



Approved
Chairman of the board – Rector
of NPJSC «Abylkas Saginov
Karaganda Technical University»

 S.S. Sagintayeva
decision of the board
No. 8 of «21» may 2025

POSITION

about holding the competition
“SaginovFund: Ishki g’ylymi bastamalarg’a qoldau”
(Saginov Foundation: support for internal scientific initiatives)

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Regulations on the competition
“SaginovFund: Ishki g’ylymi bastamalg’a qoldau”
(Saginov Foundation: support for internal scientific initiatives)

1. General Provisions

1. These Regulations on the Competition of Scientific Projects "SaginovFund: Support of Internal Scientific Initiatives" (Saginov Fund: Support of Internal Scientific Initiatives) (hereinafter referred to as the Competition) are aimed at supporting fundamental and applied scientific projects, define the purpose and objectives of the Competition, the procedure for organizing and holding this Competition among employees of the NPJSC «Abylkas Saginov Karaganda Technical University», requirements for the participants of the Competition, the regulations for the work of the competition committee, the criteria for the competitive selection of scientific projects.

This Regulation is applied by all divisions of the NPJSC «Abylkas Saginov Karaganda Technical University» and is included in the documents of the quality management system (QMS). The Competition Regulation was developed by the Department of Science and Innovation (Department of Innovations and scientific and technical programs).

2 Terms, definitions and abbreviations

The following terms and corresponding definitions are used in this Regulation:

- grant – targeted monetary funds provided to the winners of the Competition for conducting research and development work;
- competition - “SaginovFund: Ishki g’ylymi bastamalg’a qoldau” competition

The following abbreviations are used in this Regulation:

- STC – Scientific and Technical Council;
- DSI - Department of Science and Innovation;
- ISTP - Innovations and scientific and technical programs;
- PTS – professorial and teaching staff;
- SRW – scientific research work;
- RSSTA – results of scientific and (or) scientific and technical activities;
- CQASHE – Committee for Quality Assurance in Science and Higher Education.

3 Goals and objectives of the Competition

3.1 The purpose of the competition - the main purpose of the Competition is to stimulate scientific research activities and develop the scientific potential of scientists of the NPJSC «Abylkas Saginov Karaganda Technical University».

3.2 Objectives of the Competition:

- popularization of scientific activity and support for scientists from the NPJSC «Abylkas Saginov Karaganda Technical University»;
- support for initiatives to develop and implement promising scientific projects that ensure the socio-economic development of the country;
- opportunity for scientists to develop their own scientific, technical and experimental design ideas.

4 Organizers and working bodies of the Competition

4.1 The organizers of the Competition are the DSI (in particular the Department of ISTP);

4.2 The working body of the Competition is the Competition Committee;

4.3 The selection committee includes: the Vice-Rector for Science and Innovation, the Director of the DSI, the Head of the Department of ISTP, and representatives of the STC;

4.4 The number and amount of grants are established by the order of the Chairman of the Board - Rector of the NPJSC «Abylkas Saginov Karaganda Technical University»;

4.5 This Competition is held annually, the dates of the Competition are established by the order of the Chairman of the Board - Rector of the NPJSC «Abylkas Saginov Karaganda Technical University»;

4.6 The Vice-Rector for Science and Innovation shall supervise the conduct of the Competition.

5 Functions of the organizer and the competition committee

5.1 The Competition Organizer ensures:

- necessary organizational, expert and informational support for the Competition;
- advises Competition participants on issues of preparing and filling out competition documentation and submitting applications;
- collects and registers applications received from Competition participants.

5.2 Competition Committee:

- exercises control over compliance with openness, accessibility, objectivity, and transparency in the consideration and determination of winning Applications;
- checks the submitted Applications for compliance 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.

6 Procedure for submitting applications for participation in the Competition

6.1 Grants are allocated to finance the expenses of scientists - to conduct applied or fundamental scientific research aimed at solving the problems set in the plan for the implementation of research within the framework of the project. Grant funds can be used for the following expense items:

- purchase of equipment, materials and software;
- business trips;
- rental of premises and equipment;
- services of third-party organizations.

Salaries and other expense items other than those listed above are not provided for.

