

List of the members of working groups of University departments for support of implementation of scientific-research work in the sphere of regenerative medicine in the frames of the Grant of the Government of the Russian Federation

Organization department	Department responsible person	Area of responsibility
Legal department	J.A.Chuiko	<ul style="list-style-type: none"> - Legal analyses of events conducted in the frames of the Grant implementation; - Forms of agreements and contracts of the members of research team; - Support of conclusion and implementation of agreements with the members of research team not having any contracts with the University; - Drawing up of the documents designed for civil law relations establishment with third-party persons attraction for Grant implementation; - Legal advice for the Grant team; - Urgent solution of legal questions; - Provision of effective interaction of Grant team and members of the research team while remote-working; - Running other errands under authority of the Chancellor.
Economic planning department	J.A.Shabelnik	<ul style="list-style-type: none"> - Planning of budget for the implementation of scientific research for approval by the leading scientist (adjustment) on the basis of supposed detailed expenditures, given by the deputy leader of the project for corresponding period; - Execution of “Application for expenditure of Grant money of the Government of the Russian Federation for implementation of scientific research” on the directions of expenditure in accordance to the budget for approval by the Leading scientist; - Presentation of the weekly report concerning the budget implementation to the vice-chancellor on scientific and research work A.N.Redko; - Planning (adjusting) of the extra-budgetary financing from extra-budgetary funds of the University for implementation of scientific research; - Presentation of the weekly report concerning the extra-budgetary financing from extra-budgetary funds of the University for implementation of scientific research to the vice-chancellor on scientific and research work A.N.Redko;

		<ul style="list-style-type: none"> - Letters (requests) concerning financial support; - Running other errands under authority of the Chancellor.
Public procurement and logistic support department	J.I. Bagdonavichute	<ul style="list-style-type: none"> - Analysis of processes of conclusion of agreements for wares acquisition, works execution and services for state needs in the frames of grant implementation for conformance to the requirements of the Federal Law №94-FL issued 27.07.2005 “On the placing of orders for delivery of goods, execution of works for state and municipal needs” (hereinafter - Federal Law №94-FL); - Documents preparation in accordance with the requirements of Federal Law №94-FL about the public auction by electronic means, notifications on carrying out of quotations request, forms of civil-law contracts; - Placing of state order in accordance with the requirements of the Federal Law №94-FL, conclusion of state contracts (civil-law contracts); - Support of the implementation of state and civil-law contracts, supervision of timely claims activities and litigation; - Running other errands under authority of the Chancellor.
Human resources	E.V.Karachkova	<ul style="list-style-type: none"> - Execution of documents for recruiting of foreign residents; - Implementation of measures for recruiting of foreign residents on a regular basis; - Running other errands under authority of the Chancellor.
Accounting department	M.A.Volkova	<ul style="list-style-type: none"> - Timely drawing-up of the documents for carrying out of cash transactions at the expense of the grant money, supervision of keeping of the terms of contractual payments, payment of remuneration, business trips expenses and other payments, in accordance with the expenses budget for carrying out of scientific research after the submission of the complete package of documents by the deputy leader of the project E.I. Kondratieva. - Weekly report on the cash disbursements of the grant money to the vice-chancellor on the scientific-research work A.N.Redko; - Weekly report on the financial assurance of the grant at the expense of extra-budgetary funds of the University to the vice-chancellor on the scientific-research work A.N.Redko; - Preparation of the report on the proper use and appendixes for the reported period within the stated period; - Preparation of the report forms to the tax inspectorate for the confirmation of taxpaying by the foreign members of the research team; - Separate accounting of the grant money expenditure; - Running other errands under authority of the Chancellor.
Scientific-	D.E. Hapacheva	<ul style="list-style-type: none"> - Provision of interaction between the departments of the University in the frames of the Grant;

organizational department	N.V. Stavitskaya	<ul style="list-style-type: none"> - Technical execution of application documents and its appendixes; - Technical execution of the scientific report of the Grant with approval of deputy leading scientist E.I. Kondratieva; - Creation of file of Grant documents; - Organization of conferences, schools, roundtable discussions with approval of deputy leading scientist E.I. Kondratieva; - Compilation of information for media with approval of deputy leading scientist E.I. Kondratieva; - Execution of documents, letters, internal memos etc. in the frames of the Grant.
Organizational - publication department	E.V. Larina	<ul style="list-style-type: none"> - Technical support, design of the rooms for conferences, schools for young scientists, workshops and other events in the frames of the plan of the Grant; - Presentation of materials on the implementation of the Grant for media; - Immediate layout of information about the Grant implementation on the website of the University; - Organization of development and introduction of the website in the frames of the Grant; - Running other errands under authority of the Chancellor.
Maintenance	U.F. Trembach	<ul style="list-style-type: none"> - Materiel and technical support for the Grant implementation. - Drawing-up of budget-planning documentation (requirement specification) for current and capital repairs, pipelines and networks repair; - Guarantee of timely acquisition of economic materials and furniture for the grant realization. - Technical maintenance, provision of fire and safety security etc; - Running other errands under authority of the Chancellor.