

APPROVED  
by Order of KK Director  
No. 1- of - January 2025

## **REGULATIONS OF THE COMPETITION FOR INTERNAL PROJECTS OF APPLIED RESEARCH, EXPERIMENTAL DEVELOPMENT AND ARTISTIC ACTIVITIES AT KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION**

### **CHAPTER I GENERAL PROVISIONS**

1. The Regulations of the Competition for Internal Projects (hereinafter referred to as Projects) of Applied Scientific Research, Experimental Development (hereinafter referred to as R&D) and Artistic Activities at Kauno kolegija Higher Education Institution (hereinafter referred to as KK) shall regulate the procedure for submission and assessment of Project applications.

2. The aim of the Competition for Internal R&D and artistic activities (hereinafter referred to as the Competition) is to promote R&D and artistic activities at KK, generate R&D and artistic ideas relevant to the region and the country, foster the creative cooperation of KK academics, employees, students and social partners.

3. Funding for the Projects is allocated in accordance with the procedures set out in the *Description of the Procedure for the Use of Funds for Research, Experimental Development and Artistic Activities*.

4. The Competition is organized by the Project Management Unit.

5. Key concepts:

6. **Applicant** is a participant applying for the Competition. This could be either groups / subgroups of researchers formally formed at KK or formed on the basis of the content of the activity (common idea), or individual researchers. The members of the project research group may be KK academic staff, employees, students, representatives of social partners and alumni from Lithuania and abroad. The head of the project research group can only be a member of KK staff, who is elected by consensus of the group members.

7. **Assessment Board for Project Applications and Implemented Project Results (hereinafter referred to as the Board)** is the board approved by the Order of KK Director, which assesses the applications submitted to the Competition and the results of the implemented Projects.

8. **Application** is a document submitted to the call for the Competition by a group of researchers or an individual researcher in order to receive funding for the Project.

### **CHAPTER II ORGANISING THE COMPETITION**

9. Information about the Competition is provided via KK email group/s “Project Activities”, “Applied Science and Artistic Activities” and on KK website.

10. The deadline for submitting Applications is normally 20 working days from the date the information is published

### **CHAPTER III PARTICIPATION IN THE COMPETITION**

11. In order to participate in the Competition, the Applicant shall prepare an Application according to the established form (Annex 1) and submit a signed copy by the Head of the Project

group to the Project Management Unit. The Application shall be submitted via the staff self-service function of the Document Management System.

12. The Project Management Unit shall check and assess whether the Application has been properly completed within 3 working days of its receipt. If necessary, the Project Management Unit may request additional information or make recommendations for clarification of the data provided in the Application. If the Applicant fails to provide additional documents or information within the time limit set by the Project Management Unit (normally 3 working days), the Application shall not be further assessed and shall be rejected.

13. The Project Management Unit shall submit only properly and fully completed Applications for the assessment to the Board.

14. The Applicant is responsible for the authenticity and accuracy of the information provided in the Application.

#### **CHAPTER IV REQUIREMENTS FOR THE PROJECTS**

15. The R&D results anticipated in the Project shall be novel (original); creative; uncertain; systematic; transferable and/or reproducible (according to the Frascati Manual).

16. Priority shall be given to:

16.1. interdisciplinary projects;

16.2. projects by research groups formed on the basis of formal research groups and sub-groups, related to the activity plans of the research groups /sub-groups;

16.3. ongoing projects that have previously received funding and have already produced significant R&D results with additional funding required to further develop the R&D output of the created product.

17. The Project shall aim to achieve at least one of the indicators set out in Annex 1, Chapter 3 of these Regulations.

18. The duration of the Project is up to three years. The funds required for the Project shall be planned for the entire Project period and for each calendar year separately. At least 30 % of the Project activities shall be implemented during the first calendar year.

19. Salary expenses in the Project budget cannot exceed more than 50% of the total Project amount.

20. Only KK staff may receive remuneration for the activities carried out during the Project. If the Project includes salary for a foreign researcher or an employee of a social partner, he/she shall be employed by KK for the full or part of the Project implementation period. Salary expenses in any other form shall not be allowed.

21. Salary expenses cannot be planned for academic staff if the Project activities are already included in their activity plan.

22. Additional remuneration for work in the Project may be awarded on the basis of the employee's workload in hours and the results achieved.

23. The Project may include expenses for the purchase of scientific infrastructure and services.

#### **CHAPTER V ASSESSMENT OF APPLICATIONS**

24. After the Application submission period ends, the Project Management Unit shall submit an official letter to KK Director within 5 working days regarding the formation of the Board.

25. The Board shall be composed of 7-10 members: the Vice Director for Organisation Development (Chair of the Board), the Head of the Project Management Unit, the Head of the Unit for Applied Science and Commercialisation, the Vice-Deans for Science (and the Arts) of KK Faculties, and other relevant stakeholders.

26. The Board meeting for the assessment of the submitted Applications is organised within 10 working days from the date of the formation of the Board.

27. The Board meeting is deemed to be valid if at least two thirds of the Board members are present. The Board has the right to invite professionals (experts) from relevant fields to participate in the Board meetings. Experts are excluded from the voting process.

28. Criteria for assessing Applications:

28.1. compliance of the Project idea with the fields of R&D at KK (approved by the Resolution of KK Academic Council No. AT - 66, as of 22 November 2024) - 15 points;

28.2. the value and number of the indicators planned to be achieved in the Project, as set out in Annex 1, Chapter 3, to these Regulations - 15 points;

28.3. interdisciplinary nature of the Project idea - 15 points;

28.4. R&D results anticipated in the Project meet the criteria outlined in the Frascati Manual - 20 points;

28.4.1. novelty and originality of the planned R&D results in the Project (according to the Frascati Manual) - 5 points;

28.4.2. creativity and uncertainty of the planned R&D results in the Project (according to the Frascati Manual) - 5 points;

28.4.3. systematic approach of the planned R&D results in the Project (according to the Frascati Manual) - 5 points;

28.4.4. transferability and reproducibility of the planned R&D results in the Project (according to the Frascati Manual) - 5 points;

28.5. relevance and practical applicability of the product developed during the Project - 10 points;

28.6. Project continuity - 10 points;

28.7. involvement of international partners and/or students - 5 points;

28.8. relevance and justification of the Project estimate - 5 points;

28.9. involvement of other sources of funding - 5 points.

29. The members of the Board assess the Applications individually by completing an assessment form for each Application (Annex 2).

30. Each assessment criterion is given a score. The maximum score for a specific assessment criterion is given if the Project fully meets that criterion. The minimum score for a specific assessment criterion is given if the Project does not meet that criterion at all. If the Project partly meets the assessment criterion, it shall receive half of the maximum score.

31. The total score for the assessment criteria is 100 points. The minimum passing score is 70.

32. Funding shall be allocated only to the Applications with a minimum score of 70 points.

33. The final assessment of the Application is determined by adding the scores of all members of the Board and calculating the arithmetic mean.

34. If a member of the Board participates in the Competition, he/she shall abstain from assessing and voting of his/her own Application.

35. The conclusions of the assessment of the Board shall be documented in the minutes drawn up by a secretary appointed by the Chairperson of the Board. The minutes shall be signed by the Chairperson of the Board and by the secretary who prepared the minutes.

36. The final decision on funding the Projects is made by KK Director, after reviewing the conclusions of the Board. The decision shall be documented by the Order of KK Director.

37. The Project Management Unit informs all Applicants about the results of the Competition by email within 5 days from the issuance of the Order of KK Director.

38. Appeals regarding violations of the procedures for organising the Competition are handled in accordance with the *Procedure for Handling Appeals and Complaints at Kauno kolegija HEI*<sup>1</sup>.

39. The approved Application shall be implemented as an internal KK Project, in accordance with the provisions of the *Description of the Procedure for Management of Internal Projects at Kauno kolegija HEI*<sup>2</sup>. A Project working group is established for the implementation of the Project by the Order of KK Director.

