# Appendix 2

# to the order no 16/2023

# of the Dean of the Faculty of Social Sciences

# Regulations of the Internal Call for Projects at the Faculty of Social Sciences of the University of Wrocław

# Research grants for Ph.D. students in 2023

## General provisions

1. The Regulations define terms of application for, awarding of and funding of grants for implementation of research tasks (hereinafter referred to as the grants) by Ph.D. students preparing doctoral dissertations at the Faculty of Social Sciences of the University of Wrocław.
2. The objective of the programme of support for research activities of doctoral students is to allow implementation of research tasks by Ph.D. students studying at Doctoral Colleges at the Faculty of Social Sciences.
3. The program will award 25 grants for implementation of research tasks as part of the preparation of doctoral dissertations. The amount awarded for each grant is PLN 6,000 (six thousand).
4. The grants are financed with the funds managed by the Dean of the Faculty of Social Sciences of the University of Wrocław.
5. The grants are awarded by way of a call organised by the Faculty of Social Sciences of the University of Wrocław (hereinafter referred to as the Call).
6. The purpose of a grant is to implement a research task specified in the application, related to preparation of the doctoral dissertation. The result of implementation of a grant should involve preparation of a scientific study (draft of the chapter of the doctoral thesis and/or scientific article), which will be based on the completed task.

## Applying for a grant

1. The Call is open to Ph.D. students studying at colleges of philosophy, security studies, political science and administration as well as sociological sciences within the Doctoral School of the University of Wrocław.
2. Applications for grants, hereinafter referred to as the Applications should be submitted in paper using the form attached as Appendix 1 to these Regulations within the time limit indicated in the Call schedule.
3. The application should be prepared in the language of instruction of the Ph.D. student applying for the grant.
4. The application should include:
5. data of the Applicant (name, surname, mode and year of doctoral education, discipline in which the doctoral dissertation is prepared)
6. type and objective of the planned research task
7. description of the research task and its justification in the context of the doctoral dissertation or individual research plan (indicating a direct relationship with the planned doctoral dissertation)
8. characteristics of research data generated or processed within the research task
9. planned measurable results and scientific outcomes (including produced and/or processed research data and prepared scientific studies)
10. cost estimate with material and financial justification
11. grant implementation schedule
12. The application should be accompanied by an Individual Research Plan or, in the case of doctoral students who commenced their studies in 2022. - an outline of the doctoral project approved by the supervisor.
13. Each Ph.D. student entitled to participate in the Call may submit one application for one research task.
14. Submission of an application form shall constitute acceptance of these Regulations.

## Funding of the grants

1. There on no overloads imposed on the funding assigned to the grants.
2. The costs of implementation of the grant may not exceed PLN 6,000 (six thousand).
3. The cost estimate of the grant has to be justified in relation to the scope and type of work and should be based on viable calculations. The awarded funding may cover exclusively the expenditure falling in the category of eligible costs.
4. Eligible costs refer to expenses directly related to preparation, acquisition and/or analysis of research data needed to prepare a doctoral thesis. In particular, they may include:
5. costs related to the research of source and other materials,
6. travel related to implementation of research and obtaining research material (including, for example, field research trips, queries, etc.),
7. purchase of research data or access to source data,
8. purchase of research services,
9. purchase of services related to data processing and analysis,
10. translation of source materials and research data,
11. transcriptions of interviews and audio-video recordings used as research data,
12. costs related to preparation of specialised research tools and materials necessary for implementation of the research (e.g. development of highly specialised applications/scripts for electronic measurement or data analysis, printing of questionnaires and supporting materials, etc.)
13. contribution required for implementation of projects funded from other sources.
14. Eligible costs in the Call do not include:
15. costs of participation in conferences and related to trips to conferences
16. costs related to preparation of publications (editing, translation, proofreading, etc.)
17. purchase of research equipment and other fixed assets (including computer software, unless it relates to highly specialised IT tools dedicated to the research activities carried out by the applicant for the acquisition, processing and/or analysis of research data))
18. purchase of scientific literature
19. purchase of office supplies, etc.,
20. reimbursement of business trips, subsistence and travel-related insurance costs (except for travels to do research of materials and travels for the purpose of carrying out field research),
21. salaries and staff costs (except for salaries which are the costs of external services necessary for implementation of the grant).
22. In the case of funding the research task indicated in the application from other sources, too, it is necessary to indicate the amount, source and guarantee of this funding.

## Awarding of the grants

1. Grants shall be awarded by way of a competition on the basis of a formal and material evaluation.
2. The evaluation of the applications is carried out by a committee appointed by the Dean of the Faculty of Social Sciences and includes the Vice-Dean of the Faculty of Social Sciences for Science and Development, representatives of the scientific disciplines councils of philosophy, security studies, political science and administration, sociological sciences and a representative of the Faculty Council of Ph.D. Students.
3. The Commission shall assess proposals taking into account:
4. meeting formal requirements of the Call
5. justification of the planned project
6. material justification for the planned works and tasks
7. feasibility of the grant, including the chances of achieving the objectives set
8. cost estimate
9. effects of implementation of the grant, including, above all, the impact of the task implementation on the development of the doctoral thesis.
10. The Commission shall, after evaluation, select no more than 30 proposals that are eligible for funding.
11. The decisions of the Commission shall be final and shall not be subject to appeal.
12. The decision on the funding of applications is made by the Dean of the Faculty of Social Sciences of the University of Wrocław. The decision shall not be subject to appeal.

## Implementation of the grants

1. The implementation period of the grant may not exceed 12 months, provided that all costs incurred as part of the implementation of the grant should be settled by the end of the calendar year.
2. The grant is implemented based on an agreement concluded between the Applicant and the University of Wrocław, represented by the Dean of the Faculty of Social Sciences of the University of Wrocław. The date of signing the contract is also the date of commencement of the grant implementation.
3. Within the framework of the awarded grant, the University provides the Applicant with funding of research tasks ─ in accordance with the list and cost estimate contained in the application.
4. Settlement of funds allocated by the University to the Applicant for implementation of the grant is based on documents confirming the expenses incurred (documented expenses), in accordance with the regulations in force at the University of Wrocław.
5. The University of Wrocław will provide the Applicant with support in administrative activities necessary for implementation and settlement of the grant.
6. The awarded funds may not be spent for other purposes, but only for the purposes specified in the agreement. Terms of implementation of the project and tasks described in the agreement can be changed in justified cases – upon written motion from the Applicant and consent of the Dean of the Faculty of Social Sciences of the University of Wrocław.
7. The agreement may be terminated by mutual agreement of the parties upon consent of the Dean of the Faculty of Social Sciences of the University of Wrocław based on a written justified request by the Applicant ─ in the event of circumstances beyond the Parties' responsibility which prevent performance of the agreement.
8. Decisions regarding changes in terms or termination of a given agreement are made by the Dean of the Faculty of Social Sciences of the University of Wrocław upon consulting the Supervisor/Scientific Supervisor of the doctoral dissertation.
9. The Applicant is obliged to settle the grant within no more than 12 months after signing the contract.
10. The settlement of the grant should include in particular:
11. financial statement detailing the costs and their compliance with the agreement,
12. descriptive (material) report containing a description of the completed task and the achieved goals and effects,
13. a draft of the chapter and/or scientific article based on the tasks performed under the grant, approved by the supervisor/scientific supervisor,
14. generated or processed research data deposited in the Repository of the University of Wrocław.
15. The Applicant shall submit a statement using the form in Annex 2 to this Regulation.
16. The settlement of the grant is approved by the Vice-Dean for Science and Development.

