

APPROVED

By the Resolution No. 47-07 of the Senate
of the Lithuanian University of Health Sciences
of 20 June 2014

AMENDED

By the Resolution No. 119-05 of the Senate
of the Lithuanian University of Health Sciences
of 23 May 2019

REGULATION OF RESEARCH ACTIVITIES OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

CHAPTER I GENERAL PROVISIONS

1. The Regulation of Research Activities of the Lithuanian University of Health Sciences (hereinafter referred to as the University) (hereinafter referred to as the Regulation) shall define the following issues related to the implementation of research activities at the University:

1.1. procedure for the organisation of the research activities (Chapter II of the Regulation);

1.2. procedure for funding of the research activities (Chapter III of the Regulation);

1.3. procedure for operation of the Research Fund of the University (hereinafter referred to as the Research Fund) (Chapter IV of the Regulation);

1.4. procedure for operation of the Open Fund of the University (hereinafter referred to as the Open Fund) (Chapter V of the Regulation);

1.5. procedure for record keeping of the research activities (Chapter VI of the Regulation).

2. The Regulation has been adopted in accordance with the following legislation:

2.1. the Law on Science and Studies of the Republic of Lithuania (hereinafter referred to as the Law on Science and Studies);

2.2. the Statute of the Lithuanian University of Health Sciences (hereinafter referred to as the University Statute).

3. Terms used in this Regulation:

3.1. **Applied research** shall mean the experimental and/or theoretical knowledge-building activities performed in order to obtain new knowledge and primarily intended to achieve specific practical goals and fulfil specific objectives.

3.2. **Department** shall mean the division at the University Faculty that implements the study programmes or parts thereof and conducts research. The Department activities are governed by the Regulation approved by the Senate.

3.3. **Experimental (social, cultural) development** shall mean a research and practical expertise-based systematic activity aimed at creating new materials, products, and equipment, implementing new or substantially improving the existing/implemented processes, systems and services, and creating, implementing or substantially improving the research and practical expertise-based solutions to the human, culture, and societal issues.

3.4. **Faculty** shall mean an academic division at the University pursuing the main function of the organisation of an educational process and research. The Faculty activities are governed by the Regulation approved by the University Senate (hereinafter referred to as the Senate).

3.5. **Fundamental research** shall mean experimental and/or theoretical knowledge-building activities primarily conducted to gain new knowledge about the essence of phenomena and/or reality observed without the purpose of applying the findings to practice at that time.

3.6. **Head of the research topic** shall mean the researcher who organises and coordinates the development of a research topic, ensures execution thereof, and reports on the work performed.

3.7. **Institute** shall mean a division for the organisation of research activities at the Faculty of the University, within which the research, study programmes, and training of researchers and specialists are conducted. The Institute activities are governed by the Regulation approved by the Senate.

3.8. **Investigator** shall mean a person with higher education and developing knowledge, conceptualising or creating new products, processes, methods, and systems, or leading research and experimental (social, cultural) development projects.

3.9. **Open access centre** shall mean an organisational unit functioning on the basis of open-access research and experimental development resources (e.g., an assembly of equipment, laboratory, network of laboratories, research centre at a research and education institution, etc.) and providing the services needed to conduct a research study and/or experiment.

3.10. **Open fund** shall mean the separately accounted funds used for funding of the fellowships, professional development, participation in conferences and similar events attended by the doctoral degree students and employees of the University and managed in accordance with the procedure set out in this Regulation.

3.11. **Report** shall mean a document presenting the systematized findings of the research topic.

3.12. **Research and experimental development (R&D)** shall mean a systematically performed knowledge-building creative activity involving the development of the understanding of the human, nature, culture, and society, and the application of the new findings of the knowledge-building activity. Research and experimental development consist of three areas of activities: fundamental research, applied research, and experimental development.

3.13. **Research associate** shall mean an investigator who holds the position of a chief research associate, senior research associate, research associate, or junior research associate, or is a research fellow.

3.14. **Research field** shall mean the entirety of fundamental and applied activities that covers research in various science areas or fields and branches and aims at gaining new knowledge in the research field in order to solve the main problem. If necessary, research programmes may be developed and approved within a research field.

3.15. **Research fund** shall mean the separately accounted funds used for the promotion of research activities at the University and managed in accordance with the procedure set out in this Regulation.

3.16. **Research group leader** shall mean a researcher who leads the activities of the group of researchers or other investigators and is responsible for the implementation of the activities.

3.17. **Research group** shall mean an organisational unit consisting of a group of researchers or other investigators led by a researcher; it conducts research funded by subsidies from the state budget, commissioned research, or funded by other Lithuanian or foreign funds.

3.18. **Research institute** shall mean an academic division at the University that conducts long-term fundamental and applied research and experimental (social) development activities in individual research fields or branches, provides conditions for students' education, teachers and other specialists' professional development in the respective science fields, and

contributes to the training of future specialists. The activities of a research institute are governed by the Regulation approved by the Senate.

3.19. **Research laboratory** shall mean a division for organisation of the research activities of a research institute, department, institute or clinic providing facilities for research and researcher training. The activities of a research laboratory are governed by the Regulation approved by the Senate.

3.20. **Research programme** shall mean the entirety of research, methods and facilities on a certain topic enabling solution of a strategically important problem.

3.21. **Research support staff** (technical and equivalent staff) shall mean the University staff assisting in the conduction of and/or conducting research by performing technical and other supporting activities in accordance with the researchers' instructions.

3.22. **Research topic** shall mean the research conducted by a research division or research group at the University aimed at obtaining new knowledge for specific objectives.

3.23. **Researcher** shall mean a person holding a scientific degree who conducts research.

3.24. **Study and Research Commission** shall mean the commission formed by the Senate and consisting of the Senate members that, with the help of the researchers and lecturers at the University, performs the assessment of the research activity fields at the University, compliance thereof with the priority areas dedicated to contributing to the joint research and technology support framework of Lithuania and the European Union, assesses the research fields developed at the University and submits conclusions to the Senate.

3.25. **University division** shall mean an internal structural or functional division referred to in clause 61 of the University Statute.

4. Research quality assurance is not the subject of this Regulation. Research quality assurance shall be governed by the Regulation of the Study and Research Quality Assurance of the University approved by the Senate.

5. The research activities at the University correspond to the mission, vision, and strategic development areas of the University.

6. The aim of the research activities at the University is to develop scientific knowledge building in various areas, conduct high-level research and experimental (social, cultural) development, train the researchers, pursue comprehensive practical activities, and cooperate with the Lithuanian and foreign partners in research and other areas in a sustainable manner.

7. The objectives of the research activities at the University are as follows:

7.1. to create, develop and rationally use the modern infrastructure for research and business needs;

7.2. to train researchers of the highest calibre and create conditions for the development of their research competences;

7.3. to enhance the internationalisation of research and integrate it into the Common European Research Area;

7.4. to develop the links between research and business and increase the commercialisation of research;

7.5. to pursue educational activities in order to promote scientific achievements and increase the prestige and visibility of science.

CHAPTER II ORGANISATION OF THE RESEARCH ACTIVITIES

SECTION 1 GENERAL PROVISIONS

8. The University conducts fundamental and applied research and development. Research is conducted in the respective research fields of the University. Researchers in a University division may participate in several different research fields of the University, according to their areas of scientific interest.

9. In the exercise of the functions delegated by the Rector of the University, the Vice-Rector for Research at the University coordinates the determination and/or revision of the University research fields, the process of organising the research activities at the University, the conduct, development and quality of research, the process of doctoral studies, and the implementation of the University's strategic development guidelines for research. The Vice-Rector for Research of the University shall be assisted in the implementation of the goals by the Research Centre of the University (hereinafter referred to as the Research Centre), the Development Department of the University (hereinafter referred to as the Development Department), and other service divisions at the University.

10. The Research Centre is a division at the University that organises and coordinates the doctoral studies and research activities at the University, and participates in the formulation and implementation of the research aims of the University. The Research Centre is subordinate to the Vice-Rector for Research of the University.

11. The Development Department is a division at the University that considers the opportunities for funding of the areas of activities (including research) at the University from the European Union or other sources; makes the information available to the University divisions; coordinates the actions of the divisions in order to attract support from the European Union and other funds; implements projects, and promotes entrepreneurship and commercialisation processes. The Development Department is subordinate to the Rector of the University, but coordinates the research activities with the Vice-Rector for Research of the University.

12. The division heads of the University shall be responsible for the effectiveness of the organisation and implementation of research and studies (including the open access centres operating on the functional basis).

SECTION 2 DIVISIONS IMPLEMENTING THE RESEARCH ACTIVITIES

13. The research activities at the Universities are implemented and developed by the research institutes, faculties, departments, clinics, institutes, research laboratories, and other divisions.

14. The functions of the divisions at the University related to the research activities shall be governed by the Regulation of the respective division at the University approved by the Senate.

15. The research activities at the University units shall be implemented and developed by the research associates, teachers, research support staff, and students of all cycles.

16. In the area of research activities, the University divisions:

16.1. conduct fundamental and applied research;

16.2. apply the results of research activities in practice;

16.3. participate in national and international research programmes and projects.

SECTION 3 FORMATION OF RESEARCH FIELDS

17. The research fields and timelines shall be determined at the University in view of the importance of research for Lithuania and the international community, health care, and economy, the demand for studies, international research cooperation programmes, the qualifications of the research associates at the University, and the financial resources available.

18. The research fields implemented at the University and timelines shall be subject to approval by the Senate in view of the conclusions of the Study and Research Commission. The research fields shall be published on the University website.

19. For the research implemented by the University under contracts with Lithuanian and foreign natural and legal persons and participation in international and foreign research programmes, the fields and conditions of research activities shall be provided for in the respective contracts establishing the framework for research.

SECTION 4 ORGANISATION OF RESEARCH TOPICS

20. The research topics are planned at the University on the basis of the research fields approved at the University.

21. The research topics shall be subject to the approval by the Council of the University divisions (Faculty or Research institute). The research topic shall be published on the University website.

22. The description of the research topic shall be prepared in accordance with the requirements under Appendix 1 to this Regulation. This requirement shall not apply in cases where the research topic is funded from sources other than the University.

