



EEU

## Rules for financing scientific research projects



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### Article 1. General Provisions

1. At the Eastern European University (hereinafter referred to as the "University"), the "Rule for Financing Scientific Research Projects" (hereinafter referred to as the "Rule") regulates the rules and procedures for the financing of scientific research at the University.
2. The purpose of the rule is to provide support for scientific research and to promote the full use of the University's scientific potential and to facilitate the internal university processes of integration of researchers in current international science projects, incentives for talented and eager young people in science.

### Article 2. Principles of financing scientific research projects

1. Funding of research projects at the University is based on the following principles: publicity, transparency, fairness, equality and collegiality.
2. **Publicity** - The competition announced for the funding of the research project is announced publicly and detailed information and conditions about the competition are published on the university website.
3. **Transparency** - Information about the competition announced for the funding of the research project and the results of the competition are accessible and easily understood by interested persons;
4. **Justice** - The research project is funded on the basis of pre-established criteria;
5. **Equality** - Discrimination on any grounds is excluded when funding a research project and all projects are on equal terms;
6. **Collegiality** - The research project is funded by the competition commission collegially.

### Article 3. Announcement of competition

1. Scientific research projects are funded within the relevant financial resources provided by the annual budget of the University
2. In accordance with the goals and research priorities of the University, on the basis of the submission of the Department of Scientific Research and Development of the University, by the



order of the Rector, a grant competition for scientific research projects is announced (hereinafter - "Grant Competition").

3. The following conditions of the grant competition shall be determined by the competition announcement order:
  - a) Priority directions of research;
  - b) Total budget of the grant competition;
  - c) Minimum and maximum budget of the grant project;
  - d) Duration of the grant project;
  - e) Persons and conditions eligible to participate in the grant competition;
  - f) Tender documentation, deadlines and rules;
  - g) Grant project evaluation rules and criteria;
  - h) Grant competition deadlines;
  - i) Additional conditions (if required).
4. Full information about the grant competition is public and is published on the University website.

#### Article 4. Stages of the competition

The grant competition includes the following stages:

- a) Receiving grant projects;
- b) Review of grant projects by the Commission;
- c) Evaluation of grant projects;
- d) Identifying winning projects;
- e) Concluding a grant agreement;
- f) Monitoring the implementation of the grant project.

#### Article 5. Persons entitled to participate

1. A grant project may be submitted:
  - a) By the academic staff of the University individually or in groups.
  - b) By the academic and invited staff of the University;
  - c) By the research unit / units of the University.
1. An employee of another institution may participate in the project, but it will not be funded by the University. In this case, the project should provide for joint scientific research co-financed by a partner

organization;

2. One person cannot participate in more than one project;
3. Entities eligible to participate in the grant competition shall be determined each time in accordance with this Rule, by order of announcement of the competition.

#### Article 6. Grant Project Application

1. Persons eligible to participate in the competition must submit a grant project application with the attached documents within the established timeframe; Which is determined by the order of announcement of the grant competition,
2. The general requirements for a grant project application are:
  - a) The urgency of the research project must be clearly substantiated;
  - b) The project should be divided into stages and accompanied by a plan-schedule for its implementation;
  - c) The project should include the expected results and their practical significance;
  - d) The project must have a scientific supervisor, a doctor of science or a citizen of Georgia with an equivalent academic degree, who is responsible for both the scientific results of the project and the reporting of the activities envisaged by the project;
  - e) The duration of the project should not exceed three years and should not be less than six months.
  - f) The grant application must be accompanied by a detailed project budget and justification. The budget should consist of revenue and expenditure items and detail revenue sources and expenditures. The income section should include the amount requested from the university and the receivables from the partner, if any.
  - g) The budget requested should clearly indicate the amount requested according to the stages of project implementation, which will be partially transferred in case of successful completion of each stage according to the implementation of the project submitted by them on the basis of the interim and final reports and the decisions of the commission.

#### Article 7. Grant Commission

1. In order to conduct the competition fairly and transparently, by the order of the Rector of the University, a Scientific Research Grant Commission (hereinafter - "Grant Commission") is established.

2. The grant commission must consist of a minimum of 5 and a maximum of 10 members. The grant commission may include academic, invited, administrative, university staff with in-depth knowledge of the field, experience in implementing and / or administering relevant scientific and research projects.
3. The grant commission may also include an invited person, a field expert.
4. The Grant Commission is headed by the Chairman of the Commission. The proceedings of the Commission shall be ensured by the Secretary of the Commission. From among the members of the commission, the chairman and the secretary of the commission are appointed by the rector on the basis of an order.

#### **Article 8. Powers of the Grant Commission**

The Grant Commission ensures the administration of the grant competition in accordance with the established conditions and procedures. In particular:

- a) Receives grant project applications with attached documents;
- b) Verifies the formal compliance of the grant project and the attached documents with the established conditions of the grant competition;
- c) Review and evaluate grant projects according to established criteria.
- d) Identify winning projects and submit them to the Rector for further response;
- e) Monitors the implementation of the funded grant project in coordination with the University's Research and Development Department.

#### **Article 9. Rules of Procedure of the Grant Commission**

1. The Competition Commission operates on the basis of the legislation of Georgia and the relevant internal legal acts of the University.
5. The Commission is authorized to start working if it is attended by at least 2/3 of the members of the Commission.
5. At the first meeting, the Grant Commission shall be informed of this Rule and the terms of the announced grant competition.
6. The Commission shall make its decision within the scope of its activities by open voting, according to the majority of votes of the presented members. In case of equal distribution of votes, the issue shall be re-voted. In case of equal distribution of votes in the repeated voting, the vote of the chairperson of the commission is decisive.

