**Regulations**

**on the Competition of Joint Basic Research Projects**

**«International Academic Cooperation of**

**HSE University»**

1. **General Provisions**
   1. The regulations on the competition of joint basic research projects «International Academic Cooperation of HSE University» (respectively “**Regulations**”, “**Competition**”, “**HSE University**” or the “**University**”) define the procedure for organising and conducting the Competition.
   2. The Organiser of the Competition is HSE University (the "**Organiser**"). The Centre for Advanced Research Development (the "**Centre**") shall conduct the Competition on behalf of the University.
   3. The purpose of the Competition is:
      1. the development of international scientific collaborations;
      2. expansion of the research agenda;
      3. the involvement of undergraduate and postgraduate students of the University in joint basic research projects to form a culture of academic research.
   4. The Competition shall be held among academic (research) structural subdivisions of HSE University planning to implement joint basic research projects with academic units of international universities and research centres engaged in research topics similar to the academic (research) subdivisions of HSE University.
   5. The Competition shall not be a tender for the procurement of goods, works and services for the needs of HSE University and it shall not be affected by the provisions of Federal Law No. 223-FZ “On the Procurement of Goods, Works and Services by Individual Legal Entities”, dated July 18, 2011, Federal Law No. 44- FZ “On the Contract Systems for Procurement of Goods, Works and Services to Meet State and Municipal Needs”, dated April 5, 2013, as well as Chapter 57 of the Civil Code of the Russian Federation.
   6. The dates of the Competition shall be December 11, 2023 to April 22, 2024 inclusive.
   7. The Coordinating Head of the Competition shall be an official authorised in accordance with the procedure established at HSE University, who shall coordinate the research activities of HSE University in terms of conducting basic academic research, including international research.
   8. On HSE University’s corporate website (portal) at [https://www.hse.ru/ru/interlabs/,](https://www.hse.ru/ru/interlabs/) the Centre shall publish information about the terms and conditions of the Competition, the criteria and procedure for evaluating competitive bids, the place, deadline and procedure for submitting competitive bids, the form and quantum of support, the procedure and timing for announcing the results of the Competition.
   9. The Centre shall provide organisational and administrative support for the implementation of joint basic research projects of the Competition winners.
   10. The Regulations and amendments thereto shall be as approved by order of HSE University.
2. **Participants**
   1. Academic units of HSE University, which are focused on academic (research) activities, and are prepared to participate in the Competition together with scientific subdivisions of international universities and research centres, engaged in similar academic (research) subjects to carry out a joint basic research project ("HSE University Academic unit", "Participants", "Academic Partner" or "Partner" "Partner's Academic unit")[[1]](#footnote-1).
   2. The HSE University academic unit may submit no more than 1 (one) application for the Competition with the Partner's Academic unit.
   3. The HSE University academic unit:
      1. must have positive experience in conducting fundamental research at HSE University,
      2. must have been in existence for at least 3 years at the time of selection;
      3. must have experience in undergoing performance evaluations;
      4. must have experience in conducting academic research with partners from international universities and research centres, confirmed by agreements on academic cooperation / agreements on joint grants / joint publications / joint presentations at conferences, etc.
   4. At the discretion of the Competition Committee, those HSE University Academic units that do not fulfil the criteria of subclause 2.3.2, 2.3.3 of clause 2.3 may be allowed to participate in the Competition.
   5. The Partner's academic unit shall provide a letter of consent from an authorised body of the Partner signifying their readiness to participate in a joint basic research project, as well as to allocate funding to the Partner's academic unit to implement a joint basic research project.
3. **Application procedure**
   1. The HSE University academic unit shall independently negotiate with the Partner's Academic unit and send a set of documents with the tender application form to the Academic Partner for further completion.
   2. HSE University’s academic unit and that of the Partner (the “Participants”) shall submit a completed application for the implementation of a joint basic research project (the “**Research Project**”) by February 05, 2024.
   3. The application shall be submitted electronically via the link and include:
      1. documents in accordance with subclauses 4.1.1-4.1.8 of clause 4.1 in English in .doc format (Annexes 1-7);
      2. documents in accordance with subclauses 4.1.1-4.1.8 of clause 4.1 in English in .pdf format, scans of signed forms (Annexes 1-7);
      3. a video presentation of the joint research project in English and/or Russian.

