



**Fundusze
Europejskie**
Wiedza Edukacja Rozwój

Unia Europejska
Europejski Fundusz Społeczny



Guide to forms of support provided to Project Participants
„UPWr 2.0: International and interdisciplinary development
programme for Wrocław University of Environmental and Life
Sciences” module V task 4 - Interdisciplinary International Doctoral
School at UPWr, co-financed by the European Social Fund under the
Operational Program Knowledge Education Development, under
contract No. POWR.03.05.00-00-Z062 / 18 of June 4, 2019.



The task includes the creation and implementation of a high quality study program and the inclusion of complementary activities.

The Interdisciplinary International Doctoral School at UPWr, within the Project comprises the following rules:

- 4-year studies
- 2 supervisors, including one from abroad
- Study programme in English

Actions covered by the project:

- **interdisciplinary and international programme offering a path of development in a specific discipline**
- **additional scholarships**
- **funding of specialist analyses**
- **funding purchasing research materials**
- **participation in a one-year scholarship abroad**
- **participation in 2 international scientific conferences abroad**
- **participation in 2 scientific conferences in Poland**
- **funding scientific publications and language proofreading**
- **specialised training**

This guide describes how to properly use the support provided to Project beneficiaries. In case of any questions, please contact us:

Project Manager

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Project website: <https://upwr.edu.pl/en/research/upwr-doctoral-school/projects-and-scholarships/power-35/project-upwr-2-0-internatio-1.html>



1. Incentive scholarship – 1000 PLN per month (1.10.2019-30.06.2023)

The incentive scholarship will be awarded for 6-month periods of study upon a written request of a PhD student. The first 6-month scholarship will be paid after signing the scholarship agreement by the project participants.

More details about grant allocation and payment of the motivational scholarship are described in the Rules of payment of the scholarship available on the project website.

2. Long-term foreign scientific internship to implement research abroad – 80 200,00 PLN, the scholarship covers:

- costs of living and accommodation
- cost of insurance
- return trip

Aims of the mobility:

- building relationships in the international scientific community
- collection of materials for doctoral dissertations and conducting research
- ability to work on the state-of-art equipment
- acquisition of competencies necessary to conduct effective scientific work in the future
- acquisition of soft skills (language, team-work, etc.)

Bureaucracy reduced to a minimum.

Internship can be divided into two parts **(6 months + 6 months). The scholarship can also be realised at a time of one year.**

All foreign countries are eligible.

The rules of participating in the international internship will be specified in the Rules of Granting and Paying Funds for the Internship abroad/foreign scientific event/national scientific event as part of the project above.

Due to the global pandemic situation, the Regulations will be available at a later time

3. Consumable research materials necessary for the implementation of PhD Thesis - 45 000,00 PLN/ per person (15 000,00 PLN/per year 2020-2022)

This point refers to the pool of funds allocated to cover the costs of necessary consumables, which will enable the Project Participant to carry out individual research and improve the work on the dissertation.

The participant of the project makes a purchase through the successive delivery, within the framework of post-tendering contracts signed by the UPWr



Access to contracts and tenders can be found under the links:

<https://drive.google.com/drive/folders/1oseZ-mm0Myx-jHIXM3cRkn21QL-QMGxT>

<https://drive.google.com/drive/folders/0B2Im9yyH4FNURWFCUTFVYjFRbWc?usp=sharing>

Order procedures from successive deliveries and information on contracts can be found under the link:

https://docs.google.com/document/d/16ZKtrppBZsGXH35-XdkJDW1D5oS_hO5H41TPpyjRdRc/edit#

Invoice details:

Data for Polish invoice	Data for foreign invoice
name of doctoral student Uniwersytet Przyrodniczy we Wrocławiu ul. C. K. Norwida 25 50-375 Wrocław NIP: 896-000-53-54	name of doctoral student Wrocław University of Environmental and Life Sciences ul. C. K. Norwida 25 50-375 Wrocław, Poland VAT UE PL8960005354

Please ask for the following note on the invoices:

Costs paid under the project „UPWr 2.0: International and interdisciplinary development programme for Wrocław University of Environmental and Life Sciences”, co-financed by the European Social Fund under the Operational Program Knowledge Education Development, under contract No. POWR.03.05.00-00-Z062 / 18 of June 4, 2019.
or
Wydatek poniesiony w ramach projektu pn. „UPWR 2.0: międzynarodowy i interdyscyplinarny program rozwoju Uniwersytetu Przyrodniczego we Wrocławiu”, współfinansowanego ze środków Europejskiego Funduszu Społecznego w ramach Działania 3.5. Kompleksowe programy szkół wyższych Osi III Szkolnictwo wyższe dla gospodarki i rozwoju Programu Operacyjnego Wiedza Edukacja Rozwój oraz budżetu państwa na podstawie umowy o dofinansowanie nr POWR.03.05.00-00-Z062/18 z dnia 4 czerwca 2019 r.

