

## **PRINCIPLES AND GUIDELINES FOR PROVIDING "RESEARCH FELLOWSHIPS" SUPPORT**

### **General Provisions:**

This document was prepared pursuant to the charitable program "Center for Philanthropy Development" (the "Program") of the Vladimir Potanin Foundation (the "Foundation") and establishes the guidelines for participating in the "Research Fellowships" competition (the "Competition"), setting up the pool of experts, and conducting an evaluation of applications; it also describes the criteria for evaluating applications, the conditions for obtaining support, and the reporting requirements.

The Competition is a continuation of the Foundation's activities seeking to create an enabling environment for the successful long-term development of the non-profit sector in Russia and abroad and for disseminating knowledge about current trends in philanthropy. The Competition winners will receive charitable support to implement a research fellowship and create a resulting material on its basis (see "Terms and Definitions for the Competition" section below), which would contribute to the professionalization and development of the non-profit sector.

### **Our Goals:**

- to study new phenomena and trends in Russian and foreign modern philanthropy, and to analyze theoretical problems or practical issues in the philanthropy field;
- to support talented researchers and practitioners in Russia and abroad in their academic and applied research in the philanthropy field;
- to engage the Russian and global professional philanthropic community in a public dialogue on relevant issues in the development of the non-profit sector.

### **Our Objectives:**

- to develop non-profit professionals' professional mobility;
- to create conditions for the study and analysis of the non-profit sector's current state and history;
- to provide resources to accomplished professionals and leaders in the philanthropy field that would help them to reflect on their experiences and enable them to share their know-how with their colleagues in the sector and professionals from adjacent fields;
- to contribute to the generation and dissemination of new knowledge related to the prospective development of the non-profit sector in Russia and abroad.

### **Expected Outcomes:**

The winners of the Competition (the "Winners") are talented researchers and practitioners sharing the values of philanthropy and altruism and interested in systemic studies of the non-profit sector and search for innovative approaches to addressing today's global social challenges. Through Research fellowships, the Winners will be able to further enhance their professional competences and create their Resulting Materials, which will help them and their organizations to attain a qualitatively new level.

For the professional community of non-profit sector researchers and professionals, these Resulting Materials will become a source of new knowledge necessary for analysis, strategic planning, and boosting non-profits' effectiveness. They may also constitute a basis for professional debate on the issues of philanthropy development both in Russia and abroad.

For broader interested audiences, the published materials will provide a more structured picture of how the non-profit sector operates, which will contribute to the development of a philanthropy culture and increased trust towards non-profit organizations.

### **Competition Format:**

The Competition is held annually in 4 (four) cycles; applications are accepted and considered once every 3 (three) months, as long as the Competition's total grant budget is not exceeded.

The Competition's total grant budget and schedule shall be approved by the Foundation's General Director and published at: [fondpotanin.ru](http://fondpotanin.ru) (the "Website").

The Competition language is Russian for citizens of the Russian Federation; Russian or English (optional) for citizens of other countries.

### **Competition Participants:**

The Competition is open to:

- staff members and consultants of non-governmental non-profit organizations situated in the Russian Federation or abroad and registered as required by applicable law, including those specialized, according to their Bylaws or Regulations, in academic research and projects in social sciences and humanities, and/or non-profit sector studies;
- staff members and consultants of higher education institutions situated in the Russian Federation or abroad and registered as required by applicable law, holding academic degrees of candidate/doctor or academic titles of "docent"/"professor" (or foreign equivalents of said academic degrees and titles);
- independent Russian and foreign experts in philanthropy development and non-profit field.

The above applicants (the "Applicant", "Applicants") may apply for the Competition provided that they have at least 5 (five) years of proven academic or practical experience in the fields of philanthropy/charity, social investment, education, and/or research in social sciences and humanities.

The number of the Competition applications from any single organization is not limited, provided that each application is represented by a different Applicant.

There are no quotas for the number of Winners from any single organization.

Each Applicant may submit only one application for the Competition.

### **Non-Eligible Competition Participants:**

- State public officials, namely:
  - any Russian or foreign, appointed or elected person holding any office in a legislative, executive, administrative, or judicial body, or international organization;
  - any person performing any public function for the benefit of the state, including for a state body;
  - leading politicians, political party leaders, including candidates for a political office, ambassadors, heads and staff of state bodies.
- staff members of for-profit organizations;
- Applicants who have not been permitted to participate in any competition of the Foundation due to plagiarism over the past 2 (two) calendar years;

