



REPUBLIC OF CROATIA
MINISTRY OF SCIENCE, EDUCATION AND SPORTS

Science and Technology Project
Unity through Knowledge Fund

Guidelines and
Procedures 2007

UNITY THROUGH
KNOWLEDGE FUND

R E P U B L I C O F C R O A T I A
MINISTRY OF SCIENCE, EDUCATION AND SPORTS

Science and Technology Project *Unity through Knowledge Fund* Guidelines and Procedures 2007

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Distinguished Friends,

I am very glad that I can invite you to explore the new possibilities that we have created by starting the *Unity Through Knowledge Fund*. The Fund has recently opened its first calls for proposals for collaborative research projects between expatriate researchers in the Diaspora and Croatian researchers, organizations and companies.

The Fund's specific mission – to unite homeland and Diaspora knowledge potentials – has already found its place within other processes we are currently running in order to face the challenge of building a knowledge-based society.

The First Congress of Croatian Scientists from the Homeland and Abroad, at which we gathered to discuss the future of Croatian science, was an important event for the Republic of Croatia. The Congress concluded with the signing of a Declaration, which clearly states that the goal of the Congress is for its participants to show »with their presence how much Croatia has given the world, by educating its scientists who have subsequently, by a combination of circumstances, gone into the world in search of acceptable work conditions, and that this 'brain drain', which is simultaneously one of the greatest threats to countries as is Croatia and one of the greatest gifts that any country can give to the world, can be transformed from a disease into a cure for the homeland.« The First Congress has given rise to the idea of the return of Croatian scientists, and since then this idea has patiently been turned into action through 'brain gain' projects, the networking of Croatian scientists, by stimulating excellence, and by launching the Croatian Science Portal as the comprehensive service network of the scientific community. In striving for new opportunities, we remain true to the idea of the return of Croatian scientists, as the Second Congress of Croatian Scientists from the Homeland and Abroad, to be held from May 7-10, 2007 in Split, proves. The fact that 43 Croatian scientists have returned to the Republic of Croatia since 2004, and that preparations are underway for the return of another 15 scientists, shows that our idea is realistic and achievable and that we are on the right path.

The idea of »networking knowledge« that has come alive at the First Congress has been turned into action and elaborated through the *Unity Through Knowledge Fund*, through which we strive to give birth to a trend of »exchange of ideas« and »creation of knowledge«, with a focus on our young scientists, in particular. In this way we will develop Croatian science and, hence, the Croatian economy and society as a whole.

As revealed in the Science and Technology Policy of Republic of Croatia, 2006-2010, we plan to increase investments into the R&D sector, to restructure Croatia's science system in order to make the investments more efficient, to strengthen cooperation between science, government and industry in creation of new knowledge and goods, and to increase participation of our researchers and organizations in European Framework Programs.

Our commitment to achieve these goals is evident in opening new channels for support of competitive research and to facilitate investments into quality projects, one of them being the *Unity Through Knowledge Fund*. Therefore, projects that the Fund supports have to demonstrate a potential to access other financial sources, including the private sector and European Funds. Those projects will instigate international cooperation of our S&T organizations and the creation of knowledge networks. Here, the role of the Diaspora researchers will be substantial.

Therefore, I ask you, both researches from Croatia and those living abroad, to forge ties and participate with innovative research projects in the Fund's programs. Your projects can strongly contribute to the transformation of Croatian society, so that it may become more competitive in the modern global economy, by using the knowledge and know-how of its own people.

*Prof. Dragan Primorac, M. D., Ph. D.
Minister of Science, Education and Sports*

Executive Summary

The Government of Croatia, represented by the Ministry of Science, Education and Sports, has designed the Unity through Knowledge Fund program (UKF), supported by the World Bank Loan Nr. 7320-HR.

This program is aimed at: (i) encouraging Croatian scientists and professionals working abroad (Diaspora) to return and work in Croatia and/or get connected with the local scientists; (ii) fostering Croatian institutions and researchers to use potentials of Croatian scientific and professional Diaspora. These processes will get integrated into the task of national reconstruction and economic development.

Under the motto Connectivity – Cooperability – Creativity, UKF's mission is to unify the scientific and professional potentials in Croatia and Diaspora for the development of the society based on knowledge.

In order to achieve this task, UKF strives towards the following goals: fostering internationally competitive research, fostering research that provides added values to the Croatian economy and supporting the projects which develop research infrastructure.

The projects financed by UKF should exhibit excellence and a significant contribution to Croatian society and economy. They will be chosen on the competitive basis through a fair evaluation process. The process will be governed by a Steering Committee nominated by the Minister and with operational support of a two-member UKF Secretariat. The projects will be elected on the subject of recommendations of anonymous evaluators. Final decisions will be made by the Approval Committee with the Minister as its head.

UKF will select and support the chosen projects in the frame of specially designed programs. The programs encompass the following areas: collaborative research projects, intensifying of researchers' mobility, young researchers' advancement and commercialization program. The programs will be defined, specified in detail and implemented by the Steering Committee.

Within approved projects, special instruments will be financed that lead to achievement of UKF's goal. These instruments are: research project, post-doctorate research, early-stage research, short-term visit, long-term visit, research equipment, conference, hi-tech entrepreneurship and consulting. The maximum UKF's contribution to a project is 90 percent, and minimum 10 percent should be provided from other sources.

The best proposals will be attracted by promotion campaign, informative and interactive web-site with online applications and transparency of the

evaluation and decision process. Within institutional development, some activities that develop Croatian S&T infrastructure will be supported.

Performance of the UKF will be monitored through several key performance indicators. Increased collaboration between Croatian research community and industry with Diaspora is measured as number of projects successfully finished. Overall outcome of basic research activity supported is reflected as number of joint publications stemming from projects. Overall outcome of applied research activity supported is reflected as number of submitted applications for patents plus number of other applicable new products/processes developed.

The total funds available in the UKF will be 5 million EUR: 3,7 mil. from World Bank Loan and 1,3 mil. from the State budget. Financial plan predicts total expenses of 1.092.975 EUR for 2007, 1.631.500 EUR for 2008 and 2.285.925 EUR for 2009. This estimate is based on prediction of total 26 projects started in 2007, total 42 projects (continuing and new) financed in 2008 and total 57 projects (old and new) financed in 2009. Financial plan includes operational costs of 149.925 EUR for 2007, 149.925 EUR for 2008 and 147.925 EUR in 2009.

Abbreviations

AC	Approval Committee
BICRO	Business-Innovation Center of Croatia Ltd.
C3	CONNECTIVITY – COOPERABILITY – CREATIVITY
IPR	Intellectual Property Rights
MSES	Ministry of Science, Education and Sports
PDO	Project Development Objective
PMU	Project Management Unit
RDI	Research and Development Institution
R&D	Research and Development
S&T	Science and Technology
SC	Steering Committee
STP	Science and Technology Project
SME	Small or Medium Enterprize
TA	Technical Assistance
UKF	Unity through Knowledge Fund

1. About Unity through Knowledge Fund

CONNECTIVITY, COOPERABILITY, CREATIVITY – C3

1.1 Mission

(i) To unite scientific and professional potential in Croatia and Diaspora in development of the knowledge based society.

1.2 Goals

(i) Unity through Knowledge Fund accomplishes its mission through following goals:

- *Supporting research that is competitive on international level.*

The Fund encourages basic and applied scientific research that creates new knowledge and exhibits potential to compete on an international level. Two project types will be financed: those that attract experts and investments into Croatia will be financed and those that enable the cooperation/leading of European and other international projects that are in accordance to Croatian Scientific and Technological Policy [1].

- *Fostering research that creates new values in Croatian economy.*

The Fund supports projects that directly and indirectly strengthen the Croatian economy. The development of innovations, patents, commercial and other application of scientific results will be financed. In particular, support will be given to the investments made by the business sector into scientific projects. With the use of the resources of scientific and professional Diaspora, companies that apply new knowledge will be supported.

