

On announcing Phase 2 of the competition for participation of the SPbU academic staff in the support programme for opening stages of joint projects of SPbU and the Free University of Berlin (Joint Seed Funding Scheme) in 2019

In order to support the opening stages of research and educational projects implemented by the academic staff of St. Petersburg State University (hereinafter referred to as SPbU) and the Free University of Berlin (hereinafter referred to as FUB) in accordance with the Additional Protocol to the Framework Agreement on Strategic Partnership between SPbU and FUB (Reg. No. SPbU 28-15-130 of November 24, 2016, prolonged by the Extension Agreement to the Additional Protocol, Reg. No. SPbU 28-15-32 of February 1, 2018),

I DO HEREBY ORDER:

1. To announce Phase 2 of the competition for participation of SPbU academic staff in the support programme for opening stages of joint projects of SPbU and the Free University of Berlin (Joint Seed Funding Scheme) in 2019, in accordance with the Announcement of the Competition (hereinafter the Competition) (Annex to this Order);
2. That the Head of the Public Relations Office, T.T. Zainullin, shall arrange for the publication of this Announcement on the official SPbU website within two working days from the date of the issuance of this Order;
3. That the Head of the Department of International Science and Technology Cooperation, N.V. Taranova, shall be appointed as the official responsible for arranging the competition procedures;
4. That the Acting Head of the Information Technology Service, A.B. Zhamoido, shall arrange for the collection and storage of the data necessary to create Competition applications in the SPbU Pure System during the time period from 15 March 2019 to 30 April 2019;

5. That the Head of the Department of Science and Technology Cooperation, N.V. Taranova, shall arrange for submitting the proposals on the composition of the Expert Board for evaluation of the applications for the Competition before 13 May 2019;
6. That the Head of the Administrative Control Department, S.V. Begeza, shall arrange for mail distribution of this Order to corporate e-mail addresses of the SPbU academic staff within two working days from the date of the issuance of this Order.
7. Requests for clarification in relation to the content of this Order shall be addressed to the Vice Rector for Research through the Virtual Reception service on the SPbU website.
8. Proposals for amendments of and/or additions to this Order shall be sent to the following email address: org@spbu.ru.
9. Monitoring the implementation of this Order shall be my responsibility.

Vice Rector for Research

S.V. Mikushev

Annex to Order No. \_\_\_\_\_ of \_\_\_\_\_ issued by the Vice Rector for Research

The Announcement of Phase 2 of the competition for participation of SPbU academic staff in the support programme for opening stages of joint projects of SPbU and the Free University of Berlin (Joint Seed Funding Scheme) in 2019

## 1. General Provisions

- 1.1. St. Petersburg University (hereinafter SPbU) announces the Competition for financial support of opening stages of joint research and educational projects implemented by the academic staff of SPbU and the Free University of Berlin (hereinafter FUB) from May 31, 2019, to December 15, 2019 (hereinafter the Competition).
- 1.2. The Competition is held in accordance with the Additional Protocol to the Framework Agreement on Strategic Partnership between SPbU and FUB (Reg. No. SPbU 28-15-130 of November 24, 2016, prolonged by the Extension Agreement to the Additional Protocol, Reg. No. SPbU 28-15-32 of February 1, 2018), and this Announcement (hereinafter Announcement). The official responsible for arranging and conducting the competition procedures is the Head of the Department of International Science and Technology Cooperation.
- 1.3. Applications for the Competition are accepted from the members of the SPbU academic staff. From the moment of filing the application for participation in the Competition and until the end of the project, the SPbU employee must have an ongoing employment agreement with SPbU. The project leader from FUB should occupy the position of a professor at FUB.
- 1.4. In accordance with Order No. 2914/1 of April 15, 2016, "On up-to-date information in relation to the research activity of SPbU academic staff members" issued by the Head of the Personnel Office), SPbU officials, when considering the applications, will take into account the information on research activity obtained from scientometric databases using author identifiers (Scopus Author ID, Researcher ID, ORCID ID, SPIN-code, etc.), provided by the members of the SPbU academic staff to the SPbU Personnel Office. Members of the SPbU academic staff who have not provided the information on their author identifiers or have provided inaccurate information to the Personnel Office will not be approved for participation in the Competition.
- 1.5. Following the results of the Competition, funding is provided for implementation of the opening stages of joint research and educational projects with FUB. The maximum amount of funding allocated for one project cannot exceed 10,000 euros (or an equivalent amount in roubles).

