

**Order no 5/2023**  
**of the Director of the International Institute of Molecular and Cell Biology in Warsaw**  
**dated on February 15, 2023**  
**on adopting regulations of the “Best Papers Awards” Competition**

The legal basis for this Order is:

- 1) Article 2, item 2 of the Act of the International Institute of Molecular and Cell Biology in Warsaw (hereinafter referred to as the IIMCB) of June 26, 1997;
- 2) §13 (3) of the IIMCB Statute declared by the decision No 1/2017 of the President of the Polish Academy of Sciences dated on January 9, 2017.

**§ 1**

The regulations of the “Best Papers Awards” Competition – representing Attachment 1 to this Order are hereby established.

**§ 2**

I hereby entrust the heads of the organizational units of the IIMCB with the responsibility to familiarize all their employees with the provisions of this Order.

**§ 3**

This Order becomes effective as of its signing date.

## Regulations of the "Best Papers Awards" Competition

### § 1

#### ORGANIZER AND OBJECTIVES OF THE COMPETITION

1. These Regulations (the "**Regulations**") constitute the rules of the scientific Competition entitled "*Best Papers Awards*" (the "**Competition**") organized by the International Institute of Molecular and Cell Biology in Warsaw, address: 4 Księcia Trojdena Street, 02-109 Warsaw, NIP: 5262278704, REGON: 013082797 ("**Organizer**" / "**Institute**").
2. The aim of the Competition is to select and reward the best scientific works published or accepted for publication in the calendar year preceding the year in which the Competition is held ("**Works**").
3. The Competition is organized periodically - in the form of successive editions in each calendar year until the Competition is cancelled. Each edition of the Competition begins on the first of January of a given calendar year and applies to works published in the preceding calendar year. Within the framework of each edition of the Competition, information containing details of a given edition of the Competition, supplementing these Regulations ("**Additional Information**"), is published on the Organizer's website (<https://www.iimcb.gov.pl>) by February 28.

### § 2

#### REQUIREMENTS FOR PARTICIPATION IN THE COMPETITION

1. The Competition is addressed to all scientific employees of the Institute, as well as volunteers, students and doctoral students who cooperated with the Institute (regardless of the legal basis of such cooperation), as well as former employees, volunteers, students and doctoral students who cooperated with the Institute, whose employment relationship or other legal basis (including, in particular, a fellowship agreement) had expired as of the date of submission of the Work, but existed at the time of the creation of the Work or its publication.
2. A participant in the Competition ("**Participant**") is any person participating in the Competition, i.e. a person who meets the requirements outlined in the preceding paragraph and has agreed to participate in the Competition and consented to the processing of his or her data, and whose Work, meets the formal and substantive requirements set forth in the Regulations and has been submitted to the Competition.
3. Only following Works are judged in the Competition:
  - a. which have not been submitted in previous editions of the Competition;
  - b. whose corresponding author is a person who meets the requirements referred to in § 2 paragraph 1 of the Regulations;

- c. which were submitted within the time and procedure stipulated by the Regulations;
  - d. which were published or accepted for publication in the calendar year preceding the year in which a given edition of the Competition takes place - with the proviso that the condition of publication or acceptance for publication of a given Work shall be deemed fulfilled only in the case of publication or acceptance for publication of a Work in a journal accepted by the Organizer (in case of doubts as to the status of a given journal, an appropriate inquiry should be made to the Organizer);
  - e. which meet other formal and substantive conditions specified in the Regulations;
    - Works that do not meet the requirements specified in the Regulations are rejected without being evaluated by the Jury.
4. Works submitted to the Competition have no subject restrictions, but they have to be experimental works of a scientific nature. The Competition is not divided into categories (all Works are considered under one category).
  5. Violation of the Regulations by a Participant may result in his/her exclusion from the Competition - the Jury decides in this regard by simple majority of votes.

### § 3

#### COURSE OF THE COMPETITION

1. All Works should be submitted by the deadline indicated in the Additional Information relevant to the Competition edition - works submitted after this deadline will not be considered for the Competition.
2. Works should be submitted via e-mail to the address indicated in the Additional Information relevant to the Competition edition. Laboratory Leaders of the International Institute of Molecular and Cell Biology in Warsaw make submissions of Works to the Competition.
3. Each Laboratory Leader submitting the Work should send to the e-mail address referred to in the preceding paragraph:
  - a. The list (titles) of reported Work from the laboratory under his/her authority; and
  - b. files containing these Works in PDF format with a 2-3 sentence justification by the submitter describing the significance of the submitted Work; and
  - c. consent of the authors who meet the conditions for the Competition Participant to participate in the Competition, including consent to the processing of personal data;
  - d. in the case of Works not published in the calendar year preceding the year in which the edition of the Competition takes place, but accepted for publication in such a year, a letter from the editor of the journal on acceptance of the publication for publication has to be attached to the application.
4. The number of Works to be submitted is not limited in number.

