**Call for applications for Pre-Implementation Works**

**and eligibility criteria for Jagiellonian University (JU) Innovations**

**I. Purpose and amount of grant**

1. Centre for Technology Transfer CITTRU UJ (hereinafter: CTT CITTRU) as part of its activities aimed at commercialisation of scientific research results opens a call for applications for pre-implementation research grants.
2. With respect to innovations developed by JU research teams (hereinafter: Innovation(s)), grants will be available to carry out activities related to the process of commercialisation, which may contribute to the ultimate success of this process, including the research work aimed at increasing the level of readiness of an Innovation for commercialisation.
3. Financial support may be allocated to the purpose of:
   1. preparing a prototype;
   2. conducting *proof of concept*,
   3. experimental validation of Innovation features;
   4. conducting other research enhancing the commercial potential of an Innovation, as well as enabling and optimising the implementation process, or increasing the level of readiness for implementation or the possibility of practical application;
   5. purchase of expert services, including analyses and valuations.
4. The following expenditure categories constitute eligible costs:
   1. Remuneration of persons directly engaged in carrying out the pre-implementation works (R&D, technical, and auxiliary personnel) – only if necessary and justified; remuneration costs must not exceed 20% of the total value of the pre-implementation works. Remuneration may be paid only to persons other than Innovation authors, whose involvement is necessary for the performance of the pre-implementation works;
   2. Purchase of materials and resources;
   3. Costs of lease of JU research and test equipment, based on prices determined in line with the JU internal regulations concerning the use of JU infrastructure;
   4. Purchase of external research services, analyses, reports, and expert opinions;
   5. Costs of travels related to the pre-implementation works.
5. The maximum gross amount of grant for an Innovation, available under the project, is PLN 50 thousand; the amount may be increased in justified extraordinary cases. The amount of grant may be increased during the performance of the works covered by the application for grant or after completion of the work and submission - by the pre-implementation works manager (hereinafter: the Manager) - of the report on the completed works. The amount of grant may be increased, provided that all the following conditions are satisfied:
   1. there is a justified need for additional research/tests to address specific questions asked by a potential business partner;
   2. there are spare funds available to the Director of CTT CITTRU (hereinafter: the Director)
   3. the Director has issued a written decision, specifying the additional amount of financing and its purpose.

**II. Application submission and evaluation, deadlines**

1. Deadline for submission of applications is 16.02.2020 noon; applications (the application form constitutes Enclosure No. 1 hereto) must be delivered:
   1. in hard copy to the CTT CITTRU office;
   2. or in the form of a scan of the signed document, via e-mail, to: cittru@uj.edu.pl.

An application should be accompanied by consents to personal data processing (the template form constitutes an enclosure to the application form) signed by every person that is to be engaged for the purpose of carrying out the pre-implementation works .

1. An application for grant shall be prepared by a JU employee representing the research team (hereinafter: the Manager) in collaboration with a JU Technology Transfer Officer (hereinafter: a TTO); note, that the role of a TTO is to support the Manager in preparing the market data analysis, and/or assessment of commercial/practical potential of the Innovation.
2. An application shall be signed by the Manager, the Manager’s immediate Supervisor, TTO, and the Faculty Dean, or the head of a ‘parent’ external entity, inter-faculty entity, inter-university entity, or a joint entity (as applicable) from which the research team originates (hereinafter: the Entity Head)
3. By 24th February 2020, the Director shall prepare an individual recommendation for every application, which shall be accepted or rejected by the CITTRU Supervising Board (hereinafter: the Board) by 6th March 2020. The list of applications approved for financing shall be published by 10th March 2020.
4. Preconditions for considering an application:
   1. Submitting prior formal notification of the Innovation to CTT CITTRU via Result Notification Form (registered innovation, intellectual property rights wholly or partly owned by JU). Innovation Notification may be also submitted to CTT CITTRU within 30 days of commencement of the pre-implementation works covered by the application;
   2. Proving that the Innovation has high commercial and practical potential, based either on market analysis or need/demand expressed directly by a business partner (evidenced by relevant documents, e.g. a letter of intent, cooperation agreement, MTA, an enquiry from a company, report from a meeting with a company, etc.);
   3. Showing that the planned pre-implementation works will significantly increase the Innovation’s level of readiness for commercialisation or practical application and, consequently, will increase the possibility of success of the technology and knowledge transfer process from the university to social and business environment.
5. Document flow concerning the evaluation of applications and issuing decisions shall be in electronic form. Prior to deciding on granting financial support, upon request of the Director or the Board, the Manager may be invited to provide additional information on the activities contemplated in the application