## 2. COMPETITION DEADLINES AND STAGES

No.	Description	Deadlines
1	Preparation and submission of applications for the competition	15.03.2019 - 30.04.2019 <b>18:00</b>
2	Technical review of the applications for the Competition	06.05.2019
3	Evaluation of Competition applications at joint meetings of the Research Committees and the Teaching and Methodological Committees of the Faculties/Institutes	07.05.2019 – 15.05.2019
4	Evaluation of the Competition applications by the Expert Board	15.05.2019 – 20.05.2019
5	Generation of final scores/rankings of the Competition applications (in cooperation with FUB), announcement and publication of the Competition results	20.05.2019 – 30.05.2019

## 3. PREPARATION AND SUBMISSION OF APPLICATIONS FOR THE COMPETITION

The procedure for preparation and submission of applications involves the following steps:

- 3.1. Entering data into the SPbU Pure System (the login page to the SPbU Pure System: <https://pure.spbu.ru/admin/login.xhtml>), creating the electronic version of the application. Detailed instructions for completing the application form are provided in Annex 1 to this Announcement. Inquiries in connection with the work of the SPbU Pure System should be sent to the following email address: support.pure@spbu.ru.
- 3.2. Data shall be entered in the application form through the SPbU Pure System before 18:00 of April 30, 2019. After that, no changes can be made in the content of the application. The following documents should be attached to the application card in the “Documents” section (type of Document – “Attachment”):
  - 3.2.1. a detailed project plan in English (no more than 4 pages);
  - 3.2.2. project cost estimates (in Russian and English) with a breakdown of expenses for SPbU and FUB separately;
  - 3.2.3. the list of project participants from SPbU and FUB, with detailed information on project leaders for both sides (in English);
  - 3.2.4. in the case of a planned visit of an SPbU academic staff member to FUB as part of the project, an electronic copy of the invitation letter from the host scientist at FUB, on the official letterhead of the receiving organization, indicating the dates and the purpose of the visit, signed by the host scientist and indicating his/her position and contact information;
  - 3.2.5. if the invitation letter is written in German, a file with its translation into Russian should be enclosed with the application;

- 3.2.6. a file with a list of publications, as a .pdf or .doc file generated in the SPbU Pure System. To generate a file, go to your page in the SPbU Pure System and click “Add” on the right side of the screen. In the main menu on the left side of the screen, select the “Biography” field and then select the “Private Biography” section. In the opened window, select the “Research Results” section, click “Create” and select “Save to .pdf” or “Save to .doc”.
- 3.3. The application should include a brief description of planned/possible intellectual property that can be created during the visit.
- 3.4. The application will be considered invalid and will not be accepted for participation in the Competition after the technical review in the following cases:
  - 3.4.1. By the end of the application period (18:00 30.04.2019), the application data has not been entered in the SPbU Pure System and the application has not been sent for internal approval in accordance with clause 4 of the Annex 1 to this Announcement;
  - 3.4.2. The application has not been executed in compliance with the requirements established by this Announcement (including Annex 1 herewith);
  - 3.4.3. The application for the Competition has not been duly submitted to FUB by the FUB project leader;
  - 3.4.4. The application does not include a brief description of planned/possible intellectual property that can be created during the visit;
  - 3.4.5. The applicant has provided inaccurate information or has not provided the information on author identifiers in scientometric databases to the Personnel Office (see order No. 2914/1 of April 15, 2016, “On up-to-date information in relation to the research activity of SPbU academic staff members” issued by the Head of the Personnel Office).

