

THE WARSAW UNIVERSITY OF TECHNOLOGY

Decision No. 147/2024
of the Rector of the Warsaw University of Technology
of 26 June 2024

on the announcement of the “ARCHIURB” 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 connection 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 Warsaw University of Technology, it is resolved as follows:

§ 1

1. The “ARCHIURB” competition for research projects, hereinafter referred to as the “ARCHIURB competition”, is hereby announced with effect from 27 June 2024 as part of the implementation of the “Excellence Initiative - Research University” programme at the Warsaw University of Technology”.
2. Under the ARCHIURB competition, the closing date for applications for funding is 11 July 2024.
3. The ARCHIURB competition shall be 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 ARCHIURB COMPETITION FOR RESEARCH PROJECTS

§ 1

1. The beneficiaries in the “ARCHIURB” competition may be scientists and doctoral students at the Warsaw University of Technology conducting research activities as part of the scientific discipline of Architecture and Urban Planning.
2. The primary objective of research projects conducted under the ARCHIURB competition is to promote scientific excellence and world-class research by WUT research teams in the discipline of Architecture and Urban Planning.
3. The budget of the ARCHIURB competition shall amount to PLN 1,500,000, and the maximum budget of one research project shall amount to PLN 80,000.
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) Main outcome: publication of papers in scientific journals from the upper decile, according to Cite Score of the Scopus database, or monographs from level 2.
 - 2) One of the additional outcomes:
 - a) submission of an application for external funding that has passed at least the formal evaluation, for an amount that is at least double the funding obtained under the grant,
 - b) establishment of new cooperation with leading foreign universities and/or scientific institutions, documented by, for example: participation in scientific publications or an application for a grant as part of international cooperation or the conclusion of a cooperation agreement,
 - c) filing a patent application that has passed the formal evaluation,
 - d) publication of papers in scientific journals in the upper quartile, according to the CiteScore of the Scopus database, as listed in the announcement of the competition.
5. The head of the project together with the implementers of the research project shall declare and achieve a minimum of one publication as referred to in section 4 item 1, and a minimum of one of the outcomes referred to in section 4 item 2.
6. All declared project outcomes must be declared as achievements under the discipline of Architecture and Urban Planning by the head and implementers of the project.
7. The topics of research projects conducted as part of the ARCHIURB competition shall address research fitting into the area of activity of the discipline of Architecture and Urban Planning.

§ 2

1. The applicant/head of the project must be a member of staff employed at the Warsaw University of Technology as his/her primary place of work, representing the discipline of Architecture and Urban Planning 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. An applicant, i.e. the head of the team referred to in § 1 section 2, may submit only one application to the ARCHIURB competition, hereinafter referred to as “the application”, prepared in accordance with the template constituting Annex No. 1 to the Regulations. The application shall be submitted in an electronic version via an online form available on the website www.badawcza.pw.edu.pl.
4. In the case of a team application, in addition to the head of the project, each project implementer from the Warsaw University of Technology must represent the discipline of Architecture and Urban Planning in at least 50%, and in the case of a participant in the Doctoral School, they must be assigned to the discipline of Architecture and Urban Planning.
5. The head and implementers of a project from the Warsaw University of Technology can be members of a research team under this competition in only one project application.
6. The participation of students and an external expert not employed at the Warsaw University of Technology in the project is allowed.

§ 3

1. Applications shall be evaluated by the Competition Committee, whose members are:
 - 1) Professor Krystyna Solarek – chairperson
 - 2) Professor Elżbieta D. Ryńska – member
 - 3) Krzysztof Koszewski, PhD – member
2. Members of the competition committee referred to in section 1 may not be applicants/heads of or implementers of a project financed under the ARCHIURB competition.
3. The evaluation criteria for the application include:
 - 1) innovation and scientific value of the project in the research areas of the discipline of Architecture and Urban Planning (up to and including 20 points),
 - 2) the quality of the declared scientific outcomes (publications and project applications) with the greatest impact on the improvement of the evaluation score of the Architecture and Urban Planning discipline at WUT (up to and including 30 points),
 - 3) the quality of the research plan and the feasibility of achieving the measurable outcomes of the IDUB programme as defined in § 1 section 4 (up to and including 20 points),
 - 4) the scientific output of the head of the project and the project implementers (up to and including 10 points),
 - 5) the justifiability of the planned costs of the project implementation (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 no more than 12 years ago.
5. Funding shall be provided to applications with the highest scores whose total budget does not exceed the financial envelope allocated to the competition pursuant to § 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) shall be published at www.badawcza.pw.edu.pl by 18 July 2024. In addition, a cut-off point shall be provided for unsuccessful applications.

