

Regulations for granting and accounting for financial support within the Visibility & Mobility Module for PhD students and doctoral programme participants at the Jagiellonian University as part of the Strategic Programme Excellence Initiative at the Jagiellonian University (ID. UJ)

§ 1 Scope of Regulations and purpose of the competition

1. The present Regulations lay down the rules for granting and accounting for financial support within the Visibility & Mobility Module to PhD students and participants in doctoral programmes who carry out research or development work at the Jagiellonian University Medical College, hereinafter referred to as JU MC, and the Jagiellonian Center for Experimental Therapeutics, hereinafter referred to as JCET, as part of Excellence Initiative strategic programme at the Jagiellonian University.
2. The following categories of costs are expected to be financed within the framework of the competition:
 - 1) active participation in high-profile international conferences in the disciplines of medical or health sciences, or pharmacology and pharmacy;
 - 2) *open access* fees in highly scored scientific journals that meet the quality categories specified in Annex 1.

§ 2 Applicants and thematic scope

1. The beneficiary of the task described in § 1 may be a person who jointly fulfils the following conditions:
 - 1) is a PhD student at the Doctoral School of Medical and Health Sciences or a participant in a doctoral programme at the JU MC;
 - 2) carries out scientific research or development work within JU MC or JCET;
2. Financial support can only be granted to persons who have the status of a PhD student at the time of application and settlement. In the case of participants in doctoral degree programmes, the activity outlined in the application for financial support may not be settled later than 30 September 2023.
3. Funded conference participation and publications must be affiliated with JU MC or JCET, and in the case of PhD students of the Doctoral School of Medical and Health Sciences – with the Doctoral School, in accordance with the rules for indicating the name of the Jagiellonian University when affiliating publications and the procedure for registering the publications of employees and doctoral students of the Jagiellonian University, set forth in an order of the Rector of the Jagiellonian University.
4. The thematic scope of *open access* publications and presentations at international conferences, which can be submitted for financial support, should be related to the thematic scope pursued within the research activity of the PhD student or doctoral programme participant.
5. Applications presented for funding must pursue at least one of the pillars of the 4*I principle of ID. UJ.
6. The PhD student/doctoral programme participant may only apply for funding once per calendar year in each of the two funding categories indicated in § 1 section 2.

7. Receiving support within the framework of the Visibility & Mobility Module for the realisation of the activities outlined in the application excludes the possibility of financing the same costs from the funds granted to a PhD student/doctoral programme participant within the framework of other ID.UJ competitions or competitions organised by external research funding institutions.

§ 3 Call for applications

1. The call for applications for funding under the task described in § 1 will be ongoing until the available pool of funds allocated for its implementation is exhausted.
2. The regulations of the call for applications, the maximum amount of funding for specific tasks in § 1 section 2, points 1-2, and the budget allocated for the tasks will be published on the website of the JU MC Doctoral School of Medical and Health Sciences at <https://szkoladoktorska.cm-uj.krakow.pl/pl/aktualne-projekty/id-uj/>,
3. The call for applications will be made in the system strefaid.uj.edu.pl, through the "Registration Form" available at <https://strefaid.uj.edu.pl>, the template of which is attached as Annex 4 to the Regulations. Completing the "Registration Form" implies prior acceptance of these Regulations and of the Rights and Obligations of a PhD student/doctoral programme participant, who was granted support as well as reading and accepting the content of the clause on the personal data processing, which is attached as Annex 2 to the Regulations.
4. Applications for funding for the tasks described in § 1 section 2 points 1-2 will be assessed on the basis of the criteria set out in Annex 1 to these Regulations for each task.
5. Applications that meet the criteria indicated in Annex 1 to these Regulations will be evaluated and considered on a first-come, first-served basis until the pool of funds allocated to carry out the tasks described in § 1 is exhausted.
6. A competition committee shall carry out the call for proposals, evaluate the applications submitted, and select those to be funded. The competition committee shall be appointed by the Board of the Doctoral School of Medical and Health Sciences.
7. The competition committee consists of two representatives of the Doctoral School of Medical and Health Sciences, one representative of the Faculty of Medicine, the Faculty of Pharmacy and the Faculty of Health Sciences, and three representatives appointed by the JU PhD Student Association, one from each discipline represented in the Doctoral School of Medical and Health Sciences.
8. The competition committee will decide whether or not to grant funding. A statement of reasons for a negative decision is required.
9. The chairman of the competition committee will announce the decision to grant the funding on behalf of the competition committee. The list of beneficiaries will be published on the website of the Doctoral School of Medical and Health Sciences at <https://szkoladoktorska.cm-uj.krakow.pl/pl/aktualne-projekty/id-uj/> by the 15th day of the month following the submission of the application.
10. Rejections and the reasons for them will be sent to email addresses via the University's email system.
11. The applicant may request in writing that the competition committee reconsider the application within 14 days of receiving the decision to refuse the funding and the reasons for it.

