

**Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (hereinafter: "the Institute").
Regulations of the research grant programme for participants of doctoral studies and doctoral students
of the Doctoral School run or co-run by the Institute.**

1. The aim of the programme is to increase the research potential of the Institute. This goal is achieved by awarding research grants carried out by participants of Doctoral Studies or doctoral students of Doctoral Schools (hereinafter: "Minigrants").
2. The funds allocated to the Minigrants come from the Institute's Own Research Fund.
3. Funds are awarded by the Director of the Institute in accordance with these regulations and the conditions described in the competition announcement.
4. The announcement of the competition is published on the website of the Institute dedicated to the education of doctoral students no later than on December 31 of the year preceding the year in which the competition is adjudicated.
5. The call for proposals contains at least a model application for financing, a model agreement for granting a Minigrant, a model of the final report, a budget of the competition, information on the place and procedure of submitting applications, the final date for submitting applications and the date of settling the competition, except that the final date for submitting applications may not exceed January 20, and the settlement date is February 28 of the year following the year of the announcement of the competition.
6. The Director may cancel the call for proposals or the assessment of submitted applications, about which he informs via e-mail.
7. Only participants of the Doctoral Studies or a doctoral student of the Doctoral School run or co-operated by the Institute may apply for the Minigrant.
8. An applicant may only submit one application per call.
9. No more than twice during education at a doctoral school or during doctoral studies, a doctoral student may obtain a Minigrant.
10. Applications are subjected to formal evaluation by the administrative staff of the doctoral school under the supervision of the Head of the Doctoral School of Molecular Biology and Biological Chemistry (hereinafter: "Head of the Doctoral School"), and then substantive - by two experts appointed by the Head of the Doctoral School. The final grade of the application is the arithmetic mean of the grades awarded by appointed experts. In the case of divergent assessments, the Head of the Doctoral School asks a third expert to make an assessment. Applications that do not meet the formal requirements are rejected and are not subject to substantive assessment.
11. The legitimacy of the planned expenses is assessed. The amount and purpose of the planned budget of the Minigrant may be negotiable. Planned research may take into account the materials and reagents available in the organizational unit where the research is planned.
12. Based on the experts' assessment, a ranking list of applications is prepared. Applications occupying the leading positions on the ranking list in the descending order of the final grade are recommended for financing.
13. Only applications that received at least 60% of the maximum final grade can receive funding.
14. The maximum number of applications qualified for financing is determined by the competition budget.
15. The Director can increase the competition budget.
16. Information about the decision regarding the financing of the Minigrant is sent electronically to the address provided in the application.
17. The decision may not be appealed.

18. Within 15 days after receiving the information on granting and financing the Minigrant, the applicant signs an agreement on the principles of the implementation of the Minigrant.
19. The implementation of the Minigrant begins on the day the contract is signed.
20. The maximum deadline for the implementation of the Minigrant is October 31 of the year in which the competition was settled.
21. The substantive part of the final report should be submitted by November 20, and the financial part of the final report by December 10 of the year in which the competition was settled.
22. Failure to submit the final report or obtaining a negative assessment of it results in the inability to submit another application for a Minigrant.
23. In special cases, the Director may agree to change the date of the Minigrant implementation on the basis of a written application submitted by the doctoral student and approved by his supervisor, indicating new dates for the implementation of the Minigrant and submission of the final report.
24. In the case of random events preclusive the implementation of the project and submission of the final report, or in the event of the loss of the status of a participant in Doctoral Studies or a doctoral student of the Doctoral School, the Director may recognize the Minigrant as completed and conditionally settled. In such situations, the supervisor indicated in the application is responsible for the preparation of the project implementation report.
25. The maximum amount of the requested support is PLN 20,000. Indirect costs represent 20% of the amount requested.
26. The granted funds may be spent on the purchase of materials, reagents, small laboratory equipment, specialized computer software, access to the IT infrastructure necessary for the implementation of the Minigrant and services necessary to perform the planned tests, while the funds allocated to services may not exceed 50% of the amount requested. An employee of the Institute, as well as his doctoral student or a third party in which the above persons exert a decisive influence on his activity, cannot be a legal relationship of the party to the above-mentioned. The total cost of small laboratory equipment, specialized computer software and access to IT infrastructure may not exceed PLN 6,000.
27. In the case of Minigrants, the significant part of which are bioinformatics analyzes or analyzes of large data sets requiring more than the standard computing power or space for data collection and storage, it is allowed to purchase computer equipment or access to IT infrastructure. The maximum cost of purchasing computer hardware, specialized computer software or access to IT infrastructure is then determined by the amount of the requested support.
28. The allocated funds can be used to finance the costs of publishing works resulting from the implementation of the Mini-Grant, including the costs of open access, provided that the applicant is the first author or a correspondent author. The cost of publication of research results in a journal from the list of journals of the minister responsible for science and higher education will be considered eligible. The publication referred to in the preceding sentence must contain information about the co-financing of the research by the Institute with sample content: This study was partially supported by the Institute of Biochemistry and Biophysics PAS Intramural grant ###.
29. The allocated funds cannot finance the costs of participation in conferences, workshops or courses.
30. In matters not covered by these Regulations, decisions are made by the Director of the Institute.