

# Protocols

Research, Informatics and Graduate Studies Office (RIGS), Academic Administration Office (AAO) and Guangdong Technion Technology Entrepreneurship Center (GTEC) created a set of protocols on working areas that related to RIGS/AAO/GTEC, the purpose is to provide a clear guide on: action for each working item (subject & action), working flows, action owner (responsibility), priority (timeframe) and business owner (reporting to).

You may refer to summarized tables to find the brief introduction on protocols related to you. For any queries, please contact the responsible person accordingly.

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## Job Advertisement Posting for Faculty (RIGS-P01)

Prepared by RIGS-Research Information Service Team

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**Purpose:** Post job advertisement on GTIIT website for faculties including graduate student, research fellow (postdoc), positions for research support including technician, lab manager, research assistant etc.

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Ad draft for:  1 Graduate Student (master/PhD) 2 Research Fellow (postdoc)	Send the job ad specifications to RIGS-RIS Team based on the Appendix 3&4-templates for PhD/Master & Postdoc.	Researcher	N/A	Dean of GS
2	Job ad posting on GTIIT website for graduate student/research fellow	Post the job ad on GTIIT website after general checking of the content and notify faculty once completed	RIGS-Research Information Service Team	Live updated (1-2 days)	PVCAA/VC
3	Ad draft for Research Support positions including:  1 Research Assistant 2 Lab Technician 3 Lab Manager	Send the job ad specifications to AAO	Researcher	N/A	Dean for Research
4	Job ad posting on GTIIT website for research support positions	Post the job ad on GTIIT website after general checking of the content and notify faculty once completed	Academic Administration Office	N/A	Director of Academic Administration Office

## Procedures for application and admission of GTIIT graduate students(RIGS-P02)

Prepared by RIGS-Graduate Studies Team

**Purpose** Recruit GTIIT graduate students in accordance with the application and admission procedures agreed by GTIIT and Technion Graduate School (TGS).

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	PhD/MSc positions advertisement posting	Post PhD/MSc positions advertisement on the website	RIGS-Research Information Service Team	Live updated	Dean of GS
2	Application collection and assessment	Collect the application files and assess the candidates, send the shortlisted candidate's application material to RIGS-GS Team	Faculty member	Depends on the faculty member	Program Head
3	Eligibility check	<ol style="list-style-type: none"><li>1. Receive the application material from faculty member</li><li>2. Check whether the candidate sent all the required application material</li><li>3. Check the accreditation of the candidate's institute and its ranking</li><li>4. If needed will consult with TGS concerning the GPA</li></ol>	RIGS-Graduate Studies Team	Live updated	Dean of GS
4	Co-advisor and application forms	<ol style="list-style-type: none"><li>1. Help the advisor to find the co-advisor from Technion</li><li>2. Fill in the application form and "budget commitment" form with both advisor and co-advisor, get all the signatures required in the forms (Finance Office needs to approve the budget form)</li><li>3. Send all the application material including 2 forms to Dean of GS for approval</li></ol>	Head of program & Faculty member	Depends on the advisor and co-advisor	Dean of GS



5	Registration requirements verification	<ol style="list-style-type: none"> <li>1. Receive the whole application file from Dean of GS</li> <li>2. Verify whether all the requirements for registration have been met</li> <li>3. After verifying, send the application material to RIGS-GS Team</li> </ol>	RIGS-Graduate Studies Team	Live updated	Dean of GS
6	GTIIT GS committee discussion	<ol style="list-style-type: none"> <li>1. The application material (excluding the budget form) are distributed to GTIIT GS committee for discussion</li> <li>2. Receive the comment from committee member via email within 5 working days, only if there is a dispute a teleconference will be arranged</li> </ol>	RIGS-Graduate Studies Team	5-7 days	Dean of GS
7	Rejected application	If the case is rejected, inform the advisor and candidate	RIGS-Graduate Studies Team	Live updated	Dean of GS
8	Approved application	If the case is approved, transfer all the material to TGS	RIGS-Graduate Studies Team	Live updated	Dean of GS
9	Official application in TGS	Contact the candidate to submit an application form online and pay the application fee	TGS	Depends on TGS	
10	Technion review application	Check the application and send it to the relevant department in Technion	TGS	Depends on TGS	
11	Recommendation from department	The department will submit their recommendation to TGS, which includes a list of courses offered in English	Relevant department in Technion	TBC (depends on different department)	
12	Funding check	TGS will check the funding	TGS	Depends on TGS	
13	Official letter of acceptance	Issue an official letter of acceptance to the candidate	Dean of TGS	Depends on TGS	

