



Georgian American University, LLC

Research Development and Support Office  
Regulation

## Contents

Article 1. General Provisions	3
Article 2. Objectives of the Office	3
Article 3. Functions of the Office	3
Article 4. Structure of the Office	4
Article 5. Head of the Office	4
Article 6. Office Manager	5
Article 7. Rights and Duties of Employees	6
Article 8. Liability of employees	7
Article 9. Final Provisions	7

## Article 1. General Provisions

1. This Regulation defines the authority, accountability and regulatory issues of the Research Development and Support Office (hereinafter referred to as the "Office") of the Georgian American University, LLC (hereinafter "the University") and regulates issues related to the activities of the Office;
2. The Office is an auxiliary structural unit of the University;
3. The Office is guided in its activities by the Constitution of Georgia, international treaties, laws of Georgia, the Statute of the University, this Regulation, the acts of the President and Senior Vice President of the University, legislative and sub-legislative normative acts;
4. The Office is accountable to the President and Vice President of the University.

## Article 2. Objectives of the Office

The purpose of the Office is to assist basic education units and university staff in obtaining funding for research production and to take care to create a supportive environment for research.

## Article 3. Functions of the Office

The functions of the Research Development and Support Office are:

- a) Support academic and scientific staff, research units to conduct research and improve research infrastructure to obtain funding from various sources;
- b) relations with national scientific foundations;
- c) Finding information about local and international research funds and projects and providing information to interested parties;
- d) Facilitate the University's participation in regional and international interdisciplinary research projects;
- e) Advising researchers, professors and doctoral students on legal issues, finding funding sources, preparing, evaluating and submitting a grant application for participation in scientific grant competitions;
- f) Coordination and Support of the process of commercialization of science;
- g) Administration of scientific grants; Preparation / submission of grant applications / contracts on behalf of the University;
- h) Ensuring the functioning of a public, transparent and fair system of research funding at the University;
- i) Supporting the popularization of science;

- j) Facilitate the inclusion of the University in the international network of electronic library resources;
- k) Providing information on the use of appropriate databases for academic staff, young researchers and research components, organizing trainings;
- l) Participate in the development of the University's strategic plan within the scope of its authority;
- m) Cooperation with the University International Relations Office to coordinate activities with foreign partner universities and scientific / research institutions;
- n) Preparation of data, reports, proposals and other materials upon the request of the relevant persons and structures of the University, and, if necessary, their analysis;
- o) Information provision of the Academic Council of the University;
- p) Reviewing incoming correspondence within its competence and participating in the preparation of past correspondence;
- q) Carrying out other activities in accordance with the University regulations and internal acts.

#### Article 4. Structure of the Office

1. The Office consists of the head of the Office - the head and the manager / managers;
2. The head of the Office and the manager are appointed by the President of the University on the recommendation of the Vice President.

#### Article 5. Head of the Office

##### 1. Head of the University Research Development and Support Office:

- a) directs and directs the activities of the Office and is responsible for the performance of the functions and tasks assigned to the Office;
- b) establishes relations with the representatives of national scientific foundations;
- c) Gives instructions and instructions to the employee / employees of the Office, if necessary, distributes duties among them;
- d) exercises control over the proper performance of official duties and observance of discipline by the employee / employees of the Office;
- e) prepares a response to incoming correspondence;
- f) Signs and endorses the documents and projects prepared by the Office within the scope of its competence;
- g) coordinates the relationship of the Office with other structural units of the University;
- h) Participates in the discussion of the candidatures of the persons appointed to the Office within the scope of his / her competence;

- i) submits to the Vice President of the University for the allocation of material and technical means necessary for the functioning of the Office in the field of educational-scientific and quality assurance;
- j) submits proposals of the Vice President of the University in the field of educational-scientific and quality assurance of the University on the structure of the Office, staffs, work organization, incentives for employees, imposition of disciplinary responsibilities and raising their qualifications;
- k) submits a report on the work done by the Office to the Vice President of the University in the field of educational-scientific and quality assurance;
- l) Performs other functions defined by this Regulation, legal acts of the University and the legislation of Georgia and the assignments of the Vice President of the University in the field of educational-scientific and quality assurance.

2. In case of absence of the Head of the Office and / or temporary inability to perform his / her duties, one of the employees of the Office shall perform his / her duties.

## Article 6. Office Manager

### 1. Office Manager:

- a) obtains information from various sources regarding the financing of research and introduces it to interested persons;
  - b) find information on local and international research funds and projects and inform stakeholders; Promotes the involvement of university representatives in these projects;
  - c) finds information on interdisciplinary research projects and activities at the regional and international levels and introduce them to interested persons;
  - d) advises researchers, academic staff and doctoral students to participate in the grant competition;
- Coordinating and promoting the process of commercialization of science
- e) plans and implements various activities to coordinate and facilitate the process of commercialization of science;
  - f) Carries out activities related to the administration of grants, prepares grant applications / contracts and submits them;
  - g) plans and implements various measures to ensure the functioning of a public, transparent and fair research funding system;
  - h) plans and implements various actions for the popularization of science;
  - i) manages activities in order to include the University in the international network of electronic library resources;

- j) Provides information on the use of relevant databases to academic staff, young researchers and research component implementers; Organizes trainings in this direction;
  - k) prepares information and documents for the Scientific Council;
  - l) Performs the tasks of the Head of the Office based on the goals of the Office.
2. By the order of the President of the University or the employment contract on the appointment of employees, it is possible, if necessary, to provide for functions or obligations different from the functions defined in this Article.
3. The manager is accountable to the head of the Office.

## Article 7. Rights and Duties of Employees

1. An employee of the Office is entitled to:

- a) request any type of information from the relevant structural units and basic educational units of the University, which is necessary for the implementation of the activities of the Office;
- b) to conduct negotiations on behalf of the University within its competence;
- c) develop job instructions and qualification requirements for the staff of the Office;
- d) Participate in the discussion of issues within its competence by the university management;
- e) submit relevant proposals and recommendations;
- f) use the University inventory and other material values.

2. An employee is obliged to:

- a) carry out the tasks assigned by the management in a timely manner;
- b) be involved in activities organized by other structural units aimed at developing the activities of the institution;
- c) create a positive work environment, ensure compliance with the principles of ethics, collegiality and subordination;
- d) take maximum care of the institution's reputation and assets or material resources in its daily activities;
- e) to plan the activities to be implemented in advance in order to achieve the set goal;
- f) perform the assigned functions fully, with high quality and on time;
- g) take care of the inventory and / or other material values used by the Office;
- h) carry out other tasks of the management persons in order to perform his / her function;
- i) follow the internal labor regulations and the code of ethics of the University.

## Article 8. Liability of employees

1. The employee is responsible for:

- a) unscrupulous, unqualified and improper performance of the tasks and functions defined by the University Regulation and this Regulation;
- b) inflicting damage to the institution intentionally or negligently;
- c) The employee is not responsible for the negative consequences that arise due to the timely failure to provide information / documentation to other structural units of the institution, basic educational units and other bodies / persons.

## Article 9. Final Provisions

Approval of the regulations of the Office, as well as changes and additions to it are carried out by the order of the President of the University.