



## **REGULATIONS of the UGrants–EUREKA competition (Small Grants Programme – UGrants) – Programme to support research groups in conducting pilot studies or preparatory work**

### **§ 1. COMPETITION OBJECTIVE**

The objective of the UGrants-EUREKA competition as part of the Small Grants Programme – UGrants is to support research groups in preparing research with great potential for the development of science or impact on the socio-economic environment.

### **§ 2. COMPETITION PARTICIPANTS**

1. The UGrants–EUREKA competition is addressed to research groups consisting of students, students of UG doctoral schools or employees of the University of Gdańsk.
2. The research group is represented by a leader who is an academic teacher employed in a group of research and teaching staff or research staff.

### **§ 3. FINANCING**

1. A single grant to an amount not exceeding 50,000 PLN may be awarded for the implementation of activities as part of the competition, to be used within the calendar year in which it was awarded.
2. Within the allocated funds, it is possible to carry out activities that constitute pilot studies or preparatory work aimed at implementing a groundbreaking research project or addressing a significant and current social or economic issue.
3. The following costs may be covered within the granted funds:
  - 1) Materials and small equipment – the cost of purchasing materials and non-durable goods to be used in project implementation, i.e.:
    - a) raw materials, semi-finished products, reagents;
    - b) office materials – up to 500 PLN;
    - c) small laboratory equipment;
    - d) small IT/office equipment (e.g. computer, printer, scanner);
    - e) scientific software;
  - 2) Outsourced services – the cost of services rendered by external entities, i.e.:
    - a) research services – including laboratory analysis, statistical interpretation, questionnaire surveys;
    - b) consulting services provided by external companies offering support in the preparation of grant applications;
    - c) text editing services and graphic design services;

- d) translation and proofreading services;
  - e) services of repair and maintenance of research, laboratory or IT equipment;
  - f) cost of postal, courier or transport services necessary for the appropriate implementation of the project;
- 3) Business travel – the cost of the research group’s business travel, i.e.:
    - a) active participation in international and national scientific conferences, workshops or symposia (a poster or speech being a prerequisite) – not including enterprises organised by University of Gdańsk units;
    - b) international and domestic business trips of a research nature and scientific inquiries, with the cost of such trips comprising: reimbursement of travel costs, subsistence allowance, personal insurance, conference fees, local travel and other justified and necessary expenses following consultation with the Science Office);
  - 4) Research visits, consultations – the costs of research visits or consultations by external collaborators (subsistence allowance, travel and accommodation costs);
  - 5) Remaining costs:
    - a) purchase of data/databases or access to them,
    - b) purchase of specialist literature,
    - c) publication costs,
    - d) other costs following consultation with the Science Office.
  4. Competition participants in receipt of funding shall be obliged to use the funds in accordance with the University of Gdańsk’s Principles of financial management and these Regulations.
  5. The cost eligibility period for the funding obtained shall commence on 1 January of the calendar year in which the applicant received the decision to be granted funding as part of the Small Grants Programme – UGrants.
  6. The spending of funds and submission of financial documents for settlement shall be possible by 15 December of the calendar year in which the applicant received the decision to be granted funding.

#### § 4. SUBMITTING APPLICATIONS

1. The call for applications is open on a rolling basis from January 1 to May 31 or until the competition is closed. Information about the competition closing is posted on the Small Grants Programme – UGrants website in the tab “Science – Excellence Initiative – Research University”.
2. The condition for entering the competition is receiving an invitation to submit an application from the Committee for the Small Grants Program – UGrants. To obtain this invitation, the leader of the research group submits a request to enter the competition along with a short description of the research (not exceeding 350 words). The application form and the e-mail address to which the application should be submitted are available on the Small Grants Programme – UGrants website in the tab “Science – Excellence Initiative – Research University”.
3. Based on the short research description, the Committee assesses the degree to which the research aligns with the competition's objectives, as specified in § 3, item 2, and decides whether to invite or decline to invite the leader of the research group to submit an application.
4. The leader of the research group invited to apply should submit an application, using the model available on the Small Grants Programme – UGrants website in the tab “Science – Excellence Initiative – Research University” within 30 days of receiving the invitation. Applications submitted after the deadline shall not be considered.
5. The completed application should be submitted electronically (scan of the signed application or application signed with a qualified electronic signature or trusted profile) to the e-mail address provided on the Small Grants Programme – UGrants website in the tab “Science – Excellence Initiative – Research University”.
6. Submission of an application shall be considered as acceptance of the Regulations.

#### § 5. ASSESSMENT OF APPLICATIONS

1. The applications shall be formally assessed by employees of the Science Office. The formal assessment shall consider whether the application is complete and whether the applicant has met the requirements regarding programme participants.
2. Applications which fail to meet the formal requirements shall not undergo further substantive assessment.
3. The substantive assessment of applications shall be carried out by the Committee for the Small Grants Programme – UGrants, appointed by the Rector and comprising:
  - 1) the Vice-Rector for Research as Chair;
  - 2) six academic teachers with the degree of doctor with habilitation or the title of professor, representing three fields of science – humanities, social sciences and exact and natural sciences.
4. The Committee provides a funding recommendation for the application taking into account:
  - 1) the research potential of the research group – applicant's, including the scientific achievements of the group leader,
  - 2) the groundbreaking nature of the research or its significance for the socio-economic environment that the pilot or preparatory work addresses,
  - 3) the likelihood of obtaining project funding from external sources.
5. The Committee may rely on expert opinions when providing recommendations, in particular experts not employed at the University of Gdańsk.
6. The final decision on the awarding of funding is made by the Rector.
7. Information on the Rector's decision shall be communicated to the applicant individually in writing. Communication of the decision in electronic form shall be permitted.

#### § 6. SETTLEMENT

1. In order to settle participation in the Small Grants Programme – UGrants, participants shall be obliged to submit the following to the Science Office by 31 January of the year following the receipt of funds:
  - 1) a scientific article that includes the results of pilot studies or information on the submission of a manuscript of a scientific article, published or submitted to a journal on the current Ministry of Science list which has received 200 points on that list,or
  - 2) a report on the conducted research when the article is still in the preparation phase,or
  - 3) information on the submission of an application for project funding to an external financing institution.
2. Failure to fulfil the requirement referred to in section 1 shall disqualify the candidate from applying for funding in other programmes and competitions financed from the Excellence Initiative – Research University project or in subsequent editions of the UGrants-EUREKA competition.