14	Data record	Record the data for each GTIIT GS candidate	RIGS-Graduate Studies Team	Live updated	
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Note:

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

Prepared by RIGS-Research Information Service Team

**Purpose:** Data providing by faculties to keep the faculty activity data record and generate various reporting to national/ provincial/ municipal gov. (e.g. MoE / National Bureau of Statistics of PRC) (calendar year) as well as university administration.

Item No.	Subject	Action by Faculty	Timeframe	Data Submitted to	Reporting to
1	Provide and update <b>faculty activity record data</b> including below categories:  1. Public professional activities 2. Membership in professional societies <b>3. Fellowships, awards &amp; honors</b> <b>4. Research grants</b> <b>5. Publications</b> 6. Patents and other IPs 7. Conference 8. Research collaborations	Edit and update required research information on Research Information Management System (RIMS).  More detailed info on Faculty Activity Record is available via below link:  <a href="#">Link</a>	Real-time update on RIMS.  Annual Technion CV updating: <b>Dec 1-Dec 30</b> (an annual record check notice will be sent in early December.)	RIGS-Research Information Service Team	Dean of UG/GS  PVCAA/VC

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# Webpages Structure Development & Content Update (RIGS-P06)

RIGS-Research Information Service Team

**Purpose:** Update web contents related to academic and research and develop/change webpage structures for the research webpages' development.

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Notification of new academic staff	Notify RIGS-RIS Team about new academic staff once the new staff info updated on the original data list	Academic Administration Office	Live updated	Director of Academic Administration Office
2	Update the new staff info on the list and import new staff's info onto RIMS	Add the new staff info on the Academic Staff Record List at SharePoint; new staff's personal info will be synchronized from HR ERP automatically.	RIGS-Research Information Service Team HR	Live updated (1-2 days) for the list; Depends on HR	PVCAA/VC HR Director
3	Collect short bio and other info for the web page creation	Collect short bio/photo/CV/research interests respectively based on the academic staff type	RIGS-Research Information Service Team	1 week-1month (collected before the new staff enroll date and depends on the staff's response)	PVCAA/VC
4	Create new web page for the new academic staff	Create new web page with the short bio etc. for the new staff on both the academic staff page and Research Portal profile based on the agreed date for the web posting	RIGS-Research Information Service Team	Live updated (1-2 days)	PVCAA/VC
5	Notification of the update on faculty/researcher profile pages	Notify RIGS-RIS Team about any update needed for the individual profile page, e.g. short bio/photo/research interests	Researcher	Live updated (1-2 days)	Head of Program

6	Update profile page	Update information on profile page	RIGS-Research Information Service Team	Live updated (1-2 days)	PVCAA/VC
7	Change webpage structure/ contents related to academic/research	Receive instruction / request from PVCAA/VC for the content/structure change and update accordingly.	RIGS-Research Information Service Team	Live updated (1 week or more, depends on the change)	PVCAA/VC
8	Develop Research webpages	Receive instruction / request from PVCAA/VC for the webpage development and develop accordingly.	RIGS-Research Information Service Team	Live updated (1 month for each section)	PVCAA/VC
9	Notification of the faculty leaver	Notify RIGS-RIS Team about the academic staff whose contract ended and left GTIIT	HR	Live updated	HR Director
10	Update leavers on the list and RIMS	Update the leaver information on the Academic Staff record list and RIMS person list will be updated by synchronization from HR ERP.	RIGS-Research Information Service Team	Live updated (1-2 days)	PVCAA/VC

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## Data Providing on RIGS Organized Event by RIGS-Event Team (RIGS-P07)

Prepared by RIGS-Event Team

**Purpose:** keep the record of high-level and important scientific event that organized by RIGS to provide the report to the gov.