- *Supporting projects that help the development of scientific infrastructure in Croatia.*

The Fund supports all initiatives that contribute to the development of scientific system in Croatia through the cooperation with Diaspora. UKF supports and encourages the development that results in competitiveness on international level, supports education and scientific excellence in order to make Croatia a desirable place for top scientists from abroad (including those from Diaspora). Projects that are in accordance to the mission of UKF through the work in administrative, infrastructural and managing segment of science and technology will be financed.

1.3 Rationale and Concept

(i) The phenomenon of migration of skilled and qualified workers to developed countries has been for nearly four decades negative for Croatian economy and has come to be seen as »brain drain«. Many »human capital donor« countries have been adversely affected by the shortages of highly qualified personnel in time of critical progress. They have used a number of strategies to reverse the 'brain drain' with varying degrees of success.

(ii) A number of talented Croatian scientists are scattered around the globe. An onset of improved and organized communication with scientists »at home« will be stimulated to initiate various ideas for cooperation. Some scientists abroad could be invited to return home to work towards the economic development of Croatia when the working conditions were appropriate. A plan to attract these scientists and their projects, which will rely on recent reforms, modernization and policy initiatives, is being undertaken in order to enhance Croatia's competitiveness.

(iii) The program motto is: **CONNECTIVITY – COOPERABILITY – CREATIVITY (C3)**

The motto indicates the motives by which this program should be conducted.

CONNECTIVITY is a complex task of connecting people, as it has to be carried out by relying on existing Croatian institutions, themes and projects or by establishing new enterprises.

COOPERABILITY could be achieved by appointing scientists or experts from the Croatian Diaspora as leaders of research teams in the country, as an efficient knowledge transfer and a preparation for the actual return.

CREATIVITY is final step of the process because it should add news values to Croatian economy. Creativity should be an incentive for new endeavors in science, business and society.

1.4 Institutional Framework

(i) In the framework of Science and Technology Project (STP) that is financed by the World Bank Loan No. 7320-HR [2], a program called »Unity through Knowledge Fund« (UKF) has been established. The motto of the program is: **CONNECTIVITY, COOPERABILITY, CREATIVITY**. This Fund will work on connecting the scientific and professional potential of Croatian Diaspora with the Croatia [3].

(ii) Ministry of Science, Education and Sport (MSES) holds general responsibility for the implementation and coordination of STP. Project management unit (PMU), which been established by the MSES is responsible for managing of the project and for coordination on daily basis that includes procurement, payment, financial management, monitoring and evaluation [4]. UKF is a component of STP and is managed by the Directorate of Science in MSES. Administration of UKF on daily basis has been delegated to the company BICRO d.o.o. in accordance to the Agreement between BICRO and MSES.

1.5 Principles

(i) Operational principles of the Fund help in the realization of the mission, forming a solid set of criteria for evaluating the Fund's activities.

1. Excellence

The Fund recognises and supports scientific, technological and managerial excellence at the highest level.

2. Transparency

The Fund's activities, decision-making and financing are fully transparent and public.

3. Equality

All project proposals are equally and justly evaluated during evaluation, and objectively and anonymously assessed.

4. Measurability

Impact and results of the financed projects must be measurable at least at the capacity adequate for evaluation.

5. Competence

The Fund's decisions are brought about solely on basis of objective and professional arguments.

6. Individual approach

The Fund fosters individual approach towards persons, projects and ideas and insists on individual responsibility of project leaders.

7. Care for projects

The Fund fosters a »motherly« approach towards projects, evaluates projects and looks after their success.

8. Finality

Decisions made by managing bodies of the Fund, according to prescribed procedures, are final and cannot be changed retrospectively.

8. Avoiding conflicts of interest

All operations and decisions made avoid direct or indirect conflict of interest of all persons involved in procedures.

9. Ethical and other good practice in research

The Fund supports ethical and other good research practice in the sense of The European Charter for Research [5] and subject to approval of Consent of project leader to ensure responsible conduct of research and scientific integrity (cf. *Annex 1*).

1.6 Organization & Management

(i) In order to manage the UKF, the MSES has nominated two committees with strictly separated duties: Steering Committee (SC) and Approval Committee (AC).

(ii) **Steering Committee** is involved in communications, objective-based initiations of individual UKF programs, final designs of individual proposals, pre-evaluations, processing, and similar operational tasks. SC is responsible for managing, coordination and successful implementation of all UKF's programs and activities, in accordance with directions, plans and agreed procedures. SC establishes documents and strategy of the UKF, announces programs and requests for funding, directs with the evaluation process, appoints independent evaluators and proposes projects for financing. The SC has been nominated by MSES on 11 April 2006 and revised on 19 January 2007 has following members:

1. Prof. Stjepan Car, Ph.D. (KONČAR – Electrical Engineering Institute Inc. Zagreb)
2. Prof. Mile Dželalija, Ph.D. (University of Split, Faculty of Sciences and Kinesiology), president

3. Prof. Astrid Krmpotić, Ph.D. (University of Rijeka, School of Medicine)
4. Andrea Tomljenović, Ph.D. (Ministry of Science, Education and Sports)
5. Donatella Verbanac, Ph.D. (GlaxoSmithKline Research Centre Zagreb Ltd. Zagreb)
6. Prof. Saša Zelenika, Ph.D. (University of Rijeka, Faculty of Engineering)

(ii) **Approval Committee** is a completely independent body which is in charge of final evaluations and approvals, monitoring, and financial and other decision-making. It approves funding of the projects proposed by SC and approves final reports of projects.

The AC has been nominated by MSES on 11 April 2006, with following members:

1. Prof. Željko Bošnjak, Ph.D. (Medical College of Wisconsin, Milwaukee, SAD)
2. Ivica Mudrinić (President of the Directors Board of T-Hrvatski telekom d.d.)
3. Prof. Ivan Pavić, Ph.D. (Rector of the University of Split)
4. Prof. Dragan Primorac, Ph.D. (Minister of Science, Education and Sports), president
5. Prof. Mladen Žinić, Ph.D. (Director of the Institute Rudjer Bošković, Zagreb)

(iii) **The Secretariat** is the executive office of the UKF in charge of operational activities associated with the program. The Secretariat is run by the UKF Program Manager, as the principal executive. It will also include a Program Analyst, who will administer the Program and report to the Program Manager. Program Manager is Hrvoje Meštrić, Ph.D., elected on 1 August 2006 (Terms of Reference published 11 April 2006).

(iv) **The other subjects** involved in operations of the UKF are MSES, BICRO and PMU. The MSES (i.e. its representative – State Secretary for Science) is the project agency for the UKF responsible for supervision and support of Secretariat. BICRO provides the necessary logistic-operational support (business premises, computer and network equipment, supply of office material, consultancy). The PMU deals with all aspects of STP in general, as quoted in Project Implementation Plan.

(v) **Collaborators** with the UKF are to be chosen among state and other institutions with similar and complementary tasks. A cooperation with BICRO programs is established [6] in order to broaden process of support to promising R&D projects towards commercialization (IRCro, CONCro, RAZUM

programs). Special collaboration will be developed with institutions which operate on a long term scale as The National Foundation for Science, Higher Education and Technological Development (www.nzz.hr) and the Directorate for International Cooperation of MSES. In order to increase involvement of Diaspora, a partnership with various foreign foundations will also be developed. In order to implement the industrial research programs, cooperation with universities and interested companies will be developed. A possible cooperation with Agency for Science and Higher Education (www.azvo.hr) could participate in quality assurance of Fund's programs.

