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Approved by

Acting Chairman of the Board - Rector  
of NLC "KTU"

\_\_\_\_\_ M.K. Ibatov  
decision of the Academic Council  
No. \_\_\_ dated « \_\_\_ » \_\_\_\_\_ 20\_\_

## **REGULATION**

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# **ON HOLDING A COMPETITION OF SCIENTIFIC PROJECTS FOR A GRANT OF THE KARAGANDA TECHNICAL UNIVER- SITY FOR YOUNG SCIENTISTS**

**PID KTU II-08-2020**

**Developed by: Director of the Departmen  
of Science and Innovation  
Huangan N.**

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

**Copy No.**

**Karaganda**

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## 1 Scope

This Regulation on the competition of scientific projects for a grant of the Karaganda Technical University for young scientists (hereinafter referred to as the Competition) defines the goals and objectives of the Competition, the procedure for organizing and holding this competition among young scientists of the Karaganda Technical University (hereinafter referred to as KTU), the requirements for participants of the Competition, regulations for the work of the competition committee, criteria for the competitive selection of scientific projects.

## 2 Terms, definitions and abbreviations

In this provision, the following terms are used with appropriate definitions:

- Grant - targeted funds provided to the winners of the Competition for research and development work;
- Competition - competition of scientific projects for a grant from the Karaganda Technical University for young scientists.

The following abbreviations are used in this regulation:

- KTU – Karaganda Technical University;
- EC – expert council;
- STC – Scientific and technical council;
- CYS – Council of Young Scientists;
- QMR - quality management representative;
- CQM&A - quality management and accreditation center;
- QMS - quality management system;
- DS&I - Department of Science and Innovation of the University;
- YS – a young scientist under the age of 35 years inclusive;
- R&D - research work;
- faculty – teaching staff.

## 3 Goals and objectives of the competition

3.1 The main purpose of the Competition is to stimulate research activities and develop the scientific potential of young scientists of NLC "KTU".

3.2 Objectives of the Competition:

- popularization of scientific activities of young scientists of NLC "KTU";
- support of youth initiatives for the development and implementation of promising scientific projects that ensure the socio-economic development of the country;
- an opportunity for young people to develop their own scientific, technical and experimental design ideas.

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## **4 Organizers and working bodies of the Competition**

- 4.1 The organizers of the Competition are DS&I and CYS.
- 4.2 The working body of the Competition is the Competition Commission.
- 4.3 The competition commission includes: Vice-rector for Scientific Work, Director of DS&I, representatives of the STC, EC, CYS.
- 4.4 The number and amount of Grants are established by order of the rector of KTU.
- 4.5 This competition is held annually, the timing of the Competition is established by order of the rector of KTU.
- 4.6 Control over the competition is carried out by the Vice-Rector for Research.

## **5 Functions of the organizer and the competition committee**

- 5.1 The organizer of the competition provides:
- the necessary organizational, expert and informational support of the competition.
  - advises the participants of the tender on the preparation and filling of the competition documentation and registration of the application;
  - collects and registers applications received from participants in the competition.
- 5.2 Competition Commission:
- exercises control over the observance of openness, accessibility, objectivity, publicity in the consideration and determination of Applications - winners;
  - checks for compliance of the submitted Applications with the terms of the competition;
  - conducts a competitive selection of the most promising Applications;
  - makes final decisions on determining the winners of the competition.
- 5.3 The competitive selection is carried out by the competition commission on the basis of the objective advantages of applications by voting.

## **6 The procedure for submitting applications for participation in the Competition**

- 6.1 The grant is allocated for conducting scientific research to full-time teaching staff and research staff of the University, whose age is not older than 35 years in the year of the competition, who are actively involved in conducting research to solve scientific problems and are citizens (residents) of the Republic of Kazakhstan.

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6.2 The participant (s) of the competition must have significant scientific achievements:

- articles in journals;
- patents and / or certificates of registration of rights to copyright objects;
- reports at conferences.

6.3 The grant applicant submits to the competition an application formalized in accordance with the requirements adopted for this competition.

6.4 Each Grant applicant can submit no more than one application within the framework of this competition.

6.5 The grant is not awarded to the same person more than once during the next three years.

6.6 Applications on scientific topics that have funding from the state budget and (or) other sources at the time of their submission or earlier are not allowed to participate in the competition for this Grant.

6.7 The application submitted for the competition must be executed in accordance with the forms listed below and consist of the following documents:

- information about the participant of the competition (Appendix A);
- abstract of the scientific project (Appendix B);
- presentation of the project in electronic form (in the format of pdf), designed according to Appendix C;
- spending review of the project (Appendix D);
- an extract from the decision of the meeting of the department, which confirms the relevance of the submitted project, and the compliance of the existing reserve with the stated goals of the work, as well as guarantees the implementation of the declared exploratory research works.

