

## Regulations for the UWr Faculty of Social Sciences Internal Competition. Research Grants for Doctoral Students in 2024.

### General provisions

1. The Regulations set out the rules for the application for, awarding and financing of grants for research tasks (hereinafter referred to as grants) by doctoral students preparing their doctoral theses at the Faculty of Social Sciences of the University of Warsaw.
2. The programme for the support of doctoral students' research activities is designed to enable doctoral students studying in Doctoral Colleges attached to the Faculty of Social Sciences to carry out their research tasks.
3. Under the programme, 25 grants will be awarded to carry out research tasks as part of the preparation of doctoral theses. The amount allocated for each grant is PLN 6,000 (six thousand).
4. Grants are financed from funds at the disposal of the Dean of the Faculty of Social Sciences at UWr.
5. Grants are awarded as a result of a competition organised by the Faculty of Social Sciences of the University of Wrocław (hereinafter referred to as the competition).
6. The aim of the grant is the realisation of the research task specified in the application, related to the preparation of the doctoral dissertation. The result of the implementation of the grant should be the preparation of a scientific study (draft chapter of the doctoral dissertation and/or a scientific article), which will be based on the completed task.

### Applying for a grant

1. The competition is open to doctoral students studying in the colleges of philosophy, security sciences, political science and administration and sociological sciences within the UWr Doctoral School.
2. The Grant Application, hereinafter referred to as the Application, shall be submitted by the Applicants in paper form on the form attached as Annex 1 to these Regulations by the date indicated in the Competition schedule.
3. The application should be prepared in the language of the training of the doctoral student applying for the grant.
4. The application should include:
  - a) details of the Applicant (name, surname, mode and year of doctoral training, discipline in which the doctoral thesis is being prepared),
  - b) type and purpose of the planned research task,
  - c) description of the research task and its rationale in the context of the dissertation project or individual research plan (indication of direct relevance to the dissertation being prepared),
  - d) characteristics of research data produced or processed in the grant
  - e) planned measurable results and scientific outputs (including research data produced and/or processed and scientific papers prepared),

- f) a cost estimate with substantive and financial justification,
- g) timetable for implementation of the grant.
- 5. The application should be accompanied by an Individual Research Plan or - in the case of doctoral students who started their training in 2023. - an outline of the doctoral project approved by the supervisor.
- 6. Each doctoral student eligible to take part in the competition may submit one application for one research task.
- 7. By submitting an application on the form, the applicant accepts these regulations.

### Grant funding

- 1. The funds allocated for the implementation of the grant are not subject to any surcharges.
- 2. Costs in the implementation of the grant shall not exceed PLN 6,000 (six thousand).
- 3. The cost estimate for the grant must be reasonable in relation to the scope and type of work and based on realistic calculations. The funds awarded may only cover expenditure falling within the category of eligible costs.
- 4. Eligible costs refer to expenses directly related to the preparation, acquisition and/or analysis of research data needed for the preparation of the doctoral thesis. In particular, they may include:
  - a) costs related to the search for materials,
  - b) business travel related to the implementation of the research and the acquisition of research material (including, e.g., field research trips, searches, etc.),
  - c) purchase of research data or access to source data,
  - d) purchase of research services,
  - e) purchase of data processing and analysis services,
  - f) translation of source material and research data,
  - g) transcriptions of interviews and audio/video recordings used as research data,
  - h) costs related to the preparation of specialised research tools and materials necessary for the 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.),
  - i) own contribution required for projects financed from other sources.
- 5. Eligible costs in the competition are not:
  - a) costs of attending and travelling to conferences,
  - b) costs relating to the preparation of the publication (editing, translation, proofreading, etc.),
  - c) the purchase of research apparatus and other fixed assets (including computer software, unless it relates to highly specialised IT tools dedicated to the research conducted by the applicant for the acquisition, processing and/or analysis of research data),
  - d) purchase of scientific literature,
  - e) purchase of office supplies, etc,
  - f) reimbursement of mission expenses, per diems and travel insurance (except for research queries and travel for fieldwork),
  - g) salaries and staff costs (with the exception of salaries being the costs of external services necessary for the implementation of the grant).
- 6. If the research task indicated in the application is also funded from other sources, it is necessary to indicate the amount, source and guarantee of this funding.

## Awarding of the grant

1. Grants are awarded through a competitive process on the basis of a formal and substantive assessment.
2. The assessment of the applications is carried out by a committee appointed by the Dean of the Faculty of Social Sciences and consisting of the Vice-Dean of the Faculty of Social Sciences for Learning and Development, representatives of the discipline councils of philosophy, security sciences, political science and administration, sociological sciences and a representative of the Faculty Doctoral Council.
3. The Commission evaluates the proposals taking into account:
  - a) formal fulfilment of the conditions of the competition,
  - b) the advisability of the planned project,
  - c) substantive justification for the planned work and tasks,
  - d) the feasibility of the grant, including the chances of achieving the stated objectives,
  - e) costing,
  - f) the effects of the grant, including in particular the impact of the assignment on the development of the doctoral thesis.
4. The Commission, after evaluation, shall select a maximum of 30 proposals to qualify for funding.
5. The Commission's decisions are final and cannot be appealed.
6. The decision to fund applications is made by the Dean of the UWr Faculty of Social Sciences. The decision is not subject to appeal.

## Implementation of the grant

1. The grant implementation period shall not exceed 12 months, with the proviso that all costs incurred in the implementation of the grant, should be settled by the end of the calendar year.
2. The implementation of the grant is based on a contract concluded between the Applicant and the University of Wrocław, which is represented by the Dean of WNS UWr. The date of signing the agreement is at the same time the date of starting the implementation of the grant.
3. As part of the grant awarded, the University shall provide the Applicant with funding for research tasks – as listed and costed in the application.
4. Settlement of the funds granted by the University to the Applicant for the implementation of the grant is made on the basis of 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 support to the Applicant in administrative activities necessary for the implementation and settlement of the grant.
6. The awarded funds cannot be spent for other purposes, but only for those specified in the agreement. A change in the conditions of the project and tasks specified in the agreement may be made in justified cases – at the written request of the Applicant with the consent of the Dean of WNS UWr.
7. The contract may be terminated by mutual agreement of the parties with the consent of the Dean of WNS UWr.  
at the written request with justification drawn up by the Applicant – in the event of the occurrence of circumstances for which the parties are not responsible and which make it impossible to perform the contract.
8. In case of termination of doctoral studies by the doctoral student (due to completion or removal from the list of doctoral students), the grant is automatically ended and further expenses within the grant are not funded. The doctoral student is obliged to submit a report on the implementation of the grant within 30 days from the date of termination of studies.

9. Decisions regarding changes to the terms or termination of a given contract are made by the Dean of the Faculty of Social Sciences at UWr. after consultation with the Promoter/Supervisor of the dissertation.
10. The applicant is obliged to settle the grant within a maximum of 12 months from the signing of the agreement.
11. The grant settlement should include, in particular:
  - a) financial statements detailing costs and their compliance with the contract,
  - b) a narrative (factual) report giving a description of the task carried out and the objectives and results achieved,
  - c) a draft of a chapter and/or scientific article based on the tasks carried out under the grant, approved by the supervisor/supervisor,
  - d) produced or processed research data deposited in the University of Wrocław Repository.
12. The applicant shall submit a statement of account on the form attached as Annex 2 to these Regulations.
13. The settlement of the grant is approved by the Vice-Dean for Learning and Development.

### Final provisions

1. In the event of failure to complete the tasks provided for in the grant in accordance with the timetable, or in the event of partial completion – the applicant shall be liable as provided for in the content of the agreement, and shall not be eligible for any funding for research tasks from WNS UWr funds allocated for the duration of training. In the case of justified random situations and/or situations beyond the control of the doctoral student, the Dean, after consultation with the head of the relevant doctoral college, may exempt the applicant from the liability provided for in the content of the agreement.
2. In particular, the Act of 20 July 2018 shall apply to matters not regulated by the content of these regulations. - Law on Higher Education and Science (Journal of Laws 2021, item 478, as amended).
3. The Dean of the Faculty of Social Sciences UWr has the exclusive right to interpret these regulations and to decide on any disputes.
4. The regulations shall enter into force on 27.02.2024 r.