

RULES AND REGULATIONS OF THE COMPETITIONS:

“INTERNAL Grants”, “YOUNG SCIENTIST Projects” and “STUDENT MINIGRANTS”

Funded from the subvention obtained by MUW, allocated for research

YEAR 2022

General Provisions

§ 1.

- 1) The Rules and Regulations specify the principles and procedure of awarding funds for conducting scientific research and development studies hereinafter referred to as **“INTERNAL Grants”, “YOUNG SCIENTIST Projects”** and **“STUDENT MINIGRANTS”** at the Medical University of Warsaw (MUW).
The terms and conditions binding solely in selected disciplines are preceded by providing names of those disciplines.
- 2) The maximum funding for:
 - a) Internal Grant shall not exceed PLN 50,000,
 - b) Young Scientist shall not exceed PLN 20,000,
 - c) Student Minigrant shall not exceed PLN 8,000.
- 3) The projects may be implemented solely within one of the following disciplines:
 - a) Medical sciences:
 - i) Clinical sciences,
 - ii) Basic sciences,
 - b) Pharmaceutical sciences,
 - c) Health sciences.
- 4) The projects may be implemented solely at MUW units.
- 5) The competition is supported by the electronic system “MUW dla Nauki” (“MUW for Science”).
- 6) Each time the rules and regulations refer to:
 - a) Deadline for Submitting Applications – it shall mean the date of closing the collection of applications as specified in the competition notice, regardless of the further changes of the date,
 - b) Doctoral Student – it shall mean a doctoral student of the MUW Doctoral School, student of the University Doctoral Study or a student under the MUW-MD-PhD study,
 - c) Scientific Discipline – it shall mean a scientific discipline within which the project will be implemented, as indicated in the competition application (item 2),
 - d) Funds Authorizing Officer – it shall mean an employee authorized in the financial controlling to dispose of the funds allocated for the project implementation (within the meaning of the regulations applied at MUW within the disbursement of funds),
 - e) Medical Experiment – it shall mean the definition specified in Article 21 of the Act on the medical and dental professions,
 - f) MUW Unit – it shall mean a unit reporting to the Department or a general academic unit reporting to the Vice-Rector for Student Affairs and Education,
 - g) Project Lead – it shall mean the applicant authorized to participate in the competition in accordance with these rules and regulations,
 - h) Competition Commission – it shall mean the commission appointed by the competent Scientific Discipline Council, which is conducting the qualitative assessment of the applications,
 - i) Competition – it shall mean the competitions: internal grants, Young Scientist projects and Student Minigrants,

- j) External Competition – it shall mean the calls of the National Science Centre (NCN), National Centre for Research and Development (NCBiR), Ministry of Science and Education (MEiN) or an international competition,
- k) Formal Evaluation – it shall mean the evaluation of the competences of the Project Lead to participate in the competition which were not verified at the registration stage,
- l) Qualitative Assessment – it shall mean the assessment carried out by the competition commission,
- m) Project Supervisor – it shall mean a MUW employee employed as at the date of closing the submission of applications, holding minimum a PhD degree or being the head of the unit as well as being the Supervisor of a maximum of three projects under a given competition,
- n) Supervisor of the Student Science Club – it shall mean a person registered in the Student Science Club as the SKN Supervisor, fulfilling the conditions specified in the Rules and Regulations of the registration and activity of Student Science Clubs at the Medical University of Warsaw,
- o) Patent – it shall mean a patent introduced to Polon,
- p) Project – it shall mean the projects: Internal Grant, Young Scientist or Student Minigrant within the current edition of the competition,
- q) Internal Project – it shall mean an implemented project funded from the MUW subvention (Student Minigrant, Young Scientist project, Internal Grant, WUM-UW microgrant or IDUB WUM-UW),
- r) External Project – it shall mean a research project funded from sources other than the MUW subvention, whose details are introduced to POLon,
- s) Rules and Regulations – it shall mean these rules and regulations of the “Internal Grant”, “Young Scientist” or “Student Minigrant” projects funded from the MUW subvention obtained by MUW and allocated for research,
- t) RDNF Rules and Regulations – it shall mean rules and regulations of the qualitative assessment of applications within the pharmaceutical science discipline constituting Appendix No. 13 to the Rules and Regulations,
- u) Student – it shall mean a MUW student, in any year of study being a member of the MUW Science Club,
- v) Student Science Club (SKN) – it shall mean the Student Science Club registered by the MUW Student Science Association,
- w) System – it shall mean the electronic system “MUW dla Nauki” (“MUW for Science) available via SSL-VPN, dedicated to support the competition,
- x) Registration System - it shall mean the electronic system “MUW dla Nauki - rejestracja” (“MUW for Science – registration”) available via SSL-VPN, dedicated to register applicants in order that they can submit an application in the competition,
- y) Insurance – it shall mean an insurance of a medical experiment in accordance with the binding MUW general agreement,
- z) Application – it shall mean a competition application submitted in the system, the template of which constitutes Appendix No. 1 to the Rules and Regulations.
- aa) WUM publikacje – it shall mean the base of publications of the MUW employees available on the website: publikacje.wum.edu.pl,
- bb) Project Investigators – it shall mean a member of the research team other than the Project Lead and the project Supervisor,
- cc) Ethics Committee Approval (EC Approval) – it shall mean an opinion/approval/permission/permit of the competent committee to conduct the studies planned under the project (bioethics committee; ethics committee for experiments on animals; based on the regulations on microorganisms and genetically modified organisms; for studies on protected species on areas subject to protection; other permits for clinical studies).

