

**TERMS AND CONDITIONS**  
**of awarding mini-grants in the Priority Research Area Heritage under the Strategic  
Programme Excellence Initiative at the Jagiellonian University, specified in detail.**

**Definitions**

**§ 1**

Whenever the provisions of these Terms and Conditions make reference (regardless of whether written in lower or upper case, in singular or in plural) to:

**Expert database:** it shall be understood as an expert team – its members either named by the chairs of the Councils of Disciplines represented in the Heritage PRA, deans of the faculties or directors of the institutes of the Jagiellonian University collaborating in the Heritage PRA, or selected in a call announced by the Coordinator – appointed, among other things, for merit-based evaluation of the proposals submitted under calls for mini-grant projects. The expert database may include retired professors of the Jagiellonian University.

**Team Member or Council Member:** it shall be understood as a member of a team or a committee;

**Doctoral student:** it shall be understood as a doctoral student enrolled in a doctoral school or a student of a third-cycle programme;

**Expert:** it shall be understood as an expert included in the Expert Database or an external expert, i.e. from outside the Expert Database.

**Funding:** it shall be understood as financial resources which may be awarded in an edition of a call for mini-grant proposals;

**ELJU:** it shall be understood as the programme Excellence Initiative at the Jagiellonian University;

**Project Manager:** it shall be understood as an Applicant whose proposal was selected for funding in the call for proposals;

**Committee:** it shall be understood as an evaluation team including the Coordinator, members of the Executive Team and experts selected from the Expert Database;

**Coordinator:** it shall be understood as the Coordinator of the Priority Research Area Heritage;

**Mini-grant:** it shall be understood as financial resources allocated following a call for proposals to academic activity, teaching activity, activity aimed at outreach and community engagement, in accordance with these Terms and Conditions and General Terms and Conditions;

**Academic Teacher:** it shall be understood as an academic teacher;

**Heritage PRA:** it shall be understood as a Priority Research Area, as specified in the Jagiellonian University's application in the "Excellence Initiative– Research University" competition;

**Staff:** it shall be understood as an employee;

**Project:** it shall be understood as the sum of actions taken under the funding received, the mini-grant, in accordance with these Terms and Conditions and the General Terms and Conditions;

**Terms and Conditions:** it shall be understood as these terms and conditions of awarding mini-grants in the Priority Research Area Heritage under the Strategic Programme Excellence Initiative at the Jagiellonian University;

**Strategy:** it shall be understood as the Strategy of the Priority Research Area Heritage;

**Student:** it shall be understood as a student;

**Proposal:** it shall be understood as an entry form filled out with a description of the research project and its expected results, teaching activity or outreach and community engagement

activities and forms of their disseminations, in accordance with the criteria set forth in call for mini-grant projects announcement and in these Terms and Conditions;

**Applicant:** it shall be understood as an academic teacher employed by the Jagiellonian University or by another University staff member, who conducts research activity, in particular non-academic research-assistance staff or library staff, or research-information staff employed by the University, who has submitted a declaration pursuant to Article 265, section 5 of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), or by a doctoral student of the Jagiellonian University, who has submitted a project proposal under an announced call for mini-grant project proposals;

**General Terms and Conditions:** it shall be understood as the General Terms and Conditions of Mini-Grant Allocation under the strategic programme Excellence Initiative at the Jagiellonian University;

**Mini-grant Research Team:** it shall be understood as a group of academic teachers at the Jagiellonian University or outside the Jagiellonian University, other staff members who conduct research activity, employed by the University or outside the University, students and doctoral students of programmes at the Jagiellonian University and outside the Jagiellonian University, who jointly draw up a research project funding proposal submitted to an announced call for mini-grant proposals;

**Executive Team:** it shall be understood as the Executive Team of the Priority Research Area Heritage.

## General provisions

### § 2

1. These Terms and Conditions are internal terms and conditions, referred to in § 2.5, sentence one, of the General Terms and Conditions.
2. The provisions of these Terms and Conditions define in particular the terms and conditions of announcing calls for proposals and criteria of awarding funding under mini-grants in the Heritage PRA.

