

FAQ Digital Humanities:

**1. Can construction of a Digital Humanities project's website be outsourced to a third party?**

Yes, but when planning the Cost estimate, please pay particular attention to the cost amount of the 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 Jagiellonian University](#).

**2. What about compatibility of such a website with JU infrastructure?**

The websites you will create will be hosted and operated in the domain [uj.edu.pl](http://uj.edu.pl). We would also like them to be stored on JU servers. To that end, once you have been awarded funding, you will have to submit a request for PHP hosting and for a separate domain name for your website.

**3. I'm planning to develop a small website, managed by myself. I would like to participate in the [training course on managing JU Portal websites](#), but I don't know whether the functionalities of a standard JU website are well-suited to my project.**

In order to revise your idea and test its compatibility against the Portal's current functionalities you may want to contact JU IT Centre at: [ci@uj.edu.pl](mailto:ci@uj.edu.pl) or by calling: (12) 663 50 60 and (12) 663 50 61.

**4. Can I create my personal website under the Digital Humanities mini-grant?**

The call's terms and conditions do not preclude such a possibility. Note however that JU plans to set up in the Portal, by the end of 2021, a friendly space, in which everyone with an account in the domain [uj.edu.pl](http://uj.edu.pl) will be able to develop their personal website, with content updates, blogging etc. available. For more information contact JU IT Centre at: [ci@uj.edu.pl](mailto:ci@uj.edu.pl)

**5. How about remuneration surcharges in the mini-grant? What are the amounts of the surcharges?**

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

Surcharges do not apply to:

- students aged 26 and younger
- remuneration paid out based on specific-work contracts.

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 amounting 21.14% of the remuneration gross amount).
- In the event that the person receiving remuneration neither is a PPK contributor nor is planning to be one, 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.
- It is advised, when calculating investigators' remuneration to carry out market analysis. Please, state the remuneration planned as **\*\*gross amounts\*\***