23. Having considered the research topic description referred to in clause 22 herein, the Council of the University division shall approve/reject the proposed research topic no later than within 30 working days.

CHAPTER III FUNDING OF THE RESEARCH ACTIVITIES

24. The research activities at the University are funded from a variety of sources, such as:

24.1. a share of the state subsidies allocated to the University funding;

24.2. other earmarked funds from the state budget;

24.3. Lithuanian and international research programmes, projects, and funds;

24.4. funds under the projects commissioned by Lithuanian and foreign entities;

24.5. other sources.

25. The Council of the University (hereinafter referred to as the Council) shall allocate a part of the University budget funds to the Research Fund in accordance with the annual income and expenditure estimates. The Research Fund shall be managed in accordance with the procedure set out in clauses 26 to 39 of this Regulation.

CHAPTER IV RESEARCH FUND

SECTION 1 GENERAL PROVISIONS

26. The Research Fund consists of the following:

26.1. appropriations from the state budget of the Republic of Lithuania earmarked for research;

26.2. income from the services provided by the University in accordance with the Description of Allocation of Income from Services approved by the Rector of the University;

26.3. contributions from Lithuanian and foreign natural and legal persons (hereinafter referred to as the Sponsors);

26.4. funds from the assignments commissioned by the Ministry of Health, Ministry of Education and Science, municipalities, and other orders;

26.5. funds for participation in international research programmes.

27. The Research Fund is set up in order to support the development of research at the University in accordance with the Strategic Activity Plan of the University approved by the Council.

28. The funding from the Research Fund shall be allocated for the following purposes:

28.1. funding of the research by the research groups, researchers and doctoral students at the University;

28.2. incentives for the most productive and active research associates and doctoral students working at the University;

28.3. support for the scientific events organised by the University;

28.4. support for the publication of scientific articles by the University staff in the journals. The requirements for the journal shall be determined by the Board of the Research Fund no more than once a year. The requirements shall become effective 2 months after their publication on the University website;

28.5. support for the experimental facilities for research at the University in the strategic development areas identified by the Council;

28.6. promotion of experimental development and commercialisation of the R&D results by the researchers, investigators, and doctoral students at the University.

29. The forms of funding from the Research Fund shall be as follows:

29.1. funding (resources) for specific research, organisation of a scientific event, publication of articles by the University staff, experimental development, and commercialisation of the R&D results;

29.2. prizes for the most productive and active research associates and doctoral students at the University (hereinafter referred to as the prizes).

SECTION 2

BOARD OF THE RESEARCH FUND AND ORGANISATION OF ITS WORK

30. The Research Fund shall be managed by the Board of the Research Fund (hereinafter referred to as the Board). The composition of the Board (chairperson and members) shall be approved by the Rector's order.

31. The Board shall consist of the following persons:

31.1. the Chairperson of the Board;

31.2. active researchers delegated by the heads of the faculties and research institutes of the University (at least one representative from each faculty and research institute of the University);

31.3. the Head of the Research Centre or his/her delegate;

31.4. two doctoral students delegated by the Doctoral Students' Council;

31.5. the chief economist at the Economics and Planning Department of the University;

31.6. A member of staff delegated by the Lithuanian University of Health Sciences Hospital Kaunas Clinics.

32. The Board shall have the following functions:

32.1. to announce the calls for applications for funding from the Research Fund and their conditions;

32.2. to consider the applications submitted for the competitions and allocate funding from the Research Fund for their implementation;

32.3. to allocate the earmarked funds provided by the Sponsors to the specified University divisions, research groups or specific investigators.

33. The Board shall elect the Deputy Chairperson and the Secretary of the Board from among its members, at the proposal of the Chairperson of the Board.

34. The Chairperson of the Board shall have the following functions:

34.1. to head the Board;

34.2. to participate in the formation of the Research Fund from the budget of the University, to administer the formation of the Research Fund from the funds provided by the Sponsors and, if authorised by the Rector of the University, to sign the contracts for the receipt of funds;

34.3. to organise and chair the meetings of the Board;

34.4. to sign the proposals on funding submitted to the Rector and Senate of the University.

35. The Board shall be accountable to the Rectorate of the University for the activities of the Research Fund by submitting the report once a year.

36. Form of activity of the Board: meetings.

37. The meeting of the Board shall be valid if a quorum of at least 2/3 of all the Board members is present at the meeting. The Board shall adopt its decisions by a majority of votes, where more votes “In favour” than “Against” have been cast. Should voting result in a tie, the Chairperson of the Board shall have a casting vote. Consideration of the issues related to the activities of the Board of the Research Fund may be organised in the form of an electronic meeting of the Board. In this case, the members of the Board shall submit their opinion related to the issue to be considered by the Board of the Research Fund at least 1 working day before the date of the meeting.

38. Minutes shall be taken of the meetings of the Board. The decisions of the Board shall be recorded in the minutes of the Board meeting. The minutes of the Board meeting shall be signed by the Chairperson of the Board (or, in his/her absence, by the Deputy Chairperson of the board) and the Secretary of the Board.

39. The minutes of the Board shall be kept at the Research Centre in accordance with the document management procedure of the University approved by the Rector of the University.

SECTION 3 ALLOCATION OF FUNDING FROM THE RESEARCH FUND AND ORGANISATION OF COMPETITIONS

Subsection 1 General Provisions

40. The activities referred to in clause 28 of this Regulation, with the exception of sub-clauses 28.4 and 28.6, shall be subject to competition organised by the Board. The Board shall announce the call for applications and the competition conditions on the University website and in the University's weekly newspaper Ave Vita.

41. Applications, applications for funding from the Research Fund shall be submitted to the Research Centre.

Subsection 2 Funding of the research and experimental development by the research groups, researchers, person conducting research, and doctoral students of the University

42. The applications for funding of the research approved by the Council of the University division and conducted by the researchers or research groups shall be submitted to the Research Centre by the researchers or research group leader.

43. The doctoral students shall submit their applications for research funding in consultation with their doctoral supervisors (the doctoral student's application shall be filled out in accordance with Appendix 5 to this Regulation).

44. Applications for funding of the commercialisation of the R&D results created by the University researchers, persons conducting research, and doctoral students shall be submitted to the Research Centre by one of the researchers, persons conducting research, or doctoral students responsible for the application (the application shall be filled out in accordance with Appendix 6 to this Regulation).

45. Applications for funding of research carried out by the researchers, research groups and doctoral students shall be submitted to the Research Centre within 30 days from the date of publication of the call for applications. Applications for funding of the commercialisation of the R&D results created by the University researchers, persons conducting research, and doctoral students shall be accepted on a rolling basis.

46. The application for funding of research activities by the researchers, research groups shall be accompanied by:

46.1. a description of the intended research topic in accordance with Appendix 1 to this Regulation;

46.2. a list of the previous research work by the researcher or research group leader in the recent 5-year period;

46.3. a letter recommendation by the Council of the faculty or research institute of the University that the researcher or research group belongs to.

47. The application for funding of research conducted by researchers, research groups, and doctoral students, and the documents referred to in clause 46 of this Regulation shall be submitted in 1 copy, with a digital medium enclosed.

48. The application for funding for the commercialisation of R&D results by the University researchers, persons conducting research, and doctoral students, and the documents specified therein shall be submitted in 1 copy.

49. The Research Centre shall forward the applications received to the Board.

50. The Board shall appoint experts to consider each application submitted for research funding. The experts shall assess the relevance, originality, and significance of the research for the development of science, the competence of the persons implementing the research, the nature of the work, the quality of the application, and other relevant aspects. The University candidates to act as experts shall be proposed by the Research Centre in consultation with the Vice-Rector for Research.

51. The Board shall appoint the experts to consider each submitted application for the commercialisation of R&D results. The experts shall assess the quality of the content of the application and the compliance of the stages of R&D activities with the provisions of the Description of the Recommended Classification of Research and Experimental Development (R&D) Stages approved by Resolution No. 650 of 6 June 2012 of the Government of the Republic of Lithuania. Only the applications concerning at least number 6 R&D stage according to the respective activity descriptions and the expected outcomes of the activities, are eligible for the funding. The University candidates to act as experts shall be proposed by the Research Centre in consultation with the Vice-Rector for Research.

52. If necessary, the Board may invite the research group leader, researcher, person conducting research, or the doctoral student (hereinafter collectively referred to as the Applicant) whose application or request is the subject of the consideration, as well as representatives of University divisions, to participate in the meeting.

53. Having considered the submitted requests, applications and reviews, the Board shall adopt a decision on the request or application.

54. The decision of the Board regarding the award of funding for research, commercialisation of R&D results shall be submitted to the Rector of the University for approval no later than within 2 working days from the date of the decision of the Board. The Applicant shall be informed about the decision approved by the order of the Rector of the University no later than within 2 working days from its approval.

55. If the Board adopts a decision to deny the Applicant's application, the Applicant shall be informed about the decision no later than within 2 working days from the adoption of the decision of the Board. The documents submitted by the Applicant shall also be returned to the Applicant. The decision of the Board shall be final and may not be appealed against.

Subsection 3

Award of prizes to the most productive researchers and investigators at the University

56. In view of the funds of the Research Fund and the University Strategic Activity Plan approved by the Council, the Board shall annually determine the funds to be allocated for the Prizes and set the amount of the Prizes.

57. Persons applying for the Prizes (hereinafter referred to as the Candidates) shall submit their applications to the Research Centre. Applications shall be submitted within 30 days from the date of the call for applications.

58. A researcher or investigator may be awarded a Prize no more than once every 2 years.

59. The application shall be accompanied by the following:

59.1. a description of the research activity, in a free form;

59.2. a list of scientific publications in the recent 2-year period (for doctoral students – the period of doctoral studies), certified by the responsible member of staff at the Bibliography Department of the University, and copies of the articles;

59.3. a recommendation in free form by the Council of the University division (faculties and research institutes) or the head of the division.

60. The application and documents referred to in clause 59 of this Regulation shall be submitted in 1 copy, with an electronic medium enclosed.

61. Criteria for consideration of the applications:

61.1. Productivity of the research activity. Priority shall be given to the researchers who, in accordance with the research fields defined in the University Strategic Activity Plan approved by the Council, have published their papers in journals included in the *Clarivate Analytics Web of Science* database and/or monographs, and who have conducted international research projects in the recent two-year period.

