

RULES
of the “PUEB FOR RESEARCH - Doctoral School attendee track”
PUEB research grant competition for PUEB doctoral students

1. COMPETITION AIM

- 1.1. The aim of the **“PUEB FOR RESEARCH - Doctoral School attendee track” competition (for Doctoral School attendees enrolled in their first, second and third year of studies at the time of their application) (hereafter called the “Competition”)** shall be to provide PUEB doctoral students with enhanced opportunities to pursue research in fields evaluated at PUEB that fit into key PUEB research areas and that will result in 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 enrich their research achievements and gain or expand research experience.

2. INTRODUCTORY INFORMATION

- 2.1. The Competition shall be organised by Poznań University of Economics and Business.
- 2.2. The Competition shall be launched 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. The project for which a grant has been awarded shall be implemented by the end of the calendar year for which it is received, and before the Ph.D. students complete their studies at the PUEB Doctoral School, unless the University officially agrees that the project can be continued after completing education at the Doctoral School.
- 2.6. Ph.D. students pursuing the grant shall have the PUEB Doctoral School attendee status. Any Ph.D. students who are no longer enrolled in the PUEB Doctoral School shall duly notify their loss of enrolled status.

2.7. Rules for utilising the grant shall be laid down in an agreement between the University and the Ph.D. student pursuing the relevant project.

3. COMPETITION BOARD

3.1. The Competition Board shall be appointed by PUEB Rector.

3.2. The Competition Board shall be composed of members of the Doctoral School Council appointed by Doctoral School Director, who hold the academic degree of habilitated (second degree) doctor or higher.

3.3. The head of the Competition Board shall be the current Head of the Senate Research and International Relations Committee.

4. AMOUNT OF GRANT CO-FUNDING

4.1. 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 individuals enrolled in the PUEB Doctoral School in their first, second and third year of studies at the time of their application and of their conclusion of project implementation agreement may take part in the competition.

5.2. A loss of PUEB Doctoral School enrolled status (e.g., by being stricken from the Doctoral School student list) shall terminate the agreement and result in immediate discontinuation of funding.

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 an agreement with PUEB, 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 the applicant 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 Appendix 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 leader) to make corrections or fill in missing information.

8.3. If, despite the elapse of the 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 Competition Board which shall award points based on the following criteria:

- assessment of research achievements of applicant as described in enclosed opinion of advisor: 0 - 5 points,
- match between the thematic scope of the application and key research areas of PUEB: 0 - 10 points,
- information provided in subsections 2.4 - 2.8 of application: 0 - 50 points,
- information provided in subsections 2.9 - 2.12 of application: 0 - 20 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 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. Applicant shall be notified of the decision by an e-mail at the address indicated in their applications.

10. REQUIREMENTS CONCERNING ACCOUNTING FOR PROJECT FUNDING

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

- a) at least one publication be placed in such reputable international journal as is specified in subsection 1.1. within 12 months of project closure; such publication shall be affiliated with PUEB. The Beneficiary shall promptly inform PUEB 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 12 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 the Beneficiary from applying for funds under the PUEB research grant for 36 months after the final report submission deadline.

10.3. Furthermore, failure to fulfil the obligations set out in subsection 10.1 shall result in an automatic revocation of authorisation to spend award funds or in a demand to refund them.

10.4. 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.