

UNIVERSITY OF KYRENIA
INTERNAL FOUNDED RESEARCH, DEVELOPMENT AND DESIGN PROJECTS
IMPLEMENTATION DIRECTIVE

Purpose

Article 1- This Directive has been prepared with the aim of supporting research, development, design projects and innovative business ideas carried out within the University of Kyrenia and supported by the University Administration, determining the working principles, and ensuring technology transfer, cooperation and coordination within and outside the University.

Scope

Article 2 – This Directive covers the determination of the procedures and principles regarding the internal founded programs prepared by the Faculty, Department, Vocational School, Institute and Research and Application Centres affiliated to the University of Kyrenia, approved by the Board of Trustees upon the recommendation of the Rector, and the budget of which is transferred by the University Administration.

Basis

Article 3 – This Directive is based on the research and application specified in the Turkish Republic of Northern Cyprus Higher Education Law No. 65/2005 Commentary 2. Article 14 of the Higher Education Law dated 04.11.1981 and numbered 2547, the Regulation on Foundation Higher Education Institutions and the provisions of the relevant legislation and the Higher Education Council. It has been prepared based on the decisions of the Higher Education Council (YÖK) and the regulations and directives issued by the University of Kyrenia.

Definitions

Article 4 – (1) In this Directive;

- a) **University:** Refers to University of Kyrenia,
- b) **Senate:** Refers to Senate of University of Kyrenia,
- c) **Chairman of the Board of Trustees:** Refers to Chairman of the University of Kyrenia Board of Trustees
- d) **Rector:** Rector refers to Rector University of Kyrenia
- e) **Scientific Research Project:** Refers to scientist training and research infrastructure establishment and development project which, when completed, contribute to science in the field with their results, contribute to the technological, economic, social and cultural development of the country, with the expected scientific content, which can be done with the participation of national and / or international organizations within and outside the University of Kyrenia.
- f) **Scientific Research Projects Commission President:** Refers to academic member who is responsible to the Chairman of the Board of Trustees and the Rector, assigned by the rector, responsible for chairing the commission on behalf of the University of Kyrenia and carrying out the commission activities.
- g) **Scientific Research Projects Commission:** Refers to commission that carries out the evaluation, acceptance, support, encouragement and coordination of Scientific Research projects, carrying out activities related to increasing the University of Kyrenia research performance, measuring and evaluating research performance, and other duties to be assigned by the rector regarding scientific research.

h) Coordinator: Refers to academic member responsible for carrying out the Scientific Research Commission Unit's activities on behalf of the University of Kyrenia.

i) Project coordinator: Refers to University of Kyrenia faculty members who propose the project, are responsible for its preparation and execution, and the researchers from the University of Kyrenia who have completed their doctorate, specialty in medicine, proficiency in art or equivalent specialization training.

j) Researcher: Refers to faculty members and staff who are included in the project team by the project coordinator in order to carry out the scientific research project, the undergraduate and graduate students related to the project subject, and the people who have completed their education and are assigned in the project due to their expertise.

k) Project Team: Refers to the project coordinator, researchers.

l) Referee: Refers to academic staff and lecturers with doctoral degrees who are experts in the field covered by the project and whose opinions are sought for the evaluation of project proposals and requests, reports and publications submitted within the scope of ongoing projects.

m) Project Protocol: It refers to contract protocol signed by the Rector or BAP (Scientific Research Project) Commission President and the Project coordinator for the projects that are decided to be supported, in which the principles, procedures and responsibilities to be followed in the execution of the project, its conclusion and the publication of the project results have been stated.

Project Applications and Evaluation

Article 5 – (1) The procedures and principles regarding all internal founded programs are approved by the Board of Trustees and subsequently published by the Coordinator ship at the beginning of the academic year. If necessary, a second announcement can be made during the spring semester.

(2) Project applications are evaluated by the Coordinator ship.

Implementation of the Project

Article 6-(1) The project coordinators sign a project protocol for the initiation of the projects that are decided to be supported. The project coordinators are obliged to comply with the issues specified in the protocol. Protocol shall enter into force on the date of signature of the protocol.

