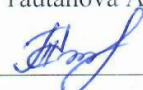


NON-COMMERCIAL JOINT STOCK COMPANY  
"WEST KAZAKHSTAN MARAT OSPANOV MEDICAL UNIVERSITY"


APPROVED  
by Decision of Board  
NJSC "West Kazakhstan Marat Ospanov  
Medical University"  
minutes No. 18  
June 23, 2021

PROVISION

ON THE ORGANIZATION OF THE COMPETITION FOR GRANT FINANCING OF  
SCIENTIFIC RESEARCH WORKS, FINANCED FROM OWN FUNDS OF NJSC "WKMOMU"

Code	Edition	Developed by
P WKMU 49	Fifth	Tautanova A.K.  <u>24 06 2021</u>

Aktobe, 2021

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## **DESIGNATIONS AND ABBREVIATIONS**

In this Provision, the following designations and abbreviations are used:

TRT - Temporary research team;

DSW - Department of Scientific Work;

DE&P - Department of Economics and Planning;

University - Non-commercial joint-stock company "West Kazakhstan Marat Ospanov Medical University";

CQASES - Committee for Quality Assurance in the Sphere of Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan;


RW - Research work;

PC - Problem Commission;

TS - Teaching staff;

RK - Republic of Kazakhstan;

RC HD MH RK - Republican Center for Healthcare Development of the Ministry of Health of the Republic of Kazakhstan.


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## 1. GENERAL PROVISIONS

- 1.1. This Provision on the competition for grant funding of research works (hereinafter - RW) of the teaching staff (TS) and employees of the Non-commercial Joint Stock Company "West Kazakhstan Marat Ospanov Medical University" (hereinafter - the University) defines: the main requirements for the competition for a grant to carry out research work (hereinafter - the competition), the procedure for preparing and submitting an application for participation in the Competition (hereinafter - application), criteria for the selection of works, determination of winners, the procedure for paying grants and the responsibility of grant recipients in accordance with the University Charter (chapter 3, paragraph 13, subparagraph 6).
- 1.2. This Provision is drawn up in accordance with the Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 No. 407-IV (with amendments and additions as of 31.03.2021) and internal regulations of the University.
- 1.3. For all participants, the main guideline is the "Policy of Academic Integrity", the provision of the Code of Honor and the Policy of Academic Integrity of the University's students.
- 1.4. The aim of the competition for scientific grants is to stimulate and support the research activities of the teaching staff and employees of the University, increase interest in science, the formation of an innovative culture, its involvement in research activities, inclusion in the scientific activities of the university, the formation of a stable scientific and innovative environment in the modern society.
- 1.5. Grants of the university are provided on a competitive basis and are intended to finance the scientific activities of individual teachers, employees, doctoral students, master students, foreign participants, third – party organizations and small scientific groups (temporary research teams-TRT) for the development of various scientific and applied problems on the main directions scientific activity of the university for a certain period of time.
- 1.6. The volume, source of funding of grants, their number, as well as the terms of the competition are determined by the order of the Chairman of the Board-the Rector of the University.
- 1.7. The Problem Commission (hereinafter - PC) provides equal conditions for all participants in the competition, the objectivity of the assessment, the prevention of disclosure of information about the results of the competition before the date of their official announcement and decides to terminate, change, suspend the research work, makes other decisions on the procedure holding a competition.
- 1.8. The main functions for the implementation and organization of this Provision are carried out by the Department of Scientific Work (hereinafter - DSW) of the University.
- 1.9. The main functions of performing financial calculations of research work are carried out by the Department of Economics and Planning (hereinafter - DE&P) of the University.

## 2. ORGANIZATION OF THE COMPETITION

- 2.1. Grants are awarded on a competitive basis. The competition for a grant to perform research at the University is held annually in accordance with the Order of the Chairman of the Board-Rector in the following areas: biotechnology, biomedicine, life science and medicine, medical education. Projects for conducting scientific research, developing methods and technologies that are original in setting and solving scientific and practical tasks aimed at achieving specific scientific results and are a significant contribution to the development of science and medical education at the University and in the healthcare system of the Republic of Kazakhstan as a whole (hereinafter – RK) are put forward for grants.
- 2.2. The order to start accepting applications for the competition is communicated to all teaching staff, employees, and students through documentolog, departments, units, divisions, as well as by posting on the University website (<http://www.zkmu.kz>) and other sources of information.
- 2.3. The organization and implementation of the competition for grant research works are entrusted to the DSW, which carries out the following activities:

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- 2.3.1. announcement of the competition and informational support of the teaching staff and employees during the entire period of the competition;
- 2.3.2. acceptance of applications in accordance with paragraph 4 of this Provisions;
- 2.3.3. acceptance and organization of examination of applications by members of the PC and independent reviewers;
- 2.3.4. Summing up the results of the competition;
- 2.4. Each employee within the framework of this competition can participate only in 1 project conducted at the University.


### **3. PROCEDURE FOR CONDUCTING THE COMPETITION AND CONSIDERATION OF APPLICATIONS**

- 3.1. The competition is held in 4 stages: Stage 1 - acceptance of applications and technical expertise; Stage 2 - consideration of applications and assessment of PC members according to the checklist; Stage 3 - independent reviewing; Stage 4 - voting and awarding grants at a closed PC meeting.
- 3.2. To participate in the competition, it is necessary to submit an application for the planned work, in accordance with Appendix 1 of this Provision. Applications that do not comply with the provision and requirement are rejected at stage 1 - formal verification.
- 3.3. Applications that have passed the technical expertise are sent for consideration to the PC for stage 2. The PC makes a decision at a closed meeting on the issue under consideration by means of a structured RW assessment in the checklist in accordance with Appendix 1 of this Provision. Applications that do not receive a passing score (65 points) are rejected.
- 3.4. Applications that receive a passing score undergo triple secret review by independent (internal or external) reviewers - stage 3. The received reviews are of a recommendatory nature, while the final decision is made by the PC.
- 3.5. The formation of a group of independent reviewers is entrusted to the head of the DSW. With the reviewers, contracts are concluded for the service and on nondisclosure and transfer of scientific grants to third parties. Payment for the reviewing service is made at the expense of the University for 1 (one) competition.
- 3.6. Reviewers are personally responsible for the conclusions they provide.
- 3.7. Members of the PC and reviewers are required to report any actions that are aimed at obtaining benefits when reviewing works nominated for the competition.
- 3.8. All conclusions of the reviewers on the works submitted for the competition are transferred to the chairman of the PC. Works that have received at least two positive reviews are submitted to the hearing of the commission.
- 3.9. Discussion of research works that have passed to the 4th stage of the competition takes place at a meeting of the PC, during which the potential of RW and TRT, the feasibility of the project, resource opportunities and benefits of the grantor are assessed and makes a decision at a closed meeting on the issue under consideration by voting of the commission members. In case of the same number of points or disputable cases, the vote of the chairman of the PC is decisive.
- 3.10. Based on the results of the PC meeting for stage 4, the secretary draws up a general protocol, which indicates the average score of each competitive work according to the assessment set for each criterion and checklists filled in by all experts and also a reasoned conclusion is given for each work.

