

NPJSC "Abylkas Saginov Karaganda Technical University"	Provision of the flow of funds on scientific and (or) scientific-technical projects/programs of grant and program-targeted financing	Internal Activity Provision III-07-2022 Version No. 01 Dated 2022. 07.04 Page 1 of 17
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Approved by
Chairman of the Management
Board – Rector of NPJSC "Abylkas
Saginov Karaganda Technical
University"



M.K. Ibatov
Decision of the Academic Council
dated " 30 " 08 2022 №1

PROVISION

OF THE FLOW OF FUNDS ON SCIENTIFIC AND (OR) SCIENTIFIC- TECHNICAL PROJECTS/PROGRAMS OF GRANT AND PROGRAM- TARGETED FINANCING

INTERNAL ACTIVITY PROVISION III-07-2022

Developed by: leader of the Department
of Innovations and Scientific-Technical Programs



deputy chief accountant of research activity
L.A. Chichayeva

Karaganda

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1 Field of application

1.1 This provision of the flow of funds on scientific and (or) scientific-technical projects/programs of the state budget research works has been developed on the basis of the current legislation of the Republic of Kazakhstan in order to regulate execution of the research work and research and development work, expenditure of funds and is an internal document of NPJSC “Karaganda Technical University”, which is mandatory for all structural divisions and working groups.

1.2 The provision establishes basic principles and procedure of the relationships of scientific supervisors of the research works and research teams, services, scientific centers and other divisions of the University, when performing a research and development work, as well as the procedure of concluding and drawing up contracts, planning and execution of the cost estimate.

1.3 The main element is a working group, headed by a scientific supervisor of the research and development works in the organization system of research work execution.

1.4 Planning, registration and organizational, technical and methodological support of the research and development works are carried out in accordance with the established procedure by respective divisions of the University and a leader of the working group of project/program.

2 Normative references

This provision uses references to the following normative documents:

- State compulsory standard of postgraduate education, approved by the order of the Ministry of Science and Higher Education of the Republic of Kazakhstan, dated 20.07.2022 No. 2 [1];
- Civil Code of the Republic of Kazakhstan (special part), dated 01.07.1999 No. 409- [2];
- Law of the Republic of Kazakhstan “On science”, dated February 18, 2011 [3];
- Decree of the Government of the Republic of Kazakhstan, dated May 25, 2011 No. 575 “On rules of basic and program-targeted financing a scientific and (or) scientific-technical activity, as well as grant financing the scientific and (or) scientific-technical activity and commercialization of the results of the scientific and (or) scientific-technical activity” [4];
- Decree of the Government of the Republic of Kazakhstan, dated May 16, 2011 No. 519 “On National Scientific Councils” [5];
- Documented procedure No. V – 01 - “Documented information management” [6].

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3 Terms, definitions and abbreviations

The following terms, having respective definitions and abbreviations, are used in this provision:

- a research work is a complex of the theoretical and (or) experimental studies, conducted in order to obtain substantiated initial data, to find principles and ways for creation (modernization) of the products and technologies;
- a contract is a written agreement between a customer and an executor for fulfilment of the research, development, technological work, providing services of the scientific support, as per the plans of scientific and technical development;
- an executor is a party of the contract, obliged to carry out research, development, technological works, which are performed by means of general expenses, as per the plan of scientific and technical development;
- a work is a research, development or technological work, carried out by means of general expenses in accordance with the plan of scientific and technical development, which has its own code;
- terms of reference are recommended supplement to the contract, drawn up in case of necessity, at the request of customer in accordance with standards of the Republic of Kazakhstan;
- a work schedule is mandatory supplement to the contract, which contains a description of the works, as per the contract and their main stages with timeframes of execution;
- the result of scientific or scientific and technical activity is an objectified outcome of the scientific and (or) scientific-technical activity, which contains new knowledge or new solutions, recorded on any information media and intended for use;
- a grant is funds and other property, transferred at no charge and without return for conducting specific scientific research under the terms, stipulated in the contract between grantors and grant receivers;
- grant financing is allocated for conducting scientific research in order to increase a level of the research works, scientific and technical potential, and competitiveness of the scientific organizations and their teams, scientists, as well as commercialization of the results of the scientific and (or) scientific-technical activity;
- program-targeted financing is aimed at coping with strategically important state tasks and carried out on a competitive basis or by the decision of the Government of the Republic of Kazakhstan outside of competitive procedures;
- a research report is a scientific and technical document, which contains systematized data of the research work, describes a condition of the scientific and technical problem, the process and/or the results of scientific research;
- MES RK – Ministry of Education and Science of the Republic of Kazakhstan;
- NPJSC – non-profit joint-stock company;
- QMR – quality management representative;

