**DETAILED RULES GOVERNING GRANTS FOR PARTICIPATION IN SCIENTIFIC CONFERENCES FOR DOCTORAL STUDENTS OF THE INTERDISCIPLINARY DOCTORAL PROGRAMME "BIOECONOMY" AT THE UNIVERSITY OF WARMIA AND MAZURY
IN OLSZTYN**

**Task 4 – Financing participation in international conferences for participants of the Interdisciplinary Doctoral Programme**

**§ 1**

The rules described in this document (hereinafter referred to as Detailed Rules) govern allocation of grants for participation in domestic and foreign scientific conferences of international scope to doctoral students of the Interdisciplinary Doctoral Programme in Bioeconomy, conducted by the following Faculties: Animal Bioengineering; Biology and Biotechnology; Agriculture and Environmental Management; Veterinary Medicine; Food Sciences and Environmental Sciences.

**§ 2**

1. Doctoral students of the Interdisciplinary Doctoral Programme in Bioeconomy can be awarded grants for participation in two scientific conferences of international scope in 2019-2021, in which at least one conference should be held abroad.
2. If savings are generated under task 4 – Financing participation in international conferences for participants of the Interdisciplinary Doctoral Programme during the project, it will be possible to award additional grants for conference participation to doctoral students who have already used this form of support twice.
3. If doctoral students who have already used the support specified in task 4 twice, grants for participation in the conference from generated savings can be awarded in a partial amount.
4. The Management Team will inform the students of the Interdisciplinary Doctoral Programme of the possibility of obtaining additional support resulting generated savings. In such a case, while awarding additional grants, the order of submitted applications will be a decisive factor.
5. Grants can be awarded only for domestic or foreign conferences of international scope. A conference of international scope is defined as an event in which at least 1/3 of active participants presenting results represent international research institutions.
6. Grants can be awarded only for those conferences in which the doctoral student actively participates by delivering a speech or presenting a poster. Grants are not awarded for passive participation in a conference.
7. The doctoral student is obliged to include information about the co-financing of his or her participation in the conference by the European Social Fund under the Operating Programme Knowledge Education Development and the Interdisciplinary Doctoral Programme in Bioeconomy project (POWR.03.02.00-00-I034/16-00) in the presentation/poster and in the conference proceedings.
8. A grant can cover the entire cost of participating in the conference or its components, i.e. conference fee, accommodation costs, transport and per diem allowances.
9. For a domestic trip, accommodation costs in a hotel of maximum 3-star standard cannot exceed 360 PLN/night for two persons in a double room, and 250 PLN/night for one person in a single room. Accommodation costs in a hotel of a standard lower than 3 stars and in a boarding house, motel, etc. cannot exceed 260 PLN/night for two people in a double room, and 120 PLN/night for one person in a single room.
10. The cost of domestic transport will be reimbursed up to the amount of rail or road public transport fees, according to the price list for 2nd class tickets effective in a given area, also for using private transport (particularly a car or a taxi) as reimbursement for the actually incurred expenditure up to the above-mentioned amount.
11. For international travel, eligible costs may include the cost of road, rail and air transport in economy class. When using one’s own transport means, the reimbursement will not exceed the cost of a ticket in economy class for using the road public transport.
12. Airline tickets can be bought only through the agency chosen by the University of Warmia and Mazury in Olsztyn in a tender procedure.
13. Participation grants will be paid to participants in two instalments. The first instalment will be paid before the trip and may include the cost of transport, cost of accommodation, transport allowance and per diem allowances calculated for full days spent at the place of the conference. The second instalment will be paid after returning from the conference and can cover local transport costs.
14. The amount of a grant for participation in two foreign conferences for one doctoral student cannot exceed PLN 7,500 while the amount of a grant for participation in one conference for a doctoral student cannot exceed PLN 5,000.
15. During one calendar year, a doctoral student can obtain a grant for participation in only one research conference, except for the situation described in points 2 – 4 § 2.

**§ 3**

* + - 1. Grants for participation in research conferences to doctoral students of the Interdisciplinary Doctoral Programme in Bioeconomy are awarded subject to the submission of a grant application, available at the project website.
			2. Applications for conference participation grants are accepted on a continuous basis. The application should be submitted three months before of the conference start date to the Project Manager Assistant.
			3. The application should be approved by the research supervisor/tutor.
			4. The following documents should be attached to the application:
1. a travel form (Form A) – for international trips,
2. confirmation of the paper/poster acceptance by the conference organizer and confirmation of submitting an application to participate in the conference,
3. an abstract of the paper presented during the conference,
4. a printout of the home page of the conference website.
	* + 1. The decision on awarding the grant will be taken by the Project Manager within 21 days after the submission of a grant application.
			2. The doctoral student will be informed via e-mail of the awarded conference grant.
			3. The decision of the Project Management is final.

**§ 4**

1. In order to settle the expenses for conference participation, the following documents must be submitted to the Project Manager:
2. a conference report, according to the template available on the project website,
3. a certificate of delivering the presentation / photocopy of the book of abstracts,
4. a printout of the presentation / poster.
5. A research supervisor / tutor is responsible for the subject-matter supervision of the conference participation.
6. The Project Manager Assistant is responsible for organization and financial settlement of conference participation costs.
7. Doctoral students should settle the conference participation expenses within 14 days following the final day of the conference to remain eligible for the grant.
8. Conference participation costs are settled pursuant to:
9. Order of the Rector of 54/2013 of 21 June 2013,
10. Order No. 9/2014 of the Rector of the UWM in Olsztyn of 12 February 2014,
11. Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts payable to an employee employed in a state or local government public sector unit for business trips,
12. Regulation of the Minister of Infrastructure of 25 March 2002 on conditions for calculating and the method of reimbursing costs of use for business purposes of cars, motorcycles and mopeds not owned by the employer (Dz. U. No. 27, item 271 as amended).