



The document was approved by Order No. 22 of the Rector of the University dated 17 September 2020.

Amendments were introduced into the document by Order No. 46 of the Rector of the University dated 6 April 2021, Order No. 99 dated 18 May 2021, Order No. 16 dated 6 January 2023, and Order No. 18 dated 10 March 2025

*Research Funding Regulations at  
Central University of Europe LLC*



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## **Article 1. General Provisions**

1. The Research Funding Regulations (hereinafter "Regulations") define the procedures for announcing a research competition, submitting scientific-research project applications, and the terms and conditions of research funding.
2. The purpose of this document is to establish a unified research system and to introduce transparent, fair, and impartial procedures.

## **Article 2. Source of Funding for Scientific-Research Project Applications**

The source of internal university funding for the scientific-research project competition is the amount allocated annually from the budget of Central University of Europe, which is utilized either in stages or as a lump sum during the course of the year.

## **Article 3. Stages of Review and Decision-Making for the Scientific-Research Project Competition**

The review and decision-making process for the competition comprises the following stages:

- a. Initiation and announcement of the competition;
- b. Formation of the competition commission;
- c. Evaluation of project applications;
- d. Decision by the commission regarding funding or refusal of funding;
- e. In the case of an appeal, adoption of a final decision by the Governing Board;
- f. Signing of the contract on scientific-research project funding;
- g. Reporting on the execution of the scientific-research project.

## **Article 4. Initiation and Announcement of the Scientific-Research Project Competition**

1. The initiation of the scientific-research project competition, which must align with the strategy of the University, is carried out by the Faculty Council within the annually allocated budget for the faculty. The decision to announce the scientific-research project competition is made by the Rector of the University upon the recommendation of the Dean of the faculty.
2. The Chair of the Faculty Council/Dean addresses the Rector of the University regarding the approval of a commission for the purpose of evaluating scientific-research projects and submits the proposed composition of the commission.



3. The final deadline for receiving project applications may not be less than 1 (one) month from the date of the announcement of the scientific-research project competition.
4. The initiation of the scientific-research project competition shall take place no less than once per year by each faculty.

#### **Article 5. Persons Entitled to Submit Applications to the Scientific-Research Project Competition**

The right to submit an application to the scientific-research project competition is granted to affiliated academic staff of the University and to non-affiliated academic staff who are not affiliated with another university. Non-affiliated academic staff may submit an application only if they consent to carry out the project on behalf of the Central University of Europe.

#### **Article 6. Competition Application and Supporting Documentation**

1. The project application, together with supporting documents, must be submitted to the Human Resources Management and Administration Service of the University.
2. The competition application must include the following documentation:
  - a. Application form (Appendix No. 1);
  - b. Project application in the format of the University (Appendix No. 2);
  - c. CV/résumé of all project participants;
  - d. Documentation confirming higher education (in the case of education obtained abroad, a document confirming recognition as required under Georgian legislation);
  - e. In the event of involvement of a student of the University in the research project, a student enrollment certificate;
  - f. Project budget and justification (Appendix No. 3);
  - g. Information on co-financing (if applicable);
  - h. A letter of consent for the use of material and technical resources (if applicable).
3. The University is authorized to require that competition documentation be submitted in the English language.
4. The Human Resources Management and Administration Service of the University shall forward the project application, along with supporting documents, to the Dean of the relevant faculty, who shall verify that the submitted documents comply with the requirements set forth in these Regulations. In the case of incomplete documentation, the applicant shall be given a deadline of no more than 10 (ten) calendar days



to remedy the deficiency. Failure to remedy the deficiency within the established deadline shall result in the competition application not being considered.

#### **Article 7. Formation of the Competition Commission**

The competition commission shall consist of no fewer than three members. Commission members are approved by the Rector upon the recommendation of the Dean of the relevant faculty. The right to serve as a commission member is granted to an expert in the relevant field who meets the following requirements:

- a. Holds a doctoral or equivalent academic degree;
- b. Has research experience in the relevant field.

