

## **The Regulations of the Competition for the internationalization of publications and support of grant proposals**

### **The Objectives and Results of the Competition**

1. The Competition of the Faculty of International and Political Studies of the Jagiellonian University (WSMiP UJ) for the support of publications is carried out within the Action No.: 6 (Open Access) which forms a part of the strategic program – Excellence Initiative at the Jagiellonian University, designated for the increase of the influence of the research carried out at the Jagiellonian University of international research.
2. The objective of the Competition is further enhancement of international character of the research output of the Faculty staff by means of an increase of the number of international publications, improvement of the recognition of the staff in international academic environment, an increase of the number of citations and prepared grant applications

### **Financing projects**

3. The Applicants within the Competition, who also perform the functions of the project managers, may be the staff members of specific organisational units of the Faculty of International and Political Studies of the Jagiellonian University, employed at teaching-research posts and research posts. In the case of publications authored by many staff members, this requirement applies to at least one corresponding author. Other staff members of the Faculty may take part in the publications with many authors.
4. In the case of performing the functions of project managers in other competitions held within the Excellence Initiative of the Research University Programme at the Faculty of International and Political Studies (between 2022 and 2023), the Applicants may submit proposals in the Competition only if they have fulfilled the reporting obligations in the previous projects.
5. The eligible costs within the competition are:
  - a. the expenses connected with translations into foreign languages and language corrections (proofreading) of a paper designated for publication in an academic journal included in the List of academic journals and per-reviewed conference materials of the Ministry of Education, as of the date of filing the application for a financial support of an article, in a group which received at least 100 point score,

- b. the expenses connected with translations into foreign languages and language corrections (proofreading) of a chapter in a monograph designated for publication in a level 2 publication in the list of the Ministry of Education or an additional list of the foreign-language publications of the Faculty of International and Political Studies and the Applicant received a written invitation for publication,
  - c. the expenses connected with translations into foreign languages and language corrections (proofreading) of a monograph designated for a publication in a level 2 international publication in the list of the Ministry of Education or an additional list of the foreign-language publications of the Faculty of International and Political Studies,
  - d. the expenses connected with translations into foreign languages and language corrections (proofreading) of a book proposal filed for publication in a level 2 international publication in the list of the Ministry of Education or an additional list of the foreign-language publications of the Faculty of International and Political Studies,
  - e. the expenses connected with translations into foreign languages and language corrections (proofreading) of a grant application filed in competitions for external financial support,
  - f. publishing costs and/or open access fees for academic articles or chapters in a monographs designated for publication in an academic journal included in the List of academic journals and per-reviewed conference materials of the Ministry of Education, as of the date of filing the application for a financial support of an article, in a group which received at least 100 point score or designated for publication in a level 2 publication in the list of the Ministry of Education or an additional list of the foreign-language publications of the Faculty of International and Political Studies..
6. The costs must comply with the market mean rates binding at the moment of application.
  7. The financial resources must be planned and used in accordance with their designation, in a rational and purposeful way, in accordance with the general legal regulations and the regulations binding at the Jagiellonian University with respect to the management of public resources.

