



WARSZAWSKI UNIWERSYTET MEDYCZNY
MEDICAL UNIVERSITY OF WARSAW

REKTOR
PROF. DR. HAB. N. MED. ZBIGNIEW GACIONG

R1/AEN/A-2106/2020

Warsaw, 2 December 2020

Heads of MUW Organisational Units

**Leads of Projects/Statutory Subjects financed
from the subvention**

In situ

Re: funds disbursement schedule

Dear Sirs/Madams,

The changes to the manner of financing the University's activity implemented by the Law on science and higher education of 20 July 2018, which consist in abandoning the restrictions of a subsidy for the sake of the formula of the subvention, which is settled in the period of a calendar year, shall determine the necessity to introduce at the Medical University of Warsaw (hereinafter: "MUW") fundamental modifications to the schedules for the disbursement of funds allocated for the implementation of the University's statutory subjects, including the conducting of research and didactic activity.

Below, you will find disbursement schedules valid for particular areas of the University's activity presenting the afore-said changes.

1. Units' statutory subjects – funds awarded in 2020 (*N/20) and in the subsequent years

The funds awarded in a given year which will not be reserved by means of applications/orders/contracts by 31 December of that year shall be released to the units in January of the subsequent year, along with the advance payment for that year.

In view of the above, the funds awarded in 2020 which will not be reserved by means of applications/orders/contracts by 31 December 2020 of that year shall be released to the units in January 2021, along with the advance payment for 2021 in an amount of 25 % of the limit awarded to the unit in 2020.

The costs should be documented on a current basis.

2. Units' Statutory Subjects – funds awarded in 2019 (*N/19).

The above-mentioned rules do not apply to the funds awarded in 2019. The date of funds disbursement expired on 31 December 2019. The blocked funds submitted for re-disbursement (e.g. due to conference cancellation) should be disposed of and documented by 31 December 2020.

3. Projects funded from the subvention – student mini-grants, young scientist projects, internal projects, micro-grants, others (*N/20).

Due to the epidemiological situation causing difficulties in the implementation of the research tasks, the deadlines for submitting applications and spending documentation shall be extended.

- Funds awarded in 2020 which will not be reserved by means of applications/orders/contracts by 31 December 2020 shall be released in January 2021.
- 2021-12-31 – deadline for spending and documenting the costs incurred (submission of invoices, bills to civil-law contracts, business trips settlements, etc.).

4. Didactic spending of clinical departments and units financed from the funds awarded in 2020

Procurement financed from the subvention awarded in 2020 in the part allocated for current **DIDACTIC EXPENSES** (materials, services and other fees and equipment of a value up to PLN 10 thousand) and from the funds awarded for paid performance of educational services shall be made according to the following schedule.

- 2020-12-31 – deadline for submitting applications/orders/contracts. Applications submitted by 15 December 2020 for **the purchase of computers and laptops necessary to conduct on-line classes** and not implemented by the end of the year will be financed from the University's central budget.
- 2021-03-15 – deadline for submitting to the Bursar's Office the accounting documents (e.g. invoices) documenting the funds disbursement, whereas the documents issued in 2021 and not related to services performed in 2020 and documents submitted to the Bursar's Office after the indicated deadline, shall be financed from the funds awarded to the unit for the subsequent calendar year.

5. Projects financed from national and international external funds

Procurement made under projects financed from national or international funds and their documentation shall be performed:

- according to the rules and schedule specified in the project funding agreement;
- in accordance with the regulations of the funding institutions facilitating project implementation during the COVID-19 pandemics.

Failure to meet the above-mentioned conditions may lead to sanctions being imposed as specified in the agreements, e.g. lack of disbursement of the percentage of the awarded advance payments specified in the agreement renders it impossible to obtain the next instalment of funds or the necessity to return the funds, or the necessity to sign an annex to the funding agreement.

6. Funds from the subvention allocated for science and didactics as well as the University's own funds awarded to administrative and general units in 2020.

The procurement made by administrative and general units awarded in 2020:

a) subvention (both in the part allocated for science and didactics);

b) University's own funds,

should be made in accordance with the following schedule:

- 2020-12-31 – deadline for submitting applications/orders/agreements;
- 2021-03-15 – deadline for submission to the Bursar's Office of the accounting documents (e.g. invoices) documenting funds disbursement, whereas the documents issued in 2021 and not related to services performed in 2020 and documents submitted to the Bursar's Office after the indicated deadline, shall be financed from the funds awarded to the unit for the subsequent calendar year.

7. Subsidies for investment

The procurement financed from the subsidy for investment should be made, including paid for, in accordance with the rules and dates specified in the decisions and agreements.

The unused funds, i.e. unspent (which means not all invoices paid) within the deadlines specified in relevant decisions and agreements, shall be returned to the relevant financing institution.

Yours sincerely,

*Signed by substituting:
Piotr Pruszczyk
Vice-Rector for Science and Technology
Transfer*



**Zbigniew Gaciong
Rector**

(document signed electronically)