

**Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (hereinafter: "the Institute").  
Regulations for conference and internship grants for participants of doctoral studies and students of the  
Doctoral Schools run or co-run by the Institute.**

1. The aim of the programme is to increase the research potential of the Institute and the professional development of doctoral students. This goal is achieved by supporting the participants of Doctoral Studies or the students of Doctoral Schools with conference, workshop, course and internship grants (hereinafter: "C&I grants").
2. The funds allocated to the C&I grants come from the Institute's Own Research Fund.
3. The Director may cancel the C&I grant programme - in such case, the information will be displayed on the website.
4. Only participants of the Doctoral Studies or students of the Doctoral Schools run or co-run by the Institute may apply for C&I grants.
5. A rolling application system applies - applications may be submitted on a continuous basis.
6. There is no limit to the number of conferences, workshops, courses and internships a doctoral student can participate in, however, a total budget of PLN 12,000 per student cannot be exceeded during the period of education at the doctoral school or during the doctoral studies.
7. Applications must be submitted using the forms available on the website dedicated for doctoral students.
8. Applications are subject to a formal evaluation by the administrative staff under the supervision of the Head of the Doctoral School of Molecular Biology and Biological Chemistry (hereinafter: "Head of the Doctoral School").
9. The legitimacy of the planned expenses is assessed by the Head of the Doctoral School.
10. The Head of the Doctoral School makes a decision on the application, and the relevant information is sent to the applicant by email.
11. The doctoral student submits an C&I grant report within 14 days after their return from the conference or internship using the form available on the website dedicated for doctoral students.
12. The report is assessed by the administrative staff of the Doctoral School under the supervision of the Head of the Doctoral School.
13. Failure to submit the final report or a negative assessment of the report render the student ineligible to submit any further applications for C&I grants.
14. In special cases, the Head of the Doctoral School may agree to change the date of submission of the final C&I grant report.
15. The granted funds may be spent to cover the conference fee (if applicable), the travel and accommodation costs (budget options are recommended) and the allowances calculated in accordance with the applicable rates or other expenses related to participation in conference, workshop, course or internship.
16. In matters not covered by these Regulations, decisions are made by the Director of the Institute.