

THE WARSAW UNIVERSITY OF TECHNOLOGY

**Decision No. 161/2024
of the Rector of the Warsaw University of Technology
of 8 July 2024**

**on the launch of the “Grant for a Prototype” programme as part of the implementation
of the “Excellence Initiative – Research University” programme at the Warsaw
University of Technology**

Pursuant to Article 23 section 1, in connection with Article 389 sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) and in connection with Agreement No. 04/IDUB/2019/94 of 30 December 2019 concluded between the State Treasury represented by the Minister of Science and Higher Education and Warsaw University of Technology, it is resolved as follows:

§ 1

The “Grant for a Prototype” programme shall be launched as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology realised in compliance with the Regulations annexed to this Decision.

§ 2

The “Grant for a Prototype” programme shall be supervised by the Vice-Rector for Development.

§ 3

The Decision enters into force upon signing.

RECTOR

pp. Professor Mirosław Karpierz

REGULATIONS FOR THE “GRANT FOR A PROTOTYPE” PROGRAMME

§ 1 GENERAL PROVISIONS

1. The “Grant for a Prototype” programme aims to support teams participating in the Akcelerator PW action (which includes pre-incubation consisting of two stages: Pre-incubation Stage I and Pre-incubation Stage II) in the development of a prototype as part of the preparation for the indirect technology commercialisation.
2. The programme referred to in section 1 is implemented as part of the “Excellence Initiative – Research University IDUB” programme within the “Akcelerator PW” action.
3. A call for proposals is conducted by the Innovations Centre, hereinafter referred to as “CINN”, and coordinated by the Innovations Incubator (with a function of a pre-incubator), hereinafter referred to as “ININ”.

§ 2 CALL FOR PROPOSALS PROCEDURE AND EVALUATION PRINCIPLES

1. The grant is awarded based on an application for a subsidy, hereinafter referred to as “the application”, submitted in accordance with the template in Annex No. 1 to the Regulations.
2. The “Grant for a Prototype” programme is open to teams that are eligible for Stage II of the Pre-incubation.
3. Applications may be submitted on a rolling basis from the date of the entry into force of these Regulations until the completion of the “Grant for a Prototype” programme.
4. Information on the completion of the “Grant for a Prototype” programme shall be published on www.badawcza.pw.edu.pl.
5. Applications shall be submitted on paper to the Head of the ININ Department.
6. An application may be submitted by a WUT staff member who is a member of the team mentioned in section 2, or the head of the “Grant for a Prototype” programme, who is employed by the implementing unit on behalf of the team working on the development of a business project/product intended for indirect commercialisation, hereinafter referred to as “Applicant”.
7. Decision on the subsidy shall be taken by the Director of the Innovations Centre, in agreement with the Head of the ININ Department.
8. The decision to award a subsidy is made based on the criteria set forth in Annex No. 1 to the Regulations.
9. The list of applications eligible for funding (including the name of the Applicant, the unit from which the Applicant comes, and the amount of funding) shall be published at www.badawcza.pw.edu.pl.

§ 3 USE AND SETTLEMENT OF THE GRANT

1. Funds awarded for the grant may only be used to finance actions aimed at the development of a prototype product developed by the team participating in the pre-incubation programme implemented as part of the “Excellence Initiative - Research University” - Action 5. “Akcelerator PW”, specifically:
 - 1) The purchase of materials
 - 2) The purchase of services
2. The amount of funding for a submitted grant application (including indirect costs determined in accordance with the Regulation of the Rector of the Warsaw University of Technology on the principles, methodology, and indices used in the settlement of overheads and faculty costs at the Warsaw University of Technology) shall be a maximum of PLN 150,000.00.

3. The prerequisite for starting the implementation of the “Grant for a Prototype” is the conclusion of the Cooperation Agreement, a template of which is attached as Annex No. 3 to the Regulations.
4. Upon completion of the work related to the implementation of the “Grant for a Prototype”, the Applicant shall, within 60 days, submit a final report of the “Grant for a Prototype”, the template of which is attached as Annex No. 2 to the Regulations.
5. The maximum duration of the grant is four months.