## Miscellaneous

1. If the Applicant fails to perform the tasks provided for in the grant in accordance with the schedule or in the case of partial implementation, the Applicant shall bear responsibility as stipulated in the agreement, and they will not be allowed to apply for any further funds assigned by the Faculty of the Social Sciences of the University of Wrocław for research tasks during the education period. In justified situations beyond the Ph.D. student's influence, the Dean may release the Applicant from responsibility described in the agreement upon consultation with the head of the respective doctoral college.
2. For issues which are not regulated herein, in particular provisions of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended) shall apply.
3. The Dean of the Faculty of Social Sciences of the University of Wrocław has the exclusive right to interpret these regulations and to resolve any disputes.
4. The Regulations come to force on the 25 April 2023.•

Appendix 1. Application form

# Applicant's data

Dane wnioskodawcy

|  |
| --- |
| **Name and surname**Imię i nazwisko |
|  |
| **Dissertation topic**Temat pracy doktorskiej  |
|  |
| **Form od education**Forma kształcenia |
| **Doctoral studies**Studia doktoranckie | 🞏 |
| **Doctoral College of Political Science and Administration**Kolegium doktorskie nauk o polityce i administracji | 🞏 |
| **Doctoral College of Sociology**Kolegium doktorskie socjologii | 🞏 |
| **Doctoral College of Philosophy**Kolegium doktorskie filozofii | 🞏 |
| **Doctoral College of Security Studies**Kolegium doktorskie nauk o bezpieczeństwie | 🞏 |
| **Year of commencement of doctoral education**Rok rozpoczęcia kształcenia doktorskiego |
| **2021** | 🞏 |
| **2020** | 🞏 |
| **2019** | 🞏 |
| **2018** | 🞏 |
| **Promoter(s) or supervisor(s) of the doctoral thesis**Promotor lub opiekun pracy doktorskiej |
|  |
| **Auxiliary promoter (if appointed)**Promotor pomocniczy (jeśli wyznaczony) |
|  |

# Doctoral research project

Doktorski project badawczy

|  |
| --- |
| **Objective of the study**Cel badań |
|  |
| **Description of the research problem, research question and hypotheses** Opis problemu badawczego, pytanie badawcze i hipotezy |
|  |

|  |
| --- |
| **Research methodology**Metodologia badań  |
|  |
| **Progress of works**Stan zaawanasowana prac  |
|  |

# Information on the proposed research task

Informacje o zadaniu badawczym, którego dotyczy wniosek

|  |
| --- |
| **Title of the research task** Nazwa zadania badawczego  |
|  |
| **Character of the research task** Rodzaj zadania badawczego |
| **research query** kwerenda | 🞏 |
| **field research** badania terenowe  | 🞏 |
| **purchase of data / access to data**zakup danych / dostępu do danych  | 🞏 |
| **translation of study materials**tłumaczenie materiałów badawczych  | 🞏 |
| **development of research materials** opracowanie materiałów badawczych  | 🞏 |
| **other (specify)**inne (jakie?) |  |
| **Description of the research task**Opis zadania badawczego |
|  |
| **Justification of the research task in the context of the doctoral project and dissertation**Uzasadnienie zadania badawczego w kontekście projektu doktorskiego oraz rozprawy  |
|  |
| **Expected results of task implementation (research data and elaborations)**Planowane wyniki realizacji badania (dane badawcze i opracowania) |
|  |
| **Other information on research task (optional)**Inne informacje o zadaniu badawczym (opcjonalnie)  |
|  |

# Costs of task implementation

Koszty realizacji zadania

|  |  |
| --- | --- |
| **cost name**nazwa kosztu |  |
| **material justification**uzasadnienie merytoczyne |  |
| **total cost**koszt całkowity | PLN |
| **calculation**Kalkulacja |  |
| **basis of valuation**podstawa wyceny |  |

|  |  |
| --- | --- |
| **cost name**nazwa kosztu |  |
| **material justification**uzasadnienie merytoczyne |  |
| **total cost**koszt całkowity | PLN |
| **calculation**Kalkulacja |  |
| **basis of valuation**podstawa wyceny |  |

|  |  |
| --- | --- |
| **cost name**nazwa kosztu |  |
| **material justification**uzasadnienie merytoczyne |  |
| **total cost**koszt całkowity | PLN |
| **calculation**Kalkulacja |  |
| **basis of valuation**podstawa wyceny |  |

|  |  |
| --- | --- |
| **cost name**nazwa kosztu |  |
| **material justification**uzasadnienie merytoczyne |  |
| **total cost**koszt całkowity | PLN |
| **calculation**Kalkulacja |  |
| **basis of valuation**podstawa wyceny |  |

