

TERMS AND CONDITIONS OF THE COMPETITION
"Student Minigrants English Division"

2022

General provisions

§ 1.

- 1) The Regulations set out the rules and procedure for the award of funds for scientific research and development work, hereinafter referred to as "student minigrant ED".
- 2) Maximum funding of student minigrant ED will not exceed PLN 8 000.
- 3) Projects may be implemented only in one of the following disciplines:
 - a. Medical Sciences,
 - i. Clinical sciences
 - ii. Basic sciences
 - b. Pharmaceutical Sciences,
 - c. Health sciences.
- 4) Projects can only be carried out in MUW units.
- 5) The competition is handled in the electronic system "MUW for Science" (system).
- 6) Students of the Medical University of Warsaw, who are members of the MUW Student Research Club (SRC MUW), are entitled to submit a project in the student minigrant ED competition.
- 7) A person who, at the end of the competition, is the manager of a project implemented at MUW, financed from internal sources, is not entitled to participate in the competition.
- 1) The project supervisor is responsible for the care of the project. The supervisor of the project may be an employee of WUM who holds at least a doctoral degree or is the head of the unit.. An employee of the Medical University of Warsaw may act as a supervisor of three projects in a given competition.
- 8) The project can be carried out by the project manager alone or a research team whose leader is the project manager.
- 9) PhD students and students of the Doctoral School, MUW students can be the executors of ministudent grant ED.

Procedure for examining applications

§ 2.

- 1) An applicant entitled to participate in the competition submit one application in a given year, subject to paragraph 5, point 8;
- 2) Registration in the competition is carried out in two stages:
 - a. The first stage takes place in the registration system "MUW for Science – registration" and verifies the project manager's eligibility to participate in the competition,
 - b. The second stage takes place in the system "MUW for Science".
- 3) The Project Manager submits an application agreed with the Supervisor and the "Head of Unit" in which the project will be implemented.
- 4) Membership in the SRC MUW of the project manager and, if applicable, executors is confirmed in the system by the supervisor of the SRC MUW.
- 5) The proposal should be drawn up in accordance with the structure set out in Annex 1 to the Rules of procedure.
- 6) Academic achievements of the project leader according to the criteria of the Board of Disciplines (Annex 2). the application shall be accompanied by the scans/copies of the supporting documents.
- 7) The project estimate can only include reasonable costs. Reasonable costs are costs directly related to the project being carried out.

- 8) The remuneration of the manager and executors is not eligible.
- 9) The percentage of national and foreign cooperation and the remuneration of persons not employed in MUW may not exceed 50 % of the budget.
- 10) If a medical experiment is carried out as part of the project, the cost of insurance in the amount of 50% of the valuation under item should be included in the budget. The remaining 50 % of the insurance costs will be financed by the Central Fund.

Procedure for examining applications

§ 3.

- 1) Applications are not returned to be corrected or supplemented on the formal or qualitative evaluation.
- 2) The formal evaluation of applications in the student minigrants competition is conducted in two stages. A formal check sheet is attached as Annexes 4 to the Rules of Procedure. The evaluation is carried out in the system.
 - a) The first phase of the formal evaluation is carried out by STN WUM (STN (Student Scientific Association MUW),
 - b) the second stage of formal assessment is carried out by the Science Department.
- 3) The qualitative assessment is carried out by the Commission set up by the Scientific discipline Board. The competent council for the application is the Discipline Board indicated by the applicant in point 2 of the application.
- 4) The qualitative assessment shall be carried out in accordance with the Project Evaluation Charter in Annex 5 to the Rules of procedure and in PHARMACEUTICAL SCIENCES also in accordance with the qualitative assessment rules in Annex 4 to the Rules of procedure.
- 5) The Commission may withdraw from the qualitative evaluation of the project if the project's subject matter is inconsistent with the discipline indicated in point 2 of the competition application. The application is not submitted to the Commission responsible for the subject of the project. Changing the discipline is not possible after the end of the competition.
- 6) The Commission shall establish project rankings and make recommendations for co-financing to the chairman of the Scientific Board.
- 7) Decisions to grant or refuse financial support shall be taken by the President of the Board for appropriate scientific discipline.
- 8) The decisions of the Presidents of the Scientific disciplines Boards are final and are not subject to appeal.
- 9) The decision to grant or reject the application shall be notified in writing and/or by e-mail to the Project Manager and the Supervisor.

