



No. 18641/12.12.2024

**DECISION**  
**on the methodology and guidelines for accessing and using *seed* grant programmes  
from the 2024 Development Fund of UBB**

The Administrative Council of Babeş-Bolyai University, following the electronic vote cast on 12 December 2024,

**DECIDES:**

1. The *Methodology and guidelines for accessing and using seed grant programmes from the 2024 Development Fund of UBB* as presented in Addendum 1 to the present decision is hereby approved.
2. The *Guidelines for accessing and using seed grant programmes from the 2024 Development Fund of UBB* as per Addendum 2 to the present decision is hereby approved.

**RECTOR,**  
**Professor Daniel DAVID**



## Addendum 1 to Administrative Council Decision no. 18641/12.12.2024

### Methodology for accessing and using seed grant programmes from the 2024 Development Fund of UBB

The management of Babeş-Bolyai University in Cluj-Napoca established, through Administrative Council Decision No. 18640/12.12.2024, the UBB 2024 Development Fund to finance seed grants in the amount of 8,145,000 lei (5,000 lei/person).

**Art. 1.** Seed grants are available to teaching staff employed by open competition on permanent and fixed-term contracts, as well as to tenured researchers (on permanent contracts) at Babeş-Bolyai University of Cluj-Napoca on 01.10.2024 (fixed-term contracts must be in force for the entire 2024-2025 academic year), who have not been subject to disciplinary sanctions or sanctions for violating academic ethics and professional conduct rules, unless such sanctions have been revoked. The grant is valid for the 2024/2025 academic year.

**Art. 2.** Funding is conditional upon the completion of an *Individual Academic Career Plan (IACP)* and the teacher/researcher having a public Google Scholar profile affiliated with UBB, pursuant to these regulations. The public profile of the teacher/researcher ensures their visibility and increases the visibility of the university.

**Art. 3.** The allocated funds will be accessed based on an individual budget plan drawn up for the current academic year (starting November) and approved for compliance by the head of department/research unit, respectively by the dean of the faculty for the faculties' teachers and researchers. The budget must not exceed the allocated amount of 5,000 lei and must be in line with the Individual Academic Career Plan (IACP). The endorsement from the head of the department/research unit and the dean is contingent upon the submission and approval of the report for the seed grant awarded in 2023. Once approved, the grant may be spent during the academic year upon submission of a purchase requisition to the rector by 30 September 2025, in accordance with the regulations in force.

**Art. 4.** The following types of expenses are eligible for the seed grant:

- **travel-related expenses:** transportation, accommodation, fees for attending scientific events, scientific conferences, obtaining research/teaching materials, fees for attending/enrolling in training courses that are relevant to the teacher's portfolio (per diem is not eligible).
- **expenses incurred in relation to teaching and research activities:** IT equipment covered by the annual procurement plan of Babeş-Bolyai University of Cluj-Napoca, valid for the current year (including maintenance and repair), the purchase of educational and professional software, licenses, databases, and individual equipment used for research/teaching purposes (audio-visual, sports, cultural-artistic). This also includes maintenance and repair.  
If a certain type of IT equipment product was purchased from the seed grant budget for 2022 or 2023, the same type of product cannot be included in the current year's budget. (For example, if a laptop was purchased from the seed grant budget for 2022 or 2023, then the laptop may not be included in the 2024 budget).
- **expenses related to the publication** of an article in leading journals or publication costs of books/courses. Babeş-Bolyai University in Cluj-Napoca supports open access to research outputs, especially open science, in which case it should be noted that "The publication of this article was supported by the 2024 Development Fund of the UBB."
- **expenses associated with career path:** doctoral dissertation defence fee, habilitation fee, registration fee for competitions to fill positions at UBB, testing and certification fee for language proficiency at the Alpha and Lingua Centre at UBB, attendance/registration fee for continuing education courses that are relevant to the teacher's portfolio.  
The habilitation fee is covered by the seed grant budget in the following situations:
  - if the habilitation programme is conducted at UBB;
  - if there is no equivalent doctoral field at IOSUD UBB, the habilitation will be defended at one of the universities in the Universitaria Consortium or at one of the universities that have signed agreements with UBB or at one of the foreign universities ranked among the top 500 universities in the world, according to THE/QS/ARWU/CWUR, provided that the minimum CNATDCU criteria for habilitation are met;
  - if the university where the habilitation is sought is abroad and gives the option of defending the habilitation thesis in a language that is not available for habilitation at UBB, and the thesis subject needs to be written in a specific language, e.g., linguistics, literature.

**Art. 5.** Personnel expenses other than referred to by Art. 4 para. (1) are not eligible.

**Art. 6.** Upon completion of the grant period, the grantee must submit a final report on the work carried out during the grant period and the financial accounting of all funds provided. The report must indicate the correlation of the grant with the *Individual academic career plan* (PIC) of the teacher/researcher.

**Art. 7.** The record of the seed grant programmes will be kept by the faculties/research units of the grantees.



## Addendum 2 to Administrative Council Decision no. 18641/12.12.2024

### Guidelines for accessing and using *seed* grant programmes from the 2024 UBB Development Fund

*Internal regulations: Administrative Council Decision nr. 18640/12.12.2024 (UBB 2024 Development Fund)*

#### I. TERMS AND CONDITIONS FOR GRANT APPLICATION PROCESS

##### Who can apply for grants?

- These grants are open to **tenured** teachers who are UBB employers by 01/10/2024 with an indefinite or fixed-term employment contract.
- Tenured researchers with an employment contract at UBB on a permanent basis by 1 October 2024.

