

RULES
of competition for financing the conference travels
called "RIGE – conferences"
at the Poznań University of Economics and Business
as part of the project "PUEB for Economy 5.0: Regional Initiative - Global Effects (RIGE)"

1. COMPETITION AIM

1.1. The aim of the "RIGE – conferences" competition (hereinafter referred to as the "Competition") is to enable the acquisition of financial resources, through a competitive process, intended to cover the costs of presenting, disseminating and consulting research results during domestic and foreign scientific conferences

1.2. The Rules specify in detail the requirements to be met for receiving funding to cover the expenses referred to in point 1.1 .

and rules applying to calls for applications, competition application evaluation criteria and the obligations of the author/authors who will receive funding for the participation in a conference.

2. INTRODUCTORY INFORMATION

2.1. The organizer of the competition is the Poznań University of Economics and Business.

2.2. The funds allocated for financing publications originate from the "PUEB for Economy 5.0: Regional Initiative – Global Effects" project.

2.3. Financing covers the expenses referred to in point 1.1 can be financed. Examples of the types of costs are indicated in the electronic application form. 2.4. The topic of the paper must correspond to a s

scientific discipline consistent with the discipline declared by the applicant following Article 343, Section 7 of the Law on Higher Education and Science dated July 20, 2018.

2.5. The competition is ongoing until the allocated funds are depleted. The competition committee evaluates submitted applications monthly under the provisions outlined in point 6.

3. COMPETITION COMMITTEE

3.1. The members of the competition committee consist of the substantive coordinators of the

"UEP for Economy 5.0: Regional Initiative - Global Effects" project, along with an evaluation specialist and a representative from the Main Library as designated by its Director, all of whom are part of the Project Team.

- 3.2. The Project Director manages the operations of the Competition Committee, and in the event of their absence or inability to manage the work, another Committee member designated by the Project Director assumes responsibility. If such a designation is not feasible, the vice-rector responsible for research makes the appointment.
- 3.3. If a member of the Competition Committee (individually or jointly with other persons) applies for funds from the Competition, they are deprived of the right to vote on the allocation of funds for the month to which their application relates.

4. AMOUNT OF FUNDING

- 4.1. The maximum funding amount for a single application covering participation in a foreign conference is PLN 7,000.
- 4.2. The maximum funding amount for a single application covering participation in a domestic conference is PLN 3,500.
- 4.3. The competition committee reserves the right to decide not to award funding to any applicant in a given call for proposals.

5. COMPETITION PARTICIPANTS

5.1. Eligible participants in the "RIGE – conferences" competition may include:

5.1.1. authors or co-authors of the conference papers who are academic scholars employed under an employment relationship at the Poznań University of Economics and Business, included in N number, or

5.1.2. students of the PUEB Doctoral School.

- 5.2. Academic scholars employed at PUEB in teaching positions not included in the N number may receive financing for publications co-authored with individuals mentioned in point 5.1.
- 5.3. As a rule, in the case of co-authoring a paper, the funding applies only to the person presenting the paper during the conference. In exceptional cases, the Project Director may agree to finance the participation of a larger number of co-authors in a given conference.

6. APPLICATION PROCEDURE

- 6.1. Submissions for the competition must be made using an electronic form accessible via the following link: <https://grantapplication.ue.poznan.pl/>
- 6.2. The application should be accompanied by correspondence with the conference organizers regarding the acceptance of the submitted conference paper.
- 6.3. Only one application can be submitted in a given recruitment period.

- 6.4. In a calendar year, a given author may undertake no more than two conference travels with financing from the "RIGE – conferences" competition.
- 6.5. Applications for a given call shall be submitted by the 21st of the respective month.
- 6.6. The Competition Committee shall announce its recommendations regarding applications submitted in a given round no later than the 7th day of the following month.
- 6.7 In rare, justified cases, applications may be considered outside the specified deadlines outlined in points 6.5-6.6. A request to consider the application outside the indicated deadlines should be sent by email to ireg@projekty.ue.poznan.pl. The decision to refer the application for consideration by the committee outside the regulations is made by the Project Director.

7. FORMAL EVALUATION OF APPLICATIONS

- 7.1. Only applications that satisfy the formal criteria undergo substantive evaluation.
- 7.2. The formal assessment of applications is conducted by the Research Office.
- 7.3. Should errors or formal deficiencies be identified in the application, it will be declined. Once the errors are corrected, the applicant may resubmit the application in the subsequent round or, in exceptional circumstances, utilize the provisions outlined in point 6.7.

