



# LEGAL BULLETIN

## NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2020; item 106

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### ORDER No. 48

of the Rector of the Nicolaus Copernicus University in Toruń

of 1 April 2020

**Rules of the "Excellence Initiative - Expert" programme  
for substantive support and mentoring provided by experienced researchers  
during project preparation in the process of applying for grants from external funds  
under the "Excellence Initiative - Research University" programme (IDUB)**

Pursuant to art. 52.3 of the Statutes of the Nicolaus Copernicus University in Toruń of 16 April 2019 (Biuletyn Prawny UMK of 2019, item 120)

**i t i s o r d e r e d** as follows:

#### Article 1

The "Excellence Initiative - Expert" programme (*pl. ID – Ekspert*) for substantive support and mentoring provided by experienced researchers during project preparation in the process of applying for grants from external funds, hereinafter referred to as the "programme", is organised under the "Excellence Initiative - Research University" programme (*pl. IDUB*) in which the Nicolaus Copernicus University in Toruń, hereinafter referred to as "the University", by decision of the Minister of Science and Higher Education was granted the status of a Research University.

#### Article 2

1. The aim of the programme is to create a system of substantive support provided by more experienced researchers to academic teachers and doctoral candidates of the University who prepare applications for scientific grants from external funds and to provide mentoring at the initial stage of grant implementation.
2. The support system is based on two pillars:
  - 1) a competition to select a team of up to 21 experts experienced in obtaining external funds for scientific purposes and in leading teams implementing external research grants;
  - 2) a competition for individuals who wish to benefit from the experience of experts during the preparation of a research project in the process of applying for a grant from external funds.
3. The competition is organised in 3 editions for the selection of the panel of experts in 2020, 2022 and 2024. The term of office of members of the panel of experts is two years with the possibility of continuation in subsequent terms.

#### Article 3

Recruitment of researchers (art.2.2.2) who wish to benefit from the support provided by experts shall be carried out on a continuous basis whereas the application in the competition must be submitted no later than 4 months and no earlier than 6 months before the deadline for submitting an application in the competition for a grant from external funds.

#### Article 4

1. Submissions for the competition to select a team of experts ID - Expert (art. 2.2.1) must be prepared in the form of a PDF file in accordance with the template attached as Annex 1 to these Rules and sent to [ekspert@umk.pl](mailto:ekspert@umk.pl). The competition is open only to academic teachers with at least a doctoral degree who are employed at the University and have implemented and correctly settled at least one grant obtained in competitions organised by the NCN (National Science Centre), NCBiR (the National Centre for Research and Development), NDPHS, NAWA (Polish National Agency for Academic Exchange), FNP (Foundation for Polish Science) and under EU programmes. The application in English should contain:
  - 1) full details of the applicant (name, surname, faculty, unit, scientific discipline, degree or title, telephone number, e-mail address);
  - 2) information on the grants managed (implemented and completed) (title, agency, type of competition, years of implementation, amount awarded, number of contractors, list of partners);
  - 3) the discipline or disciplines in which the applicant is competent and can assist the individual preparing the grant application;
  - 4) agencies and grant programmes (competitions) in which the applicant can support the individual preparing the application;
  - 5) three most important achievements over the last 10 years;
  - 6) commitment to take part in relevant training organised under the programme;
  - 7) scan of the statement signed by the applicant in accordance with Annex 5 attached to these Rules.
2. Submission of an application shall be deemed to constitute acceptance of these Regulations.
3. Submitted applications shall be assessed both formally and in terms of content by the selection boards composed of members of Scientific Councils for the Field of Science, hereinafter referred to as the "RNDN" in three field groups: (1) Humanities, Social Sciences, Arts, (2) Physical Sciences and Engineering, (3) Life Sciences.
4. The rule "meets / does not meet" shall apply for formal requirements while for the purposes of substantive assessment a scale of 0-100 points shall be adopted.
5. Applications that do not meet formal requirements shall not proceed to further substantive assessment. In justified cases the applicant may be called to complete the application within 24 hours.
6. Each of the three RNDNs shall indicate the winners (maximum 7 people in each edition) who received the best results in the competition procedure.
7. The list of selected experts shall be announced on [www.umk.pl/idub](http://www.umk.pl/idub) and the applicants shall be informed of the outcome of the competition by e-mail to the address from which the application was sent.
8. A list of experts and information on their area of competence (names of agencies, programmes and disciplines in which they can provide support) is available on [www.umk.pl/idub](http://www.umk.pl/idub).

