

**Terms and Conditions of awarding domestic and international collaboration mini-grants
in the BioS PRA under the Strategic Programme Excellence Initiative at Jagiellonian University in
2020/2021**

I. Definitions

The following definitions apply throughout these Terms and Conditions (regardless of whether a term is written in lower or upper case):

1. **EI.JU:** the programme Excellence Initiative at Jagiellonian University.
2. **JU:** Jagiellonian University.
3. **BioS PRA:** the BioS Priority Research Area, as specified in Jagiellonian University's application in the "Excellence Initiative – Research University" competition.
4. **Terms and Conditions:** these Terms and Conditions of awarding domestic and international mini-grants in the BioS PRA under the strategic programme Excellence Initiative at Jagiellonian University in the academic year 2020/2021.
5. **Call:** the arrangement of awarding mini-grants intended to initiate or consolidate domestic or international collaboration in the BioS PRA under the Strategic Programme Excellence Initiative at Jagiellonian University in the academic year 2020/2021.
6. **General Terms and Conditions:** General Terms and Conditions of Mini-Grant Allocation under the strategic programme Excellence Initiative at Jagiellonian University.
7. **Mini-grant:** financial resources allocated following a call for proposals to research activity in accordance with these Terms and Conditions and General Terms and Conditions.
8. **Applicant** – a person employed by Jagiellonian University, who carries out research in accordance with the EI.JU objectives, holding at least the academic title of doctor, submitting, on behalf of a research team, a project under an announced call for mini-grant proposals.
9. **Mini-grant Project Manager:** an applicant whose proposal, submitted on behalf of a mini-grant project team, has been selected for funding in the call for proposals.
10. **Mini-grant Partner** – a person holding at least doctoral degree who conducts research activity in accordance with the EI.JU objectives, employed at a JU entity other than the Applicant or at a research entity other than the Applicant, and has expressed in writing their will and declaration to collaborate under the mini-grant, and is involved in the implementation of the mini-grant.
11. **Mini-grant project team** – a group comprising the Mini-grant Project Manager, Mini-grant Partner and other persons involved in the mini-grant implementation, which can include JU employees and persons from outside JU who carry out research in accordance with the EI.JU objectives, JU and non-JU doctoral students (for a definition of doctoral student see the General Terms and Conditions), persons pursuing doctorate at JU and outside JU in an extramural mode and students at JU or outside JU, who jointly draw up a project funding proposal under an announced call.
12. **BioS PRA Executive Board no 4** – a panel charged with formal eligibility check of funding proposals and with operating the call procedure.

II. Call objective and scope

1. The objective of the call is to fund research projects promoting the initiation or consolidation of domestic or international collaboration by JU staff in the thematic areas of individual research domains of the BioS PRA, which will improve the chances of JU staff in applying for domestic and international research grants, and contribute to the composition of research publications in renowned scientific journals.
2. The funding is awarded following a call for proposals. The mini-grants shall be awarded in accordance with the ranking list, until the exhaustion of the call's budget, set at PLN 2,200,000.
3. The maximum amount of funding per research project depends on the type of collaboration, i.e.:

- a) domestic collaboration (internal: collaboration of different JU organisational entities understood as individual JU faculties or JU extra-faculty and inter-faculty units, and external: collaboration between JU and other institutions comprising the higher education and science system and acting on behalf of said system outside JU) – up to PLN 80,000 ;
 - b) international collaboration (in this type of collaboration the Mini-grant Partner must have affiliation only at the foreign institution) – up to PLN 100,000 .
- 4. The maximum duration of research projects is 18 months. The implementation of a project must commence within 3 months of the date of announcing the call's results.
- 5. The Applicant undertakes to disburse at least 30 per cent of the funding in the calendar year in which the call's results have been announced.
- 6. The Applicant may be a person employed at Jagiellonian University, who conducts research activity in accordance with the EI.JU objectives,, holding at least doctoral degree, including a person employed in full to carry out other research projects.
- 7. A mini-grant project team is headed by the Mini-grant Project Manager, who is in charge of the correct and timely completion project and its due settlement.
- 8. The Applicant may submit only one proposal in a given edition of the call.
- 9. The Applicant may not apply for funding of a mini-grant which is a part of currently implemented projects.
- 10. At the time of submitting proposal, the Applicant may not act as Project Manager in more than one research project funded from external sources.
- 11. Funds awarded under the mini-grant may be used for doing research, including:
 - a) purchase of reagents and consumables required by the mini-grant project team,
 - b) business trips at home and abroad directly related to the research,
 - c) contracting services related to the project implementation to persons from outside the mini-grant project team,
 - d) purchase or construction of research equipment and small laboratory instruments,
- 12. Under the call no activities may be funded that can be carried out under other BioS PRA actions. This applies, in particular, to the funding of publication costs and costs of scientific conferences. Funding under the call may not be granted to actions already funded from other sources, including under the EI.JU.
- 13. Funding under the call may not be used to finance salaries for members of the mini-grant project team nor scholarships for students/doctoral students.
- 14. The financial resources awarded as funding to research projects³ should be disbursed in accordance with the rules on the management of public funds in force at JU and in accordance with the applicable law.
- 15. The guidelines for categorising assets as tangible assets or intangible assets at Jagiellonian University have been set out in the Instruction on the categorisation of assets as tangible or intangible assets at Jagiellonian University. All materials or tangible assets acquired or purchased from the funds awarded under the call shall be the property of JU.
- 16. The Mini-grant Project Manager is required to:
 - a) carry out the project in line with the research objectives defined in the proposal;
 - b) present invoices forthwith once they have been received.

III. Call procedure

- 1. The Terms and Conditions, terms of the call and the instructions for completing proposals are available on the BioS PRA website at: bios.id.uj.edu.ok The role of call host rests with the Coordinator of the BioS PRA.
- 2. The call for proposals is carried out using the electronic system made available on the BioS PRA website. Submitting a proposal in the call is tantamount to the acceptance of these Terms and Conditions.
- 3. The Applicant is required to fill out the proposal accurately and truthfully to the legal and actual state of matters. Template proposal is attached as Annex to these Terms and Conditions.

4. Formal eligibility check, which includes the verification of the proposal's completeness and its compliance with the requirements specified in the Terms and Conditions, is performed by the BioS PRA Executive Board no 4.
5. Only proposals that are complete and meet all the requirements specified in the Terms and Conditions shall be considered under the call. A proposal unanimously found ineligible by the BioS PRA Executive Board no 4 in any of the formal requirements shall not be considered in subject-specific evaluation.
6. Subject-specific verification of the funding proposals shall be carried out following two independent reviews performed by external reviewers, based on evaluation of the Applicant's research achievements (weighting 40 per cent) and subject-specific evaluation of the project (weighting 60 per cent). The reviewers shall be appointed by the BioS PRA Executive Board no 4.
7. In the event of divergent assessments of the proposal by the external reviewers, the BioS PRA Executive Board no 4 may appoint an additional reviewer for final verification of the proposal.
8. The final verdict on the award of funding shall be made by the BioS PRA Executive Board no 4, based on the above mentioned evaluation by reviewers.
9. On the basis of the results of the formal and subject-specific evaluation, The BioS PRA Executive Board no 4 compiles the proposal ranking list, to be made public on the website id.uj.edu.pl and on the BioS PRA websites. There shall be no appealing against the decisions of the BioS PRA Executive Board no 4.
10. Proposals submitted after the deadline will not be considered.