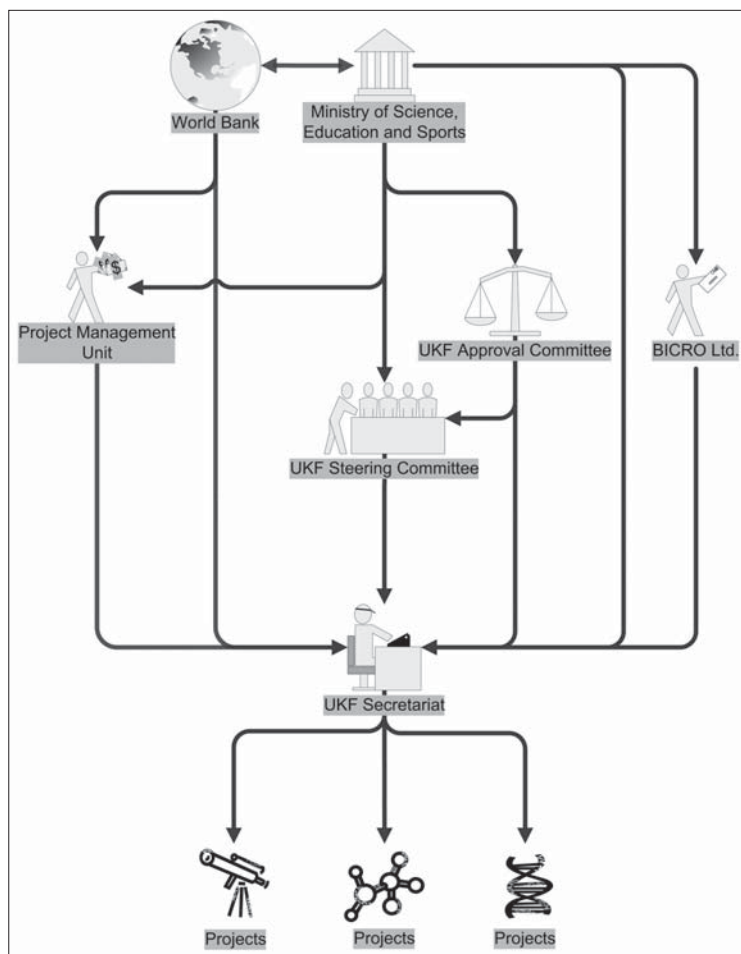


Figure 1: Organizational scheme of UKF

2. Operational Instruments of the Fund

(i) The operational instruments of the Fund are activities carried out individually or combined in order for a project to be successfully realized. They build up programs – sets of projects with a clearly defined objective.

1. *Research project*

HOW? The Fund participates in financing of research project costs which are in accordance to the mission and the goals of the Fund. The Fund may finance specific aspect of some already existing project that is necessary for achieving the level of competitiveness for external investments. Fund can also finance launching of new, independent research projects that have potential to create new scientific results.

WHY? The Fund will promote research projects as a basic instrument of cooperation between scientists and experts from Croatia and Diaspora. As a necessary condition for support, the presence of clear benefits for Croatian society is required, in the sense of the UKF goals.

2. *Advancement of young researcher – Post-doctorate*

HOW? Financing and including young researchers at post-doctorate level in research projects that realize the goals of the Fund.

WHY? Fund will encourage post-doctorate projects that foster brain gain both by attracting young researchers with PhD from abroad and offering positions in industry or university/RDI in Croatia. Projects should enable transfer of knowledge and investments into Croatia.

3. *Advancement of young researcher – Early-stage*

HOW? Fund subsidizes early-stage researchers on projects that create new scientific results according to the goals. These include work on projects led by members of Diaspora resulting in a system of mentorship and transfer of knowledge to Croatia. Special emphasis is on supporting the work of young researchers on projects in the industry.

WHY? Early-stage researchers' work is basic strength of S&T system and has to be used more extensively in Croatia. The Fund supports the work of early-stage researchers on the prosperous scientific and industry projects, thus contributing to lower »brain drain«.

4. Short-term visit – Mobility

HOW? The Fund enables short-term visits (up to 6 months) that will be used for knowledge transfer and that fit in the research projects working towards the Fund's goals. The Fund will in particular support visits of young researchers to foreign institutions connected to the needs of the project. Visits of both early-stage and experienced researchers from Diaspora will be supported if they contribute to the development of local projects/firms, serve as mentors or instigate new investments.

WHY? Short-term visits are an unavoidable way for transferring knowledge in modern S&T systems. Visits of young scientists working on Croatian projects to centers of excellence abroad enable fast acquisition of experience. Visits of researchers from Diaspora enable leading and participating in local projects without necessity of permanent relocation to Croatian institutions.

5. Long-term visit – Appointment

HOW? The Fund supports long-term appointments of scientists/experts from Diaspora on projects that realize the goals of the Fund. That includes support of placement of experts in Croatian R&D companies and on universities and RDIs.

WHY? Long-term visits and appointments serve for including Diaspora members in Croatian projects and can help as a preparation for their return.

6. Research equipment

HOW? Research equipment is financed only partly, and only as part of projects that fulfill conditions outlined in the Fund's goals. The Fund will support a new, more economical usage of equipment through cooperation and renting.

WHY? Research equipment is necessary condition for scientific work, but for the realization of Fund's goals new models will be developed that ensure better return on investment than presently.

7. Conference / Lecture

HOW? The Fund supports participations at conferences where this is necessary for the transfer of knowledge to projects that seek international and/or economic affirmation.

WHY? Participation at local conferences and lectures of participants from Diaspora enable an efficient way of cooperation and knowledge-transfer. Also, attending conferences abroad as a part of supported projects facilitates their development.

8. Entrepreneurial activity based on a high technology

HOW? The Fund finances entrepreneurial activities of universities, RDI's and R&D companies based on new knowledge, as well as the establishment of new companies, especially if initiated from Diaspora. The Fund supports pre-commercialization research, in order to achieve eligibility for venture capital or for BICRO programs (e.g. IRCro).

WHY? The Fund supports projects with an apparent commercialization potential that stems from research cooperation with Diaspora if they are performed at Croatian companies and institutions.

9. Consulting

HOW? The Fund finances specific consulting services that are necessary for the realization of supported projects such as: external administration of research project or consulting on commercialization of scientific result. The Fund also covers the costs of consulting services for members of Diaspora who start a project/company in Croatia. Special attention is given to the cases where Diaspora members provide the consulting services. Consulting services for some commercial projects may be co-financed by the BICRO program CONCro.

WHY? Education and outsourcing of non-scientific components (finances, legal issues, intellectual property, PR, management...) are important for the success of scientific projects and they are underdeveloped in Croatia.

10. Development of research infrastructure

HOW? Support is provided for some activities that transform the S&T infrastructure toward the goals listed in Science Policy of the Republic of Croatia (cf. [1]) and that establish cooperation with Croatian scientific and professional Diaspora will be supported.

WHY? In order to further develop competitiveness of Croatian knowledge-based economy there is a need to strengthen the S&T system, in order to increase its productivity by opening towards Diaspora.

3. Programs

(i) Programs of the Unity through knowledge Fund are sets of financed projects that include one or more Fund's instruments, defined by the Steering Committee. The Steering Committee defines the goal and set out the reasons for launching, duration and financial framework of the program. The Fund's resources can be assigned solely through programs, with the exception of operational costs and institutional development as specified in the UKF Business Plan.

(ii) Projects within a certain program are selected on a public call for proposals and in accordance with the procedures described here. For each program, the following is defined ahead of time: common goal, common set of criteria, the same application conditions and same selection procedure. All projects within the program are evaluated with the same measurable key performance indicators.

(iii) A general overview of programs is presented here. Their financial volumes, dynamics of announcements of calls for grants and other details are going to be specified by the SC during the development of particular program. The projection of costs of each particular program is outlined in Chapter 12 of this document.

