

**Terms and Conditions of Mini-Grant Competitions at DigiWorld PRA
under the strategic program Excellence Initiative at the Jagiellonian University
in the academic year 2020/2021**



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I. Definitions

The following definitions apply throughout these Terms and Conditions:

1. **EI.JU:** the program Excellence Initiative at the Jagiellonian University.
2. **DigiWorld PRA:** the DigiWorld Priority Research Area, as specified in the Jagiellonian University's application in the "Excellence Initiative – Research University" competition.
3. **Terms and Conditions:** these Terms and Conditions of Mini-Grant Competitions at DigiWorld PRA under the strategic program Excellence Initiative at the Jagiellonian University in the academic year 2020/2021.
4. **General Terms and Conditions:** General Terms and Conditions of Mini-Grant Allocation under the strategic program Excellence Initiative at the Jagiellonian University.
5. **Mini-grant:** financial resources allocated to academic activity in the course of a competition, in accordance with these Terms and Conditions and General Terms and Conditions.
6. **Applicant:** academic teacher employed at the Jagiellonian University or member of the Jagiellonian University research and technical staff who has submitted the declaration referred to in Art. 265.5 of the Act of 20th July 2018: Law on Higher Education and Science (Journal of Laws 2020, item 85 as amended), who applies for funding within a mini-grant competition.
7. **Mini-grant Project Manager:** Applicant whose application was selected for funding in the competition procedure.
8. **Mini-grant project team:** group of Jagiellonian University employees, academic teachers from outside the University, doctoral students or students affiliated at or outside the Jagiellonian University, or persons collaborating with the Jagiellonian University based on civil-law contracts, who prepare a joint application for project funding within a mini-grant competition.



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II. General Provisions

1. Funding is allocated to research projects (including projects aimed at producing tools for research purposes, e.g. software, databases, apparatus) relevant to the strategic thematic areas of DigiWorld PRA.
2. The Applicant may submit only one mini-grant project application in a given competition call.
3. The mini-grant Project Manager can be in charge of no more than two mini-grant research projects at the DigiWorld PRA. He or she may apply for another mini-grant after the submission of final report from a completed project.
4. The maximum amount of funding for a mini-grant project is PLN 50,000 (gross).

III. Competition Announcement

1. The mini-grant competition is announced by the PRA DigiWorld Coordinator at least twice per year.

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2. The competition announcement specifies the application deadline and the funding amount available. The deadline must not be shorter than thirty days from the day of the competition announcement.
3. In justified cases, the DigiWorld PRA Coordinator, acting with the approval of the DigiWorld PRA Steering Team, may decide to increase the funding amount or extend the application deadline.

IV. Formal Requirements

1. In order to apply for funding, the Applicant must complete the *Research Mini-Grant [year/call no.] Application Form* available at www.digiworld.cm-uj.krakow.pl (after logging into the system with the university email account details), which contains:

- a. project title
 - b. project description (up to 1200 words)
 - c. information about the composition and planned tasks of the research team
 - d. information about the achievements of the Applicant (list of ten most important publications, list of grants or other research achievements), Google Scholar citation count for the previous five years) and the project team (list of ten most important publications of the team members, list of grants obtained in the previous five years),
 - e. project cost estimate, split into the categories listed in point V.
2. As long as the proposed mini-grant project is under consideration in the competition, the Applicant may not apply for funding for the same tasks in another competition organised at the JU or from external sources.
3. If the Applicant already works on a similar research topic using funding from another JU competition or external sources, or concurrently applies for funding for a similar research topic in a competition announced by another PRA within the EI.JU program, he or she is obliged to include this information in the DigiWorld competition application, explaining why this does not constitute a case of double funding.

V. Eligible Costs

1. The following cost categories are eligible for funding within the framework of a DigiWorld PRA mini-grant project:
 - a. remuneration for mini-grant project team (salary bonuses, civil-law contracts or remuneration and scholarships for students and doctoral students),
 - b. purchasing research apparatus, equipment, and software,
 - c. purchasing consumable materials and expendable goods,
 - d. research trips, visits, and consultations,
 - e. purchasing access to databases and reference literature,
 - f. commissioning external services,
 - g. remuneration for collective investigators.
2. The remuneration budget limit is PLN2,500 (gross gross) per person per month.
3. The remuneration amount is regulated by General Terms and Conditions of Employment and Remuneration under the strategic program Excellence Initiative at the Jagiellonian University.
4. The total cost of scientific and research equipment and external services must not exceed PLN 20,000 gross.



