**FINANCIAL SUPPORT REQUEST**

**FOR SCIENTIFIC PUBLICATION**

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| **Part 1: Applicant data**  |
| **Name**  |  | **Surname** |  |
| **Degree** |  | **Position** |  |
| **Status** *(indicate with X)* | **Elected** |  | **Not elected,** **permanent contract** |  | **Visiting** |  |
| **Faculty/unit** |  |

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| **Part 2: Publication details**  |
| **Support is asked for***(indicate with X)*  | **Publication in journal** |  | **Publication in Conference proceeding**  |  |
| **Conference/Journal title** |  |
| **Conference data***(only for conferences)* | **Place***(or online)* |  | **Dates** |  |
| **Link to page of journal/conference**  |  |
| **Indexed in***(indicate with X)* | **Scopus** |  | **WoS** |  | **other***(indicate)* |  |
| **Quartile***(indicate with X)* | **Q1** |  | **Q2** |  | **Q3** |  | **Q4** |  |
| **Publication title** |  |
| **Authors:***(sequence as in publication, add more if necessary)* | **Name Surname** | **Affiliation** |
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| **Research area***(indicate with X)* |  | ICT (Telematics) |
|  | Smart Solution in Transport & Logistics |
|  | Digital Society and Economy |
|  | Other*(indicate)* |  |
| **Included in individual plan** | **Yes, in my plan** |  | **Yes, in plan of one co-author***(indicate name, surname)* |  |

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| **Part 3: Financial request**  |
| **I am asking to cover the following costs associated with the publication** | **Indicate with X** | **Type of costs** | **Amount, EUR****(inc. VAT)** |
|  | Publication/participation fee |  |
|  | Travel and accommodation costs *(only for conferences)* |  |
|  | other*(indicate)* |  |  |
| **Total:** |  |

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| **Part 4: Annexes** |
| **#** | **Title** *(add more rows if necessary)* |
| **1** | Draft of the publication |
| **2** | Evidence of publication acceptance for publishing *(official e-mail, print screen from the system)* |

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| **Applicant:**By this I am confirming that: a) data presented above is valid; b) publication follows TSI code of ethics; c) invoice for payment will be sent in time d) publication is not financed from other sources; e) publication will be added to research.tsi.lv in 10 days after publishing |
| **Name, Surname** | **Faculty/unit** | **Date** |
|  |  |  |

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| **Approved:***(faculty/unit representative should indicate his/her name, surname, and the title of the unit)* |
| **Name, Surname** | **Department/unit** | **Issue confirmed** | **Date** |
| Vladimir Petrov | Head of the Research Administration Department | Data have been checked and are valid, no plagiarism issues detected |  |
| Iincluded / not included in the budget of the Research Administration Department |  |
|  | Faculty/unit | The publication has been planned or extremely important for faculty/unit |  |
| Mihails Savrasovs | Vice-rector for Academic and Research, Rectorate | Publication corresponds to strategic research directions |  |
| Inga Cunabele | Financial Director | Costs are eligible  |  |

# Guidelines on elaborating Financial Support Request Form

1. The form is an official request from the academic/research staff of the Transport and Telecommunication Institute to get financial support for publication activity.
2. The form should be filled only in electronic format, by one person, who is treated as a core author of the publication.
3. It is not allowed to change the format of the form, except if it is stated in the form.
4. In section 1, the applicant key data should be presented. All fields in this section are obligatory.
5. In section 2, the publication key data should be provided. All fields are obligatory, except fields with special conditions (as indicated in the form). Now only two types of publications are eligible for financial support from Transport and Telecommunication Institute: **publications in journals** and **publications in conference proceedings**.
6. Place and dates of the conference are obligatory fields, in case of publication in conference proceedings. In the case of the virtual conference, instead of a specific place the text – *online* should be indicated.
7. Having issues with defining indexing and quartile, the applicant should refer to the Research Administrative Department, which will provide support in clarifying the issue.
8. The list of authors should be presented in a sequence as in a publication. The affiliation is obligatory. In the case of international collaboration indicate the country. Provide information if publication has been planned in individual plan of applicant or in individual plan of one co-author. This could be checked in <https://teacherplan.tsi.lv>.
9. The research area should be indicated among three, which are declared as a key research direction of the Transport and Telecommunication Institute. Multiply areas could be indicated, also other areas could be defined if necessary.
10. In section 3, the details about finance should be provided. Note that amount should be provided in EUR and the total should be calculated.
11. In section 4, indicated that two documents (as annexe) should be submitted: publication and evidence that publication has been accepted for publishing in journal or conference proceeding. The evidence could be presented in different forms as indicated in comments.
12. Applicant should confirm that a) data presented in form is valid; b) publication follows TSI code of ethics; c) invoice for payment will be sent in time; d) publication is not financed from other sources; e) publication will be added to research.tsi.lv in 10 days after publishing. The confirmation is done by setting up name, surname of the applicant and the date.
13. The form should be approved by (confirmations is done by setting up the name, surname and the date):
	1. Head of the Research Administration Department – confirming that provided data are valid and no plagiarism issues have been detected.
	2. Dean of the faculty or head of the unit – confirming that publication has been planned or is extremely important for faculty/unit.
	3. Vice-rector for Academic and research – confirming that publication corresponds to strategic research directions.
	4. Financial director – confirming that costs are eligible in the frame of the department/unit budget.
14. The request form should be submitted in electronic format (in doc or docx) to the petrovs.v@tsi.lv. Note, that **only request form** should be submitted (the guidelines text should be removed).
15. **Consider having following requisites on invoice:**

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| **AS "Transporta un sakaru institūts"Joint-Stock Company "Transport and Telecommunication Institute"** |
| **Registration No.** | 40003458903 |
| **VAT No.** | LV 40003458903 |
| **Address** | Lomonosova iela 1, Riga, LV-1019, Latvia |
| **Bank** | JSC Swedbank |
| **SWIFT** | HABALV22 |
| **Account No.** | LV06HABA0551032952167 |

# Request processing steps

The following table sets general steps of processing the request for financial support of the Transport and Telecommunication Institute research and academic staff.

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| **Step** | **Details** | **Responsible** | **Terms** |
| 0 | Submission of the request | Applicant |  |
| 1 | Review of the provided data and plagiarism check: * In case of issues, the submission is returned to the applicant.
* **In positive case forwarded to faculty/unit head with confirmation**
 | RAD | in 2 working days after receiving submission  |
| 2 | Review by the faculty/unit head:* In case of issues, the submission is returned to the applicant.
* **In positive case forwarded to Vice-rector for Research and Academic.**
 | Faculty/unit | in 2 working days |
| 3 | Review by the Vice-rector: * In case of issues, the submission is returned to the faculty/unit.
* In positive case forwarded to financial director
 | Vice-rector for Research and Academic | in 2 working days |
| 4 | Review by financial director:* In case of issues, the submission is returned to the faculty/unit.
* In positive case forwarded back to RAD
 | Financial department | in 1 working days |
| 5 | Notification of the applicant | RAD | in 1 working days |