 <b>TED UNIVERSITY</b>	<b>TED UNIVERSITY REGULATIONS FOR INSTITUTIONAL RESEARCH FUND (TEDU-IRF)</b>			
	<b>Document No</b>	<b>Pub. Date</b>	<b>Rev. No / Rev. Date</b>	<b>Page No</b>
	KYS-YN-04-ENG	13.04.2017	5 / 23.09.2021	1 / 6

## **TED UNIVERSITY**

### **REGULATIONS FOR INSTITUTIONAL RESEARCH FUND (TEDU-IRF)**

#### **Objective and Scope**

##### **Article 1:**

- (1) The objective of this document is to detail the evaluation, implementation and monitoring process of the projects funded by TED University Institutional Research Fund.
- (2) Institutional Research Fund is a financial support program for early-stage research to be used by TED University full-time faculty members.

#### **Descriptions and Abbreviations**


**Article 2:** The descriptions and abbreviations used in this document are:

- (a) ATID: TED University Directorate of Research, Technology and Innovation
- (b) IRFC: Institutional Research Fund Committee
- (c) PI: Principle Investigator – TED University full-time faculty member responsible for coordinating the scientific studies of the project, monitoring the usage of the financial support and their respective processes in accordance with TED University regulations.
- (d) TEDU: TED University
- (e) TEDU-IRF: TED University Institutional Research Fund
- (f) UEB: University Executive Board
- (g) VAT: Value Added Tax
- (h) VR: Vice Rector responsible for research at TED University

#### **Terms of Support**

##### **Article 3:**

- (1) PI should be a full time faculty member at TEDU.
- (2) Faculty members can make an application as PI only once per each TEDU-IRF call unless they do not have an ongoing TEDU-IRF project as a PI. They can participate in multiple projects as a researcher.
- (3) TEDU-IRF provides financial support for novel, innovative and preferably inter-disciplinary research projects which possess scientific quality.
- (4) IRFC members can make an application to TEDU-IRF calls as a PI or researcher. However, in that case the member in question cannot take part in the evaluation process and another faculty

 <b>TED UNIVERSITY</b>	<b>TED UNIVERSITY REGULATIONS FOR INSTITUTIONAL RESEARCH FUND (TEDU-IRF)</b>			
	<b>Document No</b>	<b>Pub. Date</b>	<b>Rev. No / Rev. Date</b>	<b>Page No</b>
	KYS-YN-04-ENG	13.04.2017	5 / 23.09.2021	2 / 6

member from the same faculty should replace them at the IRFC for the current period of call-for-proposals.

## **Terms of Application and Admission**

### **Article 4:**

- (1) Applications must be made through TEDU Portal using the TEDU-IRF Application Form.
- (2) Projects with a completed application form and mandatory documents fully uploaded to the system will be taken into consideration. Mandatory documents are to be specified at the call-for-proposals.
- (3) Unless otherwise stated in the call for proposals, if a project requires Ethics Committee Approval, the Approval Letter and the Informed Consent Forms should be uploaded to the system together with the application form.
- (4) Unless otherwise stated in the call for proposals, legal permissions that are required for the safe implementation of the project should be obtained prior to the application process and attached to the application form.
- (5) Project application form and literature review must be in English with the exception that if the nature of the project requires for a Turkish application, it can be allowed to do so with a written approval of the IRFC before the application.
- (6) TEDU-IRF calls are announced once or twice a year by ATID as approved by the VR. Application period, related procedures, and other details are indicated in the call document and on the ATID website (research.tedu.edu.tr).
- (7) PIs, who could not have completed their TEDU-IRF projects in the given time-period without an IRFC justified reason, cannot make a new project application to TEDU-IRF as a PI, unless they have finalized their existing projects properly in line with the process stated in the Article 8.7.
- (8) In cases when there are formerly initiated and ongoing project(s) in the same or similar research topic that has been proposed as a TEDU-IRF application, or there are similar projects supported by another funding institution, differences/similarities as regard to these projects and the objective of the proposed project should be clearly explained in the application form.

### **Evaluation Committee (IRFC)**

#### **Article 5:**

- (1) The evaluation of TEDU-IRF projects is carried out by a committee (IRFC), presided by the VR. IRFC is composed of one faculty member from each faculty who are appointed by the Rector. Committee members are assigned for a maximum period of 4 years. In cases when committee members resign from TEDU, their committee membership is also terminated ipso facto.

