



*The document is approved by  
the order of the Rector of the University №90 on March 21, 2020.*

*Amendments made by  
the order of the Rector of the University № 172, on July 11, 2020,  
and № 1292, on February 26, 2021.*

## Research funding rule

2021

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## **Article 1. General Provisions**

1. The research funding rule (hereinafter – “Rule”) determines the rules and conditions for announcing a call for scientific-research project proposals, submission of the research project proposal, and research funding.
2. The purpose of the document is to establish a unified system of research, to introduce transparent, fair and impartial procedures.

## **Article 2. Source of funding for the scientific-research project application**

The internal funding source for the call for scientific-research project proposals is the amount allocated annually from the university budget, which is paid in installments or all at once.

## **Article 3. Stages of reviewing scientific-research project proposals and decision-taking**

Reviewing scientific-research project proposals and decision-taking consists of the following stages:

- A) Initiation and announcement of the call for research project applications;
- B) Formation of the Competition Commission;
- C) Evaluation of the project applications;
- D) Decision of the Commission to provide or reject the scientific-research application(s) for funding;
- E) In case of appeal, making a final decision by the Governing Board;
- F) Concluding an agreement on financing a scientific-research project;
- G) Report on the implementation of a scientific-research project.

## **Article 4. Initiation and announcement of a scientific-research project competition**

1. The call for scientific-research project proposals, which is in line with the University strategy and research priorities, is initiated by the Faculty Council within the annual budget allocated to the Faculty. The decision to announce a call for scientific-research project proposals is made by the Rector of the University upon the representation of the Dean of the Faculty.
2. The Chairman of the Faculty Council/Dean applies to the Rector of the University for the approval of the Commission for the evaluation of the scientific-research project proposal(s) and submits the composition of the Commission.
3. The deadline for project application submission may not be less than 1 (one) month after the

announcement of the call for research project proposals.

4. The call for scientific-research project proposals is initiated by each faculty at least once a year.

### **Article 5. Eligibility for scientific-research project proposal submission**

The research/academic staff affiliated with the European University, as well as academic staff not affiliated with another university is eligible to apply. Academic staff not affiliated with the European University is eligible to apply only if they agree to implement the project on behalf of the European University.

### **Article 6. Application form and supplemental documents**

1. The project application together with the supplemental documents must be submitted to the Administrative Office.

2. The project proposal must include the following documents:

A. Application Form (Annex №1);

B. Project application in the University format (Annex № 2);

C. CV/resume of all project participants;

D. Higher education document (in case of a degree awarded by a foreign institution, a document certifying its authenticity (in accordance with the legislation of Georgia));

E. In case of involvement of a university student in a research project, a student certificate;

F. Project budget and its justification (Annex № 3);

G. Information on co-financing (if any);

H. Letter of consent for the use of material and technical base (if any).

3. The University is entitled to request the submission of project application documents in English.

4. The Administrative Office sends the project application together with the attached documents to the Dean of the relevant faculty, who determines the compliance of the submitted documents with the requirements defined by this Rule. In case of incomplete documentation, the applicant is given a deadline for providing missing information/documentation within 10 (ten) calendar days; in case if not providing missing information within the established period, the project application will not be considered.

## **Article 7. Formation of the Competition Commission**

The Competition Commission consists of at least three members. The members of the commission are approved by the Rector upon the recommendation of the Dean of the relevant faculty. An expert in the relevant field who meets the following requirements has the right to be a member of the Commission:

- A. Has a doctorate or an equivalent academic degree;
- B. Has experience in research in the relevant field;
- C. Has publications in the field of project application.

## **Article 8. Evaluation of the project application by the Competition Commission**

1. Based on the evaluation of the project application, the conclusion is prepared by the Competition Commission.
2. The project application is evaluated anonymously. Confidentiality is maintained during the evaluation process. The identities of the experts are not made public.
3. In the first stage, project applications are sent for evaluation to each expert who evaluate the project and provide comments (Annex № 4).
4. The Commission prepares a conclusion (summary of the evaluation reports) on the basis of evaluation reports submitted by all experts.
5. The Commission takes one of the following decisions:
  - A. Decision to provide full funding of the research project;
  - B. Decision to provide partial financing of the research project;
  - C. Decision to refuse to fund the research project.
6. The Commission is authorized to set a deadline for the author of the winning research project, if necessary, to submit the conclusion of the Ethics Committee.

