

# REGULATIONS ON APPLYING FOR GRANTING FUNDS FOR THE IMPLEMENTATION OF A RESEARCH PROJECT

## §1 SUBMISSION OF APPLICATIONS

1. Applications for research funding are submitted by Project Managers only in electronic form, within the WISUS system.
2. The Student Research Society (STN) group operating at a given organizational unit of the Medical University (Chairs / Departments / Clinics) has the right to carry out 4 research projects financed under the Student Research Studies (SBN) at the same time. This means that in a given edition of the grant competition, the number of submitted applications should also take into account projects previously awarded and still being implemented. An implemented project should be understood as one that has not been completed with the submission of the final report and does not have an appropriate annotation about its settlement in the IT system that supports grants.
3. In the event that the STN Group has more applications than allowed, all applications will be returned, and the STN Group has seven days to resubmit applications in the amount provided for by the limit.
4. The application should be prepared in such a way that it can be reliably assessed. It should contain such elements as: research hypothesis / research goal, presentation of the current state of knowledge on a given topic, justification of research innovation, research plan / schedule, research tasks assigned to individual members of the project team, cost estimate, methodology and bibliography.
5. In the event of formal deficiencies in the application, including deficiencies preventing its assessment, provided for in point 4, the SNB Committee shall return the application for supplementation within 7 days from the date of return of the application, otherwise it will be left without consideration.
6. Applications are submitted within the time limit specified in **Appendix 1** (*Grant application schedule*). The following documents should be attached to the application (as a scan in PDF format):
  - a. **Appendix 2** (*Consent to conduct research*) signed by:
    - the head of the unit where the project is implemented
    - the supervisor of the research group registered within the STN, in which the project is to be implemented

- research supervisor of the project

b. the consent of the Bioethics Committee or the Local Ethical Committee (LKE) for Experiments on Animals or the consent of the Ministry of the Environment for the contained use of genetically modified organisms / microorganisms (if the application requires any of the consents). Detailed information on the conditions for obtaining the above-mentioned consents is included in **Appendix 3** (*Research ethics*)

In justified cases, it is allowed to provide the consent of the Bioethics Committee / LKE or the consent of the Ministry of the Environment at a later date, but **not later than 2 months from the last day of submitting applications**. If the application is submitted without the required consent, the reason for the postponed delivery of the relevant consent for research should be explained no later than on the day of submitting the application by the Project Manager, in an email sent to the Chairperson of the SNB Committee. In the event of failure to provide the relevant consent in the above-mentioned time, the application will not be included in the ranking list.

c. **Appendix 4** (*Personal data*)

d. other attachments (e.g. chemical reaction schemes, sample publications in a given research area), which, in the opinion of the Project Manager, may be necessary or useful for its reliable evaluation.

7. The maximum amount requested is:

- for a questionnaire survey: PLN 1,000
- for the experimental study: PLN 12,000

8. All correspondence between applicants and persons implementing grants, including the Project Manager and Supervisor, and the Committee for the SBN shall be carried out **only electronically**. Correspondence addressed to the Commission should be sent to the following address: [granty.stn@ump.edu.pl](mailto:granty.stn@ump.edu.pl), and requests to the Chairperson of the Committee to the following address: [kksiazek@ump.edu.pl](mailto:kksiazek@ump.edu.pl)

## §2 PROJECT MANAGER

1. The project manager is the student applying for funding for the research project.

2. All Poznań University of Medical Sciences students being members of the Student Research Society have the right to submit applications. A student of the Student Research

Society is considered to be a student of the Poznań University of Medical Sciences who belongs to the Student Research Group registered by STN and has paid membership fees for the academic year in which they are applying for funding.

3. The manager may carry out the research project individually or in a team consisting of other members of the Student Research Society.

4. All members of the team implementing the research project have to have the status of an STN person and, among others, are to make contributions for a given academic year.

5. The duties of the project manager:

- implementation of the research project in line with research scope and schedule as described in the application,
- timely submission of a substantive and financial report on the grant implementation
- reporting on obtained research results during the International Congress of Young Medical Scientists

6. One student may be the project manager of only one research project financed by the SBN Committee. However they may be members of no more than 2 other teams implementing SBN grants.