Project Leads, Supervisors, Investigators

§ 2

- 1) Projects under the “Internal Grants” competition:
 - a) can be submitted by a MUW employee who:
 - i) on the date of closing the call for applications is classified as the N number at MUW,
 - ii) **Medical Sciences** – is the Project Lead in a project submitted in an external competition:
 - (1) the application was submitted in a competition in which a formal and substantive assessments were conducted, and which subsequently obtained a positive formal assessment result and it was at least 50% of points in the substantive assessment,
 - (2) was submitted not earlier than 12 months before the date of closing the call for applications under the Internal Grant,
 - (3) the Internal Grant is substantively related to the project submitted under an external competition.
 - iii) **Medical Sciences** – MUW employee being the first author of at least one publication of a value of minimum 100 MEiN points within 4 calendar years preceding the submission of the application and within the year in which the application is submitted. The scoring as per the list of the Ministry of National Education and Science (MENiN) binding as at the date of closing the call for applications.
 - b) cannot be submitted by a person who on the date of submitting the application:
 - i) is the lead in an external project implemented at MUW with a budget (according to the funding agreement) in the year of joining the Internal Grants competition exceeding 3 x the amount of the possible funding, as specified in § 1, item 2) a),
 - ii) is the lead in an internal project, regardless of the project budget.
- 2) Projects under the “Young Scientist” competition:
 - a) can be submitted by:
 - i) a MUW employee who:
 - (1) on the date of closing the call for applications is classified as the N number at MUW,
 - (2) according to the status as at the date of closing the call for applications is below 35 years of age; this period shall be extended by the periods of staying on maternity leave, leave on conditions of maternity leave, paternity leave, parental leave or child-raising leave,
 - (3) holds a Master’s degree or a PhD,
 - (4) has not opened the post-doctoral (habilitation) procedure at MUW or outside MUW (Appendix No. 2 to the Rules and Regulations),
 - ii) doctoral student,
 - iii) **Medical Sciences** – MUW employee or a doctoral student being the first author of at least one publication of a value of minimum 100 MEiN points within 4 calendar years preceding the submission of the application and within the year in which the application is submitted. The scoring as per the list of the Ministry of National Education and Science (MENiN) binding as at the date of closing the call for applications.
 - b) cannot be submitted by a person who on the date of submitting the application:
 - i) is the lead in an external project implemented at MUW with a budget (according to the funding agreement) in the year of joining the Young Scientist competition exceeding 3 x the amount of the possible funding, as specified in § 1, item 2) b); the exclusion does not refer to Project Leads in external projects who joined the “Young Scientist” programme in the last year of the external project implementation,
 - ii) is the lead in an internal project, regardless of the project budget,
 - iii) is an assistant professor (doktor habilitowany) or professor.

- 3) Projects under the “Student Minigrant” programme:
 - a) can be submitted by students,
 - b) cannot be submitted by a person who is the lead in an internal project, regardless of the project budget.
- 4) If the Project Lead is a student or doctoral student, the supervision over the project is performed by the project Supervisor.
- 5) The Project can be implemented independently by the Project Lead or by a research team that is manager by the Project Lead.
- 6) The investigators under the Student Minigrant programme can be students and doctoral students.
- 7) The investigators under the Internal Grants and Young Scientist projects can be: MUW employees, doctoral students and students.

Competition Procedure

§ 3.

- 1) The Project Lead may submit one application within a given calendar year, subject to §6, paragraph 8.
- 2) Registration in the competition is conducted in two stages:
 - a) The first stage is carried out in the registration system and is to verify the competences of the Project Lead to take part in the competition, as specified in §2: 1 a) i), 1 b) ii), 2 a) i) (1) - (3), 2 a) ii), 2 b) ii) - iii), 3 a) - b).
 - b) The second stage is carried out in the system.
- 3) The Project Lead submits the application agreed upon with the Supervisor (if applicable) and head of the unit in which the project is to be implemented. Approval of the application is made in the system.
- 4) Membership in SKN MUW of the Project Lead and, if applicable, the investigators, is confirmed in the system by the SKN MUW Supervisor (approval in accordance with Appendix No. 5).
- 5) The call application shall be Appendix No. 1 to the Rules and Regulations.
- 6) The academic achievements of the Project Lead subject to assessment were specified by the Discipline Councils (Appendix No. 3 and 4 to the Rules and Regulations). Lack of documents confirming the accomplishments of the lead (if required) attached to the application shall lead to failure to award points (points added by the system are deducted at the formal assessment stage).
- 7) The cost-estimate of the Project may include solely justified costs. Justified costs are costs directly related to the project implemented.
- 8) The remuneration of the lead and the investigators is an unjustified cost.
- 9) The percentage share of the domestic and foreign cooperation as well as of the remuneration may not exceed 50% of the budget.
- 10) If the project involves a medical experiment, the budget, under the insurance costs, shall include 50% of the applicable contribution. The remaining 50% of the insurance cost shall be funded by the central fund. The insurance rates may change during the project implementation in the event that the general agreement is amended.

Examination of Applications

§ 4.

