

Call for proposals CTT CITTRU
in the framework of activities aimed at the creation of innovations
and commercialisation of research results

3 tracks:

- 1. track 1 - patent/service/application**
- 2. track 2 - enhancing readiness for implementation**
- 3. track 3 - expert**

I. General information

1. Centre for Technology Transfer CITTRU of the Jagiellonian University (hereinafter referred to as CTT CITTRU), within the activities aimed at innovation creation and commercialisation of research results, announces a competition for:

- a. **Track 1 - patent/service/application** - financing research works of an applied character, which will result in outcomes that are:
 - i. necessary to file a Polish or foreign patent application, or
 - ii. enabling the creation of the first version of a product or service, including a computer program or mobile application.

- b. **Track 2 - raising the level of readiness for implementation** - funding pre-implementation studies for existing innovations, i.e. research results:
 - i. that have previously been formally submitted to CTT CITTRU through the Results Submission Form, and
 - ii. for which a positive decision on commercialisation has been issued.

The research outcomes will be the results that contribute to the success of the commercialisation process; in particular, the level of innovation readiness for implementation will be increased.

- c. **Track 3 - expert** - co-financing of the engagement of an external expert or purchase of expert services aimed at preparation of the team and/or innovations created at the Jagiellonian University for implementation, in particular to establish a spin-off company.

2. Only Jagiellonian University research teams may apply for funding.

II. Purpose and amount of funding

1. **Detailed information** on the purpose of the grant, categories of eligible expenditures, and application evaluation criteria for each track are provided:

- a. for Track 1 - patent/service/application in **Attachment 1**
- b. for Track 2 - raising the level of readiness for implementation in **Attachment 2**
- c. for Track 3 - expert in **Attachment 3**

2. The amount of funding the applicant can apply for is:

- a. for the application submitted within the Track 1 - PLN 50,000 gross,
- b. for the application submitted within the Track 2 - PLN 80 000 gross,
- c. for the application submitted within the Track 3 - PLN 15 000 gross.

III. Procedure for the submission of applications, including deadlines and general rules on evaluation and selection

1. The available budget for all the 3 tracks is PLN 1.25 million, including PLN 150 thousand for applications from the JU CM.
2. Applications may be submitted until 15 November 2021:
 - a. in hard copy at the secretariat of CTT CITTRU: ul. Bobrzyńskiego 14 Kraków, room A08; or
 - b. as a file signed with qualified signatures to the e-mail address: cittru@uj.edu.pl.

Application forms for each track are enclosed as Attachments 4, 5 and 6, respectively.

According to the model application, it should be accompanied by the consent to personal data processing, signed by all persons listed in the application who are not employees of the Jagiellonian University and who are planned to be involved in the project work.

3. The application for co-financing is prepared by the author or co-author of research results to be developed within the activities planned in the application, representing the research team (hereinafter: the Manager). The Manager can involve the CTT CITTRU Broker (hereinafter: Broker) in the preparation of the application, whereby the Broker's role is to support the Manager in the preparation of the market data analysis, assessment of the commercial/practical potential of the research results.
4. The funding application is signed by the Manager, the Manager's direct supervisor (in the case of the Manager being a JU employee) and the Dean of the Faculty or the Head of the extra-faculty unit, inter-faculty unit, interuniversity unit or joint unit from which the research team comes.
5. The decision on awarding a grant is taken by the Director of the CTT CITTRU (hereinafter referred to as the Director) based on application assessment carried out by experts in the field specified in the application. The Director of the CTT CITTRU appoints the experts from the pool accepted by the Vice-Rector for Scientific Research.
6. Decisions on awarding grants will be made by 10 December 2021, based on a ranking list created according to the average number of points awarded by the experts. The projects that obtain at least 60% of the maximum possible points in a given track will receive funding.
7. The circulation of documents related to the assessment of applications and the issuance of decisions will occur remotely via electronic means.
8. Before deciding on funding, at the request of the expert submitted to the Director, it is permissible to call the Manager to provide additional clarification on the activities indicated in the application or to deliver a short presentation on remote mode about the planned research.
9. The list of applications qualified for funding will be made public on the CTT CITTRU website.
10. The Director's decisions referred to in paragraphs (5) and (6) may not be appealed.