§ 4

FINAL PROVISIONS

All matters not regulated by these Regulations shall be subject to the relevant provisions of the internal regulations in force at the Warsaw University of Technology as well as to the generally applicable law.

§ 5

THE GDPR INFORMATION CLAUSE

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (Journal of Laws of the EU L 119/1 of 4 May 2016), hereinafter referred to as “GDPR”, the Warsaw University of Technology hereby informs that:

- 1) The Administrator of your data is the Warsaw University of Technology with its registered seat at pl. Politechniki 1, 00-661 Warszawa.
- 2) The Administrator has appointed a Data Protection Officer (IOD) in his/her field to supervise the correctness of data processing. He or she can be contacted at the following e-mail address: iod@pw.edu.pl;
- 3) The Administrator will process personal data to the extent of the data contained in the application for a project and in the final report on the project implementation.
- 4) The Administrator will process your personal data included in the application until the completion of the “Grant for a Prototype” programme, including the acceptance of the report on the programme implementation by the supervising body.
- 5) The Administrator will process your personal data to implement funding of your participation as part of the “Grant for a Prototype” programme – the basis for processing your data is Article 6 section 1 point f) of the GDPR.
- 6) The Warsaw University of Technology has no intention of transferring your data outside the European Economic Area.
- 7) You have the right of access to the content of your personal data and the right of correction, the right to request deletion, restriction of processing, and the right to object to the processing of your data. Since the prerequisite for the processing of personal data is not consent, you do not have the right to data portability.
- 8) Your personal data will not be made available to other entities (administrators), except for entities authorised based on the law.
- 9) Your personal data may be accessed by entities (processing entities) to whom the Warsaw University of Technology subcontracts activities that may involve the processing of personal data.
- 10) The Warsaw University of Technology shall not use automated decision-making in relation to you, including profiling.
- 11) The provision of your personal data is voluntary; however, failure to do so will prevent you from participating in the “Grant for a Prototype” programme.
- 12) You have the right to lodge a complaint with the supervisory authority - the Polish Data Protection Commissioner - if you consider that the processing of your personal data violates the provisions of the GDPR.

Application for the “Grant for a Prototype” for the staff of the Warsaw University of Technology				
1. Applicant (degree/ academic title, first name and surname)				
2. Contact data (phone number, e-mail)				
3. Faculty/Institute of WUT				
4. Description of the prototype including the justification for planned expenses				
5. Planned actions as part of the “Grant for a Prototype”				
No.	Action	Aim of action		Implementation deadline
6. Grant cost estimate				
No.	Planned costs	2024	2025	Total
I.	Total direct costs	0.00	0.00	0.00
1	Materials	0.00	0.00	0.00
2	Third-party services	0.00	0.00	0.00
3	Other direct costs	0.00	0.00	0.00
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00
Date and signature of Applicant:				
..... <i>Bursar's representative</i>	 <i>head of unit</i>		

Criteria	Evaluation
The application meets the formal conditions of the regulations.	Yes/No
The technology proposed for development is at min. TRL 3 level.	Yes/No
Team attendance during the implemented pre-incubation programme is min. 70%.	Yes/No
There is willingness to establish a spin-off company with the Warsaw University of Technology.	Yes/No
The rights to the developed technology will be fully or partially transferred to the Warsaw University of Technology.	Yes/No
The recommendation from the ININ pre-incubation implementation team.	Positive/Negative

Decision of the Director of the Innovations Centre Centrum on awarding the grant.

