



**Principles of distribution of the subsidy granted from science funding  
to the Faculty of Political Science and International Studies  
of the University of Warsaw  
of 18 July 2018**

**Chapter I  
General Principles**

**§1**

These Principles concern the distribution of the subsidy granted from science funding<sup>1</sup>:

1. allocated to financing activities set forth in the Statutes and specified in Article 18(1)(1) of the Act of 30 April 2010 on the Principles of Financing Science<sup>2</sup>, transferred in the form of an earmarked subsidy;
2. allocated to financing activities set forth in the Statutes and specified in Article 18(1)(3) of the Act of 30 April 2010 on the Principles of Financing Science<sup>3</sup>, transferred in the form of a targeted subsidy.

**§2**

The following terms in these Principles shall have the meaning as specified below:

1. 'Minister' – Minister for science and higher education;
2. 'Ministry' – Ministry of Science and Higher Education;
3. 'Faculty' – Faculty of Political Science and International Studies of the University of Warsaw;
4. 'Institute' – one of the institutes of which the Faculty of Political Science and International Studies of the University of Warsaw is composed;
5. 'Dean' – Dean of the Faculty of Political Science and International Studies of the University of Warsaw;
6. 'BST subsidy' – an earmarked subsidy for maintenance of the research potential of a scientific unit;
7. 'DSM subsidy' – a targeted subsidy for conducting research or development work and related tasks that serve the development of young researchers and doctoral programme participants.

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<sup>1</sup> Act of 30 April 2010 on the Principles of Financing Science (consolidated text: Dz.U. 2018, item 87).

<sup>2</sup> 1) maintaining the research potential of a scientific unit.

<sup>3</sup> 3) activities of scientific units of higher education institutions, scientific units of the Polish Academy of Sciences, research institutes and international scientific institutes consisting of conducting research or development work and related tasks that serve the development of young researchers and doctoral programme participants and that are financed by way of internal competitions.

### §3

These Principles take into consideration fact that funds are to maintain the research potential of the Faculty and contribute to the improvement of the quality of research, including achieving the highest scientific category of the Faculty.

### §4

1. Upon receiving from the Ministry the information on the amount of funding granted to the Faculty for the specific calendar year in the form of BST and DSM subsidies, the Dean shall distribute the funds.
2. The information on the amount of funds made available to the Institutes shall be given to the Institutes' Directors in writing.

### §5

The expenditure on remuneration for the Faculty employees and doctoral programme participants in relation to performing the tasks connected with the BST and DSM subsidies may not be higher than 50% of the value of the granted funding.

### §6

1. Any transfer of the funds unused for performance of the tasks in the calendar year for which they have been granted to the subsequent calendar year shall require a written request and justification from the head of the research task.
2. The decision on the transfer of the funds unused for performance of the tasks in the calendar year for which they have been granted to the subsequent calendar year shall be made by the Dean or the Vice-Dean for research and international cooperation.
3. In the case of resigning from the use of funds or if the funds have not been used for performance of the tasks in the given calendar year and no requests for their transfer to the subsequent calendar year have been submitted, or if the funds have not been used within the time limit indicated by the Dean or the Vice-Dean for research and international cooperation, such funds shall be allocated for performance of other research tasks.

### §7

1. In the case of research tasks selected for performance by way of competition, if the amount received is lower than the amount requested, the head of the research task shall submit an updated expenditure schedule within 14 days of receiving the information on the granted funding.
2. Failure to submit the expenditure schedule referred to in point 1 above within the specified time limit may result in withdrawal of the funds.

## §8

1. The report on the performance of a research task should be submitted in an electronic form to the Office for Scientific Research at the Faculty (sobn@uw.edu.pl), by 31 January of the year following the year in which the funds have been granted.
2. In the event of a transfer of the funds unused for performance of the task in the calendar year in which they have been granted to the next calendar year, a report on the activities conducted up to that time should be submitted by the deadline indicated in point 1 above, and when the entire research task is completed – a final report should be submitted.

## Chapter II BST Subsidy

### §9

The funds in the form of the BST subsidy shall be divided into four parts:

1. one to be distributed between the Institutes, constituting 50% of the entire amount;
2. intended for the maintenance of four faculty scientific journals („Problemy Polityki Społecznej”, „Przegląd Europejski”, „Stosunki Międzynarodowe – International Relations”, „Studia Politologiczne”) – constituting 20% of the entire amount;
3. one at the disposal of the Dean, constituting 15% of the entire amount (in the form of a research task titled *Permanent research areas of the Faculty of Political Science and International Studies*);
4. one to be distributed by way of internal competition, constituting 15% of the entire amount (in the form of a research task titled *Scientific innovations of the Faculty of Political Science and International Studies*).

### §10

Should an additional earmarked subsidy be received, it shall be distributed in equal parts between the research tasks: *Permanent research areas of the Faculty of Political Science and International Studies* and *Scientific innovations of the Faculty of Political Science and International Studies*.

### §11

A head of a research task may be a research and teaching employee or a research employee who has submitted a statement on his/her consent to being classified as a Faculty employee performing research and development work.

### §12

1. The amount of funds to be made available to specific Institutes shall be calculated according to the following criteria:



- a) the number of points received for publications by employees of the specific Institute published in the previous calendar year<sup>4</sup>;
- b) the number of research and teaching employees, research employees, research and technical employees, and engineering and technical employees of each Institute.

