

Regulations of the SIGMA Mentoring Programme supporting the acquisition of externally funded projects

1. General provisions

1. The SIGMA Mentoring Programme (System of Grant Inspiration and Academic Mentoring) is intended to support employees of Poznan University of Technology (PUT) in acquiring projects funded from external sources, in particular from the National Science Centre (NCN), the National Centre for Research and Development (NCBR), and European Union (EU) programmes.
2. These Regulations set out the rules governing the recruitment of Mentors, their responsibilities, and the principles of their remuneration.

2. Eligibility criteria for Mentors

1. A Mentor may be a person who has experience in:
 - a. leading projects funded from external sources; or
 - b. participating in the grant review process in external institutions, in particular the NCN, the NCBR, or EU programmes.
2. Candidates for the role of Mentor shall submit an application for inclusion on the List of Mentors to the Vice-Rector for Research (Attachment 1).
3. The application shall be accompanied by:
 - a. written confirmation from the Research and Projects Office that the applicant has served as the principal investigator of externally funded projects; or
 - b. a statement issued by an external institution (e.g. the NCN, the NCBR or an EU institution) confirming participation in the grant review process.

3. Procedure for applications for inclusion on the list of mentors

1. Applications for inclusion on the List of Mentors may be submitted at any time in either written form (bearing a handwritten signature) or electronic form (bearing an electronic signature).
2. Following verification of the submitted documents, the Vice-Rector for Research shall decide whether to include the applicant on the List of Mentors.
3. The List of Mentors shall be maintained by the Vice-Rector for Research and updated each time a decision referred to in point 2 is made.
4. The current List of Mentors shall be published on the PUT intranet.

4. Responsibilities of a Mentor

1. A Mentor shall provide consultations relating to:
 - a. the preparation of grant applications (including substantive and/or formal assessment);
 - b. strategies for securing research funding;
 - c. the interpretation of funding call regulations;
 - d. the assessment of project risks and potential.
2. A Mentor may provide consultations for a maximum of 10 clock hours per calendar month.
3. At the Mentor's request and subject to the approval of the Vice-Rector for Research, the maximum number of hours referred to in point 2 may be increased.

5. Selection of a Mentor by an applicant for an externally funded project

1. An applicant for an externally funded project shall select a Mentor from the current List of Mentors and contact the Mentor via the University's official staff email system.
2. A Mentor may refuse to provide consultation if they consider that the subject matter falls outside their area of expertise.
3. Each application may be consulted by only one Mentor.

4. Consultation relating to a single application may comprise a maximum of 5 clock hours, including the time required for the Mentor to familiarise themselves with the application.
5. In duly justified cases, at the request of the applicant and with the Mentor's support, the time limit referred to in point 4 may be extended subject to the approval of the Vice-Rector for Research.

6. Remuneration

1. A Mentor shall receive remuneration for each commenced hour of consultation.
2. The hourly consultation rate shall be determined in accordance with Table 2 ("Academic Lead") set out in Attachment 13 to the PUT Remuneration Regulations and shall be paid as a task-related allowance.
3. A Mentor's work shall be settled on a quarterly basis on the basis of a Consultation Record approved by the Vice-Rector for Research (Attachment 2).
4. The Consultation Record shall be submitted to the Vice-Rector for Research by the 10th day of the month following the end of the relevant quarter.

7. Final provisions

1. A Mentor shall be removed from the List of Mentors either at their own request or by decision of the Vice-Rector for Research.
2. Matters not regulated by these Regulations shall be decided by the Vice-Rector for Research.