

# **REGULATIONS FOR THE ORGANIZATION AND FUNCTIONING OF SUPPORT™ CENTER**

### CHAPTER I - GENERAL PROVISIONS

**Art. 1.** The Center for the Management of International Research-Development-Innovation Projects, hereinafter referred to as the SupportTM Center, is an organizational structure aimed at providing efficient administrative management of research-development-innovation (RDI) projects that benefit from non-reimbursable European or international financial assistance. The role of the SupportTM Center is to ensure the organizational and informational framework for the development, administration, and implementation of RDI programs and projects, promoting scientific cooperation within European and international programs. The SupportTM Center is directly subordinated to the Vice-Rector responsible for research, development, innovation, artistic creation, and sports performance strategy.

The SupportTM Center was established through the project "Support Center for Participation in International Projects - SupportTM," with ID SMIS 108173, funded by the Competitiveness Operational Program 2014-2020, based on financing contract no. 246/30.04.2020.

**Art. 2.** The mission of the SupportTM Center is to enhance the capacity of the West University of Timișoara and other entities to participate in international competitions for Research/Development/Innovation (RDI) projects. This is achieved through support measures, facilitation, and training related to accessing information, identifying partners, and preparing funding applications.

**Art. 3.** Through its activities, the SupportTM Center provides support, facilitation, and training in accessing information, identifying partners, and assisting in the preparation of funding applications for RDI projects funded by the European Commission's framework programs or other international programs.

**Art. 4.** To fulfill its mission, the SupportTM Center has established the following objectives:

4.1. Improving the level of awareness about funding opportunities for research, innovation, and technology transfer through competitive calls from the European Commission and other international calls, at the West University of Timișoara, among academic and research partners, as well as regional socio-economic partners.

4.2. Increasing the number of regional applicants and the number of high-quality applications (from West University of Timișoara, regional academic and research partners, and other interested socio-economic partners), as well as enhancing the role of regional applicants through project coordination positions or work packages. Achieving this objective involves improving the quality of partnerships and proposals, as well as enhancing the visibility of local or regional partners' competencies.

4.3. Acquiring and implementing competitive research and innovation projects by the West University of Timișoara has led to valuable knowledge and know-how. The university is committed to providing access to this knowledge by developing support documents such as best practice guides, competence mapping guides, and guides related to domains of interest. These documents aim to facilitate access to various competitions for interested entities.

4.4. Developing mechanisms to facilitate the internal and external transfer of knowledge gained in accessing and implementing competitive research and innovation projects. Internal know-how transfer is achieved through identifying funding opportunities in new fields and establishing and strengthening relationships with support departments within the West University of Timișoara. An external transfer is facilitated through active engagement of interested entities in SupportTM Center activities, particularly working sessions, informative sessions, practical sessions, networking events, or specific mediation activities.

**Art. 5.** The main directions of activity to achieve the objectives of the SupportTM Center are structured as follows:

- Identifying calls for project competitions, action timelines, and informing academic and research staff at WUT, as well as external partners from the database of RDI entities in the Western region, about funding opportunities.
- Providing support for specific activities in the preparation of funding applications, contracting, and project management for RDI projects benefiting from European or international financial assistance.
- Developing standardized sets of documents for communication with authorities involved in the management of RDI programs/projects with European/international

funding.

- Maintaining contact with funding institutions for scientific research programs at national, European, and international levels; collaborating with regional/national contact points for ongoing programs, as applicable.
- Centralizing and maintaining records of project proposals and funding contracts for RDI projects with European/international funding; organizing the SupportTM Center's archive following institutional and national regulations.
- Recording, reporting, and promoting research results obtained through European/international RDI programs/projects.
- Promoting the results of research activities and scientific events at UVT or in which WUT is a member within partnerships developed for RDI actions at the European/international level.

## CHAPTER II – REFERENCE DOCUMENTS<sup>1</sup>

### Art. 5. Primary Legislation:

- a) Law no. 1/2011 on National Education, published in the Official Gazette of Romania, Part I, no. 18/10.01.2011, with subsequent amendments and completions;
- b) Law no. 319/2003 regarding the Statute of research-development personnel, published in the Official Gazette of Romania, Part I, no. 530/23.07.2003, with subsequent amendments and completions;
- c) Government Ordinance no. 57/2002 on scientific research and technological development, published in the Official Gazette of Romania, Part I, no. 643/30.08.2002, as amended and supplemented;
- d) Order of the General Secretariat of the Government no. 600/2018 approving the Code of internal managerial control of public entities, published in the Official Gazette of Romania, Part I, no. 387/07.05.2018.

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<sup>1</sup>It refers to the legal basis of operation.

### **Art. 6. Internal Regulations:**

- a) Charter of the West University of Timișoara;
- b) Decision of the Senate of the West University of Timișoara no. 5/19.03.2020 regarding the approval of structural organizational chart amendments at UVT;
- c) Strategic Development Plan of the West University of Timișoara;
- d) Funding Request for the project "Support Center for Participation in International Projects - SupportTM," ID SMIS 108173, funded by the Competitiveness Operational Program, Call POC/80/1/2/Creating synergies with RDI actions under the Horizon Europe framework program of the European Union and other international RDI programs – provisions related to sustainability through the establishment of the SupportTM Center.

## **CHAPTER III – STRUCTURE AND ORGANIZATION**

### **Art. 7. Structure**

The Center for Management of International Research-Development-Innovation Projects, SupportTM, is abbreviated as SupportTM Center.

The SupportTM Center operates under the authority of the Vice-Rector responsible for research, development, innovation, artistic creation, and sports performance strategy.

The personnel structure of the SupportTM Center includes specialized staff employed following current legislation. During the implementation of project POC 108173 until June 30, 2023, the activities of the SupportTM Center will also involve support staff employed for the project. Additionally, to carry out specific activities at the SupportTM Center, collaboration will be established with academic staff, researchers, or administrative personnel of the West University of Timișoara.

Main duties and responsibilities of specialists within the SupportTM Center:

- Researching and informing for the preparation of research-development-innovation project proposals; developing and maintaining a best practices guide for accessing projects funded by the European Commission.

- Producing and distributing an electronic newsletter containing the necessary information for preparing research-development-innovation project proposals to be submitted to competitions funded through Horizon Europe and other international RDI programs.
- Identifying local and regional entities, including research institutes of the West University of Timișoara, capable of developing projects funded through Horizon 2020 and other international RDI programs.
- Organizing working meetings with interested entities.
- Creating, developing, and updating a website to showcase the activities of the SupportTM Center, presenting support offerings, and disseminating center results.
- Establishing, developing, and updating relevant social media channels such as Twitter/LinkedIn/Facebook to maintain communication with relevant stakeholders.
- Identifying potential partners and establishing partnerships for submitting funding applications through targeted programs.
- Organizing informative and publicity events relevant to the mission of the SupportTM Center.
- Arranging events to prepare research-development-innovation project proposals to be submitted to competitions funded through Horizon Europe and other international RDI programs.
- Providing consultancy regarding the identification of active project calls within European programs for International RDI projects.
- Offering consultancy in preparing funding applications and implementing projects won in European competitions for International RDI projects, particularly those funded through the Horizon Europe program.

### **Art. 8. General Responsibilities of the Center**

- 1) The SupportTM Center, through its team of experts and support staff, will support the West University of Timișoara (WUT) in submitting project proposals to competitions funded through Horizon Europe and other international RDI programs, including research institutes of WUT, alongside national and international partners.

- 2) It will actively support the initial stages in the development and contracting of proposals (funding applications) associated with European competitions. To strengthen WUT's participation in European projects, the SupportTM Center is tasked with providing specific support for fundable project proposals of the West University of Timișoara.
- 3) It will be actively involved in providing support for activities specific to the contracting stage and activities related to project management at UVT for projects funded through the European Commission's framework programs, including Horizon Europe.
- 4) Conducting periodic presentations, information, and training sessions aimed at the scientific and academic community of WUT, as well as presentation, information, and training sessions aimed at project beneficiaries or other interested entities, typically associated with other events organized within the West University of Timișoara.
- 5) Organizing intensive training sessions for researchers interested in preparing funding applications through the European Commission's framework programs.
- 6) Continuously developing and updating documents based on accumulated experience: a "best practices" guide and a map of competencies and domains of interest of participating entities. These documents are intended to be offered in an open format, with maintenance and updating of identified information considered. The second document becomes highly important, providing valuable information necessary for the partnership-building processes.

### CHAPTER IV – FINAL PROVISIONS

**Art. 9.** This Regulation (2nd edition) was approved during the Senate meeting of the West University of Timișoara on .....