8. Applicants must follow the principles contained in the Guidelines for the Publication of Research Results by the Faculty of International and Policy Studies (<https://wsmip.uj.edu.pl/documents/41658/152457621/Wytyczne+dotyczące+publikowania+w+yników+badań+przez+Pracowników+WSMiP+w+czasopismach+oraz+wydawnictwach+naukowych.pdf/a27877bc-85a7-4361-a13c-3e57a3a0c733>)
9. The applications in the competition are filed via ICT system designated for servicing the projects within the Excellence Initiative of the Research University (<https://strefaid.uj.edu.pl/>).
10. The application should be accompanied with:
  - a. A text of an academic paper, a chapter in a monograph, a monograph, a book proposal or a grant application which is the subject of the application;
  - b. Confirmation of the interest in publishing the text in the case of a monograph and a chapter in a monograph;
  - c. The cost estimate of the translation of linguistic proofreading compliant with the amount which is subject of the application: when the net costs exceed 3500 PLN, the cost estimate must be accompanied with two competitive price quotes; when the net costs exceed 20.000 PLN, the laureate shall be obliged to prepare an individual price inquiry;
  - d. Confirmation of publishing costs and/or open access fees; and, if an academic paper or a chapter in a monograph has not yet been published, confirmation from the publisher of acceptance for publication;
11. The applications within the Competition are filed on a continual basis: the process begins on January 30, 2024, and continues until the financial resources designated for the Competition within a given year, are exhausted; however not later than by 15<sup>th</sup> December 2024. In the period July 22-September 1, the recruitment of applications is suspended, applications will be accepted from September 2, 2024 and considered in the order in which they are received.

### **Applications requirements and assessment criteria**

12. The Applicant may file the next application in the Competition, provided that the previous application which received the financial support, has been settled. The participation in the next edition of the Competition depends on the settlement of all the applications which received the financial support in the previous editions.

13. The applications are qualified on the basis of the decision of the Faculty Team for the execution Excellence Initiative – Research University programme by the Competition Co-ordinator.
14. The applications in the competition are evaluated with regards to the formal and substantive aspects. In the case of formal incompliances, an application is sent back for correction. The Jury shall designate a deadline for the correction of the formal incompliances and this deadline shall be 5 working days. In the case of a failure to correct a formal incompliance within the specified deadline or once an incompliance makes it impossible to evaluate the application with regards to the substantive issues, the application is rejected with a justification provided.
15. The substantive evaluation of the applications and the announcement of the results of the Competition is made within 5 working days of the date of a correct submission of an application. The Jury's decision cannot be appealed against.

#### **Project execution and settlement**

16. The Applicant who receives financial support is obliged to submit a VAT invoice for the services connected with the costs applied for, immediately after the receipt of this invoice; the invoice should be issued not earlier than on the date of receiving the decision of the financial support. The invoice must be issued with the payment maturity period of at least 21 days. In justified cases, it is possible to have a different form of financial settlement of the services connected with the costs applied for financial support.
17. The basis for the application settlement shall be filing a report to the ICT system (<https://strefaid.uj.edu.pl/>) together with a confirmation of submitting an article, chapter in a monograph, a monograph or a book proposal to the academic journal planned in an application or a publication or a confirmation of the grant application in an external institution. Settlement of publishing costs and/or open access fees is based on confirmation from the editor or publisher of a change in the status of an article or chapter in a monograph and/or confirmation of publication of an article or chapter in a monograph.
18. The report must be filed to the ICT system within 10 working days of the date of the completion of the project execution.

19. After the receipt of the final decision concerning the publication or a grant application or a book proposal filed, the Applicant shall be obliged to send information concerning the final settlement with a form available at: <https://forms.office.com/r/3XtHKbkJFF>
20. The application for the financial support to an external institution should contain information about its financial support from the resources of the programme “Excellence Initiative – Research University” at the Jagiellonian University in Krakow.
21. The Publication receiving a financial support in the Competition must contain information in Polish or in English in accordance with the announcement of the Chairman of the Team for the Implementation of the ID.UJ Strategic Programme of 5 September 2022  
[https://cwn.uj.edu.pl/documents/102715934/149624365/48.Komunikat\\_IDUJ\\_obowiazek\\_informacyjny\\_oznakowanie\\_rezultatow.pdf](https://cwn.uj.edu.pl/documents/102715934/149624365/48.Komunikat_IDUJ_obowiazek_informacyjny_oznakowanie_rezultatow.pdf).
22. The maximum period of project execution is 3 months. In justified cases, it is possible to extend the execution period once with 2 months at maximum. The application for the extension of the project deadline should be filed at least 14 days before the original deadline at the Competition Co-ordinator.