 <b>TED UNIVERSITY</b>	<b>TED UNIVERSITY REGULATIONS FOR INSTITUTIONAL RESEARCH FUND (TEDU-IRF)</b>			
	<b>Document No</b>	<b>Pub. Date</b>	<b>Rev. No / Rev. Date</b>	<b>Page No</b>
	KYS-YN-04-ENG	13.04.2017	5 / 23.09.2021	3 / 6

## Evaluation

### Article 6:

- (1) Evaluation of projects is carried out in four stages as stated in the *TEDU-IRF Workflow* (KYS-ATID-IA-01) and explained below:
- a) **1<sup>st</sup> Stage – Pre-Evaluation:** Applications are reviewed by ATID in terms of criteria given at the *TEDU-IRF Pre-Evaluation Form* (KYS- ATID-FR-01). Projects which pass the 1st Stage undergo to the 2nd Stage – Scientific Evaluation.
  - b) **2<sup>nd</sup> Stage – Scientific Evaluation:** Each project is sent to two expert evaluators with expertise related to the subject of the project. Evaluators are chosen by the IRFC member of the respective faculty. One of the evaluator is required to be a faculty member outside TEDU. Project application may be sent to additional evaluators when deemed necessary by IRFC. Evaluators assess the proposal in terms of criteria provided in the *Scientific Evaluation Form* (KYS-ATID-FR-02). Each evaluator should sign the *Declaration of Objectivity and Confidentiality* (KYS-ATID-TH-01). Provided that the project application is being supported simultaneously by any public R&D fund, then the project is exempt from the 2nd Stage – Scientific Evaluation. In that case, the PI is obliged to prove that any budget item of the project has not been financed by another funding institution.
  - c) **3<sup>rd</sup> Stage – Committee Evaluation:** After the scientific evaluation is completed, IRFC meets and evaluates the project in terms of criteria provided in the *TEDU-IRF Committee Evaluation Form* (KYS-ATID-FR-03).
  - d) **4<sup>th</sup> Stage – Committee Decision and the Final Decision:** An evaluation is made for each project using the *Committee Decision Form* (KYS-ATID-FR-04). Projects which qualify above the threshold score for funding are submitted to the UEB by the VR for the final decision.

## Utilization of the Fund and Financial Issues

### Article 7:

- (1) The upper limit for TEDU-IRF project support is specified at each TEDU-IRF call. VAT is not included in the total budget.
- (2) The eligible budget items are student support, travel, service procurement, consumables, software and equipment & machine.
- (3) The principles for project scholars of TEDU-IRF projects:
  - (a) Preferably, the scholars are selected from TEDU undergraduate or graduate students.
  - (b) Scholarship budget is calculated based on the gross pay and the hour limit stated in the TEDU-IRF call.

 <b>TED UNIVERSITY</b>	<b>TED UNIVERSITY REGULATIONS FOR INSTITUTIONAL RESEARCH FUND (TEDU-IRF)</b>			
	<b>Document No</b>	<b>Pub. Date</b>	<b>Rev. No / Rev. Date</b>	<b>Page No</b>
	KYS-YN-04-ENG	13.04.2017	5 / 23.09.2021	4 / 6

- (4) TEDU-IRF budget limitations
  - a) TEDU-IRF budget cannot be used for education, dissemination, communication and promotion activities (conference/education/workshop participation).
  - b) The travel budget under TEDU-IRF can only be used for travels within the scope of research activities.
- (5) The proforma invoices for equipment, services, software and consumables should be attached to the application form. All the hardware and software that are procured within the project are registered to TEDU inventory list. Similarly, all the books procured within the project are registered and handed to TEDU Library.
- (6) For the request of equipment, software & service procurement budget items within the TEDU-IRF proposal, it should be first ensured that those are not available for use within TEDU premises.
- (7) The Hardware, software and service to be procured with foreign currency should be particularly specified at the application form. The cost of each of these assets can exceed 10% of the approved budget due to exchange rate differences without additional approval upon notification of the ATID. If the rate difference is up to 50%, then it requires the Rector's approval.
- (8) Dissemination and research outputs of TEDU-IRF projects should have an acknowledgement indicating that the project has been carried out "with the financial support of TEDU-Institutional Research Fund" in any published physical or digital media.
- (9) The number of faculty members is considered as criterion for the distribution of annual TEDU-IRF budget among respective faculties.

