



Annex to Resolution No. 5/2023  
of the Scientific Council of the Research  
Centre for the Priority Research Area  
Photonic Technologies

## **Regulations for the Scientific Breakthrough - 1 competition of the Research Centre for POB Photonic Technologies**

### § 1

1. The Scientific Council of the Research Centre for POB Photonic Technologies announces the Scientific Breakthrough - 1 competition for research projects.
2. The budget of the Scientific Breakthrough - 1 competition is PLN 1,000,000, and the maximum budget for one research project is PLN 500,000.
3. The main goal of the Scientific Breakthrough - 1 research projects is to develop key photonic technologies facilitating research at the top world-class level and allowing one to achieve a leading role both in Poland and in Europe.
4. The head of the project and the research project implementers shall declare and achieve significant outcomes (corresponding to IDUB project indices) in at least the first two pathways listed below:
  - 1) publication of papers in scientific journals from the upper decile according to the CiteScore of the Scopus database in accordance with the list published in the announcement of the competition (obligatory, decile I);
  - 2) submission of an application for external funding, which has passed at least a formal evaluation and obtained a number of substantive evaluation points above the cut-off level under the international programme, for an amount at least twice as high as the funds obtained under the POB grant;
  - 3) international patent application;
  - 4) establishing or developing cooperation with leading foreign universities and/or scientific institutions culminating in the submission of a research application and/or scientific publications as part of international cooperation;
  - 5) establishing cooperation with industrial partners completed with obtaining funding for research in the amount of at least twice as high as the budget of the research project.
5. The topics of Scientific Breakthrough - 1 shall concern research in the field of photonics or related issues, fitting into the area of activity of POB Photonic Technologies. Nevertheless, this does not exclude more than one area of POB.

### § 2

1. The maximum project implementation time shall be 24 months, from 1 November 2023 to 31 October 2025, subject to section 2.
2. The maximum project implementation time may be extended for a period no longer than 2 months (up to 31 December 2025) based on a justified request of the head of the project. Applications for extension of the project shall be submitted to the IDUB Office by 30 November 2025.



3. The applicant/head of the project must be a staff member employed at the Warsaw University of Technology as the primary place of work. A prerequisite is to submit the declaration on the assignment to the N number by the head of the project at the Warsaw University of Technology.
4. The applicant/head of the project may not be the head of the project which has obtained funding in any competitions of the Research Centres for POB, hereinafter referred to as “CB POB” and on the day of submitting the application did not complete and did not settle the awarded grant, achieving the declared outcomes.
5. An applicant may submit only one application for funding for the Scientific Breakthrough research project.
6. The application prepared according to the template constituting Annex No. 1 to the Regulations shall be submitted in an electronic version via the online form available on the website [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl).
7. The closing date for applications shall be 15 September 2023.

### § 3

1. Applications shall be evaluated by the Scientific Council of CB POB Photonic Technologies and reviewers indicated by the Chairperson of the Scientific Council of CB POB Photonic Technologies.
2. The Chairman of the Scientific Council of the CB POB shall appoint at least two reviewers to evaluate the application from the members of the Scientific Council or outside the Council.
3. Reviewers of applications shall be selected to avoid conflicts of interest and to ensure the objectivity and impartiality of the evaluation.
4. Reviewers may not be in such a legal or factual relationship with the head of the project and implementers that it may raise reasonable doubts about the impartiality of these persons.
5. The names of reviewers may not be disclosed to the head and the implementers of the research project.
6. The criteria for the application evaluation include:
  - 1) innovativeness and scientific value of the project in the research areas of POB Photonic Technologies mentioned in § 1 section 5 (up to and including 40 points);
  - 2) the quality of the research plan and the possibility of achieving measurable outcomes of the IDUB project defined in § 1 section 4 (up to and including 20 points);
  - 3) the integration of research teams from various units of the Warsaw University of Technology and as part of international cooperation - inter-faculty or inter-institute application or under international cooperation (up to and including 10 points);
  - 4) the scientific output of the head and chief implementers of the project (up to and including 20 points);
  - 5) the justifiability of the planned costs of project implementation (up to and including 10 points).
7. The evaluation of the application shall consist of two stages:
  - 1) The first stage consists of evaluating each application by at least two reviewers. The highest rated applications are forwarded to the second stage (the average score of two reviews expressed by the natural number of points is considered), and their total budget may not exceed the double amount of the competition budget specified in § 1 section 2. The applicants shall be immediately informed whether the application qualifies or not for the second stage of evaluation.



