

WELCOME TO GTIIT

WELCOME PACKET

ORIENTATION FOR THE NEW FACULTY



GTIIT

RESEACH, INNOVATION & GRADUATE STUDIES OFFICE

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Welcome from Prof. Eliezer Shalev, Vice Chancellor



Dear Faculty,

It's a pleasure to welcome each of you for joining the Technion Guangdong-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, Innovation & 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 Eliezer Shalev

Vice Chancellor

MEET OUR TEAM MEMBERS



DR. JEANNE LIU MANAGER OF RIGS OFFICE & COORDINATOR TO VC

Assisting the VC in 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



RITA ZHOU DATA & ANALYTICS MANAGER

Providing services on research info database design, implementation & maintenance as well as data management, analysis & reporting.

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

Office: A542

Tel: +86 (754) 8807 7030

Email: rita.zhou@gtiit.edu.cn



VICTOR HUANG INDUSTRY RELATION DEVELOPMENT MANAGER

Performing duties that supports the goals of RIGS office, establishing and maintaining corporate relationships so that GTIIT sees increases in 1) levels of research collaborations; 2) industry/student engagements; 3) entrepreneurship capabilities.

Office: A508

Tel: +86 (754) 8807 7032

Email: huang.zengyu@gtiit.edu.cn

MEET OUR TEAM MEMBERS



YANNING CAI ASSISTANT 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



MARGARET SUN ASSISTANT OF RIGS OFFICE

Performing duties that supports the follow-up work in key discipline project and provincial lab project; assisting in academic events and other related administrated work in RIGS Office.

Office: A523

Tel: +86 (754) 8807 7124

Email: margaret.sun@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;

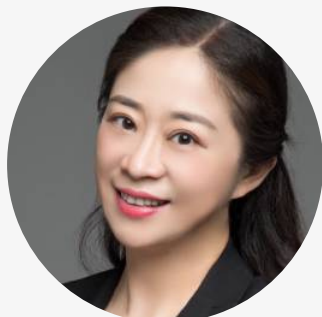
Assisting in webpage creation and maintenance of the research office website.

Office: A516

Tel: +86 (754) 8807 7108

Email: shirley.li@gtiit.edu.cn

MEET OUR TEAM MEMBERS



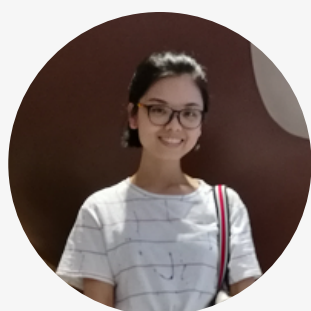
MICHELLE CHENG DIRECTOR OF ACADEMIC ADMINISTRATION SERVICE

- 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



MINYAN CHEN ASSISTANT OF ACADEMIC ADMINISTRATION OFFICE

Assist in the administration procedure of faculty recruitment, including contract minor terms and details negotiation.

Office: A514

Tel: +86 (754) 8807 7138

Email: minyan.chen@gtiit.edu.cn



SHUTONG ZHANG ASSISTANT OF ACADEMIC ADMINISTRATION OFFICE

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

Office: A524

Tel: +86 (754) 8807 7124

Email: shutong.zhang@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.

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 info.

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: Page 6.

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 teampate on the appendix section.

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

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 section.

More information on Faculty Activity Record can be found on the appendix section.

CONTACT

Rita ZHOU
rita.zhou@gtiit.edu.cn

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 section.

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

Dr. Jeanne LIU
liu.jingyi@gtiit.edu.cn



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 section.

HOW TO RECRUIT RESEARCH FELLOW & POSTDOC

RIGS 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 section.