#### 4. PROCEDURE FOR APPLICATIONS EVALUATION AND FOR DETERMINING THE WINNERS OF THE COMPETITION

- 4.1. The applications will be evaluated using two indicators, in accordance with Annex 2 to this Announcement.
- 4.2. All the applications will be evaluated at joint meetings of the Research Committees and the Teaching and Methodological Committees, and also by the Expert Board for evaluation of the applications for the Competition, appointed by the Order of the Vice Rector for Research.
- 4.3. Scores for each of the indicators for each Competition application, together with the final score, will be registered in the Table of Scores Received by Competition Applications (Annex 3 to this Announcement). The final score of each Competition application is determined by the Expert Board. The final ranking of applications is determined on the basis of final score results. The highest ranking is awarded to the Competition application scoring the most points.
- 4.4. Based on the final rankings of the applications, the Expert Board draws up the proposed list of Competition winners on the part of SPbU.

- 4.5. Following the exchange of proposals with regard to the list of the winners on the joint Competition at SPbU and FUB, the final list of the winners of the Competition is compiled.
- 4.6. The list of the Competition winners is approved by the order of the Vice Rector for Research.

## 5. REPORTING REQUIREMENTS

- 5.1. Each winner of the Competition shall provide to Yulia Andreyevna Ditmar, Chief Specialist of the Department of International Science and Technology Cooperation (tel.: (812) 324-08-88, e-mail: j.ditmar@spbu.ru), a detailed report on the results of the project within one month after the end of the project. The report form will be published within two working days after the publication of this Order on the “Competition for 2019” page of the SPbU official website, in the “Reports” section: <http://ifea.spbu.ru/программа-поддержки-совместных-проектов-спбгу-и-свободного-университета-берлина>.
- 5.2. When publishing research, teaching and methodological, educational, expert review and other works (results of intellectual activity), including patents, created in the course of participation of SPbU academic staff members in the Programme and/or using SPbU resources, each applicant shall be required to indicate their affiliation with SPbU, in accordance with Order No. 5805/1 of July 23, 2015, “On the form of indicating author affiliation in scientific articles” (as may be amended from time to time), issued by the Vice Rector for Research; in the case of publications by publishing houses, the applicants are required to make sure that a license agreement is signed.

Annex 1 to the Announcement of Phase 2 of the competition for participation of SPbU academic staff in the support programme for opening stages of joint projects of SPbU and the Free University of Berlin (Joint Seed Funding Scheme) in 2019

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM IN THE SPbU PURE SYSTEM**

1. After logging in to the SPbU Pure System (<https://pure.spbu.ru/admin/login.xhtml>) through the SPbU Researcher Portal (<https://research.spbu.ru/ru/>), select the “Applications” item in the main menu located on the left side of the screen and click “+” (“Add”).
2. The application should be filled out in accordance with the guidelines provided below. Only the following fields are mandatory:

No.	Field name in the application form	Instructions
2.1.	Application type	Select “Other SPbU Competitions > Application for outbound academic mobility”.
2.2.	Description of the type of activity	Click the “Add the description of the type of activity” button. From the drop-down list, select one of the following: “teaching”, or “research and development - basic research”, or “research and development - applied research”, or “research and development - exploratory research”, or “research and development - experimental design work”, depending on the primary purpose of the project, and click “Add”.
2.3	Title	Provide the title of the project in Russian and in English.
2.4.	Acronym	Enter “JSMF2019” by CUTTING AND PASTING DIRECTLY FROM THE COMPETITION ANNOUNCEMENT (in capital letters, without quotation marks).
2.5.	Summary	This field should contain the following: 1. First and last name, position and administrative division of the project leader from FUB, in English. The project leader from FUB has to hold the position of professor. 2. A brief description of the project in English and Russian.
2.6.	Rationale for the application	Please fill out in English. Provide information on the relevance of the project goals, on methods and approaches to be used when achieving the goals. Specify the existing teaching and methodological and/or scientific groundwork for the project. Indicate the expected teaching and methodological, scientific and (or) scientific and technical, and other results (specify), the expected application of the project results in the educational process (if applicable), indicating the relevant course units

