

**Regulations on financing, implementation and settlement of research projects implemented by employees carrying out scientific research, who were included into the N number, and PhD students of the Medical University of Białystok from funds from the Ministry of Science and Higher Education subsidy in the part devoted to conducting research activities: maintenance and development of research potential**

**General provisions**

**§ 1**

Regulations on financing, implementation and settlement of research projects implemented by employees carrying out scientific research, who were included into the N number, and PhD students of the Medical University of Białystok as part of the subsidy of the Minister of Science and Higher Education in the part devoted to conducting research activities defines:

1. Persons authorized to submit applications and carry out research projects
2. Principles of implementation and financing research projects
3. Applications for financing research projects
4. Rules for the settlement of research projects

**Definitions**

**§ 2**

Terms used in the Regulations have the following meaning:

**The Act** - The Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended)

**Regulations** – Regulations for financing, implementation and settlement of research projects implemented by employees carrying out scientific research, who were included into the N number, and PhD students of Medical University of Białystok within the financial envelope separated from the subsidy of the Minister of Science and Higher Education for conducting research activity

**Research project** – research activity carried out in a given year by an employee or a PhD student of the MUB, included in the MUB task plan as a part of the financial envelope separated from **the subsidy of the Minister of Science and Higher Education**

**Principal investigator** – MUB's employee who conducts scientific research and is included into **the N number** or a MUB's PhD student

**MUB's PhD student** – a doctoral student of the MUB's Doctoral School or a doctoral student who began doctoral studies before then academic year 2019/2020

**Research Project Proposal** – a proposal for funding a research project from the subsidy attached as *Appendix 1* to the hereby Regulations;

**Report** – a report on the implementation of the research project within the framework of the subsidy in a given budget year – attached as *Appendix 2* to the hereby Regulations

**Base amount** – the value set by the Vice Rector for Science and Development for a given budget year, which is the basis for building the project's budget

**Base amount PLUS** – the value set by the Vice Rector for Science and Development for a given budget year, which is the basis for building the project's budget according to the academic rank and qualitative criteria

**MUB** – Medical University of Białystok

**Vice Rector for Science and Development** – Vice Rector for Science and Development of the MUB

**ADN** –Office for Science at the MUB

**TTO** – Technology Transfer Office at the MUB

**Relevant bioethics committee** – Bioethics Committee of the MUB or the Local Ethical Committee for Animal Experiments in Olsztyn

### **Authorized persons**

#### **§ 3**

Persons eligible to apply for financing of intra-university projects from the subsidy are the MUB **employees** carrying out scientific research, who were included into **the N number**, and **PhD students of the MUB**.

### **Principles of financing research projects**

#### **§ 4**

1. The Vice Rector for Science and Development sets **the base amount** for financing a research project in a given year.
2. By the decision of the Vice Rector for Science and Development, after calculating the funding for the collected Research Project Proposals, **the base amount may change** in a given budget year. The new base amount will be calculated taking into account: the amount of research projects submitted for implementation, cost-absorption of the planned research, needs resulting from the implementation of innovative projects falling under the priority directions of science development at MUB and the final pool of funds from the subsidy for the implementation of scientific tasks.
3. Authorized persons mentioned in § 3 may apply for funding of **one research project** from the subsidy in a given budget year.
4. The Principal Investigator may receive project financing determined in the following way:
  - 1) PhD students – **100%** of the base amount
  - 2) employees mentioned in § 3:
    - a) with a doctoral degree or a higher degree – 100% of the base amount
    - b) without a doctoral degree – 75% of the base amount,
  - 3) employees mentioned in § 3 may obtain an increase of the base amount to the base amount PLUS according to the rule:
    - a) base amount PLUS for professors – up to **three times** the base amount,

b) base amount PLUS for the habilitated doctors – up to **twice** the base amount.