(iv) Projects are evaluated according to sets of criteria which are common to each program. They are developed by the SC according to the goals of a particular program. Nevertheless, there exists a general set of criteria that will be used in all programs:

- assessment of scientific/technological quality and innovativeness of research, originality and feasibility of project
- scientific track record of project leader and other coworkers on the project, their research and management potential (key publications and other results, necessary expertise, previous achievements, cooperation)
- strategic importance of the project for Croatian society and economy (in the sense of Science and Technology Policy 2006-2010)
- assessment of the project's future potential to achieve EU/international co-financing
- assessment of the project's future potential to achieve co-funding from industry (for commercial-domain projects)
- assessment of the project's potential for creating added values in Croatian economy (potential applications, innovations, patents, new products or processes...)

- guarantee for the co-funding of project if required in the program (at least 10 percent)
- potential contribution to knowledge transfer to Croatia contributed by project

These and other specified criteria will be assessed quantitatively by the evaluators and the SC.

3.1 Research Cooperability Program

Research Cooperability Program supports medium-scale collaborative research projects with involvement of Diaspora. The program includes the majority of UKF's instruments.

Program goal: To attract promising research projects to Croatian companies/institutions together with international/private financing, their accompanying knowledge and potential research results.

Performance indicator: number of research projects with collaboration of Diaspora and homeland researchers

Instruments: research project, early-stage research, post-doc, short-term visit, long-term visits, consulting, conference, equipment. It may be applied for more than one instrument in scope of this program.

Grant size: min 100.000 EUR, max 200.000 EUR

UKF's share in project: min 50%, max 90%

1A. »Homeward« Grant

Objective: To offer a Diaspora member a possibility to establish research collaboration at Croatian institution without permanently relocating to Croatia. It gives a possibility to create a research team of researchers and lead it from abroad.

Application: Outstanding scientist/professional from abroad may apply if she/he can demonstrate the ability to lead and mentor a team of coworkers. The grant may include application of more than one instrument, as costs of the research project realization, allowances for members of the local team, travel and allowances costs for all members of the project, specific small equipment, etc.

1B. »Crossing borders« Grant

Objective: To allow project leader from Croatia to initiate and establish cooperation with a researcher from Diaspora. It aims at experienced Croatian researchers from both industrial and academic sectors who want to develop their productivity and participate in bigger, international project through partner abroad, without necessarily relocating abroad.

Application: Experienced Croatian researchers may apply if they demonstrate potential for project leadership. The grant may cover costs of research, long- or short- term stays by host, travel expenses and fellowship of participating co-workers.

3.2 Connectivity Program

Connectivity Program develops opportunities to exchange experts and knowledge between Croatia and Diaspora.

Program goal: To support a permanent knowledge and skills flow towards Croatia through enabling mobility of researchers and professionals within outstanding projects.

Performance indicator: number and duration of exchanges of researchers on priority projects

Instruments: short-term visits, long-term visits, conferences, early-stage research, postdoc. It is possible to apply for just one instrument in scope of this program.

Grant Size: max 50.000 EUR

UKF's share in project: min 50%, max 80%

2A. »Gaining experience« grant

Objective: To open opportunities to young scientists to gain research and collaboration experience by visiting research facilities abroad through cooperation with Diaspora scientists/professionals.

Application: Talented Croatian early-stage researches who work on projects that strive towards the UKF's Goals may apply. The visit grant includes travel costs and allowances for researchers who can prove the clear goals and outcomes of the visit (introducing to technology, establishing of cooperation...). Prerequisite for successful application is a personal and professional development plan approved by applicant's host, with clear benefit for Croatia from hers/his staying abroad.

2B. »Homeland visit« grant

Objective: To provide opportunity to prominent Diaspora members to support their visits to Croatian companies and institutions in order to contribute to research cooperation or to provide knowledge transfer to R&D projects in Croatia.

Application: The Diaspora member or Croatian host may apply for this grant if they can prove an apparent need and benefits of the visit for their research project and knowledge transfer. Additionally, all supported visitors are obliged to deliver at least one lecture to the general public. Grant may subsidize the allowance for the researcher during his staying in Croatia.

3.3 Young Researchers Program

Young Researcher Program fosters early stage researchers in all aspects of their professional advancement, especially by performing projects in cooperation with industry.

Program goal: To unlock the young researcher's potential by allowing them to autonomously lead research projects.

Performance indicator: number of supported projects of young researchers

Instruments: research project, post-doc, early-stage research, short-term visit, conferences, consulting, equipment, entrepreneurial activity. Within a proposal, it may be applied for one or more instruments.

Grant Size: min 10.000 EUR max 100.000 EUR,

UKF's share in project: min 50%, max 90%

A. »My first research topic« grant

Objective: To give an opportunity to early-stage researchers to start and lead hers/his 1st research topic in cooperation with mentor/partner from Diaspora or industry.

Application: Distinguished early stage Croatian researcher (under 35) who wants early start to leading their own project may apply. The coworkers on the project may include member from Diaspora or Croatian industry. It may be applied for costs of project realization, short-term visits, conferences and consulting.

B. »Reintegration« grant

Objective: Support for the reintegration and knowledge transfer to Croatian host organization of researchers after hers/his stay abroad.

Application: The matching grant to help the returnee (2 years is considered as a minimum stay abroad, including period of doctorate) to accommodate at Croatian institution, to establish transfer of knowledge and to initiate own research.

C. »Research in industry« grant

Objective: To support researchers to work within industrial projects in Croatia. The subsidy is aimed to participate in allowances of young researchers who want to work on projects in Croatian industry.

Application: Croatian R&D companies may apply for this grant. Eligible candidates are researchers from Croatian RDIs and Universities, as well as researchers from Diaspora. In the case of researchers from a Croatian institution, an agreement between RDI or university and company has to be established.

3.4 Creativity Program

Creativity program encompasses commercial applications of research results and fosters all processes from applied research to intellectual property rights (IPR) protection.

Program goal: to enhance entrepreneurial activities of researches (through the application oriented research) in order to produce added values to Croatian economy and thus avoiding »brain drain«.

Performance indicator: number of commercial applications stemming from the program

Instruments: entrepreneurial activity, research projects, long-term visits, short-term visits, equipment, consulting. Within a proposal, it may be applied for one or more instruments.

Grant Size: min 20.000 EUR, max 200.000 EUR

UKF's share in project: min 30%, max 50%

A. »Innovation« grant

Objective: Support of re-orientation and development of the existing basic research towards application-driven research, which may have use in economy or society.

Application: Eligible applicants are researchers from Diaspora who want to continue research towards commercialization in Croatia, and also Croatian scientists who need cooperation with Diaspora for the same goal. Projects are selected taking into account innovative character of the project and its potential applicative result.

B. »IPR protection« grant

Objective: To encourage protection of intellectual property rights (IPR) of results of Croatian research projects.

Application: Researchers who need financial assistance for protection of IPR on local and international level for their results may apply. Preference will be given to applicants who have cooperation with Diaspora on priority projects.

4. Users of the Fund

(i) Users and beneficiaries of the Fund's support are Croatian institutions, companies and organizations, i.e. Croatian legal entities. However, individuals are always appointed as leaders of an approved project and they carry the main responsibilities for the project implementation. A contract with the Fund is signed by the responsible person within a legal entity. A project leader co-signs the contract and carries a part of responsibility for project execution. The contract also regulates the relationships between the legal person and individuals who carry out the project, and defines a distribution of responsibilities.

(ii) Individuals responsible for implementation of project should be: (a) Croatian citizens, living abroad or in Croatia, (b) foreign citizens of Croatian origin who are interested in contributing to the development of Croatian society and science

(iii) All individuals with real or possible conflict of interests are excluded from the competition for Fund's support. The individuals who take part in the process of evaluation (including members of committees, evaluators and

consultants) cannot apply for Fund's support. Also, all applicants who try to influence the process of evaluation will be excluded from the process.

(iv) All applicants should be able to prove – prior to signing of contracts – that they work in accordance to Croatian law. If case contractors have their affairs administered by the courts, are bankrupt or have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation provided for in Croatian legislation or regulations; they will be withdrawn from the evaluation or financing. Similarly, if potential contractors have been declared to be in serious violation of any other contract with state administration, they will be withdrawn from evaluation or financing by the Fund.

