

APPROVED BY
Resolution No. S-2015-2-10 of 17 February
2015 of the Senate of Vilnius University
(wording of Resolution No. of 31 January
2023 of the Senate of Vilnius University)

THE REGULATIONS OF THE RESEARCH PROMOTION FUND OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Regulations of the Research Promotion Fund of Vilnius University (hereinafter the 'Regulations') shall regulate the funding structure and the allocation procedure of the Research Promotion Fund of Vilnius University (hereinafter the 'Fund'), the procedure for the allocation of the Fund resources to promote the mobility of scientists at Vilnius University (hereinafter the 'University'), to publish scientific articles by scientists and/or researchers, to cover the expenses of guest speakers at international scientific conferences organised by the University, and to implement the scientific ideas of the University's scientists.

2. The Fund shall consist of the share of resources provided for in the estimates of income and expenditure of the University for the current year that has been approved by the Council of the University for sponsoring scientific research and experimental development, motivating researchers at the University and their groups that have achieved significant results in the areas of science, experimental and social development, in Lithuania and internationally, and for facilitating the cross-border exchange of scientists.

3. The Fund may be financed from:

- 3.1. the State budget appropriations to the University;
- 3.2. other funds, legally obtained by the University.

4. The Fund resources (no less than 1% of the State budget appropriations to the University that are allocated to science) shall be divided as follows:

4.1. up to 80% of the Fund resources may be allocated to promoting the mobility of scientists and other researchers (with the exception of doctoral students) at the University;

4.2. up to 20% of the Fund resources may be allocated to publishing scientific articles by scientists and/or researchers at the University;

4.3. up to 20% of the Fund resources may be allocated to covering the expenses of guest speakers at international scientific conferences organised by the University;

4.4. up to 80% of the Fund resources may be allocated to implementing the scientific ideas of scientists and research groups and the development of their competencies;

4.5. up to 20% of the Fund resources may, by the order of the Pro-Rector for Research of the University or upon the submission of the Research Affairs Committee of the Senate of the University (hereinafter the 'Research Affairs Committee') and by the order of the Pro-Rector for Research of the University, be allocated to other expenses relating to the development of scientific activities and their promotion.

5. The Fund resources shall be allocated towards the activities specified in Items 4(1)-4(4) of the Regulations on a competitive basis by following the provisions set out in Chapters II-IV of the Regulations.

6. The Fund resources shall be allocated by the order of the Rector of the University or their authorised person, upon the submission of the Research Affairs Committee or a working group of experts formed by the Rector of the University.

7. The allocated Fund resources shall be used by the beneficiary in the same calendar year. Resources allocated to continuous (project) activities that are not spent during the calendar year may also be allocated the following calendar year.

CHAPTER II FUNDED ACTIVITIES AND THE PROCEDURE FOR THE ALLOCATION OF FUND RESOURCES

8. The Fund resources may be allocated towards the activities set out in Items 4(1)-4(4) of these Regulations:

8.1. scientists' trips to scientific conferences, scientific seminars, summer schools, to gather scientific material, expeditions in Lithuania and abroad, etc. (with priority given to those scientists that are applying for funding to present an oral report at a scientific conference);

8.2. trips related to the preparation of new international scientific projects;

8.3. the publications of scientific articles in high-profile open access scientific journals;

8.4. covering the travelling and/or accommodation expenses of guest speakers at international scientific conferences organised by the University (the expenses of no more than two guest speakers may be covered for one event); a conference shall be considered international when more than half of its speakers are from countries other than the host country.

8.5. implementing the scientific ideas of scientists and research groups at the University and the development of their competencies.

9. Additional requirements for applicants, types of expenditure that are financed and/or additional implementation conditions of the activities shall be indicated in the call for proposals (hereinafter the 'Call').

10. One applicant may be financed under the Fund instrument once per calendar year.

11. Applicants shall provide the following to the Research Administration Division of the Department for Research and Innovation of the Central Administration of Vilnius University (hereinafter the 'Research Administration Division') via the University document management system tools:

11.1. the application for financing (Annexes 1-4 of the Regulations);

11.2. additional documents, indicated in the Call.

12. The applications for financing shall be signed by the applicant and approved by the heads of the branch academic unit (in case the core academic unit has branch academic units) and the core academic unit.

