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**SPECIFIC REGULATIONS FOR
RECRUITMENT, SELECTION, IMPLEMENTATION AND SETTLEMENT OF PRE-IMPLEMENTATION WORK
AT THE JAGELLONIAN UNIVERSITY
IN THE TASK "DEVELOPMENT INCUBATOR" OF THE PROJECT "SCIENCE4BUSINESS" (EFSE)**

Version: 1.0 dated: 30 October 2025

§ 1. GENERAL PRINCIPLES

1. In addition to the rules indicated in the “**Framework Regulations** for the recruitment, selection, implementation and settlement of pre-implementation work by the SCIENCE4BUSINESS - KRAKOW Consortium in the Task "Development Incubator" of the Project "Science4Business" (EFSE)”, these **Specific Regulations** are introduced to apply to all students, doctoral students, employees and collaborators of the Jagiellonian University (hereinafter: JU), participating in recruitment organized by the Jagiellonian University - CITTRU Technology Transfer Centre (hereinafter: TTC) and InnoCel sp. z o.o. - Jagiellonian University Special Purpose Vehicle (hereinafter: SPV).
2. TTC and SPV cooperate in the pre-selection process, in announcing recruitment procedures and in conducting the Calls (Competitions and Qualifications), evaluation and implementation of pre-implementation work.
3. Pre-implementation work may concern increasing Technological Readiness Level (TRL) and/or increasing Business Readiness Level (BRL), whereby:
 - a. in **Track A**, the Application (by the Minigrant Manager) may receive funding up to **PLN 200,000 from the TTC budget and/or PLN 200,000 from the SPV budget**, whereby Applications to the SPV may only be submitted in the case of a declaration to establish a spin-off company.
 - b. in **Track B**, the Submission (by a member of the TTC or SPV staff) may receive funding up to **PLN 200,000 from the TTC or SPV budget**.
4. The total amount of funding for a single Innovation (in Track A and Track B combined) may not exceed **PLN 400,000**.
5. The Call organiser reserves the right to negotiate the budgets proposed in the Applications/Submissions, including adjustments to planned expenditure, as part of the financial assessment carried out by the Evaluation Committee. In such a case, acceptance of the financial conditions for the implementation of the Minigrant shall be confirmed in writing by the Director of TTC/President of SPV and the Applicant/person coming forward with the Submission.
6. The following cost categories related to the implementation of pre-implementation work may be covered by the funding:
 - a. **equipment/infrastructure rental** (in accordance with the current Regulations for the use of research infrastructure at the Jagiellonian University and applicable price lists) – financed from TTC funds,
 - b. **IT services and software** – financed from TTC funds,
 - c. **purchase of materials, raw materials and technical services** related to prototyping – financed from TTC funds,
 - d. research, consulting, economic and legal **services**, marketing, expert opinions, studies, valuations, analyses and reports, including **civil law contracts for persons not employed under an employment contract by the JU/SPV** – financed from TTC/SPV funds,
 - e. **legal services and compliance with formal requirements for the creation of spin-off companies** – financed from SPV funds,
 - f. **remuneration for persons employed under an employment contract at the JU/SPV** who do not perform any management functions under this contract – financed from TTC/SPV funds, respectively, whereby
in the case of funds provided by TTC, salaries are paid exclusively in the form of supplements to employment contracts,
 - g. **domestic and foreign business trips for persons employed under an employment contract at SPV**.



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7. Planned employee remuneration costs, settled according to unit rates, are agreed during negotiations on the proposed budget. **Remuneration is settled on the basis of monthly timesheets and monthly reports on the implementation of tasks.**
8. It is not permitted to commission other Project Partners (listed in Appendix 5 to the Framework Regulations) to perform services or to commission project staff at other Partners to perform tasks.
9. Funds may only be used to cover costs directly related to with the implementation of the project, only during the period for which the funding was granted.
10. The implementation period of the Minigrant may not exceed **12 months**. In justified cases, in particular when it is important for the success of the commercialisation process, the Director of the TTC/President of the SPV may agree to extend the Minigrant implementation period to a maximum of 18 months.
11. Innovations consisting solely in the creation of a web application/web portal will not be considered.