8. SUBSTANTIVE EVALUATION OF APPLICATIONS

- 8.1. The Competition Committee conducts a substantive evaluation of applications based on the following criteria:
 - 8.1.1. substantive evaluation of the conference covered by the application (including the purposefulness of the costs indicated in the application),
 - 8.1.2. alignment of the conference paper topic with the issues addressed in the "PUEB for Economy 5.0: Regional Initiative – Global Effects" project,
 - 8.1.3. compliance of the subject matter of the conference paper with at least one of the key research fields adopted at PUEB,
 - 8.1.4. publication opportunities related to participation in the conference to which the application relates.
- 8.2. In the case of a high number of applications in a given call, the Committee additionally considers whether the applicant has previously received support from RIGE; priority for funding will be given to applicants who have not yet benefited from the project.
- 8.3. As a result of the substantive assessment of the application, the committee decides:
 - 8.3.1. about referring the application for financing or
 - 8.3.2. refusing financing.
- 8.4. Decisions are adopted by a simple majority vote with at least half of the Committee

members present, including the Project Director of "PUEB for Economy 5.0: Regional Initiative – Global Effects". Should the number of votes for and against a resolution be equal, the person in charge of the committee's work at a given meeting shall decide the question by using a casting vote. The Committee reserves the right to prioritize selected journals indicated by the applicant for publication.

- 8.5. There is no appeal against the decision of the competition committee.
- 8.6. Minutes are kept for all meetings and activities of the Competition Committee.
- 8.7. The applicant is informed about the decision of the competition committee via an email sent to the address indicated in the application.
- 8.8. The confirmation of a positive decision can be downloaded via the application available at the following link: <https://grantapplication.ue.poznan.pl/>. This confirmation entitles the applicant to submit a request in the XPrimer system and a delegation application in the e-Delegacje system (if the research requires a business trip) within 30 days from the date the Committee issued the positive decision. After this period, the decision will expire. When applying through the university's electronic systems, the RIGE decision number stated on the confirmation must be included.
- 8.9. An applicant who has not received financing may undergo consultations with the Project Director. During these consultations, they will receive a detailed justification for the refusal, along with recommendations regarding potential future applications to enhance their chances of obtaining financing.

9. COSTS

- 9.1. The awarded funding is designated solely for covering the expenses outlined in point 1.2.
- 9.2. The funding mentioned in point 9.1 should be utilized within 120 days from the date of funding approval, but no later than December 31 of the year the funding was granted.
- 9.3. In exceptional and well-justified circumstances, the Project Director of the "PUEB for Economy 5.0: Regional Initiative – Global Effects" Project holds the authority to extend the period of cost eligibility to one year from the date of notifying the applicant about the funding approval.

10. REQUIREMENTS FOR FUNDING SETTLEMENT

- 10.1. Within 14 days from the end of the conference, the beneficiary is obliged to present a total of:
 - 10.1.1. a substantive report on participation in the conference, including the presentation or text of the paper, with an information clause on the slide or title page, respectively: Co-financed by the Minister of Science under the "Regional Excellence Initiative" Program,
 - 10.1.2. certificate of participation (if one was issued by the conference organizers),
 - 10.1.3. a popular science description of approximately 300 words, presenting the results

of the presented paper in a way that is understandable to people who are not specialists in a given field. The popular science description must be provided in two language versions – Polish and English.

- 10.1.4. photographic documentation for use on the project's website and social media (2 photos from the conference venue showing the funding beneficiary and RIGE project logo).
- 10.2. The applicant must submit the required documents for the final settlement of the awarded funding through the dedicated electronic application system, which facilitates the submission and settlement process, available at <https://grantapplication.ue.poznan.pl/>.
- 10.3. Failure to fulfil the obligations outlined in point 10.1 renders the beneficiary ineligible to apply for funds from the "PUEB for Economy 5.0: Regional Initiative – Global Effects" project for one year following the disbursement date specified in point 10.1.
- 10.4. Despite the provisions of point 10.2, a beneficiary who fails to settle the expenses within the deadline specified in point 10.1 may be required by the Rector to reimburse the spent amounts.

11. FINAL REMARKS

- 11.1. The Rules are provided in two language versions: Polish and English.
- 11.2. In case of interpretational doubts, the Polish language version shall prevail.