

Terms and Conditions of the State Scientific Grants for Basic Research Competition

1. General Provisions

1. The aim of the Basic Research State Scientific Grant competition (hereinafter- the competition) is to support the creation of new knowledge and theoretical and experimental analysis of ideas and concepts, phenomena and facts, theories and models. Funded research is not required to yield direct commercial benefits, however, it should provide the basis for socio-political, public, cultural and/or technical progress in the long-term. The competition facilitates the development of a competitive research environment, the improvement of the research quality, the internationalization and compliance of Georgian research with international standards. The integration of research in the educational curricula of higher education institutions and fostering the scientific potential of young scientists by means of their involvement in research.

2. A project may be submitted In the state scientific grants competition for fundamental research, in accordance with the scientific directions delineated in Paragraph 2 of Article 1 of the First Appendix to the Resolution No.84 of February 16, 2011 by the Government of Georgia. According to the classification of the scientific directions of the competition (Annex 12), the aforementioned directions have been assigned the following numbering:

1. Natural sciences;
2. Engineering and Technology;
3. Medical and health sciences;
4. Agrarian Sciences;
5. Social Sciences;
6. Humanitarian Sciences;
7. Studies of Georgia.

3. The competition is financed from the state budget of Georgia and is administered by the Legal Aid of Public Law - Shota Rustaveli National Science Foundation (hereinafter "Foundation") in accordance with the provisions of the Resolution No.84 of the Government of Georgia "on State Scientific Grants for Fundamental Research" on February 16, 2011 and with the provisions set by the present decree.

Article 2. Subjects Participating in the Competition and the Conditions of Participation

1. One or more organizations, together with the key personnel of the project can participate in the competition
2. The project must have a leading organization - a legal entity of public law according to the Georgian legislation registered in Georgia in private law (non-profit) entity whose charter

/ regulation is to implement the purpose of scientific research, as well as higher education institutions. Leading organizations provide the key and supporting personnel with material and technical basis of the project, they provide project reports approved by the Foundation in accordance with the rules and forms, conducts grant accounting separately from the organization's accounting system and performs other obligations under the grant agreement.

3. The project may have a partner organization / organizations- a legal entity of public law established in accordance with Georgian legislation; non-entrepreneurial (non-commercial) legal entity of private law, registered in Georgia, which aims to conduct scientific research; authorized higher education institution. Participating organization, together with the leading organization, provides the key and supporting personnel of the project with the material-technical base, manages the grant accounting separately from the accounting system of the organization and performs other obligations undertaken by the grant agreement.
4. The project should include the key personnel - Georgian or foreign citizens who perform the main tasks planned in terms of the project. The key personnel may own MA, PhD or equivalent degree and be MA or resident student.
5. The project must have a project leader – Citizen of Georgia, with PhD or equivalent academic degree or a foreign citizen from the project key personnel, who conducts the project in leading organization, leads the research provided by the project, and is responsible for the scientific outcomes of the project, as well as for reporting activities in terms of the project. Project manager may also be a young scientist.
6. The project must have a project coordinator - citizen of Georgia from the key personnel engaged in the management and administration of the project and is responsible for project management and organizational issues; project coordinator can also be a young scientist.
7. The project may include young scientist(s) from the key personnel, with MA or PhD degree, who has not more than 7 year gap between the day of receiving academic degree and the day of the competition announcement; MA, resident or PhD students may also be included.
8. The project may have supporting personnel - person / persons employed in terms of the project, who assists / assist the key personnel in arranging technical issues; The functions of the key personnel must not be combined with the functions of supporting personnel.

9. A consultant of foreign citizenship may be involved in the project, who works on the subject of the research provided by the project. This person is not allowed to be the member of the key personnel.
10. The project may be co-financed by a legal entity/entities or a physical person / persons who finance the research project with the Foundation.
11. As the project manager, one and the same person can lead only one project at one and the same time. There are implied projects that are presented in this competition, as well as ongoing projects, which were funded and administered by the Foundation in terms of the following competitions: State Scientific Grants for Fundamental Research, State Scientific Grants for Applied Research, competitions of State Grants for Joint Research with the participation of compatriots working abroad .
12. With the status of key personnel one can be involved in not more than 2 projects at one and the same time. There are implied projects presented in this competition, as well as ongoing projects, which were funded and administered by the Foundation in terms of the following competitions: State Scientific Grants for Fundamental Research, State Scientific Grants for Applied Research, competitions of State Grants for Joint Research with the participation of compatriots working abroad.
13. For the subparagraphs 11 and 12 of this Article, the project will be considered as valid if it is not closed and finished for the moment of announcement of the competition.

