

“Uniform text dated January 13, 2022”

**REGULATIONS SPECIFYING THE PRINCIPLES OF FINANCING SCIENTIFIC
RESEARCH, DEVELOPMENT WORK AND ARTISTIC CREATION
FROM UJK FUNDS**

**§ 1
GENERAL PROVISIONS**

1. Funds from the subsidy granted to the University by the Minister responsible for higher education and science, allocated for the maintenance and development of research potential, including the conduct of scientific activities, in accordance with the Act – Law on Higher Education and Science of July 20, 2018 (Journal of Laws of 2021, item 478 as amended), are allocated for:
 - 1) **SPECIAL PROJECTS** for activities aimed at improving the quality of scientific research or artistic creation carried out in specific fields of science and art;
 - 2) **PROJECTS FOR DOCTORAL STUDENTS** for the realization of scientific research or artistic creativity conducted by doctoral students of the Jan Kochanowski University in Kielce;
 - 3) **RESEARCH PROJECTS** to maintain the continuity of ongoing scientific research and artistic creation;
 - 4) maintenance of scientific and research apparatus, improvement of the quality of scientific and artistic activities conducted at the UJK, and its dissemination;
 - 5) commercialization of the results of scientific activities and know-how related to these results;
 - 6) compulsory liability insurance for medical experiments.
2. The funds referred to in sec. 1, items 4 and 6 are at the disposal of the vice-rector in charge of science.
3. The funds referred to in sec. 1 item 5 are at the disposal of the vice-rector in charge of development and finance.
4. Financing of the projects specified in sec. 1 items 1-3 is carried out on a competitive basis within the framework:
 - 1) competition for **SPECIAL PROJECTS** for tasks aimed at improving the quality of scientific research or artistic creativity, carried out individually by an employee of the University, including:
 - a) activities necessary to submit an application to an external institution for funding of a research project completed with the submission of an application in the year of the project implementation,
 - b) publication of scientific research results in a journal included in the ministerial list of journals and peer-reviewed materials from international conferences in effect on the date of application, with an assigned number of at least 140 points,
 - c) publication of a monograph by a publishing house included in the list of publishing houses publishing peer-reviewed scientific monographs,
 - d) short-term stay at a foreign research center to conduct research,
 - e) organization or publicizing of an artistic event of great importance to the visual arts or music,
 - f) organization of an international scientific conference

The maximum amount of funds for the implementation of the SPECIAL PROJECT is PLN 20000, and the deadline for its implementation must not exceed December 31 of the year in which the funds are granted. No more than 50 SPECIAL PROJECTS may be awarded in a single calendar year. An employee can receive funds under special projects once every three years.

- 2) competition for PROJECTS FOR DOCTORAL STUDENTS for the realization of scientific research or artistic creation carried out by doctoral students in accordance with the topic of the doctoral dissertation covering the following tasks:
 - a) conduct the research necessary to submit an application to an external institution for funding of a research project,
 - b) publication of research results in a journal included in the ministerial list of journals and peer-reviewed materials from international conferences in effect as of the date of the application, with an assigned number of points,
 - c) publication of a monograph by a publishing house included in the ministerial list of publishing houses publishing peer-reviewed scientific monographs in force as of the date of application,
 - d) completion of a foreign research internship (at least 2 weeks),
 - e) a trip aimed at conducting scientific searches or consultations,
 - f) completion of a course or training in the area of scientific activity,
 - g) active participation in a scientific conference or artistic event of international scope.

The maximum amount of funds for the implementation of PROJECTS FOR DOCTORAL STUDENTS is PLN 5,000, and the deadline for its implementation must not exceed December 31 of the year in which the funds are allocated. No more than 30 PROJECTS FOR DOCTORAL STUDENTS may be awarded in a single calendar year.

- 3) competition for RESEARCH PROJECTS to fund activities related to the maintenance of ongoing scientific research or artistic creation.

RESEARCH PROJECTS should be completed by December 31 of the year following the year, after which the funds were awarded.

2. The vice-chancellor in charge of science informs directors of institutes and heads of chairs about the amount of funds within scientific disciplines for financing research projects in the competition for RESEARCH PROJECTS, in accordance with the rules set forth in Appendix No. 1 to the Regulations, for individual editions of the implementation of projects, after determining the funds from the subsidy allocated for financing research and artistic activities at the UJK in each year.

§ 2 ADDRESSEES OF THE COMPETITIONS

1. The competition for SPECIAL PROJECTS may fund research projects carried out individually by employees conducting scientific research or involved in artistic creation at the University in a group of research or research & didactics employees who have submitted a statement authorizing the University to count them among the number of employees conducting scientific activity, in accordance with Article 265 sec. 5 of the Law on Higher Education and Science of July 20, 2018 (Journal of Laws of 2021 item 478, as amended),
2. The competition for PROJECTS FOR DOCTORAL STUDENTS may finance research projects carried out by doctoral students undergoing training at the UJK Doctoral School or who are participants in doctoral studies at the UJK.

3. The competition for RESEARCH PROJECTS may fund research projects carried out within the discipline individually or by teams whose members are:
 - 1) employees conducting scientific research or involved in artistic creation, employed at the University in the group of research or research & didactics employees, who have submitted a statement authorizing the University to count them among the number of employees conducting scientific activity in a given discipline, in accordance with Article 265 sec. 5 of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), or are employed in a given institute or department, and conduct scientific activity in a discipline that will not be subject to evaluation of the quality of scientific activity due to failure to meet the condition referred to in Article 265 sec. 4 of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended);
 - 2) doctoral students undergoing training at the UJK Doctoral School or participants in doctoral studies;
 - 3) students educated at the UJK;
 - 4) NAWA grantees doing a research internship at the UJK.
4. The application under the competition for RESEARCH PROJECTS includes the designation of a project manager who will be responsible for the implementation of the project. The project manager cannot be a student, a participant in a doctoral program, a doctoral student undergoing training at a doctoral school, or a NAWA grantee undergoing a research internship at the UJK.
5. You can act as a project manager or research team member in only one application for a RESEARCH PROJECT.
6. It is not possible to act as a project manager or member of a research team when participating in the implementation of a RESEARCH PROJECT for which funds were awarded in the previous calendar year. Except when the implementation of the RESEARCH PROJECT referred to in the preceding sentence has been terminated or closed.
7. Employees and doctoral students, referred to in sections 1-3, in the case of funding research projects from the funds referred to in § 1, section 1, items 1-3, are obliged to affiliate the results of scientific research, in particular scientific publications to the Jan Kochanowski University in Kielce.
8. Affiliation is understood as the designation of the Jan Kochanowski University in Kielce as the place of implementation of the research projects referred to in § 1 sec. 1 items 1-3.

§ 3

PROCEDURE FOR SUBMISSION AND EVALUATION OF APPLICATIONS IN COMPETITIONS FOR SPECIAL PROJECTS AND PROJECTS FOR DOCTORAL STUDENTS

1. A template for the implementation of a SPECIAL PROJECT is attached as Appendix No. 2 to the Regulations.
2. A template for the implementation of a PROJECT FOR DOCTORAL STUDENTS is attached as Appendix No. 3 to the Regulations.
3. Applications for SPECIAL PROJECTS and PROJECTS FOR DOCTORAL STUDENTS should be submitted by January 15 of a given calendar year to the director of the relevant institute or the head of the relevant chair, who carries out a formal evaluation of the applications and verifies the points for scientific achievements shown in the applications, according to the rules set forth in Appendix 6 to the Regulations.
4. Formal evaluation of applications consists of assessing the completeness of the application and evaluating whether the application meets all the rules set forth in these Regulations.
5. Only applications positively evaluated formally are admitted to the substantive evaluation. Applications that do not meet the formal requirements are returned to the project manager.

