



FENERBAHÇE UNIVERSITY SCIENTIFIC RESEARCH PROJECTS DIRECTIVE

PART ONE

Purpose, Scope, Basis, and Definitions

Purpose and Scope

ARTICLE 1- (1) This directive aims to specify matters related to the evaluation, acceptance, funding, implementation of related services, monitoring, evaluation of results, and public announcement of scientific research project proposals submitted by permanent faculty members at Fenerbahçe University. It has been prepared to facilitate the transfer of resources to the projects of instructors and researchers that are supported by national or international organizations.

Basis

ARTICLE 2- (1) This Directive has been prepared based on the provisions of "Article 58 of the Higher Education Law No. 2547"; the "Regulation on Scientific Research Projects of Higher Education Institutions"; "Industrial Property Law No. 6769"; the "Regulation on Employee Inventions, Inventions in Higher Education Institutions, and Inventions Emerging in Publicly Supported Projects"; and the "Principles and Procedures Regarding the Use, Accounting, and Operation of the Special Account of the Appropriations Allocated for Scientific Research Projects in Higher Education Institutions Budgets".

Definitions

ARTICLE 3- (1) The definitions used in this Directive are as follows:

- a) **Researcher:** Individuals included in the project team by the principal investigator to carry out the scientific research project. This includes instructors, undergraduate and graduate students working on the project topic, and experts who have completed their education and are assigned to the project.
- b) **SRP Unit:** The unit affiliated with ITARM, responsible for providing secretariat services to the Scientific Research Projects Commission of Fenerbahçe University; managing budget appropriations and transactions related to the special account; carrying out, monitoring, and coordinating projects supported within the SRP scope as defined in this Directive and Guide; conducting activities related to the measurement, evaluation, and determination of research performance at Fenerbahçe University

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concerning the SRP; and performing other duties assigned by the Commission in coordination with relevant units.

- c) **Scholarship holder:** Students enrolled in master's or doctoral thesis programs who will be assigned to a project while receiving a scholarship within the scope of scientific research projects conducted at the University, excluding research infrastructure establishment and development projects included in the annual investment program.
- ç) **FBU:** Fenerbahçe University.
- d) **FBUSRP:** Fenerbahçe University Scientific Research Projects.
- e) **Implementation officer:** Individuals appointed by the expenditure authority to implement tasks such as performing the work, receiving goods or services, handling receipt procedures, documenting, and preparing and verifying the documents required for payment, all under the instruction of the expenditure authority for expenditures made within the scope of the special account.
- f) **ITARM:** Innovation, Technology Application and Research Center.
- g) **Commission:** Fenerbahçe University Scientific Research Projects Commission.
- ğ) **Chair of the Commission:** The Rector or a Vice Rector appointed by the Rector.
- h) **Guide:** The document that establishes the FBUSRP application procedures and processes, published annually by the FBUSRP Commission and updated by the SRP Unit in accordance with the Commission's decisions.
- i) **Board of Trustees:** Fenerbahçe University Board of Trustees.
- ı) **Instructor:** A full-time faculty member at Fenerbahçe University holding the title of assistant professor, associate professor, or professor.
- j) **Project Contract:** The contract signed by the Rector or the Vice Rector appointed by the Rector and the project team for supported projects, specifying the principles, procedures, and responsibilities to be followed regarding the execution, completion, and publication of the project results.
- k) **Principal Investigator:** A full-time instructor at FBU who proposes the project and is responsible for its preparation and execution. The Principal Investigator oversees the activities of instructors and researchers who have completed their doctoral, medical specialty, or art proficiency training within the project, ensures the proper use of financial support according to regulations, and monitors all processes in compliance with FBU's relevant rules.
- l) **Rectorate:** Fenerbahçe University Rectorate.
- m) **PTD:** Procurement and Tender Directorate.
- n) **FAD:** Financial Affairs Directorate.
- o) **UIC: University-Industry** cooperation.
- ö) **University Tender and/or Expenditure Officer:** The senior manager appointed by the Board of Trustees responsible for procurement and/or tender-related tasks.

