



REGULATIONS of THE PLANNING, EVALUATION AND SUPPORT OF RESEARCH ACTIVITIES

Approved by Rector's Order No. 86-20 of 16 June 2020.

Revised editions approved by Rector's Orders:

No. 62-21 of 6 April 2021

No. 100-22 of 27 June 2022

No. 238-22 of 9 December 2022

No. 13-23 of 23 January 2023

No. 142-23 of 7 September 2023

No. 153-24 of 30 October 2024

No. 64-25 of 2 June 2025

No. 48-26 of 17 March 2026

No. 89-26 of 7 July 2026

Tbilisi, 2026

Table of Contents

Regulations on the Planning, Evaluation and Support of Research Activities

..... 1

Chapter I. General Provisions 4

Article 1. Purpose 4

Article 2. Scope 4

Chapter II. Planning and Evaluation of Research Activities 4

Article 3. Planning of Research Activities 4

Article 4. Evaluation of Research Activities 5

Chapter III. Mechanisms for Supporting and Incentivizing Research Activities 6

Article 5. Support for Research Activities 6

Article 6. Mechanisms for Incentivizing Staff Research Activities 7

Article 7. Funding Procedure 7

Chapter IV. University Grant Competition 8

Article 8. Announcement of the Grant Competition 8

Article 9. Competition Priorities 8

Article 10. Competition Announcement 8

Article 11. Competition Committee and Evaluation 8

Article 12. Conflict of Interest 9

Article 13. Failure to Meet Deadlines and Obligations 9

Chapter V. Publication Grant 9

Article 14. Application for a Publication Grant 9

Article 15. Review and Evaluation of a Publication Grant Application 10

Chapter VI. Submission and Registration of Grant and Research Projects Prepared in the Name of the University or by a Person Affiliated with the University

..... 10

Article 16. General Provisions 10

Article 16. Persons Authorized to Submit Applications 10

Article 17. Submission of a Grant Application 11

Article 18. Timeframe for Considering an Application and Decision-Making Procedure	11
Article 19. Procedure for Submitting an Individual Grant	12
Chapter VII. Research Scholarship	12
Article 20. Research Scholarship and Award	12
Annex 1.1	13
Annex 1.2	15
Annex 1.3	17
Annex 1.4	19
Annex 1.5	23
Annex 1.6	27
Annex 1.7	28
Annex 1.8	30

Chapter I. General Provisions

Article 1. Purpose

These Regulations define the mechanisms for planning, implementing, supporting and incentivizing research activities at Sulkhan-Saba Orbeliani University (hereinafter referred to as “the University”).

The purposes of these Regulations are:

- to promote the academic research and development of the University’s academic staff and students and to encourage scholarly activity;
- within the framework of the University’s overall strategy, to support the development of the University as a research institution, ensure the production of high-quality research outputs, and promote the growth and development of the research activities of academic staff;
- to ensure an appropriate institutional and academic environment and mechanisms for decentralized research activities within faculties and research units, thereby contributing to the achievement of the objectives set out in the University’s strategy.

Article 2. Scope

These Regulations apply to the University’s academic staff, research units and students.

Chapter II. Planning and Evaluation of Research Activities

Article 3. Planning of Research Activities

1. Faculty, the Manager for Academic Research Planning and Development, and the Academic Council participate in planning research activities.
2. Faculty Councils, with the involvement of academic staff and heads of research units and under the coordination of the Deans of Faculties and the Manager for Academic Research Planning and Development, determine the faculties’ research priorities and principal areas for the following three years.
3. After consolidating the three-year research priorities and principal areas determined by the faculties, the Manager for Academic Research Planning and Development, in consultation with the Vice-Rector, submits a report to the Academic Council on University-wide research priorities and principal areas. On this basis, the Academic Council considers and approves the policy on the University’s research priorities and principal areas.
4. In accordance with the University’s policy on research priorities and principal areas, Faculty Councils, in consultation with the Manager for Academic Research Planning and Development, prepare faculty research action plans, based on which academic staff and research units determine their individual research plans.

Article 4. Evaluation of Research Activities

1. Minimum annual and cumulative research workloads are established for academic staff, while a minimum annual research workload is established for research units. These workloads consist of academic research and academic development components. Professionally elected affiliated academic staff are exempt from the minimum research workload requirement. For newly elected affiliated academic staff, the minimum research workload requirement takes effect from the following academic year.
2. The minimum annual research workload shall be fulfilled through the mandatory combination of the academic research and academic development components (Annex 1.1). The academic staff member or research unit determines the proportion of these components. Depending on

academic position, academic staff shall fulfill the minimum cumulative research workload in the field of academic research in accordance with the special scheme set out in Annex 1.2. For affiliated academic staff of the Faculty of Medicine, different minimum research workloads and incentive mechanisms may be established by employment contract and Rector's order.

3. The minimum research workload for a research unit is 100 points. A corresponding score is assigned to each academic research or academic development output, activity, and event organized by the unit (Annex 1.3).
4. To assess the implementation of individual research plans and identify mechanisms to support research activities, the Manager conducts a survey midway through the academic year, between semesters, and communicates the results to the faculties and the Vice-Rector.
5. No later than 1 July, affiliated academic staff (Annex 1.4) and research units (Annex 1.5) shall submit to the Quality Assurance Service a report on the research activities carried out during the academic year.
6. The Quality Assurance Service analyses the annual reports submitted by academic staff and research units, evaluates them against the research activity evaluation criteria, and communicates the results to the Academic Council and the Deans of Faculties.

Chapter III. Mechanisms for Supporting and Incentivizing Research Activities

Article 5. Support for Research Activities

1. To increase the University's participation in international and domestic research projects, the University and its structural units shall raise awareness among the University's academic/visiting staff and researchers of research projects and opportunities for participation.
2. University staff and students shall receive ongoing information on domestic and international research grants, and interested persons shall receive consultations to identify grant opportunities.
3. Periodic surveys shall be conducted to identify research needs, relevant academic development activities, and research priorities. Appropriate development activities shall be planned and implemented based on the survey results.
4. The University shall allocate appropriate financial resources to implement research activities.
5. The University shall support the professional development and research activities of both early-career researchers (Master's and doctoral students) and experienced researchers. For this purpose, the University operates an online service for requesting individual consultations and training, enabling researchers to receive targeted support at the stages of project planning, publication preparation and the development of international cooperation.

The support service may include:

- general consultation on the research process and methodological support;
- development of professional and academic skills;
- support for project planning and implementation;
- recommendations related to publications;
- consultation on international opportunities;
- other professional needs related to research activities.

The service is available by completing an online form. Requests are considered individually. Feedback shall be provided within 24 hours of receipt of the request.

Article 6. Incentive Mechanisms for Staff Research Activities

Upon the recommendation of the Manager for Academic Research Planning and Development and the Deans of Faculties, the following incentive mechanisms may be applied to University staff who have fully and properly fulfilled the minimum research workload established for research activities:

- formal commendation;
- a one-time monetary bonus;
- a valuable gift;
- priority in participation in international exchange programs;
- priority in funding for conferences and research;
- priority in funding for the publication of articles and books;
- funding for research-related travel.

Article 7. Funding Procedure

1. The Dean of the Faculty shall determine research priorities and decisions concerning research funding in consultation with the Faculty Council; in the case of the Doctoral School, by the Head of the Doctoral School.
2. In addition to funding provided by faculties and the Doctoral School, the University's academic staff, researchers and students may apply to the Academic Council, which shall consider the proposal and decide on funding.
3. As a rule, applications shall be considered and a decision made within 10 days. In exceptional cases, at the applicant's request, an application may be considered and decided under an expedited procedure within one day. The Rector shall decide on expedited consideration upon the recommendation of the Manager for Academic Research Planning and Development.
4. An application shall be assessed by a member of the Council or by a specially appointed expert, who shall submit a written opinion. The expert shall be selected by the Vice-Rector, in consultation with the relevant faculty, when the matter cannot be assessed within the competence of Council members and requires specialized knowledge. The expert may be a member of the University's academic staff and shall submit an expert opinion within the period established by the Council.
5. A Council member or expert who may have a personal interest in the matter under consideration shall not participate in the consideration of the application.
6. Regarding an application, the Council may make a positive decision and recommend funding, refuse funding, or request clarification.
7. The Council's decision shall not prevent the applicant from applying to the University Rector on the same matter.

Chapter IV. University Grant Competition

Article 8. Announcement of the Grant Competition

1. A University grant competition shall be announced by order of the Rector upon the proposal of the Vice-Rector, following consultations with the Manager for Academic Research Planning and Development, the relevant faculties and research units.
2. Priority thematic areas for the competition shall be determined at the end of each academic year based on an analysis of annual research activity reports prepared by the Quality Assurance Service.

Article 9. Competition Priorities

1. Priority shall be given to research areas that lag behind other University structures in quantitative and qualitative indicators and require additional encouragement and strengthening.
2. A mandatory component of the competition shall be the publication of research results obtained within the project in a high-impact scholarly journal.

Article 10. Competition Announcement

1. The implementation period of a grant project shall be no less than six months and no more than one calendar year.
2. The competition announcement shall be public, published on the University's official website, and shall include: the objectives, thematic areas and expected results; eligible participants; the project application budget, including expenditure categories; competition deadlines; and evaluation criteria, including the mechanism for ensuring compliance with the obligation to publish in a ranked scholarly publication.

Article 11. Competition Committee and Evaluation

1. Competition applications shall be evaluated by a competition committee composed of subject-area experts and approved by the Rector.
2. Evaluation shall be conducted in accordance with the principles of anonymous review.
3. Particular attention shall be paid to the quality of the research and the ranking of the scholarly publication selected for publication. Evaluation shall be conducted on a 100-point scale according to the following criteria: novelty and innovativeness of the project (30 points); research methodology and interdisciplinarity (30 points); internationalization mechanisms (30 points); and project feasibility and budget (10 points) (Annex 1.6).
4. When deciding on funding, preference shall be given to the project receiving the highest score.

Article 12. Conflict of Interest

1. To avoid conflicts of interest, a person with an interest may not serve on the competition committee. A person shall be considered interested if the person is: a relative of the applicant; professionally subordinate to the applicant; involved in a research project together with the applicant; or materially dependent on the applicant or has another financial interest.
2. A person affected by a conflict of interest shall immediately disclose it.

Article 13. Failure to Meet Deadlines and Obligations

If the project leader is unable to ensure the completion of the research and publication within the specified period, the project leader shall submit, before the deadline, a reasoned request for an extension of 1 to 3 months. In the event of unjustified delay or failure to achieve the intended result, the University reserves the right to request reimbursement of the funds granted. In the event of failure to meet the deadline, the researcher shall lose eligibility for internal University grant funding for the following one-year period.

Chapter V. Publication Grant

Article 14. Application for a Publication Grant

1. The purpose of a publication grant is to support and publish academic works.

2. An application for a publication grant may be submitted by the University's academic staff and doctoral students within a competition announced by the Rector, as well as at any time through an open application addressed to the Academic Council and submitted to the University Registry.
3. The application shall include a justification of the scholarly, educational and institutional value of the work and information on why publication of the book/work is important for the University (Annex 1.7).

Article 15. Review and Evaluation of a Publication Grant Application

1. The University Publishing Council shall ensure the review of the submitted publication application and the work. The Council shall include the Vice-Rector, the Chair of the Dissertation Council, the Manager for Academic Research Planning and Development, and the Deans of Faculties.
2. The reviewer shall be an expert in the relevant field and shall not have a conflict of interest as provided for in Article 12 of these Regulations. In the case of a positive review, the review may be attached to the publication in the form of a foreword or summary.
3. Based on the reviewer's assessment, the Publishing Council shall recommend to the Academic Council whether the application should be funded.

Chapter VI. Submission and Registration of Grant and Research Projects Prepared in the Name of the University or by a Person Affiliated with the University

Article 16. General Provisions

1. These Regulations govern the rules and conditions related to the submission of grant applications in the name of the University, as well as the procedures for registering with the University administration projects prepared by persons using the University's affiliation.
2. General matters related to the submission of grant applications that are not regulated by this document shall be governed by the legislation of Georgia and the University's internal normative documents.

Article 16. Persons Authorized to Submit Applications

1. The initiation of a grant project in the name of the University for submission to a domestic or international donor shall be permitted only after compliance with the procedures established by these Regulations and receipt of the relevant consent.
2. The right to participate in grant projects and submit grant applications shall be available to the University's academic, research, visiting and/or administrative staff and students.

Article 17. Submission of a Grant Application

1. A grant application (Annex 1.8) may be submitted electronically by email to info@sabauni.edu.ge or by submitting the original documents to the University Registry.
2. If a grant project is financed from a foreign source and requires Government approval under applicable legislation, the applicant shall submit, together with Annex 1.8, the complete package of documentation required for submission to the Government Administration.
3. Where the donor is a foreign entity, the Registry shall forward the documentation to the Legal Service, which shall determine within five working days whether the project requires the consent of the Government of Georgia and whether the documentation submitted is complete.

4. Following a positive conclusion by the Legal Service, or in the case of a domestic grant, the documentation shall be circulated for endorsement in the following order: the relevant faculty, the University Research and Development Service, the Vice-Rector, the Financial Service and the Chancellor.
5. If the Legal Service determines that the project requires Government approval and the applicant has not submitted the relevant documentation fully and accurately, the applicant shall be given three working days to remedy the deficiency. The endorsement process shall not commence until the deficiency has been remedied and confirmation has been received from the Legal Service.
6. If the faculty rejects the application, it may be submitted directly to the Vice-Rector and, in the event of a positive response, forwarded to the University Research and Development Service.

Article 18. Timeframe for Considering an Application and Decision-Making Procedure

1. The University shall consider an incoming application within seven working days of its registration with the University Registry for a domestic donor, and within twelve working days for an international donor.
2. The University shall consider and evaluate a grant project only if the grant application meets the conditions specified in these Regulations.
3. The Rector shall make the final decision to approve or reject an application based on recommendations from the relevant faculty, the Manager for Academic Research Planning and Development, the Vice-Rector, the Financial Service and the Chancellor.
4. The decision shall be communicated to the applicant at the email address specified in the application.
5. Upon receipt of a positive response from the donor organisation or Government (approval of the project), the applicant shall: immediately inform the University of the project approval and provide information on any comments or amendments requested by the donor; where Government approval is required, submit the final documentation incorporating all corrections requested by the Government or relevant authorities; and resubmit the final version of the project, including both substantive and financial components, for endorsement where amendments requested by the donor or Government Administration have materially changed the terms of the original application.
6. In the event of a positive response, the applicant shall submit to the University the donor's approval letter (or, where Government approval is required, the approval letter of the Government Administration) and, upon completion of the project, the project results in accordance with the procedure established by Article 17 of these Regulations.

Article 19. Procedure for Submitting an Individual Grant

A person shall provide the University, in accordance with the conditions established by these Regulations, with information concerning the initiation of an individual grant project where the person requires the University to issue any official document, such as confirmation, a letter of support, or another official document.

Chapter VII. Research Scholarship

Article 20. Research Scholarship and Award

1. A research scholarship/award may be granted on a one-time or recurring basis and may be established by a faculty, the Doctoral School or the Academic Council.

2. A research scholarship/award may be granted to affiliated academic staff or students of the University for the purpose of evaluating and recognizing their academic and research activities.
3. A research scholarship may also be awarded on a targeted basis to encourage research in a specific area or activity.
4. The decision to award a scholarship/award shall be made by the Dean of the Faculty, the Head of the Doctoral School or the Academic Council.

