

Terms of Reference
of the SRNSFG-Forschungszentrum – Jülich Joint Research and Education programme for Master
and PhD Students

Article 1. General Provisions

1. Aim of the call:

- a) To strengthen German-Georgian scientific collaboration and promote qualification development process for MA and PhD students of Georgian high-educational institutions (hereinafter – “**universities**”) by the means of scientific internship;
- b) To support MA and PhD students of Georgian universities to implement fundamental and applied research projects at scientific base of the center;
- c) To provide opportunity to Forschungszentrum – Jülich to encourage successful Georgian Master and PhD students for conducting MA and PhD related research;
- d) To promote long-term scientific cooperation between MA and PhD students of Georgian universities and scientists of Forschungszentrum – Jülich and other scientific entities of Germany (Universities, Institutions);

2. Joint grant call (hereinafter - “**the call**”) between LEPL Shota Rustaveli National Science Foundation of Georgia (hereinafter - “the Foundation”) and Forschungszentrum – Jülich (hereinafter – “the Center”) implies scientific internship for MA and PhD students of Georgian Universities.

3. Scientific projects can be submitted in the following scientific fields:

- a) Math sciences;
- b) Information technology;
- c) Natural Sciences;
- d) Engineering;
- e) Life sciences and medical sciences;

4. The call is funded by the state budget of Georgia and the Center in compliance with Decree №226/N of Minister of Education and Science of Georgia dated as of December 30, 2011, on “*Joint program of Shota Rustaveli National Science Foundation of Georgia (SRNSFG) and Forschungszentrum – Jülich for MA and PhD students*” and aforementioned decree of the Director General of the Foundation.

Article 2. Eligible participants and terms of participation

1. The call is open for Master and PhD students under 30 and who have active status of student at Iv. Javakhishvili Tbilisi State University, Georgian Technical University, Ilia State University, Agrarian University of Georgia and other Georgian universities (in coordination with the center).
2. Master student must hold Bachelor or equal educational degree of Georgian authorized high-educational institution and have active status of MA student at a Georgian university, who will conduct research, relevant to MA programme, in the scientific fields defined by the call;
3. PhD student must hold Master or equal educational degree of Georgian authorized high-educational institution and have active status of PhD student at a Georgian university, who will conduct relevant research to particular PhD programme, in the scientific fields defined by the call;
4. Participant of the call must have the mentor/principal investigator of the scientific internship from the Centre;
5. Each participant can submit one scientific project only.

Article 3. Major financial requirements

1. Duration of the scientific internship submitted in this project must be in compliance with provided terms:
 - a) Duration of research internship, funded in frames of this call must comply with programme curriculum of particular Georgian Master programme on which student is studying;
 - b) Duration of funded research internship for PhD student is defined for up to 3 years. Funded PhD student is entitled to extend internship period for 6 months, without requesting additional funding. Extension of the internship must be agreed between the Foundation and Center upon the official request from host institution and the Georgian university, where the PhD student is enlisted. Duration of scientific internship must be at least 8 months a year and/or 4 months a semester;
2. Each reporting period per submitted project is defined as 6 months.
3. Monthly scholarship for MA students is defined as 900 EUR equivalent in GEL and for PhD students - 1400 EUR equivalent in GEL
4. Project budget can include the following categories:
 - a) Expenses of international travel to final destination; two international return tickets from Georgia to Germany per year;
 - b) Travel expenses funded by the Center, which will be covered only for MA/PhD project related scientific meetings in the EU, once a year;
 - c) Fixed, monthly scholarship, covering flat, insurance, local transportation, meal expenses etc.
5. Monthly scholarship will be covered by the Foundation and the Center equally (Foundation 50% - Center 50%).
6. The foundation does not cover the expenses related to project preparation and presentation.

Article 4. Required documentation

1. Applicants of the call must submit project at the official e-mail of the call - juelich@rustaveli.org.ge and provide the following documentation in Georgian and English languages:

a) **Project cover page** (Annex 2);

b) **Invitation letter** – Official invitation letter from centers' inviting institution, sent by responsible person, scanned English and Georgian translation, verified by translation bureau;

c) **Recommendation letter** – by supervisor from Georgian (sending) university of the MA or PhD student (Georgian and English versions signed by supervisor);

d) **Grant project and scientific research implementation plan**, printed on official paper with logo of the Center and signed by scientific supervisor from Forschungszentrum – Jülich (English and Georgian versions, Georgian version translated and verified by translation bureau);

e) **CV of the applicant** (e.g. – Annex 3, GMUS format) – for GMUS formatted CV, applicant needs to register on Grant Management United System of Foundation [GMUS](#), create “Profile” in English and Georgian and generate Georgian and English CVs from the Profile.

f) **Documentation of the scientific degree:**

For MA student – Bachelor's Degree (In Georgian, translation in English or German, must be verified by administration of the university);

