

## **REGULATIONS**

### **of the STUDENT MINI-GRANT Project Contest**

**Financed with a Subsidy Obtained by the Medical University of Warsaw for Scientific Purposes**

#### **General Provisions**

##### **§ 1.**

- 1) These Regulations specify the rules and procedure of granting funds in order to conduct scientific research and development works hereinafter referred to as '**Student Mini-Grants**'.
- 2) The contest is open for students of the Medical University of Warsaw of any year of studies, being members of the MUW's science clubs. Students of the Doctoral Schools are not eligible to take part in the Student Mini-Grant contest.
- 3) The Student Mini-Grants can be executed only at the units of the Medical University of Warsaw.
- 4) The maximum monetary aid to be provided for an internal project cannot exceed PLN 8 000.
- 5) All projects must be executed in one of the following disciplines:
  - a) medical sciences,
  - b) pharmaceutical sciences,
  - c) health sciences.

#### **Terms and Conditions of Participation**

##### **§ 2.**

- 1) A student who meets the criteria specified in § 1 Section 2 can:
  - a) file only one application in a given year;
  - b) take part in more than one contest, but not more than once every two years and subject to the provisions of § 5 Section 9;
  - c) be in charge of only one project financed with the funds of the Medical University of Warsaw in a given period.
- 2) The projects must be supervised by employees of the Medical University of Warsaw, hereinafter referred to as Supervisors, employed on a full-time basis, being academic staff members with the doctoral or post-doctoral degree or the title of professor. An employee of the MUW can be at the same time a Supervisor of four projects applied for by students in a given academic year.
- 3) An application must be filed by a student hereinafter referred to as 'Project Manager'.
- 4) The Project Manager must file the application upon approval of:
  - a) head of the unit where the project is to be executed;
  - b) Supervisor.
- 5) A project can be executed by the Project Manager on his own or by a research team managed by the Project Manager. The criteria specified in § 1 Section 2 apply to all members of the research team.
- 6) The application must be prepared on the sample form constituting Appendix No. 1 to the Regulations and signed by the Project Manager, the head of the unit and the project Supervisor.
- 7) The application should include in particular:

- a) title,
  - b) scientific discipline represented by the project,
  - c) technological area,
  - d) data of the Project Manager and the research team,
  - e) identification of the unit where the project is to be executed,
  - f) data of the Supervisor,
  - g) synthetic description for promotional purposes;
  - h) project description including the current state of knowledge, objective of the work, materials and methodology, as well as the planned scientific and practical results, including the form of the project completion,
  - i) schedule divided into calendar years,
  - j) information about an active participation in domestic and international conferences,
  - k) literature,
  - l) cost estimate with respective reasons,
  - m) survey specifying the project nature,
  - n) statement on data processing,
  - o) list of documents evidencing the Project Manager's research activity,
  - p) statement on the membership in the Student Science Association or confirmation of an active membership in a science club at a MUW unit.
- 8) The project cost estimate can include only justified costs. Justified costs are the costs directly connected with the executed project, including:
- a) purchase of reagents, materials and small equipment,
  - b) purchase of internal and outsourced services and fees to be paid to persons who are not employed at the Medical University of Warsaw (excluding the Project Manager and the project researchers),
  - c) costs of domestic and international cooperation.
- 9) The total percent share of domestic and international cooperation [Section 8 (c)] and services and fees [Section 8 (b)] cannot exceed 50% of the budget.
- 10) The application must specify the nature of the project, of which the scope of cooperation with a healthcare entity. If it is necessary to obtain an opinion of a bioethics commission and/or to sign an agreement with a hospital and/or to follow the regulations applicable to non-commercial clinical studies the Project Manager must deliver proper documents immediately after obtaining them, before the project commencement. Providing funds to the project will be effected upon the submission of the abovementioned documents.

## **Procedure of Examination of the Applications**

### **§ 3.**

- 1) All applications must be filed in the electronic form with the Medical University of Warsaw Student Science Association (MUW SSA) by the day of the contest closing specified in the contest advertisement.
- 2) The applications will be evaluated in two stages. A formal evaluation sheet constitutes Appendix No. 2 to the Regulations.
- 3) The first stage of the formal evaluation must be completed by the MUW SSA within 3 working days since the deadline of filing applications.
- 4) If the MUW SSA finds any defects it must request the applicant to remove the defects. The application must be completed within 3 working days since the request is addressed by the MUW SSA.
- 5) Applications approved by the SSA must be filed with the Science Division in the electronic and paper forms.
- 6) The second stage of the formal evaluation will be conducted by the Science Division within 3 working days since the paper applications are filed with the Science Division.
- 7) The qualitative evaluation must refer to the research activity of the Project Manager and the project substantial value. The qualitative evaluation must be conducted according to the Project Evaluation Sheet constituting Appendix No. 3 to the Regulations.
- 8) The research activity of the Project Manger must be evaluated by the SSA. The result of the evaluation of the research activity must be provided by the SSA to a commission appointed by the Scientific Discipline Council.
- 9) The substantial value of a project must be evaluated by the commission appointed by the Scientific Discipline Council. The council competent in respect of a given application is the council specified by the applicant in Section 2 of the application.
- 10) Every Scientific Discipline Council must specify the criteria of the research activity of the Project Manager and the criteria of evaluation of the substantial value of the project, and then publish them on the council's website not later than 4 weeks before the deadline of filing the applications.
- 11) The commission must determine a Student Mini-Grant ranking and provide the Chairman of the Scientific Discipline Council with its recommendations related to the additional financing.
- 12) All decisions in respect of granting or refusing the additional financing must be made by the Chairman of the competent Scientific Discipline Council.
- 13) Decisions of the Chairmen of the Scientific Discipline Councils will be final and cannot be appealed against.
- 14) The decision in respect of granting additional financing or rejecting an application must be notified to the Project Manager in writing.