IV. Project settlement

1. The project's prerequisite deliverable is the submission by the Mini-grant Project Manager of a domestic or international project funding proposal related to the thematic scope of the project funded under the mini-grant (for domestic internal collaboration the above mentioned proposal must be submitted on behalf of Jagiellonian University, while for domestic or international external collaboration, Jagiellonian University must be named in the above mentioned funding proposal as partner or leader) or the acceptance for publication in a renowned scientific journal of a scientific text written as a result of the project carried out under the call (the journal's score must be at least 140 points on the list by the Minister of Education and Science).
2. The condition for the settlement of a project is the submission:
 - a) within 60 days of concluding the project implementation – of a 'Settlement form,' which includes a description of actions and results achieved in the project, and a breakdown of the costs incurred, including amounts;
 - b) within 12 months of concluding the project implementation:
 - i. of a document confirming that the Mini-grant Project Manager has submitted with the funding institution a domestic or international mini-grant research project proposal – related to the thematic scope of the project funded under the mini-grant – from external sources (e.g. under programmes by the FNP, NCN etc.), pursuant to item 1 or
 - ii. of a document confirming that the text of the publication resulting from the project carried out under the call, has been accepted for review by a journal ¹listed in the Inventory of academic journals and reviewed proceedings of international conferences by the Minister of Education and Science with at least 140 points,

¹ Annex to the Communication of the Minister of Education and Science of 9 February 2021 on the inventory of academic journals and reviewed proceedings from international conferences and the Communication of the Minister of Education and Science of 18 February 2021 on modification and rectification regarding the Communication on the inventory of academic journals and reviewed proceedings from international conferences

including a note that the research has been funded exclusively from the BioS PRA resources².

3. The mini-grant Project Manager is obliged to support publications which are the result of implementing a project with a note on funding from the EI.JU programme in Polish or in English: "Badanie zostało sfinansowane ze środków Priorytetowego Obszaru Badawczego Heritage w ramach programu „Inicjatywa Doskonałości – Uczelnia Badawcza” w Uniwersytecie Jagiellońskim.”;
“This research was funded by the Priority Research Area BioS under the program Excellence Initiative – Research University at Jagiellonian University in Krakow.”.
4. Rights to the results of research activity generated over the course of implementation of tasks in the mini-grant, in particular research results, patent rights, know-how rights, economic copyrights, are regulated in accordance with the internal regulations applicable at Jagiellonian University, and in the case of results of research by an employee of JU shall rest with JU. In the case of results generated by persons not employed by the JU, they agree to conclude a contract with JU transferring the rights to those results to JU to the extent and for the period set out by JU in accordance with the internal regulations applicable at the JU.
5. The Mini-grant Project Manager is required to ensure the compliance of the manner of incurring expenses with the procedures specified in the Public Procurement Law and to ensure the compliance of task implementation with the internal regulations applicable at the JU, in particular within the scope of the use of research infrastructure and intellectual property rights.
6. The Mini-grant Project Manager is obliged to introduce the Terms and Conditions to all members of the team and to secure the performance of the obligations listed in the section 4 referring to the rights to the results of research activity generated over the course of implementation of tasks under the project, in particular in terms of the requirement to transfer those rights to JU, in accordance with the internal regulations applicable at Jagiellonian University.
7. The Mini-grant Project Manager is required to comply with all the other requirements included in the General Terms and Conditions.
8. Project settlement under the mini-grant is a precondition for applying with another funding proposal under future editions of the call and other calls organised in the BioS PRA.
9. In the event that the Mini-grant Project Manager has lost their status of JU employee, and in the event of other emergencies that may seriously affect the date or the legal or actual feasibility of the action, the funds left under the mini-grant shall be subject to return, and the BioS Coordinator may decide to approve partial completion of the mini-grant at the time of occurrence of the above mentioned circumstances, depending on the extent to which the project has been completed, the results achieved and the appropriate manner of disbursing the funds under the mini-grant.
10. The Mini-grant Project Manager shall forthwith notify the BioS PRA Coordinator of the circumstances referred to in section 9 once they have occurred.
11. The BioS PRA Coordinator or another person appointed by the BioS PRA Coordinator for project settlement under the mini-grant shall approve project completion.

