

## Procedure for Funding Scientific Activities of Doctoral Students of Bio-Med-Chem Doctoral School of the University of Lodz and Lodz Institutes of the Polish Academy of Sciences

Doctoral students may obtain funding for scientific activities (within the amount allocated for a given calendar year), including activities such as: participation in conferences, scientific trips, publications, language corrections, or the purchase of resources necessary for scientific work (minor laboratory equipment, materials, chemical reagents with the indication of their names, as well as books).

**1. The application for funding together with the cost estimate** (template attached) and the Doctoral Supervisor's opinion should be delivered to the Secretary of the Bio-Med-Chem Doctoral School (Matejki 21/23, room 110).

**2. The cost estimate approved** by the Director of the Bio-Med-Chem Doctoral School is then sent via e-mail to the Doctoral Student and to the financial administration staff of the Doctoral Schools Centre: Ms. Julita Szulc ([julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl)) and Mr. Sylwester Jasiński ([sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl)).

**3.** The Doctoral Student checks in the Employee Portal under the Public Procurement – Information on binding tender agreements whether the product/service to be funded is available online:  
<https://pp.uni.lodz.pl/index.php/intranet/scms/portal/page?portalId=5&pageId=33>,

**If:**

**A. YES** – the purchase is carried out in accordance with the successive agreement, meaning that it is not necessary to determine a specific procurement procedure and the Doctoral Student may proceed with placing the order.

**B. NO** – the Doctoral Student applies to the UL Purchasing Department to determine the purchase procedure (except for conferences and accommodation) using the form available in the Employee Portal:

[https://forms.office.com/pages/responsepage.aspx?id=7xpEYw7a1007fVnUcF6WO8eRQPAlE19FgR8Z9M86qVRUODIVUT\\_hVMFZNMUtMOFVTR1oxVIAwVVZZSC4u](https://forms.office.com/pages/responsepage.aspx?id=7xpEYw7a1007fVnUcF6WO8eRQPAlE19FgR8Z9M86qVRUODIVUT_hVMFZNMUtMOFVTR1oxVIAwVVZZSC4u)

or via e-mail to: [bzp@uni.lodz.pl](mailto:bzp@uni.lodz.pl)

**After receiving feedback** from an employee of the UL Purchasing Department, the **Doctoral Student places the order** in accordance with the application approved by the Doctoral Supervisor and the Director of the Doctoral School BioMedChem and with the purchase procedure indicated by the UL Purchasing Department.

Questions regarding the purchase procedure and invoice settlement should be addressed to: Julita Szulc ([julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl)) or Sylwester Jasiński ([sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl)).

**4. Invoice settlement:**

### A. Domestic invoice

Due to the introduction of the National e-Invoice System (KSeF), the following information must be provided to each contractor at the time of purchase: the VAT/Tax Identification Number of the University of Lodz, the full name of the Doctoral School, and the full name of the doctoral student to whom the invoice relates (see ANNOUNCEMENT – e-Invoice System (KSeF) in the Employee Portal), link:

<https://pp.uni.lodz.pl/index.php/intranet/news/articles/article?id=3552>.

**Domestic invoices should be issued to:**

**Uniwersytet Łódzki, Szkoła Doktorska BioMedChem Uł i Instytutów PAN w Łodzi,**

**<full name of doctoral student>**

**ul. Narutowicza 68**

**90-136 Łódź**

**NIP: 724 000 32 43**

### B. International invoice

In the case of foreign invoices, the KSeF system does not apply.

**The invoice should be issued to:**

**University of Lodz <name and surname of PhD student>**

**ul. Narutowicza 68**

**90-136 Lodz, POLAND**

**VAT number PL 724 000 32 43**

**c. If the contractor is not obliged to issue invoices via KSeF, the Doctoral Student must immediately deliver the original invoice to:**

Doctoral Schools Centre (1st floor, room 101), ul. Matejki 21/23, 90-237 Łódź **and additionally send a scan of the invoice by e-mail to:** [julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl) or [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl).

### **Important notes:**

The value of all invoices cannot exceed the amount of funding allocated for a given calendar year.

Restricted materials (see the appendix) cannot be purchased from the funds of the Bio-Med-Chem Doctoral School.

