



REGULATIONS ON PROJECT MANAGEMENT AT THE UNIVERSITY OF GDAŃSK

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Chapter 1. General provisions

§ 1.

1. The Regulations on Project Management (hereinafter referred to as the “Regulations”) set out the rules and procedures for the preparation, implementation and completion of projects (hereinafter referred to as “Projects”) financed from national and international funds as part of programmes and competitions by, amongst others:
 - 1) National Centre for Research and Development;
 - 2) National Science Centre;

- 3) Polish National Agency for Academic Exchange, excluding bilateral cooperation programmes and programmes regarding academic exchange;
 - 4) National Fund for Environmental Protection and Water Management;
 - 5) Regional Fund for Environmental Protection and Water Management;
 - 6) Ministry of Education and Science;
 - 7) Foundation for Polish Science;
 - 8) structural funds;
 - 9) community initiatives;
 - 10) European financial mechanisms;
 - 11) European Union programmes;
 - 12) international and national programmes;
 - 13) foreign and domestic public and private institutions.
2. The Regulations regard Projects in which the University of Gdańsk (hereinafter the "UG") intends to participate or participates as leader, partner or in an independent capacity.
 3. In matters not covered by these Regulations, appropriate procedures in operation at the UG, national regulations, specific documents of the programmes in which Projects are being implemented, EU regulations or the regulations of other countries, should this be provided by programme guidelines, shall apply.

§ 2.

Wherever mention is made in the Regulations of:

- 1) DOFP – it should be understood as the Department for the Financial Management of Projects;
- 2) DRF – it should be understood as the Financial Accounting Department;
- 3) BMP – it should be understood as the Project Monitoring Office;
- 4) CZP – it should be understood as the Public Procurement Centre;
- 5) Head of the Project – it should be understood as a person who prepares the project application individually or a person designated in the project application. The Head of the Project is also appointed when a Project is implemented as part of a consortium, irrespective of the UG's role as leader or partner in the consortium. After the financing or co-financing agreement has been signed, the Head of the Project shall be responsible for appropriate implementation of the Project;
- 6) Project Leader – it should be understood as a representative of a consortium when implementing partnership Projects;
- 7) Project Supervisor – it should be understood as an employee of:
 - a) Project Preparation Support Office – Project Incubator, or
 - b) Strategic Projects and Rector's Initiatives Office, with regard to strategic and university-wide Projects;
- 8) Project Implementation Supervisor – it should be understood as an employee of:
 - a) Project Implementation Support Office, supporting a specific UG organisational unit, or
 - b) Strategic Projects and Rector's Initiatives Office, with regard to strategic and university-wide Projects.

§ 3.

1. A project initiative may be proposed by every UG employee or a person who is not a UG employee, hereinafter referred to as the "Head of the Project", who obtains the consent, support or a promise of employment from a dean of a UG faculty (or a head of a unit in the

case of units other than a faculty) at which the Project is to be implemented, confirmed by the UG Rector or a person authorised by the Rector.

2. In the case of a joint initiative of several organisational units of the UG, one Head of the Project should be designated from amongst the units' employees to represent all the units initiating the Project.

Chapter 2. Applying for funding for the Project

§ 4.

1. Information on the intention to participate in the Project should be sent to the following address: projekty@ug.edu.pl.
2. At the stage of preparing the application for funding, a Project Supervisor shall be designated whose scope of duties shall include:
 - 1) informing the Head of the Project about the detailed rules regarding the manner in which project documentation is to be prepared as well as its scope, in accordance with the rules in operation at the UG and the rules of the programme for which the application for funding is to be submitted;
 - 2) assisting the Head of the Project in finding the source from which appropriate project documentation forms or applications may be downloaded e.g. a funding application generator with a list of appropriate attachments and instructions for completing them;
 - 3) assistance with completing the application for funding as well as with preparing attachments (including a partnership/consortium agreement) and the Project's budget;
 - 4) verification of the application for funding with regard to integrity and accounting (including the eligibility of expenditure and compliance with programme and fund guidelines);
 - 5) handling correspondence with the financing institution and, at the institution's request, providing assistance in rectifying any formal deficiencies and providing appropriate clarification;
 - 6) making the information regarding initiated projects available to the Technology Transfer Centre, the Centre for Sustainable Development, the Public Procurement Centre and other central administration units at their request;
 - 7) obtaining signatures of persons representing the UG on the application for funding and attachments.
3. With regard to the preparation of the application for funding, the Head of the Project shall:
 - 1) complete the application for funding for the Project, accompanied by the Project's budget for the UG and attachments, in accordance with the requirements of the programme and the rules in operation at the UG;
 - 2) submit the application for funding in paper or electronic form to the Project Supervisor;
 - 3) complete the Project Information application form in the Employee Portal no later than at least 5 working days before the competition's closing date. A person who is not a UG employee shall submit the Project Information application form to the Project Supervisor in accordance with the model which constitutes Annex no.1 to these Regulations.

