

WARSAW UNIVERSITY OF TECHNOLOGY

Resolution No.1/2022

of the Scientific Council of Research Centre of Priority Research Area Photonic Technologies  
of 29 March 2022

on the announcement of the first edition of the DEMO-Center competition as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology

Under §7 section 2 items 2 and 3, in connection with §4 section 2 item 6 of the Regulations of Research Centres for Priority Research Areas (POB) of the Warsaw University of Technology, constituting an appendix to WUT Rector’s Regulation No. 38/2020 of 26 February 2020 on establishing Research Centres for Priority Research Areas (POB), it is resolved as follows:

§ 1

1. We hereby announce the first edition of the DEMO-Center competition as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology.
2. The competition mentioned in section 1 shall be implemented in compliance with the principles specified in the Regulations in Appendix No. 1 to this Resolution.
3. The closing date for applications is 29 April 2022.
4. The maximum implementation time for a research project is 24 months, from 1 June 2022 to 31 May 2023.

§ 2

The Resolution enters into force upon adoption.

Secretary of the Scientific Council of  
Research Centre POB

Chairperson of the Scientific Council  
of Research Centre POB

.....

.....

**REGULATIONS FOR THE FIRST EDITION OF THE DEMO-CENTER  
COMPETITION  
OF RESEARCH CENTRE POB PHOTONIC TECHNOLOGIES**

§ 1

1. The DEMO-Center competition is launched as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology (hereinafter referred to as “the IDUB programme”).
2. The first edition of the DEMO-Center competition principally aims to support preparatory work for the implementation of Demo-Center-style courses and training cycles within the PhotonHub Europe project.
3. The budget of the DEMO-Center competition shall amount to PLN 60,000, and a maximum budget of one research project shall amount to PLN 30,000.
4. The head of the project and the research project implementors shall deliver a minimum of one presentation of technology per year in the international forum and a minimum of two presentations of technology per year in the domestic market.
5. The topics of DEMO-Center projects shall refer to the technology demonstrators in the field of photonics and its broadly defined applications.

§ 2

1. The applicant/head of the project shall be an employee employed at the Warsaw University of Technology as a place of primary employment, excluding the members of the Scientific Council CB POB Photonics Technologies. Submitting a declaration on the assigned N number by the head of the project shall be a prerequisite for heading the project.
2. The applicant must not be a person who was in charge of and completed the implementation of a research project within the IDUB programme, failing to achieve the anticipated outcomes.
3. The applicant may submit only one application in one edition of the Competition.
4. The application and the timetable prepared in compliance with the template in Appendix No. 1 to these Regulations shall be submitted electronically through an online form available on the website [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl).

§ 3

1. Applications shall be evaluated by the Scientific Council CB POB Photonics Technologies or reviewers selected by the Chairperson of the Scientific Council CB POB.
2. For the evaluation of the application, the Chairperson of the Scientific Council CB POB shall select at least two reviewers from among the members of the Scientific Council or non-members.
3. The reviewers shall be selected to avoid the conflict of interests and ensure an objective and unbiased evaluation.

4. The reviewers shall not be in a legal or factual relationship with the head of the project and the researchers, which may raise a reasonable doubt about the unbiased evaluation.
5. The reviewers' names must not be disclosed to the head of the project and the implementers of the research project.
6. Evaluation criteria for the application include:
  - 1) substantive/academic value of the project, including innovation and competitiveness (40% of the evaluation)
  - 2) justification for the significance of DEMO-Center for the development of photonic technologies in the country (30% of the evaluation)
  - 3) quality and technological readiness (condition for technological readiness level (TRL)>4) of the presented systems and technologies (30%)
7. The Head of the Management Team of the "Excellence Initiative – Research University" programme, hereinafter referred to as "the Head of IDUB Project" shall approve the final list of the applications eligible for funding.
8. The lists of applications declared as eligible for funding (including the applicant's name and surname, applicant's faculty, the project title, and the amount of funding) shall be published on the website [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl) until 17 May 2022.

#### § 4

1. The principles for using funding awarded for the project implementation, compliant with the submitted application, are specified in Appendix No. 2 to the Regulations.
2. The prerequisite for the project implementation shall be an agreement concluded in accordance with the template included in Appendix No. 3 to these Regulations. Additionally, the unit where the head of the project is employed shall become the implementing unit.
3. The IDUB Project Office shall prepare agreements with the units.