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5. The total cost of research trips, visits, and consultations must not exceed PLN 20,000 gross.

VI. Competition Results

1. The formal evaluation of the application is performed by the person or team designated by the DigiWorld PRA Coordinator
2. In the case of formal deficiencies, the application may be returned to the Applicant to be remedied within three working days.
3. The content-based evaluation is performed by an Application Evaluation Committee of three (hereinafter: Committee), appointed by the DigiWorld PRA Coordinator following the approval of the DigiWorld PRA Steering Team. The Committee is also in charge of evaluating project results.
4. In the event of a conflict of interest, the affected Committee member excludes him- or herself from the evaluation of the affected application. Should this be the case, the DigiWorld PRA Coordinator, following the approval of the DigiWorld PRA Steering Team, may appoint a substitute Committee member.
5. Projects which fail to meet the criteria referred to in point II. General Provisions are rejected by the Committee.
6. Evaluating the remaining projects, the Committee considers:
 - a. project significance,
 - b. project innovation level and quality of the proposed research,
 - c. expected results and the probability of their obtaining¹,
 - d. interdisciplinarity
 - e. internationalization
 - f. the Applicant's/team's achievements to date
 - g. the implementation assessment of previous mini-grant projects
7. The Committee assigns a score in each of the above-listed categories. The scoring criteria are provided as an appendix to these Terms and Conditions.
8. The Committee may consult additional experts in the particular discipline if it considers this necessary. Competition Applicants or members of a project team implementing a mini-grant may not act as experts. The list of experts is announced on the DigiWorld PRA website following the evaluation of Competition applications.
9. Based on the score, the Committee prepares a ranking list of applications. Applications are selected for funding based on a greedy algorithm, i.e. from the highest-ranked application down until the exhaustion of funds.
10. Subject to justification, the Committee may grant a funding amount lower than applied for in a particular mini-grant project.
11. Special and exceptional cases will be assessed individually by the Committee.
12. The competition results (the ranking list of projects selected for funding, including Applicant's details, project title, and funding amount) will be announced on the DigiWorld PRA website within two weeks from the application submission deadline. Within the same timeframe, the Applicants receive the Committee's project evaluation decisions, with justification.
13. If the funding granted is lower than applied for in a particular mini-grant project, the Applicant may withdraw the project. In such a case, the Committee may increase the funding for other projects which had been granted funding lower than applied for, or it may grant funding to the project(s) not originally selected for funding,

¹ Examples of expected results: publications, data sets, software, preparation and submission of a domestic or international grant application.



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following the order of the ranking list. This decision must not affect the funding of projects originally selected for funding.

14. At the Applicant's justified request, the DigiWorld PRA Coordinator may submit his or her application to the Committee for reconsideration if the application was rejected or the funding amount granted was lower than applied for.

15. The Applicant may appeal from Committee's decision to the DigiWorld PRA Coordinator within seven days.

16. The decisions on the Applicants' appeals do not affect the funding of originally selected projects.

VII. Project Implementation

1. The mini-grant Project Manager may change the composition of the project team, including increasing the number of team members. An increase in the number of team members does not result in an increase in the remuneration budget.

2. If a new project team member, appointed in the course of project implementation, had previously participated in the evaluation of the project, he or she is not eligible for remuneration in the project.

3. The mini-grant Project Manager may independently shift the costs in the project budget up to the amount of PLN 10,000 after notifying the DigiWorld PRA Coordinator and the person in charge of project administrative support.

4. Changes to the project budget exceeding the amount referred to in section VII.3 above, as well as the purchase of equipment not mentioned in the application for more than PLN 1,000, trips not provided for in the application for more than PLN 5,000, and the increase of the total remuneration budget, require the approval of the DigiWorld PRA Coordinator.

5. The mini-grant Project Manager is obliged to disburse financial resources in accordance with the principle of cost-effectiveness, i.e. in a purposeful and economical manner, at the same time leading to the best results, and in compliance with the regulations and financial procedures applicable at the Jagiellonian University.

