Appendix no. 1 to the Order no. 122/2021 of the Rector of MUB dated 21.10.2021

**Regulations on financing, implementation and settlement of research projects implemented by employees carrying out scientific research, who are included into the N number, and PhD students of the Medical University of Bialystok from the Ministry of Health subsidy**

# General provisions

## § 1

Regulations on financing, implementation and settlement of research projects implemented by employees carrying out scientific research, who are included into the N number, and PhD students of the Medical University of Bialystok from the Ministry of Health subsidy 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 on financing, implementation and settlement of research projects implemented by employees carrying out scientific research, who are included into the N number, and PhD students of the Medical University of Bialystok from the Ministry of Health subsidy 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 who began doctoral studies before the academic year 2019/2020 (Hereby Regulations do not apply to students of the MUB’s Doctoral School);**
* **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** – Department of Science 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 MUB’s **employees** carrying out scientific research, who are 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 scientific 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:
5. PhD students **– 100%** of the base amount
6. employees mentioned in § 3:
7. with a doctoral degree or a higher degree – **100%** of the base amount
8. without a doctoral degree – **75%** of the base amount,
9. employees mentioned in § 3 may obtain an increase of the base amount to the base amount PLUS according to the rule:
10. base amount PLUS for professors – up to **three times** the base amount,
11. base amount PLUS for the habilitated doctors – up to **twice** the base amount.
12. The Principal Investigator may obtain an increase of the base amount or the base amount plus on the basis of **qualitative criteria** such as:
13. 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.** | **Min. 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 – accordingly % | 5 publications – 120 %  And more – accordingly % |

1. 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:
   1. at least PLN 45,000 – up to PLN 299,999.99 – increase of the base amount / base amount PLUS by **30%**
   2. at least PLN 300,000 – up to PLN 999,999.99 – increase of the base amount / base amount PLUS by **100%**
   3. at least PLN 1,000,000 – increase of the base amount / PLUS base amount by **200%**
2. 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 **100%**
3. **obtaining revenues from services or commercialization activities**, that is implementation of patents/licenses owned entirely or in part by the MUB (provided that the applicant did not indicate the aforementioned achievements in the previous applications financed from the subsidy), for MUBin 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:
   1. revenues up to **PLN 10,000** – increase **by 25%**
   2. revenues from **PLN** **10,001** to **PLN 50,000** – increase **by 50%**
   3. revenues from **PLN 50.001** – increase **by 100%**
4. **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.
5. The financing criteria described in § 4 can be applied only up to the amount of the budget planned in the project, with the provision that the total amount of financing for the project may not exceed the amount of PLN 200,000, unless the excess amount results from an increase granted on the basis of par. 5 pts 2), 3), 4).
6. The values obtained in par. 4 and par. 5 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 and par. 5 do not apply – in this case the maximum co-financing for the project equals **75%** of the base amount.
8. The rule set out in par. 8 does not apply to projects based on surveys and queries or without the purchase of reagents, which will be included in the five highest-rated applications in the discipline of health sciences, which received the highest amount of financing in accordance with the criteria for increasing the funding described in par. 4 and 5.

# Applications for financing research projects

## § 5

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

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.

Applications shall be submitted to AND in paper form, bearing all necessary signatures in a single copy and in an editable electronic form, to the e-mail address provided in the application form.

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

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

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

The Project Investigator is entitled to submit requisition forms for financing purchases/fees as part of the research project.

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

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

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

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.

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.

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: employees included into the N number at MUB, PhD students, and students of the MUB’s Doctoral School.

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

Rules of financing publications:

1. MUB covers the **costs of publication:**
   1. from funds **outside of the research project,** with the consent of the Vice Rector for Science and Development:

* of **scientific articles** with a minimum of **100 points** assigned by the Ministry of Science and Higher Education
* of **monographs** (edition, chapter) with a minimum of **80 points** assigned by the Ministry of Science and Higher Education
  1. from funds of the **project**:
* **scientific articles** with **70 points** assigned by the Ministry of Science and Higher Education

1. MUB **does not cover** the cost of scientific articles with **20 and 40 points** assigned by the Ministry of Science and Higher Education from the funds dedicated to science, with the provision that didactic publications (provided that they are included in the syllabuses) may be financed from the reserve of the Vice Rector for Education (after a separate assessment).
2. The reservations contained in point 2) relate to scientific articles and monographs sent to publishers after December 31, 2021.

Scientific projects of Principal Investigators who had been included into the “N” number, and who were excluded from it during the implementation of the project, 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.

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).

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.

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.

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

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, taking into account that:

1. spending of funds should be carried out in accordance with the assumptions of the project, while maintaining the principle that **requisition forms for at least 70% of the amount received should be submitted** by the **30th of June** of the year for which the subsidy is granted (including all purchases with a value above 3.500 PLN). Failure to meet this requirement results in an **automatic cancellation** of the project or the unused funds.
2. **the deadline for submitting requisition forms is the 30th of September** of the year for which the subsidy is granted;
3. the requisition forms submitted after the 30th of September will be accepted for implementation provided that they are **positively assessed** by the relevant departments of the MUB in terms of the possibility of their fulfillment, i.e. so that purchases, delivery and booking costs on the appropriate project can take place until the end of the year for which subsidy is granted. **The financing of the project cannot be continued in the following year.**

# Principles of settlement of the research projects

## § 7

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.

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

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.

The Vice Rector for Science and Development evaluates the reports.

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. 100 pts.** assigned by the Ministry of Science and Higher Education
* **a scientific monograph** – **min. 80 pts.** assigned by the Ministry of Science and Higher Education

or **obtaining a patent**.

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. 140 pts.** assigned by the Ministry of Science and Higher Education
* **a scientific monograph / editing** **of a** **scientific** **monograph** – **200 pts. / 100 pts.** assigned by the Ministry of Science and Higher Education

A research project for which a form of settlement describing the progress of the project was submitted receives the status of pre-completed.

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.

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 for the following two years.

# Other provisions

## § 8

Scientific projects implemented as part of financial resources from the MUB subsidy are analyzed in the field of identification, collection and monitoring of statistical data taking into account gender issues in research and innovation, aimed at ensuring gender balance and the possibility of implementing the University's Gender Equality Plan.