IV. Implementation of research work

1. Granted funds must be spent in accordance with the internal procedures of the Jagiellonian University, including regulations on public procurement, within 12 months from the date of the decision to grant funds.
2. At the stage of accounting for activities covered by the grant, financial and accounting support is provided by an employee of the Administration Section designated by the Director, with the support of the organisational unit from which the research team originates and all-University administrative units in accordance with the "Jagiellonian University Financial and Accounting Documents Circulation Manual".
3. The team carrying out the research work is obliged to prepare and submit to a designated employee of the CTT CITTTRU Administration Section the documentation necessary to realise the expenditure planned in the application (e.g. the terms of reference) and settle/qualify this expenditure.
4. **Intellectual property created in the course of activities for which funding was granted, particularly research results, patent rights, know-how, copyrights to reports and other works together with dependent rights, will belong to Jagiellonian University.**
5. Within 14 working days of completing the co-financed activities, the Manager submits to the Director a report on their completion, in accordance with the template as Appendix 7, 8 or 9 for tracks 1, 2 and 3, respectively. The Manager is also obliged to submit the report in case of discontinuation or early termination of the activities.
6. The Manager is responsible for the correct execution of the activities covered by the subsidy, observing the budget limits included in the cost estimate and the specified deadlines for the tasks, together with the timely payment of the costs assigned to the tasks, ensuring compliance with the method of expenditure execution with the procedures specified in the Public Procurement Law, and ensuring that the activities are carried out in accordance with the 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 required to cooperate with:
 - a. Broker, including providing Broker, upon request, with all information about the progress and course of the research work in progress,
 - b. Broker and the designated Patent Attorney in the preparation of the patent application (if applicable),
 - c. Broker in preparing promotional materials necessary in discussions with entities interested in commercialisation or practical use of research results.
8. The Manager shall promptly report in writing (electronic correspondence is acceptable) to the Director any problems in the implementation of grant activities that jeopardise the performance of planned tasks, including meeting the schedule, in order to find a solution and to determine possible changes to the research plans, cost estimate, or schedule.

9. The Director may decide to discontinue or terminate research work early if the circumstances of the notification referred to in Section IV.8 justify the discontinuation or termination, particularly in view of the results obtained.
10. In the case of completion or discontinuation of subsidised activities and failure to spend the entire subsidy, unused funds will be used to finance other research work submitted for funding or other CTT CITTRU activities related to the commercialisation of research results.
11. Gross misconduct in the disbursement of funds and the implementation of tasks that are not in accordance with the schedule may result in the interruption or early termination of the activities covered by the grant. When making such a decision, the Director may oblige the Manager to return the improperly spent funds. In particularly justified cases, the Director may decide to exclude the Manager from the possibility of obtaining co-financing under subsequent competitions announced by CTT CITTRU.
12. CTT CITTRU may organise events promoting innovations that were granted funding within this competition. In such case, the Manager or a representative of the team appointed by the Manager will be obliged to present obtained innovations/results to entities interested in their implementation and participate in training preparing for such event.

V. Provisions concerning the Experts

1. The tasks of the Experts with regard to the approval of decisions on the eligibility of applications for support under this call for proposals are as follows:
 - a. reviewing the applications sent to the Experts by the Director;
 - b. assessing the applications according to the adopted criteria;
 - c. participation in the grant award decision process, including participation in the convened meeting of Experts in a remote mode.
2. Before starting work, Experts are obliged to sign a statement of confidentiality and impartiality and maintain the secrecy of information obtained in connection with the performance of their duties.
3. Each Expert shall undertake to perform their tasks impartially. If circumstances arise that may raise justified doubts about the Expert's impartiality in relation to the evaluated application, he is obliged to immediately report their occurrence to the Director and exclude himself from evaluating the application.

Attachments:

Attachment 1: Track 1 - Patent/Service/Application. Detailed information on the purpose of the grant, eligible expenditure categories and evaluation criteria.

Attachment 2: Track 2 - Raise the level of readiness for implementation — detailed information on grant earmarking, eligible expenditure categories and evaluation criteria.

Attachment 3: Track 3 - Expert. Detailed information on the purpose of the grant, categories of eligible expenditures and evaluation criteria.

Attachment 4: Grant application. Track 1 - patent/service/application.

Attachment 5: Grant application. Track 2 - raising the level of readiness for implementation.

Attachment 6: Grant application. Track 3 - expert.

Attachment 7: Report on the implemented activities focused on innovation creation and commercialisation within the CTT CITTRU Competition. Track 1 - patent/service/application

Attachment 8: Report on implemented activities aimed at innovation creation and commercialisation within the CTT CITTRU Competition. Track 2 - raising the level of readiness for implementation.

Attachment 9: Report on implemented activities aimed at innovation creation and commercialisation within the CTT CITTRU Competition. Track 3 - expert.