CHAPTER III THE PROCEDURE FOR THE ALLOCATION OF FUND RESOURCES TO FINANCE THE ACTIVITIES SET OUT IN ITEMS 8(1)-8(4) OF THE REGULATIONS

13. The applications for the financing of the activities set out in Items 8(1)-8(4) of the Regulations can be submitted on a continuous basis. The Research Affairs Committee shall consider the submitted applications no more than once a month and no less than once a quarter.

14. The applications to finance the activities set out in Items 8(1)-8(4) of the Regulations shall be considered under the following procedure:

14.1. The staff of the Research Administration Division shall assess the compliance of the information provided in the application with the requirements set out in the Call. The applications that comply with the requirements shall be submitted to the Research Affairs Committee.

14.2. The Research Affairs Committee shall consider the applications and decide on the list of applications to be financed.

15. The allocation of funding shall be recorded in the minutes of the meeting of the Research Affairs Committee. The decision on the financing of projects under the Items 8(1)-8(4) of the Regulations shall be approved by the order of the Rector of the University or their authorised person.

CHAPTER IV
THE PROCEDURE FOR THE ALLOCATION OF FUND RESOURCES FOR THE
IMPLEMENTATION OF SCIENTIFIC IDEAS OF SCIENTISTS AND RESEARCH
GROUPS AT THE UNIVERSITY AND THE DEVELOPMENT OF THEIR
COMPETENCIES

16. The applications to finance the activity set out in Item 8(5) of the Regulations shall be submitted once in a calendar year, during the time period indicated in the Call.

17. The activities that may be financed under Item 8(5) of the Regulations:

17.1. the applications of projects to implement the scientific ideas that were submitted to the calls for the programmes (measures) administrated by the Research Council of Lithuania no more than two years ago (from the Fund application submission date) and were declared eligible but did not receive funding.

17.2. the implementation of the scientific ideas (academic trips, work placements, scientific ideas projects) (hereinafter the 'Projects') of young scientists (scientists that defended their doctoral dissertation no more than ten years ago) and other researchers.

17.3. the implementation of other activities, not set out in Items 17(1) and 17(2) of the Regulations.

18. The Fund resources to finance the activity set out in Item 17(1) of the Regulations shall be allocated under the following procedure:

18.1. the applicants submit their applications under the procedure set out in Item 11 of the Regulations;

18.2. The staff of the Research Administration Division assess the compliance of the information provided in the application with the requirements set out in the Call. Applications that do not comply with the requirements set out in the Regulations and the Call are not considered.

18.3. The submitted applications are considered by a working group of experts (hereinafter the 'Working Group of Experts') formed by the Rector of the University. The experts are appointed regarding the main fields of science indicated in the applications. The experts consider the applications following the principles of impartiality and confidentiality. A member of the Working Group of Experts shall withdraw from the discussion of issues in the meeting in the event of the circumstances that call into question the impartiality of that member. The members of the Working Group of Experts evaluate the applications both individually and during the meeting of the Working Group of Experts. No less than two experts are appointed to evaluate the application individually. During the assessment stage of the Working Group of Experts meeting, the experts discuss the results of the individual assessment and seek consensus on the assessment of each application. The assessment of the applications is carried out following the assessment form provided in Annex 5 of the Regulations. During the meeting of the Working Group of Experts, the applications are ranked based on the relevance, objectives, and anticipated results of the planned activity. The Working Group of Experts assessment indicated in the minutes of their meeting is considered the final assessment of the project.

18.4. The order of preference in financing the activity set out in Item 17(1) of the Regulations shall be determined as follows:

18.4.1. scientists whose scientific activities are attributed to the field(s) of science where the quality of research in the latest comparative expert assessment of research and development (hereinafter the 'R&D') activities was rated two out of five points;

18.4.2. scientists, whose scientific activities are attributed to the field(s) of science where the quality of research in the latest comparative expert assessment of R&D activities was rated three out of five points.

18.5. The decision on the financing of projects under the Item 17(1) of the Regulations shall be approved by the order of the Rector of the University or their authorised person.

19. The Fund resources to finance the activities set out in Item 17(2) of the Regulations shall be allocated under the following procedure:

19.1. The applicants submit their applications under the procedure set out in Item 11 of the Regulations;

19.2. The staff of the Research Administration Division assess the compliance of the information provided in the application with the requirements set out in the Call and divide the applications that meet the requirements into groups, based on the main science fields (and/or science field groups) indicated in the application.

19.3. The funds for the financing of activities indicated in Item 17(2) of the Regulations are divided into the same number of parts as the number of applicant groups, proportionally to the number of submitted applications.