		and attaching a corresponding abstract from the minutes of the meeting of the Teaching and Methodological Committee to the report on the project results. Provide information on the expected ways of attracting additional funding for further stages of the project. Due to the fact that this Competition provides funding only for the opening stages of joint projects, the prospect of attracting additional funding is one of the key criteria taken into account when evaluating the application.
2.7.	Expected results	Indicate the expected scientific and (or) scientific and technical, and other results (specify), the expected application of the project results in the educational process (if applicable), indicating the relevant course units and attaching a corresponding abstract from the minutes of the meeting of the Teaching and Methodological Committee to the report on the visit results.
2.8.	Results that are planned for publishing in non-serial publications	Provide information on planned publications.
2.9.	Results that are planned for publishing in non-serial publications	Provide information on planned publications.
2.10.	Possible commercial applications of project results	Specify possible commercial applications of the project results.
2.11.	Intended use of the SPbU Research Park	Specify (if applicable)
2.12.	Intended use of SPbU collections	Specify (if applicable)
2.13.	Applicants > Participants of the application	Indicate the project leader and all participants of the application, using the “Add Person” button. Check that the last name, first name, and patronymic name of the user are written correctly and that the role of the project leader is set as “Leader”. Affiliation of all project participants should indicate the administrative division of the principal place of employment.
2.14.	The department supporting the application	If there is a choice of several possible departments, indicate the one in which the proposed research and development project is planned to be carried out. If there is no list of suggested departments, leave the default department provided.
2.15.	Partners	In the “Application for a joint project with partner participation” section, choose “Yes”. Click “Add partner”; in the pop-up line start typing the name



		<p>“Freie Universität Berlin” and select the receiving organization “Freie Universität Berlin” from the drop-down list.</p>
2.16.	Funding	<p>In the “Funding” section, press “+” (“Add funding”).</p> <p>In the “Financing organization/Project owner” window, press the “+”; then in the pop-up line type SPbU and select the external organization: “Saint Petersburg State University”. In the “Project financing structure (research programme)” window, enter the name of the competition as “Support programme for joint projects of SPbU and the Free University of Berlin”, by CUTTING AND PASTING DIRECTLY FROM THE COMPETITION ANNOUNCEMENT (without quotation marks). Below, in the “Financial indicators” field, select “Brief”. Click the “Create” button.</p>
2.17.	Life cycle	<p>In the “Expected start date” and “Expected completion date” fields, enter the planned project implementation dates. The start date for the project cannot be earlier than May 31, 2019. The completion date for the project cannot be later than December 15, 2019.</p>
2.18.	Documents	<p>Add the following files: a detailed project plan in English; project cost estimates in Russian and English, with a breakdown of expenses for SPbU and FUB separately; the list of project participants from SPbU and FUB in English; a scanned copy of the invitation letter from the host scientist (if the project involves a planned visit of an SPbU academic staff member to FUB); a file with a list of publications, as a .pdf or .doc file generated in the SPbU Pure System. To attach a file, click “Add document”, upload the .doc/.docx or .pdf file; in the “Type” field select “Attachment” from the drop-down list and click the “Create” button.</p>
2.19.	KEYWORDS	<p>Enter the keywords related to the project topic (one per each free field), in Russian. As soon as you start typing the first keyword in an empty window, another empty window will open, etc.</p>
2.20.	Codes of the State Classification of Scientific and Technical Information (GRNTI codes)	<p>By clicking the “Add GRNTI codes” button, select the codes of the State Classification of Scientific and Technical Information from the drop-down list.</p>
2.21.	INTERNATIONAL CLASSIFICATION CODES	<p>By clicking the “Add international classification codes” button, select the international classification codes from the drop-down list.</p>
2.22.	PRIORITY AREAS OF THE SCIENTIFIC AND	<p>Click the “Add priority areas of the scientific and technological development of the Russian Federation”</p>

