##### RESEARCH PROJECT SPECIFICATION

<project title>

**No. \_\_\_\_\_\_\_\_\_\_**

supported by teacher-student research team project competition

of HSE Academic Fund Programme

1. **Grounds for research project implementation**

Implementation of this research project is authorised by the Council of the HSE Academic Fund Programme (protocol No.\_\_ of \_\_\_\_\_\_\_\_) pursuant to the results of the teacher-student research team project competition.

**2. Area of joint research (pick one as applicable):**

* Public Administration
* Information Science
* History
* Cultural Studies
* Linguistics
* Mathematics
* Management
* Political Science
* Law
* Applied Mathematics
* Psychology
* Sociology
* Physics and Technology
* Philology
* Philosophy
* Economics

**3. Name of the teacher-student research team**

**4. Team composition**

|  |  |  |
| --- | --- | --- |
| ***1.*** | ***Team leader:*** | (full name) |
|  | ***Place of employment within HSE (indicate name of the department, name of the faculty or subdivision, name of the campus)*** |  |
|  | ***Position (primary)*** |  |
|  | ***Academic title*** |  |
|  | ***Mobile phone*** |  |
|  | ***E-mail*** |  |
| ***2.*** | ***Team members (in alphabetical order)*** |  |
| ***2.1*** | ***Senior members*** | *full names* |
|  | ***Place of employment within HSE (indicate name of the department, name of the faculty or subdivision, name of the campus)*** |  |
|  | ***Position (primary)*** |  |
|  | ***Mobile phone*** |  |
|  | ***E-mail*** |  |
| ***2.2.*** | ***Junior members (students)*** | *full names* |
|  | ***Place of study within HSE (indicate name of the department, name of the faculty or subdivision, name of the campus, and year of studies)*** |  |
|  | ***Level – (indicate level of studies)*** |  |
|  | ***Place of employment within HSE (if applicable, indicate name of the department, name of the faculty or subdivision, name of the organisation or educational institution), position*** |  |
|  | ***Mobile phone*** |  |
|  | ***E-mail*** |  |

**5. Changes in the team composition**

*This section reflects any changes in the team composition that have occurred during the research project implementation (to be filled in throughout the entire duration of the project, as necessary).*

**6. Rationale of the research project, and its significance in context of the leading trends in the given scientific field (an overview of the research area must also be included here)**

**7. Research problem statement and a list of hypotheses that will be tested during the project**

**8. Research goals and objectives**

**9. Scope of methods and approaches to research and result interpretation, and a scope of information sources employed in the given project**

**10. Innovativeness and potential of research methods applied in the given project**

**11. Expected results (not only research outcomes, but also publications, such as monographs, articles, preprints; their language and estimated volume)**

*Indicate specific research outcomes for each team member. Term papers and theses* ***must not be listed as project deliverables.***

12. **Regular (at least once in three weeks) research seminars (planned or already ongoing) for team members** (*seminar framework, procedures and frequency, and subject matter of scholarly reports prepared for the seminars*)

13. **Affiliations listed in project-related publications; any affiliations other than those specified in section 1 of the Main requirements to Project Implementation and Outcomes**. *List all affiliations, including the mandatory ones*.

14. **If you planned (or are planning) to attract additional funding in the form of a grant or to participate in other grant programmes with your project (as a grant implementer), specify the source and amount of additional funding, as well as the form of acknowledgement of financial support of organisation(-s) other than those listed in section 2 of the Main requirements to Project Implementation and Outcomes**.

15. **If you plan to involve into the project other co-authors outside the project team, list their personal details and reasons for involvement**. *Publications with other co-authors may be disregarded as the project deliverables*.

You are responsible for all the materials and publications that you include into the project report. You should ensure that publications do not violate the code of academic ethics, and that the journals they appear in comply with the general editorial and expert review standards and regulations.

**Main Requirements to Project Implementation and Outcomes**

1. Project publications may list no more than two author affiliations as follows:

1.1. Mandatory primary affiliation – with HSE:

National Research University Higher School of Economics

(City where the relevant HSE campus is located must be included only in the mail address, not in the university’s name)

Campus name and address, and any other information that the author or the editorial board wishes to add after the university’s name.

1.2. Optional secondary affiliation

1.2.1. Only affiliations with a Russian or foreign research institution, or a non-academic organisation may be listed.

1.2.2. Affiliation with other universities, including research institutes (centres) that belong to other educational institutions or are linked to them in any way, must not be listed.

The following materials shall not be counted as the project deliverables:

– publications without affiliation to HSE;

– publications with more than two affiliations, unless otherwise agreed with the Council of the HSE Academic Fund Programme.

2. Mandatory acknowledgements

**This study (research grant No \_\_) was supported by The National Research University–Higher School of Economics’ Academic Fund Program in 20\_\_г.**

**This research carried out in 20\_\_г. was supported by “The National Research University ‘Higher School of Economics’ Academic Fund Program” grant (№ проекта)**

**OR**

**This research carried out in 20\_\_г. was supported by “The National Research University ‘Higher School of Economics’ Academic Fund Program” under grant (№ проекта)**

**OR**

**This research carried out in 20\_\_г. was supported by grant (№ проекта) from “The National Research University ‘Higher School of Economics’ Academic Fund Program”.**

Financial support by the 5-100 Programme must also be acknowledged using the following wording:

**The financial support from the Government of the Russian Federation within the framework of the implementation of the 5-100 Programme Roadmap of the National Research University – Higher School of Economics is acknowledged**.

