

“Approved”

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**The grant programme “Facilitation of scientific-research activities” of the Petre Shotadze
Tbilisi Medical Academy**

Article 1. Common terms

1.1 The aim of the grant programme “Facilitation of scientific-research activities” of the Petre Shotadze Tbilisi Medical Academy (hereinafter TMA) is in the field of biomedicine, biotechnology, medical and health sciences, medical education and related fields to facilitate:

- a) Research projects of TMA staff (academic and invited);
- b) Research projects of young researchers and students;
- c) The integration of research activities in teaching process;
- d) Publication of TMA staff (academic and invited), young researchers and students in international peer review and indexed journals;
- e) Organization of scientific events initiated by TMA staff (academic and invited), young researchers and students.

1.2 The present document determines the procedures of application, evaluation and monitoring.

Article 2. Terms definition

2.1 **Report (interim/final)** – information about the realization of the activities determined by the project.

2.2 **Young researcher** – citizen of Georgia and TMA staff (academic and/or invited), who has obtained the MS, PhD or equal degree in less than 7 years at the moment of participation in the present grant programme; student of MS or PhD programmes.

2.3 **Applicant** – natural person submitting an application, might be TMA staff (academic and/or invited), young researcher and student.

2.4 **Bioethics International Committee** – collegial body established by the TMA Rector’s decree which participates in evaluation process.

2.5 **Budget** – the amount of funding requested for the realization of the project.

2.6 **Granting body** – Petre Shotadze Tbilisi Medical Academy.

2.7 **Grantee** – applicant, whose proposal has been funded.

2.8 **Technical personnel** – person enrolled in the realization of the project, who takes care for technical issues. Technical personnel is TMA staff.

2.9 **Expert** - Georgian and/or foreign country citizen with research qualification in the concrete scientific field; qualification should be proved by expert’s scientific publications and/or biographical data.

2.10 **Principal investigator** – the applicant, natural person with PhD or equal degree and is TMA academic staff. In case of research project in the field of medical education research supervisor may be the natural person with professional competence and is TMA academic staff.

2.11 **Mentor** – natural person with PhD or equal degree and is TMA staff (academic and/or invited). In case of research project in the field of medical education mentor might be foreign citizen with PhD or equal degree or with field specific, professional competence.

- 2.12 **Monitoring** – monitoring of the project and its realization, review of reports.
- 2.13 **Project** – the detailed description of the idea with timetable and budget presented by application.
- 2.14 **Scientific Grant Committee** – collegial body established by the TMA Rector’s decree which reviews application and performs monitoring of funded projects.
- 2.15 **Grant contract** – contract between TMA and grantee.
- 2.16 **Research team** - natural persons, those participate in the project realization. The members of research team may be TMA staff (academic and/or invited), young researcher and students with active status.
- 2.17 **Proposal** – project presented by applicant.
- 2.18 **Student** – natural person with active status of TMA student.
- 2.19 **Evaluation criteria** – the principles defined for the evaluation of the proposal.
- 2.20 **Key personnel** – grantee natural persons those participate in project realization and realize the activities defined by the project. Key personnel are TMA staff, young researcher and student.

Article 3. The administering of programme “Facilitation of scientific-research activities“

- 3.1 Grant programme “Facilitation of scientific-research activities” is funded by TMA budget.
- 3.2 The grant programme “Facilitation of scientific-research activities” is administered by Scientific-Research and PhD Department.
- 3.3 Scientific-Research and PhD Department of TMA ensures:
 - a) Announcement of grant programme.
 - b) Elaboration of the grant programme performance rules and application form, application submission and dates, their publication, the elaboration of the project realization reports too.
 - c) Determining the compliance of the project applications submitted within the framework of the grant program with the form defined by this rule within 3 working days by signing the relevant protocol; In case of finding a technical defect in the project application, the applicant can correct it within 3 working days.
 - d) Submitting applications to Bioethics International and Scientific Grant Committees for review and evaluation.
 - e) Submitting the results of the review of applications by the Bioethics International and Scientific Grant Committees to the TMA Rector for approval.
 - f) Publishing the results of the grant programme.
 - g) Announcement of the open competition for students selection for participation in the projects funded under the grant programme, together with Scientific Grant Committee and funded project authorized representatives elaboration and announcement of the conditions for receiving of students’ applications.
 - h) Determining the compliance of student applications for participation in the project funded under the grant program with the form defined by this rule within 3 working days with preparation of

the relevant protocol; in case of finding a technical defect in the student application, the student can correct it within 3 working days.