3.4. Research projects submitted for the Competition shall not be a repetition of research work carried out in the current or previous period within the framework of other projects implemented at HSE University or externally at the expense of budgetary funds of various levels and other sources, however may be their development.

* 1. Contest participants shall submit performance indicators that are part of the application. These indicators may not duplicate the current approved performance indicators of a HSE University Academic Unit.
  2. The amount of funding requested by the HSE University Academic Unit to conduct research projects is indicated in the application in Russian roubles and shall not exceed the maximum amount specified in clause 8.2.
  3. Applications for participation in the Competition received after the deadline, namely 23:59 MSC on 05.02.2024, may not be considered.

1. **Contents of the application**
   1. The application for participation in the Competition must include:
      1. a letter of consent from an authorised representative of the Partner regarding readiness to participate in the research project, as well as to allocate funding to the Partner's Academic unit for the implementation of the research project;
      2. completed Form 1 "Passport of application for participation in the Competition" (Annex 1);
      3. completed Form 2.1 "Data about the HSE University Academic unit " (Annex 2);
      4. completed Form 2.2 "Data about the Partner's Academic unit" (Annex 3);
      5. completed Form 3 "Description of a Joint Basic research project" (Annex 4);
      6. completed Form 4 "List of Performance Indicators for the Implementation of a Joint Basic research project" (Annex 5);
      7. completed Form 5 "Work Plan of a Joint Basic research project" (Annex 6);
      8. completed Form 6 "Cost Estimate for Conducting a Joint Basic research project of the HSE University Academic unit " (Annex 7);
      9. a video presentation of the research project lasting up to 15 minutes. The video is to be prepared with the obligatory participation of representatives of the HSE University academic unit and the Partner's academic unit in English and/or Russian and must contain the following:
         1. information about the participants of the research project from the HSE University academic unit and the Partner's academic unit with a story about their experience in conducting scientific research on the subject of the research project;
         2. a plan of work and activities within the framework of the joint basic research project;
         3. a plan to establish key performance indicators for the delivery of the joint fundamental scientific project;
         4. any other information at the discretion of the Participants.
   2. The application shall be regarded as non-compliant if it fails to fulfil the requirements of clauses 2.1, 2.2 for Participants and/or does not include the documents and information stipulated in sub-clauses 4.1.1-4.1.9 of clause 4.1, or if the documents submitted as part of the application are not drawn up in accordance with the prescribed form or do not contain the necessary information stipulated in the form.
2. **Competition Expenses** 
   1. All costs associated with participation in the Competition, including costs associated with the preparation and submission of applications for participation in the Competition, shall be borne by the Participants.
3. **Review of Applications** 
   1. Within 7 calendar days after the deadline for submission of applications, the Centre staff shall review the applications for compliance with the formal requirements for applications. Incomplete or incorrectly completed applications shall not be accepted to participate in the Competition.
   2. After a technical examination for compliance/non-compliance of the application, information that the application is accepted/not accepted shall be sent to the participants of the Competition. Complete sets of applications in accordance with clause 4.1. shall be handed over to members of the Competition Committee.
   3. The HSE University Rector shall form a Competition Committee ("**Committee**") from among University staff to evaluate applications.
   4. HSE University staff participating in the Competition, including those who are members of academic teams participating in the Competition, may not be included as Committee members.
   5. The members of the Committee shall read through and acquaint themselves with the content of the applications: sets of documents and videos of the presentation of the research project.
   6. The results of the Competition shall be summarised at a meeting of the Committee no later than 8th April 2024 inclusive.
   7. Applications for participation in the Competition (together with individual documents included in the applications) submitted by the participants will not be reviewed and will not be returned to the participants.
4. **Criteria for assessing applications**

|  |  |  |
| --- | --- | --- |
| **№** | **Criterion** | **Content (requirements) of criteria** |
| 1. Partner | | |
| 1.1. | Level of Partner | To be assessed: The Partner's place in international, national, subject and other ratings, experience in conducting scientific research. |
| 1.2. | Partner funding of a research project | To be assessed: the amount of funding allocated by the Partner to the Partner's academic unit for the implementation of the research project. Preference will be given to applications in which the amount of funding from the Partner is not less than the amount of funding allocated by HSE University. |
| 1. Academic achievements and work experience of the HSE University Academic unit | | |
| 2.1 | Publication activity level | To be assessed: number of articles, monographs, published conference papers prepared by the Head and participants of the research project over the last 5 years, the level of relevant editions, publishing houses, conferences; to what extent this level of publication activity is typical for Heads in the area of research. |
| 2.2. | Work experience | To be assessed: number of years of work of the HSE University academic unit, experience in performance assessment, positive experience in fulfilment of performance indicators for ongoing research projects |
| 2.3. | Experience in conducting joint scientific research | To be assessed: experience of the HSE University academic unit in participating in partnership programmes, grants, cooperation agreements, joint publications, joint presentations at international academic conferences, etc. |
| 1. Prospects for joint academic research | | |
| 3. | Relevance and significance of the planned research activities | To be assessed: relevance of the planned joint research and its adequacy to the current state of science; possibility of obtaining new, breakthrough scientific results corresponding to the international level; prospects for the development of the research topic after the end of the research project, continuity of the topic in further scientific work, relevance of the topic of ongoing research projects in the priorities of development of HSE University (<https://strategy.hse.ru/>), relevance of the planned joint research for inter-country scientific interaction. |
| 1. Involvement of young scholars | | |
| 4. | Participation of undergraduate and postgraduate students in project activities | To be assessed: number of new young scholars (trainee researchers from among students / HSE University postgraduates) involved in the research project. |
| 1. Proposed performance indicators | | |
| 5 | Proposed performance indicators | To be assessed: relevance and feasibility of planned performance indicators for implementation of the research project |

1. **HSE University funding of research projects** 
   1. Based on the results of the Competition, HSE University shall allocate funding to the HSE University academic unit for implementation of the research project for the period from the date of signing the Agreement on Scientific Cooperation until 31.12.2026, subject to the Partner confirming the allocation of funding to the Partner's academic unit.
   2. The amount of funding from HSE University for each supported project may not exceed 8,000,000 (eight million) roubles per year, with no more than 70% of the requested annual funding being allocated for the remuneration of the research team, including contributions to extra-budgetary funds, and no less than 30% of the requested annual funding may be allocated for other expenses (incoming and outgoing academic mobility[[2]](#footnote-2), purchase of equipment, organisation of academic events, conclusion of civil law contracts for the provision of services/performance of work with legal entities and individuals within the framework of a scientific project).
   3. In their applications, the Participants shall independently determine the amount of funding requested, taking into account the limitations set out in paragraph 8.2.
   4. The amount of the requested funding is indicated in roubles.
   5. The amount of funding requested shall ensure fulfilment of the work plan of the joint basic research project as well as fulfilment of the performance indicators (Annexes 5 and 6).
   6. Funding shall be allocated for a calendar year. Unspent amounts (balances) of funding cannot be carried over to the next year.
2. **Conditions for the Implementation of Research Projects** 
   1. Based on the results of the Competition, the HSE University academic unit and the Partner's academic unit shall implement an academic research project until 31.12.2026.
   2. The supported HSE University academic unit shall prepare and conclude an Agreement on Academic Cooperation (Annex 8) with the Partner within 30 working days. The Agreement shall specify the HSE University academic unit and the Partner's academic unit responsible for implementation of the research project.
   3. Information regarding implementation of the research project shall be posted on HSE University and the Partner's portals. The Head of the HSE University academic unit shall be responsible for maintaining and updating the information.
   4. Requirements for HSE University academic unit research teams implementing a project include:
      1. all participants of the HSE University academic unit team implementing the project must be employed at HSE University academic unit under the terms of a full-time employment contract. Participation in research projects on the terms of a contract of employment for remote work shall not be permitted;
      2. the research team implementing the project must have at least 50% of participants under 39 years of age (at the time of the start of the research project), at least 30% of participants from among students / HSE University postgraduates out of the total number of employees employed in the research team;
      3. at least 30 % of the research team participants must be employed in the academic unit at rates financed from the funds of the research project;
      4. the Head of the HSE University academic unit must be employed by the subdivision on a full-time or internal part-time basis; the other employees may be employed on a full-time/external or internal part-time basis;
      5. the Head of the HSE University academic unit shall be responsible for implementation of the research project;
      6. the supervisor or researcher who is assigned the supervisor’s duties shall be responsible for the administrative support of the research project. The limit for remuneration of a supervisor or a researcher who is assigned the duties of a supervisor shall be no more than 700,000 (seven hundred thousand) roubles per year, including taxes and deductions.
3. **Projects assessments** 
   1. As part of the implementation of the research project, the HSE University academic units together with the Partner's academic units shall submit annual reports on research work and a report on the fulfilment of performance indicators within the established deadlines. The fulfilment of performance indicators of the research project shall be confirmed by HSE University regulatory documents.
   2. The progress of implementation of research projects shall be assessed annually at the meetings of the HSE University Advanced Academic Research Committee ("Committee") based on the review of reports on research work and fulfilment of performance indicators.
   3. Based on the results of 3 years of implementation of research projects, a final expert assessment of efficiency shall be carried out, taking into account the fulfilment of the approved indicators and the work plan of the joint basic research project.
   4. The results of the expert review shall be considered at the Committee meeting in accordance with the procedure established at HSE University. In the case of a successful expert review, the research project may be extended.

Annex 1

**Form 1 Passport of application for participation in the Competition**

1. Title of HSE University academic unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. Hyperlink to HSE University academic unit   
        
      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Head of HSE University academic unit (position, full name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Partner:
   1. Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Name of University / academic centre (full name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Title of Partner’s academic unit (full name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hyperlink to Partner’s academic unit   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Head of Partner’s academic unit (position, full name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Topic of joint basic research project for three years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Requested financing form HSE University: |
| For 2024: RUB \_\_\_\_\_\_\_\_(\_\_\_\_) |
| For 2025: RUB \_\_\_\_\_\_\_\_(\_\_\_\_) |
| For 2026: RUB \_\_\_\_\_\_\_\_(\_\_\_\_) |

1. The head of the HSE University academic unit hereby confirms that:
   1. he/she has read the Regulations on the Competition and is ready to implement a joint basic research project in line with the terms and limitations, as specified in the Regulations;
   2. the submitted joint basic research project is not a repeat of respective research work, implemented by the academic unit either at present and in a previous period at the expense of the budgets of various levels and other sources.
2. If an application is declared as winner in the Competition, the relevant HSE University academic unit shall be responsible for organizing the signing of an agreement and annex thereto with the Partner within 30 working days from the date of the publication of the Competition results on the HSE University portal.

Head, HSE University academic unit signature/full name

Date (DD.MM.YYYY)

Annex 2

**Form 2.1. Data about the HSE University Academic unit**

1. HSE University academic unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Implemented research projects in 2019-2023

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Year of project’s implementation | Title of project | Source of project financing |
| 1. |  |  |  |
| 2. |  |  |  |

1. Provisional list of research team members

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name (full name) | Primary employer | Position | Degree | ResearcherID | Key publications for 2019-2023 (no more than five)[[3]](#footnote-3) |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |

1. Experience in carrying out joint academic research with foreign partners

Specify whether the academic unit took part in joint academic research within the framework of partner grants

