**Form 1. Key Information for Participation in the Competition**

1. Name of Laboratory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Head of Laboratory (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Research Topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Requested amount of financing:

4.1. Equipment (with due consideration of pp. 3.3.1., 3.3.2 of the Regulations and Form No. 6):

 Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) roubles

4.2. Payroll budget and other expenditures on current activities (with due consideration pp. 3.3.3, 3.3.4 of the Regulations and Form No. 7)

* in 2022 \_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) roubles
* in 2023 \_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) roubles
* in 2024 \_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) roubles
* in 2025 \_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) roubles
* in 2026 \_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) roubles

 Total: \_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) roubles

1. The Laboratory Head shall be obliged to sign an employment agreement with HSE University as their main place of work for a 1.0 FTE within 1 (one) month after the Competition’s results are announced.
2. The Laboratory Head shall be obliged to put together a research team for carrying out research, as per p. 4.3 of the Regulations, within 3 (three) months from the date when the Competition’s results are announced.
3. The Head of the Laboratory shall take upon themselves responsibility for achieving the intended research outcomes, as specified in Form 5 “The Laboratory’s Performance Indicators”.
4. The Laboratory Head hereby confirms that the intended research is not a repetition of research currently being conducted or carried out in the past as part of other projects, whether implemented at HSE University, or outside of it, funded with budgetary funds of the Russian Federation at various levels and from other sources.

Head of Laboratory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_

Date, location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form 2. Laboratory Head’s CV**

1. Personal data

|  |  |
| --- | --- |
| Last name |  |
| First name |  |
| Middle name/patronymic (if applicable) |  |
| Date of birth  |  |
| Citizenship |  |
| Second citizenship (if applicable) |  |

|  |  |
| --- | --- |
| ResearcherID |  |
| Scopus ID |  |
| ORCID |  |
| Research areas |  |

1. Education

|  |  |
| --- | --- |
| Education, name of university and year of graduation |  |
| Academic degree |  |
| Academic title |  |

1. Place of residence

|  |  |
| --- | --- |
| Country  |  |
| Postal address  |  |

1. Place of work

|  |  |
| --- | --- |
| Full name of organization |  |
| Position |  |
| Country |  |
| Region (for the Russian Federation) |  |
| Postal address |  |
| Telephone |  |
| E-mail |  |

1. Previous places of work

|  |  |
| --- | --- |
| Full name of organization, country, from … until…  |  |
| Full name of organization, country, from … until… |  |

1. Key publications in 2017-2021 on the topic of the proposed research (no more than 10 publications)
2. Conferences where reports were presented in 2017-2021 on the topic of the proposed research (up to 10 key reports/papers)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name of conference  | Place and time, language  | Authors and name of report | Type of report(guest speaker/regular verbal/poster) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| … |  |  |  |  |

1. List of Patents, Know-How, Certifications for 2017-2021

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Intellectual property item |  Type | Date of priority  | Territory (country) and term of validity  | Copyright document(patent, registration certificate, etc.)  |
|  |  |  |  |  | No. | Date of issue |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| … |  |  |  |  |  |  |

1. Experiment in project management/grant

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Project title | Financing amount  | Source of financing | Timeframe of project (start-finish)  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| … |  |  |  |  |

1. Educational activities over the last 5 years

10.1. Teaching experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Academic institution | Course title | Level of education (Bachelor’s, Master’s/, doctoral studies) | Total hours (approx.)  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| … |  |  |  |  |

10.2. Academic supervisions of students/doctoral students

1. Other (achievements, awards, grants, etc.), public academic activities (member in editorial boards and consulting committees of peer-reviewed academic journals, etc.)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(provide full name, number of document, confirming identify, including the date of this document’s issue, the issuing body, and residence address)* hereby grant National Research University Higher School of Economics (location: 20, Myasnitskaya ulitsa, Moscow), my consent to the collection, recording, systemization, accumulation, storage, updating/amendment, withdrawal, use, transfer (e.g., transnational), de-personalization, blocking, deletion and destruction (hereinafter jointly “processing”), e.g., through the automated processing, of the following types of personal data: last name, first name, middle name/patronymic; registration address and place of residence; series and number of document confirming my identity or its substitute; citizenship, telephone number, e-mail; information about education, including academic degrees and titles; professional information (specialization); information on place of work history and position held; Scientometric indicators; academic achievements and work experience; photo images; other data provided to take part in the Competition and/or related thereto. Personal data shall be processed for the purpose of ensuring my participation in the Competition, including initial screening of applications, assessments of applications vis-à-vis formal criteria, review at the meeting of the Committee for Organizing International Research Projects involving leading foreign and Russian academics; the option of informing me about the progress of the Competition through posting information on the University’s corporate website (portal); ensuring safety and security at the University, as well as its Charter-prescribed activities; accumulation of data on persons working in cooperation with HSE University, with subsequent archiving of this information in the University’s data systems.

The timeframe, during which this consent shall remain in effect comes to 5 (five) years from the moment when applications are submitted to HSE University; however, in any case, it cannot come to less than the timeframe in place for providing support to and implement the project/research (operation of the Laboratory), including if the project/research is extended.

I have been hereby informed that this consent may be withdrawn should the rules for the processing of personal data be violated and in those instances specified by Federal Law No. 152-RZ, “On Personal Data”, dated July 27, 2006, by my submission of a personal written request to HSE University. I have been hereby informed that I have the right to receive information about my personal data processed by the University, require that the University correct, amend, destroy or limit the processing of my personal data, transfer my personal data to another personal data operator, or file complaints with the respective bodies charged with protecting the rights of personal data subjects (Federal Services for Oversight in the Communications, Information Technologies and Mass Communications – Roscomnadzor).

Head of Laboratory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

Date, Location\_\_\_\_\_\_\_\_\_

\_\_

**From 3. Research Proposal**

1. Name of Laboratory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Research topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Description of research (no more than 12 pages)
	1. Short description of Laboratory’s proposed research
	2. Analysis of the current situation in the Laboratory’s field of research
	3. Innovation and relevance of research
	4. Purpose and objectives of research
	5. Proposed approaches and experimental methods for meeting the Laboratory’s objectives
	6. Expected research results
	7. Description of infrastructure required for creating the Laboratory and carrying out its research activities
4. Proposed Laboratory Team

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| № | Full name  | Date of birth | Researcher ID | Main place of work | Current position | Academic degree | Academic position in new laboratory (please specify if a student/doctoral student is involved) | Key publications on the research topic in 2017 – 2021 (no more than five)[[1]](#footnote-1) | Intellectual property or applications for registration of intellectual property, e.g., patents and applications for the issue of patents in 2017-2021; rate for patented solutions (patented solutions which have been applied for) |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Head of Laboratory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, location\_\_\_\_

**Form 4. Research Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Details of works carried out | Planned outcomes from conducted works/efforts, aimed at ensuring research at this particular stage  | Planned academic publications and reports at international conferences  | Timeframe (start-finish)  | Financing for this research stage, in RUB  |
| 1. |  |  |  | 01.02.2022 – 31.12.2022  |  |
| 2. |  |  |  | 01.01.2023 – 31.12.2023 |  |
| 3. |  |  |  | 01.01.2024 – 31.12.2024 |  |
| 4. |  |  |  | 01.01.2025 – 31.12.2025 |  |
| 5. |  |  |  | 01.01.2026 –31.12.2026 |  |

Head of Laboratory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, location\_\_\_\_\_\_\_\_

**Form 5. The Laboratory’s Performance Indicators**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Indicator | Unit of measurement | 2022 | 2023 | 2024 | 2025 | 2026 |
| 1. | Total published articles[[2]](#footnote-2) in the field of academic research in journals, listing obligatory affiliation with HSE University and sources for financing research  | Unit |  |  |  |  |  |
| 2. | Number of thesis works submitted for Doctor of Sciences degrees, defended by Laboratory staff in its field of study with HSE University affiliation listed | Unit |  |  |  |  |  |
| 3. | Number of thesis works submitted for Candidate of Sciences degrees, defended by Laboratory staff in its field of study with HSE University affiliation listed | Unit |  |  |  |  |  |
| 4. | Total extra-budgetary financing raised from R&D work, e.g., granting rights to third parties to use the equipment | Mln. RUB |  |  |  |  |  |
| 5. | Total revenue from exclusive rights to intellectual property (under license agreements, agreements for alienation of exclusive rights) | Mln. RUB |  |  |  |  |  |
| 6. | Number of applications filed for the issue of patents and/or registration of databases (computer programs), provided that HSE University becomes a right owner thereto  | Unit |  |  |  |  |  |
| 7. | Number of registered patents  | Unit |  |  |  |  |  |
| 8. | Number of HSE University doctoral students employed full -time at the Laboratory[[3]](#footnote-3) | Persons |  |  |  |  |  |
| 9. | Number of HSE University undergraduate students working full-time at the Laboratory[[4]](#footnote-4) | Persons |  |  |  |  |  |
| 10. | Number of new courses developed by the Laboratory in its specific research field and included in an HSE University curriculum  | Unit |  |  |  |  |  |

Head of Laboratory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, Location\_\_\_\_\_\_\_\_

**Form 6. Equipment Procurement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Type of equipment** | **Approx. cost including overheads and customs costs, delivery and installment expenses, ‘000 RUB** | **Link to website of manufacturers with the equipment datasheet** | **The short rationale for acquiring such equipment to achieve intended goals with reference to the point in the Research Plan** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
|  |  |  |  |  |
| … |  |  |  |  |

Head of Laboratory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_

Date, Location\_\_\_\_\_\_

**Form 7. Payroll Budget for Laboratory Staff in 2022-2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** *(specify position, e.g., head, researcher, lead researcher, research assistant, etc.)*  | **Pay rate** | **Planned total months of work** | **Pay rate per month, RUB** | **Monthly pay rate with consideration of transfers to non-budgetary funds** | **Annual pay rate with consideration of transfers to non-budgetary funds** |
| Head |  |  |  |  |  |
| Manager |  |  |  |  |  |
| Researcher |  |  |  |  |  |
| ……… |  |  |  |  |  |
| **TOTAL** | х | х |  |  |  |

**Payroll Budget for Laboratory Staff in 2024-2026**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** *(specify position, e.g., head, researcher, lead researcher, research assistant, etc.)* | **Pay rate** | **Planned total months of work**  | **Pay rate per month, RUB** | **Monthly pay rate with consideration of transfers to non-budgetary funds**  | **Annual pay rate with consideration of transfers to non-budgetary funds** |
| Head |  |  |  |  |  |
| Manager |  |  |  |  |  |
| Researcher |  |  |  |  |  |
| ……… |  |  |  |  |  |
| **TOTAL** | х | х |  |  |  |

Laboratory Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, Location

1. Specify name of publication, issue volume and number, hyperlinks [↑](#footnote-ref-1)
2. Hereinafter, articles shall refer to documents of the “articles” and “reviews” type (with the exception of book review) including the List of Eligible Journals for the 3rd Tier Bonus, as well as reports included in the core programmes for conferences from the List of Conferences in Computer Science, considered for the 3rd Tier bonus, and monographs, put out by publishers on the List of Eligible Publishers for the 3rd Tier Bonus (for monographs), posted on the HSE University Scientometrics Centre’s website at: <https://scientometrics.hse.ru/evaluation> [↑](#footnote-ref-2)
3. The indicated number of doctoral learners should remain unchanged during the entire duration of the project’s implementation [↑](#footnote-ref-3)
4. The indicated number of undergraduate students should remain unchanged during the entire duration of the project’s implementation [↑](#footnote-ref-4)