

Warsaw, 3 September 2021

Heads of MUW Organisational Units

**Project Leads/Leads of subjects
funded from external sources
and subvention funds**

In situ

Subject: Calendar of funds disbursement.

Dear Sirs/Madams,

The changes in the manner of funding of the University's activity implemented with the Higher Education and Science Law of 20 July 2018 shall determine the necessity to introduce at the Medical University of Warsaw modifications to the disbursement schedules for funds awarded to the implementation of the University's statutory tasks, including the conducted research and didactic activity.

Below, you will find disbursement schedules binding in particular areas of the University's activity, including the afore-mentioned changes.

1. Statutory subjects for given units – funds transferred to the year 2021 from previous years:

- 31 October 2021 – deadline for submitting requests in the WorkFlow system,
If it is necessary to secure funds for investment procurement*) to be made in the subsequent years, the unit shall file a request to the MUW Rector for securing funds for subsequent years with a justification including the investment description, sources of funding in subsequent years and procurement completion schedule. **Requests for securing funds for investments shall be submitted by 30 September 2021.** After the request is approved, the unit's funds planned for investment shall be transferred to the MUW's investment plan. The request for investment implementation shall be submitted by the unit as per the approved schedule.
- *) Fixed assets/instrumentation of unit net price not lower than PLN 10,000.
- 31 December 2021 – deadline for fulfilling all requests and orders; invoices/bills shall be dated for the year 2021,
- 15 March 2022 – submitting the financial documents confirming the fulfilment of the requests and orders to the Bursar's Office; documents submitted after the indicated deadline or dated for the year 2022 will be settled from the funds awarded to the unit for the year 2022.

2. Statutory subjects for given units – funds awarded in 2021:

- 31 October 2021 – deadline for submitting requests in the WorkFlow system,
If it is necessary to secure funds for investment procurement*) to be made in the subsequent years, the unit shall file a request to the MUW Rector for securing funds for subsequent years with a justification including the investment description, sources of funding in subsequent years and procurement completion schedule. **Requests for securing of funds for investments shall be submitted by 30 September 2021.** After the request is approved, the unit's funds planned for investment shall be transferred to the MUW's investment plan. The request for investment implementation shall be submitted by the unit as per the approved schedule.
- *) Fixed assets/instrumentation of unit net price not lower than PLN 10,000.
- 15 March 2022 – submitting the financial documents confirming the fulfilment of the requests and orders by 31 December 2021 to the Bursar's Office; documents submitted after the indicated deadline or dated for the year 2022 can be settled from the funds awarded to the unit for the year 2021 solely upon receiving a positive decision of the Rector regarding the request submitted by the unit.

3. Projects funded from subvention – student mini-grants, young scientist projects, internal projects, micro-grants and others

• Funds awarded in 2020:

- 30 September 2021 – deadline for submitting requests in the WorkFlow system,
- 31 December 2021 – deadline for fulfilling all requests and orders; invoices/bills shall be dated with the year 2021,
- 15 March 2022 – submitting the financial documents confirming the fulfilment of the requests and orders to the Bursar's Office; documents submitted after the indicated deadline or dated for the year 2022 can be settled from other funds, after indicating the source of financing by the project lead/supervisor (if applicable).

• Funds awarded in 2021:

- The project budgets were divided into two instalments. The first instalment (50% of the budget) is available for disbursement in 2021; the other funds will be made available as part of the budget for the year 2022,
- Funds available in 2021 which will not be reserved via requests/orders/agreements until 31 December 2021 will be made available in January 2022 as part of the budget for the year 2022.
- 30 September 2022 – deadline for submitting requests in the WorkFlow system,
- 31 December 2022 – deadline for fulfilling all requests and orders; invoices/bills shall be dated for the year 2022,
- 15 March 2023 – submitting the financial documents confirming the fulfilment of the requests and orders to the Bursar's Office; documents submitted after the indicated deadline or dated for the year 2023 can be settled from other funds, after indicating the source of financing by the project lead/supervisor (if applicable).

4. Didactic spending of clinical departments and institutes financed from the funds obtained in 2021 under the subvention and paid performance of education services

Procurement financed from the funds obtained in 2021 under the subvention and paid performance of education services shall be implemented in accordance with the following schedule:

- 31 October 2021 – deadline for submitting requests in the WorkFlow system,
- 31 December 2021 – deadline for fulfilling all requests and orders; invoices/bills shall be dated for the year 2021,
- 15 March 2022 – submitting the financial documents confirming the fulfilment of the requests and orders to the Bursar's Office; documents submitted after the indicated deadline will be settled from the funds awarded to the unit for the year 2022.

5. Spending of clinical departments and institutes financed from the funds obtained from the performed scientific and research services and other commercial services

Procurement financed from the funds obtained in 2021 for paid performance of scientific and research services as well as other commercial services shall be implemented in accordance with the accepted budget, including in part for investment procurement.*

*) Fixed assets/instrumentation of unit net price not lower than PLN 10,000.

6. Projects financed from national and international external sources

Procurement made under projects financed from national and international funds as well as their documenting shall be implemented:

- in accordance with the rules and schedules specified in the project co-funding agreement;
- taking into consideration the regulations of funding institutions facilitating the implementation of the projects during the COVID-19 pandemic;
- 3 months prior to completing the project – deadline for submitting requests in the WorkFlow system.

Failure to meet the aforesaid conditions may lead to sanctions being applied as stipulated in the contracts, e.g. lack of disbursement of the percentage of the received advance payments specified in the contract makes it impossible to obtain the next instalment of funds, or the necessity to return funds or necessary to return the funds, or the necessity to sign an annex to the contract for funding.

7. Funds from the subvention allocated for research and didactics as well as the University's own funds awarded to administration and general University's units in 2021

Procurement made by administration or general academic units, financed from the subvention allocated for research and didactics as well as the University's own funds awarded to administration and general University's units in 2021 shall be implemented in accordance with the following schedule:

- 31 December 2021 – deadline for submitting all requests/orders/agreements,
- 31 December 2021 – deadline for fulfilling all requests and orders; invoices/bills shall be dated for the year 2021,

- 15 March 2022 – submitting the financial documents confirming the fulfilment of the requests and orders to the Bursar's Office; documents submitted after the indicated deadline will be settled from the funds awarded to the unit for the year 2022.

8. Subsidies for investment

Procurement financed from the subsidies for investment shall be implemented in accordance with the rules and dates specified in the decisions and agreements.

Funds unused, i.e. unspent (which means that not all invoices have been paid) within the deadlines specified in applicable decisions and contracts can be returned to the competent financial institution.

Kind regards,

Zbigniew Gaciong
Rector

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signature/*

(document signed electronically)