7. If, during the duration of the project, the project manager graduates, they are to inform the SNB about this fact. At the same time, the Project Supervisor should indicate a person who will take over the manager duties until the project ends and who will be responsible for the fulfilment of all obligations incumbent on the Project Manager. An application for a change of the Project Manager, approved by the project supervisor and the SKN supervisor in a given unit, should be submitted to the Commission no later than May 31 of the academic year in which the current Manager graduates.

8. In justified situations, it is possible to change the Project Manager before the end of the research, for reasons other than those described in point 7. The scientific supervisor of the project informs the SBN Committee about such a change, indicating the reason for the change and the person who will take over the duties of the Project Manager.

9. The right to apply for a student grant is not granted to a person who meets the conditions described in point 2, at the same time is an employee of the Medical University or a student of the Doctoral School.

### **§3 PROJECT RESEARCH SUPERVISOR**

1. Any research-didactic or research worker at the Poznań University of Medical Sciences may become the research supervisor.
2. The research supervisor of the project must obtain a written consent from the head of the unit in order to be able to implement the SBN project in it.
3. In justified situations, at the request of the head of the organizational unit in which the project is implemented, the Chairperson of the SNB Committee may consent to the change of the project supervisor. The application should indicate the reasons for the proposed change.
4. The research supervisor of the project may supervise the implementation of a maximum of 2 SBN projects at the same time, including the limit of ongoing and / or unsettled projects from previous years.
5. The scientific supervisor of the project is responsible, together with the Project Manager, for the implementation of the project, the correctness of spending of the allocated funds and the timely submission of the grant report.
6. In the event of any inconsistencies, the financial responsibility shall be borne by the Project Research Supervisor, who is the actual administrator of the project budget.

### **§4 PROJECT EVALUATION**

1. Each project is assessed by two reviewers selected by the Committee for SBN. Due to the nature of the grant application, their names are secret. The Committee makes every effort to ensure that the professional experience of the appointed reviewers is consistent or as close as possible to the subject of the proposed research.
2. A reviewer of the SBN project may be any university graduate who is a research-didactic or research worker at the Poznań University of Medical Sciences. The function of a reviewer may also be performed by a retired research-didactic or research worker of the University.
3. The project evaluation criteria and the weight of individual criteria expressed as a percentage are as follows: scientific level of research (50%), innovation of the project (20%), impact of research on the development of the scientific discipline (10%), possibilities of research (10%), cost estimate (10%).

4. A reviewer of the SBN project cannot be a person who has a conflict of interest with the applicants. A conflict of interest is understood as a relationship with the Head of the organizational unit in which the project would be implemented, with any employee of this unit, with the Project Manager or Supervisor, or with any team member. A conflict of interest is also the scientific cooperation with the above-mentioned people conducted in the last 3 years. If any of the above-mentioned circumstances occur, the person invited to carry out the review should resign from carrying out the project evaluation, informing the Committee about the conflict of interest.

#### **§5 PROJECT APPROVAL**

1. Funds allocated to your own project depend on:
  - the amount of funds allocated to the SNB Committee for a given academic year by the Rector of the Medical University
  - the scientific level of the project in a given edition (evaluation by the reviewers)
  - number of projects approved for implementation
2. List of projects recommended for financing is established by the Committee for SNB.
3. Projects recommended for financing are approved by the Vice-Rector for Science and University Development at the request of the SBN
4. After approving the list of projects recommended for financing, the SNB Committee makes the results of the competition available in the IT system that supports STN grants. The list of approved projects along with the cost estimate is forwarded to the Controlling and Accounting Team in order to assign a budget and cost number.
5. The decisions of the Committee are final and may not be appealed against.
6. The indicative dates of the announcement of the competition results are included in

#### **Appendix 1**

#### **§6 PROJECT IMPLEMENTATION**

1. The implementation of the SBN project lasts, in accordance with the schedule included in the application, for 18 months from the moment of granting the funds. The project may be completed before the expiry of the maximum implementation date by submitting a complete final report to the SNB Committee.

