

TERMS AND CONDITIONS
governing in detail the award procedure of teaching and education mini-grants
in the Priority Research Area Heritage under the Strategic Programme Excellence
Initiative at Jagiellonian University

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 and directors of the institutes of the Jagiellonian University collaborating in the Heritage PRA, or selected in a call announced by the Coordinator – appointed for merit-based evaluation of the proposals submitted under the Heritage PRA calls. The expert database may include retired professors

of Jagiellonian University;

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

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

Mini-grant Project Manager: it shall be understood as an Applicant whose proposal has been selected for funding in the call for proposals;

Committee: it shall be understood as an evaluation team appointed for concluding the call, comprising the Coordinator and members of the Executive Board and experts selected from the Expert Database; The Committee may comprise persons appointed by the Coordinator acting in concert with the Steering Board; **Coordinator:** it shall be understood as the Coordinator of the Priority Research Area Heritage;

Mini-grant or teaching and education mini-grant: it shall be understood as a mini-grant allocated for teaching and education activity, i.e. the funds awarded following a call for proposals in accordance with these Terms and Conditions support teaching or education activities;

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

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

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

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

Strefa ID.UJ: it shall be understood as a website at Jagiellonian University Portal serving,

among other things, the purposes of submitting proposals under calls announced in the EI.JU programme;

Proposal: it shall be understood as an entry form featuring a description of the teaching or education project alongside the expected results, in compliance with the criteria set forth in the teaching and education mini-grant call announcement and in the the hereby Terms and Conditions;

Applicant: it shall be understood as the person named in the call announcement as eligible to submit a teaching and education mini-grant proposal – individually or by correspondence, i.e. on behalf of the team implementing the project, Jagiellonian University organisational entities, Laboratories of Science, research platforms or research groups – established in EI.JU Priority Research Areas: academic teachers employed by Jagiellonian University, who carry out research in accordance with the EI.JU objectives, in particular research and technical staff, library staff or research-information staff, as well as foreign language assistants employed by the University.

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

Steering Board: it shall be understood as the Steering Board of the Priority Research Area Heritage;

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

General provisions

§ 2

1. These Terms and Conditions specify the terms of awarding teaching and education mini-grants under the Heritage PRA.
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 teaching and education mini-grants in the Heritage PRA.

§ 3

1. The party charged with launching and operating the call is the Coordinator.
2. The Coordinator secures the approval of the Steering Board for launching the call and terms thereof.

§ 4

1. Funds are awarded following an open call procedure pursuant to these Terms and Conditions, and they 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 teaching and education mini-grant carries out the objectives of the ELJU programme, in particular: 1) development and implementation of new study formats integrated with research (*research based learning*),

2) increasing interdisciplinarity, internationalization and community outreach of teaching and education programmes,

3) facilitating cooperation between Jagiellonian University's employees and entities and their external partners.

3. A teaching and education mini-grant does not serve the purpose of introducing significant changes to study programmes and plans. In particular, its implementation may not be dependent on securing the approvals required when launching a new study programme.

4. Supported forms of teaching and education activity, entities or teams that may carry out the project, the maximum amount of funding, requirements to be met by Applicants, implementation time frame and the required documents or approvals are specified by the Coordinator in the call announcement.

§ 5

1. Funding under the teaching and education mini-grant may not be awarded for the completion of tasks already funded under the ELJU 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. It is possible to receive a full funding for a multi-task project if the tasks carried out under the teaching and education mini-grant comply with the Strategy and meet the conditions specified in § 4.2.

Application

§ 6

The basis for applying for funding is the submission of a complete proposal, which is subject to evaluation under the call procedure.

§ 7

The proposal is submitted by means of the Strefa ID.UJ platform. A template proposal constitutes an integral part of the call announcement.

§ 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 Applicant specified in the call announcement – individually or by correspondence, i.e. on behalf of the team implementing the teaching and

education mini-grant, the organisational entity of Jagiellonian University or another entity. In accordance with the provisions of § 4.4, the call announcement lists the entities or units that may implement the project, i.e. Jagiellonian University organisational units, Laboratories of Science, research platforms or research groups – established in ELJU Priority Research Areas.

2. In case of a Jagiellonian University organisational entity, a team implementing a teaching and education mini-grant or other entity, the proposal is submitted by the member(s) of the unit, entity or team in charge of the project, responsible for the communication with the Coordinator, being at the same time teacher(s) employed at Jagiellonian University or other employee(s) conducting research or teaching activity consistent with the objectives of the ELJU, employed at Jagiellonian University.

3. In the case of a JU organisational entity, a Laboratory for Science, a research platform or a research group formed under the Priority Research Areas ELJU, if the Applicant is not the head of such a unit or entity, the proposal shall be submitted on approval of the head of such a unit or entity.