i) Submitting student applications for consideration and evaluation to the authorized representative of the relevant project and to the members of the Scientific Grant Committee.

3.4 The responsibility of the TMA Bioethics International Committee under this grant program is to review project applications and prepare a conclusion on their bioethical aspects within 5 working days.

3.5 The conclusion of the TMA Bioethics International Committee as well as the recommendation and / or any other decision under this grant programme shall be recorded in the form of a protocol.

3.6 The responsibility of the TMA Scientific Grant Committee under this grant programme is to:

a) Review and evaluate project applications in accordance with the evaluation criteria set by this document.

b) Determine applications recommended for funding and present them to the TMA Scientific-Research and PhD Department within 10 working days.

c) Selection of students for participation in projects funded under the grant programme as a result of the open competition by consideration of the requirements defined by the authorized person of the project and in accordance with the requirements and the procedure set in Article 5 of this document.

d) Monitoring of funded projects in accordance with the monitoring procedure defined by this document.

3.7 Decisions of the TMA Scientific Grant Committee under this grant programme shall be recorded in the form of a protocol.

3.8 The TMA Scientific Grant Committee, within the framework of this grant programme, is authorized to invite an expert to evaluate project applications, if necessary.

3.9 The TMA Scientific Grant Committee, under this grant program, is authorized, if necessary, to make a recommendation to the authorized project representative concerning the schedule and / or budget presented in application.

3.10 The TMA Scientific Grant Committee, within the framework of this grant programme, is authorized to request, if necessary, the presentation of the project's authorized representative on the application and its importance for the TMA institutional development.

Article 4. Facilitation of TMA's staff (academic and invited) research projects

4.1 This instrument of the present grant programme aims funding of research projects of TMA staff.

4.2 The principal investigator, under whose leadership the ongoing research project is extended to fulfill the tasks defined by the project and / or is not considered as completed by the Scientific Grant Committee on the basis of the review of the final report, isn't eligible for application.

4.3 The duration of research project may be 6, 9 or 12 months.

4.4 At least three students should be enrolled in the research project. Students will be selected as a result of open competition in accordance with the procedure set out in this document.

- 4.5 A maximum of 1 person can be involved in the research project as technical personnel.
- 4.6 After the completion of the project, the material and technical means purchased within the project will remain in the ownership of TMA.
- 4.7 For the realization of the project it is mandatory to use the TMA infrastructure.
- 4.8 Additionally, for the implementation of the project it is possible to use the infrastructure of TMA partner organizations.
- 4.9 The budget of the application should not exceed 25,000.00 (twenty five thousands) GEL
- 4.10 The application budget may include the following expenditure categories and should be submitted as follows:
- a) Grant funding - in case of a principal investigator, the total grant funding within the project should not exceed 2,000.00 (two thousand) GEL; In the case of TMA staff (including a young scientist) participating in the project as key personnel, the maximum amount of monthly grant funding should not exceed 200.00 (two hundred) GEL, and the total key personnel grant funding for a 6-month project shall be 2,400.00 (two thousand four hundred) GEL, for 9 months project - 3,600.00 (three thousand six hundred) GEL and for a 12-month project - 4,800.00 (four thousand eight hundred) GEL; in case of a student, the maximum amount of monthly grant funding should not exceed 100.00 (one hundred) GEL.
 - b) Remuneration of technical personnel - in the case of TMA staff participation in the project with the status of technical personnel, the total amount of remuneration should not exceed 300.00 (three hundred) GEL.
 - c) Costs of purchasing and servicing of equipment (equipment, reagents, consumables, etc.) required for laboratory work.
 - d) Costs of research data publications.

