*Annex to Regulations for Awarding CRAC Small Grants
under Action I.3.11 “Organization and launching of the research project:
Ancient Societies in Action (ASA)”
implemented as part of the “Excellence Initiative – Research University” Programme”*

***Application form***

Please complete only the white fields without using the formatting options.
Completion of all fields is mandatory unless otherwise indicated.

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| **Applicant** |
| Academic title/degree | Name and surname |
|  |  |
| Position held | Organisational unit of the University of Warsaw |
|  |  |
| Phone number | Email |
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| Up to five major scientific events in the Applicant's career so far.Please specify e.g., prestigious awards, conference presentations, publications, research project management, or participation in projects, etc. |
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| **If an application is being submitted by a doctoral candidate,written approval from the academic tutor is required** |
| **Academic tutor** |
| Academic title/degree | Name and surname |
|  |  |
| Position held | Organisational unit of the University of Warsaw |
|  |  |
| Phone number | Email |
|  |  |
| Acceptance from the tutor[[1]](#footnote-2) |
| (date and signature) |

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| **Project** |
| Project title |
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| The organisational unit of the University of Warsaw where the project will be implemented |
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| Description of the project, indicating the planned activities(max. 400 words) |
|  |
| Planned financial outlays in PLNPlease specify total costs, including external services, materials, and travel.If the cost estimate contains many items, please attach them in a separate file.In case of other co-funding, please indicate the source. |
|  |
| The amount requestedPlease specify if different from the total outlays. |
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| Project implementation periodThe implementation period of the project may not exceed 6 months. |
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| Declared project resultsPlease indicate a publication, a conference session, a speech at a prestigious seminar, etc. |
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| **Statements** |
| **Information on personal data processing****Data administrator (the controller)**The administrator of your data is the University of Warsaw, ul. Krakowskie Przedmieście 26/28,00-927 Warszawa.Contact with the data administrator is available:* by traditional mail: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa;
* by phone: +48 22 55 20 000.

**Data Protection Officer (DPO)**The administrator has designated Data Protection Officer whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO about all matters relating to the processing of your personal data by the University of Warsaw and in order to exercise your rights in relation to the processing of personal data.The DPO, however, does not perform other functions, such as providing information on how to obtain grants under the call to which you have applied or project in which you will participate.**Purposes and legal basis of the processing**Your personal data will be processed for the purpose of funding, implementing, accounting for the grant under the call to which you have applied or project in which you will participate.The basis for processing personal data is:* Art. 6 paragraph 1 (c) of the GDPR[[2]](#footnote-3) – processing is necessary for compliance with a legal obligation to which the controller is subject (Law on Higher Education and Science, the implementing regulations to the Act, as well as accounting and tax law provisions);
* Art. 6 paragraph 1 (e) of the GDPR – processing is necessary for the performance of a task carried out in the public interest to the extent necessary for the development of science and economic innovation;
* Art. 6 paragraph 1 (f) of the GDPR – processing is necessary for the purposes of the legitimate interests pursued by the controller.

In addition, if applicable, the personal data indicated in the application may be processed on the basis of Art. 6 paragraph 1 (a) of the GDPR, i.e. on the basis of your consent to the processing.**Data retention period**Your data will be processed for the period necessary to achieve the aforementioned objectives and to make the necessary settlements, and thereafter for the period required by the provisions on archiving, including the UW Clerical Instruction.**Data recipients**Access to your personal data will be provided to authorized employees, associates or students of the University of Warsaw, who need to process your data in connection with the performance of official tasks related to the implementation and settlement of the grant under the call to which you have applied or project in which you will participate.Recipients of your personal data may also be entities to whom the controller subcontracts the performance of specific activities that require the processing of personal data. With these entities a contract for the entrustment of personal data processing will be signed to ensure an adequate level of protection of your personal data.Your personal data will not be subject to automated decision-making, including profiling.**Data transfer outside the European Economic Area (EEA)**Your personal data may also be processed by our G-Suit provider for education, Google (with whom we have a data processing outsourcing agreement) in its data processing centres[[3]](#footnote-4).**Rights of the data subject**We guarantee the exercise of all your rights under the terms of the GDPR, i.e. the right to:* to access data and to receive copies of the actual data;
* to correct (rectify) your personal data;
* to restrict processing of personal data;
* to remove personal data (subject to provisions of Art. 17 paragraph 3 of the GDPR);
* withdraw consent to the processing of data, if it has been given;
* to file a claim with the President of the Personal Data Protection Office, if you believe data processing violates law.

You may withdraw your consent given under Art. 6 paragraph 1 (a) of the GDPR at any time by sending a relevant notification to the same e-mail address as your application. Your withdrawal of consent does not affect the lawfulness of processing that was carried out on the basis of your consent before its withdrawal.**Information on the requirement to provide data**Providing the data indicated in the form is necessary in order to achieve the intended purpose, failing to provide the data will result in the inability to consider the application under the call to which you have applied or project in which you will participate. Providing personal data processed on the basis of the consent is voluntary. |
| I declare that I am aware of the above mentioned Information on the Processing of Personal Data at the University of Warsaw.Please tick the correct answer. | 🞎 yes🞎 no |
| A declaration of having read the Regulations and agreeing to comply with them.Please tick the correct answer. | 🞎 yes🞎 no |
| Applicant’s signature |
| (date and signature) |

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| **Consents** |
| Consent from the Dean or the Head of the UW unit for the implementation of the project[[4]](#footnote-5) |
| (date and signature) |

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| **Committee Decision****Please tick one of the options below.** |
| 🞎 | Application approved for financing in the amount of | 0,00 PLN |
| 🞎 | Request to provide additional data in the application by (date) |  |
| 🞎 | Application refused |

1. The following methods of signing this document are accepted throughout the application form:

a) a traditional signature (a scanned legible handwritten signature, stamped where possible) or

b) qualified electronic signature

— while the use of both methods in a single document is permissible only if it is possible to verify the electronic signature by reading its parameters and properties.

It is acceptable to apply the provision of Article 4, section 2 of the Ordinance No. 279 of the Rector of the University of Warsaw of 10.12.2020, with the proviso that the confirmation submitted from the University email (referred to in the said Ordinance) must unambiguously specify the subject of the confirmation. [↑](#footnote-ref-2)
2. Regulation (EU) 2016/679 of the European Parliament and 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) [Official Journal of the European Union L 119 of 04.05.2016] — hereinafter as the GDPR). [↑](#footnote-ref-3)
3. <https://www.google.com/about/datacenters/inside/locations/index.html> [↑](#footnote-ref-4)
4. The following methods of signing this document are acceptable:

a) a traditional signature (a scanned legible handwritten signature, stamped where possible) or

b) qualified electronic signature

— while the use of both methods in a single document is permissible only if it is possible to verify the electronic signature by reading its parameters and properties.

It is acceptable to apply the provision of Article 4, section 2 of the Ordinance No. 279 of the Rector of the University of Warsaw of 10.12.2020, with the proviso that the confirmation submitted from the University email (referred to in the said Ordinance) must unambiguously specify the subject of the confirmation [↑](#footnote-ref-5)