#### § 5

1. The final report prepared in accordance with the template in Appendix No. 4 to these Regulations shall be submitted to the Head of CB POB Photonic Technologies through the IDUB Project Office within 2 months of the completion day of the project.
2. The project implementation shall be evaluated by the competition committee appointed by the Scientific Council of CB POB Photonic Technologies. The committee shall include at least half of the members of the Scientific Council of CB POB Photonic Technologies. The result of the evaluation shall be included in a record, in accordance with the template in Appendix No. 5 to these Regulations.
3. When the need arises and upon the request of the Head of the IDUB Management Team, projects may undergo an ad-hoc inspection which involves submitting additional explanations/reports on the factual or financial compliance of the implementation with the submitted application for funding and the provisions set forth in the Agreement on the project implementation.
4. Failure to achieve the declared project outcomes shall prevent its head from applying for projects in subsequent editions of competitions in all CB POBs within the IDUB project. Application for project funding shall only be possible if the outcomes declared in the previously implemented project have been achieved.
5. All matters not regulated herein shall be settled by the Vice-Rector for Development.

§ 6

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

- 1) The Administrator of your personal data is the Warsaw University of Technology with its registered seat at pl. Politechniki 1, 00-661 Warszawa.
- 2) The data administrator has appointed an Inspector for Data Protection (IOD - Inspektor Ochrony Danych) who ensures that the data is processed lawfully and can be contacted via email: iod@pw.edu.pl.
- 3) The administrator shall process the personal data for the purpose of participation in the DEMO-Center competition, and if you are deemed eligible – for the purpose of the implementation of the tasks specified in this programme – under Article 6 section 1 point e of GDPR.
- 4) The administrator shall process your personal data in the event of:
  - a) the participation in the DEMO-Center competition – your first name and surname, title/academic degree, country of origin, position, place of employment, represented discipline
  - b) the participation in the DEMO-Center competition - your first name and surname, title/academic degree, country of origin, position, place of employment, represented discipline, and data included in the final report
- 5) The Warsaw University of Technology shall not transfer your data outside the European Economic Area.
- 6) You shall have the right to access your personal data and the right to request correction and deletion, limitation of or object to processing your data. Since the data is not processed based on your consent, you shall not have the right to transfer your personal data.
- 7) Your personal data shall not be disclosed to any other entities (administrators) except for the entitled ones, in compliance with generally applicable laws.
- 8) Entities (processing entities) commissioned by the Warsaw University of Technology to perform actions that may relate to personal data processing may have access to your personal data.
- 9) The Warsaw University of Technology shall not subject you to automated decision-making, including your profiling.
- 10) You provide your personal data voluntarily. Nevertheless, failure to do so renders participation in the DEMO-Center competition impossible (if you are deemed eligible).
- 11) Your personal data shall be processed in the event of:
  - a) the participation in the DEMO-Center competition – for the period of the IDUB programme implementation and the period required to secure any possible claims.
  - b) the participation in the DEMO-Center competition - for the period of the IDUB programme implementation and for the purposes of perpetual archiving.
- 12) If you think your data protection rights have been breached, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.

**Application for a research project within the first edition of the DEMO-Center competition**

**1. KEY DATA**

- 1) Data of the applicant (head of the project):  
Name, surname, title/academic degree, position, place of employment, represented scientific discipline in which the applicant is assigned to the N number
- 2) Research team:
  - a) List of chief implementers' names (name, surname, title/academic degree, position, place of employment, represented scientific discipline)
  - b) information on the number of other implementers including their status (e.g. doctoral students - 3)
- 3) title **DEMO-Center**: in Polish and English
- 4) project summary in Polish (up to 400 words)
- 5) project summary (up to 400 words)

**2. PROJECT DESCRIPTION**

- 1) Substantive description:  
(including proof of compliance with the thematic scope of the competition, up to 1 page, font size 11)
- 2) Justification for the creation of DEMO-Center and its significance for the industry (up to 1 page, font size 11)
- 3) The project will be/will not be implemented\* as part of international or inter-institute\* collaboration. (\*delete as appropriate)  
If yes – please include a justification for the project implementation between the units. A short description of the character/essence of collaboration between the units (up to half of a page)
- 4) Declaration on the measurable outcomes of the project implementation  
(*outcomes must be **achieved during the grant period***)

No.	Type of outcome	Declared value *	Comments
1	Number of presentations of technologies per year in a domestic forum		
2	Number of presentations of technologies per year in an international forum		

\*a minimum of one presentation of technologies in an international forum and a minimum of two presentations of technologies in a domestic market

**I declare that the research planned in the application is not and has not been financed from other sources. If funding is awarded, by submitting this application I shall automatically consent to disclose the name and surname of the head of the project and the project title to the public in the information on the competition and its results**

**3. APPLICANT'S DECLARATIONS**

- 1) I declare that I am employed at the Warsaw University of Technology as a primary workplace.