V. Information on Personal Data Processing

Pursuant to Article 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter: GDPR), Jagiellonian University informs that:

² In the event that w Applicant is a full time employee at other research projects, in the acknowledgements section of the publication presented for the mini-grant settlement, they can additionally include a note on their employment at those projects. In the event of publishing jointly with another research unit (from outside JU), the publication should include a note stating that the research tasks carried out by the Mini-grant project team have been funded exclusively from the resources of the BioS PRA.

1. The Personal Data Controller of the Applicants' data is Jagiellonian University with a registered seat at ul. Gołębia 24, 31-007 Kraków, represented by JU Rector.
2. Jagiellonian University has appointed a Data Protection Officer at ul. Czapskich 4, 31-110 Krakow, room no 27. The DPO can be contacted via e-mail at iod@uj.edu.pl by phone at 12 663 12 25, from Monday to Friday between 8 a.m. and 3 p.m.
3. The personal data of Applicants will be processed:
 - a) in the case of all Applicants: for the purpose of launching and carrying out the call, and announcing its results, in accordance with these Terms and Conditions (hereinafter: the Call) pursuant to Article 6.1.f of the GDPR, i.e. for the purposes of the legitimate interests pursued by the controller, which consists in naming the laureate of the Call;
 - b) in the case of Mini-grant Project Managers: for the purpose of legal obligations imposed on the Call's Host, including in particular the tax obligations, i.e. pursuant to Article 6.1.c of the GDPR.
4. While providing personal data is voluntary for the Applicants, it is a necessary prerequisite for taking part in the Call. Not providing personal data precludes participation in the Call. In the case of Mini-grant Project Managers referred to under point 3.b above, providing the data constitutes a legal obligation, and failing to provide them shall preclude awarding the person in question.
5. The personal data of the Applicants / Mini-grant Project Managers shall be published on the University's websites, and they may be published in the University's social media. These data will also be made available to authorised state authorities, including in particular to the extent that these authorities are entitled to verify the fulfilment of the legal obligations imposed on the Call Host Entity.
6. The personal data of the Applicants / Mini-grant Project Managers shall not be transferred to third countries (outside the EEA) or to international organisations.
7. Personal data of the Applicants referred to under point 3.a above shall be processed until the Call is concluded and its results announced, and subsequently until the expiration of claims which may arise from the Call. Personal data of Mini-grant Project Managers referred to under point 3.b above shall be processed in the period resulting from fiscal regulations, and subsequently, for archiving purposes, pursuant to applicable legal regulations.
8. The Applicant / Mini-grant Project Manager have the following rights: to obtain information about the personal data processing and rights resulting from the GDPR, to access their data and rectify them, as well as to have them deleted from the controller's database (unless further processing is necessary for fulfilling a legal obligation or for the purposes of determining, pursuing, or defending claims), to limit their processing or transfer, and to object to the processing of the data – in the cases and under the conditions specified in the GDPR.
9. The Applicant's / Mini-grant Project Managers' personal data will not be subject to automated decision making or profiling.
10. The Applicant / Mini-grant Project Manager has the right to lodge a complaint to the President of the Office for Personal Data Protection, should they ascertain that the processing of their personal data violates the provisions of the GDPR.
11. In the case of teams implementing a mini-grant, the above provisions apply to all members of the above mentioned teams.

VI. Final provisions

1. The Applicant declares that they accept these Terms and Conditions and General Terms and Conditions, and undertake to comply with their provisions, on pain of losing the right to apply for a mini-grant consolidating cooperation between different JU organisational entities.
2. With regard to matters not governed by these Terms and Conditions, the General Terms and Conditions, and other internal acts in force at JU shall apply.
3. These Terms and Conditions are effective as of the date of signing.

Annexes:

1. Template proposal