In consultation with the Project Supervisor, in the case of projects submitted as part of the competitions organised by the National Science Centre, the Ministry of Education and Science: Scholarships for outstanding young scientists, the Perły Nauki (Pearls of

Science) programme, the National Programme for the Development of Humanities and the START Programme of the Foundation for Polish Science – Scholarships for young scientists in which:

a) the budget does not exceed 3,000,000 PLN;

b) the external audit is not required;

c) providing own contribution financed by the UG or the financing of non-eligible costs is not required;

it shall be possible to submit, within a specified deadline, only a complete and final version of the application for funding accompanied by a signed Annex no.10 (Consent to the processing of personal data as part of the Project). In this case the completion of an application form shall not be required;

- 4) be responsible for the formal and substantive preparation of the application for funding and its attachments, and for the timely submission of the application to the financing institution or the Project Leader in the case of partnership projects.

§ 5.

Decision on a unit proceeding to submit the application shall be taken by a competent Vice-Rector or Deputy Chancellor for Strategic Projects, in accordance with the scope of their responsibilities, after the Project's budget has been approved by the UG's Chief Financial Officer or the UG's Deputy Financial Officer for Projects.

§ 6.

1. In a situation in which in a given call the UG may submit a limited number of project applications as a result of limits introduced in a given competition, the Project Preparation Support Office – Project Incubator shall hold an internal competition, information of which should be communicated to deans and heads of general university units.
2. Submitted applications shall be subject to assessment by a special committee appointed by the Rector which shall select the applications to be submitted in a given call.
3. The Project Preparation Support Office – Project Incubator shall communicate the result of the internal competition to deans and heads of general university units. In a situation in which in a given call the UG may submit only one university-wide project, the Strategic Projects and Rector's Initiatives Office shall initiate actions aimed at preparing and submitting the application.

§ 7.

1. In order to obtain the signatures of persons representing the UG, required in the Project's application documentation, a completed form of the application for funding, accompanied by attachments and the Project's budget, should be submitted to the Project Supervisor no later than at least 5 working days before the competition's closing date.
2. In justified circumstances, this deadline may be shorter and shall require consultation with the Project Supervisor.
3. In the case of applications submitted online which do not require signatures from UG authorities, the Head of the Project shall submit the final version of the application for funding to the project Supervisor no later than on the competition's closing date.
4. Should the Project Supervisor identify errors in the application form or any inconsistency with the previously submitted documents, the Head of the Project shall make appropriate changes to the documents.

5. Once the errors have been rectified, the Project Supervisor shall submit the application form, signed by the Head of the Project and accompanied by attachments, to the Rector, Vice-Rector or the Deputy Chancellor for Strategic Projects and to the UG's Chief Financial Officer (should this apply) for signature.
6. The Project Supervisor shall register the submitted application in the project register.
7. The Project Supervisor shall consult with the Head of the Project the manner in which the application and accompanying attachments are to be submitted to an appropriate institution.
8. Should the financing institution request that formal deficiencies in the application form be rectified or substantive clarification provided, the Project Supervisor shall inform the Head of the Project of the need to make the necessary amendments. Should the letter from the financing institution communicating the need to make amendments be sent to the Head of the Project, he or she shall immediately forward this information to the Project Supervisor.

Chapter 3. Implementation and management of Projects as well as supervision of appropriate implementation of financing agreements

§ 8.

1. The original decision regarding funding or the original written notice on funding being awarded to the Project shall be forwarded to the Project Supervisor.
2. On the basis of a decision or a written notice on funding being awarded, the Rector shall authorise the Head of the Project to head the Project (a model constitutes Annex no. 2 to the Regulations) and entrust him or her with a scope of responsibilities (a model constitutes Annex no. 3 to the Regulations).

§ 9.

