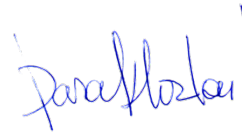


APPROVED

by
Head of ITMO's 2030 Development
Strategy



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November 5, 2021

**TENDER SPECIFICATIONS
FOR THE OPEN CALL FOR PROJECTS FOCUSED
ON NEW TECHNOLOGIES CORRESPONDING TO
THE DEVELOPMENT STRATEGY GOALS**

St. Petersburg, 2021

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1. ABSTRACT

Open call objectives

This open call is intended to find and support projects in a variety of fields – from education and research to conscious consumption and healthy lifestyle – that will introduce and implement new technologies aligned with the goals of the Development Strategy’s strategic projects and policies. The proposed projects must result in systematic changes and produce qualitatively new output.

Who can participate

Teams of staff and/or students from ITMO University and other organizations. The competition is open to Russian and foreign citizens.

Important criteria

- Your project has to result in a new technology that solves some of the educational, research, service, and other tasks outlined in ITMO’s 2030 Development Strategy.
- The projected results of your project have to represent a significant contribution to the results and indicators of Strategic projects and Policies outlined in ITMO’s 2030 Development Strategy.
- The upscaling potential of your project’s results is important. ITMO is an open-source university that disseminates its best practices, models, and technologies.
- You are encouraged to involve students of all levels in your project; they can even make up 100% of your team.

2. TERMS AND DEFINITIONS

TERM	DEFINITION
Priority 2030 strategic academic leadership program	<ul style="list-style-type: none"> - The Priority 2030 strategic academic leadership program aims to support the development strategies of higher education institutions in accordance with the Decree of the Government of Russian Federation dated May 13, 2021 No. 729 (hereinafter the Priority 2030 program).
ITMO University's Development Strategy for 2021-2030	<ul style="list-style-type: none"> - a strategic regulatory and administrative document that defines ITMO University's goals and tasks up to 2030, as well as the indicators for their successful completion. The strategy aims to increase ITMO University's contribution to national development goals until 2030, ensuring the country's balanced development and the availability of high-quality higher education in Russian regions within the Priority 2030 program.
Strategic projects	<ul style="list-style-type: none"> - a system of university's strategic development projects united by a common goal to achieve a unique result within the given timeframe and limited funding. ITMO's 2030 Development Strategy includes four Strategic Projects: ITMO.Impact, Scientific Breakthrough, Highly Personalized Value-Based Education, and Well-Being.
University's policies	<ul style="list-style-type: none"> - a system of priorities, tasks, mechanisms, and institutional changes in the university's key fields: educational policy, research policy and the policy on innovation and R&D commercialization, campus and infrastructure policy, human capital management policy, digital transformation policy, and open data policy.
M-platform	<ul style="list-style-type: none"> - a major functional unit of ITMO University working within the digital economy and serving as a basis for interdisciplinary and cross-sector consortia. M-platforms seek to answer global research, technological, social, and economic challenges. The purpose of M-platforms is to integrate education, research, technology, and innovation at the university, as well as to develop connections with scientific organizations, real economy businesses, development institutes, professional associations, and social organizations.
ITMO 2030 Development Strategy target performance indicators	<ul style="list-style-type: none"> - the indicators reflecting ITMO's development and the effectiveness of the implementation of the 2030 Development Strategy. You can find the indicators

	<p>primarily targeted by this open call in Appendix 1 of the current document.</p>
Project	<ul style="list-style-type: none"> - a system of interconnected events or activities created to reach the goals, tasks, and results of ITMO's 2030 Development Strategy, including the goals, tasks, and results of Strategic Projects or university policies, as well as to reach the strategy's target performance indicators. Projects are meant to produce unique results (products or services) using a specific amount of resources and time.
Project passport	<ul style="list-style-type: none"> - a description of the project and related obligations made in accordance with a specified template and containing information on project goals, tasks, beneficiaries, results, indicators, effect, budget, including co-funding, etc. You can find the project passport template in Appendix 2 of the current document.
Core technology	<ul style="list-style-type: none"> - a technology serving as the basis for a wide spectrum of science-intensive products and staff training that is not specifically connected to one particular industry or social sector.
Open call participant	<ul style="list-style-type: none"> - a student/staff member or a team of students/staff members of ITMO or another organization that is ready to implement a Project in accordance with the Project passport submitted for the contest and adjusted according to the review at the session of the Development Strategy Coordination Council.
Executor / Open call winner	<ul style="list-style-type: none"> - a participant of the open call whose application was approved and recommended for funding by the Development Strategy Coordination Council and who has signed an agreement with ITMO University by which they are obligated to implement the project within the timeframe and budget specified in the Project passport.
Head of the Project	<ul style="list-style-type: none"> - a member of the team that won the open call and signed a project implementation agreement with ITMO University who has the right to allocate resources and manage the Project team based on the principle of division of administrative and functional subordination. The head of the project is responsible for organizing and monitoring the project's implementation, as well as the successful compliance with planned results and indicators.

Development Strategy Coordination Council	- the executive body of ITMO's 2030 Development Strategy that develops, monitors, and controls the implementation of the strategy, as well as evaluates open call applications, approves the list of Executors and Project budgets, and evaluates the quality of implemented Projects (hereinafter Coordination Council).
M-platform council	- a representative and consultative body of an M-platform responsible for its strategic management. The Council might consist of academic and industrial co-supervisors; executive, technical, and operational directors; or heads of the research, educational, and innovation fields.
Expert group	- a consultative expert board that includes staff and students of ITMO and other organizations (upon negotiation) and is approved in accordance with the procedure for preliminary evaluation of open call applications and for recommendations on Projects to present to the Coordination Council.
Reviewer	- a researcher/specialist/expert with extensive knowledge and competencies, as well as a unique expertise in a specific research and/or professional field, who evaluates Project passports or their sections.
Development Strategy Management Board	- an executive body of the strategy responsible for organizational, technological, informational, methodological, and analytical support of the open call for projects.
Head of ITMO's 2030 Development Strategy	- an ITMO University representative appointed as the senior managing staff of the Development Strategy.
Strategic project coordinator	- an ITMO University representative responsible for management of a specific strategic project and organization of activities intended to reach its goals, tasks, results, and indicators.
M-platform curator	- an ITMO University representative responsible for curation, communication, and organizing interactions between M-platforms in terms of reaching their goals, tasks, results, and indicators and producing a synergistic effect in their development.
Head of M-platform	- an ITMO University representative responsible for managing a specific M-platform and organization of activities intended to reach its goals, tasks, results, and indicators.

3. INFORMATION ON THE OPEN CALL

3.1. General terms

3.1.1. The present document contains:

- a) description of goals and expected results of the open call;
- b) requirements for the open call participants;
- c) application requirements;
- d) open call procedure.

3.1.2. This open call is held within ITMO's 2030 Development Strategy, presented in detail at its official webpage <https://2030.itmo.ru/en>. Also present on the webpage is an executive summary of the strategy that briefly describes its goals, tasks, results, strategic projects, policies, M-platforms and their core technologies. This information is also available in the current document.

3.1.3. The main aim of this open call is the selection of projects to be supported within the Development Strategy via funding from the Priority 2030 program in 2021 and consecutive years.

3.1.4. The projects' goals, tasks, results, and indicators have to contribute to the goals, tasks, and results of ITMO's 2030 Development Strategy, including those of its strategic projects and policies, as well as to the strategy's target performance indicators.

3.1.5. Representatives of ITMO or other institutions can participate in the open call on the condition that they fulfill the requirements described in the current document.

3.1.6. The relationships between parties of the open call are regulated by the legislation of the Russian Federation.

3.1.7. The deadline for application submission is set in the open call announcement and cannot be less than 20 calendar days from the date the announcement was published.

3.2. Goals and expected results of the open call

3.2.1. This open call aims to find and support projects focused on new technologies that will help solve tasks and achieve results outlined in the Strategic projects and Policies of ITMO's 2030 Development Strategy. A mandatory requirement for a project's implementation is the development and testing of a new technology which should result in systematic changes and produce qualitatively new output.

3.2.2. The following results and effects should come as a result of the implementation of Projects selected in the open call:

- collaborative projects with the Government of St. Petersburg, involvement in the city's agenda, and development of urban services;
- technologies and mechanisms for the development of CPD programs, micromodules, microdegrees, etc. for ITMO students and representatives of other universities and organizations – with the end goal of a sizeable increase in the number of CPD program graduates and enhancement of ITMO University's reputation as an active player on the Russian supplementary education market;
- technologies for personalized education: educational graphs, learning analytics, systems for decomposition into modules, pedagogical design, and tracking and affirmation of learning results and student experience in and beyond ITMO, implementation of the life-long learning (LLL) model;

- technologies for the ITMO quality standard: new mechanisms for quality assessment and improvement of educational modules, disciplines, and programs; models for mutual quality assessment and broadcasting of developed practices;
 - technologies for the development of entrepreneurial thinking among students/staff, including digital entrepreneurship; technologies for the launch of deep-tech projects and startups with a high level of technological expertise in one of ITMO's fields of focus;
 - technologies for educational export and new models for scouting and training of international Master's and PhD students;
 - technologies for proactive formation of digital competencies among students;
 - technologies and mechanisms aimed at increasing the level of students and staff's well-being, development of social connections, healthy lifestyle practices, conscious consumption, as well as reduction in emotional overload and professional burnout;
 - technologies for the development of ITMO's phygital campus: an organic fusion of physical and virtual realities for the new generation.
- 3.2.3. When estimating Project indicators and results, participants should take into account the indicators and results outlined in ITMO's 2030 Development Strategy, choose the most relevant ones for their Project, and ensure the Project's tangible contribution to their fulfillment, namely:
- Projects should contribute:
 - to the strategy's target performance indicators outlined in section 1.1 of Appendix 1
and/or
 - to the key indicators of the strategy's Strategic projects outlined in section 1.2 of Appendix 1
 - Projects can also include their own relevant performance indicators.
- 3.2.4. The technology proposed in the Project has to demonstrate potential for scaling. Participants are encouraged to implement Projects in partnership with companies and (non)academic institutions.

3.3. Open call procedure

- 3.3.1. The Development Strategy Board is responsible for organizational, technological, informational, methodological, and analytical support of the open call for projects. The address and contact details of the organizer are included in the open call announcement.
- 3.3.2. A brief description of the open call, as well as all related documents are published on the Development Strategy's official website <https://2030.itmo.ru/en>.

3.4. Conditions and requirements for participation

- 3.4.1. Russian and international citizens who represent ITMO University and/or other organizations can take part in the open call.
- 3.4.2. Upon the announcement of the call's results, the Head of the winning project must make ITMO University their primary place of employment for the whole duration of the Project.

4. APPLICATION FOR THE OPEN CALL

4.1. Application contents

- 4.1.1. The application for the open call must include:
- a) a proposed Project passport done according to the given template (Appendix 2)

- b) the following information about the Open call participant: full name, contact details (phone, email); information on education and academic degrees or titles; working experience; experience in managing projects (events) and the most significant results of their participation in these projects; awards and achievements; teaching and PhD student supervision experience; scientific publications and public presentation of the participant's research and creative work; other information.
- c) the following information about the Project's team members: full name, contact details (phone, email); information on education and academic degrees or titles; working experience; experience in managing projects (events) and the most significant results of their participation in these projects; awards and achievements; teaching and PhD student supervision experience; scientific publications and public presentation of the participant's research and creative work; other information.

4.2. Compiling the application

- 4.2.1. A Participant who wishes to take part in the open call must attach the documents (.pdf or .docx format) listed in section 4.1.1. to the application.
- 4.2.2. All documents attached to the application must be in Russian.
- 4.2.3. International applicants may compile their applications in English instead of Russian.
- 4.2.4. Using languages other than Russian/English is allowed in titles of publications, inventions, software, technologies, and brands of devices and equipment.
- 4.2.5. All figures listed in the application for the open call must be in Russian rubles.
- 4.2.6. The Participant is responsible for the completeness, correctness, and relevance of data stated in the application for the open call.

4.3. Submitting the application

- 4.3.1. The application is to be filled out on the official website of ITMO's 2030 Development Strategy <https://2030.itmo.ru/en>. All required documents (see section 4.1 and 4.2) should be attached.
- 4.3.2. The applications must be submitted before the deadline specified in the Open call announcement.
- 4.3.3. Each application is recorded in the application register by authorized specialists of the Development Strategy Management Board.

5. OPEN CALL PROCEDURE

5.1. Procedure for expert evaluation and approval of results

- 5.1.1. The Participant submits the application according to section 4.3.
- 5.1.2. The Development Strategy Management Board registers the application and decides if it fits the hereby established requirements. The Development Strategy Management Board has the right to decline the application if it does not fully fit the requirements or contains incorrect information.
- 5.1.3. Applications that fit the formal requirements are reviewed by experts chosen from among representatives of the university's research, educational, and administrative units, academia, business, and the nonprofit sector. Applications are evaluated in accordance with the methods described in section 6 of this document.

5.1.4. As a result of the review performed by experts from the Development Strategy Coordination Council, the projects can be approved for an in-person defense. The approved projects will be announced at <http://2030.itmo.ru/en> no later than three days prior to the defense. The rest of the projects will no longer be part of the open call. The date and requirements for the defense will be published on the website of ITMO's 2030 Development Strategy <https://2030.itmo.ru/en> no later than three days prior to the defense. The defense may be held in a hybrid format.

5.1.5. The final decision on which of the defended projects to support is made by the Development Strategy Coordination Council, which makes a list of these projects including a budget and target figures for each. If needed, the Coordination Council may assign any Project a Curator(s) from among ITMO staff whose professional activity is relevant to that of the Project. The final minutes of the Development Strategy Coordination Council will be published at ITMO's 2030 Development Strategy website <https://2030.itmo.ru/en> no later than three days after the defense.

5.2. Procedure for signing agreements with open call winners

5.2.1. Each open call winner must sign an agreement on the implementation of their project in correspondence with the passport of the Project.

5.2.2. The passport of the Project is submitted as part of an application that must be clarified and adjusted in correspondence with the Development Strategy Coordination Council's recommendations, as well as approved by the Head of the Project, the Strategic project coordinator or M-platform curator, the head of the M-platform, and the head of ITMO's 2030 Development Strategy.

5.2.3. Winning Heads of projects who represent other organizations must be employed at ITMO University within 60 days after the results are announced. If employment doesn't occur within this time without a valid reason, the Coordination Council will deem the project unfeasible to complete.

6. APPLICATION EVALUATION METHODS

6.1. Review and evaluation

6.1.1. Reviewers evaluate each submitted project according to the following criteria:

- compliance with the priorities and tasks of the Priority 2030 program, ITMO's 2030 Development Strategy, Strategic projects, and M-platforms;
- relevance, social significance, uniqueness, feasibility, and scale;
- cohesiveness and feasibility, correspondence of the Project's events to its goals, tasks, and expected results;
- contribution to the target indicators of the strategy and Strategic projects (with inclusion of estimated indicator values);
- correspondence between the Project's budget and its expected results, the measurability and feasibility of these results; budget feasibility and grounds for the planned implementation costs;
- volume of co-funding;
- experience in the implementation of projects in the chosen field; correspondence of the head's and team's experience to the proposed Project goals and tasks.

6.1.2. For each criterion, the application can receive between 0 and 5 points (in integers) from each reviewer. One reviewer can give an application a maximum of 35 points. At the third stage

of project evaluation (see section 5.1.4.), the Project's points are calculated as a mean of points given by each reviewer.

Appendix 1. ITMO's 2030 Development Strategy indicators and results

1.1. Development Strategy indicators relevant to the open call

№	Indicator	Unit	Plan for 2021	Plan for 2022	Plan for 2023	Plan for 2024	Plan for 2030
1	Number of graduates of CPD (continuous professional development) program including online courses (per year)	people	4,300	6,100	7,900	9,700	20,500
2	Ratio of full-time students who have acquired a CPD certificate free of charge	%	30.00	32.50	35.00	37.50	52.50
3	Ratio of international Master's and PhD full-time students	%	21.94	22.27	22.83	23.03	25.06
4	R&D volume (per year)	million rubles	3,200	3,250	3,700	3,800	5,600
5	External R&D funding (per year)	million rubles	2,995	3,045	3,495	3,590	5,370
6	The university's income from income-generating activities (external funding)	million rubles	3,405	3,507	3,612	3,775	5,429
7	Revenue from use of IPs (per year)	million rubles	3	4	5	10	60
8	The number of Q1 and Q2 publications in WoS Core Collection	number	740	775	820	865	1165
9	The number of Q1 and Q2 publications in Scopus	number	940	980	1,030	1,080	1,410
10	Highly-cited articles and reviews in WoS Core Collection during the last five years	number	55	60	68	78	175

1.2. Results of the Development Strategy's strategic projects that are relevant to the open call

Strategic project 1: ITMO.Impact

Quick wins (by 2024):

- A 30% increase in external R&D revenue;
- Development and approval (by the Government of St. Petersburg) of a plan for the development of urban digital social services by 2030;
- Adoption of at least 30 digital services based on the ITMO model by partners;
- Launch of three new certification laboratories;
- Introduction of the RoboForces platform and organization of the international ethical hacking competition CyBRICS;
- Annual addition of two to three projects with a long-term support policy on GitHub;
- Threefold increase in the number of continuing education program graduates;
- Start of the second stage of construction of ITMO Highpark, encompassing new academic (for 3,600 students) and research buildings.

Mid-term effects (by 2027):

- The ITMO Highpark Techno-Valley and Business Park begin operation, providing 12,000 new jobs and housing 40 new laboratories, including joint ones.
- Every year, 100% of the university's market-ready products and at least 10 third-party products are checked for compliance with standards of data and functional safety (ITMO.Approved).
- An IP pool, openly accessible by ITMO partners, has been formed and is updated once every 6 months.

Long-term effects (by 2030):

- A 150% increase in external R&D revenue;
- A 60-time increase in IP usage revenue;
- No less than 10 analytical industry studies every year;
- A five-fold increase in the number of graduates from continuing education programs, including online programs; programs are updated every calendar quarter; 90% of continuing education programs graduates find employment in the most dynamic (technologically advanced) market sectors;
- 300,000 new active members of the alumni community; graduates actively participating in the continuing education program make up 25% of all graduates of full-time educational programs; ITMO graduates make up 70% of all teaching staff of IT-focused professional training courses and 40% of teaching staff on courses dealing with natural and exact sciences.

Strategic Project 2: Scientific Breakthrough**Quick wins (by 2024):**

- Reputation: ITMO is no longer just about IT – it's biotechnologies, chemistry, robotics, physics, bioinformatics, art & science.
- Over 50% of ITMO's PhD graduates have publications in Q1 journals.
- ITMO-affiliated publications in journals at the level of Science and Nature make up no less than 5% of Russia's total number of such papers based on ITMO staff members' share index.
- The launch of 3 tech test sites with TRL of 1-7 in collaboration with top global companies in top-priority fields of the national Scientific and Technological Development Strategy.
- 10 commercialized IPs by ITMO scientists each year.
- The launch of at least 5 ITMO partner labs and 10 frontier labs.
- ITMO scientists as "millionaires" – ensuring the commercialization of IPs and technology transfer to the revenue of 1 million rubles to 1 million USD.
- The digital platforms Digital Avatar, Foresight Configurator, and Digital Verifier are completed and employed by the university's partners; a national quantum network has been established in collaboration with Russian Railways.

Mid-term effects (by 2027):

- ITMO researchers' papers on the covers of Science and Nature;
- A 100% increase in R&D revenue per researcher;
- Two researchers from ITMO.FAMILY are included on the Highly Cited Researchers list;
- An ITMO scientist has been named a recipient of a prestigious scientific award: Wolf Prize, Dirac Medal, Breakthrough Prize, etc;
- A paper by ITMO researchers accrues over 1,000 citations within 5 years;

- 60% graduation rate among PhD students;
- ITMO is in the top-three of the Russian Nature Index;
- The autonomous railway monitoring system Silk Road has been launched.

Long-term effects (by 2030):

- The number of successful defenses by PhD students at ITMO in natural and exact sciences amounts to at least 5% of the overall national number;
- Nobel Prize-level achievements, an actual Nobel Prize, or another scientific honor of the highest level;
- A 150% increase in R&D revenue per researcher;
- Over 60% of scientists are under the age of 39;
- At least 3% of ITMO-affiliated publications are in top-1% journals;
- ITMO is the top Russian university on the Nature Index;
- The KST-3 solar coronagraph telescope has successfully begun operation.

Strategic Project 3. Value-Based Personalized Education

Quick wins (by 2024):

- The creation of a digital teaching lab featuring a free-for-all experimental testing site (ITMO.Edu.Lab);
- 100% of Bachelor's and Master's student possess an individual learning track;
- At least 30% of students are employed at ITMO University concurrent to their studies;
- ITMO Accelerator receives at least 30 international teams every year.

Mid-term effects (by 2027):

- 20% of Bachelor's students enroll at ITMO based on their achievements in project work, entrepreneurship, sports, or creative trades (ITMO.STARS);
- No less than 60% of all graduation theses are prepared within the framework of M-platform projects;
- No less than 25% of all graduates find employment in new and rapidly-changing markets.
- ITMO University's awards its own Bachelor's and Master's diplomas

Long-term effects (by 2030):

- More than 3 million people have completed an ITMO minor or received a micro-degree;
- At least 15% of all graduation theses are done in non-conventional formats;
- At least 50% of all graduates begin employment above entry-level positions thanks to work and project experience they received as students;
- At least 50% of all graduates require zero adaptation time in new positions;
- At least 4% of all graduates have experience with entrepreneurial activity, startups, or their own businesses that was acquired during or after their studies at ITMO.

Strategic Project 4: Well-Being

Quick wins (by 2024):

- A new system for the creation of individual lifestyle, education, and career development tracks allows students and staff to reduce emotional and professional burnout;

- ITMO Highpark is the first campus to be built based on the Green Zoom standard.

Mid-term effects (by 2027):

- Every year, 30% of St. Petersburg residents within ITMO's target audience participate in events organized as part of the Well-Being project.
- The number of students regularly engaged in physical activity and sports at Russian universities has increased by 10% due to the introduction of the KronBars student sports club model.

Long-term effects (by 2030):

- 95% of students, staff, and ITMO.Family members use the digital well-being profile to receive recommendations on improving their productivity;
- Annual rotation of 10% of university staff through involvement of young professionals and increase in the percentage of staff under 39 to 50% (ITMO University is the top employer in Russia in the field of education and science when it comes to unlocking the potential of staff);
- On the international arena, ITMO University is an ambassador of Russia as a country that uses well-being technologies in higher education and academia.

Appendix 2. Project passport template

The project was reviewed and is recommended to be implemented by the decision of the Development Strategy Coordination Council

Protocol from _____ 2021

Project passport was specified according to the Development Strategy Coordination Council's suggestions

PROJECT PASSPORT

TITLE OF THE PROJECT

Project no. _____

Head of the project _____ (full name, position)

APPROVED BY:

Coordinator of the Strategic Project / Head of the M-platform _____ full name

Head of the Development Strategy _____ Daria Kozlova

St. Petersburg, 2021

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1. *Project card: brief description*
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3. *Project beneficiaries*
4. *Expected results and indicators of the project*
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7. *Financial and economic grounds*
8. *Project timeline. Events and checkpoints*
9. *Risks and risk management*

1. Project card: brief description

Relevance to ITMO's 2030 Development Strategy

Identify the Strategic project or Policy that the project fits into (include all Strategic projects and Policies relevant to the project). If the project is to be implemented within an M-platform, identify it, too.

Write a **brief abstract** of the project in the following sections:

Project relevance: challenges and goals	Project beneficiaries	Project timeline and estimated costs, in thousands of rubles															
<p><i>Specify the project goal(s). Briefly describe which task/problem the project addresses, or which of ITMO's challenges/ambitions it targets.</i></p>	<p><i>List the main beneficiaries of the project (at ITMO and beyond)</i></p>	<table border="1"> <thead> <tr> <th data-bbox="1026 1391 1158 1532">Project costs, thousand rubles</th> <th data-bbox="1158 1391 1235 1532">2021 *</th> <th data-bbox="1235 1391 1311 1532">2022 *</th> <th data-bbox="1311 1391 1388 1532">2023 *</th> <th data-bbox="1388 1391 1481 1532">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="1026 1532 1158 1592">Subsidy</td> <td data-bbox="1158 1532 1235 1592"></td> <td data-bbox="1235 1532 1311 1592"></td> <td data-bbox="1311 1532 1388 1592"></td> <td data-bbox="1388 1532 1481 1592"></td> </tr> <tr> <td data-bbox="1026 1592 1158 1675">Co-funding</td> <td data-bbox="1158 1592 1235 1675"></td> <td data-bbox="1235 1592 1311 1675"></td> <td data-bbox="1311 1592 1388 1675"></td> <td data-bbox="1388 1592 1481 1675"></td> </tr> </tbody> </table> <p>* keep the dates that are relevant for the project</p>	Project costs, thousand rubles	2021 *	2022 *	2023 *	Total	Subsidy					Co-funding				
Project costs, thousand rubles	2021 *	2022 *	2023 *	Total													
Subsidy																	
Co-funding																	
<p>Expected results and indicators</p>	<p>Events and checkpoints</p>	<p>Core team of the project</p>															

<p><i>Briefly describe key results of the project. Identify the target indicators of the strategy the project contributes to. If applicable, specify the project's own performance indicators</i></p>	<p><i>Briefly describe some of the key tools/mechanisms/events implemented in the project. Specify the checkpoints (quick wins or key results that would allow to evaluate the course of the project)</i></p>	<p><i>List the key executors of the project. Specify if there are any external contractors, including from among ITMO students</i></p>
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2. Project relevance: challenges, goals, tasks

Describe which of ITMO's challenges/ambitions the project targets. State the project's goal and the task/problem it addresses.

3. Project beneficiaries

List the main beneficiaries of the project (at ITMO and outside the university).

4. Expected results and indicators of the project

Describe key project results and the time it will take to achieve them.

Indicate the project's own performance indicators that will help evaluate it. Specify their calculation method and data sources.

4.1. Key results of the project

Indicate all the key results that will be produced in the course of the project (by year) and briefly describe their impact¹.

Name of the produced result	Result characteristics

¹ Specify if the result (or elements of it) is one of the following:

- creation of IPs that will be legally protected;
- creation of results of innovative activity patented in Russia and/or abroad and/or shared via a license agreement with Russian or international organizations;
- creation of new higher education or CPD programs to accommodate research and technological development in Russia or Russian regions, as well as economic or social sectors, and educational programs connected with digital competencies and digital technologies;
- development of software, databases, learning management systems, or other IPs that accommodate the university's digital transformation;
- creation of funds, crowdsourcing or other socially-oriented platforms, including those meant for interacting with university staff, students, and graduates;
- creation of national or international staff and students mobility programs.

4.2. Project performance indicators:

Performance indicator (according to section 3.2.4 of the tender specifications and Appendix 1)	Unit	Value		
		2022*	2023*	2024*

** keep the dates that are relevant for the project*

5. Evaluation of project's impact

Briefly describe the project's contribution to the tasks and results of Strategic projects / Policies / M-platforms.

Describe how the project fits into ITMO's 2030 Development Strategy and its development projects.

List the strategy's target indicators that the project accommodates and describe its contribution.

6. Project team

Describe the structure of the team, members' roles and responsibilities, and the number of people involved. Indicate if you are planning to involve external contractors, including from among ITMO students. Examples of roles are: head, manager, developer, analyst, expert, etc.

6.1. Roles, responsibilities, engagement in the project:

Role	Main responsibilities	Number of people

6.2. Involvement of external contractors:

Describe the tasks/services that will be performed by external contractors, i.e. students/companies. Which requirements will they have to fit? List the potential contractors.

7. Financial and economic grounds

State the total cost of the project with indicated shares of requested subsidy and co-funding through the years of the project's implementation. Indicate suggested co-funding sources (external and (or) university-based).

7.1. Total budget of the project in thousands of rubles:

Project budget, in thousands of rubles	2021*	2022*	2023*	Total
Subsidy				
Co-funding				

** keep the dates that are relevant for the project*

7.2. Suggested co-funding sources:

List all planned and/or suggested co-funding sources.

7.3. Planned budget breakdown

Name of payment	2021*	2022*	2023*	Total	Details
employee salary (with taxes)					XX people / XXX rubles per month * XX months = XXX salary in total
services of other employees (with taxes)					<i>Which services do they provide? How many third-party employees will you require?</i>
third-party services					<i>Which services do they provide?</i>
equipment					<i>What kind of equipment are you planning to purchase?</i>
software					<i>What kind of software are you planning to purchase?</i>
materials and components					<i>What materials and components are you planning to purchase?</i>
travel expenses					<i>Number of people, destinations, dates, visa fees, approx. total cost</i>
participation fees					<i>Planned events</i>

renting of space and equipment					<i>Planned events</i>
branded products					<i>What kind of products are you planning to produce?</i>
print products					<i>What kind of products are you planning to produce?</i>
other expenses					<i>Explain what these costs will be</i>

** keep the dates that are relevant for the project*

8. Project timeline. Events and checkpoints

In this section, you need to describe the project's activities in relation to the 2030 Development Strategy in detail. Indicate the events that will be launched in the course of the project and that offer mechanisms that solve tasks of Strategic projects / Policies / M-platforms.

Note: An event is a combination of interconnected activities aimed to complete a project's task or create a product. Events have to be organized with precision, specificity, and the possibility to monitor their implementation in mind. Events must have exact checkpoints that will reflect the process of their implementation and the fact of their completion.

Checkpoints have to be feasible and precise. It's recommended to set them at least once each quarter. Checkpoints have to be set as specific completed actions.

No.	Event/checkpoint	Timeline		Who is responsible?	Description of the event/checkpoint
		start date	end date		
1.	<i>Event Name</i>				
1.1.	<i>Checkpoint Name</i>				
1.2.	<i>Checkpoint Name</i>				
2.	<i>Event Name</i>				
2.1.	<i>Checkpoint Name</i>				
2.2.	<i>Checkpoint Name</i>				
3.	<i>...</i>				

9. Risks and risk management

Project risks are events or conditions that will have a negative impact on the project if they occur. Indicate the key risks that can significantly influence project results. You can include both strategic and operational risks.

Briefly indicate the risk management strategies and specific actions within these strategies.

Risk	Potential consequences	Probability	Level of impact (on deadlines, costs, project contents)	Risk management strategy
Risk of...	Describe the consequence	High/low	High/low	
Risk of...				
Risk of...				
Risk of...				