

Decree No. 33/2016
of the Director of the Institute of Bioorganic Chemistry, PAS, in Poznan
of December 21st, 2016
on the enforcement of Regulations of the call for proposals within funding research
or developmental work, aimed at development of young investigators and participants of doctoral
studies at the Institute of Bioorganic Chemistry, PAS

Acting pursuant to art. 53, par.1 and Art. 54, par. 1 of the Act of April 30th, 2010 on the Polish Academy of Sciences (Journal of Laws of 2016, item 572), and pursuant to art. 18, par. 1, subpar. 3 of the Act of April 30th, 2010 on the Principles of Financing Science, I hereby decree the following:

§1

As of January 1st, 2017 I hereby enforce the Regulations of the call for proposals, within funding research or developmental work aimed at development of young investigators and participants of doctoral studies at the Institute of Bioorganic Chemistry, PAS, attached hereto.

§2

1. As of December 31st, 2016 I hereby repeal the Regulations of funding research and/or developmental work and work-related tasks, aimed at development of young investigators and participants of doctoral studies at the Institute of Bioorganic Chemistry, PAS, enforced by the Decree No. 12/2014 of the Director of the Institute of Bioorganic Chemistry, PAS, in Poznan, of May 29th, 2014, subject to provisions of Par. 2 below.
2. The Regulations of 2014 shall remain in force until the last of the research projects from 2016, implemented pursuant to the principles stipulated in the aforementioned Regulations, becomes financially cleared.

§3

This Decree shall enter into force from the date of signing.

**Regulations of the call for proposals within funding research
or developmental work, aimed at development of young researchers and participants of doctoral
studies at the Institute of Bioorganic Chemistry, PAS**

Pursuant to art. 18 par. 1 subpar. 3 of the Act of April 30th, 2010 on the Principles of Financing Science, and the Order of the Minister of Science and Higher Education of November 11th, 2015 on the procedures for determining the donation amount, and financial clearance of funds for maintaining scientific potential and conducting research or developmental work and related tasks, aimed at development of young researchers and participants of doctoral studies, the Institute of Bioorganic Chemistry, PAS (IBCH PAS) is eligible for receiving donation for financing actions encompassing research and development work and related tasks, aimed at development of young researchers and participants of doctoral studies. Pursuant to art. 18, par. 1, subpar. 3 of the aforementioned Act and §1, subpar. 7 of the aforementioned Order, the funds awarded for this purpose are allocated under an internal call for proposals.

§1

The Regulations herein determine the terms and conditions, and the procedure for allocation of the purposeful donation for research or developmental work and related tasks, aimed at development of young researchers and participants of doctoral studies.

I. PROPOSAL SUBMISSION

§2

Eligible for funding are young researchers¹¹ employed at the Institute, for whom IBCH PAS is a primary place of employment, and participants of the Doctoral Program of IBCH PAS, excluding Principal Investigators within other research projects.

§3

1. In a given Call, only one proposal can be submitted. Every applicant may receive funding no more than twice.
2. Upon proposal submission, every applicant taking part in the call must also deliver a statement of consent to process personal data, to the extent necessary for selection procedure.

¹ Young researchers (pursuant to the definition found in the Act on the Principles of Financing Science) who perform research and developmental work and are under the age of 35 in the year of applying for funds; should such a person hold maternal, paternal or parental leave granted pursuant to the provisions of the Labor Code or the rehabilitation benefit resulting from long-term illness, including an illness that requires rehabilitation, it is possible to apply for funds upon exceeding the age limit of 35 years, within the period equal to the period of such leaves or benefit, nevertheless such period may not exceed two years in total.

§4

1. The proposals shall be drawn up using the latest application form (Attachment 1 hereto), available on the website of IBCH PAS or at the Department of Planning and Reporting of the Scientific Secretariat.
2. The proposals, both in an electronic and written form, shall be submitted to the Department of Planning and Reporting no later than March 15th of the year of task commencement.

II. PROPOSAL EVALUATION

§5

1. The evaluation of proposals is performed by the Committee for research projects of young researchers, appointed by the Director of IBCH PAS. The Committee's evaluation criteria are stipulated in Appendix 2 hereto.
2. The Committee is comprised of the following members:
 - Deputy Director for Scientific Affairs
 - Head of the Doctoral Program
 - Members of the Committee appointed by the Director of IBCH PAS, holding at least a PhD, DSc degree,
 - Representatives of Assistant Professors, Research Assistants, PhD students

The Committee shall be comprised in accordance with gender balance.

§6

The following elements are subject to evaluation:

- 1) scientific value of the task (0-4 pts),
- 2) expected impact on the development of applicant's research career (whether implementation of the task may constitute a complete piece of a PhD or DSc thesis, or an element for establishing an independent research subject matter) (1-3 pts),
- 3) realistic capability of implementing the project within the estimated time frame (0-1 pts),
- 4) academic achievements of the applicant (0-2 pts)

§7

Evaluation of academic achievements and the task to be funded within the applicant's proposal, based on criteria other than those described in §6, in particular for personal, national, racial or ideological reasons, is unacceptable.

