

**Ordinance No. 6  
of the Rector of Poznan University of Technology  
of 30 January 2023  
(RO/11/6/2023)**

**on interdisciplinary Rector's grants and clusters of excellence**

Acting pursuant to Article 23 sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2022, item 1571 as amended), **it is ordered** as follows:

***Interdisciplinary Rector's grants***

§ 1

1. An interdisciplinary Rector's grant, hereinafter referred to as the "grant", is a form of subsidizing scientific research undertaken by an interdisciplinary team, hereinafter referred to as the "research team", commissioned by the Rector, for the scientific development of academic teachers employed at Poznan University of Technology, hereinafter referred to as the University, and the enhancement of the efficiency of its operation. Grants are also aimed at activating employee cooperation between the University's organizational units
2. A research team is set up by at least four academic teachers employed at the University as the principal place of work in order to jointly conduct the scientific research referred to in section 1. A research team consists of academic teachers from at least two different faculties of the University, who have declared different scientific disciplines.
3. Grants are financed from the central budget.
4. In a given calendar year, the total value of awarded grants may not exceed PLN 1 million. Considering the scientific significance of the submitted applications, the Rector has the right to increase this amount in a given year, but not more than by 50%.
5. Grants are awarded through a competition, which is organized once a calendar year.
6. The competition announcement is posted on the University intranet website by 31 January each year. In the competition announcement, the Rector has the right to indicate particular topics for scientific research. This, however, does not exclude submitting applications in other thematic areas.
7. Only grant applications whose implementation period is no longer than 18 months may be submitted for the competition.
8. One research team may apply for one grant in a given calendar year. One academic teacher at the University may be a member of one research team in a given year.

§ 2

1. The basis for awarding the grant is the application submitted by a research team, approved by the deans and directors of the institutes in which members of a given research team are employed. The template of the application is set out in Attachment No. 1 to the Ordinance.
2. The grant application is prepared by the head of a research team, hereinafter referred to as the grant manager.
3. Applications are submitted in the manner and within the time limit specified in the competition announcement. An application that is incomplete or submitted after the deadline cannot be considered.
4. An application needs to be accompanied by a description of the scientific research and the grant's financial plan. The financial plan is prepared in accordance with Attachment No. 3 to the Ordinance.
5. Applications are evaluated by the Rector's Grants Committee, hereinafter referred to as the "Grants Committee".
6. The Grants Committee is appointed by the Rector, who specifies the principles and mode of its work. The Grants Committee is chaired by the Vice-Rector for Research.
7. The dates of meetings of the Grants Committee are set by its Chair.
8. The purpose of the Grants Committee is to express an opinion on grant applications. The opinion expressed by the Grants Committee contains a recommendation regarding the awarding or non-awarding of the grant.
9. If necessary, the Grants Committee may appoint an external expert to provide a substantial evaluation of the grant application, as well as call upon an applicant to provide explanations.
10. The final decision on the awarding of the grant and its amount is taken by the Rector.
11. The decision on the awarding or non-awarding of the grant is forwarded to the grant manager by the Research and Project Office using the University e-mail.
12. After receiving the decision on the awarding of the grant, the grant manager immediately, but no later than within 14 days, delivers to the Research and Project Office the grant's final financial plan, taking into account

- the amount of the grant awarded.
13. The grant's final financial plan is assessed by the Vice-Rector for Research and the Bursar and approved by the Rector.
  14. Within 5 working days from the date of approval of the grant's financial plan, the Research and Project Office enters its data into the ERP system, and the Vice-Rector for Research gives it the status of "in progress".

### § 3

1. The grant's financial plan must be justified in relation to the subject and scope of scientific research, based on real calculations and should specify the costs that will be covered by the allocated funds as eligible costs.
2. An eligible cost is a cost that meets the following criteria:
  - 1) it is necessary for the grant implementation;
  - 2) it is incurred during the eligibility period, i.e. within the time for which the grant was awarded;
  - 3) it is target-based;
  - 4) it is identifiable and verifiable;
  - 5) it is compliant with the regulations in force at the University,
  - 6) it has been incurred in accordance with the provisions of common law, in particular in accordance with the Public Procurement Law.
3. The grant cannot be used as a source for financing the remuneration of the University's employees or external persons.
4. The grant may be a source for financing the issuance of only one publication in the open access system, which does not exclude the inclusion of more publications issued as open access in the report.
5. The financial plan includes indirect institute costs in the amount of 5% of the grant's direct costs (running and capital ones). Indirect costs, referred to in the previous sentence, are due to the institute whose employee is the grant manager.
6. The expenditure of funds under the grant is documented by invoices, bills or other financial and accounting evidence specified in separate regulations.
7. A description of the financial and accounting documents referred to in section 6 is prepared by the grant manager.
8. The director of the institute whose employee is the grant manager is authorised to incur liabilities and approve expenditure under the grant.
9. The grant manager submits to the Vice-Rector for Research, via the Research and Project Office, interim reports within the dates specified in the grant awarding decision.