Publications containing the following acknowledgements shall not be counted as the project deliverables:

1) RFBR/RFH projects that received additional funding from the HSE Academic Fund;

2) Individual research projects of the HSE Academic Fund;

3) Projects implemented within the international laboratory in the framework of the Roadmap for 5-100 Programme of the Government of the Russian Federation, or projects implemented within the international laboratory funded by grants of the Russian Government pursuant to the decree No.220;

4) Projects implemented as a part of Basic Research Programme for the government;

5) Projects implemented within the framework of Russian Science Foundation.

3. Only members of the project team recorded in the application or in the present specification can be listed as publication co-authors.

4. Project deliverables include:

1) Formal research report

2) Materials prepared for publication (currently in print or under review) or published in peer-reviewed journals:

* at least one article in a foreign peer-reviewed journal with at least Q3 rating, indexed in WoS or Scopus databases and not included into the list published on the HSE Academic Fund website: <http://www.hse.ru/science/scifund/bonus>;
* and/or monographs;
* and/or articles (prepared by team members individually or in collaboration) in Russian peer-reviewed journals (from the list of leading periodicals endorsed by the Higher Certification Commission), except for journals included into the list published on the HSE Academic Fund website: <http://www.hse.ru/science/scifund/bonus>;
* and/or articles (prepared by team members individually or in collaboration) in Russian journals translated by foreign publishers and indexed in WoS or Scopus databases;
* and/or at least two preprints prepared in collaboration (except texts published in the Cornell University database. Series math "arxiv.org");

– and/or articles (at least 120,000 characters in volume) by each project team member published in anthologies and/or conference proceedings.

3) web page of the project team that must be regularly updated and where all project-related materials will be published.

For more information on publishing HSE preprints in English through the Publishing House or the Basic Research Programme, follow the link: <http://www.hse.ru/en/org/hse/wp/> .

The final research report, reflecting all the work performed by the project team as per research specification, must be prepared by the research team leader by mid-December. The exact deadline for report submission will be announced separately.

The final report must be submitted electronically (published in the database on HSE website: <http://www.hse.ru/user>).

5. Materials that are not prepared as publications and not submitted for publishing must not be listed in the final report and do not count as project deliverables.

6. All publications listed as project deliverables must be “linked” to the given research project. When entering information on publications in the personal account, find the “link” option to link publications to the relevant project.

7. The project team must create an open-access page on HSE website that would contain the following information:

* + research goals and objectives, project team;
  + project-related publications;
  + seminars regularly held (at least once in three weeks) by the project team to publicly present the results of their research, with the participation of students (seminar proceedings, report summaries and presentation slides must be published on the project team’s web page);
  + other seminars, conferences and similar events where the project team took part in order to test the results of their work (event proceedings, report outlines and presentation slides must be published on the project team’s web page).

[Requirements](http://www.hse.ru/data/2012/01/23/1263579864/требования%20к%20сайту%20НУГ%203%200%20(4).doc) to the research team’s web page are published on the HSE Academic Fund website: <http://www.hse.ru/science/scifund/nug>

HSE website support staff can assist the project team with web page creation. For queries regarding web page creation refer to the Information and Editorial Unit: [portal@hse.ru](mailto:portal@hse.ru) , concerned with adding news and announcements to the HSE website’s newsfeed.

Team leader must submit the Research Project Specification and a link to the web page (once it has been created) to the HSE Academic Fund, namely, to Diana T. Zakirova: [dzakirova@hse.ru](mailto:dzakirova@hse.ru)

Team leader,

(*position*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*printed name*)

*signature*

## Attachment 1

to Research Project Specification

## WORK SCHEDULE

of the research project

<project title>

**No. \_\_\_\_\_\_\_\_\_\_**

supported by teacher-student research team project competition

of HSE Academic Fund Programme

|  |  |  |
| --- | --- | --- |
| **No.** | **Project team member** | **Assigned tasks**  **(summary)** |
| **Phase 1. 01.2015-30.04.2015** | | |
| 1. |  |  |
| 2…. |  |  |
| **Phase 2. 01.05.2015-15.12.2015** | | |
| 1. |  |  |
| 2…. |  |  |

Team leader,

(*position*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*printed name*)

*signature*

## 

## Attachment 2

to Research Project Specification

**COST ESTIMATES**

for the research project

<project title>

**No. \_\_\_\_\_\_\_\_\_\_**

supported by teacher-student research team project competition

of HSE Academic Fund Programme

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Project team members | Amount, (roubles) | | |
| Total | **Phase 1\***  **(50%)** | **Phase 2\*\* (50%)** |
| 1. | Team leader - (full name) |  |  |  |
| 2. | Team members *(in alphabetical order)* |  |  |  |
| 2.1. | *Full name* |  |  |  |
| 2.2. |  |  |  |  |
|  | **Total:** |  |  |  |

At least 50% of the project funding must be allocated to “junior” members - the students. If team leader is the only “senior” member of the team, he/she may receive no more than 30% of the project funding.

\* - Payments for Phase 1 of the project are made following an interim progress report (web page creation, publication of project materials)

\*\* - Payments for Phase 2 of the project are made following the review of the final research report

Payments hereto are made based on independent contractor agreements concluded with the project team members in accordance with the current Russian legislation, Regulations for Teacher-Student Research Team Competition, Research Project Specification, project work schedule and cost estimates.

Payments made to the project team members shall be used to cover the expenses for planning and implementation of project-related activities (such as participation in academic conferences, field studies, publishing fees, etc.).

Team leader,

(*position*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*printed name*)

*signature*