

WELCOME TO GTIIT

WELCOME PACKET

ORIENTATION FOR THE NEW FACULTY



GTIIT

RESEACH, INFORMATICS & GRADUATE STUDIES OFFICE

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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 Wayne D. Kaplan

Pro-Vice Chancellor for Academic Affairs

MEET OUR TEAM MEMBERS- RIGS OFFICE

Research Information Service Team

RITA ZHOU

SENIOR DATA & ANALYTICS MANAGER



Providing services on research information management system's design, implementation & maintenance as well as data management, analysis & reporting.

Design, develop and maintain the research office website and its intranet.

Office: A542

Tel: +86 (754) 8807 7030

Email: rita.zhou@gtiit.edu.cn

SHIRLEY LI

DATA MANAGEMENT ASSISTANT



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



MARGARET SUN ASSISTANT OF RIGS OFFICE

Assisting in academic events and other related administrated work in RIGS Office.

Providing supports on Graduate Studies.

Office: A516

Tel: +86 (754) 8807 7124

Email: margaret.sun@gtiit.edu.cn

MEET OUR TEAM MEMBERS- GTEC OFFICE



RAANAN ADIN SENIOR CONSULTANT TO VICE-CHANCELLOR FOR
INNOVATION AND INDUSTRY RELATIONS

Assisting in GTEC's main functions: encouraging innovation and entrepreneurship, managing Intellectual Property (IP) and commercializing it (Technology Transfer - TT), increasing collaboration with industry and contributing to the community through training and consulting that combine Israeli and Chinese knowhow.

Office: A544

Tel: +86-131-9239-0101

Email: raanan.adin@gtiit.edu.cn



DEE CHEN IP ASSISTANT

Support the management, training, coordination, review and processing of internal and external IP matters.

Support the promotion and presentation of commercialisation and innovation within the University and externally to industry and funding bodies.

Office: A507

Tel: +86 (754) 8807 7032

Email: dee.chen@gtiit.edu.cn

MEET OUR TEAM MEMBERS- AAO OFFICE



MICHELLE CHENG DIRECTOR OF ACADEMIC ADMINISTRATION OFFICE

- Managing overall HR function for Academic Admin office.
- Assist in the administration procedure of faculty recruitment, contract terms review, C&B, promotion etc. , in conjunction with Technion academic office and VC.
- Create faculty personal academic files and data for faculty in conjunction with Technion academic office and VC.

Office: A543

Tel: +86 (754) 8807 7069

Email: michelle.cheng@gtiit.edu.cn



SHUTONG ZHANG ASSISTANT MANAGER OF ACADEMIC ADMINISTRATION OFFICE

Assist with the administration procedure of junior faculty staff recruitment, including contract terms negotiation, employment contract preparation, etc.

Office: A515

Tel: +86 (754) 8807 7124

Email: shutong.zhang@gtiit.edu.cn



SAMANTHA CHEN ASSISTANT OF ACADEMIC ADMINISTRATION OFFICE

Manage Academic HR database and prepare reports; provide administration services and support of talent program to faculty and teachers; assist Head of Academic Administration Office on the implementation of faculty academic procedure.

Office: A514

Tel: +86 (754) 8807 7185

Email: samantha.chen@gtiit.edu.cn

MEET OUR TEAM MEMBERS- AAO OFFICE



VICKY ZHENG ASSISTANT OF ACADEMIC ADMINISTRATION OFFICE

Providing support for academic transportation arrangement, assisting with agreement draft and files management for part-time academic members, such as SA,TA,RA; working with procurement team for agent selection.

Office: A512

Email: vicky.zheng@gtiit.edu.cn



JESSICA CAI ASSISTANT OF ACADEMIC ADMINISTRATION OFFICE

Provide administration services and support for teachers including implementing the administration procedure and data management for teachers; employment contracts and reports preparation; assist teachers with the certificate application, etc.

Office: A514

Tel: +86 (754) 8807 7138

Email: sijie.cai@gtiit.edu.cn



GUIHONG HUANG ASSISTANT OF ACADEMIC ADMINISTRATION OFFICE

Responsibility: Providing administration services and support of talent program to faculty and teachers including review, document preparation and submission, etc..

Office: A512

Email: guihong.huang@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 crucial for progress.

Please find details on Data Providing section.

CHECK LIST FOR THE PROFILE

[Sample page](#)

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 template 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 advertisement

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 Service (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 Service (aao@gtiit.edu.cn).
8. Michelle will start the employee onboarding process (contact applicant, prepare contract, enrollment, etc.).

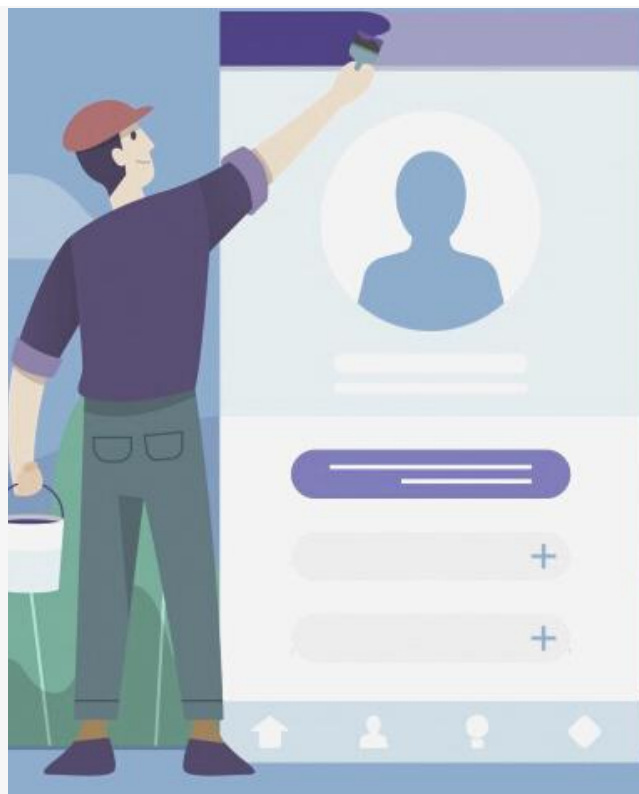
HOW TO POST JOB ADVERTISEMENT

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 (Assistant) Lab Technician
- 2 (Assistant) Lab Manager
- 3 Research Assistant
- 4 Project Coordinator



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 (Research 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 SUBMISSION 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 (gttec@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)

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 Research (RCR) (R6)

[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.