# Rules for Granting Support within the *Research Support Module* to Doctoral Students and Participants of Doctoral Studies Under the Strategic Programme Excellence Initiative at Jagiellonian University

1. **ELIGIBLE APPLICANTS**
2. The entities entitled to apply for support under the *Research Support Module* are:
	1. doctoral students of the Doctoral School in the Humanities at the Jagiellonian University,
	2. participants of departmental doctoral studies at JU carrying out research in a discipline belonging to the humanities. In the case of participants of doctoral studies, the activity presented in the proposal for financial support may not be settled later than 30 September 2024.

**II. METHOD OF APPLICATION**

1. A doctoral student at the Doctoral School in the Humanities/a participant of departmental doctoral studies in accordance with the information placed in the announcement of the competition:
	1. submits a filled-in application form as available on the JU Doctoral School in the Humanities website and/or in the strefaid.uj.edu.pl system as an appendix to the *Research Support Module* Regulations;
	2. registers his/her application in the *Strefa ID.UJ* (strefaid.uj.edu.pl) with the application form and possible attachments saved in single pdf file.
2. Only applications registered in strefaid.uj.edu.pl will be considered.

**III. TYPES OF SUPPORT**

1. With a view to the implementation of research or development work by doctoral students/participants of doctoral studies, the following categories of cost can be financed within the *Research Support Module*:
	1. consumables (small disposable items, consumables, etc.) – cost limit: 400 PLN;
	2. reagents – cost limit: 400 PLN;
	3. books – cost limit: 800 PLN;
	4. tangible assets (in charge of tangible assets are heads of JU organisational units at which doctoral students/participants of doctoral studies or persons indicated by the heads of these units) – cost limit: 2400 PLN;
	5. third-party service, including the costs of translation and proofreading of publications – cost limit: 4000 PLN;
	6. civil law contracts (contracts for specific work or contracts of mandate – only for persons not employed by Jagiellonian University, without remuneration for doctoral students/participants of doctoral studies, both as principal investigators and contractors; civil law contracts are concluded by heads of JU

organisational units in which doctoral students/participants of doctoral studies are educated) – cost limit: 1600 PLN;

* 1. research internships in renowned foreign centres – cost limit: 8000 PLN;
	2. study trips in Poland and abroad – cost limit: 3000 PLN (Poland), 8000 PLN (abroad);
	3. queries in domestic and foreign institutions necessary to conduct research as part of the doctoral project – cost limit: 1600 PLN (in Poland), 4000 PLN (abroad);
	4. field research necessary for the implementation of the doctoral project – cost limit: 4000 PLN (in Poland), 8000 PLN (abroad);
	5. software licenses necessary for the analysis and development of research results for the duration of the doctoral project or for the completion of education (the heads of JU organisational units in which doctoral students/participants of doctoral studies are educated or persons indicated by the heads of these units are responsible for software licences) – cost limit: 1600 PLN.

**IV. ALOCATION**

1. The maximum support is specified in for each of category of costs separately, and ranges from **400 PLN** to **8000 PLN,** with the proviso thatthe maximum support to be granted to a single Applicant cannot exceed **8000 PLN** in a given calendar year.

**V. CONDITIONS**

1. The competition for funding under the *Research Support Module* is open to all PhD students, regardless of the doctoral program, discipline in which the individual research plan is carried out and their place of research (Faculty).
2. The applicant may only be a doctoral student of the Doctoral School in the Humanities or a participant of departmental doctoral studies in the following faculties: Philology, Philosophy, History, Polish Studies, Management and Social Communication, International and Political Studies, who carries out doctoral research in one of the disciplines belonging to the field of humanities.
3. Doctoral students/participants of doctoral studies applying for an extension or those who have already been granted extension of the deadline for submitting a doctoral dissertation may only apply for support for activities directly related to the completion of the dissertation they are working on, if these activities have been included or are relevant to the actions planned to be carried out during the extension.
4. Applicants also submit information on: 1) the results of their research to date (published articles, obtained grants, international cooperation, short-term and long term-study visits (of 5 days or more) etc.), 2) earlier financial support obtained within ID.UJ (please include the amount), and 3) earlier financial sup
5. A doctoral student/ participant of departmental doctoral studies may receive support in each cost category only once in a given competition year, and the support cannot exceed 8000 PLN.
6. In the case of applications embracing a number of activities of to be financed, the evaluating committee has the right to indicate which activities are recommended for financing
7. Receiving funding under the *Research Support Module* for the implementation of activities introduced in the proposalexcludes the possibility of covering the same costs from the financial means granted to a doctoral student/participant of doctoral studies under other ID.UJ calls and under other calls organised by external institutions financing research.
8. A doctoral student/participant of doctoral studies may indirectly claim the financial support from the ID.UJ, for example, by joining teams led by experienced researchers, with the reservation that it is not allowed to cover the same expenses from two different sources, including under the ID.UJ.
9. To submit an application in another round of *Research Support*, if there is a second call announced in a given calendar year,the Applicant needs to have his/her report and financial statement approved of.
10. The support within the *Research Support Modul*e must be implemented and accounted for in accordance with the rules in force at Jagiellonian University. All calls within the pool of funds allocated for the implementation of the *Research Support Module* in a given year must be announced and settled by 31 December of the year for which they were awarded.

