

INTERNAL REGULATIONS
ON RESEARCH PROJECTS AT THE MEDICAL UNIVERSITY
“PROF. DR. PARASKEV IVANOV STOYANOV” - VARNA

Art. 1. These Internal Regulations are adopted pursuant to Article 21 (1), item 2 of the Higher Education Act and govern the work on projects in the Medical University “Prof. Dr. Paraskev Ivanov Stoyanov” - Varna (MU - Varna) - types, management, participants, preparation, application, administration, implementation and reporting, project monitoring.

Art. 2. These Internal Regulations have been developed in accordance with the requirements of European and national legislation.

Art. 3. The projects are divided into external and internal projects. External projects are those financed by an external source - either national and/or international, and the internal projects are financed by the Medical University - Varna.

Art. 4. Lecturers, postgraduates, PhD students, students and staff at the Medical University - Varna can be involved in the projects as well as external experts, subject to the following conditions:

- they have to be invited to participate in the specific project by a coordinator (supervisor, lead researcher) by MU-Varna;
- they must have the required competence in relation to the functions to be performed within the project;
- they must have obligations specified and described during the preparation of the project documentation, in accordance with the requirements of the specific funding scheme and subject to adaptation/specification/extension, where required.

Art. 5. (1) The proposals for project applications shall be prepared by the Projects Department together with the lead researcher according to a model set out in Appendix 1 to these Regulations.

(2) After being reviewed for eligibility and prepared, the proposal for application shall be reported by the head of the Projects Department to:

1. Director of the International Cooperation, Accreditation and Quality Directorate for projects related to establishing and maintaining links between MU - Varna and other educational or research organizations, exchange of students, PhD students, graduate students and members of the academic and administrative staff of MU - Varna, as well as educational, cultural - historical and social projects at international, national and local level (shortly referred to as Institutional Projects),

2. The Science and Research Vice-Rector - for specific research projects funded by the Research Fund of the Ministry of Education and Science, framework programs of the European Commission, international governmental and non-governmental sources (such as research funding foundations), projects under MES programs, and academic clinical trials.

(3) The proposals shall be reported to the MU - Varna Rector by the respective person under para. 2.

Art. 6. (1) The Projects Department shall function within the structure of the International Cooperation, Accreditation and Quality Directorate.

(2) The staff of the Projects Department shall be actively involved in the whole project process - search for opportunities to participate in projects and programs; developing proposals for participation in projects and programs; technical preparation of project proposals for participation in competitions; participation in the administration of the activities under approved projects; maintaining the documentation of the respective project/program; maintaining an archive for the respective project/program; maintaining a register of projects / programs at the University, including a register of project participants (University staff) in terms of working hours, and their timely update.

(3) The staff of the International Cooperation Department, the Research Institute of MU - Varna and the Department of Academic Organization for Clinical Trials shall assist the Projects Department in the selection of information on current invitations for participation.

Art. 7. (1) After assessing the appropriateness of applying for a project, the lead researcher shall prepare the project documentation with the administrative assistance by the Projects Department.

(2) If necessary, the decision to apply shall be taken by the Academic Council based on a proposal by the persons under Art. 5 (2).

Art. 8. The project documentation of any project approved for submission shall be prepared jointly by the Projects Department and the head (coordinator, lead researcher) of the project, within the following time limits:

1. For projects that must be submitted on **paper**, the deadline for submission of the complete project documentation for approval and signature shall be **7 (seven) working days** before the submission deadline. The project proposal on paper shall be submitted to the funding authority by the Projects Department or by an authorized person.

2. For projects to be submitted only **online**, the deadline for submission of the complete project documentation for approval and signature shall be **7 (seven) working days** before the submission deadline. The project proposal shall be submitted by the Projects Department or the Director of the International Cooperation, Accreditation and Quality Directorate.

Art. 9. When a project proposal is approved for funding, the head of the Projects Department shall report to the Director of the International Cooperation, Accreditation and Quality Directorate, which shall report to the Rector.

Art. 10. External projects shall be reported according to the requirements of the funding organization.

Art. 11. The Projects Department shall create and maintain a dossier of each project in electronic format containing as a minimum: the proposal used to apply for, declarations, contracts and supplementary agreements, reports on the activities carried out, information on the payments and checks made.