§ 4



1. The principles for the use of funds awarded for the implementation of the project according to the submitted application are specified 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 enclosed 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 deadline for completion and settlement of the project shall be 1 December 2025.
2. The final report according to the template specified in Annex No. 4 to the Regulations must be submitted to the Chairperson of the Scientific Council for the Discipline of Architecture and Urban Planning through the IDUB Project Office within one month of the project completion date.
3. The execution of the project shall be evaluated by a competition committee composed as specified in § 3 section 1. The result of the evaluation shall be included in the record prepared in accordance with the template set out in Annex No. 5 to the Regulations.
4. If necessary and in agreement with the Head of the Management Team for “Excellence Initiative - Research University”, hereinafter referred to as the “Head of IDUB”, projects may be subject, at the request of the Chairperson of the Scientific Council of the Discipline of Architecture and Urban Planning, an ad hoc control consisting of additional explanations/reports concerning the compliance of the material or financial side of the implementation with the accepted grant application and the conditions described in the project agreement.
5. In publications, project implementers shall use the affiliation with Politechnika Warszawska or the Warsaw University of Technology. 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 prevents the head of the project from applying for projects in subsequent editions of competitions under the IDUB programme. Applying for project funding will be possible only after the achievement of the outcomes declared in the previously implemented project.
7. All matters unregulated herein shall be settled by the Vice-Rector for Development.

§ 6

Pursuant to 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 (Journal of Laws of the EU 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) The Administrator will process your personal data to execute the 04/IDUB/2019/94 Agreement concluded on 30 December 2019 – the basis for processing your data is Article 6 section 1 point b) of the GDPR.
- 5) The Warsaw University of Technology has no intention of transferring your data outside the European Economic Area.
- 6) You have the right of access to the content of your personal data and the right of correction, the right to request deletion, restriction of processing, and the right to object to the processing of your data. 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 made available to other entities (administrators), except for entities authorised based on the law.
- 8) Your personal data may be accessed by entities (processing entities) to whom the Warsaw University of Technology subcontracts 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 the 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 ARCHIURB COMPETITION

A. KEY DATA

1. Data of applicant (head of the project): (first name and surname, academic title/degree, position, place of employment/proposed employment)
2. Research team:
 - 1) a list of names of key implementers (first name and surname, academic title/degree, position, place of employment, represented scientific discipline, information on previous participation in IDUB projects)
 - 2) information on the number of other implementers including their status (e.g. doctoral students)
 - 3) information on the participation in other IDUB competitions and the state of their implementation status
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 proof of compliance with the topics of the competition, elements of scientific novelty, innovation – up to 3 pages, 11-point font*)
2. Declaration of measurable outcomes of the implementation of the research project

No.	Type of outcome	Comments (e.g. a brief description of the nature of the outcome including patents, implementations, etc., innovations, information on the type of and number of publications, planned journals, monographs, type and date of competition to 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 Scopus database	
	including international cooperation	
2	Declared number of publications of papers in scientific journals in the upper quartile according to the CiteScore of the Scopus database	
	including international cooperation	
3	Declared number of monographs from level 2	
	including international cooperation	



4	Obtaining external funding for research (submitted applications for external funding that have passed at least the formal evaluation, for an amount at least double the funds raised under 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, Norwegian Grants, etc., or b) when there is a Polish source of funding, e.g. international programmes of NCBR or NCN.)	
5	Submission of papers with foreign co-authors (not included in item 1)	
6	Other outcomes (listed in §1 section 4 of the Competition Regulations)	

3. Scientific output of the head of the project and the project implementers

1) Data of the head of the project for years 2019-2024 (*up to 1 page*), including:

- a) information on academic career development,
- b) a list of the best publications, up to 5,
- c) a list of currently implemented projects, indicating the functions performed in them,
- d) a list of completed projects in which the applicant was the head,
- e) a list of internships abroad (more than 1 month),
- f) other important achievements of the head of the project, e.g. functions performed in multi-centre projects.

2) A brief scientific profile of the key implementing persons (*up to ½ page per person*).

4. This project will/will not* be implemented in Polish cooperation.

If yes - a brief description of the unit and the nature/essence of cooperation between the units (up to ½ page).

5. This project will/will not* be implemented in international cooperation.

If yes - a brief description of the foreign unit and the nature/essence of cooperation between the units (up to ½ page).

6. Information on possible ethical issues arising in the planned research.

* Delete as appropriate.

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



By applying, I acknowledge that, if funding is awarded, the name of the head of the project, as well as the title of the project, will be made public in the information about the competition and its results.

C. DECLARATIONS OF THE APPLICANT

- a) I declare that I am an employee of 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 Architecture and Urban Planning in at least 50% of N.
- c) I declare that I have submitted only one application for the ARCHIURB research grants competition.