Positive

Negative

.....
Date

.....
Signature of director of CINN

Final report on the “Grant for a Prototype”

1. Applicant (degree/ academic title, first name and surname)

2. Number of decisions awarding the grant

3. Description of performed work

4. Statement of planned and incurred costs

Cost category	2024	2025	Total	
	incurred	incurred	planned	incurred
I. Total planned costs				
1. Materials				
2. Third-part services				
3. Other direct costs				
II. Indirect costs (15%)				
III. Total costs				

Date and signature of Applicant:

.....
Bursar's representative

.....
head of unit

COOPERATION AGREEMENT.....

concluded on in Warsaw (hereinafter “**Agreement**”) by:

Innovations Centre of the Warsaw University of Technology represented by:

..... Director of Innovations Centre hereinafter referred to as “**CINN**”.

and

«*Name_of_unit*», represented by: «*head_of_unit*» – «*function_of_head_of_unit*»,

hereinafter referred to as “**Implementing Unit**”,

hereinafter referred to as “**Parties**” in this Agreement.

§ 1

The subject matter of the Agreement is the Parties’ co-participation in the development of a prototype business project taking part in the Pre-Incubation Programme (the “Grant for a Prototype” programme) implemented under the Accelerator PW, WUT Strategy Action R5.1//IDUB D.5 of the “Excellence Initiative - Research University” programme.

§ 2

1. The parties shall perform the assigned tasks in the implementation of the grant «grant description» as part of the “Grant for a Prototype” in accordance with the Application for the “Grant for a Prototype” attached as Annex No. 1 to the Agreement.
2. The persons responsible for conducting the tasks specified in the Agreement on Cooperation and supervising the implementation of the project in their units shall be as follows:
 - a) at CINN – –
 - b) at – –
3. CINN shall be the leading unit.

§ 3

1. The total grant budget shall amount to PLN (in words PLN:00/100).
2. A detailed cost estimate for the grant is specified in the application for the “Grant for a Prototype”, which constitutes Annex No. 1 to the Regulations for the “Grant for a Prototype” Programme.
3. The parties shall bear responsibility for the proper and timely performance of their tasks and for the proper expenditure of funds.
4. Each Party is responsible for the preparation of the documentation necessary to perform the assigned tasks.

§ 4

1. CINN shall:
 - 1) systematically monitor the implementation of the “Grant for Prototype” programme;
 - 2) gather information on the status of programme implementation from implementing units;
 - 3) organise sessions and meetings necessary for the proper co-implementation of the “Grant for a Prototype”.
2. The Implementing Unit shall:
 - 1) maintain documentation relating to the implementation of the grant;
 - 2) respect the timely and correct implementation of the material and financial timetable of the grant;
 - 3) expend funds as part of the grant in compliance with the application for the “Grant for Prototype”;
 - 4) participate in meetings and arrangements related to the performance of tasks under the programme;
 - 5) keep separate accounting records for the grant costs in specially designated orders, the entries of which will be the basis for charging the CINN with an internal note in accordance with the

principles specified by the WUT Bursar in the letter KK-453/2020 of 25 August 2020, with an attached photocopy of the source documents;

- 6) store and archive grant-related documentation in the unit in accordance with the internal regulations of WUT;
- 7) perform any duties arising from the application for the “Grant for a Prototype”;
- 8) prepare a final report on the grant in compliance with Annex No. 2 to the Regulations for the “Grant for a Prototype” programme.

§ 5

1. This Agreement has been executed in two counterparts, one for each of the Parties.
2. Any amendments to the agreement must be made in writing, otherwise, they are null and void.
3. Any disputes that may arise during the implementation of the agreement shall be resolved amicably and, if no agreement can be reached, shall be resolved by the Vice-Rector for Development.
4. This Agreement shall enter into force with effect from to

Annex: Application for the “Grant for a Prototype”

Implementing Unit

Innovations Centre

.....
(stamp of unit)

.....
(stamp of unit)

.....
(stamp and signature of head of unit)

.....
(stamp and signature of Director of CINN)

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(stamp and signature of Bursar’s representative)

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(stamp and signature of Bursar’s representative)

.....
(stamp and signature of Applicant)

.....
(signature of Head of ININ)