##### Eligibility:

- *Individual Academic Development Plan* drawn up, approved;
- Google Scholar **public** profile of the teacher/researcher, according to the procedures forwarded to the faculties;
- a minimum of three academic/scientific outputs (scientific publications/artistic work/sports achievements, according to the specific field) by the teaching staff member or scientific researcher employed by UBB in the last 3 calendar years; this requirement will be certified by the head of the department/research unit<sup>1</sup> (RU) and by the dean of the faculty for teaching staff and researchers in faculties;
- individual budget plan for the seed grant, approved by the head of department/research unit <sup>2</sup> (RU) director and by the dean of the faculty for teachers and researchers from faculties;
- the seed grant budget should be aligned with the stipulations in the *Individual Academic Career Plan (PIC)*;

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<sup>1</sup> If the researcher is an employee of a research unit subordinated to the Rector.

<sup>2</sup> If the researcher is an employee of a research unit subordinated to the Rector.

- no disciplinary measures or violations of academic ethics and professional conduct, unless these have been removed from the record.

**Grant amount:** 5,000 lei per person

**Grant duration:** 2024-2025 academic year (01.11.2024 - 30.09.2025)

## II. GRANT APPLICATION PROCESS

1. The funding application will be submitted to the faculty dean's office/RU leadership by 10/01/2025, with the following:
  - The individual budget plan, with estimated expenses, endorsed by the head of department/RU director. The head of department/RU director cannot endorse the individual budget plan in the absence of the *Individual Academic Career Plan (PIC)*;
  - *Print screen* of the *Google Scholar public* profile of the teacher/researcher, proof of UBB affiliation, according to the previously forwarded procedure.
2. The vice dean responsible for quality assurance or a person from the RU scientific council appointed by the RU director checks the accuracy of the information and forwards to the dean the funding application for approval.
3. After approval, the grant can be spent during the academic year by submitting a purchase requisition.
4. A record of expenses is kept at the level of the faculty/RU by the chief administrator of the faculty or by the person designated at the level of RU for each grant, while a record is kept per faculties at the level of the Financial Directorate.
5. The Faculty/RU forwards to the General Administrative Directorate the list of teachers/researchers who have been approved for accessing seed grants, specifying the total amounts required, both in hard copy signed by the dean of the faculty/head of the RU, and in electronic format (Excel) to the email address: [financiar@ubbcluj.ro](mailto:financiar@ubbcluj.ro) by 23.01.2025. A separate table with links to the applicants' Google Scholar public profiles will be submitted to the Qualitas Centre.

## III. ELIGIBLE EXPENSES:

- a) **Travel expenses**<sup>3</sup>: costs of travel, costs related to the participation in scientific events, scientific meetings, collecting research/teaching materials, participation/enrolment fee in training courses relevant for the teacher's portfolio;

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<sup>3</sup> Per diem is NOT eligible.

- b) **expenses incurred in relation to teaching and research activities:** IT equipment covered by the annual procurement plan of Babeş-Bolyai University of Cluj-Napoca, valid for the current year (including maintenance and repair), the purchase of educational and professional software, licenses, databases, and individual research equipment (including maintenance and repair).  
If a certain type of IT equipment product was purchased from the seed grant budget for 2022 or 2023, the same type of product cannot be included in the current year's budget. (For example, if a laptop was purchased from the seed grant budget for 2022 or 2023, then the laptop may not be included in the 2024 budget).
- c) **Expenses related to the publication** of articles in leading journals or publication costs of books/courses. UBB supports open access to research results, especially *open science*.<sup>4</sup> In this situation, the 2024 Development Fund of Babeş-Bolyai University must be mentioned: *"The publication of this article was supported by the 2024 Development Fund of the Babeş-Bolyai University."*
- d) **expenses associated with career path:** doctoral dissertation defence fee, habilitation fee, registration fee for competitions to fill positions at UBB, testing and certification fee for language proficiency at the Alpha and Lingua Centre at UBB, attendance/registration fee for training courses that are relevant to the teacher's portfolio.

The habilitation fee is covered by the seed grant budget in the following situations:

- if the habilitation programme is conducted at UBB;
- if there is no equivalent doctoral field at IOSUD UBB, the habilitation will be defended at one of the universities in the Universitaria Consortium or at one of the universities that have signed agreements with UBB or at one of the foreign universities ranked among the top 500 universities in the world, according to THE/QS/ARWU/CWUR, provided that the minimum CNATDCU criteria for habilitation are met.
- if the university where the habilitation is sought is abroad and gives the option of defending the habilitation thesis in a language that is not available for habilitation at UBB, and the thesis subject needs to be written in a specific language, e.g., linguistics, literature.

***Personnel expenses for purposes other than referred to by point a) are not eligible.***

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<sup>4</sup> *UBB Goes Green:* Please note that many publishers (e.g. Cluj University Press) are able to edit e-books. By opting for e-books, you will considerably reduce publishing costs and also contribute to reducing your ecological footprint and that of the institution.

#### **IV. GRANT REPORTING:**

Upon completion of the grant period, the grantee must submit a final report brief on the work carried out during the grant period and the financial accounting of all funds provided. We recommend using a table format. The report must indicate the correlation of the grant with the *Individual academic career plan (PIC)* of the teacher/researcher. The report will be approved by the head of department and the dean. The deadline for drawing up the report is 31 October 2025.



