

## Rules for the distribution, expenditure and settlement of subsidies for the maintenance and development of research potential at Poznan University of Technology

### § 1

1. Poznan University of Technology, hereinafter referred to as "PUT" or "the University", finances the following tasks related to the maintenance and development of research potential from the subsidy granted by the competent ministry:
  - 1) research tasks;
  - 2) interdisciplinary rector's grants and clusters of excellence;
  - 3) research centres;
  - 4) central investments;
  - 5) employment of necessary academic and technical and engineering staff, including remuneration of academic researchers conducting scientific activity in a given discipline, as referred to in Article 343 section 7 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571), hereinafter referred to as "the Act", who have submitted the declaration referred to in Article 265 section 5 of the Act;
  - 6) education within the University's Doctoral School;
  - 7) commercialisation of the results of scientific activity and know-how related to such results;
  - 8) purchase of access to databases;
  - 9) other tasks as determined by decision of the Rector.
2. The Rules shall not apply to the implementation of the tasks referred to in section 1 points 2-8.

### § 2

1. The funds allocated for the implementation of the tasks referred to in § 1 section 1 point 1 are hereinafter referred to as the *research subsidy*.
2. The amount of the research subsidy allocated to individual faculties shall be determined in accordance with the University's Financial Management Rules.
3. The tasks referred to in § 1 section 1 point 1 shall be carried out within the faculties based on faculty budget plans and financial plans for research tasks.
4. The research subsidy shall finance:
  - 1) direct costs of conducting scientific activity at PUT, in particular the costs of:
    - a) activities necessary for the development of scientific disciplines or research areas and academic staff development, including costs of tasks included in the faculty task plan (submitted to the Research and Project Office),
    - b) tasks involving the implementation of scientific research and related activities, conducted within faculties by participants of doctoral studies whose study programme covers the period planned for implementation of the research task and whose results will be used in their doctoral thesis, as well as activities related to the dissemination, promotion, and popularisation of the scientific achievements of Doctoral School participants,
    - c) capital expenditure necessary for the implementation of research tasks,
    - d) national and international scientific cooperation, including the University's membership fees in national and international scientific organisations,
    - e) dissemination, promotion and popularisation of the scientific achievements of research and research-and-teaching staff,
    - f) one-off bonuses related to development programmes.
  - 2) indirect costs, calculated in accordance with the rules specified in a separate Rector's ordinance..
5. A detailed list of the direct costs of scientific activity is provided in Attachment No. 2.
6. Funds for research tasks may not be used to finance the costs of teaching activities or the costs associated with the employment of PUT staff under employment contracts or civil-law contracts, subject to section 7 point 2.
7. As part of the research subsidy, Deans shall allocate:

- 1) funds for the implementation of research tasks, of which no less than 10% must be allocated to tasks carried out by early-career researchers;
  - 2) funds for rewarding outstanding scientific achievements of members of research teams who are PUT employees, in the form of one-off salary bonuses. The amount allocated for such bonuses must be approved by the Rector and shall not be less than 5% of the awarded research subsidy;
  - 3) a Dean's reserve of up to 5% of the awarded funds, which may be used for the purposes set out in § 1 section 1 point 1.
8. The division referred to in § 2 section 7 shall be carried out by the Deans immediately upon receiving information on the amount of the research subsidy.
  9. The rules for awarding the bonuses referred to in section 7 point 2 shall be specified by the Rector in a separate ordinance.
  10. The selection of research tasks for implementation shall be carried out through competitions organised by the Deans of faculties.
  11. The funds awarded for a research task may not exceed the amount determined by the algorithm specified in Attachment No. 3 and may not be lower than 95% of that amount, unless the amount requested in the competition application is lower than the specified minimum.
  12. Undistributed funds under the algorithm referred to in Attachment No. 3 (for tasks led by PUT employees) shall increase the funds allocated for rewarding outstanding scientific achievements or for tasks carried out by early-career researchers.
  13. Undistributed funds under the algorithm referred to in Attachment No. 3 (for tasks led by early-career researchers) shall increase the funds allocated for rewarding outstanding scientific achievements.
  14. A Ph.D. student enrolled in the PUT Doctoral School may take part in a competition if they obtain the consent of their academic supervisor.
  15. A research task agreement shall be concluded with the task leader who is a Ph.D. student in the PUT Doctoral School, using the template set out in Attachment No. 1. Such agreements shall be registered in the EOD system by the faculty offices.

### § 3

1. The competition regulations referred to in § 2 section 10 shall be established by the Deans of the faculties, ensuring the participation of all research and research-and-teaching staff as well as Ph.D. students conducting scientific activity in a given discipline.
2. The competition regulations shall specify, in particular:
  - 1) the minimum number of members of the research team;
  - 2) the minimum academic output of the research team leader, expressed in points;
  - 3) the minimum total academic output of the research team members, expressed in points.
3. Competition announcements shall be published on the websites of the faculties by 15 January each year and shall also be sent electronically to all potential research team leaders as referred to in § 6 section 2.
4. A tabular summary of the analysis referred to in § 2 section 11, including the funds awarded for research tasks submitted in the competition and the composition of each research team, shall be submitted to the Research and Project Office within 14 days of the competition's resolution, but no later than 15 February.
5. The competition regulations may allow for the participation of research and research-and-teaching staff as well as Ph.D. students from other scientific disciplines in research tasks; however, the academic output of such participants shall not be included in the algorithm referred to in § 2 section 11.

