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| **APPROVED by**Decision of the Board for the HSE University Academic Fund Programme, Minutes No. 6, September 23, 2022   |

**Regulations on Research Project Competition for Research and Study Groups Held by the HSE Academic Fund Programme**

# 1. GENERAL PROVISIONS

1.1. These Regulations for the Competition of Research Projects of Research and Study Groups under the programme HSE University Academic Fund (hereinafter “Regulations” and “Competition”, respectively) set forth the requirements, procedure and terms for organizing and holding competitions for research projects carried out by study/research groups within the framework of the programme “HSE University Academic Fund” (hereinafter the “Fund”).

1.2. The main objectives of the Competition are:

1.2.1. involving students from Bachelor’s, Master’s and doctoral programmes, as well as faculty members and researchers in research processes and activities;

1.2.2. teaching Bachelor’s and Master’s students to independently implement scholarly activities, appropriately record and publish their research findings, as well as present such findings to a wide audience in the form of reports and presentations;

1.2.3. ensuring the integration of research works’ results into teaching and learning processes;

1.2.4. bolstering the development of research and project work at the faculty and HSE University subdivision level.

1.3. Key definitions are as follows:

1. A study and research group (hereinafter the “research group” or “group”) refers to a team of researchers, including Bachelor’s, Master’s or doctoral students, faculty members and researchers under the leadership of an experienced mentor (hereinafter the “group leader” or “group head”).
2. Research project (hereinafter the “project”) refers to a project, which foresees a series of research activities that are of scientific and learning character within the framework of a selected field of research for the purpose of subsequent implementation of the activities’ outcomes into the educational processes of HSE University.
3. Scientific premise refers to previously generated results, developed methods, formulated concepts, finalized documents and their drafts, published or prepared for publication papers (e.g., monographs, articles, collections, etc.) and other formats for confirming that the group members are experienced in working on the topic of the project or on the topic similar to that of the project and have previously made some headway in that particular area of research.
4. Research group seminar refers to a research seminar, as organized by the research group and held at least once every 3 (three) weeks for the purpose of presenting research findings in the form of a report/presentation by group members. The seminar should have its own title, included in the proposal form and on the group’s website. Organizational meetings of group participants, however, shall not be considered academic events, nor notifications of them shall be posted on the group’s website. Research seminars, on the contrary, shall be announced both through the group’s website and HSE University’s news feed. At research seminars, both group members and guest researchers may make presentations. In the description of each seminar on the group’s website, the name of the presentation should be provided in bold type, along with the presenter, the date and place of the event, and its participants; it is allowed to also post a detailed description of the planned event, featuring the purpose and expected results thereof (i.e., reports and presentations). It is advisable to ask group participants and/or other involved parties/guests to give their feedback on each conducted seminar, i.e., point out what was interesting and useful from the event, and what was not.
5. Research group website refers to the group’s webpage on HSE University’s corporate portal which is accessible for public viewing, acting as the group’s “business card” and thus providing information about the group: its name, project information, team members, project’s and seminars’ results, current activities under the project, the group’s seminars and other information that the group may wish to share. The website should be open-access and developed in line with the criteria of the portal: http://portal.hse.ru/im, as well as those published on the Academic Fund’s own homepage at https://www.hse.ru/science/scifund/nug. Assistance may be provided in the webpage development and content creation by editors from the HSE University’s Online Media Office, by contacting: portal@hse.ru.

1.3.6. Project Competition Cycle refers to a period for holding the Competition, from the deadline for submitting project proposals to the publication of results. For the purposes of these Regulations, the Project Competition Cycle shall cover the period from September to December and include:

– collection of project proposals, held every year in September-October (submission dates shall be confirmed in the call for proposals):

* expert review of projects, carried out between November and December;

– approval and announcement of Competition results at the end of December.

 1.3.7. A cycle for expert review of reports refers to a period of organization of the expert review of the research group work, starting from the date when a report is submitted until the date when the Competition Committee reaches its decision, running every year from November to December.

