WELCOME
PACKET

ORIENTATION FOR THE NEW FACULTY

GTIIT

RESEACH, INFORMATICS & GRADUATE STUDIES OFFICE

TABLE OF CONTENTS

Welcome from Vice Chancellor

Dear Faculty,

It's a pleasure to welcome each of you for joining the Guangdong Technion-Israel Institute of Technology (GTIIT).

GTIIT Vision is to become "Leading Technological Institute in China" with a mission "to create knowledge and endorse innovation and entrepreneurship in China and particularly in Guangdong Province".

The Research, Informatics & Graduate Studies Office (RIGS) is committed to advance the research at GTIIT by providing administrative support to our faculty and students in all aspects of their research activities. We identify and disseminate funding opportunities, manage internal research funding programs, support researchers on proposal preparation, submission and comply with regulations. We facilitate to establish strategic partnerships with industry and promote innovation, entrepreneurship and knowledge transfer.

I look forward to seeing you on campus. Again, I am delighted that you have decided to join GTIIT and participate in moving the institute's mission and goals forward.

Best,

Professor David Gershoni

Vice Chancellor

Welcome from Pro-Vice Chancellor for Academic Affairs

Dear Faculty,

Welcome to the Guangdong Technion-Israel Institute of Technology (GTIIT)!

GTIIT is an exciting combination of Israeli and Chinese approaches to research, teaching, and entrepreneurship, with a goal of becoming a leading technological institute in China, and to contribute to society as a whole.

We realize you have a busy time ahead of you on campus, with the coordination of research and teaching being your highest priority. Rest assured that the staff at the Research, Informatics & Graduate Studies Office (RIGS) is here to assist you with the challenges that funded research entail, and with the goal of reaching maximum impact from your findings. At the same time the Academic Administration Office (AAO) and HR office can answer questions regarding status, employment, and general solutions to becoming acclimated to GTIIT and Shantou. We have a great team working to assist you, and our goal is to see you succeed at GTIIT!

My door (both virtual and electronic) is always open.

I hope to see you on campus,

Professor Moris S.Eisen

Pro-Vice Chancellor for Academic Affairs

MEET OUR TEAM MEMBERS- RIGS OFFICE

Research Overall Management

Liang Tao   Director of RIGS Office & Dean of Research

Take overall management of the RIGS Office, to coordinate all the daily work of the RIGS Office;

Take overall research planning and implementation including policy and regulation formulation, research platform/funding application and management;

Responsible for verification, statistics and reporting of research achievements of the university;

Responsible for the organization and implementation of university-wide academic events and activities to popularize scientific knowledge.

Office: A326
Tel: +86 (754) 8807 7095
Email: liang.tao@gtiit.edu.cn

MEET OUR TEAM MEMBERS- RIGS OFFICE

Research Information Service Team

SHIRLEY LI   DATA MANAGEMENT SPECIALIST

Supporting Research data management, maintenance as well as data analysis and statistical report preparation for RIGS Office;

Assisting in webpage creation and maintenance of the research office website.

Office: A516
Tel: +86 (754) 8807 7108
Email: shirley.li@gtiit.edu.cn

MEET OUR TEAM MEMBERS- RIGS OFFICE

Research Support Team

KIM YE   MANAGER FOR RESEARCH GRANT

Identify, explore and manage funding opportunities, support grant applications and research platform development, manage and follow up the whole life cycle of all research projects, facilitate and coordinate collaboration with industry in conjunction with GTEC.

Office: A509
Tel: +86 (754) 8807 7103
Email: kim.ye@gtiit.edu.cn

YANNING CAI   SPECIALIST OF RIGS OFFICE

Performing duties in exploring finance/funding support, guiding and helping grant application, governmental document or regulation translation and other related office work in RIGS Office.

Office: A510
Tel: +86 (754) 8807 7031
Email: cai.yanning@gtiit.edu.cn

MEET OUR TEAM MEMBERS-RIGS OFFICE

Graduate Studies Team & Academic Event

DR. JEANNE LIU SENIOR MANAGER OF RIGS OFFICE

Assisting the overall management of the RIGS Office and coordinating all issues in the RIGS Office; assisting in the recruitment and
supervision of graduate students.

Office: A511
Tel: +86 (754) 8807 7092
Email: liu.jingyi@gtiit.edu.cn
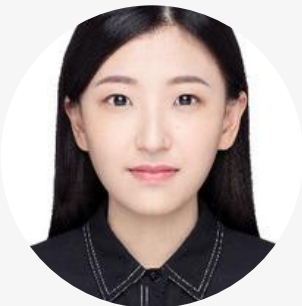
MANDY XIE ASSISTANT OF RIGS OFFICE

Assist in daily management of graduate students with emphasis on their teaching and course requirements.

Office: A516
Tel: +86 (754) 8807 7124
Email: mandy.xie@gtiit.edu.cn

THINGS YOU NEED TO KNOW

WEBSITES

At GTIIT, so far we have different websites which may be useful for you, find more info on page: Useful information.

FUNDING

If you need the support on funding application, please refer to pages on: How to Apply for Research Funding.

INDUSTRIAL RELATION & ACADEMIC EVENT

If you need the support on the establishment of industrial relations and organization of academic event, please refer page on: Supports on Industrial Relations Establishments & Academic Event Organization.

ETHICS CLEARANCE

If you need the support on ethics clearance, please refer to pages on: Research Ethics Clearance (Human Participants)

LINKS

Some of the clickable links on this documents are from internal websites for which you are required to log in with GTIIT email account. It will be sent to you about one month before your start date.

If you haven't received GTIIT email account until then, please contact hr@gtiit.edu.cn.

If you have login problem, please contact IT: itsupport@gtiit.edu.cn

GRADUATE STUDIES

For the recruitment and supervision of graduate students, please refer to pages on Graduate Student.

PROTOCOLS

For the information of RIGS work areas, working procedures, timeframes and contact persons, protocols on page Useful Information will give you more details.

WHAT SUPPORTS WE NEED FROM YOU

BEFORE YOUR BOARDING

We need your help to provide items for the creation of your profile webpages on the GTIIT website, please see the next page - Check List for the Profile for details, RIGS Office will send email for the collection prior to your official start date.

AFTER YOUR BOARDING

We need your contribution to provide data on faculty activities on regular basis to support our real-time reports for various purposes (mainly funding agencies) as well as to give the university academic administration a comprehensive view on research which is cruicial for progress.

Please find details on Data Providing section.

CHECK LIST FOR THE PROFILE

1	**PHOTO**	Personal photo of high image quality.
2	**SHORT RESEARCH BIO**	An updated short bio (including name, education background, topic of research (if possible), and research or teaching experience).
3	**RESEARCH INTEREST**	Concise (half page) main present research interests.
4	**KEYWORDS**	Keywords of research interests (if applicable)
5	**TECHNION CV**	Technion CV with most updated records, please refer to the teamplate on the appendix section.

We will send you the online form / template to collect your profile information.

CONTACT

Research Information Service Team

DATA PROVIDING ON FACULTY ACTIVITY

To provide the real time reports for various purposes (mainly funding agencies and the government as well as to give the university academic administration a comprehensive view on the research which is crucial for progress, RIGS needs your great supports to provide data on faculty activities on a regular basis on below areas:

1. Public professional activities
2. Membership in professional societies
3. Fellowships, awards & honors
4. Research grants
5. Publications
6. Patents and other IPs
7. Conference
8. Research collaborations

For data format and timeframes, please refer to protocol: Data Providing on Faculty (RIGS-P03) on the Appendix folder.

More information on Faculty Activity Record can be found via this link.

CONTACT
Research Information Service Team

HOW TO RECRUIT GRADUATE STUDENTS

AT GTIIT, FOR GRADUATE STUDIES, WE OFFER MASTER AND PHD DEGREE PROGRAMS.

RIGS provides supports and guidelines on the application and admission of graduate students.

If you are ready to recruit Master / PhD students, please find our workflow on the application and admission of graduate students on the next page.

Procedures for the Supervision of Technion Graduate Students at GTIIT

PDF file can be found on the Appendix folder.

GS WEBPAGE

On the Graduate Studies webpage, you will find an overall information on the brief intro of graduate studies at GTIIT, current degree programs, application requirement, fee etc., click the title for more info.

CONTACT

Graduate Studies Team

HOW TO RECRUIT GRADUATE STUDENTS

BRIEF WORKFLOW ON APPLICATION AND ADMISSION OF GRADUATE STUDENTS

1. Draft a PhD/Master position advertisment

2. Send it to RIGS for the job posting on the GTIIT website
for the details, please refer to the page: How to Post job Advertisement

3. Receive applicants' documents for the assessment and send the shortlisted candidates' application materials to the head of the program

4. The head of program transfers application materials to RIGS to check eligibility in principle

5. Find a co-advisor from Technion & submit application form and budget commitment form with both advisor and co-advisor

6. GTIIT Graduate Studies Committee discussion

7. For a positive decision, RIGS will transfer all the material to Technion Graduate School which will proceed as a regular Technion candidate

8. If the candidate is accepted by the local authority (the Technion relevant department), the Dean of GS will issue an acceptance letter

For more details, please refer to the protocol: Application and Admission of GTIIT Graduate Students (RIGS-P02) on the Appendix folder.