§ 10

1. A complete proposal includes:

- 1) Applicant's details;
- 2) general information on the project which is the subject of proposal;
- 3) a detailed description of the project, indicating the project's goals, methods of implementation and expected results;
- 4) a detailed cost estimate of eligible costs, including explanation of individual elements and justification of the amounts;
- 5) annexes named in the call announcement;
- 6) in the case of Jagiellonian University organisational entity or other unit, if the Applicant is not the head of such an entity or unit – the head's approval, referred to in § 9.6; 7) plan and schedule of project implementation;
- 8) members of the project team (if applicable).

2. The information referred to in § 10.1 are provided using the Strefa ID.UJ platform.

Eligible costs

§ 11

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

- 1) salaries in the projects;
- 2) remuneration derivative costs: surcharges;
- 3) training courses: improving skills;
- 4) own or third-party services ;
- 5) business trips to destinations at home and abroad;
- 6) Purchase of fixed assets and materials, if necessary for the completion of the project; 7) other costs, if necessary for the completion of the project.

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

3. The guidelines for categorising assets as tangible assets or intangible assets at the Jagiellonian University have been set out in the Instruction on the categorisation of assets as tangible or intangible assets at Jagiellonian University. All materials or tangible assets acquired or purchased from the funds awarded under the call are the property of the Jagiellonian University. The mini-grant Project Manager assumes full financial responsibility for the property entrusted for the use of implementation of the project awarded funding, and is required to settle it once the project has been completed.

Concluding the Call

§ 12

The Call is concluded within 60 business days of the deadline for submissions. The exact date of concluding the call shall be specified in the call announcement.

§ 13

1. the Committee, whose members comprise the Coordinator or their authorised representative, 3 members of the Steering Board and 3 persons appointed by the Coordinator in consultation with the Steering Board.

2. A member of of the Committee is excluded from the evaluation of proposals that entail a conflict of interest. The requirement specified in the first sentence applies to the persons selected from the Expert Database.

§ 14

1. At the preliminary stage, a proposal is subject to eligibility check, in particular in terms of completeness.

2. The Committee appoints a deadline for correcting the proposal's formal irregularities, within at least 7 days. In the event of failure to rectify the formal defects by the specified deadline or finding a formal deficiency that cannot be rectified and thus prevents the proposal from being accepted for subject-specific evaluation in light of these Terms and Conditions, the proposal shall be rejected and the reason shall be stated.

3. At the stage referred to in § 14.1, the Executive Board members constituent of the Committee probe the proposal's compliance with the Strategy and rejects proposals that clearly fail to comply.

§ 15

1. Subject to the evaluation proper, including merit-based evaluation, are proposals positively verified at the stage referred to in § 14.

2. In the event of applying for funding in the amount of PLN 20,000 gross or more, a proposal is subject to subject-specific evaluation by persons selected by the Coordinator from the Expert Database.

3. On the Committee's request, the Coordinator may recommend for subject-specific evaluation by persons from the Expert Database a proposal requesting funding of up to PLN 20,000 gross.
4. 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.
5. In the case of a proposal in which the amount of requested funding exceeds PLN 50,000 gross, the Coordinator, in consultation with the Committee, may appoint / experts from outside the Expert Database.

§ 16

1. Upon performance of the evaluation proper, the Committee decides on awarding or denying the teaching and education 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 or fails to comply with formal requirements;
 - 3) by accepting the proposal upon modification of its budget.
2. In the case referred to in § 16.1(2) or § 16.1(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 its reception.

§ 17 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 and the Heritage PRA subdomain.

§ 18

The Applicant whose proposal has been recommended for funding, referred to in § 17.1(1) or § 16.1 or 3 assumes the role of the teaching and education mini-grant Project Manager, unless the case referred to in § 16.3 occurs.

§ 19

1. There is no appealing against the decisions of the Committee.
2. An Applicant whose proposal has been rejected pursuant to § 14.
- 3 or § 16.1(2) may take part in the subsequent call in the Heritage PRA.

Evaluation criteria

§ 20

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 § 16.1(2).
2. The Committee awards the proposals points ranging from 0 to 100, provided that:

- 1) the proposal's merit-based value and its teaching and education potential, taking into account its compliance with the EIJU Strategy and goals, may be awarded up to 50 points,
 - 2) budget relevance may be awarded up to 25 points,
 - 3) schedule of research tasks may be awarded up to 15 points,
 - 4) collaboration with students may be awarded up to 5 points,
 - 5) compliance with the mission of Jagiellonian University may be awarded up to 5 points.
3. Proposals awarded below 30 points for merit-based value and teaching and education potential or proposals awarded below 60 points in total, shall not be awarded funding.

§ 21

1. Based on the point scoring, the Committee draws up a ranking list referred to in § 17.1, 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 § 20.3.
2. When drawing up the ranking list, the Committee may approach the Coordinator for increased funding in the call's edition in the event that the submitted projects' merit-based value and teaching and education potential justifies the need therefor.

