Appendix no. 1

to Ordinance No. 2 of the Dean of the Faculty of History of the University of Warsaw

dated February 7, 2022 on amending Ordinance No. 1 of the Dean of the Faculty of History dated September 30, 2020 on the establishment of a research fund

# Rules and Regulations on awarding research grants for employees and doctoral students writing dissertations under supervision of employees of the Faculty of History of the University of Warsaw

§ 1

The Rules and Regulations lay down the principles and procedures for awarding research grants for employees and doctoral students writing dissertations under supervision of employees of the Faculty of History of the University of Warsaw.

§ 2

1. All employees of the Faculty of History of the University of Warsaw from the group of academics, employed on research and teaching, research, or teaching positions, as well as doctoral students and doctoral candidates writing dissertations under supervision of these employees (hereinafter referred to as “applicants”) may apply for research funding.
2. One applicant may apply for funding for more than one activity under a single call for proposals.
3. Funding is awarded for the following activities:
4. publication of scientific texts intended for book form publication;
5. queries in archives or libraries;
6. purchase of copies of archival materials;
7. participation in scientific conferences;
8. organization of scientific conferences, workshops or research seminars;
9. translation or proofreading of scientific texts intended for publication in scientific journals or collective volumes.
10. In the evaluation of applications, the following criteria are in particular taken into account:
11. impact on improving the parametric score of the Faculty of History;
12. impact on improving the visibility of research conducted at the Faculty of History;
13. compliance of the project with the research interests of the applicant;
14. the importance of the expected results;
15. feasibility of completing the project in the allotted time;
16. obtaining partial funding from other sources;
17. inability to receive any funding from other sources.
18. Call for proposals are announced twice a year, in the spring (March-April) and in the autumn (September-October).
19. Funds awarded in the spring call for proposals must be spent by October 31 of the year in which they are awarded, while funds awarded in the autumn call for proposals must be spent by July 31 of the following year.
20. Funds allocated to an applicant for a given type of activity may not be transferred to another person or used for another type of activity.
21. If the applicant simultaneously applies for funding for the same project from other sources, it is necessary to include this information in the application for funding. The occurrence of double funding may be the reason for reducing the amount of awarded funding or denial of funding. The concealment of another additional source of funding will result in the withdrawal of the funding awarded by the Faculty of History.

§ 3

1. Applications shall be submitted via an electronic form that includes:
2. data of the applicant;
3. description of the activity and the purposes for which the funds will be used;
4. a detailed cost estimate with the requested total amount and specification of individual costs (e.g., value of the conference fee, the price of tickets and accommodation, the cost of reprographic services).
5. Only complete, accurately filled out and timely submitted applications, the authors of which have submitted an annual report in the EVA system on time (and those employed in research and teaching positions also teaching workload completion report), will be evaluated.
6. Information on awarded grants (name of the applicant, type of activity and amount of funding) are made public and published on the Faculty’s website.
7. The Faculty may grant funding on a conditional basis. The activation of the grant is then possible on condition of prior application for other sources of research funding or providing justification as to why it cannot be applied for.
8. Detailed information on the awarded funds (name of the applicant, type of activity, amount of funding and detailed cost estimate) will be forwarded to the Projects and Finance Section of the Faculty of History.

§ 4

1. Funds awarded through a call for proposals are subject to standard disbursement procedures binding at the University of Warsaw and the Faculty of History.
2. Prior to disbursement of funds, a completed purchase order should be sent to [zamowienia.historia@uw.edu.pl](mailto:zamowienia.historia@uw.edu.pl) from the email address in the UW domain, or the appropriate business travel application form (domestic or foreign) should be submitted to the Projects and Finance Section of the Faculty of History when applicant makes sure how the funds can be made available and what they can be spent on.
3. Except for justified cases requiring separate approval of the Dean, expenses incurred before the grant decision date are not reimbursable.
4. The purchase of archival materials within the framework of the grant is made through the Library of the Faculty of History.
5. In case of trips abroad, funds are paid in advance, based on the business travel application form and/or ticket purchase application form accepted by the Dean prior to the trip.
6. In case of domestic trips, expenses incurred are reimbursed upon return, based on the domestic business travel application form accepted by the Dean prior to the trip.
7. Additionally, employees of the Faculty of History are required to submit a research leave application form, both in the case of domestic and foreign business trip.
8. All settlements and cost reimbursements shall be made on the basis of the following documents:
9. an invoice issued for the University of Warsaw containing all necessary details (full University address, Tax Identification Number [NIP]), together with information on the basis of payment (e.g., Spring 2024 call for proposals), the category in which the funds were requested (e.g., queries), and a confirmation of payment, printed from electronic banking (in case of non-cash payment);
10. In the case of a foreign business trips, a separate settlement should be submitted to the Foreign Exchange Section. Invoices documenting the costs incurred must be attached to the settlement;
11. In the case of a domestic business trips, a domestic business travel application must be submitted together with invoices documenting the costs incurred and confirmation of payment, printed from electronic banking (in case of non-cash payment); doctoral students must additionally provide a bank account number for reimbursement.
12. Except for justified exceptions, in case of domestic travel applications, funds are granted only to cover the cost of economical transportation (bus or train with a seat in the second class) and economical accommodation (up to PLN 200 per night); however, funds are not granted to cover the cost of daily allowances (subsistence, commuting, transportation).
13. Except for justified cases, the cost of accommodation shall be settled by invoice and not by lump sum; a lump sum for accommodation may be received only by providing justification for the inability to obtain an invoice.
14. The allocated funds must be spent and settled up to two weeks after the completion of the relevant activity. Along with the settlement, a report on the implementation of the project must be submitted, in the form of a brief description of the task performed.
15. In justified cases, it is permissible to reallocate the funds within the same category (the same type of activity). Requests for reallocation of funds should be submitted to the Dean who decides on the matter, before the start of implementation of the activity subject to funding.

§5

1. The University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw, is the Controller of processed personal data.
2. The Controller has appointed a Data Protection Officer (DPO) who may be contacted via e-mail at: [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl).
3. Personal data are processed in order to evaluate the application for research funding as well as for the Controller's fulfilment of its legal obligations related to the organization of the call for proposals. The basis for processing of personal data of applicants is the Article 6(1)(c) and Article 6(1)(e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter GDPR.
4. Dean’s collegium and authorized employees and collaborators of the University of Warsaw are the recipients of personal data. Data of the applicant will be made public for the users of the website: [www.historia.uw.edu.pl](http://www.historia.uw.edu.pl) and other information channels used by the Faculty of History of the University of Warsaw.
5. The personal data of applicants will be processed for the period necessary to achieve the purpose specified in paragraph (3). The applicant's data will additionally be processed for the period necessary to meet obligations under tax and accounting regulations, as well as the period for informing about the awarding of research funding.
6. The Controller guarantees the possibility to exercise all rights under the terms of the GDPR to persons applying for research funding, such persons shall have the right to: access the data, correct, delete, restrict processing, withdraw consent at any time, as well as the right to lodge a complaint with the President of the Personal Data Protection Office.
7. Provision of personal data is voluntary, if data is not provided, it will not be possible to make an application.

§ 6

The Rules and Regulations comes into force on the date of publication.