

# **TED UNIVERSITY SELECTED EXCELLENCE DEVELOPMENT FUND (TEDU-SEDF)**

## **Objective**

### **Article 1:**

(1) The SEDF seeks to intensify and develop research fields which TED University will focus on in the future, in line with the institutional values and strategies of the University. TEDU-DEDF applications target the creation of new research collaborations with different institutions, and the development and widening of the scope of research activities through the establishment of new research centers.

(2) The objective of this document is to detail and outline the rules and principles, and the evaluation, implementation and monitoring process of TEDU-SEDF research projects conducted within TEDU.

## **Descriptions and Abbreviations**

### **Article 2:**

(1) Some of the descriptions and abbreviations used in this document are:

- (a) TEDU-SEDF: TED University Selected Excellence Development Fund
- (b) PT: Project Team. This team is composed of a minimum of two TEDU faculty members; they are responsible for administering the scientific activities of a project and the appropriate use of financial assistance, and the following of procedures in line with respective TED University regulations
- (c) UEC: University Executive Committee
- (d) VR: Vice Rector responsible for research
- (e) PO: Project Office
- (f) EC: Evaluation Committee.

## **Terms of Application and Acceptance**

### **Article 3:**

(1) PT should be composed of TEDU faculty members (lecturers, research assistants, and instructors) with a minimum of two faculty members.

(2) One PT can apply for only one project in one call-for-proposals period.

(3) The same person cannot participate in more than one PT during the same call-for-proposal period.

### **Article 4:**

(1) The TEDU-SEDF application form should be completed for all applications.

(2) All applications forms should be submitted to the PO as indicated on the call-for-proposals.

(3) Project applications should be written in English. An application can be in Turkish if the nature of the project requires it.

(4) Projects within the scope of SEDF are funded for a maximum of two years.

### **Article 5:**

(1) TEDU-SEDF funds are announced through call-for-proposals approved by the Rector. Detailed information about application deadlines and terms are indicated in the call for proposals.

## **Evaluation Committee**

### **Article 6:**

(1) The evaluation of SEDF projects is operated by a committee composed of a minimum of three, and a maximum of seven commissioned and coordinated by the Rector or Vice Rector.

## **Evaluation Process and Criteria**

### **Article 7:**

(1) Completely formatted applications are submitted to the Evaluation Committee after the pre-assessment of the Project Office.

(2) The general tangible outcomes expected from scientific research projects are not sought for SEDF projects. The success criteria of SEDF projects should be identified by the project coordinators on a case by case basis for each project.

(3) The SEDF supports projects which have the potential for developing TED University's reputation and prestige in relevant areas of research.

(4) SEDF projects should involve these research field criteria:

(a) Establishment of niche and inter-disciplinary research focus points

(b) Establishment of new research centers

(c) Establishment of new research laboratories

(d) Creation of new and productive research fields and communication networks that will develop those already in existence

(e) Conducting preliminary meetings required for academic activities such as international conferences and symposiums

(f) Creation of mutual collaborations with international institutions, private sector parties, public sector and non-governmental organizations

(g) Necessary preparations for conducting research projects funded by the European Union.

(5) The EC might consult an expert evaluation team within or outside of TEDU.

(6) Projects accepted by the EC are submitted for the approval of the UEC in line with comments by the respective VR.

## **Utilization of the Fund and Financial Issues**

### **Article 8:**

(1) The SEDF can be used for travel expenses, equipment and fixture procurements and related expenses. The total budgets for SEDF's are indicated on the call-for-proposals.

(2) SEDF budgets can include travel expenses, consumables, equipment, software and service procurement.

(3) Scholarship holders cannot be employed for SEDF projects.

(4) Potential contributions of the equipment to be procured within the scope of the project should be justified in detail on the application form.

(5) The pro forma invoice of the requested equipment, software and hardware should be attached to the application form. All procured fixtures purchased within the scope of the project, should be handed in to the head of the department or to the PO on the condition that the project conductors are not directly related to any of the departments at the project's end. Similarly, all books procured should be handed in to the University Library.

(6) Equipment already in the university inventory, having been procured through past projects, should be considered when detailing the procurement of new equipment, software or hardware.

(7) Services and equipment to be procured with foreign currency should be specified on the application form. Due to currency exchange rate differences, the total cost of these assets can

exceed 10 percent of the indicated amount on the application form. If the difference is more than 10 percent, a petition should be submitted to the EUC.

(8) Different TED University research funds cannot be combined with TEDU-SEDF.

(9) Unless otherwise indicated, the EUC approval date is accepted as the commencement date of the project.

### **Execution, Monitoring and Finalising**

#### **Article 9:**

(1) The PT is responsible for budget expenditures and the scientific management of the project.

(2) Project procurement operations should be carried out and coordinated by the Department of Financial Affairs.

(3) For projects which exceed one year, an academic and financial interim report is submitted to the VR by the PT.

(4) The Project Outcomes Form is submitted to the VR once the project is finalised.

#### **Article 10:**

(1) Projects which are not initiated within four months of their approval, whether or not due to mitigating circumstances, should be reported with justifications to the VR. According to alterations deemed necessary by the UEC, the project can be postponed for 6-12 months.

(2) Projects which are initiated within the year of their proposals are not transferred to the following year.

#### **Article 11:**

(1) Project Outcomes Forms are submitted to the VR after analysis by the Department of Financial Affairs, and the Project Office.

(2) Projects are finalised upon the approval of the VR.

(3) The Project Office informs the Rector and the UEC regularly about the SEDF projects.

### **Alterations and Updates**

#### **Article 12:**

(1) The PT can transfer only 20 percent of the total budget of the approved project between different items.

### **Enforcement**

#### **Article 13:**

(1) This regulation, accepted by the University Senate on April 13, 2017, decision no. 4, came into effect with the approval of the Board of Trustees on April 18, 2017, meeting no. 50.

### **Execution**

#### **Article 14:**

(1) This regulation is executed by the TED University Rector.

### **SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED**

<b>DATE</b>	<b>DECREE NO.</b>	<b>EXPLANATION</b>
22.09.2016	2016-12	YAGD Directive
13.04.2017	2017-04	Directive Change

