

**Terms and Conditions of the Talent Management Mini-grant Call for proposals  
under the strategic programme Excellence Initiative  
at the Jagiellonian University  
in the academic year 2020/2021**

**I. Definitions**

The following definitions apply throughout these Terms and Conditions:

1. **EI.JU:** the programme Excellence Initiative at the Jagiellonian University.
2. **JU:** Jagiellonian University.
3. **Anthropocene PRA:** the Anthropocene Priority Research Area, as specified in the Jagiellonian University's application in the "Excellence Initiative – Research University" competition.
4. **Terms and Conditions:** these Terms and Conditions of the Talent Management Mini-Grant Call for Proposals in Anthropocene PRA under the strategic programme Excellence Initiative at the Jagiellonian University in the academic year 2020/2021.
5. **General Terms and Conditions:** General Terms and Conditions of Mini-Grant Allocation under the strategic programme Excellence Initiative at the Jagiellonian University.
6. **Mini-grant:** financial resources allocated following a Call for proposals to research activity or outreach and community engagement activity, in accordance with these Terms and Conditions and General Terms and Conditions.
7. **Student:** a student of a first- and second-cycle JU study programme, a student of an integrated master's JU study programme.
8. **Doctoral student:** a person enrolled in a third-cycle JU study programme, or a person enrolled in the Doctoral School, admitted to the Doctoral School pursuant to registration on a list of doctoral students at any time, who has taken oath pursuant to Article 200 item 8 of the Act of 20 July 2018 on Higher Education and Science (i.e. Journal of Laws of 2020, item 85 as amended).
9. **Mini-grant project team:** a group of students or doctoral students who jointly prepare a proposal for project funding in the Talent Management Mini-Grant Call for Proposals.
10. **Applicant:** a student or a doctoral student submitting a project under an announced Talent Management Mini-Grant Call for Proposals, or – in the case of a mini-grant project team – a member of the team in charge of communication with the party announcing the Talent Management call.
11. **Mini-grant Project Manager:** an applicant whose proposal was selected for funding in the Call for proposals.

**II. Prospective participants, subject and goals**

1. These Terms and Conditions specify the principles of awarding and settling funds for the implementation of the Talent Management Mini-Grants in the Anthropocene PRA, following a Call for proposals. The Call is addressed to students, doctoral students and teams implementing a mini-grant, who intend to carry out research or outreach and community engagement activity within the Anthropocene PRA scope of actions, under supervision of a Mentor.
2. The subject of the Call for proposals is covered by the Anthropocene PRA domains: Earth System Science (ESS), Adaptation, Sustainability, Advancement, Protection (ASAP) and Emerging Fields (EF) [id.uj.edu.pl/anthropocene].
3. The Call is intended to award funding to projects related to:

- a) raising awareness of the academic community and of the larger public regarding the interdisciplinary problems in the Anthropocene PRA,
- b) doing scientific research,
- c) publishing study results,
- d) raising awareness of the academic community and of the larger public regarding the challenges of the Anthropocene era,
- e) developing students' and doctoral students' soft skills, in particular: time management and work organisation, creative thinking and problem solving, decision making, interpersonal communication and teamwork.

### **III. Call procedure**

1. The Call is launched by the Coordinator of the Anthropocene PRA. The conduct of the Call pursuant to the rules specified in these Terms and Conditions is operated by the Committee for Talent Management Mini-Grant Proposal Evaluation, hereinafter: the Committee
2. The Committee consists of:
  - a) Chair of the Committee: Coordinator of the Anthropocene PRA or a person authorised by them (the casting vote in the case of a draw),
  - b) Representatives of the Faculties participating in the Anthropocene PRA (each Faculty nominates one representative), appointed by the Deans of the aforementioned Faculties in agreement with the Coordinator of the Anthropocene PRA.
  - c) The Committee Secretary elected from among the representatives of the Faculties.
  - d) 1 representative of the Doctoral School in Social Sciences,
  - e) 1 representative of the Doctoral School of Exact and Natural Sciences,
  - f) 1 representative of doctoral students, selected by the Association of Doctoral Students JU, as an observer,
  - g) 1 representative of students, selected by the JU Student Union, as an observer.
3. The date of announcing the Call and the deadline for submitting proposals are set out by the Executive Team of the Anthropocene PRA.
4. The Committee sets out the mode and terms of its work.
5. Each time the Committee determines the pool of funding to be allocated in a given edition of the Call (within the Call budget) and the minimum number of points scored by a proposal for the project to be recommended for funding.

### **IV. Categories of funded projects**

1. Under the Call funding is granted to research projects and outreach and community engagement projects.
2. The aim of a research project is:
  - a) for the Applicant or the mini-grant project team members to carry out research in the thematic scope related to the domains specified for the Anthropocene PRA [[id.uj.edu.pl/anthropocene](http://id.uj.edu.pl/anthropocene)],
  - b) to present the results of the research referring to the domains of the Anthropocene PRA, in particular at national and international conferences,
  - c) to publish the results of the research within the domains covered by the Anthropocene PRA in national and international journals and monographs,
  - d) to expand the Applicant's and the mini-grant project team members' knowledge and to improve their soft skills,
  - e) to get students and doctoral students involved in collaborative scientific research.

3. The aim of an outreach and community engagement project is to launch an event or a series of events aimed to:
  - a) to raise the awareness of the topics covered by the Anthropocene PRA among students and doctoral students, prospective JU students and prospective students of JU Doctoral Schools, and the larger social and economic environment,
  - b) to expand the students' and doctoral students' knowledge or to improve their competence in the domains covered by the Anthropocene PRA,
  - c) to improve students' and doctoral students' soft skills.
4. Maximum duration of research projects and outreach and community engagement projects is 18 months.
5. Maximum funding per research mini-grant is PLN 50,000.
6. Maximum funding per outreach and community engagement mini-grant is PLN 50,000.
7. Eligible costs, as well as the method of their implementation and settlement are each time specified in subsequent editions of the Call in the Call announcement.

#### **V. Restrictions on proposal submission**

1. One research project, or one outreach and community engagement project, may be the subject of only one proposal submitted by one Applicant in a given edition of the Call. In the event of submitting a proposal for the same project by more than one Applicant, all of them shall be rejected.
2. One research project, or one outreach and community engagement project, may not be subject to evaluation in another Call under the EI.JU programme.
3. An Applicant who has been awarded a grant in one of the Call's previous editions or in the Talent Management Call in another PRA at the JU, may submit a proposal only once the previous grant / s has / have been fully settled.
4. A project not awarded funding may be submitted in the Call's next edition.
5. Applicants may not be principal investigators in projects implemented with the funding received from: NCN, NCBiR, FNP, EI.JU, MNiSW.
6. The Applicant may not apply for funding of a project whose duration exceeds the default study period at the their programme or at their Doctoral School. Where the completion of the project falls within the last year in the Applicant's study plan / last year in the curriculum of the Applicant's doctoral school, the deadline for completion and settlement of the project must fall, at the latest, on 30 September of the last year in the Applicant's study plan/last year in the curriculum of the Applicant's doctoral school.

#### **VI. Principles of submitting proposals**

1. Proposals are submitted in Polish or English via an online system dedicated for projects carried out under the EI.JU programme.
2. A Call entry is effected by submitting a completed Call entry form.
3. The Call entry form should include:
  - a) a detailed description of the project, indicating the project's goals, methods of implementation and expected results,
  - b) calculation of costs in the project,
  - c) a declaration stating that former grants, awarded in one of the Call's previous editions or in another PRA's Talent Management call, have been settled.
4. The proposal must name the project's Mentor, who has agreed via an online system to supervise the project.

5. Should the implementation of the project require obtaining authorisations or permits, specifically authorisation or approval of the competent bioethics committee, authorisation of the competent animal experimentation ethics committee, authorisation as required by legislation on microorganisms and genetically modified organisms, a permit or authorisation to carry out research on protected species or in protected areas, other permits in accordance with the rules of good practice in a given research field / discipline, the Mini-grant Project Manager is obliged to obtain the required authorisations or permits forthwith once the project has been recommended for funding, and to present them to the Mentor by the date preceding the start date of project implementation.

## **VII. Mode and criteria of proposal evaluation**

1. The proposals are subject to a formal eligibility check and to merit-based evaluation.
2. The evaluation of formal eligibility is carried out by the Committee.
3. The formal eligibility check comprises checking:
  - a) whether the proposal is complete,
  - b) whether the proposal fulfils the requirements set out in points V and VI of these Terms and Conditions,
  - c) whether the proposal fulfils the requirements set out in the Call announcement,
  - d) whether the expenditure in the project complies with the rules set out in the Call announcement.
4. Approved for merit-based evaluation are only proposals found to be eligible formally by the Committee.
5. The merit-based evaluation of proposals is performed by reviewers appointed by the Committee.
6. The reviewers may be academic teachers employed by the JU, holding at least doctorate, expert in at least one domain covered by the Call.
7. Each proposal is evaluated by at least two reviewers; at least one of the reviewers appointed for the evaluation of a proposal must carry out research in the research discipline with which the proposal is concerned.
8. Merit-based evaluation of proposals is carried out in one stage.
9. Merit-based evaluation of proposals takes particular note of:
  - a) the project's connection to the research domains specified for the Anthropocene PRA,
  - b) the project's cohesion, relevance of the proposed research / tasks,
  - c) relevance of individual stages of the project and their viability,
  - d) the project's expected results and their relevance for the ELJU programme's goals,
  - e) the project's results and their impact on the Applicant's or the mini-grant project team members' growth as researchers,
  - f) the Applicant's experience to date within the scope of proposed research,
  - g) the project's innovative nature,
  - h) the project's interdisciplinary nature,
  - i) the project's international relevance.
10. Proposal evaluation is performed by reviewers based on the evaluation criteria form attached as Annex 1 to these Terms and Conditions.
11. In justified cases, especially in the case of a significant disparity between notes awarded to the proposal by the reviewers, occurrence of a conflict of interest, missing justification for the note awarded, occurrence of breaches of procedure in the review process, the Committee may appoint an additional reviewer.

12. The Committee decides on recommending proposals for funding, taking into account the notes awarded by the reviewers.
13. A project is recommended for funding if:
  - a) it has been awarded a final score above the minimum score qualifying a project for funding, as decided by the Committee in accordance with point III, paragraph 5 of these Terms and Conditions,
  - b) it has been awarded at least two recommendations from the reviewers,
  - c) is within the financial envelope available in a given edition.

#### **VIII. Concluding the Call**

1. The Committee draws up a ranking list based on the notes awarded by the reviewers, approved by the Chair of the Committee.
2. Results of the Call are announced in the form of a ranking list on the Anthropocene PRA's website.
3. There is no appeal against the Committee's decision.
4. A funding agreement is concluded with a mini-grant Project Manager not employed by the JU regarding the implementation and settling the work in the mini-grant, as per the specimen attached as Annex 2 to these Terms and Conditions.

#### **IX. Implementation and settlement of the mini-grant**

1. The implementation of the mini-grant is supervised by a project's Mentor.
2. The condition for the implementation of the mini-grant is the signing of a declaration on the implementation of the project referred to under point VI, paragraph 4 of these Terms and Conditions,
3. A mini-grant shall be settled in terms of finance and research within 30 days of the project's implementation end date. In the case of projects lasting more than 10 months, a mid-term report (on both the research and the finance) should be submitted halfway through the project implementation. The mid-term report is submitted within two weeks of the day on which the project has lasted half of its time (as per its declared time line).
4. The implementation and financial settlement of a mini-grant are carried out in accordance with the general laws and regulations in force at the JU.
5. The funding awarded to the project may be used solely for the purpose of carrying out research and outreach and community engagement activities, and directly related tasks, which are each time specified in the Call announcements.
6. Settlement of the research should have the form of a report from actions taken and results obtained. If the project results in a publication, poster, presentation, thesis or doctoral dissertation, they should be attached to its implementation settlement. In the case of theses, doctoral dissertations and publications, they should all include information on the source of funding, in Polish or in English: "Badania wykonano przy wsparciu finansowym ze środków Priorytetowego Obszaru Badawczego Anthropocene w ramach programu „Inicjatywa Doskonałości – Uczelnia Badawcza” w Uniwersytecie Jagiellońskim”/ "This research has been supported from the Anthropocene Priority Research Area budget under the programme "Excellence Initiative – Research University" at the Jagiellonian University"
7. In the event of failing to settle the grant (in terms of research or in terms of finance), the provisions of the agreement referred to under point VIII, item 4 of these Terms and Conditions, internal regulations of the JU and the generally applicable law shall apply.

8. In the event of failing to settle the project in accordance with the rules set out in paragraphs 3-6, the Applicant may not apply for funding of their future projects in calls announced in the Anthropocene PRA.
9. The rights to the results of research and development work created during the implementation of the work in a mini-grant shall be regulated in accordance with the agreement referred to under point VIII, item 4 of these Terms and Conditions and the internal regulations in force at the JU.

**X. Role of Mentors in the Talent Management projects**

1. Mentor of a research project must be an academic teacher holding at least a doctorate, employed by the JU.
2. Mentor of a research project may be a person acting at the same time as the supervisor of the Applicant's bachelor's or master's thesis, or the supervisor of their doctoral dissertation.
3. The Mentor in a project receives a task allowance, granted on a one-off basis in accordance with the rules set out in the Regulations on Remuneration of Employees of the Jagiellonian University introduced by Order no 27 of the Rector of the Jagiellonian University of 17 March 2020 on The Regulations on Remuneration of Employees of the Jagiellonian University. Supervising a research project means that the Mentor:
  - a. agrees to collaborate with the Applicant (and the mini-grant project team members, in the case of group projects) under the project submitted for funding,
  - b. undertakes supervision over the implementation of the project in terms of research, and specifies the manner of the aforementioned collaboration.
4. The Mentor's supervision includes, among other things:
  - a. control of the timeliness of the implementation of the actions resulting from the schedule,
  - b. day-to-day verification of the implementation of individual tasks in the project, and, depending on the nature of the actions planned in the project:
  - c. provide the Applicant (and the mini-grant project team members, in the case of group projects) with access to necessary research equipment specified in the proposal, at the entity acting as the project's host institution,
  - d. consultations of publications, abstracts, conference papers, manuscripts and posters prepared within the project.
5. The project's Mentor shall inform the Coordinator of the Anthropocene PRA or an authorised member of the Anthropocene PRA Executive Team, forthwith, of significant irregularities in the implementation of the project, in particular the cessation of its implementation by the Applicant.
6. The Applicant shall inform the Coordinator of the Anthropocene PRA or an authorised member of the Anthropocene PRA Executive Team, forthwith, of significant irregularities in the collaboration with the Mentor, having a negative impact on the implementation of the project.
7. The project's Mentor and a JU entity involved in collaboration under the Anthropocene PRA, acting as the project's host institution, is not obliged to provide the Applicant with office space, computers, printers etc., required for the implementation of the planned tasks, subject to item 4.c.
8. The project's Mentor approves the research report on its implementation, and in the case of projects longer than 10 months, also the mid-term report.

## **XI. Information on Personal Data Processing**

According to Art. 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter: GDPR), the Jagiellonian University informs that:

- 1) The Personal Data Controller of the Applicants' data is the Jagiellonian University with a registered seat at ul. with a registered seat at ul. Gołębia 24, 31-007 Kraków, represented by the JU Rector.
- 2) The Jagiellonian University has appointed a Data Protection Officer at ul. Gołębia 24, 30-007 Kraków, room no 5. The DPO can be contacted via e-mail at [iod@uj.edu.pl](mailto:iod@uj.edu.pl) by phone at 12 663 12 25, from Monday to Friday between 8 a.m. and 3 p.m.
- 3) The personal data of Applicants will be processed:
  - a. in the case of all Applicants: for the purpose of launching and carrying out the Call, and announcing its results, in accordance with these Terms and Conditions (hereinafter: the Call) pursuant to Article 6.1.f of the GDPR, i.e. for the purposes of the legitimate interests pursued by the controller, which consists in naming the laureate of the Call;
  - b. in the case of Mini-grant Project Managers: for the purpose of legal obligations imposed on the Call's Host, including in particular the tax obligations, i.e. pursuant to Article 6.1.c of the GDPR.
- 4) While providing personal data is voluntary for the Applicants, it is a necessary prerequisite for taking part in the Call. Not providing personal data precludes participation in the Call. In the case of Mini-grant Project Managers referred to under point 3.b above, providing the data constitutes a legal obligation, and failing to provide them shall preclude awarding the person in question.
- 5) The personal data of the Applicants / Mini-grant Project Managers shall be published on the University's websites, and they may be published in the University's social media. These data may also be made available to authorised public authorities, including, in particular, to the extent that these authorities are authorised to verify the fulfilment of the legal obligations imposed on the Call's Host.
- 6) The personal data of the Applicants / Mini-grant Project Managers shall not be transferred to third countries (outside the EEA) or to international organisations.
- 7) Personal data of the Applicants referred to under point 3.a above shall be processed until the Call is concluded and its results announced, and subsequently until the expiration of claims which may arise from the Call. Personal data of Mini-grant Project Managers referred to under point 3.b above shall be processed in the period resulting from fiscal regulations, and subsequently, for archiving purposes, according to the applicable legal regulations.

The Applicant / Mini-grant Project Manager have the following rights: to obtain information about the personal data processing and rights resulting from the GDPR, to access their data and rectify them, as well as to have them deleted from the controller's database (unless further processing is necessary for fulfilling a legal obligation or for the purposes of determining, pursuing, or defending claims), to limit their processing or transfer, and to object to the processing of the data – in the cases and under the conditions specified in the GDPR.
- 9) The Applicant's / Mini-grant Project Managers's personal data will not be subject to automated decision making or profiling.
- 10) The Applicant / Mini-grant Project Manager has the right to lodge a complaint to the President of the Office for Personal Data Protection, should they ascertain that the processing of their personal data violates the provisions of the GDPR.
- 11) In the case of teams implementing a mini-grant, the above provisions apply to all members of the above mentioned teams.

## **XII. Final provisions**

1. The Applicant declares that they accept these Terms and Conditions and General Terms and Conditions, and undertake to comply with their provisions, under pain of losing the right to apply for a mini-grant.
2. These Terms and Conditions are effective as of the date of signing.

### **Annexes:**

1. Proposal evaluation criteria.
2. Agreement concluded between the Jagiellonian University and a Mini-grant Project Manager who is not employed by the Jagiellonian University.