- 2) I declare that I have submitted a declaration on the assignment to the N number at the Warsaw University Technology.
- 3) I declare that I have submitted only one application in the first edition of the **DEMO-Center** competition.



## **PRINCIPLES FOR FUNDING IN CB POB PROJECTS**

1. Funding awarded to the project may be spent on:
  - 1) Research equipment
  - 2) Remuneration:
    - a) Remuneration of the project implementers employed by the Warsaw University of Technology may be paid under the contract of employment or as additional remuneration for project work paid on an hourly basis or as a lump sum, in compliance with the Remuneration Regulations at the Warsaw University of Technology.
    - b) Remuneration of the project implementers not employed by the Warsaw University of Technology, including students and doctoral students, shall be paid under a civil-law agreement.
  - 3) Other costs:
    - a) Materials and reagents, small laboratory equipment, external services, etc.
    - b) Costs of proofreading and publication of the research results by a renowned publishing house or journal
    - c) Conference attendance (solely related to the presentation of the results) and short study visits (up to 7 days) in national and foreign centres
    - d) Other costs justified by the project scope
2. The monthly amount of total remuneration paid in all implemented projects within all current editions of CB POB competitions may not exceed PLN 2,500 gross per implementer (including no more than PLN 2,000 as part of one project) and PLN 3,000 for the head of the project. If remuneration in the project is variable, the monthly remuneration shall be an average value from the total period of the research project implementation.
3. Indirect costs amount to 15% of direct costs and shall be divided into 5% of general costs and 10% of faculty costs, in compliance with Regulation 12/2019 of WUT Rector on the principles, methodology, and indices used in settling general and faculty costs at the Warsaw University of Technology, excluding the equipment with an individual value exceeding PLN 10,000.
4. Changes to the estimated project costs:
  - 1) In the event of changing the costs in the categories of the estimated project costs, the amount of the awarded funding may not increase.
  - 2) No funding transfers between the categories may breach the limits in individual categories set forth in the Regulations of the competition (if applicable)
  - 3) Funding transfers between cost categories specified in the application amounting up to a total of 15% of "Total direct costs", as compared to the primary amount specified in the estimated costs, shall not require the consent of the head of CB POB.
  - 4) Funding transfers between annual periods shall not require the consent of the Head of CB POB.
  - 5) Changes that do not require the consent of the Head of CB POB shall be reported to the IDUB Project Office in writing or in an electronic format.
  - 6) Funding transfers between cost categories specified in the application amounting to over a total of 15% of "Total direct costs", as compared to the primary amount specified in the estimated costs, shall require the consent of the Head of CB POB and concluding an annex to the Agreement on the scope of estimated project costs constituting Appendix No. 2 to the Agreement.
5. In the case of inter-faculty/inter-institute projects in which the funding shall be distributed between appropriate implementing units, estimated costs including costs of the whole project as distributed between the units shall be attached to the application for a research project (Table 1a):
  - 1) Project costs within internal subcontracting shall be recorded in accounting books in specially separated orders.
  - 2) Orders in the SAP system shall be created pursuant to an internal agreement signed between the applicant's parent unit, which has been granted funding for the project implementation, and the unit responsible for the partial implementation of the tasks.



**AGREEMENT No.** (number given by the IDUB Project Office)  
**on the implementation of research projects selected in the first edition of the DEMO-Center competition announced by the Scientific Council of the Research Centre POB Photonic Technologies funded within the “Excellence Initiative: Research University” programme implemented at the Warsaw University of Technology**

concluded on (date) ..... by:

*Professor Małgorzata Lewandowska, PhD, DSc* – **Head of Management Team for “Excellence Initiative: Research University” Project at the Warsaw University of Technology**, hereinafter referred to as “Head of IDUB”

and

«Name of unit », represented by:

«Head of unit \_ » - «Function of the head of unit \_ », hereinafter referred to as “Implementing unit”.