40. All Applications submitted to the Competition shall be kept in the Project Management Unit for 5 years.

## **CHAPTER VI FINAL PROVISIONS**

41. The Regulations shall be approved, amended or repealed by the Order of KK Director.

42. The Regulations shall enter into force on the day following its publication on KK internal information system.

43. By submitting an Application for the Competition, the Applicant agrees that the information provided in the Application (except for information that cannot be disclosed by law) may be made public in materials and events related to the Competition.

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<sup>1</sup> *Procedure for Handling Appeals and Complaints at Kauno kolegija HEI*, approved by Order of KK Director No. 1-109 as of 11 April.

<sup>2</sup> *Description of the Procedure for Management of the Internal Projects at Kauno kolegija HEI*, approved by Order of KK Director No. 1-19 as of 19 January 2021.

**APPLICATION FORM FOR THE COMPETITION FOR INTERNAL PROJECTS OF  
APPLIED RESEARCH, EXPERIMENTAL DEVELOPMENT AND ARTISTIC  
ACTIVITIES**

Day/month/year

**1. PROJECT OVERVIEW**

<b>Project title</b>	
<b>Field of science</b>	
<b>Field(s) of studies</b>	
<b>KK Unit</b> (faculty, department, academy, centre, division)	
<b>Head of the Project</b> (scientific degree, name, surname, email, tel. No.)	
<b>Working group of the Project</b> (scientific degree, name, surname)	
<b>Project summary</b> (up to 1000 characters)	
<b>Expected Project period</b>	
<b>Related Projects</b>	

**2. PROJECT RATIONALE AND DESCRIPTION OF ACTIVITIES**

**1. The problem addressed by the Project. The aim and objectives of the Project.**

*(up to 2000 characters).*

**2. Project activities**

*(up to 2000 characters).*

### **3. Project Content and Work plan**

*(Describe the methods, the expected sequence of activities, the Project implementation timeline (including the main activities and their scope for each Project participant)  
(up to 4000 characters).*

**4. Expected results of the Project, planned outputs, alignment of the Project results with the criteria outlined in the Frascati Manual (R&D results must be novel/original; creative; uncertain; systematic; transferable/reproducible))**

*(up to 4000 characters).*

### **5. Project continuity**

*(up to 4000 characters).*

## **3. INDICATORS TO BE ACHIEVED BY THE PROJECT**

Indicator	Mark the appropriate indicator (x)	Justification for achieving the indicator
<b>1. SCIENTIFIC OUTPUT</b>		
<b>1.1. A scientific monograph published by an internationally recognised scientific publishing house</b>		
<b>1.2. A part of a scientific monograph, a scientific study, a research synthesis paper, or parts of a research synthesis paper (all of which must be at least 2 author's quires in length)</b>		
<b>1.3. Research article in a peer-reviewed journal with JIF CA JCR citation index and/or in SNIP SCOPUS database</b>		
<b>1.4. Participation in an international conference with a paper in peer-reviewed conference proceedings (referenced in CA WOS or Scopus databases)</b>		
<b>1.5. Publication of applied scientific work (scientific publication of a source, scientific publication of a translation, scientific dictionary (at least 8 author's pages), scientific handbook, encyclopaedia, (bio)bibliography)</b>		
<b>1.6. Patent applications filed at the EPO, USPTO or JPO (according to the registration certificate), whose authors are persons employed by legal entities registered in the Republic of Lithuania or legal entities registered in the Republic of Lithuania</b>		
<b>1.7. Patents issued by the EPO, USPTO or JPO and owned by persons employed by legal persons registered in the Republic of Lithuania, or legal persons registered in the Republic of Lithuania</b>		
<b>1.8. New technology that will have a certificate of implementation or has been tested in production</b>		
<b>1.9. New product or software that will be approved by a certificate of use or installation</b>		
<b>1.10. A prototype (model) that operates in a real-life environment</b>		
<b>1.11. A newly created spin-off company</b>		
<b>2. ART WORKS (indicating the context of their publication/performance: prestigious international; high visibility; national visibility; local visibility)</b>		

<b>2.1. Works of fine arts</b>		
<b>2.2. Works of design</b>		
<b>2.3. Other works of art</b>		

