

# Scientific Research Projects (BAP) Coordination Unit Directives

BEZMIALEM VAKIF UNIVERSITY SCIENTIFIC RESEARCH PROJECTS (BAP)

COORDINATION UNIT DIRECTIVE

FIRST PART

Purpose, Scope, Basis and Definitions

Goal

ARTICLE 1 - Purpose of this Directive; To organize, monitor and finalize the duties, powers and responsibilities of the Scientific Research Projects submitted to the Scientific Research Projects (BAP) Coordination Unit to be conducted and supported by the BEZMIALEM VAKIF University (BVU) researchers.

Scope

ARTICLE 2 - This Directive It covers the principles and procedures for the evaluation, acceptance and support of the research project proposals carried out and carried out under the auspices of the Scientific Researches within the scope of the BVU BAP Coordination Unit and the implementation, monitoring, evaluation of its results and public announcement.

Base

ARTICLE 3 - This Directive has been revised in accordance with the provisions of the "Regulation on Higher Education Institutions Scientific Research Projects" published in the Official Gazette on 26.11.2016 and according to the related articles of Higher Education Law No. 2547

Definitions

ARTICLE 4 - The definitions given in this Directive are stated below. Other definitions related

It is included in the Regulations and Principles and Procedures.

a) Researcher: The persons who are shown on the project team by the project manager in order to carry out the scientific research project.

b) Head of BAP Coordination Unit: Rector or Vice Rector to be appointed.

It is the responsibility of the BAP Coordination Unit to carry out its activities on behalf of the institution.

c) BAP Coordination Unit Coordinator: The activities of the BAP Coordination Unit

who is responsible for the execution of the institution in the name of the higher education institution and who is determined by the chairman of the BAP Coordination Unit and who is responsible to the chairperson of the BAP Coordination Unit.

ç) BAP Coordination Unit: The BAP Coordination Unit

determine the supporting principles of the supported research projects, and evaluation, acceptance, execution, monitoring and public services

it is the VAKIF that sees the task of announcement. Briefly referred to as "Board".

d) Scientific Research Projects: Projects that can be done with participation of internal and / or external institutions, national and / or international institutions or institutions with scientific content expected to contribute to the technological, economic, social and cultural development of the country, and projects to establish and develop a scientific research and research infrastructure.

e) Advisor: The proposals of the Board or the Dean / Institute Directors

specializing in related fields to be benefited from their views, scientists from within or outside.

f) Authority for Expenditure: It is the chairman of the BAP Coordination Unit.

g) Project Coordinator: Project Coordinator who is responsible for proposing, preparing and executing the project, and researchers who have completed doctorate, dentistry, pharmacy or proficiency in arts education.

h) University / Rectorate: BEZMIALEM is VAKIF University / BEZMIALEM Vakif University Rectorate.

## SECOND PART

### Evaluation, Support and Monitoring of Scientific Research Projects

#### BAP Coordination Unit

ARTICLE 5 - For the execution of the duties stated in the Purpose and Scope, the Rector or the Faculty Members of the Faculties and the Higher Schools under the presidency of a Vice Rector to be appointed by the Rector shall designate the journals which are published in the international citation indices and /

a member of the Members of the Board are appointed for four years, with a balance between the existing branches of science in the University. The ending member can be reinstated in the same manner. If the members of the BAP Coordination Board depart from the administrative duty due to administrative duties, their duties at the BAP Coordination Unit automatically terminate. The board convenes upon the call of the president. Decisions are taken by open voting and voting.

## Duties of the BAP Coordination Unit

### ARTICLE 6 -

- a) The project is obliged to announce the application calendar every year.
- b) Identify and announce the principles and priorities of project support.
- c) Higher Education Institutions evaluate and finalize the projects submitted in line with the criteria set out in Article 7 of the Regulation on BAP and the criteria determined in this Directive.
- d) Evaluate the interim and final reports of the research projects and determine the sanctions to be applied if they are delayed.
- d) Contributes to the creation of university science policy.
- e) To increase the number of researchers and research quality.
- f) Set sanctions in cases contrary to contract, directive and copyright.
- g) Decides whether to continue the projects which are not carried out in accordance with the proposal of the project and which have failed. In cases where it is deemed necessary, the project can be reviewed on site, the project content, the manager, the investigator, the budget and the duration can be changed or the project can be canceled.