6.8 The competition documentation for the application must be submitted in printed and electronic form within the time limits specified in the Competition announcement. Applications are accepted in the state and Russian languages.

6.8.1 The work for the competition is provided in one original copy, on numbered sheets, stitched and certified with a signature.

6.9 The documents are sent on DS&I in paper and electronic form to the address: Nursultan Nazarbayev Ave. 56, main building, office 226, Karaganda, 100027, Republic of Kazakhstan. Phones: 8(7212)56-51-87, 56-68-22 or ext. 2226, e-mail: science@kstu.kz.

6.10 Grants are allocated for a period of up to one year.

6.11 The participant of the competition, by submitting an application, thereby confirms that the submitted project does not contain information constituting a commercial, state and (or) other secret, and gives his consent to provide information on it to the organizer of the Competition (including by posting the project in the mass media, printed publications, the Internet).

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6.12 By signing the application, the applicant guarantees that he/she:

- agree to the terms of participation in this competition;
- does not claim the confidentiality of the scientific materials presented in the application;
- stated the project topic that did not have funding from the state budget and other sources at the time of submitting the application or earlier (Appendix E).

6.13 All applications submitted for the competition are evaluated in accordance with the indicators specified in clause 7.

6.14 Applications that do not meet the conditions of the competition, submitted in violation of the rules of registration or received for the competition after the deadline specified in the information message are not considered.

6.15 The reasons for the rejection of competitive applications are not communicated to the authors.

6.16 The materials of the competition application are not returned to the authors.

## **7 Competitive selection criteria**

7.1 When considering competitive applications, the following criteria are established to determine the winner of the competition:

No.	Name of the criteria	Maximum value
1	Relevance	<b>10</b>
2	Analysis of literary data and formulation of the problem	<b>10</b>
3	The purpose and objectives of the study	<b>10</b>
4	Novelty	<b>10</b>
5	Degree of development	<b>10</b>
6	Availability of intellectual property (patents and pre-patents, copyright inventions, state registration of an intellectual property object)	<b>10</b>
7	Practical significance of the project	<b>10</b>
8	Socio-economic efficiency	<b>10</b>

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9	Expected project results	<b>10</b>
10	Scope of the results	<b>10</b>
<b>Total</b>		<b>100</b>

7.2 If the points are equal, the advantage is given to the participant with significant scientific achievements in accordance with clause 6.

## **8 The procedure for conducting and summarizing the results of the Competition**

8.1 The organizer of the Competition conducts the procedure of hearing the projects of the participants at the competition commission.

8.2 The winner is determined by the competition commission based on the results of the presentation of projects:

- according to each criterion, the members of the competition commission determine the score of the participant of the Competition;
- the number of points is summed up according to all criteria, clause 7.

8.4 The decision of the competition commission is formalized by the protocol.

8.5 Based on the decision of the competition commission, the rector issues an order on the allocation of grants to the winners of the competition. Information about the winners of the competition is reported to the contestants personally, and is also posted on the official website of the university ([www.kstu.kz](http://www.kstu.kz)).

8.6 After the publication of the results, the winner of the competition enters into a contract for the implementation of research work, makes an estimate of the project costs to ensure financing and goes through the procedure of registering research in the DS&I. The grant funds are spent in accordance with the approved cost estimate. The provision of technical support for the supported projects is assigned to the DS&I.

8.7 Upon completion of the work under the grant, the project executors must provide scientific and financial reports. The scientific report is compiled in accordance with the requirements of GOST 7.32-2001, is provided in printed form signed by the project executor and approved by the vice-rector for scientific work. The financial report is prepared in accordance with Appendix D, confirmed by the signature of the project executor and the accountant in charge of expenses for research projects.

8.8 Reports on the implementation of research works under the grant are provided by the project executors in the DS&I and are defended at the meeting of the STC.

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## **9 Rights and obligations of participants and winners of the Competition**

9.1 Participants have rights:

- to receive from the organizer of the competition comprehensive information about the conditions and procedure of the Competition;
- to withdraw or make changes to the application at least two days before the Competition.

9.2 Winners are required to:

- submit an interim report on the results of the work to DS&I 6 months after receiving the grant;
- at the end of the research period, the Grant holder submits to the DS&I a final report on the use of the Grant on the implementation of scientific research, their results with supporting documents in accordance with the calendar plan of work on the project (Appendix B, clause 5) - the schedule of work;
- within a year, from the moment of receiving the Grant, to publish an article based on the results of your research in a publication indexed by the Web of Science or Scopus databases.