## **Article 9. Criteria for evaluating a project application**

The project application is evaluated by the members of the Commission according to the pre-defined criteria. Each criterion is assigned a corresponding score (Annex №4). It is mandatory to provide feedback for each rated criterion. The feedback should provide basis for rating each criterion with a corresponding score. The maximum evaluation score for each criterion is 10 (ten) and the minimum is 0. The project application is evaluated on the basis of a total of 9 (nine) criteria. The project application must accumulate at least 70 (seventy) points.

## **Article 10. Feedback to the author(s) of the project application**

The author of each application receives a summary of the evaluation reports, which reflects both the overall evaluation of the Commission (including, in the case of amendments and, in exceptional cases, the offer to merge with another project), as well as the evaluation and comments of each criterion.

## **Article 11 - Appealing the decision of the Competition Commission**

1. Within 7 (seven) days after the publication of the decision of the Commission, the author of the project application is authorized to appeal the decision of the Commission to the University Governing Board.
2. If the complaint concerns procedural violations, the Governing Board is authorized to review the submitted complaint and make one of the following decisions:
  - A. To leave the decision unchanged;
  - B. To invalidate the decision and make a new decision.
3. If the complaint concerns the substantive part of the evaluation of the project application, the Governing Board is authorized to establish an Appeal Commission composed of specialists in the relevant field, on the basis of which it will make one of the decisions specified in paragraph 2 of this Article. The activities of the Appeals Commission are regulated by the norms established for the Competition Commission in this document.

## **Article 12. Financing of a research project and concluding a contract**

1. In case the Commission makes the decisions provided in Article 8 (5) (a) or (b) of this Rule, the Dean of the relevant faculty shall address the Rector with an official letter regarding the financing of the research project.
2. One project application with the best result is funded on the basis of a competition.
3. In case of accumulation of equal number of points by more than one project application, an additional round is appointed, where the authors of the project applications present their research projects. The evaluation is carried out by the Commission composed of the same members. The decision shall be taken by a majority of votes.
4. The Rector of the University, through the mediation of the Commission, in agreement with the President of the University, is authorized to increase the budget for the project application which obtained high evaluation, presents special interest and its budget exceeds the amount specified in the call for applications.
5. The legal act of the Rector shall determine the amount of funding for the research project, on the basis of which an agreement on the financing of the research project shall be concluded between the parties.

6. The research project financing agreement defines: research project, researcher/other staff involved in the research, amount of funding, settlement stages, mutual obligations of the parties, deadlines for submission of reports, etc.

### **Article 13. Accountability**

1. The research project manager is obliged to submit an interim report on the progress of the research or the final report in accordance with the pre-designed report form (Annex № 5) at the periodicity defined by the contract (once a quarter).

2. According to the report submitted by the research project manager, if it is determined that the research is being conducted in violation of the deadlines, the research project manager is obliged to submit information on the circumstances that prevent the occurrence of this fact.

3. Given the objective grounds for the breach of the deadline, the parties may agree to change the deadline for the completion of the research project. This change is reflected in the agreement between the parties.

4. In accordance with the term specified in the contract, the research project manager is obliged to submit a report on the full implementation of the research project to the relevant Faculty Board. The Faculty Board reviews the report submitted by the research project manager.

5. After completing the work on the research project, the research project manager is obliged to provide the University staff, students and other stakeholders with information on the implementation and results of the research project, the practical and theoretical value of the research through meetings/discussions, etc.

**Name, Surname:**  
**ID number:**  
**Date of birth:**  
**Email:**  
**Telephone:**  
**Address:**  
**Academic degree:**  
**Academic position and affiliation:**  
**University:** European University  
**Faculty:**

**Statement**

Please register my application to participate in the call for scientific-research project applications of the European University of Europe Ltd. -----.