In justified cases, supported by an appropriate application from the project manager, approved by the Project Supervisor and the head of the organizational unit to the

Chairperson of the Commission, it is possible to extend the time of research and budget availability, but for a period not longer than 12 months.

2. Supervisor of the project qualified for the implementation receives/is e-mailed the budget number by e-mail assigned by the Controlling Team. This number is to be used when placing orders via eSKLEP and describing documents in the Electronic Document Circulation System (EOD).

3. The granted funds may not be spent on:

- office equipment, e.g. a photocopier, fax machine, telephone, computer or computer components, printer, scanner, guillotine, binding machine,
- purchase of presentation equipment, including an overhead projector, overhead projector and foil,
- teaching activities
- building materials
- remuneration for the project supervisor, team members, project supervisor
- other, not related to the implementation of SBN projects.

If the research requires the use of external services, this information should be included in the application. Costs of external services must be documented with VAT invoices. A mandate contract is also an acceptable form of remuneration for the services provided.

4. The spending of the funds allocated to the project implementation should be consistent with the cost estimate presented in the application.

5. The transfer of funds between individual items of the cost estimate may be made only after obtaining the consent of the Chairperson of the SNB Committee.

6. All purchases should be handled through the Purchasing Department of the Poznań University of Medical Sciences, via the eSKLEP service.

7. Detailed information on the principles of using funds for the implementation of the grant can be found in Appendix 5 (Regulations for the use of funds).

8. Grants awarded by the SNB Committee cannot be submitted for implementation at the University Apparatus Center (UCA). An exception to this rule may be the situation when the project is submitted to the UCA by the Research Supervisor (PUMS employee) and carried out by them personally, in the presence of members of the project team.

## §7 PROJECT SETTLEMENT

1. The condition for the settlement of the project is the submission of the final report, in accordance with the form (**Appendix 6**) available on the STN website, by the date specified in **Appendix 1** (Grant application schedule).
2. Before submitting the report, the Scientific Supervisor is obliged to apply to the Accounting Department for approval of the completeness of costs and closing the project in the budget system. Confirmation is then provided to the Commission.
3. The final report should contain a synthetic discussion of the results obtained, including the presentation of conclusions from the research.

If the results of the research obtained during the project implementation were published or presented at a scientific conference, copies of the publications, abstracts or a certificate from the conference organizer confirming the presentation of the results may be attached to the final report. Disseminating the research results in the form of a publication or a conference summary **is not a condition for obtaining the settlement** of the awarded grant.

4. Publications and conference summaries made with the use of funds granted under the STN should contain a clause (in the "Podziękowania"/"Acknowledgments" section) that the project was implemented with the use of funds for research granted by the Poznań University of Medical Sciences (in Polish or English, respectively).
5. Failure to submit a complete final report on time or a negative assessment by the SNB Committee excludes the possibility of the Manager of a given project from applying for funding for another research project, and the supervisor of such a project must not perform the function in other research projects for three consecutive years, about which the interested sides will be informed electronically.

It is possible to withdraw from imposing on the Project Manager or Project Supervisor the above-mentioned grace period in the event that these persons submit, in the form of an e-mail, to the Chairperson of the SBN Committee, explanations regarding the objective factors that may have contributed to the failure of the research and possible indication of planned remedial measures in order to prevent such a situation in the future and to recognize these explanations by the SNB Committee. These explanations should be submitted not later than within 7 days from the moment of receiving information about the negative assessment of the project.

6. The basis for a negative assessment of the report is the finding by the SNB Committee of the fact that the planned project has not been fully implemented, that funds have not been

spent in accordance with the plan, or that there are other gross deviations from the project implementation regulations.

7. The manager of an ongoing project may apply for financing of another project only after the first project has been settled.

#### **§8 FINAL PROVISIONS**

1. The Student Research Committee reserves the right to make changes in the Regulations for applying for funding for a research project after a positive opinion from the Vice-Rector for Science and University Development.