List of restricted materials:

[https://www.uni.lodz.pl/fileadmin/Jednostki/Szko%C5%82y\\_doktorskie/BioMedChem/Inne\\_dokumenty/AKTUALNY\\_za%C5%82%C4%85cznik\\_-\\_za%C5%82.nr\\_10\\_ZESTAWIENIE\\_%C5%9ARODK%C3%93W\\_REGLAMENTOWANYCH\\_.pdf](https://www.uni.lodz.pl/fileadmin/Jednostki/Szko%C5%82y_doktorskie/BioMedChem/Inne_dokumenty/AKTUALNY_za%C5%82%C4%85cznik_-_za%C5%82.nr_10_ZESTAWIENIE_%C5%9ARODK%C3%93W_REGLAMENTOWANYCH_.pdf)

5. If the Doctoral Student paid for the purchase using their own funds, they should send by e-mail ([julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl) or [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl)) a confirmation of the bank transfer from their personal account and a request for reimbursement in the following form:

***Please reimburse the incurred amount (related to invoice no. ....) to the bank***

*account no.:* .....

6. If the application concerns funding for a scientific trip (conference/training etc.), the Doctoral Student follows the above procedure but does not need to contact the UL Purchasing Department to determine the purchase procedure. The Doctoral Student only indicates in the application whether the conference is online or on-site.

**Before departure, a travel expense form and agreement must always be issued.**

**A. At the request of the Doctoral Student**, a domestic travel expense form is issued by the financial administration staff of the Doctoral Schools Centre (e-mail: [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl) lub [julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl)),

The e-mail request should include:

- departure date
- return date
- means of transport (PKP railway second-class or bus)
- estimated cost of the whole trip
- name of the institution to be visited
- purpose of travel
- destination
- bank account number for reimbursement

After receiving the travel order and the agreement, both documents must be signed and submitted to the Secretary of the Bio-Med-Chem Doctoral School in order to obtain the signature and approval of the Director of the Doctoral School. The signed documents must then be delivered to the Doctoral Schools Centre (room 101).

**All formalities should be completed before the planned departure.**

The basis for travel cost settlement (PKP, PKS) are scans of tickets or electronic tickets – **NOT invoices.**

**B. International travel** must be reported to Ilona Krysiak ([ilona.krysiak@uni.lodz.pl](mailto:ilona.krysiak@uni.lodz.pl)); tel.: 42 635 4238, Accounting Department, Rector's Office of the University of Lodz, ul. Narutowicza 68, 90-136 Łódź, room 317

**When purchasing airline tickets, the data required for invoice identification must be provided (see Employee Portal announcement):**

<https://pp.uni.lodz.pl/index.php/intranet/news/articles/article?id=3609>

**7. Additional information:**

- EVERY DOCTORAL STUDENT SHOULD KEEP IN MIND THAT PUBLIC FUNDS MUST BE SPENT RATIONALLY.
- Invoices for products and services not included in the cost estimate will not be paid or settled.
- Resources such as books remain the property of the University.

- Laboratory equipment and computer equipment remain the property of the Doctoral School after the completion of education at the Doctoral School.
- In the case of purchasing books, each book must be accepted by a University of Lodz library unit (e.g., a faculty library), and the invoice must include an acceptance stamp. For e-books, prior permission from the UL Main Library must be obtained.
- It is not possible to purchase fixed assets (e.g. laboratory equipment, computers) with a value above **PLN 1500**.
- Only doctoral students who complete their **Individual Research Plan (IRP)** tasks on time may apply for funding for scientific activities.
- Invoices related to trips must not contain the item **FOOD/MEALS**, as these are settled through **daily allowances (diety)**.

Daily allowances may be settled on condition that the item “diety” is included in the funding application.

**A. Domestic travel** - The amount of daily allowance should be estimated based on publicly available information or after contacting the financial administration staff of the Doctoral Schools Centre. ([julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl) lub [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl))

In the case of domestic travel, the allowance is reduced if meals are provided free of charge: breakfast – 25% of the allowance; lunch – 50% of the allowance; dinner – 25% of the allowance.

**B. International travel** - The allowance should be estimated based on publicly available information or after contacting Ms. Ilona Krysiak ([ilona.krysiak@uni.lodz.pl](mailto:ilona.krysiak@uni.lodz.pl); tel.: 42 635 42 38; Centrum Księgowości, Rektorat UŁ, ul. Narutowicza 68, 90-136 Łódź, pokój 317)

During international travel, when full board is provided free of charge, 25% of the daily allowance is granted.

The allowance is reduced if meals are provided: breakfast – 15% of the allowance; lunch – 30% of the allowance; dinner – 30% of the allowance.