- 2) the second stage involves agreeing by the Scientific Council of CB POB Photonic Technologies on the final evaluation (according to the criteria and scores from section 3) and preparation of the ranking. At this stage, the Scientific Council of CB POB Photonic Technologies may decide on the form of a seminar presentation of applications before their final evaluation.
8. Applications with the highest scores whose total budget does not exceed the pool allocated to the competition in accordance with § 1 section 2 shall be financed.
9. The lists of applications eligible for funding (including the applicant's name, faculty from which the applicant comes, the title of the project, and the amount of the grant) will be published on the website [www.badawcza.pw.edu.pl](http://www.badawcza.pw.edu.pl) by 15 October 2023. Additionally, a cut-off point shall be given for applications that have not obtained funding.
10. Reviews of applications shall be sent after the evaluation process of all applications to applicants whose applications have not obtained funding. Reviews of applications that are eligible for funding shall be made available upon written request of applicants.

#### § 4

1. The rules for the use of funds allocated for the implementation of the project according to the submitted application are set out in Annex No. 2 to these Regulations.
2. The condition for commencing the implementation of the project is to sign the Agreement according to the template in Annex No. 3 to the Regulations, and the unit in which the head of the project is employed shall become the Implementing Unit.
3. Agreements with units shall be prepared by the IDUB Project Office.

#### § 5

1. The implementation of the project shall undergo mid-term evaluation based on the submitted intermediate report according to the template in Annex No. 4 to the Regulations and the presentation of the results achieved at a seminar organised by CP POB Photonic Technologies after 12 months from the commencement of the project.
2. The final report based on the template in Annex No. 4 to the Regulations must be submitted to the head of CB POB Photonic Technologies through the IDUB Project Office within 2 months of the completion of the project.
3. The implementation of the project shall be evaluated by a committee appointed by the Scientific Council of CB POB Photonic Technologies. At least half of the members of the Committee shall be members of the Scientific Council of POB Photonic Technologies. The result of the evaluation shall be included in the record based on the template in Annex No. 5 to the Regulations.
4. When the need arises and in consultation with the Head of IDUB, projects may be subject to ad hoc control at the request of the head of CB POB, consisting in submitting additional explanations/reports regarding the compliance of the material or financial side with the application approved for co-financing and the conditions described in the agreement for the implementation of the project.
5. Employees, doctoral students, and students at PW shall use the affiliation with *Warsaw University of Technology*:
  - 1) All publications, presentations, and conference reports prepared as part of the project shall be signed as follows: *Research was funded by (POB Photonics) of Warsaw University of Technology within the Excellence Initiative: Research University (IDUB) programme.*



or

- 2) *Badania były finansowane z przez (POB Technologie fotoniczne) ze środków Politechniki Warszawskiej w ramach Programu Inicjatywa Doskonałości – Uczelnia Badawcza (IDUB).*
6. Failure to achieve the assumed outcomes of the project shall prevent the head of the project from applying for projects within all subsequent competitions of all CB POB as part of the IDUB project. Application for project funding shall be possible only after achieving the outcomes declared in the previously implemented project.
7. All matters unregulated 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 concerning 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 Warsaw.
- 2) The administrator has appointed the Inspector for Data Protection (IOD - Inspektor Ochrony Danych), who ensures that the data are processed lawfully, and can be contacted via email: [iod@pw.edu.pl](mailto:iod@pw.edu.pl): [iod@pw.edu.pl](mailto:iod@pw.edu.pl).
- 3) The administrator shall process the personal data included in the application for the project and intermediate and final reports on the project implementation.
- 4) Your personal data shall be processed by the administrator to realise the 04/IDUB/2019/94 agreement concluded on 30 December 2019 – under Article 6 section 1 point b) of GDPR.
- 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, the right to request the correction or deletion of the data, the right to request a restriction to process your personal data, and object to processing your data. Since the data are not processed based on your consent, the right to data portability does not apply.
- 7) Your personal data shall not be disclosed to any other entities (administrators) except for the entities entitled, 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 shall provide your personal data voluntarily. Nevertheless, failure to do so renders it impossible to obtain funding for a research grant as part of CB POB competitions.
- 11) Your personal data shall be processed for the period compliant with the “A” archive category of the documentation.
- 12) If you think your data protection rights as specified in GDPR have been violated, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.