### **4. REQUIREMENTS FOR APPLICANTS AND APPLICATIONS**

#### **4.1. Requirements for applicants:**

- The projects submitted by the teaching staff, doctoral students, master students and other employees of the University supported by contractual relations are allowed to participate in the competition, representatives of practical health care, other organizations of medical education and

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research centers of various countries and foreign citizens can participate in the project in accordance with the Charter of the University (chapter 3, paragraph 13, subparagraph 3).

4.1.1. The project manager of the research work must be and meet the following minimum qualification requirements:

- has a doctorate in philosophy (PhD), or a doctor in the field, or an academic degree (doctor / candidate of sciences);
- the field of scientific research of the project manager and (or) his experience in research and (or) scientific and pedagogical work must correspond to the direction of the scientific project;

4.1.2. The project manager for the last 5 years must have the following publications in the direction of the research (project):

- for fundamental research: at least 2 (two) articles and (or) reviews in peer-reviewed scientific journals, indexed in the Web of Science database and (or) having a CiteScore percentile in the Scopus database of at least 35 (thirty five);
- for applied research: at least 2 (two) articles and (or) reviews in peer-reviewed scientific journals, indexed in the Web of Science database and (or) having a CiteScore percentile in the Scopus database of at least 35 (thirty five);
- either at least 1 (one) article or review in a peer-reviewed scientific publication indexed in the Web of Science database and (or) having a CiteScore percentile in the Scopus database of at least 35 (thirty five) and at least 1 (one) patent, included in the Derwent Innovations Index database (Web of Science, Clarivate Analytics);

4.1.3. In the case of submission of applications for participation in the competition in accordance with the Provision from foreign citizens and (or) third-party organizations, the supervising project manager from the University is appointed by the PC.

4.1.4. The total number of the TRT of the project (hereinafter - the temporary research team), including the project manager - no more than 10 (ten) people, including up to 3 (three) people of support personnel and students.

4.2. **Requirements for the form and content of the application for participation in the competition.**


➤ An application for participation in the competition in the state, Russian and English languages is drawn up in accordance with Appendix 2. The content of the application text in 3 (three) languages must be identical. In the event of a discrepancy between the text drawn up in different languages, the text prepared in the state language will prevail. Applications submitted in English from foreign citizens and (or) third-party organizations must be submitted in Russian or the state language in accordance with the Provision.

- The application must contain information about the duration of the project - 12, 24, 36 months.
- The total salary fund (remuneration of labor, including payment of taxes and other obligatory payments to the budget) of all members of the research group, including the project manager, cannot exceed 60 (sixty) % of the total amount of requested funding by years and for the entire period of the project.
- Expenses for the services of third-party organizations (third parties) should not exceed 20 (twenty) % of the total amount of requested funding for the years and for the entire period of the project implementation.
- Applications must comply with the principles and norms of academic and research ethics.
- For the purchase of the declared reagents, consumables, equipment (provided for equipping the laboratory and departments of the University), office supplies, etc. 3 commercial offers from three different organizations must be submitted.

4.3. **Applications are not allowed to the competition:**

- non-compliance of the application registration with the requirements of the competition documentation in accordance with paragraph 4 of this Provision;
- failure to submit the required documents in full in accordance with paragraph 8 of this Provision;
- the presence of facts of illegal borrowing (plagiarism), duplication of the topic;



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- inconsistency of the project manager with the requirements of the competition documentation;
- inconsistency of the expected results of the project in the application for participation in the competition with the requirements of paragraph 4.6. of this Provision;
- those applications which submitted the competition after the announced deadline.

4.4. Applicants go through the procedure of preliminary approval of the budget and project estimate in the DE&P before submitting an application with the provision of a list of purchased materials and necessary services for the implementation of the project to the procurement department and the DE&P carries out further control over the purchase of the declared reagents, consumables, equipment (provided for equipping the laboratory and departments of the University, office supplies, etc. In case of consideration of an application from foreign citizens and (or) third-party organizations, the process of preliminary calculation of the project is carried out in the organization of the executor.

4.5. The results of the research work performed are reported and discussed at PC meetings, at scientific conferences of the University, republican and international scientific conferences.

**4.6. Requirements for the expected outcomes based on the results of the implementation of scientific projects:**

➤ ***For industries in the field of biotechnology, biomedicine, life science and medicine, medical education:***

- at least 3 (three) articles and (or) reviews in peer-reviewed scientific journals, indexed in the Web of Science databases and (or) having a CiteScore percentile in the Scopus database of at least 35 (thirty five);

- either at least 2 (two) articles and (or) reviews in peer-reviewed scientific journals indexed in the Web of Science databases and (or) having a CiteScore percentile in the Scopus database of at least 35 (thirty five), and at least 1 (one ) patent included in the Derwent Innovations Index (Web of Science, Clarivate Analytics);

- as well as at least 1 (one) article or review in a peer-reviewed foreign or domestic publication recommended by CQASES;

- either at least 2 (two) articles and (or) reviews in peer-reviewed scientific journals included in the 1 (first) and (or) 2 (second) quartiles in the Web of Science database and (or) having a CiteScore percentile in the Scopus database not less than 65 (sixty five);

- either at least 1 (one) article or review in a peer-reviewed scientific publication included in the 1 (first) quartile in the Web of Science database and (or) having a CiteScore percentile in the Scopus database of at least 80 (eighty).

➤ **Additionally for scientific projects:**

- monographs, chapters of monographs in peer-reviewed scientific publications indexed in the Web of Science and (or) Scopus database;

- methodological recommendations, monographs, titles of protection (clinical protocols, patents, author's certificates, etc.) approved through the RC HD MH RK;

- reports at international conferences with the publication of abstracts in peer-reviewed scientific journals indexed in the Web of Science and (or) Scopus database;

- Commercialization of the results obtained;


- approved curriculum, implemented technology, developed working curricula, road maps, certificate of registration of educational methods, etc.;

- on public health-research protocols, methodological recommendations, standards, implementations, etc.;

- all project reports, including the results achieved, must be checked in the license system (platform) for plagiarism detections. Information about the check should be reflected in the reports;

## 5. BUDGET OF THE COMPETITION


5.1. The applications that have passed the competitive selection will be funded from the extra-budgetary funds of the University.