Rules for the implementation of internal projects

§ 4.

- 1) The administrator of the funds is the Project Supervisor.
- 2) The Project Manager is required to:
 - a) carry out the Project in accordance with the application;
 - b) disburse the awarded funds according to their purpose, as well as in accordance with the general rules and regulations in force at MUW,
 - c) Submit reports on the implementation of the project in accordance with the rules laid down in §5,
 - d) consult actions taken, including changes in the implementation of the project, with the Supervisor, if applicable;
 - e) Notify the responsible supervisor (if applicable) and the chairman of the board of relevant discipline as soon as possible of any obstacles to the implementation of the project.

- f) Publications resulting from the implementation of the project include the following information: *"the work was carried out in the framework of a project ..., number ..., implemented in the years ... to ..., funded by a subsidy for science received by the Medical University of Warsaw"*.
- 3) The basis for settlement student minigrant ED is a scientific publication presenting the results of the project. A publication may also be a peer-reviewed abstract in conference proceedings within 2 years of the grant's completion. The project manager should be the author of the above mentioned paper(s).
- 4) Changes to the substantive scope of the project require the approval of the Chair of the Council for Scientific Disciplines.
- 5) The change of project manager is made at the request of the "Head of Unit" and the project supervisor and requires the approval of the chairman of the Scientific discipline Board.
- 6) The change of project supervisor is made at the request of the "Head of Unit" and requires the approval of the Science Department.
- 7) Changes to the cost estimate are made by the Project Manager after consultation with the Supervisor.
- 8) The implementation of the changes between the different cost categories requires advance notification of planned changes to the Science Department.
- 9) The implementation period of the Project shall commence upon receipt of the approval decision. The end of the project shall take place no later than 31 December of the year following that in which the financing was granted.
- 10) Instructions for the disbursement of funds allocated to the Project will be accepted after the Project Manager receives the decision granting the funding and opens the funding source in the accounting system.
- 11) If the agreement/opinion/permit/permit/permission of the competent commission is required to conduct the planned research in the project, the Project Manager shall provide the relevant documents as soon as they are received, not later than before the start of the project.
- 12) The Project Manager must document the costs incurred in accordance with the general rules and regulations in force in MUW. The Project Manager and, if applicable, the Project Supervisor are responsible for timely and correct settlement of the project.
- 1) In the event that the project manager loses the status authorizing him to carry out the project and the new manager is not indicated by the head of the unit to the chairman of the Scientific discipline Board, the project shall be terminated. The Head of Unit is obliged to immediately provide information about the loss of the Project Manager's status entitling him to implement the project. This condition does not apply to the change of the status of the Project Manager to the status of a graduate, if the Supervisor confirms the feasibility of the project.

REPORTS

§ 5.

- 1) The project manager reports on the project execution. The reports shall be drawn up in accordance with the model set out in Annex 7 to the Rules of procedure. Implementation reports shall be submitted within 2 months of the date of completion of the project.
- 2) The project manager shall submit a final report. The reports shall be drawn up in accordance with the model set out in Annex 8 to the Rules of procedure. The final report shall be submitted as soon as the work required for completion of the project is published, not later than 2 years after the completion of the project
- 3) Upon receiving the substantive report, the financial data is collected by the Science Department from the financial control system operated in MUW (Financial Controls).
- 4) Reports are submitted in electronic form (scan of signed document and version to edit).
- 5) Reports are submitted to the Science Department (aen@wum.edu.pl).
- 6) The Science Department reports to the President of the Boards of disciplines together with their summary.
- 7) Project reports are accepted by the Chairpersons of the Discipline Boards.
- 8) Failure to submit reports to the Science Department in accordance with the requirements of this paragraph shall result in the interruption of the financing of the project and/or suspension of the Project Manager's entitlement

to apply for project funding in accordance with these Regulations in the next 2 years in the competition of projects funded by means of subsidy funds.

