Guidelines for competitions for internal grants under the "FU2N – Fundusz Udoskonalania Umiejętności Młodych Naukowców" programme

• Call for proposals:

November 15 - publication of the competition notice

November 16 - December 5 - call for applications

December 5 - end of the call for applications

December 5 - 12 - formal assessment of applications

December 13 - January 10 - results of the competition

January 10 - announcement of the competition results

from January 11 - signing contracts with Beneficiaries

• Applicants:

-doctoral candidates of the first or second year of the Interdisciplinary Doctoral School at Lodz University of Technology

- young scientists - i.e. academic teachers employed in a group of research or research and teaching staff of the Lodz University of Technology for whom the Lodz University of Technology is their primary place of work, who obtained a doctoral degree up to 5 years before submitting an application for an internal grant.

• **Applications**:

The complete application should include:

1. an application along with the application form, according to the specimen specified in Appendices 1 and 2, respectively, signed by the applicant and the research supervisor / supervisor (doctoral candidate of the IDS TUL) or the head of the organizational unit in which he/she is employed (young scientists);
2. opinion of their tutor / supervisor in the case of a doctoral candidate at IDS TUL;
3. CV;
4. the cost estimate prepared according to the template set out in Appendix 3;
5. information on the scientific achievements to date, according to the formula set out in Appendix 4;
6. a description of the research project clearly indicating the research area proposed by the applicant and the innovativeness of the proposed projects, according to the formula set out in Appendix 5;
7. consent to the processing of personal data to the extent necessary in the proceedings.

• **Number and amount of grant financing**:

The maximum number of grants has been set for individual scientific disciplines:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **DISCIPLINE** | **for employees** | **for doctoral candidates at IDS** |
| 1 | Architecture and urban planning | 2 | 3 |
| 2 | Automation, electronic and electrical engineering | 4 | 3 |
| 3 | Information and communication technology | 4 | 5 |
| 4 | Chemical engineering | 3 | 3 |
| 5 | Civil engineering and transport | 4 | 1 |
| 6 | Materials engineering | 2 | 3 |
| 7 | Mechanical engineering | 5 | 3 |
| 8 | mathematics | 1 | 1 |
| 9 | Chemical sciences | 6 | 13 |
| 10 | Physical Sciences | 1 | 1 |
| 11 | Management and quality studies | 1 | 1 |
| 12 | Nutrition and food technology | 3 | 3 |
|  | **Total** | **36** | **40** |

• **Criteria:**

The applicant must have documented scientific achievements and prove the ability to conduct scientific research in line with the development strategy of Lodz University of Technology

.

You can only become a grant beneficiary once in each of the categories (doctoral candidate / young scientist).

**• Grant budget:**

Grant costs are eligible if:

- are directly related to the research carried out;

- they are necessary for the implementation of research and are adequate to the scope of the planned work;

- are realistically and rationally estimated.

Direct costs may relate to:

1. purchase of research equipment (according to the definition of the Central Statistical Office) understood as a set / sets of research, measuring or laboratory devices with a low degree of universality and high technical parameters (usually several orders of measurement accuracy higher than typical equipment used for production or operational purposes), which, in accordance with the accounting policy in force at Lodz University of Technology, is classified as fixed assets
2. purchase of other devices that do not meet the definition of scientific and research equipment, which, in accordance with the accounting policy in force at Lodz University of Technology, are classified as fixed assets;
3. purchase of IT services, purchase of repair, calibration and certification services for equipment already owned;
4. purchase of intangible assets which, in accordance with the accounting policy in force at Lodz University of Technology, are classified as non-current assets, incl. software expenses, license purchases, database purchases;
5. financing participation in conferences, organizational meetings and trainings increasing competences in writing projects.

VAT may be an eligible cost, then the costs in the cost estimate are given in gross amounts. The applicant may indicate that the cost does not include VAT and provide its net value only when it obtains the opinion of the Accounting Section that a preferential VAT rate is possible for a given purchase.

Indirect costs are not foreseen in the grant

The scope of research financed by an internal grant, submitted under the programme, cannot be financed from other sources.

• **Other guidelines:**

In all forms of publishing the results of research carried out under the grant, the beneficiary is obliged to provide information about financing the project under the programme "FU2N – Fundusz Udoskonalania Umiejętności Młodych Naukowców, supporting scientific excellence of Lodz University of Technology ("Work financed by the programme “FU2N – Fundusz Udoskonalania Umiejętności Młodych Naukowców” supporting the scientific excellence of Lodz University of Technology - grant no ........................" or its equivalent in English).

Appendix 1

|  |  |
| --- | --- |
| [candidate data] | Head of the Discipline  ………………………………………………  ……………………………………………… |

**Application**

for participation in the competition for internal grants

of the "FU2N – Fundusz Udoskonalania Umiejętności Młodych Naukowców" programme

I am

a doctoral candidate in …………… of the Interdisciplinary Doctoral School of TUL[[1]](#footnote-1)\*)

an employee of Lodz University of Technology\*)

employed at the Faculty/Institute \*)

(provide the name and symbol of the unit)

at the faculty / university unit \*)

(provide the name and symbol of the unit)

I am preparing a doctoral / postdoctoral dissertation / monograph / research project on the topic:

I would like to kindly ask you to consider my application for an internal grant from the programme "FU2N - Fundusz Udoskonalania Umiejętności Młodych Naukowców" in the main discipline ……………………………… and additional ……………………………… in year ……… .

