**Terms of competition for scientific grants for**

**EEU**

**the academic year 2022-2023**

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 Purpose and administration of the grant competition

* The purpose of the scientific grants competition (hereinafter - the competition) is to fully activate the scientific and research potential of the East European University (hereinafter - the University), to create new knowledge, to promote the integration of researchers into relevant international scientific projects and to encourage the attraction of young people in science.
* 40,000 GEL has been allocated from the scientific fund of the university for the competition.
* The administration of the competition is provided by the grant competition commission (hereinafter - the commission) created by the order of the rector of the university.

Grant project duration and grant budget

* Duration of the grant project submitted for competition should be 12 months.
* Grant funding requested from the University's Scientific Fund for a grant project should not exceed 10,000 GEL, including taxes stipulated by the legislation of Georgia.

|  |  |
| --- | --- |
| Maximum annual budget of one grant project | Duration of the grant project |
|  10 000 GEL | 12 months |

Entities with the right to participate in the competition and conditions

1. Only the academic staff of the East European University have the right to participate in the grant competition and obtain a grant.

2. The project must be presented by a group of persons, an individual project is not subject to review by the commission.

3. A person cannot participate in more than one project..

4. The project must have key personnel who carry out the main tasks planned by the project. The key staff can be a person with a doctorate, master's or equivalent academic degree, at least two doctoral, master's or bachelor's students must participate in the project implementation.

5. During the project registration period, the student involved in the project must have an active student status.

6. The project must have a project leader - an affiliated academic staff of the East European University, a person with a doctor's or an equivalent academic degree from the main staff who will implement the project, lead the research provided by the project and be responsible for both the scientific results of the project, as well as the reporting of activities provided by the project and project management.

7. A project may have support staff – person(s) employed within the project who assist key staff with technical issues. It is not allowed for the main staff of the project to combine the functions of the support staff.

8. It is desirable to involve citizens of foreign countries as consultants in the project, who work on the topic of the research provided by the project and will consult the key personnel within the framework of the research provided by the project. The consultant cannot be a key project staff/grantee.

9. The grant project submitted by the entity participating in the competition must not be submitted to another grant competition.

 Competition documentation, presentation terms and rules

1. Entities authorized to participate in the competition must submit the grant project application along with the attached documents within the established time frame.

2. The grant project application should include the following documents:

2.1 Grant project application (Appendix 1, signed and scanned);

2.2 Project proposal in Georgian language (Appendix 2, in the form of a PDF document);

2.3 Project budget and budget justification (budget form - Appendix 3);

2.4 Project implementation plan-schedule (form - appendix 4);

2.5 Consideration and provision of research ethics issues in the project (form - appendix 5)[[1]](#footnote-1)

2.7 Letter of consent of the foreign consultant (if any) to participate in the project.

2.8 ID card of the project manager;

2.9 Documents confirming the academic quality of individuals involved in the project as key personnel (diploma of a doctoral/master's student; in the case of a bachelor's student, a Reference from East European university);

2.10 Professional CVs of persons involved in the research project (supervisor, researchers).

3. Grant project application with attached documents should be sent from October 28, 2022 to January 20, 2023 00:00 to the following e-mail address: sciencepapers@eeu.edu.ge.

Grant project budget

1. The grant project application must be accompanied by the project budget in the form given in appendix No. 2.

2. The project budget should include the following main articles:

 a) Grant funding for key personnel;

b) Remuneration of support staff;

c) Business trip;

d) Goods and services;

e) Non-financial assets.

3. The property purchased with grant funds remains the property of the East European University after the completion of the project in accordance with the signed agreement.

 Evaluation of grant projects

1. Registered projects that meet the requirements of the competition will be submitted for evaluation to an independent local expert or a group of experts selected by the Grant Competition Commission.

2. The independent expert/expert group(s) evaluate the project according to the "Grant Project Evaluation Criteria" given in Appendix No. 5.

3. The commission is authorized to develop recommendations/identify a defect and set a reasonable deadline for taking into account the mentioned recommendations/eliminating the defect in relation to the project participating in the competition at any stage of the competition. Complying with the recommendations of the commission is mandatory for the participants in the competition. If the recommendations are not taken into account/the defect is not eliminated, the commission is authorized to remove the project from the competition.

4. The commission has the right to remove projects from the competition at any stage of the competition, which do not comply with the requirements established for the purposes of the competition or contain false information.

Grant Agreement

1. After the approval of the grant projects selected for financing as a result of the competition, the university ensures the signing of grant agreements with the grant recipient - the key personnel participating in the projects, in which the terms of mutual obligations are written in detail.

2. The material reflecting the results of the research determined by the project will be written in the grant agreement;

3. After signing the contract, the grant financing of the project is carried out in the form of tranches. Grant funds will be transferred to the project's target account in the form of an advance. The first tranche will be transferred within 30 calendar days after signing the contract. Each subsequent tranche will be transferred based on the review of the interim accounts of the corresponding reporting period.

4. The head of the winning project or members of the main staff can be replaced only in special cases, based on reasoned justification.

5. No later than 30 days before the beginning of each reporting period, changes can be made to the action plan and/or cost estimate of the grant agreement with the consent of the grant commission, upon a justified request submitted by the scientific supervisor.

Project performance monitoring

1. At the end of each reporting period, the grantee is obliged to submit a documented report of the program activities and expenses incurred within the project to the Grants Commission of the University in accordance with the forms approved by the East European University. The grant commission monitors the implementation of the grant agreement of the funded projects, during which it examines the interim and final reports submitted by the grantee and draws up the relevant review act.

2. Monitoring includes financial and program monitoring:

2.1 Financial monitoring involves determining the compliance of the funds transferred by the commission within the framework of the grant agreement with the cost accounting provided for in the same agreement.

2.2 Program monitoring means checking the report confirming the implementation of the results planned by the grant agreement in accordance with the "research results material defined by the project".

3. During the last reporting period of the project or within 10 calendar days after its completion, in case of presentation of reasoned justification, the Grants Commission is authorized to make a decision to extend the duration of the project for a maximum of 1 year without additional funding.

4. The review acts prepared on the basis of the examination of the interim and final reports submitted by the grant recipient may be used by the university in evaluating the projects submitted by the grant recipient during participation in future grant competitions.

 Additional requirements for grant recipients

1. The recipient of the grant is obliged to publish at least one scientific article based on the research materials provided by the project in international refereed and cited publications or to submit a notice of acceptance of the article for publication. Journals, books and collections that are visible in at least one of the following scientific databases are considered international refereed and cited publications: Scimago Journal Ranking, Elsevier (Scopus and Science Direct), Web of Science, ERIH plus.

2. The recipient of the grant is obliged to publish at least one scientific article based on the research materials provided by the project in local refereed publications or to submit a notice of acceptance of the article for publication.

3. It is desirable for the grantee to participate in at least one scientific international conference abroad;

4. Publications (article, monograph, conference abstract, etc.) showing the results of the research carried out within the framework of the grant project must indicate that „This work was supported by East European University”. In the event that the above information is not reflected in the published publication, the submitted document will not be considered by the University Scientific Foundation during program monitoring.

5. Visual products created within the framework of the grant project (print, photo, audio, video, electronic products and website) must include the logo of the East European University and indicate that the grant project was implemented "with the support of the Scientific Foundation of the East European University".

1. For detailed information, see the Research Ethics Standard- <https://cutt.ly/iNtf8YK>

 [↑](#footnote-ref-1)