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- SID – Science and Innovation Department;
- RA – research activity;
- SDD – Strategic Development Department;
- NSC – National Scientific Council;
- STC – Scientific and Technical Council;
- RW – research work;
- RDW – research and development work;
- NCSSTE – National Center of State Scientific and Technical Expertise.

4 Organization and planning a research and development work

4.1 The main task is to establish the basic principles and procedure of the relationships of scientific supervisor of the project/program, working group with scientific laboratories and structural divisions of the University, and other industrial enterprises, laboratories and organizations, when executing the scientific and (or) scientific-technical projects/programs of grant and program-targeted financing, as well as the procedure of concluding, drawing up the contracts, planning and execution of the cost estimate.

4.2 The main part is a working group of the project/program, headed by the scientific supervisor in the organization system of RDW execution.

4.3 Planning, registration and organizational, technical support of RDW are carried out in accordance with the established procedure by respective services of the University and the leader of the working group of project/program of grant and program-targeted financing.

4.4 The main legal and financial document, which regulates relations between the University and customers of the scientific and technical products, including ministries and departments, and determines mutual responsibility for undertaken obligations and their fulfilment, is the Contract.

4.5 The contract, on behalf of the University, is concluded by the Chairman of the Management Board - Rector or an executive director on the basis of power of attorney. The direct organization of concluding the contract and its fulfilment is entrusted to the scientific supervisor of grant and program-targeted financing.

4.6 The procedure and conditions of concluding the contract, forms and requirements for content of the contract are determined by the articles No. 401 and 402 of the Civil Code of the Republic of Kazakhstan.

4.7 The cost estimate is planned by the scientific supervisor of the project/program, when submitting an application for the Competition of grant and program-targeted financing the scientific and (or) scientific-technical projects and programs, which is distributed among expense items in accordance with current norms of the sums of taxes and fixed payments to the state budget, as well as for meeting tangible costs and payment of the executors' labour.

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4.8 For the purpose of efficient accounting and monitoring a financial activity within the framework of each project/program of grant and program-targeted financing, the scientific supervisor is provided with the Appendix 2 “Report on the usage of allocated funds” to the Contract, according to which the receipt and expenditure of funds are recorded.

5 Executors of scientific works

5.1 The scientific supervisor of the project/program of grant and program-targeted financing annually forms a team of the executors and the order of working group creation is issued on the basis of inner office memo of the scientific supervisor.

5.2 The working group can include staff employees of the University, doctoral students, master’s degree students and students, and employees of the outside organizations.

5.3 The scientific supervisor of the project/program of grant and program-targeted financing is personally responsible for execution of RDW, relevance of the scientific research, fulfillment of the contractual obligations, observance of the staff and financial discipline.

5.4 The scientific supervisor of the project/program of grant and program-targeted financing selects the methods and tools of research conducting, organizes the work of patenting scientific and technical achievements, bears personal responsibility for observing the rules and norms of occupational safety and health, production sanitation, fire protection by all members of the working group.

5.5 A responsible executor of the project/program of grant and program-targeted financing is personally responsible for high-quality and timely fulfilment of the planned tasks, providing technical and other documentation of the performed work.

5.6 The scientific supervisor and the responsible executor of the project/program of grant and program-targeted financing are entrusted with personal control over the registration of purchased equipment, devices and materials in the material division of the University, as well as manufactured ones, as per contracting agreements with private individuals.

