

REGULATIONS
of the 'PhDBoost' Program for doctoral students
of the Doctoral School of Poznan University of Technology

§ 1. General Provisions

1. The Regulations specify the principles of awarding and reporting grants under the 'PhDBoost' Program for doctoral students of the Doctoral School of Poznan University of Technology, hereinafter referred to as the Program.
2. The aim of the Program is to support the implementation of research related to preparation of doctoral dissertations and the scientific development of doctoral students.
3. The Program is open to doctoral students of the Doctoral School of Poznan University of Technology studying in the first, second, third or fourth year, financed from a subsidy (as of December 31, the year preceding the application) and having the status of a doctoral student throughout the grant implementation period, subject to § 2 sec. 2-4.
4. The Program is financed from subsidies within the central budget.
5. Under the Program, funds are allocated for financing grants for doctoral students studying in a given scientific discipline and divided proportionally, based on the total number of doctoral students in that discipline (in the first, second, third, and fourth year, financed from subsidies) against the total number of doctoral students studying in the first, second, third, and fourth year at the Doctoral School (also financed from subsidies).
6. The right to dispose of the funds allocated by the Rector for individual disciplines remains with the dean of the Faculty / Chair of the given Discipline Council and the funds are settled at the Faculties.
7. Funds awarded for grants under the Program may be used to:
 - a) purchase of small equipment, materials, and supplies necessary to conduct research;
 - b) purchase of services related to conducting research;
 - c) cover the cost of participation in scientific conferences;
 - d) cover the cost of participation in workshops or training related to improving competencies necessary for preparing a doctoral dissertation;
 - e) cover the cost of a short-term research visit.
8. Funds are awarded through a competition.
9. The competition is held once per calendar year.
10. The announcement of the competition for each individual Faculty relevant for their doctoral students is placed on the website of the appropriate Faculty.
11. In the competition announcement, the Faculty specifies details of the form, deadline, and place of submission of the application, as well as the ways of settling and reporting the grant.
12. The condition for participation in the competition is submitting a grant application (Appendix No. 1), an integral part of which is the grant cost estimate.
13. The maximum amount of funds awarded for the implementation of an individual grant is PLN 15,000.
14. The implementation of the grant may begin on February 1 at the earliest and should end by November 30, and in case of fourth-year doctoral students – by September 15 of a given year.
15. Grant reporting requires meeting one of the following requirements:
 - 1) submitting an application for a project in an external competition (e.g. NCN, NCBiR, NAWA, FNP, MNiSW, etc.);
 - 2) a scientific article being accepted for printing or being published in a journal listed in the list of scientific journals and peer-reviewed materials from international conferences (list as published by the Ministry relevant for higher education);
 - 3) confirmation of having given oral presentation at a national scientific conference;
 - 4) confirmation of having given oral presentation at an international scientific conference;
 - 5) submitting a patent application to the Patent Office;
 - 6) confirmation of the completion of a scientific internship, within which the agreed research plan with the scientific and research unit was completed.

§ 2. Applicant and application

1. A doctoral student who meets the conditions specified in § 1 sec. 3, hereinafter referred to as the Applicant, may apply for a grant referred to in § 1 sec. 12.
2. The Applicant in the Program cannot be a doctoral student who is (or was) a scholarship holder, project contractor, or principal investigator in a project within which research related to the subject of his/her doctoral dissertation is (or was) conducted and obtained through an external competition financed from funds allocated by e.g. NCN, NCBiR, NAWA, FNP, MNiSW, etc.
3. In a given calendar year, the Applicant may only submit one application as a grant principal investigator in faculty competitions financed from the subsidy.
4. The Applicant may receive only one grant under the Program during the 4 years of education at the Doctoral School of Poznan University of Technology.
5. The Applicant acts as the principal investigator of the grant, and the role of the grant tutor is performed by the supervisor of the doctoral student who is an employee of a given Faculty (according to the information included in the application).
6. The application referred to in § 1, sec. 12, is submitted to the appropriate Faculty for the Applicant. The application is signed by the Applicant, the grant tutor, and the director of the Institute where the grant will be implemented.

