Statute of the BFM fund for research and development

The statute corresponds to decision no 1-6/213 of 02.12.2021 of the Council of Tallinn University Baltic Film, Media, and Arts School (BFM). It lays down procedures of the BFM fund for research and development (hereinafter: the fund) to support applications, management, and reporting.

1. Purpose and general regulations

1.1. The purpose of the fund is to support research and development in the fields of film, media, arts, and communication as well as strategic development of the field in the school.

1.2. With the support of the fund's resources:

1.2.1. academic staff can take part in international conferences, festivals, and development meetings; carry out research projects and creative studies;

1.2.2. initiate strategic development support (for example, for larger research projects which take several years; taking doctoral students for the fields that need to be developed, recruitment of professors / visiting lecturers for the fields that need to be developed with new targeted funding);

1.2.3. provide support for writing new projects.

1.3 Fund's resources consist of:

1.3.1. The basic research funding allocated to BFM activities (referred to in point 1.2.1) and

1.3.2. BFM's budget resources for research, development, creative, and study projects with a 50% overhead fee, if the director of the school and the PI of the project have not agreed otherwise during the first three months of the project (for the activities mentioned in points 1.2.2 and 1.2.3). Special agreements shall be concluded by order of the director of the school.

1.4. The fund is managed by following committees:

1.4.1 Research and mobility fund is managed by a 5 member research fund committee (hereinafter: the committee) assigned by the BFM director for two years. All BFM academic fields have to be represented in the committee. Members of the committee will be approved by the order of the director. The committee chooses a chairperson of the committee upon its first meeting.

1.4.2. Strategic development supports are distributed by the BFM development council, which consists of the director of the school, the heads of the academic fields, the curator of the choreography curriculum, head(s) of MEDIT, the curator of doctoral curriculum, all professors, invited members if desired. The development board elects a leader from among its members during the first meeting for a term of three years. The members of the development board are approved by order of the director.

1.4.3. Project writing support is decided by the <u>head(s) of MEDIT and the BFM director</u> on an ongoing basis, as required.

1.5. The BFM research coordinator and financial specialist monitor the use of the fund and submit a yearly fiscal report to the fund committee and development council by January 10th.

2. Support areas

2.1. Research and mobility fund (application form Annex 1). The applicants can be BFM academic staff and those visiting academics, who hold a BFM employment contract, as well as doctoral students who are currently not on academic leave and have no missing reports for the fund.

2.2 Fund means are distributed to the following research and development activities:
2.2.1. Mobility
Eligible:
a) conference attendance abroad (preference is given to presentations);
b) participation in research and development events dedicated to collaboration with foreign partners (incl. festivals, preferably as a presenter);
c) research in libraries, museums, archives or conducting field work (exceptionally);
Ineligible:
d) personnel costs.

2.2.2. Research project:
Eligible (for example):
a) services necessary for the project;
b) mobility necessary for the project;
c) membership fees for professional organisations;
d) translating and editing of research publications;
e) creating study materials;
f) purchase of specific equipment and software necessary for research (a cover letter is required from the head of BFM Technology and Production Centre on the necessity of the purchase);
g) the costs of publishing and presenting the results of the research.

Eligibility will be decided by the committee on a case-by-case basis. The maximum budget for a research application is 2000 €. The committee may support larger applications if they are well grounded.

2.2.3. Creative study project
Creative study projects must involve students if the application is submitted by a lecturer.

Eligible for funding:
a) preparation and performance of the project;
b) mobility necessary for the project (both for the lecture and students).
c) membership fees of professional organisations;
d) creating study materials;
e) purchase of specific equipment and software necessary for research (a cover letter is required from the head of BFM Technology and Production Centre on the necessity of the purchase);
f) the costs of publishing and presenting the results of the research.

Eligibility will be decided by the committee in individual cases. The maximum budget of the creative study is 1500 €. The committee may support larger applications if they are well grounded.

2.3 <u>Strategic development support.</u> The priorities of development support are based on the development plan of the school; the ideas for strategic support can be submitted by the members of the development council and through them all the employees of the school and the members of the school board. The objectives and funding amounts and periods are decided by the BFM development council.

2.4. <u>Project writing support</u>. Applicants can be BFM academic staff and doctoral students who are currently not on academic leave.
Ordering of the writing assistance service for research, development, creative research and study projects is supported (from both the TAO project team and non-TLU service providers).

3. Process

3.1. Application
    3.1.1. All <u>research and mobility applications</u> and related documentation are submitted electronically. The application is presented together with a budget, also indicating other sources of funding. The research coordinator will evaluate whether the application meets the requirements and, in case of deficiencies, has the right to return the application for corrections and clarifications. Applications submitted after the deadline are not accepted.

    3.1.2. One can apply for mobility or projects that would start not earlier than 14 days after the submission deadline and no longer than one year after the deadline.

    3.1.3. The deadlines for submitting applications are, as a rule, February 1st, May 1st and October 1st (or the first working day thereafter). The opening of the application round will be announced through appropriate BFM channels.

