

## **Detailed guidelines for filling out the mini-grant proposal entry form on the strefalD platform:**

The proposal comprises four sections:

1. The applicant's data and basic information on the project.
2. The project's detailed description (merit of the research evaluated using scoring of 0-60 points, with additional points available for the project's collaborative aspect [0-5] and confluence with the mission of the Jagiellonian University [0-5]).
3. Project implementation plan and schedule (*evaluated using scoring of 0-15 points*).
4. Project cost estimate (*relevance evaluated using scoring of 0-15 points*).

### **I. The applicant's data and basic information on the project**

#### **Basic information**

In the 'Basic information' section complete the following boxes:

- Project title
- Project title in English
- Key words: enter **1 to 5** key words, separated by **commas**
- Key words in English
- Select project type: Teaching / Research / Outreach and community engagement

#### **Project summary**

Fill out the box 'Project summary' as prescribed below:

1. Defining the mini-grant project's topic
2. Description of the project's goals and expected outcomes
3. The project's relevance for the strategic goals of the EI.JU programme and its compliance with Heritage PRA Strategy

#### **Research domains**

In the section 'Research domains' click on the blue 'Add field' button, and select from the menu the project's domain. If the project is related to more than one of the six domains of the Heritage PRA repeat the action for each domain.

#### **Research discipline**

In the section 'Research discipline' click on the blue 'Add discipline' button, and select from the drop-down menu the project's respective disciplines.

#### **Scopus subject areas:**

In the section 'Scopus subject areas' click on the blue 'Add research area' button, and select from the drop-down menu the project's respective Scopus subject areas.

#### **Implementation timeframe**

In the section 'Implementation timeframe' enter the project's timeframe by selecting a date range **or** by entering the number of months.

## **II. Description of the research**

*Description of the research consists of three parts: Project aims, Detailed description (Thematic scope of the project, Description of research methods and tools, Project's relevance to the EI.JU program goals, the "4I" principle, and the programme indicators, the project's relevance to the Heritage PRA thematic scope, Additional information)*

*The proposal's merit-based value for this part of the project, taking into account its compliance with the EI.JU Strategy and goals, will be assessed using scoring from 0 to 60 points.*

*Additional points will be awarded for: collaborative aspect, in particular participation of students in the project team (0 to 5 points) and confluence with the mission of the Jagiellonian University (0- 5 points).*

### **Project aims**

In the section 'Project aims' add the goals individually by clicking on the blue 'Add goal' button.

### **Detailed description**

In the section 'Detailed description' fill out the box: **'Thematic scope of the project'** (from 1,800 to 2,700 characters with spaces) as prescribed below:

1. Stating the research problem and the questions around which the project is organised.
2. Description of the project's innovative nature: state of the art and significance of the planned actions for the advancement of science.
3. Relevance of the mini-grant for the research carried out or planned to be carried out at the Jagiellonian University.

In the case of selecting 'Research' under the heading of 'Project type,' a box with a heading 'Research methods and tools description' will appear below the box 'Detailed description.' Under the heading **'Description of methods and tools'** (from 1,000 to 2,700 characters with spaces) present:

1. Mini-grant implementation description: work plan and justification of the methodology used, its methods and procedures.

Then move on to the box **'Project's relevance to the EI.JU program goals, the "4I" principle, and the program indicators'** (up to 1,800 characters) as prescribed below:

1. Description of the expected results, especially information on the planned publications, projects and grants, taking into account the goals of the EI.JU strategic programme (considering the items listed in the sections 'Products' and 'Results')
2. The project's relevance for the 4\*I principle

Then fill out the box **'The project's relevance to the PRA thematic scope'** (up to 1,800 characters).

1. Justification for selecting the Heritage PRA and the research domain(s).

## **III. Project implementation plan and schedule (scoring: 0- 15 points)**

Present the plan and schedule by clicking on the blue 'Add task' button. For each task enter 'Task name' and specify the expected start and end dates; then move on to the box 'Task description,' specify the estimated cost and its currency, and fill out the box 'Cost justification.'

The costs stated in **project schedule** should be identical with the costs stated in the project **cost estimate**.

All tasks planned in the project should be described with regard to its subject and supported with a listing of costs calculated in detail (cost justification). Failure to calculate budget may result in the rejection of the proposal for formal reasons.

Remuneration of academic teachers employed by the JU in the group of research or research-teaching staff for conducting research, acting as principal investigator or coordinator to a project does not fall within eligible costs.

In the case of remuneration for investigators in the project add derivative costs: surcharges.

