

# **REGULATIONS ON GRANT ACTIVITIES OF THE JALAL-ABAD INTERNATIONAL UNIVERSITY (JAIU)**

## **1. General Provisions**

1.1. These Regulations define the goals, objectives, principles, types, and procedures for the organization, implementation, monitoring, and reporting of grant activities at JAIU (hereinafter referred to as JAIU, the University).

1.2. These Regulations have been developed in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, the Regulations on Scientific and Innovative Activities at JAIU, the Regulations on the Quality Management System (QMS), the Regulations on Financial Activities, and other internal regulatory documents of the University.

1.3. Grant activities at JAIU consist of efforts to attract, utilize, and report on targeted financial resources (grants, subgrants, project funding) provided by external and internal donors on a competitive basis for the implementation of educational, scientific, clinical, innovative, infrastructure, and social projects.

1.4. These Regulations apply to:

1. faculty members;
2. research staff;
3. administrative and management staff;
4. employees of clinical partner institutions of JAIU (where agreements exist);
5. undergraduate students, master's students, residents, and doctoral students participating in grant projects.

1.5. Grant activities are carried out strictly within the framework of:

1. the grantor's requirements;
2. the current legislation of the Kyrgyz Republic;
3. JAIU's financial, personnel, and procurement policies;
4. the principles of academic integrity and transparency.

## **2. Goals, Objectives, and Principles of Grant Activities**

2.1. The objective of JAIU's grant activities is to expand the University's resource base by attracting targeted external funding for the development of science, education, clinical facilities, infrastructure, digital transformation, and social mission.

2.2. Main objectives of grant activities:

- 2.2.1. Attracting grants and project funding from national and international organizations.
- 2.2.2. Supporting scientific research, innovation, and educational and clinical projects.
- 2.2.3. Developing human capital (staff training, professional development, academic mobility).
- 2.2.4. Modernizing the material and technical base and digital infrastructure.
- 2.2.5. Strengthening international cooperation and positioning JAIU in the academic community.

2.3. Principles of grant activities:

1. **transparency and accountability** (financial and substantive);
2. **legality and compliance with donor requirements**;
3. **targeted use of funds and the prohibition of conflicts of interest**;
4. **accountability of the project manager and team**;
5. **strategic alignment** with the development plans of JAIU and the Quality Management System;
6. **coordination** at the University level (avoiding duplication of projects and risks).

### 3. Types of Grants and Projects

3.1. The following main types of grant projects are implemented at JAIU:

1. **research** (basic and applied research);
2. **educational** (development and modernization of educational programs, courses, methodologies, and digital solutions);
3. **clinical and medical** (development of clinical facilities, implementation of new diagnostic and treatment technologies);
4. **infrastructure and digital** (laboratories, IT infrastructure, LMS, simulation centers);
5. **socially oriented** (work with communities, schools, and vulnerable groups);
6. **Innovation and startup projects** (commercialization of developments, spin-offs, technology park/incubator).

3.2. Based on the source of funding, grants may be:

1. **international** (funds, development programs, international organizations, etc.);
2. **national** (ministries, government agencies, national foundations);
3. **regional and municipal**;
4. **private and corporate** (companies, charitable foundations);
5. **internal** (intra-university competitions at JAIU, if available).

3.3. Based on JAIU's role in the project:

1. project **leader (coordinator)**;
2. **partner** in the consortium;
3. **host organization** for individual grants (individuals—JAIU employees).

### 4. Management of Grant Activities

4.1. Overall management of grant activities is carried out by the Rector of JAIU.

4.2. Grant activities are coordinated by:

1. the Vice Rector (Vice President) for Science and Innovation;
2. relevant departments (Science/Grants Department, International Relations Department, Financial Services, etc.).

4.3. Functions of the Vice Rector for Science and Innovation:

1. developing and implementing JAIU's grant policy;
2. approving the University's participation in grant competitions;
3. coordinating the preparation of applications and project management;
4. monitoring JAIU's grant portfolio and submitting reports to the Rector and the Academic Council.

4.4. At the faculty and department levels, grant-related activities are coordinated by:

1. deans of faculties;
2. department chairs;
3. designated **grant coordinators** (as determined by the faculty/department).

4.5. For large-scale projects and programs, a **JAIU Project (Grant) Committee/Commission** may be established to:

1. reviewing initiatives;
  2. approving applications;
- 
1. assessing risks and alignment with the University's strategy.

## **5. Initiation and Preparation of Grant Applications**

5.1. A grant project may be initiated by:

1. an individual JAIU employee;
2. a group of employees/a department/a laboratory/a center;
3. the faculty/institute administration.

5.2. Before beginning to prepare the application, the initiator must:

5.2.1. Review the competition terms, the grant provider's requirements, and budgetary and legal constraints.

5.2.2. Assess the initiative's alignment with JAIU's development strategy and the University's resources.

5.2.3. Coordinate **the preliminary project concept** with the department chair/dean.

5.3. During the preliminary approval stage, the following must be submitted to the Vice Rector for Research:

1. a brief project concept (goal, objectives, expected results);
2. the proposed budget (main expense items);
3. team composition and expected demand on the University's resources.

5.4. If approved, the initiative is included in **the JAIU application portfolio**, and the initiator is authorized to prepare a full application on behalf of the University.

5.5. The application is prepared with the participation of:

1. the initiator (research supervisor/project leader);
2. the department and faculty (academic and research justification);
3. the financial department (budget, taxes, exchange rates);
4. the legal department (contractual and legal issues);
5. the International Relations Department (for international projects).

## **6. Procedure for Approval and Submission of Grant Applications**

6.1. It is prohibited to submit grant applications **on behalf of JAIU** without prior internal approval.

6.2. The full version of the application, prior to submission:

1. is approved by the dean of the faculty and the department chair (resources, personnel);
2. reviewed by the Finance Office (budget, accuracy of cost estimates);
3. if necessary, by the legal department (terms of the contract/memorandum);
4. is approved by the Vice Rector for Science and Innovation;
5. is countersigned by the rector (or an authorized representative) regarding JAIU's official participation.

6.3. Originals (or electronic versions) of submitted applications and cover letters are stored:

1. in the Science/Grants Department;
2. in the department that initiated the project (copies).

6.4. When submitting applications to international competitions, **the affiliation standard** and University details approved by JAIU are used.

## **7. Implementation of Grant Projects**

7.1. Upon receiving a positive decision from the grant provider:

1. the Rector issues an order appointing **the project manager**, approving the team composition, assigning responsibilities, and designating the responsible units;
2. a grant/partnership agreement is concluded (with the participation of the legal and financial departments).

7.2. The project manager:

1. is responsible for achieving the project's objectives, adhering to the timeline, and staying within budget;
2. coordinates the work of the project team;
3. ensures the maintenance of project documentation and reporting;
4. interacts with the grantor and partners.

7.3. Project Team (faculty, research staff, administrative staff, students, etc.):

1. performs tasks defined by the project plan and individual responsibilities;
2. complies with the requirements of the grant provider, JAIU, and applicable laws.

7.4. Key project documents:

1. approved schedule (work plan);
2. budget and financial plan;
3. project meeting minutes;
4. technical and scientific reports;
5. certificates of completion, invoices, contracts, memos, etc.

7.5. If necessary, working groups may be established within the project, and coordinators may be appointed for specific components (science, education, IT, clinical, logistics, etc.).

## **8. Financial Management and Procurement**

8.1. Financial management of grant funds shall be carried out in strict accordance with:

1. the terms of the grant agreement;
2. the Regulations on Financial Activities of JAIU;
3. the University's Procurement Regulations and internal rules.

8.2. All project expenses:

1. must be targeted, justified, and supported by documentation;
2. are processed through JAIU's official financial channels (cashier's office, bank, accounting department);
3. shall be recorded in separate accounts/ledger entries (if necessary, a separate subaccount).

8.3. Procurement of goods, works, and services under the grant is carried out:

1. in accordance with the donor's requirements (if procurement procedures are specified);
2. through approved commissions/procurement bodies of JAIU;

3. in compliance with the principles of competition, transparency, and efficiency.

8.4. Funds for salaries, honoraria, scholarships, and bonuses for project participants are allocated:

1. in accordance with the project budget and the rector's orders;
2. in compliance with tax and labor laws.

## **9. Accounting, Monitoring, and Reporting on Grant Projects**

9.1. JAIU maintains a centralized **registry of grant projects**, which includes:

1. the project name and donor;
2. implementation deadlines;
3. the budget;
4. the project manager and team;
5. key performance indicators (KPIs) and status.

9.2. Grant funds and project-related transactions are accounted for by the University's accounting department and/or the designated economist.

9.3. Monitoring of project implementation includes:

1. ongoing monitoring of work progress (according to the schedule);
2. analysis of the achievement of target indicators;
3. monitoring compliance with the budget and deadlines.

9.4. Grant reporting:

1. **external** – to the grantor (scientific, technical, and financial reports) in the formats and within the deadlines established by the grant terms;
2. **internal** – to the JAIU administration (annual and final reports, analytical notes, presentation of results).

9.5. Copies of all reports (external and internal) must be stored:

1. in the Research/Grants Department;
2. in the accounting department (financial reports);
3. with the project manager (working archive).

## **10. Incentives for Grant Activity Participants**

10.1. JAIU rewards employees and departments actively involved in grant activities through:

1. bonuses and awards for successfully securing and implementing grants;
2. partial funding for participation in conferences and internships from project funds;
3. recognition (certificates of honor, letters of appreciation, inclusion in rankings and KPIs).

10.2. The procedure for allocating funds for staff incentives within the grant:

1. is determined by the project budget and agreed upon with the grantor (if required);
2. formalized by internal orders of the rector and/or the vice rector for research.

10.3. The results of grant projects (publications, R&D, database upgrades, new courses) are taken into account:

1. in the performance evaluation system for faculty and departments;
2. during performance reviews, competitive hiring for positions, and appointments to management roles.

## **11. Intellectual Property, Publications, and Visibility**

### 11.1. Results of intellectual activity (R&D) created within the framework of grants:

1. must be recorded and protected in accordance with the Regulations on IRO and applicable law;
2. RIP rights are distributed among JAIU, the authors, and (if necessary) the donor/partner in accordance with the terms of the agreement.

### 11.2. Publications based on project results:

1. must include a correct affiliation with JAIU;
2. where possible, indicate the source of funding (grant number, program name);
3. must be recorded in the University's publication activity system.

### 11.3. When presenting results publicly (conferences, media, websites, social media), it is necessary to:

1. coordinate the information with the project leader;
2. if necessary, with the Research Department/PR Office of JAIU;
3. comply with confidentiality and copyright requirements.

## **12. Risks, Violations, and Liability**

### 12.1. The following are considered violations in grant activities:

1. misuse of grant funds;
2. failure to meet project deadlines and conditions;
3. submission of inaccurate reports;
4. failure to comply with the grantor's requirements, applicable laws, and JAIU's internal regulations.

### 12.2. In the event of violations:

1. The University conducts an internal investigation;
2. the grantor is notified if necessary;
3. disciplinary measures and (where warranted) financial liability are imposed in accordance with the law and JAIU's internal documents.

### 12.3. The project manager is personally responsible for:

1. organizing the team's work;
2. compliance with the terms of the grant agreement;
3. timely and accurate reporting.

## **13. Final Provisions**

13.1. These Regulations are approved by the Academic Council of JAIU and enter into force by order of the rector.

13.2. Amendments and additions to these Regulations shall be made at the initiative of the Rector, the Vice Rector for Science and Innovation, the Academic Council, or structural units and shall be approved in accordance with established procedures.

13.3. Matters not covered by these Regulations shall be resolved in accordance with the current legislation of the Kyrgyz Republic, the Charter of JAIU, and other internal regulatory documents of the University.

# Appendix 1

## Form of the JAIU Grant Project Card

(for the Head of Department / Dean / Vice Rector for Research)

### 1. General Information about the Project

Item	Information
Full project title	
Short title (abbreviation)	
Donor / Grantor	
Program / Call for Proposals	
Grant / application number (if available)	
Lead organization (if a consortium)	
Role of JAIU (coordinator / partner / host institution)	
Project Leader from JAIU	
Department (faculty, department, center)	
Project Manager's contact information (email, phone)	

### 2. Timeline and budget

Indicator	Information
Project start date	
Project end date	
Total duration (months)	
Total project budget (in donor currency)	
Budget allocated to JAIU	
Grant currency	
Exchange rate (if applicable)	

### 3. Project Team (JAIU)

No.	Participant's full name	Position, department	Role in the project (WP, tasks)	Rate / employment status (if paid)
1				
2				

### 4. Project summary

Indicator	Details (brief, 5–10 sentences)
Project objective	
Main objectives	
Brief description of main activities (work packages)	
Target audience	
Expected results	

### 5. Key Performance Indicators (KPIs) of the project

No.	Indicator (KPI)	Unit	Target	Deadline
1				
2				

## 6. Risks and measures to mitigate them

Potential risk	Probability (low/medium/high)	Impact (low/medium/high)	Risk Management Measures
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## 7. Alignment with JAIU's Strategy and Operational Plan

Indicator	Description
JAIU Strategic Direction	(digitalization, research, clinical practice, social mission...)
Contribution to the development of educational programs	
Contribution to the development of scientific and innovative activities	

## Appendix 2

### Internal Grant Application Approval Form

(to be attached to the application and kept in the Research/Grants Department)

#### INTERNAL APPROVAL SHEET FOR A GRANT APPLICATION TO JAIU

##### 1. Application Details

Item	Information
Project Title	
Donor / Program	
Implementation timeline (plan)	
Responsible applicant (Full name)	
Department	
Preliminary budget (for JAIU)	

##### 2. Approval at the department and faculty level

Signature / Full Name	Position	Decision, comments	Date
Department Chair			
Dean of the Faculty			

(if necessary: add a line for the director of the institute/center)

##### 3. Financial Approval

Signature / Full Name	Position	Decision (budget, taxes, risks)	Date
Chief Accountant / CFO			

##### 4. Legal approval (if contractual terms apply)

Signature / Full Name	Position	Conclusion (contract, risks, obligations)	Date
Lawyer / Legal Department			

##### 5. Approval by the Vice Rector for Science and Innovation

Signature / Full Name	Decision, comments	Date
Vice Rector for Research and Innovation		

##### 6. Approval by the Rector

Indicator	Details	
Rector's decision	[Approve / Reject]	
Reasons / Comments (if necessary)		
Rector's signature	Rector's Full Name	Date

## Appendix 3

### JAIU Grant Registry Template

*(best created as an Excel spreadsheet or a module in eBilim)*

<b>No.</b>	<b>Project Title</b>	<b>Donor / Program</b>	<b>Role of JAIU (coordinator/partner)</b>	<b>Department (faculty/department/center)</b>	<b>Project Leader (Full Name)</b>	<b>Duration (start - end)</b>	<b>Total project budget (currency)</b>	<b>JAIU budget</b>	<b>Status (application/approved/in progress/completed)</b>	<b>Brief description (science/education/infrastructure/social project, etc.)</b>	<b>Key KPIs (brief)</b>	<b>Publications / R&amp;D related to the project</b>	<b>Report to the donor (deadlines, status)</b>
1													
2													

*If necessary, the following fields can be added: "Project code in IC/accounting," "Contract number," "Notes."*

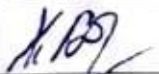
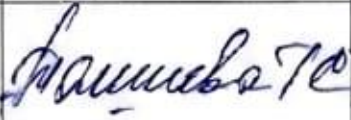






# CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1000

Effective date: “ ” 20

## APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