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PART TWO

Application and Acceptance Conditions, Evaluation Period and Commission, and Evaluation Process and Criteria

Application and acceptance conditions

- ARTICLE 4** – (1) The types of FBUSRP support, along with application procedures and conditions, are defined in the Guide published at the beginning of each academic year. FBUSRP support is provided in Turkish Lira, with details and upper limits specified in the relevant Guide.
- (2) The Principal Investigator must be a full-time instructor at FBU. There are no limitations on the persons or institutions for researchers to be included in the project research group.
- (3) Applications must be submitted using FBUSRP application forms obtained from the SRP Unit. Application forms must be submitted to the SRP Unit in the specified format, with a wet signature and/or via the system.
- (4) The SRP Unit conducts a formal preliminary review of the applications in accordance with the provisions of the Directive and the Guide. Applications that do not comply with the Directive and the Guide are returned to the applicant with a justification. The updated application received by the SRP Unit is reevaluated for formal compliance. If the application meets the formal compliance criteria, it will be placed on the agenda of the next Commission meeting.
- (5) During the formal review, the SRP Unit verifies compliance with the following criteria:
- All requests included in the project application comply with the relevant provisions of the Directive and the Guide,
 - All fields in the application forms are fully completed,
 - The requested budget amount does not exceed the support limits and is specified in Turkish Lira,
 - All tables and amounts in the budget section are consistent,
 - Pro forma documents related to the requested purchases in the budget are fully included, and the budget tables are consistent with the pro forma documents,
 - The reasons for requesting the machinery/equipment to be purchased within the scope of the project are written.
 - The potential contributions of the project to FBU's research capacity are specified, and all other fields in the application forms are fully completed.
 - Three (3) pro forma invoices for each budget item requested within the scope of the project are submitted in accordance with the rules specified in the Guide, following the instructions of the Purchasing and Tender Directorate, as required by the Tender Law.
 - The documents required for the FBUSRP support processes are submitted to the SRP Unit with a wet signature and/or through the system.
 - Legal permissions required for the implementation of the project, such as ethics committee approval or institutional authorization, are obtained before the project application is submitted.
 - A memorandum of understanding including the job descriptions and work packages is submitted if there is public cooperation and/or university-industry cooperation (UIC) in the project.

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(6) Project applications that do not meet the formal requirements specified in the Guide at the application stage will not be approved. The principal investigator may update their application and resubmit it to the SRP Unit.

Evaluation period and commission

ARTICLE 5- (1) The principal investigator submits a project proposal to the FBUSRP Commission as specified in the Guide published that year; evaluations are conducted based on the Commission's decision.

(2) To carry out the duties specified in Article 1 of this Directive, a commission is established consisting of at least four faculty members appointed by the Rector upon the Senate's recommendation, chaired by the Rector or the Vice Rector responsible for research, in accordance with the provisions of the "Regulation on Scientific Research Projects of Higher Education Institutions".

(3) Commission members are appointed for a term of four (4) years, with consideration given to maintaining balance across the existing disciplines at FBU.

(4) Duties, Powers, and Responsibilities of the Commission:

- a) Evaluating and deciding on project applications; forwarding proposals deemed necessary to arbitrators; reviewing arbitrator reports received and determining whether the project will be supported.
- b) Determining the application procedures and principles related to the realization, evaluation, execution, monitoring, and finalization of project applications.
- c) Evaluating the interim reports received from the principal investigators of ongoing projects and covering the relevant project periods.
- ç) Evaluating and deciding on requests for additional time, additional budget, and all other requests from principal investigators.
- d) Deciding on the necessary sanctions in cases contrary to the articles of the directive and project protocol.

(6) Decisions of the FBUSRP Commission are regarded as provisions of the Directive and incorporated into the Guide. Updates in the Guide are tracked in the change log by section and date.

Evaluation process and criteria

ARTICLE 6 - (1) Applications that have passed the SRP Unit's preliminary review and meet all formal examination criteria and the Guide requirements specified under Article 4 of this Directive are submitted to the Commission.

(2) The Commission evaluates the project applications submitted by the SRP Unit based on the following criteria:

- a) Alignment with the research strategies and priority areas of our country and FBU,
- b) The potential for project outputs to be converted into economic value and national benefit (commercialization potential),
- c) Practical applicability of project outputs and achievements, Technology Readiness Level (TRL),

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- ç) UIC potential and a multidisciplinary approach (projects with the involvement of multiple instructors),
 - d) Preliminary studies with the potential to attract large-scale funding from other institutions/organizations for the project supported by FBU,
 - e) Potential of the research results to lead to article publications in internationally indexed peer-reviewed journals (where applicable, projects that may be subject to patent, utility model, or industrial design applications),
 - f) Projects that substantially demonstrate project outputs and success criteria, and expecting outputs such as papers, postgraduate theses, graduation projects, experimental setups, and original teaching techniques,
 - g) Suitability of the project plan (duration, budget etc.), implementation methodology, and compatibility with FBU's infrastructure.
- (3) If deemed necessary, the Chair of the Commission may invite a faculty member from FBU with expertise in the project's field to provide an opinion.
- (4) Project proposals under consideration may be decided directly by the Commission, taking into account the project type, or, for projects deemed necessary, may be referred to arbitrators whose number and qualifications are determined by the Commission.