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- 5.2. The number of projects participating in the Competition is not limited.
- 5.3. The applicant has the right to submit no more than 1 application.
- 5.4. With an ongoing grant project, a second application from the same person for a new project will not be accepted.
- 5.5. After a positive decision of the PC and the announcement of the results of awarding a grant at the Academic Council in accordance with this Provision, an order of the Chairman of the Board - Rector is drawn up on the creation of the TRT.
- 5.6. The grant funds are used throughout the year according to the calendar plan.
- 5.7. Grant funding is allocated by the project manager.
- 5.8. Grant funds must be used by its owner to carry out scientific research, including the salary of the project manager, executors and scholarships for students, payment of travel expenses, organizational fees for participation in scientific and technical events (conferences, seminars, exhibitions, etc.), for the publication of articles, for the registration of research results (secondary, tertiary developments, titles of protection), for the purchase of materials, reagents, equipment (provided for equipping the laboratory and departments of the University for the implementation of the project, etc. When making expenses for publication in the peer-reviewed international databases Scopus and the Science Website, the authors of the University do not claim any further monetary encouragement.
- 5.9. When publishing full-text articles in scientific journals, grant holders must indicate that this research was carried out within the framework of a project funded by the NJSC West Kazakhstan Marat Ospanov Medical University.
- 5.10. Ineffective and unjustified use of grant funding is the responsibility of the applicant and the project manager, established by the legislation of the Republic of Kazakhstan with further disciplinary measures (reprimand in a personal matter, removal from the project management up to dismissal).
- 5.11. The applicant ensures the maintenance of accounting and reporting on the project in accordance with the established procedure, that is, to provide a reporting presentation once every six months on the work performed in the prescribed form, and for foreign participants and (or) third-party organizations, the reporting presentation should be provided once a quarter.
- 5.12. Executors are not allowed to present the same report at different conferences during the course of the project

## 6. PROCEDURE FOR SUBMISSION OF REPORTS

- 6.1. The term for RW is from 1 to 3 years.
- 6.2. The executor is obliged to submit semi-annual (presentation), interim (annual) or final reports on the results obtained during the reporting period at a meeting of the PC, which is appointed for the purpose of monitoring the research, and for foreign participants and (or) third-party organizations, the reporting presentation should be provided once a quarter according to Appendices 3 and 4.
- 6.3. Evaluation of reports by PC members is carried out according to the evaluation criteria in accordance with Appendix 5. Interim, annual, final reports on the implementation of research work are approved when at least 50% of the maximum number of points is scored.
- 6.4. The PC has the right to make a unilateral decision on the termination of funding in the case of:
  - substandard and untimely performance of the assigned tasks by researchers without good reason.
  - unreasonable expenditure of funding allocated for research.
  - failure to submit a semi-annual / annual report or its unsatisfactory assessment.
- 6.5. Upon completion of the work on the grant, the executor submits to the DSW a final report containing:
  - report in accordance with the attached structure (Appendix 3);
  - an abstract from the decision of the PC on the implementation of the project;
  - certificate on the performance of statistical data processing;
  - supporting documents (articles in journals recommended by the Committee for Control in Education and Science and in journals of a peer-reviewed scientific publication indicating the Web

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of Science quartile and (or) having a CiteScore percentile in the Scopus database, as well as international patents, abstracts, monographs and chapters of the monograph included in the Web of Science and Scopus databases)

6.6. On the basis of the submitted documents, the PC evaluates the quality of the work, and recommends submitting for participation in republican, international competitions without the agreement of the writing team.

6.7. The work of the executor can be assessed negatively in the case of:

- failure to provide a report in accordance with paragraph 6.3. of this Provision;
- the absence of scientific products of the executor for the period of the grant implementation, in accordance with paragraph 6.4. of this Provision;
- negative assessment of the report results in accordance with paragraph 6.5. of this Provision.

6.8. A positive assessment of the implementation of the grant in the current year is taken into account when selecting the winners of the next year's competition.

6.9. In case of failure to achieve the results of the project specified in paragraph 4.6. of this Provision, by the decision of the PC, the project manager is removed from participation as a project manager in subsequent competitions announced by the university until the results are achieved (the Department of Scientific and Analytical Work is notified of the achievement of the results), but for no more than 3 years. In case of revealing facts of violation of scientific ethics (plagiarism and false co-authorship, duplication, misappropriation of other people's data, fabrication and falsification of scientific data, etc.) or disapproval of the interim or final report on the project by the decision of the PC, the project manager is removed from participation in subsequent competitions announced by the university for a period at the discretion of the PC.

6.10. At the end of the research period and closing of funding, the PC reserves the right to monitor the implementation of scientific products and put them into practice and further use from the University.

## **7. COMPETITIVE APPLICATION**

7.1. The competition application, completed in the prescribed form, is submitted by the project manager to the Department of Scientific Work of the University within the time limits established by the order of the Chairman of the Board - Rector.

7.2. By submitting an application for participation in the Competition, the project participants agree to the use of their personal data (name, place of study, phone number, e-mail address) in order to implement the Competition procedure and statistical accounting at the University in accordance with the requirements of the legislation of the Republic of Kazakhstan.

7.3. By sending scientific work to participate in the competition, the participant guarantees that he agrees with the terms of the competition and for further processing of information within the framework of the competition application.


## **8. REQUIRED DOCUMENTS FOR PARTICIPATION IN THE COMPETITION**

8.1. The application for participation in the competition must be in the state, Russian and English languages (abstract, explanatory note and calculation of the requested funding) in accordance with Appendix 1, for foreign citizens and (or) third-party organizations in accordance with paragraph 4.2. of this Provision;


8.2. A positive conclusion of the local and (or) central commission on bioethics (for biomedical research on humans and animals).

8.3. Scientific and pedagogical experience of research participants and the correspondence of positions in the project signed and sealed by the head of the Human Resources Management Department of the University;



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- 8.4. List of students - participants in a scientific project signed by the project manager and deans of the University faculties;
- 8.5. Confirming screenshots (indicating the topic of the article and the percentile, quartile of the journal) from the Web of Science and (or) Scopus database on the compliance of the project manager with paragraph 4.1.2. of this Provision signed by the head of the University Medical Library.
- 8.6. Contribution agreement from a private partner (on the partial provision of the project with the necessary resources, including financial, it is desirable for fundamental research, for applied research it is mandatory, at least 1% of the total amount of the application for the entire period of the project implementation in accordance with the University Charter (Chapter 3, paragraph 13, subparagraph 7).
- 8.7. For projects with international collaboration, it is necessary to have an agreement or memorandum on collaboration and cooperation between organizations, containing the name of the project and information about the project manager - a resident of the Republic of Kazakhstan, the general aim of joint work, a brief description of the collaboration process with the deadlines for the work, information on the financing of all parties and their sources. An agreement on collaboration or a memorandum and cooperation between organizations must be signed by the heads of the organization and representatives of all foreign scientific groups participating in it, indicating their email addresses (from the official domain of the scientific organization). Projects with international collaboration are understood as projects aimed at achieving a common aim by scientific groups from different countries.

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*Appendix 1*

**Methodology for assessing research projects**

<b>The name of the criteria and indicators, the level of their assessment</b>	<b>Characteristics of the criterion, indicators and levels of their assessment</b>	<b>Score in points</b>
<i>1. Significance criteria:</i>	<i>The significance of the claimed scientific research (hereinafter-SR) for the science and practice of the field of knowledge on the problem under study</i>	
<i>1.1. The relevance of the proposed research</i>	<i>It is characterized by the degree of compliance with the requirements of science and practice</i>	
High	The solution of the problems set in SR is a primary and priority task for modern medical science and practice	7-10
Relatively high	The solution of the problems set in SR is an important task for modern medical science and practice	4-6
Satisfactory	The solution of the problems set in SR is one of the local tasks of modern medical science and practice	1-3
Not relevant	It does not meet the requirements and tasks of science and practice	0
<i>1.2. The degree of impact of the expected result on medical science</i>	<i>It is characterized by the level and priority of the problems of medical science solved during the implementation of SR</i>	
High	It will have a cardinal impact on the further development of medical science, allowing to solve one of its most important problems	7-10
Relatively high	It will have a cardinal impact on the further development of medical science, allowing significant progress in solving a key problem within one of the priority areas of branch science	4-6
Satisfactory	It will have a cardinal impact on the further development of medical science, allowing laying the foundations for solving one of the existing problems of branch science	1-3
Absent	It does not matter for the development of medical science	0
<i>1.3. Theoretical significance</i>	<i>It is characterized by the degree of influence of research results on existing concepts, approaches, ideas, theoretical concepts in the field of health protection</i>	
High	The research results will lead to the emergence of new ideas, principles, scientific directions, theories, hypotheses, concepts, fundamentally new approaches, opportunities in treatment, diagnosis, disease prevention, organization, management, training.	7-10
Relatively high	The research results will lead to the development and improvement of known principles, methods, provisions, theories, approaches, forms.	4-6
Satisfactory	The research results will lead to the possibility of a better understanding of the essence of known phenomena, processes, mechanisms, states, patterns, properties.	1-3
Low or absent	The result has little prospects of use, and development or does nothing to solve the problem	0
<i>1.4. Practical significance</i>	<i>It characterizes real achievements in the field of health protection, the organization of various treatment methods that have resulted from the use of medical research in practice.</i>	
High	High value for practical healthcare.	7-10
Relatively high	A certain value for practical healthcare.	4-6
Satisfactory	Low value for practical healthcare.	1-3
Not relevant	It has no value	0
<i>1.5. Assessment of the expected level of implementation</i>	<i>It is characterized by the scale and level of result implementation of the planned research, the presence and magnitude of the economic, social, therapeutic and prophylactic effect</i>	
High	Widespread implementation in the republic with significant impact	7-10
Relatively high	Implementation in multiple organizations with significant impact	4-6
Satisfactory	Implementation in one organization without determining the impact	1-3
Low	No implementation is planned, no effect is expected	0
<i>1.6. Estimation of the expected volumes and forms of</i>	<i>It is characterized by the significance and volume of potential forms of implementation of research results</i>	

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<i>implementation</i>		
High	Patent, specific recommendations and proposals for the healthcare system or industry	7-10
Relatively high	Author's certificate, officially approved methodological recommendations and instructions, manuals	4-6
Satisfactory	Innovation proposal, the act of implementation	1-3
Low	Unaddressed recommendations and general suggestions	0
<i>2. Criteria for scientific and technological novelty</i>	<i>The level of novelty of conducted research, developed concepts, aims and objectives to be solved</i>	
<i>2.1 Level of scientific novelty</i>	It is characterized by the degree of novelty of the formulation and scientific substantiation of the research problem, the lack of research in the indicated direction earlier	
High	The research problem was first formulated and scientifically substantiated, research in this direction has not been previously conducted, the proposed way to solve the research problem has not been previously applied	7-10
Relatively high	In SR, original approaches to solving the research problem are proposed, which make it possible to improve the existing ways of solving it.	4-6
Satisfactory	The proposed approaches to solving the research problem do not significantly surpass the already known ones in terms of efficiency, although they have elements of novelty and originality.	1-3
Low	There are no novelty and originality in the proposed approaches to solving the problem.	0
<i>2.2. Correctness of the research concept</i>	<i>It is characterized by the degree of clarity and completeness of the research concept, the quality of the formulated aims and objectives</i>	
High	Clear research concept. The name and aim fully reveal the scientific novelty and relevance of the planned research	7-10
Relatively high	The research concept, name, and aim do not fully reveal the scientific novelty and relevance of the planned research.	4-6
Satisfactory	The research concept, name, and aim only partially reveal the scientific novelty and relevance of the planned research.	1-3
Low	There is no research concept. The name and aim do not reveal the scientific novelty and relevance of the planned research	0
<i>3. Criterion of the feasibility of a project or program</i>	<i>It is characterized by the degree to which the proposed environment and research conditions correspond to the set aims, objectives, and expected results.</i>	
<i>3.1. Scientific and methodological level</i>	<i>It is characterized by the degree of methodological elaboration of the planned research by the correspondence of its design, the set aims and objectives</i>	
High	The research will be carried out using correct methods, on a sufficient volume of material, and with full statistical processing of the results.	7-10
Relatively high	The research will be carried out using correct methods, but on a limited volume of material and with partial statistical processing of the results.	4-6
Satisfactory	In a number of cases, the expected results of the research have low probative power due to the impossibility of determining their statistical reliability, individual methodological errors, and insufficient amount of material.	1-3
Low	The methods planned for use are to a certain extent not adequate to the aims and objectives of the research, the volume of the material is not clear, statistical processing of the results is not planned	0
<i>3.2. The presence of a groundwork</i>	<i>The level of readiness of executors to solve the tasks set in the SR, assessed by the results of their previous work</i>	
Significant groundwork	The presence of positive results confirming the correctness of the chosen direction, the presence of publications on the research topic	7-10
Certain groundwork	The presence of primary material confirming the correctness of the chosen direction, the appropriate research methods have been mastered	4-6
Minimum groundwork	Research methods mastered	1-3
No groundwork	There is no groundwork on the research topic	0