§ 4 Financing

1. If the funding obtained under this call for applications is used to pay costs related to the implementation of tasks covered by the Regulations, the beneficiary is obliged to present a VAT invoice issued by the competent authorities, i.e. the organiser of the scientific conference, the publisher - owner of the journal, according to Annex 1.
2. These invoices must be issued in accordance with the requirements in force at the Jagiellonian University Medical College:

Purchaser: Uniwersytet Jagielloński ul.Gołębia 24, 31-007 Kraków, NIP: 675-000-22-36.

Recipient: Uniwersytet Jagielloński – Collegium Medicum, ul. Św. Anny 12, 31-008 Kraków.

§ 5 Applicants' obligations

1. Applicants are required to:
 - 1) provide accurate and factually and legally correct information in the "Registration Form";
 - 2) declare that they have not applied for funding for the specified task in other ID.UJ competitions or other competitions organised by external research funding institutions;
 - 3) declare that they are aware of and accept the contents of the clause on the processing of personal data as set out in Annex 2.
 - 4) submit a statement of acceptance of the Rights and Obligations of the PhD student/doctoral programme participant supported within the Visibility & Mobility Module.
2. Beneficiaries are required to:
 - 1) present the invoices referred to in § 4 immediately upon receipt in order to ensure timely payment;
 - 2) submit via electronic "Registration Form" a confirmation of giving a lecture or presentation at an international conference - refers to the support from the category in §1 section 2(1);
 - 3) submit via electronic "Registration Form" of a pdf file containing the published work - refers to the support from category in §1, section 2(2);
 - 4) include in the final version of the publication and on the presented conference poster information on the source of funding from the ID.UJ strategic programme, - refers to the support from the category in §1, section 2(1);
3. Settlement will be made upon receipt of a pdf file of an open access publication or materials confirming active participation in an international conference and confirmation that funds have been transferred by the JU MC to cover the fee for the above mentioned tasks.
4. The Rights and Obligations of a PhD student/doctoral programme participant who has been granted support under the Visibility & Mobility Module are set out in Annex 3 to the Regulations.
5. In order to participate in the next call for proposals, the previous support received within the framework of the Visibility & Mobility Module must be settled.

§ 6 Finance

1. The amount of funds allocated to the tasks listed in § 1 may not exceed the amount resulting from the ID.UJ budget earmarked for a given task year. The total cost of *open access* publications may not exceed 50% of the funds allocated for a given task year.

2. The maximum cost of funding for a single application may not exceed PLN 20,000 (twenty thousand) gross.
3. Eligible costs are those strictly related to the performance of the task, and within the scope of the task specified in §1 section 2(1), the following costs are eligible
 - 1) transport costs (excluding local transport);
 - 2) accommodation costs;
 - 3) conference fees.
4. The funds granted to the beneficiaries shall be used in such a way as to ensure their rational and economical use, in accordance with the rules of public funds management binding at the JU MC and in compliance with the binding legal regulations.

§ 7 Final provisions

The Regulations shall enter into force on 9 August 2023.