

Georgian Technical University

Academic Council

Resolution № 2356

2017 March 29

About the regulations on submission, review and evaluation of grant nomination proposal

The Academic Council of Georgian Technical University approves:

1. To approve the procedure of submission, review and attached evaluation regulation and grant agreement form (see attachment).

2. The University deputy rector in the field of science:

a) Before the announcement of each contest, should determine the list of documents to be submitted, should elaborate their regulations of the procedure and assessment criteria of the submitted proposals;

b) Due to the authorization requirements while approving the university and faculty budgets should raise the issue before the university and the representative board of the university on raising the necessary funds for implementing the proposals of the grant nomination.

3. The given resolution is to be submitted to the GTU representative (Senate) for approval. Presentation of the issue to the Representative Council (Senate) will be assigned to the Deputy Rector of the scientific field, Mr. Zurab Gasitashvili.

4. The resolution shall enter into force upon publication.

Chairman of the Academic Board

A. Prangishvili

Secretary of the Academic Council

G. Salukvadze

Georgian Technical University

Regulations on submission, review and evaluation of grant nomination proposal

For the purpose of stimulating scientific activities and utilizing the current potential in the university, it is necessary to use university funds and other sources of funds from the University for development of university science. Such a requirement is a condition for satisfying one of the standards of authorization of higher education institutions. The fulfillment of this condition, first of all, involves the university staff in relation to scientific research annual funding for "Proposals on Grant Nomination". Therefore, for the successful completion of the authorization process, it is necessary to take into consideration the annual funds and the rule of distribution in the university budget. The following regulation is given below.

The goal of project proposals (hereinafter - the project) of grant nomination (hereinafter - the University) promotes scientific potential and research quality, intellectual and creative activities of students and students, development of science and its commercialization.

1. The project can be submitted to the University, including an independent scientific-research unit. Only the university staff and student can be a member of the implementing group.
2. The duration of the project should not exceed 12 months as a rule.
3. The project is funded annually by the university or the faculty from its own budget. Projects may be financed from other sources approved by the legislation as well.
4. The winning projects are revealed on the basis of the competition, conducted by the Competition Commission (hereinafter - the Commission). The Chairman of the Commission is the Deputy Rector of the University in the field of Science.
5. The deputy rector in the field of science is entitled by the authority of the Rector to set up the commission and issue other legal acts related to the competition. The Commission shall be created once for the purpose of organizing a specific competition. The commission comprises as a rule: Head of University Quality Assurance Service, Heads of Science and Commercial Departments, Dean and Faculty representatives on the basis of the dean nomination etc. The chairperson is entitled to convene the specialists of the submitted projects and other employees of the university at the Commission session.
6. The term of the Commission's authority shall be determined before the completion of the winner or funded projects implementation.
7. The competition is announced by the Deputy Rector of the University on his own initiative in the field of science or on the proposal of the Dean of the relevant faculty. The subject of the competition is determined by the need for university or proposals by the authors of the projects.