(2) Project coordinators whose projects have been accepted are obliged to submit the necessary documents to the Coordinator ship on time, depending on the type of project. Projects that do not sign the protocol within the period to be determined after the approval of the projects without a legal excuse and whose work is not started within the period to be determined will be cancelled.

(3) A copy of the Ethics Committee approval or the Ethics Committee application letter is included in the project file during the project application. Project protocols that have not been approved by the Ethics Committee are signed after approval.

Execution of Projects

Article 7- In all internally founded projects, the project coordinators are responsible for the execution of the project according to the attached flow chart.

Budget and Financial Principles

Article 8-(1) In cases where it is obligatory to purchase and lease machinery, equipment, materials and services for all projects, the Project Coordinator conducts a comprehensive market research, receives proposals from at least three companies or individuals when possible, and submits them to the Coordinator and the University submits it to the Purchasing Unit. Purchasing Unit receives the approval of the Project Coordinator and makes the purchase.

(2) The budget of the projects supported by the internal sponsored program cannot be combined and used together with another project budget.

(3) The procedures and principles regarding the budget and expenditures of all internally sponsored projects are specified in the announcement to be made within the relevant academic year.

Interim Reports

Article 9-(1) Project managers are obliged to submit the interim reports containing the works and developments within the scope of the project to the Coordinating Unit in accordance with the format, in the periods determined as of the protocol date. Interim reports are evaluated and monitored by the Coordinator's Office and sent for referee opinion when necessary.

(2) Unless a statement to the contrary is made, an interim report is not required for projects with a duration of less than 12 months.

(3) In case of failure or other problems in the project work, the project coordinator is obliged to present the results obtained from the beginning of the project and the related problem within 1 month at the latest from the date of occurrence of the problem.

Final Report

Article 10-(1) Project Final Report is delivered to the Coordinating Unit by the Project manager within 2 months following the project completion date specified in the protocol. The project final report prepared in accordance with the format determined by the Coordinator ship includes the research results. The Coordinator ship decides whether to accept, reject, or consider inadequate the final report. The Coordinator ship may apply for an opinion from the referee on the subject when deemed necessary.

(2) In cases that final report of a project is found insufficient, the coordinator's decision covering the inadequacies is notified to the project coordinator. The manager of the project who does not eliminate the deficiencies within the specified period cannot apply for a new project support for a period of 1 year.

Publication of Project Results

Article 11- (1) The thesis, publication, design and art work within the scope of research, development, design projects supported by the University of Kyrenia and carried out within the university must be shared with the phrase "This work was supported within the scope of University of Kyrenia Internal Founded Programs" or by specifying the Project Number.

(2) Publication is not required for industrial products or prototypes that have patented within the scope of the project.

Other Obligations

Article 12-(1) In case unethical behaviours are observed within the project period or after the end of the project, the ongoing project may be cancelled.

(2) In the project team, the person or persons who violate the ethical rules cannot benefit from the research, development, design projects and innovative business ideas project support carried out within the University of Kyrenia for the period to be determined.

(3) In the case of a health problem or unforeseen force majeure that will seriously hinder or prevent the execution of the project, the project coordinator may request a replacement of the project team with a written notification that contains the causes. If the justification that considered by the coordinator is valid, a change can be made in the project team.

(4) In cases where the project budget is misused, interim reports are not submitted on time, and if due to the circumstances and conditions the project cannot be concluded on time, the Coordinator ship may suspend the project.

(5) The project coordinator is obliged to inform the Coordinator ship in case of dismissal from the university for any reason. If the Coordinator ship deems it necessary, a new project coordinator may be appointed who has knowledge and/or experience on the project. If deemed necessary, the opinion of the dismissed project coordinator can also be obtained regarding the assignment. In cases where it is not possible for the project to be continued by another project coordinator, the Coordinator ship may decide to terminate the project.