### § 4

1. Before commencing implementation, the research task leader shall prepare a timeline and a financial plan for the research task.
2. The financial plan of the research task, as well as any amendments thereto, shall be reviewed by the Director of the institute appropriate for the task leader and approved by the Dean.
3. The administrative and financial specialist shall create the research task entry in the ERP system for each research task and enter its financial plan (and any updates), assigning it the status "approved for funding". The status "in progress" shall be assigned to the research task by the Dean.
4. Research tasks should be completed by the end of the calendar year in which funding was granted. In

justified cases, the Dean may, upon a request submitted by the research task leader no later than 30 October, grant an extension for the implementation of the task, but not beyond 30 November of the following year.

#### § 5

1. The financial plan for a research task must be justified in relation to the subject and scope of the research and must be based on realistic calculations, specifying the costs to be covered from the awarded funds as eligible costs.
2. An eligible cost is one that meets the following criteria:
  - 1) it is necessary for the implementation of the research task;
  - 2) it is incurred within the period specified in the Rules;
  - 3) it is purposeful;
  - 4) it is identifiable and verifiable;
  - 5) it complies with the regulations in force at the University,
  - 6) it is incurred in accordance with generally applicable law, in particular with public procurement regulations.
3. The expenditure of funds for research tasks shall be documented by invoices, bills or other financial-accounting documents specified in separate regulations.
4. The description of the financial-accounting documents referred to in section 3 shall be prepared in consultation with the research task leader.
5. Persons authorised to incur obligations under research tasks shall be the relevant institute directors and Deans or other persons empowered by the Rector. These persons shall also carry out substantive verification of the expenditures and approve them for payment.

#### § 6

1. A research task is carried out by the task leader together with a research team or independently in the case of a task leader referred to in section 2 point 2.
2. Research task leaders may be:
  - 1) PUT employees employed at a faculty who conduct scientific activity in the relevant discipline, as referred to in Article 343 section 7 of the Act and who have submitted the declaration referred to in Article 265 section 5 of the Act;
  - 2) Ph.D. students of the Poznan University of Technology Doctoral School preparing their doctoral thesis under the supervision of a faculty employee.
3. The research team may include research and research-and-teaching staff conducting scientific activity in the relevant discipline, as referred to in Article 343 section 7 of the Act and who have submitted the declaration referred to in Article 265 section 5 of the Act, as well as engineering and technical staff, PUT students, and Ph.D. students, subject to § 3 section 5.
4. The research task leader is responsible for:
  - 1) executing the research task (i.e. preparing a scientific report) in accordance with the project description submitted in the competition, the timeline, and the financial plan;
  - 2) spending the allocated funds in accordance with their intended purpose and applicable regulations;
  - 3) providing the administrative unit servicing the research task with the necessary substantive content for reporting purposes;
  - 4) promptly notifying the head of the organisational unit in which the task is implemented of any obstacles to its execution, and in the case of a task leader who is a Ph.D. student, also informing the academic supervisor;
  - 5) settling the costs of the research task within 30 days of the task's completion.
5. A research task leader who is a Ph.D. student of the PUT Doctoral School shall be provided, as needed, with access to the faculty's assets required for the completion of the task. The loan of such assets outside the University requires a formal loan agreement.

#### § 7

1. The result of the research task must undergo review and formal acceptance.

2. The reviewer of the work is appointed by the Dean of the faculty where the work was carried out. In the case of a negative review, the Dean may decide to appoint a new reviewer and submit the work for re-evaluation.
3. The acceptance of the work is conducted by a committee. A work acceptance protocol is prepared.
4. The acceptance committee, hereinafter referred to as "the Committee", is appointed by the Dean. The Committee must consist of at least three members. The task leader, members of the research team, and academic supervisor may not be members of the Committee, although they may attend the meetings. The Committee decides whether the work is accepted or not. The Committee's decision is subject to the Dean's approval.
5. The principles and procedures for the Committee's operation, including meeting dates and the schedule for accepting research tasks, shall be determined by the Dean.
6. After committee acceptance, the work, review, and acceptance protocol shall be uploaded to the Scientific Information System of Poznan University of Technology (SIN PP). The task number in the ERP system shall be used as the contract number.
7. Non-acceptance of the work by the Committee (i.e. a negative evaluation) disqualifies members of the research team from applying for research subsidy funding for the following three years and imposes a minimum one-year suspension on applying for external grants or projects from the date of formal evaluation.
8. After the completion of the research task and its final settlement by the Bursar, the administrative and financial specialist at the institute/faculty, following the entry of financial implementation data, assigns the status "completed" to the research task in the ERP system.
9. The Dean of the faculty in which the research tasks were carried out is responsible for overseeing the proper course of evaluations and acceptances of research tasks in the form of scientific reports.
10. The administrative servicing of research tasks is carried out by the offices of the institutes employing the research task leaders or the academic supervisors of Ph.D. students acting as task leaders.

## § 8

1. The rules and procedure for exercising substantive and organisational control over the implementation, settlement, and evaluation of research tasks shall be determined by the Dean.
2. General oversight of the implementation of research tasks is exercised by the Vice-Rector for Research.
3. Decisions made by the Dean under these Rules may be appealed to the Rector via the Vice-Rector for Research.
4. Faculties shall prepare consolidated financial plans for the research subsidy and any updates thereof and submit them, signed with a non-qualified electronic signature by the Dean, to the email address: [planyn finansowe@put.poznan.pl](mailto:planyn finansowe@put.poznan.pl) by the following deadlines: 15 February, 31 May, 31 August, 30 November. The financial plan template is set out in Attachment No. 4.
5. Research tasks and their outcomes are subject to copyright protection and governed by separate regulations.
6. The dissemination of research task results is carried out in accordance with separate regulations on the management of copyrights, related rights, industrial property rights, and the rules for the commercialisation of scientific results at PUT.