9.3 In case of non-compliance with paragraph 9.2 of the Regulations, the winner of the competition is obliged to return 50% of the Grant amount to the KTU.

9.3.1 In case of detection of inappropriate use of the funds of the grant provided, the university decides to terminate the funding and return the funds.

9.4 The results of the research work control are documented and serve as the basis for drawing up an expert opinion on the results of research work on the grant.

## **10 Making changes to the document**

The development, registration, agreement and approval of this Regulation, as well as amendments to it, must be made in accordance with KTU DP II-01-2020.

## **11 Согласование и введение в действие**

Approval of this Regulation is carried out with the first vice-rector, QMR, Vice-rector for SW, chief accountant, head of the CQM&A, and is issued in the "Coordination Sheet" (Appendix F).

## **12 Replication and distribution of the document**

The replication and distribution of this Regulation must be carried out in accordance with KTU DP II-01-2020.



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### **13 Safekeeping the Regulation**

The storage of this Regulation must be carried out in accordance with KTU DP II-01-2020.

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Appendix A  
(informative)

**Information about the participant of the  
competition of scientific projects for a grant of the Karaganda Technical  
University for young scientists**

Project name:	
Full name of the performer ( <i>in full</i> )	
Date of birth	
Place of work: <i>faculty, department, position, specialty</i>	
Area of scientific interests	
Total number of publications	
Contact details ( <i>phone, e-mail</i> )	
Signature of the contestant/ transcript of the signature	
Application submission date	

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Appendix B  
(informative)

**ABSTRACT  
of the scientific project for the grant of the  
Karaganda Technical University for young scientists**

1. Name of the project
2. Scientific task, goal, idea, relevance, novelty
3. Methods and approaches to solving the problem
4. Expected specific scientific results of the project
5. Project work schedule

Type of work	Period of work	Result

6. Information about the publications of the participant of the competition

No.	Output data	Publication type	Edition from the list of the HAC (yes / no)	Edition indexed in Scopus and Web of Science databases (yes / no)

7. Project progress indicators

Indicator name	Quantitative data
Number of publications prepared under the project	
Articles in journals indexed in the Scopus or Web of Science scientific citation databases	
Publication of an article in a journal included in the list of the CQASES	
Publication of an article in other journals, collections, etc.	
Publication of the abstracts of the report presented at the scientific conference	

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Number of presentations at international scientific conferences	
Registration of patents (licenses, computer programs, know-how for registration)	
Publication of the monography	

*Signature of the participant of the competition / decryption of the signature/*

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## Appendix C (informative)

### **Presentation structure**

1. Relevance
2. Analysis of literature data and problem statement
3. The purpose and objectives of the study
4. Novelty
5. Degree of development
6. Availability of intellectual property objects (patents and prepatents, copyright certificates)
7. Practical significance of the project
8. Socio-economic efficiency
9. Expected results of the project
10. Scope of the results

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Appendix D  
(informative)

**Project cost estimate**

<b>Types of expenses</b>	<b>Explanation of expenses</b>	<b>Sum total (tenge)</b>
Travel expenses	Daily payments for the period of a business trip	
	Travel expenses	
	Оплата проживания	
Editorial and publishing services	Publication of articles, abstracts, monographs	
Payment for participation in conferences and forums	Participation fees	
Purchase of fixed assets	Purchase of equipment, literature, etc.	
Purchase of inventories	Stationery	
	Other consumables and supplies	
Purchase of intangible assets	Software	
<b>TOTAL EXPENSES</b>		

*Signature of the participant of the competition / decryption of the signature/*

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Appendix E  
(informative)

**APPLICATION**  
**for submission of an application in the competition of scientific projects for  
a grant of Karaganda Technical University for young scientists**

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*Full name of the performer (fully)*

Address:    index,    region,    district,    locality,    street,    house    (flat):

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Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

IIN        \_\_\_\_\_

Name of the project:

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I am familiarized with the Regulations on the Contest of Scientific Projects for a Grant of the Karaganda Technical University for Young Scientists.

I guarantee the reliability of the information provided on the project, as well as the observance of the principles of scientific ethics, in particular, the prevention of the fabrication of scientific data, falsification leading to data distortion, plagiarism and false co-authorship.

I confirm that the planned activities and expenses on the proposed project topic were not previously financed and are not financed from other sources of the state budget and (or) other sources.

I do not object to the fact that the non-compliance of this application with the requirements of the Regulations can serve as a justified reason for the rejection of the project from participation in the Competition.

By this statement, I grant the organizers and working bodies of the Competition the right to collect, process personal data, access the information contained in the submitted application and in the documents attached to it.

*Signature of the participant of the competition / decryption of the signature/*





