



# LEGAL BULLETIN

## NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2022; item 12

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### Order No. 8

by the Rector of Nicolaus Copernicus University in Toruń

of 17 January 2022

**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 § 52 section 3 of the Resolution No. 37 of NCU Senate of 16 kwietnia 2019 Statute of Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 120 as amended) in relation to Order No. 225 by the NCU Rector of 16 November 2021, Organization and management rules of "Excellence Initiative – Research University" program at Nicolaus Copernicus University in Toruń (Legal Bulletin of 2021 item 374 as amended)

**it is provided**, as follows:

#### § 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.

#### § 2

1. The aim of the program 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.
4. 45 people per year are planned to receive expert guidance under the competition.

### § 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.

### § 4

1. The competition for the selection of ID experts team (Expert), referred to in § 2, section 2, point 1, may be entered only by academic teachers, at least with a doctoral degree, employed at the University, who have implemented and correctly accounted for at least one grant obtained in competitions organized by NCN, NCBiR, NPRH, NAWA, FNP and within the framework of EU programs.
2. Applications for the competition, shall be submitted in accordance with the template attached as Annex No. 1 to these Regulations using a dedicated online form made available at [www.umk.pl/idub](http://www.umk.pl/idub).
3. The application is submitted in English and it should include:
  - 1) applicant's personal data (name, surname, faculty, unit, scientific discipline, degree or title, telephone number, email 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) scan of the statement signed by the applicant in accordance with Annex 5 attached to these Regulations.
4. Submission of an application shall be deemed to constitute acceptance of these Regulations.
5. The application shall be subject to formal and substantive evaluation by the relevant Scientific Council for a Field of Science, in three field groups:
  - 1) Humanities, Social Sciences, Arts;
  - 2) Physical Sciences and Engineering;
  - 3) Life Sciences.

6. 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.
7. For the purpose of substantive assessment, a scale of 0-100 points shall be adopted.
8. Each Scientific Council for a Field of Science prepares a ranking list of competition participants, which is submitted to the Rector via the head of the Coordinating Team.
9. The coordinating team reviews the ranking lists submitted by the Scientific Councils for the Field of Science and recommends the winners of the competition (at least 7 people in each edition), who received the best results in the course of competition proceedings.
10. The competition is settled by the Rector's decision.
11. Information about the result of the competition shall be sent to the applicant by e-mail to the address from which the competition application was sent.
12. The list of experts and information on their areas of expertise (names of agencies, programs and disciplines under which they can provide support) shall be posted at [www.umk.pl/idub](http://www.umk.pl/idub).

## § 5

1. The competition to receive substantive assistance from experts may be entered by academic teachers and doctoral students of the University.
2. Applications for the competition shall be submitted in accordance with the template attached as Annex No. 2 to these Regulations using a dedicated online form made available at [www.umk.pl/idub](http://www.umk.pl/idub). Applications are accepted on a continuous basis.
3. The application should be submitted in English and 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
4. The submitted application shall be reviewed by an expert appointed from among those proposed in the application. At their request, the Rector decides on the coverage of the applicant by the expert.
5. One expert may provide guidance to a maximum of 5 individuals in the same time.
6. Winners of "Excellence Initiative – Debuts" competition have priority in receiving expert guidance.

## § 6

1. The expert's duties shall include:
  - 1) assistance in preparing the substantive part of the proposal, i.e. reading the proposal at least twice and proposing amendments;

- 2) 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;
  - 3) 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;
  - 4) Preparing a final report on the cooperation with the person awarded expert guidance in accordance with the template attached as Annex No. 3 to these Regulations and sending it to ekspert@umk.pl.
2. The expert shall receive a task allowance in the amount of PLN 2 000 gross for each person to whom they have provided guidance who applies for a grant from external funds, upon submission of the final report referred to in Section 1, item 4.

## § 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 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

## § 8

1. Order No. 48 by the NCU Rector of 1 April 2020 Rules of the "Excellence Initiative Expert" program 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" (IDUB) (NCU Legal Bulletin of 2020 item. 106) is hereby revoked.
2. The order comes into force on 17 January 2022.