§ 3. Committee

1. The evaluation of the application and the report on the implementation of the grant are carried out by a Committee, appointed for each scientific discipline by the Chair of the relevant Discipline Council.
2. The Committee cannot include the supervisor or auxiliary supervisor of the doctoral student who is an Applicant in a given competition.
3. The Committee checks the application from a formal point of view and assesses it following the criteria specified in Appendix No. 2.
4. The results of the competition in the appropriate discipline are communicated to the Chair of the Discipline Council and the Rector.
5. In compliance with GDPR principles, the list of the Program beneficiaries is published on the website of the given Faculty and the Doctoral School of Poznan University of Technology.
6. The decisions of the Committee, approved by the Chair of the Discipline Council, are final and are not subject to appeal.
7. Information on the application evaluation is available from the Head of the Committee. The Committee prepares a justification of the evaluation of the application upon written request of the Applicant of a grant not qualified for the Program, submitted to the Head of the Committee within 14 days of the date of publication of the list of beneficiaries of the Program at a given Faculty.

§ 4. Application evaluation

1. The application can receive a maximum of 45 points, including:
 - 1) the concept and activities planned under the grant (0-10 points);
 - 2) the impact of the grant on the quality of the doctoral dissertation and the development of the Applicant's professional career (0-5 points);
 - 3) the impact of the grant on the current state of knowledge and the development of the scientific discipline (0-5 points);
 - 4) the Applicant's scientific achievements (0-5 points);
 - 5) cost estimate and justification of expenses in the grant (0-5 points);
 - 6) expected results and manner of research settlement (0-5 points);
 - 7) justification of the grant implementation as part of international cooperation, which should be confirmed by an appropriate document, e.g. a letter of intent (0-5 points); participation in an international conference alone does not confirm international cooperation;
 - 8) the year of education of the Applicant at the Doctoral School (0;5 points).
2. The minimum number of points available to obtain funds under the Program is 25.

3. The number of points awarded in the evaluation criteria referred to in sec. 1, points 1-7, is the arithmetic average of the scores given by the Committee members.

§ 5. Grant financial plan

1. After receiving the decision to award a grant, the grant principal investigator shall immediately, but not later than within 14 days, provide the appropriate administrative and financial specialist with a financial plan for the grant, taking into account the amount of the awarded grant.
2. The financial plan is reviewed by the director of the Institute, specific to the Applicant, and approved by the dean.
3. The grant financial plan must be justified concerning the subject and scope of the research, based on realistic calculations, and specify the costs that will be covered within the framework of the awarded funds and accepted as eligible costs.
4. An eligible cost is a cost that meets the following criteria:
 - 1) is necessary for the implementation of the grant;
 - 2) is incurred during the eligibility period, that is, within the period for which the grant was awarded;
 - 3) is purposeful;
 - 4) is identifiable and verifiable;
 - 5) is consistent with the regulations in force at the University,
 - 6) was incurred following the provisions of the general law, in particular the Public Procurement Law.
5. The grant cannot finance the salaries of University employees or external persons.
6. The financial plan includes the indirect costs of the institute in the amount of 5% of direct costs.
7. The expenditure of funds under the grant is documented with invoices, bills, or other financial and accounting documents specified in separate regulations.
8. The person authorized to incur liabilities under the grant is the director of the Institute, where the grant principal investigator conducts research. The director of the Institute also has substantive control over expenses and approves their payment.

§ 6. Grant reporting

1. The Applicant shall submit a report on its grant implementation to the grant tutor, according to the template specified in Appendix No. 3, no later than 14 days after the end of the grant implementation. The report should be accompanied by a document presenting the settlement of the funds allocated for the grant implementation. The grant tutor shall submit the report (together with the settlement document) to the Committee appointed at the given Faculty, in the form, time, and place specified in the competition announcement.
2. The report on the implementation of the grant is assessed and approved by the Committee at the given Faculty.
3. The report on the implementation of the grant should, among other things, include confirmation of the manner of settling the research consistent with the subject of the grant and the doctoral dissertation, as well as confirmation of the fulfillment of one of the requirements listed in § 1 sec. 15.
4. The Program beneficiary agrees to include information on the origin of the research funding in any of their scientific articles, oral presentations, or posters created as the result of realization of the grant, using the following statements:
 - 1) Praca została dofinansowana z Programu „PhDBoost” dla doktorantów Szkoły Doktorskiej Politechniki Poznańskiej (w roku 2024) z subwencji Uczelni, pochodzącej ze środków Ministerstwa Nauki i Szkolnictwa Wyższego.
or
 - 2) The work was supported by the 'PhDBoost' Program for doctoral students of the Doctoral School of Poznan University of Technology (in 2024) from the University's subsidy financed from the funds of Ministry of Science and Higher Education.