HOW TO RECRUIT RESEARCH FELLOW & POSTDOC

AAO provides supports and guidelines on the recruitment of research fellows / postdocs.

If you are ready for the recruitment, please find our workflow on the next page.

General Procedure for the Recruitment of Research Fellow/Postdoc at GTIIT

PDF file can be found on Appendix folder.

WEBPAGE

On the Research Fellowship webpage, you will find an overall information on the brief intro of research fellowship at GTIIT, click the title for more info.

CONTACT

AAO@gtiit.edu.cn

HOW TO RECRUIT RESEARCH FELLOW & POSTDOC

BRIEF WORKFLOW ON THE RECRUITMENT OF RESEARCH FELLOW& POSTDOC

1. Faculty member contacts RIGS office and RIGS office will post ads on the website (contact Research Information Service Team).
for the details, please refer to the page: How to Post job Advertisement

2. Faculty member will be responsible for assessing and interviewing applicants.

3. Faculty member sends all the application material of shortlisted candidate to the head of program for confirmation and will add his recommendation letter. The request will include commitment for financing the candidate (the form of Budget Commitment can be found on the Appendix folder).

4. Program Head together with senior faculty members (at least 3) will discuss the file and decide whether to approve it.

5. The recommendation for accepting the candidate, together with approved budget (signed by the host and Head of program), will be forwarded to the VC / PVCAA for final approval.

6. After approval GTIIT VC/PVCAA will send acceptance letter and approved budget to the applicant, his host, the program Head, RIGS office and Director of Academic Administration Office (aao@gtiit.edu.cn).

7. The applicant will sign the appointment letter and will send it back to GTIIT VC office and to the Director of Academic Administration Office (aao@gtiit.edu.cn).

8. AAO team will start the employee onboarding process (contact applicant, prepare contract, enrollment, etc.).

For more details, please refer to the protocol: Recruitment of Research Fellow & Postdoc (RIGS-P14) on the Appendix section.
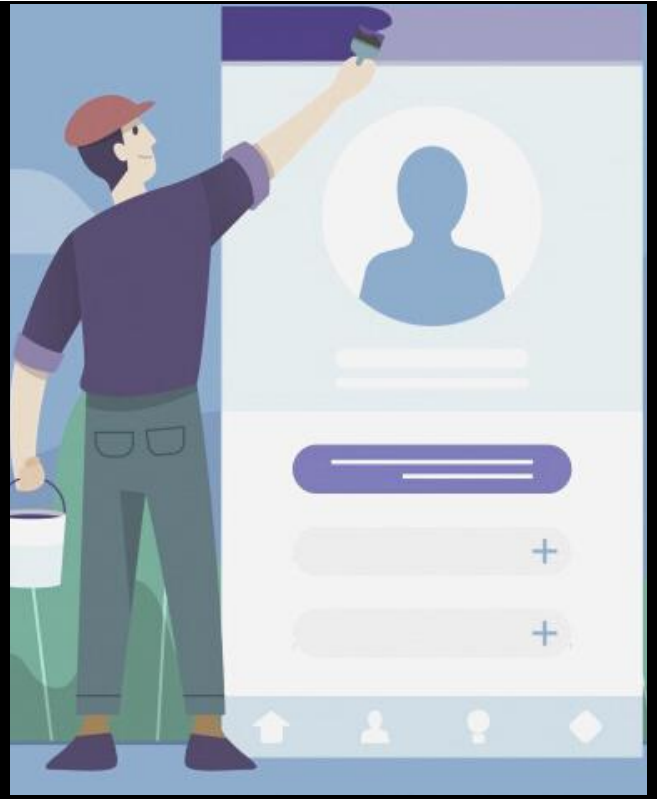
HOW TO POST JOB ADVERTISEMENT

As a faculty, if you would like to post job advertisements for below categories on GTIIT website, you may find useful information as follows:

Graduate Student (Master, PhD) Research Fellows (postdoc)

Staff for Research Support:

1 Lab Technician
2 Lab Manager
3 Research Assistant

GRADUATE STUDENT / RESEARCH FELLOW

Send the draft of job advertisements to RIGS-Research Information Service Team based on the template.

