

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 Bialystok from funds from the Ministry of Health subsidy in the part devoted to conducting scientific research: 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 Bialystok from funds from the Ministry of Health subsidy in the part devoted to conducting scientific research: maintenance and development of research potential define:

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 Bialystok within the financial envelope separated from the subsidy of the Minister of Health 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 Health

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

MUB's PhD student – a doctoral student of the MUB's Doctoral School or a doctoral student who began doctoral studies before the 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 Bialystok

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:

100 pts.	140 pts.
increase of the base amount or the base amount PLUS:	
1 publication – 20 %	1 publication – 40 %
2 publications – 40 %	2 publications – 60 %
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) 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) 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), 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 PDF bearing all the necessary signatures and in an editable electronic form, to the e-mail address indicated in the Research Project Proposal.
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.

Rules of implementation and financing of research projects

§ 6

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 requisition forms 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. The projects' budget categories **do not include** research apparatus worth more than 10 000 PLN and IT equipment (laptops, desktop computers, tablet computers, scanners, multifunction printers and copiers etc.), excluding data carries.
7. All requisition forms 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.
8. 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, the co-researchers of the project included into the N number at MUB and PhD students.
9. 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
10. MUB covers the **costs of publication of scientific articles** for a minimum of **100 points** and the costs of **monographs** (edition, chapter) – for a min. of **80 points** from funds **outside of the research project**.
11. The costs of IT equipment can be covered from funds outside of the research project on the basis of a request submitted by the Principal Investigator to the Vice Rector for Science and Development, after obtaining a positive opinion of the MUB's IT manager. Applications for purchasing IT equipment can be submitted until March 31st of the year for which the subsidy for the research project is granted.
12. 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.
13. 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).
14. 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.
15. 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.
16. All purchases of supplies and services within research projects are made by the University.
17. The financing of a research project starts on the **1st of January** and ends on the **31st of December of the year** for which the subsidy for the research project is granted.
18. The requisition forms for purchases can be submitted until December 31st of the year for which the subsidy for the research project is granted. The financing can not be continued in the following year.

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. 70 pts.;
- a scientific monograph – min. 80 pts.

or **obtaining a patent.**

6. For the settlement of each research project that received funding **above 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. 100 pts.
- a scientific monograph / editing of a scientific monograph – 200 pts. / 100 pts.

7. A research project for which a form of settlement describing the progress of the project was submitted receives the status of pre-completed.
8. A research project for which a copy of a scientific article, a monograph or a copy of a patent was submitted receives the status of completed.
9. Failure to submit the settlement of the research project within one year of finalizing the financing of the research project or 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 obtain financing of projects in the next calls for proposals.

Medical University of Bialystok

**APPLICATION FOR FINANCING A RESEARCH PROJECT FROM THE
MEDICAL UNIVERSITY OF BIALYSTOK SUBSIDY
IN 2021**

The application form should be send to the Office for Science in **PDF** (with all necessary signatures) and in an editable format to: wnioski@umb.edu.pl

Title of the project:

Project Investigator's survey

Name and surname of the Project Investigator	
Professional title, academic degree, professional degree, PhD student	
Position / group of employees: research-didactic, research, didactic, technical	
Scientific discipline/s, in which the Project Investigator declared him/herself to the N number	<input type="checkbox"/> medical sciences % <input type="checkbox"/> pharmacology and pharmacy % <input type="checkbox"/> health sciences % <input type="checkbox"/> other (which) %
Unit of employment/Unit of PhD studies	
Contact:	Tel. No.:
	E-mail:
Research team: title / academic degree / professional degree, name and surname, unit of employment, position at MUB, information whether the person is included into the N number	

Questionnaire of the relevance of the scientific project

Project description
<p>Research assumptions and goals:</p>
<p>Methodology:</p>
<p>Scientific and practical effects planned:</p>
<p>Literature:</p>

Questionnaire of the research project

<p>Is the Project Investigator a young scientist? <i>According to the art. 360 paragraph 2 of the Act of 20 July 2018 - Law on Higher Education and Science, a young scientist is a person conducting scientific activity who:</i> 1) is a doctoral student or academic teacher - and does not possess a doctoral degree or 2) has a doctoral degree obtained less than 7 years ago, and is employed in the entity referred to in art. 7 item 1 of the above Act.</p>	<p><input type="checkbox"/> PhD student <input type="checkbox"/> doctoral student of the Doctoral School <input type="checkbox"/> academic teacher without a doctoral degree <input type="checkbox"/> academic teacher with a doctoral degree obtained less than 7 years ago</p> <p>Year of obtaining the doctoral degree: </p>
<p><i>Maternity leave, leave on the conditions of maternity leave, paternity leave, parental leave or parental leave granted according to the rules set out in the Labour Code, or periods of receiving maternity benefit or parental benefit, or periods of receiving sickness benefit or rehabilitation benefit received as a result of incapacity for work, including due to a disease requiring rehabilitation, is not included into the above-mentioned 7 years.</i></p>	
<p>Unit in which the project will be implemented</p>	