61.2. Significance of the research conducted. The significance of scientific publications shall be determined by the Impact Factor of the journals included in the *Clarivate Analytics Web of Science* database, the Aggregate Impact Factor determined for the subject category of the journal, and the author's contribution.

61.3. Relevance, prospects, and practical applicability of the research.

62. The Board shall submit the maximum of 6 candidate nominations for the Prizes of the Research Fund to the Rector of the University:

62.1. The Best Doctoral Student of the Year award – up to 3 candidates (1st, 2nd, 3rd places);

62.2. The Best Young Researcher of the Year Prize (holder of a scientific degree and under 40 years of age) – up to 3 candidates (1st, 2nd, 3rd places).

63. The Prize is awarded by the order of the Rector of the University. The decision of the Rector of the University on the awarding of the Prize from the Research Fund shall be adopted

no later than within 15 working days from the submission of the proposal of the Board referred to in clause 62 of this Regulation. The selected candidates shall be notified about the award no later than 2 working days after the adoption of the order by the Rector of the University. The persons who have applied for the prize but have not been selected as the candidates shall be notified that they have not been awarded the prize and shall have their documents returned to them no later than 2 working days after the adoption of the order by the Rector of the University. The decision of the Rector of the University shall be final and may not be appealed against.

64. A person who has not been awarded the Prize may apply in the following year in accordance with the procedure laid down in this Regulation.

Subsection 4

Funding of scientific events, expansion of experimental facilities, and publication of articles by the University staff

65. The applications for the funding of scientific events shall be submitted to the Research Centre within 30 days from the date of the call for applications. The application shall be submitted by the event organiser. The application for funding of a scientific event shall be accompanied by an annotation of the event to be organised and an estimation and justification of the amount of funding requested from the Research Fund.

66. Applications for support for the expansion of experimental facilities shall be submitted by the Heads of the relevant divisions of the University within 30 days from the date of the call for applications.

67. Applications for funding of the publication of articles with a significant Impact Factor shall be submitted by the author of the article. Applications shall be accepted on a rolling basis.

68. The Board shall adopt a decision having considered the applications and other submissions referred to in clauses 65 to 67 of this Regulation. If the Board decides to grant the application, it shall submit a proposal to the Rector of the University to fund the organisation of the scientific event or the development of the experimental facilities. Funding for the organisation of a scientific event and the development of the experimental facilities shall be allocated by the order of the Rector of the University. The Chairperson of the Board holds the authority to decide on the funding of the publication of articles by the University staff in journals that meet the requirements set by the Board of the Research Fund.

69. If the Board or the Chairperson of the Board denies the application, the persons referred to in clauses 65 to 67 of this Regulation shall be notified about the decision no later than within 2 working days from the date of the decision. The documents submitted by those persons shall be returned to them. The decision shall be final and may not be appealed against.

CHAPTER V THE OPEN FUND

SECTION 1 GENERAL PROVISIONS

70. The Open Fund consists of the following:

- 70.1. appropriations from the state budget of the Republic of Lithuania earmarked for research;
- 70.2. income from the services provided by the University in accordance with the Description of Allocation of Income from Services approved by the Rector of the University;
- 70.3. funds received from the Lithuanian and foreign natural and legal persons.

71. The Open Fund is set up to provide financial support to the doctoral students and staff at the University for fellowship, professional development, participation in conferences and similar events abroad.

SECTION 2 BOARD OF THE OPEN FUND AND ORGANISATION OF ITS WORK

72. The Open fund is managed by the Board of the Open Fund.

73. The Board of the Open Fund consists of 5 persons: the Chairperson and members of the Board of the Open Fund.

74. The Chairperson and members of the Board of the Open Fund are subject to the approval by the order of the Rector.

75. The function of the Board of the Open Fund shall be to decide on the allocation of funding from the Open Fund following the evaluation of applications for funding from the Open Fund.

76. The Board of the Open Fund shall be accountable to the Rectorate of the University for the activities of the Open Fund by submitting the report once a year.

77. The Board of the Open Fund shall elect the Deputy Chairperson and the Secretary from its members at the proposal of the Chairperson of the Board.

78. The Chairperson of the Board of the Open Fund shall have the following functions:

78.1. to preside over the Board of the Open Fund;

78.2. to participate in the set-up of the Open Fund from the funds of the University budget and to administer the set-up of the Open Fund from the funds of Lithuanian and foreign natural and legal persons;

78.3. to organise and chair the meetings of the Board of the Open Fund.

79. Form of activity of the Board of the Open Fund: meetings. The meetings shall be organised at least once a quarter, and may be held more frequently if necessary. The meetings shall not be held in July and August.

80. The meeting of the Board of the Open Fund shall be valid if a quorum of at least 3 members of the Board of the Open Fund is present at the meeting. The Board of the Open Fund shall adopt its decisions by a majority of votes, where more votes “In favour” than “Against” have been cast. Should voting result in a tie, the Chairperson of the Board of the Open Fund shall have a casting vote.

81. Minutes shall be taken of the meetings of the Board of the Open Fund. The decisions of the Board of the Open Fund shall be recorded in the minutes of the Board meeting. The minutes of the Board meetings of the Open Fund shall be signed by the Chairperson of the Board of the Open Fund (or, in his/her absence, by the Deputy Chairperson of the Board of the Open Fund) and the Secretary of the Board of the Open Fund.

82. The minutes of the Board of the Open Fund shall be kept at the Research Centre in accordance with the document management procedure of the University approved by the Rector of the University.

SECTION 3 ALLOCATION OF FUNDING FROM THE OPEN FUND

83. Funding from the Open Fund is allocated on the basis of applications.

84. Applications for funding from the Open Fund may be submitted by the doctoral students and staff at the University who have been invited to participate in a fellowship, professional development, conference, or similar event abroad.

85. A person applying for funding from the Open Fund shall fill out an application form in accordance with Appendix 4 to this Regulation. The completed application shall be accompanied by:

85.1. a copy of the confirmation of the admitted theses;

85.2. a copy of the invitation to the fellowship.

86. The completed application shall be submitted to the Research Centre, together with the documents referred to in clause 85 of this Regulation, at least two months prior to the date of departure for the event. The completed application and the documents must be submitted within the time limits for the consideration of applications set out in clause 91 of this Regulation.

87. The documents submitted shall be considered at the meeting of the Board of the Open Fund that shall adopt the decision to grant/deny the funding from the Open Fund.

88. If necessary, the Board of the Open Fund may appoint the experts to evaluate the documents submitted. The experts appointed shall evaluate the documents within the time limits set by the Board of the Open Fund. Upon receipt of the experts' conclusions, the Board of the Open Fund shall take them into account when deciding on the allocation of funding from the Open Fund.

89. In the consideration of the applications, the Board of the Open Fund and the experts appointed by it shall take into account:

89.1. the applicant's professional qualifications;

89.2. the benefit of the fellowship, professional development, participation in a conference or other similar event to the development of the study and research potential of the University.

90. Funding from the Open Fund shall be allocated according to the following priority:

90.1. the doctoral students and staff of the University who receive support from other sources (conference organisers, foundations, etc.);

persons who have not previously received any funding from the Open Fund.

91. The Board of the Open Fund shall adopt a decision to grant/deny the funding from the Open Fund at its next meeting after the date of submission of the documents referred to in clause 85 of these Regulation. The decision to grant the funding shall specify the amount of funding granted. The applicant shall be notified about the decision to grant/deny funding no later than within 3 working days after the adoption of the decision.

92. A University doctoral student's fellowship, professional development, participation in a conference, or another similar event shall be registered at the Research Centre in accordance with the decision referred to in clause 91 of this Regulation.

93. A fellowship, professional development, participation in a conference or other similar event of a member of staff of the University shall be registered by the Human Resources Department in accordance with the decision referred to in clause 91 of this Regulation.

94. The amount of funding allocated from the Open Fund per University staff member shall not exceed EUR 1,500 within the three-year period. The three-year period shall start from the date of departure for the event that has received the funding for the first time. The amount of the funding allocated from the Open Fund per doctoral student of the University shall not exceed EUR 2,000 per doctoral student within the period of doctoral studies (no funding shall be allocated during the period of academic leave).

95. Upon the return from a fellowship, professional development, conference, or another similar event abroad, the University doctoral student or staff member shall submit financial documents (travel bills, flight boarding documents, confirmation of payment for registration at the event, hotel receipts, etc.) confirming the use of funds to the Accounting Department at the University within 3 working days from his/her return. The support shall be paid from the Open Fund on the basis of the financial documents submitted, without exceeding the amount of the support specified in the decision of the Board of the Open Fund.

CHAPTER VI RESEARCH ACTIVITY REPORT

96. At the end of the reporting period, the teachers and research associates shall submit a report on the research topic to the Head of the academic division of the University. The research topic reports shall be annual and final and shall be drawn up in accordance with Appendix 2 to this Regulation.

97. The research topic reports shall be subject to approval by the Council of the University division (research institute or faculty). The research topic reports shall be kept in accordance with the procedures for document management and control at the University approved by the Rector of the University.

98. The Council of the University division (research institute or faculty) shall appoint the reviewers of the annual/final research topic report. Two reviewers shall be appointed to review each research topic: 1 member of the Council of the University division (research institute or faculty) and 1 representative of the respective University division. The reviews shall be prepared according to the format set out in Appendix 3 to this Regulation.

99. The requirements set out in clauses 97 to 98 of this Regulation shall not apply in cases where the research topic is funded from sources of funding other than the University.

100. Publications by the researchers shall be registered at the Library and Information Centre of the University throughout the year. The indicators of scientific productivity of researchers' publications shall be evaluated by the Research Centre.

101. The University shall perform record-keeping of the results of research activities carried out at the Open Access Centres. The heads of the University divisions participating in the Open Access Centres shall keep records of the results of research activities carried out at the Open Access Centres on the basis of the report prepared by the Open Access Centre management group or the administrator. The heads of the University divisions may request additional information from the head and administrator of the Open Access Centre for the purpose of record keeping.