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Seminar	Provide info on seminar with invited speakers (international) by copying RIGS-RIS Team in the email of event notification	RIGS-Event Team	Live updated	PVCAA/VC
2	Symposium	Provide info on symposium with invited speakers (international) by copying RIGS-RIS Team in the email of event notification	RIGS-Event Team	Live updated	PVCAA/VC
3	International Conference	Provide info on intl' conference to RIGS-RIS Team including below: <ul style="list-style-type: none"><li>• Title of conference</li><li>• Period of the conference</li><li>• Name of the invited speakers &amp; their affiliated country</li></ul>	RIGS-Event Team	Live updated	PVCAA/VC

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## Funding Program Update on Funding Platform (RIGS-P08)

RIGS-Research Information Service Team

Platform link: <https://sites.gtiit.edu.cn/ResearchIntranet/funding-opportunities/>

**Purpose:** Update funding program on the platform to provide information to the researcher so as to support their funding application.

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Funding program specification providing	Provide new / updated funding program specifications including internal submission, contact info, application template etc. related to funding application to RIGS-RIS Team	RIGS-Research Grant Support Team	Live updated (Once new funding available)	PVCAA/VC
2	New Funding/ Update existed funding program on funding platform	Create new funding program / update existed funding program on funding platform and provide the link to RIGS-RGS Team	RIGS-Research Information Service Team	Live updated (1-2 days for the updates)	PVCAA/VC
3	Notification of the New Funding Program	Notify researchers about the new funding program(s) for the application.	RIGS-Research Grant Support Team	Live updated (1-2 days for the notification)	PVCAA/VC

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## Funding Application & Submission (RIGS-P09)

### Funding Application

Prepared by RIGS-Research Grant Support Team

**Purpose:** Provide information update, support and guidance for personal funding application to our faculty

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Notification of new funds	Notify the GTIIT faculty once an available funding is published on Funding Platform (when RIGS finds new funding on the relevant department's webpage or sent to our university)	RIGS-Research Grant Support Team	Live updated	PVCAA/VC
2	Collection of application materials	Collect materials from our faculty including: <ul style="list-style-type: none"><li>● application forms</li><li>● attachments</li><li>● other materials needed</li></ul>	RIGS-Research Grant Support Team	Specific date before deadline of the funding submission (TBC)	PVCAA/VC
3	Translation of application materials (if needed)	Translate the English application materials into Chinese	RIGS-Research Grant Support Team	Specific date before deadline of the funding submission (TBC)	PVCAA/VC
4	Official stamps on the application	Contact Chancellor's Office for official stamps for application	RIGS-Research Grant Support Team	Specific date before deadline of the funding submission (TBC)	PVCAA/VC
5	Official Stamp	Affix the official stamp on application forms and materials provided by the faculty	Chancellor Office	3-4 days before submission deadline	

6	Submission of the application	Submit the application materials online/by mail (based on request of the funding agency)	RIGS-Research Grant Support Team	Live updated	PVCAA/VC
7	Follow the review process and notify our faculty about the results	Follow the announcement of gov., keep in touch with them and update our faculty about the result	RIGS-Research Grant Support Team	Live updated	PVCAA/VC

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## Organizing Academic Conference / Events on Campus (RIGS-P10)

Prepared by RIGS-Event Team

**Purpose:** Academic events in broad terms are regular activities as part of a vibrant scholarly community at GTIIT. Events may include: seminars, invited lectures, keynote lectures, symposiums, conferences, forums, and academic training activities. To ensure a smooth operation, and assist faculty led academic events, below are the recommended protocols.

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Academic conference/event Approval & Information Gathering	Receive event related information, which must include: <ul style="list-style-type: none"><li>• Approval notification from VC</li><li>• Conference theme and title</li><li>• Call for papers (first round)</li><li>• Intended number of delegates</li><li>• No. of International delegates</li><li>• Requirement of university resources/facilities</li><li>• Budget estimation (Appendix 13)</li></ul>	Faculty	Live updated	PVCAA/VC RIGS-Event Team
2	Eligibility/Availability Check	<ol style="list-style-type: none"><li>1. Liaise with operations for availability of venue &amp; catering</li><li>2. Liaise with UO for eligibility and potential conflict of events, availability of university senior leadership (if required), conference application.</li><li>3. Liaise with UG office for students' participation &amp; classroom booking</li><li>4. Liaise with NPA for event announcement &amp; PR</li><li>5. Liaise with IT support for availability/eligibility of required equipment.</li><li>6. Liaise with Finance to operationalize conference Budget code and verification for approval</li></ol>	RIGS-Event Team	Live updated	Faculty PVCAA/VC

