

**Principles of financing the early stage of research work aimed at creating an Innovation and obtaining the results necessary to file a patent application or the first version of a product or service
(the possibility of obtaining a subsidy in the amount of 50.000 PLN from CTT CITTRU funds)**

I. Purpose and amount of funding.

1. The Center for Technology Transfer CITTRU of the Jagiellonian University (hereinafter: CTT CITTRU), as part of activities aimed at creating Innovations and commercializing the results of scientific research, announces a competition for funding of the early stage of research work, the result of which will be:
 - a. necessary to file a Polish or foreign patent application
 - b. enabling the first version of a product, service, computer program or phone application.
2. Research teams of the Jagiellonian University may apply for funding.
3. Co-financing may be granted for:
 - a. carrying out research works necessary to confirm the patentability of the Innovation, including the functional features of the Innovation,
 - b. obtaining the first version of a product, service, computer program or application, in particular based on research results from social sciences, humanities or IT disciplines.
4. The eligible costs under the grant cover the following categories of expenditure:
 - a. financing work of key personnel, including the creators of Innovation - no more than 10.000 PLN in total in the entire project budget;
 - b. purchase of materials and raw materials;
 - c. the costs of renting research equipment at the Jagiellonian University, determined on the basis of price lists in accordance with the internal regulations of the Jagiellonian University regarding the use of infrastructure;
 - d. expense on the purchase of external research services;
 - e. costs of business trips related to pre-implementation research;
 - f. other costs necessary to obtain a result (detailed justification required).
5. Under the project Innovation may obtain support in the amount not exceeding 50.000 PLN gross.

II. The procedure for submitting and qualifying applications with deadlines.

1. Applications (the application form is attached as Appendix 1) may be submitted by December 14, 2020 till 12.00 am.
 - a. in paper form at the secretariat of CTT CITTRU;
 - b. or in the form of a scan of a signed document to the e-mail address: cittru@uj.edu.pl.
2. The application should be accompanied by consents to the processing of personal data signed by all persons mentioned in the application, who are planned to be involved in the implementation of pre-implementation works, according to the template attached to the application template.
2. The grant application is prepared by an employee of the Jagiellonian University representing the research team (hereinafter: the Manager). The Manager may involve a CTT CITTRU Broker (hereinafter: Broker) in the preparation of the application, while the role of the Broker is to support the Manager in the preparation of market data analysis, evaluation of the commercial / practical potential of Innovation.

3. The grant application is signed by the Manager, the Manager's immediate supervisor and the Dean of the faculty or the Head of an out-of-faculty, inter-faculty, inter-university unit or common unit from which the research team comes.
4. The condition for considering the grant application is:
 - a. Demonstrating that the planned work of the researchers may be completed with a national or foreign patent application or will lead to the creation of the first, demonstration version of a product or service suitable for presentation to potential recipients and or users;
 - b. Demonstrating that the Innovation has practical and implementation potential, resulting either from market analysis or from the demand directly reported by the business partner.
5. Decisions on granting co-financing are made by the Supervisory Board of CTT CITTRU (hereinafter: the Board), based on the information contained in the application and on the points assigned independently by each member of the Board relating to the evaluation criteria referred to below.
6. The application evaluation criteria are as follows:
 - a. assessment of the scientific and patent achievements of the research team to date (from 0 to 5 points)
 - b. assessment of the practical and implementation potential of Innovation (0 to 10 points).
7. A ranking list will be created based on the average points awarded by the Council members. Co-financing will be awarded to the projects with the highest score, until the funds allocated to the competition are exhausted:
 - a. 800.000 PLN for Departments without the Jagiellonian University Medical College
 - b. 200.000 PLN for the Departments of the Jagiellonian University Medical College.co-financing will be available to teams whose average number of points awarded will be at least 8 points.
8. The circulation of documents related to the assessment of applications and the issuance of decisions by the Supervisory Board takes place remotely - by electronic means and during a remote meeting, on a date agreed by the Supervisory Board members.
9. Before making a decision on co-financing, at the request of the Director of CTT CITTRU (hereinafter: Director) or the Council, it is allowed to call the Manager to submit additional explanations regarding the actions indicated in the application or to deliver a short presentation on the planned research.
10. The council may consult the Dean of the faculty or the Head of an out-of-faculty unit, inter-faculty unit, inter-university unit or common unit from which the research team comes.
11. The list of applications qualified for funding will be made public no later than January 31, 2021.

