Decree №156/N of the Minister of Education and Science of Georgia

Dated as of November 26, 2015

 Tbilisi

**Joint call for «Georgian Studies Research Programme”**

**of the LEPL- Shota Rustaveli National Science Foundation of Georgia and the University of Oxford**

**Article 1**

To be approved in accordance to the given annex of the Minister’s decree on the joint research programme of the LEPL-Shota Rustaveli National Science Foundation of Georgia and the University of Oxford entitled as “Georgian Studies Research Programme.”

**Article 2**

The decree shall enter into force upon signature.

Minister of Education and Science of Georgia **Tamar Sanikidze**

***Annex***

**Minister’s Decree of the joint call for “Georgian Studies Research Programme” of the LEPL-Shota Rustaveli National Science Foundation of Georgia and the University of Oxford**

**Article 1. General provisions**

1. The joint call of Shota Rustaveli National Science Foundation of Georgia (hereinafter-SRNSFG) and the University of Oxford (hereinafter-University) will be implemented on the basis of the open competition.
2. The Decree on the LEPL-Shota Rustaveli National Science Foundation of Georgia and the University of Oxford on “Georgian Studies Research Programme” defines and regulates the joint call administration, evaluation, funding and monitoring procedures.

**Article 2. Aim of the call**

The call aims to:

1. Support the development and popularization of Georgian Studies in line with the international interdisciplinary scientific standards;
2. Promote young scientists’ participation in research activities and enhance their research capabilities; support dissemination of research findings among the international scientific network in the following scientific fields: history, culture, script, language and literature, archeology and art, religion, socio-economic, political transformation;
3. Establish and enhance the opportunities to create international cooperative links and consortia in frames of the research of Georgian and regional studies.

**Article 3. Granting**

1. Projects submitted in frames of the Grant call for the “Georgian Studies Research Programme” of SRNSFG and the University of Oxford, are funded by the state budget of Georgia, and the call is administered by SRNSFG;
2. The grant call implies funding the projects of the School of Interdisciplinary Area Studies, Russian and East European Studies (REES) of the University of Oxford in the following scientific fields: anthropology, sociology, economics, political science, international relations, history, art, religion, society and culture, as well as research of the Oliver and Marjory Wardrop’s collection of the Bodleian Library, University of Oxford.

 **Article 4. Definition of the terms**

1. **Grant call** (hereinafter – the call) – application procedure, administered by SRNSFG defined by the present decree in frames of the call;
2. **Visiting scholar**  – Georgian citizen who holds a PhD or equivalent academic degree;
3. **Host institution**- School of Interdisciplinary Area Studies, Russian and East European Studies (REES) and Bodlean Library of the University of Oxford, where the visiting scholar carry out their research activities;
4. **Project** – application/project submitted to the SRNSFG in accordance with the decree of the Director General in frames of the Call;
5. **Evaluation Commission** (hereinafter –the commission) – group of experts created on the basis of the Individual Administrative legal act of the Director General of SRNSFG and experts of the University of Oxford who review/evaluate and select the projects for granting/funding;
6. **Grant recipient**- selected/granted researcher (s) by the evaluation commission in frames of the Call;
7. **Scholarship** – part of the funding, which is transferred into the visiting scholar’s bank account;
8. **Administrative expenses** – part of the funding which is transferred into the account of the visiting scholar in order to cover his/her research-related administrative expenses;
9. **Account –** bank account created as part of the grant agreement, where scholarship will be transferred during the project implementation period;
10. **Tranche** – funding defined by the project budget, for particular account period transferred by SRNSFG to the grant recipient and university;
11. **Reporting period** - 12-month period of the grant agreement, grant recipient performs defined tasks and expenditures in accordance with the grant agreement;
12. **Grant agreement** – agreement between the SRNSFG and the visiting scholar;
13. **Project monitoring** – procedure of the project’s programme and financial monitoring in accordance with the forms approved by the decree of the Director General of SRNSFG:
14. **Final reporting** – final programme and financial reports submitted to the SRNSFG by the grant holder;
15. **Mentor**  – a person assigned by the host institution in order to support the visiting scholar in performing her/his research activities.