1. Should the Project be awarded funding to an amount lower than requested, the Head of the Project shall inform the Project Supervisor of the extent of amendments introduced. The final decision on proceeding with the implementation of the Project shall be taken by a competent Vice-Rector or the Deputy Chancellor for Strategic Projects, in accordance with their responsibilities.
2. Should the application for funding be rejected by the financing institution, the Project Supervisor shall contact the Head of the Project to decide on further proceedings and a possible appeal against the decision. The appeal shall be prepared by the Head of the Project in cooperation with the Project Supervisor. The final version of the appeal shall be signed by a competent Vice-Rector or the Deputy Chancellor for Strategic Projects, in accordance with their responsibilities.

§ 10.

1. The Head of the Project, in cooperation with the Project Implementation Supervisor, shall prepare a financing agreement / a consortium agreement (if applicable) and collect all necessary attachments or request that the documents are prepared by appropriate units.
2. In the case of an agreement being concluded in a language other than Polish, the Project Implementation Supervisor shall forward the agreement for translation into Polish, with no sworn translation required. Translation of annexes to an agreement shall be made exclusively at the request of inspection institutions or bodies.

3. Should it be necessary that a dedicated bank account is opened for the Project, the Head of the Project shall complete the Request to open a dedicated bank account (a model of which constitutes Annex no. 4 to the Regulations) and submit it through the Project Implementation Supervisor to the Department for the Financial Management of Projects (DOFP).
4. The Project Implementation Supervisor shall forward the agreements for legal and financial approval. Any comments regarding the content of an agreement shall be forwarded to the Head of the Project who in turn shall forward them to the institution financing the Project, the Project Leader or partners (if applicable).
5. After the final version of the agreement has been approved, the Project Implementation Supervisor shall forward the agreement for signature to a competent Vice-Rector or the Deputy Chancellor for Strategic Projects, in accordance with their responsibilities.
6. After the financing agreement has been concluded, the Project Supervisor shall enter the data regarding scientific Projects into the POL-on system, including information on the disciplines assigned to the Project. The disciplines should be defined by a competent dean for science of the faculty at which the Project is implemented, or by a director of an organisational unit.

§ 11.

1. The Project Implementation Supervisor, in cooperation with the DOFP, the DRF, the CZP and other central administration units shall organise a briefing on the rules and procedures regarding the implementation of Projects at the UG.
2. Heads implementing their first Project at the UG are obliged to participate in the briefing.
3. A Project head who has already implemented a Project at the UG shall take the decision whether it is necessary for him or her to attend the briefing.

§ 12.

The Head of the Project shall forward a schedule of planned public procurement activities to an appropriate unit of the CZP (a model constitutes an Annex to the Regulations for awarding public contracts at the UG), prepared on the basis of the Project's budget, for the CZP to specify the procedure in which the procurement is to be awarded. During Project implementation, the Head of the Project, in cooperation with the CZP, shall regularly complete a list of public procurement contracts awarded as part of the Project, including the procedures in which procurement was awarded as well as the legal basis for awarding such contracts (a model constitutes Annex no. 5 to these Regulations).

§ 13.

1. As far as the responsibility of the UG is concerned, the Head of the Project or the head of a UG research team for Projects implemented in a consortium shall manage the Project and be responsible for the appropriate implementation of agreements related to the Project (including a financing agreement / a consortium/partnership/cooperation agreement and other agreements concluded in connection with the implementation of the Project, particularly those regarding public procurement) with regard to the substantive, formal, financial and material aspects.
2. The Head of the Project shall be particularly responsible for:
 - 1) selecting professional staff to ensure appropriate implementation of the Project;

- 2) implementing the Project in accordance with the current guidelines of the financing institution, the financing agreement / consortium/partnership/cooperation agreement (if applicable);
 - 3) managing documentation or keeping records to confirm that the Project outcomes have been achieved;
 - 4) maintaining appropriate eligibility of expenses, in accordance with the programme guidelines;
 - 5) carrying out expenses in accordance with public procurement procedures;
 - 6) carrying out expenses in accordance with the Project's budget and the rules of the UG's financial management and keeping appropriate records;
 - 7) submitting, in a timely manner, periodic, annual and final financial and material reports regarding the Project as well as other statements or reports required by the financing institution;
 - 8) appropriately settling the Project at the financing institution;
 - 9) observing generally applicable law, including the Act of 11 September 2019 – Public Procurement Law, the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the internal regulations in operation at the University of Gdańsk;
 - 10) liaising with the Project Implementation Supervisor and other UG organisational units throughout the entire period of the implementation of the Project and over the course of its durability;
 - 11) archiving the original documents of the Project in his/her possession following the final financial and accounting settlement of the Project.
3. Should it be necessary to prefinance the Project implementation costs, the Head of the Project may apply for prefinancing from the UG's own resources. Requests for prefinancing Projects from the UG's own resources should be submitted through the DOFP to a competent Vice-Rector or the Deputy Chancellor for Strategic Projects (a model constitutes Annex no.6 to the Regulations).
 4. The DOFP, the DRF, the CZP, the Project Implementation Supervisor, the Law Office and other UG units shall provide the Head of the Project with necessary assistance and support to facilitate an appropriate and lawful implementation of the Project. At every stage of task implementation, the Head of the Project may request an opinion from these units regarding specific expenditure, implementation method or other important issues related to the Project.

§ 14.

Supervision of the appropriate implementation of agreements regarding the Project shall be carried out by a dean or a head of a unit in the case of a unit other than a faculty who shall, at least once a year and obligatorily in the period of annual or partial reporting:

- 1) for ongoing Projects, assess the implementation of the Project with regard to:
 - a) the level of Project implementation in accordance with the adopted schedule;
 - b) the degree at which the assumed Project indicators or results have been achieved in proportion to the Project's duration;
 - c) demonstrating publications in international journals, particularly articles in English in reviewed scientific journals included in the Scopus / Web of Science databases (if applicable);

- 2) for completed Projects, for which a request has been submitted to the financing institution to postpone the date of the substantive assessment of the final report or in case of which the financing institution has raised reservations with regard to the report: supervise the process of completing the outcomes of Project implementation in accordance with the guidelines, to guarantee the completion of the report by the specified date.

Chapter 4. Monitoring of Projects

§ 15.

1. The BMP shall monitor the implementation of Projects undertaken at the UG.
2. The monitoring of Projects shall apply to:
 - 1) international Projects;
 - 2) national Projects which are subject to an external audit of project implementation, in accordance with their financing agreements, or those whose value exceeds 100,000 PLN.
3. At the request of the Deputy Chancellor for Strategic Projects, the BMP shall monitor international or national Projects other than those referred to in section 1.
4. The monitoring of the implementation of Projects shall be conducted by means of the following:
 - 1) monitoring sheets to monitor progress in the implementation of the Project at the UG, submitted by the Head of the Project at least once during the Project (a model of a monitoring sheet constitutes Annex no. 7 to the Regulations);
 - 2) monitoring visits carried out at the Project Office or, if possible, where the Project is being implemented.
5. Dates of monitoring activities shall be agreed individually with the Head of the Project by the Deputy Chancellor for Strategic Projects in consultation with the BMP.
6. International non-typical, short-term or one-off Projects (e.g. the organisation of a conference, a preparatory visit, a Project not involving the UG budget) shall be exempt from the obligation to submit monitoring sheets or to carry out monitoring visits.
7. The decision to exempt an international Project from the monitoring obligation shall be taken by the Deputy Chancellor for Strategic Projects in consultation with the BMP.
8. Should a risk to the proper implementation of the Project arise, the Rector, at the request of a dean or a head of a unit in the case of a unit other than a faculty, shall take the decision to apply additional monitoring to the Project.
9. In the period in which the Project is subject to additional monitoring, the Head of the Project shall be obliged to submit progress reports on the Project to a dean or a head of a unit in the case of a unit other than a faculty, as well as to the BMP, with a frequency agreed on with the dean or the head of a unit in the case of a unit other than a faculty.
10. Should there be insufficient progress in the implementation of the Project to guarantee its appropriate settlement, at the request of a dean or a head of a unit in the case of a unit other than a faculty, the Rector shall decide that a recovery plan for the Project should be created. Decisions may be taken, in particular, to withhold funding for the Project's tasks or to suspend the employment of individuals in the Project.

Chapter 5. External inspections, Project coordination visits and commissioned audits of Projects

§ 16.

