*Appendix no. To the UG Rector’s decree no.*

**Rules of the Competition „Research Potential Database” SEA-EU**

§ 1. COMPETITION PURPOSE  
The purpose of the competition is to encourage the establishment or strengthening of research and teaching cooperation between SEA-EU partner universities using the information available in the Research Potential Database available at <https://sea-eu.pl/>

Applicants, after creating their research profile in the database, will establish contact and cooperation with scientists from other partner universities registered in the database by searching the database.

§ 2. PARTICIPANTS

The competition is open to academic staff employed at the University of Gdansk as their primary workplace within the group of research and teaching or research staff.

The applicant will implement the project in collaboration with a minimum of one researcher/research group from a foreign SEA-EU partner university.

§ 3. FUNDING

1. A one-off grant of 10 000 PLN may be granted for the implementation of activities under the competition, to be used in the calendar year in which it is granted.

2. The following actions are possible within the framework of the granted funds:

1. Business trips – costs of business trips of the applicant (Project Manager) to the SEA-EU partner University, where the cooperation is implemented (per diems, travel and accommodation costs);
2. Visits, consultations – costs of the arrival of co-workers/members of the research group from the SEA-EU partner University unit (per diems, travel and accommodation costs) for research visits or consultations.
3. Participants of the competition who receive funding are obliged to spend the funds in accordance with the Principles of Financial Management of the University of Gdańsk.
4. Business trips are carried out in accordance with the Regulations on Out-of-Country Business Travel (Decree no. 18/R/22 of the Rector of the University of Gdansk of February 2 2022).
5. Arrivals of foreign researchers are carried out in accordance with the Regulations on the Reception of Visitors from Abroad and the Financing of the Costs of Their Stay at the University of Gdansk (Decree no. 160/R/21 of the Rector of the University of Gdańsk of November 4, 2021).
6. The period of eligibility of costs under the funding received, starts from the date on which the applicant received the decision concerning the awarded funding.
7. Disbursement of funds and submission of financial documents for settlement is possible until December 15 of the calendar year, in which the applicant received the decision to award the grant.

§ 4. APPLICATION SUBMISSION

1. To enter the competition, you must submit an application, a template of which is available at <https://sea-eu.ug.edu.pl/konkurs-research-potential-database-sea-eu/>
2. The completed application form is to be submitted electronically (a scan of the signed application) to the SEA-EU Office, e-mail [sea-eu@ug.edu.pl](mailto:sea-eu@ug.edu.pl)
3. An obligatory document attached to the application is a letter of intent concerning the cooperation of a researcher/research group with a unit of the partner University, a template of which is available at <https://sea-eu.ug.edu.pl/konkurs-research-potential-database-sea-eu/>
4. The deadline for submitting applications in a given calendar year is determined by the Vice-Rector responsible for Internation Cooperation in a statement. Applications submitted after the deadline will not be considered.
5. Submission of an application shall constitute acceptance of these Terms and Conditions.

§ 5. ASSESSMENT OF APPLICATIONS

1. Applications are formally assessed by the SEA-EU Office Staff. The formal assessment includes the completeness of the application and an assessment of whether the applicant meets the conditions for participation in the programme.
2. Applications that do not meet formal requirements are not subject to further substantive assessment.
3. Substantive assessment of the applications is made by the Competition Commission appointed by the Rector. The commission consists of: 1) the Vice-Rector in charge of International Cooperation – as Chairman; 2) the Vice-Rector in charge of Research; 3) the Vice-Rector in charge of Innovation.
4. The Commission ranks the applications based on the opinion of experts from SEA-EU partner universities and on its own evaluation.
5. Experts shall be appointed by the Competition Commission.
6. The expert shall elaborate an anonymous opinion for the applicant, including a proposed scoring. The opinion shall include:

1)  an assessment of the concept of the research project for which the applicant will apply for funding (maximum amount of points: 10);

2)  an assessment of the applicant’s scientific achievements (maximum amount of points: 10).

1. The final scoring of the application is determined by the Competition Commission. The Competition Commission may award an additional 5 points to applications that are particularly important for the implementation of the [SEA-EU Mission Statement.](https://sea-eu.org/wp-content/uploads/2021/02/manifesto1_compressed.pdf)
2. The maximum amount of points possible to be obtained at the application assessment stage: 25.
3. Based on the number of points obtained, the Competition Commission announces the ranking list.

The final decision to award a grant is taken by the Rector.

10. An application that has received less than 50% of the maximum amount of points in any of the evaluation components referred to in paragraph 6 may not be financed.

11. The Rector’s decision is delivered to the applicant individually in electronic form.

§ 6. SETTLEMENT  
1. The condition of settlement of a grant awarded in the Competition „Research Potential Database” SEA-EU is sending a project report to the SEA-EU Office by 15 January of the year following the receipt of the grant, a template of which is available at <https://sea-eu.ug.edu.pl/konkurs-research-potential-database-sea-eu/>

2. Failure to meet the condition referred to in paragraph 1 shall result in ineligibility to apply for funding in future editions of the Competition „Research Potential Database” SEA-EU.