**R.2-2024**

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

|  |
| --- |
| **1. General information on the project** |
| 1.1 Project Title |
|  |
| 1.2 Keywords |
|  |
| 1.3 Area of science and research focus |
| * *OCED* [*(http://oecd.org/science/inno/38235147.pdf*](http://oecd.org/science/inno/38235147.pdf)*):*
* *SNTR priority area:*
* *GRNTI* [*(https://grnti.ru/*](https://grnti.ru/)*):*
* *Priority RUDN (if available):* **[[2]](#footnote-2)**
 |
| 1.4 Project co-financing organization **(if any)** |
| *- Name**- Details (TIN, OGRN, KPP, legal and postal address)**- Line of action**- Letter of guarantee (form 5)* |
| 1.5 Co-financing of the project from MTU and/or RU funds **(if any)** implemented |
| *- Name of MTU and/or RU**- Source of funds**- Letter of guarantee (Form 6) and cost estimate (Form 7)* |
| **2.Project Abstract (max. 500 characters)** |
|  |
| Name of the host laboratory, center, structural subdivision of RUDN  |
|  |
| *"\_\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_202\_\_ г* | Project ManagerFull 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 (if available)

Form 6: Letter of Guarantee from the MTU / RU (if available)

Form 7: Draft cost estimate of co-financing from MTU / RU (if any)

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 Project Name |
|  |
| 1.2 Key words |
|  |
| 1.3 The field of sciences and the direction of scientific research |
| * *OCED* [*(http://oecd.org/science/inno/38235147.pdf*](http://oecd.org/science/inno/38235147.pdf)*):*
* *SNTR priority area:*
* *GRNTI* [*(https://grnti.ru/*](https://grnti.ru/)*):*
* *RUDN priority area (if available)***[[6]](#footnote-6)** *:*
 |
| 1.4 Project co-financing organization **(if any)** |
| *- Name**- Details (TIN, OGRN, KPP, legal and postal address)**- Line of action**- Letter of guarantee (form 5)* |
| 1.9 Co-financing of the project from MTU and/or RU funds **(if any)** implemented |
| *- Name of MTU and/or RU**- Source of funds**- Letter of guarantee (Form 6) and cost estimate (Form 7)* |
| ***2. project description*** |
| 2.1 Purpose of the project (max. 500 characters) |
| *Reflect the focus on the creation (modernization) of one or several (complexes) of RIAs* |
| 2.2 Project objectives (max. 500 characters)  |
| *Reflect: creation / modernization of technologies, technical solutions, RIAs, registration of RIAs, potential for organization of production / commercialization* |
| 2.3 Proposed scientific and technical research/development (not more than 10000 symbols, with figures) |
| *To reflect the subject of research, relevance of the planned scientific and technical research, its adequacy to the current state of world science, the possibility of obtaining new scientific results, theoretical and practical significance taking into account the goals and objectives of the key strategic documents of socio-economic development of the Russian Federation* |
| 2.4 Description of scientific approaches and methods used to solve the set tasks (not more than 5000 symbols) |
|  |
| 2.5 Description of the scientific background of the project and related scientific results (not more than 5000 characters, including the list of registered (registrable) RIAs and literature sources). **Including a report on patent research conducted on the subject of the project**[[7]](#footnote-7) |
|  |
| 2.6 Expected results of the scientific study |
| *To reflect, among other things: expected partners / acquirers of products or rights to RIA, project and commercialization prospects, possible risks of project implementation, etc.* |
| 2.7 Justification of requested funding and project costs. |
| *Including composition and content of work by year, key performance indicators of the project (Form 3), draft cost estimates (Form 4)* |
| 2.8 Composition of the project team (if any) |
| *For each member of the research team, specify:**Full name, MTU, position in MTU, academic degree, academic title, status in the project (supervisor, researcher, laboratory assistant, engineer), age as of the date of application submission.* |
| 2.9 Name of the host laboratory, center, structural subdivision of RUDN  |
|  |
| 2.10. full name of the head, host laboratory, center, structural subdivision of RUDN  |
|  |
| 2.11. Equipment/consumables, etc. required for project implementation. (list with approximate cost) |
|  |
| *"\_\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_2023 г* | Project ManagerFull name, signature |

**Appendices[[8]](#footnote-8)**

Form 3: Planned key performance indicators of the project.

Form 4: Draft cost estimate of the main grant funds.

Form 5: Letter of guarantee from an industrial partner organization (if available).

Form 6: Letter of Guarantee from the MTU / RU (if available).

Form 7: Draft cost estimate of co-financing from the MTU / RU (if available).