2. The SBN Committee is a body that is administratively subordinate to the Vice-Rector for Science and University Development. In the scope of its duties, as an independent body, the Committee takes autonomous decisions. Any attempt to influence the decisions of the Committee, including appointing reviewers or issuing decisions on granting or refusing funding are not allowed. The Chairperson of the Committee shall immediately inform the Vice-Rector for Science and University Development about the occurrence of such events.

**APPENDIX 1**  
**GRANT SCHEDULE**

**SCHEDULE OF APPLYING FOR FUNDS AND IMPLEMENTING RESEARCH AS PART OF THE STUDENT  
RESEARCH SOCIETY IN THE ACADEMIC YEAR 2022-2023**

	DEADLINE
APPLICATION SUBMISSION DEADLINE	Dec 12, 2022
EXPECTED DATE OF THE ANNOUNCEMENT OF THE RESULTS	FEBRUARY 2023
RESEARCH COMPLETION DATE	18 MONTHS AFTER GRANTING
SUBMISSION OF FINAL RESEARCH REPORTS	WITHIN 30 CALENDAR DAYS FROM THE END OF THE RESEARCH

## APPENDIX 2

### PERMISSION TO CONDUCT RESEARCH

Poznań, .....

I hereby authorize conducting the Student Scientific Association research project entitled ..... managed by a student (student's first and last name, faculty, field of study and year of study) ..... under the scientific supervision of (name and surname, degree / academic title of the Scientific Supervisor of the project) ..... at (the name of the department of Poznań University of Medical Sciences) .....

Signature of the Head of the Chair / Clinic / Department

Poznań, .....

I hereby authorize conducting the Student Scientific Association research project entitled..... managed by a student (student's first and last name, faculty, field of study and year of study) ....., a member of the Student Scientific Association (name of the association)..... at (the name of the department at Poznań University of Medical Sciences) .....

Simultaneously, I confirm that I have read the "Regulations on awarding funds for the implementation of research projects".

Signature of the Scientific Association Supervisor

Poznań, .....

I hereby authorize conducting the Student Scientific Association research project entitled ..... under my supervision managed by the student (name and surname of the student, faculty, field of study and year of study) ..... at (the name of the department at Poznań University of Medical Sciences department) .....

At the same time, I confirm that I have read the "Regulations on awarding funds for the implementation of research projects".

Signature of the Project Supervisor

## APPENDIX 3

### RESEARCH ETHICS

#### §1 Preliminary information

1. Research performed as part of Student Scientific Association must comply with the principles of ethics in science. This means that research using biological material from humans (patients, volunteers) must obtain the permission of the Bioethics Committee operating at the Poznań University of Medical Sciences (PUMS). Animal testing must be approved by the Local Ethics Committee for Animal Experiments in Poznań (LKE), and tests using genetically modified microorganisms (GMMs) or genetically modified organisms (GMOs) must be approved by the Ministry of the Environment and conducted in a unit with the status of the Genetic Engineering Department.
2. Responsibility for obtaining relevant approvals rests with the Manager and Scientific Supervisor of the implemented project.
3. The permissions referred to above, should be submitted collectively with the application for research funding, in the mode described in the Regulations on awarding funds for the implementation of research projects (subject to §1 item 6B of the Regulations on awarding funds for the implementation of research projects).

#### §2 Bioethics Committee

1. The scope of the Bioethics Committee is to consider and provide opinion on submitted applications to conduct research on people (including questionnaires), as well as research on human biological material.
2. The head of the research in question should be employed by the Poznań University of Medical Sciences (if the research is carried out by students – the Scientific Supervisor).
3. Conclusions regarding all scientific research conducted in clinical hospitals and clinical units of PUMS located in non-clinical hospitals should be accepted by the Head of the clinic and the management of the relevant hospital.
4. If the research is conducted as part of cooperation between two or more organizational units subject to the opinion of the Bioethics Committee, the application must be signed by the Heads of these units.
5. The commencement of research, which is reviewed by the Committee, is possible only after the Committee has given its written permission to the subject of the application.
6. The calendar of sessions of the Bioethics Committee at the Poznań University of Medical Sciences is available at: <http://www.bioetyka.amp.edu.pl/Terminy.html>. The application should be submitted at the latest one week prior to the session at the Committee's office at Collegium Maius, 10 Fredry St., room 145.

