

**REGULATIONS**  
**of the „Mini- Grants Conferences” Competition**  
**concerning the financing of conference trips for academic staff and doctoral students of the**  
**Poznań University of Economics and Business**

**1. PURPOSE OF THE COMPETITION**

- 1.1. The purpose of the “Mini-Grants – Conferences” competition (hereinafter referred to as “the competition”) is to enable the acquisition, through a competitive process, of financial resources intended for conference participation by academic teachers employed at the Poznań University of Economics and Business (PUEB) and PUEB doctoral students.
- 1.2. These Regulations specify the detailed conditions for obtaining financing to cover the costs of participation in domestic and international conferences, as well as the rules for submitting applications, the criteria for evaluating competition applications, and the obligations of beneficiaries who receive financing.

**2. GENERAL INFORMATION**

- 2.1. The organizer of the competition is the Poznań University of Economics and Business.
- 2.2. The funds allocated for financing come from the pool managed by the Vice-Rector for Research and intended to support scientific and research activities.
- 2.3. Financing covers the costs of participation in international or domestic conferences involving the presentation of research results or research-and-development work in key research areas,
- 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 recommend any applicant.

**5. COMPETITION PARTICIPANTS**

- 5.1 An applicant in the "Mini-Grants- Conferences" 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.<sup>1</sup>.
- 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 the conference organizers' decision regarding acceptance of the submission and approval of the paper.
- 6.3. In each recruitment, one person may submit only one application.
- 6.4. In a calendar year, a given academic teacher or doctoral student may receive financing from the competition for no more than two trips.
- 6.5. If an applicant is already carrying out another project financed under the "Mini-Grants – Conferences" 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.
- 6.6. Applications are submitted continuously from the date of announcement until the 5th day of each month.
- 6.7. The committee issues decisions regarding applications submitted in a given round by the 19th day of the following month.

## 7. FORMAL EVALUATION OF APPLICANTS

- 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 OF APPLICATIONS

- 8.1. Applications are substantively evaluated by the competition committee based on the following criteria:
- 8.1.1. substantive evaluation of the conference to which the application relates (including the validity of the costs indicated in the application);
  - 8.1.2. the connection between the research topic and the research area indicated in the declaration on conducting research submitted at PUEB;
  - 8.1.3. compliance of the paper topic with at least one of the key research areas adopted at PUEB;
  - 8.1.4. publication opportunities related to participation in the conference concerned by the application

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<sup>1</sup> 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.

- 8.2. 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 – Conferences"** 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. Within 14 days after the end of the conference, the beneficiary is required to submit jointly:
  - 10.1.1. a substantive report on their participation in the conference, including the presentation or text of the paper, where the following information clause is included respectively on the slide or title page: **„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 clause;
  - 10.1.2. a certificate of participation (if issued by the conference organizers);
  - 10.1.3. a popular science description of approximately 300 words presenting the results of the research in a manner understandable to non-specialists in the given field. The popular science description must be attached in two language versions – Polish and English;
  - 10.1.4. photographic documentation for use on the website and social media of the project: 2 photographs from the conference showing the beneficiary of the financing (if the conference was held on-site) or two screenshots proving participation in the proceedings (if the conference was virtual).
- 10.2. 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/>.

- 10.3. In the event of failure to comply with even one of the obligations described in Sections 9.1, 9.2, 10.1, and 10.2, the beneficiary may not apply for subsidy funds for the development and maintenance of scientific and research potential under any of the competitions “Mini-Grants – Research,” “Mini-Grants – Publications,” or “Mini-Grants – Conferences” for a period of one year from the date the funds were spent by PUEB.
- 10.4. Regardless of the provisions of Section 10.3, failure by the beneficiary to fulfil the obligations referred to in Sections 9.1, 9.2, 10.1, 10.2 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.