Calculation of surcharges:

- As of 1 April, when planning remuneration in the form of: posting, all types of bonuses and allowances, or a civil-law contract with social security contributions, include in the calculation the contribution for the PPK optional public pension plan (i.e. in addition to the standard employer's costs of 19.64% add 1.5% for the PPK, the overall surcharge thus amounting 21.14% of the remuneration gross amount).
- In the event that the person receiving remuneration neither is nor is planning to be a PPK contributor, the surcharge will amount 19.64% of the gross amount, however a declaration of withdrawal from the PPK should be then submitted. This applies to all persons receiving remuneration under the mini-grant. The PPK contribution is charged to the mini-grant budget.
- In light of which the surcharge should amount 21.14% for PPK contributors.
- Additionally, when planning fixed bonuses add 8.5% for the payment of the 13th month pay.

Costs of business trips abroad should be calculated in accordance with the Regulation of the Minister of Labour and Social Policy available at: <https://www.uj.edu.pl/documents/1333512/170c63ab-4fc4-4cab-b53b-07a1be46aef7>

You can find more information on business trips abroad on the website: <https://dwm.uj.edu.pl/procedury-wyjazdowe/formalnosci/zaliczka>

It is advised, when calculating the costs (e.g. translations, proofreading), to carry out market analysis.

- When planning costs, please pay particular attention to the amount of the purchase/service: depending on the amount, the purchasing process will vary and Grant Managers will be required to comply with the rules of procedure related to the particular purchase. For purchases up to **PLN 3,500 net** a simplified procedure of market analysis may be adopted exempted from the need to document (the analysis may be carried out in the form of an interview by phone, Internet research or any other form). In such an event, the document of confirmation should include the following description: ***"Performance of the order was preceded by market analysis"*** or a description justifying the choice of a given contractor. (The procedure described pertains to all invoices, not only those issued for performance of services, whereas no competitive offers are to be quoted when performing contracts.)
- For purchases in excess of PLN 3,500 net the procedure of market analysis requires documentation.
- In the case of purchases in excess of PLN 10,000 net, the Mini-grant Managers shall be obliged to draw up an individual request for proposal, i.e. invitation to tender. The Office of the EI.JU offers formal eligibility consultations of the final draft of such an invitation to tender letter.

For more information please consult the Order no 157 of the JU Rector of 31 December 2020 on: Terms and conditions of the implementation of the Act of 11 September 2019 – Public procurement Law at the Jagiellonian University: [https://bip.uj.edu.pl/dokumenty/zarzadzenia-rektora/-/journal\\_content/56\\_INSTANCE\\_Ca5y/1384597/146938678](https://bip.uj.edu.pl/dokumenty/zarzadzenia-rektora/-/journal_content/56_INSTANCE_Ca5y/1384597/146938678)

An abridged description of the public funding purchase procedure can be consulted on the JU Project Support Centre (CAWP UJ) website at: <https://cawp.uj.edu.pl/projekty/dla-realizujacych/sprawy-prawne/zakup-towarow-i-uslug>

### **Products (direct effects)**

In the 'Products' section click on the blue 'Add product' button to select from a drop-down menu the mini-grant products, i.e. the direct effects of your actions in the project, e.g. submitting an academic article, preparing a conference presentation, submitting a grant proposal, developing a project in cooperation with an institution, implementing a new tool for research results dissemination, establishing an interdisciplinary research team.

Once the product has been selected, fill out the box 'Description.'

- The description of a product should also include justification with a reference to the goals of the strategic programme EI.JU and the Strategy of the Heritage PRA.
- It is particularly important to provide justification when the selected product is publication in a journal with only national impact.

### **Project results (impact on the advancement of science or the social environment)**

In the section 'Project results' select the relevant results of the process of mini-grant goal implementation. Once the results have been selected, fill out the box 'Description.' **If the relevant element is missing from the menu, select 'Other.'**

### **IV. Project cost estimate** *(relevance will be evaluated using scoring of 0-15 points)*

In the section 'Project cost estimate' click on the blue 'Add item' button, and select the type of cost and currency, and add the total cost for each type of cost. Add as many items as required.

### **Total project cost**

The box 'Total project cost' will be filled out automatically: it will be populated by the sum of individual costs entered in the preceding section.

### **Attachments**

In the 'Attachments' section select from your workstation and provide as appropriate the following:

A list of the Applicant's most important achievements (up to 5) in the last 5 years, related to the goals and thematic scope of the project; in the case of a research team, a list of the achievements by all members of the team.

### **Declarations**

In the section 'Declarations' tick all declarations of consent. By accepting the 'Competition Terms and Conditions' you declare that the tasks carried out under the mini-grant are not receiving funding from other sources.

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