### § 4

1. The result of the grant implementation is a report (a scientific elaboration with confirmed achievements) on the scientific research carried out, submitted within 30 days from the date of the grant's completion.
2. The report is subject to review by a reviewer appointed by the Committee.
3. In the event of a receiving a negative review, the Vice-Rector for Research may decide to appoint a new reviewer and refer the report to be reviewed again.
4. A reviewer prepares a review within 14 days from the date of receipt of the report.
5. The decision to accept or not to accept the report is taken by the Committee. The template of the acceptance report is contained in Attachment No. 4 to the Ordinance.
6. The Committee decides whether or not to accept the report within 60 days from the date of receipt of the review.
7. The Committee's decision is subject to be approved by the Rector.
8. Failure to accept the report by the Committee (its negative evaluation) excludes members of a research team from applying for the grant in the next three editions of the competition and results in a withdrawal period for applying for external grants/projects for a period of 1 year from the date of formal evaluation of the grant.
9. The grant manager receives information about the results of the report evaluation by e-mail sent to the electronic mail address provided in the application.
10. Grant documentation, in particular: applications, minutes of the Committee meetings as well as reviews and acceptance reports are kept by the Research and Project Office.
11. The proper evaluation procedure and receipt of reports is supervised by the Vice-Rector for Research.

### § 5

1. If, for reasons beyond the control of the grant manager, it is not possible to present the assumed results of the project within the planned time limit, the grant manager may submit to the Vice-Rector for Research, via the Research and Project Office, an application for the extension of the grant implementation deadline.

2. An application for the extension of the grant implementation deadline should be submitted no later than 60 days before the planned date of the grant's completion.
3. Any changes in the scope of the implemented grant, including the financial plan, applied for by the grant manager, along with their justification, should be submitted in writing to the Vice-Rector for Research, via the Research and Project Office. Applications are submitted by the grant manager after prior opinion expressed by the director of the institute whose employee is the grant manager. The Vice-Rector for Research may seek the Committee's consultation regarding an application. An application for a change in the financial plan requires an additional opinion expressed by the Bursar.
4. The final decision on the changes proposed by the grant manager is taken by the Rector.

### ***Clusters of excellence***

#### **§ 6**

1. The cluster of excellence, hereinafter referred to as the "cluster", is an interdisciplinary research group established to develop new priority research areas at the University. Clusters also aim to strengthen the cooperation of employees from various organizational units of the University, whose research is focused on similar topics.
2. A cluster is established by at least fifteen academic teachers employed at the University as the principal place of work. A cluster consists of academic teachers from at least three different faculties at the University. The functioning of research groups within one cluster is allowed.
3. The activities of a cluster may be subsidized from the central budget, including a performance allowance for the cluster leader, hereinafter referred to as the "leader".
4. In a given calendar year, the total value of subsidizing the established clusters may not exceed PLN 1 million.
5. Clusters are established through a competition, which is organized no more than once every two years.
6. The competition announcement is posted on the University intranet website by 31 January each year. In the competition announcement, the Rector indicates priority research areas for clusters.
7. A cluster is appointed for a period of 24 months with the possibility of extending its activities by the Rector's decision for subsequent two-year periods. The condition for extending the activity of a cluster by each subsequent 24 months is the Rector's approval of the positive decision taken by the Committee, referred to in § 9 section 6 and the leader's submission of a description of the activity and a financial plan for the next 24 months.
8. One academic teacher at the University may be part of one cluster.

#### **§ 7**

1. The basis for the establishment of a cluster is an application approved by the deans and directors of the institutes in which the cluster members are employed. The template of the application is set out in Attachment No. 2 to the Ordinance.
2. An application for the establishment of a cluster is drawn up by the leader.
3. Applications are submitted in the manner and within the time limit specified in the competition announcement. An application that is incomplete or submitted after the deadline cannot be considered.
4. An application should be accompanied by the description of a cluster's activity for two years and a financial plan. The financial plan is prepared in accordance with Attachment No. 3 to the Ordinance.
5. Applications are evaluated by the Clusters of Excellence Committee, hereinafter referred to as "the Clusters Committee".
6. The Clusters Committee is appointed by the Rector, who specifies the principles and mode of its work. The Clusters Committee is chaired by the Vice-Rector for Research.
7. The dates of meetings of the Clusters Committee are set by its Chair.
8. The purpose of the Clusters Committee is to express an opinion on applications for the establishment of a cluster. The opinion expressed by the Clusters Committee contains a recommendation regarding the establishment or non-establishment of a cluster.
9. If necessary, the Clusters Committee may appoint an external expert to provide a substantial evaluation of the application, as well as call upon an applicant to provide explanations.
10. The final decision on the establishment of a cluster and the amount of subsidizing its activities is taken by the Rector.
11. The decision on the establishment or non-establishment of a cluster is received by the leader from the Research and Project Office by means of the University e-mail.
12. After receiving the decision to establish a cluster, the leader should immediately, but no later than within 14 days, provide the Research and Project Office with the final financial plan of the cluster's activity, taking into account the awarded amount of subsidizing the activity.

13. The cluster's final financial plan is assessed by the Vice-Rector for Research and the Bursar and approved by the Rector.
14. Within 5 working days from the date of approval of the cluster's financial plan, the Research and Project Office enters its data into the ERP system, and the Vice-Rector for Research gives it the status of "in progress".