- 1) Applications are not returned for revision or supplementation at any stage of the formal or qualitative assessment.
- 2) The formal assessment of the applications in the Internal Grants and Young Scientist programmes is conducted in the system by the Department of Science. The formal evaluation sheet is Appendix No. 7 or 8 to the Rules and Regulations.
- 3) Formal evaluation of the applications in the Student Minigrants programme is carried out in two stages. The formal evaluation sheet is Appendix No. 9 to the Rules and Regulations. The evaluation is carried out in the system:

- a) the first stage of the formal evaluation is conducted by STN MUW and involves also the evaluation of scientific activity of the Project Lead,
 - b) the second stage of the formal evaluation is conducted by Department of Science.
- 4) The qualitative evaluation is conducted by the competition commission. The council competent for the application shall be the Discipline Council indicated by the applicant in item 2 of the application.
 - 5) The qualitative evaluation is conducted in the system as per the Qualitative Evaluation Sheet being Appendix No. 10, 11 or 12 to the Rules and Regulations, and for PHARMACEUTICAL SCIENCES also as per the Rules and Regulations for qualitative evaluation being Appendix No. 13 to the Rules and Regulations.
 - 6) The competition committee may resign from the project qualitative evaluation if the subject-matter of the project does not comply with the discipline of scientific activity indicated in item 2 of the call application. The application is not directed to the competition committee competent for the subject-matter of the project. Changing of the discipline is not possible after the date on which the call for applications closes.
 - 7) The competition committee establishes rankings of projects and presents funding recommendations to the Chair of the Scientific Discipline Council.
 - 8) Decisions regarding awarding or rejection of the funding shall be taken by the Chair of the competent Scientific Discipline Council.
 - 9) The decisions of the Chairs of the Scientific Discipline Councils shall be final and they cannot be subject to appeals.
 - 10) The decision on the award of funding or rejection of the application is submitted in writing and/or via electronic mail to the Project Lead, Supervisor (if applicable) and the Head of the Unit.

Principles of Internal Projects Implementation

§ 5

- 1) The authorizing officer of the funds is the Project Lead or Supervisor.
- 2) The Project Lead is obliged to:
 - a) Implement the Project in accordance with the application,
 - b) Disburse the allocated funds in accordance with their purpose, as well as the general regulations binding at MUW,
 - c) Submit project implementation reports as per the principles specified in §6,
 - d) Consult the actions taken, including changes in the project implementation with the Supervisor, if applicable,
 - e) Immediately notify the Supervisor (if applicable) and the Chair of the competent Scientific Discipline Council about the obstacles in the Project implementation,
 - f) Provide in the publications being a result of the Project implementation the following information: *"The work was made under the Project number, implemented in the years from to , financed from the funds from the subvention allocated for research, obtained by the Medical University of Warsaw"*.
- 3) The basis of the settlement for:
 - a) **Internal Grant** are original publications accepted for print (DOI or written confirmation of publication approval by the journal editorial office) within 2 years as of grant completion. A grant shall be regarded as settled if its implementation had been documented: at least with 1 work in the journal for a minimum of MEiN 100 points or at least two works in journals for a minimum of 70 MEiN points. The Project Lead shall be the leading, i.e. first and/or corresponding, author of the aforesaid work or works. The works published must be added to the Project Lead's account in WUM.publikacje and assigned to the MUW accomplishments of persons submitting declarations on scientific accomplishments,
 - b) **Young Scientist Project** are original publications accepted for print (DOI or written confirmation of publication approval by the journal editorial office) within 2 years as of grant completion. A grant shall be regarded as settled if its implementation had been documented: at least with 1 work in the journal

for a minimum of MEiN 70 points or at least two works in journals for a minimum of 40 MEiN points. The Project Lead shall be the leading, i.e. first and/or corresponding, author of the aforesaid work or works. The works published must be added to the Project Lead's account in WUM.publikacje and assigned to the MUW accomplishments with persons submitting declarations on scientific accomplishments,

- c) **Student Minigrant** are scientific publications presenting scientific results under a given project (DOI or written confirmation of publication approval by the journal editorial office) within 2 years as of grant completion. A publication may be also a reviewed summary in conference materials. The Project Lead should be the author of the aforesaid work. The works published must be added to the Project Lead's account in WUM.publikacje and assigned to the MUW accomplishments with persons submitting declarations on scientific accomplishments. If the publication of the work takes place after the Project Lead's graduation, the duty to settle the grant with publication shall be fulfilled by the project Supervisor.
- 4) Changes regarding the substantive scope of the project require approval of the Chair of the Scientific Discipline Council.
- 5) Change of the Project Lead shall be made upon request of the head of the unit and, if applicable, the Supervisor. Such a change requires the approval of the Chair of the Scientific Discipline Council.
- 6) Change of the project Supervisor shall be made upon request of the head of the unit. Such a change must be confirmed by the Department of Science as regards the competences of the employee to perform the role of the project Supervisor.
- 7) Changes in the cost-estimate shall be made by the Project Lead on their own, and, if applicable, after consultation with the Supervisor.
- 8) Implementation of changes between particular cost categories requires prior notification about the changes planned to the Department of Science.
- 9) Project Implementation Period starts after receiving the decision with approval. The end of the project takes place not later than on 31 December of the subsequent year after the year in which the funding was awarded.
- 10) Fund Disbursement Orders for the funds awarded for the project implementation shall be accepted after the Project Lead receives the decision on funding award and opening the funding source in the financial controlling system.
- 11) Should there be a requirement to obtain the approval of the ethics committee to conduct the studies planned under the project, disbursement of the funds shall be limited to the payment of insurance. The Project Lead shall deliver appropriate documents immediately after they are obtained.
- 12) The Project Lead is obliged to document the costs incurred in accordance with the general rules and regulations binding at MUW. It is the Project Lead and, if applicable, the project Supervisor, who are responsible for timely and correct project settlement.
- 13) In the event that the Project Lead loses his/her status enabling them to implement the project and new lead is not appointed by the Head of the Unit towards the Chair of the Scientific Discipline Council, the project shall be closed. The Head of the Unit is obliged to immediately submit the information on the Project Lead's losing his/her status enabling them to implement the Project. This condition does not refer to the change of the Project Lead's status to the graduate status, if the Supervisor confirms the possibility of project implementation.
- 14) Should the Project Lead in the Young Scientist project turn 35 years of age in the course of the project implementation, this does not affect the Project Lead's competences.