6. Substantive evaluation of applications is carried out by the relevant academic council of the institute or the council of the department, and in the case of applications from disciplines that are not subject to evaluation – by the vice-rector in charge of science.
7. On the basis of the substantive evaluation carried out, a list of projects recommended for funding is drawn up.
8. The list, referred to in sec. 7, includes:
 - 1) competition type, referred to in § 1 sec. 1 item 1 or 2;
 - 2) full name of the head of the project ;
 - 3) field(s) and discipline(s) in which the project will be implemented;
 - 4) research project title;
 - 5) research project period;
 - 6) amount of funding for the research project.
9. After substantive evaluation, the applications, together with a list of projects recommended for funding, are immediately forwarded to the Science Department.
10. The vice-rector in charge of science shall forward the list referred to in sec. 7 to the rector. The rector may approve the list of projects recommended for funding or ask the vice-rector in charge of science for additional information on the submitted applications.
11. The rector's decision to approve projects for funding is final.

§ 4

PROCEDURE FOR SUBMISSION AND EVALUATION OF APPLICATIONS IN A COMPETITION FOR A RESEARCH PROJECT

1. The application templates for the implementation of a RESEARCH PROJECT are attached as Annexes 4a and 4b to the Regulations.
2. Applications for a research project should be submitted to the director of the relevant institute or the head of the relevant chair.
3. The project manager is required to submit the applications referred to in sec. 1 by the deadline:
 - a) appendix no. 4a to the Regulations by January 15 of a given calendar year;
 - b) appendix no. 4b to the Regulations by January 31 of the given calendar year.
4. Applications in the RESEARCH PROJECT competition are subject to formal evaluation, which includes the two stages indicated in sec. 5 and 6 below.
5. Stage one includes:
 - 1) submission of an application for research project funding (Appendix 4a) to the director of the relevant institute, the head of the relevant chair or, in the case of applications from disciplines that are not subject to evaluation, to the vice-rector in charge of science;
 - 2) verification by the director of the relevant institute, the head of the relevant department or, in the case of applications from disciplines that are not subject to evaluation – the vice-rector in charge of science, of the points for scientific achievements assigned on the basis of Appendix No. 6 to the Regulations and calculation of funds for the project in accordance with the rules set forth in Appendix No. 1 to the Regulations;
 - 3) providing project managers with information on the amount of funds referred to in item 2 above.
6. Stage two includes:
 - 1) submitting an application for a RESEARCH PROJECT (Appendix 4b) to the director of the relevant institute, the head of the relevant chair or, in the case of applications from disciplines that are not subject to evaluation, to the vice-rector in charge of science; when planning the tasks to be carried out and the financial outlay in the following year of implementation of the RESEARCH PROJECT, one should assume an amount not higher than that planned for the first year of implementation of the RESEARCH PROJECT;

- 2) formal verification of applications by the director of the relevant institute, the head of the relevant chair or, in the case of applications from disciplines that are not subject to evaluation, by the vice-rector in charge of science.
7. Applications that do not meet formal requirements are returned to the project manager.
8. Only applications positively evaluated formally are admitted to the substantive evaluation.
9. Substantive evaluation of applications submitted to the competition for funding of RESEARCH PROJECTS is carried out by the academic council of the institute, the council of the chair or, in the case of applications from disciplines that are not subject to evaluation, the vice-rector in charge of science. In the case of evaluation of applications submitted in interdisciplinary teams, the evaluation is carried out by the entity relevant to the project manager.
10. The tasks of the councils referred to in sec. 9 and, in the case of applications from disciplines that are not subject to evaluation, the vice-rector in charge of science, include:
 - 1) substantive evaluation of applications;
 - 2) preparation of a list of proposals recommended for funding;
 - 3) transmission of the list referred to in point 2, together with the minutes or the letter of the vice-rector in charge of science to the Science Department;
 - 4) evaluation of annual reports on project implementation.
11. The rules for the evaluation of applications in the competition for the RESEARCH PROJECT are set out in Appendix No. 6 to the Regulations.
12. Minutes are taken of the meetings of the Councils referred to in sec. 9 concerning the substantive evaluation of applications. The Chairman of the Council creates a list of projects recommended for funding, which is immediately forwarded to the Science Department.
13. The list, referred to in sec. 12, includes:
 - 1) full name of the head of the project ;
 - 2) field and discipline in which the project will be implemented;
 - 3) research project title;
 - 4) research project period;
 - 5) amount of funds recommended by the Council for the implementation of the research project.
14. The provision of sec. 12 and 13 shall apply mutatis mutandis to the letter of the vice-rector in charge of science.
15. The rector may approve the list of projects recommended for funding or ask the vice-rector in charge of science or the relevant council for additional information on the submitted applications.
16. The tasks of the councils referred to in sec. 9 and, in the case of applications from disciplines that are not subject to evaluation, the vice-rector in charge of science, include:
 - 1) preparation of a list of proposals recommended for funding;
 - 2) transmission of the list referred to in item 1, together with the minutes to the Science Department;
 - 3) positive or negative evaluation of annual reports,
 - 4) evaluation of final reports.
17. Distribution of funds for research projects is approved by the rector.
18. The rector's decision to approve projects for funding is final.