Appendix 1 to the Regulation of Research Activities
of the Lithuanian University of Health Sciences

Structure of the research topic description

1. **Cover page.** The cover page shall include the name of the institution, the name of the University division under which the work is conducted, the title of the research topic, the academic title, scientific degree, name, surname, telephone number, email address of the supervisor of the research topic, the time limits for implementation of the research topic (starting and end year and month), other divisions (institutions) of the University involved in the work, signature of the supervisor of the research topic, the date of the meeting of the Council of the division of the University at which the research topic has been approved, and the resolution number.
2. **Description of the research work.** It shall include the following:
 - 2.1. introduction;
 - 2.2. relevance and novelty of the problem;
 - 2.3. aim and objectives;
 - 2.4. research object;
 - 2.5. research methods;
 - 2.6. results pursued, their theoretical and applied value and applicability;
 - 2.7. research plan;
 - 2.8. implementers of the research work;
 - 2.9. financial estimate of the research work (where appropriate).
3. **Implementers of the research topic.** A list of the researchers involved in the research topic, indicating the academic title, scientific degree, name, surname, telephone number, and email address of each of them shall be submitted. Partners of other Lithuanian and foreign research and education institutions involved in the research topic shall be indicated where appropriate.
4. It shall be specified that the research topic has received the necessary permits for research activities as laid down in the legislation of the Republic of Lithuania.
5. Summaries of the description of the research topic shall be provided in Lithuanian and English.

Appendix 2 to the Regulation of Research Activities
of the Lithuanian University of Health Sciences

Description of the research topic report

Name of the University division _____
Annual/final (*keep the appropriate option*) research topic report

Topic title	
Aim	
Objectives	
Methods	
Key results obtained and their novelty	
Practical significance	
Dissertations defended	
Other important achievements	

Participation in international projects

Programme/project title and abbreviation	Project contract (title)	Project coordinator		Participants (countries)	Project implementation period	
		Institution	country		from	To

Bibliographic list of the most important publications

Review of the research topic report

Review of the annual/final (*keep the appropriate option*) _____ **research topic report**^(year)

_____,
(Reviewer's name, surname, scientific degree, and academic title)

_____,
(signature)

(email address)

(Title of the research topic)

Reviewer's conclusions (*check the appropriate option*):

1. Research relevance:

- A. The topic of work has provided new scientific knowledge on the phenomenon or object studied
- B. The research has initiated the development of new technologies
- C. The research is important for the development of the research field (branch)

2. Character of the work:

- A. Applied research
- B. Fundamental research
- C. Applied and fundamental research
- D. Experimental development

3. Materials, equipment, and methods used to deal with the topic objectives are:

- A. Appropriate
- B. Partially appropriate
- C. Inappropriate

4. Presentation of the results obtained is:

- A. Appropriate
- B. Partially appropriate
- C. Inappropriate

5. Dissemination of results:

- A. Monographs published by internationally renowned academic publishers
- B. Scientific articles in the journals in the Q1 and Q2 quartiles according to *Clarivate Analytics Web of Science* database (Journal Ranking Categories)
- C. Patents issued by the European Patent Office, the US Patent and Trademark Office or the Japanese Patent Office
- D. Other scientific articles reviewed

6. Doctoral students prepared

7. Awards received

8. Participation in international and other projects

Reviewer's conclusions on the annual/final (*keep the appropriate option*) _____ research topic report: ^(year)

1. To approve the report

2. To dismiss the report

3. Remarks: _____

Annex No. 4 to the Regulation of Research Activities
of the Lithuanian University of Health Sciences

Application for the Open Fund of the University

1. Name, surname:

2. Place(s) of work, position, academic title, and scientific degree (if you are also a doctoral student, please also indicate the title of the structural division of the faculty or research institution that you have been admitted to and the period of your doctoral studies):

2.1. You are applying for the Open Fund support as (select only one option):

2.1.1.	an employee at the University	
2.1.2.	a doctoral student at the University	

3. Have you previously been granted with any support from the Open Fund of the University? If yes, please indicate the destination and the amount of support granted.

4. Description of the event that you are intending to participate in:

4.1. Title of the event (in case of a fellowship, the name of the inviting organisation):

4.2. Title of the presentation:

4.3. Event dates:

4.4. Dates of departure to and return from the event:

4.5. Event location (city, country)

4.6. Aims and expected outcomes of the visit to the event:

5. Estimated expenses (in euros)

Travel _____
Accommodation _____
Catering _____
Participation fee _____
Other _____

6. Sponsors (please indicate the amounts): _____

7. Amount requested from the Open Fund of the University (please specify the type of expenses and the amount; for travel expenses, please specify the exact route):

8. Recent scientific papers published within the last three-year period in publications cited in the *Clarivate Analytics Web of Science* database and having an Impact Factor, and in other peer-reviewed scientific journals (maximum 10):

I hereby confirm that the information provided is accurate and true

(Date)

(Signature)

Tel. No. _____

Email address _____

Appendix 5 to the Regulation of Research Activities
of the Lithuanian University of Health Sciences

Application form (for doctoral students) for the Research Fund of the University

Lithuanian University of Health Sciences
_____ Academy

(Name of the Academy)

(Name of the structural division of the faculty or research institute)

doctoral student

(Name, surname)