### § 3

1. The party charged with launching and operating the call is the Coordinator.
2. The Coordinator shall apply for acceptance of the call announcement and the call's terms and conditions to the Steering Team of the Heritage PRA, in accordance to § 3.1 of the General Terms and Conditions.

### § 4

1. Financial resources awarded pursuant to these Terms and Conditions are allocated for the implementation of research projects dealing with heritage and cultural diversity as defined in the Strategy, and for the dissemination of the research results.
2. A mini-grant serves in particular supporting theoretical or empirical preliminary research or the implementation of other auxiliary actions, educational actions or outreach and community engagement actions for strengthening cooperation with the socio-economic environment outside the project.
3. Duration of a project may not exceed 12 months. Maximum amount of a mini-grant is set at PLN 15,000 gross.
4. The Coordinator announces calls at least every 6 months.
5. In justified cases, the Coordinator may announce a special call with funding of up to PLN 50,000 gross per mini-grant.

## **§ 5**

1. Funding under the call may not be awarded for the completion of tasks already funded under the EI.JU or from other sources.
2. Funding may not be awarded to a project which consists of only one task if such a task falls within the thematic scope of another call announced in the Heritage PRA.
3. Funding may be granted for the completion of an entire multi-stage project whose select tasks fall within the thematic scope of another call announced in the Heritage PRA as long as such tasks constitute an integral part of the project and cancelling their completion prevents or significantly impedes the proper and full implementation of the project.
4. No more than two mini-grants may be implemented in the Heritage PRA at the same time by the same person.

## **Application**

### **§ 6**

1. Pursuant to § 2.4 of the General Terms and Conditions, the basis for applying for funding is the submission of a complete proposal, which is subject to evaluation under the call procedure.
2. The Coordinator may specify a procedure for rectifying the proposals' formal defects.

### **§ 7**

The manner of proposal submission is set out in the call announcement. A template proposal constitutes an integral part of the call announcement, pursuant to § 3.3, sentence one of the General Terms and Conditions.

### **§ 8**

The call announcement specifies the dates for submitting proposals. Proposals submitted after the deadline will not be considered.

### **§ 9**

1. The proposal may be submitted by an academic teacher employed by the Jagiellonian University or by another University staff member, who conducts research activity, in particular non-academic research-assistance staff or library staff, or research-information staff employed by the University, who has submitted a declaration pursuant to Article 265, section 5 of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), or by a doctoral student of the Jagiellonian University.
2. In the case of a mini-grant project team, the proposal is submitted by a member of the team in charge of communication with the Call Host, who is at the same time an academic teacher employed by the Jagiellonian University or another University staff member, who conducts research activity, who has submitted the declaration referred to in § 9.1, or a doctoral student of the University.

### **§ 10**

1. A complete proposal includes:
  - (1) Applicant's data,
  - (2) general information on the project which is the subject of the proposal,
  - (3) detailed project description,
  - (4) cost estimate,
  - (5) annexes named in the call announcement.

2. The information referred to in § 10.1 are provided according to guidelines included in the call announcement.

### **§ 11**

The Applicant may submit only proposal in a given edition of the call, subject to § 5.4.

### **Eligible costs**

#### **§ 12**

1. Unless the call announcement states otherwise, the financial resources referred to in § 4.1 may be used to finance:

- (1) salaries in the project other than the salary for coordination of the project,
- (2) remuneration derivative costs: surcharges,
- (3) trainings: improving skills,
- (4) scholarships,
- (5) internal or external services,
- (6) business trips to destinations at home and abroad,
- (7) purchase of fixed assets,
- (8) other costs, if necessary for the completion of the project.

2. General terms of remuneration in the EI–RU are governed by the General Regulations of Employment and Remuneration under the Strategic Programme Excellence Initiative at the Jagiellonian University.

