

## The Terms of Reference of the grant call of 2018 for “Mobility and International Scientific Events” of the LEPL-Shota Rustaveli National Science Foundation of Georgia,

Date: 17 July, 2018

### 1. General terms

1. The Terms of Reference for the grant call for “Mobility and International Scientific Events” of the LEPL -Shota Rustaveli National Science Foundation of Georgia, regulates the rules, guidelines and monitoring-related issues for the call.

2. The aim of the Call for “Mobility and International Scientific Events” is to enhance local research potential and support Georgian scientists’ integration and cooperation in the international scientific community, to develop and support popularization of science, to enhance young scientists’ involvement and development of their research capabilities. Furthermore, the aim of the call is to support publishing scientific works in peer-reviewed international journals and publications.

3. In frames of this Call for proposals the funding will be issued in two lots:

- a) **1<sup>st</sup> lot** – short-term individual visit for participation in scientific events abroad (grant for mobility);
- b) **2<sup>nd</sup> lot** – grant for organizing international scientific event.

4. The Call is funded by the state budget of Georgia; Grants are issued within the framework of the open competition. The Call is administered by the Legal Entity of Public Law (LEPL) – Shota Rustaveli National Science Foundation of Georgia (SRNSFG).

Proposals can be submitted in the following scientific fields:

- Natural sciences;
- Engineering and technologies;
- Medicine and health sciences;
- Agrarian sciences;
- Social sciences;
- Humanities;
- Georgian Studies.

### 2. Terms of Reference of the grant for mobility

#### A. Eligible applicants and terms of participation

1. The grant for mobility aims at funding the scientists' short-term individual visits for participation in the international scientific event for presenting their scientific works to the international scientific society.
2. Mobility aims integration of Georgian scientists in the international scientific society for the aim to exchange information on their modern research activities and results, and sharing experience.
3. Georgian citizens with PhD, MA or equal academic degree, as well as PhD, MA and medical residency students can participate in the grant call for mobility.
4. Individual proposals can be submitted in frames of this lot. If several authors jointly prepare scientific work, only one scientist (one author) can apply for funding with the aim of presenting the above-mentioned scientific work.
5. The applicant can submit only one application for the aim to present oral or poster presentation at the international scientific event.
6. Grants for Mobility are issued for participation in the international scientific events those are scheduled from September 1<sup>st</sup>, 2018 until February 28<sup>th</sup>, 2019.

#### **B. Project funding and budget**

1. Grant for Mobility will cover participation in the following events:
  - Conference;
  - Congress;
  - Forum;
  - Symposia;
  - Working meeting (seminar, workshop).
2. The maximum budget for the mobility grant is \$ 2000 USD equivalent in GEL.
3. The budget can cover the following expenses:
  - Costs related to obtaining visa;
  - Travel insurance-related costs;
  - Travel costs;
  - Costs of registration at a scientific event, for Young scientist this budget category can include conference/congress-associated event (short term seminar, training) participation costs;
  - Per diem;

- Accommodation costs.

### 3. Terms of Reference for the grant for organizing the international scientific event

#### A. International scientific event

1. The grant for the international scientific event aims to organize international scientific event such as conference, seasonal school or combined event (seasonal school and conference simultaneously) in Georgia.
2. The international scientific event aims to integrate Georgian scientists in international scientific society, to initiate and deepen cooperation, to support science development, and recruitment of the new scientists and science popularization.

#### B. Eligible applicants and terms for participation

1. Grants for organizing the international scientific events are institutional. The scientific team together with the host and co-participant (if applicable) organizations can apply for funding.
2. Project should have host institution - Georgian organization – Legal Entities of Public Law or non-commercial legal entities those research activities are defined by their statutory documents and/or higher education institutions. Host organization provides principal investigator and scientific team with the infrastructure necessary for the project implementation. It is responsible for the reporting as well as project's budget related financial issues and other tasks defined by the grant contract. Host organization is responsible for the project management and realization.
3. Project can also have a **co-participant organization** - Georgian organization(s) - legal entities of public law, non-commercial legal entities those research activities are defined by their statutory documents, and/or higher education institutions.

Co-participant organization(s) together with the host organization provide(s) scientific team with the infrastructure necessary for the project implementation. Together with the host organization, co-participant one is responsible for the reporting as well as project's budget related financial issues and other tasks defined by the grant agreement. Co-participant organization might be the legal entity, registered abroad, which participates in the implementation of the project's specific goals, but it cannot be the grant recipient.

4. Project should have **the key personnel**, - the staff responsible for performing/implementation of the project and its specific goals.

5. **Key personnel** includes: principal investigator, coordinator, co-principal investigator (in case of existence of co-participant organization), as well as Georgian and foreign citizens responsible for the realization of the project and its goals; in case of conference or combined event scientific and organizational committee members can be identified as key personnel.

6. **Principal investigator** should be Georgian or foreign citizen with PhD or equal academic degree. She/he implements the project at the host organization, coordinates the project preparation and is responsible for project's scientific results as well as on reporting project-defined activities.

7. **Coordinator** should be a Georgian citizen. She/he is involved in project management and administration, is responsible for organizational tasks and is the contact person for the SRNSFG.

8. **Co-principal investigator** (in case of co-participant organization) should be Georgian or/and foreign citizen. She/he is representing co-participant organization and together with principal investigator coordinates project preparation and realization.

9. **Conference scientific committee** member might be Georgian or/and foreign citizen, with PhD or equal academic degree, academic or/and scientific position. Conference scientific committee members are responsible for the scientific content of the project.

10. **Conference organizational committee** member might be Georgian or/and foreign citizen with PhD, MA or equal academic degree, as well as PhD, MA and medical residency students. Conference organizational committee members participate in organizing the project.

11. People assisting the key personnel in the technical tasks can be involved in the project as **supporting personnel**.

### **C. Funding conditions and budget**

1. The international scientific event proposed by the project should be organized from September 1, 2018 until October 1, 2019.

2. The duration of the seasonal school (as independent event, so in the frames of the combined event) should be at least 30 hours.

3. The requested funding from the SRNSFG for the project implementation should be in compliance with the following scheme:

International scientific event	The maximal amount requested from the SRNSFG
Seasonal school	45000 GEL
Conference	45000 GEL
Combined event (conference and seasonal school)	60000 GEL

4. The requested funding from the SRNSFG should include the following categories:
  1. Grants for the key personnel;
  2. Salary of supporting personnel;
  3. Goods and services;
  4. Overhead.
  
5. Grants for the key personnel and salary of supporting personnel in total should not exceed 35% of the amount requested from the SRNSFG.
  
6. The overhead should not exceed 5% of the amount requested from the SRNSFG.
  
7. Salary expenses cannot be covered under the budget category “Goods and services”.
  
8. The project might have co-funding (additional funding source), which will partially cover the project costs and expenses.

#### **4. Evaluation**

1. The Projects submitted under the call for “Mobility and International Scientific Events” are evaluated by the commission, which is formed by the individual administrative-legal act of the Director General of the Shota Rustaveli National Science Foundation of Georgia.
  
2. In case of the grant for mobility, the commission evaluates submitted proposals in accordance with the determined evaluation criteria and creates two ranking lists (for young scientists and other call participants). The evaluation criteria are given below (Annex 1).
  
3. In case of international scientific event grant, the commission evaluates submitted proposals in accordance with the determined evaluation criteria and creates three ranking lists (for conferences, seasonal schools and combined events). The evaluation criteria are given below (Annex 2).