(Tel. No., email address)

**APPLICATION FOR FUNDING OF THE RESEARCH CONDUCTED BY THE
DOCTORAL STUDENT**

To the Board of the Research Fund of the Lithuanian University of Health Sciences

..... 2022
Kaunas

I hereby apply for support of the research project conducted:

Research project title (maximum 100 characters)	
Research area (title of the area)	
Research field (title, code of the field)	
Preliminary topic of the research work (dissertation)	
Doctoral student's supervisor (name, surname, academic title, and scientific degree)	
Duration of the doctoral studies:	
• Start (day, month, year)	
• End (day, month, year)	
Research project implementation period:	
• Start (day, month, year)	
• End (day, month, year)	
Title(s) of the structural division(s) of the faculty or research institute at which the research project is to be conducted	
DESCRIPTION OF THE RESEARCH PROJECT	

Justification of the necessity of the requested funding: relevance of the work, activities planned under the doctoral student's individual work plan, and the set objective(s) (cause) that lacks funds: have any attempts be made to obtain funds from other sources?

--

What research results related to the dissertation topics have already been achieved by the doctoral student? Which objectives of the dissertation have already been implemented? What will the expected new finding be, if the research project is implemented? It is important to describe which of the formulated objectives have already been implemented and the additional funding instruments (funds), other than the funding requested in this application, that will be used to implement the research provided for in the work plan.

--

Aim and objectives of the research project (please specify the dissertation objective(s) for which the requested funding is required (e.g. despite the availability of research equipment, there is a lack of funds to purchase reagents; there is a lack of funds to purchase survey organisation tools, etc.).

--

Object, methods, scope of research under the research project

--

What facilities and equipment are expected to be used?

--

Project expenditure estimate

No.	Title of expenses	Y 20....	
		EUR	%
1.	Expenses to purchase goods		
2.	Expenses to purchase services		
Total:			

Please note: The Appendices to the project expenditure estimate shall include the justification and calculations (in free form) of each part of expenditure included into the estimate.

Doctoral student

(Name, surname) (Signature)

REVIEWED
Doctoral student's supervisor

(Name, surname) (Signature)

Appendix 6 to the Regulation of Research Activities
of the Lithuanian University of Health Sciences
Application for funding of the commercialisation of the R&D results created by the
University researchers, investigators, doctoral students

Lithuanian University of Health Sciences
_____ Academy

(Name of the Academy)

(Name of the structural division of the faculty or research institute)

Applicant

(Academic title, scientific degree, name, surname)

(Tel. No., email address)

**APPLICATION FOR FUNDING OF THE EXPERIMENTAL DEVELOPMENT AND
COMMERCIALISATION OF RESULTS CONDUCTED BY THE UNIVERSITY
RESEARCHERS, INVESTIGATORS, DOCTORAL STUDENTS** *(delete the unnecessary
options)*

To the Board of the Research Fund of the Lithuanian University of Health Sciences

..... 2022
Kaunas

I hereby request support for commercialisation of the R&D results:

Names, surnames, places of work, contact details (Tel. No., email addresses) of all the researchers, investigators, doctoral students <i>(delete the unnecessary options)</i> working/studying at the University.	
Title and sequence number of the R&D stage <i>(as provided for in the Recommended Classification of Research and Experimental Development (R&D) Stages)</i>	
Information about the partner(s)	
Place(s) of implementation of the R&D activity: name(s) of the structural unit(s) of the faculty(ies) and/or research institute(s) where the R&D activity is to be conducted	
Research area(s) of R&D activity (name(s) of area(s)) and research field(s) (name(s), code(s) of field(s))	
Period of implementation of the R&D activities:	
• Expected start of implementation	

<ul style="list-style-type: none"> Expected end of implementation 		
DESCRIPTION OF THE R&D ACTIVITY		
Brief description of the commercialised R&D result (main assumptions, initial data) and the main objectives (product – innovative goods, services, technologies), instruments, plan of activities (additionally describe the potential partners, the rationale behind the choice of partners, services to be purchased), justification of the competence of the project implementers and of the budget for the R&D activities (the required funds)		
Other important information at the authors' discretion		
Result of the R&D activity (as provided for in the Recommended Classification of Research and Experimental Development (R&D) Stages)		
TITLE OF THE APPENDIX		
Documents supporting the appropriateness of the R&D result for the commercialisation	Check if enclosed	Number of pages
1. Copy(ies) of the patent(s) application	<input type="checkbox"/>	
2. Copy(ies) of the patent(s)	<input type="checkbox"/>	
3. Copy(ies) of the scientific article(s)	<input type="checkbox"/>	
4. Copy(ies) of the qualification certificate(s)	<input type="checkbox"/>	
5. Other documents (<i>please specify the title(s) of document(s):</i>	<input type="checkbox"/>	
Certificate supporting the invention disclosure form (<i>please consult the Development Department</i>)	<input type="checkbox"/>	
Other documents (<i>please specify the title(s) of document(s):</i>	<input type="checkbox"/>	

Applicant

(Name, surname)

(Signature)

REVIEWED

(Head of the structural division of the faculty or research institute)

(Name, surname)

(Signature)