You will be informed with the web link once posted.

There is an overall introduction for the graduate student and research fellow on the website, you may find them via links:
Graduate Student
Research Fellow & Postdoc
You are welcome to include them on the job advertisements for your posting on external websites.

RESEARCH SUPPORT

Send the draft of job advertisements to Academic Administration Office. You will be informed with the web link once posted.

TEMPLATE

Template for the Graduate Student (Appendix 3)

Template for the Research Fellow (Appendix 4)
Please find the template at Appendix folder.

CONTACT

RIGS@gtiit.edu.cn (Graduate Student & Research Fellow)
AAO@gtiit.edu.cn (Resaerch Support Positions)

SUPPORTS ON INDUSTRIAL RELATION ESTABLISHMENTS & ACADEMIC EVENT ORGANIZATION

GTEC office provides support for establishing industrial relations on below aspects:

- Proactive industry relation initiation
- Reactive industry relation initiation
- First approach eligibility assessment
- Second Approach Target Content
- Operationalization
- Termination

Contact GTEC (GTEC@gtiit.edu.cn) for details.

RIGS office provides supports on academic events and organization. Contact RIGS@gtiit.edu.cn for details.

For more information, please refer to the protocol : Industry Relations (RIGS-P12), Academic Conference (RIGS-P10) and Inviting an External Speaker on to Campus (RIGS-17)

Protocol can be found [here](#).

RESEARCH ETHICS CLEARANCE (HUMAN PARTICIPANTS)

Ethical Approval for the human research is granted by the GTIIT Research Ethics Committee, RIGS office provides supports on ethical approval before conducting a research.

For more information, please refer to the protocol: Research Ethics Clearance Protocol (Human Participants) (RIGS-P16).

Contact Research Support Team for details.

Protocol can be found [here](#).

HOW TO APPLY FOR RESEARCH FUNDING

RIGS office provides supports to researchers at GTIIT on the research funding application from providing information on available funding programs, to guidelines for writing funding applications, to supports on funding application submission and track on submission feedbacks.

CONTACT US IF YOU HAVE ANY QUERIES.

CONTACT

Research Support Team

HOW TO APPLY FOR RESEARCH FUNDING

GENERAL FUNDING SUBNISSION GUIDELINES

The RIGS Office helps researchers at GTIIT with their funding application. Before applying for external funding, GTIIT researchers should be aware of the submission process and the internal procedures of the whole submission to ensure a smooth start to a successfully funded research.

Submitting a Research Fund Application

Step 1. Plan and prepare for funding application Source of Funding

RIGS Office would renew and add new research funding opportunities on our intranet. Researchers will be notified by email once funding opportunity posted/updated. When searching for available funding sources, you can refer to the Funding Opportunities section on the Research Intranet.

If you are interested in a specific funding, please contact us:
RIGS (rigs@gtiit.edu.cn) for non-industrial funding.
GTEC (gtec@gtiit.edu.cn) for industrial funding.

We would help you with determining eligibility, interpreting the funding rules, preparing the required materials and etc.

Step 2. Writing the Proposal Application guidelines

Translated Agency's general guidelines could be downloaded on page: General Guidelines from Agency. Researchers would also be notified for the updates by email.

If specific guidelines applicable, it will be found on the page for the individual funding program specifications.

Work within the submission guidelines and internal and external timeframes.

Step 3. Submitting the Application
When we receive your draft, RIGS office would:

- Review the application
- Translate the proposal (when necessary)
- Provide final feedbacks
- Process the internal administrative procedures
- Submit the application to the funding body on your behalf

For the detailed workflow and required application documents, please check our intranet-Funding Platform, Click here.

HOW TO SEARCH FUNDING OPPORTUNITIES

Search funding opportunities via our intranet:

https://sites.gtiit.edu.cn/ResearchIntranet/funding-opportunities/

RIGS Office has an intranet which is designed to share a series of resources and information for our faculty, ranging from funding search and application submission guidelines, to information for new faculty related to RIGS' services and data management. Now, one section on Funding Opportunities has been developed. We will update funding opportunities on this site.

You may search funding program via this intranet.