§ 2. CALLS

1. Information on the possibilities and rules for conducting pre-implementation works at the Jagiellonian University will be posted on the Project website (<https://www.demodayinnowacji.pl/>) and the TTC CITTRU website (<https://cittru.uj.edu.pl/>).
2. All recruitment will be conducted on an ongoing basis.
3. The following may participate in the recruitment process:
 - a. in the Call for Applications (Competition) - a student/doctoral student/employee of the JU or a mixed team with at least one person employed at the JU; the creator or co-creator of the Innovation must be a member of the team,
 - b. in the Call for Submissions (Qualification) – members of TTC or SPV staff.
4. Before submitting an Application/Submission, the following is required:
 - a. a formal notification of results (Results Notification Form submitted and registered with TTC CITTRU),
 - b. settlement of property rights (IP must belong at least in part to the JU),
 - c. achievement of TRL 2.
5. Applications and Submissions are submitted electronically to: inkubator.rozwoju@uj.edu.pl. Documents should be submitted in paper form (scans of printed documents) or electronic form (documents signed with a qualified electronic signature). After the Application/Submission has been approved, in order to activate the funding, it is necessary to deliver paper documents with original signatures to TTC CITTRU (this applies to documents submitted in the form of scans).

§ 3. PRE-SELECTION

1. Only applicants who have successfully passed the mandatory Pre-selection stage may participate in the Call for Applications (Track A).
2. Pre-selection consists of verifying the submitted topics/ideas and is carried out by submitting a form available at: <https://forms.office.com/e/h9hNGb4A7U>, containing information on preliminary research results and ideas for pre-implementation work.
3. Based on the analysis of the submitted forms, TTC and SPV staff regularly pre-select the submitted topics/ideas (recommendation of the Innovation Broker and approval by the Director of TTC and the President of SPV for the Innovation to apply for funding under the relevant Competition).
4. The following will be taken into account in the Pre-selection process:
 - a. compliance with National Smart Specializations (NSS, polish KIS),
 - b. examination in terms of intellectual property rights and determination of property rights owners,
 - c. commercialisation potential of the Innovation,
 - d. readiness for implementation (TRL),
 - e. availability of persons involved in the execution of the Minigrant during its implementation period,
 - f. readiness to develop the idea and cooperate with business and TTC and SPV staff,
 - g. market need.
5. Participants will be informed of the Pre-selection results by e-mail.



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6. Pre-selection participants who receive a positive recommendation will receive support from TTC and/or SPV staff in preparing Applications for the relevant Competition, allowing to:
 - a. define needs, in particular those resulting from the expectations/requests of entrepreneurs with regard to innovations in the JU portfolio,
 - b. refine the concept of work and commercialisation strategy,
 - c. determine the scope of work, tasks and costs to be included in the Application.
7. If the solution proposed during the Pre-selection process is the subject/result of a need or challenge identified during dialogue or cooperation with a socio-economic partner, it is possible **to pre-finance** the costs of developing the Innovation up to **PLN 20,000 from TTC/SPV funds**. Pre-financing may result from the need to achieve TRL 2 or from a proposal by TTC/SPV staff to commission additional market, economic or legal analysis. Decisions on the granting of pre-financing are made by the Director of TTC and the President of SPV. If the Investment Committee approves the financing of the Innovation at a later stage, the amount of pre-financing is included in the budget for pre-implementation work.

§ 4. EVALUATION OF APPLICATIONS IN TRACK A

1. Applications shall be submitted on the form constituting Appendix 6 to the Framework Regulations.
2. The first Call for Applications will last until **31 October 2026** and will be conducted on a continuous basis. The allocation of funds for the first call for applications is **PLN 2.0 million** (PLN 1.6 million from TTC funds and PLN 0.4 million from SPV funds). The call will be closed when the total value of the budgets of the submitted Applications reaches 150% of the funds allocated to the Competition.
3. Applications will be evaluated at least once a quarter.
4. Formal evaluation, including participation criteria, will be carried out by TTC staff.
5. The substantive evaluation will be carried out by the Evaluation Committee, composed of:
 - a. Director of TTC – Gabriela Konopka-Cupiał,
 - b. Deputy Director of TTC – Krystian Gurba,
 - c. SPV President – Piotr Kalarus,
 - d. Dominik Czaplicki,
 - e. Aleksander Kłósek,
 - f. Paulina Zbyrad.
6. The evaluation is carried out by at least 3 members of the Evaluation Committee, who agree on the score awarded to the Application.
7. Applications are assessed on the basis of:
 - a. the criteria specified in the Framework Regulations:
 - I. compliance with the National Smart Specializations (NSS, polish KIS),
 - II. connection with eco-innovation / implementation of the 6R principles – weight: **10%**,
 - III. implementation of the challenges/needs of socio-economic partners – weight: **20%**,
 - IV. relevance of planned work in the context of achieving the objective – weight: **35%**,
 - V. experience of team members – weight: **5%**,
 - VI. justification for supporting innovations based on market analysis – weight: **30%**.
 - b. presentation of the Innovation by the Minigrant Manager and Innovation Broker before the Evaluation Committee (at a time, place and in a manner specified by the Call Organiser, including remote participation).
8. Applications that have received a score of at least 65% of the possible points may receive funding.
9. Based on the scores obtained, a ranking List of Innovations eligible for funding is created, taking into account Applications up to 120% of the pool of funds allocated to the Competition (including a reserve list). The list is submitted to the Investment Committee for approval.
10. The Investment Committee may request an interview with the Minigrant Manager. Based on the Investment Committee's decision to grant or deny financial support to a given Innovation, a final List of Funded Innovations is created. The Committee's decision to fund or deny funding for an Application is final.