Article 3. Basic Financial Requirements

1. Project duration should be not less than 12 months and should not exceed 36 months. Each reporting period should consist of 6 months.
2. Grant funding for the project, claimed from the Foundation and duration of the project should comply with the basic scientific direction of the research according to the following scheme:

Scientific Field	Maximum annual budget	Maximum budget according to project duration		
		24 months	30 months	36 months

1. Exact and Natural Sciences; 2. Engineering and Technology; 3. Medicine and Health Sciences; 4. Agrarian Sciences; 5. Georgian Studies, comprising 1-4 scientific fields mentioned here.	70 000 Gel	140 000 Gel	175 000 Gel	210 000 Gel
5. Social Sciences; 6. Humanities; 7. Georgian Studies, comprising 5-6 scientific fields mentioned here.	50 000 Gel	100 000 Gel	125 000 Gel	150 000 Gel

1. The sum in the project budget, claimed from the Foundation may include following expenditure categories:

- a) Key personnel grant funding
- b) Support personnel salary
- c) Business trip
- d) Goods and service
- e) Non-financial assets
- f) Overhead costs

4. Articles / expenditure categories mentioned in paragraph 3 of this Article are defined by the budget classification, approved by the Director General of the Foundation (Annex №13).

5. The expenditure of the requested sum for the project budget must satisfy the following conditions:

- A) Funding of key personnel in case of young scholars' engagement in the project should not exceed 40,000 GEL per year (during the 12-month period). Consequently, funding grant of scientists, who are not young scientists should not exceed 25,000 GEL per year. It is important that the involvement of young scientists in the project is taken into consideration during all reporting periods of the budget.
- B) Funding of key personnel, in case young scientist(s) is/are not involved in the project, should not exceed 25,000 GEL per year (12 months period).
- C) Salary of supporting personnel should not exceed 5,000 GEL per annum (during the 12-month period).
- D) Indirect costs required for the implementation of the tasks defined by the project on the basis of the leading and participant institutions should be reflected in 'overhead costs'.

Overhead costs should not exceed more than 7% of the project budget. The grant recipient and co-participant organization are authorized to use the funds provided for the "bill of expenses" for grant technical administration and for internal scientific research financing.

- E) The project may have one or more co-financing - legal or physical person/ persons / who are financing the research project within the Foundation;
- F) The Foundation shall not reimburse the costs incurred for the preparation and submission of the project.
- G) Through grant funds, it's not allowed to purchase real estate, lease of real estate, capital repair / reconstruction of buildings, purchase of a car, a tablet computer and a mobile phone.
- H) After the completion of the project, the property acquired by the grant funds remains in the ownership of the grantee's leading / co-participating organization, And / or physical person / group of persons, according to the agreement signed between them.

Article 4. Documents to be Submitted for Participation in the Competition

1. Documentation, that should be presented to the foundation for participation in the competition have to be uploaded in the competition electronic database. The documentation consists of two parts:

Part One - Project content documents (in Georgian and English):

- 1) Project and Abstract (Annex №2, pdf format)
- 2) Project proposal (Annex №3, pdf format);
- 3) Professional biographies of the main staff (head, coordinator, Georgian and international researchers) (CV) (Annex №4, pdf format);
- 4) General budget of the project and justification of the amount requested from the Foundation (Annex # 5, xlsx format);
- 5) Project Implementation Schedule (Annex №6, xlsx format);
- 6) Resume of scientific-research project implemented and completed during the previous 3 years, (Annex №8, pdf format) which reflects the brief description of one of the scientific research projects carried out and completed with the status of at least basic personnel in the previous 3 years;
- 7) Information about the leading and the co-participating organizations (Annex №9, pdf format);

8) Letter of consent of a foreign scientist (in case of being in the key personnel; except for the scientific supervisor) (Annex №10, pdf format). The Georgian version of the document should be verified by the Bureau of Translation.