Please send the invoices to: kamila.ziarko@upwr.edu.pl and barbara.kalinowska@upwr.edu.pl

In case the purchase cannot be done as part of the successful delivery, please contact the project office. After the project officer approves the purchase, do the following:

- Collect 3 offers, i.e. send an email to 3 potential contractors (an e-mail template-attachment No.1 - there can be one summary request for several items.
- Select the cheapest offer (protocol attachment No.2) + include attachment No. 4 (attached) - signed by the promoter.



ATTENTION!

Before the final purchase, please send the documents for verification to the address: kamila.ziarko@upwr.edu.pl

4. Specialist research analysis - 30 000,00 PLN for the period 2020 – 2022 (around 10 000 PLN per year, per person)

Costs of performing specialized analysis by external entities.

Each time a purchase application must be created by the Project Office, so it must be sent to the e-mail address kamila.ziarko@upwr.edu.pl:

- 1 Signed estimation note + pdf of the received offers (e-mail attachment No.1 and notes attachment No.3)
2. OPZ (attachment No.5)

Other activities are coordinated in cooperation with the Project Office.

4. Teaching materials – 4 500 PLN for the period 2020 – 2022 (around 1 500 PLN per year, per person)

Teaching materials that will help the Project Participants to carry out individual research and streamline work on the doctoral dissertation.

The Project Participant may purchase books and other teaching aids. Before the purchase, the Project Participant has to submit the application to the Project Office with the list of materials.

ATTENTION!!!!

It is not possible to purchase fixed assets.

4. Domestic and foreign scientific conferences

International conference – 14 500 PLN (for 2 conferences)

National conference – 7 160 PLN (for 2 conferences)

The project covers the following costs:

- per diems
- accommodation costs
- cost of insurance
- round trip travel costs
- conference fees

The rules of participation in conferences will be specified in the Rules of Granting and Paying Funds for the Internship abroad/foreign scientific event/national scientific event as part of the project above.



Due to the global pandemic situation, the Regulations will be available at a later time*

* there is a possibility to participate in an online conference, in such case:

I. When the participant wants the invoice to be paid by the Project Office, the following has to be submitted to the Project Office:

- a. Invoice (invoice data as for the purchase of consumables)
- b. After the conference he sends a confirmation of participation - e-mail from the organizer, print screen from the conference, etc.

II. When the participant pays the conference fee, he/she sends it to the Project Office:

- a. Invoice/confirmation of payment from the organiser (data for the invoice as in case of consumables purchase)
- b. Confirmation of payment from the project participant's bank- please deliver the document within 7 days from the date of prepayment
- c. After the conference he sends a confirmation of participation - e-mail from the organiser, print screen from the conference, etc.

5. Dissemination of results: cost of publications and language proofreading - 20 000.00 PLN

IMPORTANT!!!

Data for Polish invoice	Data for foreign invoice
Uniwersytet Przyrodniczy we Wrocławiu ul. C. K. Norwida 25 50-375 Wrocław NIP: 896-000-53-54	Wrocław University of Environmental and Life Sciences ul. C. K. Norwida 25 50-375 Wrocław, Poland VAT UE PL8960005354

Please send the invoices to - kamila.ziarko@upwr.edu.pl and barbara.kalinowska@upwr.edu.pl

Due to the fact that publications are paid within the EU funds, please include the following statements on the invoices:

publication financed by the project "UPWR 2.0:international and interdisciplinary programme of development of Wrocław University of Environmental and Life Sciences" ,co-financed by the European Social Fund under the Operational Program Knowledge Education Development, under contract No. POWR.03.05.00-00-Z062 / 18 of June 4, 2019.

The publications should include the logo, which you can find in the attachment. *(in case of disagreement by the magazine, please confirm by e-mail)*



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In the case of **language proofreading**, each time you should carry out market research, i.e. send an e-mail inquiry to 3 potential contractors and make a note of the contractor's choice (e-mail template and note as in the case of consumables purchase).

Please send me the text before and after the proofreading (this will be a documentation of the costs incurred in the project) and a link to the published texts or the article

ATTENTION!

Before the final purchase, please send the documents for verification to the address: kamila.ziarko@upwr.edu.pl

6. Specialised training- 15 000 PLN for the period

If you would like to take part in specialised trainings, the Project Participant has to contact the project office by e-mail for consultation. Other activities have to be coordinated in cooperation with the Project Office