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

Project timetable:

Project cost estimate:

No.	Planned costs	2024	2025	Total
I.	Total direct costs	0.00	0.00	0.00
1	Equipment	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,
 - 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 specified in a lump sum, in accordance with the Remuneration Regulations in force at Warsaw University of Technology.
 - b) 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 average value from the entire period of engagement in the research project should be taken as the amount of monthly remuneration (the average does not consider 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 outcomes) and study visits of several days (up to 7 days) necessary for the implementation of the project,
 - d) other costs justified by 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 No. 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 more than PLN 10,000.
3. Amendments to the project cost estimate:
 - 1) If cost categories of the project estimate need to be amended, the amount of funding awarded may not be increased.
 - 2) Transfers of funds between cost categories planned in the application up to the total amount of 15% of the "Total direct costs" as compared to the original cost estimate do not require the consent of the Chairperson of the Scientific Council for the Discipline of Architecture and Urban Planning.
 - 3) Transfers of funds between annual periods do not require the consent of the Chairperson of the Scientific Council for the Discipline of Architecture and Urban Planning.
 - 4) Amendments not requiring the approval of the Chairperson of the Scientific Council for the Discipline of Architecture and Urban Planning must be submitted to the IDUB Project Office in writing or electronically.
 - 5) Transfers of funds between cost categories planned in the application above the total amount of 15% of the "Total direct costs" as compared to the original value indicated in the cost estimate require the consent of the Chairperson of the Scientific Council for the Discipline of Architecture and Urban Planning, and the conclusion of an annex to the agreement in the scope of project cost estimate constituting Annex No. 2 to the Agreement.
4. The principles for transferring funds between units in the case of interfaculty/interinstitutional projects are as follows:



- 1) In the case of interfaculty/interinstitutional projects in which funds are to be shared between the relevant project units, the research project application must be supplemented by a cost estimate covering the expenses of the entire project.
- 2) Accounting records of project costs for in-house subcontracting will be kept on specially separated orders.
- 3) The basis for the creation of a task assignment in SAP will be an internal agreement concluded between the applicant's parent unit, which has received funding for the implementation of the project, and the unit which is commissioned with the implementation of a part of the tasks.



AGREEMENT No. (number given by IDUB Project Office)
on the execution of research projects selected in the ARCHIURB 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 the Management Team for 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 in the amount of “Amount_Total” PLN (in words PLN “Amount_ in words”) allocated for the implementation of research projects selected in the ARCHIURB competition according to the list in Annex No. 1 to this Agreement.
2. The Implementing Unit shall perform work as described in the competition applications constituting an integral part of this Agreement in compliance with:
 - 1) generally applicable laws,
 - 2) provisions of this Agreement,
 - 3) principles arising from the competition documentation including the terms and conditions of the ARCHIURB competition,
 - 4) information included in the application for a research project of the ARCHIURB competition,
 - 5) internal regulations in force at the Warsaw University of Technology.
3. The date of commencement of the project(s) is agreed by the parties as and the date of completion of the project(s) is agreed as 1 December 2025.
4. The cost calculation for the project(s) covered by this Agreement is attached as Annex No. 2 to the Agreement.
5. The financial resources allocated to 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 shall 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 1 December 2025 shall return to the disposal of the Head of IDUB.
9. The work shall be approved by the committee referred to in § 3 section 1.
10. Amendments to the provisions of this agreement must be made 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 cost estimate for project No. 1, 2.2 cost estimate for project No. 2, ...)
- 3) ARCHIURB research project applications (3.1 application for project funding 1, 3.2 application for project funding 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 this Agreement)

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

.....
*Stamp and signature of Chairperson of Discipline of
Architecture and Urban Planning*



Project cost estimate

title:
headed by:

No.	Planned costs	2024	2025	Total
I.	Total direct costs	0.00	0.00	0.00
1	Equipment	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 conduct the project in accordance with the description and timetable set out in the in the application for the research project 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
on the implementation of the research project proposed in the ARCHIURB competition

title:

headed by:

1. A synthetic description of the research work performed, including:
 - 1) the objective of the research,
 - 2) description of the work conducted (up to 1 page, font min. 11 pt.),
 - 3) description of the most important achievements (up to 1 page, font min. 11 pt.).
2. A table of measurable outcomes of the project with annexes confirming their achievement. (according to the table in item B.2 of the Application for the research project).

No.	Type of outcome	Declared values	Achieved values	Details of indices achieved/actions 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 leading to the outcome, etc.)
1	Publication of 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			
2	Publication of papers in scientific journals in the upper quartile according to the CiteScore of the Scopus database in accordance with the list published in the announcement of the competition			
3	Number of monographs from level 2			
4	Obtaining external research funding, preferably as part of international projects			
5	Submission of papers with foreign co-authors (not listed in item 1)			
6	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. A list of implementers' names in the project.

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

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

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



Annex No. 5 to Regulations

RECORD OF PROJECT EVALUATION AND APPROVAL (ARCHIURB)

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 Committee's signatures:

Chairperson:

Members:

1.

2.

3.

Date Signature of Head of project:

Annexes

Final report on project implementation.

* *Delete as appropriate.*