

Annex 1. Rules of the Contest for the best cooperation plan/vision with RI/Academia organised in the frames of the "Transferring V4 expertise in knowledge/technology transfer" project

§ 1. General provisions

1. These rules and regulations set out the terms and conditions for the participation in, and the running of, the "Contest for the best cooperation plan/vision with RI/Academia" (hereinafter referred to as the "Contest").
2. The Contest is organised within the framework of the "Transferring V4 expertise in knowledge/technology transfer" project (hereinafter referred to as the "Project").
3. Purpose of the Contest:
 - develop a vision for enterprise cooperation with research infrastructure representatives,
 - promotion of the relationship between the RI/Academic and SMEs,
 - promotion of good practices of cooperation between business, SMEs and industry with research institutes and academia,
 - encouragement for SMEs to search for and implement new technological solutions in cooperation with the RI/Academia.

§ 2. Organiser of the Contest

1. The organisation of the Contest is funded by the Project, which is co-financed by the Governments of Czechia, Hungary, Poland and Slovakia through Visegrad Grants from International Visegrad Fund. The mission of the fund is to advance ideas for sustainable regional cooperation in Central Europe.
2. The Contest Organisers are the Armenian State University of Economics (ASUE), the Ivane Javakhishvili Tbilisi State University (TSU) with the active support of Center for the Advancement of Natural Discoveries using Light Emission (CANDLE).
3. Bodies involved in the conduct of the Contest: Contest Commission.
4. Contest Commission:
 - a) the Contest Jury is composed of:
 - Members: experts from the Project partner universities representing the V4 countries:
 - Czech Republic, Brno: Masaryk University
 - Radoslav Trautmann, Head of Technology Transfer Department, Deputy Director
 - Jana Daňková, Business Development Manager
 - Jiří Velinský, Head of Department of Economics and Projects
 - Poland, Gliwice: Silesian University of Technology (SUT)
 - Zygmunt Łukaszczyk, Director of SUT's Continuing Education Centre
 - Małgorzata Dobrowolska, Director of the International Center for Interdisciplinary Research

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- Slovakia, Košice: Technical University of Košice (TUKE)
 - Monika Blišťanová, Vice-dean for science and research
 - Pavol Lipovský, Associate professor
- Secretary: Arpine Jraghatspanyan & Irina Tsagareishvili
- b) assesses the formal and content-related aspects of submitted applications based on the evaluation criteria developed in advance and ensures that all stages of the Contest run smoothly,
- c) selects the 10 best applications (5 from Armenia, 5 from Georgia) during the first stage evaluation,
- d) during the Final Event the 10 best applicants present their visions, and the Jury selects (second stage evaluation) the 6 best ones (3 from Armenia, 3 from Georgia) (1st, 2nd and 3rd place for each country) from the 10 selected applications.

§ 3. Conditions for participation in the Contest

1. Participation in the Contest is free of charge.
2. The Contest is open to entities representing SMEs from Armenia and Georgia.
3. The Contest shall be announced on October 7, 2021.
4. The Contest work together with the Contest entry declaration must be submitted by 23:59 (GMT+4) October 27, 2021. The applications sent after the deadline will not be considered for the further evaluation.
5. The Contest application form must be prepared in English as the working language.
6. After filling in all the required sections of the Contest application form, it must be sent to int.projects@asue.com (for Armenia) and irina.tsagareishvili@tsu.ge (for Georgia) indicating "IVF Contest" in the subject line.
7. The characters' limits should be respected in the Contest application form.
8. Each SME can submit only one application.
9. Entities declaring their participation also declare that they have not been declared bankrupt, are not undergoing bankruptcy, reorganisation, restructuring or liquidation proceedings, are not in the process of dissolving their activities, have not suspended their activities, or are not in any other similar situation arising from the law, in particular:
 - have not been convicted of an offence against trading by a final court judgment,
 - are not in arrears with their social security contributions,
 - are not in arrears with applicable taxes.

§ 4. Application Form

1. In order to qualify, one shall submit a completed and signed Declaration of Participation in the Contest in accordance with the rules of representation of the entrepreneur, the form of which can be found on the website of the Project.
2. Submitted materials will be treated as confidential and known only to the Contest Organisers. The information provided by the entrants will be used only for the purposes of the Contest and the Project report, unless the obligation to disclose such information results from binding regulations.

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3. The Application Form should be sent:
 - a) by email to the Contest Organisers e-mail address: for Armenian applicants - int.projects@asue.am (contact person: Arpine Jraghatspanyan), for Georgian applicants - irina.tsagareishvili@tsu.ge (contact person: Irina Tsagareishvili).
 - b) in Word format
 - c) and in PDF format - scanned with clear signature or signed electronically
 - d) together with the logotype and statements below the application form.
4. The date of submission of the Declaration of Participation in the Contest shall be the date of its receipt at the email address of the Contest Organisers.
5. Declarations of Participation sent after the deadline will not be considered.
6. In the course of evaluating the Declaration of Participation from a formal point of view, the Contest Office may request additional clarification from the Participants in order to verify the authenticity of the document.

§ 5. Duration of the Contest

1. The Contest will be carried out according to a schedule:

Contest announcement	October 7, 2021
Deadline for sending Application packages	October 27, 2021
Announcement of shortlisted 10 applicants	November 5, 2021
Deadline for sending presentations (by 10 selected applicants)	November 10, 2021
Final event	November 16, 2021

2. The list of qualified applicants will be published on the Project website (<https://www.expertisetransfer.com/news>) and other platforms (social media, other websites).
3. Each of the qualified applicants will be informed by e-mail - a message will be sent to the e-mail address indicated in the Declaration of Participation.