Expenses for services of third-party organizations (third parties) must not exceed in total 20% (twenty percent) of the total amount of requested funding for the entire period of project implementation;

6.2 Type of research: fundamental or applied research;

6.3 The project manager must have the following publications in the last five years in the scientific field in which the project is submitted:

- **for the natural sciences, engineering and technology industries:**

- at least 2 (two) articles or reviews indexed in the Science Citation Index Expanded of the Web of Science database, and/or in a peer-reviewed scientific publication with a CiteScore percentile in the Scopus database of at least 35 (thirty-five);

- at least 2 (two) articles or reviews in domestic or foreign scientific publications, recommended by the CQASHE of the Republic of Kazakhstan from the List of publications included in list 1 and/or 2.

- **for branches in the field of social and humanitarian sciences:**

- at least 2 (two) articles or reviews indexed in the Social Science Citation Index or Arts and Humanities Citation Index of the Web of Science database, and/or in a peer-reviewed scientific publication with a CiteScore percentile in the Scopus database of at least 25 (twenty-five);

- or at least 5 (five) articles or reviews in domestic or foreign scientific publications recommended by the CQASHE of the Ministry of Science and Higher Education of the Republic of Kazakhstan from the List of publications included in list 1 and/or 2.

- **for branches in the field of military sciences (for employees of the military department with the military rank of lieutenant colonel and colonel):**

- at least 2 (two) articles or reviews in domestic or foreign scientific publications recommended by the CQASHE of the Ministry of Science and Higher Education of the Republic of Kazakhstan from the List of publications included in list 1 and/or 2.

6.4 Manager(except for the staff of the military department)must have a doctorate or candidate of sciences, PhD or doctorate in the field. Work experience in NPJSC «Abylkas Saginov Karaganda Technical University» is not less than 36 months;

6.5 The project manager and participants must be citizens of the Republic of Kazakhstan;

6.6 Requirements for project participants: all full-time PTS may participate in the competition as performers and employees with experience in NPJSC «Abylkas Saginov Karaganda Technical University» do not less than 12 months. There are no age restrictions for participants in the competition;

6.7. The composition of the working group for the project shall not exceed 5 people;

6.8 The grant is intended for individual research. During the grant implementation process, the stated goal, objectives and expected results cannot be changed. The project manager can redistribute grant funds within the articles without changing the total grant amount and expected results;

6.9 The manager applying for a grant for applied research ensures the participation of a private partner with partial provision of the project with the necessary resources (services, materials, equipment), including financial resources, at least 1% of the total application amount for the entire project implementation period. A co-financing organization cannot be a legal entity that is a subsidiary, subordinate, branch of the applicant organization, as well as a company whose chief executive and (or) employees participate in the project;

6.10 The grant applicant submits an application to the Competition, prepared in accordance with the requirements adopted for this Competition; applications that do not comply are rejected or sent back for revision. The period for correcting deficiencies is no more than 3 calendar days. The decision on this issue is made by the expert group. The application must reflect the degree of development and completion of the stage of scientific research in accordance with the methodology for determining the level of readiness of technologies, with supporting documents;

6.11 Each grant applicant (manager) within the framework of this Competition may submit no more than one application, and he/she must not be the manager of other projects of various financing at the time of application submission. Indicate the level of technological readiness in the final result. After the completion of the project, a report is prepared and the RSSTA is registered;

An individual has the right to participate in this competition:

- as a scientific supervisor – in no more than 1 (one) project, and also as a group member – in no more than 1 (one) project;

- as a member of the group who is not the scientific supervisor and not being a member of a research group for more than 1 (one) project various funding at the time of application within the last 6 months.

6.12 A grant shall not be awarded to the same person more than once within three consecutive years;

6.13 Managers of current grant and program-targeted financing projects that are being financed at the time of the competition may not participate in the competition;

Also, participation as a manager cannot be taken by those who are participating in the “Zhas Galym” projects that are financed at the time of the competition;

6.14 Applications on scientific topics that, at the time of their submission or 3 years earlier, were funded from the state budget and/or other sources, are not allowed to participate in the Competition for this grant;

6.15 The application submitted for the Competition must be completed in accordance with the forms provided below and consist of the following documents:

- Information about the competition participant (Appendix A);
- Abstract of the scientific project (Appendix B);
- explanatory statement (Appendix C);
- project cost estimate (Appendix D);
- an extract from the decision of the department meeting, which confirms the relevance of the presented project, and the compliance of the existing work with the stated objectives of the work, and also guarantees the implementation of the stated exploratory research work.

The abstract is drawn up in the state, Russian and English languages, and the explanatory note and calculation of the requested funding are drawn up in the state or Russian languages, as well as English.