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

Michelle Chen
aao@gtiit.edu.cn



HOW TO RECRUIT RESEARCH FELLOW & POSTDOC

BRIEF WORKFLOW ON THE RECRUITMENT OF RESEARCH FELLOW & POSTDOC

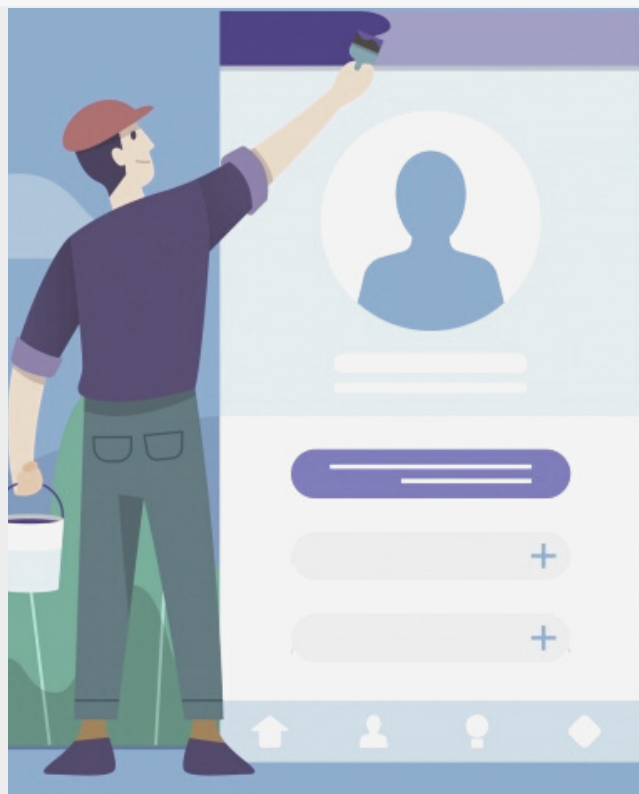
1. Faculty member contacts RIGS office and RIGS office will post ads on the website (contact person: Rita Zhou, Email: rita.zhou@gtiit.edu.cn).
for the details, please refer to the page: How to Post job Advertisement
2. Faculty member will be responsible for assessing and interviewing applicants.
3. 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 (click [here](#) for the form of Budget Commitment).
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 (michelle.chen@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 (michelle.chen@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 Research coordinator
- 2 Research assistant
- 3 Research technician
- 4 Senior research technician
- 5 (Senior) Research scientist
- 6 (Senior) Laboratory manager



GRADUATE STUDENT / RESEARCH FELLOW

Send the draft of job advertisements to RIGS (Shirley Li) 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 (Shutong Zhang).

You will be informed with the web link once posted.

Contact info:

Shutong Zhang: shutong.zhang@gtiit.edu.cn

TEMPLATE

Template for the Graduate Student (Appendix 3)

Template for the Research Fellow (Appendix 4)

Please find the template at Appendix section.

CONTACT

Rita Zhou rita.zhou@gtiit.edu.cn

Shirley Li shirley.li@gtiit.edu.cn

SUPPORTS ON INDUSTRIAL RELATION ESTABLISHMENTS & ACADEMIC EVENT ORGANIZATION



RIGS office provides supports on 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 Victor Huang (zengyu.huang@gtiit.edu.cn) for details.

RIGS office also provides supports on academic events and organization. Contact Margaret Sun (margaret.sun@gtiit.edu.cn) for details.

For more information, please refer to the protocol : Industry Relations (RIGS-P12) and Academic Conference (RIGS-P10).

Protocol can be found on the Appendix section.

HOW TO APPLY FOR RESEARCH FUNDING



Our office would provide 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

Yanning CAI
cai.yanning@gtiit.edu.cn

HOW TO APPLY FOR RESEARCH FUNDING

GENERAL FUNDING SUBMISSION GUIDELINES

The RIGS Office would help researchers in 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:
Cai Yanning (cai.yanning@gtiit.edu.cn).

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 more information, 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 section:

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)
- Industry Relations (RIGS-P12)

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:

The Regulations on the Management of Intellectual Property Rights

IP Management Measures in GTIIT RIGS[2018]No. 1

Regulations on the Management of Research Funds in GTIIT

Regulations on the Management of Research Funds in GTIIT RIGS[2018]No. 2

The Temporary Provisions on the Management of Indirect Costs in Research Funds at GTIIT:

The temporary provisions on the Management of Indirect Costs in Research Funds at GTIIT RIGS[2018]No. 3

Regulations for Conflict of Interests in Research

Regulations for Conflict of Interests in Research RIGS[2018]No. 4

Details can be found on website, please click [here](#) to find more.

Appendix Section

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