(v) Any contractor having been found in misrepresentation in supplying the information required as a condition for participation in the contract or failing to supply such information shall be excluded from participation in evaluation or financing by the Fund.

5. Project Proposals

(i) The Fund's financial resources are assigned under the terms set out in calls for proposals and through programs. One program can have more calls published at different times. The decision to open a call for proposals and its conditions is under the authority of SC and is realized by Secretariat. It is necessary to announce a call on the Fund's web-page; daily papers, public internet portals and other public media – and depending of the target group for a call – can be announced on international web-pages and published media.

(ii) Calls for proposals for the Fund's programs consist of:

- name of the program within the call has been announced
- total amount of funds foreseen for the program
- mandatory and optional content of the proposal
- mandatory and optional additional materials, documents and evidence
- explicit evaluation criteria for the proposals
- time period (deadline) for submitting of the proposals
- procedure and time for announcing decisions

(iii) Proposals have to be submitted both in electronic form (through the Fund's web-page) and in hard copy. Project proposal forms will be avail-

able on the Fund's web pages or can be requested by post. Upon receipt of proposals, the UKF Secretariat records the date of receipt and subsequently sends an acknowledgment of receipt by e-mail.

(iv) Proposals must include all components as defined in call, including the following:

- name and address of the legal persons applying, including names and duties of responsible persons
- name and address of the project leader and all partners in the realization of the project
- resumes/profiles of the project leader and partners on the project who will be taking part in the implementation of the project, including publications and achievements relevant for the project implementation
- legal agreements (where necessary)
- detailed business plan, i.e. project plan that includes: preconditions and conditions for successful implementation of the project, expected results and outputs of the project according to the implementation plan, impact assessment, milestones (key performance indicators according to the plan), expected impact factors of the project, clearly structured needs for human, financial and other resources and the assessment of the project risks
- financial plan for the project with income and expectations of income from other sources including documents of evidence (or intention) about co-financing of project
- owner structure, intellectual property rights and obligations related to the project
- signed Consent of project leader to ensure responsible conduct of research and scientific integrity (cf. *Annex 1*)

6. Evaluation Procedure

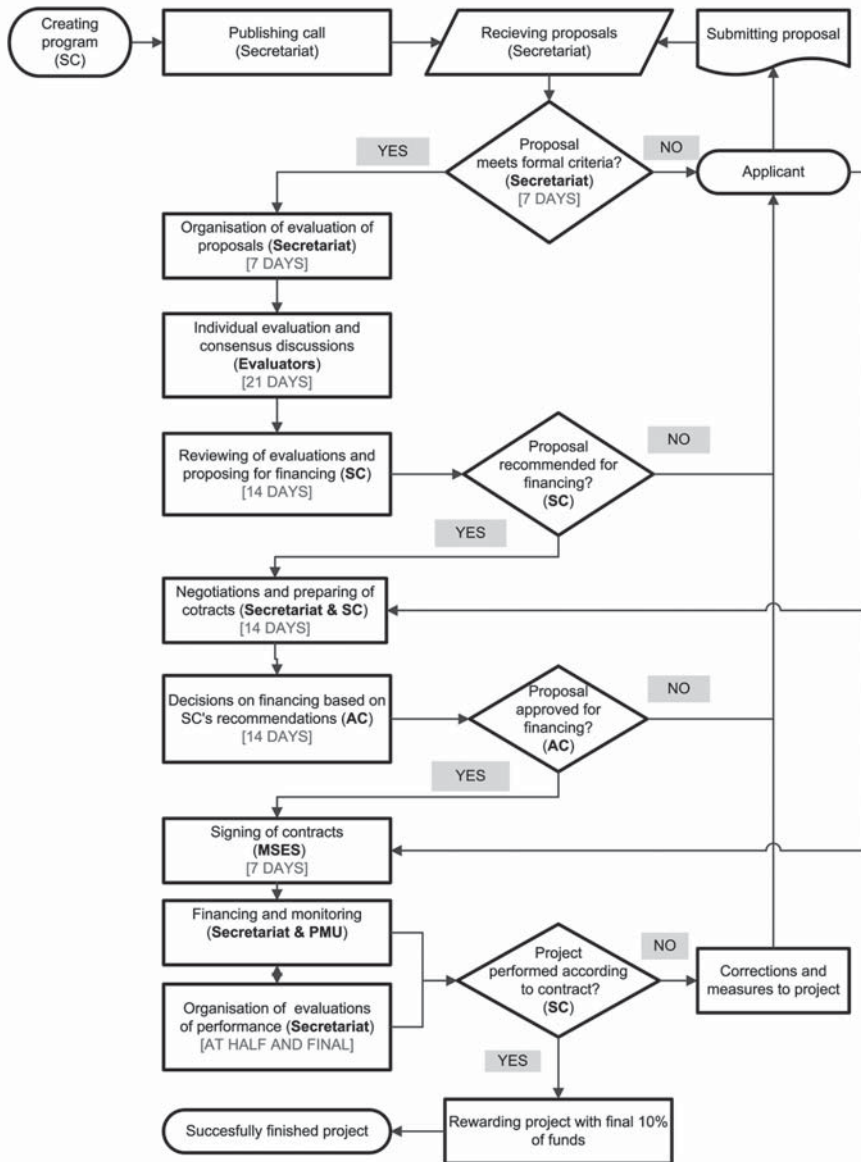


Figure 2: Flow chart from proposal to finished project

6.1 Evaluation process

(i) The Fund's support is designated on the basis of evaluation of proposals that have been properly received. Potential users of funds need to justify their interest and the need for support. The evaluation procedure should operate in accordance with the Fund's Principles and it has to be confidential.

(ii) The evaluation of proposals is carried out in line with the defined procedure which follows the tasks of receiving of proposals, evaluation, selection and approving of proposals by Steering Committee and Approval Committee.

(iii) Basic procedure for the evaluation of proposals (cf. Figure 2):

1. Receiving of proposal (Secretariat)
2. Eligibility check – reviewing formal compliance with call prepositions (Secretariat and Steering Committee, duration: 7 days)
3. Individual evaluation of proposals by independent evaluators (Secretariat, duration: 21 days)
4. Consensus discussion of evaluators and issuing recommendations (Secretariat: 7 days)
3. Reviewing evaluations and recommending proposals for financing (Steering Committee, duration: 14 days)
4. Additional negotiations about selected proposals (Secretariat and Steering Committee, duration: 14 days)
5. Final approval of application (Approval Committee, duration: 14 days)

(vii) The entire period for the completion of the evaluation process from the closing of the call to the approval of proposals can last for three months at the most.

6.2 Evaluators

(i) The evaluators are independent (i.e. not representing any involved organization) experts that assist in the evaluation of formally eligible proposals. The SC appoints evaluators from highly qualified and ethical individuals from Croatia or abroad. They can come from the fields of science, industry or innovation with the highest level of expertise in the field. The evaluators are internationally recognized authorities in the relevant specialist area. They are expected to have skills and knowledge appropriate to their areas of work.

(ii) The names of the independent experts that take part in any particular evaluation process are not made public. However, the list of all Fund's evaluators and other experts will be periodically announced on the web pages of the Fund.

(iii) In the case of all eligible proposals in a call, the UKF Secretariat chooses three anonymous evaluators after consultation with SC, ensuring that persons with possible conflict of interest in no way participate in the process of evaluation.

(iv) An Appointment letter is sent to each independent expert containing a description of their duties. The evaluators are asked to sign this letter as a confirmation of accepting their duties and the general rules governing the duties. They are also asked to sign the Code of conduct for independent experts appointed as evaluators (cf. Annex 2).

