

**Rules of the Call for Proposals
for professors outgoing to foreign institutions
under the "Excellence Initiative - Research University" programme**

1. The calls for proposals are organised under the "Excellence Initiative – Research University" programme (*pl IDUB*) in which the Nicolaus Copernicus University in Toruń was awarded the status of a Research University by the decision of the Minister of Science and Higher Education.
2. The objective of the calls for proposals is to enable experienced scientists employed at the Nicolaus Copernicus University in Toruń to gain international research and/or teaching experience through short-term visits to recognised foreign scientific institutions.
3. The calls for proposals are open to anyone who is employed at the Nicolaus Copernicus University in Toruń as professor or university professor.
4. Visits can last from 2 to 4 weeks.
5. The total budget allocated for the visit covers travel and subsistence costs calculated on the basis of lump sums depending on the distance from Toruń to the destination and the length of stay.

a) Travel

Distance (km) in straight line between place of residence and destination	Amount per person
below 500	PLN 1 500
500 - 999	PLN 2 500
1 000 – 2 999	PLN 3 500
3 000 – 5 999	PLN 5 000
6 000 – 9 000	PLN 6 000
above 9 000	PLN 7 500

b) Subsistence costs

The cost of a one-week stay is PLN 6 000 in OECD countries.

The cost of a one-week stay is PLN 4 500 in non-OECD countries.

6. Call for proposals timeline

Table 1: Deadlines for announcing calls for proposals, submissions and results in subsequent years of the project duration.

Subsequent years of the project						
	2020	2021	2022	2023	2024	2025
Announcement Call 1	20 December 2019	7 December 2020	7 December 2021	7 December 2022	7 December 2023	6 December 2024
Announcement Call 2	15 April 2020	15 April 2021	15 April 2022	14 April 2023	15 April 2024	16 April 2025
Submissions Call 1	20 January 2020	20 January 2021	20 January 2022	20 January 2023	19 January 2024	20 January 2025
Submissions Call 2	15 May 2020	14 May 2021	13 May 2022	15 May 2023	15 May 2024	15 May 2025
Results Call 1	14 February 2020	19 February 2021	21 February 2022	20 February 2023	20 February 2024	20 February 2025
Results Call 2	24 June 2020	24 June 2021	24 June 2022	23 June 2023	21 June 2024	20 June 2025

7. Submissions to the 1st edition of the call for proposals, in accordance with the template in Annex 1 to the Rules, must be submitted by 20 January 2020 via a specially dedicated online form which will be made available at the beginning of January 2020 at www.umk.pl/idub. A complete submission in English must include:
- CV describing the Applicant's scientific activity, degrees and titles, fellowships and scientific scholarships, membership in scientific societies and organisations - maximum 3 pages;
 - list of scientific projects which have been implemented or are being implemented, including information on the source of funding, budgeting, the role of the Applicant in the project (principal investigator or project participant);
 - list of 10 most important publications from the last 5 years;
 - copies (scans) of 3 publications from the submitted list considered by the Applicant their most outstanding achievements;

- e) documents (scans) certifying the award of academic degrees and titles and a document (scan) confirming employment as scientific or scientific-didactic staff;
- f) confirmation of the invitation (scan) from the entity hosting the Applicant;
- g) project - description of activities which the Applicant plans to undertake during their visit (scientific research, teaching: planned classes, seminars and lectures), including the name of the research unit in which the Applicant shall be hosted - maximum 3 pages.

By submitting the application, the Applicant accepts these Rules.

8. Call for proposals procedure:

- a) submitted applications shall be evaluated against the formal and substantive criteria by selection panels composed of experts from Scientific Councils for Fields of Science (SCFS) in three field groups: (1) Humanities, Social Sciences and the Art, (2) Exact Sciences, Natural Sciences and Technology (3) Life Sciences;
- b) where there is a formal requirement, the rule "meets / does not meet" shall apply; for the purpose of substantive evaluation a scale from 0 to 100 points shall be adopted;
- c) applications that do not meet formal requirements shall not be submitted for further substantive evaluation. Where justified, the Applicant may be requested to complete the application within 24 hours;
- d) each SCFS shall choose laureates who have received the best results in the call for proposals procedure;
- e) the list of laureates shall be announced at www.umk.pl/idub by 14 February 2020 at the latest and by e-mail to the address from which the Applicant's application was submitted.

9. The project must be completed within 12 months of receiving the funding for its implementation.

10. Evaluation criteria:

- a) evaluation of the scientific profile of the Applicant;
- b) evaluation of the reputation of the entity which shall host the Applicant;
- c) evaluation of the project submitted by the Applicant taking into account the impact that mobility will have on the Applicant's professional development and scientific development of the unit of the Nicolaus Copernicus University where the Applicant is employed.

11. Appeals

- a) the decision of the SCFS may be appealed against in writing within a week of the announcement of the results to the following address: mobilnosci@umk.pl;

- b) the decision of the SCFS on the appeal is final;
- c) the organiser has the right to amend the provisions of these Rules provided that the conditions of participation in the project are not affected; the NCU employees shall be notified of any amendments thereto;
- d) queries regarding the project can be sent to the following address:
mobilnosci@umk.pl .

12. Assessment of project implementation. The SCFS shall settle the implementation of the project following its completion on the basis of:

- a) the report on the implementation of the project submitted by the beneficiary (according to the template available on the project website);
- b) the assessment of the implementation of the project by the host entity.

Both documents must be in English and submitted to the SCFS no later than 2 weeks following the completion of the project. In case of a negative assessment of the project implementation, the SCFS may require the beneficiary to repay all or part of the funds referred to in point 5.

Rules approved by

NCU Rector Magnificus

Prof. dr hab. Andrzej Tretyn