

RULES
of the “PUEB FOR RESEARCH – faculty track” research grant competition
at Poznań University of Economics and Business

1. COMPETITION AIM

- 1.1. The aim of the **“PUEB FOR RESEARCH – faculty track”** competition (**hereafter called the “Competition”**) shall be to foster research in fields evaluated at PUEB by pursuing research interests that fit into key PUEB research areas and that promise to secure third party co-funding and being published in highly-ranked 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 in accordance with Academic Journal Guide (AJG) recommendations. The journals shall cover a research field evaluated at PUEB and demonstrate integrity in the reviewing and publishing of research findings.
- 1.2. Competition beneficiaries shall gain an opportunity to advance their professional careers by exploring new areas of great research interest and creating synergies between team members coming from various units.

2. INTRODUCTORY INFORMATION

- 2.1. The Competition shall be organised by Poznań University of Economics and Business.
- 2.2. The Competition shall be announced by PUEB Rector at least once every calendar year.
- 2.3. In each Competition round, co-funding may be awarded for up to two research, R&D, or development projects. Project co-funding shall come from a subsidy for the development and sustenance of research potential.
- 2.4. The Competition Board may also adopt a resolution not to recommend any project for co-funding.
- 2.5. A project for which co-funding has been awarded shall be completed by the end of the calendar year in which it is received.
- 2.6. Rules for utilising the grant shall be laid down in a contract between the University and project team members.

3. COMPETITION BOARD

The Competition Board (hereinafter also referred to as the Board) shall be composed of teaching faculty appointed by PUEB Rector from among members of the Senate Research and International Relations Committee who hold the academic degree of habilitated (second degree) doctor or higher. The head of the Competition Board shall be the current Head of the Senate Research and International Relations Committee.

4. AMOUNT OF CO-FUNDING

The cost estimate of the submitted application may not exceed the amount announced by the Rector in a communication.

5. COMPETITION PARTICIPANTS

5.1. Only teams that meet the requirements set out below may participate in the Competition.

5.2. The team may only be composed of:

a) PUEB staff who perform work for PUEB as of application submission date; for the purposes of the Competition, any such staff members who are on holiday leave or sick leave shall also be eligible. However, teams may not comprise e.g. persons on leave due to the birth of a child, persons on parental leave, research leave or health recovery leave,

b) participants in the PUEB Doctoral School.

5.3. The team shall consist of at least 3 persons (team head and at least 2 other team members) coming from at least three different institutes. Each institute shall be represented by no more than two persons.

5.4. No more than one PUEB doctoral student may join a given team. Such person shall not be counted towards the restrictions indicated in the second sentence of subsection 5.3.

5.5. Each team member (other than the participating PUEB Doctoral School student) shall be a teaching faculty member who is employed at PUEB under an employment contract that covers the entire period of project implementation, and who conducts research, research and development or development activities in a field evaluated at PUEB.

5.6. No more than one person holding the academic title of professor may join a given team.

5.7. Where justified, changes in project team composition shall be allowed. A request for such a change shall be subject to Competition Board approval and the consent of the vice-rector responsible for research. In the case of such a change, the contract specified in subsection 2.6 shall be annexed.

5.8. A given person may receive research co-funding in the competition once every two years, regardless of whether such person participates as a team head or a team member.

6. PROJECT BUDGET AND ELIGIBLE COSTS

6.1. The grant shall be extended exclusively to cover eligible project costs.

6.2. Such costs shall be incurred within project duration, as indicated in a contract with project team members, and documented in accordance with applicable PUEB rules (details available at the Research Office). Where justified, vice-rector responsible for research may approve as eligible costs incurred up to 6 months after project closure.