 1.3.8. Office for Academic Research – HSE University subdivision, responsible for organizing and accepting applications and ensuring the technical operations of the Competition Committee.

 1.4. The Regulations and any amendments thereto shall be approved by the Board for the HSE University Academic Fund Programme.

# 2. COMPETITION TOPICS

2.1. Research projects may cover the academic fields chosen by the research group. Applicants shall specify the field of research (field of study) in their project proposal.

**3. COMPETITION PARTICIPANTS**

3.1. The following persons may act as heads of research groups – staff members with Doctor of Science, Candidate of Science or PhD degrees, who have published works on a topic approximate to the submitted research projects, as well as experience in supervising HSE University undergraduates/doctoral students, academic seminars, special courses, master classes and holding the following positions:

– HSE University faculty members or researchers who are employed full time;

– HSE University faculty members working under conditions of external secondary employment at joint departments with institutes of the Russian Academy of Science;

3.2 The following persons may join a group as participants:

– faculty members and researchers at HSE University working full-time;

– administrative staff members of HSE University, who have are working full-time, while also having no less than a 0.5 teaching rate and no less than a 0.5 researcher’s rate;

- doctoral students of HSE University;

* Bachelor’s and Master’s students at HSE University;
* other participants, whose involvement in the team’s activities should be

explained by the group leader and whose candidacies must be confirmed by the Fund’s Board.

3.3. Successful outcomes of the Research Productivity Assessment for Staff Members in the current year, which is passed in line with the Regulations for Staff Research Productivity Assessments at National Research University Higher School of Economics (<https://www.hse.ru/science/our/evaluation>), is obligatory for research group members, who are HSE University staff members and not relieved from research productivity assessments.

3.4. The involvement of Bachelor’s, Master’s and doctoral students from HSE University in the group is obligatory. In addition to its head, the group may include no more than 3 (three) other “adult” members from among the University’s faculty members/researchers and at least 5 (five) students/doctoral students. Each research group cannot have more than 10 members.

3.5. Each group member may join only 1 (one) project as its head and/or participant.

3.6. Project proposals from persons who have violated the terms for financing a project or failed to submit a required report on a previously completed Fund’s project by a set deadline shall not be accepted for the Competition for a period of 3 (three) years from the moment when a respective decision is made by the Competition Committee.

3.7. The following persons may not take part in the Competition:

3.7.1. HSE University staff members working on the basis of contracts for remote work outside of the Russian Federation, with limited visits to the Russian Federation;

3.7.2. persons hired to carry out works (provide services) at HSE University and its regional campuses on the basis of independent contractor agreements;

3.7.3. the Rector, Academic Supervisor, President, Vice President, First Vice Rectors, Vice Rectors, senior directors for specific University’s activities, directors for specific University’s activities, faculty deans, heads of departments, the ICEF Director, directors of HSE University’s regional campuses, members of the Fund’s Board or the Competition Committee.

3.7.4. team members (project heads and participants) taking part in similarly themed projects at HSE University.

3.8. Functions of research group leaders, as set out in these Regulations, include:

* selecting group members, who are capable of carrying out the assigned tasks and objectives; allocating work duties among group members;
* organizing and overseeing the works carried out by all group members;
* overseeing the publications of research findings of each young member of the group (Bachelor’s/Master’s/Doctoral students), written independently or in co-authorship;
* organizing public presentations of the young members of the team (Bachelor’s, Master’s and doctoral students) at external academic events with the subsequent posting of reports and presentations on the group’s website;
* overseeing the presentations of group members at ongoing research seminars and ensuring the timely posting of reports and presentations on the group’s website;
* drafting the project cost estimate;
* overseeing the preparation of documents by group members for payment of project works in line with the cost estimate and organizing payments to team members;
* making justified amendments in the project team and the cost estimate and submitting this to the Fund;
* creating and filling in the group’s website;
* maintaining the group’s website (timely updates of project information, technical support, etc.);
* preparing and submitting report materials in line with these Regulations;
* adding the publications made on the project to the publication database on the portal and linking them to the project;
* overseeing that the affiliation with HSE University is listed and recommended links to the project are included in publications presented as reporting materials.