Expenditure	Cost of item, GEL	Total costs, GEL
Grant funding		
Remuneration of technical personnel		
Costs of laboratory work (reagents, consumables and etc.)		
Costs of research data publication		

- 4.11 It is mandatory to publish the results of the research project as a scientific article in an international peer-reviewed journal indexed in Google Scholar, Scopus, Web of Science, ERIH PLUS databases.
- 4.12 In scientific article it is mandatory to mention: „კვლევა [პროექტის სათაური] მხარდაჭერილია პეტრე შოთაძის სახელობის თბილისის სამედიცინო აკადემიის საგრანტო პროგრამის „სამეცნიერო-კვლევითი აქტივობების ხელშეწყობა“ ფარგლებში / The article [Title] was

supported in the frames of Petre Shotadze Tbilisi Medical Academy funding program “Facilitation of scientific-research activities”.

4.13 To participate in the grant programme, the principal investigator must submit through e-mail research@tma.edu.ge in Georgian and English:

a) application (Annex 1).

b) CV of principal investigator and key personnel (except students).

4.14 The evaluation of application is performed according to criteria given below:

Criteria	C	B	A	Evaluation (A/B/C) according to criteria
	1	2	3	Maximum 18 scores
1. Actuality and innovation of the project				
2. Research hypothesis				
3. Aims and goals of research				
4. Research methodology				
5. Expected results, their research/practical importance				
6. The research experience (participation in research projects and events) of principal investigator/key personnel				
The schema of each criterium evaluation: A – 3 B – 2 C – 1 Total maximum score of the application is 18.				
Concluding comment concerning the application:				

4.15 Project applications with a score of 12 or more will be considered for funding. The project application selected for funding should not have received a C (1 point) rating in any of the criteria.

- 4.16 The evaluation of the submitted application is carried out individually by the members of the Scientific Grant Committee/experts. The final score of the application is the arithmetic mean of the individual assessments.
- 4.17 A grant agreement is signed between the grant recipient and TMA based on the decision of the Scientific Grant Committee, presentation of the project applications of the Scientific-Research and PhD Department and approval for funding by the Rector.
- 4.18 The monitoring of funded projects is realized by the Scientific Grant Committee.
- 4.19 The procedure of monitoring means the submission of the interim/final report within 10 working days after the completion of the reporting period by the grant recipient (Annex 2).
- 4.20 The procedure for monitoring the activity of students participating in the project means preparing of individual presentations on the activities performed by them during the reporting period and submitting them to the members of the Scientific Grant Committee.
- 4.21 Reporting period is determined as 3 months.
- 4.22 In the case of 6-month projects, at the end of the reporting period, the grant recipient shall submit a final report (Annex 2) as defined in this document.
- 4.23 It is mandatory for the grant recipient to conduct a public lecture for TMA staff and students to present the results of their research and planned activities.
- 4.24 TMA is responsible to verify the information submitted by the principal investigator / grant recipient at any stage.
- 4.25 In case of confirmation of the fact of providing false information by the principal investigator / grantee, TMA is responsible to make a decision on termination of the project and restriction of further participation of this principal investigator / grantee in TMA grant programmes.

Article 5. Facilitation of young researchers and students research projects

- 5.1 This instrument of the present grant programme aims funding of research projects of young researchers and students.
- 5.2 Young researchers should be TMA staff (academic and invited). If the young researcher is at the same time a master or doctoral student of another higher education institution of Georgia, the application submitted by them within the framework of this grant programme should not include their master / doctoral thesis and / or be part of it.
- 5.3 The student must be a TMA student with active status.
- 5.4 The young researcher / student should have a mentor.
- 5.5 At least one student should be enrolled in a young researcher's project. Students for participation in the project will be selected as a result of open competition and in accordance with the procedure set out in this document.
- 5.6 The duration of student research project may be 6 months; the duration of young researcher project may be 6, 9 or 12 months.
- 5.7 After the completion of the project, the means purchased by the project budget will remain in the ownership of TMA.

5.8 For the implementation of the project it is mandatory to use the infrastructure of TMA.

5.9 Additionally, for the realization of the project it is possible to use the infrastructure of TMA partner organizations.

5.10 The total budget of the student application should not exceed 2,500.00 (two thousand five hundred) GEL; the budget of the young researcher application should not exceed 7,000.00 (seven thousand) GEL.

5.11 The application budget may include the following expenditure categories and should be submitted as follows:

a) Monthly scholarship (in case of a student the maximum amount of monthly scholarship should not exceed 100.00 (one hundred) GEL, and in case of a young researcher the maximum amount of monthly scholarship should not exceed 150.00 (one hundred and fifty) GEL);

b) Costs of purchasing and servicing of equipment (equipment, reagents, consumables, etc.) required for laboratory work;

c) Cost of publication of research results.

Expenditure categories	Item cost, GEL	Total costs, GEL
Scholarship		
Means required for laboratory work (reagents, consumables, etc.)		
Costs of research data publication		

5.12 It is mandatory to publish the results of the research as a scientific article in the international peer-reviewed journal indexed in Google Scholar, Scopus, Web of Science, ERIH PLUS.

5.13 It is mandatory to mention in the scientific article: „კვლევა [პროექტის სათაური] მხარდაჭერილია პეტრე შოთაძის სახელობის თბილისის სამედიცინო აკადემიის საგრანტო პროგრამის „სამეცნიერო-კვლევითი აქტივობების ხელშეწყობა“ ფარგლებში / The article [Title] was supported in the frames of Petre Shotadze Tbilisi Medical Academy funding program “Facilitation of scientific-research activities”.

5.14 To participate in the grant program, the applicant must submit through and e-mail research@tma.edu.ge in Georgian and English:

a) application (Annex 3).

ბ) CV of applicant and mentor.

5.15 The evaluation of the application is carried out according to the following criteria:

Criteria	C	B	A	Evaluation (A/B/C) according to criteria
	1	2	3	Maximum 18 scores

1. Actuality and innovation of research				
2. Research hypothesis				
3. Research aims and goals				
4. Research methodology				
5. Expected results, their research/practical importance				
6. Applicant's research experience (participation in research projects and events)				
Evaluation schema of each criterium: A – 3 B – 2 C – 1 Total scores of the application are 18.				
Conclusion comment on application:				

5.16 Applications with a score of 12 or more will be considered for funding. The application selected for funding should not have received a C (1 point) rating in any of the criteria.

5.17 The evaluation of the submitted application is carried out individually by the members of the Scientific Grant Committee / expert. The final score of the application is the arithmetic mean of the individual assessments.

5.18 A grant agreement is signed between the grant recipient and TMA based on the decision of the Scientific Grant Committee, presentation of the project applications of the Scientific-Research and PhD Department and approval for funding by the Rector.

5.19 The Scientific Grant Committee monitors the implementation of young researchers and students' projects funded under the grant programme.

5.20 The monitoring procedure involves the submission of the interim / final report within 10 working days by end of the reporting period in the form determined by this document (Annex 4).

5.21 The reporting period is defined as 3 months.

5.22 In the case of 6-month projects, at the end of the reporting period, the grant recipient shall submit a final report (Annex 4) as defined in this document.

5.23 It is mandatory for the grant recipient to conduct a public lecture for TMA staff and students to present the results of their research and planned activities.

5.24 TMA is responsible to verify the information submitted by the principal investigator / grant recipient at any stage.

5.25 In case of confirmation of the fact of providing false information by the applicant / grantee, TMA is responsible to make a decision on termination of the project and restriction of further participation of this applicant / grantee in TMA grant programmes.

Article 6. Facilitation of TMA staff (academic and invited), young researchers and students research articles publication in international peer reviewed and indexed journals

6.1 The instrument of grant programme aims to facilitate the publication of TMA staff (academic and guest), young researchers and student research articles in international peer-reviewed and peer-reviewed journals.

6.2 The first and correspondent author of the research article should be TMA staff (administrative, academic and / or invited) and / or student.

6.3 In case of the double affiliation of the first and corresponding author, the affiliation with TMA should be indicated at the first position.

6.4 A research article can have a maximum of 8 (eight) authors.

6.5 The instrument of grant programme reimburses only the costs of publication of an article in an international peer-reviewed journal indexed by Google Scholar, Scopus, Web of Science, ERIH PLUS databases.

6.6 Information on the article processing charges should be public; in particular, it should be presented on the journal's website.

6.7 This instrument of grant programme does not cover the costs of translation and editing of a research article, as well as costs of rapid publication.

6.8 The instrument of the grant programme is administered by the Scientific-Research and PhD Department of TMA.

6.9 Scientific-Research and PhD Department of TMA ensures:

- a) Review of application;
- b) Consultation with TMA library concerning selected by applicant publisher/journal;
- c) Announcement of application results within 5 working days.

6.10 To participate in the grant programme, the applicant must submit through e-mail research@tma.edu.ge:

- a) research article;
- b) information about scientific journal, in which it is envisaged the publication of an article;
- c) information about article processing charges.

Article 7. Facilitation of organization of scientific events initiated by the TMA staff (academic and invited), young researchers and students

7.1 Facilitation of the organization of scientific event aim organization and performance of a conference, seasonal school, training, debate, master class or combined event at the TMA.

7.2 The application must be submitted by the applicant individually or on behalf of the research team.

7.3 The presence of a mentor is mandatory when application is submitted by a student.

7.4 In case of a seasonal school, the learning activity should be defined as 18 hours at least.

7.5 The application budget may include the following expenditure categories:

a) Goods and services - includes coffee breaks, stationery expenses of the participants of the scientific event.

7.6 In order to participate in the grant competition, the applicant must submit an application form (Annex 5) and a professional biography (CV) of the applicant / research team in accordance with the form specified in this document through e-mail research@tma.edu.ge in Georgian and English.

7.7 In case of funding, it is mandatory to place the logo of Petre Shotadze Tbilisi Medical Academy on all materials of the scientific event and indicate: „[სამეცნიერო ღონისძიების სათაური] მხარდაჭერილია პეტრე შოთაძის სახელობის თბილისის სამედიცინო აკადემიის საგრანტო პროგრამის „სამეცნიერო-კვლევითი აქტივობების ხელშეწყობა“ ფარგლებში / [Title of the scientific event] was supported in the frames of Petre Shotadze Tbilisi Medical Academy funding program “Facilitation of scientific-research activities”.

7.8 The evaluation of the application is carried out according to the following criteria:

Criteria	C	B	A	Evaluation (A/B/C) according to the criteria
	1	2	3	Maximum 24 scores
1. The idea of the scientific event				
2. The importance of the scientific event for TMA				
3. Actuality and innovation of scientific event/idea				
4. Description of the target group, criteria for inclusion in target group				
5. The methods of scientific event realization, schedule				

6. Expected results and further development of the scientific event				
7. The soundness of the applicant professional competence with planned scientific event				
8. Budget				
The schema of each criterium evaluation: A – 3 B – 2 C – 1 Total maximal score of the application - 24.				
Concluding comment on application:				

7.9 Applications with a score rating of 16 or higher will be considered for funding. The project application selected for funding should not have received a C (1 point) rating in any of the criteria.

7.10 The evaluation of the submitted application is carried out individually by the members of the Scientific Grant Committee / experts. The final score of the project application is the arithmetic mean of the individual assessments.

7.11 A grant agreement is signed between the grant recipient and TMA based on the decision of the Scientific Grant Committee, presentation of the project applications of the Scientific-Research and PhD Department and approval for funding by the Rector.

7.12 After signing the grant agreement, TMA will reimburse the grantee the costs based on the information provided by them.

7.13 The Scientific Grant Committee monitors the implementation of projects funded under the Grant Program "Scientific Event".

7.14 The monitoring procedure means submitting a report within 10 working days after the end of the scientific activity in accordance with the form defined by this document (Annex 6).

7.15 The report should be accompanied by documentation of the scientific activity (program, scientific reports, schedule of study activities, etc.).

7.16 TMA is responsible to verify the information submitted by the principal investigator / grant recipient at any stage.

7.17 In case of confirmation of the fact of providing false information by the applicant / grantee, TMA is responsible to make a decision on termination of the project and restriction of further participation of this applicant / grantee in TMA grant programmes.

Article 8. Selection of students for participation in the project

8.1 Students are selected through an open competition to participate in the project.

8.2 Any TMA student with a GPA greater than 2 can participate in the competition.

8.3 To participate in the competition, students must send through e-mail research@tma.edu.ge or through an online form generated for this competition in Georgian and English:

a) Motivation letter (Annex 7).

b) CV.

8.4 The documents submitted by the student participating in the competition are evaluated by the authorized representative of the relevant project and the Scientific Grant Committee.

8.5 The evaluation criteria for application submitted by the student are:

Criteria	C	B	A	Evaluation (A/B/C) according to criteria
	1	2	3	Maximum 12 scores
1. The value of motivation letter				
2. The formulation of student's position				
3. Grammar and language				
4. The ability to meet requirement				
The schema of each criterium evaluation: A – 3 B – 2 C – 1 Total maximum score - 12.				
Concluding comment:				

8.6 A student with a grade point average of 8 or higher will be considered for inclusion in the project. The student application selected to be included in the project should not have received a C (1 point) score in any of the criteria.

8.7 The evaluation of the student application is carried out individually by the principal investigator and the members of the Scientific Grant Committee. The final score of a student application is the arithmetic mean of the individual assessments.

Article 9. Project completion, suspension and termination

9.1 Termination of the project is possible if the grantee does not fulfill its obligations under the grant agreement or violates the terms of the project. Funding may also be terminated based on request of the grant recipient. This case will be considered by the Scientific Grant Committee in accordance with the terms of the contract.

9.2 The Scientific Grant Committee is authorized to consider a change of principal investigator. A change of principal investigator with a person with appropriate competence is possible on the basis of the application of the principal investigator and / or due to the non-implementation of the project or its specific task(s) and activities.

9.3 The project will be considered as completed after the completion of the tasks and activities defined in the timetable, the fulfillment of the obligations under the grant agreement and the stipulated conditions, and the submission of the final report by the grantee.

9.4 The funding body is not responsible for the results obtained under the project.

Article 10. Conflict of interests

The general principles of conflict of interest apply to the applications evaluation and funded projects monitoring procedures under the grant programme "Facilitation of scientific-research activities".

Article 11. Results appealing procedures

11.1 The applicant has right to appeal the results of the evaluation of the application with the Rector.

11.2 The grantee has the right to appeal with the Rector the decision made by the TMA Scientific Grant Committee to suspend / terminate the project during its implementation.

11.3 The applicant / grant recipient must present a formal complaint.

11.4 The Rector is authorized to consider the opinions of relevant officials, structural units, Scientific Grant and Bioethics International Committees, grant recipient / applicant, and / or other invited persons regarding the complaint and to make a relevant decision.

11.5 The decision of the Rector shall be published in the form of a decree, which may be appealed in accordance with the rules established by the legislation of Georgia.

