USING OF THE RESEARCH FUND RESOURCES IN 2019

The research fund shall be used to allocate the following grants:

1. **Support for participation in conferences, participation in other scientific events, preparation of publications**

   1.1. In the case of participation in conferences and other scientific events, each member of teaching staff and researcher can use up to a maximum of 1000 euros per year. The self-financing (i.e. other financial resources are determined with the consent of the chairman of the chair) has to cover 40% of total costs (participation fee, accommodation and travel expenses, daily allowances, visas, insurance, etc.). Free semester grants can be used for co-financing.

   1.2. Each member of teaching staff and researcher of the School can use a maximum of up to 190 euros per year for proofreading (for purchasing the editing service for a foreign language text). The self-financing has to cover 50% of total costs.

   1.3. Supporting applications will be accepted on an ongoing basis and the decision is made by the Vice-Director for Research.

2. **Co-financing the organisation of international conferences**

   2.1. Co-financing
   
   a) for conferences with less than 50 participants – 1000 EUR per conference
   b) for conferences with a large audience of over 50 participants - 2500 EUR per conference

   2.2. Exceptions to the above will be decided by the Board of the School.

   2.3. Co-financing applications will be accepted on an ongoing basis and the decision is made by the Vice-Director for Research.

3. **Support for the preparation of new project applications**

   3.1. The preparation of new R&D projects is supported as follows:

   a) 650 EUR if the amount of the sum received by the University of Tartu (UT) is less than 32 000 EUR;
   b) 1300 EUR if the amount of the sum received by the UT is 32 000-100 000 EUR;
   c) 1950 EUR if the amount of the sum received by the UT is 100 001-200 000 EUR;
   d) 2600 EUR if the amount of the sum received by the UT is more than 200 000 EUR

   3.2. Disbursement procedure: One third of the amount will be paid after the application of the project has been submitted and two thirds after the approval of the project. The grant will be credited to the estimated budget of the work organization unit (Chair) of the applicant.
4. Recognition of outstanding research results:

a) Rewarding the publishing of outstanding papers in journals with impact as of 0.5 written by researchers and rewarding the publishing of outstanding papers written by lectures according to the following scheme:

<table>
<thead>
<tr>
<th>Impact of journal</th>
<th>ISI WoS</th>
<th>Scopus SJR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>up to 0.5</td>
<td>up to 0.3</td>
</tr>
<tr>
<td>Reward (payroll, EUR)</td>
<td>1000</td>
<td>2000</td>
</tr>
<tr>
<td>0.5 - 1.5</td>
<td>0.3 - 0.8</td>
<td>0.8 - 1.5</td>
</tr>
<tr>
<td>1.5 - 3</td>
<td>1.5 and more</td>
<td></td>
</tr>
<tr>
<td>3 and more</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For determining the indicator of influence of journals, the 5-year impact factor is used. If not available, the last indicator of influence will be taken into account.

An employee with two academic positions (lecturer + researcher) will be rewarded for the publishing in journals with impact less than 0.5 in accordance with the lecturer's workload.

In the case of co-authorship, the authors' contributions will be taken into account and the amount will be distributed.

b) Editing a special issue of a high-level research journal or monograph or writing a monograph with 800 EUR;

c) Supervising very successful research work - the amount will be decided by the Board of SEBA;

d) Other outstanding research results - the amount will be decided by the Board of SEBA.

Applications for rewarding the outstanding research results are submitted twice a year (June 1 and November 1) addressed to the name of the Vice-Director for Research of SEBA and sent by e-mail to: ulle.maidla@ut.ee

Other means of support referred to in points 2, 3 and 5 – please address the application to the name of the Vice-Director of Research and send by e-mail to: ulle.maidla@ut.ee

5. Membership fees of the School of Economics and Business Administration (SEBA) as a member of international research organizations and membership fees of the employees of SEBA belonging to the boards of the international research organizations will be paid by the Research Fund.