorrectly implemented*
Committee's comments:

Date and Committee's signatures:

Chairperson:

Members:

1.

2.

3.

Date Signature of head of project:

Annex
Final report on the project implementation.

* Delete as appropriate