**Application for the Scientific Breakthrough – 1 research project  
as part of CB POB Photonic Technologies**

**A. KEY DATA**

1. Personal data of the applicant (head of the project)
  - *First name, surname, academic title/degree, position, place of employment, represented scientific discipline in which the applicant is assigned to the N number*
2. Research team members
  - a. Names of key implementers
    - *(First name, surname, academic title/degree, position, place of employment, represented scientific discipline)*
  - b. Information about other implementers including their status (e.g. doctoral students - 3 persons)
3. Project title: *in Polish and English*
4. Project summary in Polish (*up to 400 words*):
5. Project summary (*up to 400 words*):

**B. PROJECT DESCRIPTION**

1. Substantive description:  
*(including demonstrating the compliance of the thematic scope of the competition, elements of scientific novelty, and innovation – up to 6 pages, font 11)*
2. A declaration of measurable outcomes of the research project implementation

No.	Type of outcome	Declared value	Comments (e.g. a succinct description of the nature of the outcome, including patents, implementations, etc., information on the type and number of publications, planned journals, type, and date of the competition in which the grant application will be submitted)
1	A declared number of published papers in scientific journals from the upper decile according to the CiteScore of the Scopus database (with the paper at least approved for printing as the requirement)		
	including international cooperation		
2	Obtaining external research funding (submitted applications for external funding which have passed at least a formal evaluation, for the amount at least twice as high as the funding obtained as part of the grant)		
	including as part of international projects (i.e.: - with a foreign source of funding, e.g. within the EU, NATO programmes, etc., or - with a Polish source of funding but the project is implemented in cooperation with a foreign partner, who simultaneously obtains the funding in their country, i.e. NCBR or NCN international programmes.)		
3	Other outcomes		



3. The scientific output of the head and implementers of the project
  - 3.1 Data of the head for the years 2018-2023 (up to 1 page), including:
    - Information on the course of the academic career;
    - A list of best publications, up to 5;
    - A list of currently implemented projects, indicating the functions performed in the projects;
    - A list of completed projects in which the applicant is the head;
    - A list of foreign internships (more than 1 month);
    - Other important achievements of the head of the project\*, e.g. functions performed as part of multi-centre projects.
  - 3.2. Short scientific characteristics of key project implementers (up to ½ pages per person).
4. The project shall be/shall not be implemented\* as part of inter-faculty or inter-institute cooperation. (*\*delete as appropriate*)
  - If yes – justification for the project implementation by units. A short description of the character/nature of the cooperation between units (up to ½ pages).
5. The project shall be/shall not be implemented\* as part of international cooperation (*\*delete as appropriate*)
  - If yes – a short description of a foreign unit and the character/nature of the cooperation between units (up to ½ pages).
6. Information on possible ethical issues arising in planned research.

**I declare that the research planned in the application is not and has not been financed from other sources.**

**By submitting this application, I accept that if the funding is granted, the name and surname of the head of the project, as well as the project title and the amount of the awarded funding will be published in the information on the competition and its results.**

### **C. CONFLICT OF INTEREST**

Please exclude from the evaluation process the following persons, including members of the Scientific Council of POB Photonic Technologies:

**The timetable and cost estimate of the project (according to the template in Table 1) including the justification for the direct costs of the project (Excel with automatic surcharge calculation)**

#### **Project timetable**

Table 1: Project cost estimate (if financed in one unit)

No.	Planned costs	2024	2025	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 PLN 10,000			
	with a value above PLN 10,000			
2	Remuneration with 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

*Justification for costs*





### **Principles of financing projects of CB POB Photonic Technologies**

1. The funds allocated to the project may be used for:
  - 1) Research equipment
  - 2) Remuneration:
    - a) remuneration of project implementers who are employees of the Warsaw University of Technology may be paid under an employment contract or based allowances for project work calculated on an hourly basis or in a lump sum, in accordance with the Remuneration Regulations in force at the Warsaw University of Technology,
    - b) remuneration of implementers who are not employees of the Warsaw University of Technology, including students and doctoral students, are paid under civil law contracts,
    - c) the monthly limit of remuneration collected in total from all projects implemented under all currently ongoing CB POB competitions may not exceed PLN 2,500 gross per implementer (including no more than PLN 2,000 per project) and PLN 3,000 for the head of the project. If the remuneration in the project is variable, the monthly remuneration shall be taken as the average value over the entire period of the research project implementation.
  - 3) Other costs:
    - a) materials and reagents, small laboratory equipment, external services, etc.,
    - b) costs of proofreading and publication of research results in a renowned publishing house or journal,
    - c) trips to conferences (only related to the presentation of results) and several-day (up to 7 days) study visits in Polish and foreign centres,
    - d) other costs justified by the scope of the project.
2. Indirect costs shall amount to 15% of direct costs, divided into 5% of general costs and 10% of faculty costs in compliance with Regulation No. 22/2020 of the Rector of the Warsaw University of Technology, excluding equipment with a unit value exceeding PLN 10,000.
3. Changes in the scope of project cost estimate:
  - 1) If it is necessary to change costs in terms of the project cost estimate, the amount of funding granted may not be increased.
  - 2) Any transfer of funds between categories must not affect the limits of the value of individual categories introduced in the competition regulations (if applicable).
  - 3) Transfers of funds between cost categories planned in the application and amounting to a total of 15% of "Total direct costs", as compared to the original value indicated in the cost estimate shall not require the consent of the head of CB POB.
  - 4) Transfers of funds between annual periods shall not require the consent of the head of CB POB.
  - 5) The IDUB Project Office shall be notified in writing or electronically about changes that do not require the consent of the head of CB POB.
  - 6) Transfer of funds between the cost categories planned in the application, exceeding the total amount of 15% of "Total direct costs", as compared to the original value indicated in the cost estimate shall require the consent of the head of CB POB and the conclusion of an annex to the agreement on the cost estimate of the project constituting Annex No. 2 to the Agreement.
4. Rules for transfers of funds between units for inter-faculty/inter-institute projects:
  - 1) In the case of inter-faculty/inter-institute projects in which funds are to be distributed among the relevant implementing units, a cost estimate covering the expenditure of the entire project broken down by unit shall be attached to the application for a research project.
  - 2) Accounting records of project costs as part of internal subcontracting shall be kept in specially separated orders.
  - 3) The basis for creating an order in the SAP system shall be an internal agreement concluded between the applicant's parent unit that obtained funding for the project and the unit entrusted with the implementation of some tasks.
  - 4) A copy of the internal agreement shall be immediately forwarded to the IDUB Project Office.





**AGREEMENT No. (number given by the IDUB Project Office)  
on the execution of research projects selected in the Scientific Breakthrough – 1 competition  
announced by the Scientific Council of the Research Centre for POB  
Photonic Technologies**

**financed as part of the “Excellence Initiative– Research University” Project implemented at the  
Warsaw University of Technology**

concluded on ..... between:

*Professor Małgorzata Lewandowska - Head of the Management Team of the „Excellence Initiative–  
Research University” project at the Warsaw University of Technology,*  
hereinafter referred to as the “Head of IDUB”

and

«Name of the unit »:

«Head of the unit » - «Function of the Head of the unit»,

hereinafter referred to as “Implementing Unit”.

1. The Head of IDUB shall transfer funds to the Implementing Unit, amounting to PLN «Total amount» (in words PLN «Amount in words»), for the implementation of research projects selected in the «Name of \_competition» announced by the Scientific Council of the Research centre for POB «Name of \_POB», in accordance with the list attached as Annex No. 1 to the Agreement.
2. The Implementing Unit shall perform work described in competition applications, which are an integral part of this Agreement, in accordance with:
  - 1) generally applicable laws;
  - 2) provisions of this agreement;
  - 3) principles arising from the competition documentation including terms and conditions of the «Name of \_competition» competition;
  - 4) the information included in the application for funding;
  - 5) internal regulations applicable at the Warsaw University of Technology.
3. The date of commencement of the implementation of the project(s) is set by the parties on the day of....., and the maximum implementation time of the project(s) may not exceed 24 months, i.e. until ..... The period of implementation and completion of individual projects under this Agreement is specified in Annex No. 1 to the Agreement.
4. The calculation of the costs of the project(s) under this Agreement constitutes Annex No. 2 to the Agreement.
5. The funds allocated for the project implementation shall be at the disposal of the head of the Implementing Unit in consultation with the head of the project.
6. The Implementing Unit shall make available any items of property of the unit indispensable for the implementation of the project and shall provide administrative and accounting services.
7. The Implementing Unit shall keep separate accounting records for the project, in compliance with the principles specified by the PW Bursar in Letter No. 290/KK/2020 of 20 May 2020 and KK-453/2020 of 25 August 2020.
8. Funds transferred to the Implementing Unit and unused until the «Completion \_date» shall return to the Head of IDUB.
9. The approval of the outcomes of the project implementation shall be granted by a committee appointed by the Scientific Council of the Research Centre for POB Photonic Technologies in a mode specified in the Regulations for the competition.
10. Any amendments to the provisions of this Agreement shall require concluding an annex in writing.
11. Annexes to this Agreement shall constitute its integral part.
12. This Agreement has been executed in two counterparts, one for each Party.