Reports

§6

- 1) The Project Lead shall submit the Project Implementation Report. The report shall be prepared as per the template constituting Appendix No. 14 to the Rules and Regulations. The Implementation Report shall be submitted within 2 months as of the date of the project completion.
- 2) The Project Lead shall submit the final report. The report shall be prepared as per the template

constituting Appendix No. 15 to the Rules and Regulations. The final report shall be submitted immediately after publication of the works being a condition to complete the project, not later than within 2 years as of the date of the project completion.

- 3) After receiving the implementation report, the financial data shall be collected by the Department of Science from the financial control system carried out at MUW (Financial Controlling).
- 4) The reports shall be submitted electronically (scan of the signed document and editable version).
- 5) The reports shall be submitted to the Department of Science to the address: aen@MUW.edu.pl.
- 6) The Department of Science shall submit the reports to the Chair of the competent Scientific Discipline Council along with their summary.
- 7) The project implementation reports are accepted by the Chair of the competent Scientific Discipline Council.
- 8) Failure to submit the reports to the Department of Science as per the requirements of this clause shall lead to suspension of funding for the project implementation and/or suspension of the rights of the Project Lead to apply for funding of the project implementation, as per these Rules and Regulations, in 2 calendar years following the project completion.

Copyright

§7.

- 1) The project and its results shall be subject to copyright.
- 2) The author's moral rights to the project and its results shall apply, proportionally to the input, to the Project Lead and possible Investigators.
- 3) The Project Lead shall submit to MUW any economic rights to the project, without additional remuneration as regards all fields of use.
- 4) If an invention, utility design or industrial design is made being the result of the project, the right to obtain a patent for that invention, protection law for the utility design, as well as the industrial design registration right shall apply as per the Rules and Regulations for Intellectual Property Management at MUW.

Project	
Date	
Project No.	

**APPLICATION
for project implementation funding**

1. Project Title:

2. Scientific Activity Discipline (only one should be selected, for interdisciplinary studies, the leading discipline shall be indicated):

Discipline		Check "X"
MEDICAL SCIENCES	CLINICAL SCIENCES	
	BASIC SCIENCES	
PHARMACEUTICAL SCIENCES		
HEALTH SCIENCES		

Classification for Poland Statistics (GUS) reporting.

Discipline 2020 (only 1)	
General medicine	
Clinical medicine	
Health sciences	
Other medical sciences	

3. Technological area:

Area	Check "X"
Biotechnology*	
Nanotechnology**	
Other/does not apply	

*) interdisciplinary science and technology area dealing with changes of living and non-living materials by means of using living organisms or their parts, or products of their origin, as well as biological processes models in order to obtain knowledge, goods and services (MNiSzW, 2007).

**) Recognition and control of materials and processes in nanoscale, usually, but not exclusively, below 100 nanometres in one or many dimensions in which the occurrence of phenomena depending on the size usually enables new applications, using those material properties in nanoscale which vary as for the properties of single atom particles, in order to create improved materials, device and systems using those new properties.

4.1. Project Lead's details, composition of the research team:

Item	Code and name of the employing unit/ doctoral school/ science club	Name and surname, job position; scientific degree/title	Function in the project	Telephone	E-mail address (solely with MUW domain)
1			Project Lead		
2			Investigator		
3			Investigator		

4.2. Supervisor's details (only if the Project Lead is a student or doctoral student)

Code and name of the employing unit	Name and surname, job position; scientific degree/title	E-mail address (provided in the registration system)

4.3 Unit where the project will be implemented (if other than the unit employing the Supervisor)

Code and name of the unit	Justification of the project implementation in that particular unit and not the Project Lead's or Supervisor's unit

5. Structural Summary:

- 5.1. Introduction,
- 5.2. Purpose of the Work,
- 5.3. Methodology,
- 5.4. Planned scientific and practical effects with emphasis put on novelty elements,
6. Study Schedule with breakdown into quarters (the first quarter starts in the month in which the funds are awarded, the last quarter may be shorter than 3 months and it ends in December of the second calendar year of the project implementation,
7. Information on the planned active participation in national and international conferences in order to present the project results.
8. Planned forms of completion/study results
9. List of the essential literature (max. 10 items) regarding the study issue in relation to the text describing the project.
10. Project Cost-Estimate.

Item	Details of the funded and co-funded procurement	Description and justification of the planned costs	Amount
A	Reagents and materials (without limit of unit price), scientific and research instrumentation (unit price lower than PLN 10,000)		
B	Purchase or production of scientific and research instrumentation (unit price equal to or higher than PLN 10,000)		
C	Internal and foreign services (other than insurance)		
D	Experiment insurance 50% financed from the project budget/ 50% financed from the central budget. (price as per the current rate should be included, the price of the insurance may change according to the contract with the insurance company)		
E	Domestic and foreign meetings		
F	Remuneration under civil-law contracts		
TOTAL			

11. Survey specifying the nature of the project (item No. 1 - compulsory, 2-4 "if applicable").

Item	Question	YES	NO
1.	Is ethics committee's approval necessary to conduct the study?		
2.	The study will be implemented under the already obtained ethics committee's approval (a copy of the approval and declaration being Appendix No. 6 to the Rules and Regulations to be attached to the application)		
3.	Implementation of the study shall be covered by insurance.		