#### §3 Local Ethics Committee for Animal Experiments

1. In the case of research on laboratory animals, the appropriate permission is issued by the Local Ethics Committee for Animal Experiments in Poznań. All information on obtaining such a permission (required documents, dates of Committee meetings, downloadable forms, regulations, etc.) is available at: <http://jay.up.poznan.pl/kfibz/LKE/informacje.php>.

#### **§4 Permission to the closed use of GMM or GMO**

1. In the case of experiments employing GMM or GMO, which include transfection and transduction procedures using bacterial or viral vectors introduced into mammalian cells, it is necessary to obtain the appropriate permission from the Ministry of the Environment.
2. Tests with the use of GMMs or GMOs may only be performed in units with the status of the Genetic Engineering Department.

#### **§5 List of documents required for the Bioethics Committee**

1. Request for an opinion on a scientific research project. The application form is available at: [http://www.bioetyka.amp.edu.pl/Wymagane\\_dokumenty.html](http://www.bioetyka.amp.edu.pl/Wymagane_dokumenty.html) . Applications must be computer filled and printed without any modification of individual elements of the application.
2. Description of assumptions. The description of the research assumptions should include:
  - research title;
  - description of research hypotheses, following the analysis of the available literature;
  - the purpose of the research;
  - providing assumptions and results of other authors;
3. Methods and expected period of conducting the research.
4. Description of the research group:
  - number of people;
  - age;
  - gender
  - health;
  - selection description (attach a template for the research vacancy notice, if applicable)
5. Insurance policies for volunteers / patients
6. Specimen of the research vacancy notice (if the notice has been prepared) and a specimen of information for the volunteer / patient regarding the conducted research (in Polish);
7. Specimen form of informed consent to participate in a research study for a volunteer / patient or his statutory representative (in Polish);
8. Specimen of information and patient's informed consent form for the DNA isolation and storage (the consent form should include, inter alia, the volume of blood collected and which specific genes will be tested) - in the case of genetic testing.
9. In the case of questionnaires, the content of the questionnaire should be attached to the application; in the case of an anonymous questionnaire, the patient's consent form is not submitted.

#### **§6 Patient information**

Information for the patient should contain detailed information regarding:

- the aims and principles of conducting a medical experiment;
- expected therapeutic and other benefits;

- experiment participation risk;
- voluntary participation in the research and the possibility of withdrawing from it at any stage with the right to continue treatment in the same clinic;
- confidentiality of personal data;
- the terms and conditions of insurance against damage suffered by the patient during the research.

### **§7 Patient Informed Consent Form and Patient Informed Consent Form for genetic testing**

The Patient Informed Consent Form should contain the following statements regarding:

- voluntary consent to participate in a medical experiment following reading the information for the patient (the patient's consent must be obtained to perform specific activities, e.g. to collect a given amount of blood).
- the possibility of asking the person conducting the experiment questions and receive answers to these questions.
- obtaining information on the possibility of withdrawing from a medical experiment at any stage.
- the acceptance of insurance terms in the event of damage suffered by the patient.
- consent to the processing of data related to participation in an experiment by a person or other entity conducting a scientific research (medical experiment).

In the case of genetic testing, please include also:

- consent for DNA isolation (indicate which genes will be tested).
- information on DNA storage and possible destruction of samples following testing.
- information on the possible use of samples for other purposes.
- information regarding the possibility of withdrawing from the research and demanding the DNA samples destruction.
- information on the disclosure of research results to the patient

## APPENDIX 4

### PERSONAL DATA

1. Details of the student applying for funds:

a. Name and surname:

b. Faculty, field of study and year of study:

c. The scientific association within which the project will be implemented:

d. Phone number:

e. E-mail:

f. Printed scientific publications as the first author, or a co-author (max. 3 items; provide: authors, title, paper, year, issue number, page numbers):

g. Have you previously applied for research funding from the Student Research Studies fund? Has the application been successful?