**Annexes:**

- 1) A list of projects eligible for funding



- 2) Project cost estimates (2.1 Cost estimate of project No. 1, 2.2 Cost estimate of project No. 2, ...)
- 3) Applications for funding (3.1 Application for funding project No. 1, 3.2 Application for funding project No. 2, ...)

***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)*



Annex No. 1 to Agreement

No.	Applicant (title/degree name and surname)	Project title	Budget	Implementation time (in months)	Date of project completion
1.					
2.					



Annex No. 2. .... to Agreement

**Project cost estimate**  
(by unit for inter-faculty/inter-institute projects)

**title:** .....

**headed by:** .....

No.	Planned costs	2023	2024	2025	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 od 3,500 to PLN 10,000				
	with a value above PLN 10,000				
2	Remuneration with 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 Head of project)



**TEMPLATE FOR INTERMEDIATE/FINAL\* REPORT**  
**on the implementation of the research project submitted to the Scientific Breakthrough - 1**  
**competition organised by the Research Centre for POB Photonic Technologies**  
**of the Warsaw University of Technology**

title: .....

headed by: .....

1. **(To be completed for final report only)** A synthetic description of conducted research work including:
  - 1) research objective;
  - 2) description of implemented work (*up to 1 page 1, min. 11 pt font*);
  - 3) description of the most important achievements (*up to 1 page 1, min. 11 pt font*).
2. Table of measurable outcomes of the project implementation including annexes confirming their achievement. (In accordance with Table in item B.2 of the Application for a research project).

No.	Type of outcome	Declared value	Comments (e.g. a succinct description of the nature of the outcome, including patents, implementations, etc., innovations, information on the type and number of publications, planned journals, type and date of competition in which the application for a grant will be submitted)
1	Declared number of papers published in scientific journals from the upper decile according to the CiteScore of the Scopus database (with the paper at least approved for printing)		
	including as part of international cooperation		
2	Obtaining external research funding (submitted applications for external funding which have passed at least a formal evaluation, for the amount at least twice as high as the funding obtained as part of the grant)		
	including as part of international projects (i.e.: - with a foreign source of funding, e.g. within the EU, NATO programmes, etc., or - with a Polish source of funding but the project is implemented in cooperation with a foreign partner, who simultaneously obtains the funding in their country, i.e. NCBR or NCN international programmes.)		
3	Other outcomes		



4. Statement of planned and incurred costs

Cost category	2023	2024	2025	Total	
	Incurred	Incurred	Incurred	Planned	Incurred
I. Total direct costs, including:					
1. Equipment					
2. Remuneration with related items					
3. Other indirect costs					
II. Surcharges (15%)					
III. Total costs					

4. A list of implementers' names in the project.

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

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

(date and signature of Bursar's Proxy)

\*delete as appropriate





Annex No. 5 to Regulations

**Record of evaluation and approval of the Scientific Breakthrough – 1 project**

title: .....

headed by: .....

Planned costs: PLN ....., Incurred costs: PLN .....

Committee:

Chairperson: .....

Members:

1. ....

2. ....

3. ....

The evaluation committee states that the project:

has been correctly implemented/ has been partially implemented/ has been incorrectly implemented \*

Committee's comments:

Date ..... and Committee's signatures:

Chairperson: .....

Members:

1. ....

2. ....

3. ....

Date ..... and signature of the Head of the project: .....

**Annexes:**

1) Final report on the project implementation

2)