7. The activities of the Grant Commission shall be reflected in the protocols of the Competition Commission, which are appointed by the secretary of the commission and signed by the chairperson and the secretary of the session. All members of the commission confirm their participation in the commission session by signing the attendance sheet, which is an integral part of the relevant protocol. A member of the commission has the right to attach his / her dissenting opinion to the protocol, about which a relevant entry shall be made in the protocol.
8. The session of the competition commission is closed.
9. All members of the competition commission are obliged to follow the principle of confidentiality and have no right to disclose information about the work of the commission until the results of the competition are approved.
10. Procedural issues of the Commission's activities, which are not provided for in this Rule, may be determined directly by the Commission (in the form of a written decision of the Commission that is the subject of public disclosure).

#### **Article 10. Grounds for dismissal of a member of the Grant Commission**

1. A person may not be a member of the Grant Commission if he/she:
  - a) Participates in the grant competition itself, or has a close / other close relationship with any of the participants;
  - b) Personally, directly or indirectly is related to the grant projects submitted in the grant competition, and / or is interested in the outcome of the competition / project, or if there is any other circumstance which casts doubt on its impartiality;
2. In the event of the cases provided in paragraph 1 of this Article, the member shall be obliged to resign, Apply to the Rector with a request to terminate the authority of a member of the Grant Commission. If necessary, the Rector shall appoint a new member of the Commission by an authorized order.

#### **Article 11. Grant Project Review and Evaluation**

1. After the expiration of the deadline for the receipt of grant projects, the Commission verifies the compliance of the submitted grant applications and attached documents with the established requirements.
2. In case when the submitted project and / or attached documents do not meet the conditions set by

the grant competition and / or are incompletely submitted, the Grant Commission makes a decision on withdrawing the grant project from the competition. If the identified defect is not substantial the Grant Commission is empowered to establish a reasonable additional period of time to rectification of the defect. If the defect is eliminated within the established period, the tender project will be considered on the next stages of the tender, otherwise it will be removed from the tender.

3. The Grant Commission reviews grant projects and evaluates them according to seven criteria:

- a) The urgency of the research to be conducted;
- b) Compliance with the project budget surveys;
- c) Compliance with the surveys to be conducted for the project;
- d) Possibility of practical application of the expected results of the project;
- e) Professional experience of the persons participating in the project;
- f) The amount of funds attracted from other donors, if any;
- g) Cooperation with successful scientific groups.

3. Criteria different from the evaluation of the grant project from paragraph 2 of this article may be determined by order of announcing a grant competition.
4. Registered projects that meet the requirements of the competition may be submitted to an independent local and / or international industry expert / expert group for evaluation, which is approved by the Rector of the University on the basis of an order submitted by the Grant Competition Commission.
5. The Commission is authorized to interview the grant applicants for the evaluation of grant projects.
6. The Commission is authorized to remove from the competition projects that do not meet the requirements set for the purposes of the competition or contain false information at any stage of the competition.

#### Article 12. Decision of the Grant Commission

1. The members of the competition commission are obliged to make a fair and reasoned decision.
2. The decision of the Grant Commission concerning the winning grant projects shall be based on this Rule, the approved conditions of the grant competition, the legislation of Georgia and other legal acts of the University.



3. The decision of the Grant Commission on the identification of the winning grant projects of the grant competition shall be recorded in the summary protocol of the Commission.
4. The Chairman of the Grant Commission submits a petition to the Rector of the University for funding the grant projects that won the grant competition.
5. The decision of the grant commission is published on the website of the University and is notified to all applicants.

### **Article 13. Grant Agreement**

1. After the approval of the grant projects selected for funding, the University shall ensure the conclusion of grant agreements with the grant recipient - key personnel participating in the projects, which will detail the terms of the reciprocal obligations.
2. The agreement shall contain an agreement on the distribution of intellectual property rights created within the framework of the project in accordance with the current legislation of Georgia and the partner country, if any.
3. After the signing of the contract, the grant financing of the project is carried out in the form of tranches. The grant funds will be transferred to the project target account in the form of an advance. The first tranche will be transferred within 30 calendar days after the signing of the contract. Each subsequent tranche will be transferred based on a review of the interim accounts for the relevant reporting period.
4. Replacement of the winning project manager or key staff members is possible only in exceptional cases, based on reasoned justification.
5. No later than 30 days before the start of each reporting period, a change in the Grant Agreement Action Plan and / or cost estimate may be made with the substantiated request submitted by the Project Manager with the consent of the Grant Commission.

### **Article 14. Reporting and monitoring of project implementation**

1. At the end of each reporting period, the Grant Recipient is required to submit to the University Grant Commission, in accordance with the forms approved by the University, a documented report on the program activities and expenses incurred under the project.
2. The Grant Commission monitors the implementation of the grant agreement for the funded

projects, during which it reviews the interim and final reports submitted by the Grant Recipient and issues the relevant review act.

3. Monitoring includes financial and program monitoring:
  - a) Financial monitoring involves determining the compliance of the expenditures transferred by the Commission under a grant agreement with the estimates under the same agreement.
  - b) Software monitoring involves checking the report confirming the fulfillment of the results planned under the grant agreement, according to the "Material reflecting the results of the research defined by the project".
4. The reporting period is defined as one year.
5. Suspension and / or termination of the project is carried out in case of non-compliance with the actions specified in the Action Plan on the basis of the decision of the Commission.
6. The project will be considered completed if interim and final reports are submitted on all amounts transferred in advance within the project at the time of closing and the project is not suspended or terminated.

#### Article 15. Final Provisions

1. This rule is approved by the Rector of the University on the basis of an order.
2. The Rector of the University is authorized to make changes and additions to this Rule on the basis of an order.