B) Part Two - Documents Attached to the Project:

- 1) Valid documents of the key personnel of the project - ID or passport (as a pdf file);
- 2) Academic Quality Assessment documents of the key personnel of the project (Diploma, Certificate or in case of MA, PhD or Resident student, a notice from the relevant organization); for citizens of Georgia. If the document is issued abroad, it must be attached with the document issued by the LEPL - National Center for Educational Quality Enhancement regarding the recognition of the education received abroad (unified pdf file);
- 3) Documents of Project leader and co-participant (in case of having one), asserting the status of the organization (Extract and a statute from the Public Registry issued in 2017), unless they are not legal entities of public law. The LEPL must present the number and the date of establishment order (unified pdf file);
- 4) Documents of co-financer (in case of having one): Letter of consent of a legal or a natural person who co-finances the project with a specified sum of money (Annex №11), confirmed with the signature of the authorized person and the stamp of the organization. Legal documents of co-financing organization (registration document, bank requisites). If the letter of consent is issued in a foreign language, it is necessary to present a Georgian translation certified by the Translation Bureau. (unified pdf file).

2. The English and Georgian versions of the content part of the project have to be separate documents, in compliance with the forms and formats approved by this Order.

3. The number of pages of the project proposal (Annex # 3) should not exceed 10 pages in English and the total number of the content of the project (including Annex X8 to 8.) shall not exceed 35 pages.
4. The attached documents of the project should be presented in pdf files in Georgian.
5. The documents with a foreign language original have to be accompanied with the relevant Georgian translation, verified by the Translation Bureau.
6. The registration must be submitted to the Foundation's chancellery with the relevant signatures and print (s) on "Participation in the Competition".
7. In case of winning the competition, the grantee should submit:

a) Bank account details of leading and co-participant organization (if any), treasury code in case of LEPL, In case of A(A)NP, the number of separate bank account opened by the organization for this project, on which only the grant amount will be transferred and no other benefits.

b) Written confirmation of the organizations and co-participants (if any) that do not have debt to the state budget;

C) Personal Bank Account (GEL) requisites of basic staff, where the grant funding will be transferred in case of winning, only bank related transactions will be implemented and no other benefit will be taken.

8. Project Leader and the Leading Organization are responsible for the identity of Georgian and English versions of the project, the quality and accuracy of the translation.

9. It is recommended to present the project in fluent English. Experts are evaluating the English version of the project.

Article 5. Registration Procedure for the Competition

1. The registration of the competition is processed in two stages:

A) Electronic registration of the project - from June 16, 2017 to July 16, 14:00.

B) Registration in the chancellery of the Foundation - Presenting the application for participation in the competition - till July 16, 2017, 16:00

2. Content and attached documents to be submitted for the participation in the competition at the electronic registration stage, which is defined by subparagraphs "a" and "b" of Article 4, must be uploaded in the electronic database of the Foundation according to the forms, formats and rules approved by this order.

3. For the purpose of electronic registration, the project manager must indicate an active e-mail address and phone number through which he/she wishes to communicate with the Foundation.

4. In the first stage of electronic registration cover page and abstract of the project is filled in English and Georgian languages. In the cover document, the applicant can indicate unfavorable Georgian or foreign expert(s), who should not evaluate the project. The pdf format version of the project header (Annex # 2) must also be uploaded with content documents.

5. Georgian and English versions of the contents of the project component and documents attached to the project have to be uploaded in the electronic registration system one by one in the appropriate fields.

6. The head of the project is responsible for the accuracy of the information presented at the electronic registration stage and for presenting the documents without any loss.

7. After passing the electronic registration, each project will be awarded with a registration certificate and the project provider will be able to download the "Application on Contest" generated by the electronic database.
8. The "application for participation in the competition " (which will be generated from the electronic database of the competition) shall be submitted in the chancellery of the Foundation during the registration phase.
9. The "Application for participation in the competition", generated by the electronic database, must be confirmed by the relevant signatures and seal of the leading organization of the project, signatures of persons responsible for the participating organization registered in Georgia and seal (s) of the organization (if any).
10. The project manager can present an application for only one project in the chancellery of the Foundation.
11. Only the project, which has entered into electronic registration and has the identification code, and legal and natural representative persons, who have registered the joint "application for participation in the competition" in the chancellery of the Foundation are considered to participate in the competition.
12. The Foundation will not consider the documentation entered in violation of the established deadlines.

Article 6. Administration of the Competition

1. Competition schedule and terms:

- a) Announcement of the competition according to established rule – 16 June, 2017
- b) Group Consultations:
June 23, at 16:00.
June 30 at 16:00
July 7, at 16:00
- c) Deadline of Electronic registration of projects (start and end): June 19 – July 14, before 16:00p.m.)
- d) Submitting an application for participation in the competition to the Chancellery – July 19th, 2017 before 16:00 p.m. (Deadline).

