

## **Terms and Conditions of the first edition of the ‘Grants for Future’ Call for mini-grant proposals for students of doctoral programmes commenced before the year 2019/2020 in the Priority Research Area Society of the Future under the Strategic Programme Excellence Initiative at the Jagiellonian University**

The Priority Research Area Society of the Future, hereinafter ‘FutureSoc PRA,’ implements the policy of supporting the advancement of students of doctoral programmes as action no 14, Talent Management, under the Strategic Programme Excellence Initiative at the Jagiellonian University.

### **General provisions**

#### **§ 1**

Whenever these Terms and Conditions make reference to (capital or small letters notwithstanding):

**JU:** it shall be understood as the Jagiellonian University,

**FutureSoc PRA:** it shall be understood as the Priority Research Area Society of the Future, as specified in the Jagiellonian University’s application in the “Excellence Initiative-Research University” competition,

**Terms and Conditions:** it shall be understood as these Terms and Conditions of the first edition of the ‘Grants for Future’ Call for mini-grant proposals for students of doctoral programmes commenced before the year 2019/2020 in the Priority Research Area Society of the Future under the Strategic Programme Excellence Initiative at the Jagiellonian University,

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

**Applicant:** it shall be understood as a third- or fourth-year student of JU doctoral programmes commenced before the year 2019/2020 – also those who extend their study period pursuant to § 5 of the *Terms and Conditions of Study*, adopted pursuant to the Resolution no 46/IV/2015 of the Jagiellonian University Senate of 29 April 2015 – submitting a project to a call for mini-grant proposals announced pursuant to these Terms and Conditions, or – in the case of a mini-grant project team, a representative for communication with the call’s host institution, who is a third- or fourth-year student of a JU doctoral programme commenced before the year 2019/2020 employed by the Jagiellonian University – also one who has extended their study period pursuant to § 5 of the *Terms and Conditions of Study*, adopted pursuant to the Resolution no 46/IV/2015 of the Jagiellonian University Senate of 29 April 2015.

**Mini-grant project team:** it shall be understood as a group of third- or fourth-year students of JU doctoral programmes commenced before the year 2019/2020 – also those who extend their study period pursuant to § 5 of the *Terms and Conditions of Doctoral Studies*, adopted

pursuant to the Resolution no 46/IV/2015 of the Jagiellonian University Senate of 29 April 2015, who jointly draw up a project funding proposal under a call for mini-grant proposals,

**Mini-grant Project Manager:** it shall be understood as an applicant whose proposal was selected for funding in the call for proposals,

**Call:** it shall be understood as a 'Grants for Future' call for mini-grant proposals for students of doctoral programmes commenced before the year 2019/2020 in the Priority Research Area Society of the Future under the Strategic Programme Excellence Initiative at the Jagiellonian University,

**Project:** it shall be understood as a project carried out under the 'Grants for Future' call for mini-grant proposals for students of doctoral programmes commenced before the year 2019/2020, working under an academic supervisor,

**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.

## § 2

1. These Terms and Conditions specify the goals and thematic scope, and the detailed funding conditions of the Call.
2. These Terms and Conditions specify the terms of the call and the documents required.
3. These Terms and Conditions specify the terms and criteria of proposal evaluation.
4. These Terms and Conditions specify the general terms and the terms of mini-grant settlement.

## § 3

1. The Call is announced by the Coordinator of the FutureSoc PRA in accordance with the schedule of calls planned for a given budget year, with dates of opening and closing the calls.
2. The amount of funding allocated to a given call edition is announced alongside the schedule on the website of the FutureSoc PRA [<https://futuresoc.id.uj.edu.pl/>].

## Thematic scope and goals of the Call

## § 4

The call is addressed to third- or fourth-year students of JU doctoral programmes commenced before the year 2019/2020 – also those who extend their study period pursuant to § 5 of the *Terms and Conditions of Study*, adopted pursuant to the *Resolution no 46/IV/2015 of the Jagiellonian University Senate of 29 April 2015*, and to mini-grant project teams who want to carry out a research project falling within the thematic scope of the FutureSoc PRA strategy [<https://futuresoc.id.uj.edu.pl/documents/145506072/0/Strategia+POB+FutureSoc/c27e86f5-bc12-4db7-93f6-ffdba0fe376c>].

## § 5

1. Under the Call funding may be awarded to individual and team mini-grants.

2. The individual projects are aimed to allow the Applicants to secure mini-grants for actions related to conducting research, publishing results of the research, building expertise and improving their soft skills.
3. The actions named in § 5.2 may consist in:
  - active participation in academic events at home and abroad, such as conferences, seminars, workshops;
  - active participation in specialist courses and trainings related to the Applicant's growth as a researcher in terms of research skills and soft skills;
  - participation in source analyses, fellowships and study visits, participation in summer and winter schools, field studies;
  - proofreading of a paper in a foreign language delivered at an international conference in Poland or abroad;
  - proofreading of an article in a foreign language or translation of one's article into a foreign language.
4. Collaborative projects are aimed to implement the mini-grant resulting in publishing an article in a journal or a monograph with a weighting of at least 20 points on the list by the Ministry of Science and Higher Education or which will consist in actions related to the dissemination of the project's results in the form of a book publication, report or organising a seminar or a conference.
5. The actions named in § 5.4 may consist in:
  - active participation in academic events at home and abroad, such as conferences, seminars, workshops;
  - participation in source analyses, fellowships and study visits, participation in summer and winter schools, field studies;
  - proofreading of a paper in a foreign language delivered at an international conference in Poland or abroad;
  - proofreading of an article in a foreign language or translation of an article into a foreign language.

### **Call's financial terms**

#### **§ 6**

1. The maximum amount of funding under the Call is PLN 10,000 for individual mini-grants and PLN 20,000 for collaborative projects.
2. Minimum duration of research projects is 6 months.
3. A project must be completed on 15 September of the academic year in which the mini-grant has been awarded at the latest.
4. The deadline for the completion of a mini-grant project in § 6.3 may not be extended.
5. Implementation of a mini-grant commences on the date on which the Mini-grant Project Manager has submitted a declaration of commitment to implement the mini-grant in a reliable manner, the template of which is attached as annex to these Terms and Conditions.
6. The Applicant may submit only proposal in a given edition of the Call.

#### **§ 7**

6. The proposal may only envisage such actions as have not been covered by the funding, nor are they planned for funding, under a project submitted to other calls launched by other Priority Research Areas under the EI.JU programme; nor have they been funded under other calls financed with public funding.

7. The proposal may be submitted in subsequent editions of the Call provided that the Committee for Proposal Evaluation, hereinafter the Committee, has approved the previous project as settled. Under the Call, Applicants may be awarded funding no more than twice, regardless of the type of project.

## § 8

The following are eligible costs under the Call:

- services specified in the *Order no 33 of the JU Rector of 1 April 2020 on business trips abroad by JU employees, persons not employed by the Jagiellonian University, students and doctoral students* and in the general terms and conditions of awarding funding from the outgoing fund and conferences and seminars actions under the strategic programme Excellence Initiative at the Jagiellonian University, pursuant to the *Order of 29 January 2013 by the Minister of Labour and Social Policy on the receivables paid out to the staff employed by a state-level or a local-government entity financed from the state budget for a business trip*, which, for business trips at home and abroad related to participation in the events referred to in § 5.3 and 5.5 of these Terms and Conditions, are: travel expenses, travel allowances, subsistence allowances, hotel allowances or lump sums corresponding to the number of days of the event concerned, funding to cover visa fees, conference and training expenses,
- in the case of proofreading or translation: market cost of the service, with the reservation that the rate for a standard page of proofreading may not be higher than PLN 30 gross, and the rate for a standard page of translation may not be higher than PLN 50 gross.

## Procedure of submitting proposals and concluding the Call

## § 9

1. Proposals in the Call are submitted through an on line system dedicated to the FutureSoc PRA projects under the EI.JU programme.
2. The proposal must name the project's supervisor, who has agreed to supervise the project.
3. The individual project proposal should be supported with:
  - personal data, including the year and doctoral programme,
  - a list of the most important achievements in research, social and organisational activity,
  - the project's title and description including the project's goals and its significance, methodology, innovative capacity and interdisciplinarity; also the envisaged actions aimed to advance the Applicant's research skills,
  - schedule of the planned actions and their synthetic description,
  - project's expected results,
  - opinion of the academic supervisor, including a declaration and consent to offer research guidance to the project,
  - project cost estimate,
  - project abstract.
4. The collaborative project proposal should be supported with:
  - Applicant's (Mini-grant Project Manager's) personal data, including the year and doctoral programme,
  - a list of team members, including their personal information, doctoral study programme and year,
  - a list of achievements by members of the mini-grant project team in their research, social and organisational activity,

- the project's title and description, including the goals and scientific significance of the project and its thematic scope, methodology, innovative capacity and interdisciplinarity,
  - schedule of the planned actions and their synthetic description,
  - project's expected results,
  - opinion of the academic supervisor, including a declaration and consent to offer research guidance to the project;
  - project cost estimate,
  - project abstract.
5. Proposals are evaluated in terms of formal eligibility and research merit.
  6. The evaluation of formal eligibility is carried out by the Call Coordinator appointed by the Coordinator of the PRA. Approved for merit-based evaluation are only proposals found to be eligible formally.
  7. The merit-based evaluation of proposals, including the relevance of their thematic scope for the FutureSoc PRA is carried out by the Committee, taking into account reviews by two independent experts. The Committee comprises academic teachers employed in groups of research and teaching staff and of teaching staff at the Jagiellonian University. A representative of the doctoral student union – the Association of Doctoral Students JU – shall have observer status in the Committee's proceedings. The Committee is appointed by the FutureSoc PRA Steering Team upon request of the Coordinator of the FutureSoc PRA. A list of experts comprising the Committee will be posted on the website of the FutureSoc PRA [<https://futuresoc.id.uj.edu.pl/>] once the call has been concluded.
  8. Should there exist professional or private hierarchical dependence between the expert and the Applicant, the expert shall be excluded from evaluation of the proposal
  9. The Committee names Mini-grant Project Managers taking into consideration the following criteria and weightings:
    - relevance of the project's thematic scope for the research profile of the FutureSoc PRA and the call announcement (a note of 0 points in this category precludes further merit-based evaluation of the proposal),
    - evaluation of the project in terms of its scientific excellence, i.e. the project's scientific significance and its thematic scope, relevance of its research problem, proper methodology, innovative capacity and interdisciplinary nature,
    - achievements in research, organisational and social activity in behalf of academic community or local community to date,
    - evaluation of the cost estimate and the schedule of actions,
    - impact of project completion on the Applicant's growth as researcher.

<b>Evaluation criteria of individual projects with scoring</b>		
<b>Criterion</b>	<b>Score</b>	<b>Weighting</b>
Relevance of the project's thematic scope for the research profile of the FutureSoc PRA and the call announcement	0-3 points	10%
Evaluation of the project in terms of its scientific excellence (the project's scientific significance and its thematic scope, relevance and proper formulation of its research problem, proper methodology, innovative capacity and interdisciplinary nature).	0-3 points	30%
Achievements in research, organisational and social activity in behalf of academic community or local community to date	0-3 points	30%
Evaluation of the cost estimate and schedule	0-3 points	20%

The impact of the project's completion on the Applicant's growth as researcher	0-3 points	10%
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10. The Committee names the laureates of the call for collaborative projects taking into consideration the following criteria and weightings:
- relevance of the project's thematic scope for the research profile of the FutureSoc PRA and the call announcement (a note of 0 points in this category precludes further merit-based evaluation of the proposal),
  - evaluation of the project in terms of its scientific excellence, i.e. the project's scientific significance and its thematic scope, relevance of its research problem, proper methodology, innovative capacity and interdisciplinary nature,
  - achievements of the Applicant (Mini-grant Project Manager) and the project team in research, organisational and social activity in behalf of academic community or local community.
  - evaluation of the cost estimate and the schedule of actions,
  - impact of the project completion of the mini-grant project team members' growth as researchers,

<b>Criteria and weighting for the selection of collaborative projects under the 'Grants for Future' Call</b>		
<b>Criterion</b>	<b>Score</b>	<b>Weighting</b>
Relevance of the project's thematic scope for the research profile of the FutureSoc PRA and the call announcement	0-3 points	10%
Evaluation of the project in terms of its scientific excellence (the project's scientific significance and its thematic scope, relevance and proper formulation of its research problem, proper methodology, innovative capacity and interdisciplinary nature).	0-3 points	30%
Achievements of the Applicant (Mini-grant Project Manager) and the project team in research, organisational and social activity in behalf of academic community or local community to date	0-3 points	30%
Evaluation of the cost estimate and schedule	0-3 points	20%
Impact of project completion on the growth of the project team members as researchers.	0-3 points	10%

11. Under the merit based evaluation a proposal may not be awarded more than 3 points in each of the above mentioned criteria.
12. The list of the Project-grant Managers is compiled based on the number of the awarded points. Recommended for funding may be only a proposal given at least 2 points in each of the above mentioned criteria.
13. A list of Mini-grant Project Managers is announced on the website of the FutureSoc PRA.
14. There is no appeal against the Committee's decision.
15. 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 to these Terms and Conditions.

### **Project implementation and settlement of the project**



## § 10

1. The implementation of the mini-grants is supervised by an academic supervisor, who must be an academic teacher holding at least doctorate, employed by the Jagiellonian University.
2. The Mini-grant Project Manager's duties include the implementation of the project in accordance with the schedule, cost estimate and Any changes in this respect shall be communicated in writing to the Call's Host and require the written consent of the Call Coordinator.
3. Mini-grant Project Managers are obliged to 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 the University's rules on the management of public funding, and to settle individual actions in accordance with the provisions of law and the procedures applicable at the Jagiellonian University. The academic supervisor supervises the implementation of the project, in particular ensures that the schedule and cost estimate be followed well as the timely settlement of costs incurred within the framework of the mini-migrant.
4. Mini-grant Project Managers submit a report with information on achieved goals. The report should be submitted within 14 days of the date of project completion specified in the schedule. The report should be supported with an opinion of an academic supervisor
5. In the event that the Mini-grant Project Manager loses their status of a doctoral student and in the event of other emergencies, the Committee may decide to accept the partial realisation of the mini-grant until at the time of occurrence of the above mentioned circumstances.
6. In the event that the student of a doctoral programme has ended their study programme or has defended their dissertation in the year of the project implementation, the submission of the report must take place before the date of defending the thesis in public.
7. The report is evaluated by the Committee. Matters concerning settlement of the mini-grant and the consequences of failing to settle the mini-grant are governed by an agreement concluded with the Mini-grant Project Manager, the template of which is attached as annex to these Terms and Conditions.
8. The Mini-grant Project Manager is obliged to support a work published as a result of the mini-grant implementation with a the following note in Polish or in English:  
*Publikacja została sfinansowana ze środków Priorytetowego Obszaru Badawczego Society of the Future w ramach programu „Inicjatywa Doskonałości – Uczelnia Badawcza” w Uniwersytecie Jagiellońskim.*  
*The publication has been supported by a grant from the Priority Research Area (name of the PRA) under the Strategic Programme “Excellence Initiative – Research University” at the Jagiellonian University.*

## Personal data protection

## § 11

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 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 a mini-grant, the above provisions apply to all members of the above mentioned teams.

## **Final provisions**

### **§12**



1. 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.
2. With regard to matters not governed by these Terms and Conditions, the General Terms and Conditions, and other internal acts in force at the JU shall apply.
3. These Terms and Conditions are effective as of 01.12.2020 and remain in force until the conclusion of the Call's first edition.

Annexes:

- Agreement between the JU and the Mini-Grant Project Manager: template,
- Declaration of commencing the implementation of the Mini-grant.

I hereby approve

Coordinator of the FutureSoc PRA

Chairperson of the Steering Team of the FutureSoc PRA