- Applicants who have not been permitted to participate in any competition of the Foundation due to violating ethical rules at any time by means of deliberately providing untrue, inaccurate, or falsified information in earlier applications and/or supporting documents;
- Applicants who have misused funds received as grants, donations, or charitable support;
- active Foundation grantees/beneficiaries under the Foundation's Program implementing the Competition: individuals who signed active grant, donation, or charitable support agreements, if such agreements have not expired at the time when the Competition results are announced (the winners are approved by the Foundation's General Director, see "Stages of Competitive Selection" section below), except for:
  - competitions for special support of professional mobility;
  - competitions for attending advanced training programs not exceeding 72 hours, with the issuance of official advanced training documents;
  - competitions for attending educational programs/ workshops not exceeding 72 hours;
- project managers under the Foundation's Program implementing the Competition: individuals named as project managers in active grant or donation agreements concluded on behalf of organizations that employ them, who, at the time when the Competition results are announced (the winners are approved by the Foundation's General Director, see "Stages of Competitive Selection" section below), continue implementing their projects (except for the special grants competition);
- Winners in this Competition, unless 2 (two) calendar years have passed after the termination of their agreement with the Foundation;
- Applicants who were not selected as Winners in this Competition, unless 1 (one) calendar year has passed after the Competition results were announced;
- expert board members who evaluated applications for this Competition, unless 2 (two) calendar years have passed from the expiry date of their last contract with the Foundation, or members of their immediate family<sup>1</sup>;
- expert boards members who evaluated applications under any competitions under the Program, unless 1 (one) calendar year has passed from the expiry date of their last contract with the Foundation, or members of their immediate family;
- members of the Editorial Board of the Center for Philanthropy Development, acting as such at the time at the time when the Competition results are announced (the Winners are approved by the Foundation's General Director, see "Stages of Competitive Selection" section below), or members of their immediate family;
- reviewers who reviewed materials suggested for publication as per the "Regulation on Publishing Activities" of the Center for Philanthropy Development, unless 1 (one) calendar year has passed from the expiry date of their last contract with the Foundation, or members of their immediate family;
- current Foundation partners under the Program implementing the Competition: staff members of organizations which have active contracts for services or agency agreements with the Foundation, named in such contracts as designated responsible persons (contact persons) or project team members, as well as members of their immediate family. Heads of partner organizations on whose behalf the contract is signed are not considered "current Foundation partners" unless they are named in such contract as designated responsible persons (contact persons).

### **Terms and Definitions for the Competition:**

- Charitable support: payments in cash or in kind (in the form of goods, works, services), or other assets to individuals on the conditions determined by the Foundation and with mandatory reporting to the latter;

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<sup>1</sup> The term "member of immediate family" shall be defined as follows: a spouse, parent, son or daughter, brother, sister, uncle, aunt, nephew/niece, first cousin, and the following relatives of the spouse: his/her mother, father, sister, brother, son, or daughter.

- Research Fellowship: project activities aimed at creating a Resulting Material (see below) and performed within a specified period of time and budget;
- Resulting Material: an article; note; memorandum; chapter(s) of a dissertation, monograph, or research paper; roadmap; handbook; digest; presentation; compendium of good practices; study report; Internet product; media product; educational product or model; or other outcome of intellectual activities created as a result of the Research Fellowship and having academic and/or practical value for non-profit sector professionals in Russia and/or abroad. The subject matter of a Resulting Material must conform with the Program's goals and objectives as published on the Foundation's Website;
- Basic Electronic Signature ("BES"): electronic signature identifying a specific individual (user) by means of using a signature key (the "Key"). The signature key consists of two elements, identifier and key password. The identifier is the individual's mobile phone number; the password is a code from a text message. Signing of documents with a BES may be executed at the user's personal account on the Portal [zayavka.fondpotanin.ru](http://zayavka.fondpotanin.ru) (the "Portal"; PA);
- Risk: event or condition the occurrence of which has unfavorable consequences for an Applicant's participation in the Competition/Event or for the Project implementation.

### **Competition Nominations:**

#### **Offline Format**

- The Winners' Research Fellowship takes place offline at the premises of the Center for Philanthropy Development. Travel within the Russian Federation is also possible.
- The duration of the Research Fellowship is no less than 5 (five) and no more than 10 (ten) days.
- The Research Fellowship cannot commence earlier than 15 (fifteen) calendar days after the publication of the list of Winners and cannot be completed later than 75 (seventy-five) calendar days after the publication of the list of Winners.
- The Resulting Material must be completed no later than in 30 (thirty) calendar days after completion of the Research Fellowship.
- The maximum amount of charitable amount is 450,000 (four hundred and fifty thousand) rubles.

Support in the Offline Format nomination is provided to Beneficiaries on the following terms:

- travel from the Beneficiary's residence location to Moscow and from Moscow to the Beneficiary's residence location;
- travel and accommodation are provided only for the period of the Research Fellowship, i.e. arrival one day before the commencement and departure on the next day after completion of the Research Fellowship, provided the transportation schedule permits such dates.