PART THREE

Grant Utilization and Financial Matters, Project Execution, Monitoring, Postponement and Finalization, Revisions and Amendments

Grant utilization and financial matters

ARTICLE 7- (1) The necessary service procurements, consumables and equipment acquisitions, fixture purchases, and related expenses of projects funded by the FBUSRP grant are determined in accordance with the guide published each academic year.

(2) The budget amount that projects within the scope of FBUSRP can receive is determined by the Commission in accordance with the established upper limits for projects.

(3) FBUSRP grants cannot be used to cover training fees or conference participation expenses.

(4) The reasons for purchasing machinery/equipment within the scope of the project, the proposals received from companies regarding these purchases, the potential contributions to the university's research capacity, and all other relevant fields in the application forms must be completed in full.

(5) Pro forma invoices for equipment, software, and hardware requested for the project must be attached to the application form in accordance with the rules specified in the Guide.

(6) All fixtures purchased within the scope of the project shall be delivered to the faculty/school to which the principal investigator is affiliated upon project completion, accompanied by a record. A copy of the record is submitted to the SRP Unit for filing in the relevant project file.

(7) For pro forma invoices received in foreign currencies, the exchange rate on the date the budget calculations are made is included in the application form. For exchange rate differences not exceeding 10% of the total budget, a Commission decision is required for an additional budget request. Any additional budget requests related to exchange rate differences must be submitted to the SRP Unit with a petition signed by the Principal Investigator.

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- (8) Additional budget requests, accompanied by a petition signed by the Principal Investigator stating the reasons, are submitted to the SRP Unit for approval by the Commission.
- (9) If any presentation or publication (article, paper, book, thesis, etc.) includes contributions from projects carried out or completed with FBUSRP support, it must acknowledge that the work was carried out with FBUSRP support and comply with the rules specified in the Guide.
- (10) After the Commission approves the project applications and budgets, they are submitted to the Board of Trustees for final approval as a list.

Execution and monitoring of projects

ARTICLE 8- (1) The Principal Investigator is responsible for the scientific management of projects and budget expenditures.

(2) Purchases for projects approved by the Tender and/or Expenditure Authority are carried out in coordination with the ITARM SRP Unit and FAD, PTD.

(3) For each approved FBUSRP project, the Principal Investigator makes expenditures in coordination with the ITARM SRP Unit and FAD, PTD.

(4) After the project budget is transferred to the relevant account, the SRP Unit informs the Principal Investigator by email about the expenditure and monitoring procedures.

(5) An interim report is submitted to the SRP Unit every six (6) months from the start of the project.

(6) When the project is completed, the project results report is prepared and submitted to the SRP Unit.

(7) The Principal Investigator may request bank account activity records related to the SRP project from the SRP Unit.

(8) Principal Investigators may submit their information on SRP projects to the Commission through the SRP Unit with a signed petition.

Postponement of projects

ARTICLE 9- (1) For projects that cannot be started within six (6) months of the approval date, the Principal Investigator applies to the SRP Unit with a stated reason. The start of the project may be postponed for 6-12 months, subject to changes deemed necessary by the Commission.

(2) Projects that cannot be started in the proposed year without justification may not be postponed to the following year.

Finalization of projects

ARTICLE 10- (1) As of the supported projects' end dates, the Principal Investigator submits the project results reports to the SRP Unit. The SRP Unit adds the project results to the next Commission agenda and presents them at the meeting.

(2) After the Commission approves the project final report, the project is officially finalized. The remaining funds in the project budget are returned to the FBUSRP main account.

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PART FOUR
Effective Date and Implementation

ARTICLE 11- (1) This directive enters into force on the date of its approval by the Senate.

ARTICLE 12 – (1) This directive is implemented by the Rector of Fenerbahçe University.

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