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Agreement information,  Year of project’s implementation | Title of project | Total financing (in currency of grant) |
| 1. |  |  |  |
| 2. |  |  |  |

Joint publications (if any)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Publication information, hyperlink | Title | Authors with affiliations |
| 1. |  |  |  |
| 2. |  |  |  |

Joint presentations at international at academic conferences (if any)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name of conferences, timeframe | Title | Authors with affiliations |
| 1. |  |  |  |
| 2. |  |  |  |

Agreement on cooperation (if any)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Agreement information | Country | University / academic centre |
| 1. |  |  |  |
| 2. |  |  |  |

Experience in academic cooperation with the Partner (specify and describe, if any)

Head, HSE University academic unit signature/full name

Date (DD.MM.YYYY)

Annex 3

**Form 2.2. Data about the Partner's Academic unit**

* + - 1. Title of academic unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      2. Completed research projects in 2019-2023

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Year of project’s implementation | Title of project | Total project financing (in currency of grant) |
| 1. |  |  |  |
| 2. |  |  |  |

* + - 1. Provisional list of research team members

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name (full name) | Primary employer | Position | Degree | ResearcherID | Key Publications in 2019-2023 (no more than five)[[4]](#footnote-4) |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |

* + - 1. Experience in carrying out joint academic research with international partners

Indicate whether the academic unit has taken part in joint basic research within the framework of partner grants

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Agreement information,  Year of project implementation | Title of project | Total financing (in currency of grant) |
| 1. |  |  |  |
| 2. |  |  |  |

Joint publications (if any)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Publication info, hyperlink | Title | Authors with listed affiliations |
| 1. |  |  |  |
| 2. |  |  |  |

Joint presentations at international conferences (if any)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name of conference, dates | Title | Authors with affiliations |
| 1. |  |  |  |
| 2. |  |  |  |

Specify if there are any valid agreements on cooperation.

Experience in academic partnership with HSE University (specify and describe, if any)

Head of Partner’s academic unit signature/full name

Date (DD.MM.YYYY)

Head of HSE University academic unit signature/full name

Date (DD.MM.YYYY)

Annex 4

**Form 3. Description of a Joint Basic Research Project**

1. Research topic:
2. Key words:
3. Description of joint basic research project:

3.1. Short abstract:

3.1.1. relevance;

3.1.2. objectives:

* academic;
* educational (e.g., involvement in project activities of undergrads and doctoral students, holding practical seminars);
* applied (e.g., options for commercialization of outcomes of academic activities, creation and registration of IP);
* development of HSE University and the Partner.

3.1.3. tasks.

3.2. Relation between results of previous and current research (no more than two pages);

3.3. Short description of research results, generated over the past year on this or a similar topic by initiators of the joint basic research project;

3.4. Methodology (no more than one page);

3.5. Proposed project outcomes (at least two pages).

1. Proposed forms of cooperation with the Partner’s academic unit during the joint basic research project:

Head of HSE University academic unit signature/full name

Date (DD.MM.YYYY)

Annex 5

**Form 4. List of Performance Indicators for the Implementation of a Joint Basic research project (at least five performance indicators)[[5]](#footnote-5)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Indicators** | **2024** | **2025** | **2026** |
| **Obligatory indicators** | |  |  |  |
| 1. | Total publications on the topic of joint research as part of the joint basic research project, indicating an approximate list of journals, where the research results will be published, e.g., joint publications by projects participants from the HSE University academic unit and the Partner’s academic unit[[6]](#footnote-6) |  |  |  |
| 2 | Scientific events held within the framework of a joint basic research project |  |  |  |
| **Tentative indicators[[7]](#footnote-7)** | |  |  |  |
| 3. | Total undergrads and doctoral students from HSE University and the Partner, involved in project activities as part of the joint basic research project |  |  |  |
| 4. | Databases created as a result of a joint basic research project |  |  |  |
| 5. | Total joint monitoring research and experiments and experiments (and other types of joint activities) held based on the results of the joint basic research project |  |  |  |
| 6. | Total academic-educational activities, held for staff members, undergrads, graduate and doctoral students from HSE University at the premises of the Partner and staff members, undergrads, graduate and doctoral students of the Partner at the premises of HSE University |  |  |  |
| 7. | Total patents (applications) submitted for registration on the results of the joint basic research project |  |  |  |