6.16 The tender documentation for the application must be submitted in printed and electronic form within the timeframes specified in the announcement of the Competition. Applications are accepted in the state and/or Russian languages;

6.17 The work for the Competition is provided in one original copy, on numbered sheets, stitched and certified with a signature;

6.18 Documents are sent to the DSI in paper and electronic form to the following address: 100027, Republic of Kazakhstan, Karaganda, Nursultan Nazarbayev Ave., 56, main building, office 220. Phones: 8 (7212) 56-51-87, 56-68-22 or ext. 2226, e-mail: itnp.department@ktu.edu.kz;

6.19 By submitting an application, the Participant of the Competition thereby confirms that the submitted project does not contain information constituting a commercial, state and (or) other secret, and gives his/her consent to the provision of information on it to the organizer of the Competition (including by posting the project in the media, printed publications, and the Internet);

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

- agree with the terms of participation in this Competition;
- does not claim confidentiality of the information presented in the applicationscientific materials;
- declared a project topic that did not have funding from the state budget or other sources at the time of application or that had not previously been financed.

6.21 All applications submitted to the Competition will be evaluated in accordance with the indicators specified in paragraph 6.15;

6.22 Applications that do not meet the conditions of the Competition, submitted in violation of the rules of registration or received at the Competition after the deadline specified in the information message will not be considered;

6.23 Applications must comply with the principles and standards of academic and research ethics. An application that does not pass the plagiarism control level of the system is removed from consideration. The originality level must be at least 75%. The following application points are not taken into account: composition of the research group, material base, justification of expenses and list of literature;

6.24 The reasons for rejecting competitive applications are not communicated to the authors;

6.25 Application materials will not be returned to the authors.

7. Requirements for expected results following implementation scientific and (or) scientific and technical projects

7.1. Based on the results of the implementation of scientific and/or scientific-technical projects, the following outcomes must be achieved by the participant within **12 months** of the project's duration:

For fields in natural sciences, engineering, and technology:

- One (1) article or review published in a peer-reviewed international or domestic journal recommended by the Committee for Quality Assurance in the Sphere of Science and Higher Education (CQASHE) (journals included in Lists 1 and 2 of CQASHE and indexed in two or more categories are accepted);
- RSSTA of the project in the system at: <https://is.ncste.kz/login>
- Submission of an implementation act confirming the use of the project results in production or the educational process;
- One (1) article and/or review in peer-reviewed scientific journals related to the project's scientific field, indexed in the *Science Citation Index Expanded* and ranked in the 1st or 2nd quartile by impact factor in the *Web of Science*, and/or with a CiteScore percentile of no less than 50 in the *Scopus* database;
- One (1) article and/or review in peer-reviewed scientific journals related to the project's scientific field, indexed in the *Science Citation Index Expanded* and ranked in the 1st, 2nd and/or 3rd quartile

by impact factor in the *Web of Science*, and/or with a CiteScore percentile of no less than 35 in the *Scopus* database;

- Submission of a patent application for an invention (for engineering and technology fields).

For fields in social sciences and humanities:

- Two (2) articles or reviews published in peer-reviewed international or domestic journals recommended by CQASHE (journals included in Lists 1 and 2 of CQASHE and indexed in two or more categories are accepted);
- RSSTA of the project in the system at: <https://is.ncste.kz/login>;
- Submission of an implementation act confirming the use of the project results in the educational process;
- Two (2) articles and/or reviews in peer-reviewed scientific journals related to the project's scientific field, indexed in the *Science Citation Index Expanded* and ranked in the 1st, 2nd and/or 3rd quartile by impact factor in the *Web of Science*, and/or with a CiteScore percentile of no less than 35 in the *Scopus* database;
- Certificate of authorship.

For military science fields (for employees of military departments holding the rank of lieutenant colonel or colonel):

- Three (3) articles or reviews published in peer-reviewed international or domestic journals recommended by CQASHE (journals included in Lists 1 and 2 of CQASHE and indexed in two or more categories are accepted);
- RSSTA of the project in the system at: <https://is.ncste.kz/login>
- Certificate of authorship.

7.2. To achieve the expected results, an additional period of **18 (eighteen) months** after the project's completion is provided.

7.3. In order to ensure the publication of articles, it is permitted to reserve funds for publication expenses within **18 (eighteen) months** after the completion of the project.

7.4. In publications, the project manager must be listed as the corresponding author or first author. Publications by project managers in journals indexed in *Web of Science* and *Scopus* will be counted only if the URL of the original journal webpage where the article is published is provided, and if the ISSN of the journal matches the specified publication.

