

Terms and conditions of the call for international grant proposals under the PRA FutureSoc in the framework of the “Excellence Initiative – Research University” at the Jagiellonian University

The “Society of the Future” priority research area (hereinafter: PRA FutureSoc) implements a policy of support for research staff as part of **Action 3 (R2R – Research to Research)** under the strategic program “Excellence Initiative” at the Jagiellonian University (hereinafter: EI.JU). The objective is to develop the PRA by intensifying international cooperation and supporting the formation of international research teams.

General provisions

§ 1

These terms and conditions for international grant proposals under the PRA FutureSoc in the framework of the strategic program “Excellence Initiative – Research University” at the Jagiellonian University, hereinafter referred to as “Terms and Conditions”, specify:

- the detailed conditions of funding cooperation with foreign researchers, the product of which should be a joint international research project proposal;
- the principles of accepting of call proposals and required documents;
- the principles and criteria of proposal evaluation;
- the obligations of applicants who are awarded funding.

§ 2

Whenever these Terms and Conditions refer to:

EI.JU – the term is to be understood as the Excellence Initiative at the Jagiellonian University,

activities – the term is to be understood as a series of tasks carried out by the winner based on and within the scope of the call proposal,

committee – the term is to be understood as a committee appointed to evaluate the call proposals,

call – the term is to be understood as the call for international grant proposals under the PRA FutureSoc in the framework of the “Excellence Initiative – Research University” strategic program at the Jagiellonian University,

Call Coordinator – the term is to be understood as the person appointed by the PRA Coordinator to be in charge of matters related to the content and organization of the Call, the awarding of funds, and the supervision of funded projects,

Call Manager – the term is to be understood as the person appointed by the PRA Coordinator to manage the call in the strefa.iduj system and carry out administrative tasks related to its implementation,

Laboratory for Science (LAB) – the term is to be understood as a constituent of the PRA or a joint venture of two or more PRAs, developed under Action no 21 (Labs), as specified in the Jagiellonian University’s application in the “Excellence Initiative-Research University” call [<https://id.uj.edu.pl/wniosek>], regulated by the Framework principles for the organization and operation of the Laboratory for Science (LAB) in the framework of the Excellence Initiative program at the Jagiellonian University [<https://id.uj.edu.pl/documents/144624357/145415376/RAMOWE+ZASADY+organizacji+i+funkcjonowania+Laboratorium+dla+Nauki+%28LAB%29/388c6edb-698d-4480-bf25-ee7260d3ded8>],

winner – the term is to be understood as an applicant whose proposal has been qualified for funding,

foreign partner – the term is to be understood as a researcher affiliated with a foreign research center or foreign university,

PRA FutureSoc – the term is to be understood as the “Society of the Future” Priority Research Area at the Jagiellonian University, as specified in the application submitted under the “Excellence Initiative – Research University” call (<https://id.uj.edu.pl/wniosek>), encompassing comprehensive research into social change triggered by the advancement of new technologies and cognitive sciences (politics, security, law, management, the human mind, communication, society),

project – the term is to be understood as the research project indicated in the call proposal as the product of activities funded under the call,

applicant – the term is to be understood as an academic teacher employed at the Jagiellonian University who has submitted a call proposal,

call proposal – the term is to be understood as an application to request funding for activities aimed at drawing up a project proposal by a team made up of the applicant and at least one foreign partner,

project proposal – the term is to be understood as a proposal drawn up in the framework of international cooperation and submitted under a call for research proposals external to the JU.

§ 3

1. The call shall be announced by the Coordinator of the PRA FutureSoc in the case of general calls and by the Director of LAB in the case of calls organized in the framework of the LAB.
2. The call budget shall be published on the website of the PRA FutureSoc [<https://futuresoc.id.uj.edu.pl/>].

Funding eligibility

§ 4

1. The required product of activities funded under the call shall involve the submission of a project proposal drawn up in the framework of international cooperation, for obtaining prestigious international research grants
2. The funding shall be planned out and used in accordance with the principle of rationality, the universally binding law and the internal provisions of the JU.
3. The maximum funding awarded to winners under the call shall not exceed 30,000 PLN.
4. The Jagiellonian University shall be affiliated as a partner or leader of the project proposal mentioned in § 4.1.

