



REGULATIONS

on the procedure for the implementation of
international projects, grants, and agreements
at Ivan Kozhedub Kharkiv National
Air Force University



The Air Force of the
Armed Forces of Ukraine

APPROVED

By the decision of the Academic Council
of Ivan Kozhedub Kharkiv National
Air Force University
Protocol 15.06.2021 № 8

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Enacted by the order of the Commandant
of the Ivan Kozhedub Kharkiv National
Air Force University 18.06.2021 № 1004

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1. General Provisions

1.1. The Regulations on the Procedure for the Implementation of International Projects, Grants, and Agreements at the Ivan Kozhedub Kharkiv National Air Force University (hereinafter – the Regulations) have been developed on the basis of the Laws of Ukraine "On Research and Scientific-Technical Activities", "On Higher Education", "On Education", the Statute of the Ivan Kozhedub Kharkiv National Air Force University, the Resolution of the Cabinet of Ministers of Ukraine dated 15.02.2002 No. 153, with amendments and additions "On the Establishment of a Unified System for Attracting, Using, and Monitoring International Technical Assistance", and the current legislation of Ukraine.

1.2. The Regulations define the procedure for the preparation and implementation of international projects, grants, and agreements (hereinafter – the Project) at the Ivan Kozhedub Kharkiv National Air Force University (hereinafter – the University).

1.3. The Regulations govern the procedures of planning, implementation, reporting, and evaluation of Project activities; determine the procedure for involving research, academic, and teaching staff, payment for their work, business trips, and the reporting procedure regarding the implementation of Projects.

2. Procedure for Project Implementation

2.1. A Project is the investment of the University's financial and human resources aimed at conducting, over a certain period of time, a series of interrelated innovative scientific developments and educational activities for the benefit of the University and society as a whole. Each Project implemented by the University shall be directed toward achieving a specific goal.

2.2. The procedure (algorithm) for Project implementation includes shall include:

- receiving notification of a possible opportunity to participate in a competition for international projects, grants, and agreements;

- preparing proposals for submission of a project application to the competition, coordinating the draft Project budget and co-financing (if required by the grant provider) with the University's Financial and Economic Service;

- signing the project application by the University's Commandant (Deputy Commandant for Research or Deputy Commandant for Academic Affairs) and registering it with the Research and Administrative Department (for scientific Projects) and the Academic Department (for educational Projects);

- in case of successful completion of the competition – submitting a report to

the Commandant of the University (Deputy Commandant for Research – for scientific Projects, Deputy Commandant for Academic Affairs – for educational Projects) on the results of the competition;

preparing and signing an Agreement between the University and the grant provider, including translation, expert review by the Financial and Economic Service and the Legal Department, and submission to the Research and Administrative Department (for scientific Projects) and the Academic Department (for educational Projects);

submitting the required documents to the Financial and Economic Service;

registering the Project (if required) with the Ukrainian Institute of Scientific and Technical Expertise and Information (for scientific Projects) and the Ministry of Economic Development and Trade of Ukraine (for educational Projects), and obtaining a Project Registration Card;

forming the internal budget of the Project;

implementing and monitoring the Project in accordance with the Agreement with the grant provider and the legislation of Ukraine;

upon completion of the Project – preparing reporting documentation on Project implementation, and submitting it to the grant provider, as well as to the Research and Administrative Department (for scientific Projects) and the Academic Department (for educational Projects).

3. Implementation of the Project

3.1. The implementation of the Project shall begin after receiving official confirmation from the grant provider of the successful completion of the competition, the allocation of grant funds, and the signing of the corresponding Agreement, technical (tactical-technical) assignment, contract, etc. (hereinafter – the Agreement).

3.2. During the Project implementation stage, the following activities shall be carried out:

- achieving the Project's objectives according to the Project implementation plan;
- ensuring effective management of available resources;
- conducting activities stipulated by the Project
- monitoring Project activities and, if necessary, adjusting the Project implementation plan.

3.3. Project Executives

3.3.1. Project Manager – a person responsible for overall management of the Project, appointed by order of the Commandant of the University. The Project Manager is responsible for:

preparing technical, organizational, and financial documentation of the Project;

achieving the Project's objectives; selecting Project executors;
ensuring the quality execution of Project tasks and the full implementation of the Project activities.

The duties of the Project Manager shall include:

- forming the Project execution team;
- providing organizational and scientific management of the Project executors;
- organizing the development of technical, organizational, and financial documentation for the Project;
- organizing research, service provision, preparation, and timely submission of Project reports;
- organizing and conducting public events stipulated by the Project;
- organizing the procurement of goods and services stipulated by the Project and ensuring the targeted use of Project funds;
- organizing the delivery of work stages (if applicable) and the overall Project results, with the receipt of the relevant acceptance certificates.