7.5. All project reports, including those detailing achieved results, must be checked using a licensed plagiarism detection system (platform). Information on the plagiarism check must be included in the report.

8. Financing

8.1 Grant funding is distributed by the project manager;

8.2. Grant funding for achieving the goal, objectives and expected results of the project must be directed towards types of expenses directly related to the conduct of scientific research specified in the application for participation in this competition;

8.3. The contract for the implementation of a scientific, scientific and technical project with the winners of the competition is concluded according to the form. The expected results of the implementation of the scientific, scientific and technical project specified in the contract must correspond to the calendar plan and the expected results specified in the application;

8.4. In the event of the manager's refusal to implement the project, the scientific and technical council decides to stop the project, terminate the contract, and return unspent funds to the University Society;

8.5. In case of failure to fulfill obligations, the contractor is obliged to pay a fine in the amount of 0.03% for each day of delay.

9. Justification for the requested funding

The article "Business Trips" shall indicate all expenses related to business trips within and outside the Republic of Kazakhstan directly related to conducting research, including participation in conferences, seminars, symposia, trips to use the infrastructure of other organizations (for tickets (car, train, air tickets), attach price offers from the websites of the companies served, a draft business trip plan). When filling out this table, it is necessary to be guided by the Rules on business trips within the Republic of Kazakhstan of employees of state institutions maintained at the expense of the state budget, approved by Resolution of the Government of the Republic of Kazakhstan dated September 22, 2000 No. 1428 and Resolution of the Government of the Republic of Kazakhstan dated May 11, 2008 No. 256 "On Approval of the Rules for Reimbursement of Expenses for Business Trips at the Expense of Budgetary Funds, Including to Foreign States" the intra-university confirmation rule and the Intra-university rules for organizing business trips to distant foreign countries (Appendix E);

The article "Scientific and organizational support, other services and works" shall indicate the costs of services purchased by the contractor from business entities, the result of which is necessary to achieve the project goal, including (1) services of collective-use scientific laboratories and other laboratories, (2) services of co-executor organizations, (3) organizational fees for participation in conferences, seminars, symposia, (4) for patenting scientific results obtained as a result of the project, (5) publication of research results, (6) acquisition of analytical materials in accordance with Table 5 (for the purchased goods, works, services, attach at least 1 (one) price offer and (or) price list;

The article "Purchase of materials (for individuals and legal entities), purchase of equipment and (or) software (for legal entities)" shall indicate all costs of materials and expenses for the purchase of equipment and software necessary to achieve the project goal, including chemical reagents, solvents, standard samples, laboratory consumables, spare parts for research equipment, fuels and lubricants (for the purchased goods, works, services, attach at least 1 (one) price offer and (or) price list). However, the purchase of equipment and software is not allowed for individuals:

The article "Rental expenses, operating expenses of equipment and machinery used to implement research" shall indicate the expenses for renting premises, equipment and machinery necessary to achieve the project goal, if the applicant does not have the appropriate premises, as well as the expenses for utilities related to the implementation of the project and for servicing premises, equipment and machinery directly involved in conducting research (for the purchased goods, works, services, attach at least 1 (one) price offer and (or) price list):

10 Competitive selection criteria

10.1 When considering competitive applications to determine the winner of the Competition, the following criteria are established:

No. p/p	Name of criterion	Maximum score
1	Relevance, purpose and objectives of the study	10
2	Analysis of literature data and problem statement	10
3	Novelty	10
4	Level of development	10
5	Competence of the project manager and participants	10
6	Availability of intellectual property (patents and provisional patents, copyright inventions, state registration of intellectual property)	10
7	Practical significance of the project	10

8	Socio-economic efficiency	10
9	Expected results of the project and implementation prospects	10
10	Potential for commercialization of results	10
Total		100

10.2 In case of a tie, preference is given to the participant with significant scientific achievements in accordance with paragraph 6.3.

11 Procedure for conducting and summing up the results of the Competition

11.1 The Competition Organizer conducts the procedure of hearing the participants' projects at the Competition Committee;

11.2 The winners are determined by the competition committee based on the results of the presentation of the projects:

- for each criterion, the members of the competition committee determine the score of the Competition participant;

- the number of points is summed up for all criteria specified in paragraph 10.1.