#### **Article 8. Evaluation of Project Applications by the Competition Commission**

1. The competition commission shall prepare a conclusion on the basis of the evaluation of project applications.
2. Project applications shall be evaluated anonymously; confidentiality shall be maintained throughout the evaluation process. The identities of commission members and application authors shall not be disclosed publicly.
3. In the first stage, proposals shall be sent to each commission member for evaluation; commission members shall score the project and provide written comments (Appendix No. 4).
4. The commission shall prepare its conclusion (a consolidated evaluation report) on the basis of proposals submitted by all commission members, following deliberation.
5. The competition commission shall adopt one of the following decisions:
  - a. Full funding of the research project;
  - b. Partial funding of the research project;
  - c. Refusal to fund the research project.
6. The commission is authorized to set a deadline for the author of the winning project to submit an opinion of the ethics committee, if deemed necessary.

#### **Article 9. Criteria for Evaluating Project Applications**

Project applications shall be evaluated by commission members according to pre-established criteria. Each criterion is assigned a corresponding score (Appendix No. 4). Providing a written justification is mandatory



when scoring each criterion. Comments must substantiate the scores awarded for each criterion. The maximum score per criterion is 10, and the minimum is 0. Each project application is evaluated against a total of 9 (nine) criteria. A project application must achieve a minimum of 70 (seventy) points.

#### **Article 10. Feedback to Project Application Authors**

Each application author shall receive a consolidated evaluation report reflecting both the overall assessment of the commission (including, in cases of required revisions or exceptional circumstances, a proposal for merging with another project) and the scores and comments for each individual criterion.

#### **Article 11. Appeal of the Decision of the Commission**

1. Within 7 (seven) days of the publication of the decision of the commission, the author of the project application is entitled to appeal the decision of the commission to the Governing Board of the University.
2. If the appeal concerns procedural violations, the Governing Board is authorized to review the submitted appeal itself and adopt one of the following decisions:
  - a. To leave the decision unchanged;
  - b. To annul the decision and issue a new decision.
3. If the appeal concerns the substantive evaluation of the project application, the Governing Board is authorized to establish an appellate commission composed of specialists in the relevant field. On the basis of the conclusion of the appellate commission, the Governing Board shall adopt one of the decisions specified in paragraph 2 of this Article. The activities of the appellate commission shall be governed by the norms established for the competition commission under these Regulations.

#### **Article 12. Research Project Funding and Contract Execution**

1. Upon the adoption by the commission of a decision as provided for under sub-paragraphs "a" or "b" of paragraph 5 of Article 8 of these Regulations, the Dean of the relevant faculty shall address the Rector by official memorandum regarding the funding of the research project.
2. Only one project application achieving the best result shall be funded through the competition.
3. In the event that project applications receive equal scores, an additional round shall be held in which the author of the project application presents the research project. The evaluation shall be carried out by the commission in its existing composition. The decision shall be made by a majority vote.
4. Taking into account the interest in a submitted project that has received a high evaluation but whose budget exceeds the amount specified in the competition announcement, the Rector of the University,



upon the recommendation of the commission and in agreement with the President of the University, is authorized to increase the budget amount specified in the competition announcement.

5. The amount of funding of the research project shall be determined by a legal act of the Rector, on the basis of which a "Research Project Funding Agreement" shall be executed between the parties.

6. The "Research Project Funding Agreement" shall define: the research project, the researcher(s)/other persons involved in the research, the amount of funding, payment milestones, the mutual obligations of the parties, report submission deadlines, and related matters.

### **Article 13. Accountability**

1. The leader of the research project is obligated to submit an interim report on the progress of the research, or a final report, to the Faculty Council at the frequency stipulated by the contract (once per quarter), in accordance with the pre-established reporting form (Appendix No. 5).

2. If the report submitted by the leader of the research project reveals that the research is progressing in violation of established deadlines, the leader of the research project is obligated to submit information regarding the circumstances that impeded timely completion.

3. Taking into account the objective grounds for the delay, the parties may agree on a modification to the deadline for completion of the research project. Such a modification shall be reflected in the contract executed between the parties.

