



Approved by

Protocol of Academic council №01 15.01.2024

Rector 
 **P. Khvedelidze**

Regulations of the targeted research project grant competition

ND №2-030101- 29

Batumi

2024

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Article 1.

1. Targeted research projects (hereinafter referred to as the "Targeted project") should be implemented in order to improve the scientific-research process of Batumi Navigation Teaching University Ltd. and to encourage the involvement of academic staff and students in scientific projects;
2. The targeted project does not involve annual mandatory research activities determined by the workload scheme of the academic staff and is carried out in order to intensify the scientific potential of the university;
3. Targeted project shall be financed from the teaching university budget on the basis of a grant competition.

Article 2. Scope of application

1. This Regulations defines the rules of announcement and conduction of grant competition for the financing the targeted Project of Batumi Navigation Teaching University Ltd. (hereinafter referred to as BNTU).

Article 3. Competition goal

3.1. The goal of the competition is to:

- promote and support research, innovation and creativity;
- implement modern, high-standard sectoral and/or interdisciplinary researches and disseminate results;
- promote of the motivation and growth of scientific potential of young researchers of the university, as well as students;
- increase in number of publications in international peer-reviewed, impact-factor journals.

Article 4. Announcement of competition

1. On the basis of the Rector's Order, the competition shall be announced for the purpose of selection and financing of the targeted project;
2. The Order shall include the following information:
 - Research topic;
 - Lists of documents to be submitted;
 - Competition deadlines;
 - General budget for financing targeted projects;
 - Deadlines for the implementation of targeted projects;
 - Other competition conditions based on the requirements of this Regulations.

Article 4. Competition deadlines

- Deadlines for the implementation of targeted projects;
 - Other competition conditions based on the requirements of this Regulations.
- 4.1 For the participation in the competition, a person shall submit the following documents (according to annexes):

List of documents attached to the project to be submitted to the competition:

- Contestant's application in the name of the head of the competition commission;
- ¹Project/work/event passport (description);
- Project/work/event budget estimate;
- Project/work/event reporting;
- CVs of the persons, participating in the project (in the form valid in BNTU; In case of a student, master's student - also, a statement about the student's status, academic semester and academic performance);

4.2. The printed and electronic version of the mandatory documentation defined by this Article shall be submitted to the university Administrative office;

4.3. After deadline for the acceptance of the competition applications, the documentation shall be transferred to the relevant Competition Commission;

4.4. The application submitted in violation of the competition deadline shall not be reviewed.

¹The style of the project/work/event passport (description) is regulated by BNTU document "Research activity regulations".

Article 5. Project team

1. Composition of the project team shall be as follows: project manager, key staff, support staff, student (master's student);
2. A person with doctor's or equal academic degree, who is affiliated with BNTU, and will manage the project preparation and implementation, responsible for the scientific results of the project, submission of report on activities provided for by the project, also, for effective management of the project can be the project manager;
3. The key staff should be a person with doctor's or equal academic degree. The key staff may include invited experts, both local and international;
4. Support staff involved in the project can be employed by BNTU;
5. At least 2 students (master's students) must participate in the target project, whose functions are determined by the project manager;
6. It is possible to change/replace the project participants, as a result of which a corresponding contract shall be signed with the new participant of the project;
7. External experts involved in the project may be from local/international higher education institutions and/or research institutes. Also, from government/private and/or civil sector. It is allowed that only 20% of the staff of the project team receiving the research grants were external experts.

Article 6. Composition of the Competition Commission

1. The decision on the selection of the project shall be made by the Commission, formed on the basis of the Rector's Order;
2. The composition of the commission shall be determined by at least 7 members;
3. The commission includes field experts;
4. BNTU academic staff and/or external persons invited for the competition can be the Commission members;
5. The commission shall elect the chairman and the secretary by the majority of votes;
6. A person who is a participant in the competition or whose participation causes/causes a conflict of interest cannot be a member of the Commission.