§ 5

1. Any academic teacher employed at the Jagiellonian University who meets the conditions specified in these Terms and Conditions is eligible to win a grant.
2. The Coordinator of the PRA FutureSoc, the Director of the LAB, or an employee working in/cooperating with the research units (such as e.g. LAB) or organizational units (such as e.g. the executive team) of the PRA FutureSoc, may be a winner of the call, provided that he/she is excluded from the decision-making process.
3. Persons mentioned in § 5.2 shall disclose their employment or affiliation with the units of the PRA FutureSoc in the proposal submitted under the call.
4. In the event that the Coordinator of the PRA FutureSoc enters the call announced within the PRA FutureSoc, he/she shall be excluded from the approval procedure for the funding awarded by the Committee, which shall forward its decision for approval to the Steering Team.
5. In the event that the Director of the LAB enters the call, he/she shall be excluded from the approval procedure for the funding awarded by the Committee, which shall forward its decision for approval to the Coordinator of the PRA FutureSoc.

§ 6

1. A formal eligibility check shall be performed within 5 working days by the Call Manager, to determine whether the proposal is complete and compliant with the provisions of these Terms and Conditions. Should the proposal be judged as incomplete (failing to meet the formal requirements), the call coordinator shall set a deadline, no shorter than 7 days, within which the formal deficiencies should be corrected. In the event that the formal deficiencies are not corrected before the deadline or an incorrigible formal discrepancy is discovered that makes the proposal ineligible for merit-based review in the light of these Terms and Conditions, the proposal shall be rejected with a relevant justification.
2. A merit-based review of the proposal shall be performed within 30 working days from the day on which the formal eligibility check is completed and the project is qualified for merit-based review.
3. The call proposal shall undergo merit-based review by the committee, appointed by the Steering Team of the PRA FutureSoc upon the petition of the Coordinator of the PRA FutureSoc for general calls or by the Coordinator of the PRA FutureSoc upon the petition of the Director of the LAB for calls organized in the framework of the LAB.

4. If an expert has a relationship of professional dependency with an applicant, he/she shall be excluded from the Committee for the purposes of evaluating his/her proposal.
5. The list of experts shall be published on the website of the PRA FutureSoc [<https://futuresoc.id.uj.edu.pl/>] after the end of the call.
6. Only tasks that have not been funded in the framework of any other call in the EI.JU program or from other external sources shall be funded under the call. Project proposals drawn up as a result of activities funded under the call shall not be presented as a result of other activities funded from public resources. In case of any doubts, please contact the EI.JU Office.

§ 7

1. To be eligible for funding under the call, the subject matter of the activities shall fall under the research scope of the PRA FutureSoc, as defined in the PRA FutureSoc Strategy [<https://futuresoc.id.uj.edu.pl/documents/145506072/0/Strategia+POB+Futuresoc/c27e86f5-bc12-4db7-93f6-ffdba0fe376c>].
2. Under the call, eligible costs shall include expenses closely related to the implementation of the activities, and in particular the costs of:
 - services and salaries associated with the preparation of the project proposal;
 - the winner's participation in conferences, broker meetings or networking events in relation with the preparation of the project proposal;
 - organizing and participating in working sessions of the research consortium.
3. The sum of all salaries shall not exceed 40% of the budget indicated in the call proposal. Salaries for activities funded under the call shall be paid in accordance with the internal regulations of the Jagiellonian University, including the Terms and Conditions of remunerating the employees of the Jagiellonian University and the specific guidelines adopted in the framework of EI.JU.

§8

1. An applicant shall submit no more than one proposal in any given edition of the call.
2. An applicant may request funding for the same activities in calls organized by other PRAs in the framework of the EI.JU program.

Proposal submission and required documents

§ 9

1. Proposals shall be submitted via the electronic system for PRA FutureSoc projects in the framework of the EI.JU program.
2. The proposal shall include:
 - a. the project title (in Polish and English).
 - b. the keywords describing the project (in Polish and English – max. 5 words).
 - c. the project type.
 - d. the research domain.
 - e. Research field(s) and discipline(s).

