

According to the Law on scientific-research activities (Official Gazette No. 46/2008, 103/2008, 24/2011, 80/2012, 24/2013 and 147/2013), the Assembly of the Association for economic research, advocacy and policymaking “Finance Think” Skopje, at its 3rd session held on 11 December 2013, adopted the following

Research Rulebook

Content

PART 1: DEFINITIONS	1
PART 2: PRINCIPLES OF RA	2
PART 3: REGULAR RESEARCH ACTIVITIES	4
PART 4: RESEARCH PROJECTS	4
PART 4.1: RESEARCH PROPOSAL.....	4
PART 4.2: WORK ON A RESEARCH PROJECT	6
PART 5: ANALYTICAL ACTIVITIES	8
PART 6: SCIENTIFIC CONFERENCES	8
PART 7: EVALUATION OF RA	9
TABLE 1 – MEASURING RESEARCH ACTIVITY AT FT	9
PART 8: TRANSITIONAL AND FINAL PROVISIONS	10

Article 1

This rulebook regulates the research activity (hereinafter: RA) at the Association for economic research, advocacy and policymaking “Finance Think” Skopje (hereinafter: FT).

Article 2

RA means working tasks and activities of the research staff performing and promoting fundamental, development and applied research which contributes to the existing knowledge and the development of the economic thought at the field in which it acts.

RA of FT includes: regular research activities which aim is publishing papers in scientific journals and peer-reviewed books, applying and performing research projects, seminars and scientific conferences and analytical activities aimed at publishing reports, monographs and collections, and advocating solutions in front of the policymakers.

PART 1: Definitions

Article 3

The terms used in this rulebook, have the following meanings:

- **Regular research activities** means research conducted within research project, with the ultimate goal of solving real challenge or problem and/or advocating changes in front of the policymakers, as well as publication of the results in international journal and/or presenting the results at international scientific conference.
- **Research project** means funded project for whom FT applied at domestic and foreign donors through open call and/or funded project for whom FT directly negotiated with the donor.
- **Analytical activities** mean activities for preparation of economic reports and/or collections with regular periodical or irregular dynamics and/or reports and/or monographs for the needs of the external bodies who provide funding of the project.
- **Scientific conferences** are activities that involve presentation of scientific papers from researchers, organized by universities, research centers, government institutions and commercial organizations, where the researcher takes part through presentation of his/her scientific paper.
- **Chief researcher** is a person or a team leader for preparation and conduct of a research project, who organizes, leads, informs and operationally participates at the team work.
- **Co-chief researcher** is a vice-team leader for preparation and conduct of a research project who organizes, leads, informs and/or assists in organizing, leading, informing, and operationally participates at the team work.
- **Assistant researcher** is a participant at the team for preparation and conduct of a research project, who operationally participates at the team work.
- **Research proposal** is a document by which a person or a team led by the Chief researcher applies at open call or directly submits it to a potential donor for providing funding for a research project and/or analytical activity.

PART 2: Principles of RA

Article 4

Research freedom

Researchers are focused on their research for the wellbeing of the mankind and for widening of the borders of the scientific knowledge, while enjoying the freedom of thought and expression, as well as freedom to identify methods for solving the problems, according to recognized ethical principles and practices.

Researchers should, however, recognize the obstacles of this freedom that could arise in certain circumstances (including monitoring/guidance/management) or operational limitations, for example, budget or infrastructural reasons or, especially at the industrial sector, reasons for protection of the intellectual property.

Article 5

Ethical principles

Researchers adhere to recognized ethical practices and to the basic ethical principles appropriate to their discipline/s, as well as to the ethical standards documented within different national, sectoral or institutional codes of ethics.

Article 6

Professional responsibility

Researchers are making every effort to ensure that their research is relevant to the society and does not duplicate with the previous research at other places.

Researchers avoid plagiarism of any kind and adhere to the principle of intellectual property and joint ownership of the data, in a case of research conducted in collaboration with other researchers. The verification of the new observations by indicating that the procedure is reproduced is not interpreted as plagiarism, under condition that used data are explicitly cited.

Researchers ensure that, if any aspect of their work is delegated, the person who the work is delegated to, has the authority to perform it.

Article 7

Professional relationship

Researchers are familiar with the strategic objectives that regulate their research environment and the funding mechanisms, and are looking for all necessary approvals, before starting their research or before accessing to the secured funds.