(v) In the case that an individual who participates in evaluation has a direct conflict of interest – i.e. a person who is employed by the same institution (department) and works in collaboration with any of the persons involved in proposal; or a person who is involved in preparation of proposal, closely related to any of the persons involved in proposal through financial interests, kinship or friendship, present, past or future business connections – he/she cannot serve in the evaluation process. In case that an individual who participates in evaluation has indirect conflict of interest – a person who is employed by a legal entity (faculty) involved in proposal, would directly benefit from the proposal being funded or not funded in the context of own professional activities, having any other relationship affecting his/her impartiality – he/she may take part in evaluations but cannot evaluate such proposal and cannot take part in related discussion.

(vi) The evaluators are rewarded for their service according to the guidelines set out by the Steering Committee and their travel costs are reimbursed.

6.3 Eligibility check

(i) The UKF Secretariat with assistance of the SC verifies that proposals meet the eligibility criteria referred to in the call. These criteria are rigorously applied and any proposal found to be ineligible is excluded from evaluation. The eligibility check is carried out after the beginning of the evaluation process.

(ii) The decision to exclude a proposal for failing one or more eligibility criteria is taken by the UKF Steering Committee. This decision may be taken

at any appropriate moment before, during or after the evaluation sessions, when ineligibility has been proven. This decision is final and cannot be subject to further complaints.

6.4 Individual evaluation by independent experts

(i) All eligible proposals are evaluated by independent experts to examine their conformity with the evaluation criteria relevant for the call. Three members of evaluation board are nominated by UKF Secretariat and approved by Steering Committee.

(ii) All independent experts are briefed before the evaluation by the UKF Secretariat in order to inform them on the general evaluation guidelines and the objectives of the program under consideration.

(iii) Each proposal is evaluated against the applicable criteria independently by three experts who fill in individual evaluation forms developed for the particular call giving marks and providing comments. The individual evaluation is performed remotely, i.e. evaluators examine proposals which are forwarded to them at their own place.

(iv) Evaluators examine the individual issues comprising each evaluation criteria and mark the issues on a six-point scale from 0 to 5. In this scheme, the scores indicate the following: 0 – the proposal fails to address the issue under examination or can not be judged against the criterion due to missing or incomplete information; 1 – poor; 2 – fair; 3 – good; 4 – very good; 5 – excellent.

(v) Experts are required to provide comments to accompany each of their marks in a form suitable for providing feedback to the proposers. These comments serve as an input to consensus discussion.

(vi) The submission of the individual evaluation form (by post or electronically) signed by an independent expert closes his/her individual assessment. In general, appropriate electronic codes may substitute for the signature of the expert. His/her evaluation form may not subsequently be changed.

6.5 Discussions of evaluators

(i) After remote individual evaluations, the UKF Secretariat organises an evaluation discussion, i.e. consensus discussion. The consensus discussion

is a meeting (or teleconference) where all evaluators examine together their individual evaluations in the presence of Steering Committee members (at least one) and the representative of UKF Secretariat acting as moderator. The UKF representatives are not allowed to influence on the experts' opinions. In some case arriving at a consensus may be carried out without a meeting.

(ii) The experts attempt to agree on a consensus mark for each of the criteria and on an overall consensus report, which they then confirm. The evaluators have to explain their opinions to the UKF representatives who may ask questions regarding their consensus evaluation report.

(iii) The outcome of the discussion is an evaluation report on each proposal agreed on by all evaluators. Besides, the evaluators create a final ranking of all evaluated proposals recommended for financing.

6.6 Recommendation for financing by Steering Committee

(i) Steering Committee reviews written reports and rankings provided by independent experts in order to take the final decision about recommendation of proposals for financing, about conditional recommendations requiring prior negotiations and about rejections of proposals.

(ii) Steering Committee's decisions rely on evaluators' opinions about each proposal. Steering Committee decides independently which relative importance it would assign to which criteria assessed by evaluators. In accordance with the general mark (obtained by incorporating all criteria) recommends projects that should receive financial support. In some cases Steering Committee may decide to request a new evaluation by other independent experts.

(iii) The result of the Steering Committee's decision is a shortlist of proposals which are recommended for financing, a list of proposals requiring additional negotiations and a list of proposals not recommended for financing. SC also provides a written explanation about strengths, weaknesses, opportunities, and threats of the each proposed project.

6.7 Negotiations with proposers

(i) The UKF Secretariat with assistance and under guidance of Steering Committee performs negotiations with proposers whose proposals are

conditionally recommended. The purpose of these negotiations is to solve all ambiguities that came out during evaluation and to obtain all possibly required revisions of proposals. The outcome of negotiations is information that helps Steering Committee to decide on recommendation for financing of ambiguous proposals.

(ii) Negotiation may cover any scientific, legal or financial aspects of the proposal, based on the comments of the independent experts and opinions of the Steering Committee. The scientific aspects would cover, in particular, revisions to the project plan and adjustments to it. The legal aspects would cover, in particular, review of any special contractual clauses or conditions required for the project. The financial aspects would cover negotiation of the amount of the UKF contribution and revisions of financial plan.

(ii) After finishing negotiations and revisions of the involved proposals, the Steering Committee issues final lists of recommended and not recommended proposal, accompanied with relevant evaluation reports and negotiation outcomes. The list of recommended proposals is forwarded to the Approval Committee.

6.8 Approvals for financing by Approval Committee

(i) The Approval Committee reviews the proposals recommended for financing by the Steering Committee. AC approves or rejects every recommended proposal. The decision of AC is final and cannot be subject to further objections. In the case of rejection of the recommended proposal, the AC provides written explanation to be forwarded to proposer together with the evaluation report.

(ii) After AC finishes its approvals, the UKF Secretariat forwards all decision notices with explanations and evaluation reports to proposers. At that time the proposers with approved proposals are invited to sign the contract.

6.9 Selection Criteria

(i) All UKF programs share general criteria and all accepted projects have to confer those criteria. Those criteria should serve to potential users when designing the project proposal. They should also serve to evaluators in as-

assessment of proposals, and should enable them to assess the proposal both by a quantitative mark and descriptively.

(ii) A special set of criteria is provided by the Steering Committee for each program and is highlighted in Calls for proposals. The evaluators will use the unique set of criteria within one call to assess all proposals on a quantitative basis (with marks). SC decides independently which relative importance it would assign to which criteria and in accordance with the general mark (obtained by incorporating all criteria) recommends projects which should receive financial support.

7. Financing of Projects

(i) The total sum of financial support for a project cannot exceed 4% of the total budget of the Fund. The minimal sum is determined individually for each program.

(ii) The Fund never finances the total cost of a project. The Fund's contribution to an approved project cannot exceed 90% of the total cost of the project. Minimum 10% of the costs should be provided from other sources (host institution, sponsor...).

(iii) Before the start of financing of the approved project, the project leader and all other responsible persons (in corporation, institute, university...) sign Contract on Financing with the authorised representative of the MSES. The Contract obliges the organizations and the project leader to implement the project according to the framework given by the project's plan and schedule of work. The Contract obliges the MSES to provide financial funds according to the contract and the Steering Committee's regulations. The Contract defines the rights and obligations of the contract parties, including the intellectual property rights as well as other rights deriving from results of a project. The contract is being designed and approved by Steering Committee.

(iv) A special annex which determines financial regulations is added to the Contract. The financial regulations include the following: an accepted financial plan cannot be changed afterwards, an accepted financial plan may be subject of 10% change within individual entries; maximum overhead paid to the legal person where the project is performed cannot be higher than 20% of the total approved funds; costs for remuneration and salaries of

researchers on the project cannot exceed 50% of the total approved funds; maximum cost of research work can be 20 EUR per hour.

(v) Payments to the UKF's beneficiaries are performed half-yearly by UKF Secretariat and PMU, according to the plan of financing approved by the SC. The payments are delivered from the WB loan (74%) and MSES (26%).