#### § 8

1. The cluster's financial plan must be justified in relation to the subject and scope of scientific research, based on real calculations and should specify the costs that will be covered by the allocated funds as eligible costs.
2. An eligible cost is a cost that meets the following criteria:
  - 1) it is necessary for the operation of a cluster;
  - 2) it is incurred during the eligibility period, i.e. during the time frame for which a cluster was established;
  - 3) it is target-based;
  - 4) it is identifiable and verifiable;
  - 5) it is compliant with the regulations in force at the University,
  - 6) it has been incurred in accordance with the provisions of common law, in particular in accordance with the Public Procurement Law.
3. The allocated funds cannot be used to finance the remuneration of the University's employees and external persons, subject to § 6 section 3.
4. The funds may be a source for financing the issuance of only one publication in the open access system, which does not exclude the inclusion of more publications issued as open access in the report.
5. The financial plan includes indirect institute costs in the amount of 5% of the grant's direct costs (running and capital ones). Indirect costs, referred to in the previous sentence, are due to the institute whose employee is the grant manager.
6. The expenditure of funds under the grant is documented by invoices, bills or other financial and accounting evidence specified in separate regulations.
7. A description of the financial and accounting documents referred to in section 6 is prepared by the cluster leader.
8. The director of the institute whose employee is the leader is authorized to incur liabilities and approve expenses within a cluster.
9. Indirect general faculty and institute costs due under external projects implemented by a cluster are divided into units in which cluster members participating in a given project (grant, order, etc.) are employed by the leader and are approved by the Vice-Rector for Research after prior opinion about the division of the funds expressed by the relevant deans of faculties and institute directors. The division of indirect costs should be consistent with the percentage-based involvement of cluster members of a given unit in the implementation of tasks planned in the budget of a given undertaking.
10. 50% of indirect general institute costs incurred as part of a cluster's activity remain at the leader's disposal.
11. The leader submits to the Vice-Rector for Research, via the Research and Project Office, periodic reports within the deadlines specified in the decision on the establishment of a cluster.

#### § 9

1. The effects of a cluster's activity, described in annual activity reports (submitted within 14 days from the end of the year of activity), should include in particular:
  - 1) significant scientific achievements, confirmed by several prestigious publications (whose impact is from the upper Q1 quartile);
  - 2) research and research-development grants obtained in prestigious national and international competitions (National Science Centre [NCN], National Centre for Research and Development [NCBR], Foundation for Polish Science [FNP], European Research Council [ERC], Horizon Europe, etc.);
  - 3) development and implementation of innovative technologies, confirmed by intellectual property rights and its commercialization;
  - 4) carrying out innovative orders for the industry;
  - 5) activities with a significant impact on the socio-economic environment;
  - 6) creating a cluster website in the put.poznan.pl domain and updating it on an ongoing basis.
2. The condition for the continuation of a cluster's activity in the second year is the formal submission of a project/grant through a competition as part of a cluster's activity.
3. The cluster activity report is subject to review by a reviewer appointed by the Committee.
4. In the event of a receiving a negative review, the Vice-Rector for Research may decide to appoint a new

- reviewer and refer the report to be reviewed again.
5. A reviewer prepares a review within 14 days from the date of receipt of the report.
  6. The decision to accept or not to accept the report, and thus the recommendation to continue or cease the activity of a cluster, is taken by the Committee within 60 days from the date of receipt of the review. The template of the acceptance report is contained in Attachment No. 4 to the Ordinance.
  7. The Committee's decision is subject to be approved by the Rector.
  8. Failure to accept the report by the Committee (its negative evaluation) excludes cluster members from applying for the establishment of a cluster in the next two editions of the competition and results in a withdrawal period for applying for external grants/projects for 1 year from the date of formal evaluation of a cluster's activity.
  9. The leader receives information about the results of the report evaluation by e-mail sent to the electronic mail address provided in the application.
  10. Cluster activity documentation, in particular: applications, minutes of the Committee meetings as well as reviews and acceptance reports are kept by the Research and Project Office.
  11. The proper evaluation procedure and receipt of reports is supervised by the Vice-Rector for Research.

#### § 10

1. Any changes in the scope of a cluster's activity, including the financial plan, applied for by the leader, along with their justification, should be submitted in writing to the Vice-Rector for Research via the Research and Project Office. Applications are submitted by the leader after prior opinion expressed by the director of the institute whose employee is the leader. The Vice-Rector for Research may seek the Committee's consultation regarding the application. An application for a change in the financial plan requires an additional opinion expressed by of the Bursar.
2. The final decision on the changes proposed by the cluster leader is taken by the Rector.

#### **Final provisions**

#### § 11

The Committee's decisions and the Rector's decisions referred to in the Ordinance are final and cannot be appealed against.

#### § 12

Ordinance No. 62 of the Rector of Poznan University of Technology of 27 October 2020 on interdisciplinary Rector's grants (RO/X/62/2020), as amended, is repealed.

#### § 13

The Ordinance enters into force on the day of signing.

Rector  
of Poznan University of Technology

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