3	Academic event announcement (To faculty & staff)	Compile the event information according to standardized event announcement form, and send out announcement (to faculty) through RIGS email account.	RIGS-Event Team	At least one week prior to the event	Faculty/ PVCAA/VC
4	Academic event announcement (To students)	Compile the event information according to standardized event announcement form, and send out announcement (to students) through UG office	RIGS-Event Team	At least one week prior to the event	Faculty/ PVCAA/VC
5	Implementation and Operationalization of event	<ul style="list-style-type: none"> <li>• Venue booking with UG office (if event is to be held at teaching building), call for volunteers (if needed)</li> <li>• Venue booking with Operations (non-classroom location)</li> <li>• Contact Operations/NPA for digital support</li> <li>• Contact Operations for catering/refreshment arrangements/venue sign/purchasing</li> <li>• Contact IT support for audio-visual support/equipment preparation/testing</li> <li>• Contact NPA office to seek media &amp; PR support</li> <li>• Contact CO to liaison for the attendance and reception of senior leadership (if required)</li> <li>• Contact supplier to prepare materials required for events (registration badges, delegates welcome pack and so on)</li> <li>• Contact Finance to assist reimbursement or related issues</li> </ul>	RIGS-Event Team	Live Updated	Faculty/ PVCAA/VC
6	Event management & post event report	Ensure smooth operation/coordination of the event Gather event feedbacks and submit a post-event report if necessary	RIGS-Event Team	Live updated One week post event	Faculty/ PVCAA/VC

## Collection & Sorting for Funding Opportunities (RIGS-P11)

Search funding opportunities and provide a sorted funding list for our faculty

Prepared by RIGS-Research Grant Support Team

**Purpose:** Update the available funding opportunities to our faculty.

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Searching of new Funds	Search the new funds on the webpage and follow the update of past-collected funds	RIGS-Research Grant Support Team	Live updated	PVCAA/VC
2	Classification and sorting of the funds	Extract information in the funding announcement and build its introduction in our set template	RIGS-Research Grant Support Team	Live updated	PVCAA/VC
3	Translation of funding information (for Chinese funding)	Translate the funding information into English	RIGS-Research Grant Support Team	Live updated	PVCAA/VC
4	Publication of funding	Send the funding announcement to RIGS-Research Information Service Team for publishing on the webpage	RIGS-Research Grant Support Team RIGS-Research Information Service Team	Live updated	PVCAA/VC

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# Industry Relations Protocol (RIGS-P12)

Prepared by GTEC

**Purpose:** Increasingly, businesses are supplementing their R&D strategy by collaborating with universities, where the breadth and depth of its research can provide a comprehensive response to their technological needs. The purpose of this document is to explain the processes and procedures to be followed when potential commercial/industry partner is identified.

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Proactive Industry Relation Initiation	Faculty request for assistance in establishing industry/commercial opportunities for: 1. Collaborative research 2. Sponsored/contract research 3. Technology transfer 4. Intellectual property service 5. Spin-off venture creation 6. Student field research/learning	Faculty/ Senior Leadership/ GTEC	Live updated	PVCAA/VC Dean for Research/
2	Reactive Industry Relation Initiation	GTEC receiving request from industry/commercial partners for: 1. Company visit/meeting 2. Collaborative research 3. Analytical & technical service 4. Consultancy & Advisory 5. Professional dev. & training 6. Incubation of new technology	Faculty/ Senior Leadership/ GTEC	Live updated	Faculty/ PVCAA/VC Dean for Research/
3	First Approach Eligibility Assessment	Acquire relevant information/intelligence through direct and secondary channels about the target company/entity.  Assess the suitability between GTIIT research and target company/entity for proposed collaboration/project.  Conduct rapid market assessment of GTIIT research for matching potential industry/commercial entity.	GTEC	2 weeks	Faculty/ PVCAA/VC Dean for Research/



4	Second Approach Target Contact	<p>Provide advice to senior leadership and faculty to obtain approval to establish second approach with the target industry/commercial entity.</p> <p>Organize meeting/visit for faculty with the target industry/commercial entity</p> <p>Summarize meeting/visit, and seek further recommendations/approvals from senior leadership for either continuation/discontinuation to proceed.</p>	GTEC	2 weeks/as per availability of faculty	Faculty/ PVCAA/VC Dean for Research/
5	Operationalization (If Approved)	Provide support to operationalize the collaborative project through facilitation with various internal/external parties.	GTEC/RIGS- Research Grant Support Team	Live updated	Faculty/ PVCAA/VC
6	Termination (If Disapproved)	Provide closure advice to the industry/commercial entity.	GTEC	One week	Faculty/ PVCAA/VC