### **Management, Monitoring and Finalization of the Projects**

#### **Article 8:**

- (1) Unless otherwise stated, approval date by the UEB is considered as the starting date of the projects.
- (2) The PI is responsible for scientific, administrative and financial management of the project.
- (3) Following actions are available for TEDU-IRF projects, for one time only, by the decision of the IRFC, upon the written request of PI with justifications;
  - a) project period can be suspended in any stage for a maximum of 6 months,
  - b) project period can be extended for a maximum of 6 months,
  - c) The starting date specified in the UEB decision can be delayed for a maximum period of 6 months provided that the written request has been submitted by PI in the first month of the project. Projects which could not be initiated without any justification in the year they were proposed cannot be transferred to the subsequent year. TEDU-IRF projects can be supported up to a maximum period of 36 months including starting date delay, suspensions and extensions.

 <b>TED UNIVERSITY</b>	<b>TED UNIVERSITY REGULATIONS FOR INSTITUTIONAL RESEARCH FUND (TEDU-IRF)</b>			
	<b>Document No</b>	<b>Pub. Date</b>	<b>Rev. No / Rev. Date</b>	<b>Page No</b>
	KYS-YN-04-ENG	13.04.2017	5 / 23.09.2021	5 / 6

- (4) Procurements within the scope of the projects are carried out with the coordination of the Financial Affairs Department.
- (5) Assignment of the scholars to the project is carried out according to the procedures specified in the Scholar Assignment Workflow (KYS-ATID-IA-02).
- (6) For projects with a duration over one year, PI must fill in the *Project Midterm Report Form* (KYS-ATID-FR-05) in the midterm of the project and submit it to ATID. ATID conveys the form to the IRFC for midterm academic and financial evaluation. For this evaluation, IRFC may request expert opinion on the subject from a related faculty member if deemed necessary.
- (7) **Finalization of the Projects:** When the project is completed, *TEDU-IRF Project Final Report Form* (KYS-ATID-FR-06) is filled out and submitted to ATID by the PI. ATID conveys the report to the IRFC for evaluation. IRFC evaluates the report and prepares the *Project Finalization Report* (KYS-ATID-FR-07). An expert opinion from a relevant faculty member may be requested by the IRFC if deemed necessary for the evaluation of the report. The project is officially finalized upon the approval of *Project Finalization Report* by the VR. A copy of the report is also shared with the PI.
- (8) In cases when a time extension, budget change or transfer of money between budget items are required for the ongoing projects, the PI submits the written request with justifications according to the *TEDU-IRF Structural Change Process* (KYS-ATID-IA-03); changes are implemented upon the approval of the IRFC.
- (9) In cases when a PI is appointed for an external assignment outside TEDU for an extended period of time or resigned from their position, then a new PI is appointed by the VR upon the nomination by the respective head of department, director of graduate school/center or the dean of faculty.

## **Documentation and Records**

### **Article 9:**

- (1) Entire information, documentation and correspondence produced during the processes within the scope of this regulation are recorded by ATID.

## **Enforcement**


### **Article 10:**

- (1) This regulation has come into effect upon the approval of University Senate on 23.09.2021.

## **Execution**

### **Article 11:**

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

 <b>TED UNIVERSITY</b>	<b>TED UNIVERSITY REGULATIONS FOR INSTITUTIONAL RESEARCH FUND (TEDU-IRF)</b>			
	<b>Document No</b>	<b>Pub. Date</b>	<b>Rev. No / Rev. Date</b>	<b>Page No</b>
	KYS-YN-04-ENG	13.04.2017	5 / 23.09.2021	6 / 6

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

<b>DATE</b>	<b>DECREE NO.</b>	<b>EXPLANATION</b>
13.04.2017	2017-4	Regulations for TEDU-IRF has been accepted
01.11.2018	2018-18	Regulations for TEDU-IRF amendments
04.05.2020	2020-14	Regulations for TEDU-IRF amendments
23.09.2021	2021-21	Regulations for TEDU-IRF amendments

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