

RULES OF THE COMPETITION PROCEDURE FOR AWARDING FUNDING FROM THE STATUTORY GRANT FOR – Ph.D. STUDENTS AT DOCTRAL SCHOOL FOR 2024

1. The grant competition is dedicated to the participants of Poznan University of Medical Sciences Doctoral School.
2. Only applications meeting all formal criteria and prepared based on Appendix 1 to these Regulations will be considered.
3. The amount of funding for a large research grant, hereinafter referred to as the LRG, is a maximum of 30.000 PLN, and a small research grant, hereinafter referred to as the SRG, is a maximum of 10.000 PLN.
4. Financing the project implementation costs includes:
 - purchase of direct materials,
 - purchase of special equipment, including software (does not apply to office equipment, computers, photocopiers, printers, audiovisual aids),
 - purchase of external services, participation in courses, and active participation in scientific conferences related to the thematic profile of the project:
 - in the case of SRG, the costs of external services may not exceed 50% and LRG 30% of the financing allocated to the project,
 - in the case of SRG, the costs of active participation in conferences may not exceed 60%, and LRG up to 20% of the financing allocated to the project,
 - costs of publishing the results of research carried out under the project:
 - in the case of SRG, the amount allocated to the publication costs may include 100% of the financing allocated to the project,
 - in the case of the LRG, the amount allocated to publication costs may not exceed 30% of the funding allocated to the project.
5. The condition for obtaining the approval of the final report is:
 - in the case of SRG - submitting a report containing substantive and financial settlement following Appendix 2,
 - in the case of LRG - submitting a report containing substantive and financial settlement following Appendix 3, together with documentation confirming the publication or acceptance for the printing of a publication with the Ph.D. student's first authorship in a journal with scores for min. 40 points Ministry of Science and Higher Education (in the event of a change in the method of evaluating journals by the minister responsible for science and higher education, the Doctoral School reserves the right to take into account the current list of journals).
6. The competition takes place annually for the SRG and a two-year cycle for the LRG (awarding, performance, settlement with publications):
 - **applications** must be submitted **by February 15, 2024**

The application with attachments should be submitted in a paper version to the Doctoral School Office and an editable version of the application + attachments should be sent to the e-mail address: szkoladoktorska@ump.edu.pl

- **the competition will be settled by April 30, 2024**
 - implementation takes place in the following periods:
 - SRG May 1, 2024 – June 30, 2025
 - LRG May 1, 2024 – June 30, 2026
 - the **SRG** final report should be submitted by June 30, 2025, following the final report form for SRG - **Appendix 2** to these Regulations
 - the **LRG** annual report should be submitted by June 30, 2025, following the annual report form for LRG - **Appendix 3** to these Regulations
 - the **LRG** final report form should be submitted by June 30, 2026, following the final report form - **Appendix 3** to these Regulations
 - ✓ The Director of the Doctoral School, at the request of the PhD Student - point 11 - **Appendix 2** or **Appendix 3** regarding the final report of the SRG or LRG (select the answer YES) - may consent to the extension of the expenditure of funds. In the case of SRG, the extension of the spending of funds is possible until September 30, 2025, and in the case of LRG, until the end of the planned end of education at the Doctoral School in accordance with the Individual Research Plan.
 - ✓ The PhD student acknowledges that selecting the answer NO in point 11 of **Appendix 2** or **Appendix 3** of the final report or not spending funds from SRG until September 30, 2025 and from LRG until the end of education at the Doctoral School (planned and consistent with the Individual Research Plan) will result in return of unspent funds to the budget pool of the Vice-Rector for Science and International Cooperation of the PUMS.
7. Ph.D. students are both managers and main contractors of the project, responsible for its implementation and settlement.
 8. One PhD student may submit only one application in a given edition.
 9. LRG may be submitted by a Ph.D. student in the 1st or 2nd year of education. If LRG funding is obtained, the contractor acknowledges that it is possible to become a beneficiary of this type of project only once during the entire period of education.
 10. An application for SRG can be submitted during the 1st, 2nd and 3rd years of education. During the LRG implementation, after the first year of its performance, in justified cases (for verification by the Commission), an application for SRG may be submitted. The condition must be met to document the degree of advancement of research works per the LRG schedule.
 11. Assessment of applications, awarding grants, and then settlement of them with publications is carried out by the Committee for Grant Evaluation of the Statutory Grant for Young Scientists appointed by the Director of the Doctoral School (if necessary, with the participation of additionally appointed reviewers from the group of adjuncts and independent scientists) based on the **Appendix 4** to these Regulations.
 12. If LRG is not settled with the report and publications (submission for printing) - the Ph.D. student will not be able to apply for the SRG (provided that the next edition will take

place). If the SRG settlement report is not approved by the Director of the Doctoral School, after evaluation by the appointed Committee, the grace period for applying for another SRG is 1 year.

13. The Commission for the Distribution of Statutory Grants for Ph.D. students reserves the right to propose that the Ph.D. student who has applied for LRG be reclassified to SRG.
14. Grant settlement publications must contain information about the source of funding (grant number) and the PUMS affiliation. The following entry should be included in Polish or English: " Grant Szkoły Doktorskiej numer (np. 00/LRG/2024) finansowany z funduszy statutowych Uniwersytetu Medycznego im. Karola Marcinkowskiego w Poznaniu" or "Poznan University of Medical Sciences Doctoral School grant number (e.g. 00/LRG/2024) financed from the statutory funds".
15. When submitting the grant, the PhD student signs a declaration that the project is not co-financed from other sources.
16. The Committee reserves the right to talk individually with the author of the project in doubtful, equal or disputable cases.

**DOCTORAL SCHOOL
POZNAN UNIVERSITY OF MEDICAL SCIENCES**

APPLICATION FOR FINANCING OF A UNIVERSITY RESEARCH PROJECT

(Part A - first page of the application)

Project title:	Date of receipt : Duration of the project (delete as appropriate): Small Research Grant (SRG) 1 year Large Research Grant (LRG) 2 years
Project manager - name and surname, place of research, contact telephone number, e-mail address (PUMS), date of birth	Cost estimate proposed approved PLN PLN
Project manager's statement 1/ about not financing a project from another source * 2/ on commitment to financial settlement 3/ on undertaking to submit a substantive report Ph.D. student's signature * Ph.D. students conducting research under the NCN grant or implementation project provide the title of their project below <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Applicant's signature Supervisor's signature Head of the unit's signature </div>	

End of part A, part B from next page

(Part B - second and subsequent pages of the application)

Synthetic information about the project - according to the points presented below :

1. SCIENTIFIC VALUE OF THE PROJECT

1.1. Design Excellence Criterion (max. 3 A4 pages, Times 11) - applies to LRG and SRG

- The state of knowledge on the proposed topic
- Methodology
- Originality and innovation of research
- Interdisciplinarity of research
- The importance of research for the researcher and his unit, along with a description of the knowledge transfer

1.2. Project Impact Criterion (max. 1 A4 page, Times 11) - applies only to LRG

- The application value of the project to conduct further research in the doctorate
- The prospect of disseminating research results among scientists / professionals in the industry / research community
- The proposed method of disseminating the project results to the public
- Impact of the project on science/society/economics

1.3. Project Feasibility Criterion (max. 1 A4 page, Times 11) - applies only to LRG

- Project plan, project critical points, results
- Project schedule (according to the formula)
- Defining the risk at individual time points of the project implementation
- Access to research equipment and established cooperation

2. CONTRACTOR QUALIFICATIONS (acc. to the formula on a separate page) - applies to LRG and SRG

3. PROJECT PRELIMINARY CALCULATION WITH JUSTIFICATION OF EXPENDITURE

(acc. to the formula on a separate page) - applies to LRG and SRG

4. CONSENT OF THE ETHICAL COMMITTEE - APPLICABLE / NOT APPLICABLE (underline

appropriate; if additional consent is required, it should be provided after obtaining financing) - applies to LRG and SRG