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## Recruitment of Research Fellow at GTIIT (RIGS-P14)

Prepared by AAO-Academic Administration Office

**Purpose:** Recruit Research Fellow at GTIIT in accordance with the recruitment procedures agreed by GTIIT management

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Research Fellow & Postdoc positions advertisement posting	Post research fellow/postdoc positions advertisement on the website	RIGS-Research Information Service Team	Live updated	PVCAA/VC
2	Application collection and assessment	Assess and interview the candidates	Faculty	Depends on the faculty	
3	Confirmation of Head of Program	<ul style="list-style-type: none"> <li>➤ Faculty member sends all the application material of shortlisted candidate to the Head of Program for confirmation</li> <li>➤ The request will also include the recommendation letter of the faculty member and the budget commitment form for financing the candidate (Appendix 11).</li> </ul>	Faculty	TBC (depends on the Head of Program)	Head of Program
4	Approval of GTIIT program	Head of the program together with senior faculty members (at least 3) will discuss the file and decide whether to approve it. (If the program does not yet have three faculty members, you may ask faculty members from another program to participate in the discussion.)	Head of Program		
5	Approval of VC/PVCAA	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.	Head of Program		PVCAA/VC

6	Acceptance letter	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).	GTIIT VC/PVCAA		
7	Inform GTIIT Head of Academic Administration Service	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).	Faculty	Live updated	
8	Employee on-boarding process	AAO will start the employee onboarding process (contact applicant, prepare contract, enrollment, etc.).	Director of Academic Administration Office	TBC (depends on the process)	

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# Standard Operating Procedure for Patent Application (RIGS-P15)

## 专利申请标准操作流程

Prepared by GTEC  
提交人：广以科创中心

**Purpose:** GTIIT believes that respect for intellectual property is pivotal to academic discourse and societal contribution. The University encourages and actively supports activities undertaken by its faculty and researchers which will lead to the promotion of innovation, the development of new technology and invention of new knowledge. The present protocol aims to promote the understanding of standard operating process to expedite filing of patent applications, while maintain to establish a transparent evaluation process in determining viability and quality of patent from this institution.

**用途：**广东以色列理工学院鼓励并积极支持其教职员和研究人员开展知识产权保护的相关活动，这些活动将促进创新，新技术的发展和新知识的发明。本操作流程旨在增进本校科研人员对专利申请步骤及审批流程的了解，同时保持建立从该机构确定专利可行性和质量的评估透明性。

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Ideation of Invention and Disclosure 发明披露	<ol style="list-style-type: none"><li>1. Inventor (i.e., faculty member and/or researcher) submits an invention by downloading and completing the latest invention disclosure form which can be obtained on SharePoint 发明人（即，教职员和/或研究人员）通过下载并填写 SharePoint 上可获得的发明披露表</li><li>2. A soft copy of the invention closure form should be sent to <a href="mailto:gtec@gtiit.edu.cn">gtec@gtiit.edu.cn</a> 填写好的发明披露表应发到如下邮箱地址：gtec@gtiit.edu.cn</li></ol>	Faculty/ Researcher 教师/科研人员	Live updated 实时更新	GTEC 科创中心
2	Eligibility Screening 资格筛选	<ol style="list-style-type: none"><li>7. GTEC conducts preliminary assessment on the invention. If necessary, GTEC will contact the inventor for further information in connection with the invention.</li></ol>	GTEC/ Patent Application Review Committee 科创中心/	Live updated 实时更新	PVCAA/VC Dean for Research/ 副校长(学术事务)/常务副校长/ 科研院长