6 Labour payment

6.1 Labour payment of the working group’s members of the project/program of grant and program-targeted financing, who are staff employees of the University, is carried out on the basis of Work Acceptance Certificate to a Service Contract.

The labour payment of the working group’s members of the project/program of grant and program-targeted financing, who are non-staff workers of the University, is carried out, according to the Work Acceptance Certificates to the Contracting Agreements.

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The sum of labour payment of each member of the working group of the project/program of grant and program-targeted financing is determined by the scientific supervisor independently, based on the amount of allocated funds, according to the cost estimate.

6.2 The labour payment for the performed work is carried out at a time in accordance with a Schedule of the project/program, if there are funds on the personal account of corresponding project/program of grant and program-targeted financing.

6.3 If members of the working group do not fulfill the fixed scope of works, the scientific supervisor has the right to reduce the amount of labour payment to employees, providing a respective inner office memo to the Chairman of the Management Board - Rector or executive director of the University.

6.4 The customer of works is the rector and the executive director of the University under the contracting agreements, service contracts.

6.5 A supervisor of the scientific project/program of grant and program-targeted financing is responsible for the results of performed works, monitors, accepts the performed work and reporting documents.

6.6 Disadvantages, identified in the process of works execution, are eliminated by the executors of the project/program of grant and program-targeted financing within the time limits, established upon agreement with the scientific supervisor of the project/program and at own expense, that is recorded in the respective minutes.

6.7 If it is necessary to clarify or change the content of works, timeframes of their execution, conditions and the labour payment in the process of works execution, as per the project/program, then the scientific supervisor draws up a bilateral approval protocol, which is an integral part of the contracting agreement and (or) the service contract.

7 Purchase of services, inventory, fixed assets, software

7.1. The scientific supervisor determines the need of purchasing services, inventory, fixed assets, software.

7.2 Purchase of the goods and services under the project/program of grant and program-targeted financing is carried out with the help of drawing up the inner office memo by the scientific supervisor in accordance with specified cost estimate, attaching a copy of the cost estimate, 3 commercial proposals and the Minutes of meeting of the working group on selection of the sum and counterparty.

7.3 Concluding the Contract for supply of the inventory, fixed assets, software (intangible assets) and purchase of the services with the counterparty is carried out on the basis of the inner office memo of the scientific supervisor of the project/program of grant and program-targeted financing, attaching the Terms of Reference and Specification.

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7.4 The first payment is made by the Customer, as per the Contract in the following way: on the basis of a bill in the amount of not more than 50% (fifty percent) of the total cost of the Contract.

7.5 After the Executor has provided a Certificate of the delivery and acceptance of services, electronic invoices, a work completion certificate, a report of the performed work, a Conformity act, the remaining sum of the Contract is transferred upon fulfillment of the conditions in accordance with the Contract.

The funds of grant/program-targeted financing are distributed by the scientific supervisor of the project/program, assigned by an applicant for direct management of the scientific and (or) scientific-technical project/program, according to the application for grant/program-targeted financing.

7.6 In cases of saving and (or) remainder of the unused funds on the project/program, the supervisor of the project/program redistributes the funds within one cost item or redistributes the funds between different cost items within the total amount, approved for a calendar year. It is not allowed to increase financing, approved by NSC, when approving the project for business trips outside the Republic of Kazakhstan and scientific organizational support.

In case of inefficient and groundless usage of the funds of grant/program-targeted financing, the Executor bears responsibility in accordance with the procedure, established by legislation.

8 Business trip expenses

8.1 The scientific supervisor of the project/program determines the reasonableness of sending members of the working group on the business trips, sets their timeframes and accepts written reports on them, which are given to the Accounting Department of RW together with other documents in accordance with established requirements, not later than 5 days after returning from a business trip.

8.2 To send the member of the working group on the business trip, the scientific supervisor of the project/program draws up the inner office memo with indication of a business traveller, the work, performed by him, timeframes of the business trip, a direction (organization, city, country), attaching the copy of the cost estimate and cost calculation of the business trip.

8.4 A business trip order is issued on the basis of the inner office memo of the scientific supervisor of the project/program.