2. A project or an application submitted in violation of the terms and conditions of the registration specified in these terms, shall not be considered for the competition.

3. In the purpose of determining compliance with the competition terms, the Foundation will conduct technical expertise on submitted documentations, in the frame of which:
 - a) According to the 4th article's 1 paragraph's "b" sub-point of competition terms: In case of incomplete attached documents or incompatible with defined terms (terms, rules, format and etc.), Foundation will find fault and act according to the law.
 - b) The Foundation will review the compliance of Subjects with the terms of competition, that are defined by 2nd article's 10-11-12-13 paragraphs and in case of incompatibility, the Foundation will eliminate subject from the competition.
 - c) According to the 4th article, 1 paragraph, "a" sub-point: Documentations incompatible with the terms or inadequate with the content, or containing falsified information, the Foundation will eliminate project from the competition.
 - d) During the technical expertise of the general budget of the project and substantiation of the amount requested from the Fund (Annex #5), the Foundation will review the compatibility of the presented Annex with 3rd Article, 1, 2 and 5 paragraph of the terms. In addition, comparison of the amount of co-financing will be met with the recognition of co-financing.
 - e) During the technical expertise of projects' schedule (Annex #6), the Fund will perform the compliance of the submitted attachment with the provisions of Article 3, paragraph 1 and Article 11, paragraph 2 of the Competition.
4. At the end of technical expertise, the Foundation will publish mid-term results on eliminated project from the competition and the projects in compliance with the terms will be sent for assessment.
5. The Foundation is authorized to withdraw project at any stage of the competition:
 - a) Which is not in compliance with the requirements of the competition, is presented incomplete or contains fraudulent information;
 - b) Which does not comply with the terms and conditions of the competition approved by the individual administrative-legal act of the Director General;
 - c) Which is not accompanied by the attached documents approved by the individual administrative-legal act of the Director General and within the term of the General Administrative Code of Georgia is not submitted to the Fund.

Article 7. Project Assessment

1. Registered projects, which comply with the call requirements, are sent for the evaluation to the local or/and international independent experts. The foundation will ensure that the project will not be submitted to the expert who is named as an undesirable expert in the cover-page by the person presenting the project.

2. Project evaluation is performed according to the criteria defined by the annex 2 of the Georgian Government' 2011, February 16th decree N84. Project evaluation should be performed by at least 2 independent experts. The outcome of the evaluation will be submitted to the Foundation according to the approved form
3. Independent experts perform evaluation autonomously, impartially, in accordance with their knowledge and opinions and without any interference by the Foundation.
4. Based on evaluation received from the independent experts, foundation defines ranked lists of the projects by scientific fields defined by 1st article, 2nd paragraph and ranking lists are sent to the Director General for approval.
5. The Director General is authorized by the individual administrative-legal act to:
 - a) define the marginal valuation of the scientific fields and subfields funding, also define the criteria for preference detection in case of equally evaluated projects;
 - b) approve the final list of selected projects for funding and make a decision on amendments to the project if necessary;
 - c) allocate spare projects, which will replace winner projects, if the grant agreement will not be concluded with winner projects;
6. In order to obtain a grant, it is indispensable but not sufficient condition to get 31 point out of 50.
7. After the announcement of the call results, in case of the key personnel, leading/participant institutions request, foundation provides information about experts' evaluation
8. The Foundation is entitled to discuss the abolition of an assessment made by an independent expert only if the information about the Conflict of Interests of Independent Expert shall be known to the Foundation before the approval by the Director General of the selected projects.

Article 8. Grant Agreement

1. After the approval of chosen projects for grant by Director General, the Foundation will execute a contract with the key personnel and the leader or co-participant organizations (if any), in which details of mutual obligations will be specified.
2. Grant agreement will be signed with the winners of the competition, who will provide the documents envisaged under the paragraph 7 of article 4.
3. Agreement will be signed in compliance with the resolution of the government of Georgia N84 of February 16, 2011 on "State Scientific Grants for Fundamental Research"
4. After signing of the agreement project will be financed as tranches. Grant finances will be transferred on project's special bank account in advance. Tranches will be transferred in compliance with the resolution of the government of Georgia N84 of February 16, 2011 on "State Scientific Grants for Fundamental Research"

5. In case of co-financing, the Foundation will transfer the tranche on the basis of the presented document, confirming accrual on the grant account by co-financing provided for relevant period. If the document will not be presented, the project will be ceased.