2. CONTRACTOR QUALIFICATIONS

A. PUBLICATIONS (PLEASE ATTACH A PHOTOCOPY OF THE FIRST PAGE, IF IT DOES NOT APPEAR IN THE PUMS LIBRARY BIBLIOMETRY) - PLEASE PRESENT ONLY YOUR 3 BEST PUBLICATIONS (PROVIDE ONLY PUBLICATIONS THAT HAVE BEEN FINALLY APPROVED BY THE EDITORIAL - CONFIRMED BY THE DOI NUMBER)						
NO.	AUTHORS	TITLE	JOURNAL TITLE / PUBLISHER NAME	BIBLIOGRAPHICAL DATA (year and month / volume / issue / pages - available data for an electronic journal)	IF*/ MEiN POINTS	DOI
1.						
2.						
3.						
B. BOOK CHAPTERS (please attach a photocopy, if it does not appear in the bibliometry of PUMS library) – PLEASE PRESENT ONLY YOUR 3 BEST CHAPTERS IN BOOKS						
NO.	AUTHORS	TITLE	PUBLISHER NAME	BIBLIOGRAPHICAL DATA (year, is there electronic access)	MEiN POINTS	DOI (if applicable)
1.						
2.						
3.						
C. PATENT APPLICATIONS - OBTAINED PATENTS (please attach a photocopy)						
NO.	TYPE OF ACTIVITY					
1.						
2.						

* if there is no IF, please enter 00/MEiN points

3. PROJECT SCHEDULE (it is recommended to complete with a Gantt diagram)

NO.	Name of the research task	Time of task completion
1.
2.		
3.		
4.		
5.		
		Total: 12/24 months (delete as appropriate)

4. PRELIMINARY PROJECT CALCULATION WITH JUSTIFICATION OF EXPENDITURE

Description	Planned expenditure by the author of the project	Expenses approved for implementation ***** (to be completed by the Doctoral School)	Justification (Keywords)
1. Direct materials			
2. Special equipment, including software *			
3. External services** and participation in conferences related to the project ***			
4. Project publications *****			
TOTAL PROJECT COST			

* the purchase may not include office equipment, computers, photocopiers, printers, audiovisual aids

** in the case of SRG, the costs of external services cannot exceed 50%, and for LRG - up to 30% of the financing allocated to the project,

*** in the case of SRG, the costs of active participation in conferences cannot exceed 60%, and in the case of LRG 20% of the financing allocated to the implementation of the project,

****in the case of SRG, the amount allocated to publication costs may include 100% of the financing allocated to the project, in the case of LRG, the amount allocated to publication costs may not exceed 30% of the funding allocated to the project

*****transferring funds between individual items without the consent of the Director of the Doctoral School may amount to up to PLN 2,000 in the case of SRG and up to PLN 6,000 for LRG, with the exception of increasing the costs mentioned in point 3 of calculations

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**REPORT ON RESEARCH WORK PERFORMED WITHIN THE FRAMEWORK
A SMALL RESEARCH GRANT IN THE PERIOD FROM.... TO ...**

1. Name and surname of the project manager and place of scientific activity
.....
2. Project title:
3. Project number:
4. The amount allocated to the projectPLN
5. Synthetic review of the results / up to 1 page of A4 Times 11 /.
6. The scope of cooperation with external partners / including foreign partners /.
7. Publications and conference materials resulting from the project implementation / attach publications, if not submitted to the PUMS library /.
8. Other forms of disseminating results.
9. Has the work been carried out on schedule?

YES NO *

* mark the appropriate one - if not, please provide justification / up to half A4 Times 11/

10. Financial settlement (list individual expenses and specify the amounts)
11. I am asking the Director of the Doctoral School for consent to extend the financing

YES NO *

* mark the appropriate one

Poznań, on.....