# 4. KEY CRITERIA FOR PROJECT PROPOSALS

4.1. Project proposals shall be submitted for the Competition **every year** in September-October. The dates for submitting project proposals shall be listed in a call for proposals put up on the Fund’s website at: <http://www.hse.ru/science/scifund/>.

4.2. Project proposals shall be filed electronically by filling an electronic form in the group head’s MyHSE Services account, which may be accessed at: [https://lk.hse.ru/](http://lk.hse.ru/).

Project proposals which have been assigned the status “Incoming document to be considered (approved)” within the timeframe stated in the call for project proposals can be accepted for consideration.

4.3. The presence of academic premise and publications on the subject closest to that of the project proposal is obligatory.

4.4. A project proposal must specify the expected research outcomes and the planned publications, e.g., monographs, articles, reports, indicating the expected volume and language of the publication.

4.5. Proposals cannot be submitted in connection to those projects, which are similar in content to a project that is currently being implemented (or has been extended), nor double submission of a project proposal for the same project is allowed, as part of other HSE University competitions (i.e., basic research programme guided by the Centre for Basic Research, centres for advanced studies, as part of project groups at the faculty/subdivision level) and other Russian and international organizations (i.e., Russian Foundation for Basic Research, Russian Science Foundation, etc.), or currently implemented with funding from foundations or organizations, or under state (or municipal) assignment. In those instances when violations of the aforementioned terms are uncovered at any stage – during project proposal review or in the course of the project’s implementation – the Fund may dismiss the project proposal from the competition or halt financing the project regardless of which stage it is at in terms of realization and claim back the refund on the funds previously paid to the grant recipient as per established procedure.

4.6. The contents of each application should be in line with the field of research as selected by the head of the research team. Each application should draw up as per the template (refer to Appendix 1).

4.7. In addition to the application, the team should make a video presentation on the project, to be uploaded online, with an obligatory link provided in the application.

4.8. An approximate list of issues recommended for presentation in the video:

4.8.1. a short description of the research topic, as well as its purpose and goals;

4.8.2. how the group’s activities are organized, the functions and roles of its participants, as well as involved undergrads/doctoral students;

4.8.3. the prehistory of cooperation with the team;

4.8.4. Planned research outcomes: academic/scientific results, concepts and topics for seminars, publication levels (as per the A, B, C, etc. lists). Lists of HSE University journals, conferences and publishing houses can be viewed at: https://scientometrics.hse.ru/evaluation.

4.9. Technical features of video presentation:

4.9.1. it should not go over 10 minutes;

4.9.2. the team may select a production format of their own choosing;

4.9.3. the production quality should feature high quality audio (clarity) and the image should not be blurry;

4.10. Project proposals shall be submitted in Russian, with the exception of those filed by HSE University international staff who do not know Russian, in which case project proposals may be submitted in English.

4.11. The following types of project proposals are not eligible for the competition:

4.11.1. project proposals which violate the criteria for the proposal content, stated in p. 4.6 of these Regulations;

4.11.2. project proposals not supported by an academic premise and publications close to the topic of the proposed project;

4.11.3 project proposals still pending submission in the electronic system after the set deadlines for their submission;

4.11.4. applications not featuring a video presentation.

4.12**.** Competition participants, by submitting a project proposal for the competition, hereby give their consent to and acknowledge the terms (criteria) for carrying out the research project within the framework of the Fund, as specified in Sections 12, 13 and 14 of these Provisions. Violation of these terms shall entail a reduction or termination of financing for the project and the banning of the project head from participating in all competitions under the HSE University Academic Fund for a period of 3 (three) years as from the moment when the Competition Committee makes such a decision.

# 5. CRITERIA FOR ASSESSING APPLICATIONS

5.1. The following criteria are in place for assessing applications to take part in the Competition:

5.1.1. relevance of topic of proposed project;

5.1.2. academic significance of planned outcomes:

5.1.3. previous research;

5.1.4. extent whereby HSE University students may take part in the project and their role in its execution;

5.1.5. experience in successful administration of academic projects;

5.1.6. relevance of group’s planned activities with respect to the relevant faculty/campus.

**6. SELECTION OF APPLICATIONS**

6.1. The selection of applications permitted for the Competition shall be conducted in several stages.

6.2. At the first stage, applications to the Competition shall be submitted for review and selection of by respective academic committees/campuses;

6.3. A timetable for reviewing and selecting applications by respective academic committees, including:

6.3.1. Within 2 (two) days after the completion of the Competition, the OAR shall forward the applications to respective academic committees via corporate e-mail. Applications filed by staff members of the University’s Moscow campus shall be distributed appropriately to respective faculty heads, while applications from regional campus staff shall be forwarded to relevant regional campus academic committees. If applications are received from staff members of subdivisions not associated with a relevant faculty, decisions as to send the application shall be made by the OAR;

6.3.2. The secretary of the academic committee shall set materials (applications and video materials) to its members, as well as organize review sessions (in persons or remotely). In turn, the academic committee thoroughly review received applications, ranking in terms of priority, while also providing commentary and recommendations on each of them;

6.3.3. When assessing projects, the academic committee shall be guided by the criteria set out in Section 5;

6.3.4. Information on the results of reviews of applications shall be summarized by the responsible secretary of the Academic Council in meeting minutes of the relevant faculty academic committee, including information about declined applications;

6.3.5. Meeting minutes of academic committee shall be sent by the secretary of the academic council to the Office for Academic Research (hereinafter the “OAR”) via corporate e-mail at: ochhurikova@hse.ru;

6.3.6. For each of the recommended applications the minutes shall specify a conclusion, specifying each research group’s advantages and quality, the conciseness of stated objectives, and feasibility for carrying out publication and research plans.

6.4. At the second stage of the Competition, the Competition Committee shall select projects for a face-to-face presentation, with due consideration of the solutions stated in the minutes of academic committees.

6.5. At the third stage of the Competition, teams for selected projects shall present their projects to the Competition Committee. The format for presenting projects shall be determined as per the decision of the committee chairperson and may be in person or in an e-format. Based on the results of a hearing, the Competition Committee shall undertake a final decision on provision of support to projects.

6.6. Meetings of the Competition Committee shall be held as deemed possible on a day set by its chairperson. The committee secretary shall inform members about the date, time and format for Committee meetings via corporate e-mail no late than 2 (two) working days prior to the date of the given meeting itself. Meetings of the Competition Committee shall be oversee by the chairperson.

6.7. The Competition Committee shall:

6.7.1. review and select submitted applications to take part in the Competition;

6.7.2. listen to presentations, review the conclusions of academic committees under faculties and undertake decision to provide support and total financing (if necessary), or decline projects;

6.7.3. set forth procedures for expert analysis of research group activity and approve the results of expert reviews of reporting materials;

6.7.4. carry out in-depth review of the results of executed academic research;

6.7.5. undertake a decision to continue the activities of the research group for a second year;

6.7.6. review other issues relating to organizations and the execution of the group’s analytical/research works.

6.8. Decisions of the Competition Committee shall be made at a meeting through a majority vote. If there is a split vote, the final deciding vote shall be cast by the chairperson of the Competition Committee.

6.9. Decisions of the Competition Committee shall be verified through meeting minutes.

**7. TIMEFRAME FOR COMPLETING THE PROJECT**

7.1. The results of the Competition shall be announced no later than a week after the decision of the Competition Committee. At the same time, lists of competition winners will be posted on the Fund’s website at: [http://www.hse.ru/science/scifund](http://www.hse.ru/science/scifund%29).

7.2. Information about support for projects shall be brought to the attention of the group head.

7.3. The research group shall implement works under the project over a period of a year: from January 1 until December 31.

7.4. The project might be extended into a second year under the terms for financing specified in Section 9 of these Regulations.

7.5. If the project has to be prolonged, the group head, in the report, may provide reasons for extending the project’s duration and a description of the results, which will be generated should the project be prolonged, as juxtaposed with the results, already achieved during the previous year of the project’s implementation.

7.6. Reasons for extending a project may include:

– option to carry out further analysis of data generated in the course of the project’s implementation;

* preparation of further publications on the research topic;

– other grounds for implementing untapped potential of the conducted research in order to produce further academic outcomes or develop educational activities.

7.7. A decision to extend the project’s duration shall be made by the Competition Committee on the basis of the results of the expert review of the project’s performance.

7.8. If the project is prolonged, the membership of the project team may be changed as per the terms of Section 9 of these Regulations.

# 8. ORGANIZING AND MONITORING PROJECT WORKS

8.1. The research group’s activities to carry out the project shall be conducted in line with the project proposal and the project’s cost estimate.

8.2. The project’s cost estimate shall be drawn up by the group head within 10 (ten) working days after the date when lists of competition winners are posted on the Academic Fund’s website and the group leader has received a respective notification in this regard.

8.3. The project’s cost estimate shall be drawn up **in Russian**. Translation of these documents from a foreign language to Russian shall be the responsibility of the research group.

8.4. Payment for the work stages shall be made in line with Section 9 of these Regulations on the basis of the project cost estimate.

8.5. At the first stage of the project’s financing, HSE University’s Office for Academic Research (hereinafter “OAR”) shall assess the actual conduct of ongoing research seminars (involving doctoral students and undergrads), updates to the group’s website, and the availability of prepared reports to be presented at academic conferences (e.g., from undergrads, doctoral students and young researchers). To this end, the group head shall electronically forward a notification to the OAR indicating the group’s website and the materials that have been posted there.

At the same time, at the first stage, the OAR also shall assess the personnel sustainability of the project group. Procedures for changing the team makeup of the group shall be governed by Section 9 of these Regulations.

8.6. A decision to approve a report and complete/prolong the works under the project shall be made by the Competition Committee on the basis of the expert review of project reports.

# 9. CHANGING GROUP’S COMPOSITION

9.1. The make-up of a research group may be changed during the period of a project’s implementation only upon the valid recommendation of the group’s head in the following instances:

– in the instance of inappropriate performance of one’s respective functions in the project on the part of one of the group’s members;

* if a student/Master’s student/doctoral student is dismissed from HSE University;

– in cases of prolonged sickness or extended business trips (internships) on the part of a team member.

9.2. If 25% to 50% of the initially announced members leave the team, the team leader shall be obliged to present to the Fund an explanation in writing with the reasons for the members’ departure from the group. If the Competition Committee considers these reasons to be justified and sufficient, the team leader shall have the right, within 10 days from the Competition Committee’s approval of his/her explanation, to present candidates for new group members for approval. If the reasons for the departure of former team members are considered unjustified and unsatisfactory, or if more than 50% of the team members have left the group, the Competition Committee should consider the early termination of financing for the given project.

# 10. TERMS FOR FINANCING PROJECTS

10.1. Projects are financed every year in the following amounts:

Stage 1 – equal to 50% of the amount approved by the Competition Committee to finance the project for a year, based on the results of the creation of the research group results;

Stage 2 – equal to 50% of the amount approved by the Competition Committee to finance the project for a year, should the committee grant a positive verdict on its analytical review of the project results (as per the criteria in Section 12 of these Regulations), upon the completion of the expert review cycle.