		<p>GTEC 进行初步评估。如有必要，GTEC 将与发明人联系以获取有关本发明的更多信息。</p> <p>8. GTEC arrange members from Patent Application Review Committee to review the invention.</p> <p>GTEC 安排专利申请审查委员会的成员对发明进行审查。</p>	专利申请审查委员会		
3	Approval for Application 批准申请	<p>Vice Chancellor considers recommendation of review committee and makes the final decision on whether to file a patent on the invention, and the extent of patent filing, at the expense of the University.</p> <p>分管校长考虑审查委员会的建议，并最终决定是否就该发明申请专利以及专利申请的范围，费用由大学承担</p>	VC 常务副校长	One week 一周周转时限	GTEC/ Inventor 科创中心 /发明人
4	Notification & Patent filling 通知和专利填写	<p>GTEC informs inventor about the University's patenting decision: GTEC 办公室将大学的专利决定通知发明人：</p> <p>1. If patent filing is approved, GTEC arranges patent filing to the respective patent office(s) by a patent agent. Unless otherwise instructed, the patent agent will be given no more than 4 weeks to prepare and file the patent application.</p> <p>如果批准了专利申请，GTEC 会安排专利代理人将专利申请提交给相应的专利代理机构。除非另有指示，否则专利代理人将不超过 4 周的时间来准备和提交专利申请</p>	GTEC 科创中心	Live updated 实时更新	Faculty/ Researcher/ Inventor 学院/ 研究员/ 发明者

		<p>2. Inventor must assign the ownership of the patent to the University, unless with prior agreement otherwise. 发明者须知专利所有权归属大学，除非有事先约定的除外。</p> <p>3. If patent filing is rejected, inventor may apply for a patent at his/her own expense. Inventor must assign the ownership of the patent to the University, unless the invention is proven to be refrained as service invention. 如果专利申请被拒绝，发明人可以自费申请专利。发明人必须将专利的所有权转让给大学，除非证明该发明可被证明为非职务发明。</p> <p>4. Upon patent filing, GTEC coordinates and manages the patent application and prosecution process. The inventors will be involved as necessary regarding scientific input (including the completion of patent application form). Also, inventor and other relevant parties will be informed of the status of the application in due course.</p> <p>。 专利申请完成后，GTEC 负责协调和管理专利申请和起诉流程。发明人将在必要时参与并积极配合（包括填写专利申请表）。另外，GTEC 及时将专利申请的状态通知发明人和其他相关方。</p>			
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# Research Ethics Clearance Protocol (Human Participants) (RIGS-P16)

## Prepared by GTEC

**Purpose:** University researchers enjoy special freedoms and privileges, which include freedom of inquiry, freedom to challenge conventional thoughts, and the privilege of conducting research on human participants with the trust and support of the general public, often with public funding. With these freedoms come responsibilities to ensure that GTIIT research involving human subjects meets high scholarly and ethical standards, is honest and thoughtful inquiry, involves rigorous analysis and complies with professional and disciplinary standards for the protection of privacy and for methodological approach. All researchers should consider whether their research will raise ethical issues and in cases of doubt should, in the first instance, seek advice with the university research ethics committee.

The Committee sits virtually, considering applications on a case by case basis, and is governed by the Technion code of conduct for research.

Where the researcher is an undergraduate or postgraduate student: the project should be submitted to the student's supervisor or mentor for advice.

Where the researcher is a University employee, or any other person conducting research on University premises: advice should be sought from the ethics committee or Head of the program in which the research will be carried out.

The following protocol, however, provides guidelines on where to seek ethical review, to supplement the approval process.

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Code of Conduct for Research	if your research involves any work with human subject, you are required to obtain Ethics Approval. Ethics Approval for human research is granted by the GTIIT research ethics committee, which coordinated through the RIGS office/GTEC. All researchers or employees at the university should be responsible to familiarize him/herself with the Technion/GTIIT code of conduct for research	Faculty/ Researchers/ GTIIT Students	Live updated	D.o.R/PVCA A/VC/ RIGS office/GTEC
2	Research Ethics Self Assessment	Prior to the application for research ethics approval, it is the responsibility of applicant to conduct a self-assessment	Faculty/ Researchers/ GTIIT Students	Live updated	RIGS office/GTEC

