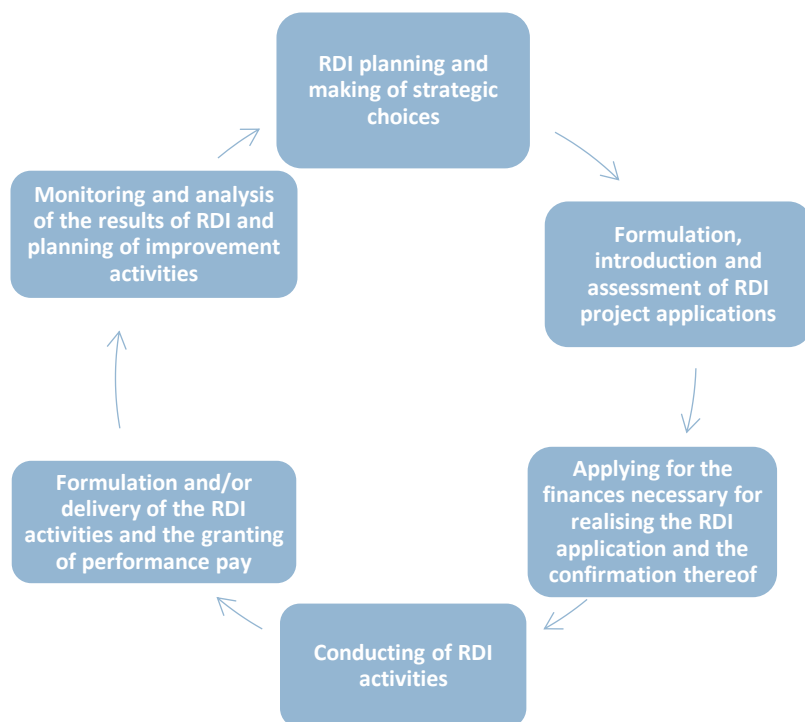# Research, development and innovation (RDI) process

This process description defines how RDI is carried out at the Estonian Academy of Security Sciences (EASS) and what are the main RDI-related sub-processes: The choice of RDI projects and their execution from ideas to the delivery of the finished work and/or publication.

Drawing 1. RDI process

RDI planning and making strategical choices

	Action	Body responsible	Explanation
1	Defining of RDI priorities	Vice Rector for Research, Development and Innovation	Under the leadership of the Vice Rector for Research, Development and Innovation, RDI priorities shall be stated in the implementation plan of the Academy. The implementation plan specifies the EASS development plan in the area of RDI. EASS Development plan
2	Defining of the areas of research	Head of the ISI	Under the leadership of the head of the ISI, areas of research shall be stated in the implementation plan of the Academy EASS implementation plan

3	Proceeding of the priorities of the RDI and the areas of research	RDI committee	The priorities of the RDI and the areas of research shall be discussed about in the RDI committee and after making the necessary amends, they shall be presented to the Rector and the Council of the EASS for confirming.
4	Forming of multidisciplinary research groups (incl. those exceeding the limits of one college)	Head of the ISI	Head of the ISI presents the RDI committee a proposal to form a research group. The formation of the research group shall be confirmed by the Rector after the Vice Rector for Research, Development and Innovation has proposed to do so.

Formulation, introduction and assessment of the RDI project applications

	Action	Body responsible	Explanation
1.1	Introducing the idea at the college	Lecturer	The lecturer compiles a conceptual design and discusses it with their superior and colleagues at the college. As a result of the discussion, opportunities for carrying out the concept/idea shall be specified, and should the decision be positive, it is decided who is going to lead the activity (hereinafter project manager).
1.2	Introducing the problem/idea presented by a contracting authority at the college	Employee	A contracting authority proposes to participate in a project and/or defines the problem that needs to be solved and expresses their expectations to solve the problem. Opportunities for meeting the expectations of the contracting authority are analysed at the college. In case of a multidisciplinary topic, the head of the ISI is contacted with, and they shall coordinate the activities that follow. A project manager is assigned.
2.1	Evaluation of the resources needed for carrying out the idea	Project manager	The project manager finds out who are the potential people to carry out the project (experts and support personnel, need for external experts), analyses the technical capability needed for the project, compiles the initial action plan and the budget.
2.2	Evaluation of the resources needed for solving/carrying out the problem/idea presented	Project manager	The project manager analyses the opportunities for realising the idea, defines the potential people working on the project, compiles the initial description of activities and price calculation.