(6) In a condition of that the project coordinator is dismissed from the university for any reason, the dismissed project coordinator is responsible for following the stages regarding the termination of the project or transferring it to another project coordinator during his/her release from the university.

(7) All information, documents and all kinds of data related to the project are considered confidential information. Persons involved in the project processes cannot use, open access, disclose information to third parties, without verbal, written or visual discrimination, without the written approval of the Rector. In case of any violation of this scope, the discloser is responsible for any damages incurred by the University. Unless otherwise stated, confidential information about the project cannot be disclosed after the end of the project.

(8) In case the project is not completed or not accepted due to the fault or negligence of the project coordinator and/or the University or a third party suffers damage due to the project, the obligations specified in the protocol signed by the project coordinator are applied.

Intellectual and Industrial Property Rights

Article 13- All rights related to the projects carried out within the scope of this directive belong to the University of Kyrenia under the Code on Intellectual and Artistic Works and the Industrial Property Law.

Legal clauses

Article 14- In cases where there is no provision in this Directive, other relevant regulations and directives of the University and other relevant legislation provisions are applied.

Enforcement

Article 15- This Directive comes into force with the approval of the rector, after being accepted by the University Senate.

Executive

Article 16- The provisions of this directive are executed by the University of Kyrenia Rector.

UNIVERSITY OF KYRENIA	
INTERNAL FOUNDED PROJECT SUGGESTION FORM	

PROJECT TITLE:	
RECOMMENDED SUPPORT AMOUNT (TL)	APPROVED SUPPORT AMOUNT (TL) (PLEASE DO NOT FILL IN)
UNIT/DEPARTMENT/CENTER WHICH WILL COUNDUCT THE RESEARCH	
(SUPPORTING ORGANIZATION (IF AVAILABLE)	

NAME AND SURNAME	TITLE	PHONE NUMBER	E-MAIL	SIGNATURE
Project Advisor				
Project Co- Advisor				
Project Co-Advisor				
External Institution Consultant (If Available)				

NAME-SURNAME	SIGNATURE	DATE
Department Head *		
Head of Supporting Unit		

* For multidisciplinary projects, new rows should be added for the Department Heads of Consultants and Co-Advisors.

Project category and subcategory:

Categories		Subcategories	
Credit Course Project	<input type="checkbox"/>	Basic Research	<input type="checkbox"/>

Competition Project	<input type="checkbox"/>	Experimental Development	<input type="checkbox"/>
Invited Project	<input type="checkbox"/>	Innovative Product or Process	<input type="checkbox"/>

Number of requested students:

<i>total number of requested second year or higher grade research students (Note: the number of students must be at least twice the number of advisors)</i>	
Number of students who can be accepted as volunteer researchers	

Information on the qualifications of the students:

Preferred discipline or departments (multiple disciplines are preferred)	
Required student skills and knowledge related to the research topic	

List of students you prefer to work on the project: Advisors can suggest students they want to work on the project. If the students meet the application conditions and apply for the projects, they will have priority in selection for the project team.

Name Surname	Department and Grade	E-mail	Reason

EXPLANATIONS ON THE PREPARATION OF THE PROJECT SUGGESTION

For articles 1 to 6 below, the page limit is five. It should be noted that all the information and documents requested below are complete. Project proposals that do not comply with the format and do not have the necessary approval and permission documents will not be evaluated.

It is expected that each attribute made in the project proposal form will be included in the literature review section (reference list).

1. **General information** – Project abstract and key words should be written in Turkish and English and are limited to 250 words.

Project Title:
ABSTRACT
Key Words::

Project Title:
ABSTRACT
Keywords:

2. **Importance, Purpose and Scope of the Subject** – Related explanations should be written clearly for the titles given below and separately under the relevant titles.

<p>a) Importance of the Subject:</p> <p>b) Purpose:</p> <p> i. * The problem aimed to be solved via project:</p> <p> ii. *Known solution approach:</p> <p> iii. * Disadvantages of the known approach:</p> <p>c) Scope:</p> <p> iv. *Technical description:</p> <p> (If the subject of the presented project is a product, all components, their tasks and features; if it is an approach, all approach steps should be explained)</p> <p> v. *Technical drawing and explanatory diagrams:</p>
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* These sections must be filled for projects in the field of *Engineering Sciences*.

