



**SZKOŁA  
DOKTORSKA  
NAUK SPOŁECZNYCH**  
Uniwersytet Łódzki

## **Information on the principles of co-funding the scientific activity of doctoral students of the University of Lodz Doctoral School of Social Sciences (SDNS)**

SDNS doctoral students have the opportunity to obtain co-funding for their scientific activity, including activities such as: participation in conferences, research trips (if possible), publications, proofreading, or the purchase of assets necessary for scientific work (books and articles, computer programs/software, etc. - these assets, after use, remain the property of the University).

Information on the amount of funding is available at the Secretariat of the Doctoral School

Please address the request for consent to the co-funding to the director of the Doctoral School and send it to the e-mail: [office.sdns@uni.lodz.pl](mailto:office.sdns@uni.lodz.pl).

The application for funding (cost estimate) is available on the website SDNS UŁ/ education/ funding from SDNS UŁ:

[wniosek o dofinansowanie EN.pdf \(lodz.pl\)](#)

After receiving the co-funding, you will be able to make the planned expenditure and its settlement based on the invoice/s.

Documents circulation procedure:

1. The doctoral student presents the co-funding application form accepted by the doctoral supervisor for approval by the School director. The application should be sent to the mail [office.sdns@uni.lodz.pl](mailto:office.sdns@uni.lodz.pl).
2. Secretary of the Doctoral School sends approved application to the COSID staff member at the following email address: [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl)
3. Employee of the COSID sends the cost estimate to the Purchasing Department of the UŁ to indicate the mode of purchase.
4. After receiving feedback from the employee of the COSID, the doctoral student carries out the order in accordance with the cost estimate approved by the director of the Doctoral School and the purchase mode indicated by the UL Purchasing Department. Purchases are carried out in accordance with the financial policy and tender procedures of the University of Lodz (all doctoral students are subject to tenders

posted on the University of Lodz website);

5. The doctoral student is obliged to provide original invoices to the Secretary of the Doctoral School with a description on the "backs" of the invoice: "Purchase in accordance with the approved cost estimate and financial policy of the University of Lodz" signed with a legible signature or electronic signature.

Request for reimbursement of the amount spent to the account: ..... (if the task was pre-financed by the Doctoral Student) must be signed by the Doctoral Student.

Note: the value of the FV must not exceed the amount of the grant.

6. In case of requesting participation in conferences, the Doctoral Student follows the above procedure and indicates whether it is an online or an away (stationary) conference. In the case of a trip, a delegation must always be issued with a contract. A domestic delegation is issued by a COSID employee, a foreign delegation by an employee of the Accounting Department.

Billing information:

Uniwersytet Łódzki (University of Lodz)

Szkoła Doktorska Nauk Społecznych UŁ (University of Lodz Doctoral School of Social Sciences)

ul. Narutowicza 68

90-136 Łódź

NIP 724 000 32 43

NOTE - invoices for products and services not included in the cost estimate will not be paid.