

## **RULES**

### **of the “Fast Track to Publication” competition for publication co-funding at Poznań University of Economics and Business**

#### **1. COMPETITION AIM**

- 1.1. The aim of the **“Fast Track to Publication” competition (hereafter called the “Competition”)** shall be to improve the chances of having research findings published in reputable journals and publications, improve publication quality, and increase open access of research findings.
- 1.2. The Rules specify in detail the requirements to be met to receive co-funding to cover the cost of publishing a completed text containing research findings, including, in particular:
  - 1.2.1. the publishing fee or open access to publication,
  - 1.2.2. text editing at each stage of the publishing process,and rules applying to calls for applications, competition application evaluation criteria and the obligations of author(s) awarded the co-funding for the publication of a paper, or its editing.

#### **2. INTRODUCTORY INFORMATION**

- 2.1. The Competition shall be organised by Poznań University of Economics and Business.
- 2.2. Funds shall come from a subsidy and specifically the part thereof appropriated to the development and sustenance of scientific research potential.
- 2.3. The co-funding shall cover the cost of publishing in highly ranked scientific journals of international reach indexed in such databases as Web of Science, Scopus, or those featured on the current ABS list compiled by the Chartered Association of Business Schools to Academic Journal Guide (AJG) recommendations.
- 2.4. The proposed journals shall cover a scientific field evaluated at PUEB that shall be consistent with the field to which the author declares to ascribe his/her achievement.
- 2.5. The journals shall demonstrate integrity in their reviewing and publishing of research findings.
- 2.6. The Competition shall be held continually until the funds allocated thereto have been exhausted. The Competition Board shall assess any submitted applications monthly as provided in subsection 6.

### **3. COMPETITION BOARD**

- 3.1. Members of the Competition Board shall be appointed and dismissed by vice-rector responsible for research.
- 3.2. Competition Board work shall be managed by vice-rector responsible for research, or, in the event of his/her absence or his/her inability to manage such work, by another Competition Board member appointed by the vice-rector.
- 3.3. Should a member of the Competition Board apply for funds (either him/herself or jointly with other persons), he or she shall be excluded from the vote on the allocation of funds in the month in which his/her application is submitted.

### **4. AMOUNT OF FUNDING**

- 4.1. The maximum amount of co-funding per application shall be PLN 2,000.
- 4.2. For applications falling into the key research areas of PUEB, the maximum amount of co-funding may be PLN 4,000.
- 4.3. The Competition Board may choose not to award its recommendation to any applicant in a given call.

### **5. COMPETITION PARTICIPANTS**

- 5.1. In the "Fast Track to Publication" competition, applications may be submitted by an author or co-authors of a publication who are:
  - 5.1.1. teaching faculty members employed by Poznań University of Economics and Business and included in the number N, or
  - 5.1.2. doctoral students enrolled in PUEB Doctoral School.
- 5.2. PUEB teaching faculty not included in the number N and doctoral and MISD IGO students shall be eligible for co-funding for publications written jointly with such persons as are referred to in subsections 5.1.1. and 5.1.2.
- 5.3. For a given call for applications, a given person may submit up to one application individually and one application as a co-author.
- 5.4. Priority shall be given to applications whose authors have not been awarded funds in a given calendar year.
- 5.5. A given person may receive no more than a total of three grants in a calendar year, regardless of whether they apply individually as an author, or jointly, as a co-author of a of a publication.

### **6. APPLICATION PROCEDURE**

- 6.1. Competition applications shall be submitted electronically to the Research Office (in pdf format bearing the applicant's signature) on the application form whose template is provided in Annex 1 to these Rules.
- 6.2. Attached to the application shall be correspondence with a publishing house regarding the acceptance of a paper for review or publication, or the full text of the paper which the application concerns.
- 6.3. Applications for a given call shall be accepted until the 23<sup>rd</sup> day of a given month at the e-mail address [dbn@ue.poznan.pl](mailto:dbn@ue.poznan.pl).
- 6.4. The Board shall announce its recommendations regarding applications submitted in a given round no later than the 7<sup>th</sup> day of the following month.