Article 9. Project Implementation and Monitoring

1. Grant recipient, according to the forms approved by the Director General of the Foundation, is obliged to present to the Foundation the documented report of program activities and the incurred expenses occurring within the project at the end of each reporting period, (6 months).

2. The Foundation monitors the implementation of the grant agreement of the financed projects, during which it relies on the interim and final reports introduced by the grant recipient and determines the sufficient review act.

3. Monitoring includes financial and program monitoring:

a) Financial monitoring implies to determine the accordance between the money transfers spent by the Foundation within the grant contract and budget of the same agreement.

b) Software monitoring implies the inspection of the report confirming the performance of the scheduled results of the grant agreement.

4. Monitoring by the Foundation is carried out under the Resolution of the Government of Georgia N84 of February 16, 2011 "On State Scientific Grants for Fundamental Research"

5. Overhead expenses are fully recognized as expenses to the grant recipient, by confirming the grant transfer (Transfer made in the State Treasury Electronic Service System)

6. The Foundation is entitled to request information and relevant documentation from the grant recipient about the spending money (expenses) from the article about the overhead expenses, at any stage of the project implementation, as well as within 3 years after completion.

7. The Foundation is not obliged to monitor those tasks of the grant project, the results of performance of which are not considered in the grant agreement.

8. The changes in the plan and schedule of implementation of the planned project by the grant agreement and change in the budget (without incremental amount) can be made no later than 20 days prior to the start of the reporting period and on the basis of a reasoned request.

10. The second and subsequent tranches envisaged by the grant agreement will be transferred to the interim reports submitted by the grant recipient on the basis of appropriate monitoring considerations.

9. The Fund is entitled to examine the scientific value and efficiency of the project through an invited expert from relevant field during or after the competition of the project. The conclusion

received by the Foundation after the examination shall be utilized during the assessment of projects submitted by the Grantee to the subsequent competitions.

11. Disclosure Acts prepared on the basis of the inspection of the interim and final reports presented by the grantee may be utilized by the Foundation while assessing the projects submitted to the subsequent grant contests.

12. The Foundation is entitled to conduct a registry of persons violating the provisions of the grant agreement on the basis of non-fulfillment of the obligations undertaken by the grant agreement – so called "Black List", production procedure for which is determined by the individual administrative legal act of the Director General.

Article 10. Project Suspension, Termination and Completion

1. The suspension, termination and completion of the project is regulated by the Resolution N84 of 16 February 2011 of the Government of Georgia “on State Scientific Grants for Fundamental Research.”

2. In case of termination of the grant, other than force-majeure, the grantee is obliged to return the improper expenditure, unused funds, before termination granted funds and employees' salaries to the relevant Treasury Account.

Article 11. Additional Requirements for Grant Receivers

1. Changing of the supervisor of the winner project is not allowed except special cases.

2. Grant receiver is obliged, based on the projects research materials, to publish at least one academic article in English in a peer-reviewed and citable international publication or present notice of articles acceptance for publishing. The Foundation considers international peer-reviewed and citable journals, conference collections and books, which are indexed in following ratings: Scimago Journal Ranking, Scopus, Web of Science, ERIH plus, also peer-reviewed and citable journals published by financial support from Shota Rustaveli National Scientific Foundation: Transactions of A. Razmadze Mathematical Institute and Annals of Agrarian Science.

3. Monographs published based on research materials envisaged by the project must be confirmed by leading organizations editorial/publishing council.

4. In the publication representing the results of research implemented under the grant project, its mandatory to be mentioned that / „This work was supported by Shota Rustaveli National Science Foundation (SRNSF) [grant number ...]“. If abovementioned information is not represented in published publication, presented documentation will not be considered in program monitoring by the Foundation. Only one grant number given by the Foundation can be mentioned in one article.

5. Its mandatory to be place the logo of the Shota Rustaveli National Scientific Foundation on the visual production created under the grant project (printed, photo, audio, video, electronic production and web-page) and to be mentioned that the grant project was supported by Shota Rustaveli National Science Foundation (SRNSF)

6. The Foundation is entitled to use the abstract, software reports and print and / or visual materials submitted by grantee recipients in their activities, print and electronic editions and to place on the web-page of the Foundation.