#### **4. PROJECT COMPLIANCE WITH THE ASSESSMENT CRITERIA**

<b>Assessment criterion</b>	<b>Project compliance with the assessment criterion</b>
Compliance of the Project idea with KK fields of R&D (approved by the Resolution of KK Academic Council No. AT - 66 as of 22 November 2024).	
The value and number of the indicators planned to be achieved in the Project, as set out in Annex 1, Chapter 3, to these Regulations.	
Interdisciplinarity of the Project idea.	
Compliance of the R&D results anticipated in the Project with the criteria outlined in the Frascati Manual: <ul style="list-style-type: none"> <li>● novelty and originality of the R&amp;D results (according to the Frascati Manual);</li> <li>● creativity and uncertainty of the R&amp;D results (according to the Frascati Manual);</li> <li>● systematic approach of the R&amp;D results (according to the Frascati Manual);</li> <li>● transferability and reproducibility of the R&amp;D results (according to the Frascati Manual).</li> </ul>	
Relevance and practical applicability of the product developed during the Project.	
Project continuity	
Involvement of international partners and/or students.	
The relevance and justification of the project estimate.	
Involvement of other sources of funding.	

#### **5. ESTIMATE OF PROJECT COSTS**

<b>The total amount of funds needed to implement the Project</b>	
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<b>The amount of funding requested:</b>			
<b>Other funding sources:</b>			
<b>Project year 1</b>			
Activities	Period	Goods, services, salaries, etc.	Funds required
<b>Total:</b>			
<b>Funding from other sources</b>			
Activities	Period	Goods, services, salaries, etc.	Funds required
<b>Total:</b>			
<b>Project year 2</b>			
Activities	Period	Goods, services, salaries, etc.	Funds required
<b>Total:</b>			
<b>Funding from other sources</b>			
Activities	Period	Goods, services, salaries, etc.	Funds required
<b>Total:</b>			
<b>Project year 3</b>			
Activities	Period	Goods, services, salaries, etc.	Funds required
<b>Total:</b>			
<b>Funding from other sources</b>			
Activities	Period	Goods, services, salaries, etc.	Funds required
<b>Total:</b>			

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name, surname)

**ASSESSMENT FORM FOR INTERNAL PROJECTS OF APPLIED RESEARCH,  
EXPERIMENTAL DEVELOPMENT AND ARTISTIC ACTIVITIES**

Day/month/year

**1. Project title**

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No.	Assessment criterion	Maximum score	Assessment score	Notes
1.	Compliance of the Project idea with KK fields of R&D (approved by the Resolution of KK Academic Council No. AT - 66 as of 22 November 2024).	<b>15</b>		
2.	The value and number of the indicators planned to be achieved in the Project, as set out in Annex 1, Chapter 3, to these Regulations.	<b>15</b>		
3.	Interdisciplinarity of the Project idea.	<b>15</b>		
4.	Compliance of the R&D results anticipated in the Project with the criteria outlined in the Frascati Manual: <ul style="list-style-type: none"> <li>● novelty and originality of the R&amp;D results (according to the Frascati Manual);</li> <li>● creativity and uncertainty of the R&amp;D results (according to the Frascati Manual);</li> <li>● systematic approach of the R&amp;D results (according to the Frascati Manual);</li> <li>● transferability and reproducibility of the R&amp;D results (according to the Frascati Manual).</li> </ul>	<p style="text-align: center;"><b>20</b></p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p>		

5.	Relevance and practical applicability of the product developed during the Project.	<b>10</b>		
6.	Project continuation.	<b>10</b>		
7.	Involvement of international partners and/or students.	<b>5</b>		
8.	The relevance and justification of the project estimate.	<b>5</b>		
9.	Involvement of other sources of funding.	<b>5</b>		
Total:		<b>100</b>		

Each assessment criterion is given a score. The maximum score for a specific assessment criterion is given if the Project fully meets that criterion. The minimum score for a specific assessment criterion is given if the Project does not meet that criterion at all. If the Project partly meets the assessment criterion, it shall receive half of the maximum score.

Assessor:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name, surname)