4. In accordance with the deadline specified in the contract, the leader of the research project is obligated to submit a report on the full completion of the research project to the Faculty Council of the relevant faculty. The Faculty Council shall review the report submitted by the leader of the research project.

5. Upon completion of work on the research project, the leader of the research project is obligated to ensure the dissemination of information regarding the implementation and results of the research project, as well as its practical and theoretical value, to staff of the University, students, and other stakeholders through meetings, discussions, and similar events.



**Applicant:**

**Name, surname:**

**E-mail:**

**ID number:**

**Address:**

**Academic Degree:**

**University:** Central University of Europe

**Date of Birth:**

**Academic Position and Affiliation:**

**Phone:**

**Faculty**

**Application**

I kindly request the registration of my application to participate in the scientific-research project competition of the Central University of Europe LLC — \_\_\_\_\_.

Project Title: -----

Research Direction of the Project:

Duration of the Research Project: (months)

Amount Requested from the University: (GEL)

By signing this application, I confirm that the information and documentation submitted are accurate and do not contain false information. I also consent to the verification of information/documentation provided by the University and, in the event that any falsification is discovered, to the withdrawal of my submitted project application from the competition.

**Signature:** \_\_\_\_\_

**Date:** \_\_/\_\_/\_\_\_\_



## **Project Application**

The proposal must meet the following standards: Font size — 10 (minimum 8 in tables); Line spacing — 1; A4 format; Page margins — 15 mm; Arial, Times New Roman, or Sylfaen

**Project Title:**

**Project Duration:**

**Amount Requested (GEL):**

**Co-financing (if applicable) (GEL):**

**Project Leader (Researcher):**

**Project Co-participant (if applicable):**

### **1. Research Project**

- a. Relevance / Novelty / Research Problem;
- b. Research Objectives / Goals;
- c. Research Methodology;
- d. Expected Outcomes / Scientific / Practical Value;
- e. Plan for Dissemination of Research Results.

### **2. Research Project**

- a. Required Material/Technical Resources and Human Resources (with detailed description and justification);
- b. Project Implementation Schedule.



Project Budget

Individual Financial Support (Full Rate)			Amount Requested
Name and Surname	Monthly Remuneration	Number of Months	
Total Individual Financial Support			
<b>Required Equipment, Resources, and Services</b> <i>(please list; each item must be justified in the verbal budget description)</i>			-----
1.			
2.			
3.			
4.			
5.			
<b>Total Cost of Resources and Services</b>			
<b>Travel</b> <i>(please provide justification in the verbal budget description)</i>			-----
Domestic travel			
Domestic per diem expenses			
International travel			
International accommodation and per diem expenses			
Other travel expenses (e.g. visa, conference registration fees, etc.)			
<b>Total Travel Expenses</b>			
<b>Other Expenses</b> <i>(please provide justification in the verbal budget description)</i>			
<b>Total Amount Requested</b>			
<b>Funding from other sources (if applicable)</b> <i>(please provide justification in the verbal budget description)</i>			

Verbal Description of the Budget:



**Equipment, Resources, and Services:**

**Travel:**

*Notes:*



Appendix № 4

#	Evaluation Criteria	Score
1	<b>Relevance of the Problem:</b> The project addresses a problem/problems of state, regional, national, or international significance; represents a scientific contribution	10 points
2	<b>Objectives and Goals:</b> The problem or challenge to be addressed is clearly defined and explained; hypotheses and research questions are precisely formulated; the objective of the project is achievable; tasks are realistic and consistent with the objectives.	10 points
3	<b>Research Methodology and Methods:</b> Appropriate methodology is selected to achieve the objectives of the project; appropriate methods are selected for data analysis.	10 points
4	<b>Research Planning and Implementation</b> Research procedures and stages are described in detail; all steps of the plan of the project are precisely described, with all necessary procedures accounted for, including risk management, monitoring, and evaluation; principles of research ethics are observed.	10 points
5	<b>Expected Outcomes</b> The expected outcomes have scientific and/or practical value; the project contributes to the further development of knowledge in the relevant research field.	10 points
6	<b>Budget and Cost-Effectiveness:</b> The budget request is adequate and clearly justified; costs are appropriate and reasonable; the overall budget is realistic for carrying out the activities envisaged by the project; the project provides for rational and efficient use of resources.	10 points
7	<b>Capacity of Personnel/Researcher:</b> The qualifications of the lead researcher(s) are adequate; a sufficient number of researchers is engaged; the project contributes to the professional development of students and/or young scientists.	10 points
8	<b>Institutional Environment:</b>	10 points