III. Carrying out pre-implementation works.

1. Expenses related to the implementation of research work must be performed in accordance with the internal procedures of the Jagiellonian University, including the regulations on public procurement, and may be expended until October 31, 2021.
2. At the stage of settling the activities covered by co-financing, financial and accounting services are provided by an indicated employee of the CTT CITTRU or Dział Nauki UJ CM administration (for JU projects or JU MC, respectively), with the support of the organizational unit from which the research team comes and university-wide administration units in accordance with the "Manual for the circulation of financial and accounting documents of the Jagiellonian University".
3. The team carrying out the work of researchers is obliged to prepare and submit to the indicated employee of CTT CITTRU the documentation necessary for the implementation of the expenses planned in the application (eg. specification of contract conditions) and the settlement / qualification of these expenses in the Project.
4. The intellectual property generated as part of the pre-implementation works, in particular the results of research, patent rights, know-how, copyrights to reports, will belong to the Jagiellonian University.

5. Within 14 working days from the completion of the pre-implementation works for which the co-financing was granted, the Manager submits to the Director a report on the activities performed, the template of which is attached as Appendix 2 to this procedure. The Manager is obliged to submit a report also in the event of interruption or early completion of pre-implementation works.
6. The Manager is responsible for the correct performance of activities covered by co-financing, compliance with the budget limits contained in the cost estimate and the prescribed deadlines for the implementation of tasks along with the timely covering the costs assigned to tasks, ensuring compliance of the manner of expenditure implementation with the procedures specified in the Public Procurement Law and ensuring compliance of the implementation of activities internal regulations in force at the Jagiellonian University, in particular with regard to the use of research infrastructure and intellectual property rights.
7. The manager is obliged to cooperate with:
 - a. The Broker in the course of research work, including providing the Broker, at his request, with all information about the progress and course of the tasks performed
 - b. The Broker and a designated Patent Attorney in the process of preparing a patent application
 - c. The Broker in the preparation of promotional materials necessary for talks with entities interested in commercialization or practical use of Innovations.
8. As soon as possible, the Manager is obliged to report to the Director in writing (electronic correspondence is allowed) problems related to the implementation of research work in order to find a solution and determine any changes in the cost estimate or schedule.
9. If the notification referred to in point III.8 justifies the interruption or early termination of the research due to the results obtained, the Director may decide to interrupt or terminate the research earlier.
10. In the event that the implementation of research works is completed or discontinued and the entire funding is not spent, the unused funds will be allocated to financing other research works submitted for funding or other activities of CTT CITTRU related to the commercialization of research results.
11. Gross deficiencies in the expenditure of funds and the implementation of tasks inconsistent with the schedule may result in the interruption or early termination of research work by the Director's decision. In such a case, the Board may oblige the Manager to reimburse incorrectly spent funds. In particularly justified cases, the Director may decide to exclude the Manager from the possibility of obtaining funding under subsequent competitions announced by CTT CITTRU.

IV. Provisions concerning the Supervisory Board of CITTRU

1. With regard to approving decisions regarding the qualification of Innovations to be granted support under research works, the tasks of the Council are as follows:
 - a. reviewing the applications sent to the members of the Board by the Director;
 - b. evaluation of applications according to the adopted criteria;
 - c. participation in the process of issuing decisions on co-financing research works, including participation in a convened meeting of the Council.
2. Before starting work, members of the Supervisory Board are required to sign a confidentiality declaration and impartiality and to keep secret information obtained in connection with the performance of its function. Each member of the Supervisory Board undertakes to perform their tasks with impartiality.
3. In the event that in the course of the tasks entrusted, in particular related to the evaluation of a given application circumstances arise that may give rise to justified doubts as to the impartiality of a Supervisory Board member in relation to the application submitted to him for evaluation, he / she is obliged to immediately report them to the Director and exclude himself from the evaluation of the application. In the event that any Supervisory Board member finds any circumstances that may raise doubts as to the impartiality of any Supervisory Board member, the Supervisory Board may, by voting, exclude the affected Supervisory Board member from participation in decision making.