Article 7. Work of the Competition Commission

1. The meeting of the Commission shall be authorized if 2/3 of the full composition is present;
2. Minutes of the meeting shall be drawn up and signed by the chairman and secretary of the commission meeting;
3. The Commission shall evaluate the submitted projects according to the following criteria:
 - Relevance and novelty of research;
 - How clearly the goals of the project are described;
 - Tasks to be implemented, expected results and sustainability;
 - To what extent the professional qualification of the personnel involved in the project ensures the effective conduct of the research set by the project;
 - How optimally is the use of time, human, financial and technical resources planned in the project.
4. The Commission shall be entitled to invite the project manager to the meeting before revealing the winning project, to answer the questions of the members of the Commission, as well as to set a deadline for him/her to eliminate the technical defect (e.g., in the part of the budget calculation or others);
5. The decision regarding selection of the project(s) shall be made through open voting. Each project shall be voted for individually; The project that collects the majority of votes of the Commission members shall be declared the winner;
6. The Commission shall be obliged to review the project and develop a justified conclusion on its financing and/or refusal to finance it no later than 1 month after receiving the competition materials; and within the next 2 working days, submit the report to the Rector and Chancellor of the university.
7. The Chancellor and Rector of the university shall be authorized to accept the conclusion and decision of the Commission or to return it to the Commission with appropriate written explanatory notes. If the Rector and Chancellor do not have a comment regarding the Commission's conclusion, the Rector issues an order, which is confirmed in writing by the Chancellor;
8. In individual cases, the Commission shall be authorized to distribute the amount allocated for the targeted grant to two or more winning projects. The issue of distribution of funds shall be decided by the Commission taking into account the content, structure and total assessment of the project.
9. The contract for participation in the target project shall be drawn up in two equally valid copies.
10. The work performed by an external person invited for the participation in the Commission shall be remunerated, which is determined on the basis of the relevant agreement.

Article 8. Project administration

Project administration shall be made by BNTU Research Center that implies the following procedures:

- Organizing the announcement and holding of the competition of targeted projects;
- Organizing the signing of relevant contracts with the winning project staff;
- Ensuring the elimination of problems arising in the course of the targeted project;

- Facilitating the submission of a collective monograph, and/or a relevant scientific publication in an international peer-reviewed journal by the project's working group within 1 year after the end of the project, and/or organizational support for the implementation of other planned results;
- Collection and submission of reports on the intermediate and final results of the projects.

Article 9. Project budget

1. The project shall be financed in tranches, on a pro rata basis: the first tranche - no more than 30%, the second tranche - no more than 40% based on the submission of the financial and program report of the first part of the project and a favorable assessment, the third tranche - no more than 30% upon the successful completion of the project.
2. The salary of the project staff should not exceed 40% of the project budget;
3. The property purchased within the project remains the property of the university.

Article 9. Project monitoring

1. At the end of each reporting period, projects are monitored by the university Chancellor and the Financial Service, to whom the project manager submits interim and final reports.
2. The project shall be considered completed if:
 - Interim and final reports have been submitted for all tranches transferred within the project at the time of closing the project and the project has not been suspended or terminated;
 - The project manager submitted a detailed report on the research to be carried out within the project and the results achieved.

Article 10. Project duration

1. The duration of the targeted project shall be regulated based on the legal act issued by the Rector;
2. Based on the justified request submitted by the project manager, it shall be allowed to extend the project and make changes in the action plan and/or budget estimate (within the approved budget);
3. An order of the Rector, signed by the Chancellor, shall be issued on the changes to the project action plan and/or budget estimate.

Article 12. Annexes

1. Annexes to this Regulations, as well as documents/forms executed on the basis of this Regulation shall be its integral part.

Article 13. Publicity /Confidentiality of the Regulations

1. This Regulations is confidential;
2. BNTU staff and other persons involved in the implementation of processes/procedures provided for by this Regulations shall be obliged to be familiarized with this Regulations and fulfill its requirements. BNTU is obliged to allow them to have a look at the Regulations at any time.

