

PROCEDURE ON THE GRANTS PROGRAM FOR INCREASING INSTITUTIONAL PERFORMANCE AND PRIORITIES IN PRIORITY AREAS OF THE UNIVERSITY OF BUCHAREST

1. General provisions

- 1.1. The University of Bucharest (hereinafter referred to as “UB”) organizes the grant competition for researchers from the University of Bucharest;
- 1.2. The grants are addressed to researchers and teachers, who have a full-time employment contract in a teaching or research position at UB;
- 1.3. The duration of the grant is a maximum of 24 months;
- 1.4. A variable number of grants will be awarded under the program, depending on the level of annual funding approved by the UB Board of Directors (BOD) for this purpose. The financing is made from the own revenues of UB or of the faculties with budget surplus;
- 1.5. The themes of the grants will be established in accordance with the development strategy of the UB and will have as finality the increase of the institutional performance and the achievement of the indicators and targets assumed by the strategic plan of the UB and / or by the annual operational plan.

2. The grant

- 2.1. Grants will have different values, depending on the complexity of the objectives assumed and the resources required;
- 2.2. The funding application will be made by completing the form in Annex 1, which contains a budget and a detailed justification of how to spend the amount allocated to different categories of expenditure: personnel (salaries), logistics (equipment, consumables, analysis, services, other costs) and travel expenses (internal and external travel);
- 2.3. The expenses will be financed according to the normative acts in force;
- 2.4. The grant can be implemented by a project manager supported by a team that can have a variable number of members (teachers, researchers, administrative staff, students, etc.).

3. Selection procedure

- 3.1. Funding applications can be sent by e-mail throughout the year, at office@unibuc.ro and will be evaluated, depending on the time of submission, in the panels organized twice a year, in April / May (applications sent in September 1, previous year-February 28/29, current year) and October / November (for applications submitted between January 31 and August 31 this year);
- 3.2. The selection procedure is based on the following criteria:
 - a) administrative compliance: the funding application must comply with the required model, all fields are correctly filled in, the project manager is in a contractual employment relationship (full-time contract, indefinite or fixed-term) with UB;
 - b) the inclusion in the priority themes approved for the current competition and the correlation with the strategic objectives of UB;
 - c) feasibility of the project (potential impact, good correlation between objectives, resources, time allotted and team competencies);
 - d) experience and expertise of the project team;
 - e) detailed and realistic description of expenses;
- 3.3. Evaluation and approval of funding applications
 - a. Applications for funding will be evaluated in accordance with the specific criteria set out in the selection procedure in 3.2., according to the following calculation formula:

Criteria	Scores
A	15
B	35
C	20
D	15
E	15
Total	100p

b. Funding applications will be evaluated by a committee of 5 teachers and / or researchers (1 chair, 3 members, 1 secretary) with experience in the field, based on the “selection procedure” in point 4.1. The members of the commission are appointed by the BECA and will not be remunerated for this activity;

c. Funding applications evaluated with a minimum of 80 points will be selected for the panel stage, consisting of members of the OECD and project chairpersons, which will meet twice a year, in April / May and October / November. The panel may decide to include in the evaluation an interview with some grant directors;

d. The financing of each grant will be made from the annual budget approved for this purpose, after the completion of the evaluation process, with the approval of the Rector of UB;

e. Information on approved grants will be published on the UB website (title, objectives, expected results, implementation team, and allocated budget);

f. The implementation of the grant starts from the date of signing the grant contract.

4. Obligations of the grant holder

4.1. Implement the grant;

4.2. Meet all result indicators;

4.3. In the case of multi-annual projects, submit an interim report (justification of expenditure, stage of implementation of the proposed indicators);

4.4. In case of finding the non-fulfillment of the assumed indicators, at the proposal of the monitoring commission, the Board of Directors will decide to interrupt the financing of the grant and to return the amounts spent.

5. Obligations of the University of Bucharest

5.1. Ensure the financing of the project in accordance with its annual plans;

5.2. Provide logistical and administrative support for grant holders;

5.3. Announce the grant program on the UB website;

5.4. Manage the process of receiving, evaluating and selecting funding applications for grants.

6. Final provisions

6.1. This procedure is completed with the information package, which is an integral part of it, as well as with all incidental normative and / or legal acts;

This procedure shall enter into force on the date of its approval by the Senate of the University of Bucharest and shall take effect until its express repeal.