19.4. The submitted applications are considered by the Working Group of Experts. The experts are appointed regarding the main fields of science indicated in the applications. The experts consider the applications following the principles of impartiality and confidentiality. A member of the Working Group of Experts shall withdraw from the discussion of issues in the meeting in the event of the circumstances that call into question the impartiality of that member. The members of the Working Group of Experts evaluate the applications both individually and during the meeting of the Working Group of Experts. No less than two experts are appointed to evaluate the application individually. During the Working Group of Experts meeting, the experts discuss the results of the individual assessment and seek consensus on the assessment of each application. The assessment of the applications is carried out following the assessment form provided in Annex 6 of the Regulations. The applications assessed during the meeting of the Working Group of Experts are listed according to the ranking based on the points received (from highest to lowest). The number of ranking lists compiled by the Working Group of Experts corresponds to the number of applicant groups, formed following the provisions set out in Item 19(2) of the Regulations. In the event that the resources allocated to the applicant group formed following the provisions set out in Item 19(2) of the Regulations are insufficient to finance all the projects of that group that received a threshold score, the first project on the list that obtained a threshold score but did not receive full funding is submitted to be financed from unallocated Call resources from other applicant groups (priority is given to projects with higher scores).

19.5. The Working Group of Experts assessment indicated in the minutes of their meeting is considered the final assessment of the project.

19.6. The decision on the financing of projects under Item 17(2) of the Regulations shall be approved by the order of the Rector of the University or their authorised person.

20. The Fund resources to finance the activity set out in Item 17(3) of the Regulations shall be allocated under the following procedure:

20.1. The applicants submit their free-form applications under the procedure set out in Item 11 of the Regulations.

20.2. The Research Affairs Committee considers the applications and decides on the list of applications to be financed.

20.3. The allocation of funding is recorded in the minutes of the meeting of the Research Affairs Committee.

21. The same researcher may apply for funding for the activities set out in Items 17(1), 17(2) and 17(3) of the Regulations only when the period of their previous (in progress) project (financed by the Fund) has ended.

CHAPTER V FINAL PROVISIONS

22. The accounting of the Fund shall be carried out by the Finance Department of the Central Administration of the University. The Research Administration Division shall, as needed, provide a report on the implementation of the Fund to the beneficiaries.

23. The Pro-Rector for Research and the Research Affairs Committee of the University shall be responsible for the allocation and use of the Fund.

24. The Fund beneficiaries shall be responsible for the use of funds for their intended purpose.

25. The Research Affairs Committee and the Research Administration Division shall provide a report on the implementation of the Fund to the Senate of the University as required.

**(The Research Promotion Fund of Vilnius University application form (to promote the
mobility of researchers))**

(CORE ACADEMIC UNIT NAME AND BRANCH ACADEMIC UNIT NAME) OF VILNIUS
UNIVERSITY
(JOB TITLE, FULL NAME)

To the Research Affairs Committee of the Senate of Vilnius University

**THE RESEARCH PROMOTION FUND OF VILNIUS UNIVERSITY APPLICATION (TO
PROMOTE THE MOBILITY OF RESEARCHERS)**

...(day)(month) 20...(year)
Vilnius

Please allocate (total amount in EUR) from the Research Promotion Fund of Vilnius University, purpose, date, location, the objectives of the use of the Research Promotion Fund of Vilnius University (hereinafter the 'Fund'), a brief statement of the reasons and argumentation for the application, the amount requested from the Fund, other anticipated and/or already available sources of funding for the activity; the presentation type (if applicable).

Provide a brief description (up to 1,000 characters) of the scientific production that you prepared in the last five years in affiliation with Vilnius University and, if available, the outcomes of the last academic trip that was financed by the Fund.

Estimated expenditure:

| Expenditure | Amount required (EUR) | Source of funding available (EUR) | Amount requested from the Fund (EUR) |
|---|--------------------------------------|--|---|
| Travelling expenses (including insurance) | | | |
| Local transport | | | |
| Registration fee | | | |
| Daily allowance | | | |
| Accommodation expenses | | | |
| Total: | | | |

ATTACHED:

1., ... pages.
2., ... pages.

Applicant

(Signature)

(Full name)

(The job position of the head of the branch
academic unit)

(The job position of the head of the core
academic unit)

(Signature)

(Signature)

(Full name)

(Full name)

(Date)

(Date)

(The Research Promotion Fund of Vilnius University application form (to cover the expenses of guest speakers at international scientific conferences))

(CORE ACADEMIC UNIT NAME AND BRANCH ACADEMIC UNIT NAME) OF VILNIUS
UNIVERSITY
(POSITION TITLE, FULL NAME)

To the Research Affairs Committee of the Senate of Vilnius University

THE RESEARCH PROMOTION FUND OF VILNIUS UNIVERSITY APPLICATION (TO COVER THE EXPENSES OF GUEST SPEAKERS AT INTERNATIONAL SCIENTIFIC CONFERENCES)

... (day)(month) 20...(year)
Vilnius

Please allocate (requested amount from the Fund in EUR) from the Research Promotion Fund of Vilnius University, the name of the conference, its format, objective, location, date, a brief statement of the reasons and argumentation for the application

The relevance of the scientific event. *A description of the event theme's relevancy, intended topics of the presentations, etc.*

The scientific dissemination and benefits of the scientific event. *A description of the benefits of the event, the intended number of participants, possible future collaborations with the event's participants after the conference.*

Please allocate funds from the Research Promotion Fund of Vilnius University to cover the travelling and accommodation expenses of two main guest speakers at the conference:

- the guest speaker's full name, job position, workplace, title of the presentation (if known) or topic
- the guest speaker's full name, job position, workplace, title of the presentation (if known) or topic

The estimated expenses of the conference speakers (detailing the expenses that are requested to be covered):

1. Travelling expenses – return airline tickets and travel insurance.
2. Accommodation expenses (the sum indicated in the table)

| Expenditure | Amount required (EUR) | Source of funding available (EUR) | Amount requested from the Fund (EUR) |
|---|-----------------------|-----------------------------------|--------------------------------------|
| Travelling expenses (including insurance) | | | |
| Accommodation expenses | | | |
| Total: | | | |

Applicant

(Signature)

(Full name)

(The job position of the head of the branch
academic unit)

(The job position of the head of the core
academic unit)

(Signature)

(Signature)

(Full name)

(Full name)

(Date)

(Date)

(The Research Promotion Fund of Vilnius University application form (to cover the expenses of publishing a scientific article))

(CORE ACADEMIC UNIT NAME AND BRANCH ACADEMIC UNIT NAME) OF **VILNIUS UNIVERSITY**
(JOB TITLE, FULL NAME)

To the Research Affairs Committee of the Senate of Vilnius University

THE RESEARCH PROMOTION FUND OF VILNIUS UNIVERSITY APPLICATION (TO COVER THE EXPENSES OF PUBLISHING A SCIENTIFIC ARTICLE)

...(day)(month) 20...(year)
Vilnius

Please allocate *(indicate the sum that is asked to be covered, in EUR)* from the Research Promotion Fund of Vilnius University, *to cover the expenses of publishing a scientific article. Indicate the title of the scientific article, the name of the journal, the impact factor of the journal (when the article was published), the quartile, the motives for the choice of the given journal.*

ATTACHED:

1. A copy of the published article, pages.
2. A copy of the publication invoice, pages.

Applicant

(Signature)

(Full name)

(The job position of the head of the branch academic unit)

(The job position of the head of the core academic unit)

(Signature)

(Signature)

(Full name)

(Full name)

(Date)

(Date)

**(The Research Promotion Fund of Vilnius University application form (projects for the
realisation of scientific ideas))***(CORE ACADEMIC UNIT NAME AND BRANCH ACADEMIC UNIT NAME) OF VILNIUS
UNIVERSITY
(JOB TITLE, FULL NAME)***THE RESEARCH PROMOTION FUND OF VILNIUS UNIVERSITY APPLICATION
(PROJECTS FOR THE REALISATION OF SCIENTIFIC IDEAS)¹***...(day)(month) 20...(year)
Vilnius*Please allocate funds from the Research Promotion Fund of Vilnius University to this project
for the realisation of scientific ideas:

| |
|----------------------|
| Project title |
| |

Project details

| | |
|---------------------------------------|--|
| Science areas (codes, titles) | |
| Science fields (codes, titles) | |
| Start of project | |
| End of project | |
| Project budget | |

Project promoters

| Row No. | Full name | Unit |
|------------------------|------------------|-------------|
| Main researcher | | |
| 1. | | |
| Other promoters | | |
| 2. | | |
| 3. | | |

Project description

| |
|----------------------------------|
| 1. Purpose and objectives |
| <i>Up to 1,500 characters</i> |

¹ The filled in application should not exceed five pages.