Copyright

§ 6.

- 1) The project and its results are the subject of copyright law.
- 2) The author's moral right to the Project and its results is vested in the Project Manager and any Contributors in proportion to the workload.
- 3) The Project Manager shall transfer to MUW all property rights to the project without additional remuneration for all fields of exploitation.
- 4) In the event of an invention, utility design or industrial design resulting from the project, the right to obtain a patent for the invention, the right to protection for the utility design, as well as the right to register the industrial design, shall be granted in accordance with the Rules of procedure for the management of the intellectual property of the MUW.

Internal project	
Young Investigator	
Student Mini grant	
Date	
Project No (to be completed by the Science Department)	

**AN APPLICATION
for funding for the implementation of the project**

I declare that the application has been agreed with the Head of Unit and the supervisor (if applicable)

1. Project title:

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2. Discipline of scientific activity (only one should be selected, in the case of multidisciplinary research, the leading discipline should be indicated):

Discipline	Check "X" as appropriate	Check "X" as appropriate
Medical Science	Clinical Science	
	Basic Science	
Pharmaceutical Science		
Health sciences		

Classification for reporting purposes of the Central Statistical Office (GUS).

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

3. Technological area:

Area	Check "X" as appropriate
Biotechnology	
Nanotechnology	
Other/not applicable	

*)Biotechnology An interdisciplinary field of science and technology concerned with changing living and non-living matter through the use of living organisms, their parts, or products derived from them, as well as models of biological processes, to create knowledge, goods and services (Ministry of Science and Higher Education, 2007).

**) Identification and control of nanoscale matter and processes, usually but not exclusively below 100 nanometers in one or more dimensions, where the occurrence of size dependent phenomena usually allows new applications using those properties of nanoscale materials that differ from properties of single particles of atoms to create improved materials, devices and systems that take advantage of these new properties.

4.1. Project Manager, Research Team details:

Item Number	Code and name of the employing entity/ Doctoral School/ Research club	Name, professional title; degree	Project function	Phone	Email address (WUM domain only)
1			Project manager		

2			Project Participant	
3			Project Participant	

4.2. Project Supervisor details

Code and name of the employing entity	Name, professional title; degree	Email address (WUM domain only)

4.3 Unit in which the project will be carried out (if different from the person employing the supervisor)

Code and name of the unit	Justification for project execution in an entity other than the supervisor's unit

5. Structured abstract

- 5.1. Introduction,
- 5.2. Statement of problem,
- 5.3. Materials and methods of work
- 5.4. Planned scientific and practical outcomes (form of project completion),
6. Research Timetable by calendar year.
7. information on the planned active participation in national and foreign conferences to present the project results.
8. Planned forms of completion of research.
9. A list of the most important research literature in conjunction with the text describing the project (max 10).
10. Project estimate.

Item Number	The specification of the purchases financed and co-financed	Description and justification of the planned costs	Amount
A	Reagents, materials, equipment less than PLN 10,000		
B	Research apparatus of a value equal to and greater than PLN 10 000		
C	Internal and external services (other than insurance)		
D	Insurance of the experiment 50% financed by the project budget/ 50% financed by the central budget.		
E	National and foreign meetings		
F	Salaries		
TOTAL			

11. A completed questionnaire indicating the nature of the project (point 1 mandatory, 2-4 "if applicable").

Item Number	Question	YES	NO
1.	Is the the approval of the relevant committee needed to conduct the study? (bioethics committee; ethics committee for animal experiments; under the legislation on micro-organisms and genetically modified organisms; for research on protected species in protected areas; other authorisations for clinical trials)		
2.	The study will be conducted within the framework of an already obtained approval of the Bioethics Committee (to be attached to the application)		
4.	The implementation of research shall be covered by insurance.		