For PhD student – Master's Degree (In Georgian, translation in English or German, must be verified by administration of the university);

g) **Reference on active status** at MA/PhD programme issued by sending Georgian university in Autumn semester of 2018 (in Georgian, translated in English and verified by translation bureau)

h) **Certificate of German or English language** – certificate or relevant document confirming, that participant has knowledge of one of these two languages (document must be in English or in German, attached with Georgian translation verified by translation bureau; confirmatory document of language can also be issued by administration of university);

i) **Budget** (for MA students – Annex 4, for PhD students – Annex5);

j) **Outcomes of the project** (for PhD students – Annex 6);

2. Applicants must submit “Application of Participation” (Annex 7) filled in and verified with signature to the foundation.

3. In case of funding, the grant holder must provide the following documentation to the foundation:

a) Original version of the letter of invitation;

b) Original version of grant project and scientific research implementation plan;

c) Requisites of targeted bank account – number of the bank account created for transferring grant amount and notice/reference from the bank, that no other benefits will be transferred on that account;

d) Copy of ID of the grant recipient;

4. Call documentation must be submitted and provided in full compliance with the guidelines, forms and deadlines defined by this Decree.

5. Project participant is responsible for complete submission of the grant project and Georgian and English translations.

Article 5. Call Registration Procedures

1. Registration on the call includes 2 stages:
 - A) Online registration from October 25 –2018 to November 20 – 2018/16:00
 - B) Registration at the Foundation (Office)
2. online registration requires
 - A) To Provide all the necessary documents on the official e-mail of the call juelich@rustaveli.org.ge in the given deadlines;
 - B) Online application recommends providing documents (Article 4, Point 1, A-H) as combined PDF File in both, English and Georgian Languages. The Georgian document title must be **GE_Project_Surname**, and the English document must be titled as - **ENG_Project_Surname**. The documents of Article 4, Point – 1, J-K, must be presented in excel docs (title - **Budget_Surname** and **Deliverables_Surname**)
 - C) Each received Project on the official e-mail of the call will be awarded with a unique registration code, sent to the applicant.
3. **For registration in the Foundation office**, applicant must fill in the application form for participation in the call (annex 7), indicate the unique code (which was given during the online registration), fill in all the information and approve it with the signature in the deadlines.
4. The projects which have fulfilled online registration and provided necessary documents in the foundations office (including application) according to the deadlines, are eligible to evaluation stage of the call.

Article 6. Call Administration

1. The foundation is entitled to perform eligibility check of the submitted project documentation and operate in accordance with the legislation;
2. The foundation is entitled to reject the project from any stage of the evaluation if the project is not in accordance with the call requirement, contains false or incomplete information.

Article 7. Project Evaluation

1. Projects (which are in accordance with call requirements) evaluation and selection will be carried out in compliance with the Decree N226/N, 30 December, 2011 (Article 8) of the Minister of Education and Science of Georgia.

Article 8. Grant Agreement

1. After the selected projects will be approved by the Director General of SRNSFG, the foundation will form the contract with the grant holder. The contract will include exact obligations and conditions of the both sides.
2. The grant agreement will be signed with the Grant holders, who provides the required documentations defined by the Article 4, Point 3.
3. After signing grant agreement, funding will be performed via tranches in the 6 months' period. Grant amount will be transferred on the projects targeted account as the advanced payment. The first tranche will be transferred within 30 days after the agreement data. Subsequent tranches will be transferred on the base of interim results in the reporting period.

Article 9. Project Implementation Monitoring

1. Grant holder is entitled to provide reports after each reporting period, and represent programme activities and expenditures report as part of this project, according to the decree of Director General of SRNSFG.
2. Foundation completes the monitoring on fulfilling the terms of grant agreement. (**hereinafter monitoring**) according to the Decree N226/n, 30 December, 2011 (Article 10) by the Minister of Education and Science of Georgia.

Article 10. Additional Requirements for Grant Holders

1. Grant holder PhD student is recommended to publish the article with the supervisor of internship (as co-author), in line with the research implemented by the project.
2. Grant holder is entitled to indicate in that “the work was supported by Shota Rustaveli National Science Foundation of Georgia (SRNSFG) [grant number ...]” in publications, published as part of the project (article, monography, conference abstract and etc.). In case the publication does not contain this information, the presented document will not be considered during monitoring. An article can only contain one grant number (issued by the foundation).
3. Created visual production (printed, photo, audio, video, electrical production and website and etc.) must contain the logo of SRNSFG and writing - „this work was supported by the Shota Rustaveli National Science Foundation of Georgia”.
4. The foundation is authorized to use the project abstract, programme report, visual materials, etc. in the Foundation's reports, printed or online editions and publish on the official web-page of the Foundation.