§ 7. Works of the Contest Commission

1. A quorum of at least 6 members of the Contest Jury shall be required for a meeting of the Selection Board.
2. Decisions are taken by a simple majority of votes; in the absence of a majority, the President of the Contest Jury has the casting vote.
3. The Contest Organisers provide administrative and organisational support for the Commission's meeting, take part in it but do not have the right to vote.
4. A report in the form of minutes of the Contest Committee meeting is drawn up by the Contest Secretary.

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§ 8. Contest results

1. The results of the Contest finals and the presentation of the winners will be presented to the public and the Contest Commission at a specially organised Final Event with the participation of the media, representatives of business, local government, Contest participants and other invited guests both from Armenia and Georgia.
2. The results of the Contest will be made public.
3. The list of the award winners of the Contest will be announced at the end of the Final Event and will be published on the Project website (<https://www.expertisetransfer.com/news>) and other platforms (social media, other websites).
4. The participants of the Contest will be informed of the results electronically - a message will be sent to the e-mail address indicated in the Declaration of Participation.
5. The Final Event is scheduled to take place online, on November 16, 2021.

§ 9. Awards

1. The prizes in the Contest are:
 - a) respectively for:
 - 1st place – R&D prospects development,
 - 2nd place – Market research for the SME discovering the opportunities of cooperation between them and RI/Academia
 - 3rd place – Business consulting or business development training for the SME stressing and developing R&D component
 - b) each of the winners (1st, 2nd, 3rd place) will be awarded a certificate.
 - c) each of the winners (1st, 2nd, 3rd place) will receive a commemorative medal.
 - d) each of the winners (1st, 2nd, 3rd place) will be proposed a letter of intent with the project partners, represented by experts being a part of the Contest Commission.
 - e) each of the winners will get the right to use the logotype of the Project for promotional and marketing purposes – for announcing about their participation in the Contest and its results.

The right to use the logo of the Contest is confirmed by an appropriate authorisation:

- The person using the logo of the Contest cannot grant anyone any permission to use the logo, or to use its elements without the written consent of the Organisers of the Contest,
 - The Contest Organisers reserve the right to revoke or suspend the right to use the logotype in the event that the winner's behaviour is found to be unworthy of the Contest.
2. The prizes are only for the award winners of the Contest (3 from Armenia, 3 from Georgia). The right to the prize cannot be transferred to third parties.
 3. The prizes will be handed over to the winners of the Contest after the Final Event (face to face).
 4. Prizes are not exchangeable for cash equivalent or any other benefit.

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§ 10. Promotional package

1. By entering the Contest, applicants agree to use the materials provided to the Organisers or generally available materials concerning the applicant (photos, logos, etc.) to promote the Contest and the Project.
2. Promotion of the winners of the Contest will include:
 - information (short description of activity, awarded innovative solution, logo and photo, contact details) on the Project website, the websites of the Contest Organisers, Project partners, patrons and other fields of exposure (e.g., in social media),
 - the opportunity to interview the winners
3. Promotion of the other participants in the Contest will take place, among others, by means of information on the Project website, websites of the Organisers of the Contest and other fields of exposure (e.g., in social media).
4. Each of the Contest participants will receive recording of the Final Event.

§ 12. Processing of personal data

1. The Contest Organisers are the administrators of the participants' personal data.
2. The decision of Contest Jury is final and is not subject to appeal.
3. The processing of participants' personal data takes place on the basis of the provisions of Application form, for purposes related to the organisation and conduct of the Contest.
4. The data may be disclosed to other entities, such as external auditors, unless the obligation to disclose the data results from applicable regulations.
5. Participants' personal data will be kept only for the time necessary to fulfil the purpose for which it was collected, i.e. to settle and disseminate the Contest, and then for the archiving and reporting period.
6. Under the terms of the provisions of the GDPR, the participant has the right to request the Administrator:
 - access to the content of their personal data,
 - rectify (amend) your personal data,
 - delete your personal data,
 - restrict the processing of your personal data where the correctness of the processing is Contested.
7. The participant has the right to object to the processing of their data.
8. Consent for the processing of personal data is necessary to take part in the Contest.
9. The participant's personal data will not be subject to automated decision-making and will not be used for profiling.

§ 13. Confidentiality

1. The entities taking part in the organisation and conduct of the Contest, as well as the experts evaluating the entries, are obliged to maintain the confidentiality of the information presented in the Declaration of Participation in the Contest and made available to the Contest Committee.

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2. All information obtained in the course of the Contest that has not been made public is considered confidential information.

§ 14. Force majeure

1. In the event of force majeure, the Organisers reserve the right to change the manner or timing of the organisation and conduct of the Contest or the distribution of prizes.
2. The Organisers shall not be liable for any hindrances or impossibility of organising and conducting the Contest or awarding the prizes due to activities of authorised public administration bodies,
3. The Organisers reserve the right to amend these Rules and Regulations if - after consulting the relevant specialists - the Organisers determines that there is a threat to persons participating in the event or to outsiders. Making the above arrangements is independent of actions or recommendations issued by authorised public administration bodies.

§ 15. Final provisions

1. The regulations of this Contest are available at the Project website (www.expertisetransfer.com/) and on the Organisers' websites (<https://asue.am/am>, www.tsu.ge/).
2. The winners of the Contest are obliged to settle any potential tax liabilities arising from the applicable legal regulations relating to the receipt of prizes in the Contest.
3. In justified cases, the Organiseru reserve the right to postpone the dates announced in or outside the Contest Rules.
4. The Contest Rules shall enter into force on the date of signature and shall remain in force until the completion of the Contest.

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