9 Report documents

9.1 The Accounting Department of SID monitors execution of the works, keeps current accounting records and statistical accounting; ensures observance of the law, contractual, planned and financial discipline of RDW.

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The Innovations and Scientific-Technical Programs Department of SID records the results of activity of the scientific divisions, monitors fulfillment of the works, ensures the observance of the law, contractual and planned discipline, the quality of performed RDW.

9.2 SID provides established reporting, as per a form and within the timeframes in accordance with requirements of the State Statistics and the Ministry of Education and Science of the Republic of Kazakhstan.

9.3 In accordance with the “Procedure of state registration of the open research, development and project technological works, carried out in the Republic of Kazakhstan, and submission of the reporting documents on them”, RDW, which is financed, using state budget funds, is subject to mandatory state registration.

The supervisor of the project/program submits materials for registration (registration card) via an information system to JSC NCSSTE RK not later than 30 days from the start of financing the work.

9.4 The supervisor of the project/program submits short information (on continuing projects/programs), the final report on realization of the research works (the last year of project/program realization) in accordance with the state standard No. 7.32-2017 via the information system to JSC NCSSTE RK, attaching an information card in accordance with the timeframe, specified in the Contract for grant and program-targeted financing.

9.5 The supervisor of the project/program submits a report of the allocated funds usage, the work completion certificate and the decision of NSC to SID in the first year (except for the projects/programs with a realization period of 1 (one) year), the second year (intermediate) (except for the projects/programs with a realization period of 2 (two) years) of the project/program realization in accordance with the timeframe, specified in the Contract for grant and program-targeted financing.

9.6 The supervisor of the project/program submits the report of the allocated funds usage, the work completion certificate, a report of the State Scientific and Technical Expertise, and the decision of NSC to SID in the third year (final) of the project/program realization in accordance with the timeframe, specified in the Contract for grant and program-targeted financing.

9.7 The results of scientific projects and programs of grant and program-targeted financing are subjected to an annual obligatory discussion at STC of the University, which is recorded in the minutes of meeting of STC.

10 Keeping

10.1 The director of SID is responsible for giving the approved provision (original) for keeping to the Science and Innovation Department.

10.2 Sending registered copies of this provision is carried out by SID.

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11 Making modifications in the document

11.1 Modifications in the provision are made only with the permission of QMR and must be documented with his signature. Sheets, taken from the changed version of the provision, are kept together with the document on permission of making changes.

11.2 The director of SID has the right to issue notifications about modification in the provision, given for keeping.

11.3 The director of SID is responsible for making the modifications in the original and copies.

11.4 The modifications in the provision, given for keeping to SID, are made in accordance with the requirements of the documented procedure V-01.

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Appendix A
(informative)
Example of drawing up an inner office memo of
the purchase of services, inventory, fixed assets, software

**To Executive Director of
NPJSC “Abylkas Saginov Karaganda
Technical University”, Professor A. Issagulov**

Inner office memo

“ ___ ” ____ 20__

I ask you to purchase _____, according to the item of expenditure “ _____ ”
on grant/program-targeted financing in the amount of _____ (_____) tenge under the
project/program “ _____ ”.

Next, write down: name, quantity, technical characteristics, purpose.

Payment is made at the expense of grant/program-targeted financing, as per the contract No. ___ dated
___.20__.

Scientific supervisor of the project/program

Full name

** Attach 3 alternative commercial proposals, a copy of the cost estimate to the inner office memo.*

Signed by:

Leader of the Department of Innovations and Scientific-Technical Programs;

Deputy chief accountant of RA;

Director of SID;

Leader of the Procurement and Supply Department;

Member of the Management Board – Prorector for Research;

Leader of the Legal Department;

Chief accountant.

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Appendix B (informative)

Example of drawing up an inner office memo **on signing a contract** of the purchase of services, inventory, fixed assets, software

**To Executive Director of
NPJSC “Abylkas Saginov Karaganda
Technical University”, Professor A. Issagulov**

Inner office memo

“ ___ ” ____ 20__

I ask you to allow me to conclude a contract for _____ on grant/program-targeted financing in the amount of _____ (_____) tenge under the project/program “_____”.

