

Regulations for the awarding of *MicroGrants* within the project "*Internationalization of the Doctoral School of Lublin University of Technology – IDeaS of LUT*" funded by the National Agency for Academic Exchange (NAWA) under the *STER programme – Internationalization of Doctoral Schools* for doctoral students at the *Lublin University of Technology*

General provisions

§ 1.

1. These Regulations specify the procedure of awarding grants to doctoral students of the Lublin University of Technology Doctoral School (LUTDS) which are granted under the project "*Internationalization of the Doctoral School of Lublin University of Technology – IDeaS of LUT*" funded by the National Agency for Academic Exchange (NAWA) from the *STER programme – Internationalization of Doctoral Schools*, hereinafter referred to as "*MicroGrant*".
2. The aim of the *MicroGrant* is to internationalise LUTDS by intensifying the growth of the research and scientific potential of the doctoral students.
3. Individuals eligible to apply for the *MicroGrant* are LUTDS doctoral students who meet the following conditions:
 - have an approved Individual Research Plan with elements of internationalisation (e.g. collaboration with a foreign institution/university, participation in a foreign conference, publication with foreign co-authors in peer-reviewed journals),
 - are doctoral students in at least their 2nd year of training at LUTDS.
4. The first call for *MicroGrants* will take place from 1 to 15 April 2023 while the second one from 1 to 15 October 2023.
5. You join the project by submitting an application to the Project Commission on the application form.
6. A *MicroGrant* may be obtained once only.
7. An application that is not supported in a given call may be submitted in the next call.
8. A maximum of 10 *MicroGrants* of PLN 10,000 each shall be granted in every call.
9. Funds from the *MicroGrant* may be used for:
 - covering the costs of publishing a high-scoring scientific publication with a minimum of 100 points according to the MEIN list,
 - covering the costs of publishing a scientific monograph in English,
 - translation of manuscripts from Polish into foreign languages,
 - purchase of reagents and materials necessary to conduct the research,
 - conducting research in a Polish or foreign scientific centre,
 - filing a patent application,
 - participation in an international scientific conference,
 - training related to the realisation of the doctoral thesis.

Principles of support funding

§ 2.

1. The support provided in the project will finance the costs indicated in the *MicroGrant* Application Form (Appendix 1).
2. Requests for materials and services should be submitted to the LUTDS Office in accordance with the regulations in force at Lublin University of Technology.
3. Approval of expenditures shall be made by the Project Manager of *IDeaS of LUT*.



Procedure for submitting application forms

§ 3.

1. The Project Manager announces the call for applications for *MicroGrants* on the LUTDS website.
2. The application form can be found in Appendix 1 to the Regulations.
3. Applications shall be submitted electronically to sdwpl@pollub.pl and in hard copy to the LUTDS Office, 38 H Nadbystrzycka St. (Cen-Tech building).

Rules for the assessment of applications

§ 4.

1. Evaluation of applications for the *MicroGrant* is performed by a Committee consisting of members of the *IDeaS of LUT* project management team chaired by the Project Manager on the basis of the application evaluation sheet (Appendix 2).
2. The most important criterion for the assessment of applications in determining their ranking list is the level of internationalisation of activities presented in the application in accordance with § 1, paragraph 9.
3. The Commission selects applications for funding during the meeting called by the Project Manager, with at least 4 members of the Commission present.
4. The selection of projects for funding is determined according to the principle that the vote of each member of the Committee is equally important. In case of an equal number of votes obtained by a greater number of projects, the Chairman of the Committee has the casting vote.
5. The applicant's promoter, who is a member of the Committee, shall not participate in the assessment of his/her doctoral student's application.
6. The Commission's decisions to award a grant for the tasks described in the application shall be sent to the applicant and posted on the LUTDS website within 3 days of the Commission's meeting.

§ 5.

1. The *MicroGrant* shall be awarded by the Project Manager on the basis of the ranking list (Appendix 3) drawn up by the Commission.
2. The applications shall be evaluated by the Committee within 14 days of the application deadline. The required document template for awarding the grant is attached as Appendix 4 to the Regulations. The document template for not awarding the grant is attached as Appendix 5 to the Regulations.
3. The Committee shall draw up minutes containing a ranking list of doctoral students at the Doctoral School, which shall be signed by all members of the Committee present at the meeting.
4. The Regulations shall take into account the principle of equal opportunities and non-discrimination. The evaluation of applications shall be made taking into account the principle of equal opportunities and non-discrimination.
5. A doctoral student who is awarded a *MicroGrant*, is obliged to submit a declaration of the project participant (Appendix 6).

Final provisions

§ 6.



1. In the case of termination of education at LUTDS before the date specified in the study programme, the right to the *MicroGrant* shall cease on the date of submission of the doctoral dissertation to the appropriate Council for Scientific Discipline.
2. The *MicroGrant* shall cease to be valid on the date of the final decision on removal from the list of LUTDS doctoral students.
3. A doctoral student completing a *MicroGrant* is obliged to submit a final report on its implementation (Appendix 7).
4. The doctoral student is obliged to timely and diligently fulfill the obligations arising from the Act, regulations of the Doctoral School, directives, statements and other acts of internal law in force at the Lublin University of Technology and obligations imposed on him/her as a beneficiary of the *MicroGrant* financed by the Project.
5. The doctoral student is obliged to promptly provide the Project Manager and the financing institution, as well as entities authorized by the financing institution, with requested information, in particular on the status of the research tasks resulting from the individual research plan and the curriculum.
6. The doctoral student is obliged to include in all publications and reports produced within the scope of the implementation of the *MicroGrant* funded by the *IDeaS of LUT* project acknowledgements containing the full name of the project in Polish: "*Praca/Badania zostały sfinansowane przez NAWA w ramach Projektu Internationalization of the Doctoral School of Lublin University of Technology – IDeaS of LUT*" or in English "*This work/research was supported by NAWA STER Programme Internationalization of the Doctoral School of Lublin University of Technology – IDeaS of LUT*".
7. All materials produced within the *MicroGrant* must be marked with the logos of the National Agency for Academic Exchange and the STER Programme available for download at www.nawa.gov.pl.

§ 7.

The *MicroGrant* Regulations shall enter into force on the day of signature by the *IDeaS of LUT* Project Manager.