They inform their employers, donors or superiors when their project has been delayed, redefined or completed, or they notify them if the project has been terminated earlier or suspended for any reason.

Article 8

Contractual and legal obligations

Researchers at any level are familiar with the national, sectoral and institutional regulations that regulate the working conditions. This includes regulations for intellectual property, as well as donors' terms of reference, regardless of the nature of their contract. The researchers adhere to such

regulations by delivering the required results (e.g. theses, publications, patents, reports, new products development, etc.) as specified within the contract or other equal document.

Article 9

Responsibility

Researchers are aware that they are responsible to their employers, donors or other similar public or private bodies, as well as to the society as a whole. Hence, for the research funded by public funds, they are responsible for the effective use of taxpayers' money. As a result, they adhere to the principles of solid, transparent and efficient financial management and cooperate with any authorized audits of their research, whether undertaken by their employers/donors or by ethical committees.

The methods of collection and analysis, the results, and where applicable, the details of the data, are open for internal and external control, whenever it is necessary and as required by the relevant authorities.

Article 10

Good research practices

Researchers always adopt practices for safe working, according to the national law, including taking the necessary measures for health and safety and the prevention of falls in information technology, e.g., by preparation of appropriate back-up servers. They are also aware of the current national legal requirements relating to data protection and provision of confidentiality, and take the necessary steps to adhere to them.

Article 11

Results dissemination

All researchers ensure, according to their contractual arrangements, that the results of their research are disseminated and exploited, e.g., through publications, citations or, of appropriate, through commercialization.

Article 12

Engaging in public

Researchers ensure that their research activities are known and available at the society as a whole, in a way that the can be understood by non-specialists, and thereby, they improve the public understanding of science.

Article 13

Relationship with supervisors

In their training phase, researchers establish structural and permanent relation with their supervisor in order to fully exploit the relationship with them. This includes keeping records of the progress and research findings and obtaining feedback through reports.

Article 14

Supervision and managerial duties

Senior researchers pay particular attention to their multilateral roles as supervisors, mentors, career advisors, leaders, project coordinators, communicators. They perform these tasks according to the highest professional standards. In terms of their roles as supervisors and mentors, senior researchers build constructive and positive relations with the junior researchers, in order to set the conditions for efficient transfer of knowledge and further successful development of their careers.

Article 15

Continuous professional development

Researchers at any career stage permanently improve and expand their skills and competencies. This is achieved through various ways, including, but not limited to formal training, workshops, conferences and e-learning.

PART 3: Regular research activities

Article 16

Regular research activities are provided by the research staff.

According to the principle of academic freedom, the choice of topic of the individual and team regular research activities as well the strategy for publication of the research results is the right of the researcher/s.

Article 17

When publishing a research paper, the author/authors are obliged to explicitly designate FT as their parent institution.

PART 4: Research projects

Article 18

FT is looking for open calls, prepares research proposals and applies after open calls for research projects at regular and permanent base.

FT applies at open calls for research projects with domestic and foreign donors.

FT applies at open calls for research projects individually or in consortia with other research institutions.

The broader thematic scope for the open calls is determined to be economics or other topic that is of direct interest of FT.

PART 4.1: Research proposal

Article 19

The Chief economist of FT appoints the research team: Chief researcher and Research assistants.

The Chief economist may appoint and Co-chief researcher, if required by the open call or if he deems necessary due to the size and the complexity of the research proposal.

Article 20

Team decisions are made by consensus.

If the consensus is not possible, the decisions are made by voting, by simple majority.

In case of equal outcome, the vote of the Chief researcher is decisive.

Article 21

The Chief researcher is responsible for convening and organizing the team and for delegating tasks to the team members.

The Chief researcher is responsible for the final application at the open call.

Article 22

If during the proposal preparation, the Chief researcher finds that a research assistant may not perform its role as a team member due to certain reasons, he/she may ask the Chief economist to reverse his decision and to dismiss the research assistant of the team.

If during the proposal preparation, the Chief researcher finds that additional assistant/s is necessary, he may ask the Chief economist to supplement the decision and appoint additional research assistant.

In both cases, the Chief researcher verbally elaborates its request before the Chief economist.

Article 23

During the preparation of the budget for the research proposal, at least 10% of the funds are allocated for institutional overhead of FT.

The rest is allocated for the team members, in proportion to their contribution to the project conduct and for the additional costs that may be allocated for the project conduct.

Article 24

For the proposal submission, the Chief researcher notifies the Chief economist.

If the Chief researcher fails to submit the proposal according to the conditions and deadlines of the open call, he/she submits a written report to the Chief economist.

The report is reviewed with special attention and the ultimate responsibility of the Chief researcher is determined.

Article 25

The Chief researcher notifies the Chief economist for the application's outcome.

In case of a negative result, the Chief researcher is obliged to find out the reasons, if it is possible within the procedures set by the donor.

The Chief researcher submits a report with the reasons for the failure of the proposal to the Chief economist.

Article 26

A proposal may be prepared in a Consortia with other educational and research institutions in the country or abroad, if that is required by the open call/s and/or by the donor, and/or if FT considers that the opportunities for success at the call significantly increase with a joint approach, and/or if FT receives invitation from other domestic or foreign institutions to join a consortium.

A decision for joining a consortium is made by the Executive Board at a suggestion of the Chief researcher, in consultation with the Chief economist.

Article 27

In case of a consortium approach, the same rules apply as for autonomous approach, in terms of the setup and the procedures related to the team researchers.

If the consortium is allowed to have only one Chief researcher, he/she is appointed by a special Memorandum of understanding among the consortium members.

In the cases as in paragraph (2) of this article, FT must be represented in the team by at least a Co-chief researcher.

Article 28

A final consortium contract on research cooperation is concluded after receiving positive decision for the application.

A consortium contract on research cooperation may be concluded by the Chief economist or the Chairman of the Assembly of FT, based on their prior coordination.

The provisions of the contract on research cooperation may not be conflicting with this Rulebook.

PART 4.2: Work on a research project

Article 29

After receiving a positive decision from the donor, the team is obliged to start working on the research project according to the research proposal and conscientiously fulfill their duties according to the foreseen dynamics and requirements of the donor.

After receiving a positive decision from the donor, the Chief economist adopts a second decision which authorizes the Chief researcher to dispose the funds.

Article 30

The Chief researcher is obliged to dispose the funds in a manner described in the proposed budget, and if a change of funds' usage is necessary, then he/she has to negotiate within the team and reach a decision by consensus.

If the Chief researcher spends funds inappropriately and out of the provided frames, the Co-chief researcher and/or research assistants are obligated to illuminate it to the Chief economist.

If a significant deterioration in the disposal of funds by the Chief researcher occurs, the Chief economist can transfer the right for disposal of the funds of the Co-chief researcher, or to any of the

research Assistants, based on consensual decision of the team or if this is not possible, at the proposal of the Chief economist.

From this viewpoint, the Chief researcher has no right to request further funding of the project budget.

For all disbursements over the limit specified in the project budget, team members are jointly liable to FT at the amount of their salary or, if engaged as authors, totaling three average monthly gross wages paid in the Macedonian economy in the current year.

Article 31

In case of a need for dismissal/addition of a research assistant, provisions of Article 22 from this Rulebook apply.

Article 32

If during the research, the Chief researcher shows inappropriate behavior, in terms of slowing down the research dynamics which could result in a loss of funds and untimely presentation of the research results, he/she can be revoked at the proposal of at least half of the research assistants.

The revocation is done by the Chief economist.

Article 33

If during the research an objective obstacle preventing the Chief researcher to perform his/her function occurs, he/she has right to revoke his leading role of the team or to revoke from the team altogether.

An objective obstacle in paragraph 1 of this Article can be: serious illness, relocation and long-term voyage abroad, maternity leave or other events of a similar nature.

The Chief researcher submits the request for revocation to the Chief Economist who carries his/her revocation.

Article 34

The Co-chief researcher is elected as a new Chief researcher, in the cases of Articles 32 and 33, and if he does not exist, than someone from the research assistants with a consensus, or if such is not possible, at proposal of the Chief economist.

As of the moment of revocation, the Chief researcher has no right to request additional funds from the project budget.

Article 35

During the research, the Chief researcher submits regular reports for the research progress to the donor according to their requests, as well as to the Chief economist every 6 months and one final report at the end of the project to Executive Board.

If the project duration is less than 6 months, then only one final report at the end of the project has to be submitted to the Chief economist.

Article 36

In case of consortium approach, the same rules apply, as well as the provisions of the Contract on scientific cooperation among the consortium parties.

PART 5: Analytical activities

Article 37

The analytical activities are performed by the research staff, based on the Annual program of FT.

The analytical activity can be regular, irregular or one-off; funded by FT or by a foreign donor.