**Article 5. Call administration**

1. The call is administered by the foundation in accordance with the present decree and regulatory document approved by the Director General of the SRNSFG;
2. The foundation provides:
3. Call announcement and dates for submitting the documentation to SRNSFG. It also regulates terms of reference, project application forms, preparing and approval of the call documentation and project implementation forms;
4. Eligibility criteria that implies technical eligibility matching of the provided documentation with the terms of reference of the call;
5. Creating the evaluation commission to review and evaluate submitted projects and selects the winners/grant holders;
6. Approval of the selected projects for funding;
7. Signing the grant agreement;
8. Monitoring process in accordance with the terms of reference of the joint call.

**Article 6. Participation and terms of the grant call**

1. Eligible participant is a Georgian citizen, who has obtained a PhD degree in the field of Humanities and Social sciences 7 years prior to the project start.
2. Project duration - 12 months;
3. eligible projects in the fields: anthropology, sociology, economics, political sciences, international relations, history, art, religion, society and culture;
4. After signing the grant agreement, scholarship will be transferred into the bank account of the grant holder, and funding for the administrative expenses will be transferred into the bank account of the University.
5. Grant can be received only once by the same applicant.

**Article 7. Budget**

1. The total budget equals to £ 30 000 (equivalent in GEL);
2. Project funding includes:
3. Scholarship for the visiting scholar – £ 20 000 – equivalent in GEL;
4. Administrative expenses – £ 10 000 –equivalent in GEL.

**Article 8. Call administration stages**

a) Announcement of the call;

b) Submitting applications to the SRNSFG;

c) Eligibility check;

d) Evaluation of the submitted projects by commission;

e) Approving the results provided by the commission on the basis of the individual administrative legal act of the Director General of SRNSFG;

f) Signing the grant agreement with the selected applicants on the basis of the individual administrative legal act of the Director General of SRNSFG.

**Article 9. Submission of project documentation in foundation**

1. Submission of the projects at SRNSFG should be in accordance with terms of reference and dates of the call, approved by the individual administrative legal-act of the Director General of SRNSFG; In case of incompliance with terms of reference, project will be eliminated from the call;

2. Project must be submitted in the foundation, in accordance with the forms defined by the Director General of the SRNSFG;

3. At any stage of the call, SRNSFG is eligible to eliminate the application, which:

a) Do not comply with terms of reference of the call;

b) Do not comply with the forms approved by the individual administrative legal-act of the Director General of SRNSFG;

c) Do not include documentation required by individual administrative legal act of Director General of SRNSFG and violates the deadline of submission defined by General Administrative Code of Georgia;

d) Contains fake/incorrect information.

**Article 10. Evaluation**

1. SRNSFG administers necessary procedures for the evaluation commission’s proper working conditions;

2. Commission members and working plan is approved by the Individual administrative legal- act of Director General of SRNSFG.

**Article 11. Conflict of Interest**

1. Commission member cannot be:

a) Participant of the grant call;

b) Participant who has the joint publication with the applicant, or participates in the same scientific research project;

c) An individual, who might possibly gain any type of material or personal benefits in cases of granting or not granting the project;

d) Relative of an invited researcher, which is defined as:

d.i. Direct relative;

d.ii. Spouse, sibling or direct relative of the spouse;

d.iii. Siblings of first degree direct relatives;

d. iv. Siblings, their spouses and children.

1. An individual defined by the first paragraph of this article is obliged to inform the Director General of SRNSFG about the above-mentioned occasion.

2. In case the SRNSFG reveals conflict of interest before approving the final list of the grant holders (winning projects), SRNSFG is eligible to discuss elimination/cancelation of the evaluation of the particular expert.

**Article 12. Project approval (Selecting the grant holders)**

1. On the basis of evaluation by the SRNSFG, the commission provides the list of the selected applicants for funding/granting to the Director General of SRNSFG;

2. Granted projects, defined by first paragraph of this article, are approved by the individual administrative legal act of Director General of SRNSFG.

**Article 13. Signing the grant agreement**

After approval of the selected projects for funding, grant holder signs the grant agreement with SRNSFG;

**Article 14. Implementation monitoring of grant agreement**

1. SRNSFG transfers the tranches foreseen by the grant agreement in advance (as an advance finances) and monitors the project after implementation. Monitoring includes project-related programme and financial issues;

2. Director General of SRNSFG approves the forms of programme and financial monitoring by the Individual Administrative legal act;

3. Rule of programme and financial monitoring is approved by the individual administrative legal act of the Director General of SRNSFG;

**Article 15. Discontinuance, elimination and completion of project**

1. Project is considered as completed, in case of fulfilment of all activities implied by project;

2. Terms of the project cancelation (discontinuance and elimination) is regulated by the grant agreement.