

**REGULATIONS FOR GRANTING AND USING FUNDS FROM THE FUND
FOR SUPPORTING SCIENTIFIC INITIATIVES OF STUDENTS OF THE
FACULTY OF PSYCHOLOGY AT THE UNIVERSITY OF WARSAW**

as of December 2024

The Fund for Supporting Scientific Initiatives of Students of the Faculty of Psychology at the University of Warsaw is allocated annually from the extra-budgetary funds of the Faculty of Psychology at the University of Warsaw, which come from student fees for repeating a year, classes and conditional enrolments. The fund is calculated according to the following formula:

*(Income from repeating classes, exams, etc. – 30% deduction for UW) * 1/3 =*
FWINS

After deducting 30% of the university-wide surcharge from revenues from repeating classes, examinations, etc., one third of these revenues is allocated to FWINS.

Funding from FWINS may be allocated to the following projects and initiatives:

- co-financing participation in conferences, seminars and scientific symposia,
- organising scientific events such as conferences, training courses, seminars and scientific symposia,
- scientific research conducted by students

Funding is provided for tasks carried out mainly by: **the student council, scientific circles and** first and second cycle **students**, uniform master's studies students (primarily full-time students). The terms: associations, scientific circles, organizations and students mean entities and persons associated with the Faculty of Psychology of the University of Warsaw.

§ 1

General Provisions

PARTICIPATION IN CONFERENCES

Funding for participation in foreign and domestic conferences, seminars, sessions and scientific symposia

1. Persons who meet the following criteria may apply for funding to participate in a conference:
 - a. They are students of the Faculty of Psychology at the University of Warsaw – the trip must take place before the defence of their master's thesis; they have not been removed from the student register,
 - b. They intend to present a paper or the results of their research in the form of a poster at a conference, seminar, symposium or session (active participation),
 - c. They wish to participate in a domestic or international scientific event organised (co-organised) by employees of the Faculty of Psychology at the University of Warsaw, without actively presenting their research (passive participation).
2. Funding for student participation in a scientific event may be used to cover the costs of:
 - a. the conference fee
 - b. travel
 - c. accommodation or meals.
3. Students passively participating in a scientific event organised by employees of the Faculty of Psychology of the University of Warsaw may receive funding to cover the costs of:
 - a. the conference fee
4. One project can be covered by funding only once.
5. Maximum total amounts of funding:
 - a. for domestic trips: PLN 500.00 (five hundred zlotys),
 - b. for trips abroad: PLN 1,500.00 (one thousand and five hundred zlotys).
6. The decision on the acceptance of applications is made by the Vice-Dean for Research or another member of the Dean's College.

ORGANIZATION OF A CONFERENCE

Funding for the organisation of scientific events: international and domestic conferences, seminars, scientific sessions and symposia

1. The following entities can apply for funding for the organization of a conference:
 - a. scientific circles of the Faculty of Psychology,
 - b. the Student Council of the Faculty of Psychology.

2. When evaluating applications, the following will be taken into account:
 - a. cyclical nature of the event,
 - b. its coverage – greater than local,
 - c. effectiveness, i.e. favourable ratio of coverage and impact to costs
 - d. number of people involved in the project and benefiting from its results,
 - e. acquisition of additional funds,
 - f. originality of the project,
 - g. method of promoting the project.

3. The funding received may be used to cover the costs of:
 - a. travel, accommodation and meals for conference participants,
 - b. printing of conference materials,
 - c. office supplies and consumables.

4. The expenditure of the allocated amounts must comply with the general regulations in force at the Faculty of Psychology and be agreed with the Finance Department before the costs are incurred.

5. The Vice-Dean for Research decides on the approval of applications for funding of the conference within the following maximum total amounts:
 - a. in the case of domestic conferences PLN 1,500.00 (one thousand and five hundred zlotys),
 - b. in the case of international conferences (with the participation of lecturers or presenters from foreign research centres) PLN 3,000.00 (three thousand zlotys).

RESEARCH

Funding for research conducted by students of the Faculty of Psychology at the University of Warsaw

1. The following entities can apply for funding of research:
 - a. scientific circles,
 - b. groups of students working on a research project, supervised by an academic tutor, not affiliated with a scientific circle,
 - c. individuals with current student status at the Faculty of Psychology.