2. The relevance and innovativeness of the scientific idea (what makes this project and its research stand out from other already executed projects or analogous research that is currently conducted by other scientists?)

Up to 3,000 characters

3. Project contents and work plan

Up to 3,000 characters

4. Future perspectives of further topic development, implementation of results, and applicability. Technological readiness level of the foreseen results

Up to 3,000 characters

5. Indicate 5 of the most significant scientific publications that have been published by the members of the group in the last five years (author(s) of the article, title, where it was published, information on the journal, publication date, pages in the journal)

Preliminary estimate of costs associated with the project

| Row No. | Costs | Sum | Justification |
|----------------|---|------------|----------------------|
| 1. | Remuneration (social security and other related contributions included) | | |
| 2. | Expenses for services | | |
| 3. | Expenses for materials or goods | | |
| 4. | Secondment expenses | | |
| 5. | Other expenses | | |
| | Total: | | |

Project leader

(Signature)

(Full name)

(The job position of the head of the branch academic unit)

(Signature)

(Full name)

(Date)

(The job position of the head of the core academic unit)

(Signature)

(Full name)

(Date)

(The form of the Research Promotion Fund of Vilnius University assessment form (for scientific ideas projects))**THE RESEARCH PROMOTION FUND OF VILNIUS UNIVERSITY ASSESSMENT FORM (FOR SCIENTIFIC IDEAS PROJECTS)****Project details**

| | |
|---------------------------------|--|
| Project title | |
| Project registration No. | |
| Project leader | |

1. Project progression and achieved results

| | |
|--|-----------------------------|
| <i>Is the project classified as a priority area based on the assessment of R&D activities</i> | |
| rated two out of five points (Geography, Geology, Odontology, Education Sciences) | |
| rated three out of five points (Ethnology, Ecology and Environmental Science, Public Health, Communication and Information, Psychology, Sociology, Law, Electronics and Electrical Engineering, Informatics Engineering) | |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <i>Is the scientific project intended to be interdisciplinary?</i> | |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |

2. Assessment based on other criteria

| |
|--|
| <i>Comment on the assessment by the Research Council of Lithuania</i> |
| 1. The significance and validity of the idea |
| 2. The competencies of the main project promoters |
| 3. The significance of the expected results of the project, their publication and dissemination, and the internationality of the project |

3. Is the estimate of costs related to the project planned properly to achieve the project's goals

YES NO

If you choose NO, provide an explanation and indicate, when needed, which of the costs should be altered and which costs should be eliminated

4. Final conclusion

PROJECT IS ELIGIBLE FOR FINANCING
 PROJECT IS NOT ELIGIBLE FOR FINANCING

I, the undersigned expert, confirm that I will not receive any tangible or intangible benefits, either direct or indirect, in the event of the project's success or failure

Expert

(Signature)

(Full name)

(The form of the Research Promotion Fund of Vilnius University assessment form (for the scientific idea projects of young scientists and other researchers))

THE RESEARCH PROMOTION FUND OF VILNIUS UNIVERSITY ASSESSMENT FORM (FOR THE SCIENTIFIC IDEA PROJECTS OF YOUNG SCIENTISTS AND OTHER RESEARCHERS)

Project details

| | |
|---------------------------------|--|
| Project title | |
| Project registration No. | |
| Project leader | |

1. Project progression and achieved results

| |
|---|
| <i>Is the scientific project intended to be interdisciplinary</i> |
| <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <i>Justification of the assessment</i> |
| |

2. Assessment based on other criteria

| Assessment criteria | Assessment (1-5 max) | Assessment explanation |
|--|----------------------|------------------------|
| 1. The purpose and objectives of the project | | |
| 2. The innovativeness | | |
| 3. Project contents and work plan | | |
| 4. The expected results of the project | | |
| 5. Additional points (if applicable) | | |
| Total | | |

3. Is the project costs estimate planned properly to achieve the project's goals and does it not exceed the maximum project funding amount in EUR indicated in the call

YES NO

If you choose NO, provide an explanation and indicate, when needed, which of the costs should be altered and which costs should be eliminated

4. Final conclusion

PROJECT IS ELIGIBLE FOR FINANCING
 PROJECT IS NOT ELIGIBLE FOR FINANCING

I, the undersigned expert, confirm that I will not receive any tangible or intangible benefits, either direct or indirect, in the event of the project's success or failure

Expert

(Signature)

(Full name)