#### Article 5

1. Applications for the competition to receive substantial assistance from experts should be prepared as a PDF file in accordance with the template attached as Annex 2 to these Rules and sent to [ekspert@umk.pl](mailto:ekspert@umk.pl). Applications shall be accepted on a continuous basis. The competition is open to academic teachers and doctoral candidates of the University. The application in English should include:
  - 1) full details of the applicant (name, surname, faculty, unit, scientific discipline, degree or title, career stage, telephone number, e-mail address);
  - 2) a list of the most important publications from the past 5 years (not more than 10);
  - 3) the name of the agency, the deadline for submitting the application and the type of grant competition in which the applicant intends to submit a grant;
  - 4) brief information on the subject matter of the application;
  - 5) the names of experts from the list whose experience the applicant would like to benefit from (no more than 3);
  - 6) commitment to take part in relevant training organised under the programme;
  - 7) commitment to submit the grant to an external institution financing research activities.
2. The submitted application shall be examined by the proposed experts. At the request of the experts, the relevant RNDN shall take a decision on whether guidance should be provided by the expert to the applicant. One expert may provide guidance to a maximum of 5 individuals in the same time.
3. 45 people per year are planned to receive expert guidance under the competition.

4. The winners of the " Excellence Initiative - Debuts" competition have priority in getting expert support.

#### Article 6

1. The duties of the expert shall include:
  - 1) assistance in preparing the substantive part of the proposal, i.e. reading the proposal at least twice and proposing amendments;
  - 2) taking part in a dedicated training on the current grant offer organized under the programme;
  - 3) preparing and sending to [ekspert@umk.pl](mailto:ekspert@umk.pl) a short report on the co-operation with the individual under guidance covering the period until the application submission; the report shall be in the PDF file written in accordance with the template attached as Annex 3 to these Rules;
  - 4) supporting the implementation of the project at the first stages of implementation (maximum 3 months) in the event that the individual under the expert's guidance is awarded a grant and preparing the final report on cooperation with the person under the guidance in the form of a PDF file in accordance with the template attached as Appendix 3, which is the basis for the additional payment;
  - 5) assisting in analysing the weaknesses of the grant and in preparing a revised version of the application in the event of failure to obtain a grant, and then submitting the final report on the cooperation with the individual under guidance in the form of a PDF file in accordance with the template attached as Appendix 3, which is the basis for the additional.
2. The expert shall receive a task allowance in the amount of PLN 1 500 gross for providing support to each individual under guidance after the first of the reports has been submitted (art. 4.1.1). In the event the application is not submitted through the fault of the individual preparing the application, the expert shall receive payment depending on the documented work input (e.g. number of meetings or corrections), but not less than PLN 500 gross. The expert shall receive a task allowance of PLN 500 gross after submitting the final report on the cooperation (art.4.1.5).

#### Article 7

The duties of the individual under guidance shall include:

- 1) submitting twice the prepared substantive part of the application to the expert; the first draft should not be submitted later than 6 weeks before the application deadline;
- 2) submitting the administrative part of the application to the Department of Research or other relevant department not later than 3 weeks before the deadline for submission of the application;
- 3) submitting a grant application to a competent agency under the relevant programme;
- 4) participating in a training course on project management in the event of receiving a grant;
- 5) preparing and sending to [ekspert@umk.pl](mailto:ekspert@umk.pl) a short final report on the cooperation with the expert after receiving the decision from the Agency; the report shall be a PDF file written in accordance with the template attached as Annex 4 to these Rules.

#### Article 8

1. The decision of the RNDN may be appealed against in writing and sent to [ekspert@umk.pl](mailto:ekspert@umk.pl) within one week of the date of the announcement of the results.
2. The decision of the RNDN following the examination of the appeal is final.

#### Article 9

The order becomes effective as of 1 April 2020.

**R E C T O R**

**Prof. dr hab. Andrzej Tretyn**