## Principles to be considered in the selection of scientific research projects

### ARTICLE 7 -

- a) Research projects are assessed and selected with respect to each science discipline that has a specialist staff of the University, with priority given to the university science policy determined by the University Senate or the country science policy. The project is universal and nationally aware, contributing to the technological, economic, social and cultural development of the country.
- b) selection and support of scientific research projects; priority, multi-center, inter-institutional, international and interdisciplinary projects with a focus on basic sciences, results oriented implementation, resources and activities.
- c) In human and animal based studies, it is necessary to obtain approval from relevant ethical committees.

## Application calendar

### ARTICLE 8 - Application schedule for scientific research projects every year BAP Coordination

It is determined and announced by the Unit Commission.

## Application and evaluation

### ARTICLE 9 -

a) The project proposal prepared by a project manager together with the decision of the academic committee,

BVU BAP Project Application Form \* and its attachments, Department / Institute / Directorate of Department

to the BAP Coordination Unit.

b) Advising lecturers from within or outside the university to make an evaluation; whether it is authentic, the method of research used, the publications of the managers and researchers, if relevant, the project cost and expenditure reasons

and present the report to the Dean / Institute Directorate.

c) When they approve the projects proposed to be supported by Deans or Institute Directors, they shall also send to the BAP Coordination Unit the allocation according to the budget allocation and pen foreseen for these projects.

ç) The decision to support the proposed scientific research projects is made by the BAP Commission. Project applicants who have participated in scientific meetings abroad should be held for at least one month between the commencement date of the scientific meeting and the last application date of the tender application period announced by the BAP Coordination Unit.

d) "Supported Project Contract" prepared by the BAP Coordination Unit for the projects decided to be supported by the Chairman of the Board and the Project Manager

signed.

e) The project proposal, which can not be supported due to lack of adequate funding, may be submitted again by the project managers for evaluation in the following years.

Execution and monitoring of scientific research projects

ARTICLE 10 -

a) The manager of the accepted scientific research project provides interim reports to the board every six months for information on previous studies. Interim reports are reviewed by the board.

Continuation of the financial support for the next tranche of projects over one year positive depending on your opinion. Progress reports are not submitted or projects not evaluated positively are canceled.

b) Students who have been employed outside the University for a long period of time, projects that become impossible to carry out for unfavorable reasons such as reported illness; the project manager may be annulled by the board on a justified application or a new manager may be appointed instead of the project managers upon the recommendation of the relevant Department Head and Dean / Institute Director.

c) In accordance with the purpose and reason stated in the approved project,

expenditures and payments related to travel shall be made in accordance with Articles 12 and 13 of this directive and the decision of the Administrative Board of the Faculty or the Institute to which the academic staff shall be attached for such travel shall be required.

Cancellation of the project

ARTICLE 11 -

a) A project whose manager and / or co-investigators have developed as a result of defects is canceled by a decision of the board. The cancellation decision is communicated to the project manager in writing by the President of the BAP Coordination Unit.

b) The Board withdraws the payments made for the canceled projects and purchased materials partially or totally from the project manager and joint researchers.

c) A manager whose project has been canceled due to failure to fulfill his obligations shall not be employed in projects supported for one year (12 months) from the date of cancellation.

d) Projects shall be sent to the Scientific Research Projects Unit Coordination Unit together with the project final report and annexes within six months following the end dates determined in the protocol.

The result can be accepted as if it were a report, it can be re-evaluated or rejected after the changes are made. Rejected results reports are sent back to the investigator. It is re-evaluated after the revision. In case of rejected results reports, 50% of the support given to the researcher is refunded by the investigator within 12 months. Until the date of submission of the project outcome report, the results of the SCI or SCI-Expanded project and the results of the project published or published in other critical publications are also considered as the final report.