6.3. Eligible costs:

- purchase of data or materials necessary for project implementation;
- domestic or international travel, including attendance at international conferences and delivering a paper (conference fee, travel expenses, accommodation, etc. - applies to conferences taking place within project duration);
- in-house or third-party services, such as questionnaire surveys, editing of paper;
- publishing, limited to journals referred to in subsection 1.1;
- purchases of literature necessary for project purposes,

6.4. The grant may not be used to remunerate team members or pay for equipment purchases.

6.5. The University shall not charge a mark-up on the awarded grant.

7. APPLICATION PROCEDURE AND CONDITIONS

7.1. Competition applications (with all required annexes) shall be submitted electronically to the Research Office on an application form whose template is provided as Annex 1 to these Rules.

7.2. From the moment of application submission, further proceedings shall be carried out in accordance with the schedule announced in the Rector's communication.

8. FORMAL EVALUATION OF APPLICATIONS

8.1. The formal evaluation of applications shall be performed by the Research Office.

8.2. In the event of errors or formal deficiencies, applicants shall be requested by e-mail (sent to the e-mail address of the team head) to make corrections or fill in missing information.

8.3. If, despite the elapse of the above time limit prescribed in the Competition schedule, the application does not meet formal requirements, the applicant shall be notified by e-mail that his/her application has been declined. The decision to decline an application shall be made by the Head of the Research Office.

8.4. Only applications that meet formal requirements shall be advanced to the substantive evaluation stage.

9. SUBSTANTIVE EVALUATION OF APPLICATIONS

9.1. The substantive evaluation of applications shall be conducted by the Board which shall award points based on the following criteria:

- assessment of research achievements of project manager: 0 - 5 points;
- assessment of research achievements of team members: 0 - 5 points;
- match between the thematic scope of the application and key research areas of PUEB: 0 - 10 points;
- information provided in subsections 3.4 - 3.9 of application: 0 - 50 points;
- information provided in subsections 3.10 - 3.13 of application: 0 - 20 points;
- information provided in subsection 4 of application (schedule and cost estimate) – 10 points.

9.2. The Competition Board shall:

- a) create a ranking of projects that have undergone substantive evaluation,
- b) provide the vice-rector responsible for research with recommendations as to whether to approve or decline the co-funding of a given project.

9.3. Resolutions of the Competition Board shall be reached by simple majority vote. At least half of the members of the Board shall participate in the vote for resolutions to be valid. Should the number of votes for and against a resolution be equal, the Board chair or a person appearing in his/her capacity, shall have a casting vote.

9.4. The Board resolutions shall not be subject to appeal.

9.5. Minutes of Competition Board meetings and reports on other Competition Board activities shall be made. Competition Board resolutions shall be signed by the Board chair and attached to meeting minutes.

9.6. After reviewing the Board's recommendation, the final decision on co-funding shall be made by the vice-rector responsible for research, and in the event of his/her absence or inability to perform his tasks, by PUEB Rector.

9.7. Applicants shall be notified of the number of points received and whether their project has or has not been approved for funding. They shall also receive a list of projects for which funding has been awarded, together with the number of points obtained by these projects. The information shall be e-mailed to the address indicated in the application.

10. REQUIREMENTS CONCERNING ACCOUNTING FOR CO-FUNDING

10.1. For the co-funding to be accounted for is required that:

- a) at least one publication be accepted for print in such international journal as is specified in subsection 1.1. within 12 months of project closure; the Beneficiaries shall be obliged to promptly inform the Head of the Research Office about such publication; and
 - b) at least one application for third-party co-funding of the research project be submitted (by the team or individually by a team member) or the applicant be a member of another research team that will submit such an application within 18 months after project closure.
- 10.2. The final project implementation report attesting to the fulfilment of the requirements set out in subsection 10.1 shall be submitted to the Research Office within 12 months of project closure. Failure to submit the final report or to fulfil the requirements set out in subsection 10.1 shall bar research team members from applying for funds under the PUEB research grant for 36 months after the final report submission deadline.
- 10.3. The decision to deem the grant completed shall be made by the vice-rector responsible for research or in his/her absence or incapacity to perform duties, by PUEB Rector.

11. ANNEXES TO THESE RULES:

- 1) Application form: Annex 1,
- 2) Agreement form: Annex 2,
- 3) Report template: Annex 3.