10.2. Total financing of the final stage of a project may be reduced or not paid as per a decision of the Competition Committee on basis of review results.

10.3. Total financing for research group works shall depend on total undergrads, doctoral students and member sin research groups, drawn from HSE University’s faculty members/researchers. At the same time, at least 50% of the total financing under the projects shall be allocated to undergrads and doctoral students. If a supervisor is the sole adult member of a given research group, total financing for his/her work should not exceed 30% of the total financing for a given project.

10.4. Total financing shall be specified in the annual budget of the academic fund and come between 1 million and 1.5 million roubles per project a year. Upon its prolongation, each project shall be allocated similar financing, if the Competition Committee has not undertaken another decision.

10.5. Payments to research group members shall be carried on the basis of civil contracts, signed in line with the legislation of the Russian Federation, these Regulations and a project breakdown sheet.

10.6. Payment of funds to research group members shall be forwarded to the organization and implementation of project works (participation in academic conferences, fieldwork, and publishing costs).

10.7. Research group members may not receive travel grants on similar or close to a topic-based project neither from the Science Fund nor at the faculty level (or campus level). Co-financing on the part of the Academic Fund to support the academic mobility of members of a research group may be received upon the submission of justifications for costs for trips by the group head.

# 11. TERMINATION OF PROJECT FINANCING AND AMENDING THE TIMEFRAME FOR PROJECT IMPLEMENTATION

11.1. The project’s financing may be halted for the following reasons:

11.1.1. it is impossible for the group leader to perform his/her functions effectively due to sabbatical leave, extended work trip (over one month), furlough (over one month), internship, illness, or family circumstances, which are beyond the control of the group head, thus preventing him/her from carrying out their functions appropriately.

11.1.2. changes to a job position or the work hours or the employment agreement of the project head during the execution of the project in line with p. 3.7 of these Regulations;

11.1.3. failure to submit a final project report by the deadline set in Section 12 of these Regulations;

11.1.4. a decision of the Competition Committee reached on the basis of the results of an expert review of a final project report;

11.1.5. failure to meet the criteria to organize and oversee works under the project, detailed in Section 12 of these Regulations (e.g., failure to maintain the website on the part of the group leader);

11.2. A project’s financing may be reduced for the following reason:

– a decision on the part of the Competition Committee reached on the basis of results of an expert review of the project team’s performance.

11.3. In exceptional cases, should the head of the group not meet the established leadership criteria, financing for the project may be continued and the head may be replaced if the Competition Committee so decides.

# 12. KEY CRITERIA FOR PROJECT REPORTING MATERIALS

12.1. Research groups shall report on their work every year at year’s end in November-December. The dates for annual reporting should elaborated on in the announcement.

12.2. Assessments of the activities of research group activities consist of several stages, the timeframe for which should be specified in announcements posted on the “HSE Science Fund” Programme website at: <https://www.hse.ru/science/scifund/>:

12.2.1. drawing up a formalized academic report on the research team’s work (over one or two years) in an e-format through filling the e-reporting form in a personal profile at: [https://lk.hse.ru/](http://lk.hse.ru/);

12.2.2. preparing a video presentation on the results of a particular period of work;

12.2.3. the OAR assessment of publications, reports and research group website; the check for publications for grades from the Scientific Fund, HSE University affiliation, ties to the project on the portal, input of data on publications in the portal’s database;

12.2.4. the Competition Committee’s assessment of research group on the basis of submitted report, as well as format for questions and answers with teams.

12.3. An approximate list of issues recommended for consideration in a video presentation:

 12.3.1. a short description on the research topic, the purpose and objectives of the project; the results the team were able to achieve during the project’s first period (or two years of operation);

 12.3.2. the activities and functions in projects of adult participants and undergrads/doctoral students;

 12.3.3. format for research group seminars: target audience, participation of outside experts or learners;

 12.3.4. the objectives and purposes set for the research teach for the subsequent period, along with its key priorities;

12.4. The technical features of video presentations are provided in p. 5.4.

12.5. Criteria to publications drawn up for printing or publication in peer-reviewed journals:

12.5.1. Publications should provide links to project and affiliations with the HSE University on the part of research team members.

