

APPROVED  
Scientific Council  
Petro Mohyla Black  
Sea National University

Protocol № 5  
Dated on 25/05/2023.

APPROVED  
Rector  
Petro Mohyla Black  
Sea National University

  
Leonid. KLYMENKO  
Dated on 25/05/2023.

**PROVISIONS**  
**on grant and project activities, and the implementation of national and international cooperation programs at Petro Mohyla Black Sea National University**

**I. General Provisions**

1.1. The Provisions on grant and project activities and the implementation of national and international cooperation programs at Petro Mohyla Black Sea National University (hereinafter – Provisions) have been designed on the basis of:

- the Law of Ukraine “On Scientific and Scientific-Technical Activities”;
- the Law of Ukraine “On Higher Education”;
- the Law of Ukraine “On Education”;
- the Association Agreement between the European Union and Ukraine;
- Order of the Cabinet of Ministers of Ukraine “On Approval of the Procedure for the Registration of International Scientific and Technical Programs and Projects Carried Out by Ukrainian Scientists within the Framework of International Scientific and Technical Cooperation, as well as Grants Awarded within the Framework of Such Cooperation” No. 1507 dated November 20, 2017;
- the Charter of the Petro Mohyla Black Sea National University.

1.2. These Provisions establish the procedure for the preparation and implementation of research and grant projects, agreements (hereinafter – Project) at Petro Mohyla Black Sea National University (hereinafter – the University).

1.3. These Provisions govern the processes of planning, implementation, reporting, and evaluation of Project results, determine the procedure for involving executives and employees of the structure units of the University in them, wages, deployment, and the reporting procedure regarding Project implementation, and ensures the qualitative and sustainable fulfillment of its obligations to grantors, national and international partners, and other stakeholders.

## **II. Project Implementation Procedure**

2.1. Project is a set of coordinated organizational and technical measures aimed at developing the educational and scientific potential and/or resources of the University and society as a whole. Projects are designed to achieve a specific goal, impose restrictions on the composition of the team, deadlines and resources, and are implemented with full or partial funding from national and/or foreign donors and grantors, by the University independently or as part of a project consortium.

2.1. Project implementation Procedure:

*in the project application process:*

- formation of proposals for submission of a project application for the competition, approval of the preliminary cost estimate of the Project and co-financing (if required by the Grantor) with the Financial Planning Department of the University, in coordination with the disburser of the University;

- signing of the project application by the Rector (Vice-Rector on scientific work and international cooperation) of the University and its registration with the International Relations Office;

- informing the International Relations Office about the results of the competition;

*upon successful passage of the competition:*

- preparation and signing of the organizational and legal document(s) governing the contractual relationship regarding the implementation of the Project between the University and the grantor/donor, other parties (if any), hereinafter Agreement;

- submission of organizational and legal, and financial documents, their integral parts (including supplements) and/or their translations into Ukrainian to the Accounting Department of the University;
- registration of the Project at the Secretariat of Cabinet of Ministers of Ukraine or other government agencies in accordance with established procedure, and obtaining a Project Registration Form, if such registration is required by applicable regulatory legal documents or the Agreement;
- formulation of the internal cost estimate of the Project in collaboration with the Financial Planning Department;
- implementation and monitoring of the Project in accordance with the terms of the Agreement with the Grantor and the current legislation of Ukraine;
- Upon completion of the Project, preparation of reporting documentation on its implementation, followed by submission to the grantee and the International Relations Office of the University.

### **III. Project Execution**

3.1. The Project execution begins after receiving official confirmation from Grantor about successful passage of the competition, signing the relevant Agreement, and the disbursement of grant funds (unless prescribed otherwise in the Agreement).

3.2. The project execution may require the signing of additional grant, partnership, inter-university agreements, or other documents necessary for the timely fulfillment of the Project obligations. If it is required to sign organizational and legal documents in a language other than Ukrainian, such documents, as well as their integral parts (including supplements) shall be translated into Ukrainian.

3.3. For the Project implementation, a working group and/or a list of Project executives, individuals specified in the grant/project application, as well as employees of the relevant departments, who ensure the ethical, qualitative, and timely fulfillment of obligations and work in accordance with the Project tasks, shall be established and approved by order of the Rector.

3.4. During the Project execution phase, the following actions are carried out:

- achieving the Project objectives in accordance with the implementation plan;
- effective management of available resources;
- implementation of the measures envisaged in the Project;
- monitoring of project activity, and, if necessary, adjusting the project implementation plans within limits that do not contradict the Agreement.

### 3.5. Project executives:

3.5.1. Project Manager (Supervisor) (the individual specified in the grant application and/or the Agreement and approved by order of the Rector):

- carries out operational and financial management of the Project, is responsible for the completeness and timeliness of the work and tasks specified in the Agreement, and ensures their allocation among the executives;

- is responsible for the proper use and allocation of funds intended for the implementation of the Project and the accomplishment of the expected results;

- summarizes the results obtained by all participants during the implementation of the Project;

- ensures the timely submission of required reports and other information related to the Project (within the University) to the Grantor, or, as the grantee (within the entire consortium), to the Consortium Coordinator;

- monitors project activity;

- oversees the Project execution activity by the consortium as a whole, if the Project is carried out by a consortium in which the University serves as a grantee.

3.5.2. Executives (individually or as part of working groups) are a group of scientific, scientific and pedagogical, pedagogical staff and other personnel, as well as applicants for higher education, who, with their consent, are assigned to carry out the relevant tasks specified in the task of the Project.

### 3.6. Organization of Project execution:

3.6.1. The basis for Project execution is an order issued by the University Rector in accordance with the Agreement with the Grantor. This order establishes the Project and creates a team of executives to carry it out within the specified period at the University.

3.6.2. The cost estimate for the work (services) performance by executives throughout the entire Project period and gradually prepared by the Project Manager in collaboration with the financial planning department. The Project Manager develops a schedule for the work (services) for the entire Project and on a phased basis.

3.6.3. To perform work (provide services) under the Project during specific phases, appropriate orders are issued or civil law contracts (contracting agreement) or employment agreements, copyright agreements, part-time employment agreements, and project work agreements are concluded.

3.6.4. If the terms of the Agreement with the Grantor require co-financing of the Project, the University shall ensure compliance with these terms.

3.7. As part of the project activity, the executives organize public events; develop and present materials that demonstrate the progress and results of the Project.

3.8. During public events, branding (logos, banners, posters, etc.) of the Project, University, Project Grantor, and partner organizations within the consortium (if any) shall be used, unless otherwise provided for in the Agreement.

3.9. Participation in international events during the implementation of the Project, such as teaching, study visits, internships abroad, seminars, training courses, conferences, etc., is recognized and counted as professional development for University employees provided that such events provide relevant results of study that are applicable to the professional development of employees and are confirmed by a certificate or other document.

3.10. Equipment required for the implementation of the Project (if its procurement is provided for in the Agreement) shall be purchased in accordance with the requirements of national legislation, as well as the rules and specific features of the activities of international organizations/foundations and those set forth in the relevant grant, partnership, inter-university, or other agreements. The equipment must be used to achieve the Project's objectives and be freely accessible to the Project executives.

3.11. The use of Project funds must be targeted, meaning that the funds are allocated exclusively for the implementation of the measures specified in the Project.

3.12. The possibility of the Project budget amendment is provided for in the

Agreement and must be recorded in a written permission from the Grantor or carried out at their suggestion. The University may make changes to the budgets of its projects subject to the approval of the Grantor in the event of significant changes in project activity.

#### **IV. Financial Support for the Project**

4.1. A Project cost estimate/budget is prepared by the Project Manager with the support of the Accounting and Financial Planning Departments of the University, based on the signed grant agreement.

4.2. Payment of wages, deployments, purchase of equipment, and other expenses provided for in the Project budget shall be made in accordance with the terms and conditions of the Grantor, national legislation, and institutional provisions.

4.3. The basis for payments under the grant to each executive (or, in certain cases, to a single executive) is the order of the University Rector regarding payments to Project executives for the performance of work in accordance with the Agreement and the budget; an official memo listing the work performed and results achieved, or their awarding or civil law contracts (contracting agreement) or employment agreements, copyright agreements, part-time employment agreements, project work agreements, and certificates of completion.

4.4. Grant payments to Project executives are made in installments and/or at the end of the Project term, after the funds have been credited to the account of the University. The amount of grant payments to Project executives is determined in accordance with the terms and conditions of the Grantor, based on the Project budget or cost estimate.

4.5. Payments for foreign deployments and deployments within Ukraine as part of the Project are calculated in accordance with the terms of the relevant grant, partnership, inter-university, or other agreement, in accordance with the Project implementation rules, as well as the University's internal cost estimates, and in compliance with national legislation, including tax laws.

4.6. Since the implementation of Projects requires a high level of employee training, including proficiency in foreign languages, deep professional knowledge,

management and research skills, as well as intercultural communication skills and international experience, a higher rate of pay than the standard University rates is established for Project executives for work performed during Project implementation, in accordance with the terms of the Agreement for a specific Project, based on specific qualitative results achieved.

4.7. The designated use of Project funds provides for the use of funds, including those received in excess of the amount planned in the Project budget due to currency exchange rate fluctuations, surplus funds, etc., to carry out additional activities in accordance with the objectives of the Project and for additional Project executives engagement.

## **V. Reporting on Project Activity**

5.1. Progress reports for each phase of the Project are prepared by the project team under the supervision of the Project Manager and approved by the designated representative from the University.

5.2. Financial reports are prepared under the supervision of the Project Manager, reviewed by the Accounting Department of the University, and approved by the designated representative of the University.

5.2. The Project shall be deemed completed only upon the acceptance by the Grantor of the final reports on the implementation of the Project, unless otherwise provided in the Agreement.

5.3. All project documentation (financial and descriptive) must be kept in the relevant University departments (including the International Relations Office) and at the Project Manager for the duration of the Project and for five years after its completion. After the five-year retention period expires, the project documentation is transferred to the University Archive. The documentation includes, among other things, event programs, signed participant lists, presentation materials, orders, meeting minutes, current reports, developed materials, descriptive and financial reports, agreements, invoices, certificates of completion, tickets, receipts, etc.

6.4. For Projects officially registered as international technical assistance, the relevant reports are submitted to the lead beneficiary in Ukraine.

6.5. In the event of incomplete, improper, or substandard performance of, or failure to fulfill Project obligations, penalties shall be imposed on the Project and the Project partners; all Project executives shall be held equally liable in proportion to their respective duties and work.