	Appropriate material and technical infrastructure is ensured.	
9	<b>Communication and Dissemination:</b>  The project offers an appropriate strategy and measures for the dissemination of results among various target audiences; a realistic plan for the publication of results of the project through various scientific publications and events is presented.	10 points



Appendix №5

Quarterly Progress Report on Research Grant Project

General Information

1	Date of Grant Agreement	
2	Reporting Period No.	
3	Report Type: <ul style="list-style-type: none"><li>• Interim</li><li>• Final</li></ul>	
4	Title of the Grant Project	
5	Competition under which the project was funded (name of the competition/program, year)	
6	Scientific Leader of the Project:	
8	Duration of the Project (number of months): <ul style="list-style-type: none"><li>• Start date (day/month/year):</li><li>• End date (day/month/year)</li></ul>	
9	Total Budget of the Project	
10	Remaining Funds for the Reporting Period	

Signature of the Leader of the Project: \_\_\_\_\_ Date of Submission of the Report: \_\_\_\_\_







**2.2. Dissemination of results obtained during the progress and implementation of the grant project at international workshops, seminars, conferences, congresses, and other events**

Nº	Location of the event	Date of the event	Type of the event	Status of the event	Title of the topic	Materials presented ( <i>abstract, report/presentation, publication</i> )	Status of the participant
1							
2							
3							
4							
5							

**2.3. Website or other online page** (*please indicate the URL address through which the dissemination of the results of the research takes place; attach a brief description of each site and the titles of relevant publications with links*)

URL address	Title of the published publication / brief description

**2.4. Technologies, techniques/methodology/procedure/device** (*describe the technologies, techniques/methodology/procedure/device obtained as a result of the research. Describe the strategy for the sharing and dissemination of them*)



**2.5. Inventions, patent applications, and/or licenses (other intellectual property rights)** *(describe the intellectual property rights obtained as a result of the research; indicate the organization granting the intellectual property right, status, date, term, and field of application)*

- Patent
- Copyright (with indication of DOI) — upon completion of the research, the research will become an authorized experiment
- Industrial design right
- Trade marks
- Trade dress

**2.6. Other products** *(describe other products obtained as a result of the implementation of the research project)*



- Databases
- Physical collections
- Audio or video products
- Materials / research materials
- Software
- Model
- Educational support materials
- Tools or devices
- Other products initiated as a result of the research (e.g. business start-up/connection with an enterprise, etc.)

### 3. Key Achievements of the Project (interim/final)

№	Achievement	Description of the achievement
1	Significant conclusion reached within the framework of the project	
2	Level of local and/or international collaboration within the framework of the project ( <i>formation of new research groups, consolidation of existing groups</i> )	
3	Significance of the project for the scientific community	
4	Application/implementation of the results of the research in the educational process ( <i>where such opportunity exists</i> )	
5	Brief description of the practical application of the results of the research	

#### 4. Brief Summary and Report on the Results of the Project (interim/final)

*(Should be comprehensible to the general public. Recommended word count: 250. The summary should include a brief description of the results of the project, as well as the prospects identified during the implementation of the project and the potential for application of the experience gained).*

#### 5. Challenges Encountered During the Process of Implementation of the Project

*Record various types of challenges, e.g. challenges arising in the course of scientific work, technical challenges, and others.*

Nº	Challenges	Causes of the challenges	Solutions/ways of resolution (what measures were taken to overcome the existing challenges)
1			
2			
3			

**Note:** *Materials reflected in the final report must be submitted as appendices in electronic and/or printed form.*