Article 38

The proposal for performing analytical activity is submitted to the Chief economist.

The Chief economist evaluates the compliance of the proposal with the Annual program of FT and adopts/refuses it.

Article 39

The scope of the analytical activities, their holders and participants, the way of their dissemination and publishing, and similar issues are regulated by the Annual program of FT.

PART 6: Scientific conferences

Article 40

The research staff applies to and participates at scientific conferences.

According to the principle of academic freedom, the choice of topics researched within individual and team papers, is a sovereign right of the author/s.

Article 41

During the presentation of the scientific paper at a conference, the author/authors are obliged to explicitly designate FT as their parent institution.

PART 7: Evaluation of RA

Article 42

RA at FT is evaluated according to the following table.

Table 1 – Measuring research activity at FT

Name of the group	нагруженост	Description of the scientific paper/lecture/research project	national design	Points	Time-frame for calculating the points
Scientific books and monographs	R10	Prominent scientific books and monographs of international importance	R11	10	4
		Scientific books and monographs of international importance	R12	7	4
		Scientific books and monographs of national importance	R13	4	3
Chapters in books and reviews of books in journals	R20	Chapter in a book of international importance; review of books in leading journals, in thematic symposia of international importance	R21	4	3
		Chapter in a book of national importance; review of books in journals; in thematic symposia of national importance.	R22	2	1
Published papers of international importance	R50	Paper published in international journal with impact factor – Scopus or Journal Citation Reports	R51	15	5
		Paper published in international journal without impact factor	R52	7	4
		Plenary lecture by invitation at a conference of international importance, printed in whole or abstract	R53	5	3
		Paper presented at an international conference, printed in whole or abstract	R54	4	2
Published papers of national importance	R60	Paper published in domestic journal	R61	2	1
		Introductory lecture at a conference of national importance, printed in whole or abstract	R64	1,5	1
		Paper presented at a conference of national importance, printed in whole or abstract	R65	0,5	1
Dissertations and theses	R80	Defended doctoral thesis	R81	6	3
		Defended master dissertation	R82	3	2
Working on a research project proposal	P10	Working on an international research project proposal as a Chief of Co-chief researcher	P11	8	1
		Working on an international research project proposal as a research assistant	P12	6	1
		Working on a domestic research project proposal as a Chief of Co-chief researcher	P13	5	1
		Working on a domestic research project proposal as a research assistant	P14	3	1
Working on a research project	P20	Working on an international project with a final result report, monograph, study where the researcher appears as Chief or Co-chief researcher	P21	10	The duration of the project
		Working on an international project with a final result report, monograph, study where the researcher appears as a research assistant	P22	7	The duration of the project

		Working on a domestic project with a final result report, monograph, study where the researcher appears as Chief or Co-chief researcher	P23	5	The duration of the project
		Working on a domestic project with a final result report, monograph, study where the researcher appears as a research assistant	P24	3	The duration of the project
Working on analytical document of regular character	P30	Report (Editor)	P31	4	Annually
		Short analysis, projection, model (Editor)	P32	3	Annually
		Report (Analyst)	P33	3	Annually
		Short analysis, projection, model (Analyst)	P34	2	Annually
Editorials and reviews	P40	Editor of an international journal with impact factor on the Web of Science (JCR) or Scopus	P41	10	Annually
		Editor of an international journal without impact factor	P42	5	Annually
		Editor of a domestic journal	P43	2	Annually
		Reviewer of an international journal with impact factor on the Web of Science (JCR) or Scopus	P44	5	Annually
		Reviewer of an international journal without impact factor	P45	3	Annually
		Reviewer of a domestic journal	P46	0.5	Annually
		Participation at Program or other type of scientific Committee of an international conference	P47	3	Annually
		Reviewer of international scientific conference	P48	2	Annually
		Participation at Program or other Committee of domestic conference	P49	1.5	Annually
		Reviewer of a domestic conference	P491	0.5	Annually
Research stays	P50	Research stay in the US, EU, Canada, Japan, Switzerland, Norway to work on a research paper	P51	5	Annually
		Research stay in other country to work on a research paper	P52	3	Annually

Article 43

Each researcher of FT submits a Report-form to the Chief Economist for his/her RA during the year or other period, at the request of the Chief Economist.

PART 8: Transitional and final provisions

Article 44

This Rulebook shall enter into force on the date of enactment.

Skopje
11 December 2013

Chairman,
D-r Marjan Petreski