**Regulations on financing, implementation and settlement of research projects carried out by employees 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: maintenance and development of research potential in 2019.**

**General provisions**

**§ 1**

Regulations on financing, implementation and settlement of research projects carried out by employees and PhD students of the MUB 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 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 carried out by the MUB employees and PhD students within the financial envelope separated from the subsidy of the Minister of Science and Higher Education for conducting research activity

**Research project** – a scientific project carried out 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 –** academic teacher or PhD student at MUB

**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 Scientific Affairs 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 Scientific Affairs for a given budget year, which is the basis for building the project's budget for a group of research and research and didactic employees, as well as didactic employees subject to additional assessment during the 12 months following the change from a research and didactic or a research position to a didactic position

MBU – Medical University of Bialystok

**Vice Rector for Scientific Affairs** – Vice Rector for Scientific Affairs of the MUB

**ADN** – **Office for Science**

**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 **academic teachers who are employed by MUB** and **PhD students of MUB.**

**Principles of financing research projects**

**§ 4**

1. The Vice Rector for Scientific Affairs sets the basic amount of PLN 10,000 to finance a research project in 2019.

2. Academic teachers and PhD students of MUB may apply for funding of **one project** from the subsidy in a given budget year based on the value of the base amount.

3. Depending on the group of eligible persons that the Principal Investigator belongs to, he or she may receive project financing determined in the following way:

1) **PhD student – 100%** of the base amount

2) academic teacher employed in a group of **didactic employees:**

a) with a doctoral degree or a higher degree - **100%** of the base amount,

b) without a doctoral degree - **75%** of the base amount,

c) within **12 months** of moving from a research and didactic or a research position to a didactic position – the principles described in **p. 3** are applied;

3) academic teacher employed in a group of **research** or **research and didactic employees** **- 100% of the base amount**, with the reservation that he or she may apply for increasing it to the basic amount PLUS according to the rule:

a) **base amount PLUS for the professors** - up to **three times** the base amount,

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

4. Academic teachers and PhD students specified in **§ 4 par. 3 pt. 3** have the possibility to additionally increase the base amount or the base amount PLUS by **qualitative criteria** such as:

1) **research articles** with affiliation to MUB published in 2017 and 2018 *(according to the 2017-2018 list of journals)* **for min. 25 points** or **min. 30 points:**

|  |  |
| --- | --- |
| For min. **25 pkt.**  | For min. **30 pkt.** |
| increasing the base amount **or** the base amount PLUS by: |
| 1 article – 10 % | 1 article – 20 % |
| 2 articles – 20 % | 2 articles – 40 % |
| 3 articles – 30 % | 3 articles – 60 % |
| 4 articles – 40 % | 4 articles – 80 % |
| 5 articles and more *– 50 %* | 5 articles *– 100 %* |
|  | …and so on... |

2) obtaining in the period from January 2017 until the submission of the application for financing on the basis of the hereby Regulations (the date of signing the contract for financing the external project) for the University as a Principal Investigator or a project coordinator of the external financing for **research projects** in the following amounts:

a) at least PLN 50,000 - 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 a **patent** for MUB in the years 2017-2018 - increase of the base amount / base amount PLUS by **50%**

4) **obtaining revenues from service or commercialization activities** (implementation of patents / licenses owned entirely or in part by MUB) **for MUB in the years 2017-2018** - 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 with the priority of the science development in MUB by the Principal Investigator, 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**, taking into account the compliance of the planned research with the priorities of the MUB research strategy, carried out by the **Team of Experts**, which will include research or research and didactic employees of MUB under the chairmanship of the Vice Rector for Scientific Affairs.

5. The financing criteria described in par. 3 pts 1-2 and the criteria for increasing the financing described in par. 3 pt. 3) and in par. 4. can be applied only up to the amount of the budget planned in the project.

6. The values obtained in par. 3 and par. 4 add up.

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

8. By the decision of the Vice Rector for Scientific Affairs, **the base amount may change** in a given budget year, 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.

**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 annually to the ADN on the date specified by the Vice Rector for Scientific Affairs 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 application shall be accompanied by the necessary consents of the relevant bioethics committees, with the reservation that the final date for the consent of the relevant bioethics committee is the moment of launching the financing of the research project. Failure to submit the approval of the relevant bioethical committee withholds the start of financing of the the research project.

5. In justified cases, the application for financing the research project may be sent for review.

6. In doubtful situations, the decision concerning financing the research project is made by the Vice Rector for Scientific Affairs, after possible consideration of the review.

7. 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.

8. The financing of a research project may last until the last day of the year for which the subsidy for the research project is granted.

9. In case of a justified need to extend the financing of research, it is possible to obtain the consent of the Vice Rector for Scientific Affairs for the extension of its funding period at the written request of the Principal Investigator. The request should be submitted to the Vice Rector for Scientific Affairs no later than one month before the project completion date. The condition for obtaining consent for prolonging the financing of a research project is spending / starting the implementation of a minimum of **75%** of the project's budget 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.

10. After ending of the financing specified in par. 8 and par. 9, unused funds are automatically transferred to the Vice Rector for Scientific Affairs.

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

12. During the implementation of the project, the Principal Investigator of the research project is responsible for the processing of personal data consistent with the GDPR.

13. Costs incurred within the framework of research projects should be related to the research project carried out.

14. Co-financing of active **participation in scientific conferences** 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

15. MUB covers the **costs of publication of articles** for a minimum of **70 points** and the costs of monographs (edition, chapter) – for a min. **80 points** from funds **outside of the research project.**

16. The costs of other publications and monographs (edition, chapter) will be covered with funds from outside the research project with the consent of the Vice Rector for Scientific Affairs.

17. The budget categories of the research project are: materials and reagents, services (including salaries), delegations, other costs.

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

19. 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.

20. 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).

21. 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 Scientific Affairs.

22. In exceptional and justified cases, it is allowed to implement some of the research projects as part of external services. Each external service carried out outside the University requires a written consent of the Vice Rector for Scientific Affairs. The commissioning of a service related to the entrusting of personal data should be in accordance with art. 28 of the GDPR.

23. All purchases of supplies and services within research projects are made by the University.

24. The public finance discipline specified in the public finance Act applies to the expenditure of subsidies.

**Principles of settlement of the research** **projects**

**§ 6**

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 Scientific Affairs 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 points; monograph** (edition, chapter) – **min. 80 points** (20 points, 20 points)

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**, **scientific editing** of such a **monograph** or **chapter**, published by publishers from the "list of publishing houses"

or

c) granted a **patent** for inventions

**2) with a value of:**

a) **min. 70 points** - (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** - (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; 50 points** - for a monograph, scientific editing of a scientific monograph and a chapter in a 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 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 1 January 2019.

2. For continued projects whose implementation began before 1 January 2019, the current provisions apply.