Pursuant to Article 13 of the general ordinance of the personal data protection – RODO of 27 April 2016 (EU Official Gazette L 119 of 4 May 2016) we inform you that:

1. The Personal Data Administrator shall be the Medical University of Warsaw (MUW), 61 Żwirki i Wigury St., 02-091 Warsaw, represented by the Rector.
2. MUW appointed the Data Protection Inspector (IOD) whom you may contact via the e-mail address: iod@MUW.edu.pl, address: 61 Żwirki i Wigury St., 02-091 Warsaw, phone: (22) 57 20 320.
3. Your personal data shall be processed for the purpose of funding, implementation and settlement of projects funded from MUW's own resources.
4. Your personal shall be processed pursuant to Article 6 Paragraph 1 letter b), i.e. that the personal data are necessary to perform the agreement a party to which is a person who data refer to or to take actions at the request of the person who the data refer to, prior to the conclusion of the agreement.
5. The personal data shall not be shared with other external entities, except cases stipulated by law.
6. The personal data shall be stored for the period necessary for the implementation of the aforesaid objectives as well as the archiving and statistical duties of the Administrator, as well as to document the University's activity, and if the data are shared for information purposes – until the moment of consent withdrawal.
7. You have the right to access your data and the right to rectify or remove them, limit the scope of processing, right to transfer the data, right to make an objection to processing, right to withdraw the consent at any time, without affecting the conformity with the right to process which was made based on the consent before its being withdrawn.
8. Data provision is obligatory, and if they are not provided, you will not be able to apply for the project.
9. You have the right to: request from the Data Administrator the access to personal data, to rectify or remove them, limit the scope of processing, right to make an objection to processing, as well as the right to transfer the data.
10. You have the right to make a complaint to the President of the Personal Data Protection Office (UODO) when it is clear that your personal data are processed by the Data Administrator against the general ordinance of the personal data protection of 27 April 2016.
11. Your personal data shall be processed for the period of implementation of the projects specified in item 3, and subsequently they will be archived.

For Young Scientist Project:

Declaration on the initiation of the procedure for obtaining the assistant professor's degree (dr hab.) at MUW or outside MUW

Along with the application, the Project Lead shall submit in the system the following declaration.

I, the Lead of this project, titled, submitted in the competition, hereby declare that I am in the course of the procedure of obtaining the assistant professor's (doktor habilitowany) degree at MUW or outside MUW.

Academic accomplishments of the lead in the Internal Grant:

- a) Medical sciences:
 - i) Documentation related to applications submitted in external competitions pursuant to § 2 points 1) a) ii), including: results of formal and substantive evaluation as well as decisions issued.
 - ii) Not more than 4 best scientific articles published within 4 calendar years preceding the submission of the application and in the year of submitting the application, including a publication meeting the conditions specified in § 2 item 1) a) iii). The data are downloaded from the base: WUM.publikacje. The scoring of journals complies with the current list of the Ministry of Education and Science (MEiN).
- b) Pharmaceutical sciences:
 - i) Not more than 4 scientific articles (the data are downloaded from the base: WUM.publikacje, the scoring of journals complies with the current list of the Ministry of Education and Science (MEiN), binding as on the date of closing the call for applications),
 - ii) Any number of patents registered in POLon, published within 4 calendar years preceding the submission of the application and in the year of submitting the application.
- c) Health sciences – academic accomplishments of the lead are not subject to evaluation in the competition.

Academic accomplishments project lead in Young Scientist projects:

- a) Medical sciences:
 - a. Not more than 4 best scientific articles published within 4 calendar years preceding the submission of the application and in the year of submitting the application, including a publication meeting the conditions specified in § 2 item 3) a) iii). The data are downloaded from the base: WUM.publikacje. The scoring of journals complies with the current list of the Ministry of Education and Science (MEiN).
- b) Pharmaceutical sciences:
 - a. Not more than 4 scientific articles (the data are downloaded from the base: WUM.publikacje, the scoring of journals complies with the current list of the Ministry of Education and Science (MEiN),
 - b. Any number of patents registered in POLon,
 - c. Any number of conference reports (oral presentation or poster, in both cases, the presenting author, the list shall include the role of the Project Lead, the application shall be accompanied with documents confirming the contribution),
 - d. Any number of applications for external funding, which were filed in the competition, where the substantive evaluation is conducted in two stages and obtained a positive formal assessment, positive substantive evaluation under the first stage of the substantive evaluation, however, were not qualified for funding at further stages of substantive evaluation (the Project Lead should be the lead in such an external project, and the documentation attached must clearly confirm the results of the formal and substantive evaluation as well as decisions issued_ published/presented within 4 calendar years preceding application filing and in the year of filing the application.
- d) Health sciences – academic accomplishments of the lead are not evaluated in the competition.

List of documents specifying the activity of the applicant in the Student Minigrants competition
(the application shall be accompanied with scans/copies of documents confirming the accomplishments listed below)

I. Congress or conference reports

I.I. Congresses/conferences/student conventions

Authors	Work Title	Name and date of the congress/ conference /convention	Range	Person presenting the work results during the congress / conference /convention	Distinction earned

I.II. Congresses/conferences/academic conventions other than student events

Authors	Work Title	Name and date of the congress/ conference /convention	Range	Person presenting the work results during the congress / conference /convention	Distinction earned

II. Scientific publications

Students applying for the Student Minigrant are obliged to open an account in WUM.publikacje and add the academic accomplishments. Applications with the request to open an account shall include the following details: name and surname, student ID, e-mail address (in the domain: wum.edu.pl) and the personal identification number (PESEL). Applications should be sent from an address in the domain: domenie.edu.pl, to the address: publikacje@wum.edu.pl (applications sent from other addresses will not be examined).