(vi) The Fund supports only a part of total project costs, while the remaining part of costs must be covered from other sources. Especially institutions – users of the Fund – have to prove their commitment to the project by participation in financing. The amount of share of the Fund's support is decided by the Steering Committee according to specific program and call.

(vii) General principles of how Fund will finance particular projects (maximum percentages):

- 90% for projects that produce only scientific result at non-profit institution
- 80% for projects that produce only scientific result at for-profit corporation
- 80% for projects that are being realised in cooperation with foreign institutions
- 50% for projects that produce a commercial result
- 30% for projects that are being realised in cooperation with BICRO programs

(viii) The financing is based on an approved business plan and financial plan of a particular project. The financing scheme is determined on a case-by-case basis for each project and is stated in the contract. All projects can receive maximum 90% of designated funds during their implementation and the remaining 10% will be provided after their successful completion (positive final evaluation). The first installment is made after the signing of the contract. Other payments are made according to conditions described in mechanisms of care and supervision.

8. Supervision and Evaluation of Projects

(i) Supervision and care for projects relates to the general relationship between the Fund and the approved project after the financing has started. The Fund is looking after projects through its mechanisms of care, supervi-

sion and control. The Fund, without affecting the subsidiarity of the project leader, keeps certain mechanisms of controlling a project, which are regulated by the agreement in order to ensure the success of the project.

(ii) The mechanisms of care and supervision also include:

- supervision through quarterly reports provided by the project leader that include descriptive accounts on the progress of a project as well as quantitative indicators of success
- occasional visits by the UKF Secretariat representatives
- review by an independent auditor
- evaluation of the project by the Steering Committee after the half of the period of implementation has passed, or after the 50% of the funds have been used
- final evaluation of the project by the Steering Committee
- participation in public presentations of the Fund
- obligatory participation in activities of the Fund (seminars, workshops, internet platforms...)

(iii) The evaluation of approved projects within programs will be realized in accordance to the previously defined implementation indicators. These indicators must be measurable, separately defined for every program and set out in the contract.

(iv) The complete set of measurable indicators that will apply to programs depending of program and instruments is following:

- key publications in which the project participants were the lead authors
- newly developed products and processes and other applications of research
- success in applications to international funds and foundations
- amount of funds received from private sources

9. Publication and Intellectual Property Rights

(i) An acknowledgement of support by the Unity through knowledge Fund must be included in all publications resulting from work carried out under the supported project.

(ii) The project leader, or the management of the host institution, must ensure the inclusion of the UKF logo in all advertisements relating to the project.

(iii) The assignment of intellectual and industrial property rights stemming from a project financed by the UKF will be determined by the parties concerned (researchers, their research organizations or companies) on a case-by-case basis.

(iv) IPR arrangements may include: requirements about diffusion of information such as disclosure and methods of publication, and requirements regarding ownership and exploitation of the results arising from the project.

(v) The Fund (and MSES) has the preferential right to claim any intellectual and industrial property rights produced by the projects financed by Fund. The beneficiaries of the Fund may exploit the IPR after consultation and agreement with UKF, if not specified in contract.

(vi) Where one of the purposes of the financed research project is commercial in nature, UKF and the institution at which the research is conducted shall hold joint property rights in respect of all results generated by it. Where a research project has no such commercial purpose but nevertheless produces results which can be the subject of IPR or generates knowledge which may lead to some other form of commercial exploitation, UKF shall have the right to claim co-ownership of those results or that knowledge.

10. Performance indicators

(i) The success of the UKF can be judged mainly on success of the particular projects that were financed and supported through the Fund. An essential part of the project proposal is the suggestion of the key performance indicators (KPI) and an assessment of their achievements. Special attention will be given to KPIs in the project evaluation stage, and they will also play an important role in the monitoring of the accepted projects.

(ii) A set of common KPIs which assesses future performance of UKF in general have also been developed. They serve as orientation for the overall success of the UKF programs.

UKF PROGRAM		2006	2007				2008	2009
		YR1	YR2				YR3	YR4
Key Performance indicators		Baseline*	Q1	Q2	Q3	Q4		
OUTCOME INDICATORS RELATED TO PROJECT DEVELOPEMENT OBJECTIVE**								
Increased collaboration between Croatian research community and industry with Croatian diaspora, reflected as:								
Target for cumulative number of projects successfully finished (meaning projects for which 90% of funds has been disbursed and which received a positive final evaluation)	0	n/a	0	0	0	0	8	20
Actual								
Overall outcome of basic research activity of projects, reflected as:								
Target for cumulative number of joint publications, stemming from projects, accepted for publishing	0	n/a	0	0	0	0	15	30
Actual								
Overall outcome of applied research activity of supported projects, reflected as:								
Target for cumulative number of submitted applications for patents plus number of other applicable new products/processes developed	0	n/a	0	0	0	0	2	6
Actual								
INTERMEDIATE RESULTS INDICATORS (The UKF fund operational and financing eligible projects)								
Number of projects signed***								
Cumulative target	0	n/a	0	2	5	10	20	30
Actual								
of which target for cumulative number of projects signed involving collaboration of Diaspora and homeland researchers	0	n/a	0	1	2	5	10	15
Actual								
of which target for cumulative number of projects signed involving cooperation with industry	0	n/a	0	0	1	2	3	5
Actual								
of which target for cumulative number of projects signed that support young scientists	0	n/a	0	1	2	3	6	10
Actual								
* Baseline is as of December 31, 2006.								
** PDO is to restructure RDIs to promote applied research and increase their self-sufficiency and to increase the ability of beneficiary enterprises to develop, use and adapt technology.								
*** Signed projects mean projects for which funds have been committed.								

Table 1: Key Performance Indicators for UKF

11. Financials

(i) The UKF's approved projects will be financed according to the signed contracts between the users and MSES, in the form approved by UKF Steering Committee. Payments will be carried out on every six months by UKF Secretariat and approved by a member of the UKF Approval Committee.

(ii) The resources planned are based on the 3,7 million EUR reserved for the UKF in STP (74%) plus 1,3 million EUR which is planned from the State budget (26%). The subfinancing expenses are based on the estimation of the average costs of individual grants and their anticipated duration.

(iii) An assessment of development of the programs during next 3 years and their accompanying costs are shown in the Table 3. The numbers of projects within each year are referred to the total number of projects financed in respective year, including the newly approved projects and the projects started in previous years.

(iv) Although the STP is expected to be completed by the end of the 2009, however, some sub-financed projects will continue working during the 5th year.

UKF Planned Resources							
12. Grant	Total project cost ¹	UKF contribution per project ²	UKF contribution yearly ²	2007 ³	2008 ³	2009 ³	Total UKF contribution ^{2,3}
			Years Cost/year	Nr of Projects Cost	Nr of Projects Cost	Nr of Projects Cost	
1.A Homeward	325.000	60%	3 €65.000	3 195.000	5 325.000	8 520.000	1.040.000
1.B Crossing the borders	283.000	60%	3 €56.600	3 169.800	4 226.400	7 396.200	792.400
2.A Gaining experience	23.000	65%	1 €14.950	4 59.800	6 89.700	7 104.650	254.150
2.B Homeland visit	31.000	65%	1 €20.150	4 80.600	6 120.900	8 161.200	362.700
3.A My first research topic	53.000	75%	1 €39.750	4 159.000	6 238.500	7 278.250	675.750
3.B Reintegration	119.000	75%	2 €44.625	2 89.250	3 133.875	4 178.500	401.625
3.C Research in industry	120.000	75%	3 €30.000	4 120.000	7 210.000	8 240.000	570.000
4.A Innovation	333.000	40%	3 €44.400	1 44.400	2 88.800	3 133.200	266.400
4.B IPR protection	63.000	40%	1 €25.200	1 25.200	2 50.400	5 126.000	201.600
Total subfinancing				943.050	1.483.575	2.138.000	4.564.625
Technical Assistance				149.925	149.925	147.925	447.775
Grand Total				1.092.975	1.633.500	2.285.925	5.012.400

¹ Estimated total cost of project: UKF and other sources
² Only UKF contribution to cost of project
³ Total UKF contribution consists of 74% share of WB and 26 % share of MSES

Table 2: Development of resources per years 2006-2009

Annex 1: Consent of project leader to ensure responsible conduct of research and scientific integrity

For distribution of funds of Unity through Knowledge Fund (UKF), the Ministry of Science, Education, and Sports (MSES) represented by UKF will take into consideration only those research project applications that conform to the highest international standards of scientific integrity and personal and institutional responsibility in conduct of research and comply with positive regulations of the Republic of Croatia.

