

**Terms and conditions of the call for *scientific minigrants* for researchers of the Faculty of Mathematics and Computer Science of the Jagiellonian University as part of SciMat PRA in the strategic program Excellence Initiative at the Jagiellonian University in the academic year 2020/2021**

**I. Definitions**

For the purposes of these Regulations, the following definitions are adopted:

1. **UJ** - Jagiellonian University.
2. **ID.UJ** - the Excellence Initiative program at the Jagiellonian University.
3. **SciMat PRA** - the SciMat Priority Research Area specified in the application of the Jagiellonian University in the competition "Excellence Initiative - Research University".
4. **Regulations** – the present terms and conditions of the call for scientific minigrants for research workers of the Faculty of Mathematics and Computer Science of the Jagiellonian University as part of SciMat PRA in the strategic program Excellence Initiative at the Jagiellonian University in the 2020/2021 academic year.
5. **Minigrant or research minigrant** - these are financial resources intended for scientific activities or aimed at cooperation with the environment, awarded in a competition procedure at the Faculty of Mathematics and Computer Science of the Jagiellonian University, in accordance with the Regulations and framework principles.
6. **Call/Competition** – the call for scientific minigrants for researchers of the Faculty of Mathematics and Computer Science of the Jagiellonian University as part of SciMat PRA in the strategic program Excellence Initiative at the Jagiellonian University in the academic year 2020/2021, on the basis of these Regulations.
7. **Framework** - the framework for awarding minigrants under the strategic program Excellence Initiative at the Jagiellonian University.
8. **FMCS** - Faculty of Mathematics and Computer Science of the Jagiellonian University.
9. **Application** - the application form.
10. **Applicant** - an individual academic teacher employed at the FMCS in the group of research or research and teaching staff, holding at least a doctoral degree, submitting a project under the announced call for a minigrant.
11. **Minigrant PI** - an applicant whose application was qualified for financing as a result of the competition procedure.
12. **Experienced researcher** - an academic teacher employed at the FMCS in the group of research or research and teaching staff, holding at least a doctoral degree, who at the time of submitting the application is at least 40 years of age.
13. **Young researcher** - academic teacher employed at the FMCS in the group of research or research and teaching staff, holding at least a doctoral degree, whose age at the time of submitting the application does not exceed 40 years. People who were on maternity leave, leave on the terms of maternity leave, additional maternity leave, additional leave on the terms of maternity leave, paternity leave, parental leave or parental leave, granted on the terms set out in the provisions of the Labor Code, or received sickness benefit or rehabilitation benefit due to incapacity for work, including that caused by an illness requiring medical rehabilitation, they may apply for funding after reaching the age of 40 of life for a period corresponding to the duration of the leave or the period of receiving this allowance or benefit, however, these periods may not exceed two years in total.

**II. General rules**

1. Minigrants are intended for academic teachers employed at the FMCS in the group of research or research and teaching staff, holding at least a doctoral degree.
2. Projects submitted in the Call must comply with the thematic profile of SciMat PRA specified in the Strategy of SciMat PRA <https://id.uj.edu.pl/scimat>.
3. The aim of the minigrants is to support the scientific development of the FMCS and to

increase the application potential of research and research and teaching staff with at least a doctoral degree.

4. Minigrants are divided into two categories:

a) minigrants for experienced researchers (**MER**),

b) minigrants for young researchers (**MYR**).

5. The funds for the implementation of research minigrants come from the SciMat PRA budget under the IDUJ in the period from July 1, 2020 to October 31, 2025.

6. The financial resources referred to in para. 5, are awarded in a competition procedure on the basis of submitted applications and may be used for all expenses strictly related to the implementation of the minigrant, including, for example: remuneration of persons participating in the implementation of the minigrant, travel and stay costs of domestic and foreign research guests, research visits, purchase of research equipment, external services (e.g. translation, language proofreading).

7. Remuneration of participants of the minigrant must be carried out in accordance with the internal regulations of the Jagiellonian University, including the Remuneration Regulations for employees of the Jagiellonian University. The time for which remuneration will be paid during the minigrant period is specified by the Applicant in the submitted application.

8. Funds must be planned and used in accordance with their intended purpose, in a rational, purposeful and economical manner, and in accordance with the general provisions of law and the principles of managing public funds in force at the Jagiellonian University.

9. The maximum period of implementation of activities under the scientific minigrant is 12 months from the moment of obtaining financing, with the possibility of extension by no more than 12 months in relation to the original completion date, after obtaining the consent of the SciMat PRA Coordinator or a member of the SciMat PRA Executive Team authorized by him.