#### **Online Format:**

- The Winners' Research Fellowship takes place online at the Winner's location.
- The duration of the Research Fellowship is no less than 5 (five) and no more than 15 (fifteen) days.
- The Research Fellowship cannot commence earlier than 15 (fifteen) calendar days after the publication of the list of Winners and cannot be completed later than 75 (seventy-five) calendar days after the publication of the list of Winners.
- The Resulting Material must be completed no later than in 30 (thirty) calendar days after completion of the Research Fellowship
- The maximum amount of charitable amount is 200,000 (two hundred thousand) rubles.

#### **Eligible Costs:**

Costs are deemed eligible for the purposes of the Competition if they are:

- justified for the purposes of creating a Resulting Material;

- in compliance with the requirements, limitations, and exceptions as prescribed in this document;
- adequately described, including a relevant narrative description.

Support funds, provided in monetary form only, may be used for:

- the Applicant's travel directly related to attending the Research Fellowship and creating a Resulting Material (only for the Offline Format nomination), including airfare, railroad and car travel, accommodation, meals, visa and insurance expenses (for foreign Applicants);
- creating a Resulting Material as part of the Research Fellowship;
- literature (purchasing literature, Internet library subscriptions, specialized periodic publication subscriptions, etc.);
- attending specialized events (conferences, forums, symposia, etc.) is justified for the purposes of creating the Resulting Material;
- other expenses not included in the list above but related to creating the Resulting Material (payments for Internet access and services, mobile network, etc.—specific budget items need to be specified);
- general and administrative expenses (postal expenses, bank charges, office supplies, etc., but not more than 10 % (ten percent) of the total amount for the remaining budget items).

### **Non-Eligible Costs:**

Grant funds may not be used for:

- remuneration for third-party professionals;
- payment of overdue taxes, debts, fees, fines, penalties, or credits;
- purchase of stock;
- making loans;
- contributions to corporations' capital;
- cash gifts, prizes;
- acquisition of alcohol, tobacco products, or luxury items;
- acquisition of real estate, including land;
- capital construction of new buildings, major repairs;
- purchasing business class airfare or train tickets above standard class (1st class, luxury car);
- purchasing accommodation in hotel rooms above standard category;
- paying for publications in general or specialized media;
- paying for production and placement of advertisements (except for online promotion in search engines and social media and social advertising);
- unforeseen expenses not included in the project/event plan and budget and not directly related to the project implementation/participation in a professional development event;
- representation expenses, including official receptions, business lunches, and attending entertaining events.
- minor renovations;
- furnishing spaces (acquisition of furniture etc.);
- space lease;
- acquisition of cultural property, replenishment of archival and other collections and/or their automation;
- purchase of vehicles;
- payments for studying foreign languages;
- transfer of funds to third party individuals or organizations, including in the form of donations/ grants/ other cash support.

### **List of Documents to Be Submitted by the Applicant:**

- consent to personal data processing at the Applicant's PA on the Portal authenticated by his/her BES;
- "Personal Data" tab filled out at the Applicant's PA on the Portal authenticated by his/her BES;
- application filled out in accordance with the requirements of the Competition in the approved format, including:
  - the Applicant's CV;
  - information concerning the Applicant's participation in associations, professional groups, governing bodies;
  - the Applicant's motivation letter;
  - list of the Applicant's publications (if applicable);
  - Competition Nomination;
  - description of the planned Resulting Material;
  - academic and/or practical importance of the planned Resulting Material;
  - suggested time period for the Research Fellowship;
  - project stages;
  - budget for attending the Research Fellowship and creating the Resulting Material;
- scans of supporting documents (uploaded in .pdf or .jpg format):
  - letter from the non-profit employer (for staff members), from the university employer (for faculty members), or from the non-profit partner (for consultants/independent professionals) that identifies the Applicant and confirms:
    - the fact of the Applicant's employment by the organization/institution, type of his/her employment (staff member, consultant, etc.), time period of such employment, position, and job duties;
    - at least 5 (five) years of the Applicant's experience in the fields of philanthropy/charity, social investment, education, and/or research in social sciences and humanities

(Please refer to the "Requirements for Cover Letters and Reference Letters for Applicants" on the Foundation's Website. If the Applicant is the organization's head, the supporting letter should be provided by one of its founders or a member of the organization's governing body.)

- information regarding changes in the Applicant's full name (*if applicable*).

All letters must be submitted on the organization's official letterhead, with the organization's seal, and authenticated by a signature(s) of authorized person(s). The requirements as to the format and content of cover letters and/or their samples are published on the Website.

