WELCOME PACKET

ORIENTATION FOR THE NEW FACULTY
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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 David Gershoni
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 database design, implementation & maintenance as well as data management, analysis & reporting.

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
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

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
Email: samantha.chen@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.

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.

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.

PROTOCOLS

For the information of RICS 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 about one-month before 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.
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<th>PHOTO</th>
<th>Personal photo of high image quality.</th>
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<td>SHORT RESEARCH BIO</td>
<td>An updated short bio (including name, education background, topic of research (if possible), and research or teaching experience).</td>
</tr>
<tr>
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<td>RESEARCH INTEREST</td>
<td>Concise (half page) main present research interests.</td>
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| 4 | KEYWORDS                      | 1. Keywords of research interests (if applicable)  
2. Keywords for the funding platform, select the codes related to your research areas based on the ERC keywords (on Internal Version). |
| 5 | PUBLICATION                   | If applicable, please also provide 5 representative publications including papers published in professional journals and books/book chapters. |
| 6 | TECHNION CV                   | Technion CV with most updated records, please refer to the template on the Internal Version. |

Please provide the info based on the template, find the template for the profile on the Internal Version.

**ADDITIONAL NOTE FOR PUBLICATION**

It is best to select publications in recent 5 years and reflect your current research/research areas are preferable. Affiliation is not limited. Please also provide the web links with open access for each publication and separate paper and books/books chapters.

There is no strict format for the publication. you may follow your own format, it may include below information:

**Papers**: Author (s), title of the paper, journal name, volume info, published year, pages

**Books/book chapters**: author (s), title of the chapter, title of the book, editor name(s), publisher, published year, ISBN
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 Internal Version.

More information on Faculty Activity Record can be found on the Internal Version.
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 Internal Version.

Procedures for the Supervision of Technion Graduate Students at GTIIT

PDF file can be found on the Internal Version.

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 RESEARCH FELLOW & POSTDOC

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

If you are ready for the recruitment, please find our workflow on the Internal Version.

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

PDF file can be found on Internal Version.

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

Dr. Jeanne LIU
liu.jingyi@gtiit.edu.cn
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 (Rita Zhou) 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 HR (Lynn Chen).
You will be informed with the web link once posted.

Contact info:
Lynn Chen: chen.lin@gtiit.edu.cn

**TEMPLATE**

Template for the Graduate Student
(Appendix 3)

Template for the Research Fellow
(Appendix 4)

Please find the templates on the Internal Version.

**CONTACT**

Rita ZHOU
rita.zhou@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

RIGS office also provides supports on academic events and organization.

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

Protocol can be found on the Internal Version.

CONTACT
Victor HUANG
huang.zengyu@gtiit.edu.cn
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/

RICS 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 RICS’ 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.
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 Internal Version:

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

INTERNAL

FUNDING PLATFORM

SHAREPOINT

For internal sharing information
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 following pages.

- RIGS[2018]No. 1: page 21-27
- RIGS[2018]No. 2: page 28-34
- RIGS[2018]No. 3: page 35-38
- RIGS[2018]No. 4: page 39-42