

Annex no. 2 to UG Rector's Decree no. 11/R/21 with amendments



REGULATIONS of the UGrants–first competition (Small Grants Programme – UGrants) – Programme to support researchers in obtaining initial research grants and in publishing with prestigious journals or scientific publishing houses

(consolidated text of 28 October 2022)

§ 1. COMPETITION OBJECTIVE

The objective of the UGrants-first competition as part of the Small Grants Programme – UGrants is to increase the number of research projects implemented and publications with prestigious journals or scientific publishing houses.

§ 2. COMPETITION PARTICIPANTS

1. The UGrants-first competition is addressed to persons who meet all of the following conditions by:
 - 1) being doctorate students of a University of Gdańsk doctoral school or academic teachers employed at the University of Gdańsk as their basic place of work in a research and didactic or a research position;
 - 2) not having headed a research project financed from external funds by the day of submitting the application;
 - 3) not being in the process of seeking to obtain funding for a research project financed from external funds as heads of the project on the day of submitting the application.
2. For the purpose of this competition, a single research action in the Miniatura programme by the National Science Centre shall not be treated as a research project.

§ 3. FINANCING

1. A single grant to an amount not exceeding 20,000 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 funds awarded, the implementation of the following activities shall be possible:
 - 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) services of repair and maintenance of research, laboratory or IT equipment;
 - c) text editing services and graphic design services;
 - d) translation and proofreading services;
 - e) cost of postal, courier or transport services necessary for the appropriate implementation of the project;
 - 3) Business travel – the cost of the applicant's (head of the project'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 Scientific Excellence Programmes Section;
 - 4) 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 Scientific Excellence Programmes Section.
3. 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.
4. 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.
5. 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. In order to enter the competition, candidates are required to submit an application, a model of which is available on the UG website in the “Research” tab.
2. A completed application should be submitted electronically (a scan of a signed application) or in paper form to the Scientific Excellence Programmes Section of the Research Office. The deadline for submitting applications in a given year shall be specified by a Rector’s communicate. Applications submitted after the deadline shall not be considered.
3. 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 Scientific Excellence Programmes Section of the Research 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 Competition Committee for the Small Grants Programme – UGrants, appointed by the Rector and comprising:
 - 1) the Vice-Rector for Research as Chair;
 - 2) three 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 shall classify the applications on the basis of a review by experts in the field or discipline represented by the applicant and on the basis of its own assessment.
5. The experts shall be appointed by the Competition Committee.
6. A review (anonymous to the applicant) shall be prepared by an expert, accompanied by a proposed point-based assessment. The review shall comprise:
 - 1) assessment of the concept of the research project for which the applicant is seeking funding (maximum number of points: 10), with justification;
 - 2) assessment of the candidate’s scientific achievement (maximum number of points: 10), with justification.
7. The final point-based assessment shall be determined by the Competition Committee. The Competition Committee may award five additional points to applications whose completion is particularly important from the point of view of the implementation of the UG’s development strategy and research policy.
8. The maximum number of points at the application assessment stage is 25.
9. On the basis of the points obtained, the Competition Committee shall announce a ranking list. The final decision to grant funding shall be taken by the Rector.
10. Applications which have received less than 50% of the maximum number of points in either of the assessment components referred to in section 6 shall not be eligible for funding.
11. 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 Scientific Excellence Programmes Section of the Research Office by 15 January of the year following the receipt of funds:
 - 1) information confirming submission of a grant application to an external financing institution (as declared in the application, taking into account § 2, section 2);
 - 2) information confirming submission of a manuscript to the editorial office of a scientific journal or to a publisher on the current Ministry of Science list;
 - 3) a report on participation in the Programme, a model of which is available on the UG website in the “Research” tab.
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-first competition.