## Schedule for completion of the research task

Harmonogram realizacji zadania badawczego

|  |  |  |
| --- | --- | --- |
| **No.**L.p. | **Action**Działanie | **Completion date**Data ukończenia |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Date**Data | **Applicant’s signature**Podpis Wnioskodawcy |
|  |  |

Appendix 2

Report on the implementation of the research task

Raport z realizacji zadania badawczego

## Background information

Informacje podstawowe

|  |
| --- |
| **Name of the grant recipient**Imię I nazwisko grantobiorcy |
|  |
| **Form of education**Forma kształcenia |
| **Doctoral studies** Studia doktoranckie  |  |
| **Doctoral College of Political Sciences and Administration** Kolegium doktorskie nauk o polityce i administracji  |  |
| **Doctoral College of Sociology** Kolegium doktorskie socjologii |  |
| **Doctoral College of Philosophy** Kolegium doktorskie filozofii  |  |
| **Doctoral College of Seciurity Science** Kolegium doktorskie nauk o bezpieczeństwie  |  |
| **Agreement reference no.**Numer umowy |
|  |
| **Title of the research task**Nazwa zadania badawczego |
|  |
| **Brief description of the research task (max 200 words)**Skrócony opis zadania (max. 200 słów) |
|  |

## Financial report

Sprawozdanie finansowe

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **expenditure type**rodzaj wydatku | **planned cost**koszt planowany | **cost incurred**koszt poniesiony | **sales document**dokument sprzedaży |
| 1. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Additional comments and clarifications (optional)**Dodatkowe uwagi I wyjaśnienia (opcjonalnie) |
|  |

## Material report

Sprawozdanie merytoryczne

**Description of work carried out and outcomes achieved (max 1 page A4, font Times New Roman 11, single spacing)**

Opis zrealizowanych prac i uzyskanych wyników (max 1 strona A4, czcionka Times New Roman 11, pojedyncze odstępy)

## Results of task compeltion

Rezultaty realizacji zadania

|  |
| --- |
| **Research data generated in the course of the task**Dane badawcze wytworzony przy realizacji zadania |
| **name of data** nazwa danych | **link to the repository**link do repozytorium |
|  |  |
|  |  |
|  |  |
|  |  |
| **Publications and elaborations prepared in connection with implementation of the task\***Publikacje i opracowania naukowe przygotowane w związku z realizacją zadania\* |
| **title** tytuł |  |
| **type of publication\*\*** rodzaj publikacji\*\*  | **`** |
| **information on manuscript submission**informacje o złożeniu publikacji  |  |
| **addictional comments** dodatkowe uwagi |  |

|  |  |
| --- | --- |
| **title** tytuł |  |
| **type of publication\*\*** rodzaj publikacji\*\*  | **`** |
| **information on manuscript submission**informacje o złożeniu publikacji  |  |
| **addictional comments** dodatkowe uwagi |  |

|  |  |
| --- | --- |
| **title** tytuł |  |
| **type of publication\*\*** rodzaj publikacji\*\*  | **`** |
| **information on manuscript submission**informacje o złożeniu publikacji  |  |
| **addictional comments** dodatkowe uwagi |  |

|  |
| --- |
| **Other outcomes** Inne rezulaty  |
|  |

|  |  |
| --- | --- |
| **Date**Data | **Signature**Podpis |
|  |  |

\* **a printout signed by the supervisor must be attached**

\* należy dołączyć wydruk zaakceptowany przez promotora

\*\* **journal article, chapter in monograph, part of dissertation, other (specify)**

\*\* artykuł, rozdział w monografii, część pracy doktorskiej, inne (jakie?)