5. The works are judged in accordance with the rules outlined in "§ 4 Jury and rules for judging works".
6. Publication of the list of titles of the Works awarded in the Competition takes place on the date indicated in the Additional Information appropriate to the Competition edition, published on the Institute's website. The list of titles of the awarded Works is also published in the Institute's next Annual Report and Newsletter prepared annually for the members of the International Advisory Board of the International Institute of Molecular and Cell Biology in Warsaw.

#### § 4

##### JURY AND RULES FOR EVALUATING WORKS

1. The best Works are selected based on the evaluations of the Jury ("**Jury**"). The Jury of the Competition consists of all Laboratory Leaders.
2. A complete list of (titles of) Works submitted to the Competition, together with the corresponding PDF files of these Works, is sent to all members of the Jury on the date indicated in the Additional Information relevant to the Competition edition - in the form of an e-mail message.
3. The works are judged on the merits of their content and their significance.
4. Each member of the Jury may award 1, 2, 3, 4 or 5 points to a Work, respectively - a given number of points may be used only once. No member of the Jury may either personally, by authorized person, or as an authorized person for another person cast a vote for any Work from the laboratory of which he or she is the head of.
5. On the date indicated in the Additional Information relevant to the particular edition of the Competition, the members of the Jury pass their votes by secret ballot - sending them via an online form to which they have received a link via e-mail.
6. On the date indicated in the Additional Information relevant to the edition of the Competition, the Jury holds a stationary meeting to discuss the submitted works and decide on the final outcome of the Competition. The members of the Jury again cast their votes by secret ballot. The number of votes obtained (the sum of the votes obtained in the online voting and the votes obtained at the Jury's stationary meeting) determines the order of the places taken by each Work.
7. An additional secret ballot will be held to determine the final winner if different Works receive an equal number of votes. When different Works again receive an equal number of votes in the additional vote, the Works in question are considered to have taken the same position *ex aequo*.
8. Decisions of the Jury are final and cannot be appealed.
9. The works are awarded in accordance with the rules outlined in "§ 5 Awards".

## § 5

### AWARDS

1. The Awards shall be in the form of a financial reward ("**Award or Awards**").
2. The Awards shall be made for a given Work, regardless of the number of its authors. If an Award is given to a Work prepared by a team of authors, such an award is divided among all authors who are Participants in the Competition, according to their contribution to the Work. The Jury, at the request of the corresponding author of a given Work (and in the case in which the corresponding author is not a Participant in the Competition - at the request of the Laboratory Leader under which the corresponding author carries out the work), divides the awards among the individual Participants who are authors of the awarded Work. The Jury is not bound by the method of the distribution indicated in the application.
3. Data on the amount of Awards granted for winning individual places in a given edition of the Competition are announced in the Additional Information relevant to a given edition of the Competition.
4. The awards are transferred by wire transfer to the bank accounts of the Participants whose Works won the respective edition of the Competition.
5. The Organizer reserves the right to award distinctions or additional prizes not provided for in these Regulations or to award prizes provided for in these Regulations in a more significant number than indicated in these Regulations (in particular, in the case of receiving the same number of points by more than one Work).
6. The Organizer reserves the right not to give any or some of the awards in the Competition provided for in these Regulations in the event that the Jury determines that the Works submitted to the Competition do not justify their award.

## § 6

### PERSONAL DATA PROTECTION

1. By accepting these Regulations, the participant agrees to the processing of personal data for purposes related to the organization and conduct of the Competition in accordance with the Law on Personal Data Protection dated 10.05.2018.
2. The General Data Protection Regulation information clause is attached to these Regulations.

## § 7

### GENERAL PROVISIONS

1. The Regulations shall become effective as of February 15, 2023 and shall remain in effect until the end of the Competition. The Regulations may be amended at any time, with the proviso that in order for the amendments to the Regulations to be effective, it is required to publish such amendments in the same form as the Regulations, and in

the case of amendments to the Regulations during the course of any of its editions and of the Participants' application - to inform the Participants of the amendment in the form of an e-mail message to the addresses indicated by them.