4. Commission evaluates proposals independently, impartially, in accordance with their knowledge and opinion.

5. Commission is responsible to invite field experts for peer review if necessary.

**Annex 1 – Project evaluation criteria for the grant for mobility**

<b>Criteria and definitions</b>	C-	C	C+	B-	B	B+	A-	A	A+	<b>Score-According to A/B/C category</b>
<b>1. Scientific component</b>	1	2	3	4	5	6	7	8	9	Minimum 1 Maximum 9
1. Novelty, aims and objectives of the research topic, methodology  2. Scientific value of the research findings and/or potential practical applicability of research results										
<b>2. Applicant's scientific productivity</b>	1	2	3	4	5	6	7	8	9	Minimum 1 Maximum 9
1. Applicant's achievements and scientific productivity (scientific publications and obtained scientific grants) during the last 3 years										

Total score		Minimum 2 Maximum 18
Final comment / Summary (Expert 's final comment according to the above-mentioned two criteria)		

Each criterion is evaluated by a 9 score system (1-9), where 1-3 scores correspond to C category, 4-6 scores correspond to B category, and 7-9 scores correspond to A category. The maximum score is 18. In order to receive funding from SRNSFG the required, but not sufficient precondition is to receive 12 or more scores.

### Annex 2 – Project evaluation criteria for international scientific events grants

Criteria and definition	C-	C	C+	B-	B	B+	A-	A	A+	Score-According to A/B/C category
1. Scientific quality of the event	1	2	3	4	5	6	7	8	9	Minimum 1 Maximum 9
1. Event's status, aims and objectives, compliance of the program with aims and goals  2. Means for ensuring event's international awareness and involvement of high ranking institutions and scientists  3. Compliance of qualification,										

<p>competence and experience of project's key personnel, host and co-participant organization with project's aims and objectives.</p> <p>4. Quality of local, intra and inter-institutional cooperation</p> <p>5. Academic degree and competence of event participant key note and plenary speakers / lecturers</p>										
<b>2. Importance of event's results/outcomes</b>	1	2	3	4	5	6	7	8	9	Minimum 1 Maximum 9
<p>1. Importance of expected results for the relevant field development</p> <p>2. Means for dissemination of the event materials and accessibility</p>										
<b>3. Project management and implementation</b>	1	2	3	4	5	6	7	8	9	Minimum 1 Maximum 9



1. The compliance of timeframe with project's aims and objectives 2. Compliance of budget and budget justification with project's aims and objectives, co-funding											
Total score										Minimum 3 Maximum 27	
Final comment / Summary (Expert 's final comment according to the above mentioned three criteria)											

Each criterion is evaluated by a 9 score system (1-9), where 1-3 scores correspond to C category, 4-6 scores correspond to B category, and 7-9 scores correspond to A category. The maximum score is 27. In order to receive funding from SRNSFG it is required, but not sufficient precondition to receive 18 or more scores.

In case of equal scores priority is given to the projects with the highest scores in first, second and third category (A/B/C) consequently. In case of equal scores in all three categories, priority will be given to the project with less budget. In case of the equal scores and equal budget, the priority will be given to the projects with co-funding and higher amount of co-funding.

Score	Category	Evaluation	Definition
1	C-	Not applicable	Project does not meet the criteria or it cannot be evaluated due to the lack of information
2	C	Extremely poor	Project does not fully meet the criteria, evaluation is difficult because

			of the lack of information
3	C+	Poor	Project is inconsistent, it poorly meets the criteria. Project is substantially weak
4	B-	Satisfactory	Project meets the general criteria, however it has weaknesses and contains significant amount of inaccuracies
5	B	Average	Project meets the criteria in general, however its justification is unsatisfactory
6	B+	Above average	Project meets the criteria in overall, however its justification is unsatisfactory
7	A-	Good	Project meets the criteria very well, its justification is satisfactory, however it requires certain improvements
8	A	Very good	Project meets the criteria very well. It is original and has high scientific value, however, it still requires

			certain improvements
9	A+	Excellent	Project is outstanding with high scientific potential. It perfectly meets the criteria.