		<p>survey on research ethics policies and guidelines.</p> <p>The RIGS office/GTEC provides information links to the key legislation and guidance documents relating to research ethics in Chinese Universities.</p>			
3	Submission of Ethics Clearance Application Form	<p>Acquire and gather all relevant application materials (including research proposal), and submit the ethical clearance application form to the RIGS office/GTEC</p> <p>If you have obtained ethics approval from another institution, for example if you re transferring a project from a previous place of work/study, you will usually not be required to reapply for ethics approval, but a simpler process ratifying the approval from the other institution will take place. Please note that this is not the same as ethical approval – your response will not be submitted for additional review.</p>	Faculty/ Researchers/ GTIIT Students	2 weeks	RIGS office/GTEC / Research Ethics Committee/
4	Research Ethics Committee Governance	<p>GTIIT university research ethics committee is appointed by the PVCAA/VC with recommendations by the D.o. R., the committee will consist one representative from each key research disciplinary at GTIIT, one member appointed from the Technion.</p> <p>The Chair of the committee will be appointed by the PVCAA/VC. The Committee will have the option to seek legal advice when such advice is deemed appropriate.</p> <p>The Committee on the Use of Human Subjects in Research will be appointed for a period of two years in staggered timings to ensure continuity.</p> <p>It is the committee's responsibility to review all research proposals and protocols</p>	D.o.R/ PVCAA/VC Research Ethics Committee	Live updated	Faculty/ Researchers /Students PVCAA/VC



		to ensure that the rights and welfare of the subjects are adequately protected and that matters of confidentiality are respected.			
5	Research Ethics Application Review	<p>The Committee will develop specific criteria for judgment of projects, produce guidelines and documentation for receipt of research proposals, issue notification of approval/revision/rejection, and monitor and review projects</p> <p>The Committee aims to deliver a decision in approximately two weeks; however, the process may take longer than this, particularly if revisions are required.</p> <p><b>Note:</b> Retrospective approval of research protocols cannot be given. If you collect data before you have gain approval, you will not be able to use that data.</p>	Research Ethics Committee	Two weeks/ Live updated if revision required	Faculty/ Researcher/ Student/ D.o.R/ PVCAA/ VC/
6	Research Ethics Application Outcomes and Appeal	<p>Once your application form has been reviewed by research ethics committees, you will be notified of the outcome of the review. Any requests for amendments or clarifications will be outlined in the correspondence from the research ethics committee.</p> <p>University expects that free and informed consent will be obtained from all human participants in research at an appropriate point in the research process. Where it is not possible, due to the nature of the research or participants, the project must undergo the appropriate ethical review process to approve the use of participant data without free and informed consent.</p> <p>Failure to obtain free and informed consent may unnecessarily restrict your ability to use data, publish results and share data.</p>	Research Ethics Committee/ RIGS office/GTEC	One week	Faculty/ Researcher/ Student/ D.o.R/ PVCAA/ VC/

## Inviting an External Speaker on to Campus (RIGS-P17)

Prepared by RIGS-Event Team

**Purpose:** External speakers play a key role in university life, giving students, faculties and staff an opportunity to have access to a broad range of views and beliefs and allowing students to develop their own informed opinions. To encourage faculty to invite external speakers to visit GTIIT campus for academic exchange, RIGS will support with the inviting expense, in principle 1/3 covered by the faculty and 2/3 covered by RIGS. Below are the recommended protocols. Since international travel is not an option now, we'll define mechanisms for this in the future.

Item No.	Subject	Action	Responsibility	Response time	Reporting to
1	External Speaker Approval & Information Gathering	Write a brief recommendation, which must include: <ul style="list-style-type: none"> <li>• Invitation approval from Program Heads</li> <li>• Name and title of the speaker, current affiliation</li> <li>• Purpose of the visit</li> <li>• Seminar details (offline/online)</li> <li>• The list of faculty members who would like to meet with the visitor</li> <li>• Funding Support (Appendix 16)</li> </ul>	Faculty	Live updated	Program Head/ PVCAA/ VC
2	Eligibility checking	<ol style="list-style-type: none"> <li>1. Receive the requirement from the faculty, and coordinate with the requirements</li> <li>2. Liaise with operations for availability of venue &amp; catering</li> <li>3. Liaise with UO for eligibility of accommodation &amp; COVID-19 travel limitation</li> <li>4. Liaise with UG office for students' participation &amp; classroom booking</li> <li>5. Liaise with NPA for event announcement &amp; PR</li> <li>6. Liaise with IT for availability of required equipment/technical support.</li> </ol>	Faculty/ RIGS-Event Team	Live updated (once the requirement is available)	Faculty PVCAA/ VC