## **7. FORMAL EVALUATION OF APPLICATIONS**

- 7.1. Only applications that meet the formal requirements shall be advanced to the substantive evaluation stage.
- 7.2. The formal evaluation of applications shall be performed by the Research Office.
- 7.3. In the event of errors or formal deficiencies, applicants shall be requested by e-mail (sent to their e-mail address) to make corrections or fill in missing information within five working days. A formal error shall be defined, in particular, as submitting an application that fails to meet the requirements set out in subsections 2.3-2.5, having an application submitted by a person who does not meet the requirements set out in subsections 5.1 and 5.2, or having submitted an incomplete application.
- 7.4. If, despite the elapse of the time limit referred to in subsection 7.3, the application does not meet formal requirements, the applicant shall be notified by e-mail that his/her application has not been advanced to the substantive evaluation stage. The decision to decline an application for substantive evaluation shall be made by the Head of the Research Office.

## **8. SUBSTANTIVE EVALUATION OF APPLICATIONS**

- 8.1. The substantive evaluation of applications shall be conducted by the Competition Board based on the following criteria:
  - 8.1.1. progress made towards completing the publication: with that respect, the board shall examine:
    - a) whether the author has received favourable reviews and confirmation from the publishing house about the acceptance of the publication in a scientific journal or in reviewed proceedings of an international scientific conference,
    - b) whether the paper is under review, post preliminary evaluation by an editorial committee, or returned to the author for revision,
    - c) in the absence of reviews and confirmations regarding the paper's status, the research area shall be assessed for publication opportunities.
  - 8.1.2. link between the thematic scope of the publication and the fields evaluated by PUEB,
  - 8.1.3. match between the thematic scope of the publication and at least one of the key research problems pursued by PUEB,
  - 8.1.4. the applicant(s) choice of proposed scientific journals or reviewed proceedings of an international scientific conference (in which the publication is planned). The Board shall consider, in particular, the number of points from the ministerial list, IF, indexing in Scopus / Web of Science - journals featured on the ABS list of the Chartered Association of Business Schools in accordance with Academic Journal Guide (AJG) recommendations are particularly recommended - and the journal's research publishing integrity. The board may choose to withhold co-funding of a publication in any journal it may find to be engaged in unsavoury practices.
- 8.2. Based on the substantive evaluation of an application, the board shall pass a resolution which shall:
  - 8.2.1. recommend that the application be awarded the funds, or

- 8.2.2. not give a recommendation.
- 8.3. The board shall pass resolutions on recommendations by a simple majority vote in the presence of at least half of its members, including the vice-rector responsible for research. Should the number of votes for and against a resolution be equal, the person in charge of the board's work at a given meeting, shall decide the question by using a casting vote. The Board reserves the right to change the order of the journals selected by the applicant and shown in the application as the place of publication.
- 8.4. The final decision on awarding the co-funding shall be made by the vice-rector responsible for research or, in the event of his/her absence or inability to perform his/her responsibilities, by the Rector. Such a decision may not be appealed against.
- 8.5. Minutes of meetings and other activities of the Competition Board shall be taken.
- 8.6. The applicant shall be notified of the vice-rector's decision by an e-mail sent to the address indicated in the application.

## **9. COSTS**

- 9.1. The awarded co-funding shall be extended exclusively to cover the costs set forth in subsection 1.2.
- 9.2. The co-funding referred to in subsection 9.1 shall be used within 120 days after the day on which the award decision is made and no later than 31 December of the year in which the funding is awarded.
- 9.3. In exceptional and well-justified cases, the vice-rector responsible for research may extend the time limit on cost eligibility to one year after the date on which the applicant is notified of the co-funding award but not later than 31 December of the year in which the co-funding is awarded.

## **10. REQUIREMENTS CONCERNING ACCOUNTING FOR FUNDING**

- 10.1. The beneficiary who receives the co-funding to cover the costs indicated in the application shall provide (in an e-mail sent to [dbn@ue.poznan.pl](mailto:dbn@ue.poznan.pl)) evidence of the research paper having been accepted for publication or for review, as appropriate, within 180 days from the date of spending the funds.
- 10.2. Failure to comply with the obligations set out in subsection 10.1 shall bar the beneficiary, for a period of one year from the time of application submission, from applying for funds from a subsidy for the development and sustenance of scientific and research potential to finance publishing costs.
- 10.3. Regardless of the provisions of subsection 10.2, the beneficiary who fails to settle the amounts disbursed within the time limit specified in subsection 10.1 may be required by the Rector to refund the amounts disbursed.