3. **Research Approach** – Parameters selected for analysis (which must also be compatible with the purpose and scope) should be listed in accordance with the research design/approaches. The method to be applied to examine these parameters should be clearly defined. (Measurement, data collection, analysis, etc.).

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4. **Project Organization** – The names of the consultants and co-advisors who will take part in the project team and the contribution of each of them to the project should be stated and their CVs in ARBIS (Researcher Information System) format should be attached. The tasks of the students who will take part in the project team and the works that are expected to be carried out in order to reach the goals of the project should be specified.

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13. Proposed General Budget – The budget items that can be requested within the scope of the project are listed below. While preparing the Project Budget, the types of potential consumable materials and services and the requested travel expenses should be stated. The technical specification and invoice or offer letter regarding the material to be purchased must be attached.

Project Support and Budget Items

- a) *Expenditures related to the project such as materials, tools and test equipment etc. are covered.*
- b) *Consultants and Co-Consultants working in the project are given financial support up to the specified upper limit to be used in all kinds of scientific/artistic/cultural activities and R&D purchases.*
- c) *Scholarship payments can be made up to the specified upper limit for undergraduate students who work as a **Research Student** in the project. (Valid for Competition Project and Invited Projects.),*
- d) *Transportation and travel expenses are covered for the field works to be carried out within the scope of the project, if they are documented.*
- e) *The service procurement expenses required within the scope of the project are covered. No expenditure can be made on projects other than the items specified above.*

Values containing VAT are written in domestic purchases. FOB value (only in foreign currency) is specified for foreign purchases

The table below should be filled in for the proposed general budget and its items based on the explanations above.

RECOMMENDED GENERAL BUDGET

(Fill in the Suggested Budget Items)

Support Resource	Consumable Material	Service Procurement	Travel	Advisor	Research Student Scholarship	Total
Resources available at University of Kyrenia						
Requested Project Support						
Supporting Organization						
Total						

14. Budget Items and Justifications: Based on the details of the general budget items, justifications should be specified for each item requested:

14.1 Consumable Material Equipment to be used, such as operating systems, package programs, chemicals, stationery, as well as experimental equipment, small spare parts and tools and

laboratory animals that are probably won't be used after the project are written in this section and are not enlisted as inventory stocks.

14.2 Service Procurement – Works that are defined in detail and can be documented with an invoice, such as equipment maintenance and repair related to the project, all kinds of license and usage fees (including computer software), survey services, posters and other printing works are written in this section.

14.3 Travel – Travel support may only be requested for transportation, shipping and fieldwork required for research. It covers trips planned to be made for purposes directly related to the research, such as data collection for research, on-site survey, and fieldwork.

14.4 Advisor- Financial support is given to Advisor and Co-Advisors to be used in all kinds of scientific/artistic/cultural activities and R&D purchases, per project.

14.5 Research Student –They are the researcher students selected to the team by the Advisor and Co-Advisors. Research scholarships are given to research students selected to the team by meeting the application conditions. Scholarships are not given to volunteer research students and Credit Course Projects students.

15. Expenditure Items and Schedule – The explanation of the items in the general budget to justify the purchase or expenditure and the expenditure calendar should be prepared monthly and submitted with the application form.

16. Letter of Intent Received from External Institution – Along with the project proposal to be made together with projects supported by external institutions, the relevant institution stating their willingness to cooperate with University of Kyrenia within the framework of the project must submit a Letter of Intent. In order for the project to be carried out as an "Industry Supported Project", a "Consultancy Permit" must be signed with the institution(s) during the contracting process or there must be an ongoing externally supported project contract. (Examples of externally supported projects: Industry Consulting Projects, TÜBITAK TEYDEB.

UNIVERSITY OF KYRENIA INTERNAL FOUNDED PROJECTS APPLICATION AND EXECUTION AND FLOW CHART

