INTERNATIONAL RESEARCH PROGRAMMES/GRANTS – PROCEDURE & DOCUMENT WORKFLOW

Project proposal preparation
in line with the call documentation

Faculty / other Unit:
Principal Investigator, Research Services Section (SOB), Financial Section (SF)

Central Administration
- OIRL (BMPB):
http://bmpb.uw.edu.pl/kontakt/
Formal verification of the application, consultancy on cost eligibility

Proposal submission
upon written consent
of Head of the Unit (Dean/Director) & Rectora/Vice-Rector for Research
http://bmpb.uw.edu.pl/dokumenty/

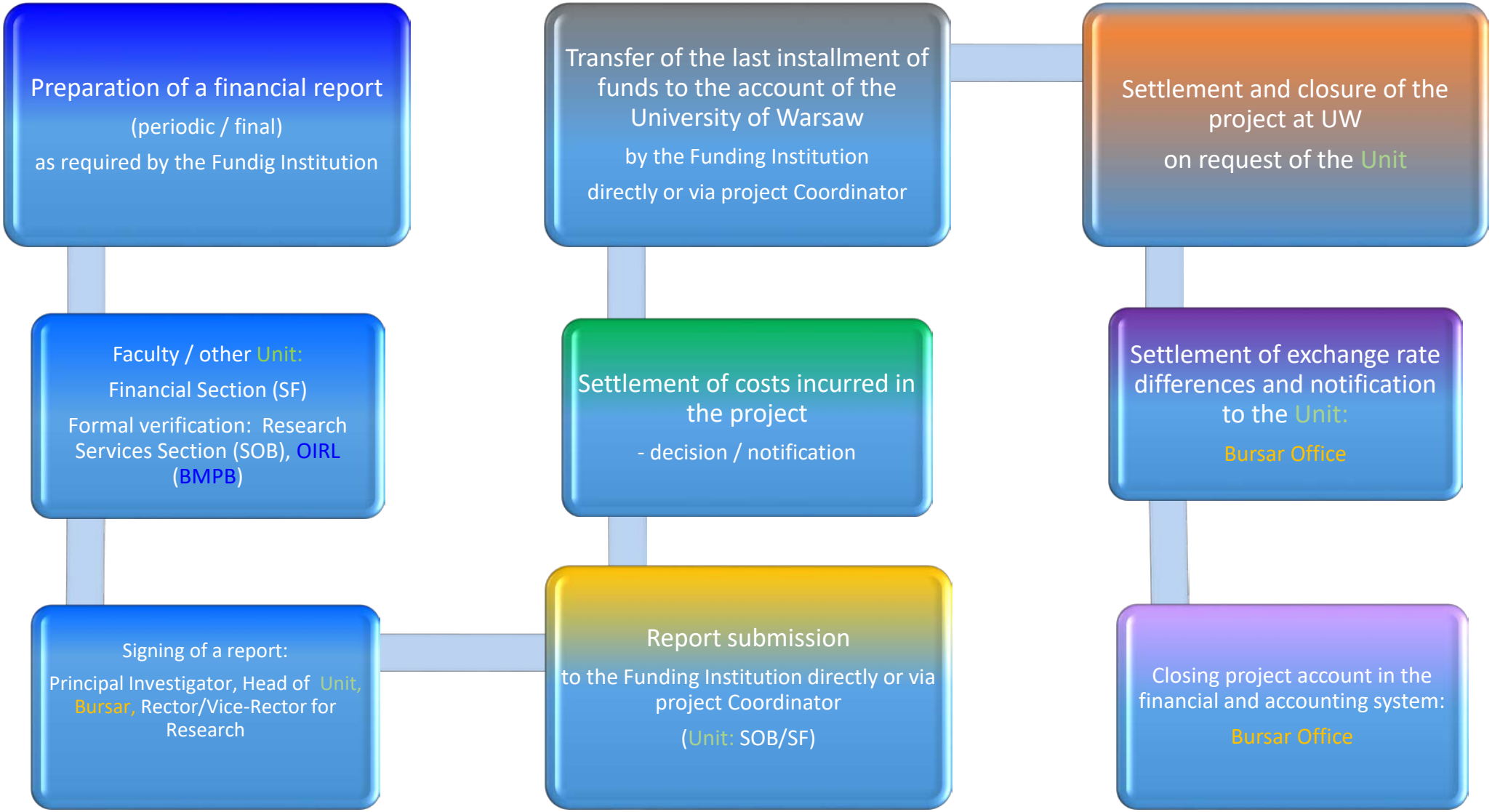
Grant agreemnt/consortium agreement preparation, if required:
Faculty/other Unit (SOB, SF)
in cooperation with (BMPB) and Legal Office

Grant award by Funding Institution for projekt implementation
- decission/notification

Signing of grant agreement
Rector/ Vice-Rector for Research
(blue ink or electronic signature)
documnent submits OIRL (BMPB)

Rejestration of projekt
in database and financial-accounting system:
OIRL (BMPB), Bursar Office, Unit

Basis for project registration
and its start at UW
Internal documents
http://bmpb.uw.edu.pl/dokumenty/
+ application for a project bank account, jeśli wymagany


Preparation of a financial report
(periodic / final)
as required by the Fundig Institution
Faculty / other Unit:
Financial Section (SF)
Formal verification: Research Services Section (SOB), OIRL (BMPB)
Signing of a report:
Principal Investigator, Head of Unit, Bursar, Rector/Vice-Rector for Research
Report submission
to the Funding Institution directly or via project Coordinator
(Unit: SOB/SF)
Settlement of costs incurred in the project
- decision / notification
Transfer of the last installment of funds to the account of the University of Warsaw
by the Funding Institution
directly or via project Coordinator
Settlement and closure of the project at UW
on request of the Unit
Settlement of exchange rate differences and notification to the Unit:
Bursar Office
Closing project account in the financial and accounting system:
Bursar Office