

RULES
of the “Mini Research Grants” scheme
for co-funding research with the subsidy funds allocated
to the development and sustenance of scientific and research potential

1. COMPETITION AIM

- 1.1. The aim of the “Mini Research Grant” Scheme (hereafter called the Scheme) shall be to foster research by teaching faculty and doctoral students of PUEB in key research areas evaluated at PUEB.
- 1.2. These Rules specify in detail the requirements to be met to receive co-funding, principles applying to calls for competition applications, criteria for the evaluation of competition applications and the obligations of co-funding beneficiaries.

2. INTRODUCTORY INFORMATION

- 2.1. Co-funding shall come from the academic research support budget.
- 2.2. Funding shall be provided for:
 - a. questionnaire surveys and other research carried out to gather data with the involvement of third parties, and statistical data processing,
 - b. participation in international and domestic conferences in which outcomes of research, R&D and development work in key research areas will be presented,
 - c. purchase of data / materials needed to carry out research, R&D, or development work.
- 2.3. The scheme shall be conducted continuously until the funds allocated for this purpose have been exhausted. Applications shall be evaluated monthly by a Competition Board in pursuance with subsection 6.2.
- 2.4. A single application may refer to no more than one of the activities listed in subsection 2.2.
- 2.5. The applicant may receive no more than a total of three grants in a calendar year, regardless of which of the activities listed in subsection 2.2. they concern.

3. COMPETITION BOARD

- 3.1. Members of the Competition Board shall be appointed and dismissed by vice-rector responsible for research. The composition of the Board shall not be public. Applicants shall not contact the Board members unless invited to a board meeting.
- 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 assigned by the vice-rector.

- 3.3. Should a member of the evaluation board himself or herself apply for funding, he or she shall be excluded from voting on his/her application.
- 3.4. Competition Board decisions, which are passed in the form of resolutions, shall be reached by simple majority by the voting members. Should the number of votes for and against a resolution be equal, the Board chair shall decide the question by using a casting vote.
- 3.5. Minutes of Competition Board meetings and reports on other Competition Board activities shall be made. Competition Board resolutions shall be signed by Board chair and annexed to meeting minutes.
- 3.6. The list of applicants who have been awarded funding shall be announced by the vice-rector for research.

4. AMOUNT OF CO-FUNDING

- 4.1. The maximum amount of co-funding per application shall be **PLN 5,000**.
- 4.2. The evaluation board may choose not to award co-funding to any applicant.

5. COMPETITION PARTICIPANTS

- 5.1. Applications in the scheme may only be submitted by individuals who are teaching faculty members employed by Poznań University of Economics and Business and who are included in the number N.
- 5.2. Applications under the Scheme may be submitted by an individual enrolled in PUEB Doctoral School.

6. APPLICATION PROCEDURE

- 6.1. Scheme Applications shall be submitted electronically to the e-mail address dbn@ue.poznan.pl (in pdf format bearing the applicant's signature) on the application form whose template is provided in Annex 1 to these Rules.
- 6.2. Applications shall be accepted continually from the date of the call until the 23rd day of a given month, except for July and August.
- 6.3. The Board shall announce its decisions on applications submitted in a given round no later than the 7th 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 having applied for the co-funding of activities that do not meet the requirements set out in subsection 2.2, having an application submitted by a person who does not meet the requirements set out in subsection 5, or having submitted an incomplete application.
- 7.4. If, despite the elapse of the above time limit, the application still 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 board with due account taken of the following criteria:

8.1.1. the scope of research falling into one of the key research areas specified by PUEB,

8.1.2. a link existing between the scope of the research and the field evaluated at PUEB,

8.1.3. progress made in the research,

8.1.4. evaluation of the substantive value of the proposed research activity (activities listed in subsection 2.2.)

8.2. Based on the substantive evaluation of an application, the board shall adopt a resolution to recommend that the application be either:

8.2.1. accepted, or

8.2.2. declined for co-funding.

8.3. Evaluation board decisions may not be appealed against.

8.4. The applicant shall be notified of the 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 of the activities indicated in subsection 2.2.

9.2. The costs referred to in subsection 9.1 shall be incurred within 45 days after the funding award and no later than 31 December of a given year.

10. REQUIREMENTS CONCERNING ACCOUNTING FOR FUNDING

10.1. Publications containing the findings of any such research as has been made possible by the award of co-funding under the "Mini Research Grants" scheme shall be assigned to a field evaluated at PUEB.

10.2. The beneficiary's breach of the obligations set out in subsections 9.1, 9.2 and 10.1 may result in the applicant being required to refund the funds awarded thereto.