

REGULATIONS OF THE COMPETITION PROCEDURE FOR AWARDING GRANTS FROM THE STATUTORY SUBSIDY FOR DOCTORAL SCHOOL PARTICIPANTS FOR THE YEAR 2025.

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 assessment of applications, awarding of grants, and later verification of their implementation is conducted by the Committee for the Evaluation of Grants from the statutory subsidy for young scientists, hereinafter referred to as the Committee, 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 **Appendix 4** to these Regulations.
4. 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.
5. When applying for LRG funding, only those applications will be considered in which the Applicant documents co-authorship in at least one publication in a journal included on the Ministry of Science and Higher Education list.
6. **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.
7. Research funding within the LRG is divided into two stages: in the first stage, i.e. after meeting the formal requirements and receiving a positive opinion from the Committee, the Beneficiary is awarded the first tranche of funds, i.e. 70% of the total amount granted; in the second stage, i.e. after the analysis of the annual report submitted by 30.06.2026, assessment of research activities' progress defined in the project, and expenditure adherence to the schedule set out in the application, the Beneficiary is granted the second tranche - the remaining 30% of the amount

specified in the application. Failure to submit the annual report by the designated deadline or to adhere to the assumptions specified in the grant implementation schedule may result in withholding the second tranche of funds.

An Applicant can request the full amount specified in the application if it is necessary to purchase the reagents required to conduct the research planned for the project.

8. 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 PhD 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).

9. 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 7, 2025**

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, 2025**

- implementation takes place in the following periods:

- **SRG May 1, 2025 – June 30, 2026**
- **LRG May 1, 2025 – June 30, 2027**

- the **SRG final report** should be submitted **by June 30, 2026**, following the final report form for SRG - **Appendix 2** to these Regulations
- the **LRG annual report** should be submitted **by June 30, 2026**, following the annual report form for LRG - **Appendix 3** to these Regulations
- the **LRG final report** form should be submitted **by June 30, 2027**, 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, 2026, 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, 2026 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.

10. PhD students are both managers and main contractors of the project, responsible for its implementation and settlement.
11. PhD student may submit only one application in a given edition.
12. An application for LRG may be submitted by a PhD student in the 1st or 2nd year of education. If LRG funding is secured, the contractor acknowledges that they can only become a beneficiary of this type of project once throughout the entire education period.
13. An application for SRG can be submitted during the 1st, 2nd and 3rd year of education. During the LRG implementation, in justified cases (to be verified by the Committee), an application for SRG may be submitted, subject to the demonstration of research progress by the LRG schedule.
14. If LRG is not settled with the report and publications (submission for printing) - the PhD student will not be able to apply for the SRG (provided 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, there is a one-year grace period to apply for another SRG.
15. The Committee reserves the right to recommend reclassifying a doctoral student's project from LRG to SRG.
16. Publications accounting for the grant must contain information about the source of funding and the PUMS affiliation. The following entry should be included in Polish or English: *"Badania finansowano z małego/dużego grantu badawczego z dotacji statutowej dla młodych naukowców – uczestników Szkoły Doktorskiej UMP na rok 20..."* or *"Research was financed from the small/large research grant from statutory subsidy for young scientists – participants of the PUMS Doctoral School for the year 20..."*.
17. When submitting the grant, the PhD student signs a declaration that the project is not co-financed from other sources.
18. The Committee reserves the right to consult the project author individually in doubtful, equal scoring or disputable cases.

**DOCTORAL SCHOOL
POZNAN UNIVERSITY OF MEDICAL SCIENCES**

APPLICATION FOR FINANCING 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	<p style="text-align: center;">Cost estimate</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">proposed</td> <td style="width: 50%; text-align: center;">approved</td> </tr> <tr> <td style="text-align: center;">..... PLN</td> <td style="text-align: center;">..... PLN</td> </tr> </table>	proposed	approved PLN PLN		
proposed	approved						
..... PLN PLN						
<p>Project manager's statement</p> <p>1/ about not financing a project from another source *</p> <p>2/ on commitment to financial settlement</p> <p>3/ on commitment to submit a substantive report</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">PhD student's signature</p> <p>* PhD students conducting research under NCN grant or industrial grant provide the title of their ongoing project below</p> <p style="text-align: center;">.....</p> <table style="width: 100%; border: none; margin-top: 20px;"> <tr> <td style="width: 33%; text-align: center;">.....</td> <td style="width: 33%; text-align: center;">.....</td> <td style="width: 33%; text-align: center;">.....</td> </tr> <tr> <td style="text-align: center;">Applicant's signature</td> <td style="text-align: center;">Supervisor's signature</td> <td style="text-align: center;">Head of the unit's signature</td> </tr> </table>		Applicant's signature	Supervisor's signature	Head of the unit's signature
.....					
Applicant's signature	Supervisor's signature	Head of the unit's signature					

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, Calibri 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, Calibri 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, Calibri 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 <small>(PROVIDE ONLY PUBLICATIONS THAT HAVE BEEN FINALLY APPROVED BY THE EDITORIAL - CONFIRMED BY THE DOI NUMBER)</small>						
NO.	AUTHORS	TITLE	JOURNAL TITLE / PUBLISHER NAME	BIBLIOGRAPHICAL DATA (year and month / volume / issue / pages - available data for an electronic journal)	IF*/ MNI _{SW} 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)	MNI _{SW} 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/MNI_{SW} 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	Explanation (list of individual expenditures along with a one-sentence explanation for each one)	Expenditures approved for implementation (to be filled out by the Committee)
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

**DOCTORAL SCHOOL
POZNAN UNIVERSITY OF MEDICAL SCIENCES**

**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 (**max. 1 A4 page, Calibri 11**).
6. The extend of collaboration 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 according to schedule?

YES

NO *

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

10. Financial settlement (list individual expenses and specify the amounts)
11. I request the Director of the Doctoral School to approve the extension of funding.

YES

NO *

* mark the appropriate one

Poznań, on.....

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

.....
(signature of the supervisor(s))

DOCTORAL SCHOOL
POZNAN UNIVERSITY OF MEDICAL SCIENCES

REPORT ON RESEARCH WORK PERFORMED WITHIN THE FRAMEWORK
OF LARGE RESEARCH GRANT IN THE PERIOD FROM.... TO ...

ANNUAL REPORT / 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 (**max. 1 A4 page, Calibri 11**), final report (**max. 3 A4 pages, Calibri 11**).
6. The extend of collaboration with external partners / including foreign partners /.
7. Publications and conference materials resulting from the project implementation / please attach publications, if not submitted to PUMS library /.
8. Other forms of disseminating results.
9. Has the work been carried out according to schedule?

YES

NO *

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

10. Financial settlement (list individual expenses and specify the amounts)
11. I request the Director of the Doctoral School to approve the extension of funding
(only with the final report)

YES

NO *

* mark the appropriate one

Poznań, on

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

.....
(signature of the supervisor(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) – applies to SRG and LRG							
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), 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%).				
Justification and eligibility of project costs - applies to LRG - Justification of planned costs in relation to the scope of tasks covered by the project and to expected results			50% of the amount defined in the application is granted	75% of the amount defined in the application is granted	100% of the amount defined in the application is granted		
			<input type="text"/>	<input type="text"/>	<input type="text"/>		

Total points	
---------------------	--