APPROVED:

Director of State Scientific Research Institute

Nature Research Centre

Order No V-

**State Scientific Research Institute** **NATURE RESEARCH CENTRE**

**DESCRIPTION OF THE PROCEDURE FOR THE PREPARATION, APPROVAL, PERFORMANCE AND REPORTING OF RESEARCH PROJECT APPLICATIONS AND OUTSOURCING PROPOSALS AND THEIR CONTRACTS**

**CHAPTER I**

**GENERAL PROVISIONS**

1. State Scientific Research Institute Nature Research Centre Description of the Procedure for the Preparation, Approval, Performance and Reporting of Research Project Applications and Outsourcing Proposals and their Contracts (hereinafter referred to as the "Description") shall establish the procedure for the preparation, approval and submission for competitions of applications and proposals for research projects and outsourcing works (hereinafter referred to as the "Projects"), the requirements for the preparation, approval, signing, performance and reporting of contracts of research projects (hereinafter referred to as the "Contracts"), as well as the duties and responsibilities of the Centre's employees.
2. All staff of the Centre are required to comply with the provisions of this Description.
3. Applications and proposals for competitions shall be prepared in accordance with the Law on Public Procurement of the Republic of Lithuania, other legal acts of the Republic of Lithuania and the conditions of the proposal.
4. The main terms used herein are defined in the Law on Science and Studies of the Republic of Lithuania.

**CHAPTER II**

**PREPARATION AND APPROVAL OF APPLICATIONS AND PROPOSALS**

1. Applications for the Research Council of Lithuania (hereinafter, the "RCL") projects shallbe submitted in accordance with the procedure established by the RCL. Project leaders shall submit their applications and send a copy of the application by e-mail to the Chief Financial Officer for approval at least 5 (five) working days before the deadline for submission of applications.
2. The Project leader wishing to participate in the competition (except for the projects referred to in point 5) shall submit to the Internal Administration and Public Communications Department (hereinafter referred to as 'the "IAPCD') a completed application or proposal, in agreement with the head of the laboratory:

6.1. a paper or electronic copy of the application or proposal at least five (5) working days before the deadline set by the organiser of the competition **if** *no* co-financing or other contribution from the Centre *is required*;

6.2. a paper or electronic copy of the application or proposal at least seven (7) working days before the deadline set by the organiser of the competition if co-funding or any other contribution from the Centre *is required*.

7. The IAPCD shall submit documents for validation (single window validation)[1](#_bookmark0) to the lawyer and Chief Financial Officer of the Centre. Within 3 (three) working days from the date of submission, the validated documents shall be submitted by the IAPCD to the Director of the Centre for signature.

1. The Director of the Centre shall take the final decision on the Centre's participation in the competition. The documents for participation shall be submitted to the Director at least two (2) working days before the deadline for the competition.
2. The IAPCD shall register the signed application or proposal in the Register of Applications and Proposals for Comptotions and inform the intended Project leader of the decision taken by the Director of the Centre.

1 The one-stop-shop principle means that documents are submitted to the IAPCU, which passes them on to the next responsible person specified in the Description

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1. The IAPCU shall submit competition documents to the Public Procurement Department (hereinafter referred to as the "PPD") via the Central Public Procurement Information System (CPP IS) at least 1 (one) working day before the deadline for submission of the proposal.
2. *If the terms of the tender require a proposal security,* after the Director of the Centre has taken a favourable decision on the Centre's participation in the competition, the responsible staff member of the Finance Department (hereinafter referred to as the "FD") shall draw up a request for the proposal security and submit it to the Centre's Chief Financial Officer (CFO) and the Director of the Centre for signature.
3. The intended Project leader is responsible for the proper preparation and submission of the application or proposal (with all necessary annexes) to the organiser of the competition.

**CHAPTER III**

**DRAFTING AND APPROVING CONTRACTS**

1. The Project leader and the promoters of the successful competition shall be appointed for the duration of the Project by order of the Director of the Centre.
2. The IAPCD shall forward the draft Contract and/or draft amendments thereto (together with any annexes) to the lawyer and Chief Financial Officer of the Centre for approval. The Contract and/or amendments thereto shall be subject to approval:
	1. within 2 (two) working days from the date of submission – by the FD;
	2. within 2 (two) working days of the date of submission – by the lawyer;
	3. within 3-5 (three to five) working days of the date of submission – if the Contract and/or amendments thereto have been drafted in a foreign language.
3. The Contract and/or amendments thereto (with all its annexes) shall be submitted to the Director of the Centre for signature. The signed documents shall be sent by the IAPCD to the other party to the Contract.
4. The Project leader shall ensure that a copy of the Contract and/or its amendments signed by the other party to the Contract is returned to the Centre (in the event that the Contract was signed by the Centre first and does not bear the signature of the representative of the other party to the Contract).
5. The IAPCD shall register the signed Contracts, amendments and supplements in the Centre's Register of Agreements, give an abbreviation and keep them. A copy of the Contract shall be forwarded to the Project leader and Chief Financial Officer of the Centre. Upon expiry of the Contract, all Contract documents shall be deposited in the Centre's archives in accordance with the procedure laid down by the laws of the Republic of Lithuania.
6. *The Project leader is responsible for the timely provision of information to the FD on the Contract performance guarantee. The* FD responsible shall prepare a request for the Contract performance guarantee and submit it to the Chief Financial Officer of the Centre and the Director of the Centre for signature.

**CHAPTER IV**

**CONTRACT PERFORMANCE AND REPORTING**

1. Contracts shall be performed in accordance with the legal acts of the Republic of Lithuania, the Centre's internal documents regulating its activities, and in compliance with the terms and conditions set out in the Contracts.
2. In the case of outsourced works, the Project leader shall prepare and sign the transfer and acceptance statement and submit it to the FD for approval. The Director shall sign the transfer and acceptance statemen t of the works carried out, as approved by the FD.
3. The Project leader shall be responsible for the proper performance of the Contract (he/she shall immediately inform the lawyer and the Chief Financial Officer of the Centre if the other party to the Contract fails to perform or improperly performs the Contract or otherwise breaches its terms), the use of the funds, the quality of the works and their completion and handover to the Project Client within the time limits and in accordance with the procedure set out in it.
4. The FD responsible person shall prepare financial statements, administer and maintain the accounting and financial records of the Projects.
5. Project leaders shall provide:

23.1 the FD staff with necessary information or documentation on the progress of the Contract: explanations of unspent funds for the preparation of the financial statements, VAT invoices received from suppliers of goods or services (within 15 (fifteen) calendar days after the end of the month) and/or other documentation;

23.2 the Law and Human Resources Department with pay applications, work schedules, timesheets, etc.

1. The FD shall provide the Project leaders with information on unspent funds in the utilisation report 2 (two) weeks before the end of each quarter of the year. Information on the balance of funds of outsourced works shall be made available to Project leaders upon request within 7 (seven) working days.

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