Implementation and settlement of the teaching and education mini-grant

§ 22

1. A teaching and education mini-grant Project Manager is required, under the mini-grant actions, to carry out the following obligations:
 - 1) disburse the awarded funding in accordance with its intended purpose, in a rational, purposeful and economical manner, and in accordance with the general law and Jagiellonian University's rules on the management of public funding,
 - 2) carry out project tasks in compliance with the subject and cost assumptions adopted at the point of call for proposals,
 - 3) Submission of the final report from the implementation of the mini-grant project tasks within one month of the date of project completion; the report includes a documentation of the results achieved,
 - 4) forthwith, notify the Coordinator of any obstacles to the performance of tasks under the mini-grant,
 - 5) state Jagiellonian University as the affiliation for publications resulting from the implementation of the mini-grant in accordance with the applicable Order of JU Rector on the mode of JU staff and doctoral student publishing record registration, and quote Jagiellonian University when stating the affiliation of publications,
 - 6) as an academic teacher, submit a declaration referred to in Article 265, clause 13 of the Act of 20 July 2018, Law on higher education and science (Journal of Laws of 2021, item 478 as amended) authorising Jagiellonian University to include the publications resulting from the implementation of the mini-grant among the achievements in the discipline or one of the disciplines indicated in a declaration referred to in Article 343, clauses 7 and 8 of the above mentioned act as the discipline(s) they represent,

- 7) supply the publication with a note on receiving funding from the ELJU programme in Polish or in English, as per specimen available at: id.uj.edu.pl;
 - 8) deposit the full text of the publication at JU Repository, following the release of an article or a monograph resulting from a mini-grant.
2. Members of the teaching and education mini-grant project team are obliged to support publications which are the result of implementing a project with a note on funding from the ELJU programme in Polish or in English:

Projekt został sfinansowany ze środków Priorytetowego Obszaru Badawczego Heritage w ramach programu „Inicjatywa Doskonałości – Uczelnia Badawcza” w Uniwersytecie Jagiellońskim.

This project was funded by the Priority Research Area Heritage under the program Excellence Initiative – Research University at the Jagiellonian University in Krakow.

3. If the work planned within the teaching and education mini-grant requires additional approvals or permissions (an approval / positive opinion from the applicable bioethics committee), the Project Manager shall provide the required documents immediately upon the selection of the proposal for funding, before the commencement of the project implementation. Funding of the actions under the mini-grant may not commence before relevant documents have been submitted.
4. The rights to the teaching and education mini-grant results, in particular copyrights to works, patent rights, know-how rights, are governed in accordance with the internal regulations in force at Jagiellonian University, and in the case of results of a Jagiellonian University employee, they belong to Jagiellonian University. In the case of results generated by persons not employed by Jagiellonian University, they agree to conclude a contract with Jagiellonian University, transferring the rights to those results to Jagiellonian University for a scope and period specified by Jagiellonian University, in accordance with the internal regulations in force at Jagiellonian University.
5. The teaching and education mini-grant Project Manager is required to ensure the compliance of the manner of incurring expenses with the procedures specified in the Public Procurement Law and to ensure the compliance of tasks in the project with the internal regulations applicable at Jagiellonian University, in particular within the scope of the use of research infrastructure and intellectual property rights.
6. In the case of a Jagiellonian University organisational unit, a teaching and education mini-grant project team, a Laboratory for Science, a research platform or a research group, the mini-grant Project Manager shall make all persons participating in the work familiar with the terms and conditions and ensure secure the performance of the obligations listed in the section 5 referring to the rights to the results of the mini-grant, in particular in terms of the requirement to transfer those rights to Jagiellonian University, in accordance with the internal regulations applicable at Jagiellonian University.
7. Any requests for modifications to the project applied for by the teaching and education mini-grant Project Manager during the implementation of the project, as well as their justification, are submitted with the Coordinator, or a person authorised by them, in a manner specified in the call announcement.

§ 23

1. The settlement of actions under the awarded teaching and education mini-grant is performed in the form of a merit-based and financial report. The report includes in particular an account of the actions taken and results achieved.
2. The report referred to in § 23.1 shall be submitted with the Coordinator by the teaching and education mini-grant Project Manager within a period specified in § 22.3, i.e. within one month of the date of project completion specified in the proposal.
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 teaching and education mini-grant Project Manager may be obliged to present the results of the project at events organized by the Heritage PRA.

§ 24 1. In the event of finding irregularities in the expenditure of awarded funding the Project Manager may not apply for a mini-grant under the EI.JU for the next 12 months of the date of finding the irregularities.

2. In the event that report has not been submitted or that the report has not been accepted, the teaching and education mini-grant Project Manager may not apply for funding of their subsequent projects in calls announced in 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') Jagiellonian

University informs you that:

- 1) The Personal Data Controller of the Applicants' data is 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. Czapskich 4, 31-110 Krakow, room no 27. 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 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 will also be made available to authorised state authorities, including in particular to the extent that these authorities are entitled to verify the fulfilment of the legal obligations imposed on the Call Host Entity.
- 6) The personal data of the Applicants and 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, pursuant to applicable legal regulations.
- 8) The Applicant and the 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 with 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 mini-grants, 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, on pain of losing the right to apply for the teaching and education mini-grant.