

University Centre of Excellence „Astrophysics and Astrochemistry” (AstroChem)

**Attachment to the rules for functioning of research teams
in the Centre of Excellence “Astrophysics and Astrochemistry” (AstroChem)**

1. Research teams shall spend public funds within the framework of the research university pursuant to public finance legislation and internal regulations.

2. Research teams may earmark funds only for the eligible costs of the programme, i.e. costs that fulfil the following cumulative conditions:
 - 1) the costs were incurred in the period from the start date of the implementation to the end date of the programme and are directly related to the activities carried out under the programme;
 - 2) the costs are necessary for the implementation of the programme and the achievement of its outcomes;
 - 3) the costs are directly linked to the activities set out in the application;
 - 4) the costs meet the requirements of effective finance management;
 - 5) the costs meet the requirements resulting from separate legal provisions, in particular those on public finance, tax law and social security.

3. Funds earmarked for the implementation of the programme may be spent in particular on:
 - 1) employing academic staff in research and teaching positions, and in research positions (the Statutes of the Nicolaus Copernicus University in Toruń provided that members of a call selection board referred to in art.102.2.3 are appointed from among members of the University Centre of Excellence “Astrophysics and Astrochemistry”);
 - 2) employing academic staff in teaching positions in order to reduce the workload of other scientifically active staff (the Statutes of the Nicolaus Copernicus University in Toruń provided that the request to employ should designate staff from the University Centre of Excellence “Astrophysics and Astrochemistry” and whose workload has been reduced to the workload that justifies employment pursuant to art.15 of order No. 166 of the NCU Rector of 4 November 2019 – Work Rules of the Nicolaus Copernicus University in Toruń);

- 3) employing engineering and technical staff necessary for the implementation of the research team objectives;
- 4) periodic payment increase with the condition that the total spending for all periodic payments shall not exceed 10% of the annual basic budget of the research group and the individual monthly spending should not exceed 1000 PLN brutto (the director of the Centre of Excellence shall submit a request to the rector upon a proposal from the team leader);
- 5) funding of contracts for specific tasks and contracts of mandate for persons who are not employees of the University (order No. 208 of the NCU Rector of 30 September 2020 on the procedure of concluding contracts of mandate and contracts for specific work, templates of contract forms and bills, and the place and dates of submitting documents);
- 6) reimbursement of travel expenses incurred by the University staff and persons other than the University staff (order No. 15 of the NCU Rector of 12 February 2019 on mobility abroad of employee, doctoral students, and students of the Nicolaus Copernicus University in Toruń, order No. 90 of the NCU Rector of 30 April 2020 on the principles of settling costs related to domestic business trips of employees and non-employees of the Nicolaus Copernicus University in Toruń, order No. 16 of the NCU Rector of 12 February 2019 on organising and financing visits of guests from abroad at the Nicolaus Copernicus University in Toruń; order No. 14 of the NCU Rector of 12 February 2019 on the procedure for the purchase of air, rail, and coach tickets for employees, doctoral students, students, and guests from abroad of the Nicolaus Copernicus University in Toruń in the Toruń campus);
- 7) University grants for researchers from abroad (order No. 29 of the Rector of the Nicolaus Copernicus University in Toruń of 9 March 2020 on awarding NCU grants to researchers from abroad at the Nicolaus Copernicus University in Toruń);
- 8) internship mobility of University staff (order No. 30 of the Rector of Nicolaus Copernicus University in Toruń of 9 March 2020 – Rules for internship mobility);
- 9) doctoral scholarships for doctoral students entering doctoral school (order No. 162 of the Rector of Nicolaus Copernicus University in Toruń of 19 August 2020 – Rules for PhD stipends from the IDUB program funded by the Centers of Excellence);
- 10) increasing the amount of doctoral scholarships (order No. 163 of the Rector of Nicolaus Copernicus University in Toruń of 19 August 2020 – Rules for the amount of increase of PhD stipends funded by the Centers of Excellence);

- 11) scientific activities (including conference and internship mobility) of students of doctoral schools and doctoral students of the University;
- 12) scholarships for first-year students in the fields of study within priority research areas (order No. 5 of the Rector of the Nicolaus Copernicus University in Toruń of 23 January 2020 on awarding scholarships to first-year students in the fields of study within priority research areas);
- 13) purchase of apparatus, other fixed assets, materials, and services provided by external entities necessary to implement the programme (order No. 81 of the Rector of the Nicolaus Copernicus University in Toruń of 25 June 2019 - Rules for Public Procurement in the Toruń campus, order No. 167 of the Rector of the Nicolaus Copernicus University in Toruń of 19 August 2014 on the implementation of "Rules for Public Procurement of Collegium Medicum NCU" in the Nicolaus Copernicus University in the Bydgoszcz campus);
- 14) funding of publications (in particular translation, adjustment, and Open Access fees);
- 15) funding the organisation of and participation in international conferences;
- 16) funding dissemination and implementation of research;
- 17) training and summer schools;
- 18) membership fees in scientific organisations and networks the University is a member of; membership fees of team members.