- Applicant's representations concerning (the relevant PA section to be checked):
  - having read and understood these Principles and Guidelines and obligation to follow them;
  - having read and understood and undertaking to comply with the terms of the Foundation's Anticorruption Policy and its Principles and Guidelines for Conducting Charitable Activities and Risk Management when preparing and submitting the competition application and the documents to be attached thereto, including any amendments to these documents made from time to time, as published on the Foundation's official website at: [www.fondpotanin.ru](http://www.fondpotanin.ru);
  - relevance and accuracy of the information provided in the application and the documents attached thereto;
  - non-violation of exclusive rights to the products of intellectual activities and other intellectual property rights (intellectual rights) belonging to third parties when filling in the application sections and preparing the documents attached;
  - being prepared to inform the Foundation, in writing and without delay, of any instances when the provision immediately above was violated, and to provide additional explanations and necessary information (documents) upon request;

- obligation to abstain, in his/her activities, from any acts that may be classified as extremist or terrorist, from financing such acts, inciting or approving them (at public events, in the media, or on the Internet), as well as from providing support or assistance to persons or organizations whose acts may be classified as extremist and/or terrorist activities;
- obligation not to use the special-purpose support funds provided by the Foundation for political activities as defined in para. 6 of Article 2 of the Federal Law No. 7-FZ of 12/01/1996 "On Non-Profit Organizations".
- compliance, as much as applicable, with all laws and official guidelines which are applicable at any given point in time with regard to the protection and safeguarding of children as well as the principles of the UN Convention on the Rights of the Child dated November 20, 1989;
- obligation to abstain from discrimination, humiliation, and accusation of any person (directly or indirectly) on the basis of: race group (including cast, skin color, nationality ethnic or national identity); gender (including marital status, gender identity, pregnancy, having underage children); sexual orientation; religion and beliefs; age; health limitations.

### **Evaluation Criteria:**

- the Applicant's personal competence and professional achievements;
- the Applicant's knowledge of trends and best practices in his/her subject area;
- conformity of the Resulting Material with the Competition goals and objectives;
- contribution of the planned Resulting Material to academic and/or practical development of its topic;
- realistic budget: conformity of the expenses with the stated goals and results.

### **Application Procedure:**

The Applicants willing to participate in the Competition are expected to submit their set of documents between the time of the Competition's official launch and the deadline for application.

In order to be considered in each Competition cycle, applications need to be submitted before 11:59 p.m. Moscow time on the date specified as the deadline for the official acceptance of applications.

The announcement of the Competition launch shall be published on the Website, in printed and electronic media. Participation in the Competition means that the Applicant shares the goals of the Program, confirms his or her acceptance of all the terms and conditions set forth in this document, and is prepared to fully comply with them.

The Competition documents shall be submitted online using the Portal. New Applicants need to register on the Portal and create their Personal Account ("PA"). Applicants who already have a PA on the Portal need to update their information in "Personal Data" and "Representations and Consents" tabs and confirm that they are up to date with their BES.

The Applicant may work on his or her application (filling out and editing the form, and attaching the required documents) during the official application acceptance period. The application may not be edited any longer once the "Finish editing and submit the application" button is clicked at the personal account. Once this is done, the application is automatically assigned "Submitted" status and saved at the Applicant's PA in read-only mode. Editing mode for all applications terminates automatically at 11:59 p.m. Moscow time on the date specified as the deadline for the official acceptance of documents in the current cycle. If the application has not been submitted by this time (the "Finish editing and submit the application" button has not been clicked), it remains at the personal account in "Draft" status and is not accepted for participation in the Competition.

In the event of the Portal's technical failure, the Foundation reserves the right to extend the period for the acceptance of applications by 1 (one) calendar day from the date of the elimination of the technical problem. An announcement regarding the elimination of technical failures and the extension of the acceptance period is published on the Foundation's Website and sent to all Competition participants at the email address specified at their PA.

All applications are automatically assigned an individual registration number. After checking whether the application is complete (see "List of Documents to be Submitted by the Applicant" section above), whether the Applicant complies with the formal criteria (see "Competition Participants" section above), whether there is no plagiarism the application is accepted for participation in the Competition.

Only applications containing at least 80 per cent of the original text in answers to substantive questions are allowed to participate in the Competition. The choice of the plagiarism checking system as well as the set percentage of borrowed/original text is a decision of the Foundation and is not commented. Notification on the detection of plagiarism and the fact that the Applicant is deprived of the right to participate in any competitions of the Foundation as an Applicant for 2 (two) calendar years is sent to the Applicant's e-mail address specified in his/her PA during the registration.

Applications that do not meet the formal criteria, including those with an incomplete set of documents and/or detected plagiarism, shall not be accepted for participation in the Competition. Notification of non-acceptance of the application is to be sent to the Applicant at the email address specified at his/her PA.

Applications accepted for participation in the Competition based on the formal criteria, containing a complete set of documents, but not correctly drawn up in terms of their format, are sent back for revision. Notification of the need to revise the application and recommendations for its revision are sent to the Applicant at the email address specified at his/her PA. 5 (five) business days shall be allowed to revise the application. Only one revision of the application is allowed.

Notification of acceptance of the application for participation in the Competition is sent to the Applicant at the email address specified at his/her PA. During the registration and examination of received applications, the Applicant may be asked additional questions, and necessary documents may be requested.

If the Applicant breaches the representations made during the Competition application submission, the Foundation shall disqualify the Applicant from the Competition without notice.

### **Competitive Selection Stages:**

Competitive selection takes place in 1 (one) stage.

All applications accepted for participation in the Competition based on the formal criteria are evaluated online by experts invited by the Foundation (see "Principles of Setting Up the Expert Board and Expert Evaluation" section below; the "Expert Board"). Each application is evaluated by at least two Expert Board members independently of each other according to the approved evaluation criteria on a 10-point scale (see "Evaluation Criteria" section above). If the total grades assigned to an application by the Expert Board members differ by more than 50% (fifty percent), or their recommendations as to whether the application deserves to be supported differ, it is given to a third Expert Board member for additional evaluation. Based on the online evaluation results, a consolidated rating is compiled regardless of the nomination.

The final decision with regard to selecting the Competition Winners is made collegially at an in-person or online meeting of the Expert Board and executed as the meeting minutes.

No more than 8 (eight) professionals become the Winners in all four cycles of the Competition, provided that the approved Competition grant budget is not exceeded, regardless of the nomination.

The list of Winners is approved by an order of the Foundation's General Director and published on the Website no later than in 15 (fifteen) calendar days after the date when acceptance of applications for the current cycle was terminated. Notification of the results of Applicants' participation in the Competition is sent to the email address specified at their PA.

No appeals on the Competition results shall be accepted. The Foundation neither explains the reasons for which applications were not supported nor provides information about any grades or conclusions of the experts.



### **Principles of Setting Up the Expert Board and Expert Evaluation:**

To conduct the evaluation and select the Competition Winners, the Foundation employs Russian and/or foreign independent experts in the fields of non-profit activities, philanthropy, social sphere, education, popular science, research, and consulting.

The minimum number of Expert Board members is 3 (three). Additionally, the Foundation's General Director is included in the Expert Board ex officio as its chair.

The personal and numerical composition of the Expert Board is approved by the General Director of the Foundation. Their names are not publicly announced.

In their work, the Expert Board members are guided by this document and other documents of the Foundation approved within the framework of the Program. The content of the expert evaluations is confidential and not subject to disclosure.

### **Confidentiality and Conflict of Interest:**

Expert Board members who participate in expert evaluation of the applications submitted to them undertake:

- to observe confidentiality of the information and personal data that have become known to them and ensure their security, namely:
  - not to disclose their status in person, in correspondence, or publicly on the Internet, including through publications and/or contacts by the Expert with an Applicant and his or her representatives;
  - not to discuss the content of the applications and their evaluation with the Applicants and/or their representatives;
  - not to use the application content to his/her personal benefit or for any purpose, other than the purposes of evaluation thereof.
  - to observe confidentiality of any personal data that have become known to them because of their status as Experts;
- to comply with the conditions as to the absence of circumstances that could affect the participation of Experts in the consideration of applications submitted for the Competition, namely, neither the Experts, nor members of their immediate family:
  - shall be participating or have participated during the last calendar year in the activities of the organization represented by the Applicant as founders, members of the collegial body, or as the sole executive body;
  - shall be or have been, during the last calendar year, staff members/part-timers in the organization represented by the Applicant;
  - shall have or have had contractual relationship, during the last calendar year, with the organization represented by the Applicant;
  - shall have received, during the last calendar year, money, other property, or financial benefits (including those in the form of work or services for free) from the organization represented by the Applicant;
  - shall be related to the Applicant;
  - shall have any personal interest in the results of the applications' consideration;
  - shall be Applicants in any ongoing competition of the Foundation in the current year, except:
    - competitions for special grants and competitions for special support of professional mobility;
    - competitions for attending advanced training programs not exceeding 72 hours, with the issuance of official advanced training documents;
    - competitions for attending educational programs/ workshops not exceeding 72 hours.

- shall be active Grantees/Beneficiaries of the Foundation under any of its Competitions, having, at the time of the applications' evaluation, an active Agreement with the Foundation, except:
  - competitions for special support of professional mobility;
  - competitions for attending advanced training programs not exceeding 72 hours, with the issuance of official advanced training documents;
  - competitions for attending educational programs/ workshops not exceeding 72 hours.

The Expert Board member undertakes to maintain confidentiality and comply with conditions of no conflict of interest by accepting the terms of the agreement being concluded with him/her (performing its acceptance). Relevant fields in the "Representations on and consents to maintain confidentiality and not to have any conflict of interest" tab at the Expert Board member's PA on the Portal. Acceptance of the agreement and undertakings by the Expert Board member are authenticated by a BES.

If an Expert Board member is personally, directly or indirectly, interested in the results of the consideration of an application on the grounds listed above, he or she is obliged to inform the Foundation in writing within 1 (one) calendar day and recuse him- or herself from the consideration of such an application. Applications with regard to which an Expert Board member is found to have a conflict of interest are given for evaluation to another Expert Board member.

If an Expert Board member is found to have violated the Competition requirements, he or she shall be disqualified from being an Expert Board member, and the grades assigned by such Expert Board member to the evaluated applications shall not be taken into account.

### **Conclusion of Agreements:**

Support is provided to the Competition Winners as charitable support in monetary form (the "Charitable Support").

Once the list of Winners is published on the Foundation's Website, the Applicants whose applications were announced as winning become entitled to conclude a charitable support agreement with the Foundation (the "Agreement").

This entitlement must be exercised no later 15 (fifteen) calendar days after the date on which the Competition winners in the current cycle were announced.

Exercising the entitlement to conclude the Agreement with the Foundation shall mean:

- filling in additional data required for concluding the Agreement on the Winner's PA;
- signing the original Agreement, already signed by the Foundation, and uploading a scan of the signed Agreement at the Winner's PA on the Portal.

The date on which the scanned image of the Agreement was uploaded to the Winner's PA on the Portal shall be considered the date of the documents' submission. 1 (one) copy of the original signed Agreement must be sent to the Foundation within 30 (thirty) calendar days after uploading its scan to the PA.

### **Forfeiture of the Entitlement to Conclude the Agreement with the Foundation:**

The entitlement to conclude the Agreement shall be forfeited in the following cases:

- the Winner's failure to submit within the above time limits his or her data for the execution of the Agreement, including passport data, information on name changes, payment details, employer's or other letters, etc.;
- the Winner's provision of incomplete or incorrect data for the execution of the Agreement, including passport data, information on name changes, payment details, employer's or other letters, etc., within 7 (seven) calendar days after the Foundation discovers such fact and advises the Winner thereof;
- the Winner's dismissal from the organization where he or she was employed (unless he or she remains in the organization under a civil law (consultancy) contract);
- the Winner's unpaid leave of absence from his/her employer;
- the Winner's refusal to participate in the Research Fellowship.

In the event of a change in the name, patronymic, surname, or other personal data of the Winner, his/her entitlement to conclude the Agreement shall be retained upon providing copies of the relevant supporting documents to the Foundation.

The Foundation shall not be held liable for any data incorrectly specified by the Applicant (name, registered address, payment details, etc.).

### **Transfer of Funds and Terms of Their Use:**

The amount of the Charitable Support is transferred to the bank account of the Winner who has concluded an agreement with the Foundation (the "Beneficiary"), in full within 10 (ten) calendar days after the conclusion of the Agreement.

Reallocation of amounts from one budget item to another (with the exception of the "General and administrative expenses" item) to increase or decrease them by less than 30% (thirty percent) of the approved budget requires a notification only, for which purpose the Beneficiary sends a notification to the Foundation by email and then reflects the changes in the final financial report (see "Beneficiaries' Reporting to the Foundation" section below). Conclusion of additional agreements on reallocation of budget amounts is not required.

Reallocation of amounts from one budget item to another (with the exception of the "General and administrative expenses" item) to increase or decrease them by more than 30% (thirty percent) of the approved budget, or introduction of a new budget item, is made only by means of making a request to the Foundation by the Beneficiary in the approved format on the Portal, with subsequent conclusion of additional agreements supplementing the original Agreement.

The Charitable Support amount must be used within the period between the commencement of the Research Fellowship and the completion of the Resulting Material.

### **Forfeiture of the Entitlement to Use the Support:**

The entitlement to use the support shall be forfeited in the following cases:

- when it is revealed in the course of monitoring that false information regarding the Winner, progress or results of the Research Fellowship was or is being provided.
- the Winner's dismissal from the organization as a representative/employee of which he/she was selected as a Competition Winner (unless he or she remains in the organization under a civil law (consultancy) contract);

The Beneficiary shall notify the Foundation in writing of any changes within 15 (fifteen) calendar days from the date of their occurrence. The balance of the already transferred but unused amount of the support shall be returned to the Foundation within 30 (thirty) calendar days after notification of the Foundation by transfer to the Foundation's bank account.