8. The published statement on the competition shall indicate the list of documents to be submitted (if necessary, their form and content), the terms and place of the submission, contact information and other necessary conditions.
9. Submission of projects starts at least 15 working days after the announcement of the competition and lasts at least 5 working days.
10. Discussion of the proposed projects and decision making by the commission shall be completed maximum in a month after the expiry of the deadline for submission of projects.
11. The commission session is authorized if it is attended by 2/3 of the members' list.
12. Projects are evaluated by the established rule and criteria. Evaluation criteria should be directly related to the quality of projects and the Commission should have the necessary information for their objective assessment. The criteria include the following issues: the actuality of the problem in the project, the realization of the results and the sustainability, the market prospects and the competitiveness of the product of the product, the qualification, knowledge and experience of the project manager and other major performers with the tasks set out in the project etc.
13. The Commission is authorized to talk to the Project Director or other authorized member of the Project Implementing Group.
14. The chairperson of the commission informs the results of the competition and promises to the heads of projects and publishes the university website within three days from the end of the competition.
15. Winning projects along with the relevant documents shall be transferred to the Head of the University Administration for approval at the Senate's House of Representatives. After approving the Commission's decision by the Senate, the University conducts an agreement with the Project Director. The contract form is attached (see attachment).
16. The registration, record and maintenance of grant agreement is carried out by the science department of the University.
17. After completing the separate stage of the project, the Commission will review the presented reports and the product created at the given stage. The decision shall be made on the basis of the review results considering the contract conditions.
18. The Project shall be completed after the Commission has received the accounts and the product created by the Grant Agreement, which is formulated by the relevant Protocol. In case of negative conclusion, the Commission shall be entitled to a Project Implementing Group to give a reasonable time to correct the errors without remuneration. If the correction is failed and errors are stated to be beyond correction within the fixed timeframe, the Commission shall make a decision on the designation of project proposals in the university grant nominations within the next 5 years.
19. The Commission is authorized to make a reasonable decision to develop or implement the results of the expediency of the extension of the financing of a specific project.
20. The product created by the project is GTU project authors joint property.
21. In case of necessity, the Commission, set up in accordance with the provisions of paragraphs 5 and 6 of this Rule, shall consider reviewing proposals submitted to the university on behalf of the university in international and other competitions.

Grant Agreement № _____

Tbilisi

(date)

Subject of the Agreement

Grant nomination proposal "Title" (hereinafter - the grant project).

Parties of agreement

On the one part, the Rector of Technical University, Academician Archil Frangishvili and the head of administration Ketevan Kokrashvili, hereinafter the grantor and, on the other part, revealed winners by the Competition Commission of the Technical University 20__ on (date) Commission in the head _____, the grant receiver.

The Parties agree on:

1. General regulations

1.1. The Georgian Technical University (hereinafter - GT) finances and the grantee receives grant obtained by the GTU commissions resolution 20_____ (date).

1.2. Grant amount _____ (in words) GEL.

1.3. Grant Duration _____ month.

1.4. The grant funds can only be used for the purposes and activities set out in the grant project, included in the Appendix of this Agreement "Grant Project Action Plan" being the integral part of this Agreement (Appendix 1).

1.5. "Grant Project Action Plan" is divided into three stages (sections).

2. Total cost of the contract (grant budget)

2.1. The total cost of the contract is _____ (in words) GEL which is divided into three-phase stages.

2.2. The amount defined for each three-month period is given in the attachment "Grant Project Cost ", being an integral part of this Agreement (Attachments 2, 3)¹.

3. The parties' obligations

¹ Only one application is to be filled

GTU is obliged:

- Individuals participating in the grant project should be paid first stage monthly remuneration before 28th of the current month, and if the next stages are approved - on the 28th of each month of the current stage;
- Grantees should be provided with the necessary material-technical basis and normal working conditions for the implementation of the grant project.

3.1. The grantee is obliged to submit to the GTU a technical report within a week after the completion of each stage, consisting of financial and organizational units, and within a month after the completion of the project - technical and final reports of the last stage.

4. Financial Statement of the Project

4.1. The grantee is obliged to submit to the GTU a financial report and an explanatory note with the inventory list of low price items and basic means acquired by the grant funds.

4.2. After completion of the last stage, within the one month the grantee is obliged to submit technical and final reports to GTU. Full information about the grant fund utilization should be inserted in the final report.

5. Contact with the Physical Performer of the Grant

5.1. Physical performers of the grant are obliged to perform their duties in accordance with the tasks and actions specified in the "Grant Project Action Plan".

5.2. GTU is obliged to transfer the provided funds to the grant performers within the prescribed time.

5.3. The supervisor of the project is obliged to supervise the grant-receiving individuals to perform the works specified in the "Grant Project Action Plan".