2. The Institute is not responsible for the timeliness and effectiveness of delivery of correspondence sent by mail or e-mail, as well as for the operation of the Internet and related irregularities in the conduct of the Competition.
3. All materials related to the Competition provided to the Institute are not returnable.
4. If any provision or condition contained in the Terms and Conditions proves to be invalid or ineffective for any reason, this shall not affect the validity and effectiveness of the remaining provisions after the elimination of the defective provision or the relevant part thereof. The provision that proved to be invalid shall be replaced by another provision that corresponds to the meaning and economic purpose of the replaced provision.
5. Decisions on matters not covered by the Regulations are made by the Organizer.
6. In all matters related to the Competition and the application of the Regulations, the relevant provisions of the Civil Code and other relevant applicable provisions of Polish law shall apply, with the exception of the norms on conflicts of laws.
7. The Regulations constitute the entirety of the provisions relating to the Competition and supersede any previous commitments, drafts, minutes or communications in this regard.
8. Any disputes arising in connection with the Competition or the Regulations shall be settled by the common court having jurisdiction over the seat of the International Institute of Molecular and Cell Biology in Warsaw, address: 4 Księcia Trojdena Street, 02-109 Warsaw.
9. The Regulations have been drawn up in the Polish and English language versions. In case of discrepancies between the language versions, the Polish text is binding.

**Information clause for the Participants of the "Best Papers Awards" Competition in accordance with Article 13 of General Data Protection Regulation**

In accordance with Article 13 (1) of the General Data Protection Regulation of 27.04.2016. The Competition Organizer informs that:

1. The administrator of your personal data is the International Institute of Molecular and Cell Biology in Warsaw, address: 4 Księcia Trojdena Street, 02-109 Warsaw, NIP: 5262278704, REGON: 013082797;
2. if you have any questions regarding the processing of your personal data, you are encouraged to direct them to the Data Protection Inspector Ms. Karolina Sybilska via e-mail: [iod@odosc.pl](mailto:iod@odosc.pl) or at 4 Księcia Trojdena Street, 02-109 Warsaw;
3. Your personal data will be processed in order to carry out the provisions of the Regulations of the "Best Papers Awards" Competition;
4. The recipients of your personal data will be only entities authorized to obtain personal data under the law and the Competition Organizer;
5. The Organizer will be entitled to publish the name, surname and title of the Competition Work of the selected Competition Participants, on the Institute's website, in the Institute's Annual Report and the Newsletter for members of the Institute's International Advisory Board.
6. Your personal data will be kept for the duration of the Competition, until the winners are selected and the prizes are handed over to them, based on Article 6(1)(a) RODO (the data subject has consented to the processing of his/her personal data entered in the consent form, for one or more purposes specified therein);
7. Your provision of personal data is voluntary, but it is a condition for participation in the Competition. The consequence of not providing personal data will be the inability to participate in the Competition.
8. You have the right of access to the content of your data and the right to their rectification, erasure, restriction of processing, the right to data portability, the right to object, the right to withdraw your consent at any time without affecting the lawfulness of the processing (if processing is based on consent) that was performed based on consent before its withdrawal;
9. you have the right to lodge a complaint with the President of the Office for Personal Data Protection (UODP) if you consider that processing personal data concerning you violates the provisions of the General Data Protection Regulation of April 27, 2016.

**TEMPLATE FOR CONSENT TO THE PROCESSING AND PUBLICATION OF PERSONAL DATA**

**Consent to participate in the Competition and to the processing and publication of personal data**

I hereby declare that I have read the Regulations of the "Best Papers Awards" Competition and accept their terms and conditions.

I agree to the processing of my personal data by the International Institute of Molecular and Cell Biology in Warsaw, based in Warsaw at 4 Księcia Trojdena St., 02-109 Warsaw, NIP: 5262278704, REGON: 013082797, within the framework of the Competition, including the mention of my name and surname in connection with participation in the above mentioned Competition in all information about this Competition and its results. At the same time, I declare that I am aware that providing the data necessary to participate in the Competition is voluntary. I also declare that I have familiarized myself with the rules of processing personal data in the Competition contained in the Regulations.

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(Date, City)

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(Legible signature)