10. The competition, qualifying applications for financing, as well as accepting reports on project implementation and their evaluation is carried out by the Committee for the evaluation of applications and reports, hereinafter referred to as the Commission, appointed by the SciMat PRA Coordinator or an authorized member of the SciMat PRA Executive Team in consultation with the representatives of SciMat PRA Steering Team. The Commission consists of: a member of the Executive Team or the Steering Team of SciMat PRA and 4 research and teaching staff of the FMCS, holding at least a PhD with habilitation.

11. Decisions on qualifying for funding are made by the Commission based on the assessment of the scientific quality of the project and the Applicant's scientific achievements, assessed adequately to the category of minigrants in which the application was submitted. The decision of the Commission cannot be appealed against.

### **III. Conditions for entering the competition**

1. The maximum amount of mini-grant funding that the Applicant can apply for depends on the type of mini-grant:

a) in the case of MER, the amount may not exceed PLN 50,000;

b) in the case of MYR the amount cannot exceed PLN 30,000.

2. Projects financed from other sources or applying for financing from other sources may not be submitted to the competition for a scientific minigrant.

3. The equipment purchased as part of the implementation of minigrants remains the property of the FMCS and shall be returned in the event of termination / expiry of the employment relationship between the Jagiellonian University and the minigrant PI. The rules for classifying assets to fixed assets or intangible assets at the Jagiellonian University (with the exception of Collegium Medicum) are set out in the Instruction on the principles of recognizing assets as fixed assets or intangible assets at the Jagiellonian University, introduced by Order No. 153 of the Rector of the Jagiellonian University of December 23, 2020 on: Instructions on the principles of recognizing assets as fixed assets or intangible

assets at the Jagiellonian University.

4. In a given edition of the call for a scientific minigrant, the Applicant may submit only one application.

5. A member of the Commission may not apply for a minigrant or be a minigrant contractor.

6. The completed application with attachments should be submitted via the electronic competition application form on the SciMat PRA website <https://strefaid.uj.edu.pl/> and within the time limit specified in the competition announcement.

7. The aim of minigrants is to support the scientific development of the FMCS and to increase the application potential of research and research and teaching staff with at least a doctoral degree, therefore, in particular, it is expected that the applications accepted by the Commission and projects implemented under minigrants will later constitute the basis for Applicants to apply for financing from external funds as part of the development of the scientific project initiated with the minigrant.

#### **IV. The method and criteria for the evaluation of applications**

1. Only applications that meet the formal criteria may be qualified for the substantive evaluation.

2. During the merit-based evaluation of applications, the following criteria are taken into account:

a. the applicant's research output, which consists of up to ten most important publications from the last 5 years (max. 10 points). The assessment in this criterion takes into account the current degree of the applicant's academic career;

b. grant activity, i.e. research projects carried out as a manager or contractor in the last 5 years and funding applications submitted during this period (max. 5 points);

c. planned research work (max. 15 points);

d. validity of the budget for research work (max. 10 points);

e. connection of the project with the thematic profile of SciMat PRA (max. 5 points, receiving 0 points in this category disqualifies the project from the Mini-Grant Competition);

f. relation of the project with the 4\*I principle: Internationalization, Interdisciplinarity, Innovation, Integrity (max. 5 points, receiving 0 points in this category disqualifies the project from the Mini-Grant Competition).

3. The maximum number of points that can be obtained by an application is 50.

#### **V. Outcome of the competition**

1. Based on the assessment of applications and the number of points awarded, the Commission develops ranking lists of applications, separate in each of the MER and MYR categories, which will be published on the website [id.uj.edu.pl](http://id.uj.edu.pl) and in the SciMat PRA subdomain.

2. The highest ranked applications from both categories are funded. The number of financed applications is each time determined by the representatives of the FMCS in the SciMat PRA Executive Team in consultation with the representatives of the FMCS in the SciMat PRA Steering Team and the SciMat PRA Coordinator.

3. The competition is settled no later than 30 days from the deadline for submitting applications.

#### **VI. Spending the allocated funds**

1. The funds allocated are spent in accordance with the rules in force at the Jagiellonian University.

2. The head of the minigrant may transfer funds between the cost estimate items after obtaining the written consent of the SciMat PRA Coordinator or a member of the SciMat PRA Executive Team authorized by him. However, the remuneration may not be increased if

it has been planned to the maximum amount specified in internal regulations under the ID.UJ

3. Project financing shall end 12 months after the financing is granted. At the request of the mini-grant manager and after obtaining the consent of the SciMat Coordinator PRA or a member of the SciMat PRA Executive Team authorized by him, the project implementation period may be extended to max. 24 months with the possibility of spending unused funds. After the completion of the project, the spending of unused funds is suspended.

4. The minigrant PI is obliged to meet the requirements set out in § 4 of the Framework.

5. The minigrant PI and the contractor are obliged in particular to:

a) affiliate all effects of the project implementation (including publications) to the Jagiellonian University (the Jagiellonian University must be the first affiliation of a given author), in accordance with § 4 sec. 1 lit. e) framework principles,

b) submit a declaration authorizing the University to show publications as part of the achievements of one of the disciplines it represents pursuant to § 4 sec. 1 lit. f) framework principles,

c) include in all the publications resulting from the implementation of the project an appropriate reference to financing from the IDUJ program in Polish or in English in the following form: The study was financed by the SciMat Priority Research Area as part of the "Excellence Initiative - Research University" program at the Jagiellonian University. This research was funded by the Priority Research Area SciMat under the program Excellence Initiative - Research University at the Jagiellonian University in Kraków.

6. Additional rules for the implementation and settlement of minigrants are set out in § 4 of the Framework and apply accordingly to research minigrants.

7. Rights to the results of scientific activity created during the implementation of works under the minigrant, in particular research results, patent rights, know-how, copyrights to works, are regulated in accordance with the internal regulations in force at the Jagiellonian University and in the case of the results of the scientific activity of an employee of the Jagiellonian University - belong to the Jagiellonian University.

## **VII. Principles of reporting and the method of settling funds**

1. The manager of the minigrant submits a financial and substantive report in electronic form (including, in particular, prepared publications - preprints, works submitted to journals, works published) on the implementation of the project (the report template is to be found on the website of the call) within 30 days from the end of implementation of a research project.

2. The evaluation of the implementation of the minigrant shall be carried out by the Commission. The evaluation of the implementation can be positive or negative.

3. In the event of a negative evaluation of the minigrant or failure to settle the mini-grant on time, the mini-grant PI cannot submit an application in the next edition of the competition.

## **VIII. Information on the processing of personal data**

Pursuant to Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 regulation on data protection, hereinafter: "GDPR") the Jagiellonian University informs that: 1. The administrator of the Applicants' personal data is the Jagiellonian University, ul. Gołębia 24, 31-007 Kraków, represented by the Rector of the Jagiellonian University. 2. The Jagiellonian University has appointed the Data Protection Officer, ul. Czapskich 4, 31-110 Kraków, room 27. Contact with the Inspector is possible by e-mail: [iod@uj.edu.pl](mailto:iod@uj.edu.pl) or by calling 12 663 12 25, from Monday to Friday, from 8: 00 to 15:00. 3. The Applicants' personal data will be processed:

a. for all Applicants - in order to organize, conduct a competition on the basis of these regulations and announce the results of this competition (hereinafter: the "Competition")

pursuant to Art. 6 sec. 1 lit. f GDPR - i.e. in the performance of the Administrator's legitimate interest in selecting the winner in the competition organized;

b. in the case of minigrant PIs - in order to fulfill the legal obligations imposed on the Organizer, including in particular tax obligations, i.e. pursuant to Art. 6 sec. 1 lit. c GDPR.

4. Providing personal data by Applicants is voluntary, but necessary to participate in the Competition. The consequence of not providing personal data will be the inability to participate in the Competition. In the case of managers the minigrant referred to in point 3 lit. b above, providing the data is a legal obligation, and failure to do so will make it impossible to reward this person.

5. Personal data of the Applicants / heads of minigrants will be posted on the University's website and may also be posted on the University's social media. These data may also be made available to authorized state authorities, in particular to the extent to which these authorities are entitled to verify the fulfillment of legal obligations imposed on the Organizer.

6. Personal data of Applicants / managers of minigrants will not be transferred to third countries (outside the European Economic Area) or to international organizations.

7. Personal data of the Applicants referred to in point 3 lit. a above, will be processed until the Competition is resolved and information about its decision is provided, and then until the claims that may arise from the Competition are time-barred. Personal data of the managers of minigrants referred to in point 3 lit. b above, will be processed for the period provided for by tax regulations, and then for archival purposes in accordance with the relevant provisions of law.

8. The applicant / manager of the minigrant has the right to: obtain information on the processing of personal data and rights under the GDPR, access and rectify their data, as well as the right to delete personal data from the administrator's files (unless further processing is necessary for performance of a legal obligation or to establish, assert or defend claims), and the right to limit processing, transfer data, object to processing - in the cases and under the conditions specified in the GDPR.

9. Personal data of Applicants / managers of minigrants will not be subject to automatic decision making or profiling.

10. The applicant / manager of the minigrant has the right to lodge a complaint with the President of the Personal Data Protection Office if it is found that the processing of his personal data violates the provisions of the GDPR.

## **IX. Final Provisions**

1. The applicant declares that he accepts the content of these Regulations and the content of the Framework Principles and undertakes to comply with the provisions contained therein, under pain of losing the right to apply for a research minigrant.
2. In matters not regulated in the present regulations, the framework rules and other internal acts in force at the Jagiellonian University, including the ID.UJ, apply.
3. The Regulations come into force on the date of signing.