6. Financial Statement of the Grant and Monitoring

6.1. The grantee is required to submit a three month report within one week after the completion of each stage, and any other document related to the grant project according

to GTU requirements. After completion of the grant project the technical and final reports of the last stage (three months) should be submitted.

6.2. GTU commission inspects the submitted technical report and compiles the relevant monitoring report. GTU carries out the further action based on this act.

6.3. If corrective errors / irregularities have been identified during the inspection of the technical report, the grantee shall be obliged to present a corrected report within the timeframe established by the Competition Commission and the transfer of funds to the individuals will be suspended until the full correction of the situation.

6.4. The issue of suspension of the grant will be considered if the corrected account is not provided in the established time frame.

6.5. All activities related to the execution of the project are suspended during the grant suspension. Individuals who perform the grant will not receive salaries for the work that was undertaken during the grant suspension.

6.6. If the irreparable aberrations are revealed while the inspecting the technical report, the Competition Commission will raise the issue of the grant termination.

7. Additional liabilities of the grantee

The grantee is obliged to notify the GTU not earlier than 5 working days prior to any planned event (workshop, presentation, seminar, etc.) to enable him to organize the event.

8. Termination of the grant

8.1. The Competition Commission shall submit to the GTU administration a proposal on termination of the grant any time, if:

- The grantee does not fulfill the terms of this agreement;
- The grantee is not able to achieve the goals of the grant project;
- Grant funds are used inappropriately;
- Falsified documents and / or information are presented;
- In other cases envisaged by law.

8.2. The decision of grant termination a grantee shall be notified no later than 3 calendar days after the decision is made.

9. Copyright:

- 9.1. Any product created within the grant funded project is of joint ownership of Grant Project Authors and GTU.
- 9.2. GTU reserves the right to make the product realization of the results obtained within the grant agreement with the project authors.

10. Force-Major

- 10.1. The termination, revocation or modification of this Agreement may be in state of force major or in any other circumstances, which could not be taken into consideration during the activity defined by this Agreement.
- 10.2. Formation and termination of force major conditions is verified by bilateral signature.
- 10.3. "Force-Major" for this Agreement means that the parties are insurmountable and subject to their control, which are not related to the mistake or negligence of the grant issuer and / or grantor who has a preliminarily unforeseen nature. Such circumstances may be caused by war, natural disasters, epidemics, quarantine, budgetary problems, etc.

11. The rule for making amendments to the contract

Amendments to this Agreement can be made in written form, with the consent of both Parties involved in it, being an integral part of this Agreement.

12. Other conditions:

The contract is comprised of two equal copies being of equal validity (one copy for each party), enforced from the year 20 _____ and to _____ and is valid from the year 20 _____ to _____.

Signatures

Grant project manager

(name surname)

GTU Rector

Archil Frangishvili

Head of GTU administration

Ketevan Kokrashvili

Grant Project Estimate*

№	Economic classification articles	Code	Project Budget total (GEL)	20__ year			20__year	
				I stage	II stage
	Total assignation							
	Expenses							
	Among them:							
1	Product and service	22						
I	Remuneration of freelancers	221						
II	Business trip	222						
III	Other product and service Acquiring inventory	2210						
2	Nonfinancial assets	31	0	0	0			

* - Is used in case of the project completion in a calendar year or in a transitional period, but the completion date of the event coincides with the completion of the calendar year.

Grant Project Estimate*

№	Economic classification articles	Code	Project Budget total (GEL)	20__ year			20__ year	
				I stage	II stage	III stage (part I). ..	III stage (part II)...	...
	Total assignation							
	Expenses							
	Among them:							
1	Product and service	22						
I	Remuneration of freelancers	221						
II	Business trip	222						
III	Other product and service Acquiring inventory	2210						
2	Nonfinancial assets	31	0	0	0			

* - Is used when the project is transient and the date of completion of any stage does not coincide with the completion of the calendar year.