Appendix 3.

# Agreement template

**Agreement No. ……………..**

**concerning implementation of the grant of the Faculty of Social Sciences of the University of Wrocław within the Internal Call of the Faculty of Social Sciences of the University of Wrocław "Research grants for PhD students in 2022"**

concluded on the ………………………… concerning implementation and funding of an internal grant of the Faculty of Social Sciences of the University of Wrocław titled “……………………………………………………”, hereinafter referred to as the Grant, awarded as part of the Internal Call of the Faculty of Social Sciences of the University of Wrocław titled “Research grants for PhD students in 2022”, hereinafter referred to as the Call.

This Agreement is concluded by and between:

University of Wrocław represented by prof. dr hab. Robert Alberski, Dean of the Faculty of Social Sciences of the University of Wrocław, hereinafter referred to as the "University"

and Mr./Mrs.\* Surname ..........................................................................................................................

Name .......................................................................................................................................................

Place of residence ...............................................................................................................................

PhD student studying within ...........................................................................................

At the programme started in ..................................................................................................................,

 hereinafter referred to as the "Applicant".

**§ 1. Subject and term of the Agreement**

1. The Agreement specifies terms of implementation, funding and settlement of the grant titled "................"
2. In implementation of the Agreement, the Applicant shall perform the research task involving ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
3. The general terms of implementation of the grant and its funding are set out in the Regulations of the Call constituting an integral part of the Agreement, hereinafter referred to as the Regulations.
4. The Agreement is concluded for a definite term.
5. The date of commencement of the grant implementation is set by the parties as the date of conclusion of the agreement.
6. The date of completion of the grant implementation is set by the Parties as ............................
7. No later than on the date of completion of the grant, the Applicant shall submit a financial and material report on implementation of the grant in accordance with the template attached to the Regulations.

**§ 2. Obligations of the parties**

1. The University undertakes to provide the Applicant with support in administrative activities necessary for implementation and settlement of the grant.
2. The Applicant undertakes to:
3. use the funds allocated for the grant in accordance with the research task plan and the cost estimate submitted at the stage of application submission; in accordance with the applicable rules of public funds management and applicable law; in accordance with the provisions in force at the University of Wrocław and in a rational and economical manner,
4. prepare and submit a printout and electronic version of the report on implementation of the research task according to the template enclosed to the Regulations,
5. place research data prepared and/or processed within the grant in the Repository of the University of Wrocław,
6. make research results achieved within the research task available on terms enforced at the University of Wrocław along with providing consent for their use for promotion and reporting in operations of the Faculty of Social Sciences of the University of Wrocław.

**§ 3. Funding of the grant**

1. Based on the application submitted by the Applicant within the Call, the University of Wrocław grants funding of 5,000 PLN (in words: five thousand PLN) for implementation of the grant.
2. Settlement of the funds allocated by the University to the Applicant for implementation of the grant shall be based on documents confirming the expenses incurred in accordance with the regulations in force at the University of Wrocław.
3. The awarded funds may not be spent for other purposes than those specified in the agreement.
4. All funds awarded under the grant must be spent and entered in the accounts by the end of 2022.
5. Terms of implementation of the project and tasks described in the agreement may be changed in justified cases – upon written motion from the Applicant.
6. The Agreement may be terminated by mutual agreement of the Parties upon the request made by the Applicant in the event of circumstances for which the Parties are not responsible and which prevent performance of the Agreement.
7. The University of Wrocław may discontinue funding of the project in the event of spending funds contrary to the contract and in the event of revealed irregularities in implementation of the agreement or other circumstances threatening its implementation. The University terminates the agreement with immediate effect. The agreement shall be terminated by submission of a termination notice.

**§ 4. Miscellaneous**

1. Any amendments hereto shall be null and void unless made in writing.
2. The Agreement has been drawn up in two identical copies, one for the Applicant and one for the University.

Applicant University of Wrocław