3. Funding will not be granted to:
 - a. students who do not currently have student status at the Faculty of Psychology, have been removed from the student register, or have defended their thesis;
 - b. projects involving the completion of coursework

2. The funding received can be used for:
 - a. remuneration of research participants,
 - b. purchase of necessary equipment/licences/software,
 - c. other documented expenses directly related to the project.
3. Applications for research funding should be submitted by 31 March each year using the appropriate Google form: <https://forms.gle/UYUQut6YSiSn5BCg8>.
4. Applications are evaluated by a committee appointed by the Vice-Dean for Research; this committee consists of at least three academic teachers and two representatives of the Student Council.
5. The committee creates a ranking with scores and submits its recommendation with the ranking to the Vice-Dean for Research, who decides on the final amount of funding, taking into account the state of the fund in a given year.
6. The results of research conducted as part of funded projects will be presented during the Faculty Day celebrations in the year following the year in which the funding was awarded.
7. The maximum amount of funding for a single application is PLN 5,000.00 (five thousand zlotys).
8. Funds are allocated for a given calendar year; if the funds are not used, they cannot be carried over to the following year. Continuation of research in the following year requires the submission of a new application.

§ 2

Applications for funding

1. The application for funding should be submitted on the forms attached to these regulations:
 - a. Appendix No. 1 – participation in a conference,
 - b. Appendix No. 2 – organization of a conference or other undertaking and conducting research.
2. The application for funding for the organization of a conference – irrespective of the type of funding expected - shall be accompanied by:
 - a. a copy of the conference estimates specifying the amount of funding applied for and its purpose, as well as the amount of funds from other sources.
3. The application for funding for participation in a conference shall be accompanied by:
 - a. a copy of the invitation to participate in the conference and acceptance of the paper,
 - b. abstract of the paper to be presented.
4. The application for research funding shall be accompanied by:

- a. a detailed action plan with a description of the expected scientific outcomes,
 - b. information on previous scientific research along with a description of scientific results.
5. The application can be withdrawn by the applicant at any time.
 6. Incomplete applications that do not meet the requirements of these regulations will not be considered.

§ 3

Processing of applications

1. Submitted applications are subject to substantive evaluation.
2. In case of doubt, the applicant may be asked to provide additional explanations or invited to a face-to-face interview with the Vice-Dean for Research or another member of the Dean's College.
3. Applications for trips or conferences are considered during teaching periods (not during breaks in the academic year, holidays or vacation periods).
4. Applications for trips or conferences are considered no later than 30 days before the start of the project. The person who ultimately considers the applications - the Vice-Dean for Research - reserves the right to postpone this deadline.
5. The Vice-Dean for Research reserves the right to increase the amount of funding or to fund scientific initiatives not described in these Regulations, subject to the approval of the Dean's College.
6. The decision to award funding and its amount is made by the Vice-Dean for Research, and in the case of applications requiring it, in consultation with and after approval by the Dean's College. The applicant will be informed by email of the need for consultation, and the deadline for consideration of the application will be postponed to the following week (taking into account point 4).
7. The funding may be withdrawn by the Vice-Dean for Research if the applicant fails to fulfil their obligations, and in particular if they fail to submit a substantive report and a settlement of the funding.

§ 4

Obligations of the Applicant

1. The applicant undertakes to:

- a. implement the funded project in accordance with the submitted application,
- b. each time determine the method of implementation and settlement of individual costs in the Finance and Accounting Department
- c. submit a report on the implementation of the project and the use of the allocated funds to the Finance and Accounting Department no later than 30 days after the completion of the project, in accordance with Appendix 3 to the regulations,
- d. not use the grant received for the implementation of another project,
- d. document the costs incurred in accordance with the rules in force at the Faculty of Psychology of the University of Warsaw (confirmed in advance for each specific cost before it is incurred) and submit full documentation (e.g. invoices with the University of Warsaw's details) to the Finance and Accounting Department immediately after receipt,
- e. consult any doubts related to the implementation of the project (substantive or financial) with the awarding committee (fwins@psych.uw.edu.pl) or the Finance Department.
- f. promote FWINS activities on social media, in consultation with the Vice-Dean for Research or the Promotion Team of the Faculty of Psychology at the University of Warsaw.