

**(Official Gazette of Montenegro 81/16)**

Pursuant to Article 12 of the Law on Innovation Activity (Official Gazette of Montenegro 42/16), the Ministry of Science has passed the

**RULEBOOK**

**ON DETAILED CONDITIONS AND PROCEDURES FOR APPROVAL AND MANNER OF USE OF FUNDS FROM THE BUDGET OF MONTENEGRO FOR INNOVATIVE PROGRAMMES AND PROJECTS OF GENERAL INTEREST**

**Article 1**

The present Rulebook shall prescribe the detailed conditions and procedures for approval and manner of use of funds from the state budget for innovative programmes and projects of general interest (hereinafter: projects).

**Article 2**

The projects shall be financed from the state budget for a period of one year, and exceptionally, if the objective of the project may not be implemented in this period, a project may be financed up to two years maximum.

**Article 3**

The terms used in the present Rulebook for natural persons in the masculine gender shall equally denote the same terms in feminine gender.

**Article 4**

Allocation of funds for project financing shall be conducted on the basis of a public competition for project financing (hereinafter: competition), announced by the state administration body in charge of science (hereinafter: the Ministry).

The competition shall be published in a print media published in Montenegro and on the website of the Ministry.

The competition shall in particular include the following:

- Priority research areas;
- The total amount of funds for project financing;
- Conditions for applying;
- Detailed criteria for project selection;
- Priorities in project selection;
- The deadline for project implementation;
- The manner and deadline for submission of project applications; and
- Other information.

## **Article 5**

Project applications for participation in the competition shall be submitted to the Ministry.

Along with the application referred to in paragraph 1 of this Article, the following shall be submitted:

- Evidence of registration of the organization in the Registry of Innovative Organizations;
- Evidence of secured financial participation in the project implementation;
- A confirmation or a certificate that no bankruptcy and liquidation proceedings have been launched or conducted against the organization; and
- A confirmation that the organization has met its tax obligations in the period of two years before the project application.

The application form referred to in paragraph 1 of this Article shall be published on the website of the Ministry.

## **Article 6**

Formal compliance with the conditions for participation in the competition shall be determined by the Ministry.

If the project application for participation in the competition is incomplete or if the necessary evidence was not submitted, the Ministry shall notify the applicant thereon and designate a time limit, which may not be shorter than 15 days, for the applicant to remedy the deficiencies.

If the organization referred to in paragraph 2 of this Article does not eliminate the deficiencies identified, the Ministry shall reject the project application.

## **Article 7**

Once the formal compliance with the conditions for participation in the competition is established, the projects shall be submitted to project evaluation experts, who are, according to the law, appointed by the Ministry.

The Ministry shall decide on the allocation of funds for financing the project assessed positively by the experts referred to in paragraph 1 of this Article.

## **Article 8**

The calculation of funds for project financing shall include material costs, remuneration for researchers involved in the project and administrative costs.

## **Article 9**

The calculation of the material costs (materials and chemicals, production and non-production services, small equipment and consumables and other costs related

to the project implementation) shall be based on the actual cost of materials, products, services and equipment required for the project implementation.

#### **Article 10**

In a single research year, a researcher's time commitment on a project may be up to three months.

Remuneration for researchers involved in the projects shall be calculated based on the methodology established by the Ministry annually, in accordance with the funds available.

#### **Article 11**

Administrative costs for the implementation of the project research may amount up to 10% of the total authors' remuneration for the project.

#### **Article 12**

The amount of funds allocated from the state budget for project financing shall be determined from the accepted calculation in the amount of no more than:

- 70% for micro enterprises with less than ten employees and small businesses and organizations that have between ten and 49 employees,
- 60% for medium-sized enterprises and organizations with 50 to 249 employees, and
- 50% for large enterprises and organizations with over 250 employees.

#### **Article 13**

The payment of approved funds shall be carried out in accordance with the established schedule of implementation of the project.

#### **Article 14**

The organization shall use the funds approved for the project implementation for purposes approved in the agreement on project implementation.

#### **Article 15**

With a view to monitoring and assessing the results of work on the project and the manner of use of the funds from the state budget, the organization shall submit the following to the Ministry:

- An annual report on work on the project,
- Evidence of project results in the reporting year, and
- A financial report on the funds spent, with required evidence.

The report referred to in paragraph 1, indent 1 of this Article shall also contain specific evidence of implementation of the adopted work programme for the reporting period.

#### **Article 16**

The organization shall submit the final report to the Ministry after the project completion, within two months from the expiry of the contracting period.

#### **Article 17**

The evaluation of the annual report and the final report referred to in Art. 15 and 16 of the present Rulebook shall be carried out by the Ministry.

#### **Article 18**

Following the project implementation, the Ministry shall organize a public presentation of the project results, which shall involve the organization and the participants in the project implementation.

#### **Article 19**

The present Rulebook shall enter into force on the eighth day following that of its publication in the Official Gazette of Montenegro.

**Number: 01- 3129**  
**Podgorica, 26 December 2016**

**MINISTER**

**Dr. Sanja Damjanović**