### **Concluding the Call**

#### **§ 13**

The Call is concluded within 15 working days of the deadline for submissions. In the case of the special call, referred to in § 4.5 of these Terms and Conditions, the date of the call conclusion is set forth in the call announcement.

#### **§ 14**

1. Proposals are evaluated by the Committee comprising the Coordinator, members of the Executive Team and persons selected from the expert database.
2. A member of the Committee is excluded from the evaluation of proposals that entail a conflict of interest.

#### **§ 15**

1. At the preliminary stage, a proposal is subject to eligibility check, in particular in terms of completeness.
2. The Committee may demand that a proposal be completed forthwith by the Applicant, by informing them of the text of § 6.1 and providing a deadline for completing the proposal.
3. At the stage referred to in § 15.1, the Executive Team constituent of the Committee probes the proposal's compliance with the Strategy and rejects proposals that clearly fail to comply.

#### **§ 16**

1. Subject to the evaluation proper, including merit-based evaluation, are proposals positively verified at the stage referred to in § 15.

2. The Coordinator appoints persons from the Expert Database to perform the merit-based evaluation of proposals.
3. When appointing persons from the expert database, the Coordinator takes into account the guidelines formulated by the Executive Teams at the stage of preliminary evaluation.
4. In the case of a call in which the amount of funding per grant exceeds PLN 20,000 gross, the Coordinator may appoint experts from outside the Expert Database.

### **§ 17**

1. Upon performance of the evaluation proper, the Committee decides on awarding or denying the mini-grant to a proposal:
  - (1) by accepting the proposal in full;
  - (2) by rejecting the proposal in full in the case it has not been recommended for funding;
  - (3) by accepting the proposal upon modification of its budget.
2. In the case referred to in § 17.1(2) or § 17.1(3), on the Applicant's request, the Committee draws up a justification.
3. In the case of being awarded funding in a reduced amount, as provided in § 17.1(3), the Applicant may decline to receive it.

### **§ 18**

1. The Committee draws up a ranking list of the proposals, with an indication of those recommended for funding.
2. The proposal ranking list referred to in § 18.1 is posted by the Coordinator on the website [id.uj.edu.pl](http://id.uj.edu.pl) and the Heritage PRA subdomain.

### **§ 19**

The Applicant whose proposal has been recommended for funding, referred to in § 17.1(1) or § 17.1(3) assumes the role of the Mini-grant Project Manager, unless the case referred to in § 17.3 occurs.

### **§ 20**

1. There is no appealing against the decisions of the Committee.
2. An Applicant whose proposal has been rejected pursuant to § 15.3 or § 17.1(2) may take part in the subsequent call in the Heritage PRA.

## **Evaluation criteria**

### **§ 21**

1. In the case of a proposal which fails to comply with the goals of the EI.JU, the Committee rejects the proposal in full, as referred to in § 17.1(2).
2. The Committee awards the proposals points ranging from 0 to 100, provided that:
  - (1) the proposal's merit-based value, taking into account its compliance with the EI.JU Strategy and goals, may be awarded 60 points,
  - (2) budget relevance may be awarded 15 points,
  - (3) research plan may be awarded 15 points,
  - (4) collaborative aspect, in particular participation of students in the project team, may be awarded 5 points,
  - (5) confluence with the missions of the Jagiellonian University may be awarded up to 15 points.
3. Proposals scoring below 60 points shall not be awarded funding.

## § 22

Based on the point scoring, the Committee draws up a ranking list referred to in § 18.1, using a greedy algorithm, i.e. lists the proposals starting from the highest-scoring one until the depletion of financial resources, with the reservation of § 21.3.