§ 5

PRINCIPLES OF RESEARCH PROJECT IMPLEMENTATION

1. RESEARCH PROJECTS are implemented up to a maximum of December 31 of the year after which the funds are awarded, however, the condition for carrying out a RESEARCH PROJECT after December 31 of the year in which the funds are awarded is to obtain a positive evaluation of the annual report.

2. The manager of the RESEARCH PROJECT who has received funding receives from the University, 2 copies of the research work order, issued in the Science Department, for the period of implementation of the RESEARCH PROJECT. In the event of a positive evaluation of the annual report, funds are released for the following year of the RESEARCH PROJECT, taking into account the unused amount from the previous year.
3. For projects carried out individually, the research work order is signed by the project manager, for projects carried out by a team, the order is signed by the head of the research project and the other members of the team. The research work order must be signed and one copy must be delivered to the Science Department no later than 30 days after receipt.
4. Failure of a research project manager or team member to sign a research work order shall be considered a withdrawal from the entire project.
5. During the implementation of a research project by a research team, it is possible, in justified cases, to change the composition of the research team with the approval of the vice-rector in charge of science.
6. The manager of the research project is obliged to:
 - 1) timely implement tasks in accordance with the adopted schedule of tasks and cost calculation;
 - 2) a proper, efficient and intended use of the funds received;
 - 3) comply with the provisions of applicable laws, in particular the Act on Public Finance;
 - 4) submit the annual and final report on the implementation of the research project by the appropriate deadlines.
7. A member of the research team is required to complete tasks on time in accordance with the approved task schedule, in cooperation with the project manager.
8. Only costs necessary for the implementation of the research project may be financed from the funds allocated for the implementation of projects in competitions for RESEARCH PROJECTS, in particular:
 - 1) purchase of scientific literature;
 - 2) outside services: preparation of analyses, photocopying, translation, digitizing, postal services, etc.;
 - 3) domestic and foreign trips related to the implemented project: participation in scientific conferences, symposia, conducting queries, scientific consultations, scientific internships, etc.;
 - 4) purchase of scientific and research apparatus, equipment and software;
 - 5) purchase of consumables and office supplies, chemical reagents, etc., or small equipment;
 - 6) issuance of scientific publications resulting from ongoing research;
 - 7) in the case of projects implemented in the field of art – the cost of remunerations necessary for the organization of artistic events of international scope.
9. The commissioning of work (under outside services) to external entities and the making of purchases necessary for the implementation of the research project is carried out in accordance with the Public Procurement Law and the University's procedures, on the basis of a submitted request within a timeframe that allows the service or purchase to be carried out within the period of the research project specified in the research work order.
10. Requests for the purchase of scientific and research apparatus, equipment (including computers) and software should be submitted by the end of June in the given project year.
11. The rules of foreign travel under the project are governed by separate regulations.
12. Outsourcing of publishing work is possible with the written approval of the vice-rector in charge of science. For this purpose, the author is required to submit a letter to the vice-rector in charge of science with the information,

in which of the publishing houses from the list of publishing houses publishing peer-reviewed scientific monographs in effect as of the date of the application he or she is planning to publish.