Article 14. Final Provisions

1. Immediately after this Regulations became effective, the regulations/rules effective before and governing issues provided for by this Regulations shall be null and void;
2. Changes and additions to this Regulations shall be made based on the initiative of the Rector, Academic Council, Head of Research Center, BNTU lawyer;
3. Changes and additions to this Regulations shall be made by recommendation of the Quality Assurance Service;
4. Titles of articles in these Regulations are provided only for the convenience, and they shall not be regarded as for the determination, alteration or definition of any article;
5. Invalidation of any article/provision of these Regulations shall not invalidate remaining articles/provisions;
6. All the issues not covered by these Regulations and any other governing provisions effective in BNTU shall be governed in accordance with the effective Law of Georgia;
7. Annexes to this Regulations shall be its integral part;
8. These Regulations shall be null and void after approval of new Regulations



Annex #01

To: Chairman of the Competition Commission

Citizen _____
(Surname, name)

Contact phone _____

e-mail _____

Application

In order to obtain funding from the budget of the Batumi Navigation Teaching University, I submit to you:

Name of the project/work

Attachment to the Application:

№	Document name	Submitted document	
		Number of printed pages	e-version (number of CD/DVDs)
1.			
2.			
3.			
4.			
5.			
6.			

Signature: _____

Date

Documents have been accepted by _____
Competition Commission secretary
Surname, name

Signature

Date

Project/work/event passport (description)

<2024>

**Manager/Author of the
project/work/event:**

1. Description of the project/work/event

Duration /date	Please, indicate the relevant date(s) or period (starting and ending day, month, year)
Review	Please, describe the content of the project/work/event in general (abstract)
Relevance	Please, briefly and clearly describe the relevance
Goals and tasks	Please, describe the tasks to be solved and/or the goals to be achieved by the project/event
Results to be achieved/ planned results	Please, indicate the results, including quantitative indicators (if any), which will be achieved/obtained as a result of the implementation of the project/event
"Action plan" event/project/etc., for the purposes of which/within the framework of which the given project/event will be implemented	Please, indicate the specific project/work/event/etc., for the purposes of which or within the framework of which this project/work/event/etc. is being realized.
Related projects/events	Please, indicate the project(s)/work/event(s)/etc. after realization of which it is possible to start the given project/work/event/etc.; Please, indicate the project(s)/work/event(s)/etc. before starting of which the given project/work/event/etc. must be finished; Please, indicate the project(s)/work/event(s)/etc. achievement of goals of which the given project/event will facilitate.
Impact on the implementation of the "Action plan"	Please, indicate the impact of the given project/work/event on the realization indicators and implementation of the "Action plan".
Additional information	If any.

2. Project/work/event management, responsibility for implementation

Project/work/event/etc. manager /thesis author	Surname, name	e-mail	Contact phone
Other persons responsible for implementation	Surname, name	e-mail	Contact phone
The person responsible for the submission of report	Surname, name	e-mail	Contact phone

Deadline for report submission	Please, indicate the specific date(s) or period (day, month, year - day, month, year)
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3. Administrative resources required for the implementation of the project/work/event/etc.

Structural unit(s)	Duties (functions) to be performed	Activity period
Please, indicate, involvement of which BNTU structural unit is necessary for the realization of the project/event.		

4. Material and financial resources required for the implementation of the project/work/event/etc.

Requirements to the economic resources	#	Infrastructure, equipment etc.
	1.	Please, indicate the infrastructure and equipment required for the project/work/event/etc. for realization. Specify special requirements (if any) for infrastructure and equipment (e.g., quantity, name, etc.)
	2.	

Budget of the project/work/event/etc. (unit: GEL)	#	Description of costs	Sum
	1.	It is mandatory to describe the costs, planned for the project/work/event/etc. (for example, salary, business trip, purchase of equipment, materials etc.) in the form of a text explanation.	
	2.		
Total:			

Budget of the project/work/event/etc. (unit: GEL)														
#	Description of costs (according to passport)	Sum according to the months (unit: GEL)												Total
		Quarter I			Quarter II			Quarter III			Quarter IV			
		1	2	3	4	5	6	7	8	9	10	11	12	
1.														
...														
Total:														