Responsible person of organisation and project leader guarantee the implementation and conformity of the research with the stated above in accordance with the Contract on Financing reached with the MSES, as well as the project leader by signing both the Project Proposal Form and the document on Consent of Project Leader.

Only research that meets all the listed criteria of scientific integrity, collegiality, protection of human subjects, protection and care of research animals, integrity toward institution, and social responsibility is considered responsibly conducted research.

1. Scientific integrity

- a) All researchers on the project are competent in the field of research, as validly substantiated by relevant evidence (letters of reference and curriculum vitae) whose authenticity and validity is guaranteed by the signature of the project leader.
- b) The right to research results, intellectual, proprietary and other rights to the amount or to the relative proportion in which the Ministry funds or participates in funding the research project shall be regulated by the Contract on Financing.
- c) Analysis of the data resulting from the project is correct and in accordance with scientific methodology
- d) Research results in whatever form presented consistently correspond to the research conducted and there is no fabrication, correction or plagiarizing of data, results, ideas, procedures or words in the procedures of proposing, conducting, revising or presenting the research. Research idea and aim stated in the project application are the original work and do not contain in whole or in any part unauthorized appropriation of another person's ideas, data, results or words.
- e) Only original copyright work in direct connection with the research shall be considered a research report resulting from the research/pro-

ject, which excludes any form of scientific misconduct, such as auto-plagiarizing and duplicate publications.

2. *Collegiality*

- a) Authors and co-authors of all research reports and published work resulting from the research/project fulfil the following criteria: (i) development of research idea and substantial contribution to the concept and design of the research; (ii) data collection, data analysis, or interpretation of research results; and (iii) writing and designing a research report and published work or providing critical revision and final approval of the research report and published work. Author should fulfill at least one condition from each (i), (ii), or (iii) category.
- b) Exchange of information is free, as is use of equipment which is publicly funded.
- c) Mentor relationships arising from the research/project and respective obligations of the mentors and mentorees rest on mutual respect and agreement on intellectual ownership of results, procedures, patents, and similar.

3. *Protection of human subjects*

Where possible, every research/project should be approved by a relevant body – institutional ethics committees or similar – where adherence to all relevant international and local laws, regulations, and directives on protection of human subjects is required. In addition to the approvals from competent ethics committees, by this Consent the project leader on the project/research guarantees as follows:

- a) voluntary participation of all human subjects
- b) informed consent from human subjects
- c) confidentiality, secrecy, and anonymity of information on human subjects
- d) cost/benefit ratio favorable to human subjects

4. *Protection/Care of research animals*

If experimental animals are used in the research/project, the project leader guarantees the strict abidance to the Animal Protection Act (Narodne no-vine, No. 135/06) and explicitly describes and confirms the abidance to the Act along with all relevant documentation on procedures, protocols, institution, animal enclosures, manner, and competency in keeping live experimental animals and certificates of competent institutions (ethics committees, authorized veterinarian, and similar).

5. *Integrity in relation to institution*

By signing this Consent, the project leaders guarantees as follows:

- a) absence of financial or proprietary conflict of interest and absence of conflict of interest in relation to the parent institution
- b) absence of conflict of loyalty/commitment to parent institution while conducting the research/project, absence of research conducted for private or public institution the scope of which is broader than the scope of regular work or completely prevents the project leader from performing regular work;
- c) familiarity with rules/directions/statutes of the institution proposed as the research site.

6. *Social Responsibility*

By signing this Consent, the project leader assumes the social responsibility and:

- a) guarantees adherence to the highest ecological norms and provides a detailed description of environmental (and social) impact and treatment of toxic and other waste produced during research
- b) guarantees that all procedures and materials used in the research/project are pursuant to the positive regulations of the Republic of Croatia.

I, (name of the project leader), the project leader understand all instructions, obligations, and responsibilities relating to public funding of the proposed research project and hereby oblige myself to conduct the proposed research/project adhering to the highest professional standards of which only some are stated above as well as to all positive legislation, rules, and regulations relating to the area and field and subjects/objects of the stated research.

By signing this agreement I confirm that I have read, understood, and accepted everything stated above and that the proposed research/project is in accordance with the obligations, duties, and responsibilities stated, for which I accept full moral, material, and criminal liability.

Annex 2: Code of conduct for independent experts appointed as evaluators

(i) The task of an evaluator is to participate in a confidential, fair and unbiased evaluation of each proposal according to the procedures described in the UKF Operations Manual and in conditions of specific UKF program. He/she must use his/her best endeavors to achieve this and deliver a high quality of work.

(ii) The evaluator works as an independent person. He/she is deemed to work in a personal capacity and, in performing the work, does not represent any organisation.

(iii) The evaluator commits him/herself to strict confidentiality and impartiality concerning his/her tasks. If an evaluator has a direct or indirect connection with a proposal, or any other interest in some way connected with a proposal, or has any other allegiance which may impair his/her neutrality with respect to a proposal, he/she must declare such facts to UKF Secretariat as soon as he/she becomes aware of this. UKF Steering Committee ensures that, where the nature of any connection is such that it could threaten the neutrality of the evaluator, he/she does not participate in the evaluation of that proposal, and, if necessary, competing proposals.

(iv) Evaluators may not discuss any proposal with others, including other evaluators except during the formal discussion at the meetings moderated by UKF Secretariat personnel.

(v) Evaluators may not communicate with proposers. No proposal may be modified during the evaluation session. Evaluators' advice to the UKF Steering Committee on any proposal may be communicated only to the UKF personnel, and in no way to the proposers or to any other person.

(vi) Evaluators are not allowed to disclose the names of other evaluators participating in the evaluation. The UKF Steering Committee makes public lists of names of appointed evaluators at regular intervals without indicating which proposals they have evaluated.

(vii) The evaluator will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent and returning, erasing or destroying all confidential documents or files upon completing the evaluation as instructed. Evaluators may look for further information (for example through the internet, specialised databases, etc.) in order to allow them to complete their examination of the proposals. Evaluators must not show the contents of proposals or information on proposers to

third parties (e.g. colleagues, students, etc.). Above all, evaluators must not make contact with proposers.

(viii) Evaluators are required to comply strictly with any rules defined by the UKF personnel for ensuring the confidentiality of the evaluation. Failure to fulfil these rules may result in exclusion from the immediate and future evaluation processes.

* * *

I, confirm that I have read, understood and accepted the Code of Conduct for Independent experts related to the performance of the evaluation tasks.

I declare that I have not submitted, nor am I, to my knowledge, directly or indirectly involved in any proposal submitted for evaluation under the currently open UKF Calls for Proposals.

I will inform UKF Secretariat immediately if I discover any conflict of interest, direct or indirect, with any proposal that I am asked to evaluate or which is the subject of discussion in any evaluation meeting at which I am present.

I declare that I will not disclose any detail of the evaluation process and its outcomes or of any proposal submitted for evaluation. I understand that I will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent and for returning, erasing or destroying all confidential documents or files upon completing the evaluation, unless otherwise instructed.

References

- 1 Science & Technology Policy Of The Republic Of Croatia 2006 – 2010, Zagreb, 2006 (www.mzos.hr).
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