13. In the case of obtaining permission to publish in an external publishing house, the author is required to:
 - 1) forward this information, referred to in paragraph 11, to the UJK Publishing House together with a cost estimate for the publication;
 - 2) submission of a request for publication.
14. Obtaining the approval of the vice-rector in charge of science and submitting the request should be done no later than the end of June in the year of the project.
15. The commencement of publishing work by an outside publishing house may take place after the signing of an agreement between the University and the publishing house. The agreement specifies, in particular, the date of completion of the work and the method and date of payment for its completion.
16. The agreement referred to in sec. 14 is being processed at the UJK Publishing House. Once the terms of the agreement are approved (in consultation with the author on the terms of its execution), it is approved by legal counsel and then forwarded to the parties for signature.
17. It is not possible to pay an invoice issued by an external publishing house in advance (before the actual publication) or an invoice issued before the conclusion of the agreement.
18. The publication must close within the given calendar year for which funds have been allocated.

§ 6

REPORTS ON PROJECT IMPLEMENTATION

1. Managers of SPECIAL PROJECTS and PROJECTS FOR DOCTORAL STUDENTS are required to submit a report on the implementation of the project by January 15 of the year after which the funds were awarded.
2. Managers of RESEARCH PROJECTS are required to submit an annual report covering the period from the date the research work was commissioned to December 1 by December 15 of the year in which the funds were awarded, and a final report covering the entire period of the project by January 31 of the following year. In the case of implementation of RESEARCH PROJECTS in one calendar year only, an annual report is not submitted.
3. Project reports should be submitted to the director of the relevant institute or the head of the relevant chair or, in the case of projects in disciplines that are not subject to evaluation, to the vice-rector in charge of science.
4. A template for the reports on project implementation is attached as Appendix No. 5 to these Regulations.
5. Reports are subject to formal evaluation and substantive evaluation.
6. Formal evaluation of the reports is carried out by the director of the relevant institute or the head of the relevant chair, or – in the case of applications from disciplines that are not subject to evaluation – by the vice-rector in charge of science.
7. Formal evaluation of the report includes an evaluation of its completeness.
8. Reports that do not meet the formal requirements are returned to the project manager.
9. Only reports positively evaluated formally are admitted to the substantive evaluation.
10. Substantive evaluation of the reports is carried out by the competent academic council of the institute, the competent council of the chair or, in the case of applications from disciplines that are not subject to evaluation, by the vice-rector in charge of science.
11. The evaluation of the reports is carried out on the basis of:
 - 1) the achievements resulting from the implementation of the project;
 - 2) the legitimacy of the tasks carried out;
 - 3) the reasonableness of the financial expenditures incurred in relation to the tasks performed.

12. Minutes of the meetings of the councils referred to in sec. 10 shall be taken.
13. The evaluation of annual reports shall take place no later than December 31 of the year in which the financing was granted. A prerequisite for a positive evaluation is the completion of the established research tasks confirmed by the purposeful expenditure of at least 70% of the funds allocated for the first year of the project.
14. Evaluations of project reports, together with the reports and the minutes or information of the vice-rector in charge of science, are immediately forwarded to the Science Department.
15. Evaluations of the reports are approved by the vice-rector in charge of science, or, if the evaluation was made by the vice-rector in charge of science, by the rector, who may, in justified cases, refer the reports for refinement and/or re-evaluation.
16. A negative evaluation of an annual report on a RESEARCH PROJECT will result in the closure of the project.
17. A negative evaluation of an annual or final report will result in ineligibility to act as a project manager in the next round of competitions.

§ 7

TRANSITIONAL PROVISIONS

In 2021:

- 1) applications for SPECIAL PROJECTS and PROJECTS FOR DOCTORAL STUDENTS should be submitted by May 21, 2021 to the director of the relevant institute or the head of the chair;
- 2) the project manager is obliged to submit applications for the implementation of RESEARCH PROJECTS referred to in § 4 sec 3 by the deadline:
 - a) appendix no. 4a to the Regulations by May 21, 2021,
 - b) appendix no. 4b to the Regulations by May 31, 2021,
- 3) the vice-rector in charge of science or the rector may approve a positive evaluation of the annual report for 2021 despite the failure to spend 70% of the funds allocated for the project, if the project manager demonstrates with appropriate documents that the failure to spend the funds was through no fault of his/her own; otherwise, the annual report is referred for reevaluation, which must take into account the contents of § 6.13.