

**Conditions
of the "Mini-Grants – Research" Competition
for co-financing of scientific research conducted by employees and doctoral students of the
Poznań University of Economics and Business**

1. PURPOSE OF THE COMPETITION

- 1.1. The purpose of the "Mini-Grants – Research" competition (hereinafter referred to as "the competition") is to intensify research conducted by academic staff employed at PUEB and doctoral students of PUEB in key research areas identified by PUEB, by enabling them to obtain — through a competitive procedure — financial support for conducting empirical research or preparing analyses of research results, intended for use in the preparation of scientific publications.
- 1.2. These Regulations specify the detailed conditions for obtaining financing to cover the costs of conducting empirical research or preparing analyses of research results (statistical analyses), as well as the rules for submitting applications, the criteria for evaluating applications, and the obligations of beneficiaries who receive financing for research or analysis of research results.

2. GENERAL INFORMATION

- 2.1. The organizer of the competition is the Poznań University of Economics and Business.
- 2.2. The funds allocated for co-financing come from the budget of the Vice-Rector for Research, designated for supporting scientific research activities.
- 2.3. The following costs may be eligible for co-financing:
 - 2.3.1. **Survey research or other research activities, or analyses of their results, to be carried out by an external Polish or foreign entity;**
 - 2.3.2. **Participation in national and international training courses aimed at improving research competences;**
 - 2.3.3. **Purchase of materials/ data necessary for carrying out the research task or research and development work.**
- 2.4. The competition is conducted on a continuous basis until the allocated funds are exhausted, with submitted applications evaluated monthly by the competition committee in accordance with Sections 8.1–8.4.
- 2.5. One application submitted in each edition may concern only one activity specified in Section 2.3.

3. COMPETITION COMMITTEE

- 3.1. Members of the competition committee are appointed and dismissed by the Vice-Rector for Research.
- 3.2. The work of the competition committee is chaired by the Vice-Rector for Research, and in the event of their absence or inability to chair the proceedings, by another committee member designated by that Vice-Rector.
- 3.3. If a member of the competition committee applies (individually or jointly with others) for financing from the competition, they shall be excluded from voting on the allocation of funds in the month to which their application pertains.
- 3.4. The resolutions of the competition committee are made in the manner described in Section 8.4.

4. AMOUNT OF FINANCING

- 4.1. The maximum amount of financing for a single application is **5000 zł**.
- 4.2. The obtained funds may be combined with other subsidy financing, including from the project "PUEB for Economy 5.0: Regional Initiative – Global Effects (IREG)" until the project is finished.
- 4.3. The competition committee may decide not to finance any applicant.

5. COMPETITION PARTICIPANTS

- 5.1. An applicant in the "Mini-Grants- Research" competition may be:
 - 5.1.1. An academic teacher employed under an employment contract at the Poznań University of Economics and Business and included in the N-number staff category; or
 - 5.1.2. A doctoral student of the PUEB Doctoral School; or
 - 5.1.3. An academic teacher employed under an employment contract at the Poznań University of Economics and Business who is not included in the N-number staff category, but who has submitted a declaration of conducting research.¹
- 5.2. Academic teachers employed at PUEB in teaching positions which are not included in the N-number staff category and who have not submitted a declaration of conducting research may not submit applications in the competition. However, costs related to work carried out by such academic teachers may be co-financed only within an application submitted by persons referred to in Section 5.1.

6. APPLICATION PROCEDURE

- 6.1. Applications to the competition are accepted via the form available at: <https://grantapplication.ue.poznan.pl/en/>.
- 6.2. The appendix to the application should include offers from potential contractors for the research/analysis of research results prepared for the specific undertaking covered by the application, received by traditional mail or electronically.
- 6.3. In each recruitment, one person may submit only one application.
- 6.4. If an applicant is already carrying out another project financed under the "**Mini-Grants – Research**" competition, they may apply for financing for another project only after settling the previously financed project in accordance with the requirements described in Section 10.
- 6.5. Applications are submitted continuously from the date of announcement until the 5th day of each month.
- 6.6. The committee issues decisions regarding applications submitted in a given round by the 19th day of the following month.

7. FORMAL EVALUATION OD APPLICATIONS

- 7.1. Only applications meeting the formal requirements proceed to evaluation.
- 7.2. Formal evaluation of applications is carried out by the unit responsible for supporting scientific research.
- 7.3. If errors or formal deficiencies are identified in the application, the application will be rejected. The applicant may then resubmit the application in a subsequent recruitment after correcting the errors and deficiencies.

8. SUBSTANTIVE EVALUATION OD APPLICATIONS

- 8.1. Applications are substantively evaluated by the competition committee based on the following criteria:
 - 8.1.1. Assessment of the substantive value of the proposed research activity (activities listed in Section 2.3);
 - 8.1.2. Consistency of the topic with at least one key research area identified at PUEB;

¹ As of the date these Regulations enter into force, the template declaration is specified in Appendix No. 5 to Ordinance No 107/2025 of the Rector of PUEP dated December 29, 2025.

8.1.4. Stage of advancement of the research;

8.1.5. Publication potential related to the expected research results covered by the application.

8.2. In the event of a large number of applications in a given recruitment, the committee may apply the following additional criteria:

8.2.1. Expected impact of the activities described in the application on the future evaluation of scientific activity in the discipline indicated by the applicant;

8.2.2. Whether the applicant has previously received support under the competition; preference is given to applicants who have not yet benefited from the competition.

