Appendix No. 1

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| Contest, date |  |
| Project No. |  |
| To be filled in by the Science Division | |

**APPLICATION**

**for Funds to Execute a MINI-GRANT Project**

1. Project title:

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| --- |
|  |

1. Discipline of scientific activity (tick only one discipline, in the case of multidisciplinary research – identify the major discipline):

|  |  |
| --- | --- |
| Discipline | Tick as appropriate |
| MEDICAL SCIENCES |  |
| PHARMACEUTICAL SCIENCES | N/A |
| HEALTH SCIENCES | N/A |

1. Technological area:

|  |  |
| --- | --- |
| Area | Tick as appropriate |
| Biotechnology\*) |  |
| Nanotechnology\*\*) |  |
| Other/not applicable |  |

\*) Biotechnology: an interdisciplinary branch of science and technology focusing on modifying the living and the inanimate matter by using living organisms, their parts or their respective products, as well as biological process models in order to develop knowledge, goods and services (Ministry of Science and Higher Education, 2007).

\*\*) Recognising and controlling matter and processes in the nanoscale, usually but not only below 100 nanometres, in one or more dimensions in which the occurrence of phenomena dependent of the size usually allows for new applications using such characteristics of materials in the nanoscale that differ from the characteristics of single atoms in order to develop improved materials, devices and systems based on such new characteristics.

1. Data of the Project Manager, composition of the research team:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Year of studies/ major/faculty/ name of science club | Name and surname | Function  in the project | Phone/email |
| 1 |  |  | Project Manager |  |
| 2 |  |  | Researcher |  |
| 3 |  |  | Researcher |

5.1. Data of the Supervisor, code and name of the unit employing the Supervisor = the unit where the project is to be executed.

|  |  |
| --- | --- |
| Code and name of the employing unit | Name and surname, professional title, academic degree/title |
|  |  |

5.2. Unit where the project is to be executed (if different than the unit employing the Supervisor)

|  |  |
| --- | --- |
| Code and name of the unit | Reasons for the project execution at a unit different than the Supervisor’s unit |
|  |  |

1. Synthetic description (a concise, 5-sentence long summary of the project for promotional purposes).
2. Detailed project description (maximum 800 words):
   1. current state of knowledge,
   2. objective of the work,
   3. materials and work methodology,
   4. planned scientific and practical effects (form of the project completion).
3. Research schedule.
4. Active participation in domestic and international conferences.
5. List of the major literature concerning the research issues in relation to the text describing the project.
6. Project cost estimate.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | List of financed and co-financed purchase | Description of and reasons for the planned costs | Amount |
| 1 | Reagents, materials, equipment |  |  |
| 2 | Internal and outsourced services and fees to be paid to persons unemployed by the Medical University of Warsaw (excluding the remuneration to be paid to the Project Manager and the researchers) |  |  |
| 3 | Active participation in domestic and international conferences (excluding exclusively student conferences) |  |  |
| TOTAL | |  |  |

1. Survey specifying the nature of the project (item 1 – mandatory, items 2-11 – if applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Question | YES | NO |
| 1. | Is the approval of a bioethics commission necessary to conduct the research? |  |  |
| 2. | Does the research include the administration of any medicines or other substances to a patient? |  |  |
| 3. | Are the administered medicines or other substances available on the market as medicinal products? |  |  |
| 4. | Does the research include the collecting of any samples of biological material from a patient? |  |  |
| 5. | Does the research include the use of any biological material collected when conducting another diagnostic test by a healthcare entity? |  |  |
| 6. | Does the research include the use of the existing results of tests of patients treated at a healthcare entity? |  |  |
| 7. | Does the research participant incur any respective risk? |  |  |
| 8. | Where, i.e. at what healthcare entity, are the patients participating in the research chosen? |  | |
| 9. | Where, i.e. at what healthcare entity, are the medicines or other tested substances administered to patients? |  | |
| 10. | Who, i.e. the employees of which healthcare entity collect the samples of the patient’s biological material? |  | |
| 11. | Who, i.e. the employees of which healthcare entity administer the medicines or other tested substances to the patient? |  | |

In the case of projects being medical experiments that require cooperation with a healthcare entity, in particular in the case of non-sponsored clinical studies, the Project Manager must provide the Science Division with the documents concerning a given procedure immediately after the project has been approved, before the project is commenced. A project will be financed after the proper documents have been filed.

1. According to Art. 13 of 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) your personal data will be processed upon Art. 6 (1) (c), which means that the personal data are necessary for compliance with a legal obligation.
2. Your personal data controller is the Medical University of Warsaw with the registered seat in Warsaw (02-091), at ul. Żwirki i Wigury 61.
3. The Medical University of Warsaw’s Data Protection Officer will supervise the appropriateness of protection of personal data. The contact data of the MUW’s Data Protection Officer are as follows: phone – 22-57-20-320; email – iod@wum.edu.pl.
4. Your personal data will be processed for the purpose of financing, executing and settling internal grants the objective of which is to improve the ability to obtain prestigious international research grants and additional financing of the research activity conducted by the WUM’s units in cooperation with the University of Warsaw’s units as part of micro-grants.
5. Your personal data will be processed for the period of implementation of the grants specified in Section 3 above and then they will be archived.
6. You have the right to access and rectify your data, the right to limit their processing and the right to object.
7. The provision of the data is mandatory, and in the case of the failure to provide your data you will not be allowed to apply for a grant.
8. If you believe that the processing of your personal data breaches the provisions of the general data protection regulation you can appeal to the President of the Personal Data Protection Office.

List of appendices to the application form:

Appendix a) List of the documents evidencing the applicant’s activity so far

Appendix b) Confirmation of the membership in a science club

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| --- | --- | --- |
| Researchers:  ...........................................  ...........................................  ........................................... |  | Project Manager  Signature and seal  or name and surname legibly |
|  |  |  |
| Supervisor  Signature and seal  or name and surname legibly | Head of the unit (department/ clinic) where the research is to be conducted  Signature and seal  or name and surname legibly |  |

**Appendix a)** List of the documents evidencing the applicant’s activity so far

(the application must be appended with scanned versions/copies of the documents confirming the achievements specified below)

Project Manager: name and surname

1. Congress or conference speeches

I.I. Congresses/conferences/student reunions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Authors | Title of the work | Name and date of the congress/conference/ reunion | Scope | Person presenting the result of work during the congress/ conference/reunion | Award |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

I.II. Congresses/conferences/scientific conventions (other than reunions)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Authors | Title of the work | Name and date of the congress/conference/ reunion | Scope | Person presenting the result of work during the congress/ conference/scientific convention | Award |
|  |  |  |  |  |  |
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1. Scientific publications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Authors\* | Title of the work | Journal, year of publication, volume, bulletin, initial page-final page | Points of the Ministry of Science and Higher Education | IF |
|  |  |  |  |  |
|  |  |  |  |  |

\*) In the order specified in the author’s box identifying the student authors.

1. Presentations during a poster session

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| --- | --- | --- | --- |
| Authors \* | Poster | Title of the session | Conference: title, place, dates |
|  |  |  |  |
|  |  |  |  |

1. Completed and settled mini-grants awarded in the previous editions of the contest

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Manager | Researchers | Supervisor | Title | Financing symbol |
|  |  |  |  |  |
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**Appendix b)** Confirmation of the membership in a science club

I hereby confirm that the Project Manager, …………………. and ……………………, the researchers developing the scientific work titled: ………………………….., applying for a student mini-grant in the year ……………… in ………………….., are members of the following science club: ……………………………

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Science Club Supervisor