Project Name: -----

Research project field:

Duration of the research project: (months)

Amount requested from the University: (GEL)

By signing the statement, I certify that the submitted information and documentation are accurate and do not contain false information. I also agree to verify the information/documentation provided by the University and in case of detection of falsification to withdraw my project application from the call.

Signature: \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_\_\_

## Project Application

(Font size -10, except for tables where the minimum font size can be 8.  
Spacing between rows -1. A4 format; Page fields - 15 mm; Arial or Times New Roman or Sylfaen)

**Project Title:**

**Project duration:**

**Amount requested (GEL):**

**Co-financing (if any) (GEL):**

**Project Manager (Researcher):**

**Project participant (if any):**

### 1. Research project

**A. Project relevance/novelty of the research topic:**

**B. Research goals/objectives:**

**C. Research methodology:**

**D. Expected results/scientific /practical value:**

**E. Research results dissemination plan:**

### 2. Project implementation

**A. Required material/technical base and human resources (with detailed description and justification):**

**B. Project implementation time frame.**

## Project budget

Individual financial support (full time)			Amount requested
Name and surname	monthly pay/remuneration	Number of months	
Individual financial support in total			
<b>Required equipment, resources and services</b> ( <i>please list the requested equipment, resources and services. Please provide explanation in the verbal description of the budget</i> )			-----
1.			
2.			
3.			
4.			
5.			
<b>The total cost of resources and services</b>			
<b>Travelling</b> (please provide explanation in the verbal description of the budget)			-----
Travel costs within the country			
Costs of stay within the country (Per Diem)			
International travel costs			
Costs of stay abroad (Per Diem)			
Other travel expenses (e.g. visa, conference registration fee, etc.)			
<b>Travel expenses total</b>			
<b>Other costs</b> (please provide explanation in the verbal description of the budget)			
<b>Total amount requested (GEL)</b>			
<b>If available: funds received from other sources</b> (please provide explanation in the verbal description of the budget)			

**Verbal description of the budget:**

**Equipment, resources and services:**

**Travel:**

*Note:*

## Annex 4

#	Evaluation criteria	Score
1	<p><b>Problem novelty:</b></p> <p>The project is aimed at solving a problem / problems of national, regional, national or international importance</p> <p>Is a scientific novelty</p>	10 points
2	<p><b>Goals and Objectives:</b></p> <p>The problem or challenge to be solved is clearly defined and defined;</p> <p>Hypotheses and research questions are precisely formulated;</p> <p>The goal of the project is achievable;</p> <p>The tasks are realistic and relevant to the goals.</p>	10 points
3	<p><b>Research Methodology and Methods :</b></p> <p>Appropriate methodology is selected to achieve the project objectives ; proper data analysis methods are selected.</p>	10 points
4	<p><b>Research planning and implementation</b></p> <p>The procedures and stages of the research are described in detail;</p> <p>Every step of the project plan is accurately described. All necessary procedures are provided, including risk management, monitoring and evaluation;</p> <p>Principles of research ethics are considered .</p>	10 points
5	<p><b>Expected Results</b></p> <p>The expected results are of scientific and/or practical value;</p> <p>The project provides further development of existing knowledge in the relevant research field.</p>	10 points
6	<p><b>Budget and profitability :</b></p> <p>The budget request is adequate and clearly substantiated; the costs are adequate and reasonable;</p> <p>The overall budget is realistic for the activities envisaged by the project;</p> <p>The project envisages the rational and efficient use of resources.</p>	10 points
7	<p><b>Staff/researcher skills:</b></p> <p>The qualifications of the lead researcher/researchers are appropriate; it is envisaged to involve a sufficient number of researchers ;</p> <p>The project promotes the professional development of students and / or young</p>	10 points

	scientists.	
8	<b>Institutional environment:</b> Provided with the appropriate material, technical environment.	10 points
9	<b>Communication and dissemination:</b> The project offers appropriate strategies and measures to disseminate results among different target audiences. The project's results are published in various scientific publications and meetings through a realistic plan.	10 points