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Absent	Insufficient	0
3.3. <i>Validity of the timing of the research</i>	<i>It is characterized by the degree of validity of the timing of the study, including its individual stages and activities</i>	
High	Meets the planned deadlines	7-10
Relatively high	The deadlines are overstated from the specified deadline or underestimated in relation to the required deadline by no more than 50 %	4-6
Satisfactory	The deadlines are overstated from the specified deadline or underestimated in relation to the required deadline by more than 50 %	1-3
Absent	Deadlines are not justified	0
4. <i>The quality criterion for the preparation and design of a SR</i>	<i>It is characterized by the degree of compliance of the proposed SR with generally accepted norms and established requirements for writing and design of scientific projects and programs</i>	
4.1. <i>The quality criterion for the preparation of a scientific project or program</i>	<i>It is characterized by the degree of compliance of the structure and content of the SR with the established requirements</i>	
High	The SR contains and discloses all the necessary sections - relevance, aim, objectives, research design, and others. A good scientific style of writing a project or program.	7-10
Relatively high	The SR contains the necessary sections, but they are not sufficiently disclosed. There are some small comments on the scientific style of writing a project or program.	4-6
Satisfactory	The SR contains the necessary sections, but some of them are practically not disclosed. There are significant comments on the scientific style of writing a project or program.	1-3
Absent	The SR lacks a number of necessary sections, the existing sections are practically not disclosed. There are gross stylistic and spelling errors.	0
4.2. <i>Conformity assessment of used scientific works and literature</i>	<i>It is characterized by the degree of conformity between the scientific works and literature used on the problem raised and the level of their novelty</i>	
High	The scientific and reference apparatus used - corresponds to the current state standards, contains applications in the form of diagrams, tables, graphs, illustrations, etc. The authors refer to the literary sources directly related to the problem being solved and published in the scientific literature no more than 5 years ago.	7-10
Relatively high	The scientific works and literature used by the authors are relatively consistent with the problem being raised and in the bulk have novelty (the age of the cited publications is no more than 10 years)	4-6
Low	The scientific works and literature used by the authors in the bulk do not correspond to the problem being raised and have no novelty (the age of the cited publications is more than 10 years).	1-3
Absent	The work does not contain references to scientific works and publications	0

Each indicator is evaluated on a 10-point scale. For each project, a total score is given. The maximum possible score that a project receives is 130.

Based on the results of the second stage, the PC makes one of the following decisions:

1) SR deserves unconditional support (this decision is made if SR has received 65-130 points, that is, at least 50% of the maximum possible number of points and has no essential comments and (or) has a number of comments that do not detract from the scientific and practical value of the results obtained, which will be eliminated in the course of work);


2) SR does not deserve support (this decision is made if SR received 0-64 points, that is, less than 50% of the maximum possible number of points and has a number of comments regarding the quality of

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the work, its scientific and practical value, while objectively eliminating the comments, within the framework of the presented SR is impossible and requires a revision of its entire concept).

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*Appendix 2*

**Application for participation in the competition for grant funding of scientific and (or) scientific and technical projects**

The application consists of the following parts:

- 1) annotation;
- 2) explanatory note;
- 3) calculation of the requested funding.

**1. Annotation**

The annotation contains a brief description of the project's purpose, the problems it is aimed at studying, the main approaches to conducting research, and the expected results.

The volume of the annotation should not exceed 2 (two) A4 pages.

**2. Explanatory note**

The content of the explanatory note includes the following sections (at the same time, tables, diagrams, diagrams that are referenced in the application form are included in the appendix to the explanatory note and are not taken into account when calculating the number of words in the relevant sections and the total number of pages of the application):

1. General information

- 1.1. Name of the project topic [no more than 20 words].
- 1.2. The name of the priority direction of the development of science for which the application is submitted.
- 1.3. The name of the specialized scientific direction for which the application is submitted, the type of research.
- 1.4. Estimated start and end date of the project, its duration in months.
- 1.5. The requested amount of grant funding (for the entire duration of the project and by years, in thousand tenge).
- 1.6. Key words characterizing the industry and the direction of the application for the selection of experts.

**2. General concept of the project [no more than 550 words]**

2.1. Introductory part [no more than 100 words]

A brief description of the project idea, the problem to be solved, is indicated.

2.2. Project aim [max 50 words]

The aim is stated succinctly and concretely, should be consistent with the project theme, be achievable and reflect the nature of the solution expected to be obtained from the project. The content of the aim should reflect the main question that is supposed to be answered as a result of the research.

2.3. Project objectives [no more than 400 words]


This section describes how to achieve a project aim through logically interrelated, sequential tasks. A list of tasks is given:

- 1) with measurable indicators of solving the problem;
- 2) with a brief justification of the role of each task in achieving the aim of the project and the relationship with other tasks and expected results of the project;
- 3) with other important, in the opinion of the applicant, parameters.

**3. Scientific novelty and significance of the project [no more than 1,500 words]**

The section should contain the following information:

- 1) prerequisites for the development of the project (if available, the preliminary results and (or) the results previously obtained by the applicant related to the project topic are indicated);
- 2) substantiation of the scientific novelty of the project with a mandatory review of previous scientific research carried out in the world and the Republic of Kazakhstan related to the topic under study, the existing lack of knowledge, and their relationship with this project (in the context, references to the literature used in the review should be indicated, the full explanation of which should be provided in

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section 8 " Bibliography"), comparison of the expected results of the project with known available analogues;

3) scientific and technological needs justifying the importance of the project results (if any, include social demand and (or) economic and industrial interest, other supporting data), the significance of the project on a national and international scale, the applicability of its results for the development of the relevant sphere of the economy, science and / or public relations;

4) the impact of the project on the level of research work, scientific and technical potential, the competitiveness of scientific organizations and their teams, the expected social and economic effect of the project results, the conditions necessary to achieve the expected effect.

When describing this section, it is necessary to pay attention to the description of the following items:

1) fundamental differences between the project idea and existing analogues. If the idea or result of the research already exists in the world and (or) in Kazakhstan, it is necessary to justify what are the advantages of the project and why it should be financed;

2) if the end result of the project is a product, it is necessary to describe the current state of the art in the subject area of the project in comparison with the product proposed within the project;

3) if the project is a continuation of the scientific research previously conducted by the applicant, it is necessary to clearly and concisely state the relationship of the project with previously conducted scientific research and its differences from them.

#### **4. Research Methods and Ethical Issues [1,500 words max]**

This section includes the following information:

1) a description of the main scientific issues and hypotheses of the project, the rationale for the research strategy and approaches, the types of research used in the project (descriptive, correlation and / or experimental), the sequence of research;

2) a brief description of the most important experiments;

3) a description of the research methods used in the project as a justification for the ways to achieve the set aims, their relationship with the aim and objectives of the project;

4) methods of collecting primary (initial) information, its sources and application for solving project problems, methods of data processing, as well as ensuring their reliability and reproducibility;

5) conditions for registration and division of intellectual property rights for research results (it is necessary to indicate which method of intellectual property protection will be chosen, justify the choice).

#### **5. Research team and project management [max 1,500 words]**


The section includes a description of the research group, indicating the data of at least 70% (seventy percent) of the planned staff (key personnel). When describing the main personnel, the following are indicated:

1) the composition of the research group according to Table 1. For members of the research group who are involved in the project on a part-time basis, the number of hours that they will spend on the project is indicated.

2) participation of foreign scientists in the project, indicating their brief resume, main scientific publications and achievements in the direction corresponding to the direction of the project, and their role in achieving the aim, objectives and expected results of the project.

3) participation of young scientists (master's student, doctoral students) in the project, indicating their role in the implementation of the project, as well as the nature of the work performed. Also, engineers from production can participate in the project.

