

## METHODOLOGY FOR ACCESSING AND USING THE *DEVELOP* GRANT AT THE WEST UNIVERSITY OF TIMISOARA

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## CHAPTER I GENERAL PROVISIONS

Art. 1.

In view of WUT's commitment to strengthen its visibility in international rankings, including through support measures for human resource development, the WUT - 1000 Fund for individual grants of the *Develop* type is established. The annual value of a *Develop* grant is 5000 lei/year/ beneficiary.

Art.2.

*The Develop* grants are available to full time teaching and research staff at WUT. The grants are for one year and are offered to the beneficiaries for their professional development.

Art.3.

Access to funds is conditional on: (i) the existence of a publicly visible Google Scholar profile associated with the institutional e-mail address (@e-WUT.ro); (ii) the existence of an ORCID account; (iii) obtaining a rating other than insufficient, at the last annual evaluation of the results and individual professional performance; (iv) falling within the limits mentioned in art.4 and 5 of this methodology.

Art. 4. Access to Develop grants can be realized under the following conditions:

- (a) Each eligible person may submit a maximum of three requests for purchase or settlement from the DEVELOP Fund in a calendar year, with the sum of the total amounts not exceeding the annual value of a grant; unused funds may not be carried over to the following year;
- (b) Applications must be submitted before the deadline set for each calendar year. The deadlines are 01.11 for applications concerning purchases, 01.12 for applications concerning settlements, and 15.12 for applications concerning payment of participation, publication or membership fees;
- (c) Any request is approved in advance by the Head of Department, who is responsible for granting the approval on the basis of a justifying memorandum prepared by the applicant, outlining how the request supports the applicant's teaching or research activities or professional development; the Vice-Rector of the department verifies and certifies the appropriateness of the request;
- (d) The applicant shall include in the supporting memorandum information (links, full names) allowing independent verification of the extent to which the application complies with the provisions of Article 1 of this Methodology, as well as the direct link with the research activity, teaching activity or training;
- (e) In the case of travel, after approval of the memorandum, the appropriate documents must be drawn up for each type of request, such as a travel request and travel order for external travel, in accordance with the legislation in force for each type of expense;
- (f) In exceptional cases where the estimated cost exceeds the amount allocated by the present grant, the beneficiaries will have to indicate the source from which the difference will be financed so that the budget can be approved by the Dean of the Faculty / Head of the Research Unit.

Art. 5.

(1) The following categories of expenditure are eligible under a *Develop* grant:

- Travel related expenses (travel expenses to scientific events, exchanges or necessary for data collection/analysis, participation fees for scientific events; participation fees for face-to-face or online training courses / development of teaching or scientific skills);
- Logistical expenses related to the support of teaching and/or research activities (purchase of consumables, software subscriptions, databases, data collection services, inventory items );
- Expenditures related to the publication of articles in Web of Science or Scopus indexed journals, in which case the phrase *This article was supported by the WUT 1000 Develop Fund of the West University of Timisoara*. The reimbursement of these expenses is proportional to the number of authors with WUT affiliation.

(2) Expenditures of an investment nature (purchase of goods with a value of more than 2500 lei and a duration of use of more than 1 year or perpetual software licenses) are not eligible.

Art.7

The record of *Develop* grants will be maintained by DCSCU.

Art.8.

The second edition of present methodologies was adopted in the meeting of the WUT Senate on ...