I justify my request with my significant scientific achievements to date, which I present in detail in the attached documents. I declare that I have read the Ordinance No. 55/2021 of the Rector of the Lodz University of Technology of September 29, 2021 on the "FU2N – Fundusz Udoskonalania Umiejętności Młodych Naukowców" programme supporting the scientific excellence of Lodz University of Technology and I agree with its provisions and that I undertake to submit , no later than 12 months from the end of the internal grant, as the manager of the grant application project for the competition ......................................................... announced by ……………………………………………………………………………………….

…………………………………

*The applicant's signature*

Lodz, on ………………………………

Appendix No. 2

**APPLICATION FORM**

of the "FU2N – Fundusz Udoskonalania Umiejętności Młodych Naukowców" programme

supporting the scientific excellence of Lodz University of Technology

|  |  |
| --- | --- |
| Name |  |
| Last name |  |
| date of birth |  |
| Professional title / academic degree |  |
| doctoral candidate ID number |  |
| Position (applies to employees) |  |
| Address |  |
| Telephone, e-mail |  |
| Organizational unit, department, discipline |  |
| The period for which the grant is to be awarded |  |
| Title of the research task being carried out |  |
| Brief description of the research project (purpose and meaning of the project, max. 1000 words) |  |
| Information on the grant application for one of the competition programmes announced by external research funding institutions (subject of the planned grant application / financing institution / competition / planned date of submission of the application) |  |

|  |  |  |
| --- | --- | --- |
| ................................................................... |  | ................................................................... |
| *The signature of the research supervisor / supervisor* |  | *The applicant's signature* |
|  |  |  |
| ................................................................... |  |  |
| *Signature of the Head of the unit* |  |  |

Appendix No. 3

**COST OF INTERNAL GRANT**

1. Name of the project manager

2. Project title

3. ESTIMATE

|  |  |
| --- | --- |
| Position | Planned costs |
| 1 | 2 |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total project implementation costs** |  |

4. CONSENT OF THE HEAD OF THE ORGANIZATIONAL UNIT AND OBLIGATION TO SUPERVISE THE PROGRESS AND DATE OF PROJECT IMPLEMENTATION

|  |  |
| --- | --- |
| Contents | Signature of the Head of the unit and a stamp |
| I consent to the implementation of the internal grant and undertake to supervise the progress and deadline of the project |  |

…………………………………

*The applicant's signature*

Lodz, on ………………………………

Appendix No. 4

**INFORMATION ON PAST SCIENTIFIC ACHIEVEMENTS**

1. Name of the project manager

2. Project title

|  |  |
| --- | --- |
| 1. Information on the doctoral dissertation being prepared. | |
| Topic: |  |
| Supervisor (date of appointment of the supervisor): |  |
| Date of obtaining the master's degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. List of scientific publications (monographs, chapters in monographs, articles published in journals, papers included in reviewed conference materials). | | | |
| Authors, title, journal name or publisher, year, number, pages, DOI / ISBN | | Current ministerial score[[2]](#footnote-2) | Number of citations according to the Scopus database (without self-citations) |
| II.1. | |  |  |
| II.2. | |  |  |
| II.3. | |  |  |
|  | |  |  |
| Total number of citations according to Scopus: | Hirsch index: | | |

|  |  |  |
| --- | --- | --- |
| 1. Patents and protection rights.[[3]](#footnote-3) | | |
| Authors and name of the invention | Awarding institution | Percentage |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. Information on the participation in the work of research teams implementing projects financed through national or foreign competitions. | | |
| Provide the name of the research funding institution, project number, title | Years of participation | Role (manager / contractor) |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| 1. Other achievements.[[4]](#footnote-4) | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

…………………………………

*The applicant's signature*

Appendix No. 5

**PROJECT DESCRIPTION**

1. Name of the project manager

2. Project title

The description of the project in English (up to 5 pages) should include:

1) the scientific objective of the project (description of the problem to be solved, research questions or hypotheses);

2) significance of the project (the current state of knowledge, justification of the research problem, justification of the innovative nature of the research, importance of the project results for the development of a given field and scientific discipline);

3) research concept and plan (general research plan, specific research objectives, preliminary research results, risk analysis);

4) research methodology (research method, methods, techniques and tools, methods of analysis and development of results, devices and apparatus used in the research);

5) a list of literature on the subject of the project (a list of literature showing items included in the project description, including full bibliographic data).

Including all the above points, including reference to the literature on the topic, is obligatory and the lack of any of the points is the basis for rejecting the application for formal reasons.

The description should be attached as a PDF file (up to 10 MB).