		7. Liaise with Finance for reimbursement/honorarium issue 8. Coordinate with faculties meeting with the visitor			
3	Academic seminars announcement (To faculty & staff & students)	Compile the information according to standardized seminar announcement form, and send out announcement& warm reminder through RIGS email account.	RIGS-Event Team	At least one month prior to the event	Faculty/ PVCAA/ VC
4	Coordinate with the implementation	<ul style="list-style-type: none"> <li>• Venue booking with UG office (if event is to be held at teaching building)</li> <li>• Venue booking with Operations (non-classroom location)</li> <li>• Check with Operations for catering/refreshment arrangements</li> <li>• Check with IT support for audio-visual support/equipment preparation/testing</li> <li>• Check with Finance for reimbursement or related issues</li> <li>• Pick-up car arrangements</li> </ul>	Faculty/ RIGS-Event Team	Live Updated	Faculty/ PVCAA/ VC
5	Seminar management/ Information record	Ensure smooth operation/Record the event information	RIGS-Event Team	Live updated One week post event	Faculty/ PVCAA/ VC

## Collection & Sorting for Talent Fund Opportunities (RIGS-P18)

Prepared by AAO-Academic Administration Office

**Purpose:** Update the available talent funding opportunity to our faculty

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Searching of new Talent Fund/Receive notification from authority	Search the new funds on the webpage and follow the update of past-collected talent funds	AAO	Live updated	PVCAA/VC
2	Classification and sorting of the talent fund	Extract Information in the funding opportunity and build its introduction in our set template	AAO	Live updated	PVCAA/VC
3	Translation of the talent fund information	Translate the talent fund information into English	AAO	Live updated	PVCAA/VC
4	Publication of the talent fund	Send the funding announcement to RIGS-Research Information Service Team for publishing on the webpage	AAO RIGS-Research Information Service Team	Live updated	PVCAA/VC

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## Research Group Set up for faculty (RIGS-P19)

Prepared by RIGS-Research Information Service Team

**Purpose:** Provide a clear process and guideline for the research group set up.

Item No.	Subject	Action	Responsibility
1	Send the research group set up request to RIGS-RIS Team	Send the research group set up request to RIGS with basic information (website address, group name, homepage welcome message)	Faculty
2	Set up the basic structure of the research group	RIGS-RIS Team to ask IT to help clone the website from template, and update the basic information	IT team, RIGS-Research Information Service Team
3	Share the link to faculty after setting up basic structure	Share the link to faculty after setting up the basic structure, provide basic training if needed	Faculty, RIGS-RIS Team
4	Update the contents of the research group	Update the contents of the website base on specific needs from each research group	Faculty or their designated students
5	Complete the required form and send to NPA( <a href="mailto:news@gtiit.edu.cn">news@gtiit.edu.cn</a> ) for archiving before the website is released	After finishing the contents update, fill the <a href="#">Registration Form</a> and send it to NPA for archiving before the website is released	Faculty, NPA team
6	IT team to release the research group website, and inform faculty, NPA and RIGS	NPA to inform IT team after the registration form is received and archived, IT team to release the research group website and inform faculty, NPA and RIGS-RIS Team	NPA team, IT team, RIGS-Research Information Service Team
7	Add the research group to RIGS website	RIGS-RIS Team to add the research group to RIGS website	RIGS-Research Information Service Team

**Appendix List** (Please click [here](#) for the appendix files.)

Appendix 3: Template for PhD/Master Ad

Appendix 4: Template for Research Fellow Ad

Appendix 5: Procedures for the supervision of Technion graduate students at GTIIT

Appendix 6: Application Form on GTIIT Graduate Studies

Appendix 7: Budget Commitment for Graduate Student

Appendix 8: Salaries\_Tuition\_Benefits for GTIIT Graduate Student

Appendix 9: User Guide on GTIIT Research Funding Opportunities Platform

Appendix 10: General procedure for the recruitment of Research fellow & Postdoc

Appendix 11: Budget commitment for post Doc student

Appendix 12: Information Providing on Faculty Activity Items

Appendix 13: Technion CV Template

Appendix 14: Budget format-for academic events

Appendix 15: Ethics application form

Appendix 16: Honorarium Form for Short Term Visitors

Appendix 17: Funding Application Workflow to PI

Appendix 18: Budget Change Request Workflow (Research Projects) to PI

Appendix 19: Research Project Approval Form

Appendix 20: Budget Change Request Form

Appendix 21: Application Form for the Release of Performance Expenditures

Appendix 22: Job Post Template Research Support

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