4) justification for the participation of each member in the research group, including foreign scientists. A brief resume of each member indicating education, degree / academic degree, academic title, work experience in the direction of the project, Hirsch index and links to the profile in the corresponding scientometric base (if any), main achievements justifying participation in the project. The direction and nature of the work of each member in the project, their role in achieving the aim, and expected results of the project.

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5) a description of the backlog of the research group members. Information about the main publications (if any, indicate the link to the publication in the relevant database and / or Digital Object Identifier DOI) and available patents, copyright certificates and other titles of protection of the project manager and members of the research group related to the project topic. Indicate how the claimed research is related to their previous research.

For the project manager, all publications must be indicated that confirm their compliance with the requirements of the competition documentation, including with a citation index, quartile (percentile) of the publication and links to information about publications in the relevant scientometric databases (DOI).

Information about the publications of the main staff of the research group in the direction of the project (in total at least 10 publications of the members of the research group) should be provided, with a citation index and links to information about publications in the corresponding scientometric databases. The names of members of the research team should be underlined.

For additional personnel (up to 30% of the members of the research group who will be involved in the case of receiving a grant), their position and role in the project, the nature of the work performed and the approaches that will be used for their selection are indicated.

#### **6. Research environment [no more than 750 words]**

This section includes the following information:

1) a description of the applicant's material and technical base (equipment, instruments, inventory, transport, buildings, structures and others) directly used for the implementation of the project, indicating the direction of its use and members of the research group who have the skills to work with research equipment;

2) key domestic and international relations (collaborators and private partners) used for the implementation of the project, indicating the nature and justification of their use. Using the infrastructure of other domestic and foreign organizations (laboratories) with justification;

3) involvement of third-party organizations in the implementation of the project with the justification of the need to involve each organization, a description of its role in the project, the nature of the work performed, contribution to the achievement of the aim and expected results;

4) justification of mobility: scientific trips and their impact on the implementation of the project, periods of work on the basis of partner organizations and their impact on the implementation of the project. For each foreign business trip, the aim, the expected result of the trip, and the contribution of the executor to the achievement of the project aim are briefly indicated.

#### **7. Justification of the requested funding [no more than 1,500 words].**


This section includes the following information:

1. Summary calculation for the project (budget) according to Table 2. The project budget is allocated by the project manager in accordance with the work plan and cannot be directed to other items of expenditure not related to this project.

The item "Remuneration of labor" indicates the costs to be paid as remuneration for work, members of the research group of the project, including postdoctoral students, doctoral students, master students, as well as persons providing financial, economic and legal support, taking into account the individual income tax and mandatory pension contribution according to table 3 (attach a draft staffing table or composition of the research group, as well as persons providing financial, economic and legal support). The calculation also takes into account the payment of vacation pay, except for payments of a compensatory and incentive nature.

The item " Official business trips" indicates all costs associated with business trips within and outside the Republic of Kazakhstan directly related to research, including participation in conferences, seminars, symposia, trips to use the infrastructure of other organizations according to tables 4 and 5 (for tickets (auto, railway, air tickets) attach price offers from the sites of the companies served, a draft business trip plan).

The item "Other services and works" indicates the costs of services purchased by the executor from business entities, the result of which is necessary to achieve the aim of the project, including (1)

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services of scientific laboratories for collective use and other laboratories, (2) services of organizations of co-executors, (3) organizational fees for participation in conferences, seminars, symposia and others in accordance with Table 6 (for purchased goods, works, services, attach three price offers or price lists). If foreign scientists participating in the project are members of the research group, the costs of their participation are reflected in the section "Remuneration of labor".

The item "Purchase of materials" indicates all the costs of materials necessary to achieve the aim of the project, including chemicals, solvents, standard samples, laboratory consumables, spare parts for research equipment, fuel and lubricant materials and others according to table 7 (for purchased goods, works, services, attach three price offers or price lists).

The item "Purchase of equipment and (or) software" (for legal entities) indicates the costs of purchasing equipment and software necessary to achieve the aim of the project in accordance with Table 8 (for purchased goods, works, services, attach three price offers or price lists).

The item "Scientific and organizational support" may include expenses (1) for patenting scientific results obtained as a result of the project, (2) publication of research results, (3) purchase of analytical materials according to Table 9 (for purchased goods, works, services, attach three price offers or price lists).

The item "Rental Expenses" indicates the costs of renting premises, equipment and machinery necessary to achieve the aim of the project, if the applicant does not have the appropriate premises according to tables 10 and 11 (for purchased goods, works, services, attach three price offers or price lists).

The item "Operating costs of equipment and machinery" indicates the costs of utilities related to the implementation of the project, as well as the costs of maintaining premises, equipment and machinery directly involved in the research in accordance with Table 12 (for purchased goods, works, services, attach three price offers or price lists).

The item "Taxes and other obligatory payments to the budget" indicates the costs of paying social tax, social insurance and other obligatory payments to the budget according to Table 13.

2. Calculations for each item of expenditure according to tables 3 - 13.

3. Brief explanations to the content and calculation of the amount of each item of expenditure with the obligatory justification of their necessity to achieve the aim, objectives and expected results of the project, as well as indicating the sources of information on prices, on the basis of which the corresponding item of expenditure was calculated.

The total amount of all items of expenditure represents the requested amount for funding and must be equivalent to the amount stated in paragraph 1.5. section "General information".

The summary estimate of the project, submitted as part of the application, may be amended on the basis of the decision of the National Scientific Council.

### **8. Project implementation plan [no more than 750 words]**

The section includes a detailed, sequential work plan for the project in the form of a Gantt chart or according to table 14.

The project implementation plan should be accompanied by brief explanations justifying the significance of each activity for solving the corresponding problem, the cost of the activity in accordance with the project budget, indicating, at the discretion of the applicant, other information necessary for a reliable assessment of the project by experts.

### **9. Expected results [no more than 750 words]**


The section describes the main result of the research, that is, the result corresponding to the achievement of the project aim, indicating its quantitative and qualitative characteristics and the form of implementation. The substantiation of the result is given in accordance with the aim and objectives of the project.

Depending on the requirements of the competition documentation, the forms of implementation of the project result may be:







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<sup>1</sup> For members of the research group, whose data is not known at the date of preparation of the application and whose involvement is planned in case of receiving a grant, the word "Vacancy" is indicated in the column "Full name, degree / academic degree, academic title".

<sup>2</sup>For members of the research group who are not part of the main staff and who are not identified at the date of preparation of the application, a dash is indicated in the column "Main place of work, position". For doctoral students, master students whose data is not known as of the date of application preparation, in the column "Main place of work, position" the status is indicated (postdoctoral student, doctoral student, master student, specialty and higher educational institution from which it is planned to attract the appropriate workers to the research group).