III. FUNDS AWARDED FOR TASK COMPLETION

§8

1. The number of tasks to be funded and the amount of funding shall be decided by the Director of IBCH PAS, following receipt of the ranking list from the Committee for research projects of young researchers, taking into account the amount of funding granted for this purpose by the Ministry of Science and Higher Education.

2. The results of the Call shall be directly forwarded to individual applicants, together with a notice from the evaluation committee informing on the strengths and weaknesses of their proposals.

§9

1. Completion of the research task is preceded by signing an agreement with the applicant (in compliance with the template stipulated in Appendix 3 hereto), in which the applicant makes a commitment to complete the tasks described in the proposal timely and appropriately.
2. In the event of awarding a lesser amount of funding than that planned within the proposal, the process of funding allocation shall begin upon submission of an updated cost estimation by the applicant (the updated cost estimation shall be submitted no later than 30 days from the receipt of the notice of award).

§10

The research task subject to funding shall be completed no later than December 31st of the calendar year in which the funds were awarded. In the event of objective reasons disabling time completion of the task, extension of the implementation period is possible upon consent of the Director, and shall be determined by an annex to the agreement.

§11

Funds awarded for completion of the research task shall be disbursed in accordance with the aims specified in the proposal, and can only be spent on:

- a) purchase of materials, small equipment, books (the books purchased are subject to registration in the inventory management book of the IBCH PAS library);
- b) covering the cost of outsourced services essential for task completion;
- c) covering the cost of international and domestic travels of the PI, associated with task completion;
- d) covering the cost of publication of a research article, and supporting publication of the PhD or PhD, DSc thesis;
- e) remuneration – in the amount settled by the Director of IBCH PAS
- f) purchase of a computer essential for task completion.

IV. REPORT ON PROJECT IMPLEMENTATION AND ITS EVALUATION

§12

1. A written report on the completion of a research task shall be submitted to the Scientific Secretariat, Department of Planning and Reporting, no later than 45 days from the date of completion of the task specified in the agreement.
2. The report, described in subpar. 1 herein shall be drawn up on the current form, constituting Appendix 4 hereto, available on the website of IBCH PAS or at the Scientific Secretariat, Department of Planning and Reporting.
3. Non-submission of the report described in subpar. 1 herein excludes the applicant from applying for funding in the following year.
4. The PI is obliged to submit an interim report, for the purposes of annual reporting procedure of IBCH PAS.

§13

1. The Committee for research projects of young researchers performs evaluation of the completion of a the task and hands in its results for approval of the Director of IBCH PAS, within 30 days from receipt of the reports.
2. Negative evaluation of the completion of the task, performed by the Committee for research projects of young researchers, excludes the applicant from applying for funds in the following year.
3. Upon approval of the Director of IBCH PAS, the results of the evaluation of the completion of the are forwarded to the applicant.
4. The applicant has the right to file a complaint to the Director of IBCH PAS, which should be submitted to the Scientific Secretariat, Department of Planning and Reporting, no later than 7 days from the receipt of the results.

§14

The regulations herein pertain to the proposals submitted in 2017 and the years to follow.

Appendix 1

PROJECT PROPOSAL
within funding research or developmental work, aimed at development of young researchers and participants of doctoral studies in the year ...

Name and surname: _____ Degree/Title: _____ Year of birth: _____
 Phone: _____ E-mail: _____
 Department/Group: _____

Title of the research task/Title of the PhD/DSc thesis*

.....

Type of research task: <ul style="list-style-type: none"> • related to the preparation of a PhD/DSc thesis by an IBCH PAS researcher • related to the preparation of a PhD thesis by an IBCH PAS PhD student • related to the development of a research field at IBCH PAS, please include a description of such a research field:..... 	
Short description of the project (up to 1 page) <ol style="list-style-type: none"> 1. Aim 2. Methodology 3. Expected results 	
Preliminary budget – description, including estimated, total costs of the project	
Academic achievements of the applicant <ol style="list-style-type: none"> 1. Publications 2. Conference reports 3. Patents 4. Research projects (PI, Co-Investigator) 5. Other 	
Has the applicant already received funding within the donation for research or developmental work, aimed at development of young researchers? Yes* (if yes, when exactly?) Nie*	
I hereby declare that the project will be funded within other sources (grant of MNiSW, NCBR, NCN, etc.) I hereby give consent to process my personal data to the extent required within the proposal submission procedure and completion of the research task	
Signature of the applicant Date	Title, degree, name, surname and signature of the supervisor/Head of a Department or Group

*delete as appropriate

Date of proposal submission

Appendix 2

Evaluation criteria for project proposals within funding research or developmental work, aimed at development of young researchers and participants of doctoral studies at the Institute of Bioorganic Chemistry, PAS

Formal assessment:

1. Does the applicant fulfill the age criterion? YES / NO / Non-Applicable (in the case of participants of the Doctoral Program?)
2. Does the applicant fulfill the employment criterion, and is IBCH PAS his/her primary place of employment, or is he/she a participant of the Doctoral Program at IBCH PAS? YES / NO

Merit-based assessment:

1. Scientific value of the task:
4 – excellent; 3 – very good, 2 – good, 1 – average, 0 – poor
Justification:
2. Expected impact on the development of the applicant's research career
3 – significant impact of the project; 2 – moderate impact of the project; 3 – minor impact of the project
Justification:
3. Realistic capability of project implementation within the scheduled implementation period
1 – yes; 2 – no
Justification
4. Academic achievements of the applicant:
2 – good; 1 – poor; 0 – no achievements
Justification

Strengths and weaknesses of the proposal:

Agreement No./20...
on completion of a research task funded within the donation for research
or developmental work and related tasks,
aimed at development of young researchers and participants of doctoral studies

signed in Poznan, on 20....., further referred to as "Agreement" between:

the Institute of Bioorganic Chemistry, Polish Academy of Sciences, seated in Poznan , Noskowskiego 12/14, further referred to as "**IBCH PAS**", represented by

.....

and

....., currently residing in.....,

further referred to as "**Contractor**".

§1

The subject of this agreement is the completion by the Contractor of a research task entitled: "....."

.....

.....

funded within the donation for research or developmental work and related tasks, aimed at development of young researchers and participants of doctoral studies.

§2

Following the results of the Call for proposals, and in accordance with the decision of the Director of IBCH PAS of, the Contractor receives funding in the amount of PLN (amount in words - PLN) for completion of a research task stipulated in §1 of the Agreement.

§3

1. The Contractor hereby declares to have read the Regulations of the call for proposals within funding research or developmental work, aimed at development of young investigators and participants of doctoral studies at the Institute of Bioorganic Chemistry, PAS, from ("Regulations"), accept its terms and conditions stipulated therein, and commits oneself to obey its rules. The contractor commits oneself to obey both standing provisions of the law and internal regulations of IBCH PAS.
2. The Contractor is obliged to spend funding appropriately, in accordance with provisions of the Public Procurement Law and relevant procedures of IBCH PAS.

§4

1. The deadline for task completion is December 31st,
2. The Contractor shall put the unspent funds within the project implementation period at disposal of the Director of IBCH PAS.

§5

1. The Contractor shall be deprived of the right to complete the research task in the event of:
 - 1) resignation from participation in doctoral studies (concerns participants of the Doctoral Program)
 - 2) final decision regarding expulsion from the Doctoral Program (concerns participants of the Doctoral Program)
 - 3) dissolving the contract of employment with IBCH PAS (concerns employees of IBCH PAS)
2. The Contractor shall be deprived of the right to complete the research task in the event of:
 - 1) non-fulfillment of the commitments made, including reporting duties,
 - 2) inappropriate spending of funds with regard to the planned cost estimation, public procurement laws or standing procedures of IBCH PAS,
 - 3) breach of the principles of ethics, stipulated in the Code of Ethics for researchers, enforced during the General Assembly of the PAS on December 13th, 2012.

§6

1. The right to all non-material goods, subject to the Act on Copyright and Related Rights and the Act on Industrial Property Law, arisen within the implementation of the research project described in §1 herein, shall be acquired by IBCH PAS upon their creation.
2. Regardless of the stipulations of subpar. 1 herein, the Contractor shall cede entirety of the property rights and related rights to the works arisen within the implementation of the research project described in §1 herein.

§7

As far as the issues that are not regulated by this Agreement and Regulations are concerned, standing provisions of law shall prevail.

§8

The disputes that cannot be resolved by mutual agreement shall be settled by a common court having jurisdiction over IBCH PAS.

§9

Any amendments to this Agreement shall be made in writing, under pain of nullity.

§10

This Agreement has been drawn up in two identical copies, one for each party.

.....

Contractor

.....

IBCH PAS

Report
on the completion of a task within funding research or developmental work, aimed at development of young researchers and participants of doctoral studies in the year ...

A. General Information

Accounts number:
Name and surname of the applicant:
Department / Group:
Title of the task:
Implementation period:

B. Brief description of the work performed (up to 300 characters):

C. Measurable research results:

Publications, participation in domestic and international conferences (titles of conference reports, posters), other measurable research results.

D. Financial clearance

No.	Cost category	Costs incurred, in PLN
1.	Materials, small equipment	
2.	Outsourced services	
3.	Domestic/international travels	
4.	Remuneration	
5.	Other	
6.	Total direct costs	
7.	Overheads	
8.	Total	

E. Statement

I hereby declare that the project results related to the project described herein and the results of other projects, except those finances within statutory funds, are fully separable and non-overlapping.

Date:

Signature of the PI

Date of report submission

Evaluation by the Committee for research projects of young researchers

Remarks of the Committee:

Composition of the Committee

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Signatures

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Date:

Amount awarded:

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Amount spent:

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Signature of the Head Accountant

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Signature of the Director