

*Annex no. 1 to UG Rector's Decree no. 11/R/21 with amendments*



## **REGULATIONS of the UGrants-start competition (Small Grants Programme – UGrants) – Programme to support students of doctoral schools and young researchers in publishing with prestigious journals or scientific publishing houses**

*(consolidated text of 28 October 2022)*

### **§ 1. COMPETITION OBJECTIVE**

The objective of the UGrants-start competition as part of the Small Grants Programme – UGrants is to offer assistance to students of UG doctoral schools and young researchers implementing scientific research work, particularly in increasing their number of publications with prestigious journals or scientific publishing houses.

### **§ 2. COMPETITION PARTICIPANTS**

1. The UGrants-start competition is addressed to persons who are:
  - 1) students of a University of Gdańsk doctoral school
  - or
  - 2) academic teachers employed at the University of Gdańsk as their basic place of work in a group of research and didactic or research staff who do not have the degree of doctor or have the degree of doctor but awarded within a period of up to seven years preceding the date of submitting the application in this Programme.
2. The period referred to in section 1 point 2 may be extended by the time spent on documented long-term (over 90 days) sickness or rehabilitation benefits due to incapacity for work. In addition, this period shall not include periods of maternity leave, leave on terms of maternity leave, paternity leave, parental leave or child-rearing leave, granted under the terms specified in the Act of 26 June 1974 – the Labour Code, nor shall it include periods in receipt of maternity or parental allowance, or periods in receipt of sickness or rehabilitation benefits due to incapacity for work, including as a result of illness requiring medical rehabilitation.

### § 3. FINANCING

1. A single grant to an amount not exceeding 15,000 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. The grant limit referred to in section 1 may be additionally increased by:
  - 1) 3,000 PLN – if the applicant is able to demonstrate a connection between the research proposed in the application and the objectives of sustainable development within the meaning of the UN General Assembly Resolution of 25 September 2015.
  - 2) 2,000 PLN – if the competition participant is planning to involve one or more students in research work.
3. 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) text editing services and graphic design services;
    - c) translation and proofreading services;
    - d) services of repair and maintenance of research, laboratory or IT equipment;
    - 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.
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.

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. 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 at 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 communique. 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 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 research described (maximum number of points: 10), with justification;
  - 2) assessment of the candidate’s scientific achievement (maximum number of points: 5), 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 20.

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. The decision to increase the grant referred to in §3 section 2 shall be taken by the Competition Committee. With regard to the criterion specified in §3 section 2 point 1, the Competition Committee shall seek an opinion from the Centre for Sustainable Development of the University of Gdańsk.
12. 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 manuscript to the editorial office of a scientific journal or to a publisher on the current Ministry of Science list;
  - 2) 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-start competition.