Scientific discipline in which the project will be carried out (<i>one leading discipline should be chosen</i>)	
Is the project based on a survey?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project based on a query?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project require purchasing reagents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project implemented in collaboration with other scientific units (Polish or foreign)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project involve biotechnological methods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project involve nanotechnological methods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project involve animals? (rats, mice)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The project is subject to evaluation of	<input type="checkbox"/> The Bioethics Committee <input type="checkbox"/> The Local Ethical Committee for Animal Experiments in Olsztyn (LKE) <input type="checkbox"/> Is not subject to, because it concerns tissues collected during research which had gained the approval nr <input type="checkbox"/> Is not subject to because: a) it is a retrospective study which includes eg analysis of medical records <input type="checkbox"/> , case studies <input type="checkbox"/> , manikin studies, simulators <input type="checkbox"/> , other (please specify) <input type="checkbox"/> – if the results of the research will not affect the routine of the patient's treatment (that is will not cause any change of conduct during the observation of the patient) b) the project is based on standardized surveys – used in accordance with their purpose, and the research will involve statistical treatment of chosen data I hereby declare that immediately after receiving the relevant bioethics committee's approval I will deliver it to the ADN in order to launch the financing of the project
Does the project involve patients?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if yes, please will in the following information)</i> <input type="checkbox"/> Planned number of patients: <input type="checkbox"/> Planned number of collections of biological material (name the type of material):
Is the project carried out in a hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if YES please specify the name of the hospital)</i>

Cost estimate of the project

Estimated costs of the project (the costs of the apparatus and publication should not be included in the cost estimate)		Amount PLN
Reagents and small laboratory equipment without apparatus and IT equipment		
External services without the costs of publication		
Remuneration for civil law contracts (i.e. translations and proofreading, statistical services)		
Domestic and foreign business trips		
Other costs (i.e. office supplies, animals, IT equipment)		
Total costs		
Justification of the costs		

Criteria for increasing the base amount (on the day of submitting the application)

Academic rank criterium:	<input type="checkbox"/> Professor (x 3)	<input type="checkbox"/> Habilitated doctor (x 2)
Quality criteria:		
a. Scientific publications (2019-2020)	100 pts.	<input type="checkbox"/> 1 publication – 20% <input type="checkbox"/> 2 publications – 40% <input type="checkbox"/> 3 publications – 60% <input type="checkbox"/> 4 publications – 80% <input type="checkbox"/> 5 publications – 100% <input type="checkbox"/> publications – %
	min. 140 pts.	<input type="checkbox"/> 1 publication – 40% <input type="checkbox"/> 2 publications – 60% <input type="checkbox"/> 3 publications – 80% <input type="checkbox"/> 4 publications – 100% <input type="checkbox"/> 5 publications – 120% <input type="checkbox"/> publications – %
b. Research projects (2019-2020)	<input type="checkbox"/> 45 000 PLN – up to 299 999,99 PLN + 30 % <input type="checkbox"/> 300 000 PLN – up to 999 999,99 PLN + 50 % <input type="checkbox"/> more than 1 000 000 PLN + 100 %	<i>Please specify: the name of the contest, the budget and the number of the project, date of signing the agreement for the project.</i>
c. Patents (2019-2020)	+ 50%	<i>Please specify: the number, name and the date of obtaining the patent</i>
d. Revenues from service or commercialization activities	<input type="checkbox"/> up to 10.000 PLN + 25% <input type="checkbox"/> 10.001 PLN – up to 50.000 PLN + 50%	<i>Please specify: the name of the agreement, the value obtained, the dates of the implementation</i>

<i>(2019-2020) (does not include revenues from successive contracts)</i>	<input type="checkbox"/> more than 50.001 PLN + 100 %	
--	---	--

Questionnaire of the scientific project

Signatures

	Date and signature
Project Investigator	
<p>I hereby declare that I have read the information (available on the <i>Dział Nauki</i> website – <i>Działalność statutowa – SUBWENCJA 2021 - projekty naukowe</i>) about the processing of personal data of persons implementing projects at the University (among others: Project Investigators, academic teachers, members of research teams, PhD students, young researchers) and the principles of personal data protection in research at the Medical University of Białystok, and according to the Statement I agree to the processing of my personal data collected in order to implement a research project financed from the 2021 SUBSIDY by the Medical University of Białystok.</p>	<p>.....</p>
Head of the department employing the Project Investigator	
Head of the department/s where the project will be carried out	
Project Investigator/supervisor <i>(for PhD students)</i>	

.....

Financing calculator <i>(filled by the Office for Science)</i>
<p>1. Academic rank criterium:</p> <p>2. Quality criteria:</p> <p>a) publications 2019-2020:</p> <p>100 pts.:</p> <p>min 140 pts.</p> <p>b) research projects:</p> <p>c) patents:</p> <p>d) revenues from service or commercialization activities:</p>

Funding:

Acceptance of the Vice Rector for Science and Development

.....
(date)

.....
(signature)

**Report on the implementation of the project entitled,
financed from the Medical University of Bialystok subsidy in**

Title of the project:

Project Investigator:

- 1. List of scientific publications/monographs published, accepted for publication or sent to journals, resulting from the implementation of the abovementioned project, including the title of the journal/publishing house and the current score of the Ministry of Science and Higher Education**
- 2. Short description of tasks carried out (*max. 200 words!*):**
 - a. the aim of the study**
 - b. description of the tasks carried out and the most important achievements**

.....
Principal Investigator's signature