According to Article 13 of the General Data Protection Regulation, the GDPR of 27 April 2016 (Journal of EU L 119 of 04.05.2016) we inform you that:

1. The administrator of Personal Data is the Medical University of Warsaw (MUW), ul. Żwirki i Wigury 61, 02-091 Warszawa, represented by the Rector.
2. Data Protection Inspector (IOD) has been appointed at the Medical University of Warsaw, whom you may contact via e-mail at iod@wum.edu.pl, address: ul. Żwirki i Wigury 61, 02-091 Warszawa, tel. (22) 57 20 320.
3. Your personal data are processed to fund, implement and settle projects funded from MUW's own resources.
4. Personal data will not be transferred to other third parties except as provided for by law.
5. Personal data will be retained for the period necessary to meet the above objectives and the administrator's archival and statistical responsibilities, as well as to document the activities of the University and, if data are available for information, until the consent is withdrawn.
6. You have the right of access the content of your data and the right to rectify, delete, restrict processing, right to transfer data, right to object, right to withdraw consent at any time without affecting the lawfulness of the processing which has been carried out on the basis of your consent prior to its revocation.
7. It is mandatory to provide the data, if not provided, you will not be able to apply for a project
8. You have the right to: Ask the administrator for access to personal data, have the right to rectify, delete or limit the processing, have the right to object to the processing, and have the right to transfer data.
9. You have the right to lodge a complaint with the Office for Personal Data Protection, if it is justified that your personal data is processed by the Data Administrator in breach of the general regulation on the protection of personal data of 27 April 2016.
10. Your personal data will be processed for the duration of the projects referred to in point 3 and then archived.

A list of documents indicating the applicant's past activity in the mini-grants competition

(the application shall be accompanied by the scans/copies of the supporting documents listed below)

Project Manager : Name and surname

I. Conference or congress reports

I. I. Congresses/conferences/ student conventions

Authors	Title of the work	name and date of the congress/conference/meeting	Range	The person presenting the results of the work during the congress/conference/meeting	recognition gained

I. II. Non-student congresses/conferences/academic events

Authors	Title of the work	name and date of the congress/conference/meeting	Range	The person presenting the results of the work during the congress/conference/meeting	recognition gained

II. Scientific publications:

academic achievements of the project leader (according to the criteria of the Board of Disciplines) on the basis of data retrieved from the WUM.publikacje database. Students applying for a student mini-grant are required to set up an account in WUM.publikacje and update their academic achievements. Applications requesting an account should include the following details: first and last name, album number, email address (in the domain wum.edu.pl). The request must be sent from the address in the wum.edu.pl domain to publikacje@wum.edu.pl (requests from other addresses will not be considered)

III. Presentations during poster sessions

Authors*	Poster	The title of the session	Conference: Title, place, dates

IV. Completed and settled mini-grants awarded in previous editions of the competition

Project manager	Project Participants	Supervisor	Title	Financing symbol

Statement

I declare that the medical experiment carried out in the above-mentioned the project will be carried out under the following approval of the Ethics Committee (EC):

Name of the EC:

Approval number:

Data of approval:

Place of the medical experiment:

The expiry date of approval:

I confirm that:

1. The medical experiment conducted under the above-mentioned the project will be implemented under conditions appropriate to the given opinion
2. None of the essential conditions of the experiment for which the above-mentioned The consent of the European Commission has not changed, in particular the number of patients, the type of experiment, and the date of implementation

STUDENT MINI-GRANT

FORMAL assessment sheet

Competition, date	
Project No	
Project title:	
Project manager	

Stage I. STN (Student Scientific Association)

Item Number	The subject of the assessment	Comments	NO	YES
1.	The application is complete.			
2.	The Project Manager is a MUW student			
3.	The Manager submitted only one application per edition of the competition			
	Application formally correct			

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STN (Student Scientific Association)

Stage II. AEN (science department)