5. The Principal Investigator may obtain an increase of the base amount or the base amount plus on the basis of **qualitative criteria** such as:

- 1) publications with affiliation to MUB (**scientific articles or/and scientific monographs**) from the last two years counting from the year of submitting the Research Project Proposal – an increase of the base amount or the base amount PLUS according to the following criteria:

min. 70 pts. (according to the points assigned by the MNiSW in 2019)	100 pts. (according to the points assigned by the MNiSW in 2019)	140 pts. (according to the points assigned by the MNiSW in 2019)
Increase of the base amount <b>or</b> the base amount PLUS:		
1 publication – 10 %	1 publication – 20 %	1 publication – 40 %
2 publications – 20 %	2 publications – 40 %	2 publications – 60 %
3 publications – 30 %	3 publications – 60 %	3 publications – 80 %
	4 publications – 80 %	4 publications – 100 %
	5 publications – 100 % and more – <i>accordingly</i> %	5 publications – 120 % <i>And more – accordingly</i> %

- 2) obtaining in the period of two years until the submission of the application for financing on the basis of the hereby Regulations (the date of signing the agreement for financing the external project or, in case of lack of an agreement – the date of issuing a decision) for MUB as a Principal Investigator or a project coordinator of external financing for **research projects** (provided that the applicant did not indicate the aforementioned achievements in the previous applications financed from the subsidy / subvention) in the following amounts:

- a) at least PLN 45,000 – up to PLN 299,999.99 – increase of the base amount / base amount PLUS by **30%**
- b) at least PLN 300,000 – up to PLN 999,999.99 – increase of the base amount / base amount PLUS by **50%**
- c) at least PLN 1,000,000 – increase of the base amount / PLUS base amount by **100%**

- 3) obtaining for MUB a **patent** (provided that the applicant did not indicate the aforementioned achievement in the previous applications financed from the subsidy/subvention) in the period of two years until the submission of the application for financing on the basis of the hereby Regulations – increase of the base amount / base amount PLUS by **50%**

- 4) **obtaining revenues from service or commercialization activities**, that is implementation of patents / licenses owned entirely or in part by MUB (provided that the applicant did not indicate the aforementioned achievements in the previous applications financed from the subsidy/subvention), for MUB in the period of two years until the submission of the application for financing on the basis of the hereby Regulations – increase in the base amount / base amount PLUS by:

- a) revenues up to **PLN 10,000** – increase **by 25%**

b) revenues from **PLN 10,001** to **PLN 50,000** – increase **by 50%**

c) revenues from **PLN 50.001** – increase **by 100%**

5) **additional factors resulting from the innovativeness and substantive value of the planned research**, i.e. justification of the compliance of the research conducted by the Principal Investigator with the priority of the science development in MUB, including in particular: large-scale studies taking into account innovative techniques related to, among others, genomics, proteomics, metabolomics, radiomics, bioinformatics, population studies, biobanking, artificial intelligence – **individual project evaluation**, carried out by the Vice Rector for Science and Development taking into account the compliance of the planned research with the priorities of the MUB research strategy.

6. The financing criteria described in par. 4. can be applied only up to the amount of the budget planned in the project.

7. The values obtained in par. 4 and par. 5 add up.

8. For projects based on **surveys** and **queries** or **without the purchase of reagents**, the criteria for increasing the financing described in par. 4 and par. 5 do not apply – in this case the maximum co-financing for the project is **75%** of the base amount.

### **Applications for financing research projects**

#### **§ 5**

1. Applications for funding of research projects are submitted on the forms attached as Annex No. 1 to the hereby Regulations

2. Applications are submitted once a year to the ADN on the date specified by the Vice Rector for Science and Development in the year preceding the grant year.

3. Applications are submitted in an editable electronic form, to the e-mail address indicated in the application and in one paper copy, bearing all the necessary signatures.

4. The Vice Rector for Science and Development makes the decision about launching the financing of the research project.

5. The Principal Investigator of the research project receives written information on the amount of financing obtained, the registration number and the financing period of the research project.

#### **§ 6**

### **Rules of implementation and financing of research projects**

1. The Principal Investigator of the research project is responsible for the timely and correct spending of the funds allocated.

2. The Project Investigator is entitled to submit an application for financing purchases / fees as part of the research project.

3. Submitting approvals of the relevant bioethics committees is a prerequisite for launching the financing of the research project.