**III. Performance of Pre-Implementation Works**

1. Expenditures related to the performance of the pre-implementation works must be incurred in compliance with the JU internal procedures, including public procurement regulations, in the period from 15th March 2020 to 30th November 2020. Payments under “Remuneration” category will be made only to persons whose total monthly professional engagements (including engagements outside the JU) do not exceed 276 hours (a person receiving the remuneration shall sign applicable declaration – a template declaration constitutes Enclosure No. 2 hereto). Upon request of CTT CITTRU, the team carrying out the pre-implementation works shall prepare and submit documentation necessary to make the expenditures planned in the application (e.g. terms of reference) and to account for/prove the eligibility of the same under the Project.
2. Any intellectual property created in the course of the pre-implementation works, in particular the test/research results, patent rights, know-how, copyrights to/in reports, shall be the property of the JU.
3. Within 14 business days after completion of the co-financed pre-implementation works, the Manager shall submit to the Director a work completion report, the template of which constitutes Enclosure No. 3. hereto. The Manager shall submit the report also in the event of earlier termination of the pre-implementation works.
4. CTT CITTRU shall provide financial and accounting services at the time of accounting for the activities performed with its financial support, with the assistance of the ‘parent’ entity of the research team concerned and university administration units, in compliance with “The Jagiellonian University Instruction on the Financial and Accounting Documents Workflow”. [„Instrukcją obiegu dokumentów finansowo-księgowych Uniwersytetu Jagiellońskiego”].
5. The Manager shall be responsible for adequate performance of all financed tasks, for complying with the budget limits prescribed in the cost estimation, for meeting the task completion deadlines and for incurring the related costs within the prescribed time frames, for ensuring that the expenditures are incurred in compliance with the procedures laid down in the Public Procurement Law and that the tasks are performed in compliance with the JU internal regulations, particularly the regulations governing the use of research infrastructure and concerning the intellectual property rights.
6. The Manager shall collaborate with the TTO in the course of the pre-implementation works; this shall include providing the TTO, upon request, with all information concerning the course and progress of the works, and shall participate in the preparation of promotional materials and in the commercialisation process, particularly in the talks with parties interested in commercialisation or practical application.
7. The Manager shall, as soon as possible, notify the Director in writing (or via e-mail) of any problems encountered in the performance of the pre-implementation works with a view to finding a solution and agreeing on possible changes, if any, in the cost estimation or schedule.
8. Should any problems notified as prescribed in item III.7 above justify termination or earlier completion of the pre-implementation works due to the results obtained, the Director may decide on the termination or earlier completion of the pre-implementation works.
9. In the event of termination or earlier completion of the pre-implementation works and spending only a part of the financial support granted, the unused funds will be allotted to financing other applications or other activities of CTT CITTRU related to commercialisation of research results.
10. The Manager, upon request of the Director or the Board, shall present on the set date the report or presentation on the pre-implementation works performed, also during their performance; note that the time limit granted for preparing the report/presentation shall not be shorter than 14 business days.
11. When CTT CITTRU organises an event summing up the results of the pre-implementation works, the Manager or a team representative appointed by the Manager shall present the Innovation to representatives of entities interested in its implementation or shall attend trainings preparing for participation in such events.
12. Any gross negligence in spending the funds, or any instance of carrying out the works not in compliance with the schedule may result in the Director’s decision on termination or earlier completion of the pre-implementation works. Should this be the case, the Board may demand from the Manager the repayment of inappropriately spent funds. In particularly justified cases the Director may decide on excluding the Manager from applying for grants in subsequent calls for applications announced by CTT CITTRU.

**IV. Provisions concerning the CITTRU Supervising Board**

1. With respect to approving decisions on financing Innovation pre-implementation works, the Board shall:
2. become familiar with the applications forwarded to the Board members by the Director, and with the Director’s recommendations;
3. participate in the decision-making process concerning financing of the pre-implementation works by approving or rejecting Director’s recommendations.
4. Prior to commencing the work, the members of the Board shall sign confidentiality and impartiality declarations, and declarations to retain confidentiality of the information obtained in connection with the position held.
5. Every member of the Board shall perform their duties in compliance with the impartiality principle.   
   When, in the course of performance of a member’s duties, particularly those related to evaluation of a given application and granting financial support, any circumstances occur which may give rise to reasonable doubts as to the impartiality of a given Board member in evaluation of the application submitted to him/her for that purpose, he/she shall promptly notify the Director of this fact and withdraw from evaluation of the application concerned. When any member of the Board has doubts as to the impartiality of any other Board member, the Board may, through vote, exclude the member concerned from the decision-making process.
6. The Board’s decisions shall be adopted by simple majority vote.