Article 12. Conclusion statements

12.1 This rule shall enter into force upon its approval by the TMA Rector.

12.2 Amendments to this rule shall be made by their adoption.

12.3 This rule will be considered void on approval of the new rule.

Annex 1

Facilitation of TMA staff (academic and invited) research projects

Project Proposal - Title

1) **Actuality and innovation of the project theme/topic**

recommended number of words – 200

2) **Research hypothesis**

recommended number of words – 50

3) **Research aims and goals**

recommended number of words – 200

4) **Research methodology**

recommended number of words – 200

5) **Expected results, their research and/or practical value**

recommended number of words – 200

6) **Budget** (please, fill in the table given below)

Budget category	Cost per item, GEL	Total cost, GEL
Grants		
Salary for technical personnel		
Facilities required for laboratory work (reagents, consumables, and etc.)		
Publication costs		

7) **Budget justification**

recommended number of words – 200

8) **Project realization timeframe** (Ghant chart)

Annex 2

Facilitation of TMA staff (academic and invited) research projects

Interim Report

Project title:

Principal investigator:

Project duration:

Project aims and goals:

Activities performed during report period and obtained results:

Recommended – 200 words

Facilitation of TMA staff (academic and invited) research projects

Final Report

Project title:

Principal investigator:

Project duration:

Project aims and goals:

Realized activities and obtained results:

Recommended – 200 words

Research/practical importance of the project (SWOT analysis):

Recommended – 400 words

Self-reflection – Did the project realization ensures the carrier development of principal investigator and key personnel

Recommended – 200 words

Perspectives of the project development

Recommended – 200 words

Facilitation of young researchers and students research projects

Project Proposal - Title

1) **Actuality and innovation**
(recommended number of words – 200)

2) **Research hypothesis**
recommended number of words – 50

3) **Research aims and goals**
recommended number of words – 200)

4) **Research methodology**
recommended number of words – 200

5) **Expected results, their research and/or practical value**
recommended number of words – 200

6) **Budget** (please, fill in the table given below)

Budget category	Cost per item, GEL	Total cost, GEL
Stipendium		
Facilities required for laboratory work (reagents, consumables, and etc.)		

Publication costs		
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7) **Budget justification**

recommended number of words – 200

8) **Project realization timeframe** (Ghant chart)

Annex 4

Facilitation of young researcher and students research projects

Interim Report

Grantee:

Mentor:

Project title:

Project aims and goals:

Activities performed during report period and obtained results:

Recommended – 200 words

Facilitation of young researcher and students research projects

Final Report

Grantee:

Mentor:

Project title:

Project aims and goals:

Realized activities and obtained results:

Recommended – 200 words

Research/practical importance of the project (SWOT analysis):

Recommended – 400 words

Self-reflection – Did the project realization contributes to the carrier development of grantee

Recommended – 200 words

Perspectives of the project development

Recommended – 200 words

Annex 5

Facilitation of scientific events organization initiated by TMA staff (academic and invited), young researchers and students

Project Proposal - Title

Scientific event	
Proposed date of the scientific event	
Grant recipient (Name, Family name)	

Abstract

Recommended number of words - 300

1. Description of the scientific event concept/idea

Recommended number of words - 200

2. Importance of scientific event for TMA

Recommended number of words - 200

3. Actuality and novelty of scientific event/idea

Recommended number of words - 200

4. Target group, criteria for inclusion in target group

Recommended number of words - 200

5. Methods and timetable (Ghant chart) of scientific event realization

Recommended number of words - 200

6. Expected results and possibility of scientific event further development

Recommended number of words - 200

7. Compliance of applicant's professional competency with planned scientific event

Recommended number of words - 200

8. Budget

The present table is an example; it can be modified

Budget category	Cost per item	Total cost
Goods and services		

Annex 6

Facilitation of scientific events organization initiated by TMA staff (academic and invited), young researcher and students

Final Report

Scientific event:

Grantee:

Project aims:

Recommended – 200 words

Importance of scientific event (SWOT analysis):

Recommended – 400 words

Target group of scientific event - analysis:

Recommended – 200 words

Perspectives of the project development

Recommended – 200 words

Annex 7

Student's Motivation Letter

- 1) **Personal information – present yourself**

- 2) **Indicate the project, which is interesting for you**

- 3) **Explain why this project is interesting for you**
recommended number of words – 100

- 4) **Justify that you have enough competence to participate in the project**
recommended number of words – 100

- 5) **Present your plan of participation in the project**
recommended number of words – 100