

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No. 131/2021 of

WUT Rector

Of 15.06.2021

on the announcement of a competition for projects aiming to purchase equipment as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology

Under Article 23 section 1, following Article 389 sections 1 and 2 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2021 item 428, including amendments) and following agreement No. 04/IDUB/2019/94 of 30 December 2019 signed 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. We hereby announce a competition for projects aiming to purchase equipment as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology.
2. The competition mentioned in section 1 shall be implemented in compliance with the principles specified in the Regulations in Appendix No. 1 to this Regulation.

§ 2

The Regulation enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba, PhD, DSc

Regulations of the competition for projects aiming to purchase equipment

§ 1 General provisions

1. Competition for projects aiming to purchase equipment is announced as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology (hereinafter referred to as “the IDUB project”).
2. The competition aims to enhance the research potential of the Warsaw University of Technology through the purchase of specialist research equipment hereinafter referred to as “equipment”.
3. Any reference to equipment in these Regulations includes a device or a set of research, measuring, or laboratory devices with a low degree of universality and high technical parameters, usually a few orders of the accuracy of measurement higher than standard measuring equipment used for production or maintenance. Computers and other devices not used directly to implement R&D work shall not be included in science and research equipment. (as defined by the Polish Central Statistical Office).
4. The budget of the competition shall amount to PLN 10,000,000, and the funding for one project shall be no lower than PLN 100,000 and no higher than PLN 1,000,000, with a compulsory deposit from the Implementing unit amounting to at least 50% of the value of the purchased equipment.
5. The deposit from the Implementing unit may be funded by more than one organisational unit at WUT under the Agreement signed before submitting the application, regulating the terms of collaboration and use of the equipment. The Implementing unit shall be the unit employing the Applicant.
6. The total budget of the project shall be the cost of equipment purchase solely. The final purchase value of the equipment shall comply with the value in the Agreement signed by the Implementing unit with a supplier and a VAT invoice issued based on the Agreement.
7. If the final equipment value is lower than PLN 200,000, the Implementing unit shall not receive the funding for its purchase within this competition.
8. If the purchasing value of the equipment is lower than indicated in the Application subject to section 7, the percentage of the funding from the IDUB project and the deposit shall not change.
9. If the final purchasing value of the equipment is higher than indicated in the Application, the amount of funding from the IDUB project shall remain unchanged, and the percentage of the deposit shall rise following the decision of the Implementing unit.

§ 2 Principles for submitting applications

1. The Applicant/Head of the Project shall be an employee with a PhD, or a professor degree employed at WUT as a place of primary employment.
2. The Applicant may submit only one Application.
3. The Application prepared in compliance with a template in Appendix No. 1 to the Regulations shall be submitted through an online form available on the website www.badawcza.pw.edu.pl.
4. The closing date for submitting applications shall be 15 September 2021 at 23:59.
5. The Head of the Project shall achieve the following outcomes within two years from completing the project, in compliance with the IDUB project’s indices:

- 1) Obligatory: submitting the Application (Applications) for external funding with at least one positive formal evaluation, preferably within an international programme, for a total amount obtained for the Warsaw University of Technology, amounting to a minimum double amount of the funding granted within a competition for projects aiming to purchase equipment.
- 2) Voluntary:
 - a) Publications of articles in scientific journals and reviewed conference publications from the upper decile according to the CiteScore Scopus database in compliance with the list published in the announcement of the competition.
 - b) Commencement or development of collaboration with leading foreign universities and/or academic institutions completed with submitting research application and/ or scientific publications as part of international collaboration.
 - c) Commencement of collaboration with industrial partners, completed with obtaining funding for research minimum twice as high as the budget of the research project.