## Quarterly report on the progress of the research project

## General information

1	<b>Grant Agreement 's date</b>	
2	<b>Reporting period N°</b>	
3	<b>Account type</b> •Interim •Final	
4	<b>Name of the research project:</b>	
5	<b>The call within which the project was funded:</b> (name of the call, year)	
6	<b>Research project manager:</b>	
8	<b>Project duration (number of months):</b> •Project start date (day/month/year): •Project end date (day/month/year):	
9	<b>Total project budget:</b>	
10	<b>The amount remaining for the reporting period</b>	

Signature of the Research Project Manager: \_\_\_\_\_

Report submission date : \_\_\_\_\_

## 1. Aims and objectives of the research project

*Indicate the goals and objectives of the implemented research project.*

## 2. Scientific value

*Scientific products obtained as a result of the implementation of the research project*

### 2.1. Publications prepared and published as a result of the progress and implementation of the research project *(indicate the products obtained as a result of the implementation of the project from the list below):*

- Article published in international and local peer-reviewed scientific journals/publications

Nº	Author (s)	Article title	Journal title	Volume/ Edition	Date of publication	Publishing	Local / International <i>(specify one)</i>	Article status <i>(Published / received / submitted)</i>	Internet link / DOI
1									
2									
3									

- Books, monographs or other non-periodical, single editions *(books, monographs, works or similar publications published as a separate issue as a result of the project)*

Nº	Author (s)	Title of the publication	Volume / Edition	Date of publication	Publishing	Local / International <i>(specify one)</i>	Publication status <i>(published / received)</i>	Number of pages	Internet link
1									
2									
3									

- Conference abstracts and other publications (*list the conference abstracts or other publications, which are not included in the abovementioned two categories*)

Nº	Author (s)	Title of the article	Name of the event	Date of publication	Publishing	Local / International ( <i>specify one</i> )	Publication status ( <i>published / received / submitted</i> )	Internet link / DOI
1								
2								
3								

**2.2. Dissemination of results obtained during the course and implementation of the research project at international workshops, seminars, conferences, congresses and other events.**

Nº	Venue of the event	Date of the event	Event type	Event status	Name of the topic	Submitted material ( <i>thesis, report / presentation, publication</i> )	Participation form
1							
2							
3							
4							
5							

**2.3. Website, or other web page** (*Indicate the URL through which the project results are disseminated. Attach a brief description of each site and the titles of the relevant publications with links.*)

URL address	Title of the published publication / short description

**2.4. Technologies, techniques /methods/procedures /equipment** (*Describe the technologies, techniques /methods/procedures /equipment obtained as a result of the study. Describe their dissemination strategy.*)

**2.5. Inventions, patent applications, and /or licenses (other copyrights)** (*Describe the copyright obtained as a result of the research; indicate the copyright organization, status, date, term, scope of use.*)

- Patent
- Copyright rights (DOI); upon research project completion the study obtains a status of an authorized experiment

- Industrial design rights
- Trade marks
- Trade dress

**2.6. Other Products** (*Describe the research project, the implementation of other products*)

- Databases
- Physical Collections
- Audio or video products
- Materials / Research Materials
- Program
- Model
- Educational support materials
- Tools , or installations
- Other products (e.g. start-up /connection with the enterprises, etc.)

**3. Main achievements of the project (interim /final)**

Nº	Achievements	Description of the achievement
1	An important conclusion received as a result of the project	
2	Quality of local and / or international cooperation within the project ( <i>formation of new research groups, consolidation of existing groups</i> )	
3	The importance of the project for the scientific community	
4	The use of the research results in the educational process ( <i>such a possibility exists</i> )	
5	A brief description of the practical application of the research results	

#### 4. Short summary and project results report (interim/final)

*(It should be clear to the general public. Recommended number of words - 250. The resume should include a brief description of the project results. Also, the prospects outlined during the project implementation and the ability to use the experience gained in the project).*

#### 5. Difficulties/complications in the project implementation process

*List different types of difficulties experienced throughout project implementation.*

№	Difficulties	Causes of difficulties	Ways to solve / resolve <i>(What measures have been taken to overcome the existing difficulties?)</i>
1			
2			
3			

*Note: The materials reflected in the final report must be submitted as an attachment in electronic and / or printed form .*