



NATIONAL EDUCATIONAL UNIVERSITY

Procedure for Reviewing, Approving and
Participating in Targeted Scientific Research
Projects



Article 1. Scope

1.1. The purpose of the Rule is to carry out scientific and research activities by the “NEU - National Educational University” (hereinafter referred to as the “University”) in order to develop scientific and research work, improve the quality of research activities, integrate and internationalize scientific and research and educational processes, increase motivation for scientific research and active involvement of students in them, as well as increase their commercialization;

1.2. This Rule determines the rules and conditions for conducting a competition for targeted scientific and research projects of the University, as well as the rules for financing the project.

Article 2. Topics and budget of the competition

2.1. The Scientific Research Center, in agreement with the School/School Council, determines the topics of targeted scientific and research project/projects;

2.2. The topics are selected based on the relevance of the topic, which is assessed by the School/School Council;

2.3. Scientific research projects are implemented under the guidance of representatives of the academic staff of the University;

2.4. For the financial support of targeted scientific research, funds are allocated from the University budget;

2.5. The Scientific Research Center submits a cost estimate to the University Financial and Material Resources Service for financial support, which will be transferred to the project implementers in tranches, in the following order - 60% in the first tranche (based on the submission of the financial and program report and positive assessment), and 40% in the second tranche (after the successful completion of the project);

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

2.7. The duration of the scientific research project is determined based on the specifics of the research project - no more than 2 (two) years;

2.8. Within 1 (one) month 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 printed or submitted for printing. It has been published as a textbook or submitted for printing. The results have been integrated into the educational process, etc.

Article 3. Procedures for implementing a scientific research project/projects

3.1. The scientific research center announces a competition for scientific research projects within the framework of operating schools once every 2 (two) years and submits it to the rector for approval;

3.2. 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;

3.3. The applicant is obliged to submit the following documentation to the commission accepting documents:

A. Application (Appendix 1);

B. Description of the scientific research project;

C. Cost estimate of the research project;

D. CVs of project participants;

E. Certificate of student status and educational card of students participating in the project;

F. Written consent of students to participate in the project (Appendix 2).

3.4. An application submitted after the deadline for participation in the competition shall not be accepted;

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

3.6. After the completion of the acceptance of competition applications, the Commission accepting documents shall 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 of the school's educational program have the right to participate in the project;

4.2. Involvement of at least 2 (two) students of the school (students with active status at the time of submitting and making a decision on funding the project) is mandatory in each project;

4.3. The project has a supervisor (a representative of the academic staff), who is responsible for the progress of the project and, at the same time, for submitting a report to the scientific research center. 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 the financing of a targeted scientific and research project is made by a specially created commission;

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

5.3. The commission is authorized, if necessary, to invite academic staff of other higher education institutions and also academic staff of various profiles to evaluate the competitive project;

5.4. The composition of the commission cannot include a participant in a targeted scientific and research project;

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

Article 6. Decision-making procedure

6.1. The commission considers the submitted scientific and research projects and makes a decision on their financing;

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 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 planned time and human resources are used in the project, and other criteria that the Commission considers appropriate;

6.3. A meeting of the Commission is considered authorized if more than half of the full membership is present;

6.4. The decision is made through open voting. Each project is voted on individually and each member of the Commission votes for each project. The project that collects 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 the 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 shall submit a report on the results of the competition to the nearest meeting of the School Council, which shall be approved by the decision of the School Council.

Article 7. Project Monitoring

7.1. The Scientific Research Center shall monitor the progress and results of the funded scientific research project;

7.2. The head of the scientific research project shall submit a report on the targeted scientific research project (interim financial and program report) 6 (six) months after receiving funding (interim financial and program report) and after the completion of the project (final financial and program report) to the Scientific Research Center, which in turn shall 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 Senate;

8.2. This University Regulation shall enter into force immediately upon signing;

8.3. The adoption, cancellation, amendments and supplements to the Regulation shall be carried out by the Senate;

8.4. This Regulation shall cease to be valid in the event of the approval of a new Regulation.

Application

We present for consideration Within the framework of a targeted scientific research project

Surname, name of the leader:

Project with the title:

Total budget:

Project start:

Project end:

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

Date:

University student

Letter of consent

I, _____ agree to participate in the scientific project of the
university _____ ,

which is represented by _____ .

Signature:

Tel.:

Date: