

 <b>TED UNIVERSITY</b>	<b>TED UNIVERSITY REGULATIONS FOR UNDERGRADUATE RESEARCH FUND (TEDU-URF)</b>			
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## **TED UNIVERSITY**

### **REGULATIONS FOR UNDERGRADUATE RESEARCH FUND (TEDU-URF)**

#### **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 Undergraduate Research Fund.
- (2) Undergraduate Research Fund is a financial support program for TED University undergraduate students to carry out academic research activities and encourage them to take part in the scientific research process. The undergraduate students can apply for the fund as project teams formed under supervision of TED University faculty members to improve their skills to take part in scientific activities.

#### **Descriptions and Abbreviations**

##### **Article 2:**

- (1) The descriptions and abbreviations used in this document are:
  - (a) ATID: TED University Directorate of Research, Technology and Innovation,
  - (b) PA: Project Advisor – TED University faculty member (lecturer, instructor, part-time instructor, research assistant) who advises students studying under TEDU-URF projects as researchers in terms of conducting scientific studies of the project, monitoring the usage of the financial support and their respective processes in accordance with TED University regulations,
  - (c) PT: Project Team, The research team that consists of TED University undergraduate student(s) and Project Advisor(s) (PC) performing under TEDU-URF project,
  - (d) PTL (Project Team Leader): TED University undergraduate student, who is a member of the PT, responsible for the implementation of the project,
  - (e) TEDU: TED University,
  - (f) TEDU-URF: TED University Undergraduate Research Fund,
  - (g) UEB: University Executive Board
  - (h) URFC: Undergraduate Research Fund Committee,
  - (i) VAT: Value Added Tax
  - (j) VR: Vice Rector responsible for research at TED University

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## **Terms of Support**

### **Article 3:**

- (1) PA should be a faculty member at TED University and the student who will take part in the PT should be a registered undergraduate student at TEDU.
- (2) Students in the last semester before graduation in the call-for-proposals period cannot become PTL.
- (3) PT can be composed of one PA and a maximum of four students. Two PA's can participate in PT's with four students, if requested to do so.
- (4) Students who are members of a PT of an ongoing TEDU-LAD project cannot take part in another project application in the new call period. PA's can be involved in more than one project at the same time.
- (5) A student cannot participate in more than one project application for the same call-for-proposals period.
- (6) URFC members can make an application to TEDU-URF calls as a PA. However, in that case the member in question cannot take part in the evaluation process and another faculty member from the same faculty should replace them at the URFC 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-URF 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 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 applications 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 URFC before the application.
- (6) TEDU-URF 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).



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## Evaluation Committee (URFC)

### Article 5:

- (1) The evaluation of TEDU-URF projects is carried out by a committee (URFC), presided by the VR. URFC is composed of three to seven faculty members 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.

## Evaluation

### Article 6:

- (1) TEDU-URF provides funds for - preferably inter-disciplinary - projects with a potential to improve scientific skills and proficiencies of the students.
- (2) URFC may request PT's to present their project proposals in a media open for other students' participation.
- (3) Evaluation of projects is carried out in three stages as stated in the *TEDU-URF Workflow* (KYS- ATID-IA-04) as explained below:
  - 1st Stage – Pre-Evaluation:** Applications are reviewed by ATID in terms of criteria given at the *TEDU-URF Pre-Evaluation Form* (KYS- ATID-FR-08). Projects which pass the 1st Stage undergo to the 2nd Stage – Committee Evaluation.
  - a) **2nd Stage – Committee Evaluation and the Final Decision:** An evaluation is made for each project using the *TEDU-URF Committee Evaluation Form* (KYS-ATID-FR-09). 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-URF project support is specified at each TEDU-URF call. VAT is not included in the total budget.
- (2) The eligible budget items are travel, service procurement, consumables, software and equipment & machine. General expenditures, which are not directly related to the project cannot be funded by TEDU-URF.
- (3) PA is authorized and responsible for the usage of project budget.
- (4) 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

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are registered to TEDU inventory list. Similarly, all the books procured within the project are registered and handed to TEDU Library.

- (5) For the request of equipment, software & service procurement budget items within the TEDU-URF proposal, it should be first ensured that those are not available for use within TEDU premises.
- (6) 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.
- (7) Dissemination and research outputs of TEDU-URF projects should have an acknowledgement indicating that the project has been carried out "with the financial support of TEDU-Undergraduate Research Fund" in any published physical or digital media
- (8) Budget provided by the other research support programs of TEDU cannot be merged with that of TEDU-URF.
- (9) TEDU-URF budget limitations
  - a) TEDU-URF budget cannot be used for education, dissemination, communication and promotion activities (conference/education/workshop participation).
  - b) The travel budget under TEDU-URF can only be used for travels within the scope of research activities.

### **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) Following actions are available for TEDU-URF projects, for one time only, by the decision of the VR, upon the written request of PA with justifications;
  - a) project period can be extended for a maximum of 6 months,
  - b) The starting date specified in the UEB decision can be delayed for a maximum period of 4 months provided that the written request has been submitted by PA 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-URF projects can be supported up to a maximum period of 18 months including starting date delay and extensions.
- (3) The PA is responsible for scientific and financial management of the project.

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- (4) Procurements within the scope of the projects are carried out with the coordination of the Financial Affairs Department.
- (5) Correspondence about the project procedures is made within the knowledge of ATID.
- (6) In cases when a time extension, budget change or transfer of money between budget items are required for the ongoing projects, the PA submits the written request with justifications according to the *TEDU-URF Structural Change Process (KYS-ATID-IA-05)* to ATID; changes are implemented upon approval of the VR.
- (7) **Finalization of the Projects:** When the project is completed, *TEDU-URF Project Final Report Form (KYS-ATID-FR-10 ENG)* is to be **filled out** and submitted to ATID by the PT. ATID forwards the report to the **URFC** for evaluation. LADKM may seek expert opinion from a faculty member on the subject when required for the evaluation of the report. The project is officially finalized upon approval by the **URFC**.

### 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 26.09.2016

### Execution

#### Article 11:

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

### SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED

DATE	DECREE NO.	EXPLANATION
22.09.2016	2016-12	LAD Yönergesi
13.04.2017	2017-4	Regulations for TEDU-URF has been accepted
01.11.2018	2018-18	Regulations for TEDU-URF amendments
04.05.2020	2020-14	Regulations for TEDU-URF amendments
23.09.2021	2021-21	Regulations for TEDU-URF amendments
13.09.2022	2022-19	Article 3 (Clauses 4 & 5) and Article 8 (Clause 7)

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