III. Presentations during poster session

Authors	Poster	Session title	Conference: title, place, dates

IV. Completed and settled Minigrants awarded in the previous editions of the competition where the student was the Project Lead (points for being an investigator in settled projects are not awarded)

Symbol of Funding	Title

Declaration on the Participation in Student Science Club (SKN)

This is to certify that the Lead and the investigators in the research study titled.:
..... applying for a Student Minigrant in the year in, are members of the Science
Club:

DECLARATION

I hereby declare that the medical experiment conducted under the aforesaid project will be conducted under the following Ethics Committee approval:

Name of EC:

No. of EC approval:

Date of issuing the EC approval:

Place of conducting the study:

Approval of the Bioethics Committee shall be valid until:

I also confirm that:

- | | | |
|---|-----|----|
| 1. The medical experiment conducted under the aforesaid project will be conducted in conditions complying with a given opinion* | YES | NO |
| 2. None of the significant conditions of the experiment for which the EC approval was issued was changed, in particular the number of patients, type of experiment, date of performance.* | YES | NO |

INTERNAL GRANT

Formal Evaluation Sheet

Competition	
Project No.	
Project Title	
Project Lead	

No.	Subject of Evaluation	Comments	NO	YES
1	The Project Lead is not excluded from the competition due to the condition specified in § 2 item 1. b) i), i.e. is not the Project Lead in an external project with a budget in the year of participating in the call for Internal Grants exceeding 3 x of the maximum budget of the Internal Grants.			
2	MEDICAL SCIENCES – printout of the review with the final assessment of the application for the external grant specified in § 2 item 1. a) ii) shall be appendix to the application			
3	Application is complete (content, attachments)			
4	Project Lead filed only one application in a given edition of the competition			
5	External projects indicated in the academic accomplishments were completed (approval of the implementation report by the Scientific Discipline Council (RDN)).			
	Application is formally correct			

YOUNG SCIENTIST Project**Formal Evaluation Sheet**

Competition	
Project No.	
Project Title	
Project Lead	

No.	Subject of Evaluation	Comments	NO	YES
1	The Project Lead is not excluded from the competition due to the condition specified in § 2 item 2. b) i), i.e. is not the Project Lead in an external project with a budget in the year of participating in the call for Young Scientist projects exceeding 3 x of the maximum budget of the Young Scientist project. It does not apply to the last year of implementation.			
2	Application is complete (content, attachments)			
3	Project Lead filed only one application in a given edition of the competition			
4	The Project Supervisor (if applicable) is a MUW employee holding minimum a PhD degree or is the head of the unit.			
5	External projects indicated in the academic accomplishments were completed (approval of the report by the Scientific Discipline Council (RDN)). Conditional admission in the competition is possible, i.e. after the report is submitted to RDN, and prior to its approval.			
	Application is formally correct			

STUDENT MINIGRANT**Formal Evaluation Sheet**

Competition	
Project No.	
Project Title	
Project Lead	

1st Stage of STN

No.	Subject of Evaluation	Comments	NO	YES
1.	Application is complete. Appendices to the application include the documentation confirming academic accomplishments indicated in Appendix No. 4.			
2	Project Lead filed only one application in a given edition of the competition			
	Application is formally correct			

2nd Stage of AEN

No.	Subject of Evaluation	Comments	NO	YES
1.	The Project Supervisor is a MUW employee holding minimum a PhD degree or is the head of the unit.			
2.	The project investigators, if they are not students being members of the Student Science Club, are doctoral students.			
3.	Minigrants indicated in the academic accomplishments were completed (approval of the report by the Scientific Discipline Council (RDN)). Conditional admission in the competition is possible, i.e. after the report is submitted to RDN, and prior to its approval.			
	Application is formally correct			

QUALITATIVE Evaluation Sheet

INTERNAL GRANTS

Medical sciences	Pharmaceutical sciences	Health sciences
<p>Accomplishments: weight 50% Substantive Evaluation: weight 50%</p> <p>Scientific accomplishments as per Appendix No. 3</p> <p>a) 40 – 1 point b) 70 – 2 points c) 100 – 3 points d) 140 – 4 points e) 200 – 5 points</p> <p>Point number multipliers according to the order of authors:</p> <p>a) First author – x 4 b) Second author – x 2 c) Third author – x 1.5 d) Subsequent authors – x 1.0.</p> <p>Substantive Evaluation: Two experts. If there is a difference in grades in the scores of min. 20% - third expert.</p> <p>Substantive Evaluation based on the results of the formal and substantive evaluation in the competitions specified in § 2 points 1) a) ii),</p> <p>Substantive Evaluation of internal projects: Evaluation Criteria:</p> <ol style="list-style-type: none"> 1. current knowledge status 10 points 2. work objective–25 points 3. material and methods – 25 points 4. planned effects/novelty introduced by the study... - 20 points 5. schedule... - 5 points 6. project cost estimate – 10 points 7. list of literature – 5 points 	<p>Accomplishments: weight 40%. Substantive Evaluation: weight 60%</p> <p>If the number of points is equal, the number of points for the substantive evaluation shall be decisive for the position in the ranking.</p> <p>Accomplishments:</p> <p>Scientific accomplishments as per Appendix No. 3: Publications: First and corresponding author 12.5 % of the score, other authors – 6.25% of the MEiN score.</p> <p>Patents: 5 points/patent.</p> <p>Substantive Evaluation (5-minute project presentation) as per the Rules and Regulations of the Scientific Discipline Council (RDNF) qualitative evaluation (Appendix No. 13).</p>	<p>SUBSTANTIVE EVALUATION: weight 100%</p> <p>Evaluation Criteria:</p> <ol style="list-style-type: none"> 1. current knowledge status 10 points 2. work objective–25 points 3. material and methods – 25 points 4. planned effects... - 10 points 5. schedule... - 5 points 6. planned form of completion...-5 points 7. project cost estimate – 10 points 8. list of literature – 10 points

