**Regulations for Granting Microgrants to Students for Scientific Activities**

**General Provisions**

**§ 1**

1. Microgrants for scientific activities are intended to finance individual student research projects. A project may include archival or library research, participation in a scientific conference, training, or a summer school, as well as the creation of copies of archival materials necessary for the completion of a diploma thesis.
2. Microgrants may be applied for by students enrolled in the first- and second-cycle programs at the Faculty of History, University of Warsaw.

**Conditions for Obtaining a Microgrant**

**§ 2**

1. The maximum amount of a single microgrant cannot exceed PLN 2,500.
2. The funding may cover the following:
	1. for international travel:
	a) costs of bus, train, or airplane tickets to the destination and return, estimated based on the current market rates (for air travel, only economy class tickets or low-cost airline tickets qualify; for train travel, only second-class tickets qualify);
	2. for domestic travel:
	a) accommodation costs, based on an invoice;
	b) travel costs, based on bus or train tickets to the destination and return, calculated according to the current market rates (for train travel, only second-class tickets qualify);
	3. for participation in conferences, trainings, and summer schools (both domestic and international) conducted remotely:
	a) conference fees;
	b) reprographic service costs incurred in archives or libraries.
3. Accommodation costs are reimbursed only for domestic trips lasting at least two days. The reimbursement for accommodation cannot exceed:
	1. PLN 250 per night for a single room in a hotel with a maximum 3-star rating;
	2. PLN 120 per night for a single room in a hotel of lower standard than 3 stars or in a guesthouse, motel, etc.

**Competition Committee**

**§ 3**

1. The evaluation of applications is carried out by the Competition Committee.
2. The Committee consists of the Vice-Dean for Student Affairs of the Faculty of History, the Head of the First Degree History Program, the Head of the Second Degree History Program, and the Head of the Jewish History and Culture Program. The Vice-Dean for Student Affairs serves as the Chair of the Committee.
3. In case of vacancies in the positions of the program heads mentioned in paragraph 2, the Committee may make decisions with at least two members.
4. The Committee includes a student representative from the Faculty of History, delegated by the relevant body of the Student Government. If no student representative is delegated within 7 days after receiving the request for delegation, the Committee Chair appoints a representative.
5. The Committee prepares a protocol documenting the competition proceedings.

**Microgrant Allocation Rules**

**§ 4**

1. When assessing an application, the Committee takes the following into account:
a) the project description;
b) the expected outcomes of the project;
c) the relevance of the project to the research conducted for the diploma thesis.
2. The Committee evaluates applications on a scale of 0 to 10 points.
3. To be awarded a microgrant, an applicant must score at least 6 points.
4. The Committee submits a ranking list of recommended projects along with proposed funding amounts to the Dean of the Faculty of History. The Committee may recommend granting the full or partial amount requested.
5. The final decision regarding the allocation of funds is made by the Dean based on the Committee's recommendation.

**§ 5**

1. To apply for a microgrant, applicants must meet the conditions described in § 1 and submit an application on the designated form available on the Faculty of History’s website.
2. The application must include:
	1. personal and contact details of the applicant, including name, student ID number, year of study, home address, email address, and phone number;
	2. a description of the project, the goals for which the funding will be used, expected outcomes, the name of the institution (library, archive) the student intends to visit, with a justification for the visit and the choice of institution, or the name of the institution organizing the conference, training, or summer school, with an explanation of how participation in the event is related to the student’s diploma research;
	3. a budget for the project, including the requested funding amount;
	4. the date of the trip or the event (conference, training, summer school);
	5. a recommendation from the academic supervisor/promoter;
	6. if the student is applying for funding from other sources, this information must be included in the application.

**§ 6**

1. Applications are accepted in two periods during the academic year:

– from October 1 to November 30;

– from January 1 to March 1*.*

1. A student may apply for a microgrant only once per academic year.
2. The signed application should be submitted electronically to the Student Affairs Section of the Faculty of History by email.
3. Incomplete or unsigned applications will not be processed. Applicants will be notified electronically if their application is rejected. Any missing formalities can be completed by the applicant, provided it is done within the specified deadlines.

**Announcement of Results**

**§ 7**

1. The results of the competition are announced on two occasions:
	* by December 20;
	* by March 20*.*
2. Applicants will be notified electronically about the outcome of their application.

**Microgrant Payment and Settlement Rules**

**§ 8**

1. A student who receives a microgrant may only use the awarded funds while they are a student. Loss of student status results in forfeiting the funding.
2. A student receiving funding for domestic or international research, conferences, training, or summer schools must cover the travel costs from their own funds. They must submit an expense report within 14 days of returning, including copies of boarding passes, tickets, and an accommodation invoice issued to the University of Warsaw. Based on this, the University will reimburse the expenses up to the granted funding amount. Air tickets must be purchased through a travel agency designated by the University of Warsaw.
3. Reimbursement for conference, training, or summer school fees paid out of pocket is based on the invoice. The student must submit a financial and substantive report within 14 days after the event, attaching the invoice issued to the University of Warsaw.
4. The University does not reimburse costs for conferences that the student does not attend.
5. Reimbursement for reprographic services in archives or libraries is based on an invoice issued to the University of Warsaw.
6. In justified cases, changes to the allocation of funds are possible. Requests for such changes must be submitted to the Committee Chair, who will make a decision.

**Obligations of Students Awarded a Microgrant**

**§ 9**

1. The obligations of students awarded a microgrant include:
	1. implementing the project as described in the funding application;
	2. settling the project in accordance with the actual costs incurred and submitting a financial and substantive report within 14 days of completing the project;
	3. participating in the conference, training, or summer school for which the grant was awarded;
	4. settling participation in the event based on actual costs and submitting a financial and substantive report within 14 days of completion;
	5. submitting an invoice confirming the expenses for reprographic services in an archive or library.
2. Students traveling for research, a conference, training, or summer school must have medical and accident insurance. The University of Warsaw is not responsible for a student’s lack of or inadequate insurance.
3. The financial and substantive report mentioned in paragraph 1 point 2 should include a description of the expected and achieved goals of the trip and information about the institutions where the project was conducted.
4. The financial and substantive report mentioned in paragraph 1 points 2 and 4 must be approved by the academic supervisor (or another scientific supervisor, if different from the main supervisor), who will sign the report as confirmation.