



**Procedure for reviewing, approving and participating in  
targeted scientific research projects**



## **Article 1. Scope of application**

1.1. The purpose of the rule is to implement scientific and research activities by the “Neu - National Educational University” (hereinafter referred to as the “University”) with the aim of developing scientific and research work, improving the quality of research activities, integrating and internationalizing scientific and research and educational processes, increasing motivation for scientific research and the active involvement of students in them, as well as increasing their commercialization.;

1.2. This rule determines the rules and conditions for conducting a competition for funding targeted scientific and research projects of the University.

## **Article 2. Competition Topic and Budget**

2.1. The topics of targeted scientific and research projects are determined by the school council;

2.2. Within the framework of the targeted scientific and research program, funding of a specific scientific and research project is carried out on the basis of a competition;

2.3. The budget of a scientific research project to be implemented within the school and, accordingly, the maximum amount of funding is determined at no more than 3000 (three thousand) GEL.

2.4. Scientific and research projects are implemented under the guidance of representatives of the university's academic staff;

2.5. To finance targeted scientific research, funds will be allocated from the university budget, which will be distributed to the winning projects;

2.6. The project will be financed in tranches, in the following order - the first tranche is 60% (based on the submission of the financial and program report and a positive assessment), and the second tranche is 40% (after the successful completion of the project);

2.7. The duration of a scientific research project is determined based on the specifics of the research project;

2.8. Within 12 (twelve) months after the completion of the project, the project implementation team must provide evidence that the work performed within the framework of this project has been implemented (in particular: the work has been published or submitted for publication. Published as a textbook or submitted for publication. The results have been integrated into the educational process, etc.).

## **Article 3. Announcement of the competition**

3.1. Upon the recommendation of the School Council, the Rector of the University, by legal act (order), announces a competition and determines the deadlines for receiving competition documents, as well as determines the persons responsible for receiving competition documents, the composition of the commission;

3.2. The applicant is obliged to submit the following documentation to the Admissions Committee:

a. Application (Application 1);

- b. Description of the scientific research project;
- c. Research project cost estimate;
- d. CV;
- e. Student status certificate and study card of students participating in the project;
- f. Written consent of students to participate in the project (Appendix 2).

**3.3.** Applications submitted after the deadline for participation in the competition will not be accepted;

**3.4.** In case of incomplete/defective submission of the mandatory documentation specified in the second paragraph of this article, the Commission accepting documents shall accept the application and notify the authorized person about the deficiency, which shall be corrected no later than within 2 (two) working days from the expiration of the deadline for receiving competitive applications. If the deficiency is not corrected after the expiration of the specified deadline, the submitted application shall not be considered;

**3.5.** After the completion of the acceptance of competition applications, the commission receiving the documents will transfer the received documents to the relevant commission..

#### **Article 4. Participation in the competition**

**4.1.** Representatives of the school administration, academic and invited staff, and students with active status in the school's educational program are eligible to participate in the project;

**4.2.** Each project requires the involvement of at least 2 (two) students from the school (bachelor's students with active status at the time of project submission and funding decision-making);

**4.3.** The project has a leader (a representative of the academic staff), who is responsible for the progress of the project and also for reporting to the school council. The same academic staff and student cannot participate in more than one school-funded project.

#### **Article 5. Composition of the Commission**

**5.1.** The decision on funding a targeted scientific research project is made by a specially created commission;

**5.2.** The composition of the commission is approved by a legal act of the university rector;

**5.3.** The Commission is authorized, if necessary, to invite academic staff from other higher education institutions and also academic staff from different profiles to evaluate the competition project;

**5.4.** The Commission may not include a person participating in a targeted scientific research project;

**5.5.** Minutes are drawn up for each meeting, which are signed by the chairman and secretary of the commission.

## **Article 6. Decision-making procedure**

- 6.1. The Commission reviews the submitted scientific and research projects and makes a decision on their funding;
- 6.2. The Commission evaluates the submitted scientific and research projects according to the following criteria: relevance and novelty of the research, how clearly the project goals, tasks to be implemented, expected results and sustainability are described, how well the professional education and qualifications of the personnel involved in the project correspond to the effective conduct of the research set by the project, how optimally the project uses the planned time and human resources, and other criteria that the Commission considers appropriate.;
- 6.3. A meeting of the Commission is considered valid if more than half of the full membership is present;
- 6.4. The decision will be made through an open vote. Each project will be voted on individually and each member of the commission will vote for each project. The project that receives the majority of votes, taking into account the available budget, will be declared the winner and will be funded;
- 6.5. The Commission is authorized to make a decision on partial or full funding of a research project;
- 6.6. The Commission is obliged to make a decision no later than 15 (fifteen) working days after the deadline for receiving documents;
- 6.7. The chairman of the commission will present a report on the results of the competition at the next meeting of the school board, which will be approved by the decision of the school board.

## **Article 7. Project Monitoring**

- 7.1. The relevant school will monitor the progress and results of the funded scientific research project;
- 7.2. The head of the scientific research project is obliged to submit the targeted scientific research project (interim financial and program report) 6 (six) months after receiving funding and after the completion of the project (final financial and program report) to the relevant school, which in turn will submit the project to the Financial and Material Resources Service for final settlement.

## **Article 8. Final Provisions**

- 8.1. This regulation is approved by the university's Senate;
- 8.2. This regulation comes into effect upon signature;
- 8.3. The adoption, cancellation, amendments, and additions to the regulation are carried out by the Senate;
- 8.4. This regulation loses its validity upon the approval of a new regulation.

**Statement**

We present for your consideration within the framework of a targeted scientific research project:

**Head's last name, first name:**

**Project name:**

**Total budget:**

**Project start:**

**Project end:**

Members of the scientific group (last name, first name)	Role in the project	Workplace, position	Signature
	Scientific Director		

**Data:**

University student

**Letter of consent**

I, \_\_\_\_\_ I agree to participate in the university \_\_\_\_\_  
\_\_\_\_\_ In a scientific project, which is presented \_\_\_\_\_ under  
the leadership.

Signature:

Tel.:

Date: