**U.2-2024-y.**

**Form 1: General information about the research project[[1]](#footnote-1)**

|  |  |
| --- | --- |
| 1. **General information on the project** | |
| 1.1 Name of the laboratory to be established | |
|  | |
| 1.2 Title of the basic research project | |
|  | |
| 1.3 Keywords. | |
|  | |
| Field of science and direction of scientific research | |
| * OCED [(http://oecd.org/science/inno/38235147.pdf](http://oecd.org/science/inno/38235147.pdf)): * СНТР priority area: * ГРНТИ [(https://grnti.ru/](https://grnti.ru/)): * RUDN priority area (if available)**[[2]](#footnote-2)** : | |
| 1.5 Organization co-financing the project | |
| - Name  - Details (TIN, OGRN, KPP, legal and postal address)  - Line of action  - Letter of guarantee (form 5) | |
| 1. **Project abstract (not more than 500 characters)** | |
|  | |
| Name of the proposed host laboratory, center, structural subdivision of RUDN | |
|  | |
|  | |
| "\_\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_2023 г | Project Manager  Full name, signature |

**Appendices[[3]](#footnote-3)**

Form 3: Planned key performance indicators of the project

Form 4: Draft Estimates of Expenditures of Core Grant Funds

Form 5: Letter of guarantee from an industrial partner organization

Consents to the processing of personal data[[4]](#footnote-4)

**Form 2: Content of the research project[[5]](#footnote-5)**

|  |  |
| --- | --- |
| 1. **General information on the project** | |
| 1.1 Name of the laboratory to be established | |
|  | |
| 1.2 Title of the basic research project | |
|  | |
| 1.3 Keywords | |
|  | |
| Field of science and direction of scientific research | |
| * OCED [(http://oecd.org/science/inno/38235147.pdf](http://oecd.org/science/inno/38235147.pdf)): * СНТР priority area: * ГРНТИ [(https://grnti.ru/](https://grnti.ru/)): * RUDN priority area (if available)**[[6]](#footnote-6)** : | |
| 1.5 Organization co-financing the project | |
| - Name  - Details (TIN, OGRN, KPP, legal and postal address)  - Line of action  - Letter of guarantee (form 5) | |
| **2. project description** | |
| * 1. Purpose of the project (max. 500 characters) | |
|  | |
| 2.2 Project objectives (max. 500 characters) | |
|  | |
| 2.3 Description of the proposed scientific research / development (not more than 10000 symbols, with pictures) (describes the relevance of the planned scientific research, its adequacy to the current state of world science, the possibility of obtaining new scientific results, theoretical and practical significance) | |
|  | |
| 2.4 Description of scientific approaches and methods used to solve the set tasks (not more than 5000 symbols) | |
|  | |
| 2.5 Description of the project's scientific background and related scientific results (no more than 5,000 characters, including literature sources) | |
|  | |
| 2.6 Expected results of the scientific study | |
|  | |
| 2.7 Justification of the requested funding and project costs. Including composition and content of works by years, key performance indicators of the project (Form 3), draft cost estimates (Form 4). | |
|  | |
| **2.8 Composition of the scientific team (**for each member of the scientific team specify:  Name, full name, MTU (if any), position in MTU (if any), academic degree, academic title, status in the project (supervisor, principal investigator, researcher, laboratory assistant, engineer), age as of the date of application submission). Indicate the participant(s) of the project, for whom it is planned to employ at RUDN at the main place of work as a researcher at 1.0 rate (p.8.3 of the CD). For undergraduate and postgraduate students in the team, if their names are not known at the time of application submission, indicate the planned number in accordance with p.3.2.3 of the CD. | |
|  | |
| 2.9 Name of the proposed host laboratory, center, structural subdivision of RUDN (if any) | |
|  | |
| 2.10. full name of the head, host laboratory, center, structural subdivision of RUDN (if any) | |
|  | |
| 2.11. Equipment/consumables, etc. required for project implementation. (list with approximate cost) | |
|  | |
| "\_\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_2023 г | Project Manager  Full name, signature |

**Appendices[[7]](#footnote-7)**

Form 3: Planned key performance indicators of the project

Form 4: Draft Estimates of Expenditures of Core Grant Funds

Form 5: Letter of guarantee from an industrial partner organization

Consents to the processing of personal data[[8]](#footnote-8)

**Form 3: Planned key performance indicators of the project[[9]](#footnote-9)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No. n/a** | **Name of KPI** | **Unit.** | **1 year** | **Year 2** | **Year 3** | **Year 4** | **Manager's comment** |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |
| **Scientific work** | | | | | | | |
| 1. | **KPI-1** Publication of articles in WoS/Scopus journals | articles |  |  |  |  |  |
| 2. | **KPI-2** Attracting external co-financing | thousand rubles. |  |  |  |  |  |
| 3. | **KPI-3** Approbation of R&D results at international STEs | unit. |  |  |  |  |  |
| 4. | **KPI-4** Filing applications for RIA registration | unit. |  |  |  |  |  |
| 5. | **KPI-5** Registered RIAs | unit. |  |  |  |  |  |
| 6. | **KPI-6** Commercialized RIA (cumulative total) | unit. |  |  |  |  |  |
| 7. | **KPI-7** Amount of funds received through commercialization of RIA | thousand rubles. |  |  |  |  |  |
| 8. | **KPI-8** Involvement of scientific / educational organizations / organizations of the real sector of economy in R&D activities | unit. |  |  |  |  |  |
| 9. | **KPI-9** Creation of a spin-off company (small innovative enterprises - IPI) | unit. |  |  |  |  |  |
| 10. | **KPI-10** Realization of R&D projects | thousand rubles. |  |  |  |  |  |
|  | Applying for participation in the next stage of RUDN grant support system implementation | contest | - | - | - | U.3 / N.2 |  |
|  | **Personnel potential** | | | | | |  |
|  | Composition of the scientific team | people. |  | | | |  |
|  | Researchers up to and including 39 years of age | people |  | | | |  |
|  | Undergraduate and/or graduate students as part of a research team | people |  | | | |  |

|  |
| --- |
| **Project Manager** |
| NAME  Date  Signature |

**Form 4: Draft Estimates of Expenditures of Core Grant Funds[[10]](#footnote-10)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No. n/a** | **Object of expenditure** | **1 year** | **Year 2** | **Year 3** | **Year 4** | **Total** |
|  | **thousand rubles.** | | | | |
| 1. | Labor remuneration fund (Total) **[[11]](#footnote-11)** |  |  |  |  |  |
| 1.1 | Project Manager[[12]](#footnote-12) |  |  |  |  |  |
| 1.2 | Employees (separately for each position)[[13]](#footnote-13) |  |  |  |  |  |
| 2. | Equipment (acquisition / modernization) |  |  |  |  |  |
| 3. | Consumables and accessories |  |  |  |  |  |
| 4. | Business trips |  |  |  |  |  |
| 5. | Scientific and technical services / works of third-party organizations |  |  |  |  |  |
| 6. | Other costs directly related to the project in progress |  |  |  |  |  |
| **7.** | **Bottom line:** |  |  |  |  |  |

**Deciphering of the planned costs of the labor remuneration fund for members of the scientific team:**

|  |  |  |  |
| --- | --- | --- | --- |
| №  n/a | Position / status in the scientific team | Number of employees | Annual payroll  (thousand rubles) |
| 1. |  |  |  |
|  |  |  |  |
| Total |  |  |  |

**Explanation of planned costs for the purchase (modernization) of equipment, materials, components, payment for scientific and technical services / third-party works and other costs directly related to the project:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| №  n/a | Name | Quantity | Price per unit.  (thousand rubles) | Amount  (thousand rubles) |
| 1. Procurement (modernization) of equipment, materials, components | | | | |
| 1. |  |  |  |  |
| ... |  |  |  |  |
| 1. Travel of members of the scientific team | | | | |
| 1. |  |  |  |  |
| ... |  |  |  |  |
| 1. Payment for STI / third-party works and other expenses | | | | |
| 1. |  |  |  |  |
| ... |  |  |  |  |
| **Total** | |  |  |  |
| 1. Amount and justification of the balance of funds from the volume stipulated in item 6.4 of Annex No. 1 (if any) | | | | |
|  | | | | |

|  |
| --- |
| **Project Manager** |
| NAME  Date  Signature |

**Form 5**

On the letterhead of the organization[[14]](#footnote-14)

To the Rector of RUDN

Yastrebov O.A.

LETTER OF GUARANTEE

Dear Oleg Alexandrovich!

This letter *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the organization, TIN, OGRN)*

confirms co-financing of the project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(*the name of the project according to the application)*

supervised by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name of project manager)*

in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ rubles (50% of the funding amount announced by RUDN) in case this project is recognized as the winner of the competition. We also confirm further co-financing of this project in the following years of its implementation in the amount not lower than that specified in the tender documentation.

Head of organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (initials and surname)

Chief accountant of the organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (initials and surname)

Place of seal

1. **An original hard copy signed by the project manager is provided** [↑](#footnote-ref-1)
2. The list of RUDN priority scientific directions was approved by the Rector's orders № 110 of 20.02.2021 "Об утверждении приоритетных научных направлений" and № 866 of 14.12.2021 "О внесении изменений в приказ от 20.02.2021 № 110 "Об утверждении приоритетных научных направлений"". [↑](#footnote-ref-2)
3. Original documents signed by the relevant officials/individuals, stamped (if indicated) shall be provided. [↑](#footnote-ref-3)
4. Only for project team members who are not employed at RUDN on the date of application (list). [↑](#footnote-ref-4)
5. Provided electronically in PDF format. [↑](#footnote-ref-5)
6. The list of RUDN priority scientific directions was approved by the Rector's orders № 110 of 20.02.2021 "Об утверждении приоритетных научных направлений" and № 866 of 14.12.2021 "О внесении изменений в приказ от 20.02.2021 № 110 "Об утверждении приоритетных научных направлений"". [↑](#footnote-ref-6)
7. Scanned original documents signed by the concerned officials/individuals are attached. [↑](#footnote-ref-7)
8. Only for project team members who are not employed at RUDN on the date of application (list). [↑](#footnote-ref-8)
9. An original hard copy signed by the project manager is provided.

   Indication of KPI values less than the minimum established (including the sum of points) leads to rejection of the application at the stage of preliminary review (see clause 9.3 of the CD). [↑](#footnote-ref-9)
10. An original hard copy with the signature of the project manager is provided [↑](#footnote-ref-10)
11. Including guarantees established by the legislation of the Russian Federation, deductions for insurance contributions for compulsory pension insurance, compulsory medical insurance, compulsory social insurance against temporary disability and maternity, compulsory social insurance against accidents at work and occupational diseases. [↑](#footnote-ref-11)
12. Payments to the head of the laboratory are made for the time of actual stay at RUDN in accordance with the procedure and within the terms established by the regulations of RUDN [↑](#footnote-ref-12)
13. Average salary of research staff - not less than 200% of the average salary in the city of Moscow [↑](#footnote-ref-13)
14. The original on paper, signed by the head of the organization (or authorized person with the provision of documents confirming the powers), certified by the seal of the organization is provided. [↑](#footnote-ref-14)