Item Number	The subject of the assessment	Comments	NO	YES
3.	The project supervisor is a MUW employee with a minimum degree of scientific qualification of "PhD" , or is the head of the unit			
4.	Project implementers are MUW students belonging to STN (Student Scientific Association) or doctoral candidates			
4.	The minigrants indicated in the scientific achievements have been completed (the report is approved by the Discipline Boards). Conditional admission to the competition is possible, i.e. after submitting a report to the and before obtaining approval.			
	Application formally correct			

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Employee of the Science Department

Quality Assessment Card

STUDENT MINI-GRANT

Medical Science	Pharmaceutical Science	Health sciences
<p>The total number of points you can earn is 100. Achievements: 40% weighting. Substantive assessment: Weight 60%</p>	<p>The total number of points you can earn is 100. Achievements: 20% weighting. Substantive assessment: Weight 80% If the score is equal, the number of merit points determines the position in the ranking.</p>	<p>SUBSTANSIVE ASSESSMENT: Weight 100%</p>
<p>Student's scientific achievements so far</p> <ol style="list-style-type: none"> for congress or conference reports delivered at student conferences, 1 point is awarded for national events, 2 points for international events; 3 points are awarded for conference or congress reports delivered during conferences other than student conferences; 0,5 points shall be awarded for presentation during poster session; in addition, 1 point is awarded for taking the 1st seat in a given session during a congress or conference; Points shall be awarded for scientific publications in accordance with the MEiN ranking. The number of points awarded to a student is equal to the number of points of the MEiN divided by the number of contributors, not less than 2 points (Polish magazine) or 4 points (international magazine). When the student is the first or corresponding author, the points are multiplied twice; 2 points are awarded for the co-author of a scientific publication in a magazine other than the MEiN list; 2 points are awarded for completed and settled mini-grants in previous editions 		
<p>Project substantive assessment:</p> <ol style="list-style-type: none"> The scientific value of the problem addressed/the originality of the research hypothesis. The objectives of the study. Appropriate selection of methods to achieve the intended objectives of research. 	<p>Project substantive assessment:</p> <p>5 minute project presentation: The objectives of the project and their justification: 60 points; novelty elements: 25 points; feasibility: 15 pt</p>	<p>Project substantive assessment:</p> <ol style="list-style-type: none"> Scientific merit of the project .../12 (suggested criteria for point 1: correctness of the definition of the research problem; originality of the method of solving the research problem; adequacy of the proposed research methodology and method of implementation to the stated aim of the project; justification for conducting basic research necessary to solve the problem) The importance of the social problem and expected social effects .../12 (suggested criteria for point 2: identification and characterisation of the target group to which the social problem relates; description of expected effects and benefits resulting from application of the solution being the subject of the project) Innovativeness of the solution resulting from the project .../12 (suggested criteria for point 3: justification of the innovativeness of the solution in terms of its novelty and social utility) Possibility of practical use of the project results ... / 12 (suggested criteria in terms of point 4: the possibility of implementing or testing the project results through the involvement of various social groups or cooperation with various entities) Justification of the planned costs in relation to the scope of the project's tasks ... / 12 (suggested criteria in terms of point 5: the validity of the costs of individual tasks in relation to their substantive scope)

IMPLEMENTATION REPORT

No.

1. Project title:

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2. Project Manager, Research Team details:

Item Number	Code of the employing unit	Name, professional title; degree	Function in the project
1			Project manager
2			Project Participant
3			Project Participant

3. A synthetic description of the tests performed and the results achieved.
4. A detailed description of the tests performed and the results achieved, including, if applicable, a comment on the changes made during the implementation.
5. Forms of dissemination:
 - 5.1. Publications:
 - 5.2. National and foreign meetings:

Project manager

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*Signature and stamp or name
 legibly*

Acceptance of the report by the Chairman of the Scientific discipline Board

FINAL REPORT

No.

1. Project title:

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2. Project Manager Details:

Code of the employing unit	Name, professional title; degree

A list of works published within 2 years of the completion of the project.

1.

2.

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Project manager

Acceptance of the report by the Chairman of the Scientific discipline Board

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