ANNEX 1.1. Academic Research and Academic Development of Academic Staff

- Co-authorship of a dictionary, commentary or other supplementary reference work
- Authorship of a dictionary, commentary or other supplementary reference work
- Co-authorship of a methodological guide
- Authorship of a methodological guide
- Co-authorship of a scholarly article in Georgian
- Authorship of a scholarly article in Georgian
- Authorship/co-authorship of a work published in a Scopus-indexed publication
- Authorship/co-authorship of a work published in a Web of Science-indexed publication
- Authorship/co-authorship of a scholarly article published in a foreign language in an ERIH+-indexed journal
- Authorship/co-authorship of a scholarly article in a foreign language
- Text published in the proceedings of a domestic conference
- Text published in the proceedings of an international conference
- Translation of a scholarly article into Georgian
- Translation of a scholarly article from Georgian into a foreign language
- Translation of a book or monograph into Georgian
- Translation of a book or monograph from Georgian into a foreign language
- Co-authorship of a book or monograph in Georgian
- Authorship of a book or monograph in Georgian
- Authorship or co-authorship of a book chapter in a foreign language
- Co-authorship of a book or monograph in a foreign language
- Authorship of a book or monograph in a foreign language
- Authorship of a scholarly brochure in Georgian
- Co-authorship of a scholarly brochure in Georgian

- Authorship/co-authorship of a scholarly brochure in a foreign language

Academic Development:

- Review of a conference paper
- Review of a doctoral dissertation
- Membership of the editorial board/council of a scholarly journal
- Editor-in-Chief/Executive Editor of a scholarly journal
- Scholarly editing of a book or monograph
- Peer review of a scholarly article
- Supervision of a conference paper
- Academic supervision of a doctoral seminar
- Academic supervision of a bachelor's thesis/project
- Academic supervision of a master's thesis/project
- Academic supervision of a doctoral dissertation
- Membership of a master's thesis qualification committee
- Membership of a seminar paper qualification committee
- Membership of a doctoral dissertation/colloquium/seminar qualification committee
- Supervision/mentoring of an assistant doctoral student
- Membership of a conference committee
- Domestic research scholarship
- Research scholarship from another country or an international organization
- Preparation and submission of a research grant proposal
- Participation in a domestic research grant project
- Leadership of a domestic research grant project
- Preparation and submission of an international research grant proposal
- Participation in an international research grant project
- Leadership of an international research grant project
- Participation in an ERASMUS+, teaching or research exchange program
- Organization of a domestic conference/seminar/discussion panel
- Participation in a domestic research seminar/discussion panel
- Participation and presentation at a domestic conference
- Organization of an international conference/seminar/discussion panel
- Participation in an international research seminar/discussion panel
- Participation and presentation at an international conference
- Head of a research centre/institute
- Head of an academic unit

For these Regulations, a brochure is considered to be a publication of 30 to 100 pages.

ANNEX 1.2. Minimum Cumulative Research Workload

Professor

- Once every 2 years: an article in a foreign language published in a foreign-language journal indexed in ERIH+ scholarly databases.
- Once every 4 years: an article in a foreign language published in a foreign-language journal indexed in Scopus or Web of Science; OR a chapter in a foreign language in a foreign-language volume indexed in Scopus or Web of Science; OR a monograph in a foreign language published by an international publisher or university and indexed in international scholarly databases and repositories.

Associate Professor

- Once every 3 years: an article in a foreign language published in a foreign-language journal indexed in ERIH+ scholarly databases.
- Once every 5 years: an article in a foreign language published in a foreign-language journal indexed in Scopus or Web of Science; OR a chapter in a foreign language in a foreign-language volume indexed in Scopus or Web of Science; OR a monograph in a foreign language published by an international publisher or university and indexed in international scholarly databases and repositories.

Assistant Professor

- Once every 3 years: an article in a foreign language published in a foreign-language journal indexed in ERIH+ scholarly databases.
- Once every 3 years: an article in Georgian in journals approved by the Academic Council OR a chapter in a collection of articles.

