

**REGULATIONS**  
**of the "Mini-Grants – Publications" Competition**  
**concerning the co-financing of publications of 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 – Publications" Competition (hereinafter referred to as "the Competition")** is to increase the chances of publishing research results in prestigious journals and publishing houses, improve the quality of publications, and increase open access to research results through the possibility of obtaining — via competition — financial resources to cover the costs of publishing the results of scientific research or development work in prestigious journals and publishing houses, improving publication quality, and ensuring open access to research findings.
- 1.2. These Regulations specify the detailed conditions for obtaining funding to cover the costs of publishing a finished text containing the results of scientific research or development work, including in particular:
  - 1.2.1. Publication fees or fees for ensuring open access to publication;
  - 1.2.2. translation or proofreading at every stage of the publication process as well as the rules for submitting applications, the criteria for evaluating competition applications, and the obligations of the author(s) who receive funding for the publication of an article, proofreading, or translation of an article into a foreign language.

**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, intended to support scientific research activities.
- 2.3. Financing is available for the costs of publishing in prestigious international scientific journals indexed in databases such as Web of Science or Scopus, the costs of publishing in reviewed materials of prestigious international scientific conferences, or the costs of publishing monographs or chapters in monographs with prestigious international scientific publishers.
- 2.4. The journals listed in the application must represent a scientific discipline consistent with the one to which the author claims the achievement belongs. At the same time, this declared discipline must match at least one of the disciplines listed in any statement of scientific disciplines submitted by the author.
- 2.5. The journals indicated in the application must demonstrate reliability in the review and publication of scientific research results.

2.6. 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.

2.7. In a given edition of the competition, one person may submit only one application. One application submitted in a given edition may concern only one activity specified in Section 1.2.

### **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 financing for an application covering publication fees or open-access publication costs is 3 000 zł.

4.2. The maximum financing for an application for translation or proofreading at any stage of the publication process is 2 000 zł.

4.3. 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.

4.4. The competition committee may decide not to finance any applicant.

### **5. COMPETITION PARTICIPANTS**

5.1. An applicant in the “Mini-Grants – Publications” competition may be an author or co-author of a publication who is:

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;

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>.

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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.

5.2. Academic teachers employed at PUEB in teaching positions who 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 publications co-authored with persons referred to in Section 5.1 may be covered only within an application submitted by such persons.

## **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 correspondence with the publisher regarding the acceptance of the publication for review or printing, or (if financing covers activities prior to submission to the publisher, including, in particular, proofreading) the full text of the publication to which the application relates.
- 6.3. In each recruitment, one person may submit only one application.
- 6.4. In a calendar year, an author may receive financing from the budget for supporting scientific and research activities for no more than two publications.
- 6.5. If the applicant is already carrying out another project financed under the **“Mini-Grants – Publications” 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 in a given recruitment may be submitted by the 5th day of the given 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 APPLICATIONS**

- 7.1. Only applications meeting the formal requirements proceed to substantive 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 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. the degree of progress made on the publication; in this regard, the committee examines whether:
    - a) the author has received positive reviews and confirmation from the publisher that the publication has been accepted for publication;
    - b) the article is currently under review, following an initial evaluation by the editorial board, or has been returned to the author for revisions,
    - c) in the absence of reviews and confirmation of the article’s status, the content of the article is analyzed to assess its chances of publication;
  - 8.1.2. consistency of the publication topic with at least one of the key research fields adopted at PUEB;

- 8.1.3. the selection of proposed publication places made by the applicant(s). The committee considers, in particular: the number of points from the ministerial list; for journals, indexing in Scopus or Web of Science and related bibliometric indicators; for conferences, their rank and indexing in international databases; and in every case, the publisher's reliability regarding the publication of scientific research. If it is determined that a given publisher engages in unethical practices, the committee may decide to deny funding for publication with that publisher.
- 8.2. In the event of a large number of applications in a given recruitment, the committee additionally considers whether the applicant has previously received support in the competition; the applicants who have not previously benefited from the competition are preferred.
- 8.3. As a result of the substantive evaluation, the committee adopts a resolution:
- 8.3.1. recommending the application for financing;
  - 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 financing 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 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 – Publications" 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 1.2.
- 9.2. The financing mentioned in Section 9.1 must be used within 90 days from the date of the financing decision, but no later than December 31 of the year in which the financing was granted.
- 9.3. In exceptional and justified cases, the Vice-Rector for Research may decide to extend the eligibility period for costs to 180 days from the date the applicant was informed about the granting of financing, but no later than December 31 of the year in which the financing was granted.

## **10. REQUIREMENTS FOR SETTLEMENT OF FINANCING**

- 10.1. A beneficiary who receives financing to cover the costs specified in the application is required to spend the requested amount for its intended purpose and to submit, within 180 days of the date referred to in section 9.2. or 9.3., as applicable: (1) a preprint of the publication along with confirmation of its acceptance for publication or for review, or (2) a copy of the published work. The publication (or its preprint, as applicable) must include an

acknowledgment clause **“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 or final publication must also include a popular science description of approximately 300 words presenting the research results in a manner understandable to non-specialists and promotional material prepared in a form agreed with the Rector’s Representative for Scientific Marketing. The popular science description must be attached in both Polish and English versions.

- 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. Failure to fulfil even one of the obligations described in Sections 9.1, 9.2., 9.3, 10.1, 10.2 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 of application.
- 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, 9.3, 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.