§ 3 Competition proceedings and principles for evaluation of applications

1. The competition proceedings, evaluation and reception of the project shall be conducted by the Rector's Committee for Research Equipment.
2. The chair of the competition committee shall select at least two reviewers for the evaluation from the committee members. The reviewers shall be selected to avoid the conflict of interests and ensure an objective and unbiased evaluation.
3. The evaluation criteria include:
 - 1) The uniqueness of the equipment planned to be purchased (20%)
 - 2) The quality of the research plan for the use of equipment (30%)
 - 3) The possibility to use the equipment by different research groups – principles for equipment use (30%)
 - 4) The amount of deposit (20%)
4. Applications with the highest score whose summary budget does not exceed the amount allocated for the competition shall receive the funding.
5. A list of applications eligible for funding (including the Applicant's name and surname, the unit in which the Applicant is employed, the project title, and the amount of funding) shall be published on the website www.badawcza.pw.edu.pl until 31 October 2021.
6. Reviews of applications shall be available upon a written request from the Applicants.

§ 4 Principles for project implementations

1. The project implementation shall commence upon signing the Agreement following the template in Appendix No. 2 to these Regulations.
2. Agreements with the Implementing units shall be prepared by the IDUB Project Office.
3. The date of signing the Agreement shall be the commencement date of the project. The project shall be completed within 30 days from signing the record of reception of the equipment, with the period of implementation no longer than 24 months.

§ 5 Principles for the settlement of projects

1. Individual reports, following the template in Appendix No. 3 to these Regulations, shall be submitted to the IDUB Project Office within 2 months from the completion day of the project.
2. The final report, following the template in Appendix No. 4 to these Regulations, shall be submitted to the IDUB Project Office within 24 months from the completion of the project.
3. The project execution shall be evaluated by the competition committee. The result of the evaluation shall be recorded following the template in Appendix No. 5 to these Regulations.
4. Should the need arise, upon the request of the Head of IDUB, the projects may be audited by submitting additional explanations/reports on the compliance of the implementation of the factual or financial side with the approved application for funding, and the provisions of the Agreement on the project implementation.
5. Employees, doctoral students, and students at the Warsaw University of Technology shall use the affiliation *Politechnika Warszawska* or *Warsaw University of Technology* in the publications including the results obtained with the purchased equipment. All publications, presentations and conference reports prepared within the project shall be signed as follows:
The research was carried out on devices co-funded by the Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.
or
Badania wykonywane były na urządzeniach, zakupionych w ramach współfinansowanego ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB).
6. Failure to achieve the assumed outcomes of the project shall deem impossible for the head of the project to apply for projects within all subsequent IDUB project competitions. Application for project funding shall be possible only after achieving the outcomes declared in the previously implemented project.
7. All matters unregulated herein shall be settled by the Vice-Rector for Development.

§ 6 General Data Protection Regulation clause

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 concerning 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 Warsaw.
2. The Administrator has appointed the Inspector for Data Protection (IOD - Inspektor Ochrony Danych), who ensures that the data are processed lawfully, and can be contacted via email: iod@pw.edu.pl; iod@pw.edu.pl.
3. The Administrator shall process the personal data included in the application for the project and final report on the project implementation.
4. Your personal data shall be processed by the Administrator to fund the project in the competition for equipment grants, in compliance with Article 6 section 1 point f) 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, the right to request the correction or deletion of the data, the right to request a restriction to process your personal data and object to processing your data. Since the data are not processed based on your consent, the right to data portability does not apply.

7. Your personal data shall not be disclosed to any other subjects (administrators) except for the subjects entitled, in compliance with generally applicable laws.
8. Subjects (processing subjects) 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. You shall provide your personal data voluntarily. Nevertheless, failure to do so renders it impossible to participate in a competition for projects aiming to purchase equipment.
11. Your personal data shall be processed during the implementation of the IDUB Project and for perpetual archiving.
12. If you think your data protection rights as specified in GDPR have been breached, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.