Head of HSE University academic unit signature/full name

Date (DD.MM.YYY)

Annex 6

**Form 5. Work Plan of a Joint Basic Research Project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Period (start-finish)** | **Work contents** | **Planned results of works /activities aimed at supporting the joint basic research project at every stage** |
| 1. | 01.01.2024-  31.12.2024 | List of works: 1.1 1.2 1.3 etc. | 1. 2.  3. |
| 2. | 01.01.2025- 31.12.2025 | List of works: 2.1 2.2  2.3 etc. | 1. 2.  3. |
| 3. | 01.01.2026- 31.12.2026 | List of works: 3.1  3.2.  3.3. etc. | 1. 2.  3. |

Head of HSE University academic unit signature/full name

date (DD.MM.YYYY)

Annex 7

**Form 6. Cost Estimate for Conducting a Joint Basic Research Project of the HSE University Academic unit**

**(‘000 RUB)[[8]](#footnote-8)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Type of expenditures** | **2024** | **2025** | **2026** | **Total** |
| **The Fee of project participants (up to 70% of project budget)** | | | | | |
| 1. | Wage, including taxes and contributions to insurance funds |  |  |  |  |
| **Other expenditures (at least 30 % of project budget)** | | | | | |
| 2 | Independent contractor agreements for the provision of services/execution of works with individuals, including 30% contributions to insurance funds |  |  |  |  |
| 3. | Organization of academic/educational events as part of the joint basic research project (transfer and accommodation of invited participants, food services) |  |  |  |  |
| 4. | Outgoing mobility (accommodation, transfer, travel, per diems) for participation in events, internships, data collection, as part of field research under the joint academic project[[9]](#footnote-9) |  |  |  |  |
| 4. | Acquisition of special equipment, software, databases, academic materials, etc., for the joint academic project |  |  |  |  |
| 5. | Monitoring study, patent searches, etc., as part of the joint basic research project by signing agreements to provide services/execution of works with legal entities |  |  |  |  |
|  | Total |  |  |  |  |

Head of HSE University academic unit signature/full name

Date (DD.MM.YYYY)

1. When searching for partners, it is recommended to focus on the leading research centres in the countries specified as priority ones in the Concept of Foreign Policy of the Russian Federation (approved by the Decree of the President of the Russian Federation dated 31.03.2023) or the Concept of Humanitarian Policy of the Russian Federation Abroad (approved by the Decree of the President of the Russian Federation dated 05.09.2022). However, there are no restrictions on the countries of origin of partner organisations. [↑](#footnote-ref-1)
2. Only an employee of the HSE University academic unit, who is employed at a project-funded rate in the unit, can be sent on a business trip using project funds. [↑](#footnote-ref-2)
3. Provide title of publications, full publication information, hyperlink [↑](#footnote-ref-3)
4. Provide title of publications, full publishing data, hyperlink [↑](#footnote-ref-4)
5. Completion of performance indicators for the project shall be confirmed as per HSE University’s and the Partner’s bylaws. [↑](#footnote-ref-5)
6. For HSE University’s academic subdivision, publication on the A list (https://scientometrics.hse.ru/en/evaluation/) is obligatory. [↑](#footnote-ref-6)
7. An approximate list of performance indicators is provided. Participants in the competition may provide their statements for indicators. [↑](#footnote-ref-7)
8. The participants may focus on items, which are necessary for the implementation of their joint project, or they may propose their own statements for expenses. [↑](#footnote-ref-8)
9. Only a staff member filling a position financed from project funds at the academic subdivision can go on business trips. [↑](#footnote-ref-9)