Funding Platform

Click to access

USEFUL INFORMATION

RIGS office prepared a set of protocols to provide you clear information on the working areas, workflows, responsible persons, timeframes, below are the protocols related to faculties which can all be found on the Appendix folder:

On Data Providing:

Data Providing on Faculty Activity (RIGS-P03)

On Graduate Students & Research Fellow (Postdoc):

Job Advertisement Posting for Faculty (RIGS-P01)
Application and Admission of GTIIT Graduate Students (RIGS-P02)
Recruitment of Research Fellow & Postdoc (RIGS-P14)

On Funding:

Funding Program Update on Funding Platform (RIGS-P08)
Funding Application & Submission (RIGS-P09)
Collection & Sorting of Funding (RIGS-P11)
Collection & Sorting for Talent Fund Opportunities (RIGS-P18)

On Event & Industry Relations:

Academic Events (RIGS-P10) / Inviting an External Speaker on to Campus (RIGS-P17)
Industry Relations (RIGS-P12)

On Ethics Clearance

Human Participants (RIGS-P16)

USEFUL WEB LINKS

We have both public and internal websites, for internal websites, login with GTIIT email account is required.

PUBLIC   GTIIT WEBSITE   RESEARCH WEBSITE   RESEARCH PORTAL

INTERNAL   FUNDING PLATFORM   SHAREPOINT

REGULATIONS

Please find current regulations listed as below:

Measures for the Management of Research Funds (R1)

Sponsored/Horizontal Scientific Research Projects and Fund Management Measures (TRIAL) (R2)

The Temporary Provisions on the Management of Indirect Costs in Research Funds (R3)
A21_Application Form for the Release of Performance Expenditures can be found on the Appendix folder

Policies on Transformation of Scientific and Technological Achievements and Intellectual Property Protection (TENTATIVE) (R4)

Regulations for Conflict of Interests in Research (R5)

Code for Responsible Conduct of Researsch (RCR) (R6)

Interim Measures of GTIIT for Implementation of "Contract System" Funding for Some Research Projects (R7)

Details can be found on the website under Regulations section, please click here to find more.

Appendix Folder

All the protocols/appendix files mentioned above can only be found on the internal version of the welcome packet with access right required.

APPENDIX LIST 1

Allthementionedprotocolsand appendix files on this welcome packet are listed as below:

ON PROFILE

A13 - TechnionCV Template

ON DATA PROVIDING

Protocol (RIGS-P03) -Data Providing on Faculty Activity

ON GRADUATE STUDENTS & RESEARCH FELLOW

A5 - Procedures for the Supervision of Technion Graduate Students at GTIIT
Protocol (RIGS-P02) - Application and Admission of GTIIT Graduate Students
A6 - Application Form on GTIIT Graduate Students
A7 - Budget Commitment for Graduate Students
A8 - Salaries_Tuition_Benefits for GTIIT Graduate Students
A10 - General Procedure for the Recruitment of Research Fellow/Postdoc at GTIIT
Protocol (RIGS-P14) - Recruitment of Research Fellow & Postdoc
A11 - Budget Commitment for Postdoc Students

ON JOB ADVERTISEMENT

Protocol (RIGS-P01) - Job Advertisement Posting for Faculty
A3 -Template for the Graduate Student Recruitment
A4 -Template for the Research Fellow/Postdoc Recruitment
A22 - Job Post Template Research Support

APPENDIX LIST 2

ON FUNDING

Protocol (RIGS-P08) - Funding Program Update on Funding Platform
Protocol (RIGS-P09) - Funding Application & Submission
Protocol (RIGS-P11) - Collection & Sorting of Funding
Protocol (RIGS-P18) - Collection & Sorting for Talent Fund Opportunities
A17 - Funding Application Worklow
A18 - Budget Change Request Workflow (Research Projects)
A19 - Research Project Approval Form
A20 - Budget Change Request Form

ON INDUSTRY RELATIONS

Protocol (RIGS-P12) - Industry Relations
Protocol (RIGS-P15) - Patent Application

ON ETHICS CLEARANCE

Protocol (RIGS-P16) - Human Participants
A15 - Ethics Application Form (Human Participants)

ON EVENT

Protocol (RIGS-P10) -Academic Conference
Protocol (RIGS-P17) Inviting anExternal Speaker on to Campus
A14 - Budget forAcademic Event
A16 - Honorarium Formfor Short Term Visitors

NOTE:

- A refers to Appendix, e.g. A3: Appendix 3

Download:

- Download this Welcome Packet with editable templates/forms of the Appendix files, regulations and combined protocols here. (Login with GTIIT email is required.)