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§ 5. EVALUATION OF APPLICATIONS IN TRACK B

1. Submissions shall be submitted on the form constituting Appendix 7 to the Framework Regulations.
2. The first Call for Submission will last until **31 October 2026** and will be conducted on a continuous basis. The allocation of funds for the first Call for Submissions is **PLN 1.1 million** (PLN 0.55 million from TTC funds and PLN 0.55 million from SPV funds). The call will be closed when the total value of the budgets of the Submissions received reaches 150% of the funds allocated to the Qualification.
3. Submissions will be verified and approved on an ongoing basis.
4. Formal evaluation of Submissions, including participation criteria, shall be carried out by TTC staff.
5. Submissions shall be evaluated by the Evaluation Committee referred to in § 4(5).
6. If the President of the SPV comes forward with a Submission, he shall be excluded from the Evaluation Committee.
7. Applications shall be evaluated on the basis of:
 - a. the criteria specified in the Framework Regulations,
 - I. compliance with the National Smart Specializations (NSS, polish KIS),
 - II. the validity of the proposed activities in the context of the intended method of commercialisation,
 - III. the validity of the proposed costs.
 - b. presentation of the Innovation by the Innovation Broker/President of the SPV before the Evaluation Committee (at the time, place and in the manner specified by the Call Organiser, including remote participation).
8. A List of Innovations eligible for funding is created, taking into account positively assessed Submissions. The List is then submitted for approval to the Investment Committee, along with individual confirmations of the Submissions's assessment by the Evaluation Committee.
9. The Investment Committee may request an interview with the Innovation Broker/President of SPV. Based on the Investment Committee's decision to grant or deny financial support to a given Innovation, a final List of Funded Innovations is created. The Committee's decision to fund or deny funding for a Submission is final.

§ 6. RULES FOR THE IMPLEMENTATION OF PRE-IMPLEMENTATION WORK

1. The Minigrant is launched after the required documents, referred to in § 2(5), have been delivered to the TTC CITTRU secretariat, ul. Bobrzyńskiego 12, 30-348 Krakow.
2. The Minigrant Manager (Beneficiary) conducting research related to the need to obtain consents/permits is obliged to obtain the consent of the relevant institutions/authorities before commencing work.
3. All expenditures should be made in accordance with their intended purpose, in a rational, purposeful and economical manner, in accordance with the principle of obtaining the best results from the expenditure and in accordance with the procedures for spending funds in force at the JU/SPV and the rules specified for the Project in the Framework Regulations.
4. The sole disposer of funds in the Minigrant funded by TTC is the Director of TTC. All procedures and payments are carried out with the participation of TTC CITTRU staff. Detailed rules for the implementation of work funded by TTC will be made available to the Minigrant Manager at the launch stage, and any updates will be communicated on an ongoing basis.
5. The sole disposer of funds in the Minigrant funded by SPV is the President of SPV.
6. The Minigrant Manager is responsible for the proper implementation and settlement of activities covered by the Minigrant, compliance with budgetary conditions and deadlines for the implementation of tasks, including the timely incurring of costs, as well as ensuring that the manner of expenditure is in accordance with the conditions specified in sections 3, 4 and 5.
7. Any changes to the conditions for the implementation of the Minigrant approved in the Application/Submission may only be made with the consent of the Director of TTC/President of SPV.
8. In the event of a promotional event organised by TTC and/or SPV, the Minigrant Manager or a representative of the Minigrant Implementation Team appointed by him/her shall be obliged to present the Innovation to representatives of entities interested in implementing the Innovation.