Next, write down: name of the counterparty, city, country.

Payment is made at the expense of grant/program-targeted financing, as per the contract No. ___ dated __.__.20__.

Scientific supervisor of the project/program

Full name

** The contract and technical specification are signed by the executive director and scientific supervisor. Check for a fake company on the website of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan (attach a supporting document: charter or registration certificate, etc.).*

*** Attach 3 alternative commercial proposals, a copy of the cost estimate, the minutes of meeting of the working group on counterparty selection to the inner office memo.*

Signed by:

Leader of the Department of Innovations and Scientific-Technical Programs;
Deputy chief accountant of RA;
Director of SID;
Leader of the Procurement and Supply Department;
Member of the Management Board – Prorektor for Research;
Leader of the Legal Department;
Chief accountant.

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Appendix C
(informative)

Example of drawing up an inner office memo of
making the first payment,
as per a contract of the purchase of services, inventory, fixed assets, software

**To Executive Director of
NPJSC “Abylkas Saginov Karaganda
Technical University”, Professor A. Issagulov**

Inner office memo

“ ___ ” _____ 20__

I ask you to pay the bill No. ___ dated _____ 20__ with LLP “ _____ ” in the amount of _____ tenge - _____%, according to the contract No. _____ dated _____ 20__ for purchasing services, inventory, fixed assets, software, as per the expense item “ _____ ”.

Payment is made at the expense of grant/program-targeted financing, as per the contract No. ___ dated _____.20__.

Scientific supervisor of the project/program

Full name

** Attach the bill, a copy of the signed contract to the inner office memo.*

Signed by:

Leader of the Department of Innovations and Scientific-Technical Programs;
Deputy chief accountant of RA;
Director of SID;
Leader of the Procurement and Supply Department;
Member of the Management Board – Prorector for Research;
Leader of the Legal Department;
Chief accountant.

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Appendix D (informative)

Example of drawing up a **conformity act**

The act of conformity of the provided services (_____) to a stated technical specification

The service/inventory/fixed assets/software under the contract No. ___ dated _____ 20__ of NPJSC “Abylkas Saginov Karaganda Technical University” with LLP “_____”, that is: “_____” of the project of grant/program-targeted financing “_____” has/have been provided/delivered on time and completely fulfilled. The provided service completely conforms to the technical specification. In this regard, the service is subjected to payment _____ (_____) tenge.

Member of the Management Board – Prorector for Research	Full name
Scientific supervisor of the project/program	Full name
Metrologist of SID (<i>if inventory is purchased</i>)	Full name
Materially responsible person	Full name

* *When purchasing the inventory, it is necessary to attach a photo.*

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Appendix E
(informative)

**Example of drawing up an inner office memo on payment of
the remaining sum of contract of the purchase of services, inventory, fixed
assets, software**

**To Executive Director of
NPJSC “Abylkas Saginov Karaganda
Technical University”, Professor A. Issagulov**

Inner office memo

“ ___ ” _____ 20__

I ask you to pay the bill No. ___ dated _____ 20__ with LLP “ _____ ” in the amount of _____ tenge - _____%, according to the contract No. _____ dated _____ 20__ for purchasing office machines or equipment, software, services, as per the item of expenditure “ _____ ”.

Payment is made at the expense of grant/program-targeted financing, as per the contract No. ___ dated _____.20__.

Scientific supervisor of the project/program

Full name

** Attach the bill, a conformity act to the inner office memo.*

Signed by:

Leader of the Department of Innovations and Scientific-Technical Programs;
Deputy chief accountant of RA;
Director of SID;
Leader of the Procurement and Supply Department;
Member of the Management Board – Prorector for Research;
Leader of the Legal Department;
Chief accountant.

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Appendix F
(mandatory)

F.01-2022

Approval sheet

Position	Full name	Date	Signature
QMR	Zhetessova G.S.	20.07.22	
Prorektor for Research	Isagulov A.Z.	15.07.22	
Acting director of SID	Suleev B.D.	15.07.22	

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Appendix G
(mandatory)

F.02-2022

Familiarization sheet

Position	Full name	Date	Signature