## Implementation and settlement of the mini-grant

### § 23

1. A funding agreement is concluded with a mini-grant Project Manager not employed by the University regarding the implementation and settling the work in the mini-grant, as per the specimen attached as Annex 3 to the General Terms and Conditions.
2. The Mini-grant Project Manager is obliged, within the scope of actions carried out under the mini-grant, to perform duties specified in the General Terms and Conditions, subject to clause 3, and these Terms and Conditions.
3. Submission of the final report from the implementation of the project tasks shall take place within one month of the date of project completion specified in the proposal.
4. Members of the mini-grant project team are obliged to support publications which are the result of implementing a project with a note on funding from the EI.JU programme in Polish or in English:

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

*The research has been supported by a grant from the Priority Research Area Heritage under the programme Excellence Initiative – Research University at the Jagiellonian University in Krakow.*

5. If the work planned within the mini-grant requires additional approvals or permissions (an approval / positive opinion from the applicable bioethics committee), § 4.2 of the General Terms and Conditions applies.
6. Any requests for modifications to the project applied for by the Mini-grant Project Manager during the implementation of the project, as well as their justification, are submitted with the Coordinator in a form specified in the call announcement.

### § 24

1. The settlement of actions under the awarded mini-grant is performed in the form of a merit-based and financial report.
2. The report referred to in § 24.1 is submitted with the Coordinator by the Mini-grant Project Manager within one month of the project completion.
3. The report is accepted by the Committee with the Coordinator's agreement.
4. Unless the Committee, within 30 days of submission of the report, decides otherwise, the report is deemed accepted in full.
5. The report, its fragments or summary is published on the website of the Heritage PRA.
6. The Mini-grant Project Manager may be obliged to present the results of the project at the events organized by the Heritage PRA.

### § 25

The Coordinator is responsible for archiving the documentation.

## **Information on Personal Data Processing**

### **§ 26**

Pursuant to Article 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 no 5. The DPO can be contacted via e-mail at [iod@uj.edu.pl](mailto: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 Applicants will be processed:
  - a. in the case of all Applicants: for the purpose of launching and carrying out the call, and announcing its results, in accordance with these Terms and Conditions (hereinafter: the Call) pursuant to Article 6.1.f of the GDPR, i.e. for the purposes of the legitimate interests pursued by the controller, which consists in naming the laureate of the Call;
  - b. in the case of Mini-grant Project Managers: for the purpose of legal obligations imposed on the Call's Host, including in particular the tax obligations, i.e. pursuant to Article 6.1.c of the GDPR.
- (4) While providing personal data is voluntary for the Applicants, it is a necessary prerequisite for taking part in the Call. Not providing personal data precludes participation in the Call. In the case of Mini-grant Project Managers referred to under point 3.b above, providing the data constitutes a legal obligation, and failing to provide them shall preclude awarding the member of the research team.
- (5) The personal data of the Applicants / Mini-grant Project Managers shall be published on the University's websites, and they may be published in the University's social media. These data may also be made available to authorised public authorities, including, in particular, to the extent that these authorities are authorised to verify the fulfilment of the legal obligations imposed on the Call's Host.
- (6) The personal data of the Applicants / Mini-grant Project Managers shall not be transferred to third countries (outside the EEA) or to international organisations.
- (7) Personal data of the Applicants referred to under point 3.a above shall be processed until the Call is concluded and its results announced, and subsequently until the expiration of claims which may arise from the Call. Personal data of Mini-grant Project Managers referred to under point 3.b above shall be processed in the period resulting from fiscal regulations, and subsequently, for archiving purposes, according to the applicable legal regulations.
- (8) The Applicant / Mini-grant Project Manager have the following rights: to obtain information about the personal data processing and rights resulting from the GDPR, to access their data and rectify them, as well as to have them 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 their 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 Applicants' / Mini-grant Project Managers' personal data will not be subject to automated decision making or profiling.

(10) The Applicant / Mini-grant Project Manager has the right to lodge a complaint to the President of the Office for Personal Data Protection, should they ascertain that the processing of their personal data violates the provisions of the GDPR.

(11) In the case of teams implementing a mini-grant, the above provisions apply to all members of the above mentioned teams.

### **Final provisions**

#### **§ 27**

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