    3.1.4. For <u>mobility support</u>, the applicant has to submit the following documents:

a) an application form;
b) proof of admission from the host institution (which may be presented as an e-mail);
c) a price offer for travel expenses (tickets, insurance, accommodation); the price offer should follow the rules of TLU travel and procurement regulations;
d) doctoral students submit a supervisor's reference letter.

3.1.5. For research support, the documents submitted include:
a) an application form;
b) in case of mobility, proof of admission from the host institution;
c) price offers (following the rules of TLU travel and procurement regulation) for travel and accommodation expenses and travel insurance, purchase of technical equipment or software, and any commissioned work required for implementation of the project (according to business travel and procurement procedures at TLU*);*
d) doctoral students submit a supervisor's reference letter.

3.1.6. For creative study support, the applicant submits:
a) application form;
b) in case of mobility, proof of admission from the host institution;
c) price offers (following the rules of TLU travel and procurement regulation) for travel and accommodation expenses and travel insurance, purchase of technical equipment or software, and any commissioned work required for implementation of the project (according to business travel and procurement procedures at TLU).

3.1.7. The committee members are eligible to apply on a general basis, but in such cases they will not be present when their financing is decided.

3.1.8. Proposals for strategic development support are submitted as a justified proposal, together with a preliminary action and budget plan and indicating possible co-financing sources.

3.1.9. All BFM members can submit proposals. Proposals shall be submitted to the research coordinator at least 10 days before the meeting of the development committee.
3.1.10. Strategic development applications are discussed in the development committee meeting taking place once per semester.
3.1.11. Project writing support is decided on an ongoing basis.
3.1.12. The applicant shall submit an application with the following:
a) short description of the project's goal (~ 100-200 words), expected results, names and positions of members from TLU involved and the non-university partners involved;
b) which funding program the application is submitted to;
c) the requested amount, with an explanation of how it will be used (project writing service purchase, payment for writing a project, etc.).

3.1.13. Application shall be sent via e-mail to the director and the head(s) of MEDIT. The decisions will be made and announced via e-mail to the applicant within one week of the submission.

3.2. Evaluation

3.2.1. Applications will be forwarded to committees and meetings shall be called by the research coordinator of the school. Committee members can participate virtually if needed.

3.2.2. In case of applications, the exact amount of the support sum is decided on a case-by-case basis.

3.2.3. For research and mobility, preference is given to applicants who:
   a) are starting their research career;
   b) have applied for other funds as well (f.e. DoRa, Kristjan Jaak, Kultuurkapital);
   c) will hold a presentation;
   d) have registered to a conference early (early bird);
   e) have not received support from the fund more than once during the last year;
   f) take part in a large annual conferences (f.e. ICA, IAMCR, AoIR, ECREA, EMMA, CEECOM, CILECT, NECS).

3.2.4. The decision of the research committee on the allocation of funds shall be confirmed by the school director.

3.2.5. In awarding strategic development support, there is preference for applications:
a) which have been negotiated in their academic fields and have clear expected results;
b) with reasoned budget plans and the consent of the persons responsible for development activities.

3.2.6. In awarding project writing support, there is preference for applicants who:
a) apply for a project with bigger funding;
b) will involve other BFM academic staff and early stage researchers in their application;
c) have cooperation with other schools of TLU and/or partner organisations;
d) apply for project writing assistance from the TLU Research Department project team in the 5-pager preliminary round.

3.2.7. Complaints and requests to reconsider the application should be submitted to the research coordinator by e-mail within 10 days of the decision being sent to the applicant. The committee will discuss and answer the complaint, information on the decision will be forwarded to the BFM director.

3.3. Budget use

3.3.1. The support sum must be used in line with the goals and the budget stated in the application. Misused money can be reclaimed by the committee.

3.3.2. The use of research and mobility support has been marked in the minutes of the meeting approved by the director, which indicates the beneficiaries (in the case of strategic development support, also the project coordinator), and the amounts allocated for support.

3.3.3. When organising research and development events, the school must be appointed as one of the organisers among other things, in the case of international activities it should be indicated "is supported by Tallinn University BFM Research Fund";

3.3.4. Bigger research projects are treated as projects with separate finance identifier and entry in ETIS. Projects are registered in WD by the research coordinator.

3.4. Reporting

3.4.1. Records of the support cost documents are kept by the responsible person and the finance specialist; the full reports are kept by the research coordinator.

3.4.2. Within 30 days of the end of the project, the beneficiary submits a report form electronically to the research coordinator. The committee that will check the report.

3.4.3. At the end of the development activity (or in case of longer development, once a year), the responsible coordinator provides the development board with an overview of the status of the project.

3.4.4. Sanctions for missing or insufficient reports, overdraft, or the cases when funding has been used differently from the application, are discussed by the committee one by one.

3.4.5. In order to make the funded projects more widely known at BFM and TLU as well as for the public, all beneficiaries share information about the projects and their results in the relevant media and communication channels, involving a BFM communication specialist if needed.