8.3. As a result of the substantive evaluation, the committee adopts a resolution:

8.3.1. Recommending the application for financing; or

8.3.2. Not recommending the application for financing.

8.4 The committee adopts resolutions by a simple majority vote in the presence of at least half of its members, including the Vice-Rector for Research or their substitute. In the event of a tie vote, the deciding vote belongs to the person chairing the committee meeting.

8.5. The final decision regarding the granting of funding is made by the Vice-Rector for Research, and in the event of their absence or inability to perform duties, by the Rector.

8.6. No appeal may be lodged against the decision regarding financing.

8.7. Applicants are informed of the decision of the Vice-Rector for Research by email sent to the address indicated in the application.

8.8. Confirmation of a positive decision may be downloaded via the application available at: <https://grantapplication.ue.poznan.pl/en/> Such confirmation authorizes the applicant to submit a requisition in the XPrimer system and a business travel request in the e-Delegations system (if the research requires official travel) within 30 days from the date of the committee's positive decision. After this period, the decision expires. When submitting applications in the University's electronic systems, the applicant must provide the decision number of the "**Mini-Grants – Research**" Competition indicated on the confirmation.

9. COSTS

9.1. The granted financing may be used solely to cover the costs of activities specified in Section 2.3.

9.2. The costs referred to in Section 9.1 must be used within 45 days from the date of the financing decision, but no later than December 31 of **the year in which the financing was granted.**

10. REQUIREMENTS FOR SETTLEMENT OF FINANCING

10.1. If the financing covered only the conduct of research, the beneficiary is obliged to submit a report on the conducted research within 30 days from the date referred to in Section 9.2, and to submit a substantive analysis of the research results within 60 days from the date the funds were spent by PUEB.

10.2. If the financing covered substantive (in particular statistical) analysis of research results, the beneficiary is obliged to submit this analysis to the Vice-Rector for Research within 60 days from the date referred to in Section 9.2.

10.3. If the financing covered training, within 14 days after its completion the beneficiary is obliged to submit jointly:

10.3.1. A substantive report on participation in the training of approximately 300 words;

10.3.2. A certificate of participation (if issued by the training organizers);

10.3.3. Photographic documentation for use on the PUEB website and social media: two photographs from the training showing the beneficiary (if the form of the

training allows it; not applicable to online self-study training conducted via specialized e-learning platforms).

- 10.4. If the financing covered the purchase of materials or data, the beneficiary is obliged to provide, within 14 days from the expenditure of funds by PUEB, a description of approximately 300 words concerning the purchased materials or data, including their intended use in research activities.
- 10.5. Regardless of whether the financing covered conducting research, analysis of results, participation in training, or the purchase of materials or data, the beneficiary is obliged to submit a preprint of a scientific publication containing results related to the research (or, respectively, the training or purchase of materials/data) within 180 days from the date the funds were spent by PUEB, together with confirmation of submission to a journal. The preprint must include the following acknowledgement clause: „The research was financed by the Poznań University of Economics and Business as part of a subsidy received from the Ministry of Science and Higher Education.” or an equivalent statement. The preprint must also be accompanied by a popular science summary of approximately 300 words presenting the research results in a manner understandable to non-specialists; and promotional material presenting the research results in a form agreed with the Rector’s Representative for Scientific Marketing. The popular science summary must be provided in both Polish and English versions.
- 10.6. If quantitative or qualitative data were collected during the research, a data management plan must be prepared according to the template available at: <https://ue.poznan.pl/universytet/know-how-badacza-uep/> Submission of this plan to the Vice-Rector for Research by the applicant is a condition for substantive settlement of the granted financing.
- 10.7. If the research proposed for financing involves human participants, approval from the relevant PUEB research ethics committee is required. Such approval must be obtained before the start of the research and subsequently submitted as part of the financing settlement documentation.
- 10.8. Documents required for substantive settlement of the granted financing shall be submitted by the applicant via the dedicated electronic application supporting the submission and settlement of applications available at: <https://grantapplication.ue.poznan.pl/en/>.
- 10.9. Failure to fulfil even one of the obligations described in Sections 9.1, 9.2, and 10.1–10.8 results in the beneficiary being ineligible to apply for subsidy funds for the development and maintenance of scientific research potential under any of the following competitions: “Mini-Grants – Research,” “Mini-Grants – Publications,” and “Mini-Grants – Conferences” for one year from the date the funds were spent by PUEB.
- 10.10. Regardless of the provisions of Section 10.9, failure by the beneficiary to fulfil the obligations referred to in Sections 9.1, 9.2, and 10.1–10.8 may result in an obligation to return the granted funds. These funds return to the research support budget.

11. FINAL PROVISIONS

- 11.1. These Regulations are prepared in two language versions: Polish and English.
- 11.2. In the event of interpretative doubts, the Polish language version shall prevail.
- 11.3. The Rector of PUEB is the sole authority authorized to interpret the provisions of these Regulations and resolve doubts concerning their application.
- 11.4. If, for technical reasons, it is not possible to submit an application via the electronic application system, applications may be submitted by email, about which interested parties will be informed in a separate announcement.