11.3 The decision of the competition committee is recorded in a protocol;

11.4 The results of the competition are approved by the University Board;

11.5 Based on the decision of the competition committee, the Chairman of the Board - Rector issues an order on the allocation of grants to the winners of the Competition. Information about the winners of the Competition is communicated to the contestants personally, and is also posted on the official website of the university (www.kstu.kz);

11.6 After the results are published, the winner of the Competition enters into a contract for the performance of SRW, prepares a cost estimate for the project to ensure funding, and goes through the procedure for registering the SRW with the DSI. The grant funds are spent in accordance with the approved cost estimate. The technical support for the supported projects is assigned to the DSI;

11.7 Upon completion of the grant work, project implementers must submit scientific and financial reports. The scientific report is prepared in accordance with the requirements of GOST 7.32-2001, provided in printed form signed by the project implementer and approved by the vice-rector for scientific work. The financial report is prepared in accordance with Appendix C, confirmed by the signature of the project implementer and the accountant supervising the expenses for scientific research projects;

11.8 Reports on the implementation of research work under the grant are submitted by the project implementers to the DSI and are defended at a meeting of the STC;

11.9 If there are fewer applications and the competition funds are not used in full, a new competition will be announced for the remaining amount.

12 Rights and obligations of participants and winners of the Competition

12.1 Participants have the right to:

- receive from the organizer of the Competition comprehensive information about the conditions and procedure for holding the Competition;

- withdraw or make changes to the application no less than two days before the Competition.

12.2 Winners are obliged to:

- provide the DSI with an interim report on the results of the work within 6 months after receiving the grant;

- at the end of the research period, the grant holder submits to the DSI a final report on the use of the grant on the implementation of scientific research, its results, with supporting documents in accordance with the project work schedule;

12.3 The results of the SRW are documented and Information about the participant of the competition of scientific projects for a grant from the NPJSC «Abylkas Saginov Karaganda Technical University» is used to draw up an expert opinion on the results of research work on the grant.

**Information about the competition participant
(Appendix A)**

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

Abstract of the scientific project (Appendix B)

1. Project name
2. Scientific task, goal, idea, relevance, novelty
3. Methods and approaches to solving the problem
4. Expected specific scientific results of the project implementation
5. Information about the publications of the competition participant

No.	Output data	Type of publication	Publication from the list of the Higher Attestation Commission (yes/no)	Publication indexed in Scopus and Web of Science databases (yes/no)

6. Project progress indicators

Indicator name	Quantitative data
Number of publications prepared within the framework of the project	
Articles in journals indexed in the scientific citation databases Scopus or Web of Science	
Publication of an article in a journal included in the COXONE list	
Publication of an article in other journals, collections, etc.	
Publication of abstracts of a report presented at a scientific conference	
Number of presentations at international scientific conferences	
Registration of patents (licenses, computer programs, know-how for registration)	
Publication of a monograph	

Explanatory statement (Appendix C)

Explanatory statement

The content of the explanatory note includes the following sections (in this case, tables, diagrams, and charts referenced in the application form are included in the appendix to the explanatory note and are not taken into account when calculating the number of words in the relevant sections and the total number of pages of the application):

1. General information

- 1.1. Title of the project topic [no more than 20 words].
- 1.2. Name of the priority area of scientific development for which the application is submitted.
- 1.3. Name of the specialized scientific field for which the application is submitted, type of research.
- 1.4. Estimated start and completion date of the project, its duration in months.
- 1.5. The requested amount of grant funding (for the entire duration of the project and by year, in thousands of tenge).
- 1.6. Key words characterizing the industry and direction of the application for the selection of experts.

2. General concept of the project [no more than 550 words]

- 2.1. Introduction [no more than 100 words]

A brief description of the project idea and the problem it aims to solve is provided.

- 2.2. Project objective [no more than 50 words]

The objective is stated concisely and specifically, must correspond to the topic of the project, be achievable and reflect the nature of the solution expected to be obtained as a result of the project implementation. The content of the objective must reflect the main question that is supposed to be answered as a result of the research conducted.

- 2.3. Project objectives [no more than 400 words]

This section describes the method for achieving the project goal through logically interconnected, sequential tasks. The list of tasks set is provided:

- 1) with measurable indicators of problem solving;
- 2) with a brief justification of the role of each task in achieving the project goal and the relationship with other tasks and expected results of the project;
- 3) with other parameters that are important, in the opinion of the applicant.

3. Scientific novelty and significance of the project [no more than 1,500 words]

The section should contain the following information:

- 1) prerequisites for the development of the project (if available, preliminary results and (or) results previously obtained by the applicant related to the topic of the project are indicated);

2) justification of the scientific novelty of the project with a mandatory review of previous scientific research conducted in the world and the Republic of Kazakhstan related to the topic under study, the existing lack of knowledge, and their relationship with the present project (the context must include references to the literature used in the review, a full transcript of which must be presented in Section 8 "Bibliography"), a comparison of the expected results of the project with known existing analogues;

3) scientific and technological needs justifying the importance of the project results (if any, include social demand and/or economic and industrial interest, other supporting data), the significance of the project on a national and international scale, the applicability of its results for the development of the relevant sphere of economics, science and/or public relations;

4) the impact of the project on the level of scientific research, scientific and technical potential, the competitiveness of scientific organizations and their teams, the expected social and economic effect of the project results, the conditions necessary to achieve the expected effect.

When describing this section, it is necessary to pay attention to the description of the following positions:

1) fundamental differences between the project idea and existing analogues (if the idea or research result already exists in the world and/or in Kazakhstan, it is necessary to justify the advantages of the project and why it should be financed);

2) if the final result of the project is a product, it is necessary to describe the current level of technology in the subject area of the project in comparison with the product proposed within the framework of the project;

3) if the project is a continuation of scientific research previously conducted by the applicant, it is necessary to clearly and concisely state the relationship of the project with previously conducted scientific research and its differences from it.

4. Research methods and ethical issues [no more than 1,500 words]

The section includes the following information:

1) a description of the main scientific questions and hypotheses of the project, justification of the research strategy and approaches, types of research used in the project (descriptive, correlational and/or experimental), the sequence of conducting research;

2) a brief description of the most important experiments;

3) a description of the research methods used in the project as a justification for the methods of achieving the set goals, their relationship with the goal and objectives of the project, and with each other;

4) methods of collecting primary (initial) information, its sources and application for solving project tasks, methods of data processing, as well as ensuring their reliability and reproducibility;

5) conditions for registration and division of intellectual property rights to the research results (it is necessary to indicate which method of protecting intellectual property will be chosen and justify the choice).

5. Project management

The composition of the research group is drawn up according to Table 1.

6. Research Environment [no more than 750 words]

The section includes the following information:

1) a description of the applicant's existing material and technical base (equipment, devices, inventory, transport, buildings, structures, etc.) directly used for the implementation of the project, indicating the direction of its use;

2) key domestic and international connections (collaborators and private partners) used to implement the project, indicating the nature and justification of their use (Use of the infrastructure of other domestic and foreign organizations (laboratories) with justification);

3) involvement of third-party organizations in the implementation of the project with a justification for the need to involve each organization, a description of its role in the project, the nature of the work performed, its contribution to achieving the goal and expected results;

4) justification of mobility: scientific missions and their impact on the project implementation, periods of work based at partner organizations and their impact on the project implementation. For each foreign mission, the purpose, expected result of the mission and the contribution of the performer to achieving the project goal are briefly indicated.

7. Justification for the requested funding [maximum 1,500 words]

The section includes the following information:

1. Brief explanations of the content and calculation of the amount of each expense item with mandatory justification of their necessity to achieve the goal, objectives and expected results of the project, as well as an indication of the sources of information on prices on the basis of which the corresponding expense item was calculated.

2. Consolidated calculation for the project (budget) according to Table 2. The project budget is distributed by the project's scientific supervisor in accordance with the work plan and cannot be used for other expense items not related to the given project.

3. "Business trips" according to table 3.

4. "Scientific and organizational support according to Table 4.

5. "Purchase of materials (for individuals and legal entities), purchase of equipment and (or) software (for legal entities)" according to table 5.

6. "Rental costs, operating costs of equipment and machinery used to implement research" according to Table 6.

8. Project implementation plan

The section includes a detailed, sequential work plan for the project in accordance with Table 7.

9. Expected results [no more than 750 words]

The section describes the main result of the research, i.e. the result corresponding to the achievement of the project goal, indicating its quantitative and qualitative characteristics and the form of implementation. The justification of the result is given in accordance with the purpose and objectives of the project.

Depending on the requirements of the tender documentation, the forms of implementation of the project result may be:

1) publication of articles in foreign peer-reviewed scientific journals (proposed publications for publication of the project results, citation index of the publication, with a link to information about the publication in the relevant scientometric database). Requirements for the number of articles based on the research results are established in the competition documentation. Each article must contain information about the identification registration number and the name of the project within which it was financed, indicating grant funding as the source.