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§ 7. RULES FOR MONITORING AND SETTLING PRE-IMPLEMENTATION WORK

1. The partner providing funding (TTC or SPV) supervises the implementation of activities under the Minigrant and the settlement of the awarded funding.
2. The Director of TTC/President of SPV has the right to verify the progress of the Minigrant implementation and compliance with the established work schedule.
3. The Minigrant Manager is obliged to provide the Director of TTC/President of SPV with all information on the progress and course of the tasks being carried out and to participate in the preparation of promotional materials and the commercialisation process, in particular in discussions with entities interested in the commercialisation or practical use of the Innovation.
4. The Minigrant Manager is obliged to report any problems related to the implementation of pre-implementation work to the TTC Director/SPV President in writing.
5. The Minigrant Manager shall submit a final report on the implementation of the Minigrant within **21 days** of completion of the work (the template report is attached as Appendix 12 to the Framework Regulations).
6. The Director of TTC/President of SPV has the right to initiate a warning procedure against the Minigrant Manager in the event of a lack of progress and an unsatisfactory degree of implementation of the Minigrant's objectives, including the expenditure of funds. Failure to respond by the Minigrant Manager may result in the suspension of Minigrant funding or its closure, with the need to return unspent funds.
7. The Director of TTC/President of SPV has the right to close the Minigrant without a warning procedure and with the obligation to return unspent funds if:
 - a. the Minigrant Manager uses the funds for purposes other than those for which they were intended and/or refuses to provide information or documents concerning the implementation of the Minigrant,
 - b. the Director of TTC/President of SPV considers that circumstances have arisen which render the further implementation of the work or commercialisation of the Innovation supported by the Minigrant no longer justified.
8. In the event of gross negligence in the expenditure of funds or implementation of the Minigrant, the Director of TTC/President of SPV may suspend the pre-implementation work and oblige the Minigrant Manager to return the incorrectly spent funds.
9. Early termination of the Minigrant by decision of the Director of TTC/President of SPV, referred to in sections 6, 7 and 8, does not release the Minigrant Manager from the obligation to submit a final report on the implementation of the work.
10. In the event of resignation from the implementation of the Minigrant for reasons beyond the control of the Minigrant Manager, the Minigrant Manager shall immediately submit a written explanation and present a report on the implementation of the Minigrant, including the expenditure of funds.

§ 8. INTELLECTUAL PROPERTY

1. Intellectual property created as part of pre-implementation work, in particular research results, patent rights, know-how, and copyrights to reports, shall belong to the JU/SPV.
2. In each case of joint development of an Innovation and its financing from both TTC and SPV funds, separate agreements shall be concluded between the JU and SPV regarding the rights to the results. JU shall refrain from commercialising Innovations that are covered by SPV support, guaranteeing access to IP for the planned spin-off company.

§ 9. INFORMATION AND PROMOTION

1. The Beneficiary undertakes to fulfil the information and promotion obligations concerning the funding received and the implementation of the Minigrant, in accordance with the information and promotion guidelines for the European Funds for 2021–2027.
2. The Beneficiary undertakes to inform the Call Organiser, each time in advance, of planned events and information and promotion activities, as well as presentations or publications arising from the implementation of the Minigrant.



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3. The Beneficiary undertakes to disseminate information about the funding obtained, in particular by:
 - a. including a statement on the source of funding in scientific publications, reports, post-conference materials, presentations and speeches relating to the Minigrant results;
 - b. properly labelling all informational and promotional materials, documents made public, and the results/products of the Minigrant.
4. The Beneficiary is obliged to document the performance of information and promotion activities.
5. If a breach of the obligations indicated in points 2–4 is identified, the Call Organiser may call upon the Beneficiary to immediately remedy or supplement such shortcomings and, in the absence of a response, reserves the right to take appropriate measures.

§ 10. FINAL PROVISIONS

1. The Specific Regulations shall enter into force on the date of approval by the Director of TTC and the President of SPV.
2. The Call organiser reserve the right to amend the content of the Specific Regulations, if necessary. Any amendments to the Specific Regulations will be announced on the Project website.
3. Completing, signing and submitting the Application or Submission to the Call Organiser is tantamount to confirmation of having read and understood the rights and obligations arising from the Specific Regulations and constitutes acceptance of its provisions.
4. In cases not covered by the Specific Regulations, the provisions of generally applicable law shall apply.
5. Any disputes arising during the implementation of the Project shall be settled amicably, and in the event of a failure to reach an agreement, the dispute shall be settled by a common court of law with its seat in Krakow.

Director of TTC

President of SPV