Maximum volume: 5 A4 pages.

Recommended text formatting: Top and bottom margins min. 1.5 cm, side margins min. 2 cm, Times New Roman or equivalent font, min. 11 points, single line spacing.

…………………………………

*The applicant's signature*

Appendix No. 6

**Agreement**

for the implementation of an internal grant under

of the "FU2N – Fundusz Udoskonalania Umiejętności Młodych Naukowców" programme

supporting the scientific excellence of Lodz University of Technology

concluded on ………………………………. ………………… in Lodz

between

Lodz University of Technology with its registered office in Lodz at ul. Żeromskiego 116; 90-924 Łódź, represented by the Dean of the Faculty [...] ...................................... .................................................. ., hereinafter referred to as Lodz University of Technology

and

Mr. / Ms.

Doctoral Candidate at the Interdisciplinary Doctoral School of Lodz University of Technology with a student ID No. ....................................... .....

residing in [[5]](#footnote-5)\*)

an employee of Lodz University of Technology employed in

*name of the department / institute and faculty, university unit*

in the position \*)

hereinafter referred to as the Beneficiary.

§ 1

The contract concerns the implementation of an internal grant awarded by Lodz University of Technology for the purposes related to the implementation of the project by the Beneficiary under the programme "FU2N – Fundusz Udoskonalania Umiejętności Młodych Naukowców" supporting the scientific excellence of Lodz University of Technology.

§ 2

1. On the basis of the decision of the Head of Discipline [...] of ................ ... the Beneficiary was awarded an internal grant in the amount of PLN ........... for the period from ............... to ...............

2. The funds will be transferred to the organizational unit where the project will be implemented and indicated by the Beneficiary in the application form presented by them.

3. Lodz University of Technology is obliged to:

1) provide the Beneficiary with the hardware and laboratory base at its disposal, provided that this obligation does not entail an excessive burden on its units and disorganization of their work;

2) in the case of doctoral candidates, provide substantive and teaching assistance provided by the Beneficiary's research tutor / supervisor, as part of his / her official duties.

§ 4

* 1. The Beneficiary undertakes to make every effort to implement the research project in accordance with the complex research description.

2. The Beneficiary also undertakes:

1) not to infringe intellectual property rights;

2) not to jeopardize the good name of Lodz University of Technology;

3) not take any actions competitive to Lodz University of Technology;

4) fulfil the obligations incumbent on him due to the performance of the employment relationship / remaining a doctoral candidate at Lodz University of Technology;

5) comply with occupational health and safety rules in force at Lodz University of Technology;

6) follow the instructions and recommendations of their research supervisor / supervisor during the grant period;

7) implementation of the research programme declared in the application, any changes to the plan should be agreed with the research supervisor / supervisor;

8) prepare and submit, as a project manager, the grant application for the competition ......................................................... announced by ........................... ……………………………………………………………….

3. In the event of failure to comply with the obligations set out in paragraph 1 and 2 or failure to settle accounts and non-approval of the report by the head of the discipline, the Beneficiary will not be able to participate in programmes implemented under the IDUB project for a period of 2 years after the deadline for submitting the grant application.

§ 5

[applies to doctoral candidates who are not employees of Lodz University of Technology]

In order to regulate the mutual obligations of the Parties regarding the intellectual property resulting from the implementation of the grant, an agreement will be signed between them on the principles of the division of intellectual property rights created during cooperation, in accordance with § 4 (2) of Ordinance No. 55/2021 of the Rector of Lodz University of Technology of September 29, 2021 on the programme "FU2N – Fundusz Udoskonalania Umiejętności Młodych Naukowców" supporting the scientific excellence of Lodz University of Technology.

§ 6

The parties will aim at amicable settlement of disputes arising between them. If an amicable solution is not possible, the court will be competent to settle disputes arising from the implementation of the provisions of Ordinance No. 55/2021 of the Rector of Lodz University of Technology of September 29, 2021 on the "FU2N – Fundusz Udoskonalania Umiejętności Młodych Naukowców" programme supporting the scientific excellence of Lodz University of Technology universal competent for the seat of Lodz University of Technology.

§ 7

The contract is drawn up in two identical copies, one for each of the Parties.

|  |  |  |
| --- | --- | --- |
| .................................................................. |  | ................................................................... |
| BENEFICIARY |  | LODZ UNIVERSITY OF TECHNOLOGY |

\_\_\_\_\_\_\_\_\_\_\_\_

\*) Delete as appropriate.

1. \*) Delete as appropriate. [↑](#footnote-ref-1)
2. In accordance with the ministerial list of scientific journals and reviewed materials from international conferences or the ministerial list of publishing houses publishing reviewed scientific monographs in force on the date of the announcement of the competition. [↑](#footnote-ref-2)
3. Reported through the Patent Attorneys' Office of Lodz University of Technology. [↑](#footnote-ref-3)
4. Achievements related to scientific activity, excluding conference presentations; a maximum of five. [↑](#footnote-ref-4)
5. \*) Delete as appropriate. [↑](#footnote-ref-5)