**VI. SCHEDULE**

1. Funds allocated for the implementation of the *Research Support Module* shall be awarded in a competition organized once in a given calendar year, in which all submitted applications (in all the humanistic disciplines and all relevant faculties) are considered.
2. If the allocated funds under a given call are not used, the organiser of the call may announce an additional call for proposals. If the announcement of the additional call for proposals does not lead to the full use of the allocated funds or the additional call for proposals is not announced, the organiser of the call is obliged to return the unused part of the funds to the ID.UJ funds.
3. The competition is launched on 5 March 2024.
4. Closing date: 15 May 2024.
5. Implementation of support: no later than 5 months from the moment of decision of the evaluating committee on a given application is taken.

**VII. METHOD OF APPOINTMENT AND MEMBERS OF THE EVALUATING COMMITTEE**

1. The evaluating committee is appointed by the Doctoral School in the Humanities Board.
2. The evaluating committee is composed of the Director of the School in the Humanities or a person appointed by him/her, representatives of the Doctoral School, representatives of faculties or other units educating participants of doctoral studies as well as representatives of doctoral students indicated by the appropriate body of Jagiellonian University PhD Student Association
3. The evaluating committee draws up and approves a list of applications recommended for funding.
4. The members of the evaluating committee do not assess the applications of doctoral students/ participants of departmental doctoral studies whose supervisors they are. A doctoral student who is a member of the evaluating committee does not participate in the evaluation process concerning his/her own application.

**VIII. DETAILED EVALUATION CRITERIA, METHOD OF ASSESSING APPLICATIONS AND CREATING A RANKING LIST**

* 1. The evaluation is based on the information submitted by the doctoral student in the application.
	2. **Formal assessment:** applications are assessed for completeness, compliance with the 4\*I rule and the conducted research.
1. **Substantive evaluation** includes the following components:
	1. Implementation of pillars of the 4\*I principle of ID.UJ - max. 40 points.
	2. Substantive rationale for using the support and its impact on the research conducted - max. 30 points.
	3. Justification for planned expenditure - max. 10 points.
	4. Expected results in the context of the research conducted (e.g. publications, dissertation chapter, preparation of grant application) - max. 20 points.

Total points: max. 100.

1. The ranking list includes applications recommended for funding and those not recommended.

**IX. METHOD OF PUBLISHING THE RESULTS**

* 1. Information on whether or not the support has been granted is sent to the applicant's address in the domain uj.edu.pl within 7 days after the decision of the evaluating committee is taken, and the list of applications selected for funding is published on the website of Doctoral School in the Humanities of the Jagiellonian University in the Excellence Initiative bookmark.

 **X. REPORTS**

1. In addition to the financial report, the Beneficiary is obliged to submit a report on the achieved outcomes. This report should include a detailed description of the activities financed and the results related to the implementation of the Individual Research Plan achieved thanks to the support, e.g. details concerning the part of the dissertation written as a result of the activity financed by the module; details of the publication prepared for submission (including its title, the name of the target journal and the number of points awarded to the journal on the ministerial list), etc. along with a short statement by the supervisor on these results.

**XI. APPEALS**

1. The Applicant may appeal against the negative decision of the evaluating committee to the Director of the Doctoral School in the Humanities only in the event of violation of the competition procedure or formal mistakes in the application evaluation process within 7 days from the moment the decision is announced. There is no right to appeal against the evaluation result.

**XII. DATA PROTECTION REGULATION AND RIGHTS AND OBLIGATIONS**

1. A signed General Data Protection Regulation and the Rights and Obligation forms must be attached to the Application.