### **Valid Justifications for Non-Performance of the Agreement and Revision of Terms of Support:**

The following circumstances shall be treated as valid justifications for the Beneficiaries' non-performance (undue performance) of their obligations with regard to attending the Research Fellowship:

- natural disasters (earthquake, flood, hurricane), fire, mass diseases (epidemics), strikes, military action, terrorist acts, acts of sabotage, travel restrictions, restrictions by states, bans on trade operations, and other circumstances beyond the Beneficiary's and the Foundation's control;
- Beneficiary's or his/her family member's death or illness (confirmed by supporting documents);
- flight/train/boat/bus cancellation or substantial delay (confirmed by the carrier);

- not being able to reach or leave an airport (train/boat/bus station) because of weather or technical conditions: floods, washed-out or dismantled/blocked roads, cancellations of airport trains, delays of connecting flights/trains/boats/buses (confirmed by the carrier), etc.;
- fire/leak/collapse in an apartment/office (confirmed by an official inspection report);
- unexpected audit in an office (confirmed by an official record);
- job-related emergency need to attend an event at a higher-level organization/agency (confirmed by an official order, instruction, invitation etc.);
- being unable to attend an online event on time: mass electricity, Internet, or mobile network shutdowns (confirmed by a document from electricity, Internet, or mobile network provider).

The Beneficiary is required to notify the Foundation in writing of the emergence of such circumstances, their nature and expected duration within 10 (ten) calendar days. The existence of the above circumstances needs to be confirmed by a document issued by a competent authority or a chamber of commerce and industry.

A Beneficiary who failed to perform his/her obligation to attend the Research Fellowship because of the above justifying reasons shall not be held liable for its non-performance (undue performance).

Further implementation of the Research Fellowship by the Beneficiary depends on whether the latter is able to perform the Agreement when the above circumstances cease.

If such performance is possible, and both the Beneficiary and the Foundation are still interested in such performance, an additional agreement shall be concluded to revise the terms of the original Agreement. If performance of the Agreement is not possible, the Agreement shall be terminated due to lack of possibility to perform it.

The following reasons for revising the terms of Beneficiaries' support in the Offline Format nomination may be considered valid:

- arrival in Moscow from a location different from that of the Beneficiary's residence or departure from Moscow to a location different from that of the Beneficiary's residence (a document confirming the employer's direction to travel on a business trip is required);
- arrival in Moscow before the planned date or departure from Moscow after the planned date (a document confirming the employer's direction to travel to Moscow on a business trip is required, or when no acceptable flights are available).

### **Monitoring and Additional Support for Beneficiaries:**

Throughout the period when financial support is being provided, the Foundation shall organize additional support for its Beneficiaries:

- opportunities for Beneficiaries' networking and attending public events organized by the Foundation and/or its partners;
- increasing visibility of Resulting Materials by means of publishing information about them on the Foundation's and/or its partners' information resources;
- promoting success stories and best practices based on Research Fellowships' results through creating specialized printed, audio and video materials and their presentations at professional and public events with the Foundation's and/or its partners' participation.

Throughout the period when financial support is being provided, implementation of Research Fellowships shall be monitored by means of analyzing publications and materials about Research Fellowships and Resulting Materials in printed media and on the Internet.

### **Beneficiaries' Reporting to the Foundation:**

Research Fellowship reports are to be submitted electronically through the Portal no later than within 30 (thirty) days after completion/revision of the Resulting Material. Reports shall be uploaded in the approved format at the Beneficiary's PA on the Portal.

Final reports shall include:

- a substantive report describing the process of the Research Fellowship implementation and progress in creating the Resulting Material;
- the Resulting Material created in the process of the Research Fellowship (uploaded as a single file or several files in .pdf or .jpg format);
- scans of the key Research Fellowship materials (uploaded as a single file in .pdf or .jpg format): photographs from public events, event agendas and lists of participants, copies of media publications, etc. (if applicable);
- materials intended to disseminate information about the Resulting Material (uploaded as a single file in .pdf or .jpg format or as links) (if applicable);
- a financial report confirming expenses incurred (except for the "Creating the Resulting Material" and "General and Administrative Expenses" budget items);
- a roster of documents confirming expenses incurred (except for the "Creating the Resulting Material" and "General and Administrative Expenses" budget items);
- copies of all financial documents confirming expenses incurred (uploaded as a single file in .pdf or .jpg format) (except for the "Creating the Resulting Material" and "General and Administrative Expenses" budget items).

After the Foundation approves the final reports, a notice of the Agreement closure and assignment of the "Program Graduate" status shall be sent to the Beneficiary at the email address specified at his/her PA.

### **Intellectual Property Rights:**

The exclusive rights in any intellectual property created as a result of the Beneficiary's use of the Foundation's support belong to the Beneficiary.

When creating materials, the Beneficiary shall respect the intellectual rights of third parties when using their materials (quotation).

When using the materials resulting from the Beneficiary's use of the Foundation's support in public, the Beneficiary shall invariably refer to his/her receipt of the support provided by the Foundation.

### **The Foundation reserves the right:**

For the purposes of informing the public without obtaining prior Beneficiaries' consent and on the basis of reports, other information and documents provided by them, as well as results of monitoring their use of the Charitable Support:

- to produce publications and other materials about the progress of Research Fellowships and about the Resulting Materials;
- to use descriptions of and publications about Resulting Materials on its Website or in other materials published by the Foundation;
- to inform interested parties about the results of Beneficiaries' Research Fellowships and publish this information on the Website.