6. Members of the mini-grant project are obliged to:

- a. affiliate all project effects (including publications) at the Jagiellonian University (the JU must be the author's first affiliation), in accordance with §4.1.e of General Terms and Conditions,
- b. submit a declaration authorising the University to include these publications in the achievements of one of the represented disciplines (in the case of employees and students of doctoral schools), in accordance with §4.1.f of General Terms and Conditions,
- c. include in all publications resulting from project implementation the appropriate information, in Polish or in English, about funding under the EI.JU program:

Badanie zostało sfinansowane ze środków Priorytetowego Obszaru Badawczego Digiworld w ramach programu „Inicjatywa Doskonałości – Uczelnia Badawcza” w Uniwersytecie Jagiellońskim.

This research was funded by the Priority Research Area Digiworld under the program Excellence Initiative – Research University at the Jagiellonian University in Kraków.



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7. The maximum project implementation period is 12 months.
8. The mini-grant Project Manager may extend or shorten the project duration subject to the approval of the DigiWorld PRA Coordinator.
9. Within one month of project completion, the mini-grant Project Manager submits via the DigiWorld PRA Coordinator a report containing a description of the project results (up to 1,300 words) and a list of publications (including preprints) resulting from the project.
10. After 6 and 12 months of report submission, the mini-grant Project Manager is obliged to update the list of publications.
11. The Committee performs the final evaluation of the project based on the report and the list of publications. This evaluation is taken into consideration if the Project Manager applies for funding in subsequent DigiWorld PRA competitions.

VIII. Information on Personal Data Processing

According to Art. 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter: GDPR), the Jagiellonian University informs that:

1. The Personal Data Controller of the Applicants' data is the Jagiellonian University, with a registered seat at ul. Gołębia 24, 31-007 Kraków, represented by the JU Rector.
2. The Jagiellonian University has appointed a Data Protection Officer at ul. Gołębia 24, 30-007 Kraków, room 31. The DPO can be contacted via e-mail at iod@uj.edu.pl by phone at 12 663 12 25, from Monday to Friday between 8 a.m. and 3 p.m.
3. The personal data of the Applicants will be processed:
 - a) in the case of all Applicants: for the purposes of organising and carrying out the competition, and announcing its results, in accordance with these Terms and Conditions (hereinafter: Competition), i.e. based on Art. 6.1.b of the GDPR, i.e. in connection with the acceptance of the Competition Terms and Conditions;
 - b) in the case of successful Applicants: for the purposes of carrying out the obligations following from the Competition Terms and Conditions, the agreement concluded, generally applicable laws, and internal regulations applicable at the Jagiellonian University, i.e. based on Art. 6.1.c of the GDPR.
4. While providing personal data is voluntary, it is a necessary prerequisite for taking part in the Competition. Not providing personal data precludes participation in the Competition. In the case of Applicants referred to under point 3b above, providing the data constitutes a legal obligation, and failing to provide them shall preclude awarding the Applicant.
5. The Applicants' personal data shall be published on the University's websites, and they may be published in the University's social media.
6. The Applicants' personal data shall not be transferred to third countries (outside the EEA) or to international organisations.
7. The personal data of Applicants referred to under point 3a above shall be processed until the Competition is resolved and its results announced, and then until the expiration of claims which may arise from the Competition. The personal data of Applicants referred to under point 3b above shall be processed in the period resulting from fiscal regulations, and then, for archiving purposes, according to the applicable legal regulations.



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8. The Applicant has the following rights: to obtain information about the personal data processing and rights resulting from the GDPR, to access his or her data and rectify it, as well as to have it deleted from the controller's database (unless further processing is necessary for fulfilling a legal obligation or for the purposes of determining, pursuing, or defending claims), to limit its processing or transfer, and to object to the processing of the data – in the cases and under the conditions specified in the GDPR.
9. The Applicant's personal data will not be subject to automated decision making or profiling.
10. Every Applicant has the right to lodge a complaint to the President of the Office for Personal Data Protection, should he or she ascertain that the processing of his or her personal data violates the provisions of the GDPR.
11. In the case of mini-grant project teams, the above provisions apply to all team members.

IX. Final Provisions

1. The Applicant declares that he or she accepts these Terms and Conditions and General Terms and Conditions, and undertakes to comply with their provisions, under pain of losing the right to apply for a mini-grant.
2. These Terms and Conditions are effective as of the day of signing.

Appendices:

1. Scoring criteria



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