Table 2-Summary estimated calculation of expenses for the requested amount

№ p/s	Name of the expense item	The amount of financing, thousand tenge			
		Total	20__ (1st year)	20__ (2nd year)	20__ (3rd year)
1.	Remuneration of labor				
2.	Official business trips:				
2.1.	within the Republic of Kazakhstan				
2.2.	outside the Republic of Kazakhstan				
3	Other services and works				
4.	Purchase of materials				
5.	Purchase of equipment and / or software (for legal entities)				
6.	Scientific and organizational support				
7.	Rent of premises				
8.	Equipment and machinery rental				
9.	Operating costs of equipment and machinery used to carry out research				
10.	Taxes and other compulsory payments to the budget				
Total					



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Table 3-Remuneration of labor

№ p/s	Position	Employment (full / part-time)	Remuneration of labor, tenge							
			Rate, tenge per month	1st year		2nd year		3rd year		Total (gr.6+ gr.8+ gr.10)
				Number of months of work	The amount (gr.3× gr.4× gr.5)	Number of months of work	Сумма (gr.3× gr.4× gr.7)	Number of months of work	The amount (gr.3× gr.4× gr.9)	
1	2	3	4	5	6	7	8	9	10	11
1.	Research team members			x			x		x	
1.1.										
1.2.										
...										
2.	Additional staff			x		x		x		
2.1.										
2.2.										
...										
Total (gr.1+ gr.2)				x		x		x		

Table 4-Official business trips within the Republic of Kazakhstan

№ p/s	Destination (name of the locality, region)	Norms of reimbursement of expenses for 1 person, tenge <sup>3</sup>		Average annual number of person-days		Average annual number of business travelers, people	The average cost of one round trip, tenge	Total, thousand tenge gr.7× (gr.3× gr.5+ gr.4× gr.6)+ gr.7× gr.8
		daily allowance (2 MCI)	rental of residential premises	for daily expenses	rental of residential premises			
1	2	3	4	5	6	7	8	9
1.	20__ (1st year)						x	
1.1.								
1.2.								
...								
2.	20__ (2nd year)						x	


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2.1.							
2.2.							
...							
3.	20__ (3rd year)						x
3.1.							
3.2.							
...							
Total (gr. 1 + gr. 2 + gr. 3)							

<sup>3</sup> When calculating the amount of reimbursement of expenses, a business trip employee should be guided by the Rules on Official Business Trips within the Republic of Kazakhstan of Employees of State Institutions Maintained at the Expense of the State Budget, approved by Resolution of the Government of the Republic of Kazakhstan No. 1428 of September 22, 2000 and Resolution of the Government of the Republic of Kazakhstan No. 256 of May 11, 2008 "On approval of the Rules for Reimbursement of Expenses for Official Business Trips at the Expense of Budget Funds, including to Foreign Countries"

Table 5-Official business trips outside the Republic of Kazakhstan

№ p/s	Destination (country, city) <sup>4</sup>	Name of the expense item <sup>5</sup>	Cost, tenge	Average annual number of person-days	Average annual number of business travelers, people	Total, thousand tenge (gr. 4 × gr. 5 × gr. 6)
1	2	3	4	5	6	7
1.	20__ (1st year) total		x	x		
1.1.		Round-trip travel <sup>6</sup> , tenge				
		Accommodation, tenge per day				
		Daily allowance, tenge per day				
		Visa expenses, tenge				
		Medical insurance, tenge				
Total						

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...					
2.	20__ (2nd year) total	x	x		
2.1.		Round-trip travel <sup>6</sup> , tenge			
		Accommodation, tenge per day			
		Daily allowance, tenge per day			
		Visa expenses, tenge			
		Medical insurance, tenge			
	Total				
...					
3.	20__ (3rd year) total	x	x		
3.1.		Round-trip travel <sup>6</sup> , tenge			
		Accommodation, tenge per day			
		Daily allowance, tenge per day			
		Visa expenses, tenge			
		Medical insurance, tenge			
	Total				
...					
Total (gr. 1 + gr. 2 + gr. 3)		x	x		


<sup>4</sup> It is filled in for each scientific trip outside the Republic of Kazakhstan in the corresponding year of the project implementation

<sup>5</sup> The norms for reimbursement of daily expenses and the maximum norms for reimbursement of expenses for hiring hotel rooms to employees are calculated in accordance with the Resolution of the Government of the Republic of Kazakhstan dated May 11, 2008 No. 256 "On approval of the Rules for Reimbursement of Expenses for Business trips at the expense of budgetary funds, including to foreign countries"

<sup>6</sup> When traveling abroad, transportation costs in foreign currency are reimbursed in the amount of the cost of the air ticket in the "Economic" class"





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Total:			x		x		x		

Table 8-Purchase of equipment and / or software (for legal entities)

№ p/s	Name	Manufacturer, model, main characteristics	Unit of measurement	Number of units	Cost per unit, tenge	Total cost, tenge (gr.5 × gr.6)
1	2	3	4	5	6	7
1.	20__ (1st year), total				x	
1.1.						
1.2.						
...						
2.	20__ (2nd year), total				x	
2.1.						
2.2.						
...						
3.	20__ (3rd year), total				x	
3.1.						
3.2.						
...						
Total					x	

Table 9-Scientific and organizational support


№ p/s	Name of the	The result of the service, its main	Unit of	Number	Total
-------	-------------	-------------------------------------	---------	--------	-------

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	service	characteristics	measurement	of units	cost, tenge
1	2	3	4	5	6
1.	20__ (1st year), total		x	x	
1.1.					
1.2.					
...					
2.	20__ (2nd year), total		x	x	
2.1.					
2.2.					
...					
3.	20__ (3rd year), total		x	x	
3.1.					
3.2.					
...					
Total (gr.1 + gr.2 + gr. 3)			x	x	

Table 10 - Rental of premises


№ p/s	Name of the service	The main characteristics of the rental object	Unit of measurement	Price per unit, tenge	Number of units	Total, tenge (gr. 5 × gr. 6)
1	2	3	4	5	6	7
1.	20__ (1st year), total		x	x		
1.1.						
1.2.						
...						
2.	20__ (2nd year), total		x	x		

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2.1.						
2.2.						
...						
3.	20__ (3rd year), total	x	x	x		
3.1.						
3.2.						
...						
Total (gr. 1 + gr. 2 + gr. 3)		x	x	x		

Table 11 - Rent of equipment and machinery

№ p/s	Name of the service	The main characteristics of the rental object	Unit of measurement	Price per unit, tenge	Number of units	Total, tenge (gr. 5 × gr. 6)
1	2	3	4	5	6	7
1.	20__ (1st year), total	x	x	x		
1.1.						
1.2.						
...						
2.	20__ (2nd year), total	x	x	x		
2.1.						
2.2.						
...						
3.	20__ (3rd year), total	x	x	x		
3.1.						
3.2.						
...						