	TECHNOLOGICAL DEVELOPMENT OF THE RUSSIAN FEDERATION	button to select the priority areas from the drop-down list or select “No”.
2.23.	PRIORITY AREAS OF THE SPbU STRATEGIC PLAN 2020	Click the “Add priority areas of the SPbU Strategic Plan 2020” button to select the priority areas from the drop-down list or select “No”.
2.24.	INSTRUCTION LANGUAGE/LANGUAGES (FOR TEACHING ACTIVITY)	Provide this information if “Teaching” was selected in field 2.2 “Description of the type of activity”.
2.25.	Visibility	Do not change the default “Confidential” visibility mode.

3. After filling in the fields described above, click the “Save” button at the bottom of the page. After saving the information, you will still be able to return to the editing mode and edit the application.
4. After completing the application form (including the attachment to the application card in the “Documents” section of all the documents in accordance with subsection 3.2 of this Announcement), you need to re-enter the application and click the “Submit for internal approval” button to send the application for consideration to SPbU officials responsible for the competition. You will need to click the “Submit for internal approval” button in the opened window again.

**Note:** All inquiries in connection with the work of the SPbU Pure System should be sent to the following email address: support.pure@spbu.ru.

Annex 2 to the Announcement of Phase 2 of the competition for participation of SPbU academic staff in the support programme for opening stages of joint projects of SPbU and the Free University of Berlin (Joint Seed Funding Scheme) in 2019

INDICATORS FOR EVALUATION OF COMPETITION APPLICATIONS

No	Indicator	Instructions
Indicator F (evaluated at a joint meeting of the Teaching and Methodological Committee and the Research Committee)		
	Assessment of project quality, goals and expected results of participation in the project, international cooperation experience, innovative approaches and methods, potential future joint projects, rational and economic use of funds.	Evaluated on a scale from 0 to 10 points (including tenths of a point)
Indicator E (evaluated by the Expert Committee for evaluation of the applications; this is the final score gained by the project)		
	Evaluating a clear statement of the project objectives, information on the expected mutually beneficial results of cooperation between SPbU and FUB in the course of the project, the detailed description of the joint project (including information on the dates of its implementation, steps undertaken to draw up a joint application for future external funding of the project), correspondence of the project to SPbU profile (interdisciplinary character, high professional level of project leaders, participation in the project of experts from different fields of research and from various research laboratories), while taking into account the evaluation received from the Teaching and Methodological Committees/Research Committees. Priority is given to applications from candidates who have not previously participated in the programmes of bilateral cooperation between SPbU and FUB.	Evaluated on a scale from 0 to 10 points (including tenths of a point)

Annex 3 to the Announcement of Phase 2 of the competition for participation of SPbU academic staff in the support programme for opening stages of joint projects of SPbU and the Free University of Berlin (Joint Seed Funding Scheme) in 2019

TABLE OF SCORES RECEIVED BY SPbU ACADEMIC STAFF APPLICATIONS  
FOR PHASE 2 OF THE COMPETITION FOR PARTICIPATION IN THE SUPPORT PROGRAMME  
FOR OPENING STAGES OF JOINT PROJECTS OF SPbU AND FUB

**Chairman of the Expert Board**

\_\_\_\_\_ *First name,*  
*patronymic name, last name*

**Secretary of the Expert Board**

\_\_\_\_\_ *First name,*  
*patronymic name, last name*

**Dean of Faculty/Director of Institute**

\_\_\_\_\_ *First name,*  
*patronymic name, last name*

Criteria to be used when evaluating the applications are specified in Annex 2 to this Announcement.

<b>First name, Patronymic Name, Last Name of the Project Leader from SPbU</b>	<b>No. of Application</b>	<b>Name of Project</b>	<b>Score for Indicator F</b>	<b>Final score given by the Expert Board</b>