2. Data of the Research Supervisor:

a. Name and surname:

b. Degree / academic title:

c. The name of the department and the unit where the Supervisor is employed:

d. E-mail:

e. Phone:

## APPENDIX 5

### REGULATIONS ON THE USE OF FINANCIAL FUNDS AND SETTLEMENT OF STUDENT RESEARCH GRANTS

1. There is a separate budget in the Semafor system for each research project financed under the Student Research Studies (SBN). The use of funds takes place within the framework of the funds set in the budget, which are available for a given year, in accordance with the approved project cost estimate. Each project budget has an indicated owner of the budget (funds administrator), who is the Project Supervisor (PUMS employee).

2. Purchases for research carried out by the Student Research Society may be made only through the Purchasing Service Department, using the eSKLEP platform. Requests are submitted in the eSKLEP system. The demand may be submitted if the source of financing is indicated (i.e. the correct ID of the budget assigned to a given project) and there are funds available in the budget to be used for the implementation of the order. Processing the purchase of goods or services by the Purchasing Service Department requires the approval of the requirement by the budget owner (the administrator of funds).

3. In terms of invoicing purchases financed from SBN budgets, the Electronic Document Circulation System (EOD) is in force. Each invoice must be entered into the EOD, in which the substantive unit (budget administrator) confirms the implementation of the order, accepts the sources of financing and specifies in detail the aim, purpose of spending related to science or teaching.

4. In the case of conference trips, it is permissible to purchase tickets from your own funds, and then obtain a refund to the bank account indicated on the delegation form.

5. The settlement of business trips takes place in the EOD System. The first step for national business trips is to submit a "Request for Delegation" in the EOD system. The leave application is submitted by both the employee and the student. The application may be initiated by the Project Supervisor with an indication of the delegate (referral to a business trip, business trip order). The electronic completion of the application requires providing the data of the delegated person, business trip destination, date of departure, date of return, purpose of the delegation, means of transport, approximate costs of the trip along with an indication of the source of financing.

The second stage, after returning from the trip, is to fill in the "Delegation settlements" form in the EOD. It is a continuation of the "Application for a delegation", i.e. it contains all the fields and data entered at the stage of the Application for delegation as well as additional fields required to confirm the completed travel costs and attach external documents (such as

invoices for accommodation, tickets, travel documents, etc. ), confirmation of the sources of financing and indication of amounts paid from private funds and indication of data necessary for the refund.

APPENDIX 6

FINAL REPORT ON THE IMPLEMENTATION OF THE RESEARCH PROJECT FUNDED FROM THE  
STUDENT RESEARCH STUDIES COMMISSION

<p>The title and project number:</p>	<p>Application for: Experimental research Scientific research Other (provide the type):</p>
<p>Research Supervisor: a. degree, first and last name:  b. department (name of the unit, department, address)  c. e-mail  d. phone number</p>	<p>Project Manager – Student a. first and last name  b. faculty, field of study, year of study  c. scientific association  d. e-mail  e. phone number</p>
<p>Research team: (name, surname, field of study, year) 1.  2.  3  4.</p>	<p>Research tasks performed by individual members of the research team  1.  2.  3.  4.</p>

5.	5.
Awarded funding for the implementation of the grant	Funding spent on the implementation of the grant

<p>Was the project implemented according to the schedule:</p> <p>Yes</p> <p>No – provide justification</p>	<p>Was the project co-financed from other sources</p> <p>No</p> <p>Yes – provide the scope of financing</p>
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Required attachments:

1. Synthetic discussion of the results
2. Copies of certificates of presenting presentations at domestic and foreign conferences, or photocopies of the conference book (title page with the name of the conference + summary page)
3. Copies of publications and congress summaries resulting from the implementation of the research project, or a list of papers accepted for publication (a copy of the editorial certificate of acceptance for publication)

Signature of the Research Project Supervisor

Signature of the student – Project Manager