**R E C T O R**

**Professor Andrzej Sokala, PhD**

**Competition application**

**for the selection of *Excellence Initiative- Expert team*  
under “Excellence Initiative– Research University” program**

**Applicant’s full personal data** (name, surname, faculty, unit, scientific discipline, degree or title, telephone number, email address);

**List of grants (implemented and completed)** (title, agency, type of competition, years of implementation, amount awarded, number of contractors, list of partners);

**The discipline or disciplines in which the applicant is competent and can assist the individual preparing the grant application**

**Agencies and grant programs (competitions) in which the applicant can support the individual preparing the application**

**Description of three most important scientific accomplishments in the last 10 years** (maximum 1/2 A4 page)

.....  
(applicant’s signature)

**Competition application**

**for persons who wish to make use of experts' experience in the process of preparing a grant application under "Excellence Initiative- Expert" program.**

**Full details of the applicant (name, surname, faculty, unit, scientific discipline, degree or title, career stage, telephone number, e-mail address);**

**A list of maximum 5 most important publications from the last 5 years**

**Information on the planned grant application:** name of agency, date of submission, type of grant program (competition)

**Brief information concerning the application's topic** (maximum 1/2 A4 page)

**Maximum 3 names from the expert list** whose experience the applicant would like to make use of

In case of qualifying to the *Excellence Initiative –Expert* program, I undertake to participate in appropriate training organized under the program. In case of obtaining a grant, I undertake to participate in a training course in project management. .

.....

**(applicant's signature)**



**Expert's report on cooperation with people under  
"Excellence Initiative- Expert" mentoring under "Excellence Initiative – Research University"  
program**

<b>Expert's details:</b> name, surname, faculty, unit, telephone number, e-mail address
<b>Personal data of the person mentored:</b> name, surname, faculty, unit
<b>The reported period:</b>

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**Information on the submitted grant application:** name of agency, date of submission, type of grant program (competition)

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**List of activities undertaken by the expert in cooperation with the person under mentoring during the period indicated**

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**Comments on cooperation with the person mentoring, difficulties encountered, conclusions for the future**

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.....  
**(expert's signature)**

**Report by a person under mentoring on cooperation with an expert under  
*Excellence Initiative– Expert program*  
within the “Excellence Initiative – Research University” program**

**Details of the person mentored:** name, surname, faculty, unit, stage of career, telephone number, e-mail address

**Expert’s details:** name, surname, faculty, unit

**The reported period::**

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**Information on the submitted grant application:** name of agency, date of submission, type of grant program (competition), agency's decision

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**List of activities undertaken by the person mentored in cooperation with the expert during the period indicated**

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**Comments on cooperation with the experts, difficulties encountered, conclusions for the future**

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.....  
**(mentored person's signature)**

Dear Sir / Madam

1. The Nicolaus Copernicus University in Toruń with its registered office at Gagarina 11 will be the administrator of your personal data.
2. The objective of the processing of your personal data is the organisation of the Call Excellence Initiative – Expert.
3. Your personal data shall be processed pursuant to Article 6.1.(f) of Regulation 2106/679 of the European Parliament and of the EU Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and on repealing Directive 95/46/EC (GDPR), i.e. in the legitimate interests including:
  - efficient organisation of the call,
  - deciding on the results of the call and awarding prizes/distinguishments,  possibility of establishing contact with the participants of the call.
4. With your consent, your data will also be processed for the purpose of publishing information about the winners, including the consent to use your image. Please note that if you have given your consent, you have the right to withdraw it at any time; however, this will not affect the processing that was carried out before the withdrawal.
5. The personal data provided by you will be kept until the date on which the possibility of pursuing claims in connection with the organization of the call ceases to exist, but no longer than 3 months from the date of deciding on the results of the call.
6. You have the right to request access to your personal data, to rectify, erase or restrict processing of your personal data, as well as the right to object to its processing.
7. Providing your personal data is voluntary, but refusing to provide it or objecting to the processing of your personal data will prevent you from taking part in the call and otherwise has no other effects.
8. You have the right to lodge a complaint with a supervisory authority.
9. Your personal data will not be passed on to other entities.
10. If you wish to contact the University on matters relating to the processing of your personal data, in particular in relation to making a request to exercise your rights, please use the email address: IOD@umk.pl or write to the address: UMK w Toruniu, ul. Gagarina 11, 87-100 Toruń, with the reference 'IOD'.

Having read the above information, I agree to the processing of my personal data by the Nicolaus Copernicus University in Toruń for the purpose of the call Excellence Initiative - Expert.

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(date and signature)