Art. 12. (1) The Projects Department shall compile and maintain a register of current projects, which shall contain complete information about the project, the completed stages and the stages to be implemented. The form and content of the register shall be subject to approval by a Rector's order.

(2) The Projects Department shall update in a timely manner, but not less than once per month, the register of projects / programs at the University and, where required, shall collect information from the relevant departments.

Art. 13. Determination, reporting and payment of remuneration for external projects shall be carried out in accordance with the Methodology for Determining, Reporting and Paying Remuneration for External Projects in Appendix 2, unless there are other requirements/conditions of the project.

Art. 14. The methodology reflects the strategy of the management of MU - Varna to motivate lecturers, postgraduates, PhD students, employees and students at the University to take an active part in the development, management and reporting of research, educational, practical applied, infrastructural and other projects of national and international importance.

Art. 15. (1) The individual hourly rates shall be determined in accordance with the respective Regulations / guidelines / instructions of the specific project, if any.

(2) In case that there are no instructions for determining the hourly rates or any instructions referring to the established practice in the organization, the Methodology of Determining, Reporting and Paying Remuneration for External Projects, Appendix No. 2 to these Regulations shall be applied.

(3) In case that an employee has several contracts entered into with MU-Varna, the hourly rate for the position with which the employee will participate in the project shall be used.

TRANSITIONAL AND FINAL PROVISIONS

§ 1. These Internal Regulations have been adopted with a resolution by the Academic Council, recorded in Minutes No. 25 of 15.07.2021, subject to validation by Rector's order and entering into force on the date of the Rector's validation order.

§ 2. Any amendment or addition to these Internal Regulations shall be subject to the same procedure as that for their adoption and validation.

§ 3. These Internal Regulations repeal the Project Activity Procedure of the Medical University - Varna, adopted by a Resolution of the Academic Council as per Minutes No. 21 of 16.12.2013 and updated as per Minutes No. 43 of 30.03.2015.

§ 4. The Regulations shall not apply to any projects under the Science Fund of the Medical University of Varna and projects for mobility of students and employees under the Erasmus+ program. The determination, reporting and payment of remuneration for projects of mobility of students and staff under the Erasmus+ Program shall be carried out according to the methodology in Appendix No.2 to these Regulations.

§ 5. When the regulations of the funding institution contain regulations other than those of MU - Varna, the regulations of the funding institution shall be applied.

§ 6. Procedures initiated under the Project Activity Procedure of the Medical University - Varna, adopted by a Resolution of the Academic Council (Minutes No.21 of 16.12.2013) as updated by a Resolution of the Academic Council (Minutes No. 43 of 30.03.2015) shall be completed in accordance with these Regulations.

§ 7. The Projects Department shall compile the register under Article 12 by including the required information for all ongoing (unfinished) projects required for the preparation of a register under Art. 12 and shall compile dossiers for the projects unfinished by the date of entering into force of these Regulations, according to Art. 11.

§ 8. The Projects Department shall include in the register under Article 12 any required information about the projects under the Science Fund of the Medical University of Varna and Erasmus+ Program, including information on any ongoing (unfinished) projects.

PROPOSAL *
under Art. 5 (1)

	CONDITIONS	DESCRIPTION
1.	Working title of the project	
2.	Program to apply for (e-mail address, link)	
3.	Leading organization	
4.	Expected partners	
5.	Project manager/coordinator, lead researcher	
6.	Brief description and expected results from the project implementation for MU-Varna	
7.	Maximum total grant amount and percentage of deductions for the basic organization (indirect costs)	
8.	Minimum eligibility requirements for the project proposal and for the applicants for participation by application directions	
9.	Application deadline	
10.	Main project team and positions in the project proposal. Allocation of funding by items according to the initial project Regulations.	
11.	Total amount of expected project funding and amount of co-financing by MU-Varna, if any;	
12.	Is any advance funding provided for? (Yes / No). If yes, in what amount? Accordingly, in what time limits?	
13.	Periodicity of the project implementation and reporting	
14.	Are the project funds considered to be minimal aid (de minimis)? (Yes/No)	
15.	Is VAT an eligible expense if it cannot be reimbursed under the national law? (Yes/No)	
16.	Is the purchase of any fixed assets planned for? (Yes/No) If yes, are the costs eligible for purchase in full or only up to the amount of depreciation during the project implementation period? Up to what value of the fixed tangible assets?	
17.	Other relevant information	

* The proposal is to be attached to the report under Art. 5 (3).

METHODOLOGY OF DETERMINING, REPORTING AND PAYING REMUNERATION FOR EXTERNAL PROJECTS

1. Determining / calculating the individual hourly rates:

$$\text{Hourly rate} = \frac{\text{Annual income}}{\text{Productive hours} \times \text{coefficient K}}$$

As a basis for calculating the annual income and productive hours, a calendar year is used that precedes the year of assignment of any work on the project.

The annual income includes the gross remuneration formed by all fixed payments, according to the Internal Regulations for Salaries of MU - Varna, any remuneration for used paid leave, and the social security contributions paid by the employer for the previous calendar year.

As productive hours, 1,720 hours per calendar year on a full-time basis are accepted.

For part-time jobs related to work in a hazardous environment or any other specific working conditions, the working time is equated to working time with normal duration.

$$K = \frac{\text{Number of hours actually worked} + \text{number of hours on paid leave}}{\text{Number of working days for the calendar year} * 8 \text{ hours}}$$

* The number of working days per calendar year is formed by deducting the weekends and the official/national holidays from the number of the calendar days for the respective year.

The fixed payments include basic salary, remuneration for length of service and professional experience, additional remuneration for acquired Doctor's degree and scientific degree, additional remuneration for acquired specialization, any other additional remunerations of a permanent nature, according to the Internal Regulations for Salaries of MU - Varna.

2. In the cases where the person does not have a minimum of 10 working days in the year accepted as a basis, for which they were paid remuneration by the University, including for any used paid leave, the average hourly rate for the given category shall be applied as formed on the basis of the rates of the project participants. If it is impossible to determine such an average rate, the average hourly rate for the relevant category of staff for the Medical University - Varna shall be applied as determined according to the present methodology.

In determining the average hourly rates by category of staff, the current methodology shall be complied with.

Categories of staff

- **Habilitated lecturers (managerial positions)** - Vice-Rector, Dean, Director of a Directorate, Branch Director, Medical College Director, Director of a Department, Vice Dean, Deputy Director, Head of Department, Head of Education Sector and other managerial positions held by habilitated lecturers;
- **Habilitated lecturers (non-managerial positions);**
- **Non-habilitated lecturers (managerial positions)** - Head of Education Sector and other managerial positions held by non-habilitated lecturers);

- **Non-habilitated lecturers (non-managerial positions)**
- **Administrative staff (managerial positions)** - Assistant Rector, Head of Department, Head of Center, Director, Head of Vivarium;
- **Administrative staff (executive / non-executive positions)** - deputy chief accountant; head of a study program; finance controller; head of a specialized program; specialists in technical sciences, designer, graphic and multimedia designer; legal adviser; specialists in Information and Communications Technologies; librarians, archivists and curators; journalists and linguists; technicians in radio, television and audio-visual equipment; business and administrative specialists; administrative applied specialists; seller-consultants, cashiers; printers and the like; administrative support staff; photographer, yacht captain, administrative secretary at the Rector's office; specialist of support of medical equipment, etc.);
- **Staff directly involved in the educational process** - pharmacists; physicists and chemists; natural sciences specialists; nurses and midwives; applied healthcare professionals; chemical laboratory assistant; trainee; chief nurse, senior nurse, preparator;
- **Support staff** - administrative applied specialists in the holiday facilities; drivers, electricians; porter; day porter; parking janitor; health attendant, dental assistant; cleaner/hygienist, maintenance worker, wardrobe keeper; wardrobe cleaner; caretaker of experimental animals; maintenance worker and maintenance of air conditioning systems and building maintenance; fireman.

3. The remuneration of the persons who are not employed with the University, is calculated in accordance with item 2 of this Methodology.

4. The hourly rates may be updated annually based on a proposal presented to the Rector by the project manager for entering into an additional agreement to update the individual rates in case that the project budget allows this. The proposal must be submitted not later than 15 days before the deadline.

5. In the event that an **employment contract** (primary or secondary) is entered into for work on projects, no additional remuneration is paid for any acquired specialty, educational and scientific degree, and research degree.

6. **The leaves** are regulated in accordance with the current legislation, in compliance with the requirements of each individual project.

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