

## The procedure forfunding scientific activity of doctoral students of the BioMedChem DS

Doctoral students have the chance to obtain funding for scientific activity (in the amount allocated for a given calendar year), including activities such as: participation in conferences, research trips, publications, proofreading or purchase of funds necessary to perform scientific work (small laboratory equipment, chemical reagents with an indication of the name, books, computers programmes, licences, etc.).

necessary for the scientific work (small laboratory equipment, materials, chemical reagents with the chemical reagents by name, books, computer programs, licenses, etc.).

**1. The application for funding and the cost estimate** (specimen cost estimate attached) and the promoter's opinion should provided to the Secretary of the BioMedChem DS (Matejki 21/23, room 110).

**2. Application - cost estimates approved by the Director** of the BioMedChem DS will be sent by the employee of the UL Doctoral Schools Centre (Julita Szulc or Sylwester Jasiński) to the Purchasing Department of the University of Lodz in order to define the purchase procedure.

**3. After receiving feedback** from an employee of the UL Doctoral Schools Centre, the doctoral student place san order in accordance with the cost estimate and the mode of purchase indicated by the Purchasing Department of the University of Lodz.

Purchases are made in accordance with the financial policy and the tender procedures of the UL (doctoral students are bound by tenders posted on the UL website). In case of any doubts regarding the purchase procedure and invoice settlement, please direct your questions 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. A. The invoice should be issued to:**

University of Lodz  
Narutowicza 68  
90-136 Lodz  
NIP: 724 000 32 43

**Note on the invoice:** regarding the BioMedChem Doctoral School of the University of Lodz and Lodz Institutes of the Polish Academy of Sciences

B. The invoice confirming the purchase or service performance must be confirmed on the reverse side or by email (to the email address: [julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl) or [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl)) or by the doctoral supervisor in the following manner:

***The purchase made in accordance with the approved cost estimate and the financial policy of the University of Lodz***

**Full name**  
**Signature**

C. The invoice confirmed by the doctoral supervisor must be described on the back as follows:

**Account: 511-5**  
**MPK: 1103240000**  
**Project: B22100000014.05**  
**Source of funding: 1.01.01.002.00**

**D. The doctoral student is obliged to deliver the original invoices to the Secretary of the BioMedChem DS to the following address:**

BioMedChem Doctoral School of the University of Lodz and Lodz Institutes of the Polish Academy of Sciences  
Doctoral School Centre (floor 1, room 110)  
Matejki 21/23, 90-237 Lodz

**and independent send a scan of the invoice to the following 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)

The back of the invoice should contain the description in accordance with points 4B and 4C.

**Note:** The value of all invoices cannot exceed the granted amount of funding for a given calendar year. Rationed materials cannot be purchased with BioMedChem Doctoral School funds.

**5.** If the doctoral student purchased the goods from their own funds, then a request for a refund of the amount spent should be written on the back of the invoice as follows:

*I am asking for a refund of the spent amount to the account No. ....*

*(provide the account number to which the funds are to be transferred)*

.....  
Signature of the Doctoral Student

.....  
Date

**6.** In the case of applying for participation in the conference, a doctoral student shall follow the above procedure.

**A delegation must be issued with a contract before departure.**

**The national delegation**, at the request of the Doctoral Student, is issued by an employee of the Doctoral Schools Centre (email: [julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl) or [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl)), **the foreign delegation** is issued by an employee of the UL Accounting Department with Foreign Travel Settlement Section (Ilona Krysiak, email: [ilona.krysiak@uni.lodz.pl](mailto:ilona.krysiak@uni.lodz.pl)).

**Additional information:**

- **Invoices for products and services not included in the cost estimate shall not be paid.**
- Assets such as laboratory equipment, computer equipment after the completion of the training at the Doctoral School, remain the property of the School.
- **Fixed assets** (e.g. laboratory equipment, computer, etc.) **can be purchased up to a value of PLN 999,99.**