**APPLICATION
WITHIN THE COMPETITION FOR PROJECTS AIMING TO PURCHASE
EQUIPMENT**

A. KEY DATA

1. Personal data of the Applicant (Head of the Project)
 - *First name and surname, title/academic degree, position, place of employment, represented academic discipline, personal SAP number*
2. Name of equipment (*in Polish and English*):
3. Project summary in Polish (*up to 400 words*):
4. Project summary (*up to 400 words*):
5. Planned period of the project implementation (in months, maximum 24 months):

B. PROJECT DESCRIPTION

1. Description of equipment including the justification of planned expenses and uniqueness:
2. Description of research or development work and other tasks in which the planned investment is necessary, including their significance for the development of international collaboration or development of innovation and economy:
3. The possibility to use the equipment by research teams at WUT:
4. Declaration of measurable outcomes of the implementation:

No.	Type of outcome	Declared value	Comments (e.g. a succinct description of the type of outcome including patents, implementations, etc., innovations, information on the type and number of publications, planned journals, type and date of the competition in which the grant application will be submitted)
1	Obtaining external research funding (applications for external funding which have gone through at least positive formal evaluation, for a total amount, at least twice as high as the funding obtained within the grant)		(obligatory)
	Including international projects (i.e. - with a foreign source of funding, e.g. within the EU, NATO programmes, etc. or - with a Polish source of funding but the project is implemented in collaboration with a foreign partner, who simultaneously obtains the funding in their country, i.e. NCBR or NCN international programmes)		
2	Publications of papers in scientific journals and papers reviewed in conference publications from the upper decile according to CiteScore Scopus database. (minimum requirement: the paper has to be approved for printing)		
	Including international collaboration		
3	Commencement or development of collaboration with leading foreign		

	universities or research institutions completed with submitting a research application and/or scientific publications within an international collaboration		
4	Commencement of collaboration with industrial partners, completed with obtaining funding for research minimum twice as high as the research project budget		
5	Other outcomes		

C. PROJECT COST ESTIMATE

Equipment (according to the data from item B1):
including:

PLN.....

Funding from the IDUB project

PLN.....

Deposit (minimum 50%)

..... % i.e. PLN.....

.....
(stamp and signature of the Applicant)

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

.....
(stamp and signature of the Faculty Dean)

.....
(stamp and signature of the Director of Institute)

By submitting this Application, I accept that if the funding is granted, the name and surname of the head of the project, as well as the project title and the amount of the awarded funding will be published in the information on the competition and its results.

AGREEMENT No. (number given by the IDUB Project Office)
on funding investment in a competition for projects aiming to purchase equipment 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 the unit - Faculty or Institute*»,

represented by:

«*Name of the unit* », represented by:

«*Head of the unit*» - «*Function of the head of the unit*».

1. The Head of IDUB shall transfer funds for implementing projects aiming to purchase equipment amounting to PLN «Total amount» (in words PLN «Amount in words») to the Implementing unit, following the list in Appendix No. 1 to the Agreement.
2. The amount specified in section 1 shall be the amount of funding from the IDUB project for the purchase of the equipment. The Implementing unit shall pay a deposit.
3. The Implementing unit shall purchase the equipment specified in 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 terms and conditions of the competition for equipment grants
 - 4) The information included in the application
 - 5) Internal regulations applicable at the Warsaw University of Technology
4. If the purchasing price of the equipment is lower than PLN 200,000, the Implementing unit shall not obtain the funding for its purchase within this Agreement, which shall be terminated upon the request of the Head of IDUB.
5. If the purchasing price of the equipment is higher than specified in the Application, the Implementing unit's deposit shall be increased, or this Agreement shall be terminated upon the request of the Implementing unit.
6. The parties shall accept the day of signing this Agreement as the commencement date of the project, and the project shall be completed within 30 days from signing the record of equipment reception, but the period of project implementation may be no longer than 24 months.
7. The Head of the Project shall achieve the outcomes specified in the Application within two years from the completion of the project implementation, in compliance with the IDUB project indices.
8. The funding granted for the implementation of the project shall be at the disposal of the head of the Implementing unit in agreement with the Head of the Project.
9. The Implementing unit shall make available any items of property of the unit indispensable for the implementation of the project and shall provide administrative and accounting services.
10. The Implementing unit shall keep separate accounting records for the project.