1. The BMP shall manage the organisational and administrative aspects of external inspections, visits, remote verification (hereinafter referred to as “inspections”) and obligatory audits (hereinafter referred to as “commissioned audits”) of international and domestic projects commissioned by the UG or the Project Leader.
2. The responsibilities of the BMP in this regard include:
 - 1) notifying the Head of the Project and all organisational units of the UG involved in Project implementation of the date and scope of external inspections or commissioned audits and of the necessity to prepare required documentation. Should the Head of the Project or an organisational unit of the UG be first to receive notification of an external inspection or commissioned audit, they should immediately notify the BMP of this fact;
 - 2) contacting the controlling institution or the Project Leader (if applicable) and communicating information regarding an inspection or a commissioned audit to the Head of the Project and the organisational units of the UG involved in the inspection or audit activities;
 - 3) in case of a partnership Project in which the UG is partner, consulting with the Head of the Project and the organisational units of the UG involved in the inspection or commissioned audit in connection with the manner in which and the date by which the Project Leader is to receive the documents or their copies for inspection (should this be allowed by the programme guidelines);
 - 4) having received an inspection or commissioned audit report, communicating the information on the inspection/commissioned audit results to the Head of the Project and organisational units of the UG. Should the Head of the Project or an organisational unit of the UG be first to receive a report regarding the results of an inspection /commissioned audit, they should immediately notify the BMP of this fact.
3. The Head of the Project shall actively participate in the process of an inspection or a commissioned audit regarding the Project, provide clarification connected with the implementation of the Project and make it possible for an inspection or auditing body or the Project Leader to carry out a visit at the Project Office or where the Project is being implemented. In the case of the duly justified absence of the Head, the Head of the Project shall notify the BMP of the fact, so that further steps may be taken. Should the Head of the Project make contact with an inspection or auditing body or the Project Leader, he or she should immediately notify the BMP of all the arrangements. The manner in which documents are to be prepared for an inspection has been described in Annex no. 8 to the Regulations.

Chapter 6. Completion of the Project

§ 17.

1. Prior to the Project’s final completion date, the Head of the Project should review the Project, verify its substantive, material and financial aspects and, if necessary, make appropriate amendments in accordance with programme guidelines.
2. Project documentation, together with copies of the original documents which shall be retained by appropriate UG organisational units participating in the Project, should be kept by the Head of the Project in UG premises or in the Project Office throughout the Project’s implementation period, until it is deposited at the UG Archives. Rules regarding the circulation and storage of documents have been defined in Annex no. 8 to the Regulations.

3. After the completion and settlement of the Project, the Head of the Project should submit through the DOFP a request to close a bank account dedicated to the Project (a model of which constitutes Annex no. 9 to the Regulations).
4. In the event of the Head of the Project's termination of employment at the UG over the course of the Project's durability period, a dean of a faculty or, in the case of extra-faculty units, a head of an organisational unit shall designate a person to undertake the duties of the Head of the Project and shall communicate this fact to the Project Implementation Supervisor.

Chapter 7. Final provisions

§ 18.

1. The scope of responsibilities of the administrative organisational units participating in Project implementation shall result from the UG's Organisational Regulations.
2. The Regulations on Project Management at the University of Gdańsk shall apply to Projects initiated after the entry into force of the decree introducing these Regulations, subject to the provisions of section 3.
3. The Regulations on Project Management at the University of Gdańsk shall additionally apply to Projects which were in progress on the date on which the decree introducing these Regulations entered into force, to the extent which is not contrary to the content of the documents in force before these Regulations came into effect.
4. In matters not covered by these Regulations, procedures in operation at the UG, generally applicable law, programme guidelines, including the guidelines of the financing institution, as well as rules of the competitions in which Projects are being implemented, shall apply. In the event of inconsistency between these Regulations and the aforementioned rules and guidelines, the rules and guidelines shall take precedence.

Annexes to the Regulations:

- 1) *Project information (application form).*
- 2) *Authorisation to head a Project.*
- 3) *Responsibilities of the Head of the Project.*
- 4) *Request to open a dedicated bank account.*
- 5) *List of public procurement contracts implemented as part of the Project, including the procedures in which procurement was awarded as well as the legal basis for awarding it.*
- 6) *Request to pre-finance a Project from UG's own resources*
- 7) *Monitoring sheet to record progress in the implementation of the Project at the UG.*
- 8) *Rules on circulation and storage of documents during Project implementation and completion.*
- 9) *Request to close a dedicated bank account.*
- 10) *Consent to the processing of personal data as part of the Project.*