2) publication of monographs, books and (or) chapters in books of foreign and (or) Kazakhstani publishing houses;

3) obtaining patents in foreign patent offices (European, American, Japanese), in the Kazakh or Eurasian patent office;

4) development of scientific, technical and design documentation;

5) dissemination of the results of the work among potential users, the scientific community and the general public;

6) other measurable results in accordance with the requirements of the tender documentation and the project features. Additionally, the following are indicated in the section:

1) the scope of application and target consumers of each of the expected results;

2) the impact of expected results on the development of the main scientific direction and related areas of science and technology;

3) applicability and (or) the possibility of commercialization of the obtained scientific results;

4) social, economic, environmental, scientific, technical, multiplier and (or) other effect of the project results with justification;

5) other direct and indirect results of the project, indicating their qualitative and quantitative characteristics.

10. Bibliography

The section lists publications, links to which were provided in point 3 "Scientific novelty and significance of the project."

Each publication must contain the full name of the journal, issue number, year of publication, page numbers, full title of the article, and the names of all authors of the article.

Application:

1) plan for contribution to the implementation of the project by the private partner in accordance with Table 8 (for applied scientific research).

Table 1 – Composition of the research group for conducting scientific research, including foreign scientists

No. p/p	Full name (if any), education, degree, academic title	Main place of work, position	Hirsch index, ResearcherID, ORCID, Scopus Author ID (if available)	Role in the project or program and the nature of the work performed	Brief justification for participation

Table 2 – Consolidated cost estimate for the requested amount

Item No.	Name of the expense item	Amount of financing, thousand tenge			
		Total	20__ year (1st year)	20__ year (2nd year)	20__ year (3rd year)
1.	Business trips				
2	Scientific and organizational support, other services and works				
3.	Purchase of materials (for individuals and legal entities), purchase of equipment and (or) software (for legal entities)				
4.	Rental costs, operating costs of equipment and machinery used to implement research				
Total					

Table 3 – Business trips

No. p/p	Destination (country, city, name of settlement)	Standard of reimbursement of daily expenses per person (2 x monthly calculation indicator) (tenge)	Standard expenses for renting residential premises per day per person (tenge)	Average annual number of person/days for calculating daily expenses (person/days)	Average annual number of person/days for calculating the cost of renting residential premises (person/days)	Average annual number of people sent on missions (people)	Average cost of one round trip (tenge)	Total expenses (thousand tenge) (line 3 x line 5 + line 4 x line 6 + line 7 x line 8)/1000
1	2	3	4	5	6	7	8	9
1.	20__year (1st year) total						X	
1.1.								
...								
2.	20__year (2nd year) total						X	
2.1.								
...								
Total (column 1 + column 2)							X	

Table 4 – Scientific and organizational support, other services and works

No. p/p	Name	Unit of measurement	Quantity, units	Cost per unit, tenge	Total cost, tenge (gr.4 × gr.5)
1	2	3	4	5	6
1.	20___year (1st year), total			X	
1.1.					
...					
2.	20___year (2nd year), total			X	
2.1.					
...					
Total (line 1 + line 2), tenge				X	

Table 5 – Purchase of materials, equipment and (or) software (for legal entities)

No. p/p	Name	Unit of measurement	Number of units	Cost per unit, tenge	Total cost, tenge (gr.4 × gr.5)
1	2	3	4	5	6
1.	20___year (1st year), total			X	
1.1.					
...					
2.	20___year (2nd year), total			X	
2.1.					
...					
Total (line 1 + line 2), tenge				X	

Table 6 – Rental costs, operating costs of equipment and machinery used to implement research

No. p/p	Name	Unit of measurement	Unit price, tenge	Quantity, units	Total, tenge (gr.4 × gr.5)
1	2	3	4	5	6
1.	20__ year (1st year), total	X	X		
1.1.					
...					
2.	20__ year (2nd year), total	X	X		
2.1.					
Total (column 1 + column 2)		X	X		

Table 7 - Implementation Work Plan

No. p/p	Name tasks and activities for their implementation	Completion date		Expected results of the project implementation
		Start (month)	End (month)	
20____ year				
1				
.....				
20____ year				
1				
.....				