1. Head of IDUB shall transfer the funding amounting to « Total \_ amount » of PLN (in words: «Amount\_in words») to the implementing unit for the implementation of research projects selected in the first edition of the competition «Name of competition» announced by the Scientific Council of Research Centre POB Photonic Technologies in compliance with the list in Appendix No. 1 to the Agreement.
2. The implementing unit shall conduct the work specified in the applications for the competition, which constitute an integral part of the Agreement, in compliance with:
  - 1) Generally applicable laws
  - 2) Provisions of this Agreement
  - 3) Principles set forth in the competition documentation including the conditions of the competition «Name of competition»
  - 4) The information included in the application for a research project as part of the first edition of the **DEMO-Center** competition organized by CB POB Photonic Technologies
  - 5) Internal regulations applicable at the Warsaw University of Technology
3. The parties set ..... 2022 as the day of commencing the implementation of the project/ projects and the maximum time for the implementation of the project/projects may not exceed 12 months, i.e. .... 2023. The implementation period and the completion date for individual projects under this Agreement are specified in Appendix No. 1 to the Agreement.
4. Estimated project costs under this Agreement are specified in Appendix No. 2 to the Agreement.
5. Funding awarded for the project implementation shall be at the disposal of the head of the implementing unit in agreement with the head of the project.
6. The implementing unit shall share the assets of the unit indispensable for the project implementation and shall provide administrative and accounting services for the project implementation by the administration of the unit.
7. The implementing unit shall maintain separate accounting records for the project, in compliance with the principles specified by the WUT Bursar in Regulation 290/KK/2020 of 20 May 2020 and KK-453/2020 of 25 August 2020.
8. Funding transferred to the implementing unit and not used until «Completion\_date» shall be returned to the disposal of the Head of IDUB.

9. Transfer and receipt of the implementation outcomes shall be conducted by a committee appointed by the Scientific Council of Research Centre POB «Name of POB» in a manner specified by the Regulations of the competition.
10. Changes to the provisions of this Agreement shall require concluding an annex in writing.
11. Appendices to the Agreement are integral parts of this Agreement.
12. The Agreement has been executed in two counterparts, one for each Party.

**Appendices:**

- 1) A list of research projects recommended for funding
- 2) Estimated project costs: .....
- 3) Applications for a research project in the first edition of the **DEMO-Center** competition CB POB Photonic Technologies

***Head of IDUB***

***Implementing unit***

.....  
(stamp of IDUB Project Office)

.....  
(stamp of unit)

.....  
(stamp and signature of Head of IDUB)

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

.....  
(stamp and signature of Bursar's Proxy)

.....  
(stamp and signature of Bursar's Proxy)

**A list of projects eligible for funding (under the Agreement)**

<b>No.</b>	<b>Applicant (title/degree first name and surname)</b>	<b>Faculty/Institute</b>	<b>Project title</b>	<b>Budget</b>	<b>Implementation time (in months)</b>	<b>Date of project completion</b>
1.						
2.						

.....  
stamp and signature of Head of CB  
POB

**PROJECT COST ESTIMATE**

*(distribution between units in the case of inter-faculty/inter-institute projects)*

**title:** .....

headed by: .....

No.	Estimated costs	2022	2023	Total
<b>I.</b>	<b>Total direct costs</b>	0.00	0.00	0.00
1	Equipment	0.00	0.00	0.00
	including			
	with a value from PLN 3,500 to 10,000			
	with a value above PLN 10,000			
2	Remuneration and related items			
3	Other direct costs			
<b>II.</b>	<b>Indirect costs (15%)</b>	0.00	0.00	0.00
<b>III.</b>	<b>Total costs</b>	0.00	0.00	0.00

**Head of IDUB**

**Implementing unit**

.....  
*(stamp and signature of Head of IDUB)*

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

.....  
*(stamp and signature of Bursar's Proxy)*

.....  
*(stamp and signature of Bursar's Proxy)*

**Declaration of the head of the project**

I hereby oblige myself to implement the project in compliance with the description and timetable presented in the submitted application for a research project, constituting an integral part of this Agreement, the aforementioned estimated project costs, and other provisions of this Agreement.

.....  
*(signature of the head of the project)*

**TEMPLATE FOR FINAL REPORT on the implementation of a research project proposed  
in the first edition of the DEMO-Center competition organized by  
Research Centre POB Photonic Technologies  
of the Warsaw University of Technology**

titled: .....

headed by: .....

1. A synthetic description of the performed research work, including:
  - 1) Research objective
  - 2) Description of the conducted work (up to 1 page, font size min. 11)
  
2. Names of project implementers:

<b>Implementer</b> (name and surname of implementer, title/academic degree, position, place of employment)	<b>SAP Number</b>
1.	
2.	
3.	

.....  
(date and signature of head of project)

.....  
(stamp and signature of Bursar's Proxy)

\*delete as appropriate

**RECORD OF RECEIPT AND EVALUATION OF THE DEMO-Center PROJECT**

titled: .....

headed by: .....

Estimated costs: PLN ....., Incurred costs: PLN.....

Committee:

Chairperson: .....

Members:

1. ....

2. ....

3. ....

The evaluation committee states that the project:  
has been properly/partially/improperly \* implemented

Committee's comments:

Date ..... and committee's signatures:

Chairperson: .....

Members:

1. ....

2. ....

3. ....

Date ..... and signature of head of project: .....

**Appendices:** Final report on the project implementation