### **Use of Basic Electronic Signature:**

In order to organize the Foundation's interactions with individual users of the Portal (Applicants, Winners, Grantees/Beneficiaries, Experts or Expert Board members, and others), the basic electronic signature (see also "BES" in "Terms and Definitions for the Competition" section above) may be used for the following purposes:

- signing representations and consents, confirming up-to-date personal data of Portal users at their PA;
- applying for the Competition;
- signing agreements (offers) and additional agreements (also in the form of offers).

A document signed with the use of BES shall be recognized as an electronic document equivalent to a hard-copy document signed in one's own hand, which engenders legal consequences in the form of establishing, amending, and terminating mutual rights and obligations, as long as all of the following conditions are observed:

- BES is contained in the electronic document itself;
- the BES key is used in accordance with the rules established by the Foundation as the operator of the data system which enables creation and/or sending of the electronic document, and the electronic document created and/or sent contains information identifying the person on whose behalf this electronic document was created and/or sent.

The Foundation shall not be held liable for an individual's violation of the requirements as to the confidentiality of information related to the use of BES.

#### **Applicants' Personal Data and Their Consents:**

Applicants consent that any information they voluntarily provide to the Foundation, including their personal data, may be processed by the Foundation and its authorized representatives engaged in conducting the Competition (information on such persons shall be provided by the Foundation upon Applicants' written request). The purposes of processing personal data may include (but are not limited to): Applicants' participation in the Competition, counterparty check (including against the international and national lists of terrorists), expert evaluation of applications and decision-making, conclusion and performance of Agreements, receiving short text messages and mass messaging through mobile networks, research, interviews, evaluations of charitable programs, informing the public about events, and internal audit events.

Applicants' consent to the processing of their personal data shall be deemed confirmed by the fact that they have registered at the Portal, namely:

- by filling out required web forms (sections) at their PA;
- by electronically checking the section "I hereby accept the terms of the Privacy Policy and consent to the processing of my personal data" (by clicking the respective button);
- by signing the consents with their BES.

Consent is provided for the processing of the following personal data: personal data not classified as special or biometric, including surname, given name, patronymic, sex, date of birth, place of residence, passport data, banking details, contact telephone number, email address, information on status (including information on state official status).

Applicants understand and agree that their personal data they have provided to participate in the Competition and the Foundation's Charitable programs will be processed by the Foundation and/or its authorized representatives with the use of the following major methods (with or without the use of automation devices): retention, recording, systematization, accumulation, storage, updating (changing,

amending), extraction, use, transfer (distribution, provision, access), anonymization, blocking, deletion, destruction.

The Foundation and/or the authorized representatives acting on its commission/assignment shall guarantee the necessary measures to protect personal data from unauthorized access in accordance with the applicable laws of the Russian Federation, Privacy Policy, and other bylaws of the Foundation.

Applicants' consent to the processing of their personal data shall remain in force within the period of time necessary for achieving the above purpose for processing their personal data, and may be revoked by the Applicant by sending a written notification to the Foundation.

Applicants also provide consent that the Foundation may have their photos and video recordings taken, and for the Foundation to publish and use their photos and videos made during the Competition/charitable programs carried out by the Foundation, as required by Article 152.1. of the Civil Code of the Russian Federation. The consent to the use of photos and video recordings is provided to the Foundation by means of electronically checking the relevant field in "Representations and Consents" section at the PA on the Portal.

The Applicant's revocation of his or her consent to the processing of personal data shall automatically entail the Applicant's withdrawal from the Competition and shall make it impossible for him or her to further participate in the Competition.

Upon receiving the notice of the Applicant who has submitted an request to revoke his/her consent to the processing of his/her personal data, the Foundation shall cease processing the data and/or ensure that such processing is terminated by any entity acting on the Foundation's commission/assignment. If further retention of the personal data is no longer required for the purposes of processing the personal data, the Foundation shall destroy the personal data or ensure their destruction (if the personal data are processed by another entity acting on the Foundation's commission/assignment) within a period of time not exceeding 30 (thirty) days following the date of receiving said revocation, except for the cases when the Foundation has the right to process the personal data without the consent of the personal data owner on the grounds provided for by the Federal Law No. 152-FZ of 07/27/2006 "On Personal Data".

**Further Reference:**

Information regarding the Competition is published on the Website: <https://fondpotanin.ru/en/competitions/issledovatel'skie-stazhirovgi/>.

Further information regarding the Competition is provided by the Foundation's employees by telephone +7 495 149 3018 and by email at [philanthropy@fondpotanin.ru](mailto:philanthropy@fondpotanin.ru).