Table 8 - Partner Contribution Plan

No. p/p	Partner name, address, contact information	Contribution form (no more than 50 words)	Deposit value, thousand tenge	Date of entry (dd.mm.yyyy)
1	2	3	4	5

**Financial report
(Appendix D)**

Item No.	Name of cost item	Amount planned according to the estimate	Amount actually spent	Saving money	Name of supporting documents	Note
1	2	3	4	5	6	7
1	Business trips:					
2	within the Republic of Kazakhstan					
3	outside the Republic of Kazakhstan					
4	Other services and works					
5	Purchasing materials					
6	Purchase of equipment and (or) software (for legal entities)					
7	Scientific and organizational support					
8	Rental of premises					
9	Equipment and machinery rental					
10	Operating costs of equipment and machinery used to implement research					
11	Taxes and other mandatory payments to the budget					
	TOTAL	Total	Total	Total		

Note: 1) the report for each project is completed separately;
2) the contractor shall be responsible for the accuracy of the information provided in accordance with the procedure established by law.

Head of the organization _____
(signature) Full name (if any)

Head of the scientific project _____

Accountant-economist _____ (signature) Full name (if any)
(signature) Full name (if any)

Intra-university rules for organizing business trips to distant foreign countries (Appendix E)

1. When arranging a business trip, it is necessary to attach a memo, cost estimate, and an official invitation from the organization. (to which an employee is sent to participate in a scientific conference, seminar or project), as well as a schedule for completing research work.

Steps:

- **Request an invitation:** An employee (or manager) sends a request to an organization (university, research center, company) with a request to provide an official invitation to participate in an event, seminar meetings, consultations.

- **Letter formatting:** The invitation must contain:

- Description of the event (name, date, place, purpose).
- The tasks and role of the participant in the business trip (for example, participation in a conference, presentation of a report, participation in a seminar, etc.).
- Contact information for communication.

- **Receiving a document:** Having received an official invitation, the employee confirms consent and organizes further travel planning (flight, accommodation, transportation).

2. Work plan and event schedule

Target: Prepare and submit a schedule of events that you plan to attend or participate in during the business trip, and also indicate which item was completed in accordance with the calendar plan, and the justification for mobility.

Steps:

- **Information collection:** Get full event information including schedule of meetings, sessions, lectures and other events.

- **Creating a plan:** Create a detailed plan that includes:

- Dates and times of events.
- Description of each event.
- Persons to be met with (if applicable).
- Tasks to be completed (e.g. presenting a report, participating in a discussion, etc.).

3. Report on the results of the business trip

Target: After returning from a business trip, the employee is required to prepare a report on the work performed and the results achieved for presentation to the STC, which is held monthly according to the schedule of the scientific supervisor. The report must be presented at a department meeting. For the STC, prepare a certificate of the work performed with the signature of the head of the department.

In case of unjustified reasons for failure to meet the the calendar plan, a decision will be made to apply punitive measures.

Steps:

- **Report preparation:** The report should include the following sections:

- **Purpose of the business trip:** A brief description of the tasks that were set before the business trip.

- **Detailed description of the events:** What was done during the business trip (for example, participation in sections, meetings, scientific discussions).

- **Reports/materials:** Presentation of the report, video materials, photographs from the event of all the participants, etc.

- **Key findings:** What new things were learned that were useful for scientific or educational work.

Example of report structure:

- **Introduction:**

- Tasks of the business trip.
- Expected results.

- **Main part:**

- Description of each event (performances, lectures, meetings).
- Personal contribution and participation.
- **Conclusion:**
 - Summing up.
 - Achieving the objectives of the business trip.
 - Recommendations for the implementation of the experience gained in the work of the university.
- **Presentation:** Presentation appendix with key points and results.
- 4. Exchange of experience and implementation of acquired knowledge**

Target: Presentation of the experience gained at the university and discussion of the implementation of new knowledge and practices.

Steps:

 - **Preparation of material:** Develop a presentation or video material that summarizes the results of the business trip. This could be:
 - Information technologies and methods used in the project.
 - Recommendations for the implementation of new approaches in the work of the university.
 - Examples of successful cases discussed at the conference.
 - **Presentation within the university:**
 - Preparing and delivering a lecture/seminar for colleagues (students, teachers, researchers) where you can present information obtained during a business trip.
 - Include in the discussion practices that can be adapted or integrated into the work of the university.
 - **Publication of results:** If possible, prepare an article, report or video materials for publication on the official website of the university, in a scientific journal or in the department.

Example of the structure of the implementation report:

 - **Introduction:** Brief description of the conference and the experience gained.
 - **Main part:** Technologies/methods presented at the event that may be useful for our university.
 - **Conclusion:** Practical recommendations for the implementation of these technologies and methods in the educational process or scientific work.