3.3.2. Project Team (or, in certain cases, an individual Project Executor) – a group of research, academic, and other staff, doctoral candidates, postgraduates, and cadets (students) of the University who, with their consent, are entrusted with carrying out the tasks specified in the Project assignment. The Project Team (or individual Project Executor) shall be appointed by order of the Commandant of the University.

3.3.3. For the direct preparation of Project documentation, a Responsible Project Executor shall be appointed from among the members of the Project Team by order of the Commandant of the University.

3.4. Organization of Project Implementation:

3.4.1. Project Executors may include research and academic staff of the University, as well as additionally engaged individuals (persons granted the titles of “Visiting Professor” or “Non-resident Scholar” of the University), through civil-law and/or copyright contracts, based on the decision of the Academic Council of the University.

3.4.2. The basis for implementing the Project shall be an order of the Commandant of the University, issued in accordance with the Agreement and upon the report (application) of the Project Manager. This order shall specify the timelines and scope of Project tasks and establish the Project Team for implementation during its duration at the University.

3.4.3. The budget for performing the work (services) by the Project Team for the entire duration of the Project, as well as by stages, shall be prepared by the Project Manager in cooperation with the University's Financial and Economic Service. The Project Manager shall also develop a work (services) schedule for the entire Project and for each stage.

3.4.4. For the execution of tasks (provision of services) under the Project at

certain stages, civil-law contracts (contracts for work and services) or employment contracts may be concluded, and temporary creative teams may be established.

3.4.5. The basis for payment of remuneration (scholarship) to each Project Executor (or, in certain cases, to an individual Project Executor) shall be the acceptance act of completed work (services) and an order of the Commandant of the University on the payment of remuneration (scholarship) to the Project executors.

3.4.6. Remuneration (or scholarship) for the Project Executors shall be paid in stages or at the end of the Project term, after the funds have been received in the University's account.

3.4.7. The basis for paying wages to Executors engaged under employment contracts shall be the timesheet of working hours.

3.4.8. The basis for payment for the work of temporary creative teams shall be a report, an act of acceptance-transfer, an act of completed work, etc.

3.4.9. The amount of remuneration (scholarship) for the Project Executors shall correspond to the conditions set by the grant provider.

3.4.10. Payment of business trips, equipment purchases, and other expenses provided for in the Project budget shall be made in accordance with the grantor's conditions.

3.4.11. If the terms of the Agreement with the grantor provide for co-financing of the Project, the University shall ensure compliance with these conditions.

3.5. As part of Project activities, the University organizes public events and prepares and presents reporting materials demonstrating the results of the Project.

3.6. The preparation of public events (arranging the venue, providing technical and administrative support, sending invitations, accompanying and organizing visits of guests/participants, etc.) shall be conducted by the Project Executors.

3.7. Public events may be held remotely in the format of video conferences.

3.8. During public events, the University's symbols and the Project grant provider's symbols (logos, banners, posters, etc.) shall be used, unless otherwise specified in the Agreement.

3.9. The use of Project funds must be purposeful, i.e., funds must be used exclusively for those activities provided for in the Project, unless otherwise stipulated by the terms of the Agreement.

3.10. The possibility of making changes to the Project budget and redistributing funds across expenditure items is stipulated in the Agreement and must be confirmed by the grant provider's written approval or carried out at the grantor's initiative. The University may make changes to its Project budgets subject to the grantor's approval in cases of significant changes in Project activities, unless otherwise specified in the Agreement.

4. Reporting and Evaluation of Project Activities

4.1. The general final report on the implementation of the Project, along with preliminary conclusions regarding its evaluation, shall be prepared by the Project execution team under the supervision of the Project Manager. The financial section of the report shall be prepared jointly with the University's Financial and Economic Department.

4.2. Prior to submission to the grant provider, all reports shall be approved by the Commandant of the University (or the Deputy Commandant for Research – for scientific projects, or the Deputy Commandant for Academic Affairs – for educational projects).

4.3. The Project shall be considered completed only after the grant provider accepts the final reports on its implementation, unless otherwise stipulated in the Agreement.

4.4. All project documentation (financial and descriptive) must be maintained by the relevant structural units of the University and the Project Manager during the implementation of the Project and for five years following its completion. In the event of the Project Manager's dismissal or upon the expiration of the five-year storage period, the project documentation shall be transferred to the University archive. The documentation includes, among other things, event programs, participant lists with signatures, presentation materials, meeting protocols, interim reports, developed materials, descriptive and financial reports, contracts, invoices, acts of completed work, tickets, and receipts.

5. Final Provisions

5.1 The Regulations shall enter into force on the date of its approval by order of the Commandant of the University.

5.2 Amendments and additions to these Regulation may be introduced by order of the Commandant of the University based on the decision of the Academic Council of the University.