QUALITATIVE Evaluation Sheet

YOUNG SCIENTIST PROJECTS

	Medical sciences	Pharmaceutical sciences	Health sciences
	Accomplishments: weight 50%. Substantive Evaluation: weight 50%	Accomplishments: weight 30%. Substantive Evaluation: weight 70% If the number of points is equal, the number of points for the substantive evaluation shall be decisive for the position in the ranking.	SUBSTANTIVE EVALUATION: weight 100%
Scientific Accomplishments of the Project Lead	Scientific accomplishments as per Appendix No. 3 f) 40 – 1 point g) 70 – 2 points h) 100 – 3 points i) 140 – 4 points j) 200 – 5 points Point number multipliers according to the order of authors: e) First author – x 4 f) Second author – x 2 g) Third author – x 1.5 h) Subsequent authors – x 1.0.	Accomplishments: Scientific accomplishments as per Appendix No. 3: Publications First and corresponding author 12.5 % of the score, other authors – 6.25% of the MEiN score downloaded from the WUM.PUBLIKACJE base (for all publications, as per the current list of the Ministry of Education and Science (MEiN)). Grants: 10 points/external grant at the second stage of the substantive evaluation Patents: 5 points/ patent. Congress reports: 1 point per oral presentation or poster (presenting author).	
Project Substantive Evaluation	Two experts. If there is a difference in grades in the scores of min. 20% - third expert. Evaluation Criteria: 1. current knowledge status 10 points 2. work objective – 25 points 3. material and methods – 25 points 4. planned effects/novelty introduced by the study... - 20 points 5. schedule... - 5 points 6. project cost estimate – 10 points 7. list of literature – 5 points	Substantive Evaluation (5-minute project presentation) as per the Rules and Regulations of the Scientific Discipline Council (RDNF) qualitative evaluation (Appendix No. 13).	Evaluation Criteria: 1. current knowledge status 10 points 2. work objective – 25 points 3. material and methods – 25 points 4. planned effects... - 10 points 5. Schedule... - 5 points 6. planned form of completion... - 5 points 7. project cost estimate – 10 points 8. list of literature – 10 points

Qualitative Evaluation Sheet

STUDENT MINIGRANT

	Medical sciences	Pharmaceutical sciences	Health sciences
	Accomplishments: weight 40%. Substantive Evaluation: weight 60% If the number of points is equal, the number of points for the substantive evaluation shall be decisive for the position in the ranking.	Accomplishments: weight 20%. Substantive Evaluation: weight 80% If the number of points is equal, the number of points for the substantive evaluation shall be decisive for the position in the ranking.	SUBSTANTIVE EVALUATION: weight 100%
Scientific Accomplishments of the Project Lead	<p>1. For the presented congress/conference reports during student conferences the following points are awarded: - 1 point for national events, - 2 points for international events;</p> <p>2. For the presented congress/conference reports during other than student conferences 3 points are awarded;</p> <p>3. For presentation during a poster session 0.5 points are awarded;</p> <p>4. Additionally, 1 point is awarded for the 1st place in a given session during a congress or conference;</p> <p>5. For scientific publications: Number of points awarded to a student is equal to the number of MEiN points divided by the number of co-authors, not fewer than 2 points (journal 20-40 points) or 4 points (journal 70-200 points). If a student is the first and corresponding author, the points are multiplied by two;</p> <p>6. For co-authorship in a scientific publication in a journal from outside of the list of the Ministry of Education and Science (MEiN) 2 points are awarded;</p> <p>7. For completed and settled Minigrants in the preceding editions 2 points are awarded.</p>		
Substantive Evaluation of the Project	<p>Two experts. If there is a difference in grades in the scores of min. 20% - third expert.</p> <p>1. Scientific value if the problem undertaken/original nature of the research hypothesis. 2. Study objective. 3. Correct selection of methods to achieve the planned objectives of the study.</p>	(5-minute project presentation) as per the Rules and Regulations of the Scientific Discipline Council (RDNF) qualitative evaluation (Appendix No. 13)	<p>1. The scientific value of the project .../12 (suggested criteria within item 1: correctness of the definition of the research problem; original method of solving the research problem; adequacy of the proposed research methodology and the manner of implementation for the assumed objective of the project; justification for conducting basic studies necessary to solve the problem)</p> <p>2. Weight of the social problem and planned social effects .../12 (suggested criteria within item 2: identification and characterization of the target group to which the social problem applies; description of the foreseen effects and benefits resulting from the application of a solution being the subject matter of the project)</p> <p>3. Innovation of the solution being the result of the project .../12 (suggested criteria within item 3: justification of the innovative nature of the solution in terms of its novel nature and social utility)</p>

			<p>4. Possibility to use the project results in a practical way .../12 (suggested criteria within item 4: possibility to implement or test the project results by means of implementation or testing of the project results by means of involving different social groups or cooperation with different entities)</p> <p>5. Justified nature of the planned costs in relation to the scope of the project tasks .../12 (suggested criteria within item 5: Justified nature of single tasks in relation to their substantive scope).</p>
--	--	--	---

RULES AND REGULATIONS of the qualitative evaluation of applications examined by the Pharmaceutical Sciences Discipline Council (RDNF)

§1.

The Rules and Regulations of the qualitative evaluation of projects funded from the subvention obtained by the Medical University of Warsaw allocated for research and examined by the Pharmaceutical Sciences Discipline Council (RDNF) shall be regulated solely by the procedure of substantive evaluation of applications.

§2.

The MUW competitions for research projects are conducted by the competition committee. RDNF appoints from among the council members 5 Committee members representing different areas of pharmaceutical sciences. At the first meeting, the Committee shall appoint: the Chair, Deputy and Secretary.