## Rules of Execution of the Student Mini-Grants

### § 4.

1. The Project Manager must:
  - 1) execute the project according to the application;
  - 2) spend the granted funds according to their purpose, as well as in compliance with general regulations and the regulations applicable at the Medical University of Warsaw,
  - 3) make reports on the project execution according to the rules specified in § 5,
  - 4) consult the actions taken with the Supervisor,
  - 5) immediately notify the Supervisor and the Chairman of the Scientific Discipline Council of any impediments preventing the project execution,
  - 6) include the following information in any publications resulting from the execution of the project: *"This work has been developed as part of a project executed in the years: .... to ...., financed with the subsidies allocated to science, obtained by the Medical University of Warsaw"*.
2. The project Supervisor will be the person authorised to manage the funds in the meaning of the regulations of the Medical University of Warsaw on spending funds.
3. Any changes concerning the substantial scope of the project must be approved by the Supervisor and the Chairman of the Scientific Discipline Council.
4. The Project Manager can be changed only upon approval of the Supervisor and the Chairman of the Scientific Discipline Council.
5. Any changes in the cost estimate can be introduced upon their approval by the Supervisor.
6. In the case of co-financing the purchase of any fixed assets/devices of the value exceeding PLN 10 000 the planned purchase must be notified to the Science Division in advance.
7. The execution of the project can cover the period of 2 calendar years, i.e. the year in which the financing is granted and the following year.
8. The requests for spending the funds granted to execute the project will be accepted as soon as the Project Manger is provided with the draft decision granting the funds and the source of financing is opened in the accounting system.
9. The requests for spending the funds granted to execute the project will be accepted by 31 October of the year in which the financing is granted.
10. The Project Manager must document the incurred costs by 30 September of the year following the year in which the financing is granted.
11. The Project Manager and the Supervisor will be responsible for a timely and proper settlement of the project.
12. In the case that the Project Manager loses his status authorising him to execute the project and no new Project Manager is identified by the Supervisor the project shall be terminated. This condition shall not apply to the change of the Project Manager's status for a graduate.

## **Reports**

### **§ 5.**

- 1) The Project Manager must submit a report on the project execution according to the sample constituting Appendix No. 2 to the Regulations.
- 2) The report must include in particular:
  - a) title of the project,
  - b) data of the Project Manager, the research team and the Supervisor,
  - c) synthetic description of the performed research and the achieved results,
  - d) detailed description of the performed research and the achieved results,
  - e) forms of promotion, including:
    - i) works published or accepted for printing;
    - ii) domestic and international conferences;
  - f) signature of the Project Manager and the Supervisor.
- 3) The financial data must be shown in the form of a printout from the financial control system used at the Medical University of Warsaw (Financial Controlling).
- 4) A report must be submitted by 30 January of the year following the completion of the project financing.
- 5) A report must be filed in the paper and electronic forms.
- 6) A report must be submitted to the Science Division.
- 7) The Science Division must provide the reports on the project execution including a respective summary to the Chairmen of the Scientific Discipline Councils.
- 8) The reports on the project execution must be accepted by the Chairmen of the Scientific Discipline Councils.
- 9) The failure to submit a report to the Science Division according to the provisions of this Article shall result in the suspension of the project financing and the suspension of the rights of the Project Manager and the Supervisor to apply for funds to execute the project according to these Regulations as part of the contests of projects financed with subsidies within the next 2 years.

## **Copyright**

### **§ 6.**

- 1) The Student Mini-Grant and its results are subject to copyright.
- 2) The moral rights to the project and its results will be vested in proportion to the workload to the Project Manager and the Researchers, if any.
- 3) The Project Manager hereby transfers to the Medical University of Warsaw all economic rights to the project without any additional consideration, on all fields of use.
- 4) In the case of creating an invention, a utility model or an industrial design as a result of the project the right to obtain a patent for the invention, the protection right to the utility model, as well as the right to register the industrial design will be vested as specified in the Regulations of Management of the Intellectual Property of the Medical University of Warsaw.