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

|  |  |  |  |
| --- | --- | --- | --- |
| **№** | **Name of indicator** | **Unit.** | **Indicator value** |
| **1 year** | **Year 2** |
| **Scientific work** |
|  | **KPI-1** Publication in WoS/Scopus journals  | Unit |  |  |
|  | **KPI-2** Attracting additional external financing for the project  | Thousand rubles. |  |  |
|  | **KPI-3** Approbation of R&D results at international STEs | Unit |  |  |
|  | **KPI-4** Filing an application for RIA registration | Unit |  |  |
|  | **KPI-5** Registered RIAs | Unit |  |  |
|  | **KPI-6** Commercialization of RIA | Thousand rubles. |  |  |
|  | Preparation of an application for participation in the next stage of the RUDN Grant Support System (in case the competition is announced not later than 1 month before the end date of project implementation), pcs.  | - | - | N.2 |

|  |
| --- |
| **Project Manager** |
| NAMEDateSignature |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No. n/a** | **Object of expenditure**  | **1 year** | **Total** |
| **thousand rubles.** | **thousand rubles.** |
| 1. | Labor remuneration fund (Total) **[[11]](#footnote-11)** |  |  |
| 1.1 | Project Manager |  |  |
| 1.2 | Employees (separately for each position, if any) |  |  |
| 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:**

|  |  |  |  |
| --- | --- | --- | --- |
| No. 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:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. 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 (if any)*
 |
| 1. |  |  |  |  |
| ... |  |  |  |  |
| 1. *Payment for scientific and technical services / 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** |
| NAMEDateSignature  |

**Form 5**

On the letterhead of the organization[[12]](#footnote-12)

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 or as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[13]](#footnote-13) .

Head of organization

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

 (position) (initials and surname)

Chief Accountant of the organization

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

 (position) (initials and surname)

 MP

**Form 6**

On MTU and/or RU letterhead[[14]](#footnote-14)

To the Rector of RUDN

Yastrebova O.A.

LETTER OF GUARANTEE

Dear Oleg Alexandrovich!

By this letter *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(MTU and/or RU)*

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

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

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

 *(Name of project manager)*

in case this project is recognized as the winner of the competition in the amounts specified in the Draft Estimate of Co-financing Expenditures (Form 7).

Head of MTU and/or RU

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

 (position) (initials and surname)

**Form 7: Draft cost estimate of co-financing from MTU/RUs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Object of expenditure**  | **1 year** | **Year 2** | **Total** |
| **thousand rubles.** | **thousand rubles.** | **thousand rubles.** |
| Labor remuneration fund (Total) **[[15]](#footnote-15)** |  |  |  |
| Project Manager[[16]](#footnote-16) |  |  |  |
| Employees (separately for each position), if any[[17]](#footnote-17) |  |  |  |
| Equipment (acquisition / modernization) |  |  |  |
| Consumables and accessories |  |  |  |
| Business trips |  |  |  |
| Participation in STE |  |  |  |
| Scientific and technical services / works of third-party organizations |  |  |  |
| Other costs directly related to the project in progress |  |  |  |
| **Total (amount of allocated co-financing from MTU and/or RU):** |  |  |  |

**Deciphering of planned costs for purchase (modernization) of equipment, materials, components:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. n/a | Name | Quantity | Price per unit.(thousand rubles) | Amount(thousand rubles) |
| 1. |  |  |  |  |

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

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

**Breakdown of planned costs for payment for scientific and technical services / works of third-party organizations and other costs directly related to the project being implemented:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. n/a | Name | Quantity | Price per unit.(thousand rubles) | Amount(thousand rubles) |
| 1. |  |  |  |  |

|  |  |
| --- | --- |
| **Project Manager** | **Head of MTU / RU** |
| NAMEDateSignature  | NAMEDateSignature |

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. The report shall be attached to the completed project information form, drawn up as a separate document in accordance with GOST R 15.011-96 in Russian and English. [↑](#footnote-ref-7)
8. Scanned original documents signed by the concerned officials/individuals, stamped (if indicated) are attached. [↑](#footnote-ref-8)
9. An original hard copy signed by the project manager is provided.

Indication of KPI values less than the minimum established (p.9.2) leads to rejection of the application at the stage of preliminary review. [↑](#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 mandatory pension insurance, mandatory medical insurance, mandatory social insurance in case of temporary disability and in connection with maternity, mandatory social insurance against accidents at work and occupational diseases. The average salary of research staff - not less than 200% of the average salary in the city of Moscow. [↑](#footnote-ref-11)
12. 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-12)
13. Allowable options for attracting external financing from an industrial partner are specified in par. 9.4.2.2 b-e. [↑](#footnote-ref-13)
14. An original hard copy signed by the head of the MTU or RU is provided [↑](#footnote-ref-14)
15. 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-15)
16. 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-16)
17. Average salary of research staff - not less than 200% of the average salary in the city of Moscow [↑](#footnote-ref-17)