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Total (gr. 1 + gr. 2 + gr. 3)	x	x	x		
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Table 12 - Operating costs of equipment and machinery used for the implementation of research

№ p/s	Name of expenses	Unit of measurement	Price per unit, thousand tenge	20__ (1st year)		20__ (2nd year)		20__ (3rd year)		Total, thousand tenge (gr. 6 + gr. 8 + gr. 10)
				Number of units	Cost, thousand tenge	Number of units	Cost, thousand tenge	Number of units	Cost, thousand tenge	
1	2	3	4	5	6	7	8	9	10	11
Total										

Table 13 - Taxes and other obligatory payments to the budget

№ p/s	Tax calculations	Taxable fund of labor remuneration or taxable amount, tenge	Amount, tenge						Total (gr. 5 + gr. 7 + gr. 9)
			Rate, %	20__ (1st year)	Rate, %	20__ (2nd year)	Rate, %	20__ (3rd year)	
1	2	3	4	5	6	7	8	9	10
1.	Calculation of Social Tax Expenses								
2.	Calculation of expenses for payment of social contributions to the State Social Insurance Fund								
3.	Obligatory social insurance contributions								
4.	Employer's obligatory pension contributions								
5	Other obligatory payments to the budget:								
5.1.	(name of tax or payment)								
5.2.	(name of tax or payment)								

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5.3.	(name of tax or payment)								
	Total	x	x		x		x		


Table 14 - Implementation work plan

№ p/s	Name of tasks and measures for their implementation	Start of execution (dd / mm / yy)	Duration, months	Expected results of the project implementation (in the context of tasks and activities), the form of completion		
				1st year	2nd year	3rd year
1	2	3	4	5	6	7

Table 15-Partner's contribution plan

№ p/s	Partner's name, address, contact information	Contribution form (no more than 50 words)	Contribution cost, thousand tenge	Contribution date (dd.mm.yyyy)
1	2	3	4	5

F P WKMU 49-02-21. Application for participation in the competition for grant funding of scientific and (or) scientific and technical projects. Fifth edition.

	<b>NJSC "West Kazakhstan Marat Ospanov Medical University"</b>	<b>Date:</b> <b>31.05.2019</b>	<b>Edition:</b> <b>third</b>
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*Appendix 3*

**Report on research work**

1. Title page (in accordance with State Standard 7.32-2001 "Report on research work").
2. List of executors
3. Abstract (keywords, brief annotation (aim, objectives, materials and methods, results))
4. Contents
5. Introduction.

The introduction should contain an assessment of the current state of the problem being solved, the basis and initial data for the development of the topic, the justification for the need for research. The introduction should show the relevance and novelty of the topic, the relationship of this work with other research works.

Main part.

Should contain:


- report on creative and (or) experimental research carried out;
  - generalization and assessment of research results, including an assessment of the completeness of the solution of the assigned tasks and proposals for further areas of work.
6. Conclusion.  
Should contain:
    - conclusions based on the results of research work;
  7. List of sources used (links in the report are required)
  8. List of publications on the project, participation in scientific events (Scientific products-supporting materials must be placed on the personal page in Sirius).
  9. Applications.

Submission of the report at the PC meeting in the form of a presentation:

1. The name of the topic and the composition of the research group;
2. Budgetary use of the grant;
3. Fulfillment of the CP for Appendix 4-5;
4. Scientific products

F P WKMU 49-05-21. Report on a scientific project (teaching staff, employees). Third edition.



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*Appendix 4*

**Interim / annual report on the implementation of the calendar plan of research work on the topic**  
**" \_\_\_\_\_ " from \_\_\_\_\_ to \_\_\_\_\_**

№ p/s	Name of tasks and measures for their implementation	Start of execution (dd / mm / yy)	Duration, months	Expected results of the project implementation (in the context of tasks and activities), the form of completion			The results obtained
				1st year	2nd year	3rd year	For the reporting period
1	2	3	4	5	6	7	8

**Project Manager \_\_\_\_\_ FULL NAME**

F P WKMU 49-06-21. Interim / annual report on the scientific project (teaching staff, employees). Third edition.


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*Appendix 5*

**Criterion for evaluating the results of interim and annual reports of research works**

**Points from 1 to 5**


№	RW number	Evaluation criteria								
		№1	№2	№3	№4	№5	№6	№7	№8	№9
1.	Correct and timely execution of the calendar plan									
2.	The presence of at least 2 publications in peer-reviewed scientific journals indexed and included in the 1 (first) and (or) 2 (second) quartiles in the Web of Science database and (or) having a CiteScore percentile in the Scopus database of at least 35 (thirty-five)									
3.	The presence of at least 1 publication in the CQASES database									
4.	Publications (abstracts, articles) in the collections of materials of international scientific conferences (Conference Proceedings), indexed in the databases of scientific information Web of Knowledge and Scopus									
5.	Scientific monographs indexed in the databases Web of Science, Scopus, Springer									
6.	Chapters in collective monographs indexed in the databases Web of Science, Scopus, Springer									
7.	Short publications (letter to the editor, correspondence, comment, response to a comment, etc.), except for conference materials									
8.	Patents issued by foreign or international patent agencies, patents of the Republic of Kazakhstan for an invention, utility model									
9.	Certificate of registration of an intellectual property object, innovative patents									
10.	Number of commercialized developments - own original developments									
	<b>Total score</b>									

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**Criteria for evaluating the results of the first interim report of the first year of research work**

№	RW number	№1	№2	№3	№4	№5	№6	№7	№8	Points	
											<b>Evaluation criteria</b>
1.	Correct and timely execution of the calendar plan										1-10
2.	Availability of publications in the COXON database, short publications (letter to the editor, correspondence, comment, response to comment, etc.), except for conference materials										1-5
3.	Availability of a publication / supporting certificate of acceptance for publication of peer-reviewed scientific journals indexed and included in the Web of Science and (or) Scopus databases or abstracts, articles in collections of materials of international scientific conferences (Conference Proceedings) indexed in the Web of Knowledge and Scopus databases of scientific information										1-5
	<b>Total score</b>										

F P WKMU 49-06-21. Criteria for evaluating the results of the first interim report of the first year of research work. Fifth edition.

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*Appendix 6*

### COVERING LETTER

1. Name of the competition:
2. The name of the research areas that are the subject of the competition:
3. Name of the project topic:
4. Code of the Interstate Rubricator of Scientific and Technical Information (IRSTI):
5. Type of research (basic or applied research):
6. Requested amount of financing (for the entire duration of the Project and by years, in thousand tenge):
7. Estimated start and end dates of the Project:
8. Project implementation period (in months):
9. Information on the presence in the application of preclinical studies, biomedical experiments and clinical trials (whether it is planned to conduct research involving people and animals) (for scientific areas related to research in the field of creating biomedical and other drugs and means for medicine and veterinary medicine).
10. Personal data of the applicant:
11. Personal data of the project manager:

Position of the person

authorized to sign documents

(the first head of the organization) \_\_\_\_\_ signature / full name /  
(Place of Seal)