 12.5.2. The texts of all prepared academic works on a given project topic (published or received by a publishing house, but currently sent for print) must be inputted in the database of publications posted in the personal files on the HSE University and the research group website, thus being “tied” to this project”. Publications that are not tied to a certain project shall not be considered as reporting materials.

12.5.3. In reports, publications shall be selected from the portal’s database. Publications that has not have been removed from print and bearing the following status: in Russian publications – “accepted for print” status, confirmed with an editorial letter; in international journals – status of no lower than revise and resubmit, can be presented in the report.

12.5.4. The total number and types of publications should correspond to the size in a given application and come to no less than this figure (as per one of the following options or combinations thereof):

– at least 1 (one) articles (co-authored by research team members), including participating undergrads/doctoral students) in journals on the [A and B Lists](https://scientometrics.hse.ru/3rdleveljournals) or [List of Computer Science Conferences](https://scientometrics.hse.ru/conferences);

– or no less than 1 (one) monograph (at least 7 a.l.) in co-authorship with team members, including undergrads/doctoral students;

– or no less than 2 (two) articles (in co-authorships with research group members, including undergrads/doctoral students) from [List C](https://scientometrics.hse.ru/list_c) or [List D](https://scientometrics.hse.ru/list_d).

Reports/these at conferences, published in collections of conference works, diploma and term paper works, other publications and materials, not in line with 5.4.4 shall not be presented in the report.

 12.6. Reports/presentations of research team members, presented at group seminars and other academic events on the given project topic shall be posted on the research group’s own website.

12.7. E-files with texts of published works and works accepted for print (with attached certificates/official lets from publishing hours on works accepted for print and planned promotion) shall be attached to reports.

12.8. Materials attached to reports should be presented in zip archive format and text materials – pdf format (scanned or already created in a digital form). Text materials, which do not allow searches for words through a text, e.g., photographs of pages, shall not be accepted.

 12.9. If publications in co-authorship not specified in the application are included with reports, the OAR shall bear the right to request that the project head provide additional information on the personal contribution of respective participants along with well-argued grounds for bringing in co-authors from outside of the research group team.

12.10. Research group participants shall bear responsibility for materials (works accepted for print through a publishing house) and publications, which they plan to present in reports and guarantee full adherence of publication texts to the principles of academic ethics, as well as correspondence of publications to generally accepted editorial and expert procedures and norms.

**13. AFFILIATION CRITERIA**

13.1. Publications and public presentation on project topics should include an obligatory HSE University affiliation, stating the following:

**In Russian**:

Национальный исследовательский университет «Высшая школа экономики»

**In English**:

HSE University

13.2. If an applicant plans to use other affiliations in publications or published presentations, he/she should receive the consent of the Competition Committee for this, specifying the possible options in their application or sending a respective notification to the OAR.

13.3. The following shall not be considered reporting materials:

– publications/reports, which do not feature affiliation with HSE University in line with p. 13.1;

– publications/reports, which use 2 (two) or more affiliations, not approved by the Competition Committee.

**14. CRITERIA FOR CREDITS (LINKS TO PROJECTS)**

14.1. Research team members are obligatory upon every application of project outcomes in any formats (reproduction, distribution, publication presentations, etc.) to site support for their analytical work as follows:

**In Russian:**

Публикация подготовлена в ходе/в результате проведения исследования/работы (№ проекта и название) в рамках Программы «Научный фонд Национального исследовательского университета «Высшая школа экономики» (НИУ ВШЭ)».

**In English:**

The publication was prepared within the framework of the Academic Fund Program at HSE University (grant No.\_\_\_ and title).