### §13

1. The number of points for publications by employees of each Institute shall be calculated based on the data published in the Polish Scholarly Bibliography (PBN).
2. The criterion specified in this point shall be used to distribute 50% of the funds granted to the units.

### §14

1. The number of employees shall be specified according to the employment level in the month in which the Faculty has received the information on the subsidy granted by the Ministry.
2. For the purpose of distribution of funds, the academic degree/academic title/professional title and the work time of an employee are taken into consideration as follows:
  - a) research and teaching employees and research employees holding the title of a *profesor* – work time x 2;
  - b) research and teaching employees and research employees holding the degree of *doktor habilitowany* – work time x 1.5;
  - c) research and teaching employees, research employees, research and technical employees holding the degree of *doktor* – work time x 1;
  - d) research and technical employees, engineering and technical employees holding the title of *magister* – work time x 0.5.
3. The numerical value is then calculated into the percentage share in the amount of funds to be distributed based on this point.

### §15

1. The Institutes' Directors shall distribute the granted amount according to the criteria which shall be announced publicly.
2. The information on the distribution of funds in the Institute should include – apart from the information on the head of the task and its subject – a general plan of expenses connected with the research task.
3. The distribution of the funds should be made with consideration of the research activity of the Institute's departments and the research development needs of the staff.
4. The adopted criteria of distributing and using the funds may not be in contradiction with these Principles.

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<sup>4</sup> According to the Ordinance of the Minister of Science and Higher Education of 12 December 2016 on awarding a scientific unit category to scientific units and higher education institutions whose charters do not indicate basic organisational units (Dz.U. 2016, item 2154).

#### §16

1. The funds at the disposal of the Dean (as a research task titled *Permanent research areas of the Faculty of Political Science and International Studies*) are first used to co-finance ongoing scientific and research tasks of the Faculty employees that are not financed from other sources.
2. The specimen application for co-financing of a research task has been attached hereto as Annex 1.

#### §17

1. The funds distributed by way of internal competition (as a research task titled *Scientific innovations of the Faculty of Political Science and International Studies*) shall be allocated to co-financing research tasks reported in the given calendar year based on the application attached hereto as Annex 1.
2. The competition, organised at least once in a year, shall be open to research teams composed of eligible employees representing at least two Institutes.
3. The preferred research tasks shall be those which:
  - a) are not financed from other sources;
  - b) have impact on the increased international visibility of the Faculty;
  - c) are conducted in an innovative manner;
  - d) will result in submitting a grant application.
4. The applications shall be evaluated by a competition commission appointed by the Dean.
5. The meeting of the competition commission shall be recorded in minutes.
6. The results of the competition shall be notified to the heads in charge of the research tasks in writing within two weeks of the date of the competition commission's meeting.

### **Chapter III DSM Subsidy**

#### §18

1. The funds from the DSM subsidy shall be distributed by way of internal competition.

#### §19

1. The research teams may be headed by: research and teaching employees, research employees and doctoral programme participants.
2. The research tasks have to serve the development of young researchers<sup>5</sup> or doctoral programme participants.

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<sup>5</sup> According to Article 2(19) of the Act of 30 April 2010 on the Principles of Financing Science (consolidated text: Dz.U. 2018, item 87), a young researcher is a person who engages in research and development activity and who in the year of applying for the funds is under 35 years of age.

§20

1. The competition application should be prepared according to the specimen application attached hereto, and submitted to the Office for Scientific Research at the Faculty within the time limit specified in the announcement about the competition.
2. The applications shall be evaluated by a competition commission appointed by the Dean.
3. The Commission reserves the right not to distribute the entire amount of funds in one competition and to announce another competition.
4. The meeting of the competition commission shall be recorded in minutes.
5. The results of the competition shall be notified to the heads in charge of the research tasks in writing within two weeks of the date of the commission's meeting.

§21

1. In the case of resigning from the use of funds or if the funds have not been used for performance of the tasks in the given calendar year and no requests for their transfer to the next calendar year have been submitted, or if the funds have not been used within the time limit indicated by the Dean or the Vice-Dean for research and international cooperation, such funds shall be allocated for performance of other research tasks based on the decision of the Dean or the Vice-Dean for research and international cooperation.

**Prof. UW, dr hab. Stanisław Sulowski**  
**Dean of the Faculty of Political Science**  
**and International Studies,**  
**University of Warsaw**

Dziekan Wydziału  
Nauk Politycznych i Studiów Międzynarodowych UW

*Prof. UW dr hab. Stanisław Sulowski*



## Application for co-financing of research

Name and surname of the Applicant (head of the research task)	
Contact to the project manager (e-mail address, mobile phone number)	
Composition of the research team and the Faculty unit	
Date of the application	

Title of the research subject	
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Scientific aim of the research subject	
Short description of the research subject (timeline of activities)	
Planned manner of disseminating the research findings	
Requested amount	
Detailed expenditures with justification	
Timeline of funds disbursement <sup>6</sup>	

List of annexes to the application	
Signature of the Applicant	<p>I hereby declare that I have read the <i>Principles of distribution of the subsidy granted from science funding to the Faculty of Political Science and International Studies of the University of Warsaw of 18 July 2018.</i></p> <p>.....</p>

<sup>6</sup> In the case of research tasks selected for performance by way of competition, if the amount received is lower than the amount requested, the head of the research task shall submit an updated expenditure schedule within 14 days of receiving the information on the granted funding.