TED UNIVERSITY
REGULATIONS FOR INSTITUTIONAL RESEARCH FUND
(TEDU-IRF)

Objective
Article 1:
(1) The objective of this document is to detail the evaluation, implementation and monitoring process of the projects funded by Institutional Research Fund operated within TED University.

Descriptions and Abbreviations
Article 2:
(1) The descriptions and abbreviations used in this document are:
    (a) TEDU-IRF: TED University Institutional Research Fund
    (b) PC: Project Coordinator. The faculty member responsible for the coordination of the scientific studies of an academic project, usage of the financial support and its concordance with financial support regulations and their respective processes
    (c) UEC: University Executive Committee
    (d) VR: VR responsible for the research activities
    (e) PO: Project Office
    (f) EC: Evaluation Committee.

Terms of Application and Admission
Article 3:
(1) A faculty member can make only one application as the Project Coordinator in one period of call for proposals.
(2) TEDU-IRF provides funds for projects which will be carried out in different research fields with an original and preferably inter-disciplinary approach.
(3) TED University departments and research centers can benefit from the TEDU-IRF within the first two years following their establishment.

Article 4:
(1) All applicants should fill in the TEDU-IRF Application Form.
(2) Application forms are submitted to the Project Office as requested in the call for proposal.
(3) If a project requires approval of the Ethics Committee, the approval should be attached to the application form.
(4) Necessary legal licences should be acquired prior to the application process and be attached to the application form.
(5) Project applications should be made in English. The application can be made in Turkish if the nature of the project requires it.
(6) Projects within the scope of the IRF are funded for a maximum of two years.

Article 5:
(1) The availability of TEDU-IRF funds are announced through the call-for-proposals approved by the Rector. Detailed information regarding application dates and the terms of application are indicated in the call for proposals.

Evaluation Committee
Article 6:

(1) The evaluation of IRF projects is operated by a committee composed of a minimum of five and a maximum of seven faculty members commissioned and coordinated by the Rector. At least one member from each faculty is commissioned and serves on the committee for a maximum of four years. If a committee member resigns from his or her principal duties, that commission membership is automatically terminated.

Evaluation Process and Criteria

Article 7:
(1) All completely formatted applications are submitted to the Evaluation Committee after the pre-assessment of the Project Office.
(2) The Evaluation Committee evaluates the TEDU-IRF projects applications in line with the below mentioned criteria:
   (a) The concordance of projects with TEDU principles and institutional strategy
   (b) The pioneering quality of projects in terms of the foundational scientific principles of the university, and a definition of primary research fields and subjects
   (c) The quality of the applications in terms of establishing solid and original scientific values
   (d) The realistic and accessible quality of the project in terms of objectives, execution and targeted outcomes
   (e) The detailed justification of the project budget
   (f) The appropriate setting of the project schedule according to the anticipated activities to be carried out
   (g) The potential of the project outcomes in terms of creating intellectual property or further developing existing research activities.
(3) If the Evaluation Committee deems it necessary, they can form another expert evaluation committee within TEDU or outside the institution to evaluate the application.
(4) The projects accepted by the Evaluation Committee are submitted to the UEC in line with the comments of the respective VR.

Utilization of the Fund and Financial Issues
Article 8:
(1) The total budget of IRF projects is announced at the beginning of each academic year.
(2) The project budget is prepared in line with the announced total budget and attached to the application. Projects which will continue for more than one year should be prepared separately for each respective year.
(3) The assets that can be included in the IRF are travel expenses, service procurement, consumables, and inventory such as equipment, machines and software.
(4) For the service procurement, preferably TEDU undergraduate or post-graduate students can be employed within the scope of their scholarship status. The service procurement/scholarship amount to be paid to the students cannot exceed 50 percent of the total project budget.
(4) The IRF budget cannot be used for participation in training seminars, conferences and similar activities.
(5) The justification of the equipment to be procured, and its potential contribution to the university's research activities should be explained in detail in the Application Form.
(6) The pro forma invoice of the demanded equipment, software and hardware should be attached to the application form. All the procured fixtures should be handed to the respective head of department at the end of the project. Similarly, all the books procured should be handed in to the University Library.

(7) While detailing the procurement of equipment, software or hardware, careful attention should be given to any items that already exist in the university's inventory, having previously been procured for different projects.

(8) The service and equipment to be procured with foreign currency should be specified on the application form. The total cost of these assets can exceed 10 percent of the indicated amount on the application form due to exchange rate differences. If the rate difference is more than 10 percent, a petition should be submitted to the EUC.

(9) If a presentation or publication (article, paper, thesis) including the outcomes of the project is created, it has to be indicated that the project has been realised with the support of TEDU-IRF.

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

Execution, Monitoring and Finalising

Article 9:
(1) Scientific administration and budget expenditure of the project is the responsibility of the Project Coordinator.

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

(3) For projects with a time duration of over one year, an academic and financial report is prepared and submitted to the VR by the PC at the end of the first half of the project.

(4) Once the project is finalised, the Project Outcomes Form is submitted to the Rector or VR.

Article 10:
(1) Projects that cannot be initiated within the first six months following its approval due to special causes are reported with justifications to the Rector or the VR. According to alterations deemed necessary by the UEC, the project can be postponed for 6-12 months.

(2) Projects that cannot be initiated without any justification within the same year of their proposals are not transferred to the following year.

(3) Faculty members who do not complete the initiated IRF project for any reasons cannot apply for a new IRF project.

Article 11:
(1) Project Outcomes Forms are submitted to the Rector or the VR after analysis by the Department of Financial Affairs, and the Project Office.

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

(3) The Project Office informs the VR and the UEC regularly about the IRF.

Alterations and Updates
Article 12:
(1) The Project Coordinator can transmit only the 20 percent of the approved total project budget between the different assets of the project. These transmissions should be reported to the Project Office. Transmissions which exceed the indicated amount are reported to the Rector or the VR by the Project Office. The Rector or the VR can approve this alteration upon the approval of the UEC.

(2) The project coordinators can demand an extension of six months only once, except the force major.

(3) The project coordinators who cannot complete their projects within the period of extension are grounded and cannot make an application for the next IRF call for proposal.

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.