| | | by the contracting authority | | [Principles for commencing, carrying out and finishing projects with external funding](#) |

	by the contracting authority		[Principles for commencing, carrying out and finishing projects with external funding](#)

Applying for the finances necessary for realising the RDI application and the confirmation thereof

	Action	Body responsible	Explanation
1	Confirming the RDI in the work load	College director, head of the ISI	RDI activities in the work load are confirmed by the college director/head of the ISI. No need for additional funding. [Principles for planning the study activities and calculating the lecturers' work load at the Estonian Academy of Security Sciences. The procedure of making contracts for conducting study activities at the Estonian Academy of Security Sciences](#)
2.1	Applying for funding from the Academy	Project manager	The RDI committee analyses the profitability of the project, the capacity of carrying out the project, and if necessary, makes recommendations for alternative solutions. The RDI committee presents a recommendation for funding through the Vice Rector for Research, Development and Innovation to the budget manager. Funding from the budget of the EASS according to the decision of the Rector.
2.2	Finding of a possible external funding	Project manager	The project manager (if necessary, with the DD) analyses the suitable Estonian and/or international funding means suitable for executing the idea and decides who to write the application to. [Principles for commencing, carrying out and finishing projects with external funding](#)
3.1	Compilation and submission of applications for external funding	Project manager	The project manager (if necessary, in cooperation with DD) submits an application for funding that meets the requirements of the financier and coordinates it with the head of their structural unit, the Vice Rector for Research, Development and Innovation and the head of the FD and presents it to the signatory of the Academy for signing. The application is submitted to the financier by the project manager.

3.2	The process of compiling and submitting a tender if there is a contracting authority	Project manager	The project manager compiles a suitable tender, coordinates it with the head of their structural unit and the head of the FD, and presents it to the contracting authority.
4.1	Confirming of the allocation of funds for the project applied for/singing of the contract	Project manager	The financier confirms whether the project receives funding or not. The project manager organises the signing of the contract and timely repayment according to valid regulations Principles for commencing, carrying out and finishing projects with external funding *The procedure of signing contracts (under renewal)*
4.2	In the presence of a contracting authority, signing of the contract	Project manager	The project manager organises the coordination and signing of the contract according to valid regulations Principles for commencing, carrying out and finishing projects with external funding *The procedure of signing contracts (under renewal)*

Conducting of RDI activities

	Action	Body responsible	Explanation
1	Registering of the project	Project manager	The project manager guarantees the necessary documents are registered in the document management system and the necessary data are inserted in the project database. EASS project portal
2	Initiating of the project	Project manager/head of the structural unit	Under the leadership of the project manager, people are found for the project, if necessary the project manager organises the signing of contracts of employment and/or the annexes thereof that are needed for carrying out the project. Salary regulations of the Estonian Academy of Security Sciences Rules stated by the financiers Principles for commencing, carrying out and finishing projects with external funding
3	Execution of the planned activities	Project manager	The project manager guarantees the project activities are carried out and the project is executed efficiently and timely according to what is stated in the application/contract. Upon

			obtaining additional materials/appliances/services needed for carrying out the project, the project manager follows the requirements of the financier and the Guidelines for conducting procurements Principles for commencing, carrying out and finishing projects with external funding
4	Reporting	Project manager	The project manager compiles midterm reports according to the requirements stated in the contract and/or regulation for the financial measure, and submits them at the right time, coordinates them with the head of their structural unit and/or other person/decision-making body assigned to do so. Reports are presented to the signatory of the EASS for signing. The project manager guarantees the necessary documents are registered and presented to the financier. Principles for commencing, carrying out and finishing projects with external funding
5	Finishing of the project	Project manager	The project manager compiles final reports according to the requirements stated in the contract and/or regulation for the financial measure and submits them at the right time, coordinates them with the head of their structural unit and/or other person/decision-making body assigned to do so. Reports are presented to the signatory of the EASS for signing. After the final payments are received, the project manager informs the Financial Department and organises the registering the project documents and the archiving thereof according to the regulations of the EASS and the financier. Principles for commencing, carrying out and finishing projects with external funding
6	Feedback from the financier and analysis of the works carried out	Project manager/head of the structural unit	The project manager and the head of the structural unit analyse the financier's feedback on the results/final report of the project and consider the remarks while planning a follow-up project or a new project.
7	Auditing of the project	Project manager	The project manager in cooperation with the Financial Department organises the necessary activities for carrying out auditing on the initiative of the financier.

Formulation and/or delivery of the RDI activities and the granting of performance pay

	Action	Body responsible	Explanation
1	Public disclosure of the results	Project manager	According to the requirements stated in the contract/by the financier, the project manager decides how the results of the project shall be made public.
1.1	Making the results of the project public in a magazine	Project manager	The project manager coordinates the compilation of the article, decides to which magazine the article is submitted for publication, organises the necessary correspondence with the editorial board of the magazine, incl. specifies the matters related with copy rights. After the article has been accepted for publication, the project manager guarantees the entering of the necessary data into the Estonian Research Information System.
1.2	Making the results of the project public in a book	Author(s)	According to the agreement made with the RDI committee, the author compiles a book. If necessary, the authors assign a representative who organises communication with the publisher. After the book has been published, the author guarantees the entering of necessary data into the Estonian Research Information System.
1.3	Presenting the results at a (research) conference	Project manager	The project manager coordinates the compilation of a presentation/poster, organises the needed correspondence with the organising committee of the conference. After the presentation has been accepted and inserted into the conference programme, the project manager guarantees the entering of the necessary data into the Estonian Research Information System.
1.4	Presentation of the results in another way, incl. e-course, product presentation etc.	Project manager	
2	Delivery of the results to the contracting authority	Project manager	The project manager organises the formulation and delivery of the results to the contracting authority in the format

			previously agreed on (report, analysis, applied research, e-course etc.).
3	Popularisation of the results	Project manager	The project manager, in cooperation with the Department of Communications, organises the publication of the results on the EASS's public website, in printed or other media.
4	Analysis of the (publication) of the results	Project manager/head of the structural unit	The project manager, in cooperation with the head of the structural unit, analyses the publication of the results of the project, compares them with what was intended in the planning process. They also analyse the efficiency of the structural unit and the influence of the project and compare it with what was planned in the development plan. EASS Development plan
5	Applying for the innovation performance pay	Head of the structural unit	The head of the structural unit proposes the RDI committee to pay innovation performance pay. The RDI committee chooses the one receiving the innovation performance pay from amongst the candidates and declares the size of the pay. The bases for paying the performance pay is the directive of the Rector. Requirements for the innovation performance pay
6	Planning of the improvement activities	Head of the structural unit/ Vice Rector for Research, Development and Innovation	Based on the analysis, necessary improvement activities are planned, if necessary the RDI committee is involved.

Monitoring and the analysis of the results of the RDI and the planning of improvement activities

	Action	Body responsible	Explanation
1	Collection of the RDI data	Head of the DD	The DD organises the collection of the necessary data from other units.
2	Compilation of the annual reports of structural units and evaluation of the results	Head of the structural unit	The head of the structural unit organises the compilation of the annual report of RDI and the analysis of the execution of the planned activities. The report is presented to the Department of Development.
3	Compilation and proceeding of the annual RDI report	Head of the DD, Vice Rector for Research, Development and Innovation	Based on the reports received from structural units, the DD compiles a RDI synthesis report in an agreed format, incl. analyses executing the development plan of the EASS, and sends the report to the RDI

			committee for discussions. The Vice Rector for Research, Development and Innovation gives the RDI committee an overview of the results of the given year. The RDI committee evaluates the work done, declares the achievements and bottlenecks of the year.
4	Planning of the improvement activities	Vice Rector for Research, Development and Innovation	Necessary improvement activities are planned according to the results of the analysis. EASS action plan EASS implementation plan