THIRD PART

The Use of Appropriations and Financial Considerations

Use of Grants

ARTICLE 12 - BAP payment; limited to the duration of the project, the expenditures of the contractual works required for the scientific research projects, travel and service purchases, consumption goods and supplies purchases, inventory purchases, purchases of machinery and equipment and scientific

is used to cover other expenses required for research projects.

ARTICLE 13 - The BAP Coordination Unit may propose to seek outsourced support primarily for high-budget and scientifically worthwhile projects, and for the applications to be made to the BAP Coordination Unit in order to balance the BAP budget, the upper limit of the budget is set at 20.000 TL.

ARTICLE 14 - All BAP allowances except for patent applications will not be activated without the approval of the Ethics Committee.

ARTICLE 15 - Except for thesis and patent studies, a manager can not be an executive in two projects in one year.

ARTICLE 16- Scientific research projects accepted in the application calendar,  
date approved by the Rector and the Board of Trustees  
and shall enter into Enforcement.

Inventory records

ARTICLE 17 - The durable goods received within the scope of the project shall be handed over to the Expenditure Unit warehouse by arranging the movable transaction fuels in accordance with the Portable Goods Regulation. Later, the project manager is transferred to the related department / department of the faculty / institute where the project manager is affiliated to the Moving Register and Control Authority. Upon request of the transfer, the project manager or the person to be determined is confiscated by making an entry. Consumption goods and supplies are allocated directly to the project manager.

#### SECTION FOUR

Scheduling and Finalizing Projects

Project duration

ARTICLE 18 -

a) Upon request of the project manager, "Additional Product / Service Request Form" \* will be applied to the Board.

In this case, with the Board Decision, an additional period of up to one year can be provided, up to 50% of the total project cost.

b) The Board shall continue to provide financial support for the subsequent tranche of projects exceeding one year,

based on evaluation reports, together with the newly submitted projects.

Broadcast conditions to be searched in the conclusion of the projects

ARTICLE 19 -

a) The publication to be searched for in the finalization of projects undertaken abroad within the scope of the BAP (which requires payment of a temporary mission and / or journal) must be published in internationally recognized journals or scientific books.

b) Scientific Research Project code number should be given in the relevant sections of the publications originating from the research supported by the BAP budget and it should be indicated that support is provided.

c) In case of acceptance or publication in SCI or SCI-Expanded journals within 18 months from the end of the project bearing the condition of Article b, these studies are paid 10% more than the academic incentive. This additional payment is paid to the responsible investigator who is the applicant.

#### Copyright

ARTICLE 20 - Scientific results obtained from the research project are copyrighted by the University.

#### PART FIVE

##### Miscellaneous and Final Provisions

##### Unclaimed cases

ARTICLE 21 - In cases where there are no provisions in this Directive,

Provisions of the Regulation on Scientific Research Projects of Higher Education Institutions prepared in accordance with Article 58 of the Law No. 4684 amended by the law and general provisions

Applied.

##### Enforcement

ARTICLE 22 - This Directive has been accepted by the meeting of the BEZMIALEM Vakif University Senate, dated 27.12.2017 and numbered 28.

##### Executive

ARTICLE 23 - The provisions of this Directive are executed by the Rector of the BEZMIALEM VAKIF University.

Annex 1: Scientific Research Projects (BAP) Coordination Unit - Application Form

Annex 2: Scientific Research Projects (BAP) Coordination Unit - Interim Report Form

Annex 3: Scientific Research Projects (BAP) Coordination Unit - Final Report Form

Annex 4: Scientific Research Projects (BAP) Coordination Unit - Supported Project Contract

Annex 5: Scientific Research Projects (BAP) Coordination Unit - Project Evaluation Form

Annex 6: Scientific Research Projects (BAP) Coordination Unit - Additional Product-Service Request Form

\* Directive attachments can be accessed via the following internet address:

<http://spdevapp01/yonetmelikveyonergeler/forms/allitems.aspx>