ANNEX 1.3. Evaluation of the Academic Activities of a Research Unit

Academic Development — Points

- Discussion panel — 3
- Seminar — 3
- Conference — 7
- Public lecture — 2
- Workshop — 2
- International discussion panel — 4
- International seminar — 4
- International conference — 15
- International public lecture — 4
- International workshop — 4
- Preparation and submission of a research grant project — 20
- Obtaining research grant funding — 60

Academic Research — Points

- Dictionary, commentary and/or other supplementary reference work — 50
- Methodological guide — 25
- Translation of a book or monograph into Georgian — 60

- Translation of a scholarly brochure into Georgian — 20
- Translation of a book or monograph into a foreign language — 75
- Translation of a scholarly brochure into a foreign language — 35
- Scholarly journal in Georgian — 40
- Scholarly journal in a foreign language — 60
- Scholarly brochure in Georgian — 20
- Scholarly brochure in a foreign language — 35
- Book in Georgian — 65
- Book in a foreign language — 80

ANNEX 1.4. Report on the Research Activities of Academic Staff

Name and surname

Academic position

Faculty

Academic year

Citation index: h (Google)

h (Scopus)

Academic Research

Academic Development

The report records publications and other research outputs, including the type of work, author, publication/publisher/volume/issue/ISBN/ISSN or other identifying details, year, pages, DOI or website address where available, and the relevant indexing database.

It also records academic development activities, including the activity number, type, title, identifying details (status/organizer/venue/program, etc.), and year.

ANNEX 1.5. Report on the Research Activities of a Research Unit

Name of research unit

Faculty

Academic year

Total research productivity score

Academic publications

Academic research and development

The reporting forms cover methodological and supplementary reference works, dictionaries and supplementary guides, scholarly journals, brochures, books, translations of books and monographs, and academic research and development events. The forms record authors/co-authors, titles,

publication details, language, ISBN/ISSN/DOI or electronic links where applicable, and the corresponding score.

ANNEX 1.6. Evaluation Criteria for the University Grant Competition

Evaluation Criterion	Points	Description
Novelty and innovativeness of the project	30	Originality of the research, contribution to the advancement of existing knowledge, and use of new approaches/methodologies.
Research methodology and interdisciplinarity	30	Adequacy of the research design, degree of integration of different academic disciplines, and interdisciplinary potential.
Internationalisation mechanisms	30	Cooperation with foreign partners, dissemination of research results internationally, and potential for publication in international databases.
Project feasibility and budget	10	Realism of the work plan, logical sequencing of stages, and purposeful allocation of financial resources.
Total	100	

ANNEX 1.7. Publication Grant Application

Applicant information

Name and surname

Academic position/status

Faculty/structural unit

Contact information

Information about the work

Title of the work

Type of work (monograph, textbook, etc.)

Academic field

Co-author(s), where applicable

Abstract of the work (300–500 words)

Justification (scholarly value of the work; educational significance; institutional significance for the University)

Structure of the work (table of contents)

Publication plan

Timeline

Publisher, where applicable

Stage of completion: Completed / In progress (specify %)

Attachments: Sample of the work / CV / Additional documentation

ANNEX 1.8. Form for the Submission of a Grant Application in the Name of the University or by a Person Affiliated with the University

Name of donor organization

Competition link

Project title

Project implementation period (start and end dates, duration)

Description of the project proposal (including objectives, activities and implementation periods)

Project manager at the University

Project coordinator

University/organisation

Project partner university/universities

Project type: Institutional / Individual

Budget structure

Total project budget (estimated)

Co-financing, where applicable

Need for consent: Please indicate whether the grant requires Government consent. If yes, the documentation required by the relevant Government resolution must be attached to this form.

Project partner university/organisation

Material resources: Please indicate whether the project requires University space or equipment.

Human resources and support: Please indicate whether the project requires University support, including a list of documents to be provided by the University and information on the need for University staff involvement.

Additional information

Signature

Date