4. Costs incurred within the framework of research projects should be related to the research project carried out.
5. The budget categories of the research project are: materials and reagents, services (including salaries), delegations, other costs.
6. All applications for funding within the framework of the research project are verified and approved in formal and financial terms by the administrative supervisor of the project at ADN.
7. The persons eligible for using the funds of the projects for research trips (active participation in scientific conferences, scientific training trips etc.) are the Project Investigators and the co-researchers of the project included into the "N" at MUB.
8. Co-financing of active **participation in scientific conferences, scientific training trips etc.** should not exceed, depending on the amount of co-financing received:
  - 1) max. **80% of the base amount** – for projects whose value exceeded the value of the base amount,
  - 2) max. **40% of the project value** – for projects whose value did not exceed the value of the base amount
9. MUB covers the **costs of publication of scientific articles** for a minimum of **70 points** and the costs of **monographs** (edition, chapter) – for a min. of **80 points** from funds **outside of the research project**.
10. Scientific projects of Principal Investigators who had been included into the "N" number, and who changed their form of employment during the implementation of the project, and as a result were excluded from the "N" number, can be continued in the same way as they were before, excluding the possibility of using the financial resources for trips, even with active participation.
11. Personal data protection should be taken into account while planning the research project. Before commencing the project implementation, appropriate technical and organizational measures should be implemented to effectively carry out the principles of personal data protection and to apply the necessary safeguards in order to meet the requirements of the General Data Protection Regulation (GDPR).
12. Exceeding the budget of the entire research project for reasons beyond the control of the Principal Investigator (eg final purchase price, exchange rate, etc.) up to 10% does not require the consent of the Vice Rector for Science and Development.
13. In exceptional and justified cases, it is allowed to implement a part of the research project using external services. Each external service carried out outside the University requires a written consent of the Vice Rector for Science and Development. The commissioning of a service related to the entrusting of personal data should be in accordance with art. 28 of the GDPR.
14. All purchases of supplies and services within research projects are made by the University.
15. The financing of a research project starts on the **1<sup>st</sup> of January** and ends on the **31<sup>st</sup> of December of the year**, for which the subsidy for the research project is granted.
16. Financing of research projects may **be continued in the following year**. The condition for prolonging the financing of a research project is spending / starting the implementation of a minimum of **75%** of the project's budget for materials and reagents based on the submitted requisition form in the year of granting the subsidy. The period of continuation of financing of the research project may not be longer than the end of June of the year following the year of receipt of the subsidy.
17. The settlement of the costs incurred in the project implemented in the period indicated in par. 15 and par. 16 lasts 90 days after the end of its financing.

18. After the end of the project's financing period indicated in par. 15 and par. 16 the unused funds will automatically return to the Vice Rector for Science and Development.

19. The public finance discipline specified in the public finance Act applies to the expenditure of the subsidy.

### Principles of settlement of the research projects

#### § 7

1. The Principal Investigator is obliged to submit the report on the implementation of the project to ADN within 1 month from the completion of the project.

2. The form of the report on the implementation of the research project is attached as *Appendix 2* to the hereby Regulations.

3. The report is submitted to ADN in an editable electronic form to the e-mail address indicated in the report form and in one paper copy.

4. The Vice Rector for Science and Development evaluates the reports.

5. For the settlement of the research projects that have received funding **equal to or lower than the base amount**, it is required to submit min. **one achievement that will provide as many points as possible in a given discipline. The expected minimum value of:**

- **a scientific article – min. 40 pts.;**
- **a scientific monograph – min. 80 pts.**

6. For the settlement of each research project that received **funding above the base amount**, it is required to submit **min. one scientific achievement:**

**1) in the form of:**

a) **a scientific article** published in a scientific journal or in reviewed materials from international scientific conferences, included in the list of journals and materials called the "list of journals"  
or

b) **a scientific monograph, editing of a scientific monograph** – according to the list of publishers innued by the MNiSW  
or

c) granted a **patent** for inventions

**2) with a value of:**

a) **min. 70 points** – (scientific articles in journals from the new list of journals) – in the case of receiving financing in the amount of up to twice the base amount

b) **min. 100 points** – (scientific articles in journals from the new list of journals) – in the case of financing in the amount equal to twice the basic amount or above

c) **200 points; 100 points** – for a monograph or for editing of a scientific monograph

7. In case of non-delivery of the copies of forms of settlement of the research project indicated in par. 5 and par. 6 to ADN within one year of finalizing the financing of the research project, it has a pre-settled status.

8. Failure to submit the settlement of the research project in the period referred to in par. 7 and other circumstances such as: lack of progress in the implementation of the project or significant breach of

the project implementation rules suspends financing of the project and the possibility for the Project Investigator to finance further projects in the years following the period specified in par. 7.

### **Final provisions**

#### **§ 7**

1. The regulations come into force on the day of signing, with effect from 01.01.2020.
2. For continued **research projects implemented by employees carrying out scientific research, who were included into the N number, and PhD students of the Medical University of Bialystok from funds from the Ministry of Science and Higher Education subsidy in the part devoted to conducting research activities** whose implementation began before 01.01.19, the current provisions apply.