11. The funding transferred to the Implementing unit and unused until the completion of the individual projects shall return to the Head of IDUB.
12. The final acceptance of the implementation outcomes shall be given by a competition committee in a mode specified by the Regulations of the competition.
13. Any amendments to the provisions of this Agreement shall constitute an appendix and shall be made in writing.
14. Appendices to this Agreement shall constitute its integral part.
15. This Agreement has been executed in two counterparts, one for each Party.

Appendices:

- 1) List of projects eligible for funding
- 2) Applications for funding (2.1 Application for funding a project No. 1, 2.2 Application for funding a project No. 2, ...).

Head of IDUB

Implementing unit

.....
(stamp of the IDUB Project Office)

.....
(stamp of unit)

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

.....
(stamp and signature of the Head of Unit)

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

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

.....
(stamp and signature of the Head of Project)

Appendix No. 1 to Agreement

List of projects eligible for funding:

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

.....
(Signature of the Chairperson of the competition committee)

**TEMPLATE FOR INDIVIDUAL REPORT
ON THE IMPLEMENTATION OF THE PROJECT AIMING TO PURCHASE
EQUIPMENT**

Head of the Project:

.....

Project title:

.....

...

1. List of purchased equipment (please attach a copy of the invoice and the record of reception):

No.	Name	Amount	including		
			<i>IDUB</i>	<i>Deposit</i>	<i>% of deposit</i>
1.					
2.					
...					
Total:					

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

.....
(stamp and signature of the Head of the Project)

.....
(stamp and signature of the Faculty Dean)

.....
(stamp and signature of the Director of Institute)

**TEMPLATE FOR FINAL REPORT
ON THE IMPLEMENTATION OF THE PROJECT AIMING TO PURCHASE
EQUIPMENT**

Head of the Project::

.....

Project title:

.....

...

1. Table of measurable outcomes of the project implementation confirmed by appendices (In compliance with the table in item B.2 of the Application within a competition for projects aiming to purchase equipment).

No.	Type of outcome	Declared values	Achieved values	Details of achieved indices/ actions taken to achieve them (including the publication title, type and date of the competition, a list of units which contributed to achieving the outcome, etc.)
1	Obtaining external funding for research			
	Including within international projects			
2	Publication of papers in journals and conference papers from the upper decile (paper approved for printing)			
	Including within international collaboration			
3	Commencement or development of collaboration with leading international universities or research institutions completed with submitting a research application and/or scientific publications within international collaboration			
4	Commencement of collaboration with industrial partners, completed with obtaining funding for research minimum twice as high as the research project budget			
5	Other outcomes			

.....
Stamp and signature of the Head of the Project)

.....
(stamp and signature of the Faculty Dean)

.....
(stamp and signature of the Director of Institute)

RECORD OF EVALUATION AND RECEPTION OF THE PROJECT

Head of the Project:

.....

Project title:

.....

...

COSTS

Planned PLN, Incurred PLN.....

Deposit: %

The purchased equipment complies with the application. YES NO

The intended outcomes have been achieved. YES NO

COMMITTEE

Chairperson:

Members: 1.

2.

3.

DECISION

The Committee hereby confirms that the project:

has been correctly implemented. has been partially implemented. has been incorrectly implemented.

Committee's comments:

The Committee requests the financial settlement of the entire project, i.e. PLN

The Committee requests a return of the amount of PLN, following section 11 of the Agreement.

.....
date stamp and signature of the Chairperson of the committee

Date:	
Stamp and signature of the Head of IDUB:	

Appendices:

- 1) Individual report on the project implementation
- 2) Final report on the project implementation