14.2. Authors are allowed to express gratitude when applying the project results in any format (reproductions, distributions, public presentation, etc.) with respect to various institutions in the following instances:

14.2.1. if the head of a project cites organizations in the application that, at the time of the application’s submission, financed or are continuing finance the applicant’s project in the following year (i.e., long-term projects), on a topic close to the one receiving support;

14.2.2. if the head of the project or its participants receive support from another institutions (as the project’s head or participant), during the project’s implementation while receiving Fund support. In such instances, the head of the project should inform the Fund about this prior to the submission of the report and the project results, proving well-argued grounds for the receipt of such support and providing links to such outside institutions in the project results. Decisions on the provision of this option shall be undertaken by the Competition Committee.

14.3. If the head of the project or participants, who at the time when applications are submitted or who have received additional support from other institutions during the project’s implementation, do not inform the Fund about this nor cite other institutions in the project results, the Fund shall bear the right to halt financing for the project;

14.4. Publications without links in line with p. 14.1 shall not be accepted as reporting materials.

# 15. PARTICIPATION OF GROUP MEMBERS IN PROJECT COMPETITIONS IN THE SUBSEQUENT PERIOD

**Upon the completion of the project’s implementation, group members may take part in a new competition only as long as the work on the project has been complete and all planned publications (as per Section 5) have been released prior to the start of the given competition, or if the report cites publications in journals, which are still pending release and have the following status: in Russian publications – status of “accepted for print”, as confirmed with a letter from the editorial board; in international journals – status no less than “revise” or “resubmit”. A work that has been presented in a report in the form of a preprint should be published in a journal or have the aforementioned status (accepted for print, in revision, or resubmitted) as of the moment of submitting one’s project proposals to a new competition – with a status of no lower than revise and resubmit.**

Annex 1

to Regulations on Research Project Competition for Research and Study Groups Held by the HSE Academic Fund Programme

**Competition Application for the Creation of a Research Group**

* name and membership of research group;
* name of project;
* field of research/analysis;
* research abstract;
* establishment of academic problems, which the research team aims to deal with; formula for actual hypotheses to be analyzed;
* objective, purpose and relevance of research;
* description of expected academic/research outcomes, their innovative character, and practical application;
* planned publications (types of publication);
* use of another affiliation (besides HSE University) on the part of research team members (provide version of non-HSE affiliation (or *specify “none” if there no such affiliations*);
* links to other projects (with the execution of an obligatory link to the HSE University Academic Fund) (provide all links to other projects and participants (*if there are no such links, specify “no”*);
* project functions, roles and expected academic outcomes with respect to each research member, including its heads (*particular attention should go to the accomplishments of undergrads and doctoral students*);
* planned creation of regular open academic seminars involving research team members (concepts, procedures, and regularity of activities, short description of top or problems to be considered at planned (or already held) seminars involving research group members;
* short description of the team’s involvement in the proposed project;
* list of core publications on the given research topic authored by research group head and participation over the last three calendar years prior to the date when a competition is announced (articles in peer-reviewed journals, monographs, textbooks – no more than 10 publications, selected from the publication database on the HSE University portal);
* doctoral and candidate theses, defended supervised by project head and members over the age of 35, over the last three calendar years to the date when the competition is announced;
* overseeing academic seminars, special courses, master classes, instruction of HSE University doctoral students, and student’s individual curricula;
* research team members’ participation in programme committee and conferences, schools, symposiums, involvement in programme committees and conferences, schools, symposiums in Russia and abroad over the last three calendar years prior to the announcement of the competition;
* involvement of research project members in projects (not necessarily related to their project focus), which have been financed over the last three years by HSE University (specify project, its name, period of execution, roles in project – head and members);
* involvement of research group members in projects (not necessarily related to their core project focus), which were financed over the last three year by the RFFI, RNF, or other Russian or international institutions (specify project, its name, period of execution, role in project – head and members).