Description of Grant Office

Based on clause 15 (2) 8) and clause 28 (2) of the Statutes of the University of Tartu, I approve the description of Grant Office.

1. Details of the support unit:
   1.1. name: Grant Office, in Estonian grandikeskus;
   1.2. position in the structure: area of responsibility of vice rector for research;
   1.3. director: head of Grant Office (hereinafter ‘support unit’);
   1.4. **main task**: provision of support services to improve the efficiency of research and development activities and contribution to the research and development policymaking in Estonia and internationally.

2. Activities
   2.1. conducting analysis necessary for monitoring research and development and reporting;
   2.2. participating in the development of Estonian and international, primarily European Union’s research and development policy;
   2.3. developing the organisation of research and development at the University of Tartu (‘university’);
   2.4. reporting on and organising the evaluation of research and development;
   2.5. enhancing the capability to bring money into the university;
       2.5.1. finding, analysing and targeted mediation of funding opportunities to researchers, using modern digital possibilities and machine learning-based solutions;
       2.5.2. developing the capability of academic staff to write project applications;
       2.5.3. preparing project applications and assisting researchers in writing project applications;
   2.6. coordinating of research and development projects, development projects in the field of teaching and studies and other development projects;
   2.7. organising the preparation of procurement tenders;
   2.8. processing of contracts made with legal entities of the public and non-profit sector for the provision of research-intensive service, incl. holding pre-contract negotiations, executing contracts, keeping records and conducting surveillance of the performance of contracts;
   2.9. administration of Estonian Research Information System at the university;
   2.10. developing and administration of the digital workflow environment for processing development projects;
   2.11. organising the documentary procedure of and technical services to the Research Ethics Committee of the university;
   2.12. other activities necessary to perform the main task of the support unit.
2. Head of the support unit has the right to, on behalf of the university,
   2.1. submit applications, enter into contracts for funding the university’s research,
       development, teaching and studies and other activities, and sign related documents;
   2.2. submit procurement tenders;
   2.3. enter into contracts with the state, local governments and local government
       authorities, legal persons governed by public law, non-profit organisations and foundations
       for the provision of research-intensive services, and sign related documents.
       [effective as of 15 June 2018]

2. The right of the head of the support unit to enter into contracts for buying movables and
   ordering services that are necessary for the support unit will be provided in the
   Procurement Rules. [effective as of 15 June 2018]

2. Upon the absence of the head of the support unit, the head of support unit is substituted
   for, on the basis of the directive of vice rector for research, by one of the employees of the
   support unit. [effective as of 15 June 2018]

3. The decree takes effect on 1 January 2018.