

Regulations of the Office of Technology and Grant Projects

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Georgian Technical University

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Regulations of the Office of Technology and Grant Projects of LEPL Georgian Technical University

Chapter I. General Provisions

Article 1. General Provisions

1. The Office of Technologies and Grant Projects (hereinafter - the Office) of the LEPL "Georgia Technical University" (hereinafter - the University) is a structural unit of the University, which conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia "On Higher Education", the Charter of the Georgian Technical University, the present regulation, the job descriptions of the Office staff and the current legislation of Georgia.

2. The Office is accountable to the Rector of the University and the Head of Administration (Chancellor), who supervise it in accordance with the law.

Chapter II. Objectives and Activity Directions of the Office

Article 2. Objectives of the Office.

The goals of the Office are:

- a) to provide assistance to the University's academic staff, administrative staff and students in finding sources of funding for research development and institutional reforms;
- b) to promote the development of scientific research throughout the University and within its competence;
- c) to provide support for the management process of financed projects;
- d) operating on local and international markets through the intellectual, technological and infrastructural resources available on the basis of the University's scientific-research laboratories.

Article 3. Areas of Activity of the Office

The activities of the Office include the following areas:

- a) development of grant financing strategy and identification of donors;
- b) promotion of effective management of financed projects;
- c) providing information to University employees about the grant programs of international funds and organizations and consulting on the conditions of participation in grant competitions;
- d) creation of a unified University database of funded grant projects;
- e) promoting the involvement of University employees in scientific projects;
- f) participation in the evaluation of scientific researches and projects;
- g) expert services in accordance with competence and preparation of relevant conclusions;
- h) promoting the introduction of new technologies in the educational process;
- i) promoting commercialization and market introduction of scientific technologies;

- j) development of startup projects;
- k) implementation of the powers provided by the legislation and legal acts of the University within its competence.

Article 4. Structure and Functions of the Office

1. In accordance with the set goals and directions, the Office is authorized:
 - a) with the involvement of academic and administrative staff, students, to ensure compliance of grant projects with donor standards;
 - b) to conduct trainings and informative meetings for University staff to ensure effective cooperation with various donors;
 - c) study the requirements and procedures of potential donor organizations;
 - d) to request the necessary information from the structural units of the University within its competence;
 - e) to prepare an appropriate response to the correspondence received in the Office;
 - f) to prepare expert conclusions;
 - g) to participate in local and international forums and conferences;
 - h) promote the creation of clusters on the basis of scientific research laboratories within the framework of the projects to be implemented;
 - i) on the basis of established criteria, to participate in the evaluation of researches and inventions carried out by scientific-research laboratories;
 - j) participate in the determination of priority areas of applied research;
 - k) to promote the introduction of research results to the interested parties and their realization on the market;
 - l) to identify popular startup projects and promote their implementation;
 - m) to use the property of the University in accordance with the established rules.
2. For the review and approval of individual projects, at the initiative of the head of the Office, by the decision of the rector, an expert council is formed, the members of which should be represented by specialists in the relevant field. The composition of the expert council is determined by four members. The decision of the expert council is made by the majority of votes. The board is chaired by the head of the Office, who has the right to vote. The minutes of the meetings of the expert council are drawn up.
3. The structural unit of the Office is the fab-lab.

Chapter III. Office Management and Employees

Article 5. Office Management

1. The Office is headed by the head, who is appointed and dismissed by the rector.

2. The head is accountable to the rector and the head of administration (chancellor).

3. In the absence of the head, his/her duties are performed by the deputy of the Office or a person determined on the basis of the order of the rector of the University, with compensation of the appropriate salary difference.

Article 6. Functions of the Head of the Office

1. The head of the Office within his/her competence:

a) manages and directs the activities of the Office and is responsible for the performance of the functions and tasks assigned to the Office;

b) distributes functions among employees and controls their activities;

c) develops an Office development strategy;

d) provides consultations to University employees in the process of participation in various types of grant competitions;

e) ensures the creation of a unified grant base for scientific education and infrastructure development;

f) promotes the involvement of University employees in scientific projects;

g) signs and stamps the documents prepared in the Office;

h) submits proposals to the University management in order to optimize the Office structure and staffing schedule;

i) requests for the allocation of funds, equipment and inventory, which are necessary to perform the tasks of the Office;

j) controls compliance with internal regulations by Office employees;

k) is responsible for the performance of tasks and functions assigned to the Office;

l) exercises other powers defined by the University's legal acts.

2. Deputy head of the Office:

a) participates in the prioritization of tasks to be performed by the Office;

b) controls and facilitates the Office

c) as necessary, conducts high-level communication, preparatory meetings, negotiations with various organizations on the instructions of the head of the Office and/or within the scope of the authority granted to him/her by the relevant legal act;

d) gives recommendations to Office employees in order to improve and develop the quality of work;

e) assists the head of the Office in the process of carrying out the functions-duties defined for him/her;

f) performs other functions on the instructions of the head of the Office.

3. The head of the fab-lab within his/her competence:

- a) directs the activities of the fab-lab;
- b) represents the fab-lab in the implementation of assigned rights and duties and is responsible for the performance of assigned functions and tasks;
- c) distributes functions among employees, gives them instructions and tasks, controls the quality of their performance;
- d) periodically listens to the employees' report on the work performed and evaluates the quality of their performance;
- e) submits a report on the activities carried out by the fab-lab to the head of the Office;
- f) requests for the allocation of financial or other resources necessary to fulfill the functions and tasks of the fab-lab;
- g) is responsible for the evaluation, encouragement, development, motivation, and initiation of disciplinary measures of the employees under his/her authority;
- h) performs other functions related to the activity of the fab-lab under the instructions of the head of the Office.

4. The staff number and ranking of the Office is determined in accordance with the structure and staff list approved by the Representative Council (Senate) of the University.

5. Office employees are appointed and dismissed by the rector of the University.

6. The rights and duties of Office employees are determined by this regulation, job descriptions, internal legal acts of the University and the current legislation of Georgia.

Chapter IV. Final Provisions

Article 8. Final Provisions

1. The regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.

2. The regulations become invalid in case of approval of new regulations and/or liquidation of the Office.