

**WE ARE
UNIC!**



Terms and conditions of the UNIC Expert Voices Fund



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



Projekt „We are UNIC!” jest finansowany ze środków Unii Europejskiej w ramach programu pn. Wsparcie sojuszy Uniwersytetów Europejskich, projekt NAWA o numerze FERS.01.05-IP.08-0219/23, kwota dofinansowania projektu ze środków UE: 62 705 297,60 PLN.

What is the UNIC Expert Voices Fund?

The UNIC Expert Voices Fund aims to enhance dissemination activities of UNIC Alliance initiatives by promoting and sharing knowledge and best practices beyond the UNIC Alliance community.

The UNIC Expert Voices Fund provides UL academic, professional staff and students with mobility grants to attend conferences, trainings, or workshops, where they can disseminate the results of collaboration with UNIC alliance partners.

Objectives of the UNIC Expert Voices Fund

The objective of the competition is to promote relevant activities and results developed through the collaboration within the UNIC alliance at external events. Promotional activities should focus on showcasing best practices developed through UNIC collaboration.

Who can apply?

Anyone employed at the University of Lodz (in a research, teaching or administrative position) or having the status of a student/doctoral researcher at the University of Lodz who:

- is involved in UNIC alliance activities within Work Packages/Thematic Lines/Expert Groups or;
- works closely with representatives from UNIC partner universities within the alliance thematic areas;
- conducts any other type of collaboration with UNIC partners;
- plans to participate in an external event and the purpose of participation is to present the results of the collaboration with UNIC alliance partners.

Objective of the Fund

Under this fund, it is possible to apply for funding for participation in an event organised in the country (outside the University of Lodz) or abroad (outside the events organised by partner universities within the UNIC cooperation). During the event, the beneficiary will present the results of the UNIC cooperation.

Budget

1. The UNIC Expert Voices will award 10 grants, each worth up to 2200 PLN.
2. In the case of expenditure in other currencies, the relevant equivalent will be calculated according to the current exchange rate of the National Bank of Poland for the currency in question.
3. It is possible to increase the number of grants in case of obtaining additional funds during the competition.
4. It is possible to award a smaller number of grants based on the quality criteria of the submitted proposals.
5. The grant awarded may be used to cover travel, subsistence (accommodation, per diems) or registration fees related to the participation in the event.
6. Costs incurred will be accounted for as actual costs on the basis of:
 - a. invoices (e.g. conference fee, airline ticket), such purchase must be made in accordance with the applicable rules of the University of Lodz, in particular the Public Procurement Regulations;
 - b. subsistence and accommodation allowance will be settled on the basis of the Regulation of the Minister of Family and Social Policy of 25.10.2022 and the Order No. 4 of the Rector of the University of Łódź of 5.10.2023r. (amendment of Order No. 42 dated 2.01.2017);



7. The applicant shall indicate on the application form the total amount of budget requested and the purposes for which it is to be used;
8. If the final amount of the expense, e.g. air ticket, is higher than foreseen in the application, the amount of funding granted will not be increased;
9. If the final amount of the expenditure is lower than foreseen in the application, the actual cost incurred will be financed;
10. The validity and rationality of the estimated costs will be subject to a quality assessment;
11. The grant awarded may not cover the full costs of the participation in the event. In this case, the beneficiary is obliged to cover the remaining expenses from another source;
12. UNIC Expert Voices Fund shall not cover expenses which are financed from other sources, e.g. within the framework of granted lump sums for travel

UNIC Expert Voices is funded by two financial sources: the budget of the UNIC Alliance and the We are UNIC project under the programme entitled Support for European University Alliances, National Agency for Academic Exchange (NAWA).

Application timeline

Applications shall be submitted electronically, in Polish or English in the relevant forms available in the Employee Knowledge Database in the UL Employee Service.

The application in the call will be divided into individual calendar periods:

- Events organized from 1 March 2025 to 30 June 2025 - deadline for submission 23 February 2025
- Events organized from 1 July 2025 to 31 December 2025 - deadline for submission 22 June 2025
- Events organized from 1 January 2026 to 30 June 2026 - deadline for submission 15 December 2025



Fundusze Europejskie
dla Rozwoju Społecznego



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



- Events organized from 1 July 2026 to 31 December 2026 - deadline for submission 21 June 2026
- Events organized from 1 January 2027 to 30 June 2027 - deadline for submission 15 December 2026

In the event of early exhaustion of funds, no further calls will be conducted.

Evaluation of applications

1. Applications will be reviewed by a committee appointed by the Vice-Rector for Internationalisation of Science in Education
2. Selection will be based on formal and quality criteria as specified in the call for applications.

Announcement of the results

Applicants will be notified of the results of the call by e-mail. By submitting an application to the call, applicants give their consent to the publication of information about the awarded applicants.

Responsibilities of beneficiaries

1. The Beneficiary is expected to provide a reflection after receiving the mobility grant and attending the dissemination event. The reflection will include qualitative questions that help to assess the impact of the action, as well as rated feedback (on a scale of 1 to 5) on aspects of the Fund itself, including ease of application and responsiveness.
2. The Beneficiary is also required to document the participation in the event, provide a presentation, poster or other materials for the promotion of the project and prepare information for the UL communication media.



Selection criteria

Formal evaluation

Requirements for beneficiaries of the call

1. The Beneficiary must be employed at the University of Łódź or have the status of a student/doctoral student at the time of participation in the event.
2. The Beneficiary is obliged to take an active part in the event by presenting the results of the cooperation developed within the UNIC alliance (e.g. joint teaching or research initiatives). The organiser of the event in which the beneficiary will participate cannot be the University of Lodz. Nor can it be an event organised by the UNIC alliance. It is acceptable to participate in an event organised by individual partner universities (e.g. only by Ruhr University Bochum)
3. The Beneficiary is obliged to use the funding received exclusively to cover the costs related to the participation in the event (e.g. travel, stay, registration fee).
4. The Beneficiary is obliged to prepare a presentation using the templates available in the Media Toolkits section (<https://unic.eu/en/press-and-media>).
5. The Beneficiary is obliged to participate in promotional activities before and after the event.

Quality criteria

1. **Subject Relevance and Sustainability:** The presentation should focus on presenting outstanding initiatives, research results, interesting areas of cooperation, teaching and learning initiatives that have been developed through the collaboration of UNIC partners. The selection committee will assess how the beneficiary plans to communicate UNIC activities beyond the alliance and what long term impact this presentation will have.



1. **Impact and Urgency:** Evaluation of this criterion will take into account various factors including the nature and size of the event; the innovative nature of the topic; the alignment with university strategy, and urgency of the topic.

Final provisions

Agreements will be signed with successful applicants.

Attachments

1. Application form template

Questions about the UNIC Expert Voices Fund should be addressed to unic@uni.lodz.pl