§ 3.

Student Mini-grants

1. Students who receive a positive result from the formal evaluation, are invited to the Competition Committee meeting solely through e-mails sent to the addresses provided in the applications. Before the meeting, the Committee members make themselves acquainted with the summaries of the projects included in the students' applications. Students present their projects in 5-minute presentations. After the presentation, it is possible to ask questions to the Lead presenting the project. The members of the Council, excluding persons a) from the same Student Science Club (SKN), b) from the same Academic Department/Institute by which the Student Science Club is functioning, shall evaluate the presentation in the sheets as per Appendix No. 13a;
2. From among the collected substantive evaluations, four extreme evaluation results (two highest and two lowest) are rejected, and from among the other ones, an arithmetic average is drawn;
3. Competition committee prepares a ranking of projects, which is presented to the Chair of the RDNF.
4. The chair of the RDNF, based on the ranking and information from the MUW Vice-Rector for Science and Technology Transfer regarding the funds allocated to the Student Minigrants in the discipline of pharmaceutical sciences, shall take the decision on Minigrant funding.
5. The ranking list including: the project title, registration number and, for projects that received funding – the amount of the funding awarded, is posted on the websites of the RDNF. The projects are placed on the list according to the number of points received under the final evaluation, from the highest number to the lowest one. Upon the request of the grant Lead/Supervisor, the Minigrant Committee Secretary provides information on the number of points awarded in the qualitative assessment and the minimum number of points qualifying applications for funding in a given edition of the competition.

§ 4.

Young Scientist Projects

1. The Project Leads who receive a positive result from the formal evaluation conducted by the Department of Science, are invited, solely through e-mails sent to the addresses provided in the applications, to the meeting of the Pharmaceutical Sciences Discipline Council (RDNF) where, in a 5-minute presentation, they will present their project. After the presentation, it is possible to ask questions to the Lead presenting the project. The members of the Council, excluding persons from the same Academic Department/Institute, shall evaluate the presentation in the sheets as per Appendix No. 13a;
2. From among the collected substantive evaluations, four extreme evaluation results (two highest and two lowest) are rejected, and from among the other ones, an arithmetic average is drawn;
3. The competition committee prepares a ranking of projects to be presented to the Chair of the RDNF.
4. The chair of the RDNF, based on the ranking and information from the MUW Vice-Rector for Science and Technology Transfer regarding the funds allocated to the Young Scientist grants in the discipline of pharmaceutical sciences, shall take the decision on grant funding.

5. The ranking list including: the project title, registration number and, for projects that received funding – the amount of the funding awarded, is posted on the websites of the RDNF. The projects are placed on the list according to the number of points received under the final evaluation, from the highest number to the lowest one. Upon the request of the grant Lead/Supervisor, the Competition Committee Secretary provides information on the number of points awarded in the qualitative assessment and the minimum number of points qualifying applications for funding in a given edition of the competition.

§ 5.

Internal Grants

1. The Project Leads who receive a positive result from the formal evaluation conducted by the Department of Science, are invited, solely through e-mails sent to the addresses provided in the applications, to the meeting of the Pharmaceutical Sciences Discipline Council (RDNF) where, in a 5-minute presentation, they will present their projects. After the presentation, it is possible to ask questions to the Lead presenting the project. The members of the Council, excluding persons from the same Academic Department/Institute, shall evaluate the presentation in the sheets as per Appendix No. 13a.
2. From among the collected substantive evaluations, four extreme evaluation results (two highest and two lowest) are rejected, and from among the other ones, an arithmetic average is drawn.
3. Competition committee prepares a ranking of projects, which is presented to the Chair of the RDNF.
4. The chair of the RDNF, based on the ranking and information from the MUW Vice-Rector for Science and Technology Transfer regarding the funds allocated to the internal grants suggested in the discipline of pharmaceutical sciences, shall take the decision on grant funding.
5. The ranking list including: the project title, registration number and, for projects that received funding – the amount of the funding awarded, is posted on the websites of the RDNF. The projects are placed on the list according to the number of points received under the final evaluation, from the highest number to the lowest one. Upon the request of the grant Lead/Supervisor, the Competition Committee Secretary provides information on the number of points awarded in the qualitative assessment and the minimum number of points qualifying applications for funding in a given edition of the competition.

Appendix No. 13a.

Grant Substantive Evaluation Sheet

No.		Maximum number of points
1	Project objectives and their justification	60
2	Elements of novelty	25
3	Possibilities of implementation	15
Points in total		

IMPLEMENTATION REPORT

Project Symbol:

1. Project Title:

--

2. Project Lead Details, Composition of the Research Team:

Item	Employing Unit Code	Name and surname, job position; academic degree/title	Function in the project
1			Project Lead
2			Investigator
3			Investigator

3. Synthetic description of the research conducted and the results obtained.

4. Detailed description of the research conducted and the results obtained, including, if applicable, a comment regarding the changes introduced in the course of implementation.

5. Forms of dissemination:

5.1. Publications (including works under preparation, a manuscript shall be appendix to the report):

5.2. National and international conferences:

Project Lead

.....
*Signature and stamp or legibly
 name and surname*

Approval of the report by the Chair of the Scientific Discipline Council

FINAL RAPORT

Project Symbol:

1. Project Title:

--

2. Project Lead Details, Composition of the Research Team:

Employing Unit Code	Name and surname, job position; academic degree/title

List of papers published within 2 years as of the project completion.

- 1.
- 2.
- ...

Project Lead

.....
*Signature and stamp or legibly
name and surname*

Approval of the report by the Chair of the Scientific Discipline Council