.....
(the signature of the project manager)

.....
(signature of the promoter(s))

**DOCTORAL SCHOOL
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**REPORT ON RESEARCH WORK PERFORMED WITHIN THE FRAMEWORK
A LARGE RESEARCH GRANT IN THE PERIOD FROM.... TO ...**

ANNUAL / FINAL REPORT (delete as appropriate)

1. Name and surname of the project manager and place of scientific activity
.....
2. Project title:
3. Project number:
4. The amount allocated to the projectPLN
5. Discussion of the results - after the first year / up to 1 A4 Times 11 page /, final report / up to 3 A4 Times 11 pages /.
6. The scope of cooperation with external partners / including foreign partners /.
7. Publications and conference materials resulting from the project implementation / attach publications, if not submitted to PUMS library /.
8. Other forms of disseminating results.
9. Has the work been carried out on schedule?

YES

NO *

* mark the appropriate one - if not, please provide justification / up to half A4 Times 11/

10. Financial settlement (list individual expenses and specify the amounts)
11. I am asking the Director of the Doctoral School for consent to extend the financing

YES

NO *

* mark the appropriate one

Poznań, on

.....
(the signature of the project manager)

.....
(signature of the promoter(s))

APPLICATION EVALUATION FORM (FOR THE REVIEWER)

1. SCIENTIFIC VALUE OF THE PROJECT (0-10 points)						
EVALUATION CRITERIA				PUNCTATION		
<p>9-10 - criterion fulfilled in an exemplary manner 7-8 - the criterion is very well defined, there are some minor shortcomings 5-6 - the criterion is specified correctly, there are shortcomings 3-4 - the criterion contains shortcomings that will translate into a limitation of the project implementation 1-2 - the criterion is poorly described, the project is difficult to implement on the basis of the description presented, there are serious errors 0 - the criterion cannot be assessed due to incomplete description</p> <p>1.1. Design Excellence Criterion (0-10 points) - applies to LRG (weight 60%) and SRG (weight 100%)</p> <ul style="list-style-type: none"> • The state of knowledge on the proposed topic • Methodology • Originality and innovation of research • Interdisciplinarity of research • The importance of research for the researcher and his unit, along with a description of the knowledge transfer <p>1.2. Project Impact Criterion (0-10 points, weight 20%) - applies to LRG</p> <ul style="list-style-type: none"> • The application value of the project to conduct further research in the doctorate • The prospect of disseminating research results among scientists / professionals in the industry / research community • The proposed method of disseminating the project results to the public • Impact of the project on science/society/economics <p>1.3. Project Feasibility Criterion (0-10 points, weight 20%) - applies to LRG</p> <ul style="list-style-type: none"> • Project plan, project critical points, results • Defining the risk at individual time points of the project implementation • Access to research equipment and established cooperation 						
2. CONTRACTOR QUALIFICATIONS (0-5 points)						
EVALUATION CRITERIA				SCALE OF POINTS	PUNCTATION	
A. PUBLICATIONS				Summed up ministerial scores for up to 3 best publications based on the tables divided by 6 (weighting 70%)		
Scoring of the MniSW/MEiN (until 2018 / from 2019) for publications with IF						
journal scoring	15/20 points	20/40 points	25/70 points			30-50/100-200 points
authorship order						
first	3	4	6			10
second	2	3	4			8
third or fourth	1,5	2	3			6
fifth or later	1	1,5	2			4
Scoring of the MniSW/MEiN (until 2018 / from 2019) for publications without IF						
journal scoring	<15/20 points		15/20 points			
authorship order						
first	1,0		1,5			
second	0,75		1,0			
third or fourth	0,5		0,75			
fifth or later	0,25		0,5			
B. CHAPTERS IN SCIENTIFIC MONOGRAPHY (authorship or co-authorship)				Regardless of the scores of publications publishing reviewed scientific monographs (appendix to the announcement of the Ministry of Science and Higher Education of 29/09/2020), up to 3 chapters in monographs of 20 points each are taken into account. The summed points are divided by 12 (weighting 10%).		
C. PATENT APPLICATIONS / OBTAINED PATENTS				The 3 most important patent applications and / or granted patents summed up (to be assessed by the Commission) - max. 1 point. (weight 20%).		

Total points	
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