- f. Scopus subject areas (in accordance with the All Science Journal Classification).
- g. the abstract in Polish and English.
- h. the duration of the project.
- i. the outline of the project, including:
 - i. project objective(s).
 - ii. a detailed project description (including: thematic scope, theoretical approach or methodology, relevance to the objectives of the EI.JU program, the “4 I” principle, and program indicators, as well as relevance to the research area of the PRA FutureSoc, as defined in the PRA FutureSoc Strategy).
- j. the applicant’s research record (max. five original publications with a national or international reach, which the applicant considers as the most important in his/her research record).
- k. other information about the proposal:
 - i. applicant: principal investigator (first and last name, degree/title, affiliation with the JU, contact details).
 - ii. foreign partner(s) (first and last name, contact person’s affiliation, contact details).
 - iii. team members (first and last name of the leader, i.e. the applicant, and each team member, their type, degree/title, affiliation with the JU; the team shall consist of the applicant as the team leader and at least one foreign partner).
 - iv. status of the Jagiellonian University (partner/consortium leader).
 - v. plan and schedule along with a cost estimate, cost justification, and identity details of the person in charge of implementation.
 - vi. product – data on the external call under which the project is to be submitted (institution that organizes the call, call type, expected project submission time), along with the justification of its choice.
 - vii. project results with a description.
 - viii. cost estimate.
- l. a declaration that the applicant has read and accepts the data protection information clause.
- m. a consent to the publication of call results and information on project funding on the website and social media of the PRA FutureSoc.
- n. a declaration that the applicant meets the formal eligibility criteria for submitting the project under the external call indicated in the call proposal.
- o. a declaration that the proposal has not been submitted under a call organized by another PRA and none of the activities in the proposal have been funded from other public resources.
- p. a declaration of commitment to conduct the activities in accordance with the submitted schedule and cost estimate if they qualify for funding.
- q. a declaration of commitment to start the activities within 30 days from the receipt of the decision to award the funding and complete them by the deadline specified in the schedule.

Proposal review criteria

§ 10

1. The proposal shall undergo a formal eligibility check to determine its completeness and compliance with the requirements of the Terms and Conditions.
2. Only proposals accepted in the course of the formal eligibility check shall be passed on for merit-based review.
3. The committee shall base its merit-based review of the proposal on the following criteria:
 - i. the rank of the external call;
 - ii. the research potential of the project, including features such as innovation and interdisciplinarity (as concerns its research objectives, theoretical approach or methodology);
 - iii. the applicants' research record, including research seniority;
 - iv. cost justifiability;
 - v. the status of the Jagiellonian University in the consortium.
4. The results of the call shall be published on the website of the PRA FutureSoc.
5. Table 1 shows the details of the scoring system for individual review categories.

Table 1: Proposal review criteria and scoring system.

No.	Criterion	Score
1	The rank of the external call	0-20, where 20 pts are awarded to the most prestigious grants, such as ERC, Horizon
2	The research potential of the project, including features such as innovation and interdisciplinarity (as concerns its research objectives, theoretical approach or methodology);	0-30
3	The applicants' research record, including research seniority	0-30
4	Cost justifiability	0-10
5	Status of the Jagiellonian University as the leader of the consortium	0 – where the JU is not the leader; 10 pkt – where the JU is the leader of the consortium

§ 11

1. Funding may be awarded only to proposals that have obtained at least 50 pts.
2. Financing is granted to applications recommended by the Committee, until the budget resources for the current edition of the call are exhausted.
3. Two or more proposals that obtain the same score may be funded provided that their total funding does not exceed the budget slated for the current edition of the call.
4. The list of winners shall be published on the website of PRA FutureSoc [<https://futuresoc.id.uj.edu.pl/>].

Winners' obligations and funding settlement

§ 12

1. The basic result to be considered for the purposes of formal settlement shall be a project proposal submitted to an external institution within the deadline specified in the call proposal, no later than 12 months after the receipt of funding.
2. A report shall be submitted within 14 days from the project proposal submission date.
3. The report shall include:
 - a. a list of expenses funded and settled under the call;
 - b. a document confirming the submission of the project proposal.
4. The report shall be submitted in electronic form.
5. In the event that the documents mentioned in §12.2-3 are not submitted or are submitted after the deadline, except in particularly justified circumstances, the applicant shall be excluded from other calls organized in the framework of the PRA FutureSoc for a period of two years starting from the scheduled project proposal submission date.
6. In the event that the winner loses his/her status as an academic teacher at the Jagiellonian University, as well as in the case of other fortuitous events that significantly affect the deadline or the legal or actual ability to carry out the activities, the Coordinator of the Call may decide to accept the partial implementation of the activities completed before the occurrence of the above-mentioned circumstances.
7. In the event of circumstances mentioned in § 12.6, the winner shall immediately notify the Coordinator of the Call.
8. The winner shall fill out the PRA FutureSoc reporting questionnaire.
9. The winner shall ensure that the expenditures comply with the procedures laid down by the Public Procurement Law and the activities adhere to the internal regulations of the Jagiellonian University, especially as concerns the use of research infrastructure and intellectual property rights. The winner shall inform all the team members of these Terms and Conditions and JU regulations.
10. Any materials/publications created as a result of activities funded under the call shall include funding information, in Polish or in English, in the following formulation:

“Publikacja została sfinansowana ze środków Priorytetowego Obszaru Badawczego Society of the Future w ramach programu „Inicjatywa Doskonałości – Uczelnia Badawcza” w Uniwersytecie Jagiellońskim.”

or

“The publication was funded by the Priority Research Area Society of the Future under the program “Excellence Initiative – Research University” at the Jagiellonian University in Krakow.”.

§13

1. The completion of the activity shall be approved by the Coordinator of the PRA FutureSoc or the Director of the LAB (in the case of calls organized in the framework of the LAB).
2. The activities shall be considered as completed once the obligations mentioned in §12 of the Terms and Conditions have been fulfilled.

Personal data protection

§14

Pursuant to art. 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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 of the applicants shall be controlled by the Jagiellonian University, ul. Gołębia 24, 31-007 Kraków, represented by the Rector of the Jagiellonian University.
- 2) The Jagiellonian University has appointed a Personal Data Protection Inspector, ul. Czapskich 4, 31-110 Kraków, room 27. The Inspector may be contacted by e-mail: iod@uj.edu.pl or by telephone (12 663 12 25), Monday through Friday, between 8 am and 3 pm.
- 3) The personal data shall be processed:
 - a. for all applicants – for the purposes of organizing and conducting the call (hereinafter: “the Call”) in accordance with these Terms and Conditions, and of announcing its results, pursuant to art.6.1.f. of the GDPR, i.e. for the purposes of the legitimate interests pursued by the controller, i.e. to select the winner of the call;
 - b. for winners – for the purposes of fulfilling legal obligations incumbent upon the organizer, including, in particular, tax obligations, i.e. in accordance with art. 6.1.c of the GDPR.
- 4) The provision of personal data by the applicants is voluntary, but necessary for participation in the call. Should applicants refuse to provide their personal data, they shall be excluded from the call. In the case of winners, mentioned in §14.3.b above, the provision of personal data constitutes a legal obligation and a refusal to provide personal data shall make it impossible to award the grant.
- 5) The personal data of the applicants/winners shall be published on the website of the Jagiellonian University and may be posted on its social media. The data may also be disclosed to authorized state bodies, particularly insofar as such bodies are authorized to control the fulfillment of legal obligations incumbent upon the organizer.
- 6) The personal data of the applicants/winners shall not be disclosed to any third countries (beyond the European Economic Area) or international organizations.
- 7) The personal data of applicants, mentioned in §14.3.a above, shall be processed until the resolution of the call and the announcement of its results, and subsequently, until the prescription of any claims resulting from the call. The personal data of winners, mentioned in §14.3.b above, shall be processed during a period specified by tax regulations, and, subsequently, for archival purposes, in accordance with relevant legal provisions.
- 8) The applicant/winner shall reserve the right to: obtain information on personal data processing and the legal rights ensured by the GDPR, access and correct his/her personal data, delete his/her personal data from the controller’s database (unless their further processing is necessary for the fulfillment of a legal obligation or for the purposes of adjudicating, pursuing, or defending a legal claim), as well as limit their processing and transfer, and object to their processing – in cases and subject to conditions specified by the GDPR.
- 9) The personal data of applicants/winners shall not be the subject of automated decision-making or profiling.

10) In the event that they judge that the processing of their personal data violates the provisions of the GDPR, applicants/winners shall be entitled to file a complaint with the President of the Personal Data Protection Office.

11) For research teams, the above provisions apply accordingly to all members.

Final provisions

§15

1. The applicant declares that he/she accepts these Terms and Conditions and commits himself/herself to abide by their provisions under pain of losing